

SUMMARY OF MINUTES

WCRLA Board Meetings
Los Angeles, California
March 18-23, 1986

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- II. Carole Bogue, coordinator of state/province directors, reported a two percent increase in membership since the last Conference. Membership is approximately 600. Texas has moved into second place behind Southern California.
- III. President's Report
 - A. Sue Brown's major project this year was to establish a new system with the assistance of the accounting firm of Cooper and Company.
 - B. Sue was the keynote speaker at the Colorado State Conference and plans to co-present with Vince Orlando at the IRA Conference in April.
 - C. Three organizations--Awards, Honors, and Prizes; Encyclopedia of Associations; Alvina Trust Burros Institute, Inc.--have been given permission to include information about WCRLA in their publications.
- IV. 1986 Conference
 - A. Approximately 340 people pre-registered for the Conference and approximately 70 people registered on-site. Special Interest Group (SIG) breakfasts had very good enrollments and three institutes sold out prior to the Conference.
 - B. The Computer Fair, an outgrowth of the Computer SIG has been a popular addition to the program and will remain a program function. It was suggested that procedures for running the Computer Fair be written using the same time lines used by the Program Committee chairperson so that the Computer Fair activities can be included in the program.
- V. Newsletter
 - A. Deadlines will remain the same--January 5, May 1, July 31, October 1.
 - B. Jane Hopper announced that she will retire as editor after this year.

- VI. Theria Beverly, Multicultural Affairs Committee (MAC) chairperson, announced that MAC membership and participation have increased.
- VII. The Board discussed the cost of the mailing service and discussed ways to reduce those costs.
- VIII. Treasurer's Report
 - A. Harold Fillyaw, treasurer, reported \$23,438.86 in the savings account and \$4,096.99 in the checking account as of March 17, 1986.
 - B. The 1985 Conference realized a profit of \$5,292.07.
- IX. Job descriptions will be reviewed and updated by Board members before the summer Board meeting.
- X. A task force was established to create a handbook for use by the conference manager.
- XI.
 - A. Journal advertising was reduced this year to one ad in the Journal of Reading.
 - B. Carol Bogue, presented a marketing plan which recommended that marketing focus on membership and attendance at the Annual Conference.
 - C. Carol Bogue will pursue grant funding that could be used for marketing as well as to support other activities.
- XII. Bylaw Changes
 - A. The membership approved two changes in the bylaws:
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 - B. The \$3.00 membership fee for SIGS will be collected at the discretion of the SIG leader since the need for funds varies from SIG to SIG.
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- XX. Placement activities will continue to focus on job announcements and possible interviews at the Conference.
- XXI. Sacramento was chosen as the site of the 1988 Conference. Seattle is a possible site for 1989.
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WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 18, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gwyn Enright, president-elect, 1986; Jane Hopper, Newsletter editor; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson.

Sue Brown called the meeting to order at 2:20 p.m.

I. Welcome

New officers welcomed

Sue Brown welcomed everyone and congratulated Gwyn Enright on having been elected president-elect, 1986. Sue distributed the agenda which was approved with the changes as noted (Att. A).

II. Secretary's Report

Jane Lehmann reported that last year Elgin Community College paid for clerical support, postage, phone bills, and copying and will continue to do so for the coming year.

III. Coordinator of State Directors' Report

Membership up
two percent

Carole Bogue distributed her report (Att. B). She commented on her communication with the state/province directors and reported that we have experienced a growth in membership of approximately two percent since the last Conference.

Discussion focused on the vital role the state/province directors play in the organization. Carole suggested that some at-large states, (Illinois and New York, for example) may have large enough memberships to warrant naming separate directors. These people could focus on building membership and perhaps organizing conferences. It was the consensus of the Board that conferences should be self-supporting.

Recommendations

Additional recommendations for the next coordinator included:

- 1) Continue to send current mailing labels to the directors.
- 2) Write three or four reminder letters to the state/province directors regarding tasks, events, etc.
- 3) Encourage directors to submit articles to the Newsletter and to submit or solicit articles for the Journal of College Reading and Learning.

State/province director appointees

Sue Brown distributed copies of her appointments for state/province directors (Att. C). Appointments are for one year; many of the appointees, however, are continuing in the position from last year. It was recommended that appointments be made in time for all directors to attend the workshop at the Annual Conference.

IV. President's Report

A. Major Projects

Accounting System

Sue distributed her report (Att. D). Her major project during her term was to establish the accounting system with Carol Thum of the accounting firm of Cooper and Company. The new system should reduce problems with record keeping and give us better planning data.

Membership resource forms

She also analyzed the membership resource forms that had been collected and communicated with members encouraging their involvement in the organization. She was the keynote speaker at the Colorado State Conference in October and traveled to Los Angeles in March to meet with the On-Site Conference Committee. In April she will co-present with Vince Orlando at the IRA Conference in Philadelphia.

Keynote speaker

B. Recommendations

Sue's recommendations include:

- 1) The president should keep in close contact with the Conference Committee.
- 2) We need to examine the cost of the mailing service.
- 3) We might consider adding a year prior to the president-elect's year to allow that person to become more familiar both the organization and the demands of running a conference.
- 4) We should continue to work on the marketing plan.

C. Communications

Sue informed the Board of various communications to which she had responded:

Expenses approved
on New Mexico
keynoter

- 1) She had received a request from Marci Matlock, New Mexico State Director, for WCRLA to pay expenses for Frank Christ, the keynoter at the Fall Conference. The Board had approved the request by mail.
- 2) She has written to the IRS asking that the organization be given a 501-C6 designation.
- 3) She responded affirmatively to requests from three organizations--Awards, Honors and Prizes; Encyclopedia of Associations; Alvina Trust Burros Institute, Inc.--for the right to include information about our organization in their publications (Att. E).
- 4) She reported on a summary report from Linda Lee, 1985 WCRLA Scholarship recipient, on her doctoral studies (Att. F).

IRS: 501-C6 designation

WCRLA to appear in
publications

Report from 1985 WCRLA
Scholarship recipient

D. Agenda for General Sessions

Sue distributed the agenda for the three general sessions (Att. G).

V. Conference Update

A. Program

1986 Conference
Budget

Wes Brown distributed copies of the 1986 Conference Budget with actual expenses noted where appropriate. Wes noted that Conference mailings were paid for by CSU, Hayward (Att. H).

Rina Duron, Delores Akins, and Janet Eddy joined the meeting at this time.

B. On-Site Conference Committee's Report

350 Pre-registered for
Conference

Rina Duron, Delores Akins, and Janet Eddy, On-Site Conference Committee, reported that approximately 350 people had pre-registered for the Conference and that 115 had registered for the banquet. Special Interest Group (SIG) breakfasts had very good enrollment. One institute was sold out.

Hotel sold out

The hotel is completely booked--140 rooms have been taken. The contract required that the hotel hold 200 rooms until March 5; because many registrations were received late, the hotel had released the rooms and many conferees were being sent to the LA Hilton or to nearby motels.

Coors to underwrite
hospitality room

Entertainment at the Friday banquet will be provided by the Folklorico Dancers and a two hour cruise in the San Pedro Harbor is planned for Thursday night. Coors is providing drinks and snacks for the hospitality room each night. The Board agreed to pay for some items not provided by Coors at the hospitality functions. Diner On The Town will be an option again this year and lists of local restaurants, cultural events, and sporting events will be available to the conferees.

A Ricoh Write Board has been donated by Ameritech Communications, Inc. for use by Thursday's keynote speaker, William Perry. They will also provide a copier for our use. In general, AV equipment has been donated by local schools and individuals; some equipment will need to be handled by the hotel and added to the master account.

The Board recessed for dinner at 6:20 p.m. and reconvened at 9:00 p.m.

On-Site Conference
Committee
recommendations

C. On-Site Conference Committee's
Recommendations

Sue Brown distributed copies of suggestions offered by the On-site Conference Committee regarding Conference planning (Att. I).

VI. Newsletter Editor's Report

Jane Hopper, Newsletter editor, distributed her report (Att. J). She recommended that the deadlines remain the same--January 5, May 1, July 31, and October 1. She reported that an editor is needed for a materials review column and that a teacher exchange column had been suggested which could aid members who would like to participate in faculty exchanges.

Jane to resign
in one year

Jane announced that she will remain as editor for only one more year, so the Board will need to spend this year looking for a replacement. Members interested in the position will be directed to Jane Hopper.

The Board expressed regret at Jane's decision to resign. Sue thanked Jane for her many hours of work and her invaluable contribution to the organization.

VII. MAC Report

A. MAC Accomplishments

Theria Beverly, MAC chairperson, distributed her report (Att. K) in which she enumerated MAC accomplishments for the last two years. She noted that membership and participation has increased. An open forum to address

needs and concerns was sponsored in 1985, and the luncheon has been very successful. She also reported that a presentation initiated by MAC is on the 1986 program.

B. MAC and MAC SIG

MAC and MAC SIG
distinction discussed

The distinction between MAC and the MAC SIG was discussed. MAC is a standing committee; the chairperson is appointed by the president and serves as a liaison to the Board. The original intent of establishing the MAC was to encourage minority representation in the organization. The SIG, like any other SIG, is a "grass roots" organization--it emerges in response to the needs of the membership. It chooses its own leader and may address any of a variety of topics related to multicultural issues of interest to its membership.

Theria's term expires this year. Sue thanked Theria for her contribution to the Board and to the organization.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

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Others Present: Gwyn Enright, president-elect, 1986; Ann Faulkner, English as a Second Language (ESL) Special Interest Group (SIG); Dorothy Lee, Learning Assistance Center Management SIG; Kate Sandberg, SIG coordinator; Dennis Gabriel, WCRLA member; Michael O'Hear, JCRL editor.

Sue Brown called the meeting to order at 9:00 a.m.

I. SIG Reports

A. SIG Coordinator

SIGs doing well.
Multi-Cultural Affairs
Committee (MAC) SIG
has new leader

Kate Sandberg distributed her report (Att. T). She reported that SIG leaders are doing a great job and that SIGs are thriving. The Hispanic Assistance SIG formed during the Conference last year, however, did not seem to be active now. The MAC SIG was without a leader during the year, but Con Osborne will take the leadership for the coming year.

Kate suggested that the fee of \$3.00 for SIG membership which was set at the summer Board meeting be optional since circumstances vary from SIG to SIG. It was understood that the SIGs were to be self-supporting. Ann Faulkner suggested that the Board set the fee, but that collection be at the discretion of the SIG leader. The Board acted on those suggestions.

\$3.00 fee to be at
discretion of SIG
leader

(M) Carole Bogue: that the \$3.00 fee for SIG membership remain, but that collection be at the discretion of the SIG leader.

(S) Jane Lehmann:

PASSED

Job description to
be updated

Kate Sandberg volunteered to update the job description for the SIG leaders and coordinator and to submit it to the Board by the summer meeting.

Theria Beverly joined the meeting at this time.

B. Learning Assistance Center Management SIG

Learning Assistance Center
(LAC) Directory completed

Dorothy Lee distributed copies of the LAC Directory and the results of the survey begun by Patti Dozen as a SIG activity (Att. U). Dorothy had completed the project when she took over leadership of the SIG. She will continue as SIG leader this year and will poll her membership before setting goals for the year.

Sue Brown commented on the perceived need for more sessions at the Conference on administration and asked if the Learning Assistance Center Management SIG could be instrumental in soliciting proposals for the program.

C. ESL SIG

Reaffirmation of SIG
leadership being
chosen by SIG

Ann Faulkner distributed a financial statement for the ESL SIG (Att. V). She explained that she had used her own account for reasons of expediency. She commented, and Sue concurred, that it is vital that SIG leadership come from the groups themselves and not be Board appointees.

Sue asked that the ESL SIG solicit proposals for the Conference for their particular interests.

II. Journal of College Reading and Learning
(JCRL) Report

JCRL in the mail

Mike O'Hear distributed his report (Att. W). He displayed a copy of the 1986 Journal and reported that copies had gone to the mail service the first week in March; members should be receiving them soon.

Mike has already received manuscripts for the next issue and has accepted three papers so far.

Mike commented on the delay in getting the Journal out this year. There are some problems that are unique to a once-a-year publication and some of the clerical work for the Journal got set aside as other work on his campus took priority.

Sue Brown suggested that Mike investigate the possibility of hiring temporary clerical help in August and include those anticipated expenses in his budget request.

25 article limit

In response to Carole Bogue's question regarding limits on the number of pages for the Journal, Mike recommended that 175 pages or approximately 25 articles was probably the limit for a single issue.

Anna-Marie Schlender joined the meeting at this time.

Mike to resign in one year

Mike announced that he will edit the Journal for one more issue. Joann Carter-Wells will join his editorial committee this year.

Wes Brown reported that William Perry had expressed appreciation for Mike's work on the Journal and that Mr. Perry had a possible article for the next issue.

Mike has set an April 20 deadline for receiving papers from the Conference for inclusion in the next issue.

Sue Brown thanked Mike for his contribution to the organization.

Sue Brown recognized Dennis Gabriel, WCRLA member who attended the meeting as an observer.

Karen Smith joined the meeting at this time.

III. Placement

Anna-Marie Schlender reported on placement activities (Att. X). She has posted ten announcements at the Conference and she has 40 people on a mailing list--a result of the announcement in the Newsletter. She recommended that state directors be asked to contribute job information as they become aware of positions available.

One of the frustrations of disseminating placement information is that information is not received in a timely manner. Another is that jobs are often posted locally before they are listed nationally.

Placement activity
limited to Conference

The consensus of the Board was that placement activity should focus on job announcements and possible interviews at the Conference, but that announcements by mail were almost futile.

There was some discussion regarding establishing a job tape so that information could be disseminated over the phone. Sue Brown will investigate the logistics of setting up such a project.

Anna-Marie suggested that we might check with IRA, CCCC, MLA, or other organizations to see how they set up their Conference placement activities.

Sue asked that Anna-Marie follow up on that suggestion.

Sue Brown thanked Anna-Marie for her contribution to the organization.

Joseph Aiello and Nancy Tooker from Cal State, Sacramento joined the meeting at this time.

IV. Site Selection Report

A. Summer Institute

Possible summer
institute, 1987

Karen Smith, Site-Selection Committee chairperson, reported that she had rewritten Dick Lyman's guidelines for sponsoring a summer institute (Att. Y). She had also written an article for the Newsletter trying to generate interest. Becky Johnen, Learning Disabilities SIG leader, and Marianne North from Wyoming have both expressed interest in hosting a summer institute in 1987. A possible site is Jackson Hole, Wyoming.

B. 1989 Site

Seattle a possible
site in 1989

Karen reported that Seattle is a possible site for 1989; El Paso had expressed some

interest earlier in hosting the 1989 Conference, but Karen thought that it was becoming increasingly unlikely that El Paso would submit a bid.

C. Notebooks

Conference manager
notebook needs
updating

Karen reported that both copies of the conference manager's notebook needed to be updated. She passed on her site-selection files as well as her copy of the conference manager's notebook to Carole Bogue.

D. Budget

There was some discussion regarding the need for the Site-Selection chairperson to have a budget to use to visit sites. No action was taken.

E. Sacramento Bid

Sacramento to be site
of 1988 Conference

Karen introduced Joe Aiello and Nancy Tooker from Cal State, Sacramento. They presented a bid from Sacramento to be considered as the 1988 Conference site. Information from the city and the three hotels making a bid were distributed. Discussion centered on the relative merits of each hotel regarding facilities and location. The Board accepted Sacramento as the site for the 1988 Conference; the specific hotel will be negotiated at a later date by Joe Aiello and Nancy Tooker and the new Site-Selection chairperson, Carole Bogue.

(M) Wes Brown: to accept Sacramento as the site for the 1988 Conference and that Joe Aiello and Carole Bogue pursue a hotel bid.

(2) Carole Bogue

PASSED

Karen Smith thanked Joe Aiello and Nancy Tooker for the work that had gone into preparing the bid; Sue Brown expressed her appreciation to Karen Smith for her role in the site selection process.

V. General Session

Bylaw change to be
presented at
General Session

Sue announced that Karen Smith would present
at the General Session the rationale for the
proposed bylaw change.

The meeting was adjourned at 12:00 noon.

Respectfully submitted,

Jane Lehmann, Secretary

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March 22, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gwyn Enright, president-elect, 1986-87; Gladys Shaw, treasurer, 1986-88; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson; Becky Johnen, Learning Disabilities Special Interest Group (SIG) Leader and Oregon state director; Tom Gier, Peer Tutoring SIG leader and Alaska state director.

Sue Brown called the meeting to order at 4:15 p.m.

I. SIG Reports

A. Learning Disabilities

LD SIG may conduct
summer institute in
1987

Becky Johnen, Learning Disabilities SIG, distributed copies of her report (Att. AD). She reviewed the accomplishments of the SIG for 1985. Goals for 1986 include conducting a summer institute in Wyoming or Oregon in 1987, hosting a workshop at the 1987 Conference in cooperation with the Peer Tutoring SIG, and establishing a data base for the SIG.

B. Outreach Consulting

Outreach Consulting
SIG disbanded

Becky Johnen reported that the Outreach Consulting SIG has disbanded. She presented \$36.00 from their treasury as a donation to the scholarship fund.

C. Peer Tutoring

Peer Tutoring SIG
newsletter growing

Tom Gier, Peer Tutoring SIG leader, reported that he had 124 people on his newsletter mailing list. The newsletter is distributed quarterly. The SIG has started to solicit proposals for next year's Conference. Tom reported that he had been a contributor to the WCRLA Newsletter.

D. Critical Thinking/Problem Solving

Newsletter to be developed for Critical Thinking/Problem Solving

Dorothy Gray, Critical Thinking/Problem Solving SIG leader, reported that there were 50 people on her mailing list at the beginning of the Conference and 50 people at the SIG breakfast. She anticipates that there will be 70 people on the list at the end of the Conference. She had also submitted an article to the WCRLA Newsletter.

Jerry Feldman will take over the SIG leadership. He is developing a newsletter for the Critical Thinking/Problem Solving SIG.

II. State Reports

A. Oregon

Oregon hosts fall and spring conferences

Becky Johnen distributed her report (Att. AE). Oregon WCRLA hosted the Fall Conference and co-hosted the Spring Conference.

B. Alaska

Alaska membership growing

Tom Gier reported that membership had grown from 10 to 13. Alaska WCRLA had participated in the Fall and Spring Conferences and had videotaped presentations to send to members who were unable to attend.

III. Conference Report

The 1986 Conference Report is needed in time to prepare the 1987 budget.

IV. Journal Mailings

Journal mailing list to be clarified

Some members have complained that they have not been receiving the Journal. There was discussion regarding what instructions Hal had received. Wes Brown is to clarify with Hal which membership list should be used when mailing the Journal.

V. Summer Board Meeting

The Board will meet July 25, 26, at the Marriott in Albuquerque, New Mexico.

VI. Approval of November Board Minutes

(M) Carole Bogue: minutes of November 12, 1986,
be approved as presented.

(S) Harold Fillyaw:

PASSED

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MEETING
Los Angeles, California
University Hilton
March 23, 1986

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gladys Shaw, treasurer, 1986; Will Ulrich, 1986 Conference registrar.

President Wes Brown called the meeting to order at 12:20 p.m.

I. Conference Wrap-Up

A. Registrar's Report

340 pre-registrants
at Conference

Will Ulrich, 1986 Conference registrar, reported that there were approximately 340 pre-registrants, and there had been approximately 70 on-site registrants. He collected over \$30,000. Three institutes sold out prior to the Conference.

Sue Brown asked that Will submit a wrap-up report by May so that the information could be used to prepare the 1986-87 budget.

Wes Brown thanked Will for his invaluable contribution to the success of the Conference.

Janet Eddy joined the meeting at this time.

B. On-Site Conference Committee Report

On-Site Conference
Committee to file
report

Janet Eddy and the other members of the On-Site Conference Committee will meet in two weeks to compile a final report and will include their suggestions in the updated conference manager's handbook.

Among the suggestions Janet offered were:

Recommendations

1. The hotel should be given verification of the non-tax status of the organization so that the hotel doesn't charge taxes.

2. The brunch menu must be kept simple so that the hotel can accommodate late registrants.
3. A trouble-shooter is necessary at the registration desk; it must be someone who is both knowledgeable and willing to be a "gofer."
4. The person in charge of section chairpersons must make sure that the chairpersons are at the Conference and will show up as scheduled. Also, they need an adequate supply of evaluation forms.
5. There should be few room changes after the program has been printed.

The Board expressed its appreciation to Janet Eddy and the others on the On-Site Conference Committee for their efforts on behalf of the organization.

II. At-Large Directors

"At-Large" may
become regions

Sue Brown reported that the at-large directors preferred a "regional" designation rather than "at-large." She will investigate that issue further.

III. Bonding

Bond insurance
to expire

Jane Lehmann reported that the bonding policy will expire in February, 1987. It appears that it had been changed to include the on-site conference manager, formerly called the conference manager. Gladys Shaw said it was important that the on-site manager as well as the registrar be bonded since they both handle large amounts of money. She will communicate with the insurance company to see that the appropriate Conference participants are covered.

IV. Meal Expenses

Jane Lehmann will research the board policy regarding paying meal expenses for Board members during meetings.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 19, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Harold Fillyaw, treasurer; Jane Lehmann, secretary.

Others Present: Gwyn Enright, president-elect, 1986; Jane Hopper, Newsletter editor; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson; Gladys Shaw, treasurer, 1986-88.

Sue Brown called the meeting to order at 9:21 a.m.

I. Welcome

Sue welcomed Gladys Shaw and congratulated her on having been elected treasurer for 1986-88. She read a note to the Board from Suzanne McKeon, secretary 1983-85, stating that she would not be able to attend the Conference this year. The Board expressed its regrets and expressed appreciation for the contribution Suzanne had made to the organization as secretary.

II. Mailing Service

Mailing costs
questioned

Questions were raised regarding the costs of the mailing service. It was suggested that the invoices sent by Hal be analyzed to pinpoint our exact costs. Members felt that Hal was efficient and provided a valuable service, but wondered if we could save money by using another service.

It was also suggested that there be one date for membership expiration to simplify the bookkeeping.

III. Accounting System

Budget categories and
tax expense account
numbers clarified

Sue distributed copies of the "Chart of Accounts," "Budget Codes," and "Reimbursement Forms" (Att. L). The numbers assigned to budget categories also reflect the tax expense account number--it is the number following the second decimal point. The officer approving a request for reimbursement must supply the appropriate budget code numbers as well as the tax expense account number before sending it on to the treasurer. Sue reminded the Board that receipts must be included with the reimbursement form.

IV. Treasurer's Report

A. Current Status

Savings: \$23,438.86
Checking: 4,096.99

Harold Fillyaw distributed copies of his report (Att. M). He explained that in the past we have not had an accounts receivable so expenditures from the previous year sometimes appeared in the records for the current year.

As of March 17, 1986, our account showed \$23,438.86 in the savings account and \$4096.99 in the checking account.

B. 1986-1987 Budget

1986-87 Budget
should include
Conference budget

Sue Brown suggested that we expand the form used for the 1985-86 budget to include all budget categories so that the operating budget for 1986-87 shows the Conference budget as a part of the total operating budget rather than as a separate entity.

Harold noted that it sometimes takes at least two weeks to transfer funds. The cash advance for the on-site manager, 1987, will be passed at the summer Board meeting so that it will be immediately available for use.

Gladys Shaw will locate a bank in her area to use during her tenure.

C. Fund Raising

Fund raising was briefly discussed. Theria Beverly suggested that there be an item on the registration form that allows for contributions to the Scholarship Fund or to WCRLA in general.

V. Job Descriptions

Job descriptions
to be reviewed

The Board members and the Newsletter editor have copies of the job descriptions. Sue distributed copies of the officers' job descriptions and asked members to review them before the summer Board meeting (Att. N).

Other job descriptions that need examination are those of the Site-Selection Committee chairperson and the on-site manager. Carole suggested that the Site-Selection chairperson should have a checklist of items to cover as well as a copy of the conference manager's handbook in order to negotiate well with hotels. A task force was approved by the Board to work on updating the conference manager's handbook. Suggestions for inclusion in the handbook were: checklists, time lines, all policies regarding conferences, clarification of duties. Documents to be examined included the present handbook, Vince Orlando's memo of October 30, 1985, Sally Conway's list of suggestions (Att. J., July 14, 1985, Board minutes) and convention guidelines created by other organizations.

Conference manager's handbook to be created

(M) Wes Brown: to set up a task force of three people comprised of two past conference managers and one past-president to compile, edit, and review a handbook of procedures for conference managers. A budget amount will be left open for approval at the summer Board meeting, 1986. The final report should be submitted to the Board for approval prior to the 1987 Conference.

(S) Harold Fillyaw

PASSED

VI. President-Elect's Report

Wes Brown distributed copies of his report (Att. O).

A. Computer Fair

Computer Fair remains a program function

Wes suggested that the relationship between the Computer Fair and the program be clarified for the 1987 Conference. Sue explained that in Denver it was part of the Program Committee chair's responsibilities. Sue reviewed the program proposals and assigned them either to the Computer Fair or to the regular sessions. The Computer Fair, 1985, had two kinds of sessions-- scheduled presentations and drop-in activities; in addition, there were

Call for proposals should include a statement regarding equipment needs.

Computer Fair Committee time lines to be the same as Program

sessions on computers or which used computers in the regular sessions. A reminder was given that the call for proposals should include a statement regarding equipment needed for the presentation.

It was suggested that David Caverly, Frank Torres, and Frank Christ be asked to write up procedures for running the Computer Fair. They should use the same time lines the Program chairperson uses so that the Computer Fair presentations can be included in the program. In the past, the Computer Fair chairperson has been appointed by the Special Interest Group (SIG) since the activity is an out-growth of a SIG. It is important that the Computer Fair chairperson work closely with the Program chairperson. It was the consensus of the Board that the Computer Fair continue to be treated as a program function.

B. Advertising

Advertising discussed

Wes commented that journal advertising is expensive and it is difficult to see if it is worth it. This year we advertised only in the Journal of Reading; notices appeared in the Journal of Developmental Education and a Trio publication. It may be possible to place an announcement on Compu-Serve. Wes stressed the need to advertise early.

C. Marketing

Nature of organization must be marketed

Wes expressed concern that the name of our organization might not communicate adequately the nature of the organization or the nature of the Conference. It was agreed that we did not want to change the name, but that advertising copy would need to reflect this concern. Another concern was raised regarding the calls for proposals; we want to present a professional image in all of our publications.

D. Job Duties

Wes suggested that the duties of the Program chair be assigned to a past-president rather

than to the president-elect in order to allow the Program chairperson more time to prepare for the Conference. This change would require a change in the bylaws. It was agreed to discuss it with former presidents and others who had been involved in Conference preparations.

E. Conference Dates

Change in Conference
dates discussed

Some discussion focused on changing the dates of the Conference so that it begins on Wednesday and ends on Saturday. Another suggestion was to move the Friday banquet to Saturday. It was pointed out that the banquet originally was on Saturday but had been moved to Friday because of low attendance on Saturday.

The Board recessed at 12:30 p.m. and reconvened at 2:00 p.m.

VII. Marketing Report

Marketing should focus
on membership and
Conference

Carole Bogue distributed copies of her report. (Att. P). She suggested that the marketing effort focus on membership and the Conference. The importance of state/province directors regarding membership was stressed as well as the vital function of fall conferences. At-large states may be able to conduct regional conferences where membership warrants. Carole also suggested that we continue to place WCRLA Conference announcements in the Chronicle and Reading Today since those are free listings.

Carole also suggested that grant funding be pursued in order to provide money for special projects that could result in membership growth. Funds could be used to underwrite the costs of the Conference, to add issues to the Journal, to reduce registration fees, to underwrite the cost of keynote speakers, etc.

The suggestions in Carole's report regarding scholarships will be turned over to the next chairperson of the Scholarships and Awards Committee.

The Board asked Carole to continue to look for grant funds.

Grant funds to
be pursued

(M) Harold Fillyaw: that Carole Bogue pursue the grant funding aspect of the marketing plan.

(S) Jane Lehmann

PASSED

VIII. Board Message to the State Directors

Sue asked for suggestions for directions to give to the state directors. It was suggested that ideas be solicited from the directors regarding:

- a. Membership;
- b. Changing the days of the Conference;
- c. Whether food functions should be included in the registration price;
- d. Fund raising ideas;
- e. Whether they could use extra copies of the Newsletter as recruitment tools to be sent out to prospective members with a cover letter from the director and/or the president.

Patti Glen, parliamentarian, Karen Smith, Elections and Nominations Committee chairperson, and Susan Deese, conference on-site manager, 1987 joined the meeting at this time.

IX. Conference Report, 1987

Susan Deese reported that the 1987 Conference will be April 9-12, at the Marriott in Albuquerque, New Mexico. Gwyn Enright announced that the theme will be "Back to the Future: WCRLA Celebrates 20 Years."

Susan Deese reported that arrangements with the hotel are going smoothly and that the Albuquerque Convention and Visitors Bureau has been very helpful. She will meet with the Marriott next week to establish the room rates. She is receiving help from area colleges and her own college, University of New Mexico, will provide support for mailings, phone calls, AV equipment, etc. John Garcia will serve as chairperson of Exhibits and will begin work at the 1986 Conference to arrange for publishers' exhibits. Other chairpeople have volunteered or been solicited, but no appointments have been made so far.

X. Elections and Nominations

Karen Smith, chairperson of the Elections and Nominations Committee, distributed copies of her report (Att. Q). Karen echoed Ann Faulkner's lament that the time lines required by the bylaws for elections are impossible to meet. The Board accepted her recommendation for a change in the bylaws.

Bylaw change proposed

(M) Carole Bogue: that two changes be made in the bylaws regarding election procedures:

- 1) Article VII, 3.c., be changed to read, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer by OCTOBER 1."
- 2) Article VII, 3.d., be changed to read, "Information about all candidates, one official ballot and a properly addressed return envelope will be mailed ON OR BEFORE JANUARY 15."

(S) Harold Fillyaw

PASSED

Notebook updated

Karen explained that she had updated and organized the notebook for the Nominations and Elections Committee chairperson and was turning it over to Carole Bogue, chairperson, 1987.

Elections and Nominations Committee, 1987, named

Carole announced that her committee for 1987 will be Gene Kerstiens, Vince Orlando, Joe Cortina, and Helen Gordon. Gene Kerstiens will serve as the past-president representative for one year and will be replaced by Pat Heard the following year.

XI. Bylaws Report

Patti Glenn, parliamentarian, distributed copies of the bylaws with the changes approved at the Denver meeting. She will work with Jane Hopper to prepare copies of the bylaws with the proposed changes to present to the membership at the Second General Session on Friday. The present bylaws call for a vote to be taken on the bylaws change at this Conference (Att. R).

XII. Archives Report

Archives are housed
at New Mexico State
University

Karen Smith, achivist, reported that she had received the archives from Ruth Purdy, former archivist, and that they were safely stored at New Mexico State University. She thanked Jane Hopper for helping Ruth Purdy package the materials for mailing. Karen is planning a spectacular display for the 20th anniversary meeting next year.

Questions were raised regarding how long materials were to be kept by the individual officers before they were turned over to the archivist. The question will be researched.

XIII. Awards and Scholarship

Pat Mulcahy to receive
scholarship

Susan Deese, Awards and Scholarships Committee chairperson, commented on her search for the scholarship recipient for 1986. The Board accepted her recommendation that Pat Mulcahy receive the scholarship this year.

(M) Jane Lehmann: that the Board accept Susan Deese's recommendation that we award the 1986-87 scholarship to Pat Mulcahy.

(S) Harold Fillyaw

PASSED

Frank Christ to receive
Long and Outstanding
Member award

Susan also announced that Frank Christ has been recommended to receive the Long and Outstanding Member Award. The Board accepted the recommendation. Sue Brown had informed the Board of this recommendation earlier this spring and the Board had approved the recommendation by mail or phone.

Susan Deese commented on her proposal for a research award (Att. S). She is continuing the idea originated by Vince Orlando and recommended that \$1000 be budgeted for research awards with a maximum of \$500 to be awarded in any one grant. The awards would be for new research; works in progress would be considered, but not given top priority.

WCRIA Board Minutes
Los Angeles, California
University Hilton
March 19, 1986
Page 9

Discussion focused on whether the research award should be an incentive for new research or a reward for completed research.

Notebook updated

Susan Deese has updated her notebook and will turn it over to Wes Brown to pass on to his appointee.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA FIRST GENERAL SESSION
Los Angeles, California
University Hilton
March 20, 1986

I. Welcome

President Susan Brown called the meeting to order at 1:10 p.m. She welcomed the old and new members and congratulated Wes Brown, conference manager and program chairperson, and Delores Akins, Janet Eddy and Rina Duron, members of the On-Site Conference Committee, for the fine job they had all done in making the Conference arrangements.

Conferees were welcomed by Wes Brown, WCRLA president-elect, Janet Eddy, On-Site Conference Committee representative, and Dr. James M. Dennis, vice-president of student services at the University of Southern California.

II. New Officers

Sue Brown introduced the new officers for 1986-87: Gwyn Enright, president-elect, 1986, and Gladys Shaw, treasurer.

III. Nominations and Elections Committee

Carole Bogue introduced the members of the Elections Committee: Gene Kerstiens, Joe Cortina, Helen Gordon, and Vince Orlando. The committee planned to meet in an open session on Saturday, March 23, from 1-3 p.m. All members were invited to attend.

IV. Keynote Speaker

Vince Orlando, WCRLA member from Metropolitan State College, Denver, Colorado, introduced the speaker, William G. Perry, Jr., professor emeritus, Harvard University.

Mr. Perry's address, "Personal Evolution in Learning to Learn," explained his research with Harvard and Radcliff students which was reported in his book, Forms of Intellectual and Ethical Development in the College Years.

WCRLA First General Session
Los Angeles, California
University Hilton
March 20, 1986
Page 2

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA SECOND GENERAL SESSION
Los Angeles
University Hilton
March 21, 1986

President Sue Brown called the meeting to order at 1:15 p.m.

I. Secretary's Report

Jane Lehmann, secretary, reported highlights from the Board meetings that had been held since the Denver meeting in March, 1985. She reported on the meeting in Los Angeles in July, the November 12 conference call, and the March, 1986, meetings.

II. Treasurer's Report

1985 Conference:
\$5292.07 profit

Harold Fillyaw, treasurer, summarized the financial status of the organization. He reported a profit of \$5292.07 from last year's Conference and commented on this year's fund raiser, the t-shirt sale. He reported that the financial records had been computerized.

III. Coordinator of State/Province Directors' Report

Membership: 600
Southern California is
largest; Texas is second

Carole Bogue, past-president and coordinator of state/province directors, reported on the activities of the state organizations and reported a membership growth of two percent. The membership stands at approximately 600. Texas was recognized as having surpassed Northern California in membership, thus moving into second place. Southern California continues to have the largest membership.

IV. Journal of College Reading and Learning

Sue Brown displayed the latest issue of the Journal of College Reading and Learning and introduced Mike O'Hear, Journal editor. Mike O'Hear encouraged presentors to submit their papers to the Journal by April 20, 1986, for inclusion in the next issue.

V. Bylaws Change

Bylaws change
approved by
membership

Karen Smith, Nominations and Elections Committee chairperson, presented the proposed bylaws change and explained the need for the change. She explained that it had been the experience of the last two chairpersons that the deadlines required by the bylaws regarding nominations and elections were impossible to meet. Copies of the proposed bylaw change were distributed to the members for their examination. The proposed changes were that the names of nominees be submitted to the Board by October 1 instead of by the summer Board meeting and that the ballots be mailed on or before January 15 instead of by January 3.

(M) Gladys Shaw: that we accept the changes as proposed.

(S) Betty Levinson

It was determined that there was a quorum present. The question was called without discussion. Motion PASSED.

VI. Presentation of Award and Scholarship

Frank Christ receives
Long and Outstanding
Member Award

Susan Deese, Awards and Scholarships Committee chairperson, described the Long and Outstanding Member Award and explained the nature of the scholarship. Sue Brown presented the Long and Outstanding Member Award to Frank Christ, one of the founding members of WCRLA. She outlined for the members his many contributions to the profession and specifically to WCRLA (Att. AA). The scholarship was presented to Pat Mulcahy, currently enrolled in a doctoral program at the University of Minnesota. Sue told the members of Pat's contributions to the organization (Att. AB).

Pat Mulcahy receives
scholarship

VII. Texas Contribution to Scholarship Fund

Texas presents \$150
to Scholarship Fund

Spencer Olson, Texas state director, presented \$150 to the scholarship fund from the Texas organization in honor of the Texas sesquicentennial (Att. AC).

VIII. Presidential Address

Nancy Wood, WCRLA member from the University of Texas, El Paso, introduced Sue Brown who delivered the Presidential Address.

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA THIRD GENERAL SESSION
Los Angeles, California
University Hilton
March 23, 1986

I. Welcome

President Sue Brown welcomed the members and introduced two distinguished members: Martha Maxwell, former director of the Learning Center, University of California, Berkeley, and author of Improving Student Learning and Loretta Newmann, one of the founding members of WCRLA.

II. Guest Speaker

Sue Brown introduced James Williams, associate dean, California State Polytechnic University, Pomona, who introduced the speaker, Dr. Jennie Green, associate professor of education, California State Polytechnic University, Pomona. Her address was, "Preparing for the Year 2001: Emerging Challenges--Opportunities for Renewal."

III. Expressions of Appreciation

Sue Brown thanked Karen Smith and Carole Bogue for their help during her term of office. She congratulated Wes Brown for inviting William Perry to be the keynote speaker. Sue presented Presidential Certificates to the following people:

Delores Akins
Delores Austin
Theria Beverly
Rhoda Lintz Casey
Susan Deese
Nancy Deutsch
Rina Duron
Janet E. Eddy
Juan Flores
Tom Gier
Becky Johnen
Sandra Johnson
Karen Kearns
Rae McCormick
Barbara Outland
Bob Petty
Photography Department of Compton College
Kate Sandberg
Frank Torres
Will Ulrich
Annie Watanabe
James Williams

Sue presented Harold Fillyaw, treasurer, 1984-86, with a plaque for his service to the organization.

IV. Installation of Officers

Harold Fillyaw introduced Gladys Shaw, treasurer, 1986-88, and installed her in office by presenting her with a gift and the treasurer's records.

Sue Brown installed Wes Brown in office by presenting him with the WCRLA plaque and the gavel. Wes thanked Sue for her help during this year and presented her with a gift.

Wes Brown installed Gwyn Enright, president-elect, 1986, and gave her a gift of marbles for "when she loses hers."

V. Welcome to Albuquerque

Wes Brown introduced Susan Deese who, assisted by Karen Smith, welcomed us all to Albuquerque in 1987.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA Board Meeting Agenda
Tuesday, March 18th, 1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment A
Page 1 of 5

3:00

1. Welcome New & Old Board Members

2. Approval of Agenda

3. Secretary's Report - Lehman

~~4. Treasurer's Report - Fillyaw~~

Carol Bogue, state directors report

5. President's Report - Brown

6. Conference Update

Manager - Akins, Eddy, Duron

Program - Brown

7. *Pres. Elect. Report*

6:00

Dinner

7:00

~~1. Accounting System - Brown~~

~~2. Coordinator of State Directors
Report - Bogue~~

2. Thera Beverly, MAC Report

3. Other Business

9:00

Adjourn

WCRLA Board Meeting Agenda
Wednesday, March 19th, 1986

9:00

~~1. President-Elect's Report - Brown~~

2. Treas. Report
3. acct system

~~2.4. Newsletter Report - Hopper~~

~~3. MAC Report - Beverly~~

A. Job Descriptions - Brown

L 5. Marketing Report - Bogue

12:30

Lunch

1:30

L 1. Board's Message to State Meetings

2. 1987 Conference - Deese

3. Awards & Scholarship - Deese

4. Elections & Nominations - Smith
& Bogue

5:00

Dinner

6:30

~~1. Placement - Schlender~~

to Friday

2. Archives - Smith

~~3. Site Selection - Smith~~

4. By - Laws - Glenn

5. Other Business

fund raising

9:00

Adjourn

Ann Jackson

WCRLA Board Meeting Agenda
Friday, March 21st, 1986

*- correct No. Conf call
minutes*

9:00

1. Sig Organization Report

Dorothy Lee

2. JCRL Report - O'Hear

3. Placement

- ~~4.~~ State Director's Reports (5 min)

as needed

5. Site Selection

11:00

Adjourn

I see

WCRLA Board Meeting Agenda
Saturday, March 22nd, 1986

4:00

1. SIG Reports (5 min each)
 - a. Advanced Reading
 - b. Computer Technology
 - c. Critical Thinking & Problem Solving
 - d. English as a Second Language
 - e. Hispanic Assistance
 - f. Learning Assistance Center Management
 - g. Learning Disabled Student
 - h. Multicultural Affairs
 - i. Peer Tutoring
 - j. Study Skills & Listening Consultants
2. State Director's Reports

6:30

Adjourn for Dinner - New & Old Boards

WCRLA Board Meeting Agenda
Sunday, March 23rd, 1986

12:00

1. Preliminary Conference Wrap-up
Akins, Eddy, Duron

2. Unfinished 85-86 Business

3. New Business 86-87 - Brown

2:00

Adjourn



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LEARNING SKILLS CENTER

COORDINATOR OF STATE/PROVINCE DIRECTORS

APR 9 1986 ANNUAL REPORT 1985 - 1986

Carol Egan

Annual Reports Submitted

Annual Reports not Submitted

- At-Large (2)
- Arizona
- Colorado
- Idaho
- Nebraska-Kansas
- Oregon
- Utah
- Wyoming
- New Mexico
- Nevada
- Montana
- Texas

- Canada
- Hawaii
- ~~Montana~~
- Oklahoma
- ~~Texas~~
- N. California
- S. California

Membership Growth 1985-1986

Percentage of Growth 2%

March 1985

March 1986

541

551

State/Regional Conferences

WCRLA

Colorado, Colorado Springs, October 1985	(36)	profit \$340
New Mexico, Santa Fe, October 10-11, 1985	()	
Oregon, Salem, October 25, 1985	(53)	profit \$255
Alaska, Anchorage, November 15, 1985	()	
Utah, Provo, November 25, 1985	()	

State/Regional Conferences (Cont'd)

WCRLA Co-Sponsored

At-large - w/University of Minnesota, Minneapolis, October 18, 1985	()
Oregon - w/Oregon Developmental Studies Organization & Oregon State University, Corvallis, February 13-14, 1986	(150) profit, but not finalized
Arizona, w/Arizona Reading Educators Association, Prescott, January 17-18, 1986	()
Nebraska/Kansas - w/Midwest Regional Association of Developmental Educators & CLASSIC, Lincoln, November 7-8, 1985	(100)
Alaska - w/First Alaska Statewide Conference on Developmental Education & Learning Resources, Anchorage, February 20-21, 1986	()
Utah - w/Utah State Two-Year College Conference, Provo, September 19, 1985	()
Washington - w/Washington Association of Developmental Educators, November 1, 1985	() profit \$400
Texas - w/TADE, October 17-18, 1985	()
N. California, Hayward, November, 1985	(70)

Recommendations

Coordinator:

1. Continue to send current mailing labels at least on the first of the following months: August, September, October, November, January, February.
2. Write 3 or 4 letters to all S/P Directors to remind them of time lines for certain tasks, requests, upcoming events, etc. as well as communicate by phone and letter on an individual basis.
3. Encourage S/P Directors to submit articles to the newsletter and either to submit/solicit contributions to the JCRL.

Director:

1. Establish an annual calendar to include deadline dates for all planned and required tasks.
2. Inform coordinator of all planned activities and send a copy of each membership mailing and conference/meeting mailing or brochure to keep coordinator informed.

State/Province	Membership		Growth	Communication		Annual Report	Conference	Funding	Recommendations
	March '85	- March '86		Local	w/Coordinator				
Alaska	10	- 12	20%	Newsletter numerous mailings	Prompt	yes	Fall-WCRLA Spring, with Statewide Conf.		Continue number of communications and excellent conferences.
Arizona	19	- 31	63%	Several Mailings	Prompt - several phone calls	yes	w/ AERA	WCRLA 48.16	Continue to sponsor conference or co- sponsor w/ AERA
Canada	12	- 15	25%			no	-	-	
N. California	82	- 63	-23%	several mailings	phone calls	no	w/NCCRA (70)	WCRLA 22.00	Continue to co-spon- sor conference with NCCRA
S. California	128	- 133	4%	2 mailings	several phone calls	no	-		host conference annually
Colorado	31	- 26	-16%	several mailings	Prompt-several let- ters	yes	WCRLA (36)	WCRLA \$230 acct. bal.	Continue to host conference annually
Hawaii	8	- 8	0%	several mailings	2 phone calls	no	-	\$340 -	Host at least one conference/mtg. on an annual basis
Idaho	10	- 7	-30%	Newsletter several mailings	Prompt - phone calls and notes	yes	yes	-	Continue with mail- ings & sharing of ideas
Nebraska/Kansas		- 10	-	Newsletter several mailings	Prompt - Several phone calls & letters	yes	w/MRADE and CLASSIC (100)		Continue to co-spon- sor Conference
Nevada	6	- 4	-33%	Newsletter		yes			
New Mexico	17	- 25	47%	Newsletters (2) mailings	Prompt	yes	WCRLA	WCRLA 53.66	Continue to host annual conference

WCRLA Minutes
 3/18-23/86
 Los Angeles,
 Att. B
 Pg 3 of 5
 California

State/Province	Membership		Growth	Communication		Annual Report	Conference	Funding	Recommendations
	March '85	- March '86		Local	w/Coordinator				
Montana	6	- 2	-66%		same	yes	-	WCRLA 21.36	
Oklahoma	8	- 6	-25%			no	-	-	
Oregon	31	- 27	-15%	Newsletters (2) numerous mailings	Prompt several letters	yes	Fall-WCRLA Spring w/ODSC	WCRLA 138 40 acct bal \$262 42	Continue both Conferences
Texas	65	- 75	15%	Local mailings	Prompt several letters	yes	w/TADE	Texas acct. bal.:	Continue Conference with TADE
Utah	19	- 18	- 5%	several mailings	Prompt	yes	September mtg. w/Utah State 2 yr. College Conf. -November		Continue Conference/meeting(s)
Washington	24	- 18	-25%	Newsletter several mailings	Prompt several phone calls	yes	Follow-up in Provo Fall -w/WADE	Washington acct. bal.. \$400	Continue co-sponsoring Conference
Wyoming	9	- 8	-11%	several mailings meeting	Prompt	yes	-	WCRLA 53.98	Continue mailings & conduct WCRLA meeting at the WCCLSF meeting
At-Large	56	- 63	17%	Newsletter several mailings	Prompt phone calls & letters	yes	w/University of Minnesota		Continue to host or co-sponsor conference

WCRLA MEMBERSHIP GROWTH

March '85 - March '86

STATE/PROVINCE	MARCH '85	MARCH '86	%GROWTH	% TOTAL MEMBERSHIP
So. California	128	133	3.9%	24.14%
Texas	65	75	15.38%	13.61%
No. California	82	63	-23.17%	11.43%
At-Large	56	63	12.5%	11.43%
Arizona	19	31	63.2%	5.63%
Oregon	31	27	-12.9%	4.90%
Colorado	31	26	-16.1%	4.72%
New Mexico	17	25	47.0%	4.54%
Utah	19	18	5.26%	3.27%
Washington	24	18	-25.0%	3.27%
Canada	12	15	25.0%	2.72%
Alaska	10	12	20.0%	2.18%
Nebraska-Kansas	-	10	-	1.81%
Wyoming	9	8	-11.1%	1.45%
Hawaii	8	8	0%	1.45%
Idaho	10	7	-30.0%	1.27%
Oklahoma	8	6	-25.0%	1.09%
Nevada	5	4	-33.3%	.73%
Montana	5	2	-66.6%	.36%

REAPPOINTMENTS

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment C
Page 1 of 3

Marci Matlock
Navajo Community College
Box 295
Tsaile, Arizona 86556

Barbara Swanson
Idaho State University
Box 8064
Pocatello, Idaho 83209

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Ave.
Anchorage Alaska 99508-4670

Pat Mulcahy
University of Minnesota
Center for Research in Human Learning
205 Elliott Hall
75 East River Road
Minneapolis MN 55455

Patti Dozen
California St. Univ. Long Beach
949 East 2nd Street
Long Beach, CA 90802

Spensor Oleson
Mountain View College
4849 W. Illinois St.
Dallas, Texas 75211

Walt Lazdowski
10713 Janway
El Paso, Texas 79935

Bernie Rihn
Spokane Falls Community College
Communications Learning Center
W3410 Fort George Wright Dr. MS3050
Spokane, WA 99204-5288

Janice Klein
Dixie College
225 S. 700 East
Saint George, Utah 84770

Karen Agee
University of Northern Iowa
37 Auditorium
Cedar Falls, Iowa 50614

Donna Wood
State Technical Institute
Memphis, Tennessee 38124

Kathy Carpenter
Kearney State College
West 25th
Kearney, Nebraska 68847

NEW APPOINTMENTS

June Stark
Kauai Community College
3-1901 Kaumualu Highway
Lihue, Hawaii 96766
(808) 245-8311

Bess Jenkins
El Reno Junior College
1300 Country Club Road
Box 370
El Reno, Oklahoma 73036
(405) 262-2552

Kathryn L. Chang
Medicine Hat College
299 College Drive
Medicine Hat
Alberta Canada T1A 3Y6
(403) 529-3844

Rick F. Riendeau
1215 California Avenue
Reno, Nevada 89509

Rhea Ashmore
University of Montana
CCESP - Reading Lab
Main Hall
Missoula, Montana 59812
(406) 243-0211

Bob Petty
University of Santa Clara
Academic Resources Benson 204
Santa Clara, CA 95053
(408) 554-4000

Nancy Moreland
Amarillo College
Box 447
Amarillo, Texas 79178
(806) 371-5000

Dale Haynes
Treasure Valley Community College
650 College Blvd.
Ontario, Oregon 97914
(503) 889-6493

Susan Cribelli
Aims Community College
P.O. Box 69
Greeley, Colorado 80632
(303) 330-8008

John Garcia
Santa Fe Community College
P.O. Box 4187
2600 Camino Entrada
Santa Fe, New Mexico 87502
(505) 471-8200

UNCONFIRMED REAPPOINTMENTS

Jane Weidman
Reading Department
Canada College
4200 Farm Hill Blvd.
Redwood City, California 94061

confirmed

PRESIDENT'S REPORT

SUSAN C. BROWN

March 18, 1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment D
Page 1 of 4

When I stated my goals at last year's conference, I never could have predicted where my energies would be focused. It became obvious to me as I prepared for the Summer Board Meeting, that work had to be done on our accounting system to allow us to keep more accurate, consistent records. I have spent much of my time setting up a total accounting system for WCRLA, with the assistance of Carol Thurm from the accounting firm of Cooper and Company. This system incorporates both the General Budget and the Conference Budget (which until this point had been considered as separate), using a general ledger. The Treasurer keeps the general ledger for the general budget and the Conference/Program Manager and the On-Site Manager send their reports to the Treasurer for posting to the ledger. A Chart of Accounts which includes the Bank Accounts, Revenue Accounts, Budget Categories, and the Schedule of Tax Expense Accounts has been developed and sent to all officers. By classifying all of our expenses by both Budget Categories and by Tax Expense Account we will have the information that we need for filing our income taxes. To go along with this system we now have a new reimbursement form which allows us to itemize our expenses by both Budget Category and Tax Expense Account. Hopefully this new system will alleviate or eliminate the record keeping problems that we have had in the past. It should also make it easier to do future

budgeting, and it will definitely make the filing of our income much less time consuming.

I have spent quite a bit of time this year encouraging membership involvement through careful analysis of the Membership Resources Forms that I have received. I have compiled lists of people interested in getting involved in our various committees and I have forwarded the names to the appropriate committee or SIG. I am amazed at the number of people who are interested in becoming active members.

In addition to the usual responsibilities of keeping up with correspondence, serving as a resource, answering questions, hearing complaints, and planning meetings, I also made two trips and am scheduled for one more. I was the Keynote Speaker at the Colorado State WCRLA Conference in October, where I met some new members and revisited with some old members. Then, in the beginning of March, I was able to visit with the Conference On-Site Managers in Los Angeles. In April I will be presenting a session with Vince Orlando at the IRA Conference in Philadelphia.

The meeting in L.A. was extremely helpful to me in understanding the role of the On-Site Managers and the difficulties that they encounter in trying to host a conference. I learned of the extreme importance for members of the Board, probably the President, to maintain close communication with the On-Site Managers. They tend to feel

isolated from the organization and have many questions about procedures. The President-elect is not able to answer many of the questions because he or she is new to the Board.

For the future, I recommend that we continue to work on the Accounting System and monitor its implementation closely. I also recommend that we take a close look at where our money is going - particularly the money that we spend on our mailing service. I also recommend that we look at the office sequence and perhaps add on a year prior to the President-elect year. This would allow the President-elect to become more familiar with both the Organization as a whole and with putting on a conference before actually becoming Conference/Program Chairperson. Or perhaps we could change the roles of the officer sequence. If this is not possible, I strongly recommend that the President work very closely as an advisor to both the Conference/Program Chairperson and with the Conference On-Site Managers.

There were several areas that I had wanted to spend more time on but didn't. We need to continue working on the overall marketing plan, including developing ways to expand the circulation of our Journal, add to the number of issues published, expand and strengthen our liaisons with related organizations, solicit advertising for our Newsletter and Journal and develop other fund raising programs within the organization.

Our membership has stayed consistently above the 500 mark throughout the year. Our SIGs and State Organizations have become increasingly strong. WCRLA is definitely experiencing growth. We need to capitalize on the enthusiasm that is being generated and continue to add new and innovative programs and services that involve our members.

AWARDS, HONORS AND PRIZES

Published by Gale Research Company

Kindly reply to editor:

Gita Siegman • P.O. Box 1456, Wheaton, MD 20902 U.S.A. • (301) 593-0424

Dear Sir or Madam:

I am presently working on the seventh edition of *Awards, Honors and Prizes*, published by the Gale Research Company. I would appreciate your help in preparing an accurate listing for awards administered by your organization.

This comprehensive two-volume work provides details concerning the principal awards and honors accorded to individuals and organizations for distinctive contributions in all major fields of endeavor in the United States and Canada, and, in a separate volume, awards given abroad. It contains listings of awards that are given to both members and non-members of the organizations. *Awards, Honors and Prizes* has been published since 1969, and is found in most medium-to-large sized libraries.

Please fill out and return as soon as possible the enclosed questionnaire(s) concerning awards administered by your organization. Your award activities thereby will receive appropriate exposure in *Awards, Honors and Prizes*. Of course, there is no charge for listings in *Awards, Honors and Prizes*.

Sincerely,



Gita Siegman
Editor

AWARDS, HONORS AND PRIZES

Volume 1: United States and Canada

WCRLA Minutes
3/18-23/86
Los Angeles, CA
Attachment E
Page 2 of 8

Published by Gale Research Company

Reply to editor: Gita Siegman • P.O. Box 1456, Wheaton, MD 20902, U.S.A. • (301) 593-0424

Please type or print clearly

Name of Administering Organization Western College Reading & Learning Association

(c/o) _____

Address P. O. Box 4576

City, State, Zip Code Whittier, CA 90607 Phone (505) 646-3136

area code

Former Name of Organization, if any Western College Reading Assoc. Year 1983

changed
merged

AWARDS and WINNERS

(Please list all winners of this award on back of this page)

- 1 Award Name WCRLA Scholarship Award
- 2 Former Name of Award _____ Year Changed _____
(If applicable)
- 3 Purpose of Award To provide support to a graduate student who has demonstrated
interest in and/or an active professional goal related to college/adult reading
developmental education learning assistance and/or tutorial services.
For recognition of achievement in, or contribution to a field of activity, to encourage professional development etc
- 4 Eligibility Criteria Graduate student enrolled in/or accepted by an accredited institution,
must complete application and appropriate documents by Feb 1., cannot be a
previous recipient of WCRLA award
Age, society membership, citizenship, by nomination or application (include deadline)
- 5 Character of Award \$500 cash award
Money, medal, trophy, plaque, travel, etc
- 6 Frequency of Award, and When Given Annually at conference
Annually biennially at convention, etc
- 7 Year Established 1977 by _____
Identify founder if other than administering organization
- 8 Award Established for _____
Identify and describe person or event if any, in whose honor or memory award is named
- 9 Sponsoring Organization _____
(If other than administering organization)
10. Additional Information Available from _____
Person, foundation, or organization, if other than administering organization

7496

Status of Award: Active

Discontinued _____

Year

Inactive _____

Year last given

Now administered by _____

Please give name and address

Susan Brown
Center For Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

PLEASE TURN OVER TO LIST NAMES OF WINNERS

WINNERS

Please send a brochure or list, if available, or fill out the form below

Year

(Please begin with most recent year)

Winner's Name (Please mention basis for award if for a specific book, movie, discovery, sport or event)

1985 Linda Ann Lee 7200 Melody Lane # 2
La Mesa, CA 92041

Prepared by

Susan C Brown
Name

President, WOLLA
Title

2/20/86
Date

AWARDS, HONORS AND PRIZES

Volume 1: United States and Canada

WCRLA Minutes
3/18-23/86
Los Angeles, CA
Attachment E
Page 4 of 8

Published by Gale Research Company

Reply to editor: Gita Siegman • P.O. Box 1456, Wheaton, MD 20902, U.S.A. • (301) 593-0424

Please type or print clearly

Name of Administering Organization Western College Reading & Learning Assoc.

(c/o) _____

Address P.O. Box 4576

City, State, Zip Code Whittier, CA 90607 Phone (505) 646-3136
area code

Former Name of Organization, if any Western College Reading Assoc. Year 1983

changed
merged

AWARDS and WINNERS

(Please list all winners of this award on back of this page)

- Award Name Long & Outstanding Service to WCRLA
- Former Name of Award _____ Year Changed _____
(If applicable)
- Purpose of Award For recognition of member's past service
For recognition of achievement in, or, contribution to a field of activity, to encourage professional development, etc
commitment and contribution to WCRLA through the years
- Eligibility Criteria Member for five or more years, must be a five year interval between
Age, society membership, citizenship, by nomination or application (include deadline)
outgoing president and being considered for award, nominations must be received
by Awards Chairperson by Dec. 1
- Character of Award Plaque
Money, medal, trophy, plaque, travel, etc
- Frequency of Award, and When Given annually at convention
Annually, biennially, at convention, etc
- Year Established 1979 by _____
Identify founder, if other than administering organization
- Award Established for _____
Identify and describe person or event, if any, in whose honor or memory award is named
- Sponsoring Organization _____
(If other than administering organization)
- Additional Information Available from _____
Person, foundation, or organization, if other than administering organization

7496

Status of Award. Active

Discontinued _____

Year

Inactive _____

Year last given

Now administered by _____

Please give name and address

Susan Brown
Center For Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

PLEASE TURN OVER TO LIST NAMES OF WINNERS

WINNERS

Please send a brochure or list, if available, or fill out the form below

Year
(Please begin with most recent year)

Winner's Name (Please mention basis for award if for a specific
book, movie, discovery, sport or event)

1985 Patricia Heard Director RASSL/Learning Service
A 332 Jester - Univ. of Texas
Austin, Texas 78787

1984 Gene Kerstiens 5947-0 Armaga Springs Rd.
Rancho Palos Verdes, CA 90274

Prepared by Susan C. Brown President, WCRLA 2/20/86
Name Title Date

ENCYCLOPEDIA OF ASSOCIATIONS

The Standard Reference Guide to Associations, Societies and Other Nonprofit Organizations
 GALE RESEARCH COMPANY • BOOK TOWER • DETROIT, MICHIGAN 48226 • (313) 961-2242 • (800) 521-0707

WCRLA Minutes
 3/18-23/86
 Los Angeles, CA
 Attachment E
 Page 6 of 8

Revision for the New Edition

Your organization's listing in the current edition of the *Encyclopedia* is reproduced below. Please read it through and 1) Change or delete any information that is incorrect or out of date; 2) Add any information below and on the back which is not included in your present entry. The

Encyclopedia is used by readers throughout the world. We appreciate your cooperation in making it as accurate as possible. There is no charge for this listing. Please return this entire form even if no change is needed, so we will know the listing has been examined.

DEADLINE October 7, 1985

READING

PEN-05-0008161

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
 c/o Carole Bogus
 San Jose City College
 2100 Moorpark Ave.
 San Jose, CA 95128
Sue Brown
Box 6278
New Mexico State University
Las Cruces, NM, 88003

ENTRY NUMBER: 07488
 (505) 646-3136
 PHONE NO: (408) 288-3709
 EXEC OFFICER: *Sue Brown*
 Carole Bogus, Pres.

ACRONYM: WCRLA

Founded: 1967. Members: 1000. State Groups: 19. Professionals involved in college/adult reading, learning assistance, developmental education, and tutorial services, primarily in 15 western states and three western provinces of Canada. To promote communication for the purposes of professional growth. Maintains placement service; sponsors competitions; bestows awards. Computerized Services: Mailing list. Special Interest Groups: Advanced Reading; Computer Technology; Critical Thinking and Problem Solving; English as a Second Language; Learning Assistance Center Management; Learning Disabled Student; Multicultural Affairs; Political Action; Research. Publications: (1) *quarterly* Journal; quarterly; (2) Newsletter, annual; (3) Conference Proceedings, annual; (4) Journal of College Reading and Learning, annual. Formerly: Western College Reading Association. Convention/Meeting: annual - 1985 Denver, CO; 1986 Los Angeles, CA; 1987 *Tucson, AZ Albuquerque, New Mexico*

Our information on your convention/meetings is incomplete. Please provide as much of the following information as possible.

CONVENTIONS/MEETINGS: Type Conference Frequency Annual None held
(e.g. conference, symposium) (e.g. annual, semiannual)

Dates and Locations: Please be specific; give month and day(s), city and state/country.

1986	<u>March 20-23</u>	<u>University Hilton, Los Angeles, CA</u>
1987	<u>Not yet confirmed (April)</u>	<u>Albuquerque Marriott, Albuquerque, NM</u>
1988		
1989		
1990		

Commercial exhibits? Yes No

Annual Budget for All Activities: Not yet Not yet Not yet
Estimate if exact amount not available

Change of association status:

Inactive Defunct Presently Inactive

Name changed to _____

Merged with _____
 to form _____

Absorbed by _____

If your organization plans to change its name, address, or status within the next six months, please indicate below.

Address Change Name Change

Merger Absorption Other

Please describe change and list date it will occur, if known.

Prepared by Carole Bogus Post President 9/26/85
 Name Title Date

PLEASE TURN OVER

Printed Overleaf. Please check your entry against this list.

PLEASE COMPLETE ANY ITEMS BELOW NOT MENTIONED IN YOUR PRESENT LISTING

1. Year Founded _____ Number of: _____
Members _____ Regional Groups _____ State Groups _____ Local Groups _____

2. Committees Multicultural Affairs Committee; Special Interest Groups (SIGS)

Omit administrative committees, such as membership, finance, conventions, bylaws, election, etc.

3. Divisions, Sections, Departments, Councils, etc. (please specify) _____
Omit geographic divisions

4. Affiliated Organization(s) _____
Name and Address

5. International Affiliate _____
Name and Address

6. Former Name(s) if changed _____
Year Changed

7. Predecessor Group(s) if formed by merger _____
Year of Merger

8. Special Services and Activities

Sponsors Competitions Bestows Awards Biographical Archives Hall of Fame Placement Service

Speakers Bureau Children's Services Charitable Program Museum Compiles Statistics

Other Special Interest Groups: Advanced Reading; Computer Technology;

Critical Thinking and Problem Solving; English as a Second Language;

Hispanic Assistance; Learning Assistance Center Management; Learning Disabled Student;

Multiculture Affairs; Peer Tutoring; Outreach Consulting

9. Communications Services _____
(e.g. toll-free numbers, electronic bulletin boards, fax numbers, telephone referral services)

10. Computerized Services Mailing list (Oxford Mailing Service)
(e.g. data bases, electronic publishing, on-line and mailing list services)

11. Computerized Equipment and Facilities _____
(list your computer equipment used)

12. Research and Educational Programs _____
(e.g. seminars, professional training)

13. Library _____
No. of volumes Describe collections and subjects

14. Serial Publications (include Journals, Newsletters, Bulletins, Abstracting or Indexing Services, etc.) _____

Organization does not issue serial publications

Title _____ Frequency _____

A. Proceedings of the WCPBA Annual Conference Annually 4th-15th (1971-1982)

B. Journal of College Reading and Learning Annually 10th - (1983 -)

C. WCPBA Newsletter Quarterly

15. Directory _____
Title Frequency

Organization does not publish directory

16. Other Publications _____
Dictionaries, books, monographs, etc. - list major titles and year published

If available, please indicate below, the name of a second person to contact:

Name Wes Brown President - Elect (415) 881-3647
Title Phone

Address Learning Center 12150 California State University Hayward, CA

We would appreciate receiving sample copies of publications issued by your organization. Thank you.



ALVINA TREUT BURROWS INSTITUTE, INC.

Box 49 Manhasset, New York 11030
(516) 869-8457

Executive Secretary: Dolly Svobodny

WUKLA MINUTES
3/18-23/85
Los Angeles, CA
Attachment E
Page 8 of 8

1984 SUPPLEMENT

Western College Reading and Learning Association
Box 4576
Whittier, CA 90607

The Alvina Treut Burrows Institute, in cooperation with the Reading Resource Center at Hofstra University, is publishing a microfiche edition of the William S. Gray Research Collection in Reading. The microfiche collection is accompanied by a printed, eye-readable index arranged by author and by subject. No individual titles would be offered at this time.

William S. Gray, professor emeritus of the University of Chicago, initiated and maintained a unique collection of reading research documents considered by many experts to be the finest and most comprehensive collection of its kind. There are approximately 10,500 document titles in the collection compiled from key journals, books, research reports, and monographs published between 1884 and 1978. Over 500 world-wide journals and some 350 book publishers are represented in the compilation. About 600 full-text documents will be added to the collection annually. The yearly summaries and annotations of these documents are compiled by Samuel Weintraub, Helen M. Robinson, and others, and appear regularly in the *Reading Research Quarterly*.

The ATB Institute is a non-profit organization established in 1975 as an inter-institutional plan to foster reading research and to facilitate the dissemination of information on reading and other language arts. The ATB Institute plans to distribute the Gray collection to Reading Resource Centers and to various U.S. and foreign academic and research libraries. The proceeds from the collection will be used to encourage further research in reading and other language arts. The availability of the collection fulfills a great need for professionals, graduate students, researchers, and government agencies. Many users have specifically requested access to the Gray collection and its wider dissemination at this time greatly enhances the work and the goals of the profession.

An article or articles from your journal or journals and/or one of your publications has been selected for use in the collection. May we have your permission to include the document or documents in the Gray collection?

The name of the journal or journals, books, or documents are listed below, or on an accompanying sheet. Where possible, in the case of the journals, we have listed the number of the articles selected and the year or years the journal was published. In no case would any journal be printed in its entirety unless specifically requested. All documents in the Gray collection are arranged in specific categories according to the annual summaries. The permission rights granted to the Gray collection should not interfere with your current contracts for microfilm reproduction since the journal is not represented in serial form or in its entirety, but represented by select and specific articles on reading research. Where sales inquiries for individual titles of the documents are received by the ATB Institute, these inquiries will be redirected to your office. In cases where you would like us to sell individual titles in microfiche on your behalf, we would be happy to arrange an attractive cost price for you. Your organization would be eligible for our special discounts on the collection sales. Your journal or journals and/or publication and your organization would be fully identified and credited for the documents represented. We expect to advertise widely in your journals.

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H. Alan Robinson

H. Alan Robinson,
Director

- Document Description: From WESTERN COLLEGE READING ASSOCIATION JOURNAL--
- Austin. The study guide: an invaluable tool for content study and reading improvement. Vol. 2, No. 2, Winter 1982, pp. 3-4.
 - Bean. The effect of a structured overview on university students' comprehension. Vol. 1, No. 1, Fall 1981, pp. 2-3.
 - Bean et al. University students' rating of critical reading guides in history and philosophy. Vol. 2, No. 3, Spring 1983, pp. 5-7.
 - Bertalan. The readability of community college social science textbooks: student reading levels and effects on academic achievement. Vol. 2, No. 3, Spring 1983, pp. 2-4.
 - Cranney. Adult literacy: new help from an old book. Vol. 2, No. 2, Winter 1982, pp. 5-7.
 - Filippo. Do we need differential diagnosis at the college level?: maybe. Vol. 2, No. 2, Winter 1982, pp. 1-3.

Permission granted as specified above:

Signed *Susan C. Brown* Date *10/2/85*
Title: *President Western College Reading & Learning Association*

H. Alan Robinson
Hofstra University
Marvin Kiling
Rutgers University
Bernice E. Cullinan
New York University
Directors:

12 March 1986

TO: Susan C. Brown, President
Susan Deese, Scholarship Chairperson
WCRLA Executive Board

FROM: Linda Ann Lee

RE: Summary Report: Doctoral Studies
Spring, 1985-Spring, 1986

The San Diego State University/Claremont Graduate School Joint Doctoral Program where I am taking my doctorate has three major phases: (1) coursework, (2) qualifying examinations, and (3) research and dissertation. My coursework was completed during the fall semester of 1984. During this past year, my focus has been the preparation for the Oral qualifying Examination.

To prepare, I am required to write four major papers -- or "quals" -- on topics of my own choosing. Each paper is written for a separate professor. Upon acceptance of all four articles, the Oral Qualifying Examination will be scheduled. During that meeting, all four professors and I will review my research, discuss how the four topics relate to each other, and plan the dissertation research.

Since Spring of last year, I have made the following progress on the four written quals:

1) I completed an extensive, 140 page critical review of the literature on the nature-nurture dispute regarding the source of intelligence and performance called "Cultural Differences in Academic Achievement: the Magnificent Myth of Ability". The review traced the research from its early biodeterministic inception in the 19th century, to Alfred Binet's work, H. H. Goddard's importation of Binet's intelligence test to the United States, mass testing in this country, the deprivation hypothesis, Arthur Jensen's Polygenic Theory of Intelligence, and the recent contextualist research.

2) The two articles published in the 1984 and 1985 volumes of the Journal of College Reading and Learning were accepted as my second qual. They were titled "A Piagetian Theory for Improving College Reading Abilities" and "Field-Testing a Piagetian Approach to Improving College Reading Abilities", respectively.

3) Currently, I am completing the third paper on metacognition and adolescents, which postulates that metacognition, or the "cognition about cognition" ability, is a particularly unique

Page 2

aspect of adolescent reading and thinking which distinguishes that group from the novice child and the expert adult.

4) The last goal will be a literature review of higher order thinking skills.

In conclusion, I plan to have all of the goals completed by late summer, with the oral Examination following in early fall and the doctoral research and dissertation by the fall of next year.

FIRST GENERAL SESSION
THURSDAY, MARCH 20, 1:00 - 4:30

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment G
Page 1 of 3

1:00 - 1:30

Presiding: Susan Brown, WCRLA President

Welcome: Wes Brown; President Elect

Janet Eddy; Conference Committee

Dr. James M. Dennis; Vice President Division of
Student Affairs, University
of Southern California

Introduction of New Officers: Susan Brown

Introduction of Election Committee: Carole Bogue

Introduction of Speaker: Dr. Vincent Orlando

1:30 - 3:00 Speaker: William Perry

3:00 - 3:30 Break

3:30 - 4:30 Discussion

Announcements

SECOND GENERAL SESSION
FRIDAY, MARCH 21, 1:00 - 2:30

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment G
Page 2 of 3

Presiding: Susan Brown, President

Business Meeting - Reports: Jane Lehmann, Secretary
Harold Fillyaw, Treasurer
Carole Bogue, Coordinator of
State/Providence Directors

Awards: Susan Deese, Description

Susan Brown, Presentation

Introduction of Speaker: Nancy Wood

Presidential Address: Susan Brown

Announcements: Rino Duron, Conference Committee

Wes Brown, Conference Program Chair

THIRD GENERAL SESSION AND BRUNCH
~~SATURDAY~~, MARCH 22, 9:30 - 11:00
Sunday 23

Presiding: Susan Brown, President

Presidential Awards and
Thank You's: Susan Brown

Introduction of Speaker:

James Williams

Speaker: Jennie Green

Installation of Officers: Treasurer: Harold Fillyaw
President: Sue Brown
President-Elect: Wes Brown

Hello Albuquerque: Susan Deese

WCR
CONFERENCE BUDGET
1986

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Pre-Conference</u>				
Program Chair	\$500.00		\$266.00	
			116.56	Airfare
			61.30	Meals
			161.75	Lodging
			605.61	Misc.
				Total
<u>Publisher's Exhibits</u>				
10 Exhibits @ \$100.00				\$1000.0
Advertising in Program				
Wadsworth				75.0
College Survival, Inc.				150.0
				<u>\$1225.0</u>
<u>Printing</u>				
1st Call	\$ 350.00		\$ 252.01	
2nd Call	505.00		349.09	
Brouchure	505.00		384.44	
Programs	1500.00		1134.01	
Addendum	-0-		56.65	
	<u>\$2860.00</u>		<u>\$2176.20</u>	
<u>Advertising</u>	\$750.00		\$250.00	J.of Rdg
<u>Speakers</u>	\$2000.00		\$1500.00	Perry
			400.00	Maxwell
			375.00	Green
			<u>\$2275.00</u>	Total

WCRLA
CONFERENCE BUDGET
1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, CA
Attachment H
Page 2 of 3

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Conference Mailing</u>				
1st Call	\$250.00		\$ -0-	
2nd Call	390.00		-0-	
Brouchure	250.00		-0-	
Program	-0-		40.00	
Post Conference	50.00		-0-	
	<u>\$940.00</u>		<u>\$ 40.00</u>	Total
 <u>Miscellaneous Pre-Conference</u>				
On-Site Manager				
Supplies & Services	\$300.00		\$185.17	
Registration Packets	350.00		-0-	
Telephone	100.00		-0-	
Program Chair			<u>\$185.17</u>	Total
Typing	\$500.00		\$656.07	
Telephone	200.00		86.00	
	<u>\$700.00</u>		<u>\$742.07</u>	Total
 <u>Miscellaneous On-Site</u>				
On-Site Manager				
Student Assistance	\$ 200.00		\$ 100.00	
Photography	50.00		-0-	
Entertainment	250.00		1050.00	
Decorations				
'86 Conference	250.00		101.18	
'87 Conference	50.00		-0-	
On-Site Mgr's hotel room	350.00		?	
Hospitality	750.00		-0-	
	<u>\$1900.00</u>		<u>1251.18</u>	Total

WCRLA
CONFERENCE BUDGET
1986

WCRLA Minutes
March 8-23, 1986
Los Angeles, CA
Attachment H
Page 3 of 3

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Institutes</u>				
8 @ \$12.00				
Expenses to presenters	\$400.00			
<u>Registration</u>				
Full Registration @ \$40.00				
Full Registration @ \$65.00				
1 day Registration @ \$20.00				
1 day Registration @ \$30.00				
Late Registrations @ \$5.00				

CONFERENCE SUGGESTIONS
from
1986 ON-SITE CONFERENCE MANAGERS

1. Reduced student fees for conference and membership (i.e. 1/2 of regular fee)
2. Discontinue voting by mail; candidates should speak at conference.
3. Must be some continuity (carry over) of leadership from one conference to the next, preferably Board members or conference committee members.
4. All conference materials reviewed by conference manager before going to print (e.g. registration forms and program).
5. Update and revise conference manual.
6. Include preceding conference manager at the summer board meetings.
7. Change conference registration fee to reflect one set cost which includes banquet and Sunday Brunch.
9. Maintain and approve separate budgets for On-site Conference Managers and Program Chairman (President-Elect).
10. Know that each conference site is unique and will require a budget independent from the prior conference (i.e. cost of living is higher/lower in different locations. Do not cut cost of current conference to make up losses of preceding conference).
11. Organizational monies should not be used carte blanche by any officer.
12. Budget monies should be released to Conference Manager without further negotiation.
13. Conference Manager and registration chair should meet after conference to complete bookkeeping for conference.
14. Conference Chairs should meet after conference to share feedback and other ideas pertaining to present and future conference(s).
16. Report of conference should be submitted to Board members no later than May 15th.
17. Omit request for roommate information from registration form. This should be handled by hotel or individual.

NEWSLETTER EDITOR'S REPORT
WCRLA BOARD MEETING
March 1986

Publication

1. Actual printing costs: \$1030 Summer '85
926 Fall '85
728 Winter '85
799 Spring '86

Total actual	<u>\$3483</u>	Budgeted	<u>\$4600</u>
--------------	---------------	----------	---------------

2. Deadlines will remain the same: Jan 5, May 1, July 31, Oct. 1.
3. We need an editor for the materials review column. Suggestions, please.
4. Other

Any suggestions for changes that will result in an improved publication are welcomed.

Please see second page for proposed copy per issue.

Statement from the editor

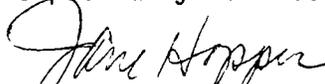
I have served four years as Newsletter Editor and will serve one more year, if that is the Board's wish. As the Board seeks a new Editor I hope it will include the following factors in addition to the editorial expertise of the persons considered:

Availability of reliable printing facilities.

Proximity to an efficient mailing service.

Possibility of institutional support for mailing and telephone services, storage and work space.

Respectfully submitted,


Jane Hopper, Editor

Appendix to Newsletter Editor's report, March 1986

Jane Hopper

<u>Newsletter issue</u>	<u>Deadline</u>	<u>Proposed copy</u>
Issue 1, Spring	Jan. 5	Conference Registration form, 2nd printing Journal editor's call for papers SIG news State and Province Directors President
Issue 2, Summer	May 1	Post conference Conference photos Photos of new officers Next conference information President SIG news State and Province Directors
Issue 3, Fall	July 31	President President-elect SIG news State and Province Directors Conference information Call for proposals
Issue 4, Winter	Oct. 1	Conference information Call for proposals, 2nd printing Advance registration form State and Province Directors President-elect
Regular column:	Awards Computers ERIC MAC Materials review	Officers Placement SIGs State and Province directors Tutoring



**Western
College
Reading &
Learning
Association**

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment K
Page 1 of 2

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

VOLUME II, NUMBER ONE

THE MAC REPORT

SPRING, 1986

GREETINGS!

It has been a pleasure to serve as the MAC Chairman from 1984 to 1986. The following report reflects efforts to meet the needs and concerns of the WCRLA membership.

GOAL 1: To increase WCRLA membership, participation and presentations at WCRLA events.

Results: The membership roster was forwarded to the current SIG leader who has attempted to invite each conferee to participate in the SIG and conference activities. Mailings went to approximately forty-five people. Other notable results include the following:

- . Individual presentations, 1985.
- . Panel presentation on Retention, 1986.
- . Hispanic SIG organized, 1985.
- . Two elected members of the WCRLA Board: Wes Brown, President, Harold Fillyaw, Treasurer.
- . The MAC Chairman, Ex-Officio Member of the Board.
- . Minority Speaker, 1985.
- . Mentors, 1985 and 1986.
- . Local participation in conference planning, 1985, 1986.
- . Participation with State WCRLA activities.

GOAL 2: To instigate an Open Forum to address the needs and concerns of minorities.

Results: A Forum sponsored by the WCRLA Board in 1985/1986.

GOAL 3: To implement an Open Luncheon at the WCRLA Conference.

Results: In 1985 and 1986 a local chairman worked with the conference to plan the Annual MAC Luncheon. All conferees are invited to participate and to share in a scholarship benefit. Board members attend and interact with the members present.

GOAL 4: To develop guidelines for an administrative internship program in Learning Assistance and Reading.

Results: The Board did not accept the proposed plan. The SIG Leader, V. Con Osborne, will pursue this further with SIG members.

Page two
MAC Report

GOAL 5: To develop a WCRLA Grant proposal for the study of education of minorities.

Results: This activity has been referred to the SIG for further action. The Board rejected the initial proposal.

GOAL 6: To develop a Policy Statement that affirms WCRLA's commitment to identify and meet the needs of minority groups.

Results: The statement was published but the Board rejected it. The project will be referred to the SIG for further development.

GOAL 7. To apprise the Board of Directors of membership concerns.

Results: In 1984-85 memberships' request for Board representation was received by the Board. The Committee name was changed to MAC for Multicultural Affairs Committee. Again the Forum was a medium for this process.

Any unfinished business will be referred to the incoming chairman. additional actions by the MAC Chairman are listed:

Responsibilities of the MAC Chairman, 1984-86:

1. Attended Board meetings.
2. Updated the SIG membership roster.
3. Revised MAC duties and responsibilities.
4. Defined and appointed subcommittees /task chairs.
5. Reported to the Board/Membership.
6. Prepared budgetary input.
7. Attended and chaired committee meetings.

Recommendations:

1. That the MAC Chairman shall be included in all Board proceedings; this includes telephone meetings.
2. The MAC Chairmanship should be one year with an option for a two-year commitment.
3. That the Board should consider the MAC Chairman as a voting member of the Board.

That WCRLA Board continue to exhibit its concern for all groups through minority speakers and leadership.

4. That the Board shall consider a grant to institutions and/or individuals for studying or assisting minorities in education. This grant should be an alternative to a scholarship award.
5. That scholarship awards should only be awarded when merited, not because there is only one recipient.
6. That a non-California resident shall be considered in alternate years for WCRLA leadership.

Respectfully submitted:

*Therisa M. Beverly, MAC Chairman
1984-86*

CHART OF ACCOUNTS

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
100	Cash
100.01	Security Pacific
100.02	Conference Fund - Conference Chairperson
100.03	Conference Fund - On site Manager
100.04	Scholarship Fund
115	Accounts Receivable
115.01	A/R - Don Yamamoto
115.02	A/R - Lucy McDonald
115.03	A/R - Conference
115.04	A/R - 1983-84
115.05	A/R - Dues Short Term Investment
120.01	Savings Account
120.02	San Francisco Federal Savings
200	Accounts Payable
300	Fund Balance

CHART OF ACCOUNTS

REVENUES

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
11.1	Membership Dues
12.1	Royalties
13.1	Publications - Proceedings
15.1	Scholarship Fund
15.2	Scholarship Fund - Interest Income
18.1	Conference Registrations
18.2	Conference Institutes
18.3	Exhibitors Fees
18.4	Advertising in Programs
18.5	Conference Meal Functions
18.51	Banquet
18.52	Brunch
18.53	Conference Meal Functions - other
18.6	Conference Entertainment
18.7	Computer Fair
19.1	Interest Income - Savings
19.2	Interest Income - San Francisco Federal
21.0	Fund Raising
21.1	T-Shirts

SCHEDULE OF TAX EXPENSE ACCOUNTS

<u>ACCOUNT #</u>	<u>ACCOUNT</u>
1	Accounting Fees
2	Legal Fees
3	Supplies
4	Telephone
5	Postage, Shipping & Handling
6	Printing and Publication
7	Travel
8	Conferences
9	Honoraria
10	Clerical/Secretarial
11	Bank & Reporting Fees
12	Consulting
13	Bonding
14	Advertising & Promotion
15	Hospitality
16	Entertainment
17	Miscellaneous
18	Awards
19	Student Assistance
20	Photography
21	Decoration
22	Hotel Accommodations & Food
23	Mail Service

WCRLA BUDGET CATEGORIES & CODING SYSTEM
(IRS# 95-3177-158)

MAJOR BUDGET CATEGORIES

1.0 BOARD

- 1.1 Meetings
- 1.2 President
- 1.3 Secretary
- 1.4 Treasurer
- 1.5 Officer Travel
 - 1.51 President
 - 1.52 President Elect
 - 1.53 Past President
 - 1.54 Other
- 1.6 Conference Calls
- 1.7 Supplies
 - 1.71 Stationery
 - 1.72 Brochures
 - 1.73 President Awards
- 1.8 Special Expenses
- 1.9 Accountant

2.0 MAIL SERVICES

- 2.0.23 Mail Services

3.0 PUBLICATIONS

- 3.1 Newsletter
 - 3.1.5 Postage & Shipping
 - 3.1.6 Printing & Publications
 - 3.1.8 Travel
 - 3.1.22 Hotel Accommodations & Food
- 3.2 JCRL
 - 3.2.3 Supplies
 - 3.2.4 Telephone
 - 3.2.6 Printing & Publication
 - 3.2.10 Clerical
 - 3.2.22 Hotel Accommodations & Food

4.0 COMMITTEES

- 4.1 Awards
 - 4.1.18 Awards
 - 4.1.3 Supplies

- 4.2 Archives
 - 4.2.3 Supplies
 - 4.2.10 Secretarial
- 4.4 Conference Site Selection
 - 4.4.7 Travel
 - 4.4.3 Supplies
- 4.5 MAC
 - 4.5.3 Supplies
 - 4.5.4 Telephone
 - 4.5.7 Travel
 - 4.5.22 Hotel Accommodations & Food
- 4.6 Nominations/Elections
 - 4.6.3 Supplies
- 4.7 Placement
 - 4.7.3 Supplies
 - 4.7.5 Postage
 - 4.7.6 Printing
- 4.8 By Laws

5.0 SCHOLARSHIP FUND

6.0 SPECIAL INTEREST GROUPS

- 6.1 Organization
- 6.2 Adv Rdg Comp
- 6.3 Computer Technology
- 6.4 Critical Thinking
- 6.5 LAC Management
- 6.6 MAAC
- 6.7 ESL
- 6.8 Learning Disabled
- 6.9 Hispanic Assistance
- 6.10 Peer Tutoring
- 6.11 Study Skills & Listening

7.0 STATE/PROVINCE ORGANIZATION

- 7.1 Coordinator
- 7.2 Directors Luncheon
- 7.3 Ind Director Allotments
- 7.4 Special Funding
 - 7.41 Oregon
 - 7.42 Colorado
 - 7.43 At Large

8.0 CONFERENCE

8.10 CONFERENCE CHAIRPERSON

- 8.10.3 Supplies
- 8.10.4 Telephone
- 8.10.7 Travel
- 8.10.10 Clerical/Secretarial
- 8.10.17 Miscellaneous
- 8.10.22 Hotel & Food

8.11 CONFERENCE PROMOTIONS & PROGRAM

- 8.11.3 Supplies
- 8.11.4 Telephone
- 8.11.5 Postage & Shipping
- 8.11.6 Printing & Publications
- 8.11.19 Student Assistance

8.12 SPEAKERS

- 8.12.9 Honoraria
- 8.12.7 Travel

8.13 INSTITUTES

- 8.13.3 Supplies

8.14 COMPUTER FAIR

8.20 CONFERENCE ON-SITE MANAGER

- 8.20.3 Supplies
- 8.20.4 Phone
- 8.20.7 Miscellaneous Services
- 8.20.19 Student Assistance
- 8.20.20 Photography
- 8.20.22 Decorations
- 8.20.23 Hotel Accommodations & Food

8.21 PUBLISHERS CONTINENTAL BREAKFAST

- 8.21.15 Hospitality
- 8.21.21 Decorations

8.22 CONFERENCE FOOD FUNCTIONS

- 8.221 Conference Banquet
 - 8.221.21 Decorations
- 8.222 Conference Brunch
 - 8.221.21 Decorations
- 8.223 Other Food Functions

8.23 CONFERENCE HOSPITALITY

- 8.23.3 Supplies
- 8.23.15 Hospitality

8.24 CONFERENCE REGISTRATION PACKETS

- 8.23.3 Supplies
- 8.23.4 Telephone
- 8.23.19 Student Assistance

8.25 CONFERENCE ENTERTAINMENT

- 8.25.16 Entertainment

8.26 CONFERENCE DECORATIONS 1987

8.27 CONFERENCE PHOTOGRAPHY

8.28 CONFERENCE AUDIO VISUAL

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
REIMBURSEMENT FORM
(IRS # 95-3177-158)

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment L
Page 8 of 8

Please Print or Type Information

From: _____ Make payment to: _____
Address: _____ Address: _____

Total Amount Requested _____

1. Please list below the items for which reimbursement/payment is requested or for which a check is to be issued. Be sure your description is complete enough to assist the Treasurer and President in assigning expenditure to the proper budget category. Attach receipts or bills always.

2. If you are a Committee Head, send this completed form and receipt(s) to the WCRLA President for authorization. If you are a State Director, send this completed form and your receipt(s) to the Coordinator of State Directors for authorization. The Treasurer will not issue a check without proper authorization.

3. All requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

Description of Expenses or Services:

Signature/Person Submitting
Request

Signature/WCRLA President or
Coordinator/State Directors

Date: _____

Date: _____

Account Charged: _____

WCRLA TREASURER'S USE ONLY:

Account Charged: _____

Check Number: _____

Date Issued: _____

OFFICER'S USE ONLY (Itemize for income
tax purposes):

Tax Expense Account	Amount
---------------------	--------

Revised October 1985

WCRLA

MID-YEAR
TREASURER'S
REPORT

DR. H. FILLYAW
TREASURER

19TH ANNUAL CONFERENCE

MARCH 20-23, 1986

USC HILTON, LOS ANGELES, CA

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1876.95		\$11392.57	\$1057.88
7/13/85	608	LINDA LEE	SCH FUND	\$500.00	\$1376.95		\$66.05	
7/13/85	609	RINA DURON	RUF	\$23.50	\$1353.45		\$20843.54	
7/14/85	610	THERIA BEVERLY	BROC.PRINT	\$29.57	\$5291.88	\$3968.00	(\$3500.00)	
7/14/85	612	CAROLE BOGUE	TR-T/LA/USC	\$157.14	\$6634.74	\$1500.00	(\$1500.00)	
7/14/85	613	THERIA BEVERLY	RT/TUS-USC/B	\$180.97	\$6453.77		\$175.43	
7/14/85	614	NMSU-LGRN	CENT	\$183.00	\$6270.77			
7/14/85	615	SUE BROWN	CLER/POST/CONF	\$30.00	\$6240.77			
7/14/85	616	SUE BROWN	R-T EL PASO/USC	\$194.00	\$6046.77			
7/14/85	617	RENEWAL ST.	CORP-FEE	\$1.00	\$6045.77			
7/14/85	618	JANE LEHMANN	R-T CHI/USC	\$264.06	\$5781.71			
7/14/85	619	USC/HILTON	BD EXPENSES	\$301.10	\$5480.61			
7/15/85	620	WES BROWN	R-T OAK/USC	\$244.77	\$5235.84			
7/15/85	621	WES BROWN	MILES-R-T OAK/US	\$163.60	\$5072.24			
7/22/85	622	H. FILLYAW	R-THOUS/USC	\$240.00	\$4832.24			
7/24/85	623	MARTHA ROMERO	DEN.SKPER	\$350.00	\$4482.24			
7/24/85	624	RUTH PURDY	ARCH.SERVICE	\$150.00	\$4332.24			
7/24/85	625	ALYCE STEIDLER	DEN REFUND	\$10.00	\$4322.24			
7/24/85	626	PAT MULCAHY	PHOT/SERV	\$13.09	\$4309.15			
7/24/85	627	TIME/BUSINESS	NEWSLET.	\$1096.95	\$3212.20			
7/24/85	628	JOANNE COOPER	R-T EUG.OR	\$50.00	\$3162.20			
7/24/85	629	CHEMER COM.	COL/OR SIG	\$69.39	\$3092.81			
7/24/85	630	PATTI DOZEN	SURV/SIG LET	\$112.37	\$2980.44			
7/24/85	631	WES BROWN	ADVANC USC COM**	\$1000.00	\$1980.44			
7/24/85	632	OXFORD	MAIL	\$567.74	\$1412.70			
7/26/85	633	US/POSTMASTER	/TRES.STAMPS	\$23.29	\$1389.41			
7/30/85	634	JANE HOPPER	EXP MILES.NEWS	\$100.00	\$1289.41			
7/30/85	XXX	BANK SERV	CHG	\$8.00	\$1281.41			
CURRENT MONTH'S TOTALS:				\$6063.54	\$1281.41	\$5468.00	\$27477.59	\$1057.88

WCRLA-CHECKBOOK
MONTH OF AUGUST 85

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1281.41		\$27477.59	\$1057.88
				\$0.00	\$2228.41	\$947.00	\$156.07	
CURRENT MONTH'S TOTALS:				\$0.00	\$2228.41	\$947.00	\$27633.66	\$1057.88

WCRLA-CHECKBOOK
 MONTH OF SEPTEMBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
			BALANCE FROM PREVIOUS MONT	\$0.00	\$2229.41		\$27633.66	\$1057.88
9/10/85	635	PAT MULCAHY	AT-LARG.TRAV	\$50.00	\$2082.04	\$903.63	(\$2.00)	\$21.31
9/10/85	636	JO-ANN MULLEN	EXP.ACC.BANK	\$50.00	\$2032.04		\$151.43	(\$500.00)
9/10/85	637	OXFORD MAIL SERVICE		\$528.99	\$2443.05			
CURRENT MONTH'S TOTALS:				\$688.99	\$2443.05	\$903.63	\$27783.09	\$579.19

WCRLA-CHECKBOOK
 MONTH OF OCTOBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
			BALANCE FROM PREVIOUS MONT	\$0.00	\$2443.05			
				\$0.00	\$3134.05	\$691.00	\$27783.09	\$579.19
				\$0.00	\$3134.05		\$157.34	
CURRENT MONTH'S TOTALS:				\$0.00	\$3134.05	\$691.00	\$27940.43	\$579.19

WCRLA-CHECKBOOK
 MONTH OF NOVEMBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
			BALANCE FROM PREREVIOUS MONTH	\$0.00	\$3134.05		\$27940.43	\$579.19
11/06/85	638	US POSTAL	BUG.PFES.	\$10.75	\$7823.90	\$4700.60	(\$3500.00)	
11/10/85	639	EMMANUEL PERERA	ART WORK	\$100.00	\$7723.90		\$149.93	
11/11/85	640	* WES BROWN	USC CONF	\$1000.00	\$6723.90			
11/25/85	641	OXFORD MAIL	MEMBER.MAINT	\$221.09	\$6502.81			
11/25/85	642	KATHY NELSON	STATE DIR.	\$50.00	\$6452.81			
11/25/85	643	CTR/RES-HUMAN	LPLUNCH/STUDNTS	\$100.00	\$6352.81			
11/25/85	644	WEIDMAN/CONFMAIL		\$22.00	\$6330.81			
11/25/85	645	COOPER/MILEAGE		\$138.00	\$6192.81			
11/25/85	646	BOGUE/RT-NB		\$281.78	\$5911.03			
11/25/85	647	**AKINS/USC.CONF		\$500.00	\$5411.03			
11/25/85	648	BRDMEETING/COFFE		\$41.32	\$5369.71			
11/25/85	649	BROWN/KEYADDRESS		\$338.88	\$5030.83			
11/25/85	650	CHEM.COM.COL./LD		\$27.32	\$5003.51			
11/25/85	651	O'HEAR/ADVANCE		\$150.00	\$4853.51			
11/25/85	652	O'HEAR/SUPPLS.JR		\$42.90	\$4810.61			
11/25/85	653	CNT.LRN.NMSU		\$46.32	\$4764.29			
	654	USPOST		\$11.00	\$4753.29			
CURRENT MONTH'S TOTALS:				\$3081.36	\$4753.29	\$4700.60	\$24590.36	\$579.19

WCRLA-CHECKBOOK
MONTH OF DECEMBER 1985

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment M

Page 4 of 9-

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREREVIOUS		\$0.00	\$4753.29		\$24590.36	\$579.19
				\$0.00	\$5269.29	\$516.00		
12/23/85	655	OXFORDMAIL		\$486.68	\$6785.61	\$2003.00	(\$2000.00)	
12/23/85	656	AKINS/CONF.		\$1000.00	\$6110.61	\$325.00	\$138.31	
12/23/85	657	TIME.BUS.FRMS/NL		\$1761.62	\$4348.99			
12/23/85	658	COOPER&CO/SYS		\$947.16	\$3401.83			
12/23/85	659	MULLEN/EX.MGT.CO		\$180.00	\$3221.83			
12/23/85	660	FAULKNER/REIMBUR		\$3.00	\$3218.83			
12/28/85	661	OXFORDMAIL		\$190.00	\$3028.83			
CURRENT MONTH'S TOTALS:				\$4568.46	\$3028.83	\$2844.00	\$22728.67	\$579.19

WCRLA-CHECKBOOK
MONTH OF JANUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3028.43		\$22728.67	\$579.19
1/1/86	662	COLL.BOOK MART	T-SHIRT	\$450.00	\$3953.43	\$1375.00	\$131.00	
CURRENT MONTH'S TOTALS:				\$450.00	\$3953.43	\$1375.00	\$22859.67	\$579.19

WCRLA-CHECKBOOK
MONTH FEBRUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3953.43		\$22859.67	\$579.19
2/02/86	663	*WES BROWN	ADVANCE	\$2000.00	\$1953.43			
2/02/86	664	OXFORD MAILING		\$315.83	\$5938.60	\$4301.00		
2/02/86	665	KAREN SMITH	ELECT BALLOT	\$118.80	\$7235.80	\$1416.00		
2/02/86	666	PROFSS.REPRO	ELECT-FLYER	\$99.74	\$7136.06			
2/10/86	667	H. FILLYAW	SUPPLIES	\$50.00	\$7086.06			
2/15/86	668	VOID		\$0.00	\$7086.06			
2/15/86	669	BUSINESS PRODU	FILE CABINE	\$173.40	\$6912.66			
2/15/86	670	OXFORD MAILING		\$20.77	\$6891.89			
2/19/86	671	*WES BROWN	ADVANCE	\$1000.00	\$5891.89			
2/26/86	672	PATTI DOZEN	LAST YR EXP	\$10.00	\$5881.89			
2/26/86	673	NMSU	CONF CALL	\$209.53	\$5672.36			
CURRENT MONTH'S TOTALS:				\$3998.07	\$5672.36	\$5717.00	\$22859.67	\$579.19

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV. LEFT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$5672.36		\$22859.67	\$579.19
3/6/86	674	US POST/INS.	T-SHIRTS	\$33.09	\$7139.27	\$1500.00		
3/10/86	675	MARCI MATLOCK	MINI CONF. E	\$48.16	\$7091.11			
3/10/86	676	OXFORD MAILING	SERV	\$477.29	\$6613.82			
3/10/86	677	ADV. DELOPES	AMINS-USC	\$2350.00	\$4263.82			
3/17/86	678	OXFORD MAIL	SERVICE	\$100.83	\$4096.99			
CURRENT MONTH'S TOTALS:				\$3075.37	\$4096.99	\$1500.00	\$22859.67	\$579.19

SOURCES OF FUNDS
FOR YEAR ENDING MARCH 1986

MONTH/YEAR	DUES	JOURNALS	ADS	CONF	EXHIBITORS	OTHER	TOTALS
JULY	\$420.00	\$48.00					\$468.00
AUGUST	\$775.00	\$172.00					\$947.00
SEPTEMBER	\$350.00	\$12.00					\$362.00
OCTOBER	\$675.00	\$16.00					\$691.00
NOVEMBER	\$1150.00	\$44.00				\$6.60	\$1200.60
DECEMBER	\$475.00	\$10.00				\$31.00	\$516.00
JANUARY	\$1375.00						\$1375.00
FEBRUARY	\$4816.00				\$850.00	\$10.00	\$5632.00
MARCH	\$1200.00		\$300.00				\$1500.00
TOTALS	\$11236.00	\$332.00	300	0	\$850.00	\$53.60	\$12741.60

Checks written in July 1985 to cover expenses incurred before
June 30, 1985:

608	Linda Lee/Scholarship	\$500.00
609	Rina Duron/ Conf.Refund	23.50
610	Theria Beverly/Printing-MAC	29.57
614	Center/Learning (NMSU)	183.00
615	Sue Brown/ Cler.-Post -Conf.	30.00
624	Ruth S. Purdy/ Archives	150.00
625	Alyce Steidler/Conf.Refund	10.00
626	Pat Mulcahy/Photo Sev.	13.09
630	Patti Dozen/ Xeroxing-Survey	112.37
634	Jane Hopper/Mileage-Exp. Newsl.	100.00
		=====
		\$1151.53

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
 TREASURER'S REPORT
 JULY 1, 1985 TO JULY 31, 1986

CATAGORIES	APPROVED BUDGET PERIOD 05/86	EXPENDED JULY TO MARCH	EXPENDED APRIL TO JUNE	BALANCE
BOARD:				
MEETINGS	3000.00	1564.67		1435.33
SECRETARY	200.00	0.00		200.00
TREASURER	650.00	104.84		545.16
PRESIDENT	0.00			0.00
				0.00
OFFICER TRAVEL:				
				0.00
PRESIDENT	1150.00	551.88		598.12
PRES-ELECT	900.00	0.00		900.00
PAST-PRES	500.00	281.78		218.22
OTHER	800.00	392.32		407.68
				0.00
CONFERENCE CALLS	250.00	209.53		40.47
				0.00
SUPPLIES:				
				0.00
STATIONERY				0.00
BROCHURES				0.00
PRES-AWARD				0.00
				0.00
SPECIAL EXPENSES	650.00	161.96		488.04
				0.00
ACCOUNTANT	600.00	947.16		-347.16
				0.00
MAIL SERVICES	4000.00	3035.22		964.78
				0.00
PUBLICATIONS:				
				0.00
NEWSLETTER	5560.00	2958.57		2601.43
JCRL	5200.00	192.90		5007.10
				0.00
COMMITTEES:				
				0.00
AWARDS	100.00			100.00
ARCHIVES	400.00	323.40		76.60
BY-LAWS	0.00			0.00
				0.00
CONF. SITE SELECTION	150.00			150.00
				0.00
NAAC	350.00	210.54		139.46
				0.00
NOMINATION/ELECTIONS	452.00	264.86		187.14
				0.00
PLACEMENT	150.00			150.00
				0.00
SCHOLARSHIP FUNDS	500.00	500.00		0.00

	APPROVED BUDGET PERIOD 85/86	EXPENDED JULY TO MARCH	EXPENDED APRIL TO JUNE
SIS'S ORGANIZATIONS:	20.00		20.00
ADV. RDG. CD	0.00		0.00
BASIC READ	0.00		0.00
COMPUTER	0.00		0.00
CRIT/THIN	0.00		0.00
LAC MGE	0.00		0.00
MAAC	0.00		0.00
POL/ACT	0.00		0.00
ESL	0.00		0.00
LEARN/DISA	67.50	27.32	-40.12
HISP/ASST	0.00		0.00
FEER/TUTOR	0.00		0.00
OUTREACH	0.00		0.00
RESEARCH	0.00		0.00
STATE/PROVINCE ORG:			0.00
COORDINATORS	100.00		100.00
DIRECTOR'S LUNCHEON	350.00		350.00
IND DIR ALLOTMENTS	1700.00	300.16	999.84
SPECIAL FUNDING:			0.00
SO. CAL.	0.00		0.00
TX.	0.00		0.00
OR.	350.00	257.39	92.61
CO.	180.00	50.00	130.00
AT-LARGE	2420.00	150.00	2260.00
TOTALS	30350.50	12941.37	17417.61

BALANCES SAVINGS ACCOUNTS
AT MARCH 17, 1986

	PRINCIPAL	INTEREST	TOTAL
SAN FRANCISCO FEDERAL SAVING & LOAN ASSOC.	\$21153.78	\$1705.89	\$22859.67
SEARS SAVINGS BANK	\$502.36	\$76.83	\$579.19

TOTALS	\$21656.14	\$1782.72	\$23438.86
=====			

BALANCE IN CHECKING ACCT.
AT 17 MARCH 1986 \$4096.99

SECURITY PACIFIC NATIONAL
BANK

=====

Duties of the Incoming President During Term of Office:

Prior to
Conference

1. In concert with outgoing President, determine chairpersons who will be reappointed and those who need to be replaced. Correspond with new designees to get their approval prior to conference, if possible. Forward new chairs job descriptions, specific directives and/or goals, and time frames for the forthcoming year.

Standing Committee Chairs

Conference site chairperson (Past, Past President)
Nominations (Past, Past - Past President)
Awards
Editor, JCRL
Multicultural Affairs

Standing Positions (work without committees)

State Directors (appointed by outgoing President; Past President serves as Coordinator)
Archivist
Chair of SIG leaders
By-laws
Parliamentarian
Liaisons
Editor, Newsletter

At the
Conference

2. Preside at the final Executive Board meeting at the close of the annual conference.
 - a. Introduce new officers and obtain address and phone list of all Board members. Obtain list of new officers' presidents and deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for Fall Board meeting with Board approval.
 - e. Call for new business.

Immediately
After the
Conference

3. Write President's Message for Spring Newsletter.
4. Write thank you letters to conference participants and offer to send letters to their presidents and deans informing them of participation of their faculty and/or staff member(s) at the conference and thanking them for their institutional support.

Duties of the Incoming President, contd:

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment N
Page 2 of 14

5. Write thank you letters to presidents and deans as described.
6. Write a thank you letter to the outgoing President and to his/her president and dean.
7. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents and/or deans of their election. Remind the administrative officers of the institutional support needed.
8. Write letters of recognition to the section meeting chairpersons' presidents and/or deans. Get a list of their names and addresses from the Chair of Chairpersons.
9. Write a letter(s) to hotel management thanking those involved for accommodations provided.
10. Revise and/or supply signature to the WCRLA mailing service so updated letters can be sent to new members and renewals.
11. Sign membership cards and forward to the mailing service.
12. Handle any issues needing immediate attention raised at the Spring Conference Board meetings.
13. Plan agenda for Summer/Fall Board meeting; send in advance to all Board members by July 15 or earlier:
 - a. Ask for additional suggestions for the agenda.
 - b. Communicate information desired from each officer at the Fall Board meeting.
 - c. Remind the President-Elect to prepare conference budget for approval at the Summer/Fall Board meeting; remind him/her to contact Conference Manager in devising a budget.
 - d. Make sure that the previous Conference Manager has communicated with the Treasurer (who was in office at the time of the conference) and has submitted a detailed accounting of conference income and expenditures.
 - e. Remind all officers, task force chairpersons, committee chairs, etc., who had made expenditures the previous year, to submit a report providing a final accounting to the Treasurer. The Treasurer's books need to be closed for the fiscal year prior to the Summer/Fall Board meeting since his/her fiscal report needs to be distributed and discussed at that meeting.
 - f. Inform nominations chair that names of nominees are due for Summer/Fall meeting.

Early Summer

Duties of the Incoming President, contd:

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment N
Page 3 of 14

Summer

14. Write President's Message for Summer Newsletter.
15. Conduct Summer/Fall Board meeting.
16. Complete follow-up correspondence as required by Board action at the Summer/Fall Board meeting.
17. Begin working and/or communicating with site selection chair regarding conference site selection for three years in the future.
18. Communicate with Committee Chairs, SIG Chairperson, etc., as needed.
19. Write President's Message for Fall Newsletter.
20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.

Late Winter

Correspond with Coordinator of S/P-D's about recommendations as to who should be reappointed and who should be replaced. In case of new appointees, secure consent prior to conference and extend invitations, etc., to attend S/P-D meetings, etc.

Spring

21. Appoint elections committee chairperson for next year's officers.
 - a. Make sure the chairperson has an outline of the responsibilities required of each officer to be provided to prospective nominee for consideration in accepting the nomination.
 - b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.
 - c. Nominees' names need to be submitted for Board approval at the following Summer/Fall Board meeting.
22. Plan agenda for Spring Conference Board meetings.
 - a. Schedule State Directors, SIG Chairperson, and SIG leaders time to give reports.
23. Conduct Spring Conference Board meetings and preside at General Sessions.
24. Add incoming President's name to the Presidential plaque given to that person with the gavel at the Third General Session.
25. Update officers' notebook of duties before transferring to incoming President. Prepare and submit file folders to incoming President containing important previous communication and unfinished business.
26. Write Past-President's Message for Spring Newsletter.

Duties of the President-Elect:

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator/Chair of Chairpersons
 - (2) Evaluation Chair - Assist this chair
 - (3) Newcomer Functions Chair
 - e. Appoint Program committee to help review and accept/or reject program proposals; send letters of acceptance and rejection (if the latter is necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager and registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities

Immediately
Following the
Annual Conference

Duties of the President-Elect, contd:

Prior to
Forthcoming
Conference

5. In concert with outgoing President, reappoint and/or appoint new committee chairs for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Multicultural Affairs
 - e. Parliamentarian
 - f. Chair of SIG Leaders
 - g. Editor, JCRL
 - h. Editor, Newsletter
6. Establish file of information for incoming President-Elect
 - a. Fall Board meeting documents (specified above)
 - b. Sample fliers and brochures
 - c. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc.
7. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
8. Determine goals for WCRLA for the forthcoming year and report to membership during the conference

Duties of the Secretary:

I. Duties and procedures for keeping the Minutes:

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner (Attachment # _____).
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings:

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each Newsletter.
5. Copy of the Index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.

Duties of the Secretary, contd.

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment N
Page 7 of 14

2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring: all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter, SIG Leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairperson, liaison; editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update duties:

1. By-laws when necessary
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.

Duties of the Secretary, contd:

2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation commission before September 15 of each year.
4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

Duties of the Treasurer:

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm, of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

Duties of the Treasurer, contd:

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

Duties of the Treasurer, contd.

The Treasurer should prepare a complete and accurate report for Page 11 of 14
Board twice a year, once for the spring Board meeting (the Mid-Year Report)
and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

Duties of the Coordinator of State/Province Directors:

As out-going President:

Feb.

1. Two months prior to the annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. Request recommendations from current Coordinator of S/P-D's, consult Membership Resources Forms, etc. By-Laws state that the President should appoint new S/P-D's "within 30 days prior to the annual conference", so that the transition from current to new S/P-D's can be facilitated at the annual conference. S/P-D appointments are made on a yearly basis, but a second and third term may be appropriate.

2. Write letters to prospective S/P-D's:

- a. Ask if they are interested in serving,
- b. Enclose a copy of the S/P-D job description,
- c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process),
- d. Ask them to send you their home and office addresses and phone numbers,
- e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement,
- f. Invite (strongly encourage) them to attend the S/P-D meetings at the upcoming conference to facilitate the transition between current and new S/P-D's.

for the
conference

3. Prepare a list of names, addresses, and phone numbers of all appointed S/P-D's and distribute this list to WCRLA Board members, the Newsletter editor, other S/P-D's, and the WCRLA Mailing Service.

at the
conference

4. Attend S/P-D meetings at the annual conference.

As Coordinator of State/Province Directors (Past President):

5. Remind Secretary to send summaries of Board meetings to S/P-D's.

right after
conference

6. Contact the WCRLA Mailing Service to have an updated list of members mailed to each S/P-D as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing S/P-D's, thanking them for their services and asking that they forward their WCRLA materials and record to their successor.

Duties of the Coordinator of State/Province Directors, contd:

8. Write letters of acknowledgement to institutional administrators designated by new S/P-D's.
- by Mid-May 9. Send an initial "group letter" to all S/P-D's:
 - a. Include any follow-up info from recent conference,
 - b. Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you),
 - c. Suggest they start making plans for fall mini-conferences now,
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes,
 - e. Mention budget and reimbursement procedures,
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter),
 - g. Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.
- late August 10. Request that WCRLA Mailing Service send a second updated membership list to all S/P-D's the first week in September.
- early September 11. Remind Secretary to send summaries from Summer/Fall Board meeting to S/P-D's. Remind President-Elect to send extras of conference mailings to S/P D's to be used in recruiting new members.
12. Work with Program Chair and Conference Manager to arrange for S/P-D workshop and luncheon and state/regional meetings at the annual conference.
13. Send a second "group letter" to all S/P-D's:
 - a. Highlight early conference info and any other important news/issues from the Summer/Fall Board meeting,
 - b. Tell them to send new membership recruitment letters now,
 - c. Tell them to contact non-renewals when they receive their updated mailing list,
 - d. Remind them of membership benefits,
 - e. Ask for news of their fall meetings,
 - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.
- late Dec./ early Jan. 14. Send a third "group letter":
 - a. Ask them about availability/recommendations for next year's S/P-D appointment. Enclose self-addressed postcard for prompt response,
 - b. Remind them of Feb. 1 deadline for annual report,
 - c. Request items for S/P-D meeting agenda at the conference, and issues for Board agenda, too.

Page three

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 and to be mailed to you in early January. This will give you the info to report the year's base membership count in various state/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

- early Feb. 16. Send recommendations for next year's S/P-D appointments to current President. Send items for Board agenda, too.

- late Feb. 17. Send a fourth "group letter":
 - a. Ask for annual reports if not yet received,
 - b. Finalize meeting times for S/P-D's at conference,
 - c. Enclose a self-addressed postcard to indicate if S/P-D will be there or who substitute will be,
 - d. Mention some agenda items for the meetings,
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date),
 - f. Save and transfer your materials to your successor.

18. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.

- at the conference 19. Conduct State/Province Directors' meeting/workshop:
 - a. Summarize state/province annual reports,
 - b. Summarize items from pre-conference Board meetings,
 - c. Suggest agenda items for their state/regional meetings,
 - d. Ask for their evaluations, recommendations.

20. Coordinate S/P-D's meeting with WCRLA Board.

- after the conference 21. Assemble files and transfer to next Coordinator of State Directors.

22. Breathe a sigh of relief and fade away ... before moving into the role of Conference Site Chairperson!

- Periodically as needed:

- as needed 23. Respond to assorted correspondence from S/P-D's.

24. Serve as advisor to current President.

Revised 6/84

1. The Computer Fair

A. Clarify the role of the Computer Fair in relation to the rest of the conference.

--judging proposals for inclusion in the program.

--selecting proposals with special AV(computer hardware) needs.

2. Advertising

We need to monitor our advertising very carefully; ads are expensive. What is the return for dollar spent. This year the benefits seem rather dismal.

3. Marketing the Conference

A. How do we get the information to the intended audience earlier.

--the name reading and learning may not attract as wide an audience as we might like; we may want to broaden the message of our advertising.

B. More Preparation Time for the Conference

--earlier election of Program Chair

--appoint Program Chair

--rewrite job descriptions of Pres.-Elect and Past-Pres.;
switch their jobs.

C. Change conference days to Wednesday through Saturday, or make some other structural change.

4. Include cost of some meals in registration.

Marketing Plan for WCRLA

To continue as a sophisticated, viable organization, WCRLA must find ways to increase income. A key to increased income is increased membership which could also enhance the overall quality of membership advantages.

In order to increase membership, several steps need to be taken. Consider the following:

I. Suggestions for Membership Growth

A. On-going means

1. Identify more states in which sufficient membership (7-8 members) warrants appointment of state director and official recognition as a member state
 - a. Illinois } qualify, 1985-86
 - b. New York }
2. Strongly encourage all states/regions to hold Fall/Winter meetings/conferences on an annual basis; when conferences are co-sponsored with other regional organizations, reserve the opportunity to describe WCRLA and solicit membership.
3. Advertise WCRLA throughout the year as well as the WCRLA annual conference.
 - a. WCRLA advertisement (organization)
 - 1) Journal of Reading
 - 2)
 - 3)
 - b. Annual conference advertisement
 - 1) Journal of Reading
 - 2) Journal of Developmental Education
 - 3) Chronicle of Higher Education (free listing)
 - 4) Reading Today (free listing)
 - 5)
4. Increase advantages of membership
 - a. Provide greater opportunity and enticement to publish -- increase the number of volumes of the Journal of College Reading and Learning.
 - 1) Solicit papers with regular conference mailings
 - 2) Send letter of solicitation to others at least once a year, perhaps to major universities, etc.
 - b. Stimulate greater interest in application for scholarship/research grants; grant at least 2 @ \$500 a year.
 - 1) Solicit through separate mailing in addition to newsletter solicitation.
 - 2) For research grants, upon completion of project/study, request proposal for presentation at the annual conference; if selected as a presenter, provide the following:
 - a) Complimentary registration to that annual conference as well as luncheon and banquet tickets.
 - b) Travel allotment of \$50 if traveling 100 or more miles to the conference.

- Page 2 -

- B. Special means (1-2 years) to increase membership
 - 1. Approach appropriate foundation(s) to fund two regional conferences a year for one or two years in areas of greatest potential growth. Regional conferences would be held in addition to the annual WCRLA conferences.
 - a. Attain grant for organizational development; agree to use funds in ways specified to reach stated goals.
 - b. Request \$15,000 per conference (30K per year) plus overhead to help support the conference; use overhead for such activities as the following:
 - 1) Buy down rooms.
 - 2) Award scholarship(s)/research grant(s) at each regional conference.
 - 3) Buy down/eliminate typical registration fees.
 - 4) Arrange for charter flights.
 - 5) Provide grants/stipends for papers presented if submitted and accepted by the JCRL.
 - 6) Contract nationally renowned speaker(s) to keynote at regional conferences.
 - c. Possible target areas: Chicago, New Orleans, Miami, Nashville, Madison.

- II Suggestions for on-going means to increase income in addition to increased membership: sell advertising space in the Newsletter and Journal of College Reading and Learning.
 - A. Prepare statement about WCRLA and price lists for both publications; include dates for forthcoming issues; send information to all appropriate publishing houses.
 - B. Sell advertising space in the WCRLA Conference Program in the same manner suggested for the Newsletter and the JCRL.
 - C. Appoint two members as advertising chairs, one for the Newsletter and one for the JCRL (WCRLA Presidential appointments); President-elect/program chair would appoint a member to handle program advertisement or make it a charge of the exhibitors chair.

Elections Committee Report
Conference Board Meeting
March, 1986

The Elections Committee Chairperson job description is still in draft form (as prepared by Ann Faulkner who served first in this capacity). At the time Ann prepared the job description, she also wrote a "Comments" paper discussing problems that she encountered. After living through a term as Elections Committee Chair, I want to call the Board's attention to those comments. (Draft job description and Ann's comments attached.)

1. Urgently needed Bylaws change: Ann's first paragraph is absolutely true! The WCRLA Bylaws 1984, Article VII, Section 3, Item c says, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting." Impossible!
2. January 3 mail-out date is also too specific and almost impossible to do. I agree with Ann that Bylaws should be amended to "on or before January 15" which still allows a month for ballot return.
3. The Board should carefully read Ann's comments under "Miscellany." I echo her concerns! As with any of the offices and other positions I've held in WCRLA, I had to learn how to do the job as I was doing it. Members who commit to an organizational position in WCRLA must certainly demonstrate initiative and problem solving skills in order to get the job done well. Anything the Board can do to simplify procedures and to define the processes - for all positions - will help to professionalize the organization.



DRAFT
1/8/85

ELECTIONS COMMITTEE CHAIRPERSON
JOB DESCRIPTION

PRE-CONFERENCE

October: The Past-President selected by the President as chair of the elections committee (By-Laws indicate that this should be the Past-President who served as a committee member in the previous year.) should make the following arrangements:

- 1) Schedule at least two committee meetings at the annual conference by working with the President-Elect/Program Chair. Typically the first of these meetings is set for 8:00 AM Thursday and involves going over ground rules, making tentative plans. The second meeting should be set for Friday or Saturday at a time when conflicts are few, so that the first half-hour may be an open meeting for members to make suggestions for nominations. The second part of this meeting, which is closed to all but committee members, lasts as long as necessary to develop a prioritized list of candidates.
- 2) Write a Newsletter article encouraging suggestions for nominations and informing members of the open meeting at the conference.

January-February: Chair selects committee members, secures Presidential approval of committee composition. NOTE: The By-Laws are presently silent on the composition of the committee, except to indicate the inclusion of a past-president who can take over the chairpersonship in the following year. See Levinson's report for her committee's recommendations regarding composition and terms of the committee.

Chair prepares budget request for Board.

DURING THE CONFERENCE

At the first general session, the Elections Committee members are introduced and the open meeting time is announced.

The initial committee meeting should include a discussion of the ways in which the committee will work, stressing that while attempting to learn of various members' interest in running for office, no committee member should appear to be offering nomination to anyone.

At the confidential meeting at which priority lists for nominees are developed, the committee should strive to develop as long a list of truly acceptable potential nominees as possible.

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment Q
Page 3 of 5

POST-CONFERENCE

- TBA
(April-May) Chair obtains from Hal a list of phone numbers and addresses (home and work) for those on priority lists.
- TBA
(April-October) Chair contacts potential candidates in priority order, provides those considering nomination with job description information, and obtains written consent from those candidates who agree to run for office. *Candidates for President Elect are told to select a conference theme, so that, if elected, a one-page conference flyer can be prepared for distribution one year prior.*
- TBA
(October 1 or earlier) Chairperson submits to the Board for approval a slate containing two candidates for each elective office and the Elections Committee Report. *(work in conjunction with conference on-site manager)*
- TBA
(October-November) Elections Committee Chair prepares ballot and candidate information brochure, and return envelopes, and arranges for printing.
- Dec. 15 Mailing service prepares an updated list of members printed on mailing labels. Arrangements are made to send the labels to the committee chair (keeping in mind holiday addresses and mail delays!) and to up-date the list, if necessary, with a phone call from the mailing service to the Chairperson on January 2.
- (On or before January 15)
January 3 Ballots are mailed.
- February 15 If sufficient envelopes are returned to constitute a quorum (10% of membership as of December 31), all ballots received on or before February 15 are counted by the Committee Chairperson and at least two other WCRLA members in the Chairperson's locale. The Chairperson informs the President of the election results by phone and sends the counted ballots to the President who will hold them, unopened, through the installation of officers at the annual conference. If there is a challenge to the election results, the president will open the ballots and order a re-count.
- February The President announces the results to the candidates, inviting newly elected officers to attend all pre-conference and conference Board meetings. *The President Elect is put in contact with the Conference On-Site Manager with whom will work to prepare a promotional conference flyer.*
- March The out-going Chair prepares an article for the post-conference Newsletter announcing the election results.

The cycle continues . . .

COMMENTS ON THE DRAFT JOB DESCRIPTION FOR THE ELECTIONS COMMITTEE

Ann Faulkner, January, 1985

URGENTLY NEEDED BY-LAWS CHANGE:

The provision that the slate of candidates will be made available for Board approval at the Summer Board meeting is unrealistic. The difficulty in obtaining candidates' agreement to run, coupled with the scarcity of academics during the summer months, makes it imperative that the By-Laws be changed to allow the committee more time. I recommend October 1 as the deadline for reporting to the Board. This date would shorten the lag time between agreement to run and the elections, too, so that fewer candidates would change their minds about running. Having already told Carole that I think a change is desirable, I used "TBA" as the dates on the attached draft.

POTENTIALLY DESIRABLE BY-LAWS CHANGES:

The January 3 mail-out date for ballots leaves very little time between certification of membership and mailing. Despite Hal's best efforts, the first mailing of address labels failed to arrive in time and a second batch had to be prepared. Having mis-read the By-Laws, I thought the ballots had to be mailed on the first working day of the year, and Jan. 2 found Dallas glazed with ice and snow. Only my husband's four-wheel-drive truck and his indomitable will to have me finished with the Elections Committee job got the ballots into the mail that day. Although it's too early to say for sure, I'm fearful that fewer ballots will be received because some will get lost in the shuffle of all the mail that accumulates over the holidays, and then, with a due-date of Feb. 15, members may think they have all the time in the world to return their ballots. I recommend that the mail-out date be changed to "on or before Jan. 15" with the Feb. 15 return date unchanged. If such a change is adopted, the job description timeline would need to be amended.

In changing the By-Laws to allow for a mail ballot, the number of members on the Elections Committee was left unspecified. While I agree that the exact composition of the committee (as suggested by Levinson's committee) should not be a By-Laws provision, perhaps the number of people on the committee should be specified. I'd suggest 4 members (with the Chair to break ties).

MISCELLANY:

It is the pits to secure candidates these days-- perhaps it has always been. But the difficulty makes the suggestions I've made about the priority listing on the attached job description very important: the lists must be as long as possible, but there must not be any name on the list which would not be acceptable for nomination. In other words, the effort to get a long list must be balanced with the need to have only acceptable candidates. There's a real temptation to include people lower on the list about whom one has real reservations, in hopes that we won't get that far down. It can happen! I'd recommend getting the committee to approve the priority lists as a whole after the names have been ordered. And give each member veto power, perhaps.

The computer-based list of those who've been active in WCRLA was very helpful in insuring that the committee overlooked no one in its considerations.

I'm very dubious about efforts to find out who's willing to run for office carried out during the annual conference. For one thing, people change their

minds; their circumstances change from spring to fall. For another, I'm not sure that even the most obviously uninterested potential candidate should be denied the honor of being asked. And once asked, some people change their unwilling status.

The Chair should be sure to get home addresses and phone numbers (as well as work) for Committee members; you never know when you'll need to get in touch with the group.

I have a vaguely uneasy feeling about the ability of the membership to affect the nominations process. For future consideration: perhaps the election of the Elections Committee members might be contemplated. At the least, Committees, SIG's, and State groups ought to be begged for their input at the open meeting during the conference. Maybe regional groups could nominate members for the Elections Committee, with four to be elected at the conference business meeting?

It's very tricky to get a good committee composed of people who are not candidates for office. The procedure has been to let the member continue up to the point where their name comes up for discussion for office. If they wish to eliminate themselves from consideration, they may continue as a committee member. Otherwise, whether or not they are included on the final priority list, they must immediately resign from the committee. Such circumstances could leave the committee very short of members. Perhaps alternates should be named?

Though it's not required by the new By-laws, I like Levinson's idea for having half of the committee continue for two years, and after the initial year, staggering the two-year terms so that half of the committee is always returning.

The strain on the phone bill was enormous (especially this year with the special election); any chair will find it necessary to make calls from both work and home. Those without institutional support and a willingness to donate the cost of home phone calls, should make a budget request of at least \$100 in addition to budgeting the cost of one conference call to the committee members.

I made up the provision that the ballots be sent to the president for keeping until after the announcement of results at the conference. Maybe they need to be kept a calendar year?

Could Levinson's recommendation that Hal send out the ballots have meant that they'd go bulk mail? I doubt it, and thus recommend that the Chair do the actual mailing. There's a lot of tedious clerical work in stuffing the packets which would be expensive if the mailing service did it for us.

In contacting candidates, be specific about how long he/she has to think about candidacy. Of course people need time to assess institutional support, but some will take forever! I felt underprepared to tell candidates how much and what kind of institutional support would be nice/required for the job. I hope these new job descriptions help, though mailing one to each potential candidate would take too long.

WCRLA BYLAWS 1986

ARTICLE I - NAME

The name of the Association shall be Western College Reading and Learning Association.

ARTICLE II - MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his/her annual dues within sixty days after the date they have become payable, shall be deemed to have abandoned membership in the Association.

ARTICLE III - MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.
3. State directors will be encouraged to call an annual, state or regional meeting.

4. All members of the Association may have the right to attend all membership meetings, annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
6. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS, SECTION 1

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws or any provision of law.

3. The title of all property of the Association shall be vested in the Association, and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase of sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE V - OFFICERS

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect, and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.

- c. Approve personnel of committees.
 - d. Call special meetings of the Board of Directors.
 - e. Appoint state directors and director(s)-at-large within thirty (30) days prior to the annual meeting.
 - f. Appoint an acting secretary, treasurer, program chair, and, or coordinator of state/province directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in that capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
4. The president-elect shall act as presiding officer in the absence of the president, and shall act as chairperson of the program committee.
 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/province directors and shall act in a general capacity as advisor to the president upon the affairs of the Association.
 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past-president.
 7. The treasurer shall receive and reord the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president.
 8. Each state director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state director shall serve as the membership chairperson for his/her state to the Board of Directors not later than February 1 of each year.

ARTICLE VI - FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VII - PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised, shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these By-Laws.
2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot including the election of officers.
3. Not later than twelve (12) months prior to the beginning of election balloting, the president shall appoint a past-president who served a one year term as committee member as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
 - a. The election committee shall confer in face-to-face meeting and select from the membership at least two (2) members for each of the offices of president-elect, and secretary or treasurer.
 - b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
 - c. The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting.
 - d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by January 3 to all members in good standing as of December 31.
 - e. All officers except the president and immediate past president shall be elected by mail ballot.
 - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.

- g. Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority of the votes cast shall be necessary for election.
 - h. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the election.
4. Should a quorum as defined by Article VIII of the By-laws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31st prior to the annual conference.

ARTICLE IX - AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE X - INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth (1/6) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds (2/3) vote of those members present at any annual meeting of the Association.

ARTICLE XI - DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XII - AMENDMENTS

1. These By-laws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast.

Proposed WCRLA Research Award

Nature of Awards: Individual one-time grants-in-aid will be awarded for the purchase of supplies, for pertinent travel, and for services specifically required to complete a defined project. The main intent of the review committee is to support new, creative research directions. Support for projects already underway will be considered but not given first priority.

Eligibility: Limited to WCRLA members
minimum membership length--1 year

Funding: \$1,000 available each year
The awards will vary up to \$500 dollars. In one year two \$500 awards could be made or several smaller requests could be funded.

Reporting: Each recipient is required to submit a summary report at the annual conference in the form of a workshop or an article for the next Newsletter. The report should contain a brief statement of projected accomplishments with special emphasis on completed work and any new funding or projects generated by the WCRLA award.

Reimbursements: If any remuneration results from work completed by WCRLA funds, the grantee will reimburse WCRLA up to the amount of the award.

Limitations: Travel to meetings, symposia, conferences, and seminars is excluded. The purchase of equipment is also excluded.

Award Period: Funds will be awarded at the Annual Conference and should be expended within a time period set by the Board.

Applications: Applications should be sent to Scholarship and Awards Chairperson by January 1 each year. The application should include:

1. name, address, and phone number of applicant
2. title of proposed research or creative work
3. amount of funds requested and an itemization of expenses

4. brief statement of proposed problem including an explanation of significance of research or work and the ultimate dissemination of information gained or work created

5. other outside sources of support--for example, institutional funds--

Implementation: As the Board modifies and approves a research award, the Scholarship and Awards committee should consider the development of an application form and should develop a method of prioritizing and evaluating applications.

TO: WCRLA Board Members

FROM: Kate Sandberg, Coordinator
Special Interest Groups

SUBJECT: Yearly Report

DATE: March 21, 1986

Special Interest Groups have matured and thrived this year to become truly an integral part of WCRLA. For the first year of the SIGs' three-year existence, I feel that the SIG Leaders generally succeeded in organizing their groups and reaching goals. The Leaders' strength and tenacity explains the greater portion of this success, but the stability of and the Board's commitment to the philosophy of SIGs takes credit as well.

The following comments reflect my perceptions of the SIGs before the March 20-23, 1986 conference.

STATUS of SIGs

Ten SIGs exist. Two groups which seem weak at this point are Hispanic Assistance and Multicultural Affairs. I did not hear from either of these Leaders during the entire year. I look forward to a fresh start for the Multicultural Affairs SIG, led by Con Osborne of Brigham Young University.

The remaining eight SIGs have been active in varying degrees. This variance does not bother me as the WCRLA philosophy supports the autonomy of each individual SIG. I expect one or two of the 1985-86 SIGs to disappear and several new ones to start at the March conference.

FEE ISSUE

Most Leaders decided to try a \$3.00 membership fee this year. However, the Peer Tutoring SIG decided not to collect any fee. Currently, I have no idea how successful the collection attempts were; I will report on this during my discussion with the Board, March 21.

I feel that each SIG must decide how to pay for its own general communication costs. The Board need only give money to deserving SIG special projects which fall under a given amount of money.

MY WORK THIS YEAR

1. Sent letter to all Leaders, April 1985, which recapped the SIG conference decisions. Included a Guideline form and job descriptions.

2. Sent out funding requests in May 1985.
3. Collected Guidelines and sent them on to Jane Lehman, Secretary, July 1985.
4. Sent letter in September 1985 to start organizing the conference plans. I had a lot of correspondence with Leaders to make sure all the requests were in to Wes Brown.
5. Sent February letter to all the Leaders to outline our commitments during the conference and to list questions which we will discuss during our meetings.
6. Maintained a file of all the Leaders' correspondence which was sent to me.

SUGGESTIONS FOR 1986-87

1. Revise job descriptions for SIG Coordinator and SIG Leader to fit the changing functions of each.
2. Define the special project funding request parameters.
3. Appoint a new Coordinator. I have passed on my recommendation to Sue Brown.

KS/peg

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Computer Technology
David Caverly
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Metropolitan State College
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Denver, CO 80204

Critical Thinking and Problem Solving
Dorothy Gray
Grant MacEwan Community College
Mill Woods Campus
7319-29 Avenue, P.O. Box 1796
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Canada T5J2P1

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Ann Faulkner
Learning Skills Center
Mountain View College
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Hispanic Assistance
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Learning Assistance Center
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LEARNING CENTER MANAGEMENT S.I.G.

PROGRESS REPORT, MARCH, 1986

December

Former S.I.G. leader sent 39 completed surveys

January

Sent letter to 106 S.I.G. members from lists provided by S. Brown and P. Dozen
Received 19 replies with \$3.00 checks: Total \$57.00
Less postage 23.32
Cash balance \$33.68

February and March

To be distributed at March conference in Los Angeles:

Completed directory of S.I.G. members

Tabulation of surveys

Completed roster of resource persons for various learning skills areas

Goals for the next year

To be determined by the membership

Dorothy Lee

Dorothy Lee
March 27, 1986

Attachments



U N I V E R S I T Y O F P U G E T S O U N D

January 15, 1986

Dear Member of WCRLA Learning Assistance Center Management S.I.G.:

Last semester sped by before I was able to write you, but Happy New Year and a successful new term for all of us!

Your S.I.G. is alive and functioning. We are scheduled for a breakfast during the conference on Saturday, March 22, 7:30 to 9:00 a.m. at the hotel. I hope you will plan to attend and if you have special concerns you would like to discuss with others, please send me a quick note to indicate those interests.

Patti Dozen, your former S.I.G. leader, had hoped to compile a directory of addresses and services of learning assistance centers but did not receive the computer programmer support she had anticipated. It does not appear feasible to compile all this material in any other manner. She will be sending me the data soon. Do any of you have the resources to help with this project? In addition, she was working on a bibliography, but I do not have a progress report on this.

The WCRLA Board Members decided that all S.I.G.'s should use their own resources by collecting a \$3.00 membership fee to defray printing and mailing costs. We have over 100 in our group so if the majority would pay dues we should have funds to complete projects and to embark on new programs if you wish. You may mail your dues to me, with the check made out to the University of Puget Sound, at the address below.

Hoping to see you in Los Angeles in March,

Sincerely,

Dorothy Lee

Dorothy Lee
Director
Learning Skills and Testing

cc: Susan C. Brown, President
Kate Sandberg, S.I.G. Coordinator

Name _____

Title _____

Institution _____

Address _____

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WESTERN COLLEGE READING AND LEARNING ASSOCIATION
Learning Assistance Center Management S.I.G. dues \$3.00

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

LEARNING ASSISTANCE CENTER MANAGEMENT S.I.G

WESTERN COLLEGE READING & LEARNING ASSOCIATION

NAME/INSTITUTION/ADDRESS

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WESTERN COLLEGE READING & LEARNING ASSOCIATION

WCRLA Minutes
March 18-23, 1986
Los Angeles, CA
Attachment U
Page 7 of 33

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WCRLA Minutes
 March 18-23, 1986
 Los Angeles, CA
 Attachment U
 Page 17. of 33

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WCRLA Minutes
March 18-23, 1986
Los Angeles, CA
Attachment U
Page 12 of 33

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LANGER, MARGARET
DIRECTOR
ACADEMIC SKILLS CENTER
UNIVERSITY OF THE PACIFIC
SCHOOL OF EDUCATION
STOCKTON, CA 95211

209-946-2458

LAROE, KAREN R.
DIRECTOR
CENTER FOR ED. OPPT.
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MI 49008

LEAVITT, VIRGINIA
COORDINATOR
TUTORING SERVICES
SOUTHERN METHODIST UNIVERSITY
129 CLEMENTS HALL
DALLAS, TX 75275

214-692-2311

LEE, DOROTHY
DIRECTOR
LEARNING SKILLS AND TESTING
UNIVERSITY OF PUGET SOUND
1500 NORTH WARNER
TACOMA, WA 98416

206-756-3395

LEVINSON, BETTY
DIRECTOR
ACADEMIC RESOURCE CENTER
UCLA, ROOM 260, POWELL LIBRARY
405 HILGARD AVENUE
LOS ANGELES, CA 90024

213-206-1240

LEWIS, MARJORIE D.
COORDINATOR
LAS
LONG BEACH CITY COLLEGE
4901 EAST CARSON
LONG BEACH, CA 90808

213-420-4473
213-420-4474

WCRLA LEARNING CENTER MANAGEMENT SIG SURVEY

The purpose of the survey is to facilitate networking among WCRLA Management SIG members. Each of us has developed expertise in some areas of Learning Center management and may be trying to develop expertise in other areas. We hope that the information made available through this survey will provide a tool for making relevant contacts to solve problems or explore new directions.

Your cooperation in completing this survey and returning it in the soonest possible time will be very much appreciated. Respondants will receive the completed directory.

Number of respondents 39

Name of respondent: _____
 Title: _____
 Name of Learning Center: _____
 Name of Institution: _____
 Mailing address: _____

Your phone number: _____
 Center's phone number: _____

Description of institution:

Comprehensive (grad & undergrad)	_____
4 Year undergrad	<u>22</u>
2 Year "	<u>17</u>
Technical Institute	_____
Other	_____

Description of Learning Center:

1. In academic department	<u>7</u>	Name? _____
In administrative department	<u>5</u>	Name? _____
Other	<u>4</u>	Specify _____
2. Number of full time staff	<u>62</u>	
Number of part time staff	<u>83</u>	
Other staffing	<u>108</u>	Specify _____
3. Functions (Check as many as apply):		
Reading instruction	<u>28</u> 71.8% (4)	
Study skills instruction	<u>32</u> 79.5% (1)	
Content area tutorials	<u>26</u> 66.7% (6)	
ESL	<u>19</u> 48.7% (9)	
Group Instruction	<u>30</u> 76.9% (2)	
Individualized instruction	<u>30</u> 76.9% (2)	
Computer managed instruction	<u>14</u> 35.9% (11)	
Computer assisted instruction	<u>20</u> 51.3% (8)	
Math/writing	<u>22</u> 56.4% (7)	
Tutor training	<u>27</u> 69.2% (5)	
Standardized exam preparation	<u>16</u> 41.0% (10)	
Other	<u>12</u>	(List all that are relevant):
	30.8% (12)	

Below is a list of various components of Learning Center programs. If you consider yourself a resource person in any of these areas, please check and attach a short description of work you are doing or an abstract of something you have written in that area. This is the heart of our networking effort, so please share.

	<u>#</u>	<u>%</u>	<u>Order</u>		<u>#</u>	<u>%</u>	<u>Order</u>
Development Skills	3	7.7%	(11)	Academic Advising	3	7.7%	(11)
Career Development	0	0%	(13)	Personal Counseling	2	5.1%	(12)
Outreach	9	23.1%	(6)	Grant Writing	7	17.9%	(7)
Program Evaluation	11	28.2%	(4)	Program Administration	15	38.5%	(2)
Working w/ School Districts	5	12.8%	(9)	Computer Managed Instruction	3	7.7%	(11)
Using Volunteer Staff	5	12.8%	(9)	Problem Solving	2	5.1%	(12)
Peer Counselor Training	3	7.7%	(11)	Research	4	10.3%	(10)
Vocabulary	6	15.4%	(8)	Critical Reading	11	28.2%	(4)
Reading/Writing Combined	9	23.1%	(6)	Diagnosis	7	17.9%	(7)
Rapid Reading	10	25.6%	(5)	College Survival Skills	15	38.5%	(2)
Content Area Learning Skills	13	33.3%	(3)	Student Orientation	11	28.2%	(4)
Teaching Study Skills	19	48.7%	(1)	Developing Materials	11	28.2%	(4)
Anxiety Reduction	7	17.9%	(7)	Standardized Exam Prep.	5	12.8%	(9)
Tech/Occ Learning Skills	2	5.1%	(12)	Peer Tutoring	13	33.3%	(3)
Tutor Training	15	38.5%	(2)	Individualized Instruction	10	25.6%	(5)
Program Management	13	33.3%	(3)	English as 2nd Language	3	7.7%	(11)
Working with Minorities	11	28.2%	(4)	Computer assisted Instruction	4	10.3%	(10)
Bi-Cultural Education	2	5.1%	(12)	Handicapped Students	2	5.1%	(12)
Learning Disability	6	15.4%	(8)	Intellectual Development	4	10.3%	(10)
Cognitive Mapping	7	17.9%	(7)				

(Attach additional pages or photocopies of descriptive material, as needed.)

Considering the areas listed above, can you recommend resource people other than yourself who can provide useful information or assistance? This might include other persons at your institution, presentations or workshops that you experienced, material in the literature that is particularly useful, etc.

Thank you for your assistance. We look forward to receiving a good response and compiling the information in a format we hope will be useful to you.

Please send to:

Patti Dozen
 Learning Assistance Center
 1250 Bellflower Boulevard
 Long Beach, CA 90840

ORDER FOR RESOURCE PERSONS

1. Teaching Study Skills
2. Program Administration
College Survival Skills
Tutor Training
3. Content Area Learning Skills
Program Management
Peer Tutoring
4. Student Orientation
Critical Reading
Developing Materials
Working with Minorities
Program Evaluation
5. Rapid Reading
Individualized Instruction
6. Reading/Writing Combined
Outreach
7. Anxiety Reduction
Diagnosis
Cognitive Mapping
Grant Writing
8. Vocabulary
Learning Disabled
9. Working with School Districts
Standardized Exam Prep.
Using Volunteer Staff
10. Research
Computer Assisted Instruction
Intellectual Development
11. Development Skills
Peer Counselor Training
Academic Advising
Computer Managed Instruction
English as a Second Language
12. Tech/Occ Learning Skills
Bi-Cultural Education
Personal Counseling
Handicapped Students
Problem Solving

WCRLA LEARNING ASSISTANCE MANAGEMENT S.I.G.

RESOURCE PERSONS FOR NETWORKING

1) TEACHING STUDY SKILLS

Ashmore, Rhea - University of Montana
Austin, Delores A. - U.C.S.B.
Fisher, Dr. Michele S. - Stanford University
Flores, Dr. Juan - Cal State University, Fresno
Jett, Kay Marie - Azusa Pacific University
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
Wood, Nancy V. - U.T.E.P.

2) PROGRAM ADMINISTRATION

Bulakowski, Carole - College of Lake County
Haig, Joan M. - Anchorage C.C.
Johnson, Dr. Robin L. - Georgia Southwestern College
Langer, Margaret A. - University of the Pacific
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.
Yolesias, Dr. Ken- El Camino C.C.

Page 2

COLLEGE SURVIVAL SKILLS

Flores, Dr. Juan - Cal State University, Fresno
Gier, Tom - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
Wood, Nancy V. - U.T.E.P.

TUTOR TRAINING

Gier, Tom - Anchorage C.C.
Katz, Ira - Cal. State Fullerton
Leavitt, Virginia - SMU
Lund, Lois - Evergreen Valley College
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Rocker, Debbie - Pima C.C.
Sneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

3) CONTENT AREA LEARNING SKILLS

Austin, Delores A. - U.C.S.B.
Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Katz, Ira - Cal. State Fullerton
Kusunoki, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Wood, Nancy V. - U.T.E.P.

PROGRAM MANAGEMENT

Ashmore, Rhea - University of Montana
Bulakowski, Carole - College of Lake County
Johnson, Dr. Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

PEER TUTORING

Bulakowski, Carole - College of Lake County
Fisher, Dr. Michele S. - Stanford University
Gier, Tom - Anchorage C.C.
Leavitt, Virginia - S.M.U.
Lund, Lois - Evergreen Valley College
Materniak, Georgine - University of Pittsburgh
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

4. STUDENT ORIENTATION

Austin, Delores A. - U.C.S.B.
Haig, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wood, Nancy V. - U.T.E.P.

CRITICAL READING

Flores, Dr. Juan - Cal State University, Fresno
Katz, Ira - Cal. State Fullerton
Langer, Margaret - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

DEVELOPING MATERIALS

Flores, Dr. Juan - Cal State University, Fresno
Holdredge, Richard - L. A. Valley College
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schniederman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

WORKING WITH MINORITIES

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Johnson, Dr. Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

PROGRAM EVALUATION

Bulakowski, Carole - College of Lake County
Katz, Ira - Cal. State Fullerton
Kusunoki, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

5. RAPID READING

Flores, Dr. Juan - Cal State University, Fresno
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

INDIVIDUALIZED INSTRUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haiz, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.

6. READING/WRITING COMBINED

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan Flores - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L. A. College
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

OUTREACH

Langer, Margaret A. - University of the Pacific
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Schneiderman, Paula - U.C.L.A.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara City College
Weinsheimer, Joyce - Texas Tech. University
Wood, Nancy V. - U.T.E.P.

7. ANXIETY REDUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Racine, Sharron - Northern Nevada C.C.
Rocker, Debbie - Pima C.C.
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University

DIAGNOSIS

Flores, Dr. Juan - Cal State University, Fresno
Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

COGNITIVE MAPPING

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

GRANT WRITING

Johnson, Dr. Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wiggins, Anne - Arizona Western College

8. VOCABULARY

Flores, Dr. Juan - Cal State University, Fresno
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara City College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

LEARNING DISABLED

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Lee, Dorothy - University of Puget Sound
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

9. WORKING WITH SCHOOL DISTRICTS

Johnson, Robin L. - Georgia Southwestern College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

STANDARDIZED EXAM PREPARATION

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret - University of the Pacific
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

USING VOLUNTEER STAFF

Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

10. RESEARCH

Katz, Ira - Cal. State - Fullerton
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

COMPUTER ASSISTED INSTRUCTION

Grinius, Sue (Schrimsher) - North Idaho College
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

INTELLECTUAL DEVELOPMENT

Haig, Joan M. - Anchorage C.C.
Motem, Dr. Charlyne H. - Sonoma State University
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College

11. DEVELOPMENT SKILLS

Flores, Dr. Juan - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University

PEER COUNSELOR TRAINING

Fisher, Dr. Michele S. - Stanford University
Shaw, Gladys R. - U.T.E.P.
Wassman, Rose - De Anza College

ACADEMIC ADVISING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne H. - Sonoma State University

COMPUTER MANAGED INSTRUCTION

Pierce, Dr. Ron - West L.A. College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

ENGLISH AS A SECOND LANGUAGE

Flores, Dr. Juar - Cal State University, Fresno
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

Page 10

12. TECH/OCC LEARNING SKILLS

Pierce, Dr. Ron - West L. A. College
Schulman, Sandra - L.A. Pierce College

BI-CULTURAL EDUCATION

Schulman, Sandra - L.A. Pierce College
Yolesias, Dr. Ken - El Camino C.C.

PERSONAL COUNSELING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College

HANDICAPPED STUDENTS

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno

PROBLEM SOLVING

Haig, Joan M. - Anchorage C.C.
Smith, Karen G. - New Mexico State University

WCRLA LEARNING CENTER MANAGEMENT SIG SURVEY

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Number of respondents 39

Name of respondent: _____
 Title: _____
 Name of Learning Center: _____
 Name of Institution: _____
 Mailing address: _____

Your phone number: _____
 Center's phone number: _____

Description of institution:

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4 Year undergrad	<u>22</u>
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Technical Institute	_____
Other	_____

Description of Learning Center:

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Learning Disability	6	15.4%	(8)	Intellectual Development	4	10.3%	(10)
Cognitive Mapping	7	17.9%	(7)				

(Attach additional pages or photocopies of descriptive material, as needed.)

Considering the areas listed above, can you recommend resource people other than yourself who can provide useful information or assistance? This might include other persons at your institution, presentations or workshops that you experienced, material in the literature that is particularly useful, etc.

Thank you for your assistance. We look forward to receiving a good response and compiling the information in a format we hope will be useful to you.

Please send to:

Patti Dozen
 Learning Assistance Center
 1250 Bellflower Boulevard
 Long Beach, CA 90840

ESL - SIG
FINANCIAL STATEMENT
March 19, 1986

Income:		
12 paid members		\$36.00
Expenses:		
Oct. 17 mailing (78 @ \$.22)	\$17.16	
Mar. 7 mailing (21 @ \$.22)	4.62	<u>\$21.78</u>
Balance as of 3/19/86		\$14.22

Ann Faulkner
3/19/86

WCRL REPORT 1985-86

1. Thirty-two manuscripts were reviewed by the editors for this year's volume. Of these, two were not conference presentations. Twenty-one articles were finally accepted after editorial review. Thus far, five manuscripts have been received for next year's volume; three have been accepted.
2. As usual, delays with the printer have caused the volume to be much later than originally anticipated. However, I am more optimistic that next year's volume can come earlier because of this year's experience.
3. To speed up the process, I plan to use three-reviewer teams and to ask reviewers to edit the material they receive if they feel it should be included in JCRL. I will also ask that reviewers not use the return-to-author-for-revisions category unless they really feel the article to have very high quality ideas.
4. No headings appear in the table of contents this year. This was done for two reasons. First, the index listed headings, so I felt there was no need to repeat them. Second, the wide variation in the quality of material accepted prompted me to put what I considered the best articles first.
5. I believe the process of providing a small sum of cash for the little bills that keep coming in is a good idea. It kept me solvent while not causing too great an out-of-pocket expense.
6. There were some times, particularly in August, when some additional help would have been worthwhile. However, if there is money for this purpose, procedures for using the money (specifically in terms of hiring agent and handling deductions) would be valuable.

Expenditures 1985-1986

Printing	\$5,150
Copies, phone, postage	\$ 91.78
UPS	
Oxford mailing service	
Editorial luncheon	
Total to date	\$5,241.78
Cash advance	\$150.00
Spent	\$ 38.88
Balance	\$121.12

CHABOT COLLEGE
MEMORANDUM

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment X
Page 1 of 4

11 March 1986

TO: _____ SUBJECT: Placement Services for WCRLA

FROM: Anna-Marie Schlender Placement Bureau Director

Attached you will find a letter-proposal I sent to Susan. I am also attaching for your review the letter I sent to all State and Province Directors. The letter also was sent to the Newsletter for my column.

Both of these are for information. The letter-proposal is also for consideration for possible implementation. I have highlighted areas of importance.

I am looking forward to meeting with all of you in Los Angeles.



CHABOT COLLEGE
SOUTH COUNTY COMMUNITY COLLEGE DISTRICT
25555 HESPERIAN BOULEVARD HAYWARD, CALIFORNIA 94545

██████████ 415-786-6804

Division of Language Arts

21 January 1986

Dear Susan,

As I told you in my last letter to you, I have received few job descriptions since the last conference. The ones I have received were expired or due to expire within a short time-3 to 5 days; one was not applicable since it was in the medical field. I check my sources and few jobs are posted. I feel Placement needs a strategy to get job information in a timely manner; so I can send the information to interested members. I want Placement to be a viable service for our organization.

Since the board decided it was unable to fund an ongoing Placement Service now, is it possible to implement such a service in phases? I've thought of two possible ways; I'm sure after discussion with you and the board we can come up with others before deciding on one. Each is based on the fact that our directory shows 17 states and provinces.

- Option #1: Put States and Provinces in alphabetical order and plan to do outreach in a set number of States and Provinces in each year of implementation.
- Option #2: Start with largest membership state and plan to do outreach with a set number of institutions in each year of implementation.

The State and Province Directors would be instrumental in getting to me the names and addresses of major 2 year and 4 year institutions within their states.

What do you think? I'm enclosing a copy of my column for the next newsletter. Also, there were only three responses to the Placement ad. I think after we decide on a placement scheme/service we can run the ad again. I will be sending a copy of my column as a memo to all State/Province Directors within the next two weeks. I'm looking into having a banner made for the Placement bulletin board.

Happy New Year!!

Sincerely,

Anna-Marie Schlender

CHABOT COLLEGE
MEMORANDUM

_____ 19 _____

TO: _____ SUBJECT: _____

FROM: _____

In the last few years, there has been an informal attempt to have a bulletin board for current or anticipated job openings at our conference site. This year I am asking all of you to help make the bulletin board a viable source for members who are seeking jobs. Currently, Placement is attempting to find a means to inform members of current job openings in a timely manner. The following are suggestions that will help Placement accomplish its goal:

- 1) Send me information of anticipated openings and send me a job description when the opening is confirmed.
- 2) Send me current job openings well in advance of the deadline dates. This is very important.
- 3) Jobs can be traditional or non-traditional. They can be full-time permanent/temporary or part-time temporary. These jobs can be in classroom instruction, research design, or learning center staff.

For our conference bulletin board bring job information to post; you can send it to me too. The information will remain on the bulletin board for the term of the conference.

If a job description is not available the following information is essential:

Job title
Anticipated date of opening or posting
Contact person

Address

Phone number

With this information interested persons can do a follow up.

Any suggestions on how to make placement a dynamic service for our membership?

Send inquiries, suggestions, and job information to me at:

Chabot College

25555 Heperian Boulevard

Hayward, California 94540-5001

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading and Learning Association (WCRLA), with the approval and support of appropriate institutions(s), may submit a written proposal for the Summer Institute.

A proposal should include the following:

- A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRLA to participate in a Summer Institute.
- B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).
- C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRLA and from each individual participant. Include complete information about the funding of the Institute.
- D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:
 1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
 2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level. Indicate the cost of credit and the number of hours of instruction required to earn credit.
 3. Faculty - Identify specific faculty members including academic credentials and institute responsibility of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
 4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.
 5. Limitations - Include a statement about any academic requirements for participation and/or earning credit and state the maximum number of participants for the Institute.

- E. Information about support services, which may include the following: secretarial and clerical support, postage, phone costs, advertising, printing costs and resources, audio-visual equipment, CAI hardware and other educational technology available, and other support as appropriate.
- F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.
- G. A statement about tourist activities and chamber of commerce assistance and support available for the Institute and/or a statement of planned leisure activities or educational tours to be scheduled.
- H. A statement listing services and functions expected from WCRLA and a specific statement of the responsibilities of the WCRLA liaison.

II. General Information

- A. If possible, proposals for Institutes should be submitted at least two years prior to the intended Institute. Dates for an Institute may be established by the sponsoring institution consistent with its schedule of summer classes.
- B. Proposals may be for more than one year. The Board can award a single contract for Institutes to be held for three consecutive summers. WCRLA reserves the right to review the results of each Institute and cancel subsequent WCRLA participation in Institutes prior to September 1 of the year prior to the next scheduled Institute.
- C. Proposals should be addressed to the WCRLA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.
- D. The Board of Directors of WCRLA shall have final authority in selecting host institutions, and any agreement is final when approved in writing by the Board.
- E. A WCRLA liaison shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRLA participation in the Institute subject to approval by the Board.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRLA liaison and he/she is responsible for the complete academic program as representative of the credit granting institution.

Typical duties may include, but are not limited to, the following:

- A. Establish academic requirements and course credits. The credit granting institution has full authority for such arrangements.
- B. Finalize all food and housing contracts and/or arrangements as soon as the conference bid has been awarded. These duties may be delegated to the WCRLA liaison by specific agreement.
- C. Coordinate the supplemental services of the Institute. These may include exhibits of various publishers' offerings, the support services listed above, tours and other leisure activities for the Institute. These duties may be shared with or delegated to the WCRLA liaison by specific agreement.

IV. Duties of the WCRLA liaison

The WCRLA liaison is the representative of the WCRLA Board of Directors. He or she has overall responsibility to cooperate in every appropriate way with the Institute Director and to coordinate all WCRLA participation in the Institute. In general, his/her role will be one of supporting and supplementing the services of the Institute Director.

His/her duties may include, but are not limited to, the following:

- A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.
- B. Prepare and present to the Board a budget representing all proposed WCRLA expenditures and income. Monitor the budget.
- C. Support the Institute Director in regard to selection and contact with appropriate WCRLA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.
- D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRLA liaison may take final responsibility for these activities with specific agreement.
- E. Coordinate the efforts of local WCRLA members in regard to support of non-academic and support service functions of the Institute.
- F. Arrange for exhibition of WCRLA publications, and publicize WCRLA and its services.
- G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future Summer Institutes.

V. Financial Contributions

It shall be the responsibility of the host institution to propose all financial arrangements. WCRLA participation cost and income shall be established by Board action based on specifications contained in the Institute proposal. The WCRLA liaison will be responsible for monitoring all WCRLA expenses and income, coordinating with the WCRLA Treasurer.

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SITE SELECTION COMMITTEE REPORT
Conference Board Meeting
March, 1986

1. Albuquerque 1987: off and running. Susan Deese is going to be an excellent Conference On-Site Manager.
2. Sacramento 1988: a bid will be presented at this conference. Joe Aiello of California State University, Sacramento, will present the bid.
3. Seattle 1989: still a question mark. Delores Tadlock of Yakima Valley Community College has all the information and is (was) interested. She was to secure institutional support and get back to me. I'll contact her here at the conference to find out where we stand with a Seattle bid. The city is still very interested!
4. El Paso 1989: also a question mark but interest expressed, especially if a Seattle bid falls through. Nancy Wood has expressed interest, and she and I could explore a probable consortium of UTEP, El Paso Community College and NMSU as host institutions.
5. As chair this year I was invited to participate in an all-expense-paid fly-in to Seattle. Ordinarily the chair has no funds to visit a possible site. I've also been fortunate to have been able to work with two other cities I know: Albuquerque and El Paso.

A travel budget should be allotted to site selection. It's possible that travel to a bidding site will not be necessary, but it could alleviate potential problems encountered by the bidding WCRLA member. Additionally, \$100 should be budgeted for phone expenses because the calls are necessarily long and involved.

6. Another consideration should be the allocation of money to cover expenses (usually travel) incurred by the WCRLA bidder. This could be approved by the site selection chair from the chair's travel budget. A case in point: Lucy MacDonald organized an Oregon consortium of seven colleges to host the Portland conference and paid all her expenses personally driving back and forth to Portland from Salem, her home. Some members may not be willing to do this.

7. The conference managers notebook needs to be organized thoughtfully as a real guide to each new on-site manager. The current on-site manager has one copy of the notebook and the site selection chair has a copy. I made photocopies of certain sections of the notebook and hotel contracts to send to potential bidders.

It is important to remember that when the outgoing on-site manager adds to the notebook, two copies of everything must be made so that the site selection chair can update that notebook also.

It would be advantageous for an experienced on-site manager, with the approval of the Board, to redo the entire notebook so it's not a collection of disjointed notes and miscellaney. A well-written guide, subdivided into budget, time-line, committee responsibilities, etc., should be developed.

P.S. Serving as Site Selection Chair was, in many ways, an exciting, challenging, and rewarding experience.



The recipient of the Long and Outstanding Service Award is someone who truly exemplifies long and outstanding service to WCRLA and to the Learning Assistance Field in general. He has remained active in WCRLA since it was founded in 1966, and has been a leader in developing new programs, materials, and organizations to promote the field of learning assistance throughout that time.

Within our organization, he has served as President, edited the proceedings for four years, presented institutes and sessions, chaired the computer SIG and developed and initiated the idea for the first Computer Fair at a WCRLA Conference.

While serving as Coordinator of a Learning Assistance center he has authored a study skills survey, three study skills textbooks, a sound filmstrip series on learning skills and twelve juried articles on Learning Assistance. His Learning Assistance Center is recognized nationally as a model program and as a training center for other post-secondary institutions that intend to initiate a learning assistance center. Since 1972 over 300 faculty or administrators from more than 130 institutions have participated in a one-week training program at the ^{Center}~~FAC~~.

One of his greatest strengths is his ability to form networks for professionals. Recently he has founded a computer club called OPEN which has 200-300 members. This

organization has brought members of the community and the university together - both professionals and novices. He is also preparing for the Second Annual Institute for Learning Assistance Professionals which he directs. This institute allows professionals in the field to learn new skills as well as to develop professional associations.

In addition to all of this he now has a new project that he's involved in - adding on an addition to his house which will serve as an office. According to his wife, he hopes that by adding on this room he will be able to be much more productive. So it looks as if we have a lot to look forward to from the recipient of our Long and Outstanding Service award. On behalf of WCRLA I am proud to present this award to Frank Christ.

The recipient of our scholarship award is enrolled in a Ph.D. program in Learning and Cognition at the University of Minnesota. She is researching the nature of expository text and is interested in developing a grammar for expository text that can be used in increasing the comprehensibility of written text.

She hopes to contribute insights in how expository texts can be written in more comprehensible way, how teachers can help students understand their textbooks and what teachers can help do to facilitate learning of these texts.

Although this particular award is not based on service to WCLA this person has been involved in our organization for ~~to~~ nine years, has ~~a~~ ~~given~~ made numerous presentations, served as the Colorado State Director for three years and is currently an At-Large Director.

I am very pleased to present this award to Pat Mulcahy. When asked to indicate what WCLA could do for her on her application ~~how she started~~

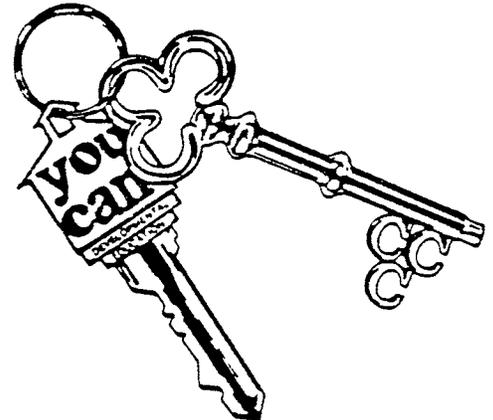
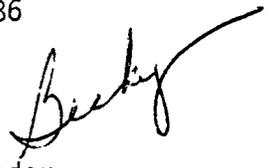


THE UNIVERSITY HILTON

The Texas Section of NCRLE,
in order to commemorate the
sesquicentennial of Texas, donates
\$150⁰⁰ to the Scholarship Committee
in honor of those officers, both
past and present, who have
served and continue to serve
most diligently.

Spencer Olsen
Co. Coordinator, Texas

DATE: March 12, 1986
TO: WCRLA Board
FROM: Becky Johnen
LD S.I.G. Leader
RE: 1985-86 Annual Report



The group's purpose is to share information and expertise on the learning disabled college student.

Goals for 1985-86 included:

1. To develop state or regional networking systems.
 - A. We have been successful in developing shared network with three other professional organizations - Association for Children and Adults with Learning Disabilities, Orton Dyslexia Society and the Oregon Developmental Studies Organization.
 - B. We are still working on setting up state liaisons.
2. To continue to provide information to the professional working with the LD adult.
 - A. We distribute a monthly mailing. See attached sample.
 - B. Submit an article to the Newsletter for each edition.
3. To develop a listing of "service offerings" (for the LD student) provided by institutions represented by the group's membership.
 - A. Questionnaire to survey the membership has been developed. It will be distributed with the April mailing.
 - B. A handbook will be compiled and distributed in May.

The group will meet twice during this conference to evaluate 1985-86 and plan for 1986-87. An agenda for the meeting is attached.

To date, the group has 47 members with the following state representation:

Arizona - 1	Kansas - 1	North Dakota - 1
California - 6	Nebraska - 1	Oregon - 21
Colorado - 1	Nevada - 1	Texas - 3
Idaho - 1	New Hampshire - 1	Washington - 4
Illinois - 2	New Mexico - 2	Wyoming - 1

Membership Growth:

June - 8	November - 4
July - 3	December - 3
August - 0	January - 2
September - 8	February - 3
October - 14	March - 2

Current membership reflects 33 members from last year and 14 new members. A survey (see attached) is used to recruit members. This is distributed by current members to colleagues and is available at state and local conferences.

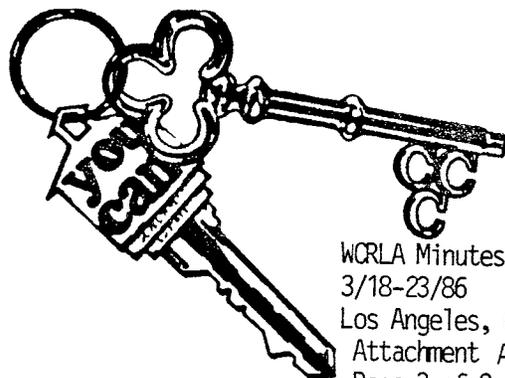
To date, the group has collected \$141 in membership fees and has expended \$86.25.

I thank WCRLA for supporting the concept of special interest groups and for the opportunity to be involved as I have.

SC

MEMORANDUM

CHEMEKETA COMMUNITY COLLEGE



WCRLA Minutes
3/18-23/86
Los Angeles, CA
Attachment AD
Page 3 of 9

To: Members of the Learning
Disabilities S.I.G.

Fr: Becky Johnen *Becky*

Date: January 20, 1986

Re: Our Group

I trust that everyone had a relaxing and restful holiday and that we are all ready to face the challenges of a new term or quarter.

To help you with the challenges presented by the postsecondary L.D. student, the following workshops/conferences may be helpful:

- January 27 "The L.D. Adult Learner", a 3-hr. session on awareness, characteristics and teaching strategies by Becky Johnen. Held at Lane Community College's Emerald Valley Forest Center, 83293 Dale Kuni Rd., Cresswell, OR. Contact person: Sherry Ferloack, 503-747-4501.
- February 13 & 14 Oregon Developmental Studies Organization Conference, Corvallis, Oregon. On Thursday, February 13, 1:00-2:00 Dr. Pat Sharp will address the group. (Dr. Sharp is well known for her work with L.D. students.) She will also conduct a follow-up session from 2:15-3:15. From 3:30-4:30 the L.D. special interest group will meet. Contact person: Becky Johnen.
- February 22 "The L.D. Adult -- What Colleges, Universities and Community Agencies Have to Offer." Cal. State University, Northridge. Contact person: Los Angeles County Branch of the Orton Dylexia Society.
- April 25 "Learning Disabilities" by Bonnie Stabler of Western Oregon State College. Held at Treaty Oak CCSD, The Dalles, Oregon. Contact person: Sharlene Walker, 503-296-5444.

And, don't forget the WCRLA Conference in LA March 20-23. Our S.I.G. breakfast meeting on Friday the 21 will be an informative and exciting event. If you go to LA, please plan to join us.

This month's informational article, "Development of Support Program at a Large State University", appeared in the September 1985 issue of Spectrum.

For now, take care everyone. I wish you all the best in all you do.

- Action
- Information/File
- Read & Toss

Development of Support Program at a Large State University

Christine S. Walther, Olga Nadeau, Gladys Tucker

Approximately three and one-half years ago, a support group was organized for learning disabled (LD) students at the University of Utah. Help for Educational Learning Problems (HELP) was started by a student majoring in special education and the mother of four bright, learning disabled adolescents. Based upon her experiences with her children and the expertise she developed working with the Utah Association of Children and Adults with Learning Disabilities, she recognized that without a support system, even the brightest and most highly motivated LD student would flounder and often fail in a university of 25,000 students. It was evident these students needed moral support, skills training, appropriate academic counseling and program planning to adjust successfully to higher education. The support group was the first step toward addressing some of these concerns.

Once the HELP group was established, five LD students began meeting bi-weekly to provide support and receive instruction in areas such as assertiveness training, improving communication, organizational and social skills. University faculty, staff and community professionals volunteered time and expertise during skill building and open forum sessions.

Although the support proved effective, it was evident from the outset that additional services were needed. Most nationally recognized LD college models in 1981 were very specialized and, consequently, expensive. Excellent LD programs such as those at Southern Illinois University and Curry College required more funding support from either the institution or families of students than it was thought possible on Utah's campus.

University Development

A cooperative planning effort was undertaken by members of the support group, faculty members from the Department of Special Education, and the coordinator of the Center for Handicapped Student Services. Representatives from these areas developed a program that creatively dovetails with existing services and fosters the development of new service dimensions.

The development team has worked together for the past three years to create a learning environment that is supportive and innovative enough to enable capable LD students to achieve successfully on campus. The small group of five has grown to 75 students currently participating in the program.

A networking approach has been used to modify existing university services to meet individual student needs and develop new services where necessary. Initially all campus departments and agencies providing services and instruction to LD students were identified. Key faculty and staff were contacted and discussions held to determine existing services, program requirements, and explore the feasibility of policy and/or program modifications where appropriate.

Ongoing inservice sessions are held for departments providing developmental and remedial education and for all campus agencies providing ongoing support services. Liberal education programs and other academic departments have also participated in awareness sessions.

The following information is provided to help educate faculty and staff as well as gain their support and cooperation:

1. The legal rights and unique needs of LD students;
2. Practical strategies for modifying classroom instruction and evaluation procedures;
3. Suggestions for programmatic changes to provide appropriate accommodations to meet individual needs as they are identified,
4. Campus support services available to assist the student and the instructor in the development of accommodations,
5. Follow-up support to monitor program changes to determine effectiveness

Center for Handicapped Student Services

During the past two years, the LD program has been coordinated through the Center for Handicapped Student Services. LD students are encouraged to become familiar with the services and to participate in the bi-weekly support group meetings.

Positive results and greater program visibility have increased the number of students participating in the services now available. An average of two to three new LD students per week are requesting assistance. Many of these requests are made by currently enrolled students who have been referred to the Center by instructors, staff or students who are aware of the characteristics of learning disabilities. High school students are making early contact with the office as well. These contacts are a result of the community presentations that are given throughout the year.

The services available through the Center include: 1) paraprofessional learning disabilities counselors, 2) referral to rehabilitation counselor, 3) educational, career and personal guidance, 4) admissions information/assistance, 5) orientation to campus/university policies and procedures, 6) registration information/assistance, 7) guaranteed first priority registration for taped textbook users, 8) academic tutoring and tutorial referral, 9) assistance to obtain readers, 10) liaison between instructors and student regarding classroom accommodations; 11) assistance with exam modifications, 12) equipment loan for academic use; 13) special assistance with testing and academic needs, 14) information/referral of on/off campus resources, 15) financial aid information/referral, 16) scholarship information; 17) housing information/referral, 18) newsletter, and 19) a study area.

Current Research

Research is underway to identify some of the characteristics and preparatory experiences academically and socially that enable LD students to succeed on campus. Preliminary data indicate that these students have strong family and peer support, high motivation, well-developed academic and career goals, and self-confidence.

Many of these students have been out of high school for several years and some have had unsuccessful college attempts. Generally they are a high functioning group. Many have received awards and

scholarships in areas of special talent or interest. Approximately half were not identified as learning disabled until adulthood because of satisfactory academic performance or poor special education services while they were enrolled in school.

Community Planning

The team has worked with school districts, community agencies, professional and parent groups throughout the state. Sessions are designed to acquaint participants with campus support services and provide information regarding the post-secondary preparation and planning needed to succeed in higher education.

Follow-up sessions have helped students determine earlier if university study is an appropriate goal and what skills need to be developed before high school graduation. Students are asked to request copies of diagnostic work completed within three years of graduation since verification of the learning disability is required for services on campus. They are also encouraged to learn as much as they can about their abilities and disabilities during high school so they clearly understand their needs and are aware of successful academic and compensatory strategies.

During these sessions admission procedures are explained. Entering students who do not fulfill the basic admissions guidelines can be admitted conditionally at the discretion of the admissions director and be placed in a guided study program to improve academic skills.

College survival strategies for LD students and their families are discussed. Students most successful in this program are those who understand their abilities and disabilities well and have a realistic plan of study.

College Survival: LD Student

1. Understand your problem areas and be prepared to discuss them when the situation demands it.
2. Your commitment to college must be deep and genuine. It must be a high priority in your life.
3. Start early to seek career counseling so your choice will be compatible with your strengths and you can plan how to reach long range goals.
4. Learn the services available at the university to help you with personal adjustment and academic problems. You may have to be assertive and persistent in establishing your own network of support.
5. Use your family as a support system. Some family members are readers, typists or sounding boards.
6. Because you often have difficulty with reading and writing, you may receive somewhat lower grades than other students but feel you know more. That is probably true but a fact you may have to face.
7. Approach professors before classes begin to find out what kind of tests are given (essay, multiple choice, etc.), how many papers are required and whether other options may be substituted for written assignments and tests. You can ask the grading criteria, the number and size of texts and the size of the class. Also ask if the professor has a teaching assistant who provides students with extra help.
8. Learn the university system, e.g. adding and dropping classes, auditing classes, incompletes, grade point requirements, registration.
9. Begin school in the summer to learn the campus and the system.
10. Take fewer classes each quarter (6-9 cr. hrs.) and balance easy classes with more difficult ones. Plan on six or more years to finish.
11. Use compensatory techniques.
 - tape recorders
 - carbon papers so another student can duplicate his/her notes
 - taped textbooks or a reader
 - buy well underlined books
 - find a buddy in each class
 - buy your books in advance

- audit a difficult class one quarter and register for it the next
- locate available test files
- take a library tour
- plan in advance for difficult classes
- keep classes in the same general area to start with

12. Don't miss classes.
13. Ask questions in class.
14. Sit in the front row.
15. Take a study skills class.
16. Deal with writing problems early as writing demands are heavy. Have papers edited and rewrite them. You may need a typist. Buy a *Bad Speller's Dictionary*. If you have a severe writing disability, you may have to seek tutoring or petition on the basis of a disability.
17. Have a written summary of your diagnostic history. It is helpful for those with a knowledge of learning disabilities when advising you.
18. Organize your time — Study Skills Classes teach this skill.
19. Allow lots of extra study time.
20. If tests make you anxious, test anxiety classes are available.
21. Be prepared for disbelief and lack of awareness by professors.

College Survival: Parents

1. Prepare your son/daughter for college during his/her school years. Many survival skills can be learned in the home, e.g. organizing time, self discipline, self-responsibility, assertiveness, persistence.
2. Talk to your son/daughter about his/her disability.
3. Make a point of learning what is required in college. Visit the campus and ask questions.
4. Be willing to make the extra investment of time and, if necessary, money.
5. Discourage your LD student from working at least for the first year.
6. LD students may need time to collapse. It may not be laziness but rather a response to stress.
7. Offer to tape textbooks, proofread papers, read assignments, underline texts, etc.
8. Be a support when you are needed but encourage self-responsibility from an early age. Always running interference can inhibit growing experiences.



4000 LANCASTER DRIVE N E
P O BOX 14007
SALEM, OREGON 97309
(503) 399-5000

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment AD
Page 6 of 9

Learning Disabilities S.I.G. Meeting
WCRLA Los Angeles Conference
March 1986

AGENDA

1. Evaluation of 1985-86:

2. 1985-86 Goals:
 - A. To develop state or regional networking systems
 - B. Continue to provide information to the professional working with the LD adult
 - C. To develop a listing of service offerings (for the LD student) provided by institutions represented by the group's membership

3. Goals for 1986-87:

4. Activities to pursue in 1986-87:

5. Evaluation of \$3.00 membership fee:

6. S.I.G. Leader for 1986-87:

7. Evaluation of monthly mailing:

8. Idea Exchange:

9. From here. . .

WCRLA
LEARNING DISABILITIES SPECIAL INTEREST GROUP

Membership Survey

Please take a few minutes to respond to the following. Returning this

to: Becky Johnen
Chemeketa Community College
Developmental Education.
P.O. Box 14007
Salem, Oregon 97309

will insure your membership in this S.I.G. and place your name on the mailing list.

Date: _____
Name: _____
Mailing Address: _____
Phone: _____
Institutional Affiliation: _____
Main job responsibility: _____

Briefly state what types of activities you feel this group should pursue which will be helpful to you in your current position. _____

What type of information would you like to see included in the monthly mailing?

State one goal for this group. _____

Optional:

Please check any items you would like to get involved with:

- _____ write articles
- _____ act as a state liaison
- _____ help establish a working network
- _____ send chairperson information and articles on learning disabilities
- _____ act as a "link" to other professional organizations

Page 2

List any other services you would be willing to provide to the group.

List the name and address of any WCRLA member you think might be interested in this S.I.G. _____

Are you a member of WCRLA? _____
Are you a member of ODSO? _____

From whom or where did you learn of this group? _____

Thank you for your input. It will help this S.I.G. to provide quality services to you.

NOTE: Beginning September, 1985 there will be a \$3.00 membership fee for this S.I.G. This fee will be used to help defray mailing costs. Make checks Payable to Chemeketa Community College.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department, Chemeketa Community College,
P.O. Box 14007, Salem, Or 97309

TO: Carol Bogue

FR: Becky Johnen
Oregon WCRLA State Director

A handwritten signature in black ink, appearing to read 'Becky', is written over the recipient information.

RE: Annual Report for 1985-86, Oregon

Oregon experienced another busy and productive year. Carole West began the year as the state director. I assumed the role in August following Carole's move to Arizona.

Fall saw two major events occurring in Oregon. One was a membership drive, which sought to recruit new members as well as attempt to get those who let their membership expire to renew. In both cases, WCRLA contact people in each major institution in Oregon were called upon to assist in this effort. Attached are letters used in the membership drives. The second major event to occur during the fall was the annual WCRLA conference. Held in Salem, 53 people attended this event. The conference theme was "Dealing Effectively with Students and Staff". The conference was highlighted by a keynote address delivered by Dr. Gretchen Schuette of Linn-Benton Community College. Facilitated small group activities related to the keynote followed. Small group sessions were also conducted. Conference evaluations were extremely positive. Program information is attached. A \$10 member / \$12 non-member registration fee was charged for the conference and included in this fee was the cost of lunch. The conference netted the organization \$255.

Winter was highlighted by WCRLA'S participation in the eighth annual Oregon Developmental Studies Organization (ODSO) Conference February 13 and 14. The conference, co-hosted by WCRLA, ODSO and Oregon State University (OSU), was held in Corvallis on OSU's campus. (See attached program)

WCRLA's current and past state directors sit on the ODSO board and play an active role in the planning of the conference. The current state director is responsible for the special interest groups (SIG) and publishers at the conferences; past director, publicity, Thursday banquet, motel arrangements, wine and cheese which precedes the banquet and any cultural events.

The conference had approximately 150 participants; the banquet, 60. WCRLA organized the banquet which featured Alyce Coryn-Selby speaking on "Self-Sabotage: The Fascinating Art of Being Human".

In addition to the in-kind contributions of WCRLA listed above, the state organization also made a financial contribution of \$300 to ODSO for conference costs. This primarily covered the fee of the banquet speaker. For the first year ever WCRLA will be sharing in the profits of the conference, receiving a percentage based on total profit compared to percentage of contribution. As of this writing, the financial report for the conference has not been finalized.

A membership drive continued during the winter, as did contact via letters with current members regarding an update on WCRLA in the state and the national conference. Several articles highlighting events in Oregon appeared in the newsletter. Overall, 1985-86 has been a productive and successful year for WCRLA in Oregon. I look to 1986-87 to continue with that tradition.

Duties of the WCLRA Audit Committee

- ✓ Read the Annual Report of the Treasurer carefully.
- ✓ Look at entries in the checkbook to make sure they correspond with information in the Annual Report.
- ✓ Look at both savings account passbooks and at all records of deposits and withdrawals to make sure they correspond with information in the Annual Report.
- ✓ Check bank statements against the checkbook and the Annual Report.
- ✓ Look at all deposit slips (both those from Oxford Mailing Service and those initiated by the Treasurer) and check them against the entries in the checkbook and in the Annual Report.
- ✓ Look at files of bills paid by the Treasurer. *✓ Chgs. An. Rep. and ckBook*
- ✓ Review Treasurer's investment decisions/vehicles to determine if any changes should be recommended to the Board.
- ✓ Look at current tax returns.

WE COMPLETED THE ABOVE POINTS ON 7/28/84
AND FOUND EVERYTHING SATISFACTORY.

Sally Conway
Wm. J. Belknap

Duties of the Incoming President During Term of Office:

Prior to
Conference

1. In concert with outgoing President, determine chairpersons who will be reappointed and those who need to be replaced. Correspond with new designees to get their approval prior to conference, if possible. Forward new chairs job descriptions, specific directives and/or goals, and time frames for the forthcoming year.

Standing Committee Chairs

Conference site chairperson (Past, Past President)
Nominations (Past, Past - Past President)
Awards
Editor, JCRL
Multicultural Affairs

Standing Positions (work without committees)

State Directors (appointed by outgoing President; Past President serves as Coordinator)
Archivist
Chair of SIG leaders
By-laws
Parliamentarian
Liaisons
Editor, Newsletter

At the
Conference

2. Preside at the final Executive Board meeting at the close of the annual conference.
 - a. Introduce new officers and obtain address and phone list of all Board members. Obtain list of new officers' presidents and deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for Fall Board meeting with Board approval.
 - e. Call for new business.

Immediately
After the
Conference

3. Write President's Message for Spring Newsletter.
4. Write thank you letters to conference participants and offer to send letters to their presidents and deans informing them of participation of their faculty and/or staff member(s) at the conference and thanking them for their institutional support.

Early Summer

5. Write thank you letters to presidents and deans as described.
6. Write a thank you letter to the outgoing President and to his/her president and dean.
7. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents and/or deans of their election. Remind the administrative officers of the institutional support needed.
8. Write letters of recognition to the section meeting chairpersons' presidents and/or deans. Get a list of their names and addresses from the Chair of Chairpersons.
9. Write a letter(s) to hotel management thanking those involved for accommodations provided.
10. Revise and/or supply signature to the WCRLA mailing service so updated letters can be sent to new members and renewals.
11. Sign membership cards and forward to the mailing service.
12. Handle any issues needing immediate attention raised at the Spring Conference Board meetings.
13. Plan agenda for Summer/Fall Board meeting; send in advance to all Board members by July 15 or earlier:
 - a. Ask for additional suggestions for the agenda.
 - b. Communicate information desired from each officer at the Fall Board meeting.
 - c. Remind the President-Elect to prepare conference budget for approval at the Summer/Fall Board meeting; remind him/her to contact Conference Manager in devising a budget.
 - d. Make sure that the previous Conference Manager has communicated with the Treasurer (who was in office at the time of the conference) and has submitted a detailed accounting of conference income and expenditures.
 - e. Remind all officers, task force chairpersons, committee chairs, etc., who had made expenditures the previous year, to submit a report providing a final accounting to the Treasurer. The Treasurer's books need to be closed for the fiscal year prior to the Summer/Fall Board meeting since his/her fiscal report needs to be distributed and discussed at that meeting.
 - f. Inform nominations chair that names of nominees are due for Summer/Fall meeting.

Duties of the Incoming President, contd:

Summer

14. Write President's Message for Summer Newsletter.
15. Conduct Summer/Fall Board meeting.
16. Complete follow-up correspondence as required by Board action at the Summer/Fall Board meeting.
17. Begin working and/or communicating with site selection chair regarding conference site selection for three years in the future.
18. Communicate with Committee Chairs, SIG Chairperson, etc., as needed.
19. Write President's Message for Fall Newsletter.
20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.

Late Winter

Correspond with Coordinator of S/P-D's about recommendations as to who should be reappointed and who should be replaced. In case of new appointees, secure consent prior to conference and extend invitations, etc., to attend S/P-D meetings, etc.

Spring

21. Appoint elections committee chairperson for next year's officers.
 - a. Make sure the chairperson has an outline of the responsibilities required of each officer to be provided to prospective nominee for consideration in accepting the nomination.
 - b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.
 - c. Nominees' names need to be submitted for Board approval at the following Summer/Fall Board meeting.
22. Plan agenda for Spring Conference Board meetings.
 - a. Schedule State Directors, SIG Chairperson, and SIG leaders time to give reports.
23. Conduct Spring Conference Board meetings and preside at General Sessions.
24. Add incoming President's name to the Presidential plaque given to that person with the gavel at the Third General Session.
25. Update officers' notebook of duties before transferring to incoming President. Prepare and submit file folders to incoming President containing important previous communication and unfinished business.
26. Write Past-President's Message for Spring Newsletter.

Duties of the President-Elect:

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator/Chair of Chairpersons
 - (2) Evaluation Chair - Assist this chair
 - (3) Newcomer Functions Chair
 - e. Appoint Program committee to help review and accept/or reject program proposals; send letters of acceptance and rejection (if the latter is necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager and registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities

Immediately
Following the
Annual Conference

Duties of the President-Elect, contd:

Prior to
Forthcoming
Conference

5. In concert with outgoing President, reappoint and/or appoint new committee chairs for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Multicultural Affairs
 - e. Parliamentarian
 - f. Chair of SIG Leaders
 - g. Editor, JCRL
 - h. Editor, Newsletter
6. Establish file of information for incoming President-Elect
 - a. Fall Board meeting documents (specified above)
 - b. Sample fliers and brochures
 - c. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc.
7. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
8. Determine goals for WCRLA for the forthcoming year and report to membership during the conference

Duties of the Secretary:

I. Duties and procedures for keeping the Minutes:

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner (Attachment # _____).
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings:

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each Newsletter.
5. Copy of the Index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.

2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring: all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter, SIG Leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairperson, liaison; editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update duties:

1. By-laws when necessary
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.

Duties of the Secretary, contd:

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment N
Page 8 of 14

2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation commission before September 15 of each year.
4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

Duties of the Treasurer:

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm, of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

Duties of the Treasurer, contd.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

Duties of the Coordinator of State/Province Directors:

As out-going President:

Feb.

1. Two months prior to the annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. Request recommendations from current Coordinator of S/P-D's, consult Membership Resources Forms, etc. By-Laws state that the President should appoint new S/P-D's "within 30 days prior to the annual conference", so that the transition from current to new S/P-D's can be facilitated at the annual conference. S/P-D appointments are made on a yearly basis, but a second and third term may be appropriate.
2. Write letters to prospective S/P-D's:
 - a. Ask if they are interested in serving,
 - b. Enclose a copy of the S/P-D job description,
 - c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process),
 - d. Ask them to send you their home and office addresses and phone numbers,
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement,
 - f. Invite (strongly encourage) them to attend the S/P-D meetings at the upcoming conference to facilitate the transition between current and new S/P-D's.

for the
conference

3. Prepare a list of names, addresses, and phone numbers of all appointed S/P-D's and distribute this list to WCRLA Board members, the Newsletter editor, other S/P-D's, and the WCRLA Mailing Service.

at the
conference

4. Attend S/P-D meetings at the annual conference.

As Coordinator of State/Province Directors (Past President):

right after
conference

5. Remind Secretary to send summaries of Board meetings to S/P-D's.
6. Contact the WCRLA Mailing Service to have an updated list of members mailed to each S/P-D as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing S/P-D's, thanking them for their services and asking that they forward their WCRLA materials and record to their successor.

8. Write letters of acknowledgement to institutional administrators designated by new S/P-D's.
- by Mid-May 9. Send an initial "group letter" to all S/P-D's:
- a. Include any follow-up info from recent conference,
 - b. Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you),
 - c. Suggest they start making plans for fall mini-conferences now,
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes,
 - e. Mention budget and reimbursement procedures,
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter),
 - g. Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.
- late August 10. Request that WCRLA Mailing Service send a second updated membership list to all S/P-D's the first week in September.
- early September 11. Remind Secretary to send summaries from Summer/Fall Board meeting to S/P-D's. Remind President-Elect to send extras of conference mailings to S/P D's to be used in recruiting new members.
12. Work with Program Chair and Conference Manager to arrange for S/P-D workshop and luncheon and state/regional meetings at the annual conference.
13. Send a second "group letter" to all S/P-D's:
- a. Highlight early conference info and any other important news/issues from the Summer/Fall Board meeting,
 - b. Tell them to send new membership recruitment letters now,
 - c. Tell them to contact non-renewals when they receive their updated mailing list,
 - d. Remind them of membership benefits,
 - e. Ask for news of their fall meetings,
 - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.
- late Dec./early Jan. 14. Send a third "group letter":
- a. Ask them about availability/recommendations for next year's S/P-D appointment. Enclose self-addressed postcard for prompt response,
 - b. Remind them of Feb. 1 deadline for annual report,
 - c. Request items for S/P-D meeting agenda at the conference, and issues for Board agenda, too.

Page three

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 and to be mailed to you in early January. This will give you the info to report the year's base membership count in various state/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.
- early Feb. 16. Send recommendations for next year's S/P-D appointments to current President. Send items for Board agenda, too.
- late Feb. 17. Send a fourth "group letter":
- a. Ask for annual reports if not yet received,
 - b. Finalize meeting times for S/P-D's at conference,
 - c. Enclose a self-addressed postcard to indicate if S/P-D- will be there or who substitute will be,
 - d. Mention some agenda items for the meetings,
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date),
 - f. Save and transfer your materials to your successor.
18. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.
- at the conference 19. Conduct State/Province Directors' meeting/workshop:
- a. Summarize state/province annual reports,
 - b. Summarize items from pre-conference Board meetings,
 - c. Suggest agenda items for their state/regional meetings,
 - d. Ask for their evaluations, recommendations.
20. Coordinate S/P-D's meeting with WCRLA Board.
- after the conference 21. Assemble files and transfer to next Coordinator of State Directors.
22. Breathe a sigh of relief and fade away ... before moving into the role of Conference Site Chairperson!
- Periodically as needed:
- as needed 23. Respond to assorted correspondence from S/P-D's.
24. Serve as advisor to current President.

Revised 6/84

Marketing Plan for WCRLA

To continue as a sophisticated, viable organization, WCRLA must find ways to increase income. A key to increased income is increased membership which could also enhance the overall quality of membership advantages.

In order to increase membership, several steps need to be taken. Consider the following:

I. Suggestions for Membership Growth

A. On-going means

1. Identify more states in which sufficient membership (7-8 members) warrants appointment of state director and official recognition as a member state
 - a. Illinois } qualify, 1985-86
 - b. New York }
2. Strongly encourage all states/regions to hold Fall/Winter meetings/conferences on an annual basis; when conferences are co-sponsored with other regional organizations, reserve the opportunity to describe WCRLA and solicit membership.
3. Advertise WCRLA throughout the year as well as the WCRLA annual conference.
 - a. WCRLA advertisement (organization)
 - 1) Journal of Reading
 - 2)
 - 3)
 - b. Annual conference advertisement
 - 1) Journal of Reading
 - 2) Journal of Developmental Education
 - 3) Chronicle of Higher Education (free listing)
 - 4) Reading Today (free listing)
 - 5)
4. Increase advantages of membership
 - a. Provide greater opportunity and enticement to publish -- increase the number of volumes of the Journal of College Reading and Learning.
 - 1) Solicit papers with regular conference mailings
 - 2) Send letter of solicitation to others at least once a year, perhaps to major universities, etc.
 - b. Stimulate greater interest in application for scholarship/research grants; grant at least 2 @ \$500 a year.
 - 1) Solicit through separate mailing in addition to newsletter solicitation.
 - 2) For research grants, upon completion of project/study, request proposal for presentation at the annual conference; if selected as a presenter, provide the following:
 - a) Complimentary registration to that annual conference as well as luncheon and banquet tickets.
 - b) Travel allotment of \$50 if traveling 100 or more miles to the conference.

- B. Special means (1-2 years) to increase membership
1. Approach appropriate foundation(s) to fund two regional conferences a year for one or two years in areas of greatest potential growth. Regional conferences would be held in addition to the annual WCRLA conferences.
 - a. Attain grant for organizational development; agree to use funds in ways specified to reach stated goals.
 - b. Request \$15,000 per conference (30K per year) plus overhead to help support the conference; use overhead for such activities as the following:
 - 1) Buy down rooms.
 - 2) Award scholarship(s)/research grant(s) at each regional conference.
 - 3) Buy down/eliminate typical registration fees.
 - 4) Arrange for charter flights.
 - 5) Provide grants/stipends for papers presented if submitted and accepted by the JCRL.
 - 6) Contract nationally renowned speaker(s) to keynote at regional conferences.
 - c. Possible target areas: Chicago, New Orleans, Miami, Nashville, Madison.

- II Suggestions for on-going means to increase income in addition to increased membership: sell advertising space in the Newsletter and Journal of College Reading and Learning.
- A. Prepare statement about WCRLA and price lists for both publications; include dates for forthcoming issues; send information to all appropriate publishing houses.
 - B. Sell advertising space in the WCRLA Conference Program in the same manner suggested for the Newsletter and the JCRL.
 - C. Appoint two members as advertising chairs, one for the Newsletter and one for the JCRL (WCRLA Presidential appointments); President-elect/program chair would appoint a member to handle program advertisement or make it a charge of the exhibitors chair.

1. The Computer Fair

A. Clarify the role of the Computer Fair in relation to the rest of the conference.

--judging proposals for inclusion in the program.

--selecting proposals with special AV(computer hardware) needs.

2. Advertising

We need to monitor our advertising very carefully; ads are expensive. What is the return for dollar spent. This year the benefits seem rather dismal.

3. Marketing the Conference

A. How do we get the information to the intended audience earlier.

--the name reading and learning may not attract as wide an audience as we might like; we may want to broaden the message of our advertising.

B. More Preparation Time for the Conference

--earlier election of Program Chair

--appoint Program Chair

--rewrite job descriptions of Pres.-Elect and Past-Pres.;
switch their jobs.

C. Change conference days to Wednesday through Saturday, or make some other structural change.

4. Include cost of some meals in registration.

Elections Committee Report
Conference Board Meeting
March, 1986

The Elections Committee Chairperson job description is still in draft form (as prepared by Ann Faulkner who served first in this capacity). At the time Ann prepared the job description, she also wrote a "Comments" paper discussing problems that she encountered. After living through a term as Elections Committee Chair, I want to call the Board's attention to those comments. (Draft job description and Ann's comments attached.)

1. Urgently needed Bylaws change: Ann's first paragraph is absolutely true! The WCRLA Bylaws 1984, Article VII, Section 3, Item c says, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting." Impossible!
2. January 3 mail-out date is also too specific and almost impossible to do. I agree with Ann that Bylaws should be amended to "on or before January 15" which still allows a month for ballot return.
3. The Board should carefully read Ann's comments under "Miscellany." I echo her concerns! As with any of the offices and other positions I've held in WCRLA, I had to learn how to do the job as I was doing it. Members who commit to an organizational position in WCRLA must certainly demonstrate initiative and problem solving skills in order to get the job done well. Anything the Board can do to simplify procedures and to define the processes - for all positions - will help to professionalize the organization.



ELECTIONS COMMITTEE CHAIRPERSON
JOB DESCRIPTION

PRE-CONFERENCE

October: The Past-President selected by the President as chair of the elections committee (By-Laws indicate that this should be the Past-President who served as a committee member in the previous year.) should make the following arrangements:

- 1) Schedule at least two committee meetings at the annual conference by working with the President-Elect/Program Chair. Typically the first of these meetings is set for 8:00 AM Thursday and involves going over ground rules, making tentative plans. The second meeting should be set for Friday or Saturday at a time when conflicts are few, so that the first half-hour may be an open meeting for members to make suggestions for nominations. The second part of this meeting, which is closed to all but committee members, lasts as long as necessary to develop a prioritized list of candidates.
- 2) Write a Newsletter article encouraging suggestions for nominations and informing members of the open meeting at the conference.

January-February: Chair selects committee members, secures Presidential approval of committee composition. NOTE: The By-Laws are presently silent on the composition of the committee, except to indicate the inclusion of a past-president who can take over the chairpersonship in the following year. See Levinson's report for her committee's recommendations regarding composition and terms of the committee.

Chair prepares budget request for Board.

DURING THE CONFERENCE

At the first general session, the Elections Committee members are introduced and the open meeting time is announced.

The initial committee meeting should include a discussion of the ways in which the committee will work, stressing that while attempting to learn of various members' interest in running for office, no committee member should appear to be offering nomination to anyone.

At the confidential meeting at which priority lists for nominees are developed, the committee should strive to develop as long a list of truly acceptable potential nominees as possible.

WORLA Minutes
 March 18-23, 1986
 Los Angeles, California
 Attachment Q
 Page 3 of 5

POST-CONFERENCE

- TBA
 (April-May) Chair obtains from Hal a list of phone numbers and addresses (home and work) for those on priority lists.
- TBA
 (April-October) Chair contacts potential candidates in priority order, provides those considering nomination with job description information, and obtains written consent from those candidates who agree to run for office. *Audicates to President Elect are told to select a Conference theme so that, if elected, a one-page conference flyer can be prepared for distribution one year prior (work in conjunction with Conference on Site Manager).*
- TBA
 (October 1 or earlier) Chairperson submits to the Board for approval a slate containing two candidates for each elective office and the Elections Committee Report.
- TBA
 (October-November) Elections Committee Chair prepares ballot and candidate information brochure, and return envelopes, and arranges for printing.
- Dec. 15 Mailing service prepares an updated list of members printed on mailing labels. Arrangements are made to send the labels to the committee chair (keeping in mind holiday addresses and mail delays!) and to up-date the list, if necessary, with a phone call from the mailing service to the Chairperson on January 2.
- (Or before January 15)
 January 3 Ballots are mailed.
- February 15 If sufficient envelopes are returned to constitute a quorum (10% of membership as of December 31), all ballots received on or before February 15 are counted by the Committee Chairperson and at least two other WCRLA members in the Chairperson's locale. The Chairperson informs the President of the election results by phone and sends the counted ballots to the President who will hold them, unopened, through the installation of officers at the annual conference. If there is a challenge to the election results, the president will open the ballots and order a re-count.
- February The President announces the results to the candidates, inviting newly elected officers to attend all pre-conference and conference Board meetings. *The President Elect is put in contact with the Conference On Site Manager with whom will work to prepare a promotional conference flyer.*
- March The out-going Chair prepares an article for the post-conference Newsletter announcing the election results.

The cycle continues . . .

COMMENTS ON THE DRAFT JOB DESCRIPTION FOR THE ELECTIONS COMMITTEE CHAIRPERSON

Ann Faulkner, January, 1985

URGENTLY NEEDED BY-LAWS CHANGE:

The provision that the slate of candidates will be made available for Board approval at the Summer Board meeting is unrealistic. The difficulty in obtaining candidates' agreement to run, coupled with the scarcity of academics during the summer months, makes it imperative that the By-Laws be changed to allow the committee more time. I recommend October 1 as the deadline for reporting to the Board. This date would shorten the lag time between agreement to run and the elections, too, so that fewer candidates would change their minds about running. Having already told Carole that I think a change is desirable, I used "TBA" as the dates on the attached draft.

POTENTIALLY DESIRABLE BY-LAWS CHANGES:

The January 3 mail-out date for ballots leaves very little time between certification of membership and mailing. Despite Hal's best efforts, the first mailing of address labels failed to arrive in time and a second batch had to be prepared. Having mis-read the By-Laws, I thought the ballots had to be mailed on the first working day of the year, and Jan. 2 found Dallas glazed with ice and snow. Only my husband's four-wheel-drive truck and his indomitable will to have me finished with the Elections Committee job got the ballots into the mail that day. Although it's too early to say for sure, I'm fearful that fewer ballots will be received because some will get lost in the shuffle of all the mail that accumulates over the holidays, and then, with a due-date of Feb. 15, members may think they have all the time in the world to return their ballots. I recommend that the mail-out date be changed to "on or before Jan. 15" with the Feb. 15 return date unchanged. If such a change is adopted, the job description timeline would need to be amended.

In changing the By-Laws to allow for a mail ballot, the number of members on the Elections Committee was left unspecified. While I agree that the exact composition of the committee (as suggested by Levinson's committee) should not be a By-Laws provision, perhaps the number of people on the committee should be specified. I'd suggest 4 members (with the Chair to break ties).

MISCELLANY:

It is the pits to secure candidates these days-- perhaps it has always been. But the difficulty makes the suggestions I've made about the priority listing on the attached job description very important: the lists must be as long as possible, but there must not be any name on the list which would not be acceptable for nomination. In other words, the effort to get a long list must be balanced with the need to have only acceptable candidates. There's a real temptation to include people lower on the list about whom one has real reservations, in hopes that we won't get that far down. It can happen! I'd recommend getting the committee to approve the priority lists as a whole after the names have been ordered. And give each member veto power, perhaps.

The computer-based list of those who've been active in WCRLA was very helpful in insuring that the committee overlooked no one in its considerations.

I'm very dubious about efforts to find out who's willing to run for office carried out during the annual conference. For one thing, people change their

minds; their circumstances change from spring to fall. For another, I'm not sure that even the most obviously uninterested potential candidate should be denied the honor of being asked. And once asked, some people change their unwilling status.

The Chair should be sure to get home addresses and phone numbers (as well as work) for Committee members; you never know when you'll need to get in touch with the group.

I have a vaguely uneasy feeling about the ability of the membership to affect the nominations process. For future consideration: perhaps the election of the Elections Committee members might be contemplated. At the least, Committees, SIG's, and State groups ought to be begged for their input at the open meeting during the conference. Maybe regional groups could nominate members for the Elections Committee, with four to be elected at the conference business meeting?

It's very tricky to get a good committee composed of people who are not candidates for office. The procedure has been to let the member continue up to the point where their name comes up for discussion for office. If they wish to eliminate themselves from consideration, they may continue as a committee member. Otherwise, whether or not they are included on the final priority list, they must immediately resign from the committee. Such circumstances could leave the committee very short of members. Perhaps alternates should be named?

Though it's not required by the new By-laws, I like Levinson's idea for having half of the committee continue for two years, and after the initial year, staggering the two-year terms so that half of the committee is always returning.

The strain on the phone bill was enormous (especially this year with the special election); any chair will find it necessary to make calls from both work and home. Those without institutional support and a willingness to donate the cost of home phone calls, should make a budget request of at least \$100 in addition to budgeting the cost of one conference call to the committee members.

I made up the provision that the ballots be sent to the president for keeping until after the announcement of results at the conference. Maybe they need to be kept a calendar year?

Could Levinson's recommendation that Hal send out the ballots have meant that they'd go bulk mail? I doubt it, and thus recommend that the Chair do the actual mailing. There's a lot of tedious clerical work in stuffing the packets which would be expensive if the mailing service did it for us.

In contacting candidates, be specific about how long he/she has to think about candidacy. Of course people need time to assess institutional support, but some will take forever! I felt underprepared to tell candidates how much and what kind of institutional support would be nice/required for the job. I hope these new job descriptions help, though mailing one to each potential candidate would take too long.

JOB DESCRIPTIONS

President
President-elect
* Treasurer
Secretary
Coordinator of State/Province Directors
Conference Site Chairperson
* Elections Committee Chair
JCRL Editor
Newsletter Editor
State/Province Director
SIG Coordinator & Leader
MAAC Chair
Archivist
Liaison
* By-Laws Committee Chair
* Parliamentarian
* Awards Chair
Placement Bureau Director
Audit Committee
Model for Standing Committees

* Missing

Duties of the Incoming President During Term of Office:

At the
Conference

1. Preside at the final Executive Board meeting at the close of the annual conference.
 - a. Introduce new officers and obtain address and phone list of all Board members. Obtain list of new officers' presidents and deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for Fall Board meeting with Board approval.
 - e. Call for new business.

Immediately
After the
Conference

2. Write President's Message for Spring Newsletter.
3. Write thank you letters to conference participants and offer to send letters to their presidents and deans informing them of the participation of their faculty/staff member(s) at the conference and thanking them for their institutional support.
4. Write thank you letters to presidents and deans as described.
5. Write a thank you letter to the outgoing President and to his/her president and dean.
6. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents and/or deans of their election. Remind the administrative officers of the institutional support needed.
7. Write letters of recognition to the section meeting chairpersons' presidents/deans. Get a list of their names and addresses from the Chair of Chairpersons.
8. Write a letter(s) to hotel management thanking those involved for accommodations provided.
9. Revise and/or supply signature to the WCRLA mailing service so updated letters can be sent to new members and renewals.
10. Sign membership cards and forward to the mailing service.

11. Handle any issues needing immediate attention raised at the Spring Conference Board meetings.
12. Confirm/make chairperson appointments for committees; forward new chairs job descriptions, specific directives/goals, and time frames for the forthcoming year.

Standing Committee Chairs

Conference site chairperson (Past, Past President)
 Nominations (Past, Past President)
 Awards
 Editor, JCRL
 Minority affairs

Standing Positions (work without Committees)

State Directors
 Archivist
 Chair of SIG leaders
 By-laws
 Parliamentarian
 Liaisons
 Editor, Newsletter

- Early
Summer
13. Plan agenda for Summer/Fall Board meeting; send in advance to all Board members by July 15 or earlier:
 - a. Ask for additional suggestions for the agenda.
 - b. Communicate information desired from each officer at the Fall Board meeting.
 - c. Remind the President-Elect to prepare Conference budget for approval at the Summer/Fall Board meeting; remind him/her to contact Conference Manager in devising a budget.
 - d. Make sure that the previous Conference Manager has communicated with the Treasurer (who was in office at the time of the conference) and has submitted a detailed accounting of conference income and expenditures.
 - e. Remind all officers, task force chairpersons, committee chairs etc. who had made expenditures the previous year to submit a report providing a final accounting to the Treasurer. The Treasurer's books need to be closed for the fiscal year prior to the Summer/Fall Board meeting since his/her fiscal report needs to be distributed and discussed at that meeting.

f. Inform nominations chair that names of nominees are due for Summer/Fall meeting.

- Summer
14. Write President's Message for Summer Newsletter.
 15. Conduct Summer/Fall Board meeting.
 16. Complete follow-up correspondence as required by Board action at the Summer/Fall Board meeting.
 17. Begin working/communicating with site selection chair regarding conference site selection for 3 years in the future.
 18. Communicate with Committee Chairs, SIG Chairperson etc. as needed.
 19. Write President's Message for Fall Newsletter.
 20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.
- Spring
21. Appoint nominating committee chairperson for next year's officers.
 - a. Make sure the chairman has an outline of the responsibilities required of each officer to be provided to prospective nominee for consideration in accepting the nomination.
 - b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.
 - c. Nominees' names need to be submitted for Board approval at the following Summer/Fall Board meeting.
 22. Plan agenda for Spring Conference Board meetings.
 - a. Schedule State Directors, SIG Chairperson, and SIG leaders time to give reports.
 23. Conduct Spring Conference Board meetings and preside at General Sessions.
 24. Add incoming President's name to the Presidential plaque given to that person with the gavel at the Third General Session.
 25. Update officer's notebook of duties before transferring to incoming President. Prepare and submit file folders to incoming President containing important previous communication and unfinished business.
 26. Write Past-President's Message for Spring Newsletter.

JOB DESCRIPTION--PRESIDENT-ELECT

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator of Chairpersons
 - (2) Evaluation Chair--assist this chair in designing appropriate evaluation forms/procedures
 - (3) Newcomer Functions Chair
 - (4) Coordinator of Special Interest Groups
 - e. Appoint Program committee to help review and accept/reject program proposals; send letters of acceptance and rejection (if necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager/registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities
5. Appoint Committee Chairpersons and Parliamentarian for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Minority Affairs Advisory
 - e. Nominations
 - f. By-Laws
6. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
7. Establish file of information for incoming President-Elect
 - a. Fall board meeting documents (specified above)
 - b. sample fliers and brochures
 - c. copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives etc.
8. Determine goals for WCRLA for the forthcoming year

1984

Job Description - Secretary

I. Duties and procedures for keeping the Minutes

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this matter (Attachment # _____)
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each newsletter.
5. Copy of the index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.
2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter), SIG Leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairpersons, liaison, editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update Duties:

1. By-laws when necessary
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.
2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation Commission before September₁₅ of each year.

4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

WCRLA

Western College Reading and Learning Association

COORDINATOR OF STATE/PROVINCE DIRECTORS JOB DESCRIPTIONAs out-going President:Feb.

1. Two months prior to the annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. Request recommendations from current Coordinator of S/P-D's, consult Membership Resources Forms, etc. By-Laws state that the President should appoint new S/P-D's "within 30 days prior to the annual conference", so that the transition from current to new S/P-D's can be facilitated at the annual conference. S/P-D appointments are made on a yearly basis, but a second and third term may be appropriate.
2. Write letters to prospective S/P-D's:
 - a. Ask if they are interested in serving,
 - b. Enclose a copy of the S/P-D job description,
 - c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process),
 - d. Ask them to send you their home and office addresses and phone numbers,
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement,
 - f. Invite (strongly encourage) them to attend the S/P-D meetings at the upcoming conference to facilitate the transition between current and new S/P-D's.

for the
conference

3. Prepare a list of names, addresses, and phone numbers of all appointed S/P-D's and distribute this list to WCRLA Board members, the Newsletter editor, other S/P-D's, and the WCRLA Mailing Service.

at the
conference

4. Attend S/P-D meetings at the annual conference.

As Coordinator of State/Province Directors (Past President):right after
conference

5. Remind Secretary to send summaries of Board meetings to S/P-D's.
6. Contact the WCRLA Mailing Service to have an updated list of members mailed to each S/P-D as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing S/P-D's, thanking them for their services and asking that they forward their WCRLA materials and record to their successor.

Coordinator of State/Province Directors Job Description

Page two

8. Write letters of acknowledgement to institutional administrators designated by new S/P-D's.

by Mid-May

9. Send an initial "group letter" to all S/P-D's:
- Include any follow-up info from recent conference,
 - Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you),
 - Suggest they start making plans for fall mini-conferences now,
 - Tell them they should have received (or will) updated mailing lists and summaries of minutes,
 - Mention budget and reimbursement procedures,
 - Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter),
 - Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.

late August

10. Request that WCRLA Mailing Service send a second updated membership list to all S/P-D's the first week in September.

early
September

11. Remind Secretary to send summaries from Summer/Fall Board meeting to S/P-D's. Remind President-Elect to send extras of conference mailings to S/P D's to be used in recruiting new members.

12. Work with Program Chair and Conference Manager to arrange for S/P-D workshop and luncheon and state/regional meetings at the annual conference.

13. Send a second "group letter" to all S/P-D's:

- Highlight early conference info and any other important news/issues from the Summer/Fall Board meeting,
- Tell them to send new membership recruitment letters now,
- Tell them to contact non-renewals when they receive their updated mailing list,
- Remind them of membership benefits,
- Ask for news of their fall meetings,
- Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

14. Send a third "group letter":
- Ask them about availability/recommendations for next year's S/P-D appointment. Enclose self-addressed postcard for prompt response,
 - Remind them of Feb. 1 deadline for annual report,
 - Request items for S/P-D meeting agenda at the conference, and issues for Board agenda, too.

Coordinator of State/Province Directors Job Description

Page three

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 and to be mailed to you in early January. This will give you the info to report the year's base membership count in various state/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.
- early Feb. 16. Send recommendations for next year's S/P-D appointments to current President. Send items for Board agenda, too.
- late Feb. 17. Send a fourth "group letter":
- a. Ask for annual reports if not yet received,
 - b. Finalize meeting times for S/P-D's at conference,
 - c. Enclose a self-addressed postcard to indicate if S/P-D will be there or who substitute will be,
 - d. Mention some agenda items for the meetings,
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date),
 - f. Save and transfer your materials to your successor.
18. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.
- at the conference 19. Conduct State/Province Directors' meeting/workshop:
- a. Summarize state/province annual reports,
 - b. Summarize items from pre-conference Board meetings,
 - c. Suggest agenda items for their state/regional meetings,
 - d. Ask for their evaluations, recommendations.
20. Coordinate S/P-D's meeting with WCRLA Board.
- after the conference 21. Assemble files and transfer to next Coordinator of State Directors.
22. Breathe a sigh of relief and fade away ... before moving into the role of Conference Site Chairperson!
- Periodically as needed:
- as needed 23. Respond to assorted correspondence from S/P-D's.
24. Serve as advisor to current President.

Revised 6/84

appropriate

April, 1981

WCRA CONFERENCE SITE CHAIRPERSON - DUTIES

As out-going Coordinator of State Directors

Use the annual conference as a good occasion to informally solicit and feel out interest in conference sponsorship among the state directors and other members.

Before the Mid-Year Board Meeting

Review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board Meeting.

Fall Newsletter Deadline

Write an article (if appropriate and/or needed) requesting that prospective conference site bidders contact you for more info. This rarely gets response, but it's worth a try if you don't have any other leads.

Mid-October

Write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they're at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late January to allow time for necessary follow-up work before being presented to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.

November-January

Lend whatever encouragement and support is necessary via phone and mail.

February-March

Receive and examine the site and hotel bids in detail. Work with the bidders (via phone, mail, and in person if the WCRA budget permits) to polish the bids into final form. Send copies of the bids and summary evaluations to the WCRA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.

At the conference

Coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference; preliminary hotel contracts should also be finalized and signed by the new President after the conference.

Conference Site Chair

WCRLA Job Description
Journal of College Reading and Learning
 Editor

Annually until May 1	Collect manuscripts for possible publication in JCRL
May 1-September 1	<p>Distribute manuscripts for review, editing to assistant editors</p> <p>Correspond with authors as needed regarding content of articles</p> <p>Write acceptance/rejection letters to authors</p> <p>Correspond with editor of "other" articles (other than those presented at conference) for incorporation of those articles into JCRL</p> <p>Proofread and compile entire volume</p> <p>Write front and end pages, index articles and arrange order for presentation to printer</p> <p>Select printer with reasonable bid</p>
September-December	<p>Proofread first galleys and blue line of volume</p> <p>Correspond with Oxford Mail Service regarding complimentary copies and expected completion date.</p> <p>Correspond with President-elect regarding convention (keynote speakers, letter to presenters, cover sheet, editorial luncheon)</p>
January-March	Select new editors and/or reappoint current editors
Throughout year	<p>Write articles for Newsletter</p> <p>Authorize payment of JCRL related expenses</p>

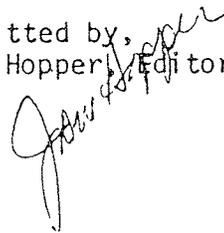
WCRLA NEWSLETTER EDITOR'S JOB DESCRIPTION

June 1984

The editor is responsible for the following activities:

1. Submitting a proposed annual budget for consideration at the Summer Board meeting.
2. Preparing an annual report to the Board for the Conference Board meeting.
3. Attending Board meetings as requested.
4. Obtaining institutional support (if possible) for mail and telephone services.
5. Establishing contact with a competent printer.
6. Soliciting volunteers from membership subgroups to generate copy.
7. Notifying regular and occasional contributors before each deadline.
8. Receiving, evaluating, proof-reading and assigning headings to submitted copy, before transmittal to printer;
proof-reading typeset copy,
proof-reading reset copy,
pasting up copy (in rough form) for printer,
proof-reading final paste-up.
9. Delivering printed newsletters to mailing service.
10. Mailing multiple copies to officers and conference manager, single copies to NADE officers.
11. Maintaining files of copy, photos and correspondence.

Submitted by,
Jane Hopper, Editor



WCRLA

Western College Reading and Learning Association

STATE/PROVINCE DIRECTOR JOB DESCRIPTION

The duties of State/Province Directors are those necessary to coordinate WCRLA activities in the various states and provinces. These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of WCRLA, and organization of local conferences.

Appointment is made on a yearly basis at the discretion of the Coordinator of State/Province Directors. Appointment to a second and third term may be appropriate.

Directors report to the Board through the Coordinator of State/Province Directors, who is responsible for providing the Directors with appropriate support from the Board, primarily in the form of communication, funding, and access to the full range of WCRLA resources.

Membership

1. Membership records. The Director is responsible for maintaining a record of local WCRLA members, both active and lapsed, and a record of prospective members. The Director should contact those members whose membership has lapsed in order to encourage them to renew membership. Membership lists and notification of new memberships and renewed memberships will be provided at least twice yearly (August 31 and December 31) to the Directors by the Coordinator of State/Province Directors.
2. Membership recruitment. The Director is responsible for membership recruitment within the state/province. In states which conduct conferences or other major activities, the Director may appoint a Membership Coordinator, who shall have formal recognition by the Board. Generally, a major membership drive is encouraged at the beginning of each school year or at the time major local activities are planned but prior to the Annual Conference in the spring. Each Director should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board.

Communication

1. Local communication. Directors are responsible for the maintenance of communication among the local members. They are encouraged to develop local newsletters which should not compete with the WCRLA Newsletter. They are also encouraged to provide opportunities for members to get together at appropriate state/province professional meetings in which there are a significant number of members in attendance.

State/Province Director Job Description

Page two

2. Communication with the Board. The Director is responsible for keeping the Board informed of state/province activities and concerns and for sharing communication from the Board with the local membership. Such communication with the Board is to be conducted through the Coordinator of State/Province Directors.
3. Annual report. The Director is responsible for submitting an annual report to the Board through the Coordinator of State/Province Directors. Information to be included in the report includes a report of the state/province membership, membership growth during the year, a summary of local activities and communication efforts, an accounting of all funds used during the year and of those remaining, recommendations to the Board from the local membership regarding local affairs or WCRLA as an association, and goals for the state/province for the coming year. The Director should also indicate whether she/he is willing to continue in the State/Province Director position for another year.
4. Publicity for the Annual Conference. The Director has the responsibility regarding local communication about the Annual Conference. Duties include publicity, encouraging proposals for presentations and for chairpersons, locating group travel rates or ride-sharing, and locating individuals interested in room-sharing at the conference. When the conference is in the Director's state/province, she/he is expected to work closely with the Conference Manager to provide local support for the conference.
5. State/Province Directors' Workshop. At the Annual Conference, the Director should attend the Directors' Workshop and in cooperation with the Coordinator of State/Province Directors plan and conduct a state/province meeting. The Director may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Conference, the Director is expected to provide a suitable replacement to assume the Director's duties during the Conference.
6. Cooperative activities. The Director is encouraged to serve as liaison and to develop cooperative efforts with related local professional organizations. This liaison may include shared activities, if appropriate, and cooperative and shared communications.
7. Newsletter. The Director is responsible for regular contributions to the WCRLA Newsletter. Included in articles should be an accurate address and phone number for the Director, notice of local activities, and news about local members. The Director does not necessarily need to personally write the Newsletter contributions but may designate another to do so.
8. Placement Bureau. The Director should keep informed of available jobs and is responsible for providing information about such positions to the Director of the Placement Bureau. The Director should also encourage local members and institutions to use the placement service.

State/Province Director Job Description
Page three

9. Recommendation for replacement. If the Director chooses not to continue for another year, she/he should locate one or more members to recommend to the incoming Coordinator of State/Province Directors. This should be done by the end of January so that a new Director can be selected and can attend the Directors' Workshop at the Annual Conference. It must be clarified with any recommended replacement that the selection of the Director is the responsibility of the Coordinator of State/Province Directors and that a recommendation is not necessarily an appointment.
10. Handbook. The Director is responsible for updating the "State/Province Director's Handbook" at the end of each year and for presenting the state's/province's Handbook to the next Director.

Local Conference

1. Local or regional conferences. When appropriate and feasible, Directors are responsible for planning annual local conferences or other meetings. Directors are encouraged to cooperate with other Directors to plan regional conferences or to encourage participation in nearby state or province conferences. Cooperation might include publicity, special guest presentations, special meetings for guest delegations, or similar cooperative efforts.
2. Annual Conference bids. The Director should encourage individuals or groups within the state/province or may her/himself submit a bid for hosting the Annual Conference or a Summer Institute. Such individuals or groups should be put in contact with the Conference Site Chairperson.

Funding

1. WCRLA regular funding. An allocation is budgeted each year to each State/Province Director for communication purposes. The allocation is determined at the Summer/Fall Board meeting when the WCRLA fiscal budget is set and is available for use between July 1 and June 30 of the year. The Director is responsible for the use of the state/province allocation and must account for all funds received from or budgeted from the WCRLA treasury. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted at any time a total amount of at least \$25 is due or every ninety days, whichever is sooner. Directors are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner. See "Guidelines for Funding of State/Province Special Projects."
2. Special funding. Directors planning special projects requiring funding should familiarize themselves with the "Guidelines for Funding of State/Province Special Projects." Except in emergencies, proposals for special funding are submitted on the WCRLA Funding Request Form to the President with a copy to the Coordinator of State/Province Directors and must be submitted prior to July 1 for consideration.
3. Bank accounts. Directors who generate more than \$25 of local WCRLA income should open a passbook savings account or similar low cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one

State/Province Director Job Description

Page four

member other than the Director as to the accuracy of the accounting. Retiring Directors must arrange for accounts to be turned over to the appointed replacement. Accounts should be in the name of WCRLA and are considered the property of the local WCRLA membership.

Approved: April 8, 1984

JOB DESCRIPTION--SIG LEADER

Special Interest Groups (SIG's) exist in WCRLA to foster year-long membership participation in areas of similar interest. Themes which identify SIG's from all other groups in WCRLA are: 1) topics of professional interest which may change periodically; 2) intentionally loose governing guidelines freeing each SIG to grow as it sees fit; 3) information and expertise exchange within its membership.

A SIG Coordinator facilitates the operation of the groups during the year and at the annual conference. Each SIG is led by one or two leaders who are the liaison to the SIG Coordinator. The job descriptions of the Coordinator and the Leader follow.

JOB CALENDAR--SIG COORDINATOR

April/May

1. Write to all SIG Leaders to outline what information needs to be given to the President-Elect for next year's conference. President-Elect should have meeting times, places, special equipment list, and other planned activities by July 1 from the Leaders. Also include a Leader name/address list in your mailing. Encourage articles in WCRLA newsletter. Coordinator needs a copy of pertinent correspondence from each Leader.
2. Keep a file to include all SIG correspondence during the upcoming year.

September

1. Submit article to WCRLA newsletter to solicit SIG membership.
2. Send a list of all SIG Leaders to Coordinator of State Directors.
3. Send short reminder letter to SIG Leaders.

January

1. Write to SIG Leaders to have conference plans finalized. (See SIG Leader description.)
2. Write to conference chairperson to make sure information booth/sign-up board will be done to your specifications.

Conference

1. Make appropriate announcements.
2. Attend beginning of each SIG meeting to make sure that Leader is present and prepared, facilities are satisfactory.
3. Talk with each SIG Leader during the conference to discuss the past year and the future of her/his SIG.
4. Report to Board after #1-3 have been accomplished. Include evaluation of the past year for SIG's in general and any specific problems or successes which have occurred. Speak to future of SIG's in WCRLA and how to foster growth in these groups.

JOB CALENDAR--SIG LEADER

May/June

1. Write to new President-Elect to relate your SIG's specific plans for next year's conference. Include desired meeting places and times, special equipment needs, sectional or institute plans, extra activities.

Autumn

1. Write to all members in your SIG. Include a membership list and some item of interest to your members. Encourage exchange of expertise.
2. Write to President-Elect to confirm conference plans.
3. Write a short article for the WCRLA newsletter.

February/early March

1. Make final arrangements for conference.
2. Write to all SIG members to tell them the finalized conference arrangements, appropriate materials you would like them to bring, sectionals and institutes which are of mutual interest.
3. If you cannot continue as Leader, contact another SIG member who will attend the conference. Have this person help you at the conference and then take over the Leader's responsibilities.

Conference

1. Attend your SIG's meetings to facilitate the discussion. Have an appropriate agenda including an activity which will benefit all members. Evaluate past year, revise goals, discuss funding.
2. Report to the Executive Board after your SIG meeting. Include evaluation of past year, method of funding, number of current members and revised goals.

These tasks are the minimum responsibilities which a SIG Leader performs when he or she accepts the position. Leaders are encouraged to arrange for speakers or hold information booths, contribute to the WCRLA newsletter, have quarterly newsletters, publish articles, have mini-conferences, exchange expertise with other professional organizations, or perform any other appropriate function to serve the SIG.

Duties of MAAC Chairperson in concert with WCRLA Board

1. Make sure that all MAAC members complete the Membership Resource Form each year so that the president has access to individual names and individual interests when appointing.
2. Submit a current list of all MAAC members to the board at each fall and each spring board meeting.
3. Encourage minorities in each state to contact the State Director to offer assistance in preparing for the State meeting and/or make a presentation at that meeting.
4. Encourage minorities to contact the president-elect to offer to serve on the program committee. Attempts should be made to find people in the same general area as the president-elect.
5. Solicit minorities to join various S.I.G. groups by contacting S.I.G. chairpersons and offering assistance in generating momentum and/or offering to chair S.I.G.'s.
6. Encourage minorities to submit articles to all WCRLA publications: Newsletter, Journal of College Reading and Learning, and WCRLA Journal.
7. Seek minorities to serve as program chairs.
8. Solicit minorities to submit proposals to conduct institutes and/or section meeting.
9. Encourage minorities living in the area where the conference is held to volunteer to serve on one or more committees.
10. Insure that a MAAC subcommittee develop and submit to the board a list of recommended keynote speakers.
11. Make all recommendations and appointments in a timely manner. Secure all deadlines regarding the conference and other meetings.
12. Attend all WCRLA board meetings from beginning to end.
13. Commit to open communication and dialogue with WCRLA President.
14. Assume that meeting reimbursements will be made for hotel and meals in.

JOB DESCRIPTION--LIAISON

The over-all objective of the liaison function is to keep WCRLA members better informed of the potential resources within other organizations and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity regarding the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization might proceed:

- a. Let the WCRLA president-elect/program chairperson know about particularly good people/presentations encountered at the other association's conference; it might be suggested that some of them present at WCRLA's conference as well.
- b. Work with WCRLA's president-elect to arrange a WCRLA co-sponsored presentation at WCRLA's conference.
- c. Work with the WCRLA president to arrange WCRLA co-sponsored meetings during annual or regional meetings of the association to which one is liaison.
- d. Keep the WCRLA Newsletter informed about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialties of good resource people in the other association (and vice versa).
- e. Attend the board meetings of other association and describe WCRLA and its commitment to the liaison function with regard to other organizations.
- f. Be available as a general resource person about the other association for WCRLA officers who may need to know more about it and names of its current officers and editors. Report the other association's decisions and policies related to professional issues of common concern to WCRLA's president.
- g. Remain alert to professional issues in both associations which might be facilitated by joint effort/approaches.

Appropriate
Leatrice Emeruwa
June 18, 1984

July 9, 1984.

Placement Bureau Director - Job Description

Required

- Disseminate information about available jobs to interested members.
- Check job listings/opportunities in papers, schools, etc.
- Send placement bureau application to interested persons.
- Research job-related information for use in writing column.
- Prepare a bulletin board job display at annual conference.
- Keep records of expenses.
- Present report to Board at their request.

Desirable

- Present workshops and/or institutes at annual conference.

Duties of the WCLRA Audit Committee

Read the Annual Report of the Treasurer carefully.

Look at entries in the checkbook to make sure they correspond with information in the Annual Report.

Look at both savings account passbooks and at all records of deposits and withdrawals to make sure they correspond with information in the Annual Report.

Check bank statements against the checkbook and the Annual Report.

Look at all deposit slips (both those from Oxford Mailing Service and those initiated by the Treasurer) and check them against the entries in the checkbook and in the Annual Report.

Look at files of bills paid by the Treasurer.

Review Treasurer's investment decisions/vehicles to determine if any changes should be recommended to the Board.

Look at current tax returns.

MODEL FOR STANDING COMMITTEES

1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President,
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
- b. To keep records and make reports and/or recommendations to the Board of Directors.

4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.

Treasurer's Job Description

by Carolyn Walker, June, 1984

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant Carol Thurm of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

I have loved this job the last two years and I wish good luck and pleasure to all future WCRLA Treasurers.

Carrie

Carolyn Walker

June 30, 1984

State/Province	Membership		Growth	Communication		Annual Report	Conference	Funding	Recommendations
	March '85	March '86		Local	w/Coordinator				
Alaska	10	- 12	20%	Newsletter numerous mailings	Prompt	yes	Fall-WCRLA Spring, with Statewide Conf.		Continue number of communications and excellent conferen- ces.
Arizona	19	- 31	63%	Several Mailings	Prompt - several phone calls	yes	w/ AERA	WCRLA 48.16	Continue to sponsor conference or co- sponsor w/ AERA
Canada	12	- 15	25%			no	-	-	
N. California	82	- 63	-23%	several mailings	phone calls	no	w/NCCRA (70)	WCRLA 22.00	Continue to co-spon- sor conference with NCCRA
S. California	128	- 133	4%	2 mailings	several phone calls	no	-		host conference annually
Colorado	31	- 26	-16%	several mailings	Prompt-several let- ters	yes	WCRLA (36)	WCRLA \$230 acct. bal. \$340	Continue to host conference annually
Hawaii	8	- 8	0%	several mailings	2 phone calls	no	-		host at least one conference/mtg. on ar annual basis
Idaho	10	- 7	-30%	Newsletter several mailings	Prompt - phone calls and notes	yes	yes		Continue with mail- ings & sharing of ideas
Nebraska/Kansas		- 10	-	Newsletter several mailings	Prompt - Several phone calls & letters	yes	w/MRAE and CLASSIC (100)		Continue to co-spon- sor Conference
Nevada	6	- 4	-33%	Newsletter		yes			
New Mexico	17	- 25	47%	Newsletters (2) mailings	Prompt	yes	WCRLA	WCRLA 53.66	Continue to host annual conference

WCRLA Minutes
 3/18-23/86
 Los Angeles,
 Att. B
 Pg 3 of 5
 California

State/Province	Membership		Growth	Communication		Annual Report	Conference	Funding	Recommendations
	March '85	- March '86		Local	w/Coordinator				
Montana	6	- 2	-66%		same	yes	-	WCRLA 21.56	
Oklahoma	8	- 6	-25%			no	-	-	
Oregon	31	- 27	-13%	Newsletters (2) numerous mailings	Prompt several letters	yes	Fall-WCRLA Spring w/ODSC	WCRLA 138.40 acct. bal. \$262.42	Continue both Conferences
Texas	65	- 75	15%	local mailings	Prompt several letters	yes	w/TADE	Texas acct. bal.:	Continue Conference with TADE
Utah	19	- 18	- 5%	several mailings	Prompt	yes	September mtg. w/Utah State 2 yr. College Conf. -November		Continue Conference/meeting(s)
Washington	24	- 18	-25%	Newsletter several mailings	Prompt several phone calls	yes	Follow-up in Provo Fall -w/WADE	Washington acct. bal.: \$400	Continue co-sponsoring Conference
Wyoming	9	- 8	-11%	several mailings meeting	Prompt	yes	-	WCRLA 53.98	Continue mailings & conduct WCRLA meeting at the WCCLSF meeting
At-Large	56	- 63	1%	Newsletter several mailings	Prompt phone calls & letters	yes	w/University of Minnesota		Continue to host or co-sponsor conference

WCRLA MEMBERSHIP GROWTH

March '85 - March '86

STATE/PROVINCE	MARCH '85	MARCH '86	%GROWTH	% TOTAL MEMBERSHIP
So. California	128	133	3.9%	24.14%
Texas	65	75	15.38%	13.61%
No. California	82	63	-23.17%	11.43%
At-Large	56	63	12.5%	11.43%
Arizona	19	31	63.2%	5.63%
Oregon	31	27	-12.9%	4.90%
Colorado	31	26	-16.1%	4.72%
New Mexico	17	25	47.0%	4.54%
Utah	19	18	5.26%	3.27%
Washington	24	18	-25.0%	3.27%
Canada	12	15	25.0%	2.72%
Alaska	10	12	20.0%	2.18%
Nebraska-Kansas	-	10	-	1.81%
Wyoming	9	8	-11.1%	1.45%
Hawaii	8	8	0%	1.45%
Idaho	10	7	-30.0%	1.27%
Oklahoma	8	6	-25.0%	1.09%
Nevada	6	4	-33.3%	.73%
Montana	6	2	-66.6%	.36%

REAPPOINTMENTS

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment C
Page 1 of 3

Marci Matlock
Navajo Community College
Box 295
Tsaile, Arizona 86556

Barbara Swanson
Idaho State University
Box 8064
Pocatello, Idaho 83209

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Ave.
Anchorage Alaska 99508-4670

Pat Mulcahy
University of Minnesota
Center for Research in Human Learning
205 Elliott Hall
75 East River Road
Minneapolis MN 55455

Patti Dozen
California St. Univ. Long Beach
949 East 2nd Street
Long Beach, CA 90802

Spensor Oleson
Mountain View College
4849 W. Illinois St.
Dallas, Texas 75211

Walt Lazdowski
10713 Janway
El Paso, Texas 79935

Bernie Rihn
Spokane Falls Community College
Communications Learning Center
W3410 Fort George Wright Dr. MS3050
Spokane, WA 99204-5288

Janice Klein
Dixie College
225 S. 700 East
Saint George, Utah 84770

Karen Agee
University of Northern Iowa
37 Auditorium
Cedar Falls, Iowa 50614

Donna Wood
State Technical Institute
Memphis, Tennessee 38124

Kathy Carpenter
Kearney State College
West 25th
Kearney, Nebraska 68847

NEW APPOINTMENTS

June Stark
Kauai Community College
3-1901 Kaumualu Highway
Lihue, Hawaii 96766
(808) 245-8311

Bess Jenkins
El Reno Junior College
1300 Country Club Road
Box 370
El Reno, Oklahoma 73036
(405) 262-2552

Kathryn L. Chang
Medicine Hat College
299 College Drive
Medicine Hat
Alberta Canada T1A 3Y6
(403) 529-3844

Rick F. Riendeau
1215 California Avenue
Reno, Nevada 89509

Rhea Ashmore
University of Montana
CCESP - Reading Lab
Main Hall
Missoula, Montana 59812
(406) 243-0211

Bob Petty
University of Santa Clara
Academic Resources Benson 204
Santa Clara, CA 95053
(408) 554-4000

Nancy Moreland
Amarillo College
Box 447
Amarillo, Texas 79178
(806) 371-5000

Dale Haynes
Treasure Valley Community College
650 College Blvd.
Ontario, Oregon 97914
(503) 889-6493

Susan Cribelli
Aims Community College
P.O. Box 69
Greeley, Colorado 80632
(303) 330-8008

John Garcia
Santa Fe Community College
P.O. Box 4187
2600 Camino Entrada
Santa Fe, New Mexico 87502
(505) 471-8200

UNCONFIRMED REAPPOINTMENTS

Jane Weidman
Reading Department
Canada College
4200 Farm Hill Blvd.
Redwood City, California 94061

Confirmed

SUMMARY OF MINUTES

WCRLA Board Meetings
Los Angeles, California
March 18-23, 1986

- I. Sue Brown, president, welcomed the new officers, Gwyn Enright, president-elect, 1986, and Gladys Shaw, treasurer, 1986-88.
- II. Carole Bogue, coordinator of state/province directors, reported a two percent increase in membership since the last Conference. Membership is approximately 600. Texas has moved into second place behind Southern California.
- III. President's Report
 - A. Sue Brown's major project this year was to establish a new system with the assistance of the accounting firm of Cooper and Company.
 - B. Sue was the keynote speaker at the Colorado State Conference and plans to co-present with Vince Orlando at the IRA Conference in April.
 - C. Three organizations--Awards, Honors, and Prizes; Encyclopedia of Associations; Alvina Trust Burros Institute, Inc.--have been given permission to include information about WCRLA in their publications.
- IV. 1986 Conference
 - A. Approximately 340 people pre-registered for the Conference and approximately 70 people registered on-site. Special Interest Group (SIG) breakfasts had very good enrollments and three institutes sold out prior to the Conference.
 - B. The Computer Fair, an outgrowth of the Computer SIG has been a popular addition to the program and will remain a program function. It was suggested that procedures for running the Computer Fair be written using the same time lines used by the Program Committee chairperson so that the Computer Fair activities can be included in the program.
- V. Newsletter
 - A. Deadlines will remain the same--January 5, May 1, July 31, October 1.
 - B. Jane Hopper announced that she will retire as editor after this year.

- VI. Theria Beverly, Multicultural Affairs Committee (MAC) chairperson, announced that MAC membership and participation have increased.

- VII. The Board discussed the cost of the mailing service and discussed ways to reduce those costs.

- VIII. Treasurer's Report
 - A. Harold Fillyaw, treasurer, reported \$23,438.86 in the savings account and \$4,096.99 in the checking account as of March 17, 1986.
 - B. The 1985 Conference realized a profit of \$5,292.07.

- IX. Job descriptions will be reviewed and updated by Board members before the summer Board meeting.

- X. A task force was established to create a handbook for use by the conference manager.

- XI.
 - A. Journal advertising was reduced this year to one ad in the Journal of Reading.
 - B. Carol Bogue, presented a marketing plan which recommended that marketing focus on membership and attendance at the Annual Conference.
 - C. Carol Bogue will pursue grant funding that could be used for marketing as well as to support other activities.

- XII. Bylaw Changes
 - A. The membership approved two changes in the bylaws:
 - 1) Article VII., 3.c., was changed to read, "The Election Committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer by OCTOBER 1."
 - 2) Article VII, 3.d., was changed to read, "Information about all candidates, one official ballot and a properly address return envelope will be mailed ON OR BEFORE JANUARY 15."

- XIII. The Nominations and Elections Committee for 1987 is Carole Bogue, chairperson, Gene Kerstiens, Vince Orlando, Joe Cortina, and Helen Gordon. Pat Heard will replace Gene Kerstiens next year.
- XIV. The archives have been moved from Ruth Purdy's residence to New Mexico State University.
- XV. Frank Christ received the Long and Outstanding Member Award.
- XVI. Pat Mulcahy received the WCRLA Scholarship.
- XVII. William Perry, Jr., professor emeritus, Harvard University, was the keynote speaker at the First General Session. His address, "Personal Evolution in Learning to Learn," explained his research with Harvard and Radcliff^o students which was reported in his book, Forms of Intellectual and Ethical Development in the College Years.
- XVIII. Special Interest Groups (SIG)
- A. Kate Sandberg, SIG coordinator, reported that SIGs are thriving and that SIG leaders are doing a great job.
 - B. The \$3.00 membership fee for SIGS will be collected at the discretion of the SIG leader since the need for funds varies from SIG to SIG.
 - C. The Learning Assistance Center (LAC) Management SIG directory has been completed and was distributed by Dorothy Lee, LAC SIG leader.
 - D. The Learning Disabilities SIG is interested in hosting a summer institute, possibly in Jackson Hole, WY in 1987.
 - E. The Outreach Consulting SIG has disbanded.
 - F. Peer Tutoring SIG has 124 people on a mailing list for a newsletter which is distributed quarterly.
 - G. Critical Thinking/Problem Solving SIG is developing a newsletter.
- XIX. Mike O'Hear, Journal editor, announced that he will leave that post at the end of the year.

- XX. Placement activities will continue to focus on job announcements and possible interviews at the Conference.
- XXI. Sacramento was chosen as the site of the 1988 Conference. Seattle is a possible site for 1989.
- XXII. Spencer Olson, Texas state director, presented \$150 to the scholarship fund from the Texas organization in honor of the Texas Sesquicentennial.
- XXIII. Sue Brown will investigate the issue of changing the at-large designation to a regional designation.
- XXIV. Dr. Jennie Green, associate professor of education, California State Polytechnical University, Pomona, California, was the guest speaker at the Third General Session. Her address was entitled, "Preparing for the Year 2001; Emerging Challenges--Opportunities for Renewal."
- XXV. The 1987 Conference will be April 9-12 at the Marriott in Albuquerque, New Mexico. The theme will be "Back to the Future; WCRLA Celebrates 20 Years."

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 18, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gwyn Enright, president-elect, 1986; Jane Hopper, Newsletter editor; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson.

Sue Brown called the meeting to order at 2:20 p.m.

I. Welcome

New officers welcomed

Sue Brown welcomed everyone and congratulated Gwyn Enright on having been elected president-elect, 1986. Sue distributed the agenda which was approved with the changes as noted (Att. A).

II. Secretary's Report

Jane Lehmann reported that last year Elgin Community College paid for clerical support, postage, phone bills, and copying and will continue to do so for the coming year.

III. Coordinator of State Directors' Report

Membership up
two percent

Carole Bogue distributed her report (Att. B). She commented on her communication with the state/province directors and reported that we have experienced a growth in membership of approximately two percent since the last Conference.

Discussion focused on the vital role the state/province directors play in the organization. Carole suggested that some at-large states, (Illinois and New York, for example) may have large enough memberships to warrant naming separate directors. These people could focus on building membership and perhaps organizing conferences. It was the consensus of the Board that conferences should be self-supporting.

Recommendations

Additional recommendations for the next coordinator included:

- 1) Continue to send current mailing labels to the directors.
- 2) Write three or four reminder letters to the state/province directors regarding tasks, events, etc.
- 3) Encourage directors to submit articles to the Newsletter and to submit or solicit articles for the Journal of College Reading and Learning.

State/province director appointees

Sue Brown distributed copies of her appointments for state/province directors (Att. C). Appointments are for one year; many of the appointees, however, are continuing in the position from last year. It was recommended that appointments be made in time for all directors to attend the workshop at the Annual Conference.

IV. President's Report

A. Major Projects

Accounting System

Sue distributed her report (Att. D). Her major project during her term was to establish the accounting system with Carol Thum of the accounting firm of Cooper and Company. The new system should reduce problems with record keeping and give us better planning data.

Membership resource forms

She also analyzed the membership resource forms that had been collected and communicated with members encouraging their involvement in the organization. She was the keynote speaker at the Colorado State Conference in October and traveled to Los Angeles in March to meet with the On-Site Conference Committee. In April she will co-present with Vince Orlando at the IRA Conference in Philadelphia.

Keynote speaker

B. Recommendations

Sue's recommendations include:

- 1) The president should keep in close contact with the Conference Committee.
- 2) We need to examine the cost of the mailing service.
- 3) We might consider adding a year prior to the president-elect's year to allow that person to become more familiar both the organization and the demands of running a conference.
- 4) We should continue to work on the marketing plan.

C. Communications

Sue informed the Board of various communications to which she had responded:

Expenses approved
on New Mexico
keynoter

- 1) She had received a request from Marci Matlock, New Mexico State Director, for WCRLA to pay expenses for Frank Christ, the keynoter at the Fall Conference. The Board had approved the request by mail.
- 2) She has written to the IRS asking that the organization be given a 501-C6 designation.
- 3) She responded affirmatively to requests from three organizations--Awards, Honors and Prizes; Encyclopedia of Associations; Alvina Trust Burros Institute, Inc.--for the right to include information about our organization in their publications (Att. E).
- 4) She reported on a summary report from Linda Lee, 1985 WCRLA Scholarship recipient, on her doctoral studies (Att. F).

IRS: 501-C6 designation

WCRLA to appear in
publications

Report from 1985 WCRLA
Scholarship recipient

D. Agenda for General Sessions

Sue distributed the agenda for the three general sessions (Att. G).

V. Conference Update

A. Program

1986 Conference
Budget

Wes Brown distributed copies of the 1986 Conference Budget with actual expenses noted where appropriate. Wes noted that Conference mailings were paid for by CSU, Hayward (Att. H).

Rina Duron, Delores Akins, and Janet Eddy joined the meeting at this time.

B. On-Site Conference Committee's Report

350 Pre-registered for
Conference

Rina Duron, Delores Akins, and Janet Eddy, On-Site Conference Committee, reported that approximately 350 people had pre-registered for the Conference and that 115 had registered for the banquet. Special Interest Group (SIG) breakfasts had very good enrollment. One institute was sold out.

Hotel sold out

The hotel is completely booked--140 rooms have been taken. The contract required that the hotel hold 200 rooms until March 5; because many registrations were received late, the hotel had released the rooms and many conferees were being sent to the LA Hilton or to nearby motels.

Coors to underwrite
hospitality room

Entertainment at the Friday banquet will be provided by the Folklorico Dancers and a two hour cruise in the San Pedro Harbor is planned for Thursday night. Coors is providing drinks and snacks for the hospitality room each night. The Board agreed to pay for some items not provided by Coors at the hospitality functions. Diner On The Town will be an option again this year and lists of local restaurants, cultural events, and sporting events will be available to the conferees.

A Ricoh Write Board has been donated by Ameritech Communications, Inc. for use by Thursday's keynote speaker, William Perry. They will also provide a copier for our use. In general, AV equipment has been donated by local schools and individuals; some equipment will need to be handled by the hotel and added to the master account.

The Board recessed for dinner at 6:20 p.m. and reconvened at 9:00 p.m.

On-Site Conference
Committee
recommendations

C. On-Site Conference Committee's
Recommendations

Sue Brown distributed copies of suggestions offered by the On-site Conference Committee regarding Conference planning (Att. I).

VI. Newsletter Editor's Report

Jane Hopper, Newsletter editor, distributed her report (Att. J). She recommended that the deadlines remain the same--January 5, May 1, July 31, and October 1. She reported that an editor is needed for a materials review column and that a teacher exchange column had been suggested which could aid members who would like to participate in faculty exchanges.

Jane to resign
in one year

Jane announced that she will remain as editor for only one more year, so the Board will need to spend this year looking for a replacement. Members interested in the position will be directed to Jane Hopper.

The Board expressed regret at Jane's decision to resign. Sue thanked Jane for her many hours of work and her invaluable contribution to the organization.

VII. MAC Report

A. MAC Accomplishments

Theria Beverly, MAC chairperson, distributed her report (Att. K) in which she enumerated MAC accomplishments for the last two years. She noted that membership and participation has increased. An open forum to address

needs and concerns was sponsored in 1985, and the luncheon has been very successful. She also reported that a presentation initiated by MAC is on the 1986 program.

B. MAC and MAC SIG

MAC and MAC SIG
distinction discussed

The distinction between MAC and the MAC SIG was discussed. MAC is a standing committee; the chairperson is appointed by the president and serves as a liaison to the Board. The original intent of establishing the MAC was to encourage minority representation in the organization. The SIG, like any other SIG, is a "grass roots" organization--it emerges in response to the needs of the membership. It chooses its own leader and may address any of a variety of topics related to multicultural issues of interest to its membership.

Theria's term expires this year. Sue thanked Theria for her contribution to the Board and to the organization.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 19, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Harold Fillyaw, treasurer; Jane Lehmann, secretary.

Others Present: Gwyn Enright, president-elect, 1986; Jane Hopper, Newsletter editor; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson; Gladys Shaw, treasurer, 1986-88.

Sue Brown called the meeting to order at 9:21 a.m.

I. Welcome

Sue welcomed Gladys Shaw and congratulated her on having been elected treasurer for 1986-88. She read a note to the Board from Suzanne McKeon, secretary 1983-85, stating that she would not be able to attend the Conference this year. The Board expressed its regrets and expressed appreciation for the contribution Suzanne had made to the organization as secretary.

II. Mailing Service

Mailing costs questioned

Questions were raised regarding the costs of the mailing service. It was suggested that the invoices sent by Hal be analyzed to pinpoint our exact costs. Members felt that Hal was efficient and provided a valuable service, but wondered if we could save money by using another service.

It was also suggested that there be one date for membership expiration to simplify the bookkeeping.

III. Accounting System

Budget categories and tax expense account numbers clarified

Sue distributed copies of the "Chart of Accounts," "Budget Codes," and "Reimbursement Forms" (Att. L). The numbers assigned to budget categories also reflect the tax expense account number--it is the number following the second decimal point. The officer approving a request for reimbursement must supply the appropriate budget code numbers as well as the tax expense account number before sending it on to the treasurer. Sue reminded the Board that receipts must be included with the reimbursement form.

IV. Treasurer's Report

A. Current Status

Savings: \$23,438.86
Checking: 4,096.99

Harold Fillyaw distributed copies of his report (Att. M). He explained that in the past we have not had an accounts receivable so expenditures from the previous year sometimes appeared in the records for the current year.

As of March 17, 1986, our account showed \$23,438.86 in the savings account and \$4096.99 in the checking account.

B. 1986-1987 Budget

1986-87 Budget
should include
Conference budget

Sue Brown suggested that Wes expand the form used for the 1985-86 budget to include all budget categories so that the operating budget for 1986-87 shows the Conference budget as a part of the total operating budget rather than as a separate entity.

Harold noted that it sometimes takes at least two weeks to transfer funds. The cash advance for the on-site manager, 1987, will be passed at the summer Board meeting so that it will be immediately available for use.

Gladys Shaw will locate a bank in her area to use during her tenure.

C. Fund Raising

Fund raising was briefly discussed. Theria Beverly suggested that there be an item on the registration form that allows for contributions to the Scholarship Fund or to WCRLA in general.

V. Job Descriptions

Job descriptions
to be reviewed

The Board members and the Newsletter editor have copies of the job descriptions. Sue distributed copies of the officers' job descriptions and asked members to review them before the summer Board meeting (Att. N).

Other job descriptions that need examination are those of the Site-Selection Committee chairperson and the on-site manager. Carole suggested that the Site-Selection chairperson should have a checklist of items to cover as well as a copy of the conference manager's handbook in order to negotiate well with hotels. A task force was approved by the Board to work on updating the conference manager's handbook. Suggestions for inclusion in the handbook were: checklists, time lines, all policies regarding conferences, clarification of duties. Documents to be examined included the present handbook, Vince Orlando's memo of October 30, 1985, Sally Conway's list of suggestions (Att. J., July 14, 1985, Board minutes) and convention guidelines created by other organizations.

Conference manager's handbook to be created

(M) Wes Brown: to set up a task force of three people comprised of two past conference managers and one past-president to compile, edit, and review a handbook of procedures for conference managers. A budget amount will be left open for approval at the summer Board meeting, 1986. The final report should be submitted to the Board for approval prior to the 1987 Conference.

(S) Harold Fillyaw

PASSED

VI. President-Elect's Report

Wes Brown distributed copies of his report (Att. O).

A. Computer Fair

Computer Fair remains a program function

Wes suggested that the relationship between the Computer Fair and the program be clarified for the 1987 Conference. Sue explained that in Denver it was part of the Program Committee chair's responsibilities. Sue reviewed the program proposals and assigned them either to the Computer Fair or to the regular sessions. The Computer Fair, 1985, had two kinds of sessions--scheduled presentations and drop-in activities; in addition, there were

Call for proposals should include a statement regarding equipment needs.

Computer Fair Committee time lines to be the same as Program

sessions on computers or which used computers in the regular sessions. A reminder was given that the call for proposals should include a statement regarding equipment needed for the presentation.

It was suggested that David Caverly, Frank Torres, and Frank Christ be asked to write up procedures for running the Computer Fair. They should use the same time lines the Program chairperson uses so that the Computer Fair presentations can be included in the program. In the past, the Computer Fair chairperson has been appointed by the Special Interest Group (SIG) since the activity is an out-growth of a SIG. It is important that the Computer Fair chairperson work closely with the Program chairperson. It was the consensus of the Board that the Computer Fair continue to be treated as a program function.

B. Advertising

Advertising discussed

Wes commented that journal advertising is expensive and it is difficult to see if it is worth it. This year we advertised only in the Journal of Reading; notices appeared in the Journal of Developmental Education and a Trio publication. It may be possible to place an announcement on Compu-Serve. Wes stressed the need to advertise early.

C. Marketing

Nature of organization must be marketed

Wes expressed concern that the name of our organization might not communicate adequately the nature of the organization or the nature of the Conference. It was agreed that we did not want to change the name, but that advertising copy would need to reflect this concern. Another concern was raised regarding the calls for proposals; we want to present a professional image in all of our publications.

D. Job Duties

Wes suggested that the duties of the Program chair be assigned to a past-president rather

than to the president-elect in order to allow the Program chairperson more time to prepare for the Conference. This change would require a change in the bylaws. It was agreed to discuss it with former presidents and others who had been involved in Conference preparations.

E. Conference Dates

Change in Conference dates discussed

Some discussion focused on changing the dates of the Conference so that it begins on Wednesday and ends on Saturday. Another suggestion was to move the Friday banquet to Saturday. It was pointed out that the banquet originally was on Saturday but had been moved to Friday because of low attendance on Saturday.

The Board recessed at 12:30 p.m. and reconvened at 2:00 p.m.

VII. Marketing Report

Marketing should focus on membership and Conference

Carole Bogue distributed copies of her report. (Att. P). She suggested that the marketing effort focus on membership and the Conference. The importance of state/province directors regarding membership was stressed as well as the vital function of fall conferences. At-large states may be able to conduct regional conferences where membership warrants. Carole also suggested that we continue to place WCRLA Conference announcements in the Chronicle and Reading Today since those are free listings.

Carole also suggested that grant funding be pursued in order to provide money for special projects that could result in membership growth. Funds could be used to underwrite the costs of the Conference, to add issues to the Journal, to reduce registration fees, to underwrite the cost of keynote speakers, etc.

The suggestions in Carole's report regarding scholarships will be turned over to the next chairperson of the Scholarships and Awards Committee.

The Board asked Carole to continue to look for grant funds.

Grant funds to
be pursued

(M) Harold Fillyaw: that Carole Bogue pursue the grant funding aspect of the marketing plan.

(S) Jane Lehmann

PASSED

VIII. Board Message to the State Directors

Sue asked for suggestions for directions to give to the state directors. It was suggested that ideas be solicited from the directors regarding:

- a. Membership;
- b. Changing the days of the Conference;
- c. Whether food functions should be included in the registration price;
- d. Fund raising ideas;
- e. Whether they could use extra copies of the Newsletter as recruitment tools to be sent out to prospective members with a cover letter from the director and/or the president.

Patti Glen, parliamentarian, Karen Smith, Elections and Nominations Committee chairperson, and Susan Deese, conference on-site manager, 1987 joined the meeting at this time.

IX. Conference Report, 1987

Susan Deese reported that the 1987 Conference will be April 9-12, at the Marriott in Albuquerque, New Mexico. Gwyn Enright announced that the theme will be "Back to the Future: WCRLA Celebrates 20 Years."

Susan Deese reported that arrangements with the hotel are going smoothly and that the Albuquerque Convention and Visitors Bureau has been very helpful. She will meet with the Marriott next week to establish the room rates. She is receiving help from area colleges and her own college, University of New Mexico, will provide support for mailings, phone calls, AV equipment, etc. John Garcia will serve as chairperson of Exhibits and will begin work at the 1986 Conference to arrange for publishers' exhibits. Other chairpeople have volunteered or been solicited, but no appointments have been made so far.

X. Elections and Nominations

Karen Smith, chairperson of the Elections and Nominations Committee, distributed copies of her report (Att. Q). Karen echoed Ann Faulkner's lament that the time lines required by the bylaws for elections are impossible to meet. The Board accepted her recommendation for a change in the bylaws.

Bylaw change proposed

(M) Carole Bogue: that two changes be made in the bylaws regarding election procedures:

- 1) Article VII, 3.c., be changed to read, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer by OCTOBER 1."
- 2) Article VII, 3.d., be changed to read, "Information about all candidates, one official ballot and a properly addressed return envelope will be mailed ON OR BEFORE JANUARY 15."

(S) Harold Fillyaw

PASSED

Notebook updated

Karen explained that she had updated and organized the notebook for the Nominations and Elections Committee chairperson and was turning it over to Carole Bogue, chairperson, 1987.

Elections and Nominations Committee, 1987, named

Carole announced that her committee for 1987 will be Gene Kerstiens, Vince Orlando, Joe Cortina, and Helen Gordon. Gene Kerstiens will serve as the past-president representative for one year and will be replaced by Pat Heard the following year.

XI. Bylaws Report

Patti Glenn, parliamentarian, distributed copies of the bylaws with the changes approved at the Denver meeting. She will work with Jane Hopper to prepare copies of the bylaws with the proposed changes to present to the membership at the Second General Session on Friday. The present bylaws call for a vote to be taken on the bylaws change at this Conference (Att. R).

XII. Archives Report

Archives are housed
at New Mexico State
University

Karen Smith, achivist, reported that she had received the archives from Ruth Purdy, former archivist, and that they were safely stored at New Mexico State University. She thanked Jane Hopper for helping Ruth Purdy package the materials for mailing. Karen is planning a spectacular display for the 20th anniversary meeting next year.

Questions were raised regarding how long materials were to be kept by the individual officers before they were turned over to the archivist. The question will be researched.

XIII. Awards and Scholarship

Pat Mulcahy to receive
scholarship

Susan Deese, Awards and Scholarships Committee chairperson, commented on her search for the scholarship recipient for 1986. The Board accepted her recommendation that Pat Mulcahy receive the scholarship this year.

(M) Jane Lehmann: that the Board accept Susan Deese's recommendation that we award the 1986-87 scholarship to Pat Mulcahy.

(S) Harold Fillyaw

PASSED

Frank Christ to receive
Long and Outstanding
Member award

Susan also announced that Frank Christ has been recommended to receive the Long and Outstanding Member Award. The Board accepted the recommendation. Sue Brown had informed the Board of this recommendation earlier this spring and the Board had approved the recommendation by mail or phone.

Susan Deese commented on her proposal for a research award (Att. S). She is continuing the idea originated by Vince Orlando and recommended that \$1000 be budgeted for research awards with a maximum of \$500 to be awarded in any one grant. The awards would be for new research; works in progress would be considered, but not given top priority.

Discussion focused on whether the research award should be an incentive for new research or a reward for completed research.

Notebook updated

Susan Deese has updated her notebook and will turn it over to Wes Brown to pass on to his appointee.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA FIRST GENERAL SESSION
Los Angeles, California
University Hilton
March 20, 1986

I. Welcome

President Susan Brown called the meeting to order at 1:10 p.m. She welcomed the old and new members and congratulated Wes Brown, conference manager and program chairperson, and Delores Akins, Janet Eddy and Rina Duron, members of the On-Site Conference Committee, for the fine job they had all done in making the Conference arrangements.

Conferees were welcomed by Wes Brown, WCRLA president-elect, Janet Eddy, On-Site Conference Committee representative, and Dr. James M. Dennis, vice-president of student services at the University of Southern California.

II. New Officers

Sue Brown introduced the new officers for 1986-87: Gwyn Enright, president-elect, 1986, and Gladys Shaw, treasurer.

III. Nominations and Elections Committee

Carole Bogue introduced the members of the Elections Committee: Gene Kerstiens, Joe Cortina, Helen Gordon, and Vince Orlando. The committee planned to meet in an open session on Saturday, March 23, from 1-3 p.m. All members were invited to attend.

IV. Keynote Speaker

Vince Orlando, WCRLA member from Metropolitan State College, Denver, Colorado, introduced the speaker, William G. Perry, Jr., professor emeritus, Harvard University.

Mr. Perry's address, "Personal Evolution in Learning to Learn," explained his research with Harvard and Radcliff students which was reported in his book, Forms of Intellectual and Ethical Development in the College Years.

WCRLA First General Session
Los Angeles, California
University Hilton
March 20, 1986
Page 2

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 21, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Jane Lehmann, secretary.

Others Present: Gwyn Enright, president-elect, 1986; Ann Faulkner, English as a Second Language (ESL) Special Interest Group (SIG); Dorothy Lee, Learning Assistance Center Management SIG; Kate Sandberg, SIG coordinator; Dennis Gabriel, WCRLA member; Michael O'Hear, JCRL editor.

Sue Brown called the meeting to order at 9:00 a.m.

I. SIG Reports

A. SIG Coordinator

SIGs doing well.
Multi-Cultural Affairs
Committee (MAC) SIG
has new leader

Kate Sandberg distributed her report (Att. T). She reported that SIG leaders are doing a great job and that SIGs are thriving. The Hispanic Assistance SIG formed during the Conference last year, however, did not seem to be active now. The MAC SIG was without a leader during the year, but Con Osborne will take the leadership for the coming year.

Kate suggested that the fee of \$3.00 for SIG membership which was set at the summer Board meeting be optional since circumstances vary from SIG to SIG. It was understood that the SIGs were to be self-supporting. Ann Faulkner suggested that the Board set the fee, but that collection be at the discretion of the SIG leader. The Board acted on those suggestions.

\$3.00 fee to be at
discretion of SIG
leader

(M) Carole Bogue: that the \$3.00 fee for SIG membership remain, but that collection be at the discretion of the SIG leader.

(S) Jane Lehmann:

PASSED

Job description to
be updated

Kate Sandberg volunteered to update the job description for the SIG leaders and coordinator and to submit it to the Board by the summer meeting.

Theria Beverly joined the meeting at this time.

Learning Assistance Center
(LAC) Directory completed

B. Learning Assistance Center Management SIG

Dorothy Lee distributed copies of the LAC Directory and the results of the survey begun by Patti Dozen as a SIG activity (Att. U). Dorothy had completed the project when she took over leadership of the SIG. She will continue as SIG leader this year and will poll her membership before setting goals for the year.

Sue Brown commented on the perceived need for more sessions at the Conference on administration and asked if the Learning Assistance Center Management SIG could be instrumental in soliciting proposals for the program.

Reaffirmation of SIG
leadership being
chosen by SIG

C. ESL SIG

Ann Faulkner distributed a financial statement for the ESL SIG (Att. V). She explained that she had used her own account for reasons of expediency. She commented, and Sue concurred, that it is vital that SIG leadership come from the groups themselves and not be Board appointees.

Sue asked that the ESL SIG solicit proposals for the Conference for their particular interests.

II. Journal of College Reading and Learning
(JCRL) Report

JCRL in the mail

Mike O'Hear distributed his report (Att. W). He displayed a copy of the 1986 Journal and reported that copies had gone to the mail service the first week in March; members should be receiving them soon.

Mike has already received manuscripts for the next issue and has accepted three papers so far.

Mike commented on the delay in getting the Journal out this year. There are some problems that are unique to a once-a-year publication and some of the clerical work for the Journal got set aside as other work on his campus took priority.

Sue Brown suggested that Mike investigate the possibility of hiring temporary clerical help in August and include those anticipated expenses in his budget request.

25 article limit

In response to Carole Bogue's question regarding limits on the number of pages for the Journal, Mike recommended that 175 pages or approximately 25 articles was probably the limit for a single issue.

Anna-Marie Schlender joined the meeting at this time.

Mike to resign in one year

Mike announced that he will edit the Journal for one more issue. Joann Carter-Wells will join his editorial committee this year.

Wes Brown reported that William Perry had expressed appreciation for Mike's work on the Journal and that Mr. Perry had a possible article for the next issue.

Mike has set an April 20 deadline for receiving papers from the Conference for inclusion in the next issue.

Sue Brown thanked Mike for his contribution to the organization.

Sue Brown recognized Dennis Gabriel, WCRLA member who attended the meeting as an observer.

Karen Smith joined the meeting at this time.

III. Placement

Anna-Marie Schlender reported on placement activities (Att. X). She has posted ten announcements at the Conference and she has 40 people on a mailing list--a result of the announcement in the Newsletter. She recommended that state directors be asked to contribute job information as they become aware of positions available.

One of the frustrations of disseminating placement information is that information is not received in a timely manner. Another is that jobs are often posted locally before they are listed nationally.

Placement activity
limited to Conference

The consensus of the Board was that placement activity should focus on job announcements and possible interviews at the Conference, but that announcements by mail were almost futile.

There was some discussion regarding establishing a job tape so that information could be disseminated over the phone. Sue Brown will investigate the logistics of setting up such a project.

Anna-Marie suggested that we might check with IRA, CCCC, MLA, or other organizations to see how they set up their Conference placement activities.

Sue asked that Anna-Marie follow up on that suggestion.

Sue Brown thanked Anna-Marie for her contribution to the organization.

Joseph Aiello and Nancy Tooker from Cal State, Sacramento joined the meeting at this time.

IV. Site Selection Report

A. Summer Institute

Possible summer
institute, 1987

Karen Smith, Site-Selection Committee chairperson, reported that she had rewritten Dick Lyman's guidelines for sponsoring a summer institute (Att. Y). She had also written an article for the Newsletter trying to generate interest. Becky Johnen, Learning Disabilities SIG leader, and Marianne North from Wyoming have both expressed interest in hosting a summer institute in 1987. A possible site is Jackson Hole, Wyoming.

B. 1989 Site

Seattle a possible
site in 1989

Karen reported that Seattle is a possible site for 1989; El Paso had expressed some

interest earlier in hosting the 1989 Conference, but Karen thought that it was becoming increasingly unlikely that El Paso would submit a bid.

C. Notebooks

Conference manager
notebook needs
updating

Karen reported that both copies of the conference manager's notebook needed to be updated. She passed on her site-selection files as well as her copy of the conference manager's notebook to Carole Bogue.

D. Budget

There was some discussion regarding the need for the Site-Selection chairperson to have a budget to use to visit sites. No action was taken.

E. Sacramento Bid

Sacramento to be site
of 1988 Conference

Karen introduced Joe Aiello and Nancy Tooker from Cal State, Sacramento. They presented a bid from Sacramento to be considered as the 1988 Conference site. Information from the city and the three hotels making a bid were distributed. Discussion centered on the relative merits of each hotel regarding facilities and location. The Board accepted Sacramento as the site for the 1988 Conference; the specific hotel will be negotiated at a later date by Joe Aiello and Nancy Tooker and the new Site-Selection chairperson, Carole Bogue.

(M) Wes Brown: to accept Sacramento as the site for the 1988 Conference and that Joe Aiello and Carole Bogue pursue a hotel bid.

(2) Carole Bogue

PASSED

Karen Smith thanked Joe Aiello and Nancy Tooker for the work that had gone into preparing the bid; Sue Brown expressed her appreciation to Karen Smith for her role in the site selection process.

V. General Session

Bylaw change to be
presented at
General Session

Sue announced that Karen Smith would present
at the General Session the rationale for the
proposed bylaw change.

The meeting was adjourned at 12:00 noon.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA SECOND GENERAL SESSION
Los Angeles
University Hilton
March 21, 1986

President Sue Brown called the meeting to order at 1:15 p.m.

I. Secretary's Report

Jane Lehmann, secretary, reported highlights from the Board meetings that had been held since the Denver meeting in March, 1985. She reported on the meeting in Los Angeles in July, the November 12 conference call, and the March, 1986, meetings.

II. Treasurer's Report

1985 Conference:
\$5292.07 profit

Harold Fillyaw, treasurer, summarized the financial status of the organization. He reported a profit of \$5292.07 from last year's Conference and commented on this year's fund raiser, the t-shirt sale. He reported that the financial records had been computerized.

III. Coordinator of State/Province Directors' Report

Membership: 600
Southern California is
largest; Texas is second

Carole Bogue, past-president and coordinator of state/province directors, reported on the activities of the state organizations and reported a membership growth of two percent. The membership stands at approximately 600. Texas was recognized as having surpassed Northern California in membership, thus moving into second place. Southern California continues to have the largest membership.

IV. Journal of College Reading and Learning

Sue Brown displayed the latest issue of the Journal of College Reading and Learning and introduced Mike O'Hear, Journal editor. Mike O'Hear encouraged presentors to submit their papers to the Journal by April 20, 1986, for inclusion in the next issue.

V. Bylaws Change

Bylaws change
approved by
membership

Karen Smith, Nominations and Elections Committee chairperson, presented the proposed bylaws change and explained the need for the change. She explained that it had been the experience of the last two chairpersons that the deadlines required by the bylaws regarding nominations and elections were impossible to meet. Copies of the proposed bylaw change were distributed to the members for their examination. The proposed changes were that the names of nominees be submitted to the Board by October 1 instead of by the summer Board meeting and that the ballots be mailed on or before January 15 instead of by January 3.

(M) Gladys Shaw: that we accept the changes as proposed.

(S) Betty Levinson

It was determined that there was a quorum present. The question was called without discussion. Motion PASSED.

VI. Presentation of Award and Scholarship

Frank Christ receives
Long and Outstanding
Member Award

Susan Deese, Awards and Scholarships Committee chairperson, described the Long and Outstanding Member Award and explained the nature of the scholarship. Sue Brown presented the Long and Outstanding Member Award to Frank Christ, one of the founding members of WCRLA. She outlined for the members his many contributions to the profession and specifically to WCRLA (Att. AA). The scholarship was presented to Pat Mulcahy, currently enrolled in a doctoral program at the University of Minnesota. Sue told the members of Pat's contributions to the organization (Att. AB).

Pat Mulcahy receives
scholarship

VII. Texas Contribution to Scholarship Fund

Texas presents \$150
to Scholarship Fund

Spencer Olson, Texas state director, presented \$150 to the scholarship fund from the Texas organization in honor of the Texas sesquicentennial (Att. AC).

VIII. Presidential Address

Nancy Wood, WCRLA member from the University of Texas, El Paso, introduced Sue Brown who delivered the Presidential Address.

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 22, 1986

Board Members Present: Sue Brown, president; Wes Brown, president-elect; Carole Bogue, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gwyn Enright, president-elect, 1986-87; Gladys Shaw, treasurer, 1986-88; Theria Beverly, Multi-Cultural Affairs Committee (MAC) chairperson; Becky Johnen, Learning Disabilities Special Interest Group (SIG) Leader and Oregon state director; Tom Gier, Peer Tutoring SIG leader and Alaska state director.

Sue Brown called the meeting to order at 4:15 p.m.

I. SIG Reports

A. Learning Disabilities

LD SIG may conduct
summer institute in
1987

Becky Johnen, Learning Disabilities SIG, distributed copies of her report (Att. AD). She reviewed the accomplishments of the SIG for 1985. Goals for 1986 include conducting a summer institute in Wyoming or Oregon in 1987, hosting a workshop at the 1987 Conference in cooperation with the Peer Tutoring SIG, and establishing a data base for the SIG.

B. Outreach Consulting

Outreach Consulting
SIG disbanded

Becky Johnen reported that the Outreach Consulting SIG has disbanded. She presented \$36.00 from their treasury as a donation to the scholarship fund.

C. Peer Tutoring

Peer Tutoring SIG
newsletter growing

Tom Gier, Peer Tutoring SIG leader, reported that he had 124 people on his newsletter mailing list. The newsletter is distributed quarterly. The SIG has started to solicit proposals for next year's Conference. Tom reported that he had been a contributor to the WCRLA Newsletter.

D. Critical Thinking/Problem Solving

Newsletter to be developed for Critical Thinking/Problem Solving

Dorothy Gray, Critical Thinking/Problem Solving SIG leader, reported that there were 50 people on her mailing list at the beginning of the Conference and 50 people at the SIG breakfast. She anticipates that there will be 70 people on the list at the end of the Conference. She had also submitted an article to the WCRLA Newsletter.

Jerry Feldman will take over the SIG leadership. He is developing a newsletter for the Critical Thinking/Problem Solving SIG.

II. State Reports

A. Oregon

Oregon hosts fall and spring conferences

Becky Johnen distributed her report (Att. AE). Oregon WCRLA hosted the Fall Conference and co-hosted the Spring Conference.

B. Alaska

Alaska membership growing

Tom Gier reported that membership had grown from 10 to 13. Alaska WCRLA had participated in the Fall and Spring Conferences and had videotaped presentations to send to members who were unable to attend.

III. Conference Report

The 1986 Conference Report is needed in time to prepare the 1987 budget.

IV. Journal Mailings

Journal mailing list to be clarified

Some members have complained that they have not been receiving the Journal. There was discussion regarding what instructions Hal had received. Wes Brown is to clarify with Hal which membership list should be used when mailing the Journal.

V. Summer Board Meeting

The Board will meet July 25, 26, at the Marriott in Albuquerque, New Mexico.

VI. Approval of November Board Minutes

(M) Carole Bogue: minutes of November 12, 1986,
be approved as presented.

(S) Harold Fillyaw:

PASSED

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA BOARD MEETING
Los Angeles, California
University Hilton
March 23, 1986

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Harold Fillyaw, treasurer.

Others Present: Gladys Shaw, treasurer, 1986; Will Ulrich, 1986 Conference registrar.

President Wes Brown called the meeting to order at 12:20 p.m.

I. Conference Wrap-Up

A. Registrar's Report

340 pre-registrants
at Conference

Will Ulrich, 1986 Conference registrar, reported that there were approximately 340 pre-registrants, and there had been approximately 70 on-site registrants. He collected over \$30,000. Three institutes sold out prior to the Conference.

Sue Brown asked that Will submit a wrap-up report by May so that the information could be used to prepare the 1986-87 budget.

Wes Brown thanked Will for his invaluable contribution to the success of the Conference.

Janet Eddy joined the meeting at this time.

B. On-Site Conference Committee Report

On-Site Conference
Committee to file
report

Janet Eddy and the other members of the On-Site Conference Committee will meet in two weeks to compile a final report and will include their suggestions in the updated conference manager's handbook.

Among the suggestions Janet offered were:

Recommendations

1. The hotel should be given verification of the non-tax status of the organization so that the hotel doesn't charge taxes.

2. The brunch menu must be kept simple so that the hotel can accommodate late registrants.
3. A trouble-shooter is necessary at the registration desk; it must be someone who is both knowledgeable and willing to be a "gofer."
4. The person in charge of section chairpersons must make sure that the chairpersons are at the Conference and will show up as scheduled. Also, they need an adequate supply of evaluation forms.
5. There should be few room changes after the program has been printed.

The Board expressed its appreciation to Janet Eddy and the others on the On-Site Conference Committee for their efforts on behalf of the organization.

II. At-Large Directors

"At-Large" may
become regions

Sue Brown reported that the at-large directors preferred a "regional" designation rather than "at-large." She will investigate that issue further.

III. Bonding

Bond insurance
to expire

Jane Lehmann reported that the bonding policy will expire in February, 1987. It appears that it had been changed to include the on-site conference manager, formerly called the conference manager. Gladys Shaw said it was important that the on-site manager as well as the registrar be bonded since they both handle large amounts of money. She will communicate with the insurance company to see that the appropriate Conference participants are covered.



**Western
College
Reading &
Learning
Association**

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment B
Page 1 of 5

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose city College, 2100 Moorpark Ave., San Jose, CA 95128

LEARNING SKILLS CENTER

COORDINATOR OF STATE/PROVINCE DIRECTORS

APR 9 1986 ANNUAL REPORT 1985 - 1986

Carol Egan

Annual Reports Submitted

Annual Reports not Submitted

At-Large (2)
Arizona
Colorado
Idaho
Nebraska-Kansas
Oregon
Utah
Wyoming
New Mexico
Nevada
Montana
Texas

Canada
Hawaii
~~Montana~~
Oklahoma
~~Texas~~
N. California
S. California

Membership Growth 1985-1986

Percentage of Growth 2%

March 1985

March 1986

541

551

State/Regional Conferences

WCRLA

Colorado, Colorado Springs, October 1985	(36)	profit \$340
New Mexico, Santa Fe, October 10-11, 1985	()	
Oregon, Salem, October 25, 1985	(53)	profit \$255
Alaska, Anchorage, November 15, 1985	()	
Utah, Provo, November 25, 1985	()	

State/Regional Conferences (Cont'd)

WCRLA Co-Sponsored

At-large - w/University of Minnesota, Minneapolis, October 18, 1985	()
Oregon - w/Oregon Developmental Studies Organization & Oregon State University, Corvallis, February 13-14, 1986	(150) profit, but not finalized
Arizona, w/Arizona Reading Educators Association, Prescott, January 17-18, 1986	()
Nebraska/Kansas - w/Midwest Regional Association of Developmental Educators & CLASSIC, Lincoln, November 7-8, 1985	(100)
Alaska - w/First Alaska Statewide Conference on Developmental Education & Learning Resources, Anchorage, February 20-21, 1986	()
Utah - w/Utah State Two-Year College Conference, Provo, September 19, 1985	()
Washington - w/Washington Association of Developmental Educators, November 1, 1985	() profit \$400
Texas - w/TADE, October 17-18, 1985	()
N. California, Hayward, November, 1985	(70)

Recommendations

Coordinator:

1. Continue to send current mailing labels at least on the first of the following months: August, September, October, November, January, February.
2. Write 3 or 4 letters to all S/P Directors to remind them of time lines for certain tasks, requests, upcoming events, etc. as well as communicate by phone and letter on an individual basis.
3. Encourage S/P Directors to submit articles to the newsletter and either to submit/solicit contributions to the JCRL.

Director:

1. Establish an annual calendar to include deadline dates for all planned and required tasks.
2. Inform coordinator of all planned activities and send a copy of each membership mailing and conference/meeting mailing or brochure to keep coordinator informed.

IV. Meal Expenses

Jane Lehmann will research the board policy regarding paying meal expenses for Board members during meetings.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA THIRD GENERAL SESSION
Los Angeles, California
University Hilton
March 23, 1986

I. Welcome

President Sue Brown welcomed the members and introduced two distinguished members: Martha Maxwell, former director of the Learning Center, University of California, Berkeley, and author of Improving Student Learning and Loretta Newmann, one of the founding members of WCRLA.

II. Guest Speaker

Sue Brown introduced James Williams, associate dean, California State Polytechnic University, Pomona, who introduced the speaker, Dr. Jennie Green, associate professor of education, California State Polytechnic University, Pomona. Her address was, "Preparing for the Year 2001: Emerging Challenges--Opportunities for Renewal."

III. Expressions of Appreciation

Sue Brown thanked Karen Smith and Carole Bogue for their help during her term of office. She congratulated Wes Brown for inviting William Perry to be the keynote speaker. Sue presented Presidential Certificates to the following people:

Delores Akins
Delores Austin
Theria Beverly
Rhoda Lintz Casey
Susan Deese
Nancy Deutsch
Rina Duron
Janet E. Eddy
Juan Flores
Tom Gier
Becky Johnen
Sandra Johnson
Karen Kearns
Rae McCormick
Barbara Outland
Bob Petty
Photography Department of Compton College
Kate Sandberg
Frank Torres
Will Ulrich
Annie Watanabe
James Williams

Sue presented Harold Fillyaw, treasurer, 1984-86, with a plaque for his service to the organization.

IV. Installation of Officers

Harold Fillyaw introduced Gladys Shaw, treasurer, 1986-88, and installed her in office by presenting her with a gift and the treasurer's records.

Sue Brown installed Wes Brown in office by presenting him with the WCRLA plaque and the gavel. Wes thanked Sue for her help during this year and presented her with a gift.

Wes Brown installed Gwyn Enright, president-elect, 1986, and gave her a gift of marbles for "when she loses hers."

V. Welcome to Albuquerque

Wes Brown introduced Susan Deese who, assisted by Karen Smith, welcomed us all to Albuquerque in 1987.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Jane Lehmann, Secretary

WCRLA Board Meeting Agenda
Tuesday, March 18th, 1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment A
Page 1 of 5

3:00

1. Welcome New & Old Board Members

2. Approval of Agenda

3. Secretary's Report - Lehman

~~4. Treasurer's Report - Fillyaw~~

Card Bogue, state directors report

5. President's Report - Brown

6. Conference Update

Manager - Akins, Eddy, Duron

Program - Brown

7. *Pres. Elect. Report*

6:00

Dinner

7:00

~~1. Accounting System - Brown~~

~~2. Coordinator of State Directors
Report - Bogue~~

moved to afternoon

2. *Theresa Beverly, NAC Report*

3. Other Business

9:00

Adjourn

WCRLA Board Meeting Agenda
Wednesday, March 19th, 1986

9:00

~~1. President Elect's Report - Brown~~

~~2. Treas. Report~~
~~3. acct System~~

2.4. Newsletter Report - Hopper

~~3. MAC Report - Beverly~~

~~4. Job Descriptions - Brown~~

5. Marketing Report - Bogue

12:30

Lunch

1:30

1. Board's Message to State Meetings

2. 1987 Conference - Deese

3. Awards & Scholarship - Deese

4. Elections & Nominations - Smith
& Bogue

5:00

Dinner

6:30

~~1. Placement - Schlender~~ to Judy

2. Archives - Smith

~~3. Site Selection - Smith~~

4. By - Laws - Glenn

5. Other Business

fund raising

9:00

Adjourn

Ann Jackson

WCRLA Board Meeting Agenda
Friday, March 21st, 1986

*- correct Nov Am call
minutes*

9:00

1. Sig Organization Report

Dorothy Lee

2. JCRL Report - O'Hear

3. Placement

- ~~4~~ 3. State Director's Reports (5 min)

As needed

5. Site Selection

11:00

Adjourn

J ...

WCRLA Board Meeting Agenda
Saturday, March 22nd, 1986

4:00

1. SIG Reports (5 min each)
 - a. Advanced Reading
 - b. Computer Technology
 - c. Critical Thinking & Problem Solving
 - d. English as a Second Language
 - e. Hispanic Assistance
 - f. Learning Assistance Center Management
 - g. Learning Disabled Student
 - h. Multicultural Affairs
 - i. Peer Tutoring
 - j. Study Skills & Listening Consultants

2. State Director's Reports

6:30

Adjourn for Dinner - New & Old Boards

WCRLA Board Meeting Agenda
Sunday, March 23rd, 1986

12:00

1. Preliminary Conference Wrap-up
Akins, Eddy, Duron

2. Unfinished 85-86 Business

3. New Business 86-87 - Brown

2:00

Adjourn

PRESIDENT'S REPORT

SUSAN C. BROWN

March 18, 1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment D
Page 1 of 4

When I stated my goals at last year's conference, I never could have predicted where my energies would be focused. It became obvious to me as I prepared for the Summer Board Meeting, that work had to be done on our accounting system to allow us to keep more accurate, consistent records. I have spent much of my time setting up a total accounting system for WCRLA, with the assistance of Carol Thurm from the accounting firm of Cooper and Company. This system incorporates both the General Budget and the Conference Budget (which until this point had been considered as separate), using a general ledger. The Treasurer keeps the general ledger for the general budget and the Conference/Program Manager and the On-Site Manager send their reports to the Treasurer for posting to the ledger. A Chart of Accounts which includes the Bank Accounts, Revenue Accounts, Budget Categories, and the Schedule of Tax Expense Accounts has been developed and sent to all officers. By classifying all of our expenses by both Budget Categories and by Tax Expense Account we will have the information that we need for filing our income taxes. To go along with this system we now have a new reimbursement form which allows us to itemize our expenses by both Budget Category and Tax Expense Account. Hopefully this new system will alleviate or eliminate the record keeping problems that we have had in the past. It should also make it easier to do future

budgeting, and it will definitely make the filing of our income much less time consuming.

I have spent quite a bit of time this year encouraging membership involvement through careful analysis of the Membership Resources Forms that I have received. I have compiled lists of people interested in getting involved in our various committees and I have forwarded the names to the appropriate committee or SIG. I am amazed at the number of people who are interested in becoming active members.

In addition to the usual responsibilities of keeping up with correspondence, serving as a resource, answering questions, hearing complaints, and planning meetings, I also made two trips and am scheduled for one more. I was the Keynote Speaker at the Colorado State WCRLA Conference in October, where I met some new members and revisited with some old members. Then, in the beginning of March, I was able to visit with the Conference On-Site Managers in Los Angeles. In April I will be presenting a session with Vince Orlando at the IRA Conference in Philadelphia.

The meeting in L.A. was extremely helpful to me in understanding the role of the On-Site Managers and the difficulties that they encounter in trying to host a conference. I learned of the extreme importance for members of the Board, probably the President, to maintain close communication with the On-Site Managers. They tend to feel

isolated from the organization and have many questions about procedures. The President-elect is not able to answer many of the questions because he or she is new to the Board.

For the future, I recommend that we continue to work on the Accounting System and monitor its implementation closely. I also recommend that we take a close look at where our money is going - particularly the money that we spend on our mailing service. I also recommend that we look at the officer sequence and perhaps add on a year prior to the President-elect year. This would allow the President-elect to become more familiar with both the Organization as a whole and with putting on a conference before actually becoming Conference/Program Chairperson. Or perhaps we could change the roles of the officer sequence. If this is not possible, I strongly recommend that the President work very closely as an advisor to both the Conference/Program Chairperson and with the Conference On-Site Managers.

There were several areas that I had wanted to spend more time on but didn't. We need to continue working on the overall marketing plan, including developing ways to expand the circulation of our Journal, add to the number of issues published, expand and strengthen our liaisons with related organizations, solicit advertising for our Newsletter and Journal and develop other fund raising programs within the organization.

Our membership has stayed consistently above the 500 mark throughout the year. Our SIGs and State Organizations have become increasingly strong. WCRLA is definitely experiencing growth. We need to capitalize on the enthusiasm that is being generated and continue to add new and innovative programs and services that involve our members.

AWARDS, HONORS AND PRIZES

Published by Gale Research Company

Kindly reply to editor:

Gita Siegman • P.O. Box 1456, Wheaton, MD 20902 U.S.A. • (301) 593-0424

Dear Sir or Madam:

I am presently working on the seventh edition of *Awards, Honors and Prizes*, published by the Gale Research Company. I would appreciate your help in preparing an accurate listing for awards administered by your organization.

This comprehensive two-volume work provides details concerning the principal awards and honors accorded to individuals and organizations for distinctive contributions in all major fields of endeavor in the United States and Canada, and, in a separate volume, awards given abroad. It contains listings of awards that are given to both members and non-members of the organizations. *Awards, Honors and Prizes* has been published since 1969, and is found in most medium-to-large sized libraries.

Please fill out and return as soon as possible the enclosed questionnaire(s) concerning awards administered by your organization. Your award activities thereby will receive appropriate exposure in *Awards, Honors and Prizes*. Of course, there is no charge for listings in *Awards, Honors and Prizes*.

Sincerely,



Gita Siegman
Editor

AWARDS, HONORS AND PRIZES

Volume 1: United States and Canada

WCRLA Minutes
3/18-23/86
Los Angeles, CA
Attachment E
Page 2 of 8

Published by Gale Research Company

Reply to editor: Gita Siegman • P.O. Box 1456, Wheaton, MD 20902, U.S.A. • (301) 593-0424

Please type or print clearly

Name of Administering Organization Western College Reading & Learning Association

(c/o) _____

Address P. O. Box 4576

City, State, Zip Code Whittier, CA 90607 Phone (505) 646-3136
area code

Former Name of Organization, if any Western College Reading Assoc. Year 1983

changed
merged

AWARDS and WINNERS

(Please list all winners of this award on back of this page)

1. Award Name WCRLA Scholarship Award
2. Former Name of Award _____ Year Changed _____
(if applicable)
3. Purpose of Award To provide support to a graduate student who has demonstrated
For recognition of achievement in, or, contribution to a field of activity, to encourage professional development, etc
interest in and/or an active professional goal related to college/adult reading
developmental education learning assistance and/or tutorial services.
4. Eligibility Criteria Graduate student enrolled in/or accepted by an accredited institution,
Age, society membership, citizenship by nomination or application (include deadline)
must complete application and appropriate documents by Feb 1., cannot be a
previous recipient of WCRLA award
5. Character of Award \$500 cash award
Money, medal, trophy, plaque, travel, etc
6. Frequency of Award, and When Given Annually at conference
Annually biennially at convention, etc
7. Year Established 1977 by _____
Identify founder if other than administering organization
8. Award Established for _____
Identify and describe person or event if any, in whose honor or memory award is named
9. Sponsoring Organization _____
(If other than administering organization)
10. Additional Information Available from _____
Person, foundation, or organization, if other than administering organization

7496

Susan Brown
Center For Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

Status of Award Active

Discontinued _____

Year

Inactive _____

Year last given

Now administered by _____

Please give name and address

PLEASE TURN OVER TO LIST NAMES OF WINNERS

WINNERS

Please send a brochure or list, if available, or fill out the form below

Year
(Please begin with most recent year)

Winner's Name (Please mention basis for award if for a specific book, movie, discovery, sport or event)

1985 Linda Ann Lee 7200 Melody Lane # 2
La Mesa, CA 92041

Prepared by Susan C Brown President, WCLLA 2/20/86
Name Title Date

AWARDS, HONORS AND PRIZES

Volume 1: United States and Canada

WCRLA Minutes
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Page 4 of 8

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Name of Administering Organization Western College Reading & Learning Assoc.

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area code

Former Name of Organization, if any Western College Reading Assoc. Year 1983

changed
merged

AWARDS and WINNERS

(Please list all winners of this award on back of this page)

1. Award Name Long & Outstanding Service to WCRLA
2. Former Name of Award _____ Year Changed _____
(If applicable)
3. Purpose of Award For recognition of member's past service
For recognition of achievement in, or, contribution to a field of activity, to encourage professional development, etc
commitment and contribution to WCRLA through the years
4. Eligibility Criteria Member for five or more years, must be a five year interval between
Age, society membership, citizenship, by nomination or application (include deadline)
outgoing president and being considered for award, nominations must be received
by Awards Chairperson by Dec. 1
5. Character of Award Plaque
Money, medal, trophy, plaque, travel, etc
6. Frequency of Award, and When Given annually at convention
Annually, biennially, at convention, etc
7. Year Established 1979 by _____
Identify founder, if other than administering organization
8. Award Established for _____
Identify and describe person or event if any, in whose honor or memory award is named
9. Sponsoring Organization _____
(If other than administering organization)
10. Additional Information Available from _____
Person, foundation, or organization, if other than administering organization

7496

Status of Award Active

Discontinued _____

Year

Inactive _____

Year last given

Now administered by _____

Please give name and address

Susan Brown
Center For Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

PLEASE TURN OVER TO LIST NAMES OF WINNERS

WINNERS

Please send a brochure or list, if available, or fill out the form below

Year
(Please begin with most recent year)

Winner's Name (Please mention basis for award if for a specific book, movie, discovery, sport or event)

1985 Patricia Heard Director RASSL/Learning Service
A 332 Jester - Univ. of Texas
Austin, Texas 78787

1984 Gene Kerstiens 5947-0 Armaga Springs Rd.
Rancho Palos Verdes, CA 90274

Prepared by

Susan C. Brown
Name

President, WCRLA
Title

2/20/86
Date

ENCYCLOPEDIA OF ASSOCIATIONS

The Standard Reference Guide to Associations, Societies and Other Nonprofit Organizations
 GALE RESEARCH COMPANY • BOOK TOWER • DETROIT, MICHIGAN 48226 • (313) 961-2343 • (800) 521-0707

WORLA Minutes
 3/18-23/86
 Los Angeles, CA
 Attachment E
 Page 6 of 8

Revision for the New Edition

Your organization's listing in the current edition of the Encyclopedia is reproduced below. Please read it through and 1) Change or delete any information that is incorrect or out of date; 2) Add any information below and on the back which is not included in your present entry. The

Encyclopedia is used by readers throughout the world. We appreciate your cooperation in making it as accurate as possible. There is no charge for this listing. Please return this entire form even if no change is needed, so we will know the listing has been examined.

DEADLINE **October 7, 1985**

READING

PEN: 05-0008161

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

c/o Carole Bogus *Sue Brown*
 San Jose City College *Box 5278*
 2100 Moorpark Ave. *New Mexico State University*
 San Jose, CA 95128 *Las Cruces, NM, 88003*

ENTRY NUMBER: 07486

ACRONYM: WCRLA

PHONE NO: (408) 288-3769 *(505) 646-3136*

EXEC OFFICER: *Sue Brown*
 Carole Bogus, Pres.

Founded: 1967. Members: 1000. State Groups: 18. Professionals involved in college/adult reading, learning assistance, developmental education, and tutorial services, primarily in 17 western states and three western provinces of Canada. To promote communication for the purposes of professional growth. Maintains placement service; sponsors competitions; bestows awards. Computerized Services: Mailing list. Special Interest Groups: Advanced Reading; Computer Technology; Critical Thinking and Problem Solving; English as a Second Language; Learning Assistance Center Management; Learning Disabled Student; Multicultural Affairs; Political Action; Research. Publications: (1) Journal, quarterly; (2) Newsletter, annual; (3) Conference Proceedings, annual; (4) Journal of College Reading and Learning, annual. Formerly: Western College Reading Association. Convention/Meeting: annual - 1985 Denver, CO; 1986 Los Angeles, CA; 1987 Tucson, AZ *Albuquerque, New Mexico*

Our information on your convention/meetings is incomplete. Please provide as much of the following information as possible.

CONVENTIONS/MEETINGS: Type Conference Frequency Annual None held

Dates and Locations: Please be specific; give month and day(s), city and state/country.

1986	<u>March 20-23</u>	<u>University Hilton, Los Angeles, CA</u>
1987	<u>Not yet confirmed (April)</u>	<u>Albuquerque Marriott, Albuquerque, NM</u>
1988		
1989		
1990		

Commercial exhibits? Yes No

Annual Budget for All Activities: Not Set Amount: 35,000
 Estimate if exact amount not available

Change of association status:

Inactive Defunct Presently Inactive

Name changed to _____ year _____

Merged with _____ year _____
 to form _____ year _____

Absorbed by _____ year _____

If your organization plans to change its name, address, or status within the next six months, please indicate below.

Address Change Name Change

Merger Absorption Other

Please describe change and list date it will occur, if known.

Prepared by Carole Bogus Post President 9/26/85
 Name Title Date

PLEASE TURN OVER

Printed Overleaf. Please check your entry against this list.

PLEASE COMPLETE ANY ITEMS BELOW NOT MENTIONED IN YOUR PRESENT LISTING

1. Year Founded _____ Number of _____ Members _____ Regional Groups _____ State Groups _____ Local Groups _____

2. Committees Multicultural Affairs Committee, Special Interest Groups (SIGs)

Omit administrative committees, such as membership, finance, conventions, bylaws, elections, etc.

3. Divisions, Sections, Departments, Councils, etc. (please specify) _____
Omit geographic divisions

4. Affiliated Organization(s) _____
Name and Address _____ Relationship _____

5. International Affiliate _____
Name and Address _____

6. Former Name(s) if changed _____
Year Changed _____

7. Predecessor Group(s) if formed by merger _____
Year of Merger _____

8. Special Services and Activities

Sponsors Competitions Bestows Awards Biographical Archives Hall of Fame Placement Service

Speakers Bureau Children's Services Charitable Program Museum Compiles Statistics

Other Special Interest Groups: Advanced Reading, Computer Technology,

Critical Thinking and Problem Solving, English as a Second Language,

Hispanic Assistance, Learning Assistance Center Management, Learning Disabled/Slower,

Multiculture Affairs, Peer Tutoring, Outreach, Consulting

9. Communications Services _____
(e.g. toll-free numbers, electronic bulletin boards, video numbers, telephone referral services)

10. Computerized Services Mailing list (Oxford Mailings Service)
(e.g. data bases, electronic publishing/on-line and mailing list services)

11. Computerized Equipment and Facilities _____
(list your computer equipment used)

12. Research and Educational Programs _____
(e.g. seminars, professional training)

13. Library _____
No. of volumes _____ Describe collections and subjects _____

14. Serial Publications (include Journals, Newsletters, Bulletins, Abstracting or Indexing Services, etc.) _____

Organization does not issue serial publications

Title _____ Frequency _____

A. Proceedings of WCLA Annual Conference Annually 4th-15th (1971-1982)

B. Journal of College Reading and Learning Annually 10th - (1983 -)

C. WCLA Newsletter Quarterly

15. Directory _____
Title _____ Frequency _____

Organization does not publish directory

16. Other Publications _____
Dictionaries, books, monographs, etc. - list major titles and year published

If available, please indicate below, the name of a second person to contact:

Name Wes Brown President - Elect (415) 881-3647

Address Learning Center 612150 California State University Hayward, CA

We would appreciate receiving sample copies of publications issued by your organization. Thank you.



ALVINA TREUT BURROWS INSTITUTE, INC.

Box 49 Manhasset, New York 11030

(516) 869-8457

Executive Secretary: Dolly Svobodny

MUKLA MINUTES
3/18-23/86
Los Angeles, CA
Attachment E
Page 8 of 8

1984 SUPPLEMENT

Western College Reading and Learning Association
Box 4576
Whittier, CA 90607

H. Alan Robinson
Hofstra University
Martin Kling
Rutgers University
Bernice E. Cullinan
New York University
Directors:

The Alvina Treut Burrows Institute, in cooperation with the Reading Resource Center at Hofstra University, is publishing a microfiche edition of the William S. Gray Research Collection in Reading. The microfiche collection is accompanied by a printed, eye-readable index arranged by author and by subject. No individual titles would be offered at this time.

William S. Gray, professor emeritus of the University of Chicago, initiated and maintained a unique collection of reading research documents considered by many experts to be the finest and most comprehensive collection of its kind. There are approximately 10,500 document titles in the collection compiled from key journals, books, research reports, and monographs published between 1884 and 1976. Over 600 world-wide journals and some 350 book publishers are represented in the compilation. About 600 full-text documents will be added to the collection annually. The yearly summaries and annotations of these documents are compiled by Samuel Weintraub, Helen M. Robinson, and others, and appear regularly in the *Reading Research Quarterly*.

The ATB Institute is a non-profit organization established in 1975 as an inter-institutional plan to foster reading research and to facilitate the dissemination of information on reading and other language arts. The ATB Institute plans to distribute the Gray collection to Reading Resource Centers and to various U.S. and foreign academic and research libraries. The proceeds from the collection will be used to encourage further research in reading and other language arts. The availability of the collection fulfills a great need for professionals, graduate students, researchers, and government agencies. Many users have specifically requested access to the Gray collection and its wider dissemination at this time greatly enhances the work and the goals of the profession.

An article or articles from your journal or journals and/or one of your publications has been selected for use in the collection. May we have your permission to include the document or documents in the Gray collection?

The name of the journal or journals, books, or documents are listed below, or on an accompanying sheet. Where possible, in the case of the journals, we have listed the number of the articles selected and the year or years the journal was published. In no case would any journal be printed in its entirety unless specifically requested. All documents in the Gray collection are arranged in specific categories according to the annual summaries. The permission rights granted to the Gray collection should not interfere with your current contracts for microfilm reproduction since the journal is not represented in serial form or in its entirety, but represented by select and specific articles on reading research. Where sales inquires for individual titles of the documents are received by the ATB Institute, these inquiries will be redirected to your office. In cases where you would like us to sell individual titles in microfiche on your behalf, we would be happy to arrange an attractive cost price for you. Your organization would be eligible for our special discounts on the collection sales. Your journal or journals and/or publication and your organization would be fully identified and credited for the documents represented. We expect to advertise widely in your journals.

In granting the permission rights, please sign one copy of this agreement. Please retain one copy for your files.

H. Alan Robinson

H. Alan Robinson,
Director

- Document Description: From WESTERN COLLEGE READING ASSOCIATION JOURNAL--
- Austin. The study guide: an invaluable tool for content study and reading improvement. Vol. 2, No. 2, Winter 1982, pp. 3-4.
 - Bean. The effect of a structured overview on university students' comprehension. Vol. 1, No. 1, Fall 1981, pp. 2-3.
 - Bean et al. University students' rating of critical reading guides in history and philosophy. Vol. 2, No. 3, Spring 1983, pp. 5-7.
 - Bertalan. The readability of community college social science textbooks: student reading levels and effects on academic achievement. Vol. 2, No. 3, Spring 1983, pp. 2-4.
 - Cranney. Adult literacy: new help from an old book. Vol. 2, No. 2, Winter 1982, pp. 5-7.
 - Flippo. Do we need differential diagnosis at the college level?: maybe. Vol. 2, No. 2, Winter 1982, pp. 1-3.

Permission granted as specified above:

Signed *Susan C. Brown* Date *10/2/85*
Title: *President Western College Reading & Learning Association*

12 March 1986

TO: Susan C. Brown, President
Susan Deese, Scholarship Chairperson
WCRLA Executive Board

FROM: Linda Ann Lee

RE: Summary Report: Doctoral Studies
Spring, 1985-Spring, 1986

The San Diego State University/Claremont Graduate School Joint Doctoral Program where I am taking my doctorate has three major phases: (1) coursework, (2) qualifying examinations, and (3) research and dissertation. My coursework was completed during the fall semester of 1984. During this past year, my focus has been the preparation for the Oral Qualifying Examination.

To prepare, I am required to write four major papers -- or "quals" -- on topics of my own choosing. Each paper is written for a separate professor. Upon acceptance of all four articles, the Oral Qualifying Examination will be scheduled. During that meeting, all four professors and I will review my research, discuss how the four topics relate to each other, and plan the dissertation research.

Since Spring of last year, I have made the following progress on the four written quals:

1) I completed an extensive, 140 page critical review of the literature on the nature-nurture dispute regarding the source of intelligence and performance called "Cultural Differences in Academic Achievement: the Magnificent Myth of Ability". The review traced the research from its early biobeterministic inception in the 19th century, to Alfred Binet's work, H. H. Goddard's importation of Binet's intelligence test to the United States, mass testing in this country, the deprivation hypothesis, Arthur Jensen's Polygenic Theory of Intelligence, and the recent contextualist research.

2) The two articles published in the 1984 and 1985 volumes of the Journal of College Reading and Learning were accepted as my second qual. They were titled "A Piagetian Theory for Improving College Reading Abilities" and "Field-Testing a Piagetian Approach to Improving College Reading Abilities", respectively.

3) Currently, I am completing the third paper on metacognition and adolescents, which postulates that metacognition, or the "cognition about cognition" ability, is a particularly unique

aspect of adolescent reading and thinking which distinguishes that group from the novice child and the expert adult.

4) The last qual will be a literature review of higher order thinking skills.

In conclusion, I plan to have all of the quals completed by late summer, with the Oral Examination following in early fall and the doctoral research and dissertation as the focus for next year.

FIRST GENERAL SESSION
THURSDAY, MARCH 20, 1:00 - 4:30

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment G
Page 1 of 3

1:00 - 1:30

Presiding: Susan Brown, WCRLA President

Welcome: Wes Brown; President Elect

Janet Eddy; Conference Committee

Dr. James M. Dennis; Vice President Division of
Student Affairs, University
of Southern California

Introduction of New Officers: Susan Brown

Introduction of Election Committee: Carole Bogue

Introduction of Speaker: Dr. Vincent Orlando

1:30 - 3:00 Speaker: William Perry

3:00 - 3:30 Break

3:30 - 4:30 Discussion

Announcements

SECOND GENERAL SESSION
FRIDAY, MARCH 21, 1:00 - 2:30

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment G
Page 2 of 3

Presiding:

Susan Brown, President

Business Meeting - Reports:

Jane Lehmann, Secretary
Harold Fillyaw, Treasurer
Carole Bogue, Coordinator of
State/Providence Directors

Susan Brown

Susan Brown

Awards:

Susan Deese, Description

Susan Brown, Presentation

Introduction of Speaker:

Nancy Wood

Presidential Address:

Susan Brown

Announcements:

Rino Duron, Conference Committee

Wes Brown, Conference Program Chair

Wes Brown

THIRD GENERAL SESSION AND BRUNCH
~~SATURDAY~~, MARCH 22, 9:30 - 11:00
Sunday 23

Presiding: Susan Brown, President

Presidential Awards and
Thank You's: Susan Brown

Introduction of Speaker:

James Williams

Speaker: Jennie Green

Installation of Officers:
Treasurer: Harold Fillyaw
President: Sue Brown
President-Elect: Wes Brown

Hello Albuquerque: Susan Deese

WCFL
CONFERENCE BUDGET
1986

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Pre-Conference</u>				
Program Chair	\$500.00		\$266.00	
			116.56	
			61.30	
			<u>161.75</u>	
			605.61	
				Airfare
				Meals
				Lodging
				Misc.
				Total
 <u>Publisher's Exhibits</u>				
10 Exhibits @ \$100.00				\$1000.0
Advertising in Program				
Wadsworth				75.0
College Survival, Inc.				<u>150.0</u>
				\$1225.0
 <u>Printing</u>				
1st Call	\$ 350.00		\$ 252.01	
2nd Call	505.00		349.09	
Brouchure	505.00		384.44	
Programs	1500.00		1134.01	
Addendum	-0-		<u>56.65</u>	
	<u>\$2860.00</u>		\$2176.20	
 <u>Advertising</u>				
	\$750.00		\$250.00	J. of Rdg
 <u>Speakers</u>				
	\$2000.00		\$1500.00	Perry
			400.00	Maxwell
			<u>375.00</u>	Green
			\$2275.00	Total

WCRLA
CONFERENCE BUDGET
1986

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Conference Mailing</u>				
1st Call	\$250.00		\$ -0-	
2nd Call	390.00		-0-	
Brouchure	250.00		-0-	
Program	-0-		40.00	
Post Conference	50.00		-0-	
	<u>\$940.00</u>		<u>\$ 40.00</u>	Total
 <u>Miscellaneous Pre-Conference</u>				
On-Site Manager				
Supplies & Services	\$300.00		\$185.17	
Registration Packets	350.00		-0-	
Telephone	100.00		-0-	
Program Chair			<u>\$185.17</u>	Total
Typing	\$500.00		\$656.07	
Telephone	200.00		86.00	
	<u>\$700.00</u>		<u>\$742.07</u>	Total
 <u>Miscellaneous On-Site</u>				
On-Site Manager				
Student Assistance	\$ 200.00		\$ 100.00	
Photography	50.00		-0-	
Entertainment	250.00		1050.00	
Decorations				
'86 Conference	250.00		101.18	
'87 Conference	50.00		-0-	
On-Site Mgr's hotel room	350.00		?	
Hospitality	750.00		-0-	
	<u>\$1900.00</u>		<u>1251.18</u>	Total

WCRLA
CONFERENCE BUDGET
1986

WCRLA Minutes
March 18-23, 1986
Los Angeles, CA
Attachment H
Page 3 of 3

	<u>Budget</u>	<u>Expenses</u>	<u>Actual</u>	<u>Income</u>
<u>Institutes</u>				
8 @ \$12.00				
Expenses to presenters	\$400.00			
<u>Registration</u>				
Full Registration @ \$40.00				
Full Registration @ \$65.00				
1 day Registration @ \$20.00				
1 day Registration @ \$30.00				
Late Registrations @ \$5.00				

CONFERENCE SUGGESTIONS
from
1986 ON-SITE CONFERENCE MANAGERS

1. Reduced student fees for conference and membership (i.e. 1/2 of regular fee)
2. Discontinue voting by mail; candidates should speak at conference.
3. Must be some continuity (carry over) of leadership from one conference to the next, preferably Board members or conference committee members.
4. All conference materials reviewed by conference manager before going to print (e.g. registration forms and program).
5. Update and revise conference manual.
6. Include preceding conference manager at the summer board meetings.
7. Change conference registration fee to reflect one set cost which includes banquet and Sunday Brunch.
9. Maintain and approve separate budgets for On-site Conference Managers and Program Chairman (President-Elect).
10. Know that each conference site is unique and will require a budget independent from the prior conference (i.e. cost of living is higher/lower in different locations. Do not cut cost of current conference to make up losses of preceding conference).
11. Organizational monies should not be used carte blanche by any officer.
12. Budget monies should be released to Conference Manager without further negotiation.
13. Conference Manager and registration chair should meet after conference to complete bookkeeping for conference.
14. Conference Chairs should meet after conference to share feedback and other ideas pertaining to present and future conference(s).
16. Report of conference should be submitted to Board members no later than May 15th.
17. Omit request for roommate information from registration form. This should be handled by hotel or individual.



VOLUME II, NUMBER ONE

THE MAC REPORT

SPRING, 1986

GREETINGS!

It has been a pleasure to serve as the MAC Chairman from 1984 to 1986. The following report reflects efforts to meet the needs and concerns of the WCRLA membership.

GOAL 1: To increase WCRLA membership, participation and presentations at WCRLA events.

Results: The membership roster was forwarded to the current SIG leader who has attempted to invite each conferee to participate in the SIG and conference activities. Mailings went to approximately forty-five people. Other notable results include the following:

- . Individual presentations, 1985.
- . Panel presentation on Retention, 1986.
- . Hispanic SIG organized, 1985.
- . Two elected members of the WCRLA Board: Wes Brown, President, Harold Fillyaw, Treasurer.
- . The MAC Chairman, Ex-Officio Member of the Board.
- . Minority Speaker, 1985.
- . Mentors, 1985 and 1986.
- . Local participation in conference planning, 1985, 1986.
- . Participation with State WCRLA activities.

GOAL 2: To instigate an Open Forum to address the needs and concerns of minorities.

Results: A Forum sponsored by the WCRLA Board in 1985/1986.

GOAL 3: To implement an Open Luncheon at the WCRLA Conference.

Results: In 1985 and 1986 a local chairman worked with the conference to plan the Annual MAC Luncheon. All conferees are invited to participate and to share in a scholarship benefit. Board members attend and interact with the members present.

GOAL 4: To develop guidelines for an administrative internship program in Learning Assistance and Reading.

Results: The Board did not accept the proposed plan. The SIG Leader, V. Con Osborne, will pursue this further with SIG members.

Page two
MAC Report

GOAL 5: To develop a WCRLA Grant proposal for the study of education of minorities.

Results: This activity has been referred to the SIG for further action. The Board rejected the initial proposal.

GOAL 6: To develop a Policy Statement that affirms WCRLA's commitment to identify and meet the needs of minority groups.

Results: The statement was published but the Board rejected it. The project will be referred to the SIG for further development.

GOAL 7. To apprise the Board of Directors of Membership concerns.

Results: In 1984-85 memberships' request for Board representation was received by the Board. The Committee name was changed to MAC for Multicultural Affairs Committee. Again the Forum was a medium for this process.

Any unfinished business will be referred to the incoming chairman. additional actions by the MAC Chairmān are listed:

Responsibilities of the MAC Chairman, 1984-86:

1. Attended Board meetings.
2. Updated the SIG membership roster.
3. Revised MAC duties and responsibilities.
4. Defined and appointed subcommittees /task chairs.
5. Reported to the Board/Membership.
6. Prepared budgetary input.
7. Attended and chaired committee meetings.

Recommendations:

1. That the MAC Chairman shall be included in all Board proceedings; this includes telephone meetings.
2. The MAC Chairmanship should be one year with an option for a two-year commitment.
3. That the Board should consider the MAC Chairman as a voting member of the Board.
That WCRLA Board continue to exhibit its concern for all groups through minority speakers and leadership.
4. That the Board shall consider a grant to institutions and/or individuals for studying or assisting minorities in education. This grant should be an alternative to a scholarship award.
5. That scholarship awards should only be awarded when merited, not because there is only one recipient.
6. That a non-California resident shall be considered in alternate years for WCRLA leadership.

Respectfully submitted:

*Therisa M. Beverly, MAC Chairman
1984-86*

CHART OF ACCOUNTS

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
100	Cash
100.01	Security Pacific
100.02	Conference Fund - Conference Chairperson
100.03	Conference Fund - On site Manager
100.04	Scholarship Fund
115	Accounts Receivable
115.01	A/R - Don Yamamoto
115.02	A/R - Lucy McDonald
115.03	A/R - Conference
115.04	A/R - 1983-84
115.05	A/R - Dues Short Term Investment
120.01	Savings Account
120.02	San Francisco Federal Savings
200	Accounts Payable
300	Fund Balance

CHART OF ACCOUNTS

REVENUES

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
11.1	Membership Dues
12.1	Royalties
13.1	Publications - Proceedings
15.1	Scholarship Fund
15.2	Scholarship Fund - Interest Income
18.1	Conference Registrations
18.2	Conference Institutes
18.3	Exhibitors Fees
18.4	Advertising in Programs
18.5	Conference Meal Functions
18.51	Banquet
18.52	Brunch
18.53	Conference Meal Functions - other
18.6	Conference Entertainment
18.7	Computer Fair
19.1	Interest Income - Savings
19.2	Interest Income - San Francisco Federal
21.0	Fund Raising
21.1	T-Shirts

SCHEDULE OF TAX EXPENSE ACCOUNTS

<u>ACCOUNT #</u>	<u>ACCOUNT</u>
1	Accounting Fees
2	Legal Fees
3	Supplies
4	Telephone
5	Postage, Shipping & Handling
6	Printing and Publication
7	Travel
8	Conferences
9	Honoraria
10	Clerical/Secretarial
11	Bank & Reporting Fees
12	Consulting
13	Bonding
14	Advertising & Promotion
15	Hospitality
16	Entertainment
17	Miscellaneous
18	Awards
19	Student Assistance
20	Photography
21	Decoration
22	Hotel Accommodations & Food
23	Mail Service

WCRLA BUDGET CATEGORIES & CODING SYSTEM
(IRS# 95-3177-158)

MAJOR BUDGET CATEGORIES

1.0 BOARD

- 1.1 Meetings
- 1.2 President
- 1.3 Secretary
- 1.4 Treasurer
- 1.5 Officer Travel
 - 1.51 President
 - 1.52 President Elect
 - 1.53 Past President
 - 1.54 Other
- 1.6 Conference Calls
- 1.7 Supplies
 - 1.71 Stationery
 - 1.72 Brochures
 - 1.73 President Awards
- 1.8 Special Expenses
- 1.9 Accountant

2.0 MAIL SERVICES

- 2.0.23 Mail Services

3.0 PUBLICATIONS

- 3.1 Newsletter
 - 3.1.5 Postage & Shipping
 - 3.1.6 Printing & Publications
 - 3.1.8 Travel
 - 3.1.22 Hotel Accommodations & Food
- 3.2 JCRL
 - 3.2.3 Supplies
 - 3.2.4 Telephone
 - 3.2.6 Printing & Publication
 - 3.2.10 Clerical
 - 3.2.22 Hotel Accommodations & Food

4.0 COMMITTEES

- 4.1 Awards
 - 4.1.18 Awards
 - 4.1.3 Supplies

- 4.2 Archives
 - 4.2.3 Supplies
 - 4.2.10 Secretarial
- 4.4 Conference Site Selection
 - 4.4.7 Travel
 - 4.4.3 Supplies
- 4.5 MAC
 - 4.5.3 Supplies
 - 4.5.4 Telephone
 - 4.5.7 Travel
 - 4.5.22 Hotel Accommodations & Food
- 4.6 Nominations/Elections
 - 4.6.3 Supplies
- 4.7 Placement
 - 4.7.3 Supplies
 - 4.7.5 Postage
 - 4.7.6 Printing
- 4.8 By Laws

5.0 SCHOLARSHIP FUND

6.0 SPECIAL INTEREST GROUPS

- 6.1 Organization
- 6.2 Adv Rdg Comp
- 6.3 Computer Technology
- 6.4 Critical Thinking
- 6.5 LAC Management
- 6.6 MAAC
- 6.7 ESL
- 6.8 Learning Disabled
- 6.9 Hispanic Assistance
- 6.10 Peer Tutoring
- 6.11 Study Skills & Listening

7.0 STATE/PROVINCE ORGANIZATION

- 7.1 Coordinator
- 7.2 Directors Luncheon
- 7.3 Ind Director Allotments
- 7.4 Special Funding
 - 7.41 Oregon
 - 7.42 Colorado
 - 7.43 At Large

8.0 CONFERENCE

8.10 CONFERENCE CHAIRPERSON

- 8.10.3 Supplies
- 8.10.4 Telephone
- 8.10.7 Travel
- 8.10.10 Clerical/Secretarial
- 8.10.17 Miscellaneous
- 8.10.22 Hotel & Food

8.11 CONFERENCE PROMOTIONS & PROGRAM

- 8.11.3 Supplies
- 8.11.4 Telephone
- 8.11.5 Postage & Shipping
- 8.11.6 Printing & Publications
- 8.11.19 Student Assistance

8.12 SPEAKERS

- 8.12.9 Honoraria
- 8.12.7 Travel

8.13 INSTITUTES

- 8.13.3 Supplies

8.14 COMPUTER FAIR

8.20 CONFERENCE ON-SITE MANAGER

- 8.20.3 Supplies
- 8.20.4 Phone
- 8.20.7 Miscellaneous Services
- 8.20.19 Student Assistance
- 8.20.20 Photography
- 8.20.22 Decorations
- 8.20.23 Hotel Accommodations & Food

8.21 PUBLISHERS CONTINENTAL BREAKFAST

- 8.21.15 Hospitality
- 8.21.21 Decorations

8.22 CONFERENCE FOOD FUNCTIONS

- 8.221 Conference Banquet
 - 8.221.21 Decorations
- 8.222 Conference Brunch
 - 8.221.21 Decorations
- 8.223 Other Food Functions

8.23 CONFERENCE HOSPITALITY

- 8.23.3 Supplies
- 8.23.15 Hospitality

8.24 CONFERENCE REGISTRATION PACKETS

- 8.23.3 Supplies
- 8.23.4 Telephone
- 8.23.19 Student Assistance

8.25 CONFERENCE ENTERTAINMENT

- 8.25.16 Entertainment

8.26 CONFERENCE DECORATIONS 1987

8.27 CONFERENCE PHOTOGRAPHY

8.28 CONFERENCE AUDIO VISUAL

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
REIMBURSEMENT FORM
(IRS # 95-3177-158)

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment L
Page 8 of 8

Please Print or Type Information

From: _____ Make payment to: _____
Address: _____ Address: _____

Total Amount Requested _____

1. Please list below the items for which reimbursement/payment is requested or for which a check is to be issued. Be sure your description is complete enough to assist the Treasurer and President in assigning expenditure to the proper budget category. Attach receipts or bills always.

2. If you are a Committee Head, send this completed form and receipt(s) to the WCRLA President for authorization. If you are a State Director, send this completed form and your receipt(s) to the Coordinator of State Directors for authorization. The Treasurer will not issue a check without proper authorization.

3. All requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

Description of Expenses or Services:

Signature/Person Submitting
Request

Date: _____

Signature/WCRLA President or
Coordinator/State Directors

Date: _____

Account Charged: _____

WCRLA TREASURER'S USE ONLY:

Account Charged: _____
Check Number: _____
Date Issued: _____

OFFICER'S USE ONLY (Itemize for income
tax purposes):

Tax Expense Account	Amount
_____	_____
_____	_____
_____	_____

WCRLA

MID-YEAR
TREASURER'S
REPORT

DR. H. FILLYAW

TREASURER

19TH ANNUAL CONFERENCE

MARCH 20-23, 1986

USC HILTON, LOS ANGELES, CA

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1876.95		\$11392.57	\$1057.88
7/13/85	608	LINDA LEE	SCH FUND	\$500.00	\$1376.95		\$66.05	
7/13/85	609	RINA DURGN	RUF	\$23.50	\$1353.45		\$20843.54	
7/14/85	610	THERIA BEVERLY	BROC.PRINT	\$29.57	\$5291.88	\$3968.00	(\$3500.00)	
7/14/85	612	CAROLE BOGUE	TR-T/LA/USC	\$157.14	\$6634.74	\$1500.00	(\$1500.00)	
7/14/85	613	THERIA BEVERLY	RT/TUS-USC/B	\$180.97	\$6453.77		\$175.43	
7/14/85	614	NMSU-LGRM	CENT	\$183.00	\$6270.77			
7/14/85	615	SUE BROWN	CLER/POST/CONF	\$30.00	\$6240.77			
7/14/85	616	SUE BROWN	R-T EL PASO/USC	\$194.00	\$6046.77			
7/14/85	617	RENEWAL ST.	CORP-FEE	\$1.00	\$6045.77			
7/14/85	618	JANE LEHMANN	R-T CHI/USC	\$264.06	\$5781.71			
7/14/85	619	USC/HILTON	BD EXPENSES	\$301.10	\$5480.61			
7/15/85	620	WES BROWN	R-T OAK/USC	\$244.77	\$5235.84			
7/15/85	621	WES BROWN	MILES-R-T OAK/US	\$163.60	\$5072.24			
7/22/85	622	H. FILLYAW	R-THOUS/USC	\$240.00	\$4832.24			
7/24/85	623	MARTHA ROMERO	DEN.SKPER	\$350.00	\$4482.24			
7/24/85	624	RUTH PURDY	ARCH.SERVICE	\$150.00	\$4332.24			
7/24/85	625	ALYCE STEIDLER	DEN REFUND	\$10.00	\$4322.24			
7/24/85	626	PAT MULCAHY	PHOT/SERV	\$13.09	\$4309.15			
7/24/85	627	TIME/BUSINESS	NEWSLET.	\$1096.95	\$3212.20			
7/24/85	628	JOANNE COOPER	R-T EUG.OR	\$50.00	\$3162.20			
7/24/85	629	CHEEK COM.	COL/DR SIG	\$69.39	\$3092.81			
7/24/85	630	PATTI DOZEN	SURV/SIG LET	\$112.37	\$2980.44			
7/24/85	631	WES BROWN	ADVANC USC CON**	\$1000.00	\$1980.44			
7/24/85	632	OXFORD	MAIL	\$567.74	\$1412.70			
7/26/85	633	US/POSTMASTER	/TRES.STAMPS	\$23.29	\$1389.41			
7/30/85	634	JANE HOPFER	EXP MILES.NEWS	\$100.00	\$1289.41			
7/30/85	XXX	BANK SERV	CHG	\$8.00	\$1281.41			
CURRENT MONTH'S TOTALS:				\$6063.54	\$1281.41	\$5468.00	\$27477.59	\$1057.88

WCRLA-CHECKBOOK
MONTH OF AUGUST 85

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1281.41		\$27477.59	\$1057.88
				\$0.00	\$2228.41	\$947.00	\$156.07	
CURRENT MONTH'S TOTALS:				\$0.00	\$2228.41	\$947.00	\$27633.66	\$1057.88

WCRLA-CHECKBOOK
 MONTH OF SEPTEMBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$2228.41		\$27633.66	\$1057.88
9/10/85	635	PAT MULCAHY	AT-LARG.TRAV	\$50.00	\$3082.04	\$903.63	(\$2.00)	\$21.31
9/10/85	636	JO-ANN MULLEN	EXP.ACC.BANK	\$50.00	\$3032.04		\$151.43	(\$500.00)
9/10/85	637	OXFORD	MAIL SERVICE	\$588.99	\$2443.05			
CURRENT MONTH'S TOTALS:				\$688.99	\$2443.05	\$903.63	\$27783.09	\$579.19

WCRLA-CHECKBOOK
 MONTH OF OCTOBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$2443.05			
				\$0.00	\$3134.05	\$691.00	\$27783.09	\$579.19
				\$0.00	\$3134.05		\$157.34	
CURRENT MONTH'S TOTALS:				\$0.00	\$3134.05	\$691.00	\$27940.43	\$579.19

WCRLA-CHECKBOOK
 MONTH OF NOVEMBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREREVERIOUS MONTH		\$0.00	\$3134.05		\$27940.43	\$579.19
11/06/85	638	US POSTAL	BUG.PRES.	\$10.75	\$7823.90	\$4700.60	(\$3500.00)	
11/10/85	639	EMMANUEL PERERAXART	WORK	\$100.00	\$7723.90		\$149.93	
11/11/85	640	* WES BROWN	USC CONF	\$1000.00	\$6723.90			
11/25/85	641	OXFORD MAIL	MEMBER.MAINT	\$221.09	\$6502.81			
11/25/85	642	KATHY NELSON	STATE DIR.	\$50.00	\$6452.81			
11/25/85	643	CTR/RES-HUMAN.LRLUNCH/STUDNTS		\$100.00	\$6352.81			
11/25/85	644	WEIDMAN/CONFMAIL		\$22.00	\$6330.81			
11/25/85	645	COOPER/MILEAGE		\$138.00	\$6192.81			
11/25/85	646	BOGUE/RT-NB		\$281.78	\$5911.03			
11/25/85	647	**AKINS/USC.CONF		\$500.00	\$5411.03			
11/25/85	648	BRDMEETING/COFFE		\$41.32	\$5369.71			
11/25/85	649	BROWN/KEYADDRESS		\$338.88	\$5030.83			
11/25/85	650	CHEM.COM.COL./LD		\$27.32	\$5003.51			
11/25/85	651	O'HEAR/ADVANCE		\$150.00	\$4853.51			
11/25/85	652	O'HEAR/SUPPLS.JR		\$42.90	\$4810.61			
11/25/85	653	CNT.LRN.NMSU		\$46.32	\$4764.29			
	654	USPOST		\$11.00	\$4753.29			
CURRENT MONTH'S TOTALS:				\$3081.36	\$4753.29	\$4700.60	\$24590.36	\$579.19

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREREVIOUS		\$0.00	\$4753.29		\$24590.36	\$579.19
				\$0.00	\$5269.29	\$516.00		
12/23/85	655	OXFORDMAIL		\$486.68	\$6785.61	\$2003.00	(\$2000.00)	
12/23/85	656	AKINS/CONF.		\$1000.00	\$6110.61	\$325.00	\$138.31	
12/23/85	657	TIME.BUS.FRMS/NL		\$1761.62	\$4348.99			
12/23/85	658	COOPER&CO/SYS		\$947.16	\$3401.83			
12/23/85	659	MULLEN/EX.MGT.CO		\$180.00	\$3221.83			
12/23/85	660	FAULKNER/REIMBUR		\$3.00	\$3218.83			
12/28/85	661	OXFORDMAIL		\$190.00	\$3028.83			
CURRENT MONTH'S TOTALS:				\$4568.46	\$3028.83	\$2844.00	\$22728.67	\$579.19

WCRLA-CHECKBOOK
MONTH OF JANUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3028.43		\$22728.67	\$579.19
1/1/86	662	COLL.BOOK MART	T-SHIRT	\$450.00	\$3953.43	\$1375.00	\$131.00	
CURRENT MONTH'S TOTALS:				\$450.00	\$3953.43	\$1375.00	\$22859.67	\$579.19

WCRLA-CHECKBOOK
MONTH FEBRUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3953.43		\$22859.67	\$579.19
2/02/86	663	* WES BROWN	ADVANCE	\$2000.00	\$1953.43			
2/02/86	664	OXFORD MAILING		\$315.83	\$5938.60	\$4301.00		
2/02/86	665	KAREN SMITH	ELECT BALLOT	\$118.80	\$7235.80	\$1416.00		
2/02/86	666	PROFSS.REPRO	ELECT-FLYER	\$99.74	\$7136.06			
2/10/86	667	H. FILLYAW	SUPPLIES	\$50.00	\$7086.06			
2/15/86	668	VOID		\$0.00	\$7086.06			
2/15/86	669	BUSINESS PRODU	FILE CABINE	\$173.40	\$6912.66			
2/15/86	670	OXFORD MAILING		\$20.77	\$6891.89			
2/19/86	671	*WES BROWN	ADVANCE	\$1000.00	\$5891.89			
2/26/86	672	PATTI DOZEN	LAST YR EXP	\$10.00	\$5881.89			
2/26/86	673	NMSU	CONF CALL	\$209.53	\$5672.36			
CURRENT MONTH'S TOTALS:				\$3998.07	\$5672.36	\$5717.00	\$22859.67	\$579.19

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$5672.36		\$22859.67	\$579.19
3/6/86	674	US POST/INS.	T-SHIRTS	\$33.09	\$7139.27	\$1500.00		
3/10/86	675	MARCI MATLOCK	MINI CONF. E	\$48.16	\$7091.11			
3/10/86	676	OXFORD MAILING	SERV	\$477.29	\$6613.82			
3/10/86	677	ADV. DELORES	AKINS-USC	\$2350.00	\$4263.82			
3/17/86	678	OXFORD MAIL	SERVICE	\$166.83	\$4096.99			
CURRENT MONTH'S TOTALS:				\$3075.37	\$4096.99	\$1500.00	\$22859.67	\$579.19

SOURCES OF FUNDS
FOR YEAR ENDING MARCH 1986

MONTH/YEAR	DUES	JOURNALS	ADS	CONF	EXHIBITORS	OTHER	TOTALS
JULY	\$420.00	\$48.00					\$468.00
AUGUST	\$775.00	\$172.00					\$947.00
SEPTEMBER	\$350.00	\$12.00					\$362.00
OCTOBER	\$675.00	\$16.00					\$691.00
NOVEMBER	\$1150.00	\$44.00				\$6.60	\$1200.60
DECEMBER	\$475.00	\$10.00				\$31.00	\$516.00
JANUARY	\$1375.00						\$1375.00
FEBRUARY	\$4816.00				\$850.00	\$16.00	\$5682.00
MARCH	\$1200.00		\$300.00				\$1500.00
TOTALS	\$11236.00	\$302.00	300	0	\$850.00	\$53.60	\$12741.60

Checks written in July 1985 to cover expenses incurred before
June 30, 1985:

608	Linda Lee/Scholarship	\$500.00
609	Rina Duron/ Conf.Refund	23.50
610	Theria Beverly/Printing-MAC	29.57
614	Center/Learning (NMSU)	183.00
615	Sue Brown/ Cler.-Post -Conf.	30.00
624	Ruth S. Purdy/ Archives	150.00
625	Alyce Steidler/Conf.Refund	10.00
626	Pat Mulcahy/Photo Sev.	13.09
630	Patti Dozen/ Xeroxing-Survey	112.37
634	Jane Hopper/Mileage-Exp. Newsl.	100.00
		=====
		\$1151.53

Duties of the Treasurer:

A concise overview (from Newsletter dated Winter, 1983)

① Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

② The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

③ No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

④ All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

⑤ The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

⑥ The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm, of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

⑦ The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. ~~As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts.~~ Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

Duties of the Treasurer, contd:

possible interest rate.

8 The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

9 The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

10 The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

11 ~~The Treasurer should advise the Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.~~ *should advise ASAP*

12 The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

13 When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

14 The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

15 ~~The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.~~ *event chairs each yr*

16 In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

17 The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

18 The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

19 The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

Duties of the Treasurer, contd.

21 The Treasurer should prepare a complete and accurate report for Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

22 The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

RECOMMENDED CHANGES TO DUTIES OF THE TREASURER

Para. 1

two year term....beginning with the summer board meeting where the transition will be made.

Para.3 Completely revise to read:

Routine bills from contracted services such as mailing service, printing and publications may be paid by the treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the board prior to payment.

All other

~~Bills from members~~ must be accompanied by a signed Request for Payment (attachment) and the related invoices or receipts plus presidential authorization. All such requests must be made within 90 days after the expense is incurred and no later than two weeks prior to the summer board meeting.

Para.5

bank statement.....and reconciliation

Para. 7

Delete the sentence "As of this writing...deposit accounts."

Para. 11

Delete

Para. 12

files....tax return as required by IRS

Para. 15

Add: Advances to conference chairmen should be made in increments of no more than \$1,000 in order not to deplete interest-earning balances more than necessary.

Para.16 Change to read : An accounting of advanced funds should be submitted within 60 days after the termination of the event for which the funds were advanced and should be accompanied by a check for unused funds. Any refunds made with regard to the event should be made by the chairman of the event prior to submission of the final accounting.

Account balances in excess of \$500 should be remitted to treasurer with documentation.

1985-86 Treasurer's Summary

I. Current balance on hand:

Scholarship Fund	\$ 750.45
Checking	3,768.09
Savings	<u>36,207.14</u>
Total Cash on Hand	<u>\$40,725.68</u>

II. Conference Report

Receipts from Registration Chairman \$31,267.15

Expenses:

Wes Brown-Conference Chair	\$ 4,489.91
Dolores Akins - Manager	2,363.22
Paid by Treasurer:	
Hotel	7,018.01
Stamps	13.20
Conf. Forms	35.00
Speakers	2,363.96
Refunds	<u>908.50</u>

Total Expenses 17,191.80

Net Receipts over Expenses \$14,075.35

Duties of the Secretary:

I. Duties and procedures for keeping the Minutes:

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner (Attachment # _____).
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings:

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each Newsletter.
5. Copy of the Index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.

Duties of the Secretary, contd.

2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring: all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter, SIG Leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairperson, liaison; editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update duties:

1. By-laws when necessary
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and special meetings of the Board of Directors

A. Travel

1. Reimbursement will be made upon written request on a WCRLA reimbursement request form for a Board member for actual travel expenses as follows:

- a. no change *21¢*
- b.at ~~1¢~~ per mile...
- c. no change

2. This is limited to meetings other than ^{those held during} the Annual Conference

B. Lodging

1. Add "B" No change

C. Meals

1. Add "D" with following change "Reimbursement...not to exceed the approved per diem."

This applies to all meetings except those held while the Annual Conference is in session.

2. Expenses incurred while the Board is together as a group CAN be paid by the treasure (or his/her designee) but are not to exceed the approved per diem. Such expenses may not include alcoholic beverages other than wine served with dinner.

(or by the individual members and presented for reimbursement)

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and Special Meetings of the Board of Directors

- A. Reimbursement will be made upon written request on a WCRLA Reimbursement Request form for a board member for actual travel expenses as follows:
 1. Air coach fare (round trip)
 2. or ground travel at 18¢ per mile, not to exceed coach fare
 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting. This is limited to all nights during the summer board meeting and the Tuesday and Wednesday nights prior to the annual conference.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request on a WCRLA Reimbursement Request Form of a board member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$30.00 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above apply to members of the Board and to all invited participants. Invited participants are individuals who would not normally be at the site at that time, but were invited by the President. This includes but not limited to: Newsletter Editor or Past Conference Managers.

II. Committee Meetings as approved and budgeted by the Board of Directors

- A. A, B and D as above, upon written request on a WCRLA Reimbursement Request Form of the committee member and approval of the Committee Chairman.
- B. Upon written request on a WCRLA Reimbursement Request form of the Committee Chairman, usual and necessary expenses incidental to conducting business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

Duties of the Secretary, contd:

2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation commission before September 15 of each year.
4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc Washington State

Total amount of request no cash needed

Date needed fall '86

Funds to cover from _____ to _____

Statement of purpose for funding request See attached

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
<u>See attached</u>		

Name Beverly R. Iha

Mailing Address Communications Dept
Spokane Falls Community College
W 3410 Fort George Wright Dr. Spokane, WA 99201

Day Phone (509) 459-3605 Home Phone (509) 924-6624

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Communications Department, Spokane Falls Community College, M.S. 3050
W. 3410 Fort George Wright Drive, Spokane, Washington, 99204, (509) 459-3605.

MEMORANDUM

May 21, 1986

TO: Sue Brown

FROM: Bernie Rihn, *Bernie Rihn* Washington State Director WCRLA

SUBJECT: Proposal for reimbursement for Fall '86 Conference.

Last year at our state-regional conference we had about fifty people in attendance, but we only registered two new members for WCRLA--one from another state. We could do better in 1986 if we included the cost of membership in the conference registration. Since we are having Ken Goodman as a guest speaker, our registration fee is already going to be moderately expensive--particularly if people attend the pre-conference workshop Goodman will give for an entire day to a limited number of participants.

To keep fees reasonable, my suggestion is to discount WCRLA membership by \$10.00 for those who attend the conference by one of two methods. One way to do this would be to offer WCRLA membership with conference registration for an additional \$15.00. A better plan, I feel, is to make WCRLA membership a part of the over all conference registration; that is, build membership into the conference registration fees. I could then send you \$15.00 for each membership I collect and keep my conference fees reasonable. That way everyone who registered for the conference would become a member of WCRLA.

I think there would be a substantial benefit to enrolling fifty new members to WCRLA next year at \$15.00 a head instead of two or three at \$25.00 a head. Let me know what you think.

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: English as a Second Language (ESL)

1986-87 Leader:

Roberta Delaney

Name

Glendale Community College

Address

6000 W. Olive, Glendale, AZ 85302

(602) 934-2211

Work Phone

(602) 944-8744

Home Phone

Special Interest Group Purpose:

To provide a resource network for professionals in reading and learning assistance programs interested in English as a Second Language.

Goals for 1986-87:

1. Facilitate communication among members.
2. To enhance program offerings in Albuquerque at the conference.

RECEIVED
LEARNING SKILLS CENTER

JUN 23 1986

-over-

Proposed Activities for 1986-87:

1. Share information about materials, techniques, resources, etc. through member mailings among the group.
2. Plan two meetings for 1986/87 Conference that will benefit all members of the group.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ I don't know yet because
I think I'd better contact
85/86 members to tell them
to repay.

Please attach a membership list.

Roberta Delaney
Leader

6/6/86
Date

E. Johnson
Coordinator

6-16-86
Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Critical and Creative

1986-87 Leader: Jerry Fishman
Name

910 Pennsylvania Place
Address

Davis, California 95616

(916) 449-7577 (916) 753-2754
Work Phone Home Phone

Special Interest Group Purpose: To explore the world of
Critical and creative thinking and to determine
what techniques are more effective in teaching
Goals for 1986-87: Critical thinking and problem solving and
creative thinking-playing
skills.

→ To set up conduits for
sharing techniques

JUN 23 1986

Proposed Activities for 1986-87:

To link up with NET

(The Network for Effective thinking) in Canada, & bring the famous problem solver, magician and psychic nonsense exposé Randi the Magician to the Critical Thinking SIG breakfast in Albuquerque.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 3.00 per

Please attach a membership list.

Jerry Fishman
Leader

June 1, 1986
Date

E. Johnson
Coordinator

6-16-86
Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Learning Disabilities

1986-87 Leader: Becky Johnen
Name

P O Box 14007
Address

Salem, OR 97309

(503) 399-5136 (503) 390-4866
Work Phone Home Phone

Special Interest Group Purpose:

To share information and expertise on the learning disabled college student.

Goals for 1986-87:

1. To continue to provide information to the professional working with the LD adult.
2. To coordinate institutes and workshops at Albuquerque.
3. To investigate the possibilities of an institute, summer 1987.

1
17
130113

JUN 16 1986

-over-

Proposed Activities for 1986-87:

1. Continue to disseminate information through 10 mailings (Sept. - June).
2. A. Design an institute for the Albuquerque conference which would be run by members of the S.I.G.; poll membership on workshop topics and presenters; submit proposals.
B. Submit to Gwyn Enright a list of topics which need to be covered at the conference. This will help in design of the program.
3. Design a needs assessment; distribute and tabulate results. Work with appropriate WCRLA officers on the institute.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 186.

Please attach a membership list.

Budy Johnson
Leader

5-19-86
Date

E. Johnson
Coordinator

6-11-86
Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: PEER TUTORING

1986-87 Leader: TOM GIER

Name ANCHORAGE COMMUNITY COLLEGE

2533 PROVIDENCE AVENUE
Address

ANCHORAGE, AK 99508-4670

(907) 786-1926 (907) 349-7128
Work Phone Home Phone

Special Interest Group Purpose:

see attachment

Goals for 1986-87:

see attachment

JUN 16 1986

Proposed Activities for 1986-87:

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ _____

Please attach a membership list.

Leader

Date

E. Johnson

Coordinator

6-11-86

Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Cognitive Psychology

1986-87 Leader: Patricia Mulcahy
Name

2136 Fry St. #4
Address
Roseville, MN 55113

(612) 625-4593 (612) 636-3581
Work Phone Home Phone
(Leave a message.)

Special Interest Group Purpose:

The purpose of the Cognitive Psychology SIG is to share information about research in cognitive psychology, especially in research related to the professional concerns of WCRLA members. In a broad sense, the purpose is the professional development of Cognitive Psychology SIG members in

Goals for 1986-87: research about learning, memory, and theories of instructional systems.

1. Develop membership in this new SIG.
2. Establish a communications network for SIG members; in particular, establish an interactive newsletter in which all SIG members can contribute their ideas,

JUN 16 1986

Proposed Activities for 1986-87:

1. Develop membership listing.
2. Develop three issues of the interactive Cognitive Psychology SIG newsletter. Dates of publication are May 15, 1986; October 15, 1986; and February 15, 1987.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ none

Please attach a membership list.
See attached.

Patricia Mulcahy

Leader

Patricia Mulcahy

June 6, 1986

Date

E. Johnson

Coordinator

6-11-86

Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Learning Assistance Center Management

1986-87 Leader: Dorothy Lee, Director of Learning Skills and Testing
Name

Learning Skills Center
Address

Tacoma, WA 98416

University of Puget Sound, 1500 N. Warner

(206) 756-3395 (206) 756-9669
Work Phone Home Phone

Special Interest Group Purpose:

To have a management institute at the next WCRLA conference using such persons as Maxwell, Christ, et al

To have an LD week-long institute in Wyoming, summer 1987

To communicate with members information re: good computer software

Goals for 1986-87:

integrated services
professional growth

See above

JUN 16 1986

Proposed Activities for 1986-87:

Help plan a management institute at the annual WCRLA conference in April, 1987

Help plan a week-long institute on LD in Wyoming in summer 1987

Quarterly newsletter sharing articles, books, etc. re: common interests

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 3.00

Please attach a membership list.

Enclosed

(Some have not paid but I will contact them again in the fall)

Secretary Lee
Leader

May 30, 1986
Date

E. Johnson
Coordinator

6-11-86
Date

Duties of the Treasurer:

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm, of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

Duties of the Treasurer, contd:

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

Duties of the Treasurer, contd.

The Treasurer should prepare a complete and accurate report for Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

Duties of the Coordinator of State/Province Directors:

As out-going President:

Feb.

1. Two months prior to the annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. Request recommendations from current Coordinator of S/P-D's, consult Membership Resources Forms, etc. By-Laws state that the President should appoint new S/P-D's "within 30 days prior to the annual conference", so that the transition from current to new S/P-D's can be facilitated at the annual conference. S/P-D appointments are made on a yearly basis, but a second and third term may be appropriate.
2. Write letters to prospective S/P-D's:
 - a. Ask if they are interested in serving,
 - b. Enclose a copy of the S/P-D job description,
 - c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process),
 - d. Ask them to send you their home and office addresses and phone numbers,
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement,
 - f. Invite (strongly encourage) them to attend the S/P-D meetings at the upcoming conference to facilitate the transition between current and new S/P-D's.

for the
conference

3. Prepare a list of names, addresses, and phone numbers of all appointed S/P-D's and distribute this list to WCRLA Board members, the Newsletter editor, other S/P-D's, and the WCRLA Mailing Service.

at the
conference

4. Attend S/P-D meetings at the annual conference.

As Coordinator of State/Province Directors (Past President):

right after
conference

5. Remind Secretary to send summaries of Board meetings to S/P-D's.
6. Contact the WCRLA Mailing Service to have an updated list of members mailed to each S/P-D as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing S/P-D's, thanking them for their services and asking that they forward their WCRLA materials and record to their successor.

Duties of the Coordinator of State/Province Directors, contd:

8. Write letters of acknowledgement to institutional administrators designated by new S/P-D's.

by Mid-May

9. Send an initial "group letter" to all S/P-D's:
- Include any follow-up info from recent conference,
 - Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you),
 - Suggest they start making plans for fall mini-conferences now,
 - Tell them they should have received (or will) updated mailing lists and summaries of minutes,
 - Mention budget and reimbursement procedures,
 - Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter),
 - Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.

late August

10. Request that WCRLA Mailing Service send a second updated membership list to all S/P-D's the first week in September.

early
September

11. Remind Secretary to send summaries from Summer/Fall Board meeting to S/P-D's. Remind President-Elect to send extras of conference mailings to S/P D's to be used in recruiting new members.
12. Work with Program Chair and Conference Manager to arrange for S/P-D workshop and luncheon and state/regional meetings at the annual conference.
13. Send a second "group letter" to all S/P-D's:
- Highlight early conference info and any other important news/issues from the Summer/Fall Board meeting,
 - Tell them to send new membership recruitment letters now,
 - Tell them to contact non-renewals when they receive their updated mailing list,
 - Remind them of membership benefits,
 - Ask for news of their fall meetings,
 - Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

14. Send a third "group letter":
- Ask them about availability/recommendations for next year's S/P-D appointment. Enclose self-addressed postcard for prompt response,
 - Remind them of Feb. 1 deadline for annual report,
 - Request items for S/P-D meeting agenda at the conference, and issues for Board agenda, too.

Page three

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 and to be mailed to you in early January. This will give you the info to report the year's base membership count in various state/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb. 16. Send recommendations for next year's S/P-D appointments to current President. Send items for Board agenda, too.

late Feb. 17. Send a fourth "group letter":

- a. Ask for annual reports if not yet received,
- b. Finalize meeting times for S/P-D's at conference,
- c. Enclose a self-addressed postcard to indicate if S/P-D will be there or who substitute will be,
- d. Mention some agenda items for the meetings,
- e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date),
- f. Save and transfer your materials to your successor.

18. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.

at the conference 19. Conduct State/Province Directors' meeting/workshop:

- a. Summarize state/province annual reports,
- b. Summarize items from pre-conference Board meetings,
- c. Suggest agenda items for their state/regional meetings,
- d. Ask for their evaluations, recommendations.

20. Coordinate S/P-D's meeting with WCRLA Board.

after the conference 21. Assemble files and transfer to next Coordinator of State Directors.

22. Breathe a sigh of relief and fade away ... before moving into the role of Conference Site Chairperson!

Periodically as needed:

as needed 23. Respond to assorted correspondence from S/P-D's.

24. Serve as advisor to current President.

Revised 6/84

1. The Computer Fair

A. Clarify the role of the Computer Fair in relation to the rest of the conference.

--judging proposals for inclusion in the program.

--selecting proposals with special AV(computer hardware) needs.

2. Advertising

We need to monitor our advertising very carefully; ads are expensive. What is the return for dollar spent. This year the benefits seem rather dismal.

3. Marketing the Conference

A. How do we get the information to the intended audience earlier.

--the name reading and learning may not attract as wide an audience as we might like; we may want to broaden the message of our advertising.

B. More Preparation Time for the Conference

--earlier election of Program Chair

--appoint Program Chair

--rewrite job descriptions of Pres.-Elect and Past-Pres.;
switch their jobs.

C. Change conference days to Wednesday through Saturday, or make some other structural change.

4. Include cost of some meals in registration.

Marketing Plan for WCRLA

To continue as a sophisticated, viable organization, WCRLA must find ways to increase income. A key to increased income is increased membership which could also enhance the overall quality of membership advantages.

In order to increase membership, several steps need to be taken. Consider the following:

I. Suggestions for Membership Growth

A. On-going means

1. Identify more states in which sufficient membership (7-8 members) warrants appointment of state director and official recognition as a member state
 - a. Illinois } qualify, 1985-86
 - b. New York }
2. Strongly encourage all states/regions to hold Fall/Winter meetings/conferences on an annual basis; when conferences are co-sponsored with other regional organizations, reserve the opportunity to describe WCRLA and solicit membership.
3. Advertise WCRLA throughout the year as well as the WCRLA annual conference.
 - a. WCRLA advertisement (organization)
 - 1) Journal of Reading
 - 2)
 - 3)
 - b. Annual conference advertisement
 - 1) Journal of Reading
 - 2) Journal of Developmental Education
 - 3) Chronicle of Higher Education (free listing)
 - 4) Reading Today (free listing)
 - 5)
4. Increase advantages of membership
 - a. Provide greater opportunity and enticement to publish -- increase the number of volumes of the Journal of College Reading and Learning.
 - 1) Solicit papers with regular conference mailings
 - 2) Send letter of solicitation to others at least once a year, perhaps to major universities, etc.
 - b. Stimulate greater interest in application for scholarship/research grants; grant at least 2 @ \$500 a year.
 - 1) Solicit through separate mailing in addition to newsletter solicitation.
 - 2) For research grants, upon completion of project/study, request proposal for presentation at the annual conference; if selected as a presenter, provide the following:
 - a) Complimentary registration to that annual conference as well as luncheon and banquet tickets.
 - b) Travel allotment of \$50 if traveling 100 or more miles to the conference.

- Page 2 -

- B. Special means (1-2 years) to increase membership
1. Approach appropriate foundation(s) to fund two regional conferences a year for one or two years in areas of greatest potential growth. Regional conferences would be held in addition to the annual WCRLA conferences.
 - a. Attain grant for organizational development; agree to use funds in ways specified to reach stated goals.
 - b. Request \$15,000 per conference (30K per year) plus overhead to help support the conference; use overhead for such activities as the following:
 - 1) Buy down rooms.
 - 2) Award scholarship(s)/research grant(s) at each regional conference.
 - 3) Buy down/eliminate typical registration fees.
 - 4) Arrange for charter flights.
 - 5) Provide grants/stipends for papers presented if submitted and accepted by the JCRL.
 - 6) Contract nationally renowned speaker(s) to keynote at regional conferences.
 - c. Possible target areas: Chicago, New Orleans, Miami, Nashville, Madison.

- II Suggestions for on-going means to increase income in addition to increased membership: sell advertising space in the Newsletter and Journal of College Reading and Learning.
- A. Prepare statement about WCRLA and price lists for both publications; include dates for forthcoming issues; send information to all appropriate publishing houses.
 - B. Sell advertising space in the WCRLA Conference Program in the same manner suggested for the Newsletter and the JCRL.
 - C. Appoint two members as advertising chairs, one for the Newsletter and one for the JCRL (WCRLA Presidential appointments); President-elect/program chair would appoint a member to handle program advertisement or make it a charge of the exhibitors chair.

Elections Committee Report
Conference Board Meeting
March, 1986

The Elections Committee Chairperson job description is still in draft form (as prepared by Ann Faulkner who served first in this capacity). At the time Ann prepared the job description, she also wrote a "Comments" paper discussing problems that she encountered. After living through a term as Elections Committee Chair, I want to call the Board's attention to those comments. (Draft job description and Ann's comments attached.)

1. Urgently needed Bylaws change: Ann's first paragraph is absolutely true! The WCRLA Bylaws 1984, Article VII, Section 3, Item c says, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting." Impossible!
2. January 3 mail-out date is also too specific and almost impossible to do. I agree with Ann that Bylaws should be amended to "on or before January 15" which still allows a month for ballot return.
3. The Board should carefully read Ann's comments under "Miscellany." I echo her concerns! As with any of the offices and other positions I've held in WCRLA, I had to learn how to do the job as I was doing it. Members who commit to an organizational position in WCRLA must certainly demonstrate initiative and problem solving skills in order to get the job done well. Anything the Board can do to simplify procedures and to define the processes - for all positions - will help to professionalize the organization.



DRAFT
1/8/85

ELECTIONS COMMITTEE CHAIRPERSON
JOB DESCRIPTION

PRE-CONFERENCE

October: The Past-President selected by the President as chair of the elections committee (By-Laws indicate that this should be the Past-President who served as a committee member in the previous year.) should make the following arrangements:

- 1) Schedule at least two committee meetings at the annual conference by working with the President-Elect/Program Chair. Typically the first of these meetings is set for 8:00 AM Thursday and involves going over ground rules, making tentative plans. The second meeting should be set for Friday or Saturday at a time when conflicts are few, so that the first half-hour may be an open meeting for members to make suggestions for nominations. The second part of this meeting, which is closed to all but committee members, lasts as long as necessary to develop a prioritized list of candidates.
- 2) Write a Newsletter article encouraging suggestions for nominations and informing members of the open meeting at the conference.

January-February: Chair selects committee members, secures Presidential approval of committee composition. NOTE: The By-Laws are presently silent on the composition of the committee, except to indicate the inclusion of a past-president who can take over the chairpersonship in the following year. See Levinson's report for her committee's recommendations regarding composition and terms of the committee.

Chair prepares budget request for Board.

DURING THE CONFERENCE

At the first general session, the Elections Committee members are introduced and the open meeting time is announced.

The initial committee meeting should include a discussion of the ways in which the committee will work, stressing that while attempting to learn of various members' interest in running for office, no committee member should appear to be offering nomination to anyone.

At the confidential meeting at which priority lists for nominees are developed, the committee should strive to develop as long a list of truly acceptable potential nominees as possible.

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment Q
Page 3 of 5

POST-CONFERENCE

TBA
(April-May) Chair obtains from Hal a list of phone numbers and addresses (home and work) for those on priority lists.

TBA
(April-October) Chair contacts potential candidates in priority order, provides those considering nomination with job description information, and obtains written consent from those candidates who agree to run for office.

TBA
(October / or earlier) Chairperson submits to the Board for approval a slate containing two candidates for each elective office and the Elections Committee Report.

TBA
(October-November) Elections Committee Chair prepares ballot and candidate information brochure, and return envelopes, and arranges for printing.

Dec. 15 Mailing service prepares an updated list of members printed on mailing labels. Arrangements are made to send the labels to the committee chair (keeping in mind holiday addresses and mail delays!) and to up-date the list, if necessary, with a phone call from the mailing service to the Chairperson on January 2.

(On or before January 15)
January 3 Ballots are mailed.

February 15 If sufficient envelopes are returned to constitute a quorum (10% of membership as of December 31), all ballots received on or before February 15 are counted by the Committee Chairperson and at least two other WCRLA members in the Chairperson's locale. The Chairperson informs the President of the election results by phone and sends the counted ballots to the President who will hold them, unopened, through the installation of officers at the annual conference. If there is a challenge to the election results, the president will open the ballots and order a re-count.

February The President announces the results to the candidates, inviting newly elected officers to attend all pre-conference and conference Board meetings.

March The out-going Chair prepares an article for the post-conference Newsletter announcing the election results.

The cycle continues . . .

Audicates for President Elect are told to select a conference theme so that, if elected, a one-page conference flyer can be prepared for distribution one year prior (work in conjunction with conference on-site manager)

COMMENTS ON THE DRAFT JOB DESCRIPTION FOR THE ELECTIONS COMMITTEE CHAIRPERSON

Ann Faulkner, January, 1985

URGENTLY NEEDED BY-LAWS CHANGE:

The provision that the slate of candidates will be made available for Board approval at the Summer Board meeting is unrealistic. The difficulty in obtaining candidates' agreement to run, coupled with the scarcity of academics during the summer months, makes it imperative that the By-Laws be changed to allow the committee more time. I recommend October 1 as the deadline for reporting to the Board. This date would shorten the lag time between agreement to run and the elections, too, so that fewer candidates would change their minds about running. Having already told Carole that I think a change is desirable, I used "TBA" as the dates on the attached draft.

POTENTIALLY DESIRABLE BY-LAWS CHANGES:

The January 3 mail-out date for ballots leaves very little time between certification of membership and mailing. Despite Hal's best efforts, the first mailing of address labels failed to arrive in time and a second batch had to be prepared. Having mis-read the By-Laws, I thought the ballots had to be mailed on the first working day of the year, and Jan. 2 found Dallas glazed with ice and snow. Only my husband's four-wheel-drive truck and his indomitable will to have me finished with the Elections Committee job got the ballots into the mail that day. Although it's too early to say for sure, I'm fearful that fewer ballots will be received because some will get lost in the shuffle of all the mail that accumulates over the holidays, and then, with a due-date of Feb. 15, members may think they have all the time in the world to return their ballots. I recommend that the mail-out date be changed to "on or before Jan. 15" with the Feb. 15 return date unchanged. If such a change is adopted, the job description timeline would need to be amended.

In changing the By-Laws to allow for a mail ballot, the number of members on the Elections Committee was left unspecified. While I agree that the exact composition of the committee (as suggested by Levinson's committee) should not be a By-Laws provision, perhaps the number of people on the committee should be specified. I'd suggest 4 members (with the Chair to break ties).

MISCELLANY:

It is the pits to secure candidates these days-- perhaps it has always been. But the difficulty makes the suggestions I've made about the priority listing on the attached job description very important: the lists must be as long as possible, but there must not be any name on the list which would not be acceptable for nomination. In other words, the effort to get a long list must be balanced with the need to have only acceptable candidates. There's a real temptation to include people lower on the list about whom one has real reservations, in hopes that we won't get that far down. It can happen! I'd recommend getting the committee to approve the priority lists as a whole after the names have been ordered. And give each member veto power, perhaps.

The computer-based list of those who've been active in WCRLA was very helpful in insuring that the committee overlooked no one in its considerations.

I'm very dubious about efforts to find out who's willing to run for office carried out during the annual conference. For one thing, people change their

minds; their circumstances change from spring to fall. For another, I'm not sure that even the most obviously uninterested potential candidate should be denied the honor of being asked. And once asked, some people change their unwilling status.

The Chair should be sure to get home addresses and phone numbers (as well as work) for Committee members; you never know when you'll need to get in touch with the group.

I have a vaguely uneasy feeling about the ability of the membership to affect the nominations process. For future consideration: perhaps the election of the Elections Committee members might be contemplated. At the least, Committees, SIG's, and State groups ought to be begged for their input at the open meeting during the conference. Maybe regional groups could nominate members for the Elections Committee, with four to be elected at the conference business meeting?

It's very tricky to get a good committee composed of people who are not candidates for office. The procedure has been to let the member continue up to the point where their name comes up for discussion for office. If they wish to eliminate themselves from consideration, they may continue as a committee member. Otherwise, whether or not they are included on the final priority list, they must immediately resign from the committee. Such circumstances could leave the committee very short of members. Perhaps alternates should be named?

Though it's not required by the new By-laws, I like Levinson's idea for having half of the committee continue for two years, and after the initial year, staggering the two-year terms so that half of the committee is always returning.

The strain on the phone bill was enormous (especially this year with the special election); any chair will find it necessary to make calls from both work and home. Those without institutional support and a willingness to donate the cost of home phone calls, should make a budget request of at least \$100 in addition to budgeting the cost of one conference call to the committee members.

I made up the provision that the ballots be sent to the president for keeping until after the announcement of results at the conference. Maybe they need to be kept a calendar year?

Could Levinson's recommendation that Hal send out the ballots have meant that they'd go bulk mail? I doubt it, and thus recommend that the Chair do the actual mailing. There's a lot of tedious clerical work in stuffing the packets which would be expensive if the mailing service did it for us.

In contacting candidates, be specific about how long he/she has to think about candidacy. Of course people need time to assess institutional support, but some will take forever! I felt underprepared to tell candidates how much and what kind of institutional support would be nice/required for the job. I hope these new job descriptions help, though mailing one to each potential candidate would take too long.

WCRLA BYLAWS 1986

ARTICLE I - NAME

The name of the Association shall be Western College Reading and Learning Association.

ARTICLE II - MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his/her annual dues within sixty days after the date they have become payable, shall be deemed to have abandoned membership in the Association.

ARTICLE III - MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.
3. State directors will be encouraged to call an annual, state or regional meeting.

4. All members of the Association may have the right to attend all membership meetings, annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
6. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS, SECTION 1

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws or any provision of law.

3. The title of all property of the Association shall be vested in the Association, and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase of sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE V - OFFICERS

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect, and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.

- c. Approve personnel of committees.
 - d. Call special meetings of the Board of Directors.
 - e. Appoint state directors and director(s)-at-large within thirty (30) days prior to the annual meeting.
 - f. Appoint an acting secretary, treasurer, program chair, and, or coordinator of state/province directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in that capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
4. The president-elect shall act as presiding officer in the absence of the president, and shall act as chairperson of the program committee.
 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/province directors and shall act in a general capacity as advisor to the president upon the affairs of the Association.
 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past-president.
 7. The treasurer shall receive and reord the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president.
 8. Each state director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state director shall serve as the membership chairperson for his/her state to the Board of Directors not later than February 1 of each year.

ARTICLE VI - FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VII - PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised, shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these By-Laws.
2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot including the election of officers.
3. Not later than twelve (12) months prior to the beginning of election balloting, the president shall appoint a past-president who served a one year term as committee member as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
 - a. The election committee shall confer in face-to-face meeting and select from the membership at least two (2) members for each of the offices of president-elect, and secretary or treasurer.
 - b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
 - c. The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting.
 - d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by January 3 to all members in good standing as of December 31.
 - e. All officers except the president and immediate past president shall be elected by mail ballot.
 - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.

- g. Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority of the votes cast shall be necessary for election.
 - h. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the election.
4. Should a quorum as defined by Article VIII of the By-laws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31st prior to the annual conference.

ARTICLE IX - AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE X - INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth (1/6) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds (2/3) vote of those members present at any annual meeting of the Association.

ARTICLE XI - DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XII - AMENDMENTS

1. These By-laws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast.

Proposed WCRLA Research Award

Nature of Awards: Individual one-time grants-in-aid will be awarded for the purchase of supplies, for pertinent travel, and for services specifically required to complete a defined project. The main intent of the review committee is to support new, creative research directions. Support for projects already underway will be considered but not given first priority.

Eligibility: limited to WCRLA members
minimum membership length--1 year

Funding: \$1,000 available each year
The awards will vary up to \$500 dollars. In one year two \$500 awards could be made or several smaller requests could be funded.

Reporting: Each recipient is required to submit a summary report at the annual conference in the form of a workshop or an article for the next Newsletter. The report should contain a brief statement of projected accomplishments with special emphasis on completed work and any new funding or projects generated by the WCRLA award.

Reimbursements: If any remuneration results from work completed by WCRLA funds, the grantee will reimburse WCRLA up to the amount of the award.

Limitations: Travel to meetings, symposia, conferences, and seminars is excluded. The purchase of equipment is also excluded.

Award Period: Funds will be awarded at the Annual Conference and should be expended within a time period set by the Board.

Applications: Applications should be sent to Scholarship and Awards Chairperson by January 1 each year. The application should include:

1. name, address, and phone number of applicant
2. title of proposed research or creative work
3. amount of funds requested and an itemization of expenses

4. brief statement of proposed problem including an explanation of significance of research or work and the ultimate dissemination of information gained or work created

5. other outside sources of support--for example, institutional funds--

Implementation: As the Board modifies and approves a research award, the Scholarship and Awards committee should consider the development of an application form and should develop a method of prioritizing and evaluating applications.

TO: WCRLA Board Members

FROM: Kate Sandberg, Coordinator
Special Interest Groups

SUBJECT: Yearly Report

DATE: March 21, 1986

Special Interest Groups have matured and thrived this year to become truly an integral part of WCRLA. For the first year of the SIGs' three-year existence, I feel that the SIG Leaders generally succeeded in organizing their groups and reaching goals. The Leaders' strength and tenacity explains the greater portion of this success, but the stability of and the Board's commitment to the philosophy of SIGs takes credit as well.

The following comments reflect my perceptions of the SIGs before the March 20-23, 1986 conference.

STATUS of SIGs

Ten SIGs exist. Two groups which seem weak at this point are Hispanic Assistance and Multicultural Affairs. I did not hear from either of these Leaders during the entire year. I look forward to a fresh start for the Multicultural Affairs SIG, led by Con Osborne of Brigham Young University.

The remaining eight SIGs have been active in varying degrees. This variance does not bother me as the WCRLA philosophy supports the autonomy of each individual SIG. I expect one or two of the 1985-86 SIGs to disappear and several new ones to start at the March conference.

FEE ISSUE

Most Leaders decided to try a \$3.00 membership fee this year. However, the Peer Tutoring SIG decided not to collect any fee. Currently, I have no idea how successful the collection attempts were; I will report on this during my discussion with the Board, March 21.

I feel that each SIG must decide how to pay for its own general communication costs. The Board need only give money to deserving SIG special projects which fall under a given amount of money.

MY WORK THIS YEAR

1. Sent letter to all Leaders, April 1985, which recapped the SIG conference decisions. Included a Guideline form and job descriptions.

WCRLA Board Members
SIG Coordinator Yearly Report
Page 2

2. Sent out funding requests in May 1985.
3. Collected Guidelines and sent them on to Jane Lehman, Secretary, July 1985.
4. Sent letter in September 1985 to start organizing the conference plans. I had a lot of correspondence with Leaders to make sure all the requests were in to Wes Brown.
5. Sent February letter to all the Leaders to outline our commitments during the conference and to list questions which we will discuss during our meetings.
6. Maintained a file of all the Leaders' correspondence which was sent to me.

SUGGESTIONS FOR 1986-87

1. Revise job descriptions for SIG Coordinator and SIG Leader to fit the changing functions of each.
2. Define the special project funding request parameters.
3. Appoint a new Coordinator. I have passed on my recommendation to Sue Brown.

KS/peg

WCRLA SPECIAL INTEREST GROUPS--CONTACTS:

Coordinator of Special Interest Groups

Kate Sandberg
English Department
Anchorage Community College
2533 Providence Avenue
Anchorage, AK 99508-4670

SPECIAL INTEREST GROUP LEADERS:

Advanced Reading

Barbara Outland
Moorpark College
7075 Campus Road
Moorpark, CA 93021

Computer Technology

David Caverly
Box 17 - Reading Education
Metropolitan State College
1006 11th Street
Denver, CO 80204

Critical Thinking and Problem Solving

Dorothy Gray
Grant MacEwan Community College
Mill Woods Campus
7319-29 Avenue, P.O. Box 1796
Edmonton, Alberta
Canada T5J2P1

English as a Second Language

Ann Faulkner
Learning Skills Center
Mountain View College
4849 W. Illinois Ave.
Dallas, TX 75211

Hispanic Assistance

Manuel Olgin
Learning Assistance Center
California State University, Fresno
Fresno, CA 93740

Learning Assistance Center Management

Dorothy Lee
University of Puget Sound
1500 N. Warner
Tacoma, WA 98416

Learning Disabled Student

Becky Johnen
Chemeketa Community College
4000 Lancaster Drive, NE
P.O. Box 14007
Salem, OR 97309

Multicultural Affairs

Dr. Con Osborne
366 Kimball Towers
Brigham Young University
Provo, UT 84602

Peer Tutoring

Tom Gier
Anchorage Community College
2533 Providence Avenue
Anchorage, AK 99508-4670

Outreach Consulting

Judy Kilpatrick
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82001

LEARNING CENTER MANAGEMENT S.I.G.

PROGRESS REPORT, MARCH, 1986

December

Former S.I.G. leader sent 39 completed surveys

January

Sent letter to 106 S.I.G. members from lists provided by S. Brown and P. Dozen
Received 19 replies with \$3.00 checks: Total \$57.00
Less postage 23.32
Cash balance \$33.68

February and March

To be distributed at March conference in Los Angeles:

Completed directory of S.I.G. members
Tabulation of surveys

Completed roster of resource persons for various learning skills areas

Goals for the next year

To be determined by the membership

Dorothy Lee

Dorothy Lee
March 27, 1986

Attachments



U N I V E R S I T Y O F P U G E T S O U N D

January 15, 1986

Dear Member of WCRLA Learning Assistance Center Management S.I.G.:

Last semester sped by before I was able to write you, but Happy New Year and a successful new term for all of us!

Your S.I.G. is alive and functioning. We are scheduled for a breakfast during the conference on Saturday, March 22, 7:30 to 9:00 a.m. at the hotel. I hope you will plan to attend and if you have special concerns you would like to discuss with others, please send me a quick note to indicate those interests.

Patti Dozen, your former S.I.G. leader, had hoped to compile a directory of addresses and services of learning assistance centers but did not receive the computer programmer support she had anticipated. It does not appear feasible to compile all this material in any other manner. She will be sending me the data soon. Do any of you have the resources to help with this project? In addition, she was working on a bibliography, but I do not have a progress report on this.

The WCRLA Board Members decided that all S.I.G.'s should use their own resources by collecting a \$3.00 membership fee to defray printing and mailing costs. We have over 100 in our group so if the majority would pay dues we should have funds to complete projects and to embark on new programs if you wish. You may mail your dues to me, with the check made out to the University of Puget Sound, at the address below.

Hoping to see you in Los Angeles in March,

Sincerely,

Dorothy Lee

Dorothy Lee
Director
Learning Skills and Testing

cc: Susan C. Brown, President
Kate Sandberg, S.I.G. Coordinator

Name _____

Title _____

Institution _____

Address _____

Learning Skills Center
University of Puget Sound
1500 North Warner Street
Tacoma, Washington 98416
Phone 206.756.3395

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
Learning Assistance Center Management S.I.G. dues \$3.00

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

LEARNING ASSISTANCE CENTER MANAGEMENT S.I.G

WESTERN COLLEGE READING & LEARNING ASSOCIATION

NAME/INSTITUTION/ADDRESS

LEARNING ASSISTANCE CENTER MANAGEMENT S.I.G..

AKINS, DELORES
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LEARNING SKILLS DEVELOPMENT
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SUITE E
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ASHMORE, DR. RHEA.
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SCHOOL OF ED.
MISSOULA, MT 59812 406-243-5415
406-275-2946

AST, HARLEY J.
WASCANA INSTITUTE
P.O. BOX 556
REGINA, SASKATCHEWAN, CANADA S4P3A3

AUSTIN, DR. DELORES A.
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UNIVERSITY OF CALIFORNIA, SANTA BARBARA
SANTA BARBARA, CA 93106 805-961-4248
805-967-5448

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LOS ANGELES, CA 90049 213-476-2237
EXT. 3235

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1111 FIGUEROA PLACE
WILMINGTON, CA 90744 213-518-1000

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WARTBURG COLLEGE
222 NINTH STREET NW
WAVERLY, IA 50677

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LEARNING RESOURCE CENTER
LOYOLA MARYMOUNT UNIVERSITY
LOYOLA BOULEVARD AT WEST 80TH STREET
LOS ANGELES, CA 90045

213-642-2847

BOWMAN, SYLVIA
UNIVERSITY OF HOUSTON
ONE MAIN STREET
HOUSTON, TX 77002

BULOKOWSKI, CAROLE
LAC DIRECTOR
LEARNING ASSISTANCE CENTER
COLLEGE OF LAKE COUNTY
19351 WEST WASHINGTON
GRAYSLAKE, IL 60030

312-358-5837
312-223-6601
EXT. 446

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1900 WEST PICO BOULEVARD
SANTA MONICA, CA 90405

213-450-5150

CLEMENTS, CARLA
DIRECTOR
REGIS LEARNING CENTER
REGIS COLLEGE
WEST 50TH AND LOWELL BLVD.
DENVER, CO 80221

DAFFRON, MARTHA
P.O. BOX 337
SUMTER, SC 29151

DOOLEY, KAREN
SCHREINER COLLEGE
KERRVILLE, TEXAS 78028

512-896-5411

DOZEN, PATTI
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CSU LONG BEACH
1250 BELLFLOWER BLVD.
LONG BEACH, CA 90840

213-498-4192

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IRVING, TX 75038

FISHER, DR. MICHELE
DIRECTOR
CENTER FOR TEACHING & LEARNING
STANFORD UNIVERSITY
123 MEYER LIBRARY
STANFORD, CA 94305

413-325-9077
415-497-1326

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CSU, FRESNO, KEATS BUILDING
LAC
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209-294-3052

GANZ, BARBARA
FALO ALTO COLLEGE
223 BILLY MITCHELL DR.
SAN ANTONIO, TX 78226

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MESA, AZ 85202

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7319-29 AVENUE
EDMONTON, ALBERTA T5J2P1

403-462-5568
403-462-5582

GRINIUS, SUE
SUPERVISOR
MICROCOMPUTER LAB
NORTH IDAHO COLLEGE
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COEUR D'ALENE, ID 83814

208-667-0702
208-667-7422
EXT. 319

WESTERN COLLEGE READING & LEARNING ASSOCIATION

WCRLA Minutes
March 18-23, 1986
Los Angeles, CA
Attachment U
Page 7 of 33

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DEAN
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801-637-2120

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JETT, KAY MARIE DIRECTOR LEARNING ENRICHMENT CENTER AZUSA PACIFIC UNIVERSITY AZUSA, CA 91702	818-969-3434 EXT. 3277
JOHNEN, BECKY CHEMEKETA COMMUNITY COLLEGE P.O. BOX 14007 4000 LANCASTER DRIVE, NE SALEM, OR 97309	
JOHNSON, JEROME A. DIRECTOR INSTRUCTIONAL SUPPORT 6500 S.W. PACIFIC BLVD. ALBANY, OR 97321	503-928-2361
JOHNSON, ROBIN DIRECTOR LEARNING CENTER/SPECIAL PROGRAMS GEORGIA SOUTHWESTERN COLLEGE AMERIEUS, GA 31709	912-928-1302
KATZ, INA C. COORDINATOR LEARNING ASSISTANCE RESOURCE CENTER CAL STATE UNIVERSITY, FULLERTON 800 NORTH STATE COLLEGE BLVD. FULLERTON, CA 92634	714-773-3488 714-882-7024
KEEN, DENNIS UW INSTRUCTIONAL CENTER MAIL STOP HH-05 SEATTLE, WA 98105	206-543-4240
KIRCHNER, REGINA DEVELOPMENTAL READING DEPARTMENT CHAMINADE UNIVERSITY 3140 WAIALAE AVENUE HONOLULU, HI 96816	800-732-1471

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808-948-7927

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209-946-2458

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214-692-2311

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EDUCATIONAL SUPPORT PROGRAM
MEMPHIS STATE UNIVERSITY
143 DUNN
MEMPHIS, TN 38152 901-454-2704

MARTUCCI, VIRGINIA
DIRECTOR
LEARNING SKILLS CENTER
UC DAVIS

WESTERN COLLEGE READING & LEARNING ASSOCIATION

DAVIS, CA 95616	916-752-1786
MARIOTT, MARCIA A. 4601 COLLEGE BOULEVARD FARMINGTON, NM 87401	
MATERNIAK, GEORGINE COORDINATOR LEARNING SKILLS CENTER UNIVERSITY OF PITTSBURGH 311 WILLIAM PITT UNION PITTSBURGH, PA 15360	412-422-1608 412-624-5481
LEARNING/TUTORIAL CENTER MAUI COMMUNITY COLLEGE 310 KAAHUMANU AVENUE KAHULUI, MAUI, HI 96732	808-244-9181
MATLOCK, MARCIE CO-CHAIR BOX 295 TSALLE, AZ 86536	602-724-6223 602-724-3231
MC CORMICK, RAE DIRECTOR OXY READING CLINIC OCCIDENTAL COLLEGE 1600 CAMPUS ROAD LOS ANGELES, CA 90041	213-259-2617 213-259-2781
MILLS, JOYCE COMPTON COLLEGE 1111 EAST ARTESIA BLVD. COMPTON, CA 90221	213-637-2660 EXT. 313
MONTGOMERY, MARANDA COMPTON COLLEGE 1111 EAST ARTESIA BLVD. COMPTON, CA 90221	213-637-2660
MOTEM, CHARLYNE COORDINATOR LEARNING CENTER SONOMA STATE UNIVERSITY 1801 COTATI AVENUE ROHNERT PARK, CA 94928	707-664-2429 707-664-2853 /2459

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SANTA MONICA, CA 90405

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WESTERN MICHIGAN UNIVERSITY
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ROBISON, SANDRA DIRECTOR WHITTIER COLLEGE, READING CENTER WHITTIER, CA 90608	213-693-0771 EXT. 270
ROBINSON, SUZETTE LEARNING LAB COORDINATOR MAUI COMMUNITY COLLEGE 10 KAAHUMANU AVENUE KAHULUI, HI 96732	240-242-1240 244-9181 EXT. 240
ROCKER, DEBBIE DIRECTOR, MATH LEARNING CENTER PINA COMMUNITY COLLEGE 2202 ANKLAN ROAD TUCSON, AZ 85709	602-884-6932 602-884-6828
SANDBERG, KATE READING/WRITING CENTER BUILDING B ANCHORAGE COMMUNITY COLLEGE 2533 PROVIDENCE DRIVE ANCHORAGE, AK 99508-4670	
SANDERS, GLORIA CAREER COUNSELING PEPPERDINE UNIVERSITY 24255 PACIFIC COAST HIGHWAY MALIBU, CA 90265	213-456-4000
SAPP, ANNE DIRECTOR, LEARNING ASSISTANCE CENTER CALIFORNIA LUTHERAN COLLEGE 60 WEST OLSEN ROAD THOUSAND OAKS, CA 91360	805-492-2411 EXT. 260

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408-270-6466

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213-420-4473

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818-985-2033

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MT. VIEW COLLEGE
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344 & 207

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WILLIAMS, JAMES DIRECTOR, LEARNING RESOURCE CENTER CALIFORNIA POLYTECHNIC UNIVERSITY 3801 WEST TEMPLE POMONA, CA 91768	714-598-4501
WOLD, RALPH COORDINATOR, LEARNING ASSISTANCE CENTER RED DEER COLLEGE BOX 5005 RED DEER, ALBERTA T4N-5H5	403-342-3120
WOOD, NANCY DIRECTOR, STUDY SKILLS AND TUTORIAL SERVICES UNIVERSITY OF TEXAS, EL PASO P.O. BOX 611 EL PASO, TX 79968-0611	915-747-5366
YGLESIAS, DR. KEN DIRECTOR LEARNING RESOURCES CENTER EL CAMINO COMMUNITY COLLEGE 16007 CRENSHAW BLVD. VIA TORRANCE, CA 90605	213-532-3670 EX. 200, 267 & 268
YOUNGQUIST, GAIL COORDINATOR, TUTORIAL LEARNING CENTER MESA COLLEGE P.O. 2647 GRAND JCT., CO 81502	303-248-1392

WCRLA LEARNING CENTER MANAGEMENT SIG SURVEY

The purpose of the survey is to facilitate networking among WCRLA Management SIG members. Each of us has developed expertise in some areas of Learning Center management and may be trying to develop expertise in other areas. We hope that the information made available through this survey will provide a tool for making relevant contacts to solve problems or explore new directions.

Your cooperation in completing this survey and returning it in the soonest possible time will be very much appreciated. Respondants will receive the completed directory.

Number of respondents 39

Name of respondent: _____

Title: _____

Name of Learning Center: _____

Name of Institution: _____

Mailing address: _____

Your phone number: _____

Center's phone number: _____

Description of institution:

Comprehensive (grad & undergrad)	_____
4 Year undergrad	<u>22</u>
2 Year "	<u>17</u>
Technical Institute	_____
Other	_____

Description of Learning Center:

1. In academic department	<u>7</u>	Name? _____
In administrative department	<u>5</u>	Name? _____
Other	<u>4</u>	Specify _____
2. Number of full time staff	<u>62</u>	
Number of part time staff	<u>83</u>	
Other staffing	<u>108</u>	Specify _____
3. Functions (Check as many as apply):		
Reading instruction	<u>28</u> 71.8% (4)	
Study skills instruction	<u>32</u> 79.5% (1)	
Content area tutorials	<u>26</u> 66.7% (6)	
ESL	<u>19</u> 48.7% (9)	
Group Instruction	<u>30</u> 76.9% (2)	
Individualized instruction	<u>30</u> 76.9% (2)	
Computer managed instruction	<u>14</u> 35.9% (11)	
Computer assisted instruction	<u>20</u> 51.3% (8)	
Math/writing	<u>22</u> 56.4% (7)	
Tutor training	<u>27</u> 69.2% (5)	
Standardized exam preparation	<u>16</u> 41.0% (10)	
Other	<u>12</u> (List all that are relevant):	
	30.8% (12)	

Below is a list of various components of Learning Center programs. If you consider yourself a resource person in any of these areas, please check and attach a short description of work you are doing or an abstract of something you have written in that area. This is the heart of our networking effort, so please share.

	#	%	Order		#	%	Order
Development Skills	3	7.7%	(11)	Academic Advising	3	7.7%	(11)
Career Development	0	0%	(13)	Personal Counseling	2	5.1%	(12)
Outreach	9	23.1%	(6)	Grant Writing	7	17.9%	(7)
Program Evaluation	11	28.2%	(4)	Program Administration	15	38.5%	(2)
Working w/ School Districts	5	12.8%	(9)	Computer Managed Instruction	3	7.7%	(11)
Using Volunteer Staff	5	12.8%	(9)	Problem Solving	2	5.1%	(12)
Peer Counselor Training	3	7.7%	(11)	Research	4	10.3%	(10)
Vocabulary	6	15.4%	(8)	Critical Reading	11	28.2%	(4)
Reading/Writing Combined	9	23.1%	(6)	Diagnosis	7	17.9%	(7)
Rapid Reading	10	25.6%	(5)	College Survival Skills	15	38.5%	(2)
Content Area Learning Skills	13	33.3%	(3)	Student Orientation	11	28.2%	(4)
Teaching Study Skills	19	48.7%	(1)	Developing Materials	11	28.2%	(4)
Anxiety Reduction	7	17.9%	(7)	Standardized Exam Prep.	5	12.8%	(9)
Tech/Occ Learning Skills	2	5.1%	(12)	Peer Tutoring	13	33.3%	(3)
Tutor Training	15	38.5%	(2)	Individualized Instruction	10	25.6%	(5)
Program Management	13	33.3%	(3)	English as 2nd Language	3	7.7%	(11)
Working with Minorities	11	28.2%	(4)	Computer assisted Instruction	4	10.3%	(10)
Bi-Cultural Education	2	5.1%	(12)	Handicapped Students	2	5.1%	(12)
Learning Disability	6	15.4%	(8)	Intellectual Development	4	10.3%	(10)
Cognitive Mapping	7	17.9%	(7)				

(Attach additional pages or photocopies of descriptive material, as needed.)

Considering the areas listed above, can you recommend resource people other than yourself who can provide useful information or assistance? This might include other persons at your institution, presentations or workshops that you experienced, material in the literature that is particularly useful, etc.

Thank you for your assistance. We look forward to receiving a good response and compiling the information in a format we hope will be useful to you.

Please send to:

Patti Dozen
 Learning Assistance Center
 1250 Bellflower Boulevard
 Long Beach, CA 90840

ORDER FOR RESOURCE PERSONS

1. Teaching Study Skills
2. Program Administration
College Survival Skills
Tutor Training
3. Content Area Learning Skills
Program Management
Peer Tutoring
4. Student Orientation
Critical Reading
Developing Materials
Working with Minorities
Program Evaluation
5. Rapid Reading
Individualized Instruction
6. Reading/Writing Combined
Outreach
7. Anxiety Reduction
Diagnosis
Cognitive Mapping
Grant Writing
8. Vocabulary
Learning Disabled
9. Working with School Districts
Standardized Exam Prep.
Using Volunteer Staff
10. Research
Computer Assisted Instruction
Intellectual Development
11. Development Skills
Peer Counselor Training
Academic Advising
Computer Managed Instruction
English as a Second Language
12. Tech/Occ Learning Skills
Bi-Cultural Education
Personal Counseling
Handicapped Students
Problem Solving

WCRLA LEARNING ASSISTANCE MANAGEMENT S.I.G.

RESOURCE PERSONS FOR NETWORKING

1) TEACHING STUDY SKILLS

Ashmore, Rhea - University of Montana
Austin, Delores A. - U.C.S.B.
Fisher, Dr. Michele S. - Stanford University
Flores, Dr. Juan - Cal State University, Fresno
Jett, Kay Marie - Azusa Pacific University
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
Wood, Nancy V. - U.T.E.P.

2) PROGRAM ADMINISTRATION

Bulakowski, Carole - College of Lake County
Haig, Joan M. - Anchorage C.C.
Johnson, Dr. Robin L. - Georgia Southwestern College
Langer, Margaret A. - University of the Pacific
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.
Yolesias, Dr. Ken - El Camino C.C.

Page 2

COLLEGE SURVIVAL SKILLS

Flores, Dr. Juan - Cal State University, Fresno
Gier, Tom - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
Wood, Nancy V. - U.T.E.P.

TUTOR TRAINING

Gier, Tom - Anchorage C.C.
Katz, Ira - Cal. State Fullerton
Leavitt, Virginia - SMU
Lund, Lois - Evergreen Valley College
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Rocker, Debbie - Pima C.C.
Sneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

3) CONTENT AREA LEARNING SKILLS

Austin, Delores A. - U.C.S.B.
Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Katz, Ira - Cal. State Fullerton
Kusunoki, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Wood, Nancy V. - U.T.E.P.

PROGRAM MANAGEMENT

Ashmore, Rhea - University of Montana
Bulakowski, Carole - College of Lake County
Johnson, Dr. Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

PEER TUTORING

Bulakowski, Carole - College of Lake County
Fisher, Dr. Michele S. - Stanford University
Gier, Tom - Anchorage C.C.
Leavitt, Virginia - S.M.U.
Lund, Lois - Evergreen Valley College
Materniak, Georgine - University of Pittsburgh
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

4. STUDENT ORIENTATION

Austin, Delores A. - U.C.S.B.
Haig, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wood, Nancy V. - U.T.E.P.

CRITICAL READING

Flores, Dr. Juan - Cal State University, Fresno
Katz, Ira - Cal. State Fullerton
Langer, Margaret - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

DEVELOPING MATERIALS

Flores, Dr. Juan - Cal State University, Fresno
Holdredge, Richard - L. A. Valley College
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schniederman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

WORKING WITH MINORITIES

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Johnson, Dr. Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

PROGRAM EVALUATION

Bulakowski, Carole - College of Lake County
Katz, Ira - Cal. State Fullerton
Kusunoki, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

5. RAPID READING

Flores, Dr. Juan - Cal State University, Fresno
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

INDIVIDUALIZED INSTRUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haiz, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.

6. READING/WRITING COMBINED

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan Flores - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L. A. College
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

OUTREACH

Langer, Margaret A. - University of the Pacific
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Schneiderman, Paula - U.C.L.A.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara City College
Weinsheimer, Joyce - Texas Tech. University
Wood, Nancy V. - U.T.E.P.

7. ANXIETY REDUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Kusunoki, Karen K. - University of Hawaii - Manoa
Racine, Sharron - Northern Nevada C.C.
Rocker, Debbie - Pima C.C.
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University

DIAGNOSIS

Flores, Dr. Juan - Cal State University, Fresno
Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

COGNITIVE MAPPING

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

GRANT WRITING

Johnson, Dr. Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wiggins, Anne - Arizona Western College

8. VOCABULARY

Flores, Dr. Juan - Cal State University, Fresno
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara City College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

LEARNING DISABLED

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Lee, Dorothy - University of Puget Sound
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

9. WORKING WITH SCHOOL DISTRICTS

Johnson, Robin L. - Georgia Southwestern College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

STANDARDIZED EXAM PREPARATION

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
Kusunoki, Karen K. - University of Hawaii - Manoa
Langer, Margaret - University of the Pacific
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

USING VOLUNTEER STAFF

Kusunoki, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

10. RESEARCH

Katz, Ira - Cal. State - Fullerton
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

COMPUTER ASSISTED INSTRUCTION

Grinius, Sue (Schrimsher) - North Idaho College
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

INTELLECTUAL DEVELOPMENT

Haig, Joan M. - Anchorage C.C.
Motem, Dr. Charlyne H. - Sonoma State University
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College

11. DEVELOPMENT SKILLS

Flores, Dr. Juan - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University

PEER COUNSELOR TRAINING

Fisher, Dr. Michele S. - Stanford University
Shaw, Gladys R. - U.T.E.P.
Wassman, Rose - De Anza College

ACADEMIC ADVISING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne H. - Sonoma State University

COMPUTER MANAGED INSTRUCTION

Pierce, Dr. Ron - West L.A. College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

ENGLISH AS A SECOND LANGUAGE

Flores, Dr. Juar - Cal State University, Fresno
Schulman, Sandra - L. A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

12. TECH/OCC LEARNING SKILLS

Pierce, Dr. Ron - West L. A. College
Schulman, Sandra - L.A. Pierce College

BI-CULTURAL EDUCATION

Schulman, Sandra - L.A. Pierce College
Yolesias, Dr. Ken - El Camino C.C.

PERSONAL COUNSELING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College

HANDICAPPED STUDENTS

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno

PROBLEM SOLVING

Haig, Joan M. - Anchorage C.C.
Smith, Karen G. - New Mexico State University

WCRLA LEARNING CENTER MANAGEMENT SIG SURVEY

The purpose of the survey is to facilitate networking among WCRLA Management SIG members. Each of us has developed expertise in some areas of Learning Center management and may be trying to develop expertise in other areas. We hope that the information made available through this survey will provide a tool for making relevant contacts to solve problems or explore new directions.

Your cooperation in completing this survey and returning it in the soonest possible time will be very much appreciated. Respondants will receive the completed directory.

Number of respondents 39

Name of respondent: _____

Title: _____

Name of Learning Center: _____

Name of Institution: _____

Mailing address: _____

Your phone number: _____

Center's phone number: _____

Description of institution:

Comprehensive (grad & undergrad)	_____
4 Year undergrad	<u>22</u>
2 Year "	<u>17</u>
Technical Institute	_____
Other	_____

Description of Learning Center:

1. In academic department	<u>7</u>	Name? _____
In administrative department	<u>5</u>	Name? _____
Other	<u>4</u>	Specify _____
2. Number of full time staff	<u>62</u>	
Number of part time staff	<u>83</u>	
Other staffing	<u>108</u>	Specify _____
3. Functions (Check as many as apply):		
Reading instruction	<u>28</u> 71.8% (4)	
Study skills instruction	<u>32</u> 79.5% (1)	
Content area tutorials	<u>26</u> 66.7% (6)	
ESL	<u>19</u> 48.7% (9)	
Group Instruction	<u>30</u> 76.9% (2)	
Individualized instruction	<u>30</u> 76.9% (2)	
Computer managed instruction	<u>14</u> 35.9% (11)	
Computer assisted instruction	<u>20</u> 51.3% (8)	
Math/writing	<u>22</u> 56.4% (7)	
Tutor training	<u>27</u> 69.2% (5)	
Standardized exam preparation	<u>16</u> 41.0% (10)	
Other	<u>12</u> (List all that are relevant):	
	30.8% (12)	

Below is a list of various components of Learning Center programs. If you consider yourself a resource person in any of these areas, please check and attach a short description of work you are doing or an abstract of something you have written in that area. This is the heart of our networking effort, so please share.

	#	%	Order		#	%	Order
Development Skills	3	7.7%	(11)	Academic Advising	3	7.7%	(11)
Career Development	0	0%	(13)	Personal Counseling	2	5.1%	(12)
Outreach	9	23.1%	(6)	Grant Writing	7	17.9%	(7)
Program Evaluation	11	28.2%	(4)	Program Administration	15	38.5%	(2)
Working w/ School Districts	5	12.8%	(9)	Computer Managed Instruction	3	7.7%	(11)
Using Volunteer Staff	5	12.8%	(9)	Problem Solving	2	5.1%	(12)
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Cognitive Mapping	7	17.9%	(7)				

(Attach additional pages or photocopies of descriptive material, as needed.)

Considering the areas listed above, can you recommend resource people other than yourself who can provide useful information or assistance? This might include other persons at your institution, presentations or workshops that you experienced, material in the literature that is particularly useful, etc.

Thank you for your assistance. We look forward to receiving a good response and compiling the information in a format we hope will be useful to you.

Please send to:

Patti Dozen
 Learning Assistance Center
 1250 Bellflower Boulevard
 Long Beach, CA 90840

ESL - SIG
FINANCIAL STATEMENT
March 19, 1986

Income:		
12 paid members		\$36.00
Expenses:		
Oct. 17 mailing (78 @ \$.22)	\$17.16	
Mar. 7 mailing (21 @ \$.22)	4.62	<u>\$21.78</u>
Balance as of 3/19/86		\$14.22

Ann Faulkner
3/19/86

WCRL REPORT 1985-86

1. Thirty-two manuscripts were reviewed by the editors for this year's volume. Of these, two were not conference presentations. Twenty-one articles were finally accepted after editorial review. Thus far, five manuscripts have been received for next year's volume; three have been accepted.
2. As usual, delays with the printer have caused the volume to be much later than originally anticipated. However, I am more optimistic that next year's volume can come earlier because of this year's experience.
3. To speed up the process, I plan to use three-reviewer teams and to ask reviewers to edit the material they receive if they feel it should be included in JCRL. I will also ask that reviewers not use the return-to-author-for-revisions category unless they really feel the article to have very high quality ideas.
4. No headings appear in the table of contents this year. This was done for two reasons. First, the index listed headings, so I felt there was no need to repeat them. Second, the wide variation in the quality of material accepted prompted me to put what I considered the best articles first.
5. I believe the process of providing a small sum of cash for the little bills that keep coming in is a good idea. It kept me solvent while not causing too great an out-of-pocket expense.
6. There were some times, particularly in August, when some additional help would have been worthwhile. However, if there is money for this purpose, procedures for using the money (specifically in terms of hiring agent and handling deductions) would be valuable.

Expenditures 1985-1986

Printing	\$5,150
Copies, phone, postage	\$ 91.78
UPS	
Oxford mailing service	
Editorial luncheon	
Total to date	\$5,241.78
Cash advance	\$150.00
Spent	\$ 38.88
Balance	\$121.12

CHABOT COLLEGE
MEMORANDUM

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment X
Page 1 of 4

11 March 19 86

TO: _____

SUBJECT: Placement Services for WCRLA

FROM: Anna-Marie Schlender

Placement Bureau Director

Attached you will find a letter-proposal I sent to Susan. I am also attaching for your review the letter I sent to all State and Province Directors. The letter also was sent to the Newsletter for my column.

Both of these are for information. The letter-proposal is also for consideration for possible implementation. I have highlighted areas of importance.

I am looking forward to meeting with all of you in Los Angeles.



CHABOT COLLEGE

SOUTH COUNTY COMMUNITY COLLEGE DISTRICT

25555 HESPERIAN BOULEVARD HAYWARD, CALIFORNIA 94545

415-786-8000

415-786-6804

Division of Language Arts

21 January 1986

Dear Susan,

As I told you in my last letter to you, I have received few job descriptions since the last conference. The ones I have received were expired or due to expire within a short time-3 to 5 days; one was not applicable since it was in the medical field. I check my sources and few jobs are posted. I feel Placement needs a strategy to get job information in a timely manner; so I can send the information to interested members. I want Placement to be a viable service for our organization.

Since the board decided it was unable to fund an ongoing Placement Service now, is it possible to implement such a service in phases? I've thought of two possible ways; I'm sure after discussion with you and the board we can come up with others before deciding on one. Each is based on the fact that our directory shows 17 states and provinces.

Option #1: Put States and Provinces in alphabetical order and plan to do outreach in a set number of States and Provinces in each year of implementation.

Option #2: Start with largest membership state and plan to do outreach with a set number of institutions in each year of implementation.

The State and Province Directors would be instrumental in getting to me the names and addresses of major 2 year and 4 year institutions within their states.

What do you think? I'm enclosing a copy of my column for the next newsletter. Also, there were only three responses to the Placement ad. I think after we decide on a placement scheme/service we can run the ad again. I will be sending a copy of my column as a memo to all State/Province Directors within the next two weeks. I'm looking into having a banner made for the Placement bulletin board.

Happy New Year!!

Sincerely,

Anna-Marie Schlender

CHABOT COLLEGE
MEMORANDUM

_____19____

TO: _____ SUBJECT: _____

FROM: _____

In the last few years, there has been an informal attempt to have a bulletin board for current or anticipated job openings at our conference site. This year I am asking all of you to help make the bulletin board a viable source for members who are seeking jobs. Currently, Placement is attempting to find a means to inform members of current job openings in a timely manner. The following are suggestions that will help Placement accomplish its goal:

- 1) Send me information of anticipated openings and send me a job description when the opening is confirmed.
- 2) Send me current job openings well in advance of the deadline dates. This is very important.
- 3) Jobs can be traditional or non-traditional. They can be full-time permanent/temporary or part-time temporary. These jobs can be in classroom instruction, research design, or learning center staff.

For our conference bulletin board bring job information to post; you can send it to me too. The information will remain on the bulletin board for the term of the conference.

If a job description is not available the following information is essential:

Job title
Anticipated date of opening or posting
Contact person

Address

Phone number

With this information interested persons can do a follow up.

Any suggestions on how to make placement a dynamic service for our membership?

Send inquiries, suggestions, and job information to me at:

Chabot College

25555 Heperian Boulevard

Hayward, California 94540-5001

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading and Learning Association (WCRLA), with the approval and support of appropriate institutions(s), may submit a written proposal for the Summer Institute.

A proposal should include the following:

- A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRLA to participate in a Summer Institute.
- B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).
- C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRLA and from each individual participant. Include complete information about the funding of the Institute.
- D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:
 1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
 2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level. Indicate the cost of credit and the number of hours of instruction required to earn credit.
 3. Faculty - Identify specific faculty members including academic credentials and institute responsibility of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
 4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.
 5. Limitations - Include a statement about any academic requirements for participation and/or earning credit and state the maximum number of participants for the Institute.

Guidelines for Institutes
Page two

- E. Information about support services, which may include the following: secretarial and clerical support, postage, phone costs, advertising, printing costs and resources, audio-visual equipment, CAI hardware and other educational technology available, and other support as appropriate.
- F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.
- G. A statement about tourist activities and chamber of commerce assistance and support available for the Institute and/or a statement of planned leisure activities or educational tours to be scheduled.
- H. A statement listing services and functions expected from WCRLA and a specific statement of the responsibilities of the WCRLA liaison.

II. General Information

- A. If possible, proposals for Institutes should be submitted at least two years prior to the intended Institute. Dates for an Institute may be established by the sponsoring institution consistent with its schedule of summer classes.
- B. Proposals may be for more than one year. The Board can award a single contract for Institutes to be held for three consecutive summers. WCRLA reserves the right to review the results of each Institute and cancel subsequent WCRLA participation in Institutes prior to September 1 of the year prior to the next scheduled Institute.
- C. Proposals should be addressed to the WCRLA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.
- D. The Board of Directors of WCRLA shall have final authority in selecting host institutions, and any agreement is final when approved in writing by the Board.
- E. A WCRLA liaison shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRLA participation in the Institute subject to approval by the Board.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRLA liaison and he/she is responsible for the complete academic program as representative of the credit granting institution.

Typical duties may include, but are not limited to, the following:

- A. Establish academic requirements and course credits. The credit granting institution has full authority for such arrangements.
- B. Finalize all food and housing contracts and/or arrangements as soon as the conference bid has been awarded. These duties may be delegated to the WCRLA liaison by specific agreement.
- C. Coordinate the supplemental services of the Institute. These may include exhibits of various publishers' offerings, the support services listed above, tours and other leisure activities for the Institute. These duties may be shared with or delegated to the WCRLA liaison by specific agreement.

IV. Duties of the WCRLA liaison

The WCRLA liaison is the representative of the WCRLA Board of Directors. He or she has overall responsibility to cooperate in every appropriate way with the Institute Director and to coordinate all WCRLA participation in the Institute. In general, his/her role will be one of supporting and supplementing the services of the Institute Director.

His/her duties may include, but are not limited to, the following:

- A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.
- B. Prepare and present to the Board a budget representing all proposed WCRLA expenditures and income. Monitor the budget.
- C. Support the Institute Director in regard to selection and contact with appropriate WCRLA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.
- D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRLA liaison may take final responsibility for these activities with specific agreement.
- E. Coordinate the efforts of local WCRLA members in regard to support of non-academic and support service functions of the Institute.
- F. Arrange for exhibition of WCRLA publications, and publicize WCRLA and its services.
- G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future Summer Institutes.

V. Financial Contributions

It shall be the responsibility of the host institution to propose all financial arrangements. WCRLA participation cost and income shall be established by Board action based on specifications contained in the Institute proposal. The WCRLA liaison will be responsible for monitoring all WCRLA expenses and income, coordinating with the WCRLA Treasurer.

SITE SELECTION COMMITTEE REPORT
Conference Board Meeting
March, 1986

1. Albuquerque 1987: off and running. Susan Deese is going to be an excellent Conference On-Site Manager.
2. Sacramento 1988: a bid will be presented at this conference. Joe Aiello of California State University, Sacramento, will present the bid.
3. Seattle 1989: still a question mark. Delores Tadlock of Yakima Valley Community College has all the information and is (was) interested. She was to secure institutional support and get back to me. I'll contact her here at the conference to find out where we stand with a Seattle bid. The city is still very interested!
4. El Paso 1989: also a question mark but interest expressed, especially if a Seattle bid falls through. Nancy Wood has expressed interest, and she and I could explore a probable consortium of UTEP, El Paso Community College and NMSU as host institutions.
5. As chair this year I was invited to participate in an all-expense-paid fly-in to Seattle. Ordinarily the chair has no funds to visit a possible site. I've also been fortunate to have been able to work with two other cities I know: Albuquerque and El Paso.

A travel budget should be allotted to site selection. It's possible that travel to a bidding site will not be necessary, but it could alleviate potential problems encountered by the bidding WCRLA member. Additionally, \$100 should be budgeted for phone expenses because the calls are necessarily long and involved.

6. Another consideration should be the allocation of money to cover expenses (usually travel) incurred by the WCRLA bidder. This could be approved by the site selection chair from the chair's travel budget. A case in point: Lucy MacDonald organized an Oregon consortium of seven colleges to host the Portland conference and paid all her expenses personally driving back and forth to Portland from Salem, her home. Some members may not be willing to do this.

7. The conference managers notebook needs to be organized thoughtfully as a real guide to each new on-site manager. The current on-site manager has one copy of the notebook and the site selection chair has a copy. I made photocopies of certain sections of the notebook and hotel contracts to send to potential bidders.

It is important to remember that when the outgoing on-site manager adds to the notebook, two copies of everything must be made so that the site selection chair can update that notebook also.

It would be advantageous for an experienced on-site manager, with the approval of the Board, to redo the entire notebook so it's not a collection of disjointed notes and miscellaney. A well-written guide, subdivided into budget, time-line, committee responsibilities, etc., should be developed.

P.S. Serving as Site Selection Chair was, in many ways, an exciting, challenging, and rewarding experience.

Alan Smith

The recipient of the Long and Outstanding Service Award is someone who truly exemplifies long and outstanding service to WCRLA and to the Learning Assistance Field in general. He has remained active in WCRLA since it was founded in 1966, and has been a leader in developing new programs, materials, and organizations to promote the field of learning assistance throughout that time.

Within our organization, he has served as President, edited the proceedings for four years, presented institutes and sessions, chaired the computer SIG and developed and initiated the idea for the first Computer Fair at a WCRLA Conference.

While serving as Coordinator of a Learning Assistance center he has authored a study skills survey, three study skills textbooks, a sound filmstrip series on learning skills and twelve juried articles on Learning Assistance. His Learning Assistance Center is recognized nationally as a model program and as a training center for other post-secondary institutions that intend to initiate a learning assistance center. Since 1972 over 300 faculty or administrators from more than 130 institutions have participated in a one-week training program at the ^{Center}~~FAC~~.

One of his greatest strengths is his ability to form networks for professionals. Recently he has founded a computer club called OPEN which has 200-300 members. This

organization has brought members of the community and the university together - both professionals and novices. He is also preparing for the Second Annual Institute for Learning Assistance Professionals which he directs. This institute allows professionals in the field to learn new skills as well as to develop professional associations.

In addition to all of this he now has a new project that he's involved in - adding on an addition to his house which will serve as an office. According to his wife, he hopes that by adding on this room he will be able to be much more productive. So it looks as if we have a lot to look forward to from the recipient of our Long and Outstanding Service award. On behalf of WCRLA I am proud to present this award to Frank Christ.

The recipient of our scholarship award is enrolled in a Ph.D. program in Learning and Cognition at the University of Minnesota. She is researching the nature of expository text and is interested in developing a grammar for expository text that can be used in increasing the comprehensibility of written text. She hopes to contribute insights in how expository texts can be written in more comprehensible way, how teachers can help students understand their textbooks and what teachers can help do to facilitate learning of these texts.

Although this particular award is not based on service to WCRLA this person has been involved in our organization for ~~the~~ nine years, has ~~a given~~ made numerous presentations, served as the Colorado State Director for three years and is currently an At-Large Director.

I am very pleased to present this award. When asked to indicate what WCRLA could do for her on her application ^{to Pat Mulcahy} ~~from she stated~~



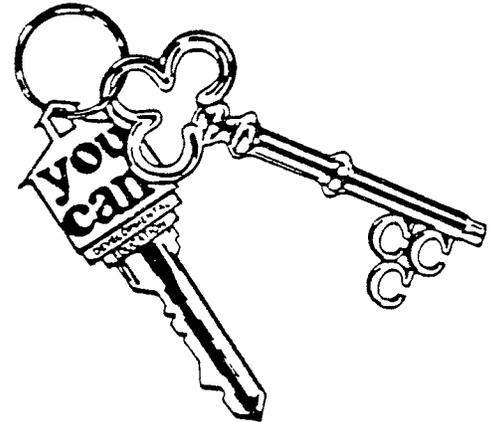
THE UNIVERSITY HILTON

*The Texas Section of NCRLE,
in order to commemorate the
sesquicentennial of Texas, donates
\$50.00 to the Scholarship Committee
in honor of those officers, both
past and present, who have
served and continue to serve
most diligently.*

*Spencer Olsen
Co. Coordinator, Texas*

DATE: March 12, 1986
TO: WCRLA Board
FROM: Becky Johnen
LD S.I.G. Leader
RE: 1985-86 Annual Report

Becky



The group's purpose is to share information and expertise on the learning disabled college student.

Goals for 1985-86 included:

1. To develop state or regional networking systems.
 - A. We have been successful in developing shared network with three other professional organizations - Association for Children and Adults with Learning Disabilities, Orton Dyslexia Society and the Oregon Developmental Studies Organization.
 - B. We are still working on setting up state liaisons.
2. To continue to provide information to the professional working with the LD adult.
 - A. We distribute a monthly mailing. See attached sample.
 - B. Submit an article to the Newsletter for each edition.
3. To develop a listing of "service offerings" (for the LD student) provided by institutions represented by the group's membership.
 - A. Questionnaire to survey the membership has been developed. It will be distributed with the April mailing.
 - B. A handbook will be compiled and distributed in May.

The group will meet twice during this conference to evaluate 1985-86 and plan for 1986-87. An agenda for the meeting is attached.

To date, the group has 47 members with the following state representation:

Arizona - 1	Kansas - 1	North Dakota - 1
California - 6	Nebraska - 1	Oregon - 21
Colorado - 1	Nevada - 1	Texas - 3
Idaho - 1	New Hampshire - 1	Washington - 4
Illinois - 2	New Mexico - 2	Wyoming - 1

Membership Growth:

June - 8	November - 4
July - 3	December - 3
August - 0	January - 2
September - 8	February - 3
October - 14	March - 2

Current membership reflects 33 members from last year and 14 new members. A survey (see attached) is used to recruit members. This is distributed by current members to colleagues and is available at state and local conferences.

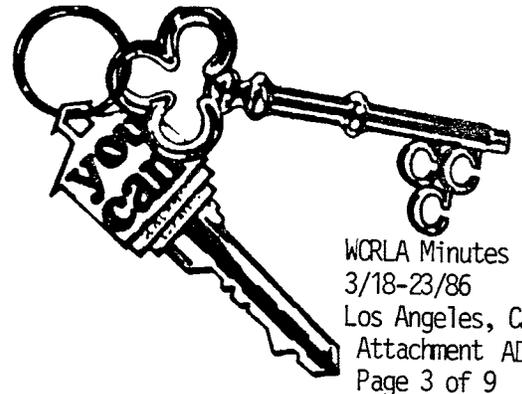
To date, the group has collected \$141 in membership fees and has expended \$86.25.

I thank WCRLA for supporting the concept of special interest groups and for the opportunity to be involved as I have.

SC

MEMORANDUM

CHEMEKETA COMMUNITY COLLEGE



o: Members of the Learning Disabilities S.I.G.

Fr: Becky Johnen *Becky*

Date: January 20, 1986

Re: Our Group

I trust that everyone had a relaxing and restful holiday and that we are all ready to face the challenges of a new term or quarter.

To help you with the challenges presented by the postsecondary L.D. student, the following workshops/conferences may be helpful:

- January 27 "The L.D. Adult Learner", a 3-hr. session on awareness, characteristics and teaching strategies by Becky Johnen. Held at Lane Community College's Emerald Valley Forest Center, 83293 Dale Kuni Rd., Cresswell, OR. Contact person: Sherry Ferloack, 503-747-4501.
- February 13 & 14 Oregon Developmental Studies Organization Conference, Corvallis, Oregon. On Thursday, February 13, 1:00-2:00 Dr. Pat Sharp will address the group. (Dr. Sharp is well known for her work with L.D. students.) She will also conduct a follow-up session from 2:15-3:15. From 3:30-4:30 the L.D. special interest group will meet. Contact person: Becky Johnen.
- February 22 "The L.D. Adult -- What Colleges, Universities and Community Agencies Have to Offer." Cal. State University, Northridge Contact person: Los Angeles County Branch of the Orton Dylexia Society.
- April 25 "Learning Disabilities" by Bonnie Stabler of Western Oregon State College. Held at Treaty Oak CCSD, The Dalles, Oregon. Contact person: Sharlene Walker, 503-296-5444.

And, don't forget the WCRLA Conference in LA March 20-23. Our S.I.G. breakfast meeting on Friday the 21 will be an informative and exciting event. If you go to LA, please plan to join us.

This month's informational article, "Development of Support Program at a Large State University", appeared in the September 1985 issue of Spectrum.

For now, take care everyone. I wish you all the best in all you do.

- Action
- Information/File
- Read & Toss

Development of Support Program at a Large State University

Christine S. Walther, Olga Nadeau, Gladys Tucker

Approximately three and one-half years ago, a support group was organized for learning disabled (LD) students at the University of Utah. Help for Educational Learning Problems (HELP) was started by a student majoring in special education and the mother of four bright, learning disabled adolescents. Based upon her experiences with her children and the expertise she developed working with the Utah Association of Children and Adults with Learning Disabilities, she recognized that without a support system, even the brightest and most highly motivated LD student would flounder and often fail in a university of 25,000 students. It was evident these students needed moral support, skills training, appropriate academic counseling and program planning to adjust successfully to higher education. The support group was the first step toward addressing some of these concerns.

Once the HELP group was established, five LD students began meeting bi-weekly to provide support and receive instruction in areas such as assertiveness training, improving communication, organizational and social skills. University faculty, staff and community professionals volunteered time and expertise during skill building and open forum sessions.

Although the support proved effective, it was evident from the outset that additional services were needed. Most nationally recognized LD college models in 1981 were very specialized and, consequently, expensive. Excellent LD programs such as those at Southern Illinois University and Curry College required more funding support from either the institution or families of students than it was thought possible on Utah's campus.

University Development

A cooperative planning effort was undertaken by members of the support group, faculty members from the Department of Special Education, and the coordinator of the Center for Handicapped Student Services. Representatives from these areas developed a program that creatively dovetails with existing services and fosters the development of new service dimensions.

The development team has worked together for the past three years to create a learning environment that is supportive and innovative enough to enable capable LD students to achieve successfully on campus. The small group of five has grown to 75 students currently participating in the program.

A networking approach has been used to modify existing university services to meet individual student needs and develop new services where necessary. Initially all campus departments and agencies providing services and instruction to LD students were identified. Key faculty and staff were contacted and discussions held to determine existing services, program requirements, and explore the feasibility of policy and/or program modifications where appropriate.

Ongoing inservice sessions are held for departments providing developmental and remedial education and for all campus agencies providing ongoing support services. Liberal education programs and other academic departments have also participated in awareness sessions.

The following information is provided to help educate faculty and staff as well as gain their support and cooperation:

1. The legal rights and unique needs of LD students;
2. Practical strategies for modifying classroom instruction and evaluation procedures;
3. Suggestions for programmatic changes to provide appropriate accommodations to meet individual needs as they are identified;
4. Campus support services available to assist the student and the instructor in the development of accommodations,
5. Follow-up support to monitor program changes to determine effectiveness.

Center for Handicapped Student Services

During the past two years, the LD program has been coordinated through the Center for Handicapped Student Services. LD students are encouraged to become familiar with the services and to participate in the bi-weekly support group meetings.

Positive results and greater program visibility have increased the number of students participating in the services now available. An average of two to three new LD students per week are requesting assistance. Many of these requests are made by currently enrolled students who have been referred to the Center by instructors, staff or students who are aware of the characteristics of learning disabilities. High school students are making early contact with the office as well. These contacts are a result of the community presentations that are given throughout the year.

The services available through the Center include: 1) paraprofessional learning disabilities counselors, 2) referral to rehabilitation counselor, 3) educational, career and personal guidance, 4) admissions information/assistance, 5) orientation to campus/university policies and procedures, 6) registration information/assistance, 7) guaranteed first priority registration for taped textbook users, 8) academic tutoring and tutorial referral, 9) assistance to obtain readers, 10) liaison between instructors and student regarding classroom accommodations; 11) assistance with exam modifications; 12) equipment loan for academic use; 13) special assistance with testing and academic needs, 14) information/referral of on/off campus resources, 15) financial aid information/referral, 16) scholarship information; 17) housing information/referral, 18) newsletter, and 19) a study area.

Current Research

Research is underway to identify some of the characteristics and preparatory experiences academically and socially that enable LD students to succeed on campus. Preliminary data indicate that these students have strong family and peer support, high motivation, well-developed academic and career goals, and self-confidence.

Many of these students have been out of high school for several years and some have had unsuccessful college attempts. Generally they are a high functioning group. Many have received awards and

scholarships in areas of special talent or interest. Approximately half were not identified as learning disabled until adulthood because of satisfactory academic performance or poor special education services while they were enrolled in school.

Community Planning

The team has worked with school districts, community agencies, professional and parent groups throughout the state. Sessions are designed to acquaint participants with campus support services and provide information regarding the post-secondary preparation and planning needed to succeed in higher education.

Follow-up sessions have helped students determine earlier if university study is an appropriate goal and what skills need to be developed before high school graduation. Students are asked to request copies of diagnostic work completed within three years of graduation since verification of the learning disability is required for services on campus. They are also encouraged to learn as much as they can about their abilities and disabilities during high school so they clearly understand their needs and are aware of successful academic and compensatory strategies.

During these sessions admission procedures are explained. Entering students who do not fulfill the basic admissions guidelines can be admitted conditionally at the discretion of the admissions director and be placed in a guided study program to improve academic skills.

College survival strategies for LD students and their families are discussed. Students most successful in this program are those who understand their abilities and disabilities well and have a realistic plan of study.

College Survival: LD Student

1. Understand your problem areas and be prepared to discuss them when the situation demands it.
2. Your commitment to college must be deep and genuine. It must be a high priority in your life.
3. Start early to seek career counseling so your choice will be compatible with your strengths and you can plan how to reach long range goals.
4. Learn the services available at the university to help you with personal adjustment and academic problems. You may have to be assertive and persistent in establishing your own network of support.
5. Use your family as a support system. Some family members are readers, typists or sounding boards.
6. Because you often have difficulty with reading and writing, you may receive somewhat lower grades than other students but feel you know more. That is probably true but a fact you may have to face.
7. Approach professors before classes begin to find out what kind of tests are given (essay, multiple choice, etc.), how many papers are required and whether other options may be substituted for written assignments and tests. You can ask the grading criteria, the number and size of texts and the size of the class. Also ask if the professor has a teaching assistant who provides students with extra help.
8. Learn the university system, e.g. adding and dropping classes, auditing classes, incompletes, grade point requirements, registration.
9. Begin school in the summer to learn the campus and the system.
10. Take fewer classes each quarter (6-9 cr. hrs.) and balance easy classes with more difficult ones. Plan on six or more years to finish.
11. Use compensatory techniques.
 - tape recorders
 - carbon papers so another student can duplicate his/her notes
 - taped textbooks or a reader
 - buy well underlined books
 - find a buddy in each class
 - buy your books in advance

- audit a difficult class one quarter and register for it the next
- locate available test files
- take a library tour
- plan in advance for difficult classes
- keep classes in the same general area to start with

12. Don't miss classes.
13. Ask questions in class.
14. Sit in the front row.
15. Take a study skills class.
16. Deal with writing problems early as writing demands are heavy. Have papers edited and rewrite them. You may need a typist. Buy a *Bad Speller's Dictionary*. If you have a severe writing disability, you may have to seek tutoring or petition on the basis of a disability.
17. Have a written summary of your diagnostic history. It is helpful for those with a knowledge of learning disabilities when advising you.
18. Organize your time — Study Skills Classes teach this skill.
19. Allow lots of extra study time.
20. If tests make you anxious, test anxiety classes are available.
21. Be prepared for disbelief and lack of awareness by professors.

College Survival: Parents

1. Prepare your son/daughter for college during his/her school years. Many survival skills can be learned in the home, e.g. organizing time, self discipline, self-responsibility, assertiveness, persistence.
2. Talk to your son/daughter about his/her disability.
3. Make a point of learning what is required in college. Visit the campus and ask questions.
4. Be willing to make the extra investment of time and, if necessary, money.
5. Discourage your LD student from working at least for the first year.
6. LD students may need time to collapse. It may not be laziness but rather a response to stress.
7. Offer to tape textbooks, proofread papers, read assignments, underline texts, etc.
8. Be a support when you are needed but encourage self-responsibility from an early age. Always running interference can inhibit growing experiences.



4000 LANCASTER DRIVE N E
P O BOX 14007
SALEM, OREGON 97309
(503) 399-5000

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment AD
Page 6 of 9

Learning Disabilities S.I.G. Meeting
WCRLA Los Angeles Conference
March 1986

AGENDA

1. Evaluation of 1985-86:

2. 1985-86 Goals:
 - A. To develop state or regional networking systems
 - B. Continue to provide information to the professional working with the LD adult
 - C. To develop a listing of service offerings (for the LD student) provided by institutions represented by the group's membership

3. Goals for 1986-87:

4. Activities to pursue in 1986-87:

5. Evaluation of \$3.00 membership fee:

6. S.I.G. Leader for 1986-87:

7. Evaluation of monthly mailing:

8. Idea Exchange:

9. From here. . .

WCRLA
LEARNING DISABILITIES SPECIAL INTEREST GROUP

Membership Survey

Please take a few minutes to respond to the following. Returning this to:
Becky Johnen
Chemeketa Community College
Developmental Education,
P.O. Box 14007
Salem, Oregon 97309

will insure your membership in this S.I.G. and place your name on the mailing list.

Date: _____
Name: _____
Mailing Address: _____

Phone: _____
Institutional Affiliation: _____
Main job responsibility: _____

Briefly state what types of activities you feel this group should pursue which will be helpful to you in your current position. _____

What type of information would you like to see included in the monthly mailing?

State one goal for this group. _____

Optional:

Please check any items you would like to get involved with:

- _____ write articles
- _____ act as a state liasion
- _____ help establish a working network
- _____ send chairperson information and articles on learning disabilities
- _____ act as a "link" to other professional organizations

Page 2

List any other services you would be willing to provide to the group.

List the name and address of any WCRLA member you think might be interested in this S.I.G. _____

Are you a member of WCRLA? _____
Are you a member of ODSO? _____

From whom or where did you learn of this group? _____

Thank you for your input. It will help this S.I.G. to provide quality services to you.

NOTE: Beginning September, 1985 there will be a \$3.00 membership fee for this S.I.G. This fee will be used to help defray mailing costs. Make checks Payable to Chemeketa Community College.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department, Chemeketa Community College,
P.O. Box 14007, Salem, Or 97309

TO: Carol Bogue

FR: Becky Johnen
Oregon WCRLA State Director *Becky*

RE: Annual Report for 1985-86, Oregon

Oregon experienced another busy and productive year. Carole West began the year as the state director. I assumed the role in August following Carole's move to Arizona.

Fall saw two major events occurring in Oregon. One was a membership drive, which sought to recruit new members as well as attempt to get those who let their membership expire to renew. In both cases, WCRLA contact people in each major institution in Oregon were called upon to assist in this effort. Attached are letters used in the membership drives. The second major event to occur during the fall was the annual WCRLA conference. Held in Salem, 53 people attended this event. The conference theme was "Dealing Effectively with Students and Staff". The conference was highlighted by a keynote address delivered by Dr. Gretchen Schuette of Linn-Benton Community College. Facilitated small group activities related to the keynote followed. Small group sessions were also conducted. Conference evaluations were extremely positive. Program information is attached. A \$10 member / \$12 non-member registration fee was charged for the conference and included in this fee was the cost of lunch. The conference netted the organization \$255.

Winter was highlighted by WCRLA'S participation in the eighth annual Oregon Developmental Studies Organization (ODSO) Conference February 13 and 14. The conference, co-hosted by WCRLA, ODSO and Oregon State University (OSU), was held in Corvallis on OSU's campus. (See attached program)

WCRLA's current and past state directors sit on the ODSO board and play an active role in the planning of the conference. The current state director is responsible for the special interest groups (SIG) and publishers at the conferences; past director, publicity, Thursday banquet, motel arrangements, wine and cheese which precedes the banquet and any cultural events.

The conference had approximately 150 participants; the banquet, 60. WCRLA organized the banquet which featured Alyce Coryn-Selby speaking on "Self-Sabotage: The Fascinating Art of Being Human".

In addition to the in-kind contributions of WCRLA listed above, the state organization also made a financial contribution of \$300 to ODSO for conference costs. This primarily covered the fee of the banquet speaker. For the first year ever WCRLA will be sharing in the profits of the conference, receiving a percentage based on total profit compared to percentage of contribution. As of this writing, the financial report for the conference has not been finalized.

A membership drive continued during the winter, as did contact via letters with current members regarding an update on WCRLA in the state and the national conference. Several articles highlighting events in Oregon appeared in the newsletter. Overall, 1985-86 has been a productive and successful year for WCRLA in Oregon. I look to 1986-87 to continue with that tradition.

NEWSLETTER EDITOR'S REPORT
WCRLA BOARD MEETING
March 1986

Publication

1. Actual printing costs: \$1030 Summer '85
926 Fall '85
728 Winter '85
799 Spring '86

Total actual	<u>\$3483</u>	Budgeted	<u>\$4600</u>
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2. Deadlines will remain the same: Jan 5, May 1, July 31, Oct. 1.
3. We need an editor for the materials review column. Suggestions, please.
4. Other

Any suggestions for changes that will result in an improved publication are welcomed.

Please see second page for proposed copy per issue.

Statement from the editor

I have served four years as Newsletter Editor and will serve one more year, if that is the Board's wish. As the Board seeks a new Editor I hope it will include the following factors in addition to the editorial expertise of the persons considered:

Availability of reliable printing facilities.

Proximity to an efficient mailing service.

Possibility of institutional support for mailing and telephone services, storage and work space.

Respectfully submitted,


Jane Hopper, Editor

Appendix to Newsletter Editor's report, March 1986

Jane Hopper

<u>Newsletter issue</u>	<u>Deadline</u>	<u>Proposed copy</u>
Issue 1, Spring	Jan. 5	Conference Registration form, 2nd printing Journal editor's call for papers SIG news State and Province Directors President
Issue 2, Summer	May 1	Post conference Conference photos Photos of new officers Next conference information President SIG news State and Province Directors
Issue 3, Fall	July 31	President President-elect SIG news State and Province Directors Conference information Call for proposals
Issue 4, Winter	Oct. 1	Conference information Call for proposals, 2nd printing Advance registration form State and Province Directors President-elect
Regular column:	Awards Computers ERIC MAC Materials review	Officers Placement SIGs State and Province directors Tutoring

NEWSLETTER EDITOR'S REPORT
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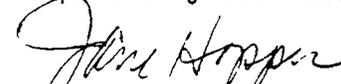
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Respectfully submitted,


Jane Hopper, Editor

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
 TREASURER'S REPORT
 JULY 1, 1985 TO JULY 31, 1986

CATEGORIES	APPROVED BUDGET PERIOD 05/86	EXPENDED JULY TO MARCH	EXPENDED APRIL TO JUNE	BALANCE
BOARD:				
MEETINGS	3000.00	1564.67		1435.33
SECRETARY	200.00	0.00		200.00
TREASURER	650.00	104.84		545.16
PRESIDENT	0.00			0.00
				0.00
OFFICER TRAVEL:				
				0.00
				0.00
PRESIDENT	1150.00	551.88		598.12
PRES-ELECT	900.00	0.00		900.00
PAST-PRES	500.00	281.78		218.22
OTHER	800.00	392.32		407.68
				0.00
CONFERENCE CALLS	250.00	209.53		40.47
				0.00
SUPPLIES:				
				0.00
				0.00
STATIONERY				0.00
BROCHURES				0.00
PRES-AWARD				0.00
				0.00
SPECIAL EXPENSES	650.00	161.96		488.04
				0.00
ACCOUNTANT	600.00	947.16		-347.16
				0.00
MAIL SERVICES	4000.00	3035.22		964.78
				0.00
PUBLICATIONS:				
				0.00
				0.00
NEWSLETTER	5560.00	2958.57		2601.43
JCRL	5200.00	192.90		5007.10
				0.00
COMMITTEES:				
				0.00
				0.00
AWARDS	100.00			100.00
ARCHIVES	400.00	323.40		76.60
BY-LAWS	0.00			0.00
				0.00
CONF. SITE SELECTION	150.00			150.00
				0.00
NAAC	350.00	210.54		139.46
				0.00
NOMINATION/ELECTIONS	452.00	264.86		187.14
				0.00
PLACEMENT	150.00			150.00
				0.00
SCHOLARSHIP FUNDS	500.00	500.00		0.00

	APPROVED BUDGET PERIOD 85/86	EXPENDED JULY TO MARCH	EXPENDED APRIL TO JUNE	
SIG'S ORGANIZATIONS:	20.00			20.00
ADV.RDG.CO	0.00			0.00
BASIC READ	0.00			0.00
COMPUTER	0.00			0.00
CRIT/THIN	0.00			0.00
LAC MGE	0.00			0.00
MAAC	0.00			0.00
POL/ACT	0.00			0.00
ESL	0.00			0.00
LEARN/DISA	67.50	27.32		40.18
HISP/ASST	0.00			0.00
PEER/TUTOR	0.00			0.00
OUTREACH	0.00			0.00
RESEARCH	0.00			0.00
STATE/PROVINCE ORG:				0.00
COORDINATORS	100.00			100.00
DIRECTOR'S LUNCHEON	350.00			350.00
IND DIR ALLOTMENTS	1300.00	300.16		999.84
SPECIAL FUNDING:				0.00
SD. CAL.	0.00			0.00
TX.	0.00			0.00
OR.	350.00	257.39		92.61
CO.	180.00	50.00		130.00
AT-LARGE	2430.00	150.00		2280.00
TOTALS	30359.50	12941.99	0.00	17417.61

BALANCES SAVINGS ACCOUNTS
AT MARCH 17, 1986

	PRINCIPAL	INTEREST	TOTAL
SAN FRANCISCO FEDERAL SAVING & LOAN ASSOC.	\$21153.78	\$1705.89	\$22859.67
SEARS SAVINGS BANK	\$502.36	\$76.83	\$579.19

TOTALS	\$21656.14	\$1782.72	\$23438.86
=====			

BALANCE IN CHECKING ACCT.
AT 17 MARCH 1986 \$4096.99

SECURITY PACIFIC NATIONAL
BANK

=====

Duties of the Incoming President During Term of Office:

Prior to
Conference

1. In concert with outgoing President, determine chairpersons who will be reappointed and those who need to be replaced. Correspond with new designees to get their approval prior to conference, if possible. Forward new chairs job descriptions, specific directives and/or goals, and time frames for the forthcoming year.

Standing Committee Chairs

Conference site chairperson (Past, Past President)
Nominations (Past, Past - Past President)
Awards
Editor, JCRL
Multicultural Affairs

Standing Positions (work without committees)

State Directors (appointed by outgoing President; Past President serves as Coordinator)
Archivist
Chair of SIG leaders
By-laws
Parliamentarian
Liaisons
Editor, Newsletter

At the
Conference

2. Preside at the final Executive Board meeting at the close of the annual conference.
 - a. Introduce new officers and obtain address and phone list of all Board members. Obtain list of new officers' presidents and deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for Fall Board meeting with Board approval.
 - e. Call for new business.

Immediately
After the
Conference

3. Write President's Message for Spring Newsletter.
4. Write thank you letters to conference participants and offer to send letters to their presidents and deans informing them of participation of their faculty and/or staff member(s) at the conference and thanking them for their institutional support.

Duties of the Incoming President, contd:

WCRLA Minutes
March 18-23, 1986
Los Angeles, California
Attachment N
Page 2 of 14

5. Write thank you letters to presidents and deans as described.
6. Write a thank you letter to the outgoing President and to his/her president and dean.
7. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents and/or deans of their election. Remind the administrative officers of the institutional support needed.
8. Write letters of recognition to the section meeting chairpersons' presidents and/or deans. Get a list of their names and addresses from the Chair of Chairpersons.
9. Write a letter(s) to hotel management thanking those involved for accommodations provided.
10. Revise and/or supply signature to the WCRLA mailing service so updated letters can be sent to new members and renewals.
11. Sign membership cards and forward to the mailing service.
12. Handle any issues needing immediate attention raised at the Spring Conference Board meetings.
13. Plan agenda for Summer/Fall Board meeting; send in advance to all Board members by July 15 or earlier:
 - a. Ask for additional suggestions for the agenda.
 - b. Communicate information desired from each officer at the Fall Board meeting.
 - c. Remind the President-Elect to prepare conference budget for approval at the Summer/Fall Board meeting; remind him/her to contact Conference Manager in devising a budget.
 - d. Make sure that the previous Conference Manager has communicated with the Treasurer (who was in office at the time of the conference) and has submitted a detailed accounting of conference income and expenditures.
 - e. Remind all officers, task force chairpersons, committee chairs, etc., who had made expenditures the previous year, to submit a report providing a final accounting to the Treasurer. The Treasurer's books need to be closed for the fiscal year prior to the Summer/Fall Board meeting since his/her fiscal report needs to be distributed and discussed at that meeting.
 - f. Inform nominations chair that names of nominees are due for Summer/Fall meeting.

Early Summer

Duties of the Incoming President, contd:

Summer

14. Write President's Message for Summer Newsletter.
15. Conduct Summer/Fall Board meeting.
16. Complete follow-up correspondence as required by Board action at the Summer/Fall Board meeting.
17. Begin working and/or communicating with site selection chair regarding conference site selection for three years in the future.
18. Communicate with Committee Chairs, SIG Chairperson, etc., as needed.
19. Write President's Message for Fall Newsletter.
20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.

Late Winter

Correspond with Coordinator of S/P-D's about recommendations as to who should be reappointed and who should be replaced. In case of new appointees, secure consent prior to conference and extend invitations, etc., to attend S/P-D meetings, etc.

Spring

21. Appoint elections committee chairperson for next year's officers.
 - a. Make sure the chairperson has an outline of the responsibilities required of each officer to be provided to prospective nominee for consideration in accepting the nomination.
 - b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.
 - c. Nominees' names need to be submitted for Board approval at the following Summer/Fall Board meeting.
22. Plan agenda for Spring Conference Board meetings.
 - a. Schedule State Directors, SIG Chairperson, and SIG leaders time to give reports.
23. Conduct Spring Conference Board meetings and preside at General Sessions.
24. Add incoming President's name to the Presidential plaque given to that person with the gavel at the Third General Session.
25. Update officers' notebook of duties before transferring to incoming President. Prepare and submit file folders to incoming President containing important previous communication and unfinished business.
26. Write Past-President's Message for Spring Newsletter.

Marketing Plan for WCRLA

To continue as a sophisticated, viable organization, WCRLA must find ways to increase income. A key to increased income is increased membership which could also enhance the overall quality of membership advantages.

In order to increase membership, several steps need to be taken. Consider the following:

I. Suggestions for Membership Growth

A. On-going means

1. Identify more states in which sufficient membership (7-8 members) warrants appointment of state director and official recognition as a member state
 - a. Illinois } qualify, 1985-86
 - b. New York }
2. Strongly encourage all states/regions to hold Fall/Winter meetings/conferences on an annual basis; when conferences are co-sponsored with other regional organizations, reserve the opportunity to describe WCRLA and solicit membership.
3. Advertise WCRLA throughout the year as well as the WCRLA annual conference.
 - a. WCRLA advertisement (organization)
 - 1) Journal of Reading
 - 2)
 - 3)
 - b. Annual conference advertisement
 - 1) Journal of Reading
 - 2) Journal of Developmental Education
 - 3) Chronicle of Higher Education (free listing)
 - 4) Reading Today (free listing)
 - 5)
4. Increase advantages of membership
 - a. Provide greater opportunity and enticement to publish -- increase the number of volumes of the Journal of College Reading and Learning.
 - 1) Solicit papers with regular conference mailings
 - 2) Send letter of solicitation to others at least once a year, perhaps to major universities, etc.
 - b. Stimulate greater interest in application for scholarship/research grants; grant at least 2 @ \$500 a year.
 - 1) Solicit through separate mailing in addition to newsletter solicitation.
 - 2) For research grants, upon completion of project/study, request proposal for presentation at the annual conference; if selected as a presenter, provide the following:
 - a) Complimentary registration to that annual conference as well as luncheon and banquet tickets.
 - b) Travel allotment of \$50 if traveling 100 or more miles to the conference.

- B. Special means (1-2 years) to increase membership
 - 1. Approach appropriate foundation(s) to fund two regional conferences a year for one or two years in areas of greatest potential growth. Regional conferences would be held in addition to the annual WCRLA conferences.
 - a. Attain grant for organizational development; agree to use funds in ways specified to reach stated goals.
 - b. Request \$15,000 per conference (30K per year) plus overhead to help support the conference; use overhead for such activities as the following:
 - 1) Buy down rooms.
 - 2) Award scholarship(s)/research grant(s) at each regional conference.
 - 3) Buy down/eliminate typical registration fees.
 - 4) Arrange for charter flights.
 - 5) Provide grants/stipends for papers presented if submitted and accepted by the JCRL.
 - 6) Contract nationally renowned speaker(s) to keynote at regional conferences.
 - c. Possible target areas: Chicago, New Orleans, Miami, Nashville, Madison.

- II Suggestions for on-going means to increase income in addition to increased membership: sell advertising space in the Newsletter and Journal of College Reading and Learning.
- A. Prepare statement about WCRLA and price lists for both publications; include dates for forthcoming issues; send information to all appropriate publishing houses.
 - B. Sell advertising space in the WCRLA Conference Program in the same manner suggested for the Newsletter and the JCRL.
 - C. Appoint two members as advertising chairs, one for the Newsletter and one for the JCRL (WCRLA Presidential appointments); President-elect/program chair would appoint a member to handle program advertisement or make it a charge of the exhibitors chair.

Elections Committee Report
Conference Board Meeting
March, 1986

The Elections Committee Chairperson job description is still in draft form (as prepared by Ann Faulkner who served first in this capacity). At the time Ann prepared the job description, she also wrote a "Comments" paper discussing problems that she encountered. After living through a term as Elections Committee Chair, I want to call the Board's attention to those comments. (Draft job description and Ann's comments attached.)

1. Urgently needed Bylaws change: Ann's first paragraph is absolutely true! The WCRLA Bylaws 1984, Article VII, Section 3, Item c says, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting." Impossible!
2. January 3 mail-out date is also too specific and almost impossible to do. I agree with Ann that Bylaws should be amended to "on or before January 15" which still allows a month for ballot return.
3. The Board should carefully read Ann's comments under "Miscellany." I echo her concerns! As with any of the offices and other positions I've held in WCRLA, I had to learn how to do the job as I was doing it. Members who commit to an organizational position in WCRLA must certainly demonstrate initiative and problem solving skills in order to get the job done well. Anything the Board can do to simplify procedures and to define the processes - for all positions - will help to professionalize the organization.

Alan Smith

COMMENTS ON THE DRAFT JOB DESCRIPTION FOR THE ELECTIONS COMMITTEE CHAIRPERSON

Ann Faulkner, January, 1985

URGENTLY NEEDED BY-LAWS CHANGE:

The provision that the slate of candidates will be made available for Board approval at the Summer Board meeting is unrealistic. The difficulty in obtaining candidates' agreement to run, coupled with the scarcity of academics during the summer months, makes it imperative that the By-Laws be changed to allow the committee more time. I recommend October 1 as the deadline for reporting to the Board. This date would shorten the lag time between agreement to run and the elections, too, so that fewer candidates would change their minds about running. Having already told Carole that I think a change is desirable, I used "TBA" as the dates on the attached draft.

POTENTIALLY DESIRABLE BY-LAWS CHANGES:

The January 3 mail-out date for ballots leaves very little time between certification of membership and mailing. Despite Hal's best efforts, the first mailing of address labels failed to arrive in time and a second batch had to be prepared. Having mis-read the By-Laws, I thought the ballots had to be mailed on the first working day of the year, and Jan. 2 found Dallas glazed with ice and snow. Only my husband's four-wheel-drive truck and his indomitable will to have me finished with the Elections Committee job got the ballots into the mail that day. Although it's too early to say for sure, I'm fearful that fewer ballots will be received because some will get lost in the shuffle of all the mail that accumulates over the holidays, and then, with a due-date of Feb. 15, members may think they have all the time in the world to return their ballots. I recommend that the mail-out date be changed to "on or before Jan. 15" with the Feb. 15 return date unchanged. If such a change is adopted, the job description timeline would need to be amended.

In changing the By-Laws to allow for a mail ballot, the number of members on the Elections Committee was left unspecified. While I agree that the exact composition of the committee (as suggested by Levinson's committee) should not be a By-Laws provision, perhaps the number of people on the committee should be specified. I'd suggest 4 members (with the Chair to break ties).

MISCELLANY:

It is the pits to secure candidates these days-- perhaps it has always been. But the difficulty makes the suggestions I've made about the priority listing on the attached job description very important: the lists must be as long as possible, but there must not be any name on the list which would not be acceptable for nomination. In other words, the effort to get a long list must be balanced with the need to have only acceptable candidates. There's a real temptation to include people lower on the list about whom one has real reservations, in hopes that we won't get that far down. It can happen! I'd recommend getting the committee to approve the priority lists as a whole after the names have been ordered. And give each member veto power, perhaps.

The computer-based list of those who've been active in WCRLA was very helpful in insuring that the committee overlooked no one in its considerations.

I'm very dubious about efforts to find out who's willing to run for office carried out during the annual conference. For one thing, people change their

minds; their circumstances change from spring to fall. For another, I'm not sure that even the most obviously uninterested potential candidate should be denied the honor of being asked. And once asked, some people change their unwilling status.

The Chair should be sure to get home addresses and phone numbers (as well as work) for Committee members; you never know when you'll need to get in touch with the group.

I have a vaguely uneasy feeling about the ability of the membership to affect the nominations process. For future consideration: perhaps the election of the Elections Committee members might be contemplated. At the least, Committees, SIG's, and State groups ought to be begged for their input at the open meeting during the conference. Maybe regional groups could nominate members for the Elections Committee, with four to be elected at the conference business meeting?

It's very tricky to get a good committee composed of people who are not candidates for office. The procedure has been to let the member continue up to the point where their name comes up for discussion for office. If they wish to eliminate themselves from consideration, they may continue as a committee member. Otherwise, whether or not they are included on the final priority list, they must immediately resign from the committee. Such circumstances could leave the committee very short of members. Perhaps alternates should be named?

Though it's not required by the new By-laws, I like Levinson's idea for having half of the committee continue for two years, and after the initial year, staggering the two-year terms so that half of the committee is always returning.

The strain on the phone bill was enormous (especially this year with the special election); any chair will find it necessary to make calls from both work and home. Those without institutional support and a willingness to donate the cost of home phone calls, should make a budget request of at least \$100 in addition to budgeting the cost of one conference call to the committee members.

I made up the provision that the ballots be sent to the president for keeping until after the announcement of results at the conference. Maybe they need to be kept a calendar year?

Could Levinson's recommendation that Hal send out the ballots have meant that they'd go bulk mail? I doubt it, and thus recommend that the Chair do the actual mailing. There's a lot of tedious clerical work in stuffing the packets which would be expensive if the mailing service did it for us.

In contacting candidates, be specific about how long he/she has to think about candidacy. Of course people need time to assess institutional support, but some will take forever! I felt underprepared to tell candidates how much and what kind of institutional support would be nice/required for the job. I hope these new job descriptions help, though mailing one to each potential candidate would take too long.

WCRLA FIRST GENERAL SESSION
LOS ANGELES, CA
UNIVERSITY HILTON
MARCH 20, 1986

I. WELCOME

Susan Brown presided and called the meeting to order at 1:10 p.m. She welcomed the old and new members and congratulated Wes Brown, Program chair, Conference Manager and Delores Akins, Janet Eddy and Rina Duron, On-Site Conference Managers for the fine job they had all done in making the conference arrangements.

conferees were welcomed by Wes Brown, WCRLA President-Elect, Janet Eddy, On-Site Conference Committee representative, and Dr. James M. Dennis, Vice-President of Student Services at the University of Southern California.

III. NEW OFFICERS

Sue Brown introduced the new officers for 1986-87, Gwyn Enright, President-Elect, 1986, and Gladys Shaw, treasurer.

IV. NOMINATIONS AND ELECTIONS COMMITTEE

Carole Bogue introduced the members of the Elections Committee, Gene Kerstiens, Joe Cortina, Helen Gordon, and Vince Orlando, and announced that the committee would meet in an open session on Saturday, March 22 from 1-3 and that any member was invitd to attend.

V. KEYNOTE SPEAKER

Vince Orlando, WCRLA member from Metropolitan State College, Denver, Co, introduced the speaker William g. Perry, jr., Professor Emeritus, Harvard Universtiy.

Mr.Perry's address, "Personal Evolution in Learning to Learn," explained his research with Harvard and Radcliff students which was reported in his book, FORMS OF INTELLECTUAL AND ETHICAL DEVELOPMENT IN THE COLLEGE YEARS.

The meeting was adjourned at 5:00 p.m.

WCRLA BOARD MINUTES
LOS ANGELES, CA
UNIVERSITY HILTON
MARCH 21, 1986

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Board Members Present: Sue Brown, President; Wes brown, President-Elect; Carole Bogue, Past President; Jane Lehmann, Secretary.

Others Present: Gwen Enright, President-Elect, 1986; Ann Faulkner, ESL SIG Leader; Dorothy Lee, Learning Assistance Center Management SIG; Kate Sandberg, SIG Coordinator; Dennis Gabriel, WCRLA member; Michael O'Hear, JCRL Editor;

Sue Brown called the meeting to order at 9:00 a.m.

I. SIG REPORTS

A. SIG Coordinator

Kate Sandberg distributed her report (att ?). She reported that SIG leaders are doing a great job and that SIGS are thriving. The Hispanic Assistance SIG formed during the conference last year, however, did not seem to be active now. The MAC SIG was without a leader during the year, but Con Osborne will take the leadership for the coming year.

Kate suggested that the fee of \$3.00 for SIG membership which was set at the summer board meeting be optional since circumstances vary from SIG to SIG. It was understood that the SIGs were to be self-supporting. Ann Faulkner suggested that the board set the fee, but that collection be at the discretion of the SIG leader. The Board acted on those suggestions.

(M) Carole Bogue: that the \$3.00 fee for SIG membership remain, but that collection be at the discretion of the SIG leader.

(2) Jane Lehmann:

PASSED

Kate Sandberg volunteered to update the job description for the SIG leaders and coordinator and to submit it to the Board by the summer meeting.

Theria Beverly joined the meeting at this time.

B. Learning Assistance Center Manangement SIG

Dorothy Lee distributed copies of the directory and the results of the

survey began by Patti Dozen as a SIG activity (aat ?). Dorothy had completed the project when she took over leadership of the SIG. She will continue as SIG leader this year and will poll her membership before setting goals for the year.

Sue Brown commented on the perceived need for more sessions at the conference on administration and asked if the Learning Assistance Center Management SIG could be instrumental in soliciting proposals for the program.

C. ESL SIG

Ann Faulkner distributed a financial statement for her SIG for the past year. She explained that she had simply used her own account for reasons of expediency. She commented that it is vital that SIG leadership come from the groups themselves and not be Board appointees. Sue assured her that it was not the intention of the Board to appoint SIG leaders.

Sue asked that the ESL SIG solicit proposals for the conference for their particular interests.

II. JCRL REPORT

Mike O'Hear distributed his report (att ?). He displayed a copy of the 1985 JOURNAL and reported that they had gone to the mail service the first week in March; members should be receiving them soon.

Mike has already received manuscripts for the next issue and has accepted 3 papers so far.

Mike commented on the delay in getting the JOURNAL out this year. There are some problems with that are unique to a once-a-year publication; for example, articles cannot be held over from one publication to another and if they need extensive revision, as some did, they must all be ready to go at one time. Also, some of the clerical work for the Journal got set aside as other work on his campus took priority.

Sue Brown suggested that Mike investigate the possibility of hiring temporary clerical help in August and include those anticipated expenses in his budget request.

In response to Carole Bogue's question regarding limits on number of pages for the Journal, Mike recommended that 175 pages or approximately 25 articles was probably the limit for a single issue.

Anne-Marie Schlender joined the meeting at this time.

Mike announced that he will edit the Journal for one more issue. He has some people who are interested in assuming the position. Joann Carter-Wells will join his editorial committee this year.

Wes Brown reported that William Perry had expressed appreciation for Mike's work on the Journal and that Mr Perry had a possible article for the next issue.

Mike has set an April 20 deadline for receiving papers from the conference for inclusion in the next issue.

Sue Brown thanked Mike for his contribution to the organization.

Sue Brown recognized Dennis Gabriel, WCRLA member who attended the meeting as an observer.

Karen Smith joined the meeting at this time.

III. PLACEMENT

Anna-Marie Schlender reported on her progress on placement activities. She has posted ten announcements at the conference and she has 40 people on a mailing list--a result of the announcement in the NEWSLETTER. She recommended that state directors be asked to contribute job information as they become aware of positions available.

One of the frustrations of disseminating placement information is that information is not received in a timely manner. Another is that jobs are often posted locally for a set time before they are listed nationally.

The consensus of the Board was that placement activity should focus on job announcements and possible interviews at the conference, but that announcements by mail were almost futile.

There was some discussion regarding establishing a job tape so that information could be disseminated over the phone. Sue Brown will investigate the logistics of setting up such a project.

Anna-Marie suggested that we might check with IRA, CCCC, MLA, and any other organizations that may be appropriate to see how they set up their conference placement activities. Sue asked that Anna-Marie follow up on that suggestion.

Sue Brown thanked Anna-Marie for her contribution to the organization.

Joseph Aiello and Nancy Tooker from Cal State Sacramento joined the meeting at this time.

IV. SITE SELECTION REPORT

A. Summer Institute

Karen Smith, Site-Selection Chairperson, reported that she had rewritten the guidelines for sponsoring a summer institute that Dick Lyman had written. She had also written an article for the NEWSLETTER trying to generate interest. Becky Johnen, Learning Disabilities SIG Leader, and Marianne North from Wyoming have both expressed interest in hosting a summer institute in 1987. A possible site is Jackson Hole, WY.

B. 1989 Site

Karen reported that Seattle is a possible site for 1989; El Paso had expressed some interest earlier in hosting the 1989 conference, but Karen thought that it was becoming increasingly unlikely that El Paso would submit a bid.

C. Notebooks

Karen reported that both copies of the conference manager's notebook needed to be updated. She passed on her site-selection files as well as the her copy of the conference manager's notebook to Carole Bogue.

D. Budget

There was some discussion regarding the need for the site-selection chairperson to have a budget to use to visit sites. No action was taken.

E. Sacramento Bid

Karen introduced Joe Aiello and Nancy Tooker from Cal State Sacramento. They presented a bid from Sacramento to be considered as the conference site for 1987. Information from the city and the three hotels making a bid were distributed. Discussion centered on the relative merits of each hotel regarding facilities and location.

The board accepted Sacramento as the site of the 1988 conference; the specific hotel will be negotiated at a later date by Joe Aiello and Nancy Tooker and the new Site-selection chairperson, Carole Bogue.

(M) Wes Brown: to accept Sacramento as the site for the 1988 conference and that Joe Aiello and Carole Bogue pursue a hotel bid.

(2) Carole Bogue:

PASSED

Karen Smith thanked Joe Aiello and Nancy Tooker for the work that had gone into preparing the bid; Sue Brown expressed her appreciation to Karen Smith for her role in the site selection process.

V. GENERAL SESSION

Sue announced that Karen Smith would present at the General Session the rationale for the proposed bylaw change.

The meeting was adjourned at 12.00 noon.

WCRLA SECOND GENERAL SESSION
LOS ANGELES
MARCH 21, 1986

President Sue Brown presided and called the meeting to order at 1:15 p.m.

I. SECRETARY'S REPORT

Jane Lehmann, Secretary, reported highlights from the Board meetings that had been held since the Denver meeting in March, 1985. She reported on meeting in Los Angeles in July, the November 12 conference call, and the March 18, 19, and 21, 1986, meetings.

II. TREASURER'S REPORT

Harold Fillyaw, Treasurer, summarized the financial status of the organization. He reported a profit of \$5292.07 from last year's conference and commented on this year's fundrasier, the t-shirt sale. He asked members for ideas for other fund raisers. He reported that the financial records had been computerized.

III. COORDINATOR OF STATE AND PROVINCE DIRECTORS' REPORT

Carole Bogue, Past-President and Coordinator of State and Province Directors, reported on the activities of the state organizations and reported a membership growth of 2%. The membership stands at approximately 600. Texas was recognized as having surpassed Northern California in membership and thus moving into second place. Southern California continues to have the largest membership.

IV. JOURNAL OF COLLEGE READING AND LEARNING

Sue Brown displayed the latest issue of the JOURNAL OF COLLEGE READING AND LEARNING and introduced Mike O'Hear, Journal Editor. Mike O'Hear encouraged presentors to submit their papers to the Journal by April 20, 1986, for inclusion in the next issue.

V. BYLAWS CHANGE

Karen Smith, Nominations and Elections Committee Chairperson, presented the proposed bylaws change and explained the need for the change. She explained that it had been the experience of the last two chairpersons that the deadlines required by the bylaws regarding nominations and elections were impossible to meet. Copies of the proposed bylaw change were distributed to the members for their examination. The proposed changes were that the names of nominees be submitted to the Board by October 1 instead of by the summer board meeting and that the ballots be mailed on or before January 15 instead of by January 3.

(M) Gladys Shaw: that we accept the changes as proposed.

(2) Betty Levinson:

It was determined that there was a quorum present. The question was called without discussion. Motion PASSED

VI. PRESENTATION OF AWARD AND SCHOLARSHIP

Susan Deese, Awards and Scholarships Committee Chairperson, described the "long and Outstanding Member Award" and explained the nature of the scholarship. Sue Brown presented the "Long and Outstanding Member" award to Frank Christ, one of the founding members of WCRLA. She outlined for the members his many contributions to the profession and specifically to WCRLA. (ATT ?) . The scholarship was presented Pat Mulcahy, currently enrolled in a doctoral program at the University of Minnisota. Sue told the members of Pat's contributions to the organization (att ?).

VI. TEXAS CONTRIBUTION TO SCHOLARSHIP FUND

Spencer Olson, State Director for Texas, presented \$150 to the scholarship fund from the Texas organization in honor of the Texas sesquicentennial.

VII. PRESIDENTIAL ADDRES

Nancy Wood, WCRLA member from the University of Texas, Elpaso, introduced Sue Brown who delivered the Presidential address.

The meeting was adjourned at 2:15.p.m.

WCRLA BOARD MINUTES
LOS ANGELES, CA
UNIVERSITY HILTON
MARCH 22, 1986

Board Members Present: Sue Brown, President; wes Brown, President-Elect; Carole Bogue, Past President; Jane Lehmann, Secretary; Harold Fillyaw, Treasurer.

Others Present: Gwyn Enright, President-Elect, 1986-87; Gladys Shaw, Treasurer, 1986-88; Theria Beverly, MAC Chairperson; Becky Johnen, Learning Disabilities SIG Leader and Oregon State Director; Tom Gier, Peer Tutoring SIG Leader and Alaska State Director

Sue Brown called the meeting to order at 4:15.

I. SIG REPORTS

A. Learning Disabilities

Becky Johnen, Learning Disabilities SIG, distributed copies of her report (att ?). She reviewed the accomplishments of the SIG for 1985 and presented their goals for 1986. The goals include conducting a summer institute in Wyoming or Oregon during the summer of 1987, hosting a workshop at the 1987 conference in cooperation with the Peer Tutoring SIG, and establishing a data base for the SIG.

B. Outreach Consulting

Becky Johnen reported that the Outreach Consulting SIG has disbanded. She presented \$36.00 from their treasury as a donation to the scholarship fund.

C. Peer Tutoring

Tom Gier, Peer Tutoring SIG leader, reported that he had 124 people on his Newsletter mailing list. The Newsletter is distributed quarterly. The SIG has started to solicit proposals for next year's conference. Tom reported that he had been a contributor to the WCRLA NEWSLETTER.

D. Critical Thinking/Problem Solving

Dorothy Gray, Critical Thinking/Problem Solving SIG leader, reported that there were 50 people on her mailing list at the beginning of the conference and 50 people at the SIG breakfast. She anticipates that there will be 70 people on the list at the end of the conference. She had also submitted an article to the WCRLA NEWSLETTER.

Jerry Feldman will take over the SIG leadership. He is developing a Newsletter for Critical Thinking.

II. STATE REPORTS

A. Oregon

Becky Johnen distributed her report (att ?). Oregon WCRLA hosted a fall conference and co-hosted a spring conference.

B. Alaska

Tom Gier reported that membership had grown from 10 to 13. Alaska WCRLA had participated in both a fall and spring conference and had videotaped presentations to send to members who were unable to attend.

III. CONFERENCE REPORT

The 1986 conference report is needed in time to prepare the 1987 budget.

IV. JOURNAL MAILINGS

Some members have complained that they have not been receiving the Journal. There was discussion regarding what instructions Hal was operating under. Wes Brown is to clarify with Hal which membership list should be used when mailing the journal.

V. SUMMER BOARD MEETING

The board will meet July 25,26, at the Marriott in Albuquerque, New Mexico.

VII. APPROVAL OF NOVEMBER BOARD MINUTES

(M) Carole Bogue: minutes of November 12, 1986, be approved as presented.

(2) Harold Fillyaw:

PASSED

The meeting was adjourned at 5:45 p.m.

WCRLA BOARD MEETING
LOS ANGELES, CA
MARCH 23, 1986

Board Members Present: Wes Brown, Gwyn Enright, Sue Brown, Jane Lehmann, Harold Fillyaw

Others Present: Gladys Shaw, Treasurer, 1986, Will Ulrich 1986 Conference Registrar

President Wes Brown called the meeting to order at 12:20.

CONFERENCE WRAP-UP

Will Ulrich, 1986 Conference Registrar reported that there were approximately 340 pre-registrants, and there had been approximately 70 on-site registrants. He collected over \$30,000. Three institutes sold out prior to the conference.

Sue Brown asked that Will submit a wrap-up report by May so that the information could be used to prepare the 1986-87 budget.

Wes Brown thanked Will for his invaluable contribution to the success of the conference.

Janet Eddy joined the meeting at this time.

She and the other on-site conference chairpersons will meet in two weeks to compile a final report and will update the conference managers handbook to include their suggestions.

Among the suggestions Janet offered were :

--the hotel be given verification of the non-tax status of the organization so that the hotel doesn't charge taxes.

--the brunch menu be kept simple so that the hotel can accommodate late registrants

--a trouble-shooter is necessary at the registration desk and it must be someone who is both knowledgeable and willing to be a "gofer" to solve the problem

--it is important that the person in charge of session chairpersons make sure that the chairpersons are at the conference and will show up as scheduled. Also, they need to have an adequate supply of evaluation ready.

--room changes should be kept at a minimum

The board members expressed their appreciation to Janet Eddy and the others on the on-site conference managers committee for their untiring and successful efforts toward making the conference a success.

AT-LARGE DIRECTORS

Sue Brown reported that at the at-large meeting, it has been the consensus that the at-large directors preferred a "regional" designation rather than "at-large." She will investigate that issue further.

BONDING

Jane Lehmann reported to the board that the bonding policy expired in february, 1987. It appears that it had been changed to include the on-site conference manager, formerly called the conference manager. Gladys Shaw said it was important that the on-site manager as well as the registrar be bonded since they both handle large amounts of money. She will communicate with the insurance company so see that the appropriate conference participants are covered.

Jane Lehmann will research the board policy regarding paying meal expenses for board members during meetings.

the meeting was adjourned at 1:10

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 18, 1986

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Board Members Present: Sue Brown, President; Wes Brown, President-Elect; Carole Bogue, Past-President; Jane Lehmann, Secretary; Harold Fillyaw, Treasurer.

Others Present: Gwyn Enright, President-elect, 1986; Jane Hopper, NEWSLETTER Editor; Theria Beverly, MAC Chairperson.

Sue Brown called the meeting to order at 2:20 p.m.

I. WELCOME

Sue Brown welcomed everyone and congratulated Gwyn Enright on being elected President-Elect, 1986. Sue distributed the agenda and indicated several changes in the scheduled agenda. The agenda was approved with the changes as noted (Att. a.).

II. SECRETARY'S REPORT

Jane Lehmann reported that Elgin Community College has paid for clerical support, mailings, phone bills and copying this past year and will continue to do so for the coming year.

III. STATE DIRECTOR'S REPORT

Carole Bogue distributed her report (Att. B). She commented on her communication with state and province directors and indicated that we have experienced a growth in membership of approximately 2% since the last conference.

Discussion focused on the vital role state and province directors play in the organization. Carole suggested that some at-large states, (Illinois and New York, for example) may have large enough memberships to warrant naming separate directors. These people could focus on building membership and perhaps organizing fall conferences. It was the consensus of the Board that fall conferences should be self-supporting.

Additional recommendations for the next coordinator included:

- 1) Continue to send current mailing labels to the Directors.
- 2) Write 3 or 4 reminder letters to the state directors regarding tasks, events, etc.
- 3) Encourage directors to submit articles to the NEWSLETTER and to submit or solicit articles for the JCRL.

Sue Brown distributed copies of her appointments for state directors (att. C). Appointments are for one year; many of the appointees, however, were continuing in the position from the previous year. It was recommended that appointments of state and province directors be made early enough to allow for all directors to attend the workshop at the annual conference.

IV. PRESIDENT'S REPORT

A. Major projects

Sue distributed her report (Att. D.). Her major project during her term has been to establish the accounting system with Carol Thum of the accounting firm of Cooper and Company. The new system should reduce problems with record keeping and give us better planning data.

She also analyzed the membership resource forms that had been collected from members and communicated with members encouraging their involvement in the organization. She was the keynote speaker at the Colorado State Conference in October and traveled to Los Angeles in March to meet with the on-site conference managers. In April she will co-present with Vince Orlando at the IRA conference in Philadelphia.

B. Recommendations

Sue's recommendations include: -

- 1) The president should keep in close contact with the conference committee.
- 2) We need to examine the cost of the mailing service.
- 3) We might consider adding a year prior to the President-Elect's year to allow that person to become more familiar with both the organization and the demands of running a conference.
- 4) We should continue to work on the marketing plan.

C. Communications

Sue informed the Board of various communications she had responded to:

- 1) She had received a request from Marci Matlock, New Mexico State Director, for WCRLA to pay expenses for Frank Christ, a keynoter at their fall conference. The board had approved the request by mail.
- 2) She has written to the IRS asking that the organization be given a 501-c6 designation. (needs clarification)
- 3) She responded affirmatively to requests from three organizations-- (AWARDS, HONORS AND PRIZES: ENCYCLOPEDIA OF ASSOCIATIONS: ALVINA TREUT BURROS INSTITUTE, INC. (ATT.F.)--for the right to include information about our organization in their publications.
- 4) She reported on a summary report from Linda Lee, 1985 WCRLA

Scholarship recipient, on her doctoral studies. (Att .)

D. Agenda for General Sessions

Sue distributed the agenda for the three general sessions (Att. .).

V. CONFERENCE UPDATE

A. Program

Wes Brown distributed copies of the 1986 Conference budget with actual expenses noted where appropriate. Wes noted that conference mailings were paid for by CSU, Hayward. (Att. ?)

Rina Duron, Delores Akins, and Janet Eddy joined the meeting at this time.

B. On-site Conference Managers' Report

Rina Duron, Delores Akins, and Janet Eddy, Conference on-site managers, reported that approximately 350 people had pre-registered and that 115 had registered for the banquet. SIG breakfasts had very good enrollments. One institute is sold out.

The hotel is completely booked--140 rooms had been taken. The contract required that the hotel hold 200 rooms until March 6; because many registrations were late, the hotel had released rooms. Many conferees were being sent to the LA Hilton or to nearby motels.

Entertainment at the Friday banquet will be provided by the Folklorico Dancers and a two hour cruise in the San Pedro Harbor is planned for Thursday Night. Coors is providing drinks and snacks for the hospitality room each night. The board agreed to pay for some items not provided by Coors at the hospitality functions. Dinner On The Town will be an option again this year and the committee will have lists of local restaurants, cultural events and sporting events available for the conferees.

A Ricoh Write Board Has been donated by Ameritech Communications, Inc. for use by thursday's keynote speaker, William Perry. they will also provide a copier for our use. In general, A-V equipment has been donated by local schools and individuals; some equipment will need to be rented and it will be handled by the hotel and added to the master account.

The Board recessed for dinner at 6:20 p.m. and reconvened at 9:00p.m.

C. On-site Managers' Recommendations

Sue brown distributed copies of suggestions offered by the on-site managers regarding conference planning. (Att ?)

VI. NEWSLETTER EDITOR'S REPORT

Jane Hopper, Newsletter Editor, distributed her report (Att ?). She

recommended that the deadlines remain the same--Jan 5, May 1, July 31, and Oct 1. She also reported that an editor is needed for a materials review column. Board members agreed that it is an essential column. Also, Jane has received a suggestion from a member that a "teacher exchange" column be added to aid members who would like to participate in faculty exchanges.

Jane announced that she will remain as Editor for only one more year, so the Board will need to spend this year looking for a replacement. Members interested in the position will be directed to Jane Hopper.

The board expressed regret at Jane's decision to resign. Sue thanked Jane for her many hours of work and her invaluable contribution to the organization.

VII. MAC REPORT

A. Mac Accomplishments

Theria Beverly, MAC Chairperson, distributed her report (Att ?) in which she enumerated MAC accomplishments for the last 2 years. She noted that membership and participation has increased, an open forum to address needs and concerns was sponsored in 1985, and the luncheon has been very successful. She encouraged Board members to attend the MAC luncheon. She also reported that a presentation initiated by MAC is on the 1986 program.

B. MAC and MAC SIG

The distinction between MAC and the SIG was clarified. MAC is a standing committee; its chairperson is appointed by the President and serves as a liaison to the Board. The original intent of establishing the MAC was to encourage minority representation in the organization. The SIG, like any other SIG is a "grass roots" organization--it emerges in response to the needs of the membership. It chooses its own leader and may address any of a variety of topics related to multicultural issues of interest to its membership.

Theria's term expires this year. Sue thanked Theria for her contribution to the Board and to the organization.

The meeting was adjourned at 10.10p.m. (Att. a.).

WCRLA TO DO LISTS
March 23. 1986

Gwyn
FIT

✓ WES BROWN

1. budget form from 1985-86 needs to be expanded to include all budget categories
2. appoint conference mgr. task force (this was an early item--when Janet Eddy talked with us on Sunday, it appeared that she was going to do this)
3. see that handbook task force gets a copy of a) Lucy McDonald's handbook, b) Vince Orlando's memo of 10/30/1985, c) Sally Conway's suggestions, d) copies of other organizations' (particularly CCCC) conference guidelines. (see attached)
4. ask awards and scholarship appointee to develop a flyer to send to state directors regarding nominations
5. write to conference chairpersons with thanks and appreciation for job well done.
6. write to conference chairpersons' administrator with commendations
7. write to hotel general manager with commendations for hotel staff (you should have the list of staff names as well as the name and address of the gen mgr.)
8. write thank you letter to Judy Kilpatrick for \$26 donated by disbanded SIG to scholarship fund
Judy Kilpatrick
Laramie County Community College
385 Bocage
Cheyenne WY 82009
9. write to Russel Lewis re: donation of copy machine (see attached)
10. send article to Janet Eddy
11. add following items to summer board agenda:
review of job descriptions
award and research proposal
cash advance to conference on-site mgr

12. receive updated job description re:SIG leaders and coordinator from Kate Sandburg

13. authorize Harold to send scholarship check to Pat Mulcahy
14. update job description

CAROLE BOGUE

1. send corrected copy of state director report to JL for inclusion in minutes
2. send Gwyn your set of microfiche and hard copies of last year's

minutes

3 contact Joe A. re Sacramento bid

HAROLD FILLYAW

- 1 type up treasurer's report (YTD) and send to JL for inclusion in minutes
2. update job description

GLADYS SHAW

1. check on the bond insurance--is the conference on-site mgr. covered?
2. update job description

SUE BROWN

1. send names and addresses of state directors to JH and JL
2. locate letter confirming tax free status
3. investigate reorganization of at-large to regional status
4. send Gwyn Enright a copy of 1986 conference budget
5. check on job tape idea for placement
6. ask K.Chang (sp?) to get in touch with Dorothy Gray.
7. update job description

JANE LEHMANN

1. check with Karen Smith re: workers file--send her a copy of info contained in "members serving WCRLA in sec'y handbook to check against what she has
2. type up list of names and addresses and send to board members
3. look up contract with Hal (77-79?)
4. look up policy re: meals for board members
5. write to Nancy Deutsch re: book recipients
6. update policies and procedures handbook
7. look up how long records are to be kept by individuals before they are sent to archives or destroyed
8. copy Linda Lee letter for JH to put in NEWSLETTER
9. type up list of suggestion offered at issues and answers and send to Frank Torres
10. update job description

437 Bowen Court
Elgin, IL 60120
~~March 29, 1986~~

April 10 - 00712 - I seem to have misplaced 10 days out of my life. I hope it was fun!!

Dear ~~Friends~~, *Gwyn* -

It was good to be with all of you in LA--I'm already excited about being in Albuquerque in July. In preparation for that meeting, I've enclosed a few "goodies."

1. to do list for all
2. names and addresses of board members
3. pertinent bits of correspondence where applicable
4. notes on items needing research

RESEARCH ITEMS

I can't decided if it is reassuring or more troubling, but the same questions we had about Hal (billing, cost, etc.) seem to have been asked by every board since he was hired! Brief history follows:

03/19/78 The question of a business manager came up at the meeting in Long Beach (p. 3), but was tabled until the fall meeting.

09/08/78 It was decided to gather more information and to solicit proposals from "financially feasible business services agencies..." before the next meeting.

12/01/78 Margaret Coda-Messerle reported on her meeting with "the person directing the Oxford Mailing Service..." The board decided to contract with that service (p.3). It was also decided that the initial contract not exceed \$1500.00 and that the services be evaluated at the ext Board meeting.

04/07/79 At the meeting in Honolulu, the treasurer, John Woolley, "described the scope and efficiency of the mailing service during the 'trial period' and recommended continuation of its use" (p. 2).

08/24/79 These minutes state that Jim Baugh, treasurer, "presented the Oxford Mailing Service's proposal for conference mailing (attachment #9)." The minutes further state that "The Board agreed to hire the Oxford Mailing Service for items "2, 3,4, and 8." Unfortunately, I find nothing in the minutes nor the attachments that looks like a proposal from Oxford Mailing Service, so it may always be a mystery what we have been paying for ! I did not search the microfiche. there is a possibility that it is included there, but perhaps go lost before it got returned to the secretary??? What I did find was a memo Jim Baugh sent to the board detailing a phone conversation with Hal McCune. This memo was included with the attachments, but did not appear to me to be a proposal from Oxford.

I have looked through my copies of other documents and find no contract

with Oxford. Perhaps it is in the archives.

TREASURER'S CORRESPONDENCE

4/4/84 In answer to Carrie Walker's questions regarding how long correspondence should be kept the board decided that "each officer should keep his/her own correspondence file up to 5 years and that copies of the most important should be submitted for inclusion in the minutes."

07/27/84 The policy established 4/4/84 was rescinded at this meeting. It was moved and seconded "to rescind the policy of 4/4/84 requiring officers to keep copies of their correspondence. To require Treasurer only to keep copies of correspondence and bills paid for a period of 2 years following the end of his/her term of office." Motion passed

BOND

07/27/84 These minutes indicate that it had been the intent of the board to have the conference manager (now referred to as Conference Site Manager) and the registrar covered by the fidelity bond. Suzanne had written to the agent for clarification and was expecting a reply.

PER DIEM FOR BOARD

8/9/69 "M/S/P to have WCRA pay cost for the summer Executive Board Meetings, the meeting to be held in a location most convenient to the officers."

2/10/77 "M/S/P that complimentary rooms be awarded in order of presiding authority: President, President-Elect, Past President, Secretary, Treasurer."

12/11/77 attachment 9

3/19/78 (see attached)

ALSO OF INTEREST.....

There was some discussion in LA regarding whether the idea of every other year in CA was a policy for a "tradition." It is not part of the bylaws, but the discussion is noted in the minutes of 8/9/69 p. 3. "Pattern for four year cycle for conference locations to be determined by two (sic) criteria: (1) that of location of majority of members alternating with (2) that of bringing current ideas in and discussions about the college reading field to areas not as yet as well developed, and (3) an area in which we could reasonably expect an attendance of around 100. The cycle includes (1) Northern California, (2) out of California to the north or east, (3) Southern California, and (4) out of California to the north or east."

Hope all is going well. The minutes are at the typists, but I've enclosed working copies for you here.

Sincerely,

Jane

P.S. Thanks for any help you can give me on that wonderful career opportunity in S.D. I'll look forward to hearing from you - (but I'll look forward to hearing from you even if there isn't a "career opportunity") JL

12/77

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and Special Meetings of the Board of Directors

- A. Reimbursement will be made upon written request of member for actual travel expenses as follows:
 - 1. Air Coach fare (round trip)
 - 2. or Ground Travel at 15 cents per mile, not to exceed Coach fare
 - 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request of the member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$25 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above applies to Members of the Board and to all invited participants.

II. Committee Meetings as Approved and Budgeted by the Board of Directors

- A. A, B and D as above, upon written request of the Committee Member and approval of the Committee Chairman.
- B. Upon written request of the Committee Chairman, usual and necessary expenses incidental to conducting the business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

3/19/78

ATTACHMENT #2.

DISCUSSION ON BOARD POLICY STATEMENT

In the past, it has been Board policy to pay for travel, food and lodging for the Fall Board meeting, once the meeting has convened.

After much discussion, the following policy statement was drawn up:

The WCRA Executive Board will pay travel from portal to portal as authorized by the President. The Board will pay for lodging plus per diem of \$15.00. If member elects to travel to and from the meetings by ground transportation, reimbursement will not exceed the amount of coach air fare. Ground transportation will be paid at the rate of 15¢ per mile. Any costs incurred during the meeting or related to the business of the Board will be paid by WCRA upon authorization of the Board.

Exception to the above ruling will be applied to the Annual Conference Board meetings. No travel, lodging, or per diem will be paid during the actual dates of the annual conference. However, when Board meetings are called prior to the opening or after the closing of the annual conference, Board members will be reimbursed for lodging and per diem unless paid or reimbursed by the school.

Members invited to Board meetings for official business purposes, may, upon authorization of the Board, be reimbursed for transportation, per diem and lodging.

* * * * *

*from sec'y health
no date*

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and Special Meetings of the Board of Directors

- A. Reimbursement will be made upon written request on a WCRLA Reimbursement Request form for a board member for actual travel expenses as follows:
 - 1. Air coach fare (round trip)
 - 2. or ground travel at 18¢ per mile, not to exceed coach fare
 - 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting. This is limited to all nights during the summer board meeting and the Tuesday and Wednesday nights prior to the annual conference.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request on a WCRLA Reimbursement Request Form of a board member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$30.00 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above apply to members of the Board and to all invited participants. Invited participants are individuals who would not normally be at the site at that time, but were invited by the President. This includes but not limited to: Newsletter Editor or Past Conference Managers.

II. Committee Meetings as approved and budgeted by the Board of Directors

- A. A, B and D as above, upon written request on a WCRLA Reimbursement Request Form of the committee member and approval of the Committee Chairman.
- B. Upon written request on a WCRLA Reimbursement Request form of the Committee Chairman, usual and necessary expenses incidental to conducting business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

III. Payment for rooms during the conference

1. Board members are expected to utilize institutional funds to pay for rooms during the meeting, if available.

2. The complimentary room order during the conference is:

President, Past President, President-Elect, Secretary, Treasurer

WCRLA BOARD MINUTES
Los Angeles, California
University Hilton
March 19, 1986

WORKING COPY***WORKING COPY***WORKING COPY

Board Members Present: Sue Brown, President: Wes Brown, President-Elect; Carole Bogue, Past President: Harold Fillyaw, Treasurer; Jane Lehmann, Secretary.

Others Present: Gwyn Enright, President-Elect, 1986; Jane Hopper, NEWSLETTER Editor; Theria Beverly, MAC Chairperson; Gladys Shaw, Treasurer, 1986-88.

Sue Brown called the meeting to order at 9:21 a.m.

I. WELCOME

Sue welcomed Gladys Shaw and congratulated her on being elected treasurer for 1986-88. She read a note to the Board from Suzanne Mckeon, Secretary 1983-85, stating that she would not be able to attend the conference this year. The Board expressed regret that she would not be here and again expressed appreciation for the contribution Suzanne had made to the organization as secretary.

II. MAILING SERVICE

Questions were raised regarding the costs of the mailing service. It was suggested that the invoices sent by Hal be analyzed to pinpoint our exact costs. Members felt that Hal was efficient and provided a valuable service, but wondered if we could save money by using another service.

It was also suggested that there be one date for membership expiration to simplify the bookkeeping.

III ACCOUNTING SYSTEM

Sue distributed copies of the "Chart of Accounts," "Budget Codes," and "Reimbursement Forms" (Att. ?). The numbers assigned to budget categories also reflect the tax expense account number--it is the number following the second decimal point. The officer approving a request for reimbursement must supply the appropriate budget code numbers as well as the tax expense account number before sending it on to the treasurer. Sue reminded the Board that receipts must be included with the reimbursement form.

IV. TREASURER'S REPORT

Harold Fillyaw distributed copies of his report (Att ?). He explained that in the past we have not had an accounts receivable so expenditures from the previous year sometimes appeared in the records for the current year.

As of March 17, 1986 our accounts showed \$23438.86 in the savings account and \$4096.99 in the checking account.

Sue Brown suggested that Wes expand the form used for the 1985-86 budget to include all budget categories so that the operating budget for 1986-87 shows the conference budget as a part of the total operating budget rather than as a separate entity.

Harold noted that it sometimes takes at least two weeks to transfer funds. The cash advance for the on-site manager, 1987, will be passed at the summer board meeting so that it will be immediately available for use.

Gladys Shaw will locate a bank in her area to use during her tenure.

Fund raising was briefly discussed. Theria Beverly suggested that there be an item on the registration form that allows for contributions to the Scholarship Fund or to WCRLA in general.

V. JOB DESCRIPTIONS

Each board member and the NEWSLETTER Editor have a copy of the job descriptions. Sue distributed copies of the officers' job descriptions and asked members to review them before the summer board meeting.

Other job descriptions that need examination are those of the site-selection chairperson and the on-site managers. Carole suggested that the site-selection chairperson should have a checklist of items to cover as well as a copy of the conference manager's handbook in order to negotiate well with hotels. A task force was approved by the Board to work on updating the Conference manager's handbook. Suggestions for inclusion in the handbook were: check lists, time lines, all policies regarding conferences, clarification of duties. Documents to be examined included the present handbook, Vince Orlando's memo of October 30, 1985, Sally Conway's list of suggestions (see Attachment J, July 14, 1985, Board minutes) and convention guidelines created by other organizations.

(M) Wes Brown: to set up a task force of three people comprised of two past conference managers and one past president to compile, edit and review a handbook of procedures for conference managers. A budget amount will be left open for approval at the summer board meeting, 1986. The final report should be submitted to the Board for approval prior to the Spring Conference, 1987.

(S) Harold Fillyaw

PASSED

VI. PRESIDENT-ELECT'S REPORT

Wes Brown distributed copies of his report (Att ?).

A. Computer Fair

Wes suggested that the relationship between the computer fair and the

program be clarified for the next conference. Sue explained that in Denver it was part of the program chair's responsibilities. David Caverly reported to Sue in much the same way that the person in charge of Lunch with a Mentor did. Sue reviewed the program proposals and assigned the proposals either to the computer fair or to the regular sessions. The computer fair, 1985, had 2 kinds of sessions--scheduled presentations and drop-in activities; in addition, there were sessions on computers or which used computers in the regular sessions. A reminder was given that the call for proposals should include a statement regarding equipment needed for the presentation.

It was suggested that David Caverly, Frank Torres, and Frank Christ be asked to write up procedures for the people running the computer fair using the same time lines as the program chair so that the presentations there could be included in the program. In the past the computer fair chairperson has been appointed by the SIG as the activity is an outgrowth of a SIG. It is important that the computer fair chair work closely with the program chair. It was the consensus of the Board that the computer fair continue to be treated as a program function.

B. Advertising

Wes commented that journal advertising is expensive and it is difficult to see if it is worth it. This year we advertised only in the Journal of Reading; notices appeared in the Journal of Developmental Education and a Trio publication. It may be possible to place an announcement on Compu-Serve. Wes stressed the need to advertise early.

C. Marketing

Wes expressed concern that the name of the organization might not communicate well the nature of the organization and the conference. It was agreed that we did not want to change the name, but that advertising copy would need to reflect this concern. Another concern was raised regarding the calls for proposals; we want to present a professional image in all of our publications.

D. Job Duties

In order to allow the program chair more time to prepare for the conference, Wes suggested that the duties of the Program chair be assigned to a past-president rather than to the president-elect. This change would require a change in the bylaws. It was agreed to discuss it with former presidents and others who had been involved in conference preparations in order to examine the idea further.

E. Conference dates

Some discussion focused on changing the dates of the conference to begin on Wednesday and end Saturday. Another suggestion was to move the Friday banquet to Saturday. It was pointed out that the banquet originally was on Saturday but had been moved to Friday because of low attendance on Saturday.

The Board recessed for lunch at 12:30 and reconvened at 2:00 p.m.

VII. MARKETING REPORT

Carole Bogue distributed copies of her report (Att ?). She suggested that the marketing effort should focus on membership and the conference. The importance of State Directors regarding membership was stressed as well as the vital function of fall conferences. At-large states may be able to conduct regional conferences where membership warrants. Carole also suggested that we continue to place conference announcements in the Chronicle and Reading Today since those are free listings.

Carole also suggested that grant funding be pursued in order to provide money for special projects that could result in membership growth. Funds could be used to underwrite the costs of a conference, to add issues to the journal, to reduce registration fees, to underwrite the costs of keynote speakers, etc.

Jane Hooper stated that someone has to be in charge of marketing in order for these good ideas to get acted on and asked the Board to be mindful of how these volunteers would be rewarded.

The suggestions in Carole's report regarding scholarships will be turned over to the next chairperson of the Scholarships and Awards Committee for consideration.

The Board asked Carole to continue to look for grant funds.

(M) Harold Fillyaw: that Carole Bogue pursue the grant funding aspect of the marketing plan.

(S) Jane Lehmann

PASSED

VIII. BOARD MESSAGE TO THE STATE DIRECTORS

Sue asked for suggestions for directions to give to the state directors. Various suggestions included:

- a. membership
- b. changing the days of the conference
- c. whether food functions should be included in the registration price
- d. fund raising ideas
- e. whether they could use extra copies of the NEWLETTER as recruitment tools to be sent out to prospective members with a cover letter from the director and/or the president

Patti Glen, Parliamentarian, Karen Smith, Elections and Nominations Committee Chairperson, and Susan Deese, Conference on-site manager, 1987 joined the meeting at this time.

IX. CONFERENCE REPORT, 1987

Susan Deese reported that the dates for the 1987 conference are April 9-12 and will be held at the Marriott in Albuquerque, New Mexico. Gwyn Enright announced that the theme will be "back to the Future: WCRLA celebrates 20 Years."

Susan Deese reported that arrangements with the hotel are going smoothly and that the Albuquerque Convention and Visitors Bureau has been very helpful. She will meet with the Marriott next week to establish the room rates. She is receiving help from area colleges and her own college, UNM will provide support for mailings, phone calls, A-V equipment, etc. John Garcia has been named exhibits chairperson and will begin work at the 1986 conference to arrange for publishers' exhibits. Other chairpeople have volunteered or been solicited, but no appointments have been made so far.

X. ELECTIONS AND NOMINATIONS

Karen Smith, Chairperson of the Elections and Nominations committee, distributed copies of her report (Att ?). Karen echoed Ann Faulkner's lament that the time lines required by the bylaws for elections are impossible to meet. The Board accepted her recommendation for a change in the bylaws.

(M) Carole Bogue: that two changes be made in the bylaws regarding election procedures:

1) Article VII, 3.c., be changed to read, "The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer by OCTOBER 1."

2) Article VII, 3. d., be changed to read, "Information about all candidates, one official ballot and a properly addressed return envelope will be mailed ON OR BEFORE JANUARY 15."

(S) Harold Fillyaw

PASSED

Karen explained that she had updated and organized the notebook for the Nominations Chairperson and was turning it over to Carole Bogue who will serve as Chairperson of Nominations and Elections for 1987.

Carole announced that her committee for 1987 will be Gene Kerstiens, Vince Orlando, Joe Cortina, and Helen Gordon. Gene Kerstiens will serve as the Past-President representative for one year and will be replaced by Pat Heard the following year.

XI. BYLAWS REPORT

Patti Glenn, Parliamentarian, distributed copies of the Bylaws with the changes approved at the Denver meeting. She will work with Jane Hopper to prepare copies of the Bylaws with the proposed changes to present to the

membership at the Second General Session Friday. The present bylaws allow for a vote to be taken on the bylaws change at this conference.

XII. ARCHIVES REPORT

Karen Smith, Archivist, reported that she had received the archives from Ruth Purdy, former archivist, and that they were safely stored at New Mexico State University. She expressed thanks to Jane Hopper for helping Ruth Purdy package the materials for mailing. Karen is planning a spectacular display for the 20th anniversary meeting next year.

Questions were raised regarding how long materials were to be kept by the individual officers before they were turned over to the archivist. The question will be researched.

XIII. AWARDS AND SCHOLARSHIP

Susan Deese, Awards and Scholarships Committee chairperson, commented on her search for the scholarship recipient for 1986. The board accepted her recommendation that Pat Mulcahy receive the scholarship this year.

(M) Jane Lehmann: that the board accept Susan Deese's recommendation that we award the 1986-87 scholarship to Pat Mulcahy.

(S) Harold Fillyaw

PASSED

Susan also announced that Frank Christ has been recommended to receive the long and outstanding member award. The Board accepted the recommendation. Sue Brown had informed the board of this recommendation earlier this spring and the board had approved the recommendation by mail or phone.

Susan commented on her proposal for a research award. (att ?) She is continuing the idea originated by Vince Orlando and recommended that \$1000 be budgeted for research awards with a maximum of \$500 to be awarded in any one grant. The awards would be for new research; works in progress would be considered, but not given top priority.

Discussion focused on whether the research award should be an incentive for new research or a reward for completed research.

Susan has updated her notebook and will turn it over to Wes Brown to pass on to his appointee.

The meeting was adjourned at 6:10 p.m.

SITE SELECTION COMMITTEE REPORT
Conference Board Meeting
March, 1986

1. Albuquerque 1987: off and running. Susan Deese is going to be an excellent Conference On-Site Manager.
2. Sacramento 1988: a bid will be presented at this conference. Joe Aiello of California State University, Sacramento, will present the bid.
3. Seattle 1989: still a question mark. Delores Tadlock of Yakima Valley Community College has all the information and is (was) interested. She was to secure institutional support and get back to me. I'll contact her here at the conference to find out where we stand with a Seattle bid. The city is still very interested!
4. El Paso 1989: also a question mark but interest expressed, especially if a Seattle bid falls through. Nancy Wood has expressed interest, and she and I could explore a probable consortium of UTEP, El Paso Community College and NMSU as host institutions.
5. As chair this year I was invited to participate in an all-expense-paid fly-in to Seattle. Ordinarily the chair has no funds to visit a possible site. I've also been fortunate to have been able to work with two other cities I know: Albuquerque and El Paso.

A travel budget should be allotted to site selection. It's possible that travel to a bidding site will not be necessary, but it could alleviate potential problems encountered by the bidding WCRLA member. Additionally, \$100 should be budgeted for phone expenses because the calls are necessarily long and involved.

6. Another consideration should be the allocation of money to cover expenses (usually travel) incurred by the WCRLA bidder. This could be approved by the site selection chair from the chair's travel budget. A case in point: Lucy MacDonald organized an Oregon consortium of seven colleges to host the Portland conference and paid all her expenses personally driving back and forth to Portland from Salem, her home. Some members may not be willing to do this.

7. The conference managers notebook needs to be organized thoughtfully as a real guide to each new on-site manager. The current on-site manager has one copy of the notebook and the site selection chair has a copy. I made photocopies of certain sections of the notebook and hotel contracts to send to potential bidders.

It is important to remember that when the outgoing on-site manager adds to the notebook, two copies of everything must be made so that the site selection chair can update that notebook also.

It would be advantageous for an experienced on-site manager, with the approval of the Board, to redo the entire notebook so it's not a collection of disjointed notes and miscellaney. A well-written guide, subdivided into budget, time-line, committee responsibilities, etc., should be developed.

P.S. Serving as Site Selection Chair was, in many ways, an exciting, challenging, and rewarding experience.

A handwritten signature in cursive script, appearing to read "Peter Smith".

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading and Learning Association (WCRLA), with the approval and support of appropriate institutions(s), may submit a written proposal for the Summer Institute.

A proposal should include the following:

- A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRLA to participate in a Summer Institute.
- B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).
- C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRLA and from each individual participant. Include complete information about the funding of the Institute.
- D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:
 1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
 2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level. Indicate the cost of credit and the number of hours of instruction required to earn credit.
 3. Faculty - Identify specific faculty members including academic credentials and institute responsibility of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
 4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.
 5. Limitations - Include a statement about any academic requirements for participation and/or earning credit and state the maximum number of participants for the Institute.

- E. Information about support services, which may include the following: secretarial and clerical support, postage, phone costs, advertising, printing costs and resources, audio-visual equipment, CAI hardware and other educational technology available, and other support as appropriate.
- F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.
- G. A statement about tourist activities and chamber of commerce assistance and support available for the Institute and/or a statement of planned leisure activities or educational tours to be scheduled.
- H. A statement listing services and functions expected from WCRLA and a specific statement of the responsibilities of the WCRLA liaison.

II. General Information

- A. If possible, proposals for Institutes should be submitted at least two years prior to the intended Institute. Dates for an Institute may be established by the sponsoring institution consistent with its schedule of summer classes.
- B. Proposals may be for more than one year. The Board can award a single contract for Institutes to be held for three consecutive summers. WCRLA reserves the right to review the results of each Institute and cancel subsequent WCRLA participation in Institutes prior to September 1 of the year prior to the next scheduled Institute.
- C. Proposals should be addressed to the WCRLA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.
- D. The Board of Directors of WCRLA shall have final authority in selecting host institutions, and any agreement is final when approved in writing by the Board.
- E. A WCRLA liaison shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRLA participation in the Institute subject to approval by the Board.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRLA liaison and he/she is responsible for the complete academic program as representative of the credit granting institution.

Typical duties may include, but are not limited to, the following:

- A. Establish academic requirements and course credits. The credit granting institution has full authority for such arrangements.
- B. Finalize all food and housing contracts and/or arrangements as soon as the conference bid has been awarded. These duties may be delegated to the WCRLA liaison by specific agreement.
- C. Coordinate the supplemental services of the Institute. These may include exhibits of various publishers' offerings, the support services listed above, tours and other leisure activities for the Institute. These duties may be shared with or delegated to the WCRLA liaison by specific agreement.

IV. Duties of the WCRLA liaison

The WCRLA liaison is the representative of the WCRLA Board of Directors. He or she has overall responsibility to cooperate in every appropriate way with the Institute Director and to coordinate all WCRLA participation in the Institute. In general, his/her role will be one of supporting and supplementing the services of the Institute Director.

His/her duties may include, but are not limited to, the following:

- A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.
- B. Prepare and present to the Board a budget representing all proposed WCRLA expenditures and income. Monitor the budget.
- C. Support the Institute Director in regard to selection and contact with appropriate WCRLA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.
- D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRLA liaison may take final responsibility for these activities with specific agreement.
- E. Coordinate the efforts of local WCRLA members in regard to support of non-academic and support service functions of the Institute.
- F. Arrange for exhibition of WCRLA publications, and publicize WCRLA and its services.
- G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future Summer Institutes.

V. Financial Contributions

It shall be the responsibility of the host institution to propose all financial arrangements. WCRLA participation cost and income shall be established by Board action based on specifications contained in the Institute proposal. The WCRLA liaison will be responsible for monitoring all WCRLA expenses and income, coordinating with the WCRLA Treasurer.

TO: WCRLA Board Members
FROM: Kate Sandberg, Coordinator
Special Interest Groups
SUBJECT: Yearly Report
DATE: March 21, 1986

Special Interest Groups have matured and thrived this year to become truly an integral part of WCRLA. For the first year of the SIGs' three-year existence, I feel that the SIG Leaders generally succeeded in organizing their groups and reaching goals. The Leaders' strength and tenacity explains the greater portion of this success, but the stability of and the Board's commitment to the philosophy of SIGs takes credit as well.

The following comments reflect my perceptions of the SIGs before the March 20-23, 1986 conference.

STATUS of SIGs

Ten SIGs exist. Two groups which seem weak at this point are Hispanic Assistance and Multicultural Affairs. I did not hear from either of these Leaders during the entire year. I look forward to a fresh start for the Multicultural Affairs SIG, led by Con Osborne of Brigham Young University.

The remaining eight SIGs have been active in varying degrees. This variance does not bother me as the WCRLA philosophy supports the autonomy of each individual SIG. I expect one or two of the 1985-86 SIGs to disappear and several new ones to start at the March conference.

FEE ISSUE

Most Leaders decided to try a \$3.00 membership fee this year. However, the Peer Tutoring SIG decided not to collect any fee. Currently, I have no idea how successful the collection attempts were; I will report on this during my discussion with the Board, March 21.

I feel that each SIG must decide how to pay for its own general communication costs. The Board need only give money to deserving SIG special projects which fall under a given amount of money.

MY WORK THIS YEAR

1. Sent letter to all Leaders, April 1985, which recapped the SIG conference decisions. Included a Guideline form and job descriptions.

2. Sent out funding requests in May 1985.
3. Collected Guidelines and sent them on to Jane Lehman, Secretary, July 1985.
4. Sent letter in September 1985 to start organizing the conference plans. I had a lot of correspondence with Leaders to make sure all the requests were in to Wes Brown.
5. Sent February letter to all the Leaders to outline our commitments during the conference and to list questions which we will discuss during our meetings.
6. Maintained a file of all the Leaders' correspondence which was sent to me.

SUGGESTIONS FOR 1986-87

1. Revise job descriptions for SIG Coordinator and SIG Leader to fit the changing functions of each.
2. Define the special project funding request parameters.
3. Appoint a new Coordinator. I have passed on my recommendation to Sue Brown.

KS/peg

WCRLA SPECIAL INTEREST GROUPS--CONTACTS:

Coordinator of Special Interest Groups

Kate Sandberg
English Department
Anchorage Community College
2533 Providence Avenue
Anchorage, AK 99508-4670

SPECIAL INTEREST GROUP LEADERS:

Advanced Reading

Barbara Outland
Moorpark College
7075 Campus Road
Moorpark, CA 93021

Computer Technology

David Caverly
Box 17 - Reading Education
Metropolitan State College
1006 11th Street
Denver, CO 80204

Critical Thinking and Problem Solving

Dorothy Gray
Grant MacEwan Community College
Mill Woods Campus
7319-29 Avenue, P.O. Box 1796
Edmonton, Alberta
Canada T5J2P1

English as a Second Language

Ann Faulkner
Learning Skills Center
Mountain View College
4849 W. Illinois Ave.
Dallas, TX 75211

Hispanic Assistance

Manuel Olgin
Learning Assistance Center
California State University, Fresno
Fresno, CA 93740

Learning Assistance Center Management

Dorothy Lee
University of Puget Sound
1500 N. Warner
Tacoma, WA 98416

Learning Disabled Student

Becky Johnen
Chemeketa Community College
4000 Lancaster Drive, NE
P.O. Box 14007
Salem, OR 97309

Multicultural Affairs

Dr. Con Osborne
366 Kimball Towers
Brigham Young University
Provo, UT 84602

Peer Tutoring

Tom Gier
Anchorage Community College
2533 Providence Avenue
Anchorage, AK 99508-4670

Outreach Consulting

Judy Kilpatrick
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82001

CHABOT COLLEGE
MEMORANDUM

11 March 19 86

TO: _____

SUBJECT: Placement Services for WCRLA

FROM: Anna-Marie Schlender

Placement Bureau Director

Attached you will find a letter-proposal I sent to Susan. I am also attaching for your review the letter I sent to all State and Province Directors. The letter also was sent to the Newsletter for my column.

Both of these are for information. The letter-proposal is also for consideration for possible implementation. I have highlighted areas of importance.

I am looking forward to meeting with all of you in Los Angeles.



CHABOT COLLEGE

SOUTH COUNTY COMMUNITY COLLEGE DISTRICT

25555 HESPERIAN BOULEVARD HAYWARD, CALIFORNIA 94545

415-786-8000

415-786-6804

Division of Language Arts

21 January 1986

Dear Susan,

As I told you in my last letter to you, I have received few job descriptions since the last conference. The ones I have received were expired or due to expire within a short time-3 to 5 days; one was not applicable since it was in the medical field. I check my sources and few jobs are posted. I feel Placement needs a strategy to get job information in a timely manner; so I can send the information to interested members. I want Placement to be a viable service for our organization.

Since the board decided it was unable to fund an ongoing Placement Service now, is it possible to implement such a service in phases? I've thought of two possible ways; I'm sure after discussion with you and the board we can come up with others before deciding on one. Each is based on the fact that our directory shows 17 states and provinces.

Option #1: Put States and Provinces in alphabetical order and plan to do outreach in a set number of States and Provinces in each year of implementation.

Option #2: Start with largest membership state and plan to do outreach with a set number of institutions in each year of implementation.

The State and Province Directors would be instrumental in getting to me the names and addresses of major 2 year and 4 year institutions within their states.

What do you think? I'm enclosing a copy of my column for the next newsletter. Also, there were only three responses to the Placement ad. I think after we decide on a placement scheme/service we can run the ad again. I will be sending a copy of my column as a memo to all State/Province Directors within the next two weeks. I'm looking into having a banner made for the Placement bulletin board.

Happy New Year!!

Sincerely,

Anna-Marie Schlender

CHABOT COLLEGE
MEMORANDUM

19

TO: _____ SUBJECT: _____

FROM: _____

In the last few years, there has been an informal attempt to have a bulletin board for current or anticipated job openings at our conference site. This year I am asking all of you to help make the bulletin board a viable source for members who are seeking jobs. Currently, Placement is attempting to find a means to inform members of current job openings in a timely manner. The following are suggestions that will help Placement accomplish its goal:

- 1) Send me information of anticipated openings and send me a job description when the opening is confirmed.
- 2) Send me current job openings well in advance of the deadline dates. This is very important.
- 3) Jobs can be traditional or non-traditional. They can be full-time permanent/temporary or part-time temporary. These jobs can be in classroom instruction, research design, or learning center staff.

For our conference bulletin board bring job information to post; you can send it to me too. The information will remain on the bulletin board for the term of the conference.

If a job description is not available the following information is essential:

Job title
Anticipated date of opening or posting
Contact person

Address

Phone number

With this information interested persons can do a follow up.

Any suggestions on how to make placement a dynamic service for our membership?

Send inquiries, suggestions, and job information to me at:

Chabot College

25555 Heperian Boulevard

Hayward, California 94540-5001

WCRL REPORT 1985-86

1. Thirty-two manuscripts were reviewed by the editors for this year's volume. Of these, two were not conference presentations. Twenty-one articles were finally accepted after editorial review. Thus far, five manuscripts have been received for next year's volume; three have been accepted.
2. As usual, delays with the printer have caused the volume to be much later than originally anticipated. However, I am more optimistic that next year's volume can come earlier because of this year's experience.
3. To speed up the process, I plan to use three-reviewer teams and to ask reviewers to edit the material they receive if they feel it should be included in JCRL. I will also ask that reviewers not use the return-to-author-for-revisions category unless they really feel the article to have very high quality ideas.
4. No headings appear in the table of contents this year. This was done for two reasons. First, the index listed headings, so I felt there was no need to repeat them. Second, the wide variation in the quality of material accepted prompted me to put what I considered the best articles first.
5. I believe the process of providing a small sum of cash for the little bills that keep coming in is a good idea. It kept me solvent while not causing too great an out-of-pocket expense.
6. There were some times, particularly in August, when some additional help would have been worthwhile. However, if there is money for this purpose, procedures for using the money (specifically in terms of hiring agent and handling deductions) would be valuable.