

**College Reading and Learning Association
Conference Call Agenda
May 9, 2001**

- I. Acceptance of agenda
- II. Approval of minutes
- III. Budget update and treasurer's report
- IV. 2001 Conference Report
- V. 2002 Conference Report
- VI. Memberships
- VII. Newsletter update
- VIII. Website Update
- IX. States, Regions, and SIGs
- X. Professional Development Committee
- XI. Executive Assistant's Report
- XII. Election Report
- XIII. Other
- XIV. Things to Do

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: May 9, 2001
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, *President*, Pat Jonason, *Past President*, Karen Agee, *President-Elect*, Valerie Smith Stephens, *Secretary*, Russ Hodges, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*
Guests: Laura Symons, *President-Elect 2001-2002*, and Janice Gardner, *Secretary-Elect & Corrine Johnson, CRLA Web Site Manager*

Tom called the meeting to order at 3:04 EDT.

1. AGENDA

Tom asked if there were additional items for the agenda. Susan asked to give an update on the site for the 2003 conference and the Tutor Handbook. Tom asked Susan to include these items when she gives her Executive Assistant Report.

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

2. MINUTES

Valerie asked for corrections for the minutes of the April 11, 2001 conference call. Susan and Vicki sent Valerie corrections and suggestions. There were no other corrections or suggestions from the Board.

MOTION: Karen moved that the minutes from the April 11, 2001 conference call be accepted as amended. Russ seconded. **PASSED**

3. TREASURER'S REPORT

Russ e-mailed the Board a copy of the Treasurer's report. He then went over the report line by line. All of the

certificates of deposit have been transferred to the bank in Texas. Russ is pleased to report that the organization is in excellent financial shape. He did express concern that he is still receiving checks in large amounts in the mail without proper safeguards. Susan reminded the Board that it was agreed that checks in the amount of \$1000.00 (or higher) be sent to Russ in a secured fashion. Russ went on to remind the Board to send to him any reimbursement forms today since he is leaving for vacation. He asked the Board to assist him by filling out the reimbursement forms with a total amount. Russ also asked the Board to send a self addressed stamped envelope to speed up the reimbursement process.

Karen moved that the Treasurer's report be accepted as read. Valerie seconded. PASSED.

4. 2001 CONFERENCE REPORT

Karen is pleased to report that she has a keynote speaker for the conference. She is working on the final confirmation plans. Sharon Daloz Parks has written the book, "Big Questions, Worthy Dreams." Karen read to the Board an excerpt of Dr. Parks' book. Tom asked Karen to send the Board background information about the speaker. Karen informed the Board that the proposal committee met after the Heartland Chapter meeting. Karen discovered that there is a shortage of rooms for the sessions and the Board Room may have to be used to hold sessions. Tom warned Karen to make sure that the ACDEA has a place to

meet. Traditionally, they meet in the Board Room of the hotel. There are two all-day institutes scheduled and there are 63 concurrent sessions. Karen shared that she may have to schedule some sessions for Saturday morning before brunch. Karen contacted Gene Kertstens about having the Fellows presenting a workshop that morning. Karen asked the Board to entertain the idea of having a champagne brunch. The Board discussed legal issues of serving alcohol at a meal function. Karen shared with the Board that Maggi Miller told her about a very inexpensive airfare offered by Southwest Airlines. Karen will ask Maggi to place this information on the LRNASST list-serve. Karen went on to state that she is waiting to work out an agreement with Martha Casazza for the NADE certification about the cost of meal, printing, and other issues. Karen and Tom will work with Martha to fine tune the guidelines of the agreement. The brunch speaker is Ellie McKinnon. Ms. McKinnon's topic will feature women of the Northwest. Jan Swinton has informed Karen that students from her institution will work on scheduling the rooms as a project for the conference. Tom cautioned Karen to make sure that the computer programs are compatible. Karen, along with Jan, will carefully look over the proposed plan and give the final approval. Finally, Karen reminded the Board that she welcomes suggestions regarding conference planning.

5. 2002 CONFERENCE REPORT

Tom, on behalf of the Board, extended a warm welcome to Laura, CRLA's President – Elect 2001-2002. Laura announced the 2002's conference theme - Meeting at the Crossroads: Connecting Research and Practice Across Disciplines & Generations. Tom remarked to Laura that this conference is special since it is the 35th annual conference. Tom suggested to Laura that is never too early to start planning for a keynote speaker. Tom asked Susan to send to Laura conference planning information.

6. MEMBERSHIPS

Vicki reported that the Reference list has been revised. She will work with Molly to assist her in proofing the summer newsletter. A second membership renewal notice was sent in March and the results were very positive. Vicki informed the Board that the total cost for the Election mailings (both mailings) would be deducted from the Election postage account. This to insure that there will be an accurate amount in the account to pay for future mailings. There are two new SIGs leaders for the Workforce Literacy SIG. Russ asked if there is a way to avoid receiving membership dues in Canadian funds. Vicki responded that on the membership form there is a statement that dues must be paid for in U. S. dollars. Vicki will inform Debbie not to accept any membership application that is not in U. S. dollars.

7. NEWSLETTER UPDATE

Tom spoke to Molly on Monday. The deadline for all items for the Newsletter was May 6, 2001. However, Molly has given a "grace period" until Friday, May 11, 2001.

8. WEB SITE UPDATE

All of the corrections to the CRLA web site are completed. There are some minor adjustments that the company will do (buttons and pictures). The Board discussed the posting of job openings for learning assistance professionals. Corrine stated that there might not be enough room to add job postings. This can be modified if the Board agrees to include this addition to the web page. Susan asked about the width of the pages. Corrine will make the necessary corrections to the page. Tom interjected that it could be the server, since there have been numerous power problems. Tom remarked that it could be an individual server problem. Vicki stated that, on her screen, the pages are fine. Corrine will double check the web page to make sure that everything is in order. Vicki complimented Corrine on her fine work and reported that the calendar looks very good. The Board thanked Corrine for her work. Tom asked Corrine if it is possible to have on-line registration for the 2002 conference. Corrine explained the options and the costs. Russ mentioned that TIDE had registration on line and conference participants mailed in their payment for registration. Pat announced that the States and Regions would like to add

a link to the CRLA web page. Tom asked Corrine how difficult that task would be to accomplish. Corrine responded that it is not a difficult task. The Board will discuss adding States and Regions links at a future conference call. Russ asked about the charges for the web site. Tom answered that he is responsible for sending the bill from the company on to Russ. Russ asked if there was a competitive bidding process between companies to maintain the web site. Tom responded that there were bids and this company specializes in maintaining web sites for professional associations. Karen asked Corrine how does she send conference information to go on the CRLA web site. Corinne will accept information, she just asked that the information be sent to her in a compatible file and she will place it on the CRLA web site. The Board thanked Corrine for all of her hard work.

9. STATES, REGIONS & SIGs

Pat reported that the Northwest Chapter will be meeting Thursday and Friday, May 10 & 11. This is the last chapter/regional meeting for the spring. All of the display Boards have been returned. The PA/NJ chapter would like to have their web site housed on the same server as the CRLA web page. The two candidates interested in chairing the Workforce Literacy will have to renew their CRLA membership before they can officially take over. Karen asked Pat if she heard from

any SIG leaders what their days of preferences are to hold their meetings during the conference. Pat answered by saying Thursday is the traditional day for states and regions to meet. She advised that sticking to this plan would work best. This will give new members an opportunity to meet with other members from their region early on at the conference. Pat will forward the requests of the SIGs to Karen. Pat moved on to give a summary of her participation at the IRA conference. There was a small number of conference attendees (7) at the session that she presented with Sam Noble and Kathy Carpenter. Also, there were very few sessions featuring post secondary education. The exhibit space was very large. Pat suggested that the Board may want to reconsider sending a representative next year, or possibly to consider not sending an officer. The Board agreed that it might be best to monitor the conference attendees for the CRLA presentations for the next two IRA meetings. Susan remarked that this topic would be of interest for the POC to discuss and POC could give their perspective. Pat will e-mail Kathy to ask her to place this topic on the agenda when they meet at the conference in Spokane.

10. PROFESSIONAL DEVELOPMENT COMMITTEE

Karen went over the draft that she sent via e-mail line by line. The committee is proposing that two \$1000 scholarships be offered to members interested in attending intensive professional development

seminars such as the Kellogg Institute, TIDE or the Winter Institute. Pat expressed concern regarding the deadline for applications. Those interested in attending the Winter Institute would have an unfair advantage over those interested in attending the Kellogg Institute or TIDE. Tom was in favor of having a scholarship for each of the Institutes. Karen stated that according to the committee, it should be up to the individual seeking the scholarship to select a professional development program that best suits their needs. Tom interjected that these scholarships for these institutes have been traditionally linked to CRLA and they should be kept. The Board can decide to have additional scholarships that can be used for other professional development opportunities. Russ remarked that these traditional scholarships should have the award amount increased. The Board did agree that this should be considered. Tom envisioned that there be five scholarships of \$1000.00 each. Karen suggested that the Board accept PDC proposal and work on revising the other scholarships. Susan suggested that all scholarships have the deadline of August 15. The Board agreed that this is a good idea. This is an excellent way to give back to the membership. Karen will contact Gwyn and ask her to send a draft proposal of five scholarships (TIDE, Kellogg, Winter Institute, and two "open") that clarifies the relationship with the Awards and Scholarship committee. The Board will review the packet at a future meeting.

11. EXECUTIVE ASSISTANT'S REPORT

Susan announced that Tom Gier and Karan Handcock have declined the request to edit an updated version of The Tutor Handbook. Susan and Gladys Shaw have volunteered to do the project. Susan shared with the Board that, while she and Gladys are eager to do another handbook, they understand that the Board may want to post a request for proposals in the newsletter for applicants to revise the handbook. Susan and Gladys will submit a proposal to revise the handbook soon. Karen shared that at the NTA conference that conference participants were very eager for an updated handbook. In the interest of time, Susan focused the remainder of her report on Site Selection and she will give her report concerning the bylaws at the next conference call. Susan and Sue Brown had five hotel properties on their list to consider for the 2003 conference. They have narrowed the properties to three and one hotel removed itself from consideration. Susan and Sue Brown need to have a decision by the end of the month. Sue Brown will send the Board information about the hotels that she and Susan are asking the Board to consider. Sue and Susan recommended the Hyatt. The room rate is \$136.00 per night. The conference would be held in October because the Hyatt is not available for the month of November. The conference would be held immediately after the Balloon Fiesta, the largest hot air balloon show in the world. The next option is the Hilton the room rate is \$99.00 per night. The Board will review the information from Sue Brown and Susan and make a decision. Susan

asked the Board if the higher room rate of the Hyatt would be a drawback for the membership attending the conference. Pat commented that if members were willing to pay \$154.00 per night in New Orleans, that the price of \$136 may not be a critical factor for members interested in attending the conference. Each Board member will e-mail Tom with their feedback regarding the two hotels for consideration.

12. ELECTION REPORT

Tom informed the Board of Mike O'Hear's report and Tom will send it to the Board.

13. OTHER

Tom asked about the Encyclopedia Literacy with ABC Publishers. Pat is still working on a statement. Susan announced that she spoke to the representative and there is still time to submit information about CRLA. Valerie made a request of the Board to be the CRLA representative at the National College Learning Center Association Summer Institute. She requested the financial support for the following: car rental, meals not covered by the registration fee, and gratuities. The registration, airfare and shuttle service from Valerie's home to the airport are supplied by Rutgers University (Valerie's employer). Pat asked why the registration fee was not waived as per the agreement with all ACDEA members attending sister organization conferences. Tom responded by saying that NCLCA is struggling financially. Tom will

send Valerie the CRLA display Board so that she will take to it the Institute.

Karen moved that Valerie's request for financial support to attend the NCLCA Summer Institute be approved. Russ seconded. PASSED.

THINGS TO DO:

Karen: Send info on the keynote speaker

Ask Maggi Miller to send Southwest Airlines info on the LRNASST

Contact Gwyn of PDC to get a draft application packet for the PDC scholarships

Susan: Send conference information to Laura

Send information to ABC Publishers after Pat sends the entry

Sue Brown: Send hotel site information to the Board

Vicki: Inform Debbie that all checks to CRLA must be in US currency

Corrine: Check width of CRLA web page

Pat: Check with SIGs about meeting preferences at the conference

E-mail Kathy chair of POC to get their opinion regarding future IRA

conferences--- Kathy will place this item on their agenda

Inform the two individuals wanting to become the Workforce Literacy chairpersons to renew their membership

Send to Susan the entry for ABC Publishers

Tom: Compile and send election report the Board

Send the display board to the Summer Institute when he gets the address from Valerie

Valerie: Send the address to Tom for the display board to the Summer Institute headquarters

Represent the CRLA Board at the NCLCA Summer Institute

**The next Board meeting is scheduled for Tuesday, June 26, 2001 at 3:00 EDT.
Tom adjourned the meeting at 5:03 p.m. EDT**