**Capital CATESOL Area Chapter**

**Steering Committee Meeting---March 4, 2011 5:30-7:00pm**

**Round Table Pizza---Sutter Square Galleria**

**2915 K Street---Sacramento, CA 95816**

**Meeting Minutes**

1) **Approval of last meeting minutes**

2) **Who is in attendance:**

* Erika Rose, Stephanie Anderson, David Newman, Leslie Freeland

3) **Web Manager Position**:

* Stephanie proposed that this position’s name be change to “Communication Officer.” Branka Marceta has agreed to fill this position. She will try and get to the April 15th meeting. Leslie will go over all website info with her.

4) **Increase Committee Membership:**

* According to CATESOL, Grad students are the main population who will step in and volunteer/serve, so our goal is to promote awareness among the local MA TESOL/Applied Linguistics students.
* For those who have contact with Grad students (Leslie/Betsy), flyers can be passed out and short announcements made. If you have contact with any interns, please let them know about our “volunteer opportunities” as well.
* Leslie has noticed that almost all of the Grad students at Sac State are *unaware* of the Capital Chapter of CATESOL, so basic awareness raising would be a good first start.

5) Who will **purchase and store the new Coffee/Tea Heaters**:

* Stephanie will take care of this.

6) **Annual CATESOL Conference:**

* CATESOL 2011: *Online registration has ended, but you can still register on site!*
* The Art and Passion of Language Teaching
* April 7, 2011 to April 10, 2011
* at the Long Beach Convention Center
* Stay at the official Conference hotel: Hyatt Regency in Long Beach

7) **Spring Workshop**

* **Speaker:** Dr. Reiko Komiyama from Sac State
* **Print Speaker’ handouts:** Dr. Komiyama wants to print her own handouts.
* **Topic:** “Nurturing Student Motivation in ESL Reading”
* **Speakers Needs:** PPT and her own computer (Erika is checking on this)
* **Time:** 8:30am-12noon with a 30min. break
* **Date:** April 30th
* **Venue:** Cosumnes River College, Room: LRC 217B
* **Parking**: Free, Parking Lot F
* **Cost:** $10/$15 pre-reg. $15/$20 @ door
* **Speaker Compensation**: $200, need to get a thank you card
* **Door Prize:** raffle off the $50 class discount from UCD Extension (leftover from the Cloudburst fundraiser)
* **Publishers:** Oxford has been confirmed, still working on others
* **Design Flyer:** Leslie
* **Distribution of Flyers:** Leslie (mail general members, put online), everyone else promote as much as possible
* **Online Registration**: Stephanie will set up online reg. w/ Don
* **Membership Table**: Leslie will set up/design - Erika will sit at during breaks (poster board, brochures, membership forms, table cloth, Newsletter/Journal, sample, sign, balloons?) Maybe also have a small section about “volunteering” in the local chapter, like a small form to fill out & drop in a box, etc. (open to other suggestions)
* **Camera**: Leslie will bring and take pictures
* **Signs:** Erika
* **Membership Forms:** Leslie will add a logo, print on color paper, and bring to workshop
* **Food and Drinks:** Stephanie will bring breakfast (muffins, bagels, cream cheese, croissants), drinks (coffee, decaf, juice, sugar/creamer), snacks (fruit tray). Leslie will bring tea : )
* **Set up:** Dr. Komiyama wants to come early, so someone should be there by 8:15, all other set-up can be done starting at 8:30
* **Clean up:**

8) **Still need to decide:**

* **When will the 30 min. break be?** Should check w/ Dr. Komiyama and see what works with her presentation.
* **Who will set up?**
* **Who will clean up?**
* **Who will put up signs before the workshop?**
* **Registration Table:** Stephanie
* **Can Dr.** **Komiyama bring her own computer?** (Erika checking)

9) Whether we should **submit Spring Workshop in the CATESOL**

* An article about the workshop for the summer issue; the deadline is May 1: only have 1 evening to get it done
* Leslie will pre-write a short blub (changing it a bit after the workshop) to see if we can get it in. Leslie will take pictures and see if she can use one for the article.

10) **Other Business:**

* Officers do not need to pay for workshop attendance.

11) **Next Meeting:**

* April 15th, Same location/time
* Promote with anyone who would like to “volunteer”. They do not need to be a member to attend a meeting.

12) **Meeting Close**