**CATESOL Capital Area Chapter**

**Steering Committee Meeting – April 27, 2012, 5:30-7:00 pm**

**Round Table Pizza, 2915 K Street, Sacramento, CA**

**In attendance:**

James Strode (chapter coordinator), Stephanie Anderson (treasurer), Leslie Freeland (Web manager), Julian Elias (secretary), Laura Rodman, Betsy Gilliland, and Amber Kantner.

**Last meeting minutes:**

The last meeting took place immediately after the workshop on February 25. The minutes from that meeting were not available, but the details of the meeting were discussed.

**Treasurer’s report:**

* The old P.O. box is no longer being used.
* Sacramento Food Bank and Family Services sent a letter officially acknowledging our recent $1,000 donation.
* At the spring workshop, attendees paid $230, but the speaker received a $200 stipend and $60 was spent on food.
* We might increase the registration fees for future workshops (e.g., members would pay $15 rather than $10).
* Steps should be taken to make sure that future events and fundraisers will be profitable.
* We currently have around $1,000 in our account.

**CATESOL annual conference:**

Brief discussion about highlights of the annual conference in Oakland. The next annual conference will take place in fall 2013.

**NorCAPS (Northern California Pronunciation Specialists):**

The Capital Area Chapter will help to publicize an upcoming NorCAPS workshop.

**Capital Area CATESOL fall workshop:**

Possible dates for the fall workshop are October 13, 20, or 27. Possible topic: writing. Possible speaker: Shannon Pella. Regarding the location, Leslie will talk to Branka Marceta and find out whether we can use the SCOE (Sacramento County Office of Education) building again.

**Next meeting:**

The next Capital Area Chapter meeting will take place on Friday, September 7, 2012, from 5:30 to 7:00 p.m. at Round Table Pizza on K Street.