

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

KATE Executive Board Meeting
Visser Hall, Emporia State University
10 June 2006

Members present:

Tara Azwell, Barbara Bleeker, Gary Bleeker, Clark Coker, Matt Copeland, Karen Ford, Chris Goering, Todd Goodson, Mark Gordon, Annie Heidersbach, Peggy Jewell, Linda Jones, Elaine Gruenbacher-Klincik, Steve Maack, Susan Micka, Kathy Shumard, Dana Waters.

Call to Order:

President Annie Heidersbach called the meeting to order at 9:00.

Approval of Agenda:

Matt Copeland moved the agenda be accepted. The motion was seconded and passed.

Approval of Minutes:

Todd Goodson moved the minutes be accepted. The motion was seconded and passed.

Announcements:

Annie passed attendance sheets and announced that lunch would be on our own. Matt Copeland distributed proposal forms and asked that we solicit presentations for the fall conference.

KATE members introduced themselves.

Reports:

Treasurer's report: Clark Coker reported a total income of \$22,502.36, total expenses of \$21,486.57, with a profit of \$1,015.79. The total balance is \$23,417.17. Clark asked that Share-a-thon expenses be submitted. Tara Azwell reported that she expected the Share-a-thon expenses to balance with the income. Clark moved he be authorized to pay 4H \$500 and the publication editors' honorarium of \$100 each. The motion was seconded and passed.

Marketing: Diana Costello and Jane Wagner, marketing chairs, sent a report that they had contacted all private colleges in the state to market KATE to English education students. Dave Smit had sent a mailing to all colleges before his resignation. They asked that the board brainstorm marketing ideas. Linda Jones suggested we may want to market to northern Oklahoma.

Membership: Karen Ford reported that she is beginning to receive memberships. Karen noted that the membership year begins with the October conference. Any memberships that come in after the school year will be credited to the membership year beginning the following October. She said that the date on the KATE website membership form will be updated. In his report

letter, Andy Anderson moved that KATE membership forms be posted on the KATE website and recruiting begin for the upcoming year on May 1. Membership will begin with the October conference and continue through the following conference year. The motion was seconded and passed. Matt Copeland suggested that this date correspond with the conference mailing. Andy now has current e-mail addresses for all but a few members in the data base. The number of KATE members, including 68 that lapsed in 2005 and 80 that lapsed in 2004, is 348. Andy suggested KATE not drop the lapsed members from the list until we ascertain that the failure to renew is not merely an oversight. He had e-mailed lapsed members to ascertain their status. Elaine Gruenbacher Klincik had sent *KATE UpDate* to the total list, and she had received about 25 returns.

Andy reported that he had added to the membership list those conference registrants who registered as non-members, since the non-member charge would cover the cost of membership. Elaine moved that Andy's action be approved retroactively. The motion was seconded and passed. The board discussed continuing the practice of adding those who register as non-members to the membership list. Chris Goering noted that school districts who paid conference fees were not intending to pay for membership and this could cause a problem. It was decided that we should not continue this practice. Dana Waters suggested adding them to the mailing list rather than the membership list. Linda Jones suggested including a postcard in their conference packet explaining KATE is sending complimentary publications for one year to encourage them to become members. The postcard could then be handed to the treasurer at the end of the conference to join. Clark Coker said that he would like to include in each conference packet an accounting of paid and unpaid fees. Matt Copeland pointed out that we are complicating a membership process we have worked to streamline. He read the section of the KATE constitution specifying the KATE publications as a privilege of membership in the organization. Elaine suggested that we add *UpDate* to their conference packet along with the card. Gerritt Bleeker cautioned that decisions the board makes need to be specified as policy so that what the board decides doesn't fall by the wayside as our leadership changes.

KATE UpDate: Elaine Gruenbacher Klincik reported that August 5 is the next deadline for *UpDate* submissions. The new issue of *UpDate* can then be in teachers' hands by the beginning of school. Annie suggested Elaine publish first-day lesson plans in addition to conference information. Linda suggested including tips to welcome new teachers to the district. Elaine asked for picture submissions to be in larger files so the resolution is better for publishing.

Kansas English: Publication expenses for *Kansas English* were increased by \$1 per copy because of the decision to perfect bind the journal and to print 250 copies. Costs for publishing and mailing were \$996.66, approximately \$3.75 per issue. Linda Jones moved that we continue to use perfect binding for *Kansas English*. The motion was seconded and passed. Michele Eodice has accepted a position in Oklahoma but will continue to co-edit *Kansas English* with Kami Day. The next issue will be mailed by mid-August. Andy's report listed titles from the upcoming publication.

Young/Younger Kansas Writers: Linda Jones distributed the *Young and Younger Kansas Writers* CDs she had received from Carlene Stueve and reported that it is much improved. Carlene reported that the CD burner worked well. Linda thinks the format of the new CD will be more satisfactory. Linda pointed out that the issue numbers are incorrect and should be issue 91.3 for *Young Kansas Writers* and 91.4 for *Younger Kansas Writers*. The editors were concerned that there were no page numbers and hope to include them in the next issue. Carlene asked if KATE wanted to include the CDs in the conference packets. Linda reported that elementary submissions were down; Carlene reported that *Young Kansas Writers* submissions were significantly down. Linda suggested we have a screen at the conference showing the new CD issues. Carlene and Linda will contribute part of their editors' stipends to Carlene's student who helped with the CD production.

SLATE: Matt Copeland distributed his draft of KATE's position statement on censorship. KATE will publish the position in *KATE UpDate* to disseminate the information to teachers facing censorship issues. The board will look at the draft for official adoption at the October meeting.

NCTE Liaison: Andy Anderson will attend the NCTE Affiliate Leadership meeting in June. Lori Goodson is unable to attend. Annie Heidersbach moved that Andy Anderson be reimbursed up to \$275 for NCTE Affiliate Leadership meeting expenses. The motion was seconded and passed. Clark asked for Andy to submit receipts for expenses.

Andy Anderson submitted the nomination of Bryan Anderson to NCTE for Secondary Teacher of Excellence Award and for the Prentice Hall Leadership Development Award. Andy reported that Prentice Hall will decide in June if they will continue their award of \$500 for the nominee's expenses for attending the NCTE Annual Convention. Matt Copeland suggested KATE have a plan to cover travel expenses for our nominee if Prentice Hall decides not to continue the award. KATE paid \$400 of our nominee's expenses last year. Elaine Gruenbacher Klincik moved that KATE again supplement the nominee's expenses up to \$400, and if Prentice Hall withdraws their support, KATE also pick up their \$500. Clark Coker reviewed some of the expenses of last year. Publication expenses are down because of CD publication, and *Kansas English* expenses are stable. This has allowed some breathing space in the budget. He said KATE is able to pay the \$500, but we need some budget parameters. The motion was seconded and passed. Clark will draft a budget proposal to be distributed before the October meeting for discussion at the conference meeting.

NCTE Achievement Awards in Writing: Gary Bleeker reported that he had received 35 submissions from 16 schools. Eight winners will be selected by June 1.

Promising Young Writers: Barbara Bleeker reported that the 8th grade award had totaled only 656 entries nationally. Kansas had 5 submissions from 2 schools. Barbara had contacted gifted programs for submissions. Kansas declared 3 winners. The students and schools have been notified. NCTE withholds winner notifications until mid-May, and since Kansas schools' awards ceremonies are over by then, this may contribute to Kansas' lack of submissions. January 26, 2007, is next year's submission deadline. The form will be available on-line in October. Matt Copeland has ordered a display from NCTE for the conference, but he didn't know if that included writing awards.

NCTE Literary Magazine Awards: Karen Stous sent word that she has received two submissions. The submission deadline is June 30. To submit magazines, teachers should contact Karen Stous at <kstous@holtonks.net>.

KATE Conference 2006: Matt Copeland sent a conference mailing to all middle and secondary teachers at a cost of about \$1100. Matt said that the cost could be cut by using bulk mailing rather than first class. He downloaded mailing labels from the State Department of Education and had his student aids eliminate duplicate names. The mailing went to 2200 teachers, which did not include college faculty.

The Friday luncheon speaker will be the Kansas Deputy Commissioner of Education. Matt has been able to keep the cost for speakers low.

Following the board meeting today, Matt will meet briefly with those volunteering to help with the conference. He is thinking of combining the idea exchange and the book exchange, and needs someone to take charge of that. Diana Costello was in charge last year. Conference reviewers complained that a few books were in poor condition, so outlining qualifications will be necessary. Annie suggested using a separate flyer in *UpDate*. Matt asked for suggestions for entertainment for Thursday evening. Matt also requested a volunteer in the Wichita area to handle local details such as picking up speakers and acting as host/hostess at luncheons. Karen

Ford and Dana Waters will do photography. Matt is looking at what to do with the Friday breakfast since the open mic was unsuccessful. He will contact Clark Killion about name tags, perhaps color coding different designations. Conference fees and tuition for the academic credit option through Friends University will remain the same. Clark Coker asked for guidance in comping hotel rooms. The Marriott comps the conference chair's room. KATE will comp the president's and the speakers' rooms. Dana Waters suggested setting this as a policy for future conferences.

Old Business:

Tara Azwell reported on the Share-a-thon. Conference participants discussed persuasive and technical writing, as well as comprehension and vocabulary strategies. The registration fee covered the cost of lunch, which was provided in the Student Union, so the conference netted a small profit. Attendance was low, numbering about the same as last year; however, Susan Micka reported that the attendees were different this year. She felt the discussion of theory and pedagogy were most valuable. The board discussed possible changes in the time and place. Annie stated that one of the strengths of the Share-a-thon is that the site moves. Tara Azwell said chairing the conference is easier if the chair is from the site and familiar with the facilities. Kathy Shumard said she felt the professors from the site were a great resource and their attendance should be emphasized in the flyer. Susan pointed out that KATE had flyers at the conference table last year, and Matt added that notice of the Share-a-thon was sent with the conference mailing in the spring. Peggy Jewell volunteered Wichita State University for the next site. Linda Jones suggested we have dual conferences, simultaneously one in Western and one in Eastern Kansas. She volunteered to chair another site at Colby. Annie will send e-mails to further discuss arrangements. Clark Coker pointed out that splitting the conference and separating it from the board meeting will result in added expense and perhaps cut down on attendance. However, since attendance is already low and the Share-a-thon pays for itself, members wished to pursue the dual arrangements. Matt suggested we have an officer permanently responsible for the Share-a-thon.

KATE Outstanding Teaching Practices Award: Andy Anderson had received one nomination for KATE Outstanding Teaching Practices Award. Members reviewed the nomination, and Devra Parker of Burlington High School was selected. Matt will make arrangements for her recognition at the conference.

Andy Anderson modified the KATE letterhead. He will send the file to those who are likely to need it and make it available to other board members when needed.

New Business:

Andy Anderson reported that in posting the constitution on the web site, he had noted two revisions that need to be made. He noted the following revisions: Delete Section 1.2, since it is addressed in Section 2. Section 2.1: Add *(3) work with the membership chairperson and the marketing chairperson to recruit new members; and (4) choose from the Executive Board or from the general membership of the Association workers to assist with membership recruitment.* Section 2.13: Change *Each Executive Board member will....* to *Each Executive Board member may....* Chris Goering moved that the board endorse the revisions. The motion was seconded and passed. Andy recommended we add a non-discrimination policy modeled on the Kansas Regents policy to the KATE Constitution. He will draft a policy for discussion at the conference meeting.

Annie asked for board members' personal profiles to be added to the KATE web site. Pictures will be taken at the October meeting.

Annie called to our attention members who have not attended two executive board meetings without notifying the president, and reminded us of our policy on attendance. She will contact these members before taking action. In the future, the policy will be listed on the expectation sheet for new board members.

Senior past president Clark Killion had not submitted nominations for board members and officers. According to the Constitution, the ballot should have been mailed in the spring issue of *UpDate* and the election should be complete by May 1. In the past, new board members have been invited to the June meeting. New members and officers are installed at the October conference meeting. Annie will contact Clark to submit the ballot to Elaine for the next issue of *KATE UpDate*. She suggested anyone interested in becoming an Executive Board officer contact Clark Killion. Clark will notify nominees.

The board discussed marketing strategies. The dual Share-a-thons will help with recruitment. Mark Gordon stated that KATE's fall conference is the best marketing tool. Kathy Shumard pointed out that newly hired faculty will not receive conference information since the conference mailing has gone out. Steve Maack suggested that a pre-conference statement from KATE emphasizing the conference as a professional development opportunity would help teachers secure permission to attend. Then districts' PDCs could add the conference to their teachers' professional development plans. In the past, Wichita teachers have not been allowed to miss in-service to attend the conference. He suggested putting a professional development form on the KATE website so it could be submitted to professional development committees, at least by mid September. Conference registration forms could have a pre-signed tear-off section that serves as a receipt and can be included in the conference packet for reimbursement. Clark Coker will explore ways to include a receipt in the folders. Andy Anderson's letter suggested ways KATE could do a blogg. He pointed out that we could e-mail the KATE website homepage to members to reinforce connections.

The next board meeting will be at the Marriott Hotel, Thursday, October 19, at 6:00

Adjournment: Steve Maack moved the meeting adjourn. The meeting adjourned at 12:15.

Dana Waters, secretary