

COLLEGE READING AND LEARNING ASSOCIATION BOARD

Board Meeting

MEETING DATE: February 6, 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 Widdecombe, *Newsletter Editor*; Pat Jonason, *Past President*. Guest: Gretchen Starks-Martin, *Past Treasurer*.

Tom called the meeting to order at 8:33 a.m. PST.

1. BUDGET CON'T

Gretchen and Russ continued to go over the budget for the Spokane line by line. An item of discussion for the Spokane budget was the food functions for the Awards Banquet and the On To Minneapolis Lunch. Pat mentioned that since we know that the conference will be in Minneapolis, there should be a working budget for the next President Elect. Susan made the suggestion that the President Elect's job description be revised to reflect the duties before the President elect is installed.

MOTION: Pat moved that the Board establish a working conference budget for the in-coming President Elect starting with the 2002 conference. Valerie seconded. **PASSED.**

There was a discussion about the increasing cost about the *Journal*. A major concern is about the growing expense of advertising. The Board discussed the recommendation from the Editorial Board to advertise to increase journal submissions. Another topic the Board debated was if the Editor continue with the same publisher or investigate the costs of working with new publishers. Susan read from the Policy and Procedures manual from 1994 regarding obtaining bids from three publishers. This issue has come up a number of times and it seems that getting 3 bids to obtain the best price to produce the Journal. Karen made the following motions:

MOTION: Karen moved that in response to a recommendation by the Editorial Board of *JCRL*, the Board requests that the Editor advertise for contributions to the *Journal* for two years in appropriate publications and monitor the success of these ads with manuscript submissions. Pat seconded. **PASSED.**

MOTION: Karen moved the Board request the Editor re-bid publication of the *JCRL* and submit at least three bids to the Board by July 2001. Pat seconded. **PASSED.**

The Board continued to review the budget line by line. Russ asked for clarity that Board members include the code for reimbursement. Tom suggested that Russ create a form with a line on the form indicating the budget item.

MOTION: Karen moved for the approval of the Operational Budget for Spokane 2001. Russ seconded. PASSED.

2. STATES AND REGIONS

There were no requests from States and Regions.

3. EXECUTIVE ASSISTANT'S REPORT

Susan continues to make revisions to the Policy and Procedures manual. She gave the Board updates since the Reno conference. Susan gave the Board a listing of committee chairs, standing positions and ex officio members. The Board reviewed the chart. Susan will work with Vicki to revise it. Tom thanked Susan for her efforts. Susan stated that her main focus would be conference planning. Susan also gave an update of the Awards and Scholarship committee. She also requested that the Board allot to her more time on the policies and procedures. Pat asked about having a half-day retreat on Sunday. Tom suggested that Susan send the items that she wants to discuss with the Board in September and the Board could review the items before the Board meeting in Spokane. Susan asked that her term in office not be extended past three years. She also recommended that the ex officio members should be staggered so that not all three members leave the Board at the same time. Susan feels needs to have a history of what took place so that the wheel would not be reinvented. Susan presented a calendar of activities from NADE. She would like to create a document for CRLA so that information will be shared with ACDEA members. She also recommended that there be a standard deadline for all ads, scholarship applications, conference exhibits, and for publishers.

MOTION: Karen moved that the Board establish August 15 as the annual deadline for publishers, ads for conference programs, exhibitors' ads and CLRA scholarships. Pat seconded. PASSED.

Pat mentioned that many inserts are sent at the last minute to place in conference packets. The Board decided that there should be an established deadline for when inserts should be sent to be placed in conference packets.

MOTION: Pat moved that the deadline for printed materials for conference packets must be delivered to the on-site chairperson no later 30 days before the beginning of the conference. Karen seconded. PASSED.

Susan went on the to discuss the President Elect's job description. She is still working on conference planning. Pat offered to send Susan a booklet that she and Shirley Sloane used in planning the on site conference arrangements in 1993.

4. BYLAWS

Susan began the discussion about the changes needed for the Bylaws. She suggested that the first change should be the language of the ballot. Susan identified page seven. She reviewed section III, letter D regarding the election committee nominating the President-elect and Secretary. This is the change that Pat announced at the Business Meeting in Reno. Susan recommended the following wording for the ballot: Due to the established dates for election of officers in February and change of conference dates from spring to fall, Article VII, Section 3, letter D should be amended to read: The Election committee shall submit to the Board of Directors the name of at least two members for each of the offices of President-elect, Secretary or Treasurer by January 31 of each year.

MOTION: Karen moved the attachment to the ballot revising the bylaws read as follows due to established dates for election of officers in February and change of the conference date from spring to fall, Article VII, Section 3, letter d, should be amend to read the Election Committee shall submit to the Board of Directors the names of at least two members for each office of President elect, Secretary or Treasurer by January 31 each year. Pat seconded. PASSED.

Susan shared the following items that needed to be discussed from last year: POC has provided to the Board input for the Strategic Plan the Board needs to review, student and institution memberships conference fees, multiple attendees and reduced conference fees, first time fees for new members and levels of corporate sponsors, the archives conversion, and the Tutor Handbook revision. Also, CRLA trademark. The bylaws would now be handled by POC. Russ asked how are the bylaws amended. Susan explained that they are two ways to amend the bylaws: one is mail ballot and to conduct the change at a Business Meeting at the conference. Susan then went on to discuss the pros and cons of each method. Any changes to the bylaws will be discussed at the next conference call.

5. ELECTIONS REPORT

Tom informed the Board about the upcoming elections, everything is ready to go. Pat will count the ballots. She inform Tom. Tom will contact the newly elected officials. Pat announced the names of the members who will assist her in counting the ballots. They are: Sue Franklin, Jan Norton and Roz Bethke.

6. MEMBERSHIP

Vicki shared with the Board her concern that some of the Tutor Certification Evaluators are not current CRLA members in good standing. Gladys prepared a letter to this effect. There are 37 evaluators and only 24 are actual 2001 CRLA members. Vicki suggested that Carmen be made aware of this and check with Gladys to see who is really active. Also, recruit new members. The Tutor Training Handbook has been updated to reflect Carmen's address for more information about certification. Vicki was very please to hear that Susan and Gladys are interested in editing a Tutor Handbook. There is a great need

for a new edition. Tom advised that contributors be asked if they would like to submit more information. Susan replied that Tom Geir and Karen Hancock are not interested in submitting new information. Susan and Gladys will submit a proposal indicating this and finding new contributors. Vicki then went over the budget to show the expenses. Susan asked about the CRLA letterhead --if it states that CRLA is a member of CAS. Vicki responded that on the new letterhead it does have CRLA listed as a member of CAS. Vicki went over the revised reference list. Vicki reviewed a listing of SIGs, States and Regions. Finally, Vicki reported on the numbers of members by state, new members and SIGs. Pat congratulated Vicki on her great attention to details.

7. NEWSLETTER

Molly announced to the Board that deadline for the newsletter is May 6, 2001. She also would like to insert color photographs for this issue since she has come under budget with the last few issues. Molly asked if the Board is satisfied with the number of newsletter that she has sent. The Board agreed that Molly sends an ample supply. The Board praised Molly for her fine work with the newsletter.

8. DISTINGUISHED TEACHING AWARD PROPOSAL

Tom asked the Board to review the proposal and asked for questions. Susan asked how will classroom teaching be evaluated. Russ asked how could this be verified. The Board went over the standards for selection from the proposal. The award could be changed to "Distinguished Educator". The Board agreed with the suggestion. The Board also is in favor of the proposal's concept. This committee should select the top three candidates and submit these individuals to the Board. Pat advised that this award be sponsored by the Teaching Excellence SIG. The Board agreed that more details for selecting a recipient and it have the guidelines ready in time for the 2002 conference.

MOTION: Pat moved that the Board approve the concept of the Distinguished Teaching award proposal. Russ seconded. PASSED.

Scholarships revisited-- Tom was asked several times at the Winter Institute why there was not a scholarship for TIDE. There was discussion about limiting the award to one and have it be used for any professional development seminar or having an award for each institute. Karen reminded the Board that the Professional Development Committee was to look into this. Tom will contact the chair, Gwen Enright, and ask for a report.

9. CRLA WEB SITE UPDATE

Tom went over a list of items that Corrine is doing to update the CRLA web site. The Board expressed concern about getting information to the web site quickly and making sure there are regular updates. Corrine is the contact person for updating the web site. Susan asked about having on line registration for future conferences and have membership application on line. Tom responded that Corrine is looking in to this. The 2002 conference is the earliest that this could be accomplished. Tom announced that the

call for proposals is online. Susan offered to be the online registration contact person for the New Mexico conference. Send any corrections to Vicki and she will pass them on to Corrine and Debbie. Tom asked that we also give Corrine time to make corrections. Hopefully, everything will be corrected by April 15, 2001. ITCP All the issues that Tom was concerned with had been handled. The divisions of duties have been handled. Susan requested job descriptions for the new coordinators. Susan will work with Carmen. Molly received updates to print in the newsletter. Tom reviewed the e-mail from Dorothy Jones asking to refer individuals to the CRLA web site for tutor certification program information. Karen agreed that having the link and it would be very helpful tutor supervisors developing certification programs and to EOP staff who may not know about our organization. Tom shared another e-mail regarding Tom Geir's response about having sections of the Tutor Handbook (pages 12-18) on line. It was suggested that there be a link to the CRLA web site. Carmen needs to be notified. Susan asked if Dorothy needs an URL so that Board members can review her web site construction.

10. ACDEA FELLOW PERKS

Tom shared an e-mail from Linda Thompson from NADE asking about "comp" registration at the NADE conference for fellows. Susan suggested that ACDEA should pay for registration fees. Since the Fellows have to attend conferences for ACDEA business. Tom reported that NADE will "comp" the head Fellow for registration. The Board agreed to "comp" the chair of the Fellows registration fees. CRLA will "comp" the registration fees of individuals being inducted as fellows at CRLA conferences. Tom presented the Board with the guidelines for Fellows selection and asked for recommendations.

11. FUTURE CONFERENCE SITES

Sue Brown is coming to Albuquerque at the end of February or early March. Susan will visit the hotel with Sue. She hopes to have a contract by the end of March or beginning of April to present to the Board. Susan notified the Board that conferences have been planned for the next two years. The next conference to plan is for 2004. Susan asked for Sue to explore options such as Philadelphia or southern California.

MOTION: Karen moved that Sue Brown, Site Selection Chair, investigate options for a conference in PA/NJ area in 2004. Pat seconded. PASSED.

Susan went on to discuss the possibility of having the conference in Southern California. The Board agreed that this might be an option.

MOTION: Karen moved that Sue Brown, Site Selection Chair, investigate options for a conference in Southern California in 2005. Pat seconded. PASSED. Russ abstained.

12. OTHER

Molly shared a proposal about mouse pads for the price of \$1.57 each. One thousand pad for \$1,500. There is a one time set fee. Molly will follow up on this. The next conference call is scheduled for Wednesday, March 7, 2001 EST.

Tom adjourned the meeting at 4:58 p. m. PST.