**CATESOL Capital Area Chapter Meeting**

**January 24th, 2014, 5:30 p.m. - 7:00 p.m.**

**Café Bernardo, 2726 Capitol Ave., Sacramento**

**In Attendance:**

Ellen Lange (CATESOL President), Leslie Freeland (Chapter Coordinator), Stephanie Anderson (outgoing Treasurer), Laura Rodman (incoming Treasurer), Julian Elias (Secretary), James Strode, Albert Lozano, Natela Gruel, Debra Nelson, Lindsay Curtis, Ryan Lutgen and his fiancé.

**Welcome and Introductions**

**Approval of Minutes from Last Meeting (November 22, 2013)**

**Announcements**

* The new CATESOL Capital Area Chapter Google Group will be more utilized. Ellen is getting more information from Don about how our chapter can maximize the Google Group.
* Capital Area Chapter Goals (from online meeting in December). We will work towards these goals during this 2013/2014 year:
	+ Fill the position of Chapter Coordinator Elect for the 2014/2015 year
	+ Increase Capital Area membership by 10% (about 15 people)
		- Leslie will request the current Capital Area membership spreadsheet and send it to Steering Committee Members (Ellen, James, Laura, Stephanie, Albert).

**Treasurer’s Report**

* For some reason, our account balance shows $0. This is not correct and needs to be followed up on. Ellen will check with May Youn/Don Sillings to see how we can rectify this situation.
* Cloudburst account: approximately $64
	+ We will no longer be having Cloudburst events, so this money will be donated to the CATESOL Education Foundation to sponsor an attendee to the 2014 Northern Regional Conference (Laura will coordinate this as Treasurer).
* Regular account: current balance (before tonight’s meeting expenses) is approximately $1,167
* Stephanie emailed Don about the dates of the 2012/2013 fiscal year
* Laura Rodman is taking over as the new Treasurer
* Stephanie has uploaded all treasurer info to our Google Drive under the CATESOLCapitalArea@gmail.com address.
* Laura will need to be reimbursed $75.10 for tonight’s Capital Area Chapter meeting.
	+ The chapter Treasurer’s personal reimbursement requests should be sent to the Chapter Coordinator, who can then send an email to May Youn, treasurer@catesol.org. It needs be only an email to May with the chapter Treasurer’s name, address, and amount to be paid.

**Misc**

* Since Stephanie Anderson is leaving, she has returned various items to the chapter. For now, Laura Rodman has possession of these items (they may be redistributed to other Steering Committee members as needed):
	+ 1 file box of treasurer related paperwork
	metal cash box
	+ 1 opportunity drawing box and a roll of opportunity drawing tickets
	+ 2 serving bowls and a bag of trays & baskets
	+ 1 large Rubbermaid tub
	+ 2 coffee makers
* Leslie will email the new meeting attendees (Ryan, Natela, Degra, Lindsey) the link to the membership page for CATESOL and the 2014 Northern Regional Conference information.
* The CATESOL membership page online looks strange, so Ellen will email Don regarding the unusual formatting to get it corrected.

**CATESOL 2014 Northern Regional Conference Planning**

* Basic information (http://www.catesol.org/regional.html):
	+ Location:
		- OTAN/SCOE (Sacramento County Office of Education), 10474 Mather Blvd., Mather, CA 95655
		- <http://www.scoe.net/about/maps/index.html>
	+ Date: Saturday, April 26, 2014
	+ Possible theme: Collaboration and Learning
* Recommendations for filling committee positions
	+ Ellen is working on a list of positions that need to be filled. We agreed to divide the work up as much as possible so that one person is not overwhelmed with the tasks. For now, the Capital Area Chapter Steering Committee members are listed.
* Website: Leslie will create a simple website using Weebly. We discussed using a picture of the location as the art on the website.

**Next Time**

* Ways to promote the conference:
	+ Facebook: through a new page or on the main CATESOL page and the Capital Area Chapter Page? Usually new pages hardly get any followers for specific events.
	+ Submit it to Judy O’Loughlin for publication in the TESOL Worldwide Calendar of Events
	+ Publish in the March 1st deadline for the CATESOLNews
* Article submission for the CATESOLNews: due date for submission is March 1st
	+ Ideas: ?

**Summary of Responsibilities/Tasks from Today’s Meeting**

* Ellen: contact Don regarding the membership page, our Google Group (how best to use it), determine why our account balance has $0, distribute the list of committee positions so that they may be filled.
* Leslie: email new meeting attendees, start Northern Regional Conference website, get Excel spreadsheet with current members and email out, request reimbursement check for Laura.
* Laura: make sure the $64 in the Cloudburst account gets applied to the CATESOL Education Foundation.
* Everyone else: think of ways we can promote the Northern Regional Conference and recruit volunteers.

**Next CATESOL Capital Area Chapter Meeting**

* Friday, February 28th, 5:30 p.m., at Round Table Pizza on K St.
* We are moving back to this location because it is quieter.