



California Junior Classical League Executive Board Meeting

Virtually Held

January 20, 2024, 9:00 a.m.

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a.d. XIII Kalendās Februāriās, MMDCCLXXVII A.U.C.

Important Upcoming Dates:

- CARCER registration deadline – February 12
- CARCER – February 24
- Deadline to register for Convention – March 1
- Deadline to send in Academic Tests – March 1
- CAJCL Scholarship Application Deadline for seniors – March 9
- Preconvention Entries due for Convention – March 12
- National Convention Registration opens – March 15
- Officer Application Deadline – March 16
- Publicity Portfolios due for Convention – March 25
- State Convention at Menlo – April 12-13
- Scholarship for Nationals Application Deadline – May 1
- Next virtual Board Meeting - May 4

To-Do List FROM 1/20/24 meeting FOR 5/4/24 Meeting:

All Board and Executive Committee members will:

- Read the Convention book and the White book online at cajcl.org

Mr. Matt Davis will:

- Send Dr. Brian Briggs the list of Certamen emails
- Meet with August Briggs and Dr. Brian Briggs to finalize service details
- Send Yoyo Li the list of school sponsors for her to contact with the application form
- Send Felix a picture of the scholarship winners from last year
- Update the information for the Scholarship to Nationals on the website
- Send an email to sponsors about the Nationals Scholarship info. and include Jon Gumz for our social media
- Contact Mallika Dandamudi to remind her to send her transcript for her scholarship
- Check if he has cardboard test boards, pencils, scantrons, single name tag machine for convention.

Dr. Brian Briggs will:

- Send Kevin Corrigan a sign-up form for SCL members to help with Certamen at CARCER, especially in the North
- Follow up with Ms. Jen Jordt concerning 4 walkie talkies from Ludi
- Send an invitation letter to sponsors for CARCER and Certamen
- Release old Certamen questions to schools to print before February 7th, 2024
- Estimate the number of rooms needed for CARCER after registration closes on February 12th
- Send an email to all sponsors about Certamen machines
- Look into fixing a broken Certamen machine in the South
- Contact Ms. Marisa Alimento with the check for the scholarship fund from Ludi.

Ms. Marisa Alimento will:

- Create an official donation form with the CAJCL seal following her school's requirements
- Send this form to Mr. Fred Muth and Mr. Matt Davis and Dr. Briggs
- Check Ms. Katie Robinson's records for the list of scholarship recipients
- Contact the former sponsors of eligible scholarship recipients who have not claimed their scholarships
- Update the scholarship link so sponsors have a separate form to upload rec letters

Ms. Jen Jordt will:

- Reassign the judges for Latin Oratory if MS teachers need to leave early (see Minutes, Convention President report)
- Contact Jon Gumz and Sophia Vourakis to advertise the Sight Latin, Latin Oratory, and Dramatic Interp passages

Mr. Fred Muth will:

- Send a list of SCRAM attending schools and contacts to the Board
- Send snack bar info to Convention presidents and their sponsors
- Request CARCER expenses from Menlo, not CAJCL, after the event

Mr. Scott Paterson will:

- Remind people of the March 1 deadline for writing tests.

Ms. Dobbie Vasquez will:

- Finish negotiating price with *Legio VI*
- Put the 2024-2025 officer pins in the Open Certamen box at her school for the Parliamentarian.
- Inform the main parent photographer at Convention to send photos to Mia.

Ms. Grace Curcio will:

- Contact Tim Abbott to tell him to send his contact information to Ms. Alimento

Mr. Jon Gumz will:

- Send the Linktree login information to Mia for the social media submission form
- Send to Felix a shortened SCL info letter and photos from mixers/activities at Ludi/Scramulum
- Follow up on Officer Takeover idea
- Follow up with Mia to post a Meet the Officers segment
- Repost National announcements
- Post a CARCER reminder and call for photos on February 5, 2024
- Contact Scott Paterson to schedule a social media reminder for test submission due date.

Sophia Vourakis will:

- Check the rubric for Nationals for website entry and email Mr. Matt Davis what she needs from what Board members
- Send her article for the Nuntius to Felix.

- Fill out the historian's Officer Questionnaire

Felix Chen will:

- Fill out the reimbursement form for Adobe InDesign
- Add the Menlo flier as a page in the Nuntius
- Put a box in the *Nuntius* highlighting the 2023 scholarship winners; Mr. Davis will send photo
- Contact Trisha Iyer to include a report on Nationals or National contests

Kevin Corrigan will:

- Fill out the reimbursement form for part of his flight cost to LUDI
- Make corrections to the SCL CARCER Save-the-Date

Katrina Watson will:

- Fill out the reimbursement form for her full flight cost to LUDI

August Briggs will:

- Send photos from the LUDI candy drive to: Felix Chen for the *Nuntius*, to Mia DaPonte for the scrapbook, and to Mr. Jon Gumz for the social media account
- Bring materials for Paracord service activity to Convention
- Submit reimbursement form to Menlo School, not CAJCL
- Check past records to see how much paracord and other materials needs to be purchased for the service project (and by extend project participation)
- Make an excel spreadsheet for the podium books for each GA (see Minutes for details, Convention President officer report)
- Mention new chapters (see Vivienne Arndt) in the first GA
- Send Jesuit's photos from LUDI to Mia
- Work with Jon Gumz to draft spirit posts

Jackson and Patrick will:

- Extend their submission to the Nuntius and include some pictures.
- Contact Jon Gumz to post Convention announcements once a week until closer to convention when it should be every day (see Social Media Report in Minutes)

Vivienne Arndt will:

- Hold a Zoom meeting in February describing the process of creating and submitting a portfolio
- Meet with Mr. Matt Davis concerning gift baskets to potential chapters
- Put a piece in the Nuntius highlighting specific new chapters
- Send activities and ideas for new chapters to Sophia to put on the website
- Contact Mr. Gumz for publicity outreach highlighting new chapters

Yoyo Li will:

- Edit the application cover letter to include the required May 4th meeting
- Update the Bit.ly by adding National offices
- Send an advertisement to the *Nuntius* for running for office
- Contact Jon Gumz to get a post about elections
- Send Ms. Lisa Masoni a list of election candidates once her list is finalized to confirm their membership

Margot Rodgers will:

- Fill out the historian's Officer Questionnaire
- Send a link to the Board with a PNG of the mosaic torch logo
- Share with Mr. Matt Davis the Contact sheet
- Send a link for the '24 Letterhead to the Board

Mia DaPonte will:

- Order the Board sweatshirts by January 27, 2024
- Look through the Historian Google Folder for comments on past scrapbooks
- Submit the Scrapbook to Nationals next summer
- Make a separate photo submission form/drive for Convention
- Send Felix photos for the *Nuntius*
- Consider joining the National Historian Discourse
- Send Jon Gumz info from her Meet the Officers by January 26, 2024

In Attendance:

2023-2024 Officers

1. August Briggs (Jesuit High School) – 2nd Vice President
2. Franziska Kungys (St. Francis High School) – Northern Representative
3. Jackson Coleman (Menlo School) – Convention Co-President
4. Patrick Galligan (Menlo School) – Convention Co-President
5. Vivienne Arndt (Miramonte High School) – 1st Vice President
6. Margot Rodgers (St. Ignatius) – Secretary
7. Yoyo Li (Sage Hill School) – Parliamentarian
8. Mia DaPonte (St. Francis High School) – Historian
9. Felix Chen (Harker School) – *Nuntius* Editor
10. Sophia Vourakis (Harvard-Westlake School) – Webmaster

Adults

11. Ms. Lisa Masoni (Harker Middle School) – Treasurer/Graphic Arts Chair
12. Mr. Kyle Smith-Laird – State Co-Chair, Parliamentarian Mentor
13. Mr. Matt Davis (Miramonte Sponsor) – State Chair, 2nd VP Mentor
14. Dr. Brian Briggs (St. Francis High School Sponsor) – Certamen Chair
15. Mr. Scott Paterson (Harker School Sponsor) – Academics Chair
16. Mr. Kevin Corrigan – CASCL President
17. Ms. Katrina Watson – CASCL Vice President
18. Mr. Jon Gumz – CASCL Advisor, Social Media Chair
19. Ms. Grace Curcio (St. Ignatius College Preparatory Sponsor) – Webmaster Mentor
20. Ms. Dobbie Vasquez (Menlo School Sponsor Emerita) – Open Certamen Chair, Secretary Mentor
21. Ms. Jen Jordt (Menlo School Sponsor) – Creative Arts Chair, Historian Mentor
22. Ms. Marisa Alimento (Crossroads School Sponsor) – Scholarships Chair
23. Mr. Fred Muth (Loyola High School Sponsor) – SCRAMULUM Host, SCRAM Representative
24. Dr. Tom Garvey (Menlo School Sponsor)

In absentia:

25. Ms. Sofia Abolfathi – CASCL Secondary Advisor, *Nuntius* Editor Mentor

- I. Call to Order – August Briggs (9:05)** August Briggs opened the third meeting of the CAJCL Executive Board for the 2023-2024 term at 9:05 am.
- II. Introduction and Swearing In of New Secretary – August Briggs (9:07)**
 - a. August Briggs introduced Margot Rodgers to the Board as the new Secretary. She was sworn in.
 - b. Mr. Davis thanked Margot for stepping in to fill the void and for fulfilling her duties so quickly and accurately.

III. Minutes from September 10th Meeting – Margot Rodgers (9:09)

- a. Margot Rodgers read a summary of the Minutes from the September 10th Board meeting.
- b. Felix Chen moved to approve. Yoyo Li seconded. The motion passed unanimously.

IV. Reimbursement Requests – Ms. Lisa Masoni (9:13)

- a. Ms. Lisa Masoni called for CAJCL meeting expenses and asked the participants to state their requests.
 - i. Felix Chen asked to be reimbursed for Adobe InDesign, his editing software for the *Nuntius*. This cost is \$20.99 monthly. Ms. Lisa Masoni reminded the Board that the policy is to pre-approve substantial costs.
 - a) Felix will end his monthly subscription once his term ends. It will be up to the next *Nuntius* editor to decide to renew the subscription.
 - b) Mr. Smith-Laird reminded the Board that fees of over \$50 per year do need approval of the Board.
 - c) Ms. Lisa Masoni said she did not mean to imply the Board should not approve the expense, but that, in the future, it must be pre-approved.
 - d) Franziska moved to approve the reimbursement for the *Nuntius*. Yoyo Li seconded the motion. The motion passed unanimously.
 - ii. Kevin Corrigan and Katrina Watson asked to be reimbursed for their flights to Ludi, since there were already flights approved for officers to fly to Ludi and Scramulum, which were not used. They asked to approve Katrina's full flight of \$209.96, Kevin's partial flight of \$209.96. Ms. Lisa Masoni commented that this sounded reasonable to her as Treasurer, butcher asked the students to weigh in. She put the link to the [REIMBURSEMENT FORM](#) in the chat.
 - a) Felix moved to approve the reimbursement for both flights. August seconded the motion.
 - b) Both motions passed unanimously.

V. Next Meeting Date (9:16)

- a. Mr. Matt Davis said the next meeting is usually in the first weeks of May, when officers hand over their positions. Dr. Brian Briggs brought up the issue that proms happen around then, but since the meeting happens in the morning that shouldn't be a conflict. Ms. Dobbie Vasquez reminded the Board that AP exams are also happening around then. Mr. Davis suggested the date of May 4th.
- b. August Briggs called for a motion. Felix Chen moved to make the meeting date May 4th. Yoyo Li seconded the motion. The motion passed unanimously.

VI. Picture/Screenshot for the Scrapbook – Mia DaPonte (9:18): Mia DaPonte took a screenshot of the Board on Zoom.

VII. SCL Report – Kevin Corrigan and Sofia Abolfathi (9:20)

- a. The SCL officers wish to thank Loyola for hosting Scramulum and thank St. Francis for hosting Ludi. They had two successful mixers.
- b. They called for questions since both officers would be leaving early.
 - i. Mr. Matt Davis asked how many SCLers would be coming to Convention.
 - ii. Kevin Corrigan said it would be 15-20 people.
 - iii. The only sports they will not do will be tennis, swimming, and Ultimate Frisbee.
- c. Dr. Briggs suggested sending out an interest form for SCL members to help with CARCER.
 - i. Kevin will correct information on the save the date notice.

- ii. CARCER is on the radar of SCL members.

VIII. Officer Reports

Sophia Vourakis (Harvard-Westlake School) – Webmaster (9:23)

- a. She resolved issues with emails for many Board members.
- b. Sophia Vourakis attended SCRAMULUM in October and took pictures for the event. She thanked Loyola for hosting.
- c. She fixed a long-term issue with sections of the website being out of date.
 - i. All Board member pictures
 - ii. All emails are now correct on the website.
 - iii. Information for all events has been updated.
- d. She submitted a piece to the *Nuntius* as requested by Felix.
- e. Ms. Vasquez asked if Sophia submits the website to Nationals every month. She does.
- f. She posted SCL information and documents that pertain to Convention.
- g. She also posted the Minutes from the September 10 meeting.
 - i. Mr. Matt Davis asked her to look at the rubric for Nationals and find point values – for example, points for interactive games, points for videos.
 - ii. She will email Mr. Matt Davis with what the website needs, who will then contact the Board (for example Felix for a write-up or August for music)

August Briggs (Sage Hill School) – 2nd Vice President (9:34)

- a. The Ludi service project went well. 190 lbs of candy donations went to Christmas candy drives. Recipients included the Sacramento Food Bank and Sacramento Loaves & Fishes. Individual bags were sent to the Mustard Seed School as well.
 - i. Mr. Davis asked if there were any pictures of the candy drive.
 - ii. August said he would send pictures to Felix for the *Nuntius*, to Mia for the Scrapbook, and to Mr. Gumz for the media account.
- b. He called for ideas for Convention service projects.
 - i. Mr. Matt Davis said in the past CAJCL has done can drives, made blankets, and made sanitary bags (soap, deodorant, etc) for the homeless. Felix Chen suggested that drives may not be the best idea because some students are traveling long distances.
 - ii. Ms. Dobbie Vasquez said in the past CAJCL has made cards for soldiers. Ms. Marisa Alimento said we also have made paracord bracelets for vets. The group liked the bracelet idea.
 - a) August is still in contact with that group.
 - b) Ms. Dobbie Vasquez asked if Menlo School should purchase paracords or whether August should bring the supplies. August said he would bring materials and ask for reimbursement.
 - c) Ms. Dobbie Vasquez said it's historically been the responsibility of the school but reinforced the idea that recently the Second VP has been in charge of the project and the host school has made the reimbursement.
 - d) Mr. Matt Davis will meet with August and Dr. Brian Briggs to discuss service details.
- c. For the Spirit competition at Convention, all Board members will be judging using a scoring rubric.
 - i. Dr. Briggs said that the divisions are decided after the registration to balance the

groups.. August will meet with Mr. Davis to decide judging criteria based on what is in the White Book..

- ii. Ms. Dobbie Vasquez said Menlo school will reimburse the 2nd VP for prizes. Dr. Briggs reminded all that students on the Board do not cheer with their delegation and cannot lead school cheers since they will be judging..

Franziska Kungys (St. Francis High School) – Northern Representative (9:41)

- a. Franziska prepared for LUDI.
 - i. She set up the photo booth. She also reached out for supplies and speakers. At LUDI, there were 419 delegates and 20 schools in attendance.
- b. She thanked 5 SCL members for assisting with volleyball and Capture the Flag.
- c. After LUDI, St. Francis sent out testing awards.
 - i. Ms. Lisa Masoni said her students had a great time, but the tests given were ones on the website and her students had studied those.
 - ii. Dr. Brian Briggs apologized for his mistake.
- d. She reported great participation at LUDI.
 - i. She said people especially loved making Perler bead mosaics.
 - ii. August said service went well at Ludi.
 - iii. Mr. Matt Davis said students were all excited for states now.
 - iv. Dr. Brian Briggs mentioned that the food line was incredibly slow because the school had recently replaced the old grill with a smaller version. He reminded us to take nothing for granted.

Southern Representative – Loyola Sponsors ([REPORT](#)) (9:43)

- a. Attending SCRAMULUM were: 410 students, 75 adults.
- b. Administering SCRAMULUM were: 30 Loyola students and some parents, 10 SCL students and the two sponsors..
- c. Financial overview included: registration income of \$4010.00; expenses of \$910.00 (because no sit-down meals were purchased); total profit of \$3100.00 They plan to donate \$500.00 to CAJCL Scholarship fund.
 - i. Ms. Marisa Alimento also wants to donate but needs a donation form.
 - a) Ms. Alimento will make an official donation form with the CAJCL seal following her school's requirements.
 - b) Ms. Lisa Masoni pointed out that 50% of Convention profits go to CAJCL, while Scram and Ludi donate to the scholarship fund.
 - c) Ms. Alimento will send the completed form to Mr. Fred Muth and Mr. Matt Davis.
- d. Mr. Fred Muth highlighted that SCRAMULUM was planned and completed in two months. He is very proud of his student leaders and the CAJCL chapters coming back after Covid. He mentioned that it felt like students were engaged in all the activities.
 - i. Two big hits among the delegates included the gladiator event, which drew great crowds, and great art workshops.
 - ii. He noted that the snack bar was not very efficient and only made a \$200 profit, which could have been better maximized. He also would have liked to have more winners and awards for the students. He promised to send his comments on the snack bar to Menlo.
- a. Mr. Muth opened the floor for questions.

- i. Dr. Briggs asked how many schools attended.
 - a) 24 attended SCRAMULUM. 20 attended Ludi. Dr. Briggs noted that the delegations to Ludi came from smaller schools. There were few schools with over thirty delegates at Ludi. He suggested for 2024 Convention the Board look at schools who didn't go to 2023 Convention but did attend Ludi and Scram respectively.
 - b) Mr. Muth will send a list of attending schools and their contacts to the Board.
- ii. Ms. Dobbie Vasquez asked what he could have done differently.
 - a) Mr. Muth said they could have guessed what students would have liked better and stock those in greater amounts for the snack bar.
 - b) He also said they could have priced things better; many students would have paid another dollar for many of the snacks. He will send this information to the Convention presidents.
 - c) Dr. Briggs added that ice cream bars and shaved ice were extremely popular at Ludi. They brought in \$900 at the cash bar at Ludi, but they haven't subtracted the expenses yet. His school donated the ice cream bars.

Patrick Galligan & Jackson Coleman (Menlo School) – Convention Presidents (9:55)

- a. Patrick and Jackson said the schedule has been changed to end an hour earlier on Friday and start an hour earlier due to requests from teachers who are restricted by the legal hours for bus drivers. The swimming activity will be moved to Saturday morning instead of Friday night.
 - i. Ms. Dobbie Vasquez mentioned that the earlier start will be hard for people coming from Southern California. This also doesn't change the hours of work for the bus drivers.
 - ii. Dr. Brian Briggs responded that these were two separate issues: the length of the day versus the time in between operation hours. The length of workday needs to leave the drivers with adequate sleep, which is why starting earlier is important. However, they agreed that the length of the day coming from the South will still be tough.
 - iii. August added that driving from Jesuit in the North would mean they'd have to leave earlier and still might be late to Convention.
 - iv. Ms. Lisa Masoni said her driver last year drove them in the morning, had the middle of the day off, and then drove them home, which was legally permitted by her school.
 - v. Ms. Marisa Alimento countered this by reminding the Board that drivers clock in digitally now, so an alert goes to CHP if a driver is over their maximum 10 hours. She's also looking at the hotel Residence Inn which is within walking distance to Menlo School to eliminate the need to drive on Saturday morning. In the past it was \$189 a night, but that has risen to \$569 per night. She concedes that this is pricier because as a middle school sponsor she can't stay in hotels with exterior doors. She concluded that her school will have a shuttle system with the hotel on Friday night.
 - vi. Ms. Dobbie Vasquez said that, when Convention was in the south, Menlo would have a separate bus driver for Friday night so the first driver could sleep.

- vii. Mr. Matt Davis added that it works better with traffic to start an hour earlier on Friday.
 - viii. Ms. Marisa Alimento also said that hotels don't allow guests to check in until three for Friday, but she plans to ask the hotel to store luggage as a way to not have the bus driver stay with them.
 - ix. Regarding hotel planning, Patrick and Jackson said if delegations from the north are struggling with availability, there are multiple hotels close to SFO airport, which is a 30 minute commute from Menlo. There is a list of other hotels on the website and in the Convention Book.
 - x. Ms. Dobbie Vasquez added that Friday traffic could make going to Miramonte even from Menlo tough.
 - xi. Ms. Marisa Alimento asked Mr. Kyle Smith-Laird what he does to address this issue with his students. His solution is to get one room early (his) and put all their luggage in that room, then rush everyone to Convention. He leaves before 9:30 pm because his students are usually very tired, and they hold an impromptu fellowship in the hotel room.
- b. As Menlo decided against a separate site for Convention, Patrick and Jackson will be posting updates to the CAJCL website.
 - i. They sent out the first of the information on January 10.
 - ii. Patrick called for someone interested to run the Project Runway activity. Ms. Jen Jordt interjected and said this was being covered by a Menlo student.
 - c. *Legio VI* is set to be a huge draw for Convention. Ms. Dobbie Vasquez said she had them the last time Menlo did Convention. They bring four people and come in ancient Roman characters. They stay in character for the entire event.
 - i. Ms. Dobbie Vasquez is negotiating the cost. Last time she worked with them, she paid \$1,326.00, but a parent paid the other half of the bill. It was really \$2652.00 but worth it, which Mr. Matt Davis seconded. The characters will do the workshops as well. Menlo will have to pay for hotel rooms for the group, probably 2, and they will be at Convention all day Saturday through dinner.
 - d. Menlo has finalized the menus. They think the food will be a good way to incentivize schools on the fence about signing up.
 - e. The final drop date for the Convention program is yet to be determined.
 - f. Ms. Lisa Masoni asked if there was a dedicated graphic arts student leader. Ms. Jen Jordt suggested she check the Convention booklet on the last page for her name and contact.
 - i. Dr. Briggs asked if Menlo was interested in doing a Perler bead mosaic activity or a bracelet-making activity, since St. Francis has Perler beads and bracelet beads leftover from Ludi. Ms. Jen Jordt said Convention will have an edible mosaic activity.
 - ii. Dr. Briggs also bought 4 walkie talkies for Ludi. Ms. Jen Jordt said she would be interested in using those. Ms. Jordt thanked him for the offer.
 - g. Patrick and Jackson said after gauging interest they were going to have a *Percy Jackson* Blooket instead of a *Harry Potter* Kahoot.
 - h. Officers will assemble on stage wearing their officer pins to lead the assemblies.
 - i. Ms. Dobbie Vasquez ordered and picked up the officer pin for the Parliamentarian, which she will put in the Open Certamen box at her school.
 - ii. August will lead the JCL song at Convention. He also led the song at Ludi.
 - iii. August and Mr. Matt Davis will work on the podium book for each GA with

- Menlo.
- iv. Mia DaPonte will read the Pledge of Allegiance in Latin.
 - v. August offered to make an Excel spreadsheet for who can read what parts from the podium book. Officers will need to fill in their parts.
 - a) Some options for speaking include the song, the pledge, announcements, etc.
 - b) There will be three spreadsheets, one for each General Assembly.
 - i. All board members, including SCL members and adults, should read the Convention book and the White book so they know as much as possible about the convention.
 - i. Ms. Dobbie Vasquez added that the White book is the core of every Convention and doesn't change much from year to year. She did take some time to update it to reflect what we actually do. Mr. Davis reminded us that it is a living document.
 - ii. Dr. Brian Briggs commented that whoever judges Latin Oratory should not leave early if people aren't there because Certamen Semifinals overlap with the time slotted for Latin Oratory and people coming from Certamen will be half an hour late.
 - a) Ms. Dobbie Vasquez said that ending the whole Convention earlier should make this less of a problem.
 - b) Ms. Jen Jordt will reassign the judges for Latin Oratory if necessary to make sure they stay the entire time.
 - j. Mr. Matt Davis thanked Patrick, Jackson, Ms. Jen Jordt, Ms. Dobbie Vasquez, Dr. Tom Garvey, and the Menlo School for working so hard.
 - i. Dr. Brian Briggs asked how many delegates Menlo was anticipating.
 - ii. Patrick said they made their budget based on only 700 students. In 2018 it was based on 1200 students

Vivienne Arndt (Miramonte High School) – 1st Vice President (10:23)

- a. Since the last meeting, Vivienne has created documents including sample activities and constitutions for up and coming JCL chapters to use. She's contacted 11 Latin programs and is keeping track of their responses on a spreadsheet.
- b. She's working on some publicity details to encourage students to participate in pre-Convention activities, and she included examples of a publicity presentation in the email.
- c. She will send an email in February describing how to create and submit a portfolio.
- d. She was interested in possibly sending out gift baskets to potential chapters.
 - i. She's discussing this with Mr. Matt Davis, who reasons that a \$20.00 gift basket is worth it.
 - ii. Dr. Tom Garvey suggested having local outreach schools contact these potential chapters, like a JCL buddy school program.
- e. Ms. Dobbie Vasquez asked what schools were targeted.
 - i. Vivienne shared a spreadsheet showing the schools and their contact emails. She has had to balance working with teachers with their own time schedules and the energy of their students.
- f. Mr. Kyle Smith-Laird suggested Vivienne incentivize schools by putting a piece in the Nuntius on new chapters, highlighting a specific school. He also suggested she talk about new schools on stage at Convention.
 - i. Mr. Matt Davis said August could consider mentioning new chapters in the first

- GA.
- ii. Ms. Dobbie Vasquez suggested they offer an extra trophy or three separate places for the best new school.
- g. Mr. Matt Davis suggested Sophia put the activities and ideas on the website. Vivienne will contact her with the necessary documents.
- h. Jon Gumz suggested she use Instagram for publicity as well; perhaps she can post one idea a week, including chariot videos or having outreach dinners. She will email him.

August Briggs made a motion to have a 5 minute break (reconvene at 10:36)

Yoyo Li (Sage Hill School) – Parliamentarian (10:38)

- a. Yoyo attended SCRAMULUM at Loyola, and she reported that the attendance for her workshop about running for office was very good. 50 students came, and she hoped to get a lot of candidates.
- b. Yoyo has completed the application form and she has sent a cover letter to the list of sponsors in California. However, she needs the rest of the list from Ms. Lisa Masoni. Yoyo suggested the PDF might be cutting off the second page of the alphabetized PDF. Mr. Matt Davis has the list and will send it to her. Ms. Jen Jordt added that she had updated some issues seen on the list.
- c. The application for next year's board members is live! All sponsors should encourage their students to apply. She hopes to have a Zoom meeting with individual chapters to get applicants.
- d. Ms. Dobbie Vasquez said she should include in the application that the new officers must be able to attend the May 4th meeting, especially since spring sports and APs can make weekends challenging.
- e. Yoyo will start working on the voter handbook. To run, a member must be in good standing and must be enrolled in Latin or have exhausted the Latin classes at their school.
 - i. The Bit.ly application link has state offices but not National offices. Yoyo will update the Bit.ly by adding the National officers.
 - ii. The application deadline is March 16.

Margot Rodgers (St. Ignatius) – Secretary (10:45)

- a. Margot met with Mr. Matt Davis to learn about the position of Secretary.
- b. She made minutes based on the recording of the September meeting and created a to-do list for that meeting.
- c. She created a CAJCL logo to highlight the Convention theme of ingenuity, which was one of her campaign promises. Mr. Matt Davis asked her to send out a link to the Board of the PNG of the mosaic torch logo.
- d. She updated some formatting and names on the Letterhead and added the mosaic torch logo.
- e. She will share the Contact sheet with Mr. Matt Davis so he can fill in some contacts rather than having everyone redo the Contact sheet form.
- f. Dr. Brian Briggs asked Margot to share the '24 Letterhead with the Board.
- g. Ms. Grace Curcio suggested she use the Google assign feature for the minutes, since that way individual Board members can be notified in their email. The to-do list is especially important for everyone just in case they don't read through all the minutes.
- h. She wrote a piece for the Winter *Nuntius* and sent it to Felix.

Mia DaPonte (St. Francis High School) – Historian (10:50)

- a. The photos from the scrapbook look great; however, since she was busy leading a number of the events, she doesn't have many photos from Ludi.
 - i. She sent out an email asking people to upload photos to a photo drive; however, some of these emails failed to send.
 - ii. She will send an email to Mr. Matt Davis listing the failed emails. Felix Chen suggested she share the drive.
- b. She sent out a sweatshirt design with multiple options and notified some Board members if they didn't respond. She will order the sweatshirts by January 27, because she wants us to have them before CARCER.
- c. She wrote a Winter *Nuntius* article and sent it to Felix.
- d. She is working to continue updating the scrapbook, but she still needs officer responses from Margot Rodgers and Sophia Vourakis.
- e. She also wrote a submission for the Torch and is submitting it in the upcoming weeks.
- f. Mr. Matt Davis asked her to check the rubrics for Scrapbook submission at Nationals..
- g. Dr. Brian Briggs asked if there were comments from last year's scrapbook. Mr. Matt Davis suggested she look through the Google Folder for past comments.
- h. For social media submission, Mia has made a google form but couldn't access the login for the Linktree to put her form on the website. Jon Gumz has this information and will send it to Mia.
- i. Ms. Dobbie Vasquez said a parent will take pictures at Convention as well and she will tell her to send pictures to her.
- j. Dr. Brian Briggs suggested she send out the form and drive.
 - i. She has already sent out a shared drive and form for photo submissions but the email bounced back for some recipients.
 - ii. She will make a separate form for Convention.

Felix Chen (Harker School) – *Nuntius* Editor (10:57)

- a. Felix will send out the Winter *Nuntius* by February 1st. He still has to re-organize the content and put some final touches on it.
- b. The Winter edition will be roughly the same length as the Fall edition.
- c. There were more community submissions for this edition, so he's grateful sponsors encouraged their students to submit.
- d. He's waiting on an election advertisement from Yoyo.
- e. He included the scholarship form again in this issue.
 - i. Marisa Alimento suggested putting in scholarship winners from previous years. He wants to put in a box including the winners from last year.
 - ii. Felix called for edits to the Fall *Nuntius* and is working on another draft of the Fall *Nuntius* for submission to Nationals.
 - iii. Mr. Matt Davis will send Felix a picture of the scholarship winners from last year.
- f. Ms. Dobbie Vasquez asked if Felix had considered adding any video links, since the *Nuntius* is an electronic magazine.
 - i. Mr. Matt Davis suggested adding the Menlo flier as a page in the *Nuntius*. Felix had already contacted Patrick and Jackson to add to their submission.
 - ii. Felix can also include the Convention video, a link to the Blue book, and a link to

the White book.

- g. Which officers still need to send their articles in?
 - i. Yoyo Li must send her advertisement in.
 - iii. Jackson and Patrick must write more.
 - iv. Mia needs to get and send it photos.
 - v. August will send Jesuit photos from LUDI to Mia.
- h. Felix might consider including a page on National contests to increase awareness. Mr. Matt Davis suggested having Trisha Iyer include a report. Nationals will be in Tennessee.
- i. Vivienne is doing a second page on the publicity contest.
- j. August is trying to encourage Jesuit people to participate more in JCL. Mr. Matt Davis suggested they might write an article about the Percy Jackson TV show in a future edition.
- k. Jon Gumz asked if SCL had any presence in the *Nuntius*. Since they didn't, Jon Gumz offered to send a shortened version of a recent SCL letter and photos from mixers and activities at LUDI. He will get something to Felix by January 24th when they have an SCL meeting.

Trisha Iyer (Harker School) – NJCL Historian (11:07)

- a. Trisha was not present so Felix spoke for her. She wants to encourage people to come to the Convocatio event on January 20th. She also wanted to encourage Mia to join the recently-created Historians Discord. She is working on the video for Nationals and on posting beginner-friendly resources from state historians around the country.

IX. Social Media Report – Jon Gumz (11:09)

- a. Jon Gumz opened by saying he was hoping to get more content from officers and chapters for the social media page.
- b. For Convention, he was planning to send announcements or reminders, then regularly post content. He proposed doing a CAJCL “officer takeover” to build some hype. The takeover would mean every officer could post a few things on the Instagram during the week before Convention in order to build energy and excitement.
- c. He expressed an interest in doing a “Meet the Officers” post.
 - i. Mia DaPonte sent out a similar form for officer introductions, but less than half of the officers responded.
 - ii. All officers must respond to this form this week. Mia will resend the form after the meeting. She will send Jon Gumz what she has in an email by January 26th.
- d. Jon Gumz then called for full- fledged social media posts, especially Instagram stories.
 - i. Felix suggested reposting National announcements as basic social media activity.
 - ii. Jon Gumz thanked him for this idea and repeated that any highlights or stories would be appreciated.
- e. Yoyo Li wanted to send in a post about elections.
- f. Mr. Matt Davis suggested that Patrick and Jackson send out announcements for Convention. They can post once each week on some aspect of Convention to get in a rhythm of posting often.
 - i. For example, they can post locations or past activities to get people excited about registering.
 - ii. They also suggested posting about the speakers for the Colloquia sessions. For example, they could post books written by the speakers.

- g. Jon Gumz also wanted to put up a reminder for CARCER and wanted to encourage people to take pictures at CARCER and send them in.
 - i. He still needs to put up pictures for LUDI and SCRAMULUM. He will post the first of these pictures over the next few days.
 - ii. Dr. Brian Briggs suggested that the best day for a CARCER reminder would be February 5th, one week before the registration deadline.
 - iii. Ms. Grace Curcio said the CARCER registration was not yet open.
- h. Jon Gumz suggested CAJCL promote the Minutes on the website.
- i. August Briggs offered to post about spirit ideas. Dr. Brian Briggs asked if people could respond to spirit posts. August might also consider putting in polls: what's your favorite cheer, etc.

X. Academic Testing – Mr. Scott Paterson (11:19)

- a. Mr. Scott Paterson wished to thank adults and sponsors for finishing the tests they volunteered to write: Ms. Grace Curcio, Mr. Kyle Smith-Laird, Ms. Dobbie Vasquez. For others, he reiterated that the deadline to send in tests is March 1st.
- b. Ms. Dobbie Vasquez had suggested aligning CAJCL tests with the NJCL tests, changing: Ancient Geography to Geography, Phrases Mottos Quotes Abbreviations to Mottos Phrases Abbreviations Quotes, and possibly adding a Greek history test in the future.
- c. He then put the [LINK TO VOLUNTEER FOR TEST WRITING](#) in the chat.

XI. Creative Arts Report – Ms. Jen Jordt (11:23)

- a. She reported that Latin Oratory and Dramatic Interp passages are posted on the website.
- b. The Sight Latin passages are already determined. Mr. Matt Davis suggested putting this on social media and the website. Mr. Jon Gumz agreed.
- c. Dr. Brian Briggs asked if the passages were shortened. Ms. Jen Jordt said they were, and the number of lines they were shortened by would be on the website. LUDI had huge participation for Sight Latin because it was an activity requiring minimal preparation. They anticipate similar participation levels at Convention.

XII. Certamen Report – Dr. Brian Briggs (11:24)

- a. Dr. Brian Briggs posted information in the chat about a conference happening in Davis about the relationship between technology and slavery.
- b. CARCER is upcoming, and the registration deadline is February 12th. This is 7 weeks before Convention, which is one week earlier than usual.
 - i. He will send out an email to SCL members to volunteer for CARCER.
 - ii. He will promptly send an invitation letter to all sponsors for CARCER and Certamen. He asked Mr. Matt Davis to send him an updated sponsor list.
- c. In past years, they have allowed 2 teams from each school at each level, but only one team can advance to the next level, with the semifinal round players being determined by the school. This has been updated in the White book.
- d. Mr. Fred Muth asked when they should anticipate getting Certamen questions to print at schools.
 - i. Dr. Brian Briggs said this would be released in 1-2 weeks.
- e. Mr. Fred Muth also asked how he planned to estimate the number of rooms needed. Dr. Briggs responded he would know the number of schools planning to attend by February 12th.

- f. Dr. Brian Briggs will also send out an email about Certamen machines. He is looking into fixing a broken machine from the South.
- g. The number of readers is good in the South. SCL members and parents will do scoring.
- h. The North will be tighter for readers so CAJCL must try to get as many readers or parents or teachers there as possible.

XIII. Monthly Contest Updates (CAJCL & NJCL) (11:29)

- a. There are no monthly contest updates because there have been no submissions to our monthly contest.
- b. Mia DaPonte will update the Link tree to put her form for social media on the website. She has handled the issue.

XIV. State Chair Report – Mr. Matt Davis (11:30)

- a. Mr. Matt Davis reported that he attended Ludi, answered emails, and met with Menlo to plan Convention.
- b. He also worked with Margot Rodgers, the new secretary.
- c. He is trying to figure out who will host LUDI, SCRAM, and Convention next year.
- d. Dr. Brian Briggs asked about National scholarships.
 - i. Ms. Lisa Masoni recalled that they gave 10 scholarships last year, with the value of \$700. There are two scholarship programs: Ms. Marisa Alimento administers the college scholarship for graduating seniors and Ms. Lisa Masoni runs the Nationals scholarship, which covers the whole registration fee plus a bit more.
 - a) August Briggs called for a motion to stay at 10 scholarships for \$700. Felix Chen moved to approve. Yoyo Li seconded the motion. The motion passed unanimously.
 - b) Ms. Lisa Masoni asked to publicize the application more, especially at Convention. The application portal deadline will be May 1st. Mr. Matt Davis will update this information and put it on the website. He will also send it out as an email to sponsors and to Mr. Gumz.
 - c) Students may want to start applying for the scholarship before Convention, since Nationals registration opens March 15th.

XV. Treasurer Report ([LINK](#)) – Ms. Lisa Masoni (11:36)

- a. Ms. Lisa Masoni reported that CAJCL has 31 chapters, 1,274 members, 5 schools pending registration not included in that total, and 10 schools who have not renewed from last year. Schools must decide membership before they register for CARCER and Convention.
 - i. Attended SCRAM: California High School, King Drew, and New West Charter School. Other active but not renewed schools include: De la Salle (at Ludi), Head Royce, John Adams Academy, St. Francis, Stanford Online HS, and Willows. University registered but has not paid.
- b. Financially speaking, Ms. Lisa Masoni said she would send the Secretary and the Board a spreadsheet with expenses and incomes. The CAJCL account has \$18,860.19.
 - i. She is still struggling with the paper check from the main account to the scholarship account. A wire transfer is impractical financially, and Zelle needs an email or phone number to transfer money. The scholarship has neither of those.
 - ii. Ten name badges had to be reprinted because they had the wrong year. Ms.

Dobbie Vasquez accepted responsibility for this error.

- c. Ms. Lisa Masoni also needs the names of election candidates from Yoyo Li once her list is finalized in order to confirm that they are members.

XVI. CAJCL Scholarship Report & Scholarship Chair Update – Ms. Marisa Alimento (11:41)

- a. Ms. Marisa Alimento reported that there had been no applications for the scholarship yet, and no deposits were made to the scholarship recipients. Crossroads is waiting for a donation form so they can make a donation from their SCRAM a few years ago.
- b. Dr. Brian Briggs asked if St. Francis should send the check for the scholarship fund from Ludi to Crossroads. Ms. Marisa Alimento said he should. Dr. Briggs will contact Ms. Marisa Alimento when the check is sent or will give it to her in person at Convention.
- c. The current balance (unchanged from the previous meeting) is \$38,387.79.
 - i. The unclaimed scholarships include:
 - a) Tim Abbott (St. Ignatius), whose transcript was received from his advisor. Ms. Marisa Alimento is awaiting contact information for scholarship disbursement. Ms. Grace Curcio will try to reach out to him.
 - b) Mallika Dandamudi (Miramonte), who has not yet sent her transcript or contact information. Mr. Davis will try to reach out to her.
 - ii. She still needs Ms. Katie Robinson's list of alums because the scholarship requires a two-year turnaround for the students to send in their transcript. She will notify sponsors who need to contact their former students. The CAJCL scholarship deadline has been changed to March 9th.
 - a) Dr. Brian Briggs asked if sponsors should send their recommendation letters directly to Ms. Marisa Alimento or if they should share their letter with their student.
 - b) She will change the link so students send a separate form to their sponsors for their letter instead of attaching their recommendation letter to their form. Dr. Brian Briggs agreed that it was St. Francis' policy not to share recommendation letters with students.

XVII. New Business (11:47)

- a. Ms. Lisa Masoni has trouble accessing things emailed to her on her school account. She requests that all CAJCL documents have their sharing permissions set to anyone on the internet.
- b. August asked whether the Convention service project expense needed prior approval. Ms. Dobbie Vasquez said this was not necessary, and also that this would be a Convention cost. He will request a reimbursement from Menlo, not from CAJCL.
- c. Ms. Dobbie Vasquez asked if there were extra scantrons, pencils, and cardboard for tests from Miramonte. Mr. Davis said he would look. Dr. Brian Briggs recently ordered new cardboard test boards. Mr. Matt Davis will check to see if he has them.
- d. Mr. Fred Muth asked if CARCER expenses should be requested from Menlo or CAJCL. Ms. Lisa Masoni affirmed that these reimbursements should be requested from Menlo.
- e. Mr. Jon Gumz has put in an application for NSCL Advisor. If he gets the position, Ms. Sofia Abolfathi, CASCL Secondary Advisor, will step up in his stead for CAJCL. The Board and Committee wished him luck.

XVIII. Adjournment – August Briggs (11:43)

- a. Margot Rodgers moved to adjourn the meeting. Felix Chen seconded the motion. The motion passed, sustaining one objection from Mr. Matt Davis.
- b. The third meeting of the 2023-2024 term CAJCL Executive Board was adjourned at 11:43 am.

Respectfully submitted,
Margot C. S. Rodgers
CAJCL Secretary, 2023-2024