**CMCFN Affiliate Report 1/27/18**

The Far North Affiliate had its annual conference on Saturday, Oct. 14, 2017.

Gwen Neu was installed as president. We need to find a Pres-elect for her.

**Post-Conference Meeting 11/7/17:**

* Present: Gwen Neu, Beth Baker, Lisa Klar, Mary Ann Sheridan, Lynn Teasely, Gloria Valdez, Bill Funkhouser
* Committee Members reported on successful/not successful moments of the conference (held Oct. 14, 2017): need a microphone; communication with teachers who volunteer their rooms to be sure we leave the rooms the way they want them (we provided thank you gifts for all who shared!)**;** recycling bins are needed**;** poor evaluation response (part of the problem could have been the Internet issue, but we’re pondering what other steps we can take to increase evaluations)**;** billing schools was an issue this year - one strategy for next year is to require a PO # for registration; after money settles, CMCFN should have about $6,000 in treasury**;** will consider changing program to four shorter sessions with a flip-flop of those anticipated to be popular (keynote speaker sessions);
* ask presenters to provide a lesson plan for classroom use**;** accepted Ken Pinkerton’s request for mini-grant to support the math festival in April
* Discussed venues for 2018: McKinleyville Middle School
* Agreed on date for 2018: Oct. 13, 2018
* Discussed publicity ideas for 2018: Beth stressed the need to talk to principals and convince them to include the conference in school LCAPs. She talked about the marketing theory that there needs to be a minimum of five contacts with potential attendees to maximize response.
* Committee threw out ideas regarding the recruitment of K-5 presenters: Gwen discussed the idea of incorporating grant writers and math professors to help find a way to train math teachers to teach fellow teachers much like the Writing Projects do for literacy.
* Bill Funkhouser is working with teachers on a new grant that focuses on strategies not content. He will think about ways to encourage the participating teacher to present at the 2018 conference.

**Asilomar:** CMCFN had about nine people attend. Almost all of these attendees volunteered at some point during the conference.

**Things to do:**

* Contact principals/superintendents to encourage inclusion of local math conference into LCAPs.
* Make first contact with potential attendees by sending out Save the Date emails and flyers.
* Contact potential keynote speakers: During CMC-N conference, Gwen spoke with Cathy Humphries and Shalek Chappill-Nichols and plans to begin email conversation with them.

Our timeline is maturing and is the basis of how we approach our annual conference:

CMCFN Conference Timeline

**January**

● Action plan

● Pay grants

● Attend CMCN affiliates workshop (Gwen)-update CMCFN

**February**

● Committee members each have liaison schools and districts to get admin/LCAP to promote attendance to staffs

● Meet with HSU (Dale Oliver)/HCOE to coordinate conference

● Set a date for conference Oct 13, 2018

● Set Facility-McKinleyville Middle School

● Begin researching keynotes/Cathy Humphries/Shalek Chappill-Nichols/Andrew Stadel/Chris Shore https://mathprojects.com/about/

● Email past speakers

● Keep webpage current ~ *splash photo needs to be updated*

● Mission Statement on Webpage at the top

**March**

● Begin working on speakers

● Speaker proposal form on website

● Keep webpage current ~ Cathy

● Create/Maintain email list for math teachers-Beth

● Lisa- Call school secretaries to send **survey** to teachers at the school.

● Find the HCOE Math coordinator to support us with county communication. Ryan and Rosie)

● Beth/ECS & Sup. DelNorte Mary Ann/Northern Hum Gwen/Charters Cathy Sinnen FUHSD

● Ken Pinkerton - Advertising and getting students involved

● Executive Sect- (Gretchen) get members of CMCN in our Counties Humboldt/Del Norte

**April**

● Continue working on speakers, if necessary

● Keep webpage current ~ (useful links to CCSS)

● Get “save the date” info out to teachers-email **with survey: “what do you and your math colleagues need?”**

● Submit conference description to HCOE/DelNorte/Trinity professional development catalog

● Connect with RCPLI & ECS Arts Integration team to serve their attendees.

● Ali is the BAGEL CZAR

**May**

● Submit conference description to Communicator to:

 Janet Trentacosta

 cmc-communicator@sbcglobal.net

● Beth request HCOE facility

● Post registration form to website

● Continue working on speakers- especially K-2!

● CMCFN meeting to finalize all conference committees

● Del Norte: presenters/partner with CMCFN to bring keynoter

● Beth get scholarship info from County Offices and HSU

**June**

● Revise Grant application focus/google form

● Continue work on matrix-recruit presenters

**July**

● Website-get e-registration up and running

**August**

● Work on program draft

● Continue to work on speakers

● Email committee members to get updates on progress/set meeting date

● CMCFN meeting to get update from all committees (first week of school) at Fiesta Grill

● Email registration forms to CMCFN list

● ORDER FOLDERS

**September**

* Draft conference program
* Complete tasks as needed according to draft program
* Email draft matrix and updates to Cathy to set up session evaluations
* Send registration forms to school sites via HCOE. ( HCOE)
* Include forms, posters, cover letter to principals (Include 2 for 1 price)
* Press releases (conference description) to Del Norte COE, Mendocino COE, Trinity. Follow up call to these COEs. Local radio stations and newspapers Lisa Klar/Beth do TV

**October**

● Folders: **Lisa and MaryAnn**

● Packets (see Folders)

● Revise mini-grants-focused on teacher collaboration/peer coaching-update application on website

● Facility: McMiddle