



Los Padres CATESOL meeting – Friday, August 26th, 2011, 4:00 pm

Wake Center room 13

Los Padres CATESOL Operating Committee for 2011-2012

- Coordinator 2011-2012: Hilary Tomczik
 - Coordinator-Elect: OPEN
 - Treasurer: Michael Larson
 - 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 / Events Coordinator: Silvia Morgan
 - 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 July 21st Meeting Minutes

-The minutes were reviewed and approved.

2. Financial Report

1. Michael was not present but sent a ledger.
2. Michael will deposit the book fair funds in the account.
3. Only Clara can close the FTCU account. Michael will contact Clara about doing so.

3. Conference Planning update

1. We will prepare the snail mail invitations after the next meeting (5:00-5:30) on Friday, September 9th.
2. Hilary will send mailing address labels to Doug Smith.
3. Hilary will check with Don Sillings about which type of Avery labels to use.
4. Hilary will send a summary of Rona's plenary notes to the board.
5. Participants in a group will receive a group rate equivalent to the member rate.
6. We will offer ten 50% off membership scholarships for new CATESOL members. This will be on a first come, first served basis.
7. Jack will create a flier advertising the scholarship and sign people up for membership.
8. Amanda will write local businesses for raffle prizes Cassie will send old raffle letters and assist as needed.
9. Rebecca has personally contacted the staff at EF and informed them about the conference.
10. Doug prepared a schematic and shared it with the board.
11. Doug received 2 more proposals.
12. Jack will remind publishers about call for proposals and encourage them to present.
13. Hilary will be the Volunteer Coordinator for the conference.
14. Doug will ask Terease about printed badges.
15. Hilary will contact John Robertson about being the student panel facilitator.
16. Jack Bailey will organize the employer panel.
17. Jack will investigate t-shirt and cloth bag prices (to be printed with logo)
18. Hilary will write a letter to EF Language School inviting them to participate in Los Padres CATESOL activities and conference. Jack and Rebecca will contribute to the letter.

Action Items:

1. Doug and Terease will send out snail mail invitations/registration forms for our fall conference by the first week of September (September 15th).
2. Terease will email the board notes from meeting with RonnaMagy.
3. Hilary will send a summary of Rona's plenary notes to the board.
4. Terease will write up a procedure for how to organize a book fair/ conference share and put it on the website.
5. Our email blasts will be updated to include 2010 conference attendees (Doug will check with Silvia).
6. Clara Bauler will contact K-12 schools to talk with their principals to promote CATESOL.
7. Michael will contact Clara about closing the FTCU bank account.
8. Hilary will share the "Potential Presenters" document via Googledocs.
9. Silvia will investigate Bennett's as a potential publisher. They need a letter describing the event and cost.
10. Amanda will write local businesses for raffle prizes (Cassie will send old raffle letters). Cassie will assist as needed.
11. Michael, Paul, and Clara will brainstorm technology workshops for the fall. Jack will take the lead.
12. Doug will ask Silvia about which email list she is using for the Save the Dates.
13. Michael will deposit book fair funds (around \$300 total) in the account.
14. Hilary will contact Silvia about the status of members on the "no contact" list.
15. Michael will deposit the book fair funds in the account.
16. Hilary will send mailing address labels to Doug Smith.
17. Hilary will check with Don Sillings about which type of Avery labels to use.
18. Jack will create a flier advertising the scholarship and sign people up for membership deal.
19. Jack will remind publishers about the Call for proposals and encourage them to present.
20. Hilary will be the Volunteer Coordinator for the conference.
21. Doug will ask Terease about printed badges.
22. Hilary will contact John Robertson about being the Student Panel facilitator.
23. Jack Bailey will organize the Employer Panel.
24. Jack will investigate t-shirt and cloth bag prices (to be printed with logo)
25. Hilary will contact Christopher Stillwell about presenting at the conference.
26. Hilary will write a letter to EF Language School inviting them to participate in Los Padres CATESOL activities and conference. Jack and Rebecca will contribute to the letter.

Present: Amanda Jones, Rebecca Rubel, Doug Smith, Cassie Koop, Jack Bailey, Hilary Tomczik, Steve Thompson, LissieBellido, Paul Mori

Next Meetings: Friday, September 9th, 4:00- 5:00, Wake Center room 12, Assemble snail mail, 5:00-5:30
Friday, September 23rd, 4:00-5:00, Wake Center room 12
Friday, October 7th, 4:00-5:00, Wake Center room 12

Next Meeting Agenda Topics:

- Review new conference proposals
- Bennett's as a potential publisher
- The email contact list
- Assembling the snail mail invitations
- Distributing the Save the Date fliers