

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: August 22, 2001
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, *President*; Karen Agee, *President-Elect*; 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 3:07 p.m. EDT.

1. AGENDA

Tom added the following items to the agenda: Awards & Scholarships and he requested an Executive Session to discuss the Long and Outstanding Awards and Special Recognition Awards.

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

2. MINUTES

Valerie reported that the revised minutes were sent in early August and there were no additional changes or corrections. Susan announced that she did not receive a revised copy. Valerie will send a copy of the revised minutes to Susan.

MOTION: Karen moved that the minutes be accepted with revisions. Russ seconded. PASSED.

3. TREASURER'S REPORT

Russ went over the budget report line by line. He also announced that Gladys Shaw (CRLA's auditor) reviewed the budget report and was very pleased to see that everything was in excellent order. She had a few recommendations to make the accounting process smoother. Gladys will have her recommendations by the time the Board meets in October. Russ moved on to discuss line item 290—the expenses for memberships, states and regions. He drew the board's attention to the operating budget, where in several large categories we have spent more than half the budgeted amount in less than half the year. Russ continued to inform the Board of operating expenses spent until July 31, 2001. The Board expressed appreciation to Russ for all of his efforts. Russ moved on to discuss conference expenses. He reported that Jan Swinton, On-site Chair has her own checkbook and savings account. Her activity will not be reflected until after the conference. She has had 30 registrations so far. Russ has asked Jan to turn in receipts

so that all of the expenses for the conference so that all expenses will be accounted for. Russ will handle all refunds. Susan asked about the account for registrations this account should be for deposits only and about seed money for the On-site Chair. The On-site chair should use this account for conference expenses. Russ responded that Jan was given \$5000.00 for seed money. Karen interjected by asking if ACDEA Fellows are to pay a registration fee. Tom replied that only new Fellows are exempt from the registration fee. Another concern is that Jan has to keep records of memberships and other expenses. Susan suggested an Excel spreadsheet for such expenses. The Treasurer is responsible for keeping these records based on the information from the On-site chair. A notice will be sent to conference participants whose membership has expired that they will have to send in their membership dues or pay for their dues when they arrive at the conference. Molly shared that these individuals will be notified before they attend the conference, so that they will be aware that they have a balance to settle. Tom reported that there was a misunderstanding between an exhibitor and last year's Exhibits Chair. They were charged for a booth that they had not contracted to use. The exhibitors did circulate information and met with CRLA conference participants. To settle the matter, the exhibitors made a \$100.00 donation to the Awards and Scholarship fund. Tom wanted the Board to know that goodwill was established between the exhibitors and CRLA. Tom asked Russ to fax a copy of the letter from the exhibitor. Karen announced that she is working on the initial paperwork for the bonding. She will work on the form and consult with Susan. Susan will assist Karen in completing the form. Russ reported that the process is much more complicated than in the past. All Board members will have background checks. Karen gave a brief summary of the questions that the insurer is requiring of CRLA. Russ concluded that CRLA is in excellent financial health.

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

4. 2001 CONFERENCE REPORT

Karen reported that she is still in need of an Exhibits Chair. She will ask Kathy Carpenter if she is willing to take on this task. All other aspects of the conference planning are proceeding well. Molly informed the Board of a number of items that make impact conference planning. The first item was making sure that the Saturday Board meeting concluded in time to board the bus going to Idaho for the dinner cruise. Tom responded that the Board should be finished in time to board the bus. Molly continued by saying that she will have to rework the mini concert provided by the Jazz concert so that those conference participants involved with the POC dinner will be able to make it back to the hotel on time. Another issue was the number of ribbons needed. Karen will contact Molly about this and the Board agreed that Fellows should have a ribbon indicating their status. Molly asked if there was a Federal Express/ UPS account for shipping boxes after the conference. Tom advised her to ask Debbie Sipe of ESG. The Board also agreed that there will be a master account for copies at Kinko's available for the Board and on-site workers only. Molly inquired about lunch for the presenters of all-day institutes. Are they required to pay for lunch? The Board concluded that they are to pay for lunch and registration except for one institute luncheon speaker. Karen will

notify the presenters. Molly concluded the 2001 conference discussion by asking the Board to let her know when they plan to arrive and depart from the conference.

5. 2002 CONFERENCE REPORT

Laura is pleased to report that she is received two conference proposals by e-mail. There are some minor glitches in the website for downloading the proposal form. Tom advised Laura to contact people directly. Laura will work on the glitches and continue to look forward to more proposals.

6. STATES AND REGIONS

Pat announced that the SIG coordinator for Liberal Arts Colleges and Universities had to resign due to illness. Pat will begin to recruit for a new SIG leader for that group and a state and region director for Utah. Susan informed Pat that Linda St. Clare might be a possible candidate for the position of director for Utah. She has heard from most of the SIG for conference planning. Pat reminded Tom that he should begin planning the committee report. Committees will send their information to Tom and he will compile the report. Susan also reminded Tom that he is responsible for preparing all of the certificates of appreciation for all conference workers, committee chairs and anyone who assisted in planning the conference. Everyone who needs an appreciation certificate prepared should contact Tom. Tom will establish a deadline for when he needs the list of individuals receiving appreciation certificates.

7. NEWSLETTER

Molly began her report by announcing that summer newsletter had been mailed. The Board praised Molly for putting together a great newsletter. Molly asked if everyone received their individual copy and copies to distribute to colleagues. The fall issue will be mailed after the Spokane conference. Molly asked when should the information about the winner of the Tom Pasternack tutor award be published. The Board agreed that it should be published in the spring issue. Molly requested Tom and Pat to submit their letter to the newsletter to her, so that she can prepare for the next issue.

8. SCHOLARSHIP PROPOSAL

Karen had revised the proposal in accordance with Board consensus in July and had sent the revised version to Board members. The Board was pleased with the proposal and thanked Karen for compiled the proposal. Tom will contact the chair of the Awards and Scholarship committee regarding the new guidelines.

<p>MOTION: Karen moved the scholarship proposal be accepted. Russ seconded. PASSED.</p>
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The Board received a requested from Mary Ellen Kurucz asking that Carolyn Judd be awarded the Kellogg Scholarship retroactively. Ms. Judd fulfilled the application requirements; however, there was a delay in receiving her materials.

MOTION: Karen moved that Ms. Carolyn Judd's Kellogg scholarship application be approved and retroactively awarded. Pat seconded. PASSED.

Tom will notify the Awards and Scholarship chair of the Board's decision.

9. EXECUTIVE ASSISTANT'S REPORT

Susan announced that she will be Sending a draft of the Conference Planning Manual. She will mail the document and asked the Board to respond with questions via e-mail.

10. MEMBERSHIP

Vicki reported that ESG had received a request from Gale Group's Encyclopedia of Associations for information that they could publish in their reference book. Vicki asked Pat about the descriptive reference she had written for another publication. Pat told Vicki that the other company had CRLA sign a statement that the reference had not been used in another publication and would not be used by another publication in the future. It was agreed that ESG supply Gale Group's Encyclopedia of Associations with an electronic copy of the information printed in the tri-fold brochure.

11. BYLAWS

Susan went over the proposed suggestions from the POC line by line. The Board discussed the following key points: what determines a member in good standing, Board input in appointments of committee chairs, the reporting of SIG Leaders to an officer (which officer?), the chain of command when the President, President-Elect or Past President is unable to preside over a meeting at a conference. The Board will continue to review the bylaws at the next conference call.

Tom excused the ex-officio members at 4:43 p.m. EDT. The board went into executive session from 4:44 p.m. EDT to 5:01 p.m. EDT to discuss the Long and Outstanding Service Awards & Special Recognition Award Tom Adjourned the meeting at 5:02 p.m. EDT.