**CMCFN Meeting Agenda**

**Sept. 11, 2018**

**Call to Order:** 4:31 pm

**Adjourned:** 6:10 pm

**Attendees:** Gwen Neu, Cathy Sinnen, Ali Brewer, Lynn Teasely, Beth Baker, Gloria Valdez, Reada McConnaughy, Bill Funkhouser

 **Guest attendees:** Annika Mauro, Ethan Baker

1. **President’s Report:** Hotel rooms and presenters are confirmed. Gwen is concerned about attendance due to other conferences are also happening like the Literacy Conference and meeting for History Grant that she is part of.

 Gwen is set to go to CMC North meeting in Sacramento. There is room for someone else to go as well.

 Lynn has been given an invoice, and key note is asking to be paid beforehand. After discussion, and past history, we’ve paid speakers the day of or after. Due to her position as a consultant, we could meet her half way by offering her funds as good faith. Gwen will contact keynote speaker tonight/tomorrow.

1. **Treasurer’s Report:** Income stream will take nosedive this year due to fewer funding groups. We lost about $1000 over the fiscal year. We’ll lose a good chunk of change due to RCPLI leaving. Also, the Asilomar raffle may be reevaluated due to less monies.

Gwen will contact Brad for HSU students; $20/student, and they still owe $580 from last year. Due to less money, we will not offer Asilomar scholarship this year. Depending on numbers for this year, we may revisit breakfast and lunch options instead of increasing fees.

1. **Individual Committee Members’ Report/ Discussion Topics:**
	1. Registration - Bill would like members to review registration page. Please check out and make sure there isn’t anything else that needs to be added. Also, Bill will try to add Ali so that she can see what information Lynn gets for future.
	2. **Facilities** - From Mary Ann
		1. I am checking into asking to use the **AMAZING BIG projector t**hat we have so we can SEE the keynote presentation. I am not sure if it is available but OMG it ROCKS!
		2. I want us to know that our **LAB is different All Mac Laptops**. We do have **several Chromebooks carts** with new Dell Chromebooks. I will need to know which presenters need these carts.
		3. Also if presenters need projection abilities pls remind them to bring their connectors from their machine to the projectors.
		4. I will get wifi password.
		5. Can I get a count of how many rooms I need and if they need tables- etc- so I know how to assign the rooms and also ask my colleagues to use their room - I have NEVER had someone say No- just saying.
		6. I'll try to have a few extension cords available.
		7. Put wifi password in into program.
	3. **Breakfast** - Ali and Gloria will take care of details after we get registration numbers from Lynn. We will cut back a little bit due to smaller numbers.
	4. **Lunch** - Still to be catered and not mess with it. Gwen will contact Chris Cassaro to give heads up for less lunch numbers and possible changes for future conferences.
	5. **Publicity** - All members should advertise in their school and district. Beth will try to reach Colby/Ryan Keller at HCOE to see if we can send out through them. Beth will reach Bill for needed most recent flyer. Bill will contact Eureka City Schools. Bill will connect with Rae for Del Norte. Lynn will reach out. Gwen will email all members a current flyer so that they can spread around at schools/district as well as send it to past attendees. Get program in Superintendent's hand and mention LCAP.
	6. **Presenters** -
		1. Shalek Chappill-Nichols, keynote. Community Engagement; Ed Campos - guest presenter - Volunteered to do two workshops with classroom whiteboards and Algebra;
		Elizabeth A Eschenbach - Volunteered to do a presentation; Reada McConnaughy - Volunteered to do a presentation and will put out the word to find other presenters
	7. **Printed Program** - Google form “Call for Speakers” to see who is interested in presenting. Beth can do printing. Members reviewed, and we can cut Superintendent workshop, take Asilomar raffle in lunch column. We can always make verbal announcement. Gwen took notes on what to cut from program due to smaller numbers. Gwen will contact Ken and CR instructors for specific presentations. Bill will add “Call to Speakers” to website to put a feeler out. Reada will help Gwen work on master presenter template with Beth’s help.
	8. **Website** - Bill will take care of and contact Gwen if there are any issues.
	9. **HSU credit** - is that ready? Gwen, Dale and Brad have been in contact, but there hasn’t been much headway.
	10. **Evaluation** - We need to get feedback. Maybe need high school students to help with that.
	11. **Asilomar** - Who’s going for sure? Register as soon as possible.
	12. Gwen will re-share 2017 and 2018 folder with everyone
2. **Review of Officers**

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| --- | --- | --- | --- |
| **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  | May 2019 |
| **Secretary** | Lisa KlarAli Brewer\* | lklar@mckusd.org | May 2020\*filling in as of 3/20/18 |

**CMCFN Conference Time-Line Updated 9/11/18**

**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
* Meet with HSU (Dale Oliver)/HCOE to coordinate conference
* Set a date for conference: Oct 13, 2018
* Set Facility-Mac Middle
* Begin researching keynotes: Cathy Humphries, Shalek Chappill-Nichols, Andrew Stadel, Chris Shore https://mathprojects.com/about/
* Email past speakers
* Keep webpage current ~
* Mission Statement on Webpage at the top

**March**

* Begin working on speakers
* Update speaker proposal form on website
* Keep webpage current ~
* Create/Maintain email list for math teachers ~
* Call school secretaries to send **survey** to teachers at the school ~
* Contact the HCOE Math coordinator to support us with county communication ~
* *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/DelNorte

**April**

* Continue working on speakers
* 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 **(This did not get done.)**

* 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 or in person. ( HCOE)

Include forms, posters, cover letter to principals (Include 2 for 1 price)

Remind Gwen that she has the CMCFN banner.

* 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