

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: September 19, 2001
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, *President*; Karen Agee, *President-Elect*; Pat Jonason, *Past President*; Valerie Smith Stephens, *Secretary*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Molly Widdicombe, *Newsletter Editor*; and Vicki Papineau, *Membership Coordinator*. Guest: Laura Symons; *Incoming President-Elect*

Tom called the meeting to order at 3:11 p. m. EDT.

1. AGENDA

After reviewing the agenda, Tom announced to the Board that items 9 (Scholarship Proposal) and 13 (October conference call) should be deleted from the agenda. The Board agreed with Tom's assessment.

MOTION: Karen moved that the agenda be accepted with revisions. Pat seconded PASSED.

2. MINUTES

Valerie reported that the revised minutes were sent and asked if everyone received a copy. Susan responded that she did not receive a revised copy. Valerie asked Susan to check her fax machine after the meeting. If she still does not have a copy, Valerie will send a revised copy to Susan. The other Board members informed Valerie that they had received a revised copy of the minutes.

MOTION: Karen moved that the minutes be accepted as revised. Russ seconded. PASSED.

3. TREASURER'S REPORT

Russ went over the budget report line by line and informed the Board that the amount in the conference account will change after the conference. This amount is expected to increase. Karen asked about the financial health of CRLA. Russ responded that CRLA is in good financial health. Russ will bring the checks for the speakers for the conference. The discussion continued to the issue of conference insurance in light of the recent events that have affected our nation. Karen asked Russ to check to see if the check for the conference insurance was cashed. Karen will send to Russ the letter from the insurance company. Russ replied that the check was cashed. Tom, Karen and Russ will review the insurance policy. Russ asked the Board to bring the proposal from David

Lemire regarding the publishing expenses for the *JCRL*. Lastly, Russ praised everyone for completing the CRLA reimbursement forms correctly and sending a self addressed envelope. The Board expressed appreciation to Russ for his attention to detail and hard work.

MOTION: Karen moved that the Treasurer's report be accepted as read. Pat seconded. PASSED.

4. 2001 CONFERENCE REPORT

Karen gave an overview of the upcoming conference. As of this meeting 304 people have registered for the conference. Plus eight people are coming for one day only. The on-site committee has decided to use a campus van for the campus tours instead of incurring the expense of renting a motor coach, since only seven people have signed up for this activity. Pat asked if the van will accommodate walk-ins who wish to go on the campus tour. Molly answered that the van will seat 15 passengers--- this is more than the current number of registered participants for the campus tours. Karen went on to report that the Institutes are quickly filling up. However, there are two Institutes that have low registration. The NADE Institute has been cancelled due to the presenters having difficulties. Another presenter for an Institute had to withdraw due to illness. The following is a summary of event registrations:

Apple Orchard Tour:	31
Dinner Cruise:	32
Awards Banquet:	83
On to Minneapolis:	60
Campus Tours:	7

Karen asked who is bringing the Scholarship and Research Award Plaques? Susan asked if there are any awardees? There are no winners. Plaques are not needed for these awards. Tom announced that he will be responsible for bringing the Long and Outstanding Awards as well as the Board Special Recognition Awards. These awards are done at the convenience of the Board. This issue can be clarified at the Board meeting in Spokane. Molly asked if the on-site people needed to prepare any plaques. The Board agreed that Tom will handle the plaques this year. Karen also asked who is responsible for the Tom Pasternack Outstanding Tutor Award. Susan replied that the ITCP/IMCP committee is responsible for obtaining a plaque for this award. Karen moved on to report that Becky Johnen won't be able to attend the conference. She is a mentor. Claire Ellen Wienstein will take Becky's place as host for Lunch with a Mentor. Becky is trying to find someone who will be able to fill in for her CAS presentation. Two of the Fellows will be able to attend the conference. Karen asked if she should plan the ceremony for the Fellows awards program and Tom responded that Hunter Boylan is responsible for induction of the fellows. Pat asked if Hunter is doing the plaques. The NCDE prepared the plaques, the booklets, and the presentations at the NADG Induction. Tom will contact Hunter to handle the details of the awards programs. Finally, Karen announced that the Double Tree Hotel is filled (this includes the CRLA block). Karen reported that

the Travelodge (\$64.95) Hotel and the Courtyard by the Marriott (\$89.00) are the two overflow hotels. Karen plans to place this information on LRNASST. The Board thanked Karen for planning the conference.

5. 2002 CONFERENCE REPORT

Laura reported that she is continuing to work with Linda Russell, the on-site chair in Minneapolis. She will have more to report at a later date. Laura will bring possible spring meeting dates for the Board at the Spokane meeting.

6. STATES AND REGIONS

Pat informed the Board that Sylvia Mioduski, the Arizona Director, had to resign. Sylvia is polling her group to see who can take her place as Director and chair the meeting in Spokane. Cheryl Flannigan of the Mid-South is also planning to resign. She is looking for a replacement. Terry Cook is the President of the New Mexico chapter. Utah still needs leadership. Pat is still trying to find a replacement. Pat is planning the leadership dinner for the States & Regions and SIGs. The outgoing and incoming leaders are encouraged to attend the leadership dinner. Pat will represent the Board at the MN/ND/SD regional CRLA meeting October 4-5 in Mankato, MN and she will meet with Linda Russell, CRLA on-site chair to discuss 2002 conference plans. The Critical Thinking chair cannot attend the conference. Pat will follow up to see who will represent him and the LAC SIG needs a replacement chair. Laura will chair the meeting for the conference and try to find a replacement. Sam Noble will not be able to attend the conference. She is the PALS SIG chair. Sam is looking for a replacement. Sam will let Karen know and Karen will inform Tom if he needs to attend the meeting.

7. MEMBERSHIP

Vicki announced that the CRLA 2002 membership application has been posted on the web site. She is working updating all the officer, chair, coordinator, chapter, state and SIG leadership positions, and will update the website after the conference. The paper membership application is at the printer and she will bring forms to the conference. Vicki asked Tom when the committee reports are due. Tom answered that he has been accepting reports and they can be sent as soon as possible. Susan asked when the deadline is for annual reports. Tom requested that reports be turned in by Wednesday, September 26, 2001. Russ asked if he needed to turn in a report for the Treasurer. Pat remarked that that it would be helpful to have his report on file. Vicki spoke to Debbie Sipe of ESG and the final membership numbers should be in the database by the end of the week (9/21/01). Vicki received a request from a certified tutoring program to use the CRLA logo. Pat reminded the Board of the policy that any certified program (by CRLA) may use the CRLA logo. Lastly, Vicki reported that Tom and Debbie will be meeting to discuss the management fee. Pat asked to go on record thanking Vicki and Susan for their assistance in preparing the Leadership booklet. Vicki will have final numbers regarding membership by the end of the week.

8. NEWSLETTER

Molly requested that Tom submit his Presidential remarks to Molly by the end of the week for the latest newsletter. She suggested that his article be reflective and express appreciation to those individuals to have been helpful to him during his tenure as President.

9. EXECUTIVE ASSISTANT'S REPORT

Susan began her report by announcing which items she will bring to the Board meeting in Spokane. She plans to bring Robert's Rules of Order, a copy of the bylaws changes (a disk copy as well), the article of incorporation, a copy of the updated policy and procedures manual, the revised President-elect and Treasurer's job descriptions--she will make sure that Pat has a copy since Pat will be chairing the Elections committee. Susan reported that is a vacancy for the Exhibits chairperson. Karen asked that Susan send her a copy of the job description. Susan plans to give Laura the conference planning procedures by November 1, 2001. Susan asked that Board members bring their copy of the conference-planning manual with them to the Board meeting. She also requested that Board members e-mail her if they need her to bring additional items. Pat thanked Susan for her excellent work on the conference-planning manual. Karen will make copies of the Newcomers manual at Kinko's in Spokane. Molly interjected about the bags for the conference. She asked how many bags are needed and what things should be placed in the bags. The Board agreed that 450 bags should be enough. Pat reminded Karen to please make sure that the exhibitors have a tote bag and a printed nametag.

10. BYLAWS

Susan remarked that she needs the Board's opinion regarding preparing all of the changes at once or delaying some of the bylaws changes. The Board will continue to ponder Susan's remarks. The Board went over the recommended changes line by line. Susan will send the revised copy to the Board. She will also look into the history of the last two articles and the Board will discuss this at the Board meeting in Spokane.

Tom adjourned the meeting at 5:03 p.m. EDT. The next Board Meeting is scheduled for Sunday, October 7, 2001 at 1:00 p.m. PDT in Executive Board Room of the Double Tree Hotel, Spokane, Washington.

COLLEGE READING AND LEARNING ASSOCIATION BOARD

Board Meeting

MEETING DATE: February 5, 2001

LOCATION : Executive Board Room Double Tree Hotel, Spokane, WA

SUMMARY OF MINUTES

MEMBERS PRESENT: Tom Dayton, *President*; Valerie Smith Stephens, *Secretary*; Karen Agee, *President-Elect*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Vicki Papineau, *Membership Coordinator*; Molly Widdicombe, *Newsletter Editor*; Pat Jonason, *Past President*. Guests: Jan Swinton, *On Site Co-chair*; and Gretchen Starks-Martin, *Past Treasurer*.

Tom called the meeting to order at 8: 26 a.m. PST.

1. AGENDA

Tom made the suggestion that the budget be tabled until Gretchen is present. Gretchen is expected to join the Board on Tuesday, February 6, 2001. Tom went over the agenda and added the item: ITCP/IMCP.

MOTION: Karen moved that the agenda be accepted with additions. Russ seconded. PASSED.

2. MINUTES

Valerie asked that the minutes for the November 6&7 Board meetings be accepted.

MOTION: Karen made the motion that the minutes from the November 6 & 7 Board meeting be accepted with corrections. Russ seconded. PASSED.

Tom then asked that the minutes from the November 10 & 11 Board meetings be accepted. Pat remarked that she had minor corrections--- (spellings of names) nothing that would prevent the minutes from being accepted. The word "bylaws" is not hyphenated. Valerie will make the corrections.

MOTION: Karen moved that the minutes from the November 10 Board meeting be accepted with modifications. Pat seconded. PASSED.

Tom gave Valerie corrections to make for the November 11 Board meeting. Valerie noted responded that Susan made the same correction and it has been corrected.

MOTION: Pat made the motion that the November 11 Board meeting minutes be accepted with corrections. Karen seconded. PASSED.

Tom asked about the status of the December 13 conference call meeting notes. Valerie responded that these minutes were approved with corrections. Tom went on to discuss the January 17 Conference Call meeting notes.

MOTION: Karen moved the January 17 conference call minutes be accepted with corrections be accepted with corrections. Russ seconded. PASSED.

Susan reminded the Board that according to Robert's Rules of Order, minutes cannot be changed once they have been approved and amended. She asked that the Board keep this in mind when reviewing the minutes at a later date. Pat asked about the January 17 minutes about the Kellogg Scholarship. According to the November 7, 2000 minutes, if there was someone who applied for the Kellogg Scholarship and attended the Institute, the Board will give the award retroactively. Pat will follow up to see if anyone applied. Pat will work with Mary Ellen (the new A&S chair) to figure this out.

3. TREASURER'S REPORT

Russ distributed copies of the documents he prepared. He announced that a CD has been transferred from Gretchen. Russ also moved \$10,000 into the conference account. The total amount is now \$10,600.64 in this account. Russ expressed concern about the *Journal* expenses. More will be discussed when Gretchen arrives. Russ was pleased to announce that the CRLA accounts are "balanced to the penny". Russ asked why is there a conference account. Pat responded that the account is established to deposit checks relating to the conference. It is only to collect money. The Board discussed the benefits of having a conference account. Russ mentioned another account for Exhibits. The chair needs to collect money from publishers. This is also another topic that can be discussed when Gretchen arrives.

MOTION: Karen moved that the Treasurer's Report be accepted. Pat seconded. PASSED.

4. MEETING WITH HOTEL REPRESENTATIVES

Ann SanStpehens and Jody Alden joined the Board meeting. The Board expressed a number of concerns about the accommodations (unclean rooms, unable to use room keys, poor room service). Board was given an apology and an assurance that everything will be in order when the Board returns in October. The Board took a tour of the Hotel and went to lunch afterwards. After lunch the Board discussed the Exhibit Hall, banquet room and session rooms. Tom is concerned about the hotel's staffing. There is only one staff person to contact if there is a problem. Karen interjected that it may be better to have one staff person to connect with. Tom advised that the on site chairs communicate with Jody early and frequently to avoid possible problems.

5. 2000 RENO CONFERENCE REPORT

Tom went over the report line by line. He had made the following remarks: The campus tours were not as popular. It was the lowest tour attendance that he could remember. Another low was the attendance at the Hospitality Suite on Saturday. Tom recommended that there not be a Hospitality Suite for Saturday night. Copying was another concern. The on site staff was overwhelmed trying to make copies for conference participants. Susan stressed that it is important to remind presenters that they should bring copies to the conference for their sessions. It would be helpful to inform conference presenters how many people can be seated in the room they are presenting in. That way the presenter will be prepared with the correct number of handouts. Tom remarked that even experienced presenters fail to do this at times. Molly stated that having Kinko's right across from the hotel is an asset for this conference (Spokane). The dinner at the Basque restaurant was a big success. Having it on Thursday also help since there were no other events scheduled for that evening. Tom mentioned that the on site chairs recommended a listing of office supplies to have on hand at the registration. He also advised that a deadline be established for individuals wanting to place items in the conference bags. Vicki remarked that there was a ribbon shortage. Another issue was charging a late fee for participants when they sent in their registration form well in advance and their institution sent the payment later. Tina did not charge these individuals a late fee. Tom was very pleased with the number of attendees at the on to Spokane Luncheon (105). Russ was also pleased that his Institute had 50 participants. Jan Norton's evaluation report was reviewed line by line. Most remarks were positive. However, there were a number of comments about the rudeness of the hotel staff. Tom was disappointed that there were fewer evaluations than last year. Valerie shared an incident regarding a conference participant. The conference participant was asked to give a fingerprint when she presented a university check to pay for her hotel room. This experience left a very bad impression with her (this conference participant is a woman of color) and she questioned the hotel's policy about this practice. Tom asked Valerie to obtain a contact address for this woman and he will write a letter of apology on behalf of CRLA.

6. 2001 SPOKANE CONFERENCE REPORT

Jan reported that Eastern Washington has agreed to give college credit for attending the conference. Russ announced that Southwest Texas University would step in if needed to offer college credit. Susan suggested that there be clear instructions as to how to obtain college credit and if possible, placing the information on the CRLA web page. Jan mentioned that her college has passenger vans to transport conference participants to institutes at .50 per mile. Karen reported that Mihaly Csikszentmihalyi with the Peter Drucker School of Management would be the keynote speaker. The Board discussed entertainment for the Banquet. Jan will have more to report at a later date. Karen announced that she has one proposal for the conference. She and the proposal committee will meet after the Heartland Chapter conference to review proposals.

7. BUDGET

Gretchen announced that she has received from Gladys a revised budget report. She gave a brief summary of the report. Gretchen went on to go over the 2000 Reno Conference budget reports line by line and she is working to close this account out.

The Board concluded it first day of meetings at 5:15 p.m. The Board will resume on Tuesday, February 6, 2001 at 8:30 a.m.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: February 7, 2001

LOCATION: Executive Board Room

Double Tree Hotel

SUMMARY OF MINUTES

MEMBERS PRESENT: Tom Dayton, *President*, Valerie Smith Stephens, *Secretary*, Karen Agee, *President-Elect*, Russ Hodges, *Treasurer*, Pat Jonason, *Past President*,

Tom called the meeting to order at 8:04 a.m. Pacific Time.

1. TIDE

The Board discussed the possibility of sending an officer or representative to TIDE. Tom would be unable to attend. Valerie offered to go if the other officers are unavailable. The Board will decide who will be sent at a later date.

MOTION: Pat made the motion to send an officer or a representative to the TIDE Institute. Russ seconded. PASSED.

2. FELLOWS NOMINATIONS

The Board went into Executive Session discuss nominees at 8:09 a.m. Pacific Time. The Board came out of Executive Session at 10:07 a.m. Pacific Time.

The Board selected three nominees for ACDEA fellows. The nomination packets must be submitted to Tom for his review by March 1, 2001. Tom will write a letter on behalf of CRLA endorsing the nominee.

Tom adjourned the meeting of officers at 10:31 a.m. Pacific Time.

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: March 7, 2001
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, *President*; Valerie Smith Stephens, *Secretary*; Karen Agee, *President-Elect*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Vicki Papineau, *Membership Coordinator*; Molly Widdicombe, *Newsletter Editor*; Pat Jonason, *Past President*.

Tom called the meeting to order at 3:04 p.m. PST.

1. AGENDA

Tom asked if there were additional items for the agenda. Valerie and Pat responded that they would give their remarks under the "other" category of the agenda.

MOTION: Karen moved that the agenda be accepted as written. Pat seconded. PASSED.

2. MINUTES

Valerie asked the Board to approve the minutes from the Board Meetings held in Spokane last month.

MOTION: Pat moved that the minutes from the Board Meetings in Spokane be accepted. Karen seconded. PASSED.

3. TREASURER'S REPORT

The Board discussed the creation of Russ' reimbursement form. An issue that arose from the discussion was the need to have two signatures on the reimbursement form. The new form needs to have two signatures for officers. Susan offered to check the Policy and Procedures manual. She plans to report on this matter at the next conference call. Pat praised Russ for the revision of the form. Pat also stated that she was pleased that Russ' address is on the reimbursement form. Russ will continue to revise the form to include two signatures. Vicki also suggested that Russ send a confirmation notice to the person requesting a check to be paid to another individual. Russ went on to report that he is now bonded. He also went over the qualifications to be bonded and invited Tom and Karen to be bonded as well. The bonding policy is with State Farm Insurance. Tom asked if it is necessary to have other officers bonded so far, Russ is the only officer that is bonded. Susan interjected that it may be a good idea that the President's signature should be required for checks over a certain amount. Again, Susan offered to check the Policy and Procedures manual for about bonding and requiring the President's signature over a certain amount. Susan also suggested that if the Policy and Procedures manual doesn't

have a provision for this matter, and that the Board may want to implement a procedure. Russ mentioned that he has received a large number of checks and is concerned that they could be lost in transit. There hasn't been a problem so far; however, there should be a protective measure in place in case there are problems in the future. Karen suggested certified mail for all checks.

MOTION: Russ moved that checks totaling a \$1,000 be sent in a secured and traceable mode. Pat seconded. PASSED.

4. 2001 CONFERENCE

Karen reported that Laura Symons would give an institute. Plans are in the works for holding institutes for new conference participants and returning conference institutes. Karen asked for suggestions for institute topics. One topic scheduled is Human Resources. There will be a brunch for the "On to Minneapolis" kickoff. The speaker, Ellie McCuen, from Bosie State, for the brunch is confirmed. Entertainment is being finalized. Molly has been able to get audio video equipment from her institution. Karen is still waiting to get a confirmation for the keynote speaker for the opening session. Tours are being planned. Karen made an announcement on LRASST to send in proposals. Proposals are coming in. Pat asked when would the induction of Fellows take place. The Board agreed that it should take place after the first General Sessions. Pat will send information about the Fellows in a booklet at the Spokane conference; the booklet will be in addition to the conference program. An article about the Fellows and their background information will be printed in the newsletter following the conference. Finally, Karen asked the Board to offer suggestions to assist in planning the conference.

5. WEB SITE UPDATE

Tom announced that things are moving along in updating information on the CRLA web page. Susan reminded Tom that the correct title for NADE needs to be placed on the Web page. Pat reported that the welcome to CRLA needs to have Tom's name at the end of the letter. Tom has received phone calls from people reading the web site expressing interest in CRLA. Russ asked who is the web-based service that maintains the web site. Tom responded that Corrine Johnson at Mesa State at Grand Junction. Debbie Sipe can also be contacted for CRLA web site information and updates. Susan asked if comments regarding the CRLA web page should be reserved until April 15, 2001. Tom responded that date is still in effect. Susan also asked if that date would apply for establishing a link to TIDE and to LAC web pages. Tom replied that they are working on and everything should be corrected by April 15, 2001.

6. MEMBERSHIPS

Vicki reported that 200 Tutor Training Handbooks had been sold, and she made the notation that Carmen Springer-Davis is the contact person for ITCP. Vicki went on to share that the reference list is now revised and sent to Corrine to update the CRLA web page. There were 200 renewal responses from the letter that was sent out in January the

next renewal letter will be sent in March. Vicki asked if anyone needs a new reference list, to please let her know. Vicki remarked that the amount of dues collected does not reflect the new members. Vicki reviewed the data and discovered that 943 individuals paid dues for the year 2001. Vicki asked Gretchen about this and Gretchen told her that the dues might be in the Conference account along with registration. The Board discussed that this may be the reason why the number is so low on this line of the budget. Vicki went over the status of membership: 943 for entries for membership, 311 were new members, 632 were renewals 00-01.

Vicki reported the ITCP Evaluators list is a work in progress. Five members need to have their membership renewed. Tom will contact these members via Carmen. Vicki will be attending the NADE conference and she will bring membership materials to the conference. Russ asked Vicki to contact Debbie to place make requests for reimbursements on the form, not through e-mail. Pat asked for order forms memberships and registration forms. Pat will contact Vicki if she will need more supplies.

7. STATES AND REGIONS

Pat informed the Board of the upcoming State and Regional conferences. WY and CO chapters are having a joint conference on April 19 & 20. The Northwest & WADE, the MN, ND, SD and with MN/NADE. The CA chapter just had a combined meeting with ACCTLA (Association of California Colleges Tutor and Learning Association) last week.

8. NEWSLETTER

Molly stated that the CRLA newsletter would be distributed by April 15, 2001. She is waiting for a quote from the printer. Molly would like to have the cover page of the next newsletter in color. May 6, 2001 is the deadline for articles to be placed in the summer newsletter. Molly informed the Board of her schedule and how to contact her while she is away. The best way is to call her and advise her that an e-mail of importance is waiting for her. Molly expects to return to campus on June 4, 2001.

9. PROFESSIONAL DEVELOPMENT COMMITTEE

Karen shared that PDC is formulating a proposal for extending the scholarships for other institutes such as TIDE and the Winter Institute. The committee is working on the conference certificate initiative is on hold. There will be credit for attending the conference from Eastern Washington University.

10. EXECUTIVE ASSISTANT'S REPORT

Susan is continuing to make updates and she is currently working on the CRLA activity sheet calendar. She also plans to send to the Board a committee list and conference list as an e-mail attachment. Susan has contacted Carmen to work with her on job descriptions for the Assistant Coordinators for ITCP. She is working on the Conference planning

document. Susan is keeping track of items that should be included in Tom's summer letter to the membership. She will work on an outline for the letter. Susan will contact Tom Geir and Karin Hancock to see if they are interested in revising the Tutor Handbook. Susan suggested that in the minutes that there be a "To Do List" at the end of each conference call identifying which task a Board member will be responsible for. Valerie will record each task and who is to accomplish the assignment. The Board asked Valerie (since she is the Secretary) how she feels about this idea. Valerie responded that she thinks that it is an excellent idea and at the end of each meeting she will ask the Board for assignments. Valerie will then record the tasks for the record. Susan asked at the next conference call that bylaws be reviewed. Susan will send a section of the bylaws via e-mail for the Board to review before the next conference call.

11. ENCYCLOPEDIA OF LITERACY FOR ABL PUBLISHERS

Former Past President, Mike O'Hear sent to Tom a request from Barbara Brusetti, from Arizona State University, is editing an encyclopedia of literacy for ABL Publishers and would like a contribution from CLRA. The Board agreed that CRLA should be included in the encyclopedia. The editor is requesting 500-word entry. A suggestion for the entry would be a history of CRLA. Susan asked if this encyclopedia is being revised. Tom responded that he wasn't sure. Susan asked if there was a sample to use as a guide. Susan offered to contact the editor to find out what is expected. Pat announced that she is willing to work with someone to prepare the entry. Susan suggested that the POC could help with this task. Susan will report on her findings at the next conference call.

12. OTHER

Valerie read a request from Ms. Nancy Giudice asking permission to copy an article by Tom Geir from the Tutor Handbook. The Board agreed that Ms. Giudice should be given permission to copy the article for her upcoming tutor training. Valerie will contact Ms. Giudice with the Board's decision. Tom suggested that Valerie forward a copy to the letter to Tom Geir since it was his article that Ms. Giudice was so impressed with its contents.

MOTION: Russ moved that Ms. Nancy Giudice be granted permission to copy the article, "Ingredients for a Good Tutoring Session", by Tom Geir from the CRLA Tutor Handbook for a tutor training workshop. Karen seconded. PASSED.

Pat alerted the Board that she has not heard from the Scholarships and Awards Committee regarding the Kellogg Scholarship. Susan will get the information from Mary Ellen and report back to Pat, Pat will then inform the Board. Susan reminded the Board that the deadline for this year's application for Kellogg was March 1, 2001 and Mary Ellen did send out applications. Pat reported that the letter that came with ballots for the election indicated that Pat was the Elections Chair. Mike O' Hear is the Chair of this Committee. This information was incorrect. Additionally Karen reported, there were errors in the candidates' statements and misspellings in the candidate's names. This

misinformation may alter how the membership will vote for the candidates. This caused great distress to one of the candidates. A correction needs to be made. The Board agreed that the election needs to be made invalid. Susan recommended that a new ballot and an explanation stating that there were errors in the first ballot. The new ballots should be on a different color. Karen remarked that it may be a good idea to contact the other three candidates to ask them if their information is correct on the ballot and offer the candidates the opportunity to make corrections. Pat will write a letter to the membership explaining the situation immediately. Pat will send the letter to Tom and he will deliver the information to ESG to mail out the letter to the membership. Pat requested to see the letter and the ballot so that she can proof the documents.

MOTION: Karen moved that 2001 CRLA election ballot of February 20, 2001 be invalidated and that a new ballot and letter be prepared for all membership due errors in the ballot and letter. The deadline for returning ballots will be within 30 days of when the information is mailed. Russ seconded. PASSED.

Two of the three nomination packets for Fellows have been sent to Tom. Pat will send her packet to Tom by express mail.

The next conference call is scheduled for Wednesday, April 11, 2001 at 1:00 p.m. EST

Tom adjourned the meeting at 5:02 p.m. EST