

CRLA BOARD MEETING AGENDA

April 15, 2005

2:00PM – 4:00PM Central Time

Conference Call

CALL TO ORDER

1. Approval of Agenda
2. Approval of February 20, 2005 Minutes
Approval to table approval of February 19, 2005 minutes until May
3. Treasurer's Report
Approval of Treasurer's Report
4. States/Regions/Chapters & SIGs – Kate
5. Executive Assistant's Report – Karen
6. Membership Report – Vicki
7. Newsletter Report – Anne-Marie

OLD BUSINESS

1. 2005 Conference Report – Valerie
Approval of increase to increase amount for conference insurance
2. Election Update
3. NADE Conference
4. ACDEA Update
5. Website Revisions
Approval to table website discussion until May
6. Travel Funding for CRLA Leaders
Approval revised Travel Funding Policy
7. CAS Travel

NEW BUSINESS

1. *JCRL* Editor Search
2. Board Travel
Approval for Ann Wolf to represent CRLA at TIDE conference
3. May Board Meeting

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

**BOARD MEETING
DATE: April 15, 2005
LOCATION: Conference Call
MINUTES**

MEMBERS PRESENT: Valerie Smith Stephens President-Elect; Kate Sandberg, Past President; Frieda Campbell-Peltier, Secretary; Ann Wolf, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor

GUEST: Amy Dugan, Dugan Data Services

The meeting was called to order by President-Elect Valerie Smith Stephens at 3:05 (EST).

1. **APPROVAL OF AGENDA:** The discussion on the NTA/CRLA written agreement was moved to the Executive Assistant's Report and deleted from Old Business. No other changes were made to the agenda.

MOTION: That the agenda be approved as revised. Frieda/Kate. MOTION PASSED.

2. **APPROVAL OF MINUTES:** Approval of the February 19, 2005 minutes was tabled for the next meeting.

MOTION: That the approval of the February 19, 2005 minutes be tabled for next meeting. Kate/Frieda. MOTION PASSED.

Board members will review the minutes and send corrections and comments to the Secretary for final drafting.

With minor changes, the minutes for February 20, 2005 were approved.

MOTION: That the minutes for February 20, 2005 be approved as corrected. Frieda/Kate. MOTION PASSED.

3. **TREASURER'S REPORT:** Ann distributed the End-of-Month statement for February via email to the Board. She reported that she did not make a deposit in February, but she will make a big one in March. She is still working on the March accounts and will complete by the end of the week.

A question regarding the timely reporting of information to Gladys Shaw, auditor, arose. Ann will advise Gladys on when to expect reports, make sure she receives information in a timely manner, and clear up any other concerns that Gladys might have regarding the treasury reports.

MOTION: That the Treasurer's Report be approved as submitted. Ann/Frieda. MOTION PASSED.

4. **STATES/REGIONS/CHAPTERS & SIGs:** Kate reported that several SIGs have become more active recently. Lucy MacDonald, Technology & Distance Learning SIG Leader, has asked for permission to use money collected for SIG membership fees to support travel for one of its members to the TIDE meeting. Since CRLA policy states that these fees should not be used in this manner, Kate asked Lucy to submit a proposal to request up to \$500 in funding in accord with CRLA policy for funding SIGs.

Heartland Chapter has welcomed Oklahoma into their chapter. Their bylaws are being updated to reflect the five-state chapter.

Kate reported that the following SRCs had well-planned and well-attended conferences so far this spring:

- Alaska Region
- Heartland Chapter
- Mid-Atlantic Region
- Northeast Region

Upcoming conferences in late spring:

- Utah Region
- California Chapter
- Northwest Chapter

Kate has contacted the five SRC leaders who have not yet renewed their memberships for 2005.

5. **EXECUTIVE ASSISTANT'S REPORT:** Karen reported that she is working on several projects that Russ assigned to her. After research the "handshake" agreement between NTA and CRLA (consulting Kathy Carpenter, then CRLA President; Sandi Ayez, Executive Director of NTA; and CRLA Policies & Procedures), she can say that Kathy and Sandi have different memories of that non-written agreement. CLRA Board minutes from the late 1990s and the Bylaws show that CRLA has long assumed that CRLA certifies programs at post-secondary institutions that then are authorized to certify tutors, whereas NTA certifies professional and secondary-level tutors. Karen was drafting an agreement between NTA and CRLA to be approved by the Board at this meeting, so that Russ could seek approval of the NTA board at their conference next week, but regrets to say that CRLA's and NTA's interpretations of the agreement are at present too far apart to find agreement.

The Board agreed that issues regarding tutor and tutor certification by CRLA and NTA should be discussed at ACDEA to coordinate certification activities across associations. The Board will suggest that Russ contact Hunter Boylan to put this issue on the ACDEA meeting agenda.

Karen distributed the job descriptions for PALs and the PALs Coordinator for the Board to review. The Board will revisit this issue at a later date.

6. **MEMBERSHIP REPORT:** Vicki presented the following membership report:
- 152 postcards were sent on 3-9-05 to people with bad/invalid/missing email addresses.

- Valerie needs to send the “Thanks for renewing in 2006” or “thanks for joining/welcome in 2006” letters to Amy by May 1. It might be helpful for past presidents to share copies of their letters with Valerie. She will get the letters to the printer soon.
 - There were problems with ACDEA data lists that were used for the Call for Proposal. The NADE list (2200+ members) had comments in the email field, etc. and half of the NTA emails were typed in incorrectly—the emails were not live links, etc. ATP had a good data list. Amy worked with 3340+ email addresses (22 pages) and spent six hours trying to correct the many data errors. There were over 400 bounces from this blast to NADE, NTA, and ATP. Three notices were sent to NCLCA (2/26, 3/4, 3/8), but no list was sent back for this blast deadline. The list was finally received on 3/18, and another blast was made to NCLCA at additional charges. Better and cleaner data sharing needs to be a priority among ACDEA organizations. Amy will continue to work with NADE to correct errors. The Board will ask Russ to bring the issues regarding sharing data bases to the ACDEA organizations.
 - The two ITCP certificates with changes (by the Board in Long Beach) were faxed to Anna Crockett on 2-28-05. The certificate for the tutor from the ITCP institution was modified and approved. The status of the ITCP program certificate from CRLA is pending. We are still waiting on a response from Anna regarding ITCP data management issues. The Board will ask Russ to talk with Anna regarding certificate that she had printed recently.
 - Conference materials were sent to AK, CA Chapter, Heartland Chapter, Mid-Atlantic Region, Mid-South Region, Northeast Region, NADE Conference in Albuquerque, and NTA in Chicago.
 - SIG and SRC lists were sent to Corrine and will be updated on the website this week. The general reference list of Board members, committee chairs and coordinators will be updated as soon as Vicki hears from the newly elected officers: Sharon Taylor and Dorothy Bonser, regarding contact information.
 - Amy Dugan reported that she is working on updating CRLA membership information data. She added new accounting fields to delineate where payments are coming from and where they are going. Ann confirmed that she now gets very detailed reports from Dugan Data Services.
 - Amy added that most of the printing for CLRA is being done through Johnson County Community College.
 - Vicki noted that at the present time, CRLA membership is at 891. She added that this increase in membership may be a direct result of the spring conferences that have been held recently.
7. **NEWSLETTER REPORT:** Anne-Marie reported that she is planning the next publication and checking out alternative software programs to make access to *NewsNotes* easier. She added that only a few CRLA members have reported that they are having difficulty using the Adobe® program. She will continue to include the link to Adobe® until she can find a new program.

Russ had asked Anne-Marie to consider changing the format of *NewsNotes*. After she consulted the Board and her editorial board, she decided that the *NewsNotes* format will remain the same for now. However, changes may be considered in the future.

The next publication will highlight election results, board announcements, conference update and TIDE information. Anne-Marie also will publish all CRLA open leadership positions, push sales of products, and add important news about SIGs and SRCs.

OLD BUSINESS

1. **2005 CONFERENCE REPORT:** Valerie reported that she has received 139 proposals. She noted that the deadline for reviewers to return their evaluation sheets is Friday, April 29. She happily reported that the proposal deadline has passed.

Valerie stated that she has only eleven rooms for sessions, so she is considering eliminating vendor proposals to make room for the sessions. However, she will check to see what the vendor letters stated with regard to availability of rooms for their sessions. She is continuing to work with the hotel to find more space.

The question regarding earthquake insurance arose. Valerie mentioned two quotes that she has received so far but will talk with Lonna Smith and Rick Stepp-Bolling before any decision is made on purchasing the insurance. As a precautionary measure, the Board agreed to increase the conference insurance budget.

Valerie is talking with Barbara Calderwood regarding the ad for the JDE. She noted that a full page ad that would run three times will cost \$570 each. Valerie will get ad information to Amy Dugan as soon as possible. The Board suggested that information be added to the ads that stress the other disciplines that are a part of CRLA; i.e. math, technology, learning centers, etc. Karen will work with Valerie on a creative approach to including this information in the ads. Since the first ad will be published September 1, the copy must be camera-ready by June 1.

MOTION: That the conference insurance budget be increased to \$1100 with the expectation that we may have to purchase earthquake insurance. Kate/Ann. MOTION PASSED.

2. **ELECTION UPDATE:** On behalf of the President Russ Hodges, Karen announced that Sharon Taylor from Western Wyoming College, Rock Spring, WY has been elected President-Elect, and Dorothy Bonser from Owens Community College, Toledo, OH has been elected Secretary-Elect. Board members were encouraged to send congratulations to the in-coming Board members. The new members will begin their terms in November, 2005.

Karen added that since the ballots were printed at her institution and mailed using the University of Iowa mailing services, CRLA saved a lot of money.

3. **NADE CONFERENCE:** On behalf of President Russ Hodges, Karen reported that many people stopped by the CRLA booth at the NADE Conference. However, Russ ran out of handouts early. He also reported that some people; i.e. math instructors, did not stop

because they thought CRLA was primarily for reading professionals. Approximately 1200 people attended the conference.

4. **ACDEA UPDATE:** On behalf of President Russ Hodges, Karen reported that ACDEA will meet on Friday during the CRLA conference. The Blue Ribbon Commission will not meet at the CRLA conference; they will meet at the NCLCA conference in October. The Board needs to decide who should represent CRLA at the Commission meeting at CRLA expense. Jane McGrath and Jan Norton are on the Commission, and Jane has expressed interest in attending to assist Russ with the institute. Karen shared Jane's request for funding with the Board. However, the Board will wait for clarification on whether Becky Johnen will attend and need funding. Karen will share the Board's concerns with Russ and let Jane know the status of her request at this time.
5. **WEBSITE REVISIONS:** Discussion on website revisions was tabled for the next Board meeting. In the meantime, Board members should review the information that Kate sent out and send feedback to her.

MOTION: That discussion of website revisions be tabled until May meeting. Kate/Ann. MOTION PASSED.

6. **TRAVEL FUNDING FOR CRLA LEADERS:** Concern regarding funding for CRLA leaders was addressed, especially with regard to PALs, who had sought funding for their attendance at conference of other organizations. Board needs to evaluate the level of activity of PALs over the last year. The Board suggested that Russ communicate with PALs to determine their activity level and address their travel funding concerns.

Per discussion of these issues at the February 20 Board meeting, Karen worked with Russ and Kate to draft the proposed Travel Funding Policy for Committee Chairs, Coordinators, and Other Leaders of CRLA. The draft was distributed to Board members via email. (Attachment B).

MOTION: That the Travel Funding Policy for Committee Chairs, Coordinators, and Other Leaders of CRLA be approved as presented. Kate/Frieda. MOTION PASSED.

Kate will draft a CRLA Leader Travel Request form for the Board to consider. After approval, Russ will send the form out to all CRLA Leaders.

7. **CAS TRAVEL:** Since Russ suggested that someone from the Board attend the CAS spring meeting (in lieu of Becky Johnen, who cannot attend this meeting) and serve on the Review of Standards Committee, Ann volunteered to go. However, she contacted the CAS president and learned that very little of importance will be happening at the spring meeting. So travel funds for the CAS meeting will not be spent this year.

NEW BUSINESS

1. **JCRL EDITOR SEARCH:** Russ expects to make appointments to key positions at the next meeting, with Board concurrence. He e-mailed the Board that Emily Miller Payne has submitted an application to become the next Journal editor. The Board noted that she is very well qualified for this position.

2. **BOARD TRAVEL:** The Board agreed that Ann will represent the Board at the TIDE technology conference in July, and Sharon Taylor will be attending the CASP meeting in October.

**MOTION: That Ann Wolf represent CRLA at the TIDE conference in July. Frieda/Ann.
MOTION PASSED.**

3. **MAY BOARD MEETING:** The next Board meeting was set for Friday, May 13, 2005 for the same time (3-5PM EST, 2-4 CST, 1-3 RMT, 12-2 PST, and 11-1 Alaska)

MOTION: That the Board meeting be adjourned. Frieda.

The meeting adjourned at 5:10PM.

ATTACHMENTS
A. TREASURER'S REPORT

College Reading and Learning Association
Balance Sheet
End of Month – February 2005

Assets:

Money Market Account	\$ 59,964.32
Certificates of Deposits	\$143,194.85

Beginning Balances:

Operations Account	\$ 25,531.92
Conference Account	\$ 3,152.57

Income:

Scholarships
Membership Dues
Interest Income
Tutor Certification
Misc Income
SIG Income
Mentor Certification
JCRL
Tutor Handbook
Learning Assistance Monograph

Total Operating Income	No Deposits were made this month Treasurer was out of the office at conferences
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Conference Income	\$ -
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TOTAL INCOME	\$ -
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Monthly Expenses:

General Board	\$2,176.77
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General Organization	\$ -
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Publications	\$156.73
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Committees	\$ -
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Membership/States and Regions	\$795.33
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TOTAL OPERATING EXPENSES	\$3128.83
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Conference Expenses	\$1,459.97
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TOTAL EXPENSES	\$4,588.80
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Net Monthly Income (Loss)	(\$4,588.80)
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Assets at End of Month	\$227,254.8
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Prepared by Ann Wolf, Treasurer-April 13, 2005

**B. TRAVEL FUNDING POLICY FOR COMMITTEE CHAIRS, COORDINATORS,
AND OTHER LEADERS OF CRLA**

Travel Funding Policy

**for Committee Chairs, Coordinators, and Other Leaders
of the College Reading and Learning Association**

CRLA editors, coordinators, chairs of committees, and other CRLA leaders provide essential benefits and services to the membership of the Association. The CRLA Executive Board recognizes that these leaders are required to perform some of their responsibilities at the annual CRLA conference and may not receive travel funding from their institution or employer to attend. Other leaders may also best serve CRLA and further the work entrusted to them by traveling to the conferences and Board meetings of other associations.

The CRLA Executive Board therefore establishes a travel funding policy for CRLA leaders who are not members of the Board. Special travel requests will be funded to the level approved each year by the Board.

Proposals for special travel funding should be submitted in writing to the President of CRLA by February 1 to be considered for that year. Proposals for 2005 are due May 15. Proposals will be evaluated by the Board on the basis of benefit to the Association and the members of CRLA, the extent to which they demonstrate CRLA's Guiding Principles, and on a "funds available" basis. Proposals should include an explanation of the reasons for the request, the purpose of travel, benefits to CRLA, and an itemized list of expenses.

Individuals submitting proposals that are partly or fully funded by CRLA will be informed within 15 days of the decision of the Board and will receive information at that time about how to seek reimbursement. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement up to the total amount awarded may be submitted to the Treasurer of CRLA whenever an amount of at least \$25 is due or every ninety days, whichever is sooner.

Approved April 15, 2005