

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

KATE Executive Board Meeting Minutes

7 June 2003 9:00 a.m.

Eisenhower Library, Abilene, Kansas

Members present: Virginia Beesley, Joy Bunch, Matt Copeland, Karen Ford, John Franklin, Annie Heidersbach, Clark Killion, Kaleen Knapp, Barbara Livengood, Bonnie Newcomer, Paula Ripple, Ingrid Seitz, Dave Smit, Karen Stous, Patty Strothman, Carlene Stueve, Jane Wagner, and Dana Waters.

Call to order

President Karen Stous called the meeting to order at 9:15.

Approval of minutes

Clark Killion moved that the minutes of the previous meeting be approved. The motion was seconded and passed.

Treasurer's report

Paula Ripple shared invitations and thank you notes for KATE's support from 4H. She reported that the general fund balance is \$15,387.25. The yearly balance shows a loss of \$4,050.15. Paula pointed out that we would have no further income. *Kansas English* showed a net profit because John Franklin had sold multiple copies to contributors. Income from the KATE fall conference is now at \$21,030, for a net profit of \$4710. Our conference income was down approximately \$2000. Clark Killion said that he and Kay Flook had begun working together on the conference registration and he planned to stay involved, possibly taking the position of conference treasurer when his tenure as president ends. Paula pointed out that the State Board of Education has zeroed out in-service funds and that may adversely affect our conference income for this fall. One of KATE's greatest expenses is our publications. Karen Ford said that some organizations are going to completely on-line publication to save publication costs. Bonnie Newcomer reported that she now puts a dues reminder on the web site, and if we publish our publications on the web there would be no reason to pay for membership. Paula suggested that an expense we could eliminate is the conference mailing, but many members felt the mailing helped our conference attendance. Further discussion was postponed until later in the agenda. Paula moved that the treasurer's report be accepted. The motion was seconded and carried.

Karen introduced new board members Virginia Beesley, Kaleen Knapp, Patty Strothman, and Jane Wagner. The other board members introduced themselves.

Old business

Karen reminded us of the tabled discussion of *Younger Kansas Writers*. She called our attention to a communication from the editor, Mary Heller. Mary had received 405 manuscripts and would complete editing and submit to Ag Press by July 1. Karen reminded us that we had discussed creating a fee for submissions for this publication. We discussed eliminating institutional memberships and requiring teachers to become members to submit their students' work, or perhaps raising institutional membership fees. Mary's letter stated that she feels KATE's commitment to young writers is important and she is opposed to any submission fees. It

was suggested we consider combining *Young Kansas Writers* and *Younger Kansas Writers*. Karen asked that we continue this discussion when we look at the editors' reports later in the agenda.

New business

Karen raised the issue of changing our meeting place. KATE has always paid \$100 to meet in the Eisenhower Center; the fee is being raised to \$150. We discussed advantages and disadvantages of moving. Paula Ripple moved that we continue to meet at the conference room in the Presidential Library. The motion was seconded and discussed. Karen asked Kaleen Knapp to investigate costs at the Holiday Inn Express in Abilene. Paula withdrew her motion until we had investigated the costs at other places.

Karen presented a letter from Leota Coats and Lynne Hewes resigning their editorship of *Young Kansas Writers* effectively immediately. Their resignation was for personal reasons. Carlene Stueve and Barbara Livengood will assume co-editorship. The board recognized the excellent job Leota and Lynne had done with the publication. Joy Bunch suggested we investigate non-profit mailing rates that had been denied to KATE in the past. Barbara Livengood said that *Young Kansas Writers* and *Younger Kansas Writers* had been mailed through Ag Press and the Manhattan Arts Council in the past.

Carolyn Davidson submitted her resignation from the board for health reasons. Jerry Huddleston asked to be replaced. Cathy Sheridan has moved out of state and will be submitting her resignation. Karen will contact one board member who has not paid membership dues. Barbara pointed out the full committee had not participated in the nomination process. Dave Smit stated that section 5.1 of the constitution requires that nominations must come from members of KATE. Joy suggested the nomination committee send written expectations to potential nominees before their names are placed on the ballot. Karen pointed out that she had no address or school address for one nominee and was unable to contact her. Patty Strothman said that as a new board member, she supported the idea of some kind of contract being sent to nominees ascertaining that they are KATE members and understand membership responsibilities, to be signed and returned to the board. Clark Killion suggested we should drop members who have consistently not attended meetings. Karen asked if we should create a policy today. Dave suggested we appoint a committee to create a set of procedures for the nominating committee to follow. He added that if we are more careful with initial nominations we might not have the problem of dismissing non-attending members. Ginny Beesley reported that when she was nominated she had been provided no information and no way to contact members to get it. Bonnie pointed out that information is in *KATE Update* and on the web site. Dana Waters suggested we put contact information on our nominee contracts. Another suggestion was to put information forms on the table at the conference. Paula Ripple stated that we should have a full membership meeting at the conference where we could explain duties of board members. Barbara Livengood moved that we form a committee to decide procedures for the nominating committee to follow and create a form for potential nominees to sign with an information sheet to provide contact information and explain duties. The motion was seconded. Suggestions for the form were discussed. The motion carried. The committee will be Joy Bunch, chair, Annie Heidersbach, and Jane Wagner. Karen pointed out that KATE will receive money back from NCTE if members include a code on their NCTE membership form.

Committee reports

Karen Ford reported on Membership. The membership process is going more smoothly because of the new system. Karen asked that we encourage people to fill out the membership form as completely as possible. She pointed out that we need to code complimentary memberships for new teachers differently than other complimentary memberships so that new teachers do not continue to receive free membership after the first year. KATE's membership numbers 230,

161 who pay full membership fees. Karen checked to see that appropriate board members had received the updated list from Moxley Press.

John Franklin reported on *Kansas English*. He invited new board members to introduce themselves in writing. *Kansas English* will be publishing on Monday. The Flint Hills Writing Project is featured in this issue. John stated that he had a group of graduate students who were interested in setting up *Kansas English* for web publication. They would like to set up a site separate from the KATE web site. John said that he would like to tell their instructor to go ahead and explore the possibilities, and he would use the site to publish a table of contents, an essay or two, and a solicitation for articles. Patty Strothman said that might be a good way to increase membership. Bonnie pointed out that we will need to pay for web space. Currently the KATE site uses Andy Anderson's JCC space. Carlene Stueve suggested we put a link to the KATE page on our own web pages. Bonnie pointed out that a new web site would require a web master, and she was not willing to take that on. John explained that because we number *Young Kansas Writers* and *Younger Kansas Writers* issues 2 and 3, he receives complaints that subscribers have not received all issues of *Kansas English*. He must then contact the other editors to forward copies to them. However, EBSCO is primarily interested in *Kansas English*. Paula suggested Karen Ford annually add these members to the mailing list for "journals only." John reminded the board that Pittsburg State continues to support *Kansas English* financially, and board members expressed their thanks

Karen Stous said that she has Carolyn Davidson's address if members want to communicate with her. Kay Flook sent a note saying that she had been selected Friends University's Adjunct of the Year. The KATE board congratulated Kay

Karen was able to attend the 4H Recognition Banquet. KATE is listed as a patron sponsor in the ceremony program. Karen had participated in the awards ceremony by presenting an award.

Bonnie Newcomer reported on *Kate Update*: Bonnie asked for photos of each of the board members to use in publications. She has begun accumulating articles for the June issue. The deadline for copy is June 21. Bonnie will begin work on the conference edition immediately after the June edition. The deadline for that issue is July 12. Bonnie would like for someone to take over the web page. It is about 80 pages long and because of time constraints, she is unable to continue.

NCTE Liaison Andy Anderson was absent. Karen referred us to the NCTE Resolutions handout Andy had sent. Andy commented that we need to be aware of the reading initiative. He asked that we submit our Concurrent Credit Resolution to NCTE for vote. Dana will contact Andy to submit it.

Andy had received one application for the Best Teaching Practices Award, and the presentation will be made at the conference. In addition, the Prentice-Hall \$500 NCTE Leadership Development Award will be presented to new board member Susan Mika. Susan asked for KATE's financial help to attend the NCTE Conference. We discussed awarding her KATE scholarship monies to help pay her expenses. Rosemary Deen has been in charge of scholarship awards, and she is no longer on the board. Clark Killion moved that the board urge Susan to apply for scholarship funds to augment the \$500 from Prentice-Hall for flight and/or lodging expenses.

The motion was seconded and passed. Paula Ripple and Carlene Stueve will serve on the scholarship committee; Matt Copeland will chair.

Gerritt and Barbara Bleeker will mail reports to Clark Killion regarding NCTE Writing Achievement Awards and NCTE Promising Young Writers Awards to be presented at the conference.

Annie Heidersbach reported on NCTE Excellence in Literary Magazines. Annie reported that she had submitted entries to NCTE but they had been lost in the mail. They were unable to trace them, so the finalists could not be listed for Kansas. Annie contacted all the submitters, and NCTE reimbursed their \$25 entry fees. Annie has received no entries for this year. The deadline is July. Bonnie will put a reminder in *KATE Update*.

Matt Copeland reported on SLATE. He is compiling a CD as a resource for teachers, to be offered at the conference. It will include information and links for teachers who have a censorship situation arise in their school.

Scott Smith of KSDE was unable to attend. Karen reported that he will attend the conference to report on KSBE's new writing standards and benchmarks, which will have been passed by then. Wording on the document is still being tweaked. Karen and Andy Anderson are now serving on a smaller KSBE committee working on a teacher-friendly instructional document to improve Kansas students' persuasive writing.

Clark Killion updated the board on speakers for the conference. T.A. Barron has agreed to come Thursday afternoon to present the NCTE Student Writer Awards and will offer a session for the award winners. He will be the luncheon speaker on Friday. Clark showed publicity material he had received from Barron. Christopher Phillips will give the keynote address on Thursday. He will be demonstrating his Socratic methods with high school students at the first breakout session, and his wife will present using it with elementary students. Kay Winters will focus on increasing our elementary membership. Clark still needs presentations; he has about 75 percent of slots filled. He asked for a volunteer to write a fairly lengthy article about the conference to be submitted to newspapers. He suggested that we man a table for each of the KATE publications to encourage people to submit to them. Barbara said that at the last conference, she had taken a few minutes at lunch to inform people about *Young Kansas Writers*. Paula suggested doing that at the KATE meeting at the conference. She reported that book sales had worked much better when the authors brought their own books and KATE sold them for them. Clark asked that we bring our favorite poems for a reading Wednesday evening during the time we usually stuff folders; his writing assistants will have the folders stuffed before the conference. Barbara asked if there was any interest in moving the conference to Saturday. Karen reported there was no interest expressed by the membership.

Volunteers to help with various conference duties are as follows:

- Registration: Paula Ripple, Kay Flook, Ginny Beesley, Dana Waters
- Publishers' Exhibits: Joy Bunch, Dave Smit
- Best Practices Awards: Andy Anderson
- Student Recognition: Gerritt and Barbara Bleeker, Annie Heidersbach

- Idea Exchange: Carlene Stueve, Bonnie Newcomer
- Grade Level Breakfasts: Jane Wagner, Clark Killion
- Signs: Ruthann Harris (tentative)
- Newspaper Publicity (copy appropriate for a general audience): Matt Copeland, Dave Smit.
- Door Prizes/Luncheon Hosts: Clark Killion, Karen Stous, Joy Bunch.
- KATE/NCTE Table schedule: Andy Anderson
- Speaker Transportation: Kay Flook (tentative)
- Photography: Dana Waters.

The mailing costs for flyers announcing last year's conference were \$2857.45. The mailing was to individual teachers listed by the Kansas State Board of Education. KU Continuing Education printed and mailed the flyers. To trim costs, it was suggested we send postcards with the web address and conference information. As an alternative to using the KU Continuing Ed service, Clark will check on the costs of designing the flyers and doing the mailing from Dodge City Community College. Karen will try to get labels. Matt Copeland suggested we keep count of the tear-off portion of our brochure so we have some idea of the effect of the mailing. Patty said we should ask schools to put a link to the KATE web site on their web site. Kaleen suggested board members volunteer to make a brief presentation at school districts' in-service meetings about KATE membership and the conference. Patty volunteered to create a powerpoint presentation to e-mail to members to use for the presentations.

Karen Stous volunteered to chair a committee to explore finding another institution to offer academic credit for the conference. Clark Killion will work with her.

Publishers' exhibit fees (\$2,025) did not cover the cost of the Thursday evening wine and cheese reception (\$2694.15). A cash bar on Thursday evening was suggested as an alternative. Joy Bunch will explore raising the table fee.

Paula asked that we address the deficit in the budget. Dave Smit pointed out that we can control our expenses by decreasing our publication costs. Kaleen Knapp asked if there were corporate sponsors that could help fund our publications. She will chair the committee to search for sponsors. Ginny Beesley, Karen Ford, Matt Copeland, and Annie Heidersbach will serve on the committee

The next KATE Executive Board meeting will be held at the Wichita Marriot on October 23, 2003, at 6:45.

Adjournment

The meeting adjourned at 2:30.

Dana Waters, secretary