**CATESOL Capital Area Chapter Meeting Minutes**

February 28th, 2014, 5:30-7:00 p.m.

Round Table Pizza, 2915 K St., Sacramento, CA

1. **ATTENDANCE/INTRODUCTIONS**

In attendance: Leslie Freeland (chapter coordinator), Laura Rodman (treasurer), Julian Elias (secretary), James Strode, Albert Lozano, Justin Kyles, Lindsay Curtis, Natela Gruel, and Ellen Lange.

1. **REVIEW/APPROVE LAST MEETING MINUTES**

Approved

1. **TREASURER REPORT**

Current balance: $1,023.12. The money that was in the Cloudburst account has been transferred to the CATESOL education fund.

1. **2014 NORTHERN REGIONAL CONFERENCE: “Collaborating & Learning”**
	* Conference committee positions/responsibilities: see p. 3 for an incomplete list
	* Volunteers: Lindsay will take over and start working on a flyer and work with Branka to see what we need
	* Conference flyer design (need to assign)
	* Keynote speakers: Ellen and Laura are will work on this
	* Leslie will set up general emails for the website
2. **Capital Area Chapter *CATESOL News* Submission (due March 1st)**
	* Leslie is writing/submitting an article with information about the Fall Workshop and the upcoming Northern Regional Conference.
3. **STUDENT REPRESENTATIVE**
	* MA TESOL student representative from our chapter to participate in online chapter meetings. Go-To-Meeting. The student will get the title: CATESOL Capital Area Chapter MA TESOL Student Representative.
4. **NEXT MEETING DATE/LOCATION**
* March 21st, 2014, at Round Table Pizza on K St.
1. **ADJOURN**

**Tentative/Incomplete CONFERENCE COMMITTEE**

**Conference Chair** (who will check the general questions email?)

(the Project Manager – keeps all conference planning moving forward – follows up/follows through with all other positions)

**Program Co-Chairs**: Leslie & Justin & (someone from Davis) (Leslie will check the proposal email)

(collects the proposal submissions, splits up and distributes them to the readers, organizes the accepted proposals in the schedule, organizes the schedule for the day, must consider # of rooms and draw if presenter, more popular presenters will need the larger rooms, the keynote speakers will receive a $200 stipend and will be solicited, all other presentations will be self-submitted – the lead presenters get a discount)

Question: The Lead Presenter are getting a discount with their registration, but they will not know of their presentation has been accepted until sometime in early/mid April. Does this mean they should just go ahead and register at the normal price and get a refund if their presentation is chosen, or should they wait to register until they find out if their proposal has been accepted?

Need to TEST the proposal submission site and see how it is being displayed in the Excel file.

 **Site Chair** OTAN **Exhibits/Advertising Coordinator**: Natela Gruel & (possibly someone from Davis) (who will check this email?) (organize which exhibitors are placed together, contact exhibitors, answer exhibitor questions through email, arrange exhibitor set-up and tear-down times, provide space for the CATESOL promotional table and offer Bay Area (and other chapters) a space for promotional material?)

 **Registration

Publicity**

(website, promotional emails, flyers) **Website**: Leslie Freeland

**Program

Volunteer Coordinator** Lindsay Curtis (Lindsay will check the volunteer email account) **Treasurer**: Laura Rodman (will have a $2,500.00 start-up fund, normally has to rent an AV person – maybe not this time)

**Secretary** Julian Elias

**Food**: Albert & James (continental breakfast), lunch has been handled by Ellen Lange

**Level and Group Interest Events Coordinator**

**Donations** (we will have an “opportunity drawing,” no specifics yet)
 **Special Accommodations and Signage

Evaluations

CATESOL Regional Conference Liaison**