

# CABE COMPASS PROJECT WORKPLAN JUNE 2017



**Stanley A. Lucero**  
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# CABE COMPASS PROJECT WORKPLAN

## June 3, 2017

**Submitted by Stanley A. Lucero, CABE Membership Consultant**

**Cardinal Point #3: Engaging Our Community for Success**

**Claim/Goal #3.5. Membership: Provide advocacy-oriented leadership to more fully engage and expand our membership**

Project Title Cardinal Point #3: Engaging Our Community for Success		Claim Claim/Goal #3.5. <b>Membership:</b> Provide advocacy-oriented leadership to more fully engage and expand our membership		Project Manager Stanley A. Lucero	
Timeline		Action Steps	Milestones/Deliverables		Lead
Start	Complete		Milestone (Deliverable)	Target Date	

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### 3.5.1 Promote web-based membership support, services, and resources.

September 2014	Ongoing	<p><b>3.5.1 Promote web-based membership support, services, and resources.</b></p> <p>a. Conduct an analysis of the gap between existing member services &amp; resources and potential optimal services &amp; resources needed for full CABE COMPASS membership engagement.</p> <p>b. Outline a multi-phase - expansion plan.</p> <p>c. Identify technology partners to assist with expansion efforts and develop a plan to enlist their assistance.</p> <p>d. Document membership impact.</p> <p>e. Provide regions, chapters and affiliates with webpage access to post and update information on their respective webpage on the CABE website.</p> <p>f. Set up region, chapter, and affiliate displays at major CABE events</p>	<p><b>December 2014. CABE Chapter and Affiliate Leaders Basecamp Project.</b></p> <p>*This project is for the CABE Chapter and Affiliate Leaders, the 5 CABE Regional Representatives, the Vice President, and staff to use to communicate and collaborate on projects.</p> <p>*Chapter and Affiliates are encouraged to have two or more CABE members represent them on basecamp.</p> <p>*Invitations to join are sent to requested chapter and affiliate CABE members</p> <p>*Basecamp includes a calendar of events, discussions, To-Do Lists, uploaded Files, and Text Documents.</p> <p>*July 2015. Suggested committees and descriptions</p> <p>*June 2016. More than 80 CABE officers, staff, and CABE Leaders are on this basecamp.</p> <p><b>January 2015. CABE Regional Representative Basecamp Project.</b></p> <p>*This Basecamp is for the 5 Region Representatives, the CABE VP and selected staff.</p> <p>*Basecamp includes a calendar of events, discussions, To-Do Lists, uploaded Files, and Text Documents.</p> <p>*13 CABE members are in this basecamp.</p> <p><b>February 2015. CABE Documents</b></p> <p>*Become a CABE Member power point</p>	<p><b>July 2016.</b></p> <p>Encourage chapters and affiliates to set up displays at local and state CABE conferences</p> <p>Organize training sessions for CABE Chapter and Affiliate Officers in each region.</p> <p><b>January 2017.</b> Use CABE Leadership Handbook guidelines for active chapter documentation.</p> <p><b>June 2017.</b> Organize at least one regional CABE conference in each of the five state regions.</p> <p><b>June 2017.</b> Log in to CABE website with user name and password for member only resources</p> <p><b>June 2017.</b> Provide each chapter and affiliate a webpage on CABE website</p>	<p>Stanley Lucero</p> <p>With support from:</p> <p>CABE staff</p> <p>CABE Consultants</p> <p>CABE Regional Representatives</p> <p>Chapter Officers</p> <p>Affiliate Officers</p>
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		<p>g. Select documents, reports, links, webinars, videos, etc. to be accessed by CABE members who establish a CABE account with a user name and password.</p> <p>h. Provide webpage access rights based on CABE duties: Staff; Board, Region Reps, Affiliate Officers, Chapter Officers, etc.</p>	<p>*CABE Basecamp Project power point</p> <p>*Organize a CABE Chapter power point</p> <p><b>March 2015. CABE Membership Booth</b></p> <p>*To be displayed at statewide conference, regional conferences, and other conferences as selected.</p> <p>*CABE Membership brochures and applications March 2015</p> <p>*Chapter and Affiliate flyers March 2016</p> <p>*CABE posters</p> <p>*CABE Membership tablecloth April 2016</p> <p>*Laptops to loop CABE power points March 2015</p> <p>*CABE Buttons handed out at CABE 2016</p> <p><b>2015-2016. CABE Membership Consultant at conferences</b></p> <p>*CABE 2015 Conference: CABE Membership Booth</p> <p>* CABE 2016 Conference: CABE Membership Booth</p> <p>*Workshop: Sea parte de la familia de CABE</p> <p>*Workshop: Be a Part of the CABE Family</p> <p>*Workshop: La importancia de su herencia cultural</p> <p>*JDA Presentation at San Francisco Conference</p> <p>*Workshops and Membership Booth at San Francisco, Riverside, Alhambra, Stockton</p> <p>*Attended CABE Board Meetings at Long Beach, San Francisco, Baldwin Park</p> <p><b>2015-2016 CABE Membership Receptions</b></p> <p>*Anaheim April 2016</p>	<p><b>June 2017.</b> Provide CABE membership and scholarship rebates to as many chapters and affiliates as possible.</p> <p><b>June 2017.</b> Streamline the process to reactivate chapters.</p> <p><b>2017-2018</b> Encourage chapters to update chapter information on <a href="http://gocabe.org">gocabe.org</a></p> <p>Encourage members to update their contact information as they renew their CABE membership</p> <p>Ask each chapter to assign a Membership Committee Chair</p>	
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			<p>*Bakersfield October 2015</p> <p>*Monterey April 2015</p> <p>*Riverside May 2015; May 2016</p> <p>*Stockton November 2015</p> <p><b>March 2016. Palm Springs Chapter Training</b></p> <p>*At request of Chapter Officers</p> <p>*Accompanied Sally Fox</p> <p>*Format: Question and Answer</p> <p>*Reviewed chapter and state CABE bylaws</p> <p><b>September 18, 2016 Ticket Request to CABE for "Login portal for Chapter and Affiliate presidents"</b></p> <p>Please establish an online portal for chapter and affiliate presidents to create a CABE account with a user name and password and give them online access to view and print their organization membership lists. Create a pull-down list of membership reports they can download and print.</p> <p><b>December 2016. Chapter Requirements</b></p> <p>Each chapter and affiliate will submit to CABE Headquarters documentation confirming they have met the "Active CABE Chapter [and Affiliate] Annual Requirements" 30 days before the 2017 CABE Conference.</p> <ul style="list-style-type: none"> <li>• Current Bylaws</li> <li>• Officer Update form dated after July 1, 2016</li> <li>• Annual Financial Statement</li> <li>• Copies of 3 or more minutes dated during 2016-2017 fiscal year</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Documentation for scholarships awarded during 2016-2017 fiscal year.</li> </ul> <p><b>January 2017. Basecamp3</b></p> <ul style="list-style-type: none"> <li>• The CABE CHAPTER AND AFFILIATE LEADERS basecamp project is being moved from Basecamp2 to Basecamp 3.</li> <li>• CABE Vice President and Regional Representatives will present a statewide training schedule for the transition to Basecamp3</li> <li>• I am using Basecamp as my first option to keep chapter and affiliate officers up to date. 2<sup>nd</sup> option is facebook CABE Members All Regions, 3<sup>rd</sup> option is emails, and 4<sup>th</sup> option is phone calls.</li> </ul> <p><b>2016-2017 CABE Membership Receptions</b></p> <ul style="list-style-type: none"> <li>• October 19, 2016 Monterey CA</li> <li>• November 16, 2016 Bakersfield CA</li> <li>• January 24, 2017 Sacramento CA</li> <li>• May 16, 2017 Riverside CA</li> </ul> <p><b>February 2017. BASECAMP 3: CABE Chapter and Affiliate Leaders.</b></p> <ul style="list-style-type: none"> <li>• Folder created for each chapter and affiliate to upload required documents to CABE Headquarter. Documents on google dirve chapter and affiliate folders moved to Basecamp 3.</li> <li>• New features will reduce the number of emails and phone calls necessary to communicate with chapters and affiliates.</li> </ul>		
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			<ul style="list-style-type: none"><li>• March Goal: Have one or more representative on Basecamp 3 for all 22 chapters and 1 affiliate.</li><li>• Folders created for potential CABE chapters</li></ul> <p><b>March 2017. JDA participants invited to join Basecamp3: CABE Chapter &amp; Affiliate Leaders</b></p> <p><b>April 2017: Basecamp 3 : CABE Region Reps [Board Members] created. VP and five Region Reps invited to join new project.</b></p>		
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### 3.5.2 Develop a portfolio of social media communication strategies to expand support for CABE and the CABE COMPASS.

<p>September 2014</p>	<p>Ongoing</p>	<p><b>3.5.2 Develop a portfolio of social media communication strategies to expand support for CABE and the CABE COMPASS.</b></p> <p>a. With the assistance of communications expert, identify targeted social media and communication strategies.</p> <p>b. Identify Potential supporters/Funders.</p> <p>c. Launch the new strategies.</p> <p>d. Document use and impact of the strategies</p>	<p><b>June 2016. CABE Facebook groups</b></p> <ul style="list-style-type: none"> <li>*Antelope Valley #58 Region 5</li> <li>*Californian Association for Bilingual Education [statewide]</li> <li>*CABE YoloWoodland #76 Region 1 – November 2015</li> <li>*CABE Mandarin #38 Region 3 -April 2016</li> <li>*CABE Members – All Regions [statewide] -October 2014</li> <li>*CABEMember at large out of state – October 2015</li> <li>*CABE Paraprofessionals [statewide]- October 2015</li> <li>*CABE Sacramento #07 Region 1 – May 2015</li> <li>*CABE Student Members [statewide] -September 2015</li> <li>*Greater Riverside Area #06 Region 4</li> <li>*Implementing the CABE Compass [statewide] - November 2013</li> <li>*Long Beach #62 Region 3 -March 2013</li> <li>*MCDL Madera County Dual Language Region 2 [Madera] – May 2016</li> <li>*North Orange County #73 Region 3 – March 2013</li> <li>*Projecto 2 Inspire [statewide] – February 2015</li> <li>*Tri-KABE #02 Region 2 – March 2015</li> <li>*Whittier #40 Region 3 – June 2015</li> </ul> <p><b>June 2016. CABE Webpage sites</b></p> <ul style="list-style-type: none"> <li>*CABE [statewide]</li> <li>*CABE Corner [statewide]</li> <li>*CABE Mandarin #38 Region 3</li> <li>*CABE ZeeMap [statewide]</li> <li>*CABTE #100 [statewide]</li> <li>*Fresno Madera #41 Region 2</li> <li>*Palm Springs #91 Region 4</li> <li>*Pepperdine #3 Region 3</li> </ul>	<p><b>July 2016.</b> Support EDGE initiative through chapters and affiliates</p> <p><b>January 2017.</b> Encourage chapters and affiliates to establish three new committees:</p> <ul style="list-style-type: none"> <li>Bilingual Student Committee</li> <li>Parent Committee</li> <li>Pathways to Biliteracy Committee</li> </ul> <p><b>January 2017.</b> CABE support to chapters and affiliates: monthly membership lists, regional training sessions, conference calls, etc.</p> <p><b>June 2017.</b> Increase CABE presence online</p>	<p>Stanley Lucero</p> <p>With support from:</p> <ul style="list-style-type: none"> <li>CABE staff</li> <li>CABE Regional Representatives</li> <li>Chapter Officers</li> <li>Affiliate Officers</li> </ul>
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			<p><b>January 2017. Online Resources</b></p> <ul style="list-style-type: none"> <li>• CABE Headquarters has updated and set up a new website: gocabe.org</li> <li>• Chapters and Affiliates now can set up a webpage on gocabe.org</li> <li>• Facebook presence by chapters is increasing</li> <li>• CABE Members All Regions up to 410 members</li> <li>• Participants who have posted in Basecamp2 CABE Chapter and Affiliate Leaders include Pilar M, Lucia V, Sonya S, Olivia Y, Annie R, Sergio R, Lila P, Ptamary, Armida M, Sindi D, Luz A, Zindi A, Reyna G, Annie B, Ricardo P, Norma S, Leina W, David H, Jocelyn H, and Gloria U.</li> </ul> <p><b>January 2017. Suggested Committees and Descriptions</b>          “The term of committees shall be designated by the Board of Directors.”          Possible chapter or affiliate committees: Bilingual Student Committee, Conference Committee, County/Region Committee, Fundraising Committee, Legislative Committee, Membership Committee, Nominating Committee, Parent Committee, Pathways to Bilitery Committee, Publicity Committee, and Scholarship Committee.</p>	<p><b>June 2017.</b> Provide support for all CABE members through active chapters and affiliates.</p> <p><b>June 2017.</b> Provide additional support to CABE chapters and affiliates from CABE Headquarters.</p> <p><b>2017-2018</b>          Encourage chapters to share strategies on Basecamp 3</p> <p>Encourage CABE Board, chapter leaders, and affiliate leaders to actively post information on Basecamp 3 on a weekly basis.</p>	
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### 3.5.3 Establish a network of CABE high school and university clubs to support increased student self-advocacy and leadership.

<p>September 2014</p>	<p>Ongoing</p>	<p><b>3.5.3 Establish a network of CABE high school and university clubs to support increased student self-advocacy and leadership.</b></p> <p>a. Work with at least one district in each CABE region to secure support for establishing two high school and two university clubs per district.</p> <p>b. Write up sample bylaws for student clubs</p> <p>c. For high school clubs start with Seal of Biliteracy candidates and future bilingual teachers</p> <p>d. For University clubs start with Seal of Biliteracy recipients, CABE scholarship recipients, and future bilingual teachers.</p> <p>e. Long term goal: Organize a student club aligned with each CABE chapter.</p> <p>f. Partner with statewide student associations to enlist their support for the establishment of the clubs.</p>	<p><b>September 2015. CABE Student Members Facebook group</b></p> <p>*Facebook public group with 15 members</p> <p>*This group is for CABE student members, students who have received CABE scholarships, and individuals interested in mentoring students. Our long-range goal is to form a CABE Student Affiliate to represent all CABE students to the CABE Board of Directors. If you join this group, we strongly request that you become a CABE member at \$30 per year [students only]. You will then be eligible to apply for CABE chapter and statewide scholarships.</p> <p><b>First Draft March 2015. Sample Bylaws for CABE chapters, affiliates, and clubs on Google drive and also on CABE website on Chapter Leaders page</b></p> <p>*Template with space to write in name of chapter, club or affiliate.</p> <p>*Signature lines for CABE officers and CABE members at end of document</p> <p>*Updated to include the most important sections of the state CABE Bylaws</p> <p>*CABE Headquarters will accept clubs as CABE chapters.</p> <p><b>June 2016. CABE University Chapters</b></p> <p>*CSU Stanislaus #97 Region 1 [might be inactive]</p> <p>*Pepperdine University #3 Region 3</p>	<p><b>July 2016.</b> Ask chapters to promote pathways to the Seal of Biliteracy from preschool through 8<sup>th</sup> grade.</p> <p><b>June 2016.</b> Continue to work with the University Seal of Biliteracy Committee</p> <p><b>July 2016.</b> Ask chapters to designate scholarships for students who receive the Seal of Biliteracy.</p> <p><b>January 2017.</b> Ask board members to assist in involving student CABE members</p> <p><b>January 2017.</b> Encourage chapters to establish a CABE student committee</p> <p><b>June 2017.</b> Organize one</p>	<p>Stanley Lucero</p> <p>CABTE Officers</p> <p>Chapter Officers</p> <p>University Seal of Biliteracy Committee</p> <p>Chapter Officers</p>
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		<p>g. Seek funding to support the new clubs.</p> <p>h. Ask each student club to select a representative for the statewide CABE Clubs.</p> <p>i. Seek approval to establish a student member position on the CABE board and once approved, facilitate the election process from the membership of the clubs</p>	<p><b>June 2016 Current CABE Student Members</b></p> <p>*56 current CABE Student Members</p> <p>*Assigned to their nearest active chapter</p> <p><b>September 18, 2016 Email to CABTE officers</b></p> <p>On April 12, 2016 I posted the following on CABE Chapter &amp; Affiliate Leaders basecamp project.</p> <p>"I proposed to the CABE Executive Board on September 15, 2015 that all Student CABE Members be added to CABTE by default. As officers of CABTE, do you agree with this proposal? We have approximately 70 CABE Students enrolled in universities and colleges."</p> <p>I would like to start assigned our active CABE student members to CABTE as soon as possible but want to make sure that you are in agreement.</p> <p><b>January 2017.</b></p> <ul style="list-style-type: none"> <li>• All student CABE members have been assigned to their nearest active chapter.</li> <li>• Efforts to establish a CABE Student affiliate have been stopped</li> <li>• Pepperdine Chapter is now active</li> <li>• Expand efforts to Include Pathway to Biliteracy students, Seal of Biliteracy students, CABE student members, and students who have received CABE scholarships.</li> <li>• No student CABE clubs have been established yet.</li> </ul>	<p>student CABE club in each region.</p> <p><b>June 2017.</b> Add a CABE student representative to the CABE Executive Board.</p> <p><b>2017-2018</b> Encourage CABE Board to develop a strategic plan designed to network our CABE student members.</p>	
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### 3.5.4 Assess & reorganize chapter, affiliate and membership lists and update the process for membership.

<p>September 2014</p>	<p>Ongoing</p>	<p><b>3.5.4 Assess &amp; reorganize chapter, affiliate and membership lists and update the process for membership.</b></p> <p>a. Increase CABE membership to 4000</p> <p>b. Assign all CABE members to a chapter with the option to select a different chapter</p> <p>c. Give all CABE members the option to select affiliates</p> <p>d. Establish a virtual chapter for out of state CABE members and geographically isolated CABE members</p>	<p><b>2014-2015 Annual Financial Report</b></p> <p>*8 CABE chapters and affiliates submitted their annual reports by the September 2015 Deadline:                  #23 San Francisco                  #76 Woodland                  #8 META                  #23 Sacramento                  #62 Long Beach                  #58 Antelope Valley                  #48 Ventura, #2 Tri-KABE                  #84 Two-Way CABE</p> <p>*8 CABE chapter and affiliates received either 20% [chapters] or 10% [affiliates] of the CABE membership rebates.</p> <p>*The 2015-2106 Annual Financial Report was emailed to chapter and affiliate officers on May 30, 2016.</p> <p>*CABE Headquarters is using the google spreadsheet <u>2016 CABE Chapter &amp; Affiliate Officers</u> to send out emails to CABE officers.</p> <p><b>January 2015. CABE ZeeMap. An interactive California map listing CABE organizations including chapter, affiliates, and CABE services.</b></p> <p>*Six color coded pins represent CABE Headquarters and the five California regions.</p> <p>*When you click on a pin you see the name of the organization, president and contact information.</p> <p>*If you click on View/Show List, you will see the six regions 0-5 with organization numbers and names.</p> <p><b>February 2015. SMART REG. CABE’s online membership database.</b></p> <p>*At Large Members are assigned to the nearest active chapter by default. All CABE members have</p>	<p><b>September 2016.</b>                  Send a letter from CABE Headquarters each chapter and affiliate that completes their 2015-2016 Chapter and Affiliate Annual Financial Report affirming their status as an organization in good standing with CABE.</p> <p><b>January 2017.</b>                  Propose to increase the membership rebates for affiliates to 20% of membership dues</p> <p><b>June 2017.</b>                  Set up log in process for Chapter and Affiliate officers to CABE website to access CABE resources including membership lists</p> <p><b>June 2017.</b> Propose new fields to SmartReg to identify university, college,</p>	<p>Stanley Lucero</p> <p>With support from:</p> <p>CABE Regional Representatives</p> <p>Chapter Officers</p> <p>Affiliate Officers</p> <p>CABE staff and consultants</p>
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			<p>the option to request a different chapter.          *CABE members listing a University or College as their employers, or by request, are assigned to #100 CABTE          *CABE members are identified as affiliated with dual language programs, or by request, are assigned to #84 Two-Way CABE          *March 2016. 2195 Current paid CABE members          *June 2016. 2083 Current paid CABE members</p> <p><b>March 2015. CABE Chapter &amp; Affiliate Files. A google folder with subfolders for each chapter and affiliate.</b>          *Alfabetical list of chapters and affiliate with name, number, and region.          *View access given to CABE staff and CABE Regional Representatives          *Edit access given to individual chapter/affiliate officers to their own folder          *Recommended documents to be kept in folders: officer contact information, annual financial reports, scholarship awarded documents, bylaws, minutes, flyers, and any other documents related to the individual chapter/affiliate</p> <p><b>June 2015. Membership Report to CABE Executive Board</b></p> <p><b>October 2015. CABE Member at large out of state Facebook group</b>          *8 members to date          *Public group          * This group is for all CABE members who live outside of the state of California. The purpose of the group is to give you opportunities to collaborate online and share resources and ideas. We strongly request that you become a CABE member if you decide to join this group</p>	<p>dual immersion, and two way personnel</p> <p><b>June 2017.</b> Increase CABE membership to 4000</p> <p><b>June 2017.</b> Increase and support additional CABE chapters</p> <p><b>June 2017.</b> Organize a virtual chapter for out of state CABE members</p> <p><b>June 2017</b>          Update information on CABE Website, CABE ZeeMap, and CABE google folders as needed.</p> <p><b>September 2016</b>          204 CABE members need to be assigned to a CABE chapter. Complete by September 20, 2016</p> <p><b>January 2017</b>          RECOMMENDATION:          Provide additional support to chapters and affiliates to submit documentation to CABE Headquarters to maintain their active status and to</p>	
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			<p><b>November 2015. CABE Membership Consultant Report to Executive Board</b></p> <p><b>March 2016. CABE's Website: gocabe.org</b>  *MEMBERS page includes benefits and links for English and Spanish CABE information and membership applications.  *CHAPTER LEADERS page includes links to a variety of documents, maps, and power points designed specifically for chapter and affiliate leaders. A link is also available for the CABE Statewide Regions map.</p> <p><b>March 2016 Chapter and Affiliate Information. A google folder containing CABE documents and spreadsheets.</b>  *March 2015. 2016 CABE Chapter &amp; Affiliate Officers: Sheet 1 contains officer information. Sheet 2 contains chapter and affiliate information  *February 2015. California cities by counties and chapters. Each city with CABE members is assigned to an active chapter.  *February 2016. CABE on the Internet: Chapters and Affiliates are listed if they have a webpage, Facebook page, Twitter page. Also included are the CABE Basecamp projects and the CABE YouTube page.  *April 2016. Sample Bylaws: Updated to include the most important aspects of the current CABE State Bylaws.</p> <p><b>June 2016. Presumed Active CABE chapters and CABE affiliates</b>  <b>Region 0 [statewide]</b>  #84 Two-Way CABE  #100 CABTE  <b>Region 1</b>  #7 Sacramento SALSA [April 2015]  #8 META</p>	<p>reactivate former chapters.</p> <p><b>January 2017</b>  RECOMMENDATION: Statewide Membership Drive to reactivate 5203 inactive CABE members</p> <p><b>January 2017</b>  RECOMMENDATIONS: Encourage all staff to become CABE members and become a leader in their local chapter [officer, committee chair, or volunteer]</p> <p><b>2017-2018</b>  Provide training to Regional Representatives regarding their duties and responsibilities and how to use the tools and resources provided by CABE</p> <p>Provide chapters and affiliate with a letter/email/certificate declaring them as ACTIVE when they have submitted required annual documentation.</p>	
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			<p>#13 San Joaquin  #23 San Francisco SFABE  #76 Yolo Woodland [May 2015]  <b>Region 2</b>  #2 Tri KABE in Bakersfield [November 2014]  #41 Fresno Madera in Fresno  #66 Pajaro Valley in Watsonville  #95 Eastern Sierra in Bishop  <b>Region 3</b>  #48 Ventura County  #58 Antelope Valley in Lancaster  <b>Region 4</b>  #6 Riverside  #36 Coachella Valley  #65 San Diego South County  #91 Palm Springs  <b>Region 5</b>  #3 Pepperdine University  #40 Whittier  #62 Long Beach  #73 North Orange County</p> <p><b>June 2016. Potential new or reorganized CABE chapters</b>  *May 2016. #38 Region 3. CABE Mandarin in West Los Angeles  *#43 Region 4. Chino Valley in Chino  *#97 Region 1. CSU Stanislaus  *#52 Region 4. Fontana in Fontana  *New Region 2. Gilroy in Gilroy  *June 2016. #25 Region 2. Madera County Dual Language in Madera  *#5 Region 4. Moreno Valley</p> <p><b>September 2016. Current Membership = 2460</b>  Region 0, Out of state = 107  Region 1, Regina Piper = 825  Region 2, Esabel Cervantes = 209  Region 3, Olivia Yahya = 316</p>	<p>Suggested date:  September</p> <p>Ask each Regional Representative to organize 2 or more regional weekend events yearly</p>	
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		<p>Region 4, Norma Sandoval = 471  Region 5, Ana Donovan = 325  Not assigned a region = 204</p> <p><b>September 2016 Chapter membership</b>  <b>NOTE: All of this chapters appear on SmartReg.</b>  <b>The 204 CABE members not assigned a region are not included in these numbers. Chapters with an "*" are probably inactive.</b></p> <p>Region 0. 84 Two Way CABE = 57  Region 0. 100 CABTE – 34  Region 1. 07 Sacramento = 191  Region 1. 08 META = 24  Region 1. 13 San Joaquin = 42  Region 1. 23 San Francisco = 600  Region 1. 78 Woodland = 41  Region 1. *97 CSU Stanislaus = 2  Region 2. 25 MCDL = 12  Region 2. 41 Fresno Madera = 59  Region 2. 66 Pajaro Valley = 85  Region 2. 95 Eastern Sierra = 17  Region 3. *03 Pepperdine University = 14  Region 3. *14 LA/USC = 23  Region 3. 38 Mandarin = 10  Region 3. 40 Whittier = 191  Region 3. 62 Long Beach = 42  Region 3. *73 North Orange County = 57  Region 4. 06 Riverside = 76  Region 4. *10 San Diego Metro = 11  Region 4. 36 Coachella Valley = 64  Region 4. *52 Fontana = 100  Region 4. 53 San Bernardino = 33  Region 4. San Diego South County = 195  Region 4. Palm Springs = 24  Region 5. 48 Ventura County = 183  Region 5. 58 Antelope Valley High Desert = 146</p> <p><b>September 2016. CABE Chapter &amp; Affiliate Leaders basecamp project</b></p>		
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			<p>This project is for the CABE Chapter and Affiliate Leaders, the 5 CABE Regional Representatives. the Vice President, and staff to use to communicate and collaborate on projects. 85 people on this project as of Sept 8, 2016. Send Stanley A Lucero a list of your chapter or organization officers who will represent you on basecamp. Include: Chapter/Affiliate # and name; name of CABE member; email; and position held. I will send them an invitation to join.</p> <p><b>September 2016. CABE on the Internet</b></p> <p>We are here! Now you can find CABE Chapters, CABE Affiliates, and other services provided by CABE in a variety of websites, Facebook pages, Twitter pages, and even on YouTube. We are using Basecamp as our online collaboration website.</p> <p><b>September 2016. Chapter Leaders Resources</b> This portion of our gocabe.org website includes important information for chapter and affiliate leaders.</p> <p><b>September 2016. Chapter and Affiliate Pages on GOCABE.ORG.</b> Coming soon: Individual pages for each chapter and affiliate will include pictures and contact information. Coordinated by Laurie Nesrala. The following have submitted information: 2-Way CABE 84 CABE South County 65 DABEPV Pajaro Valley 66 Antelope Valley 58 Madera County Dual Language 25 CABE Yolo/Woodland</p> <p><b>September 2016. CABE MEMBERS – ALL REGIONS on Facebook</b></p>		
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			<p>This group is open to all CABE members and individuals who support our vision and mission. Be sure to send in a "Request to Join." 403 members as of September 8, 2016</p> <p><b>September 2016. CABE ZeeMap</b> Click on the pins to see additional information about the chapters, affiliates, and other CABE organizations. Please send me updated information.</p> <p><b>September 2016. Google Drive: CABE Chapter &amp; Affiliate Files</b> Each chapter and affiliate has a folder to upload their most important documents. Each chapter of affiliate has "edit" privileges and can add their own members to have access to their folder. The CABE Regional Representatives and selected CABE staff have "read" privileges. Suggested items to upload: Bylaws, Minutes, Scholarship essays/bios, officer updates, annual reports, flyers, etc. I am the "owner" of the folders. Contact me if you need help with your folder.</p> <p><b>September 2016. Google Drive: 2016 Chapter &amp; Affiliate Information</b> This folder contains current officer contact information and other documents. I recommend that all Regional Representatives and chapter/affiliate presidents access this folder. Send me your name and email and I will send you a "share" invitation.</p> <p><b>September 2016. Google Drive: CABE Membership Committee Documents</b> The purpose of this folder is to help your membership chairs. Send me the names and emails of your membership chairs and I will send them a "share" invitation.</p>		
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			<p><b>September 2016. 2016 Annual Financial Reports submitted by September 9, 2016.</b>  <b>NOTE: Some of the reports were incomplete</b>                  Region 0 #84 Two Way CABE complete                  Region 0 #100 CABTE complete                  Region 1 #7 Sacramento                  Region 1 #8 META complete                  Region 1 #13 San Joaquin complete                  Region 1 #23 SFABE                  Region 1 #76 Yolo/Woodland complete                  Region 2 #25 MCDL complete                  Region 2 #41 Fresno Madera                  Region 3 #40 Whittier complete                  Region 3 #62 Long Beach                  Region 4 #6 Riverside complete                  Region 4 #91 Palm Springs complete                  Region 5 #58 Antelope Valley complete</p> <p><b>November 2017</b>                  SmartReg records have been assigned to current, active chapters. CABE Headquarters will continue assigning SmartReg records.</p> <p><b>January 2017. Membership Lists</b>                  CABE Headquarters is in the process of setting up a monthly system to provide CABE Regional Representatives with updated membership lists.</p> <p><b>January 2017. 2016-2017 Record of Chapter and Affiliate Requirements.</b>                  21 Chapters and 1 Affiliate: Total of 22=100%                  Many years ago CABE had 85 chapters and 4 affiliates                  7/22 [30%] have sent pdf copies of Bylaws to CABE Headquarters                  17/22 [77%] have sent officer updates to CABE Headquarters</p>		
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			<p>15/22 [68%] have sent 2015-2016 Annual Report to CABE Headquarters 0/22 [0%] have sent pdf copies of 3 or more minutes to CABE Headquarters.</p> <p><b>January 2017. Chapter Report from SmartReg.</b> Total CABE Members: 7514 = 100%</p> <ul style="list-style-type: none"> <li>➤ Current paid CABE Members [2311]</li> <li>➤ Inactive CABE members [5203]</li> <li>➤ 31% are current paid CABE Members</li> </ul> <p>Not assigned to chapter or region: 142 Region 0: 78/200 [39%] Region 1: 766/1880 [40%] Region 2: 245/851 [28%] Region 3: 388/1331 [29%] Region 4: 468/2268 [20%] Region 5: 366/842 [43%]</p> <p><b>January 2017. CABE Directory</b> Board, Coordinating Council Members, Team, and PDS Consultants: Total of 72 =100% 22/72 [30%] are current, paid CABE members 26/72 [36%] are inactive CABE members 24/72 [33%] have never been CABE members</p> <p><b>Feb 15, 2017. Text Document “Why CABE chapters and “active status”</b></p> <ul style="list-style-type: none"> <li>• The following information was copied from the CABE Leadership Handbook</li> <li>• Essential roles of CABE Chapters</li> <li>• CABE Chapters and Leadership</li> <li>• Docs &amp; Files &gt; Chapters/Affiliates</li> </ul> <p><b>May 3, 2017. Jan gave permission to post CABE membership spreadsheet on a monthly basis in CABE Region Reps</b></p> <ul style="list-style-type: none"> <li>• Posted in Docs &amp; Files &gt; New CABE Chapter Packet &gt; CABE Membership</li> </ul>	
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