

2001-02 Members

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Refugee Educators' Network, Inc.

(a 501(c)(3) corporation to serve as a clearinghouse for information and resources and to promote the education of both refugee and receiving communities. Employer ID 68-0389552.

Notes: September 27, 2001, 9:00-11:30 a.m.

1. Attending: Carol Dunstan, Linda Cook, Judy Lewis, Lue Vang, Rosemary Rankin, Azar Sadrian, Julie Hoskins, Mike Pollard, Jan Corlett, Lorie Hammond.

2. ACTION: approve 2001-02 REN Board
Julie Hoskins moved/Lorie Hammond seconded; unanimous vote to approve members listed on sidebar with the exception of Oleg Butin and Van Le (who will continue as an unofficial member), and with the addition of Jiem Seng Yaangh and Jimmy Phanh.

3. Review and accept 2000-01 end of year report. Carryover is \$13,523 (remainder of book reprint fund of \$14,000).

Discuss projected shortfall of \$26,226 for 2001-02. Reduce budgeted expenses to bare bones, with priority to clerk, Context, website (selected 2002-02 goals).

Projected income: \$38,229.

4. REN Faire Scenario: Plan on 775 total attendance: 450 general (at \$75); 175 parents (at \$75); 50 students (at \$40); 100 comp tickets. Pledges by districts/organizations are:

Sac City:	150
Washington	45
San Juan	10
Thermalito	14
Folsom Cor	32
CSUS std t's	25
EAOP	4
ISPAS	20

Grant Hi

Prepared from notes,
Judy Lewis 9/25/02

Refugee Educators' Network

US Bank

2001-02 Budget

Inflows	Notes	propREN 9/01	accREN9/01
Carryover		13,523	13,523
Donations		0	0
Context individuals	62 subscriptions @ \$17	626	626
Context districts	519 bulk subscriptions @ \$17	2,920	2,920
Context CDE subs	950 bulk subs, incr rate, \$17	18,000	18,000
Reprint fund forward			
Subcontract	Translation SEARAC		
Misc			
Refugee Ed Faire			
Booksales		3,160	3,160
Subtotal		\$38,229	\$38,229
Outflows			
Subgrant to FCUSD	Clerical salary/ben 01-02	15,680	15,680
Subgrant to FCUSD	District print shop, Context (5)	3,200	3,200
Context distribution	Mail list, sort/address, postage	7,675	7,675
Context edit	5 @ \$1000	5,000	5,000
Website dev/maint	200 hrs @ \$15	3,000	1,000
Website hosting	Commercial host	400	400
Books, videos, subs	For check out	3,000	1,000
Supplies, materials	Office costs, mailing, software, copies	4,000	1,000
Nonprofit developmt	Identify future income	5,000	1,000
Projects	Hmong Lit Proj Readers, promo	12,000	0
Refugee Ed Faire expenses		5,000	0
Equipment			
Sales tax			
Bookkeeping, bank	Nonprofit records, 1099s, audit, etc.	500	500
Subtotal		\$64,455	\$36,455

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Notes

January 24, 2002, 9:00-11:30 a.m.

1. Introductions & updates
Attending: Carol Dunstan, Maggie Beddow, Lue Vang, Amy Lin Tan, Rosemary Rankin, Azar Sadrian, Irina Smith, Mike Pollard, Lorie Hammond, Chiem-Seng Yaangh, Julie Hoskins, Judy Lewis.

2. **ROC (Radio Outreach)**
REN advocates for the concept; districts will consider supporting this regional parent involvement strategy.

3. **Faire update & planning (Carol/Peter)**
Planning and commitments from REN members, including room host duties, numbers of tickets pledged to purchase.

Reduce number of workshops from 60 to 32. Drop expensive speakers.

Room hosts: Lue, Irina/Azar, Lori, Mike/Judy, Amy, Leticia, Julie, Nguyen.

Breakeven point: 280 general admission (@ \$75), 30 students (@ \$40), and 100 comps. Expected attendance: 510.

Pledges to purchase:

Thermalito 17; ISPAS 25; Sac City 150; Washington 22; Folsom Cordova 60; CSUS 25; UCD 4; UCB 10.

Typed from notes 8/9/02
Judy Lewis



Refugee Educators' Network, Inc.

March 21, 2002, 9:00-11:30 a.m.
Community Education Center, D-10
10850 Gadsten Way, Rancho Cordova CA

Attending: Carol Dunstan, Anita Freitas, Judy Lewis, Lue Vang, Chiem-seng Yaangh, Jimmy Phan, Amy Lin Tan, Azar Sadrian, Julie Hoskins, Leticia Martinez, Mike Pollard, Lorie Hammond.

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Actions taken.

1. Introductions
2. Sweet: Refugee Educators' Faire de-briefing.
3. Sour: Wind-down plans for REN/SEACRC
Notice that the California Dept of Education will end its 1,000 subscriber list for Context with the final issue in September 2002. A "brutal analysis" of the future life of Context and the SEACRC identified that:

•519 subscribers come from 8 districts, with Folsom Cordova providing funding for 300 of the 519. Washington subscribed for 80, Del Paso Hgts for 26, North Sac for 30, Elk Grove for 60, Pasadena for 40, Coachella Valley for 16, and Natomas for 8. This provides \$8,832 of support for Context/SEACRC. The remaining 1,000 subscribers (CDE) provide \$17,000 worth of support. Without the CDE support, there is no wide market for the newsletter, although individual comments are very complimentary and supportive.

•The cost to edit, print, and distribute 3,000 copies of 5 20-page newsletters per year is about \$15,000, or \$9.80 per recipient.

•The cost of the SEACRC clerk is about \$16,000 per year, with another \$4,000 going for books, materials, and operations. The space and staff costs are borne by Folsom Cordova USD.

•Producing Context as an outside project has become onerous, and the distribution above would indicate that it's largely an exercise of self-gratification.

Summary of spreadsheets: To finish out 2001-02, we will need to use most of the \$10,000 left in the reprint fund, depending on the proceeds from the Faire.

Plan: Discontinue *Context* after issue 151, the conclusion of volume 22. Lay off the SEACRC clerk effective June 30, 2002. Moved by Mike Pollard, seconded by Lue Vang, unanimous approval to cease operations 6/30/02.

-Judy Lewis, from notes, 7/31/02

Context—A brutal analysis: Is it worth the money?

Currently, we have 1,531 paid subscribers, complimentary-issue recipients, and an unknown number of users who receive copies of articles or download issues from the website. All together, subscriptions generated \$26,979 of income for 2001-02, as shown below:

Costs to produce and distribute 3,000 copies of five 20-page issues per year total \$15,000, or \$9.80 per paid recipient.

The difference, \$11,979, covers some of the cost of a clerk to maintain, circulate, and retrieve the Southeast Asia Community Resource Center items. The total cost of the clerk is \$16,500 per year, and operational costs of the Center add an additional \$4,000.

Next year's projections

The \$17,100 subscription will not be renewed, due to changes in grant parameters and program managers' priorities. That means that *Context* will generate only \$10,000 at current rates. The cost of printing will increase by \$10,000, as we will need to "go outside" to a commercial printer. In addition, the mailing list of 950 will not be available, reducing the paid recipients to 580.

A sad conclusion

Context cannot support itself or contribute to the continuation of the Center. There are too few subscribers. Subscriptions themselves can be an indicator of usefulness or value; it would appear that *Context* has too few supporters to make the investment of time worthwhile.



Refugee Educators' Network, Meeting #5, 2001-02

Actions taken

MAY 23, 2002, 9:00-11:30

Attending: Carol Dunstan, Maggie Bedlow, Maria Gutierrez-Stearn, Anita Freitas, Karen Marges, Judy Lewis, Lue Vang, Amy Lin Tan, Julie Hoskins, Leticia Martinez, Peter Whittlesey, Mike Pollard, Lorrie Hammond.

REN Member 2001-2002

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1.	Info and Updates	
2.	14th Annual Faire Preliminary Report	
	Income to 5/16/02	\$29,550
	Income not received	1,275
	Coordination	-11,000
	Presenters' fees	- 4,488
	Food & drink	- 4,311
	Facility & insurance	- 1,667
	Performers	- 520
	Map	- 200
	Refunds	- 210
	Postage	- 200
	Copies & paper	- 140
	Hotel	- 190
	SEA sign	- 100
	Misc.	- 360
	Net	7,439

Final report in September.

About 475 purchased tickets, about 25 comps. Districts purchased:

Washington:	67
Thermalito:	17
Stockton:	7
San Juan:	5
Sac City:	84
North Sac:	6
Merced Union	5
Merced City	1
Lincoln	3
Grant Jt Un	9
Folsom Cor.	60
Elk Grove	47
Del Paso Hgt	22
CSUS	15
ISPAS	25
Enterprise	7

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Workshop evaluations for 31 sessions averaged 4.5 (out of 5) points. Comments were helpful and poignant, particularly those Call 635-6815 for copy if interested.

3. ACTION: Accept donations.
Faire 02 presenters Kirton, Perini, Hammond, Spindler, and Tan donated their fees (total \$600) to the Southeast Asian Community Resource Center for purchase of books or materials.
4. ACTION: 15th Annual Faire
Mike Pollard moved, Lorie Hammond seconded, unanimous in favor of organizing 15th annual Refugee Educators' Faire, March 22, 2003, with a theme of "Family," organized by Carol Dunstan and assisted by Nguyet Tham (contract pay).
5. ACTION: REN funding
Lue Vang moved, Mike Pollard seconded, unanimous approval for adopting at worst and best case scenario budgets, depending on the outcome of pending grant proposals.

Worst case: About \$24,000 in available dollars (book sales, proceeds from conference, balance of reprint fund, operations balance forward, and a \$5,000 grant (not yet confirmed) from Sacramento Regional Foundation for website resources. Expenses would include the clerk through September 2002, development of new features on SEACRC website, final issue of Context, and translation contract for SEA Action Center in Washington DC (money received in 2001-02). This would leave about \$7000 undesignated, for Center support and reserve for Faire.

Best case: About \$41,500 in available dollars (above, plus \$17000 grant from California Endowment (not confirmed). Expenses in addition to above include clerk through June 2003, and SEACRC operations. This leaves \$10,000 undesignated for reprint, development, continuing to support the Hmong Primer Project, developing REN capacity, etc.

6. ACTION: 2002-03 Calendar
No dissent to changing to 3rd Thursday, 5 times per year. Dates for 2002-03 are:

September 19, 2002
November 21, 2002
January 16, 2003
March 20, 2003
May 15, 2003

Annual Goals: Refugee Educators' Network, 2002-03

		With carryover + \$5000 SRF
1	Make information resources more widely available.	
1A	Website with monthly updates, VISA purchase of materials.	Senh Saelee/Judy Lewis
1B	Digitize and upload materials (pdf documents, data, images)	Yang & Saelee (reprint fund)
1C	Develop online interactive database (7000 entries)	Justin Lewis
1D	Multilingual capabilities (VN, CHI, Russian, Ukrainian, Armenian, Lao)	
1E	Materials available for checkout; research	
1F	Check out materials to visitors; track down late returns	
1G	Assist visitors with use of information resources	Limited
1H	Support projects that increase links between global SEAsn	
1I	Reprint Hmong Literacy Dev materials.	
1J	Develop new materials	Reprint fund
1K	Increase access to Hmong and other primary language materials.	
1L	Get out of print L1 materials on the website.	
1M	Database of users for web info	Justin Lewis
2	Produce and distribute Context	
2A	Editing and formatting (1 issue)	Last issue Oct02
2B	Printing (15000 copies)	
2C	Mailing	
2D	Maintain mail list	
2E	Process orders, payments	
2F	Context issues online repaired, indexed	Senh Saelee/Judy Lewis
2G	R30, Immigrant data, special reports online	Senh Saelee/Judy Lewis
2H	Searchable database online	Justin Lewis
3	Strengthen REN as independent nonprofit agency	
3A	Identify suitable grant opportunities & apply	Carol Dunstan
3B	Manage new grants & projects	
3C	Link to similar efforts	All
3D	Expand & support use of Hmong Literacy Development Kit	TBA
3E	Mien Literacy Development	TBA
3F	Improve REN structure (officers, minutes, future committes, etc)	All
4	Sponsor 15th Refugee Educators' Faire	