**CMCFN Meeting Agenda/Minutes**

**March 20, 2018**

**Attendees:** Ken P., Lynn, Gwen, Gloria, Ali, Cathy, Beth, Mary Ann

**Agenda:**

1. **President’s Report:**
* There will be another meeting in Sacramento (Hampton Inn Suites) on 5/19 if anyone would like to go. Would be good for the President-Elect to attend.
* CMC meeting report - Gwen came back with money from us volunteering at Asilomar and members being added from other affiliates and Board members.
1. **Treasurer’s Report:**
* Lynn gave us our current balance: $7446.86.
* From conference, we made a little money but not much. Due to HSU snafu, we haven’t been paid our $580 for HSU students in attendance.
* Discussed that for this year, we won’t have RCPLI and ECS Arts Intergration or money from Dale, so Beth suggested we plan small.
* Lynn had to track down folks who had a P.O. The idea worked well in the front end, but didn’t pan out well, so we’re not doing that again.
1. **Review of Officers -**
	1. Discuss coming openings**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office** | **Name** | **Email** | **Term Expiration** |
| **President** | Gwen Neu | glneu3@gmail.com | May 2020 |
| **Past President** | Beth Baker | bethbaker52@gmail.com |  |
| **President-Elect** |  |  |  |
| **Treasurer** | Lynn Teasley | lteasley@suddenlink.net | May 2019 |
| **Treasurer-Elect** | Alison Brewer | abrewer@fuhsdistrict.net  | ya ya…. :) |
| **Secretary** | Lisa KlarAli Brewer\* | lklar@mckusd.org | May 2020\*filling in as of 3/20/18 |

* 1. If any members are interested in any positions, please step forward. You can announce your start term if that helps.
	2. Set election date: Group decided to confirm May 2020.

 **4. Review/update CMCFN Conference Timeline:**

 ***Updated 3/20/18***

**January**

* ✓Action plan
* ✓Pay grants
* ✓Attend CMCN affiliates workshop (Gwen) -update CMCFN
* ✓Decide on and book facility

**February**

* Committee members each have liaison schools and districts to get admin/LCAP to promote attendance to staffs.
* Gwen will f/u with Stacy Young for info.
* Gwen to contact Colby Smart regarding Superintendent Meetings.
* Meet with HSU (Dale Oliver)/HCOE to coordinate conference.
* Beth will be point person for HCOE communication.
* Set a date for conference: Oct 13, 2018
* 7am - 4pm
* Keep as $75 for day which includes lunch
* ½ unit can be purchased
* Bill, please create flyer
* Set Facility-Mac Middle
* MaryAnn will check with Jan regarding curtains in cafeteria. Maybe we can help pay for that to happen.
* Begin researching keynotes: ~~Cathy Humphries~~, Shalek Chappill-Nichols (Gwen will contact. Offer $2000 if available. We will see if we can get a hotel room comped by local casino.), ~~Andrew Stadel(~~super booked), Chris Shore (?? Not sure how this person got on list) https://mathprojects.com/about/
* Discussed possible theme being “Community”. Discussed community within the classroom, parent engagement, math within the outside community, etc.
* Keep webpage current ~ Bill
* Mission Statement on Webpage at the top

**March**

* Begin working on speakers - Gwen
* Update speaker proposal form on website - Gwen and Beth
* Keep webpage current ~ Bill
* Create/Maintain email list for math teachers ~Gwen - to make sure the following people are on the list: Brad Ballinger, Dale Oliver, Tami Matsumoto, Mike Butler, Amber Buntin, Stewart M., and Claire Knox (Early childhood Ed @HSU)
* Contact the HCOE Math coordinator to support us with county communication ~
* Beth will be contact person. Also check about possible grants available. Jack Moralis.
* *Beth/ECS & Sup. DelNorte Mary Ann/Northern Hum Gwen/Charters Cathy Sinnen FUHSD*
* Members will communicate with schools above regarding conference info.
* MaryAnn will look into two things: Cowell grant, and Anna S and Deena McDonald as possible presenters.
* Advertising and getting students involved.
* Ken gave info regarding Greg Gardner as a contact person for printing source. We can also use county office. If members would like students from AR to help set-up or clean-up, Ali B will look into it.
* A small group of AR students may be a possibility for “break-out session”. If we do that, MaryAnn will see if we can have access to the Maker’s Lab for some of her students.
* Executive Sect-(Gretchen)get members of CMCN in our Counties Humboldt/DelNorte
* Gwen will check in

**April**

* Continue working on speakers (Gwen and Beth con’t.)
* Keep webpage current ~ (useful links to CCSS) Bill
* Get “save the date” info out to teachers- Gwen
* Submit conference description to HCOE/DelNorte/Trinity professional development catalog.
* Gwen will share as a Google Doc

~~Stopped here 3/20/18. We will take care of action items highlighted above, revisit/refine, and move forward at next meeting.~~

**May**

* Submit conference description to Communicator to:

 Janet Trentacosta

 cmc-communicator@sbcglobal.net

* Post registration form to website
* Continue working on speakers- especially K-2!
* CMCFN meeting to finalize all conference committees
* DelNorte: presenters/partner with CMCFN to bring keynoter
* Get scholarship info from County Offices and HSU ~

**June**

* Revise Grant application focus/google form
* Begin work on matrix
* Continue to recruit presenters

**July**

* Website-get e-registration up and running

**August/September**

* 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
* Draft of conference program online
* Email draft matrix and updates to Cathy to set up session evaluations
* Folders find coolio paper puzzles to copy and put into folders **Lisa and MaryAnn**
* 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 ~
* Packets (see Folders)
* Revise mini-grants-focused on teacher collaboration/peer coaching-update application on website
* Ali and Gloria will be responsible for breakfast spread.