**CMCFN Meeting Agenda**

**Oct. 30, 2018**

Call to Order: 4:40 pm

Adjourned: 5:55 pm

Attendees: Lisa, Gloria, Gwen, Lynn, Reada, Beth, Ali, Mary Ann

1. **President’s Report:**
	1. Overall Conference reflection: Gwen thanked everyone. The keynote was too short; could have had speaker open to question/answer. Foundation from prior years allowed conference to be successful. Gwen and MaryAnn decided to get one Asilomar attendee.
	2. Asilomar Winner: Jennifer Norton from Bess Maxwell in Del Norte. Conference already paid for.
	3. Plan to work with Jennifer and Victoria Schoonover to develop a relationship with Del Norte to help with publicity.
	4. Plan to work with Tami and Darius to develop more TK-2 workshops. Gwen spoke with Tami regarding how happy Tami was that Darius took over. Gwen and Tami discussed the potential for each college instructor conducting a session next year.
	5. Gwen will create 2019 folder.
	6. In the excitement of promising raffle tickets for evaluations, we ran out of raffle items, and we had to improvise for Everyday Hero; MaryAnn took this year’s hero to the MMS bookfair that was held in the library. We had a great evaluation turn out using this method (a few volunteers ran around the room handing raffle tickets to people as they completed the online evaluations).

1. **Treasurer’s Report:** overall cost 3479.50; includes lodging and gas for Ed Campos. Keynote was $2000+. 9 McKinleyville teachers showed up (no cost to McKinleyville teachers); so facility cost was about $625. There were 11 prepayments, and invoices pending $580. We anticipate a balance of $4,800 as long as we get all our invoices paid. We’ll look for ways to save for keynotes in the future to help keep our balance healthy. Committee discussed giving money to President to help with Asilomar cost. The idea is to have home district of the President /President Elect to pay for as much of the conference, and CMCFN would cover up to $250 to help cover extra expenses.

1. **Individual Committee Members’ Report/ Discussion Topics**
	1. **Registration** - (Lynn) Not easier this year. On PayPal, people were paying for other people, such as school secretaries registering for teachers; which registered the secretary multiple times. With that, teacher’s email addresses weren’t getting collected. Need to look more completely through Google Classroom. Reada mentioned idea of where to send payments/PO, payments will get mailed directly to the Treasurer in the future. Treasurer needs to send in a little card to stay on the non-profit list.
	2. **Facilities - MaryAnn will not be handling this next year. Lisa will be new facility director.**
2. Fill out MUSD Facilities Use Forms (Max at 15)-NO USE of Kitchen- from DO?
3. Technology- Check with Scott Irving
4. Projector- From Kevin (Dows) and microphone (in GYM Closet)\
5. Chromebooks
6. WiFi -Passwords
7. Ask for permission to use classrooms and then remind MUSD teachers that their rooms are being used for the conference.
8. Hot Water “Kettle” - need to buy new one or just call MaryAnn to borrow for the conference.
9. Extension Cords are available.
10. Check with Librarian for the BookFair to Open at Lunch; the book fair was very popular and sold quite a bit of books and merchandise.
11. Set-up Multi-Use room with students at end of day
	1. need one long table for food, one for registration by door
	2. tables for participants with brown chairs fan out
	3. table for speaker
	4. 2 garbage cans and 1 for recycling
12. Day of - Team - Signs- Tables-Lights on -Open Bathrooms and classrooms- check Technology in Rooms and Chromebooks.
13. Cleanup- Check rooms-empty these garbage cans in the Multi Use room. Tables up- Sweep where needed - tie up garbage and put in corner by West side door. All tables and chairs go in the storage area.
14. Post Purchase Ramones ($10- gift Cards) for teachers’ whose room we used and custodian and thanks MUSD via email (From President?)
	1. **Breakfast** - Had planned for more people to attend, and not as many showed, so we had more leftovers than expected. Gloria and Ali met and discussed ways to cut a few dollars off shopping list. Ali and Gloria created document of food list/issues and Gwen will put in 2019 folder.
	2. **Lunch** - Cassaros. As groups get smaller, order less overage.
	3. **Publicity** - Promote conference and look for potential presenters at math festival. Need to contact Colby Smart and Jack Bareilles to help facilitate timing with other conferences/workshops going on during the same time. MaryAnn would like to work with Reada (who has taken on leading the publicity team) in this area.
	4. **Presenters** - Keep eyes and ears open for new potential speakers. Let Beth and Gwen know who they are.
	5. **Printed Program** - Beth would like to continue to help Gwen out in this area.
	6. **Website** - (Bill)
	7. **HSU credit** - (Brad)
	8. **Evaluation** - (Cathy) MaryAnn and Gwen both mentioned that we had more evaluations than last year, most likely due to MaryAnn handing out tickets and not having grant meetings during that time.
	9. **Grants** -
		1. From Bill: I would like to make sure the committee considers the concept of supporting any of the current grants with a conference that shares the goals of that grant. For example, arts integration related math or writing in math.
		2. Provide ongoing support to the annual Math Festival - Committee agreed that $250 will be donated to Ken Pinkerton to help fund the Math Festival as long as CMCFN as the funds.
		3. limit or temporarily eliminate grants due to lack of funds available; will know year by year.
		4. There is a need to find out what grants are available; Gwen will investigate.
	10. **Asilomar** - Who’s going for sure? Ali B, Gwen, Cathy, MaryAnn, Jennifer (Del Norte raffle winner), Elizabeth, Jacob Godinez, and possibly one more. Register as soon as possible. MaryAnn will try to find out when we can sign up for volunteer hours, and with this many people going, if each of us volunteers for 1 hour, we should accomplish our “reimbursement” goal.
	11. Gwen will create a 2019 folder and share it with everyone.
15. **Review of Officers** - due to retirements, need to update now

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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 2021 |
| **Secretary** | Lisa Klar | lklar@mckusd.org | May 2020 |

5. Time to start over:

**CMCFN Conference Time Line -**

Updated 10.30.18

**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 Lisa and MaryAnn will try to get this done by Dec. 2018.
* 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

* 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