

**Conference Call Agenda
December 13 , 2000**

- I. Acceptance of agenda
- II. Approval of minutes
- III. Treasurer Report
- IV. Election Report
- IV A. Correspondence
- V. 2000 Conference
- VI. 2001 Conference
- VII. States and Regions
- VIII. Special Interest Group
- IX. Membership Report
- X. Newsletter Report
- XI. Web Site
- XII. Tutor Certification
- XIII. February Board Meeting
- XIV. Conferences in 2001

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: December 13, 2000
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, President, Valerie Smith Stephens, Secretary, Karen Agee, President-Elect, Russ Hodges, Treasurer, Vicki Papineau, Membership Coordinator; Molly Widdicombe, Newsletter Editor; Pat Jonason, Past President Guest: Mike O'Hear

Tom called the meeting to order at 1:07 EST time.

1. AGENDA

Tom added an additional item to the agenda. Item 4a: Correspondence.

MOTION: Karen moved that the agenda be accepted with the additional item of 4a. Pat seconded. PASSED.

2. MINUTES

Tom suggested that minutes be tabled until the next conference call in January.

3. TREASURER'S REPORT

Russ reported that Gretchen transferred CRLA funds to Texas. He has opened accounts for the conference and operating account. The amount transferred \$30,000. Russ expressed concern about finding the proper IRS documents. This document is necessary for the accounts to gain interest at the bank where the accounts are deposited. Tom asked Russ about what Gretchen did regarding IRS papers. Russ responded that the bank she used didn't require IRS papers. Russ

asked for suggestions for finding the forms. The Board suggested that Russ apply for the form. Pat sent out an IRS 1090 form and the IRS report. Russ will use the form that Pat sent as a guide. The following are the amounts in the CRLA accounts as of November 2000.

Conference: Debit \$11,147.44
Credit \$14,270.00
Total Conference: \$46,943.28

Operational: Debit \$13,804.84
Credit \$ 2,229.46

Total Operational: \$12, 407.27

Conference Income: \$116,929.85
Conference Debit: \$ 61,356.95

Russ reported that the conference income from the conference is correct and Gretchen is still waiting for outstanding bills from the conference to come in. Tom announced that there is more income due to the Exhibits. He is waiting for the report from Donna. Russ asked if there should be a separate account for the new Exhibit account or for any other person handling funds for the conference. Tom explained the reason for the separate account for various conference managers. Pat informed how she handled financial tasks in New Orleans. Russ reported about a check from Canada. The check was for ad for the Journal. Tom remarked that checks need to be in US funds. It seems that the check Russ received is \$88.00 short. Karen suggested Russ contact the person who sent the check and ask that the check be re-issued in US dollars. Tom recommended to Russ that he

contact David (the Journal Editor) and obtain more information and then Russ will be able to determine what steps to take regarding the check for the Journal ad.

4. ELECTIONS REPORT

Mike read the names of candidates for the following offices: President-Elect Laura Simon and Barbara Cheek. For Secretary- Jan Gardener and Ann Wolfe. These candidates agreed to run for these offices. The Board needs to approve the slate.

MOTION: Pat moved that the slate of candidates be approved to run for office. Karen seconded. PASSED.

Mike added that he will need assistance in displaying the candidates' statements and photographs. Molly suggested ESG. Tom agreed and that ESG could even mail out the ballots for the election. Karen reminded the Board about the by-laws change that will also be included with the ballot. The Board agreed that it would best if ESG handle all of the mailing for the election and the by-law change. Pat will be responsible for the counting of the ballots for the election. Voting members will send their completed ballot to her. Mike will contact Debbie Sipe and explain what is needed to organize the ballots and additional materials. She will put everything together and mail it out. The timeline to complete the election is a month.

4a. CORRESPONDENCE

Hunter Boylan sent an e-mail letter to Tom that NCDEA will be willing to host CRLA archives. A determination about how much space is needed. Tom will follow up on this matter. Gladys sent a communication to Tom regarding Idaho State University electronic tutor training for level one. Gladys reminded this institution that no more than 40% of the training can be on line. Gladys did not receive a response and Tom wanted the Board to be aware of a potential issue. Tom went on to discuss another letter from Gladys expressing concern about having Smart Thinking a commercial on line tutoring company presenting at the conference. Gladys asked for an explanation from the Board as to why Smart Thinking was allowed to present when she understood the Board did not want to be affiliated with a commercial on line tutoring company. Gladys also felt that this presentation spot could have been given to a loyal CRLA member. Tom responded that there was no loyal CRLA member denied a spot to present at the Reno conference. Pat and Tom discussed Smart Thinking presentation proposal at Breckenridge. Pat directed Tom to contact the presenter and informed her that commercial presentations are not accepted at CRLA conferences. The presenter informed Tom that the presentation was based on her personal research. Karen had lunch with the presenter at the conference and she assured Karen that she was presenting her personal research

from her graduate school work. Since there were few proposals that were research based this proposal was of interest to the program committee. Pat recommended that Tom contact Jan Norton to review the evaluation from the session. Karen suggested that the Board review how the presentation was listed in the conference program. Tom read the program description of presentation. Russ expressed that it would appear that the presenter followed the program guidelines and she is a current CRLA member. Tom will share with Gladys how the program committee selected the presentations and express appreciation to Gladys for her concern that the program committee carefully review all proposals and for raising this issue to the Board.

5. 2000 CONFERENCE

Tom announced that there were 552 people in attendance at the conference. He also received e-mails praising the conference. The only negative comments were the people from California who were not able to attend due the road closure on Thursday. The registration committee refunded all the fees except for \$25. Pat responded that she only heard positive comments. Lindsey Brown, the Sales Director from the hotel sent a letter congratulating Tom on a successful conference. There were 1,258 total room nights. The peak nights were Wednesday with 312 and Thursday

with 337. Saturday was the lowest night with 108. The hotel was very pleased. Pat asked Tom to send the numbers to Sue Brown, the site selection chair. Russ praised Tom, Tina, Maureen and their staff for the excellent job they did in putting the conference together.

6. 2001 CONFERENCE REPORT

Karen gave the name of the hotel sales conference person, Anne SanSephens. Her assistant name is Stephanie. The name of the hotel is the Double Tree Center City. Molly asked about speakers for the conference. Karen is still waiting to hear from Alexander Ashton. Other possibilities were discussed. Karen will have more to report at the next conference call.

7. STATES AND REGIONS

The PA/ NJ chapter made a request for \$500 for their spring conference. The conference will be hosted at the University of Pennsylvania.

<p>MOTION: Pat made the motion that the PA/NJ request for \$500 be approved. Tom seconded. PASSED.</p>

The PA/NJ chapter also requested that a Board member with certification experience attend the conference and give a tutor presentation. Molly suggested Russ and he will consider attending. Russ will let Pat know. Tom suggested Gretchen if Russ can't go. Kathy

Carpenter was also recommended.

8. SPECIAL INTEREST GROUP

Pat read a request from the Peer Tutoring SIG for \$221.24 for two blank cartridges, mailing expenses and labels.

<p>MOTION: Pat moved that the request from the Peer Tutoring SIG be approved. Russ seconded. PASSED.</p>

Pat reminded the Board that each SIG must submit a budget based upon membership. Each SIG may request up to \$50 for expenses. They must turn in receipt. Pat remarked that a budget should be submitted by the beginning of the calendar year. Vicki suggested that the amount of money available to each SIG be based on the number of members. Pat will draft a policy for the Board to review.

9. MEMBERSHIP REPORT

Vicki is waiting for an updated database from ESG regarding membership to find out the new total of members. She will also prepared a reference list for Molly to use in the Newsletter. Vicki will work on updating the State and Region and SIG list. Russ asked about membership applications. Russ would like to bring the forms to faculty and students at his campus. He will also bring the forms to the various regional meeting he will attend. Russ asked if there was a student membership fee. Vicki responded that \$40 is the fee for all members.

10. NEWSLETTER REPORT

Molly reminded the Board of the deadline for newsletter articles. All articles must be submitted by January 6, 2001. Pat offered to get articles regarding the SIGs, states and regions. David Caverly will submit an article about TIDE.

11. WEBSITE

The CRLA website is being updated. Corrine Johnson has been in contact with Debbie Sipe of ESG to discuss who will handle the various responsibilities in updating the website. Future plans included having on line registration for CRLA conferences. All information for the website should be sent to Corinne and she will work with Debbie to place it on the CRLA web site.

12. TUTOR CERTIFICATION

Tom reviewed the e-mail from Carmen Springer Davis and an e-mail from Gladys Shaw. Gladys's e-mail asked for direction for the Certification committee. Tom read the proposal from the committee for the division of duties that Gladys performed.

International Tutor Certification
Program Chair: Carmen Springer-Davis

Conference Sessions Chair: Pat Kowal

Tom Pasternack Award Chair:
Lynnae Dopp

International Mentor Certification
Program Chair: Nancy Komiske

Carmen also requested that there be a person to coordinate regional conferences to present sessions regarding tutor certification. Russ mentioned that he thought that Kathy Carpenter volunteered to complete this task. Carmen wasn't aware of this. Pat wanted to make sure that Kathy is agreeable to coordinate the publicity for sessions and conduct them if necessary. Once this confirmed Tom will report back to the Board and to Carmen. The Board will make a motion to accept the division of duties. Until this task is complete all tutor certification materials should be sent to Gladys. Pat reminded Tom that Gladys will need financial support to continue as chair.

13. FEBRUARY BOARD MEETING

Karen has made hotel reservations. The Board is expected to fly in on Sunday, February 4, 2001. Tom has asked for agenda items for the meeting. He asked the Board to have items for the February meeting by the next conference call.

Valerie asked if a cheaper airfare is available on Saturday and it off sets the Saturday night stay, is it permissible to come in on Saturday. Pat responded that it could be done if there is a significant savings.

The Board meeting should conclude by Wednesday, February 7, 2001 at noon.

14. CONFERNCES IN 2001

Tom was invited to the Winter Institute in Tucson, Arizona. He will also attend NADE in March. Pat will go to NTA in April. Valerie asked what the responsibility does the CRLA Board representative have to do. Pat responded the CRLA representative attends the NTA Board meeting, gives out CRLA membership materials. Valerie offered to go if Pat or Karen couldn't attend. Russ asked if Tom is coming to CASP in October. He will let the board know at the next conference call. Russ will send Tom more information. There is a Research conference in the same month sponsored by Hunter Boylan. Karen or Tom may attend that conference.

Tom adjourned the meeting at 2:40 p.m. The next conference call is scheduled for Wednesday, January 17, 2001 at 1:00 p.m. EST

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MOTION: Karen moved that the agenda be accepted with the additional Pat seconded. PASSED. item of 4a.

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