

K • A • T • E
Kansas Association of Teachers of English

KATE Executive Board Meeting Minutes
22 February 2003
9:00 a.m.
Eisenhower Library, Abilene, Kansas

Members present: Tara Azwell, Barbara Bleeker, Gerrit Bleeker, Joy Bunch, Leota Coats, Kay Flook, Karen Ford, Ruthann Harris, Clark Killion, Barbara Livengood, Bonnie Newcomer, Ingrid Seitz, Dave Smit, Karen Stous, Carlene Stueve, Dana Waters, Annie Wilson

Call to order

President Karen Stous called the meeting to order at 9:05.

Announcements

Karen introduced Jeanne Moxley and Steve Staab of Moxley Desktop Publishing. She asked board members to introduce themselves.

Approval of minutes

Joy Bunch asked that Matt Copeland's name be added to the minutes as SLATE representative. Clark Killion moved that the minutes be approved. The motion was seconded and carried.

Agenda additions

Joy asked that Matt Copeland's report on SLATE be added to the agenda.

Treasurer's report

Karen Stous gave the treasurer's report in the absence of Paula Ripple. The treasurer's report showed a balance of \$21034.32, a loss of \$441.08, with publishing costs for *Kansas English*, *Young Kansas Writers*, *Younger Kansas Writers*, and two issues of *KATE Update*, remaining. The total income from the KATE Fall Conference was \$20,950, with a net profit of \$4,729.07. The publishers' fees did not cover the cost of the Thursday evening reception. KATE also lost money on both the Thursday and Friday luncheons. Joy suggested we go back to charging for the Thursday evening reception. Because of the cutting of in-service funds to school districts, we are possibly looking at lower conference attendance for the 2004 conference. The possibilities of moving the conference to Saturday or going to a one day conference were discussed. Barbara Livengood asked if the pre-conference mailing had increased the conference attendance. Dave Smit moved that we accept the treasurer's report. The motion was seconded and carried.

Old business

Karen Ford has assumed the duties of Membership Chair. Moxley Desktop Publishing is the official recorder of our membership database. Clark Killion read through the list of members who have not renewed their KATE membership this year and asked those members who know them to personally remind them. Karen Stous noted that the list of non-renewals was longer than the list of members. Jeanne Moxley reminded us that we had not sent postcard reminders to non-renewing members this year, and the benefit of that service outweighed the cost. Bonnie Newcomer pointed out that often members renew their membership at the conference and if they don't attend, the reminder helps. Dave Smit moved that Moxley Desktop Publishing be authorized to automatically send out two mailings of reminders, one in November and the second in February, as a regular expense of KATE. Joy Bunch pointed out that the first of November is early to compile an accurate membership list and the mailing should be delayed until the end of November. Bonnie noted that Moxley Desktop Publishing needs the data for the December newsletter. Jeanne Moxley explained that the December *Update* goes out to the old membership, and the next newsletter goes to the new membership list. Bonnie noted that rather than the membership term running from October to October, the membership form says August to August. Dave Smit accepted a friendly amendment to the motion: the first notice will be sent at the beginning of December, the second notice in mid-February. The motion was seconded and carried. A discussion of e-mailing the second round of renewal notices was tabled until the next meeting.

Another membership problem occurs with nominations for new board members. Karen Stous pointed out that three new board members are not members of KATE and were not members when they were nominated. KATE by-laws require that board members be current members of both KATE and NCTE. In addition, some of the newly elected board members had not been notified that they had been elected to the board. Since the new list of nominees goes out in the March/April newsletter, this issue needs to be resolved.

Steve Staab pointed out that when Moxley Desktop Publishing sends out new membership lists, any changes are highlighted in gray, so that board members can double check for accuracy. He asked that board members use hard copies to make changes, rather than making changes on electronic copies, so that the official list remains consistent and accurate. Jeanne said that Moxley Desktop Publishing could e-mail the current membership list to officers and board members who need it for one charge of \$6.50; hard copies would be approximately \$25 each. The e-mail would be a PDF file.

Karen asked about privacy issues regarding our membership lists. One university had asked for our membership list to do a conference mailing. She asked that we set a policy about releasing our list to other agencies.

Because of misdirected information, we have had inaccuracies with membership records. Jeanne Moxley pointed out that handling membership names two or three times results in mistakes. Kay Flook, Conference Treasurer, stated that the conference registration form and the membership form should be separate. Membership forms then could go directly to Karen Ford, who would send a copy to Moxley Desktop Publishing. When Moxley Desktop Publishing receives the form, their responsibility is to enter it in the official database. Only the membership list of the Moxley database would be official. Karen called for a motion. Bonnie Newcomer moved that Moxley Desktop Publishing maintain the official membership database for the KATE organization. The motion was seconded and carried. Bonnie Newcomer moved that any officer who receives a membership form should immediately send it to the membership chair, who should then immediately make a copy and forward it to Moxley Desktop Publishing. The motion was seconded and carried. The

membership chair will notify Moxley Desktop Publishing of any e-mail address changes. Jeanne suggested putting a box on the front of the *KATE Update* for address corrections to help eliminate the extra postage charges of returned issues.

New business

Leota Coats gave the Nominating Committee's report on behalf of Judy Goodpasture. Judy has ten nominees for the board. The candidates represent a wide geographical distribution. Judy will double check each candidate before finalizing the ballot. There was discussion of possible nominees for second vice-president.

Joy announced that our newsletter, *KATE Update*, has again won an award from NCTE. The board congratulated both Bonnie Newcomer and Moxley Desktop Publishing.

Andy Anderson had asked that Karen Stous request nominations for NCTE Affiliate Awards. Nominations for the NCTE Distinguished Service Award are due by April 1, and should be made on an individual basis, not on behalf of an affiliate group. Other 2003 Affiliate Award nomination forms are on-line.

Ruth Ann Arsdale, former KATE conference chair, sent archival materials, which Bonnie Newcomer will deliver to Andy Anderson.

Committee reports

Clark Killion reported on the 2003 KATE Fall Conference. The theme, focusing on writing across the curriculum, will be With A Little Help from Our Friends. The keynote speaker will be Christopher Phillips, whose interest is in conducting Socratic dialogues. His book *Socrates Cafe* relates his experiences. Both he and his wife will be doing breakout sessions and book signings. Kay Winters, author of many children's books, including *Abe Lincoln, the Boy Who Loved Books*, will speak at the Thursday luncheon. Winters has many ideas for working with children and is interested in building our elementary connection. Clark asked for suggestions for a young adult author to speak at Friday luncheon. He has invited the superintendents of Wichita, Hutchinson, and Salina to give welcoming addresses at the opening and luncheons. Clark has asked his writing assistants to put together the conference packets in advance, so that he can invite board members to share their favorite poems at a pre-conference poetry reading time on Wednesday evening. Bonnie asked Clark to submit material for *KATE Update* and the KATE web site. Karen asked Ruthann Harris to write a piece for the newsletter to solicit readers' opinions about changing the conference days. Joy reminded us that since Mary Pat McQueeney is no longer on the board, someone else may need to act as liaison for Baker University credit for the conference.

Leota Coats reported on *Young Kansas Writers*. She emphasized that student work must be submitted on disk. The editors have decided to retain the size of the publication because of additional postage for a larger size. The best bid for printing was \$967.50 for 400 copies. Karen will provide Leota a definitive number of copies needed. KATE authorized Leota to engage the printer of her choice as long as the bid is comparable to past costs. Leota asked that she receive a digital copy of the membership list for labels.

There was discussion of weighing the cost of publishing *Younger Kansas Writers* with the benefit to our membership. KATE has only a few elementary school memberships. It was suggested that we charge a nominal fee for each entry. Leota remarked that this would also cut down on mass submissions by teachers who are not selective with their submissions.

Since Mary Heller was not present, the discussion was tabled until the next meeting.

In the absence of John Franklin, Dana Waters read his report on *Kansas English*. Jennifer Clifton is serving as Assistant Editor, working with eight editorial assistants, all of whom are enrolled in a graduate seminar on Professional Editing, under the direction of Dr. Celia Patterson. Faculty submissions range from elementary to university. John reminded KATE members that requests for numbers 2 and 3 are for *Young Kansas Writers* and *Younger Kansas Writers*, and should be directed to those editors, respectively. Pittsburg State University edits and publishes only number 1, *Kansas English*.

Bonnie Newcomer will be working to update the KATE web page March 17 to 22nd. She and Andy Anderson will submit KATE's web page to NCTE for competition. Bonnie reported that it takes over eighty hours to update the web page. March 15 is the deadline for *KATE Update* submissions. Bonnie requested that copy be submitted digitally if possible, and that all copy be spell checked. She suggested members submit reviews of movies or books, or articles on anything they are working on. Karen congratulated Bonnie on the *KATE Update* award from NCTE.

Tara Azwell reported on the William Allen White awards for Shannon Nickell. There were 167 nominations for the third round of judging. The lists will come out earlier than they have in the past. Nominations can be posted on the William Allen White web site through Emporia State University.

Gerrit Bleeker reported that the process has just begun for the NCTE Writing Achievement award. KATE will continue to honor winners at the fall conference.

Barbara Bleeker reported that judges are now reading twenty-five submissions for NCTE's Promising Young Writers, up from four the first year. The state of Kansas can have only four winners, but all submitters will receive a certificate of recognition.

Karen Stous reported that both she and Andy Anderson serve on the Kansas State Standards Revisions committee. The new form will utilize two columns, and the order has been changed as well: Standard 1, reading; Standard 2, literature; Standard 3, writing; and Standard 4, research. Karen will e-mail a copy of the new standards to anyone who is interested. Bonnie asked that Karen write an article outlining the revisions for *KATE Update*.

The KATE Executive Board summer meeting will be held at the Eisenhower Library in Abilene on June 7, with June 14 as an alternate date. Members will meet at 8:30, with the business meeting beginning at 9:00.

Adjournment

Bonnie Newcomer moved the meeting adjourn. The meeting adjourned at 2:25.

Dana Waters, secretary