

**Conference Call Agenda
October 11, 2000**

- I. Acceptance of agenda
- II. Approval of minutes
- III. Treasurer's Report
- IV. 2000 Conference
- V. 2001 Conference
- VI. States and Regions
- VII. Newsletter Report
- VIII. Membership Report
- IX. Scholarships and Awards
- X. Executive Assistant's Report
- XI. Other

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: October 11, 2000
SUMMARY OF MINUTES**

MEMBERS ON LINE : Pat Jonason, *President*, Valerie Smith Stephens, *Secretary*, Tom Dayton, *President-Elect*, Gretchen Starks-Martin, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*, Michael O'Hear, *Past President* Guest: Karen Agee, *Incoming President-Elect* Russ Hodges, *Treasurer-Elect*, Molly Widdicombe, *Editor*

Pat called the meeting to order at 1:08 p. m. EDT

1. AGENDA

Susan requested that the Executive Assistant's report be added to the agenda. Pat added the report from NCLCA conference and subscription agreement with the NCDE regarding the rates to the agenda.

MOTION: Mike moved that the additional items be added to the agenda. Tom seconded. PASSED.

2. MINUTES

Valerie requested that the minutes from the September 13, 2000 meeting be accepted with corrections.

MOTION: Mike moved that the minutes from the September 13, 2000 meeting be accepted with corrections. Tom seconded. PASSED.

3. TREASURER'S REPORT

Gretchen gave the following report for the month of September:

Operating Budget: \$25,478.19
Debit: \$ 3,011.42
Credit: \$ 4,600.89

Conference Budget:\$35,984.76
Debit: \$1,216.57
Credit: not available—waiting
for the report from Conference
Chair.

Gretchen also reported that more checks will be coming in and she will make a report at the next Board meeting. Russ asked Gretchen about which banks he should use when he becomes Treasurer. Gretchen advised that he use several and she will discuss this matter with him when the Board meets in Reno. Gretchen also received a check of \$3,000.00 from the Symposium. Susan interjected that the Symposium would not have been a success if it were not for the efforts of Gladys Shaw. Gladys was a past officer of both CRLA and NADE and having her experience made the planning the Symposium much easier. Pat asked if there is anyone else that we should recognize. Susan will get back to Pat. Tom asked if Gretchen will handle the payment to the hotel at the end of the conference. Gretchen responded that she will and she will also include Russ in the process.

4. 2000 CONFERENCE REPORT

Tom reported that at this time there are no participants registered from Canada. Pat asked Tom if he thinks that there is a problem with the mailing. So far there are three hundred participants registered for the conference. Tom expressed concern that people are waiting to the last minute to register. Pat remarked that many institutions are often slow in providing budget for

travel. All of the institutes are filled except for one. Tom asked the Board when should a presenter be told that his/her presentation may be canceled due to low enrollment. Tom was advised by the Board to hold off as long as possible on canceling the institute. It was also suggested that Tom contact the presenter no later than two weeks before and let him/her decide if they are still willing to present. All of the food functions are full to capacity. The SIG meetings are filled. The Awards Banquet is quickly filling up --89 people signed up. The amount taken in so far is: \$64,713 this includes membership and SIGs memberships as well. Tom shared even more good news the dinner cruise--- is completely sold out. The On to Spokane Lunch has 74 tickets sold. The conference program is at the printer and Tom will be taking them to Tina next week. Tom was able to save over \$1,000.00 to \$1,500 due to room adjustments and scheduling. Tom announced that beer, wine and soda will be permitted in the hospitality suite. A corkage fee will be applied. The corporate sponsors are: Townsend Press who will donate the bags; Houghton Mifflin sent in a check for \$4,100; and Addison, Wesley, Longman sent in a check for \$250 dollars. All of the sponsors are acknowledged in the conference program. The Board assured Tom that he has full support during the conference and will be ready to assist him at any time. Molly asked about the luncheon for the Newsletter Board and the CRLA Journal Board. Molly wanted to know if she should give a final count for the lunch to Tom. Tom requested a final count

as soon as possible. Mike has heard from half of the SIG Leaders and from the States and Regions for the Leadership Dinner. Tom will also need a count for the Past Officers' Council. Becky Johnson can give this information to Tom. Tom needs a final count for these meals 48 hours before the event. Karen asked if all of the hotel arrangements for the Board have been completed. Tom replied that he faxed all of the reservations for the Board a week ago.

5. 2001 CONFERENCE REPORT

Karen requested that the audio or videos about Spokane be available for conference participants at the On to Spokane Luncheon. Karen also asked who sets the agenda for the luncheon. Pat responded that she does. Molly gave a brief overview of the video about Spokane. Karen wanted to make sure that Spokane will not be the last item mentioned at the luncheon as people tend to leave early from the luncheon. Karen asked when should the presentation for Spokane be given. The luncheon speaker has twenty-five minutes. The Board agreed that the presentation regarding Spokane be right after the speaker and before the Scholarship Raffle. Karen also reported the Visitors' & Conventions Bureau is willing to provide pins for the On to Spokane Luncheon and the cost for 500 pins is \$75. Karen also shared that the Bureau will give the pins (for free) if there are no funds available. The Board decided that the money to purchase the pins should come from the conference

account: under conference planning—conference promotion.

6. STATES AND REGIONS

Mike will be going to Texas for the CASP conference. Reports from the various states and regions are slowly coming in. Open positions are slowly becoming filled. It was discussed that Mike and Susan take the call for papers for the Spokane conference to CASP and LAOE. Also, Pat recommend that they take Reno information to the conference they are attending. It is not too late to sign up. Russ was asked to give a keynote address at the Heartland Chapter annual conference in April.

7. NEWSLETTER

The proof of next addition of the newsletter was submitted. This addition will have 12 pages. There was only one position opening announced and it was Gladys's position. In the newsletter, Gladys makes a personal appeal (along with her photograph) for interested CRLA members. Molly purchased a camera and she will need and adapter (for \$65). She purchased for \$160 a three year warranty. She should have everything by the conference to take photographs for the next newsletter.

8. MEMBERSHIP

Vicki did not have an official report, however she did share that she is still getting orders for Tutor Handbooks. The Tutor Handbook is in its second

printing. The amount of \$1,760, was made from July to September in Tutor Handbook sales. There are 194 membership renewals-- \$7,600 dollars worth. The brochures are ready and Vicki will send them to Mike for the CASP conference. Vicki may need assistance for the registration table at the conference in Reno.

9. SCHOLARSHIPS AND AWARDS

Pat has received two scholarship applications. It was decided that both applicants should be given the award for \$500 each since two awards are available. There was some discussion of who should receive plaques and who should receive checks. The following guides were established: a plaque would be given to awardees for the Distinguished Research award and checks to individuals seeking assistance to attend school and for awardees conducting research. Pat expressed concern that there may not be a person in charge of the scholarship raffle at the conference. Tom and Pat recommended that Board members and Past Officers' Council take hours to cover the raffle table. Mary Ellen Kurucz, incoming chair, could call out the ticket numbers on the day of the raffle. Russ mentioned that Molly Miner from Texas may be interested in assisting with the raffle. Russ will call her and he will inform Pat if Molly is willing to help. Tom will make sure that the Awards and Scholarships committee will have a

cart to transport items to storage. Kamal will send the roll of raffle tickets to Karen.

10. EXECUTIVE ASSISTANT'S REPORT

Susan requested time with the Board during the meetings in Reno on Monday or Tuesday. Pat assured Susan that she will be given time on the agenda. Pat is working on the full agenda for the Board meetings. Susan reported Bylaws that she has are the most recent and Susan will make sure that Karen Smith, Archivist, has a copy. Another concern is to make sure that Karen receives all of the documents for the files. The Policy and Procedure manual will be updated to the last conference call minutes. Susan wants to make sure that everything is line with by-laws and if necessary make changes. Susan will also discuss job descriptions and she will bring the descriptions on disk to the Board meeting in Reno. Susan thinks that the job descriptions are two thirds of the way to being complete. Finally, Susan stated that she is beginning to have a firm grasp on the responsibilities of the Executive Assistant and she will share them with the Board in Reno.

11. OTHER

Pat attended the NCLCA conference in Minneapolis and gave the following report. There were approximately 125 people in attendance, three to four exhibitors, and the conference attendees and organizers were very friendly. Pat's only lament was that she did not bring any conference materials featuring the CRLA conferences--- especially the 2002 conference in Minneapolis. Pat gave a presentation. Pat also met with representatives from NADE and NTA. Pat shared that she was given recognition at a luncheon as well as the other officers from NADE and NTA. Pat concluded by saying it was a very good conference. Pat discussed the issue of the subscription rate for the Journal of Developmental Education and Research in Developmental Education. The contract was established in 1995 for a reduced rate. The contract was for three years. Pat has been working with Barbara Calderwood. Pat hopes to have a new contract to review at the Reno Board meeting to determine if the subscription should be renewed. Karen asked that the advertisement agreements with ACDEA regarding advertising in the newsletters of the sister organizations of CRLA be placed on the agenda.

**The next meeting will be on Monday, November 5, at 8:30 a.m. in Reno, NV.
Pat adjourned the meeting at 3:01 p.m. EDT**