**CATESOL Capital Area Chapter**

**Steering Committee Meeting**

**October 4th, 2013, 5:30-7:00 p.m.**

**Round Table Pizza, K Street, Sacramento**

In attendance: James Strode (chapter coordinator), Stephanie Anderson (treasurer), Leslie Freeland (social media manager), Julian Elias (secretary), and Albert Lozano

Approval of minutes from last meeting (Aug. 30th)

Treasurer’s report

* Cloudburst account: approximately $64
* Regular account: approximately $940

Upcoming event

* The CATESOL Capital Area Chapter Fall Workshop (Saturday, October 12th, 9:00 a.m. to 12:00 p.m.) – Napa Hall Room 1003 at Sac State – Marsha Chan, “the Pronunciation Doctor”
* 33 people have registered
* Marsha will be given an honorarium of $200 and we may reimburse her for mileage
* Volunteers:
  + Laura ordered food from Noah’s, but she won’t be able to attend, so we will ask her to cancel the order
  + Albert will buy food at Costco
  + Stephanie will bring coffee, bins of supplies, dictionaries, name tags, etc.
  + Set-up at 8:00 a.m.: James & Justin
  + Registration table: Stephanie & Justin
  + Clean-up at 12:00 p.m.: Julian, Leslie & Nailya
  + Marsha will bring her books, etc. and offer them for sale

New idea

* Steering committee members will write and/or sign letters for each other to show how long we have been involved with the CATESOL Capital Area Chapter and which positions we have held

Results of election of CATESOL Capital Area Chapter officers

* Leslie Freeland will be the new chapter coordinator & social media manager
* Laura Rodman will be the new chapter coordinator elect
* Stephanie Anderson will continue as treasurer
* Julian Elias will continue as secretary

The 2014 CATESOL Northern Regional Conference will be at OTAN in Sacramento

The 2014 CATESOL Annual Conference will be in Santa Clara

Next CATESOL Capital Area Chapter meeting

* Friday, November 8th, 5:30 p.m., at Round Table Pizza, K Street, Sacramento