

**College Reading and Learning Association  
Conference Call Agenda  
April 11, 2001**

- I. Acceptance of agenda
- II. Approval of minutes
- III. 2001 Conference Report
- IV. 2002 Conference Report
- V. Budget update and treasurer's report
- VI. Web Site Update
- VII. States, Regions, and SIGs
- VIII. Newsletter
- IX. Professional Development Committee
- X. Awards and Scholarships
- XI. Elections Report
- XII. Membership Report
- XIII. Officer Travel
- XIV. Things to Do

**COLLEGE READING AND LEARNING ASSOCIATION**

**CONFERENCE CALL  
DATE: April 11, 2001  
SUMMARY OF MINUTES**

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**MEMBERS ON LINE: Tom Dayton, President, Karen Agee, President Elect, Pat Jonason, Past President, Valerie Smith Stephens, Secretary, Russ Hodges, Treasurer, Vicki Papineau, Membership Coordinator, Molly Widdicombe, Newsletter Editor**

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**Tom called the meeting to order at 1:04 p.m. EDT.**

**1. AGENDA**

Tom requested that items 10,11 and 12 be deleted from the agenda. Pat asked an Elections report be added to the agenda.

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

**2. MINUTES**

Valerie explained to the Board that the February 5, 2001 minutes were incorrectly collated. A new set of the minutes will be sent later. Karen had a number of corrections from the November and March minutes. Tom reported that he did not receive the March minutes. The Board decided that they would table approving the March minutes until all Board members had an opportunity to read them. Karen will type out the corrections from the November & February minutes. She will e-mail them to Valerie.

**3. 2001 CONFERENCE REPORT**

Karen reported that she is still in search of a keynote speaker for the conference. George Kuh is a possibility. Robert McCabe is another choice. Karen also expressed concern about when to schedule the POC dinner. She asked the Board for suggestions. The Board recommended that she move the time for the dinner up by a half hour, but it would be difficult to alter the time table for meetings much more than that. Karen plans to visit Spokane to meet with the on-site committee in July. Pat asked Karen if she would like her to send a notice to the SIGs to find out when they would like to have their meetings at the conference. Karen will give Pat a deadline and Pat will inform the SIG Leaders. The exhibit company sent a reasonable bid. Karen will report more on this at the next conference call. There was a discussion about H&H agreement about receiving free booth space. Karen checked with Donna Wood and she did confirm that H&H should not be charged a fee. Karen looked for a contract regarding this agreement and was unsuccessful in finding one. She asked Tom if he knew of any such agreement. Tom responded that he has no knowledge of such a report. Tom offered to look for the contract again. Pat inquired how long the contract is for. When Tom finds the contract hopefully, this question will be answered. Karen went on to report that the Carrousel has been booked for the Newcomer's reception. The entertainment is still being worked on by Karen and Jan. Tom shared that Martha Casazza from NADE would like to hold an all day institute regarding certification.

Tom explained to Martha that participants would have to register for the conference and if they would like to have a meal along with the institute Martha would have to include that price with the institute. Martha had no objections to the guidelines. Tom gave suggestions to Karen about how much to charge for the institute with and without lunch. Karen will contact Martha and obtain an institute description along with a list of presenters. The Board agreed that it would be an excellent idea for NADE to hold an institute at the conference.

#### **4. 2002 CONFERENCE REPORT**

Tom had an opportunity to visit the conference site in 2002 (The Hyatt). He was very pleased with the hotel and felt that there was plenty of space to hold all of the conference functions. The staff was very professional. The transportation from the airport to Hyatt is excellent and everything is connected by skywalks. Therefore, the weather will not be a problem. Tom had an extensive meeting with Linda Russell about what national does and what the site committee is responsible for. Tom announced that Linda's college is literally two blocks from the hotel. This will be an advantage because AV equipment can be transported to the hotel with minimal effort (the hotel will allow outside equipment). Linda's institution has granted her secretary release time to assist with registration and to help out on site. Linda has 70 tutors and they are all eager to help out at the conference.

Karen announced that she would need to recruit a new Chair of Chairs. The current Chair has changed positions and will not be attending the conference. Karen asked Tom to see if his Chair of Chairs will be willing to do it again. Karen will also recruit someone at the Heartland conference if last Chair of Chairs can't do it.

## **5. TREASURER'S REPORT**

Russ went over the treasurer's report line by line (Attachment A). He also reported that all the Board members are bonded. Russ also renewed the liability insurance for the conference. Karen will need to obtain cancellation insurance for the conference within the next few months. Russ shared his experiences at the NJ/PA chapter conference. Russ thanked Valerie for being such a wonderful hostess. Russ gave his opinion about the NJ/PA conference hosting a national conference in 2004. Russ recommended that this group gain more experience in hosting a conference with a hotel. Many conference attendees drove in and out for the conference without staying overnight. Russ also commented that there was some confusion about paying for his meals while he attended the conference. He also had to stay an additional night (Saturday) to obtain a less expensive airfare. Pat will contact Sam Noble, Chapter President to remind her that in the future the hosting institution is responsible for paying for the national board member's hotel accommodations and meals. Pat also recommended that

Russ be reimbursed for the Saturday night hotel stay and meals. The Board agreed with her recommendation. Russ informed Vicki that he sent a number of checks for new members and renewals. Vicki replied that she did receive the information. Russ announced that we have a healthy treasury. The Board was pleased with the revised reimbursement form. Russ is trying to have reimbursements returned within a week after he receives a request. Russ mentioned that travel is becoming more expensive for Board members to attend regional meetings and the expenses for the web page revisions are higher than expected.

## **6. WEB SITE UPDATE**

Tom announced that Russ sent to him all of the bills regarding the expense for updating the web site. He has placed them all in order. Tom is satisfied that the bills regarding this expense are correct. The Board agreed that Tom will receive the bills for the web site and approved them to be paid by Russ. The Board also discussed adding pictures to the web site and having on-line registration for the conference. While this is a worthwhile expense, the Board will need more information to make the best decision. Tom will investigate the cost of adding these features to the CRLA web site. Pat recommended that on-line registration for CRLA conferences have priority over adding photographs. Karen agreed. Tom also asked what types of pictures

should be included on the web site. Pat suggested the President's picture and Karen thought the upcoming keynote speaker would be an idea. Russ remarked that it is also important that Corrine (the web master) have some freedom to be creative in deciding what should go on the web page. Tom interjected that he will ask Corrine for a budget for maintaining the web site. Karen asked if all the corrections were made. Vicki responded as far as she knew the corrections were completed. Tom asked that all corrections go to Vicki and she will pass them along to Corrine. Russ requested that Corrine be invited to the next conference call. Tom will ask Corrine to participate during the next conference call meeting.

## **7. STATES, REGIONS & SIGs**

Russ reported that the NJ/PA chapter conference went very well. There were excellent presentations. However, there was a misunderstanding of expectations as to who would pay for Russ' meals while he attended the conference. It has always been CRLA policy to pay for the transportation of a Board member to attend a regional or chapter conference. The region or chapter hosting the conference is responsible for paying hotel accommodations, registration and meals. Pat will contact the NJ/PA chapter President to inform her that in the future, if the chapter plans to invite a Board member, the chapter must honor the guidelines. Tom attended the Mid-Atlantic regional meeting and reported that he had a

very positive experience meeting with conference attendees and the location of the conference was very beautiful (Sweet Briar College). The following are a list of the upcoming chapter and regional conference meetings.

Heartland: April 19&20

Northwest: May

Texas: October 24&25, 2001

MN, ND, SD& MADE: October

Pat was invited to attend the ND, SD, MN, MADE conference on October 4&5, 2001. She made a request to the Board for travel to attend the conference.

**Karen moved that the Board approve Pat's request for funding to travel to attend the MN, ND, SD, & MADE conference in October. Russ seconded. PASSED.**

Pat informed the Board that she did not have any SIG news to report.

## **8. NEWSLETTER**

Molly reminded the Board that the deadline for newsletter items is May 6, 2001. She will be checking her e-mail regularly and she will have her e-mail from campus forwarded to her home computer. Molly asked if Roz Bethke, the former newsletter editor if she would be able to offer assistance. Pat replied that Roz is busy with planning the Heartland chapter meeting, but she may be able to help after the conference. Vicki offered to help with the proofreading as well.

## **9. PROFESSIONAL DEVELOPMENT COMMITTEE**

Karen shared that she contacted Gwyn that as PDC is to report to Tom. Jan informed Karen that her report is still in progress. Karen did not have any additional news to report.

## **10. AWARDS AND SCHOLARSHIPS**

Pat spoke to Mary Ellen and Mary Ellen was unable to locate the two 1999-2000 applicants for the Kellogg scholarship. Mary Ellen has not received any applications for any scholarships. She did send two applications. One for Kellogg and one for the CRLA scholarships. Mary Ellen is confident that once the scholarships are advertised in the Newsletter that there will more interest and she will receive more applicants.

## **11. ELECTIONS REPORT**

Pat spoke with Mike O'Hear regarding the elections and he apologized for the difficulty with the election that caused a second ballot. Pat gave an overview of why new ballots had to be mailed to CRLA members. The ballots are coming in and they are being placed in alphabetical order to insure that there are no duplicate ballots. There were about 12 ballots that did not have a name on the envelope. These ballots will not be counted. The ballots will be counted one week after the election deadline. Once the votes have been counted, Pat will inform Tom the names of the winners of the election.

## **12. MEMBERSHIP REPORT**

Vicki expressed concern about the glitches in the Reference Guide

section of the Spring Newsletter. She sent a corrected list of the references to the Board. Vicki also shared with the Board that she has been trying to get in touch with Debbie Sipe of ESG to obtain a set of chapter membership for the Texas chapter, Past President Mary Ann Williams has been trying to get the labels for the last three weeks. Vicki stated that she plans to contact Debbie Sipe following today's conference call. Finally, Vicki reported that she and Tom had a productive time at the NADE conference.

### **13. OFFICER TRAVEL**

Valerie was asked to attend the Northeast Regional meeting. She was asked to bring greetings and represent the Board. Valerie asked for support for travel and meals. Valerie will drive to CT. The regional director will provide lodging and meals (Valerie will stay at her home) while she attends the conference.

<p><b>Pat moved that Valerie's request for travel and meals to attend the CRLA Northeast Regional conference in CT. Russ seconded. PASSED.</b></p>
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Tom went over the Board's conference participation for the upcoming months:

Russ:	CRLA Heartland chapter
Tom:	NCLCA
Karen:	NCDEA
Pat:	IRA

Valerie: CRLA Northeast  
Regional

Karen: TIDE

**14. THINGS TO DO:**

*Pat: Report on Elections to Tom, SIGs, and contact the NJ/PA chapter president regarding hosting a national officer at a regional meeting guidelines.*

*Tom: Contact and invite Corrine to the next conference call and contact Martha Casazza from NADE to go over institute guideline to discuss with Karen so that she can plan for the conference. Look for the contract regarding free space for H&H at the exhibit to give to Karen.*

*Karen: Find a keynote speaker at the conference, look for a new "Chair of Chairs", and meet with the program committee at the Heartland conference.*

*Russ: Attend the Heartland conference.*

*Valerie: Attend the Northeast Regional meeting.*

*The next conference call is scheduled for Wednesday, May 9, 2001 at 3:00 p.m. EDT. Tom adjourned the meeting at 3:01 p.m. EDT.*