



Los Padres CATESOL meeting – Friday, January 13th, 2012

Wake Center room 12

Los Padres CATESOL Operating Committee for 2011-2012

- Coordinator 2011-2012: Hilary Tomczik
- Coordinator-Elect: OPEN
- Treasurer: Terease Chin
- Secretary: Cassie Koop
- 2011 Fall Conference Coordinators: Douglas Smith with Terease Chin
- 2011 Fall Conference Coordinator Elect: Rebecca Rubel
- Professional Development Coordinators: Jack Bailey and Silvia Morgan
- Communications Coordinator: Lianne Zimmermann
- K-12 Outreach Coordinator – Clara Bauler
- Website Administrator: Douglas Smith
- Membership Coordinator: Rebecca Rubel

Los Padres CATESOL Level Chairs:

- a. K-12 – OPEN
- b. Adult Ed – Jack Bailey
- c. Community College – Clara Bauler
- d. IEP – Paul Mori
- e. University – Hilary Tomczik
- f. Ventura County – Steve Thompson
- g. SLO County – OPEN

1. Approval of December 2nd Meeting Minutes

- The minutes were reviewed and approved.
- Cassie will change Leanne to Lianne in the December 2nd minutes.

2. Financial Report

- Terease has agreed to take over the treasurer position for Michael and will continue for the next year.
- Michael has handed over the ledgers to Terease.
- Our balance in the account is \$7597.10.
- Terease will bring a balance sheet to the next meeting.
- Terease will simplify the procedure and readability of the accounts/statements.
- We need 2-3 signers for our CATESOL Citibank account # 203648639. Our new signers are Terease Chin, Douglas Smith, and Hilary Tomczik.
- Don Sillings is no longer the CATESOL treasurer. Terease needs to send the balance to the new treasurer.
- Terease will write up the treasurer procedures.
- We will donate any excess of \$2500 to the State. Terease will handle this transaction.

3. Nominations for Board Positions for 2012-2013

- Belinda (from Council) suggested that we advertise for Operating Committee positions for 2012-2013.
- Please nominate yourself or someone else for a board position!
- There is a new director at EF.
- ELC is beginning this month.
- ELS will also have a new director, but he has not arrived in Santa Barbara yet.
- Lianne is from EF. Perhaps she could invite the director?
- Jack will contact Clara to see if she is still coming, and if she has ideas for K-12 outreach.

4. K-12 and Ventura Outreach

- We need someone to help promote CATESOL in the K-12 sphere.
- Steve Thompson has connections with K-12 administration.
- How many K-12 attendees were at our local conference?
- On our conference sign-up form, we need to include an affiliation (K-12, Adult Ed, etc.) to track how many K-12 attendees we have.
- Steve Thompson could provide the classroom for a workshop in Ventura.
- We need to assess the needs of the K-12 ELD teachers.
- Technology could be a good topic.
- Steve will approach Jennifer Robles about the needs and interests of K-12 teachers and potential presenters.
- We also need to consider K-12 schools in Carpinteria. Those teachers may very well attend our events.

Action Items:

1. Terease will write up a procedure for how to organize a book fair/ conference share and put it on the website.
2. Clara Bauler will contact K-12 schools to talk with their principals to promote CATESOL.
3. Michael, Paul, and Clara will brainstorm technology workshops for the fall. Jack will take the lead.
5. Hilary will put feedback forms up on Google docs for the board to see.
6. Jack will try to schedule popular presenters (Beverly Swartzberg, Deborah Gordon, etc) for the CATESOL workshops.
7. Hilary will speak with Marie Chin about possibly taking over the secretary position in April.
8. Hilary will contact Jaala about being on the Operating Committee
9. Cassie will forward revised minutes to Doug to post on the internet.
10. Jack will contact Clara to see if she is still coming, and if she has ideas for K-12 outreach
11. Steve will approach Jennifer Robles about the needs and interests of K-12 teachers and potential presenters.
12. Terease will bring a balance sheet to the next meeting.
13. Terease will simplify the procedure and readability of the accounts/statements.
14. Terease will write up the treasurer procedures.
15. We will donate any excess of \$2500 to the State. Terease will handle this transaction.
16. We will have a monthly (or weekly?) summary of who have registered online for the conference (instead of each time someone registers).

Present: Cassie Koop, Hilary Tomczik, Doug Smith, Jack Bailey, Steve Thompson, Paul Mori, Linda Beers, Nadia Van Wingerden, Rebecca Rubel

Next Meeting Time: Thursday, February 23rd, 4:30-5:30, Wake room 12