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

KATE Executive Board Meeting Minutes
28 February 2004
9:00 a.m.
Eisenhower Library, Abilene, Kansas

Members present: Andy Anderson, Tara Azwell, Ginny Beasley, Joy Bunch, Donna Burke, Clark Coker, Matt Copeland, Diana Costello, Karen Ford, Ruthann Harris, Annie Heidersbach, Linda Jones, Clark Killion, Kaylene Knopp, Debra Kohn, Barbara Livengood, Susan Micka, Marti Mihalyi, Dave Smit, Carlene Stueve, Jane Wagner, and Dana Waters.

Call to order

President Clark Killion called the meeting to order at 9:30.

Agenda additions

Clark asked for additions to the agenda. There were none.

Approval of minutes

Dave Smit moved that the minutes of the October 23, 2003 meeting be approved. The motion was seconded and carried.

Announcements and correspondence

Members introduced themselves and identified their teaching appointments. Dana Waters passed around thank you notes received from 4H members sponsored by KATE. Clark Killion read a message from Lisa Plamann resigning her position on the board.

Reports

In the absence of Paula Ripple, Dana Waters gave the treasurer's report. The treasurer's report showed a balance of \$16,157.80, a loss of \$4,876.52 from last year's February balance. The total income from the KATE Fall Conference was \$17,493, with a net profit of \$2,279.75, which is \$2,449.32 less than the 2002 Fall Conference. Once again, the publishers' fees did not cover the cost of the Thursday evening reception. It was suggested that we charge a fee for the reception and have a cash bar. Dave Smit pointed out that our speaker fees remain constant and our meals should balance out. In the past we have made around \$4,000 on our conference; presently that income is

nearer \$2000. Attendance accounts for the difference. Joy Bunch reported that a lot of conferences are competing at that time. Andy Anderson said that the publishers previously had funded speakers and generally provided more funds. Clark asked that we have someone work with Joy Bunch handling vendors for the 2004 conference so we have a person who is prepared to take over her job when her board term ends. Andy Anderson moved that we accept the treasurer's report. The motion was seconded and carried.

Karen Ford, membership chair, reported that the membership process was becoming simpler and things were running more smoothly. She noted some inconsistencies on our published forms and asked that these be corrected. Members complained that the latest membership list is not current. Moxley Publishing still had listed last year's officer line. Karen assured the board that her records were complete and current. Carlene Stueve and Barbara Livengood, editors of *Young Kansas Writers*, reported that their e-mail addresses had not been printed correctly, and they asked that it be corrected for the purpose of submissions.

John Franklin, editor of *Kansas English*, has submitted his resignation as editor of *Kansas English* and as a member of the board. Dana Waters read his report. John's final issue is on schedule. He will post letters of acceptance this week. He commended his Assistant Editor/Intern, Megan Nelson. John reported that Dr. Celia Patterson is unwilling take over editing *Kansas English*, but Randy Rosenbaum, Pittsburg State's printer and postal services person, would be happy to work with John's successor.

Barbara Livengood and Carlene Stueve, editors of *Young Kansas Writers*, reported that they had received 125 submissions, down from 600. Two different submission dates had been published, so they may receive more submissions. They were concerned that the incorrect publication of their e-mail addresses may account for the low submissions. Andy noted that that their addresses are listed correctly on the web page. Barbara emphasized the quality of *Young Kansas Writers*. She points out to students that *Young Kansas Writers* is a legitimate avenue for publication, not a publication that accepts all entries, no matter the quality.

Clark Killion read a letter from Mary Heller, editor of *Younger Kansas Writers*, suggesting some changes in the editorship of all the publications. She suggested the possibility of editing *Kansas English* herself, and adding a section for *Young Kansas Writers* and *Younger Kansas Writers*.

Bonnie Newcomer submitted her resignation as editor of *KATE Update*. Barbara Livengood noted that KATE should acknowledge in some significant way Bonnie's many years of outstanding service. *KATE Update* has repeatedly won NCTE awards. Andy proposed KATE honor Bonnie at the conference. Clark suggested someone interview Bonnie about her tenure as editor and publish the interview in the next issue of *KATE Update*. Andy will investigate ways to honor Bonnie and report at the June meeting.

Tara Azwell reported for Barbara Bleeker that the papers have been read for NCTE Promising Young Writers and the process is right on track.

Matt Copeland, Slate representative, emphasized the importance of becoming knowledgeable of our districts' policies regarding censorship so cases can be handled

appropriately. Matt reported that challenges are on the rise both nationally and in Kansas. Most challenges are to libraries rather than classrooms.

Andy Anderson, NCTE Liaison, is working on redesigning the KATE webpage, <<http://web.jccc.net/kate>>, to make it more user friendly. It should be operational in a week. Clark encouraged members to join his KATE site on Yahoo for conversation about KATE websites. A button appears on the KATE website. Kaleen Knopp asked if the website could include an address that would forward material to all KATE members. She reported that some people on her campus found it difficult to communicate with KATE. Andy asked for suggestions for useful links to include on the website. He reported that NCTE's website had been redesigned and was very useful. Individual members can subscribe to CoLearn for \$150 and access all NCTE's journals on-line.

Andy reported on NCTE awards for which KATE can apply . In the past we have nominated KATE's Outstanding Teacher winner for the NCTE Teaching Excellence award. Andy suggested we decide if we want to continue to nominate teachers for the Teaching Excellence award since we have discontinued KATE's Outstanding Teacher award. The deadline for applications is May 1. The KATE board needs to select a nominee for the Prentice-Hall Leadership Development award, which was awarded to Chris Goering last year. Nominees must be members of NCTE. Award recipients must pay their expenses to the conference. The leadership award requires that nominees must have not attended the NCTE conference before and must be in their first five years of teaching. Andy pointed out that winning an award is a good way to get your district to fund attendance to the conference. Application forms are on the NCTE website, and he will put a link on the KATE website. Andy will need to submit a nominee's name before our next meeting . He asked members to e-mail names of possible nominees. Andy called our attention to the Intellectual Freedom award. KATE can nominate those who have shown courage in fighting censorship and promoting intellectual freedom. Nominees can be individuals or institutions. Carlene Stueve suggested we focus our award nominations on those who have presented at our conference. Kaleen Knopp suggested we include the nominations process in our conference with a nomination form on the registration form. It was suggested we provide evaluation forms for feedback at the end of each conference session. Tara Azwell pointed out that co-presenting or co-authoring will often encourage someone to make a presentation or submit an article.

Andy reported for Scott Smith, KSDE Liaison. A committee is working on the rubrics for grading the assessments. The writing assessment will not change; the wording for the elements will be clarified.

Annie Heidersbach, 2005 conference chair, is working on the 2005 conference. She is looking at the theme of teaching outside the box. Annie reported that even though a lot of teachers in the Kansas City area don't attend the conference, the board felt the 2005 conference should be held in Wichita to accommodate membership throughout the state.

Ruth Ann Harris, 2004 conference chair, reported that the 2004 conference theme will be "No Teacher Left Behind." October 21 and 22 are the conference dates. The keynote speaker will be Kent Williamson of NCTE. The Friday luncheon speaker will be a biographer of Dr. Suess. Ruth Ann is considering broadening our conference base by targeting drama and forensics teachers for attendance. She said that the main attendance

issue is how well we can convince administrators that the conference is important to teachers' professional development in a time when in-service funds have been cut. Andy stated it is important we key the assessment standards to the presentations. Those are listed on the website. Annie suggested we list at least four standards on the registration form. Kaleen Knopp volunteered to present a session on how teachers can incorporate what they take from the conference into their classroom practices and have it taped so administrators can view it. Linda Jones asked where information about the conference is sent. Clark explained that Karen Stous provided mailing lists for the past two conferences. Barbara Livengood cautioned that we must be sure that English Department chairs get the information so it is distributed. Last year, Clark had generated a list of educational institutions and addressed conference information to English departments. Kaleen suggested we contact teachers electronically to cut down on mailing costs. Ruth Ann reminded members to solicit proposals for the conference. She will get forms to Andy for publication on the website. Dave Smit suggested we tie the student awards ceremony to the opening session so it is better attended. Ruth Ann is considering moving the continental breakfast Friday morning into the room where the installation of officers is taking place. Ginny Beasley suggested we bring in librarians for censorship discussions, drama people for dramatic presentations, K-Write representatives for coordination of college and high school curriculum, journalism teachers, and other tie-ins to increase attendance. Clark Coker suggested we contact on-line tutoring services as presenters and as vendors. Jane Wagner will work with Joy on soliciting Wichita vendors. Deb Kohn will work with Joy on coordinating with other vendors. Deb Kohn suggested we sell map spots to Wichita vendors. Ruth Ann reported that Watermark Books will continue the services they provided last year.

Andy asked that we encourage people to apply for KATE's best practices award.

Joy Bunch, chair of nominations, had received fewer than ten nominations for the board. Members suggested nominees, and Joy asked that other names be sent to her. She is in the process of contacting nominees.

Old Business

Clark Killion pointed out that KATE's fiscal problems stem from membership numbers too low to support our publications. He asked that we come up with three concrete actions that we will pursue to solve our fiscal problems. Members brainstormed options. Clark suggested that we put a box on our membership form where a new member could write in the name of the KATE member who referred him or her, and when a member had solicited five new members, his or her membership fee would be waived. Joy suggested we put the names of anyone who had solicited five new members in a drawing for money to pay for NCTE conference attendance. Ginny Beasley suggested KATE conference fees be waived for those who solicit five new members, or a meal fee be waived. Ruth Ann pointed out that it would be difficult for the membership chair to track all of that. Carlene Stueve asked if raising our membership fees had adversely affected our membership. Debra Kohn asked if we should look at combining with another professional organization, such as one representing speech or drama. She asked if a presentation about KATE could be made at the state writing assessment and at meetings of other organizations. Barbara Livengood said conference attendance might increase if we

either moved the conference or changed the date. Carlene pointed out that people join because of the benefits they get, most importantly the conference. She suggested we put on mini conferences in addition to our fall conference. Dave Smit moved that we adopt Clark's proposal that a member who solicits five non-current members receive a free one-year membership to KATE. The membership term will run from conference to conference. The referrer's name must be listed on the new member's membership form. The motion was seconded and passed.

Clark Killion will compile a list of contact people in every district and e-mail it to members. Marti Mihalyi suggested we target university English Education departments with membership information for graduates, including telling them about the free first year teacher's membership. Joy suggested we make a pamphlet for this purpose. Tara Azwell suggested that we make a personal contact with new graduates to retain their membership. Marti volunteered to make personal contact with several university English Education departments.

Dave Smit suggested we have a position on the board for marketing. This would help with continuity. One of the duties would be contacting universities, distributing information, and following up. Carlene suggested members contact student teachers. Such a board position would provide a person who would implement what the board decides they want done. Matt Copeland suggested we create a KATE Speakers Bureau of people who would do inservices and serve as ambassadors for KATE. Andy Anderson said he could put a brochure on the web page that members could download to take with them. Marti Mihalyi will work with Andy to design a brochure and get it on the website.

Dave volunteered to chair a committee to develop a board position for marketing and present a proposal in June. Diana Costello moved that Dave Smit chair a committee to develop a board position for marketing and to organize a KATE Speakers Bureau. The motion was seconded and passed. A list was passed for volunteers for a Speakers Bureau. Committee members will be Joy Bunch, Diana Costello, Virginia Beasley, Jane Wagner.

Barbara Livengood moved we no longer publish *Younger Kansas Writers*. The elementary membership does not support its costs. Dave Smit said that we must consider if we no longer want to involve ourselves with elementary English education. Members felt it is important for KATE to position itself to participate in conversations about teaching English in elementary education. Andy said that if we eliminate *Younger Kansas Writers* it is important to maintain other ties with elementary education. Diana pointed out that *Younger Kansas Writers* did not bring in elementary members, so eliminating it does not indicate KATE isn't interested in elementary members. Annie Heidersbach asked if we could combine *Younger Kansas Writers* with *Young Kansas Writers*. She suggested that we gear our conference advertising to elementary teachers for the day we will present Dr. Seuss. Andy suggested we publish both *Young Kansas Writers* and *Younger Kansas Writers* electronically on CD ROM. Mary Heller had sent a message volunteering to edit *Kansas English* with a section for *Young Kansas Writers* and *Younger Kansas Writers*. Dave Smit asked if students who had already submitted would be expecting a hard copy. Barbara Livengood withdrew her motion.

Annie Heidersbach asked if combining the publications electronically would compromise their integrity. It was pointed out that because of the possible volume of submissions we

need separate editors.

Jane Wagner moved that for this year we publish *Young Kansas Writers* and *Younger Kansas Writers* on a single CD and we revisit the future of these publications at the June meeting. The motion was seconded and passed. Barbara Livengood suggested we mail CDs only to those students who are published and their teachers, and make additional CDs available at the conference. Andy moved that we mail CDs of *Young Kansas Writers* and *Younger Kansas Writers* only to those students published and their teachers. Additional CDs will be available at the KATE conference. The motion was seconded and passed.

Andy Anderson stated that we need to continue publishing *KATE Update* because registration forms, conference information and forms, membership forms, and board ballots included in that publication are critical to the organization. The question is what content *Kansas English* and *KATE Update* will contain and how often they must be published. Andy asked how much we would save by cutting down the size of *KATE Update*. Members looked a proposal from Moxley Publishing for a newsletter/website. Andy reported that our constitution states that the newsletter will be published quarterly. Members decided that it is important to have a paper copy before readers. Members discussed the advantages of color over black and white. It was asked if we could save money with another publisher. Dave Smit pointed out that Moxley Publishing was engaged about five years ago and we had always considered the editor's choice in selecting the publisher. Dave suggested we get more exact estimates for an 8 page edition. Joy suggested we eliminate one issue of *KATE Update*. Andy pointed out that we could consider the conference flyer an issue *KATE Update*. Dave stated that the pre-conference *KATE Update* needs to be lavish; the spring issue could be black and white and pared down, since the ballot insert is the most critical part of that issue. The board discussion resulted in the following publication plan:

- 2004 Spring *KATE Update*: 8 page black and white plus ballot
- 2004 Summer *KATE Update*: conference brochure
- 2004 Fall *KATE Update*: 12 page color with all inserts
- 2004 Winter *KATE Update*: 8 page black and white
- *Kansas English*: retain current form, with a new editor to be chosen

The plan would result in a savings \$1500. Joy Bunch pointed out that KATE will still have additional expense for the conference brochure, because we mail to non-members in an effort to increase conference attendance.

Andy Anderson asked if we should increase the conference fee. Carlene Stueve suggested we increase the fee for non-members to encourage them to join. KATE could limit membership publications to only *KATE Update* and charge extra fees for our other publications, as NCTE does.

Once again, Ruth Ann reminded members to solicit proposals for the conference

Adjournment

The KATE Executive Board summer meeting will be held at the Eisenhower Library in Abilene on June 19, with June 21 as an alternate date. Members will meet at 9:00, with the business meeting beginning at 9:30.

Clark Coker moved the meeting adjourn. The meeting adjourned at 3:15.

Dana Waters, secretary