Los Padres CATESOL

**Board Meeting minutes** - Fri, 1/31/20 (1:00 – 2:25pm, John’s house)

**Spring Conference** – “2020 Vision” – Sat, Feb 8, 8:30 – 1:30 at UCEN (Lower Level)
Co-sponsored by UCSB’s English for Multilingual Students (EMS) Program

**Publicity**
Doug - **Website** - Listing conference details, including registration (52) and publishers (5).

Keith – One final **email blast** to the general membership – Randy is waiting on TPS to confirm parking specifics. Then Keith will inform our attendees of parking details.

Everyone please promote the conference in your spheres of influence.

Terease et al. have created a **conference schedule** available to be distributed. Feel free to post or pass out your copy.

**Logistics** (John and Jillian)
- Publishers and caterers by themselves (with some tables and/or chairs) in a large size room, State Street. Plenary and other all-group activities in the other big room with ~80 chairs, Santa Barbara Harbor. People can eat their food at breakfast and lunchtime in the publisher display room, the plenary room, or on the patio.

- We have the small rooms for 10-1. We have rented a **laptop** for Goleta Valley room ($11 / hr); presenters in other rooms supply their own laptops (to save funds).

- Keith, Randy, and John are loaning our conference **several extension cords** for the publisher tables. Label with their names to insure getting them back.

- Terease will print out stick-on, colored background name badges. Are there other appropriate hand-outs to include? Anthony Burik will send flyers to advertise the Annual Convention in Pasadena this October. Terease has some remaining folders to put materials in.

- Susan - bring a **data projector**, which we will use in the plenary room. We are renting **projectors** from UCEN for the three small rooms that are rented for three hours.

**Publishers** (John)
**John** will write publishers about UCEN opening time of 7:30.

**Finances**
- Terease – We can pay Jan’s honorarium from the Foundation.
- John – is still waiting to hear from Jan / Josie which costs EMS can underwrite.
- **Cost of registration**
  Members ($35)  Non-members ($45)  Presenters (no discount)
  Student members ($25)  Student non-members ($30)  Publishers ($75/table)

  John emailed Sal Davies to confirm: Online registration extended to the day of the conference, Feb 8. Membership will be encouraged at registration. The group agreed to cancel adding $10 for registration at the door.

- **Food** (Jillian, John)
  - Continental ($6.50). Assorted muffins, breakfast breads and donuts, juices and coffee.
  - California Deli ($12.25). 4 sandwiches (see below) and/or wraps, chips, whole fruit, chocolate chip cookie, soft beverage. 60 for breakfast; 45 for lunch, since not everyone tends to stay. (Registration staffers ask people registering if they plan to stay for lunch, so we have an idea of how many yeses and nos.)

<table>
<thead>
<tr>
<th>Tri tip &amp; Pico De Gallo</th>
<th>Angus tri-tip, pico de gallo, mayo, lettuce and tomato on ciabatta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegan Grilled Eggplant (vegan)</td>
<td>Grilled eggplant, red sweet peppers, hummus, lettuce and tomato on rosemary ciabatta</td>
</tr>
<tr>
<td>Grilled Chicken &amp; Sun Dried Tomato</td>
<td>Grilled chicken breast, sundried tomatoes, red peppers, basil mayo and lettuce on ciabatta</td>
</tr>
<tr>
<td>Tuna Salad</td>
<td>Tuna salad, mayo, mustard, provolone, lettuce and tomato on sliced wheat</td>
</tr>
</tbody>
</table>

  *Gluten free bread available upon request for an additional $0.75 per person*

- **Directions to the venue, parking, hospitality** (Randy)
  Registration fees cover parking; Lot 3 – 55 spaces; $530? Randy is waiting to hear final, definitive directions from TPS so we can communicate them to our anticipated attendees.

- **Volunteer Duties**
  - Draft / publish printed program (Terease)
  - Interface w/ presenters (Keith)
  - Interface w/ publishers (John)
  - Emcee (Randy & Doug need to work up their script)
  - Set-up (Jillian, John, Randy, Annette, Lila)
  - Clean-up (Steffie & others who can stay)

- **Schedule** (as shown on the conference schedule)
  7:30 Set-up  8:30 Registration  9:30 Plenary  10:30 Break-out 1  11:30 Break-out 2
  12:30 Lunch  1:15 Opportunity Drawing  1:30 Dismiss

  - After Jan’s plenary address, Randy & John will briefly thank her for her support of CATESOL.

  - Terease will assemble the Opportunity Drawing, including sponsoring two baskets from our chapter. She will ask publishers about sponsoring their own baskets.

  **ANNOUNCE: Board Elections to be held in summer.** Randy will take over as Chapter Coordinator in summer; Chapter Coordinator-Elect needs to be (self-?) nominated and elected; John will take over as Secretary, unless someone else steps forward; Terease will continue as Treasurer. Interested CATESOL members are welcome to attend our meetings and join the board as members-at-large.

  John will send out a Doodle Poll to find the best time for our next meeting: Fri, Feb 28, Mar 6 or 13. (Spring Break begins Mar 20.)