



**California Junior Classical League
Executive Board Meeting**

Virtually Held
May 8, 2021, 9:00 a.m.
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a.d. VIII Id. Mai.



To Do List:

All new Board Members will:

- Check their emails regularly.
- Read the minutes and send corrections to secretary@cajcl.org.
- Review and understand their duties as stated in the CAJCL constitution and especially in the Officer Duties form in each folder.

All mentors will:

- Set up a time to meet with their student officers to go over expectations.

Mr. Smith-Laird will:

- Update the t-shirt to say CAJCL and send the sketch to Mrs. Vasquez.

Mrs. Vasquez will:

- Work with Custom Ink to pay for the t-shirts and have each person attending order one (optional).
- Use her credit card for the transaction.
- Send out the last of the officer pins.

Rupert Chen will:

- Submit the scrapbook to the NJCL Scrapbook competition at National Convention.

Cara Holden will:

- Organize the donation of Ludi funds to the CAJCL scholarship fund.
- Help the new Northern Representative organize Ludi.

Meghana Krishnan will:

- Help the new Southern Representative organize SCRAM.

Sadie Almgren will:

- Upload the Scrapbook to Google Drive.
- Email the Scrapbook to outgoing board members.

Kaleigh Ruegg will:

- Complete the last edition of *Nuntius*.

Kabir Ramzan will:

- Complete the new constitution page on the CAJCL website.
- Add the Scrapbook to the website once it is complete.
- Help coordinate the transfer of emails from outgoing Board members to incoming members.

Avery Konwiser will:

- Review and understand his duties as Second VP as stated in the CAJCL constitution.

Brian Lazarus will:

- Plan and prepare for SCRAM.

Sofia Perez-Lanza and Louise Morr will:

- Plan and prepare for State Convention.
- Review and understand their duties as Convention Presidents as stated in the CAJCL constitution.

Claire Lenden will:

- Read the Constitution and By-Laws carefully for updates.
- Check Robert's Rules of Order for parliamentary procedure.

Alexis Kim will:

- Complete the minutes, send them to her advocate, and send them out when completed to all board members.

Ashley Yoshii will:

- Work with the outgoing Webmaster to help transfer emails from outgoing to incoming officers.

Important Upcoming Dates:

October 30, 2021: SCRAM at The Meadows School

July 24-29, 2021: National Convention

September 18, 2021: Next Meeting

February 26, 2022: CARCER

April 1-2, 2022: State Convention at St. Francis in Sacramento

In Attendance:

1. Ahna Kim (Menlo School) – Former Convention Co-President
2. Sonia Agarwal (Menlo School) – Former Convention Co-President
3. Ava Tynan (Saint Ignatius College Preparatory) – Former 1st Vice President
4. Rupert Chen (Harker School) – Former 2nd Vice President, nominee for NJCL 2nd VP
5. Elizabeth Casey (Sage Hill School) – Former Parliamentarian, New 1st Vice President
6. Jamie Kim-Worthington (Harvard-Westlake Upper School) – Former Secretary
7. Cara Holden (Miramonte High School) – Former Northern Representative
8. Meghana Krishnan (University High School) - Former Southern Representative
9. Sadie Almgren (Menlo-Atherton High School) – Former Historian, New Northern Representative
10. Kaleigh Ruegg - Former *Nuntius* Editor
11. Kabir Ramzan (Harker School) – Former Webmaster
12. Avery Konwiser (Harvard-Westlake School) – New 2nd Vice President
13. Brian Lazarus (The Willows Community School) – New Southern Representative
14. Sofia Perez-Lanza (St. Francis High School) – New Convention President
15. Louise Morr (St. Francis High School) – New Convention President (**absent partially**)
16. Claire Lenden (Menlo School) – New Parliamentarian
17. Alexis Kim (Sage Hill School) – New Secretary
18. Mallika Dandamudi (Miramonte High School) – New Historian
19. Kayla Davis (Menlo School) – New *Nuntius* Editor
20. Ashley Yoshii (St. Ignatius College Preparatory) – New Webmaster
21. Mr. Matt Davis – State Chair, 2nd VP Advisor, Miramonte Sponsor
22. Dr. Brian Briggs – Certamen Chair, St. Francis Sponsor (**absent partially**)
23. Ms. Katie Robinson – Scholarships Chair
24. Ms. Lisa Masoni – Treasurer, Graphic Arts Chair, Harker Middle School Sponsor
25. Mr. Scott Paterson – Academics Chair, Harker Upper School Sponsor
26. Ms. Sydney Higa – Media Chair
27. Ms. Sofia Abolfathi – *Nuntius* Mentor, New CASCL President
28. Mr. Jon Gumz – CASCL Advisor (**absent partially**)
29. Ms. Kiana Hu – former CASCL Secretary, New CASCL 1st Vice President
30. Ms. Grace Curcio – Webmaster Advisor, St. Ignatius Preparatory Sponsor
31. Ms. Dobbie Vasquez – Open Certamen Chair, Secretary Advisor, Menlo School Sponsor
32. Dr. Jeffrey Feland - 1st VP Advisor, Sage Hill Sponsor
33. Mr. Kyle Smith-Laird – State Co-Chair, Parliamentarian Advisor, The Willows School Sponsor
34. Ms. Mercedes Barletta - Harvard-Westlake School Sponsor
35. Ms. Jen Jordt - New Creative Arts Chair, Historian Advisor, Menlo School Sponsor (**absent partially**)

Absent:

1. Mr. Jordan John Lee - former CASCL President
2. Ms. Issy Arroyo - former CASCL Parliamentarian
3. Ms. Lana Sum – St. Ignatius Preparatory Sponsor (maternity leave)

4. Mr. Josh Davis – University High School Sponsor (retiring)

I. Call to Order – Rupert Chen (9:02)

- a. Rupert Chen moved to open the meeting; Kabir Ramzan seconded the motion. The motion passed unanimously.
- b. The meeting began at 9:02 a.m.

II. Suggestion to Amend the Agenda – Rupert Chen (9:05)

- a. Rupert Chen moved to amend the agenda to put the officer exchange item at the end of the meeting; Sadie Almgren seconded the motion. The motion passed unanimously.

III. Minutes from March 20 Meeting and Convention– Jamie Kim-Worthington (9:05)

- a. Jamie Kim-Worthington gave an overview of the minutes from the previous board meeting and from Convention. The board meeting was focused on the logistics of State Convention and elections.
- b. Rupert Chen moved to approve the minutes; Cara Holden seconded. The motion passed unanimously.

IV. Reimbursement Requests – Lisa Masoni (9:12)

- a. Ms. Robinson requested a reimbursement of \$30.71 for scholarship certificates. Additionally, reimbursements of \$61.01 were requested for new officer tags \$43.90 for the State Chair name badges, \$190.75 for a gift for Mrs. Altieri, and \$241.35 for mailing Ms. Altieri's gift and for badge tags were requested by Mrs. Vasquez.
- b. Claire Lenden moved to approve the reimbursements; Sadie Almgren seconded the motion. The motion passed unanimously.

V. Introduction of Officers, Sponsors, and Committee Members: (9:16)

- a. The new board and sponsors introduced themselves at 9:16 a.m.
- b. The previous board introduced themselves at 9:22 a.m.
- c. The committee introduced themselves at 9:26 a.m.
- d. The SCL members introduced themselves at 9:33 a.m.

VI. Officer Reports

Rupert Chen - (Harker School) – 2nd Vice President (9:36)

- a. Rupert Chen worked on state convention, spirit, and service.
- b. During State Convention, he received 116 spirit submissions; the submissions included over 1700 lines of *Julius Caesar* recited.
- c. There were 2 Zoom meetings about service; service this year included 38 random acts of kindness and 28 people participated.
- d. The Board discussed ideas for expanding service. Rupert Chen suggested that having an ongoing theme for service around convention would allow for greater participation during future State Conventions. Mr. Davis stated that this idea would also work for spirit, but the general consensus was that this idea would be most successful when implemented for service rather than spirit as spirit has a time dedicated to it whilst service competes with other events' attention. Another idea was getting chapters to submit pictures and videos of the different activities they have been doing to be included in issues of *Nuntius* and be featured on the CAJCL website and Instagram.

Cara Holden - (Miramonte High School) - Northern Representative (9:43)

- a. Half of the profits from Ludi will be donated to the scholarship fund; this amount will be over \$1,000.00.
- b. Cara Holden helped the Convention Presidents plan State Convention by providing them with resources. She also helped with elections during open forum and helped review the applications.

Meghana Krishnan - (University High School) - Southern Representative (9:46)

- a. Meghana Krishnan will help the new southern representative by giving advice on planning a virtual SCRAM and by providing general help.

Sonia Agarwal & Ahna Kim - (Menlo School) – Convention Presidents (9:47)

- a. Ahna Kim thanked everyone who helped out during State Convention.
- b. This State Convention, 690 students, 27 schools, 22 parents and alums of Menlo attended, and 16 colloquia speakers; there were a total of 829 people on Sched.
- c. Sonia Agarwal discussed the ease of using Sched. She noted that in-person assemblies take longer than virtual assemblies.
- d. Online registration worked well. The system of online registration, which was adapted from Ludi, was a success as Google Forms organizes data from submissions in a spreadsheet. Google Forms also works well for registration and competition submissions. There was some difficulty with the chess competition's program, but they worked it out.
- e. Sonia Agarwal reported that the Scavenger Hunt and Bake-off were well-received. The Harry Potter Kahoot was also popular, as usual.
- f. Ms. Vasquez said that sending out lists of awards and certificates was time-consuming after State Convention. We definitely need the updated FileMaker Pro if individual and school standings will be calculated in the future. Sophie Reynold's Open Certamen registration program was a success.
- g. Sonia Agarwal stated that payment for State Convention from 3 schools, including University High School, is missing. 16 out of the 28 schools that attended State Convention paid through the online bookstore. There was \$1,538.00 in expenditures and a profit of \$10,361.61 from State Convention. When all monies are accounted for about \$6,000.00 will go to CAJCL as there will be a profit of about \$12,000.00.
- h. Ms. Jordt discussed the complications that occurred with pre-registration for some of the Creative Art competitions. Judging forms and spreadsheets from State Convention worked well and the judges reported that things went smoothly. The 2-minute preparation system worked well for Sight Reading and can potentially be implemented at future virtual and in-person conventions. Ms. Masoni brought up concerns with sign-ups for middle school students as there was some confusion regarding Middle School 3 students during State Convention.
- i. Ms. Masoni discussed the fact that the numbers were down for Graphic Arts submissions for this State Convention. Although numbers were down, the arts submissions, which occurred before State Convention began, worked well. The arts competition may have to be virtual next year, or there may have to be a new arts chair for next State Convention as Ms. Masoni may be unable to travel. Sending out awards to each individual was slow, and she resorted to sending all of Miramonte's to Mr. Davis. There were very few Middle School entries. There were far fewer middle school attendees in general because State Convention was virtual.
- j. For State Convention, the biggest expense was Sched; the expense was \$900.00. If Sched is used again, the price will be lower for Ludi and SCRAM as they will be shorter events with fewer participants.
- k. Mr. Matt Davis suggested that it may be a good idea to tell everyone exactly how they did in the exams, Certamen, and art competitions to help them track their progress and get them more involved. However, this would be difficult with the arts as it's already a challenge for the arts graders to choose the top 3 and runner up. Ms. Vasquez suggested that, like at National Convention, an awards office could be created to help with this challenge.
- l. Mr. Paterson noted that the tests seemed long in their online format, and he'd be happy to shorten the tests. He enjoyed using Google Forms, and with respect to the data and supplying scores to the students, he said it'd be a terrific idea.
- m. Ms. Dobbie Vasquez noted that the majority of students registered for the correct level in competitions in State Convention. She suggested that the level of Latin and grade continue to use a drop-down menu if possible. Only about 5 people were in the wrong level.

Ava Tynan - (St. Ignatius College Preparatory) – 1st Vice President (10:27)

- a. Ava Tynan has been working on recruitment and publicity. The Gordon School registered for the first time after attending SCRAM.
- b. 4 schools submitted publicity portfolios; of these, 1 was a middle school, the other 3 high schools. Additionally, there was at least 1 submission for each category.

Elizabeth Casey - (Sage Hill School) – Parliamentarian (10:28)

- a. Ava Tynan, Cara Holden, and Mr. Smith-Laird helped with the nominations committee while Cara Holden and Sadie Almgren helped with Open Forum. There was no state of emergency regarding the elections this year as each office had applications before State Convention. Campaigning, videos, and the virtual election went well overall. Elizabeth Casey also worked with Georgia's parliamentarian, who gave tips regarding the elections. She also thanked everyone who helped with the appointed positions' interviews.
- b. After State Convention, she established lines of communication for the new members of the board. This included the collection of email and snail mail addresses and phone numbers as well as the creation of a GroupMe.

Jamie Kim-Worthington - (Harvard-Westlake School) – Secretary (10:31)

- a. Jamie Kim-Worthington focused on the minutes. He took minutes at the March meeting and Convention and cleaned them up. He gave his successor a detailed set of notes to help her in the future. He also created social media posts and wrote a *Nuntius* article.
- b. He wrote his final reflection in an article for the *Nuntius*.

Sadie Almgren - (Menlo-Atherton High School) – Historian (10:33)

- a. Sadie Almgren's power went out last night, so the scrapbook could not be uploaded to the Google Drive. She will email it to everyone to check it and will make a modified video version of the scrapbook for Instagram and the CAJCL website.
- b. She has been running the meme and photo contests, but there have not been many Photo of the Month submissions recently. She has been submitting to the NJCL Video and Photo of the Month contests and she won January Video of the Month, February and March Photo of the Month, and an honorable mention for Photo of the Month and Video of the Month in April.
- c. Due to a prior commitment, she can not attend National Convention; she asked for someone to submit the Scrapbook for her. Rupert Chen volunteered to submit the Scrapbook for NJCL's Scrapbook contest.

Kaleigh Ruegg (St. Ignatius College Preparatory) – Nuntius Editor (10:37)

- a. Kaleigh Ruegg published the winter edition of *Nuntius*, which included toga tips, horoscopes, Jamie Kim-Worthington's recipe, other articles, and the dates of important events. This edition of *Nuntius* will come out in about a week.
- b. She has been submitting copies of *Nuntius* to NJCL and is currently working on the last *Nuntius* of her term. She has also been working on the chapter spotlight and asked that students submit photos from their first convention.

Kabir Ramzan (The Harker School) – Webmaster (10:40)

- a. Kabir Ramzan has been constantly updating the website with new documents and information, created the election page, and has started an archive section. He has also been working on the new, well-organized constitution page, which is almost finished. He will also add the Scrapbook once Sadie is finished.
- b. He will also meet with the new webmaster, who will have to transfer accounts from old officers to new officers.

VII. State Chair Report – Matt Davis (10:45)

- a. The State Board is looking for a mentor for the 1st Vice President. Mr. Davis will take over as the mentor of the office of the 2nd Vice President. Mr. Smith-Laird is the Parliamentarian mentor

while Ms. Jordt is the Historian's mentor. Mr. Davis and other teachers who have hosted a state convention will help plan the convention next year.

- b. Mentors will schedule a meeting with their student officer and with the officer's sponsor if possible.
- c. Mr. Davis will add on to the history of CAJCL, and everyone should take a look at it on the website.
- d. New officers must read the constitution and the Officer Duties document to know expectations for their jobs. They must remember that they represent CAJCL and JCL in general, support people in the studies of the Classics, encourage members of their clubs to be active at state and national events, and make sure to check and respond to their emails promptly. The Webmaster can forward officer emails to their respective school email if the officers so wish.
- e. The transfer of emails needs to occur, so all outgoing officers must transfer their work to the shared Google Drive folder. The mentors of the outgoing officers must also be able to access this work, so all mentors will be given access to the shared team folder. The email transfer will occur by noon on May 15, 2021, and have to be well-timed, so outgoing and incoming officers must coordinate this transfer via email.
- f. Currently, FileMaker Pro runs registration for CAJCL, SCRAM, Ludi, Certamen, and State Convention and also keeps track of payment. Filemaker Pro will continue to be used, but it must be updated. CAJCL will pay for the initial license, but each host school will pay for it through the convention registrations. More adults will be needed to help run this technology, serve on the awards committee, and help with State Convention. Mr. Smith-Laird volunteered to act as John Altieri in the future.
- g. Officers should encourage people to go to National Convention, which was a great success last year. There have been no scholarship requests for National Convention for this year to date. Thus, a suggestion to extend the deadline to apply for a National Convention scholarship by 1 month to get more people to apply was made. There was also another suggestion to make more scholarships as 20 people can be funded while remaining well under budget. The fact that reimbursement can occur after National Convention was also brought up. Ms. Vasquez suggested that everyone on the board, past and present, all California Certamen team members, and some number of additional people be reimbursed for National Convention. Dr. Briggs suggested that teacher recommendations for this scholarship be waived this year. The conclusion of this discussion was that incoming and outgoing State Board members, Certamen team members, and 10 additional students be granted \$90.00 for the registration fee of National Convention once they submit a proof of payment to NJCL. There is no real deadline for requesting the scholarship since they have to show proof of registration first.
- h. Rupert Chen moved to approve scholarships to pay for the \$90.00 registration fee of outgoing and incoming members of the State Board, certamen team members, and 10 additional members of CAJCL; Claire Lenden seconded the motion. The motion passed unanimously.
- i. Kiana Hu brought up Custom Ink's group order options. CAJCL will pay for shirts for National Convention, but as CAJCL does not own a credit card, Ms. Vasquez volunteered to pay for the shirts and get reimbursed. The t-shirt design could be either the middle or high school design that won at State Convention.
- j. End of Month reports (EOMs) should include what is going on at officers' schools. There was a suggestion that the EOMs be put in a shared Google Drive, but the current form will be kept for now. They need be sent only to Mr. Davis as State Chair, the mentor, and the sponsor.
- k. There was a student-only vote on which t-shirt design to use for National Convention. Rupert Chen called the vote. 10 voted for the middle school shirt and 6 voted for the high school shirt. Thus, the middle school shirt will be used for National Convention. Mr. Smith-Laird will get the logo, which will be modified to say "CAJCL" instead of "The Willows School." The Custom Ink link for the National Convention t-shirts will be created and sent out.

VIII. Certamen Report – Brian Briggs (11:27)

- a. Participation at CARCER and Certamen at State Convention was down from previous years, but most of the schools that participated in the past participated again this year.

- b. Dr. Briggs asked for suggestions on Certamen. Kabir Ramzan said that finals were not live streamed, and that he would have liked to have this option for spectators. **N.B. The plan was to stream only the advanced finals. Ahna sent the reader the information and the necessary link several days ahead and posted that link on Sched, but the reader, for some reason, used his own Zoom on Saturday, so we could not stream the finals.** Ms. Masoni said that it was great that two teams could be fielded in prelims. Dr. Briggs also liked this, but did bring up the concerns regarding the lack of readers for this many teams. It was suggested that SCL members could help address this issue.
- c. State Convention will be on April 1 and 2 of 2022. Thus, CARCER can be hosted on February 19, 2022 or February 26, 2022. As February 19, 2022 is a part of President's Day weekend, February 26, 2022 has been tentatively set as the date for CARCER. Miramonte will host CARCER in the North, but there is not yet a southern host for CARCER. Sage Hill School may be able to host CARCER in the south, but will have to check with its administration.
- d. CAJCL is looking for retired Certamen machines, and Dr. Briggs will reach out to Ms. Jenny Luongo as the company that makes Certamen machines no longer produces them. Mr. Smith-Laird has a Certamen machine being fixed right now that he will donate.

IX. SCL Report – Sofia Abolfathi (11:37)

- a. State Convention and elections went smoothly.
- b. *That's Entertainment* and the Olympika events went well for the first ever online State Convention.

X. CAJCL Scholarship Report – Katie Robinson (11:38)

- a. Spreadsheets and award documents have been placed in the shared folder.
- b. Mr. Smith-Laird was added and Ms. Altieri was removed from the CAJCL account.
- c. The annual income was \$2,490.00 and expenses from scholarships was \$8,000.00. Currently, there are 13 possible outstanding scholarship payments from the last 3 years.
- d. 5 scholarships of \$2000.00 were awarded this year. These were awarded to Sonia Agarwal, Cara Holden, Ahna Kim, Kaleigh Ruegg, and Matthew Charles. These are yet to be posted on the CAJCL website, and excerpts and quotes from their essays will be put on the website. Written consent from the winners has been received to put their names and information about them in *Nuntius* and the CAJCL website. The award letters and physical certificates have been mailed out.
- e. In June of next year, 3 students- 2 from Harvard-Westlake School and 1 from Crossroads School- who have not yet claimed their scholarships will lose their eligibility to claim their scholarships. These students are Taia Cheng, Benjamin Beckman, and Hugo Budd.
- f. Ms. Robinson mentioned that donations for the scholarship fund are appreciated.
- g. Forms and deadlines for next year's scholarship will be updated on the website by Ms. Katie Robinson, who will reach out to the Webmaster in about a month.
- h. Ms. Vasquez asked if students who took a gap year can get one more year to claim their scholarships. Ms. Robinson replied that the rules do not allow this, but that she is flexible about such details when the recipient is making progress to complete the requirements.

XI. Treasurer Report – Lisa Masoni (11:44)

- a. Ms. Lisa Masoni reported that 36 chapters and 1,588 members are currently part of CAJCL. This is a much lower number than usual as many schools didn't renew memberships. Thatcher School and Silicon Valley High School joined this year. Some students from Silicon Valley wanted to come to State Convention, but in the end they did not attend..
- b. The fiscal year ends May 1, though it should have been June 1. The financial record of the year has been sent out to outgoing officers. Additionally, state and national tax forms must be done as CAJCL has achieved nonprofit status.
- c. PayPal was used by 22 schools. Fees do get added when PayPal is used, and the total of those fees this year was \$65.00. CAJCL is doing very well financially as there were no travel expenses for officers to come to meetings this year and part of last year as well.

- d. The closing balance this year is \$35,859.22, which is higher than usual. CAJCL normally pays out about \$5,000.00 in NJCL scholarships, but this sum will be lower as registration cost is lower this year.
- e. 24 students' National Latin Honor Society fees will be added to the system and will be dealt.

XII. New Business & Next Meeting Date (11:51)

- a. The next meeting will be held virtually on September 18, 2021 at 9:00 a.m.

XIII. Adjournment – Avery Konwiser (11:56)

- a. Avery Konwiser moved to adjourn the meeting; Sadie Almgren seconded the motion.
- b. The motion passed unanimously, and the meeting was adjourned at 11:58 a.m.

XIV. Officer Breakout Meetings and Sponsor Meeting (12:05)

- a. After the meeting adjourned, outgoing officers met with the incoming officers of their position to give them more information about their officer duties.
- b. The sponsors had a meeting during the meetings between incoming and outgoing officers.

Respectfully submitted,
Alexis Kim
CAJCL Secretary, 2021-2022