

CRLA BOARD MEETING AGENDA
May 13, 2005
2:00PM – 4:00PM Central Time
Conference Call

CALL TO ORDER

1. Approval of Agenda
2. Approval of February 19 and February 20, 2005 Minutes
3. Introduction of Incoming Board Members
4. Treasurer's Report
Approval of Treasurer's Report
5. States/Regions/Chapters & SIGs – Kate
6. Executive Assistant's Report – Karen
7. Membership Report – Vicki
8. Newsletter Report – Anne-Marie

OLD BUSINESS

1. 2005 Conference Report – Valerie
2. 2006 Conference – Sharon
3. 2007 Conference
4. Website Revisions – Kate
Approval to publish the new website
5. Certification Issues
6. ACDEA Update – Russ
7. CRLA Leaders Funding Requests
Approval to fund registration fee for Rosalind Lee to travel to LSABC conference
Approval to fund travel cost for Rosalind Lee to attend CRLA 2005 conference
Approval to fund travel, hotel, and registration cost for Jane McGrath to travel to NCLCA conference
8. Assessment Manuscript

NEW BUSINESS

1. JCRL Editor Search

2. **Other Open Leadership Positions**
3. **Awards & Scholarship Committee**
Approval of Committee's request to solicit applications for scholarships via email blast
4. **June Board Meeting**

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

**BOARD MEETING
DATE: May 13, 2005
LOCATION: Conference Call
MINUTES**

MEMBERS PRESENT: Russ Hodges, President; 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; Sharon Taylor, Incoming President-Elect; Dorothy Bonser, Incoming Secretary

The meeting was called to order by President Russ Hodges at 2:05 (CST).

1. **APPROVAL OF AGENDA:** Discussion of the 2007 conference was added to Old Business.

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

2. **APPROVAL OF MINUTES:** Minor corrections and clarifications were made to the minutes of February 19, 2005.

MOTION: That the February 19, 2005 minutes be approved as corrected. Kate/Valerie. MOTION PASSED.

Minor changes were made to the minutes for April 15, 2005.

MOTION: That the minutes for April 15, 2005 be approved as corrected. Kate/Valerie. MOTION PASSED.

3. **INTRODUCTIONS:** Karen introduced the two new incoming Board members: Sharon Taylor, Incoming President-Elect and Dorothy Bonser, Incoming Secretary. She noted that both Sharon and Dorothy are very active in CRLA and in their respective regions. Both members are very detail-oriented and will bring a welcome sense of humor to the Board. The Board members welcomed the new members.
4. **TREASURER'S REPORT:** Ann distributed the End-of-Month statements for February, March and April via email to the Board. She reported the end-of-month totals for April as follows: assets equal \$339,089.04, income for the operating budget equals \$6,999.57, and income for the conference budget equals \$4,125.00. The total operating expenses were \$6,611.05, and conferences expenses were \$954.10.

Ann added that since the treasury now has over \$100,000 in the account, she will be purchasing a certificate of deposit for \$25,000.

Ann noted that she has received the scholarship money from Houghton-Mifflin our new scholarship award.

Also, Rexanne Bruno was ill and could not get materials to Gladys in time for an audit, so Gladys filed for an extension. Rexanne has now sent all tax information to Gladys Shaw so tax forms may be filed.

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

5. **STATES/REGIONS/CHAPTERS & SIGs:** Kate reported that she will be appointing Bill Horstman as SIG Leader for Freshman Year Experience and Dorothy Jones deputy. She also reported on other activities around the Regions and Chapters: Arizona is getting organized in hopes of forming a chapter. Terry Cook is working very hard to reactivate the New Mexico chapter. The Wyoming/Colorado Region will be having a short conference in September and will probably put in a funding request by the deadline date, and Southeast Region is making plans for a conference next February. Both California and Northwest Regions held conferences in May, and Utah has one planned for June.

Kate reported that she received a funding request from Lucy MacDonald to send a SIG member to the TIDE conference. The Board discussed the proposal and asked Kate to follow-up with Lucy to make sure that funds will be used to further the work of the SIG. Lucy will resubmit her request.

6. **EXECUTIVE ASSISTANT'S REPORT:** Karen is continuing to work on various assignments and had nothing to report at this time.
 7. **MEMBERSHIP REPORT:** Vicki presented the following membership report:
 - Amy Dugan has only one phone line. So, if you need to send anything to her via fax, you will need to call first so she can switch the line to the fax machine.
 - NCLCA sent out two Call for Proposals using the CRLA mailing list (4/5 and 4/27). According to the ACDEA agreement, each organization can send out two mailings. NCLCA will not be given another list for the Call to Conference and should not be allowed to use the old list.
 - Session evaluation forms and the large display board were sent to Rick Stepp-Bolling on May 12.
 - The 2006 membership application is being developed with Corrine. It will be posted on the website June 1.
 - The printing of the 2006 membership letters is being done this month.
- Lastly, Vicki reminded the Board that the deadline for joining for 2005 is June 1, 2005.
8. **NEWSLETTER REPORT:** Anne-Marie reported that the May issue of *NewsNotes* will be out next week. The lead story will be the election results and Valerie's article on the 2005 conference update.

OLD BUSINESS

1. **2005 CONFERENCE REPORT:** Valerie reported that she received over 140 proposals for the conference sessions and institutes. She and her committee used the rating sheets to determine which sessions would be accepted. She sent out letters to the people whose proposals were accepted and to people whose sessions were considered as alternates. She noted that she had very positive responses from all of the people who proposed sessions. The committee accepted 21 institutes and 88 concurrent sessions for the 11 rooms that are available at this time. She has possible alternate sessions and will consider adding some of these sessions later.

She is continuing to work on room reservations and other hotel logistics. Lonna Smith is working as the lead negotiator with the hotel on these issues.

Valerie mentioned that her next job will be to design the Call to Conference.
2. **2006 CONFERENCE:** Sharon reported that she has been talking with the CASP contact on the design for the conference theme and logo. Russ noted that the CASP meeting will be May 17, and any suggestions that the Board might have for the theme and logo should be passed on soon since conference issues will be on the meeting's agenda. Sharon will let Russ know if he needs to take anything to the upcoming CASP meeting.
3. **2007 CONFERENCE:** Karen shared a telephone message she received from Rosalind Lee discussing the Mid-Atlantic Region's desire to hold the conference there. The city preference was not mentioned. The Board will wait to receive the official bid from the Region before responding. The 2007 conference site should be resolved by the next Board meeting.

Portland, OR was mentioned as a possible conference site for 2008. Karen will send the site proposal information to the Northwest Region, and Frieda will contact Mattie Davis to see if they are interested in hosting the 2008 conference.
4. **WEBSITE REVISIONS:** Kate noted that there were no new developments in the proposed new website except to add the new position announcement space. The Board agreed that the new website is ready to be published.

MOTION: That the new CRLA website be published as soon as possible. Valerie/Ann. MOTION PASSED.

Kate will contact Corrine to begin the process of uploading the new website.

5. **CERTIFICATION ISSUES:** The Board discussed issues surrounding certification of tutor programs and tutors as these issues relate to other certifying associations. Karen read Article XIV of the CRLA Bylaws, related to tutor programs. However, the language in the last sentence of this policy may be ambiguous: *Once an institution's program is certified, that program will receive a certificate and be authorized to issue individual CRLA certificates.* The Board agreed that after programs receive CRLA certification, they are qualified to certify their tutors at the local level, but they should contact NTA and/or ATP if they want national individual tutor certification. CRLA does not certify tutors.

CRLA will refer inquiries regarding individual tutor certification to NTA and ATP. Russ and Karen will draft written agreements and clean up wording in our literature and certificates.

6. **ACDEA UPDATE:** Russ gave a brief update from the recent ACDEA meeting. He noted that ACDEA will be meeting during the 2005 conference and will address issues regarding relationships between member associations. He noted that NTA has about 3000 members, 200 of whom attended the recent conference, and ATP has about 400 members, 100 of whom attended their first conference.

Russ also reported that the Blue Ribbon Commission will meet only once annually in a face-to-face meeting and by conference call at the other times. Every member association will fund one member to attend the face-to-face meeting.

Gladys Shaw, who was unable to attend the Fellows induction last October at the NCLCA conference, will be inducted at the spring 2006 NADE conference along with any new Fellows nominated by CRLA in 2005. New Fellows nominated by CRLA will be honored at our 2005 conference before induction at NADE in the spring.

7. **CRLA LEADERS FUNDING REQUESTS:** Russ presented several funding requests that he received from CRLA leaders in response to the travel funding policy approved at the April 15 meeting:

- A. Registration fee for Rosalind Lee to attend Learning Skills Association of British Columbia (LSABC) conference in May. She will use this opportunity to gauge interest in a joint LSABC/CRLA symposium.

MOTION: That the registration fee in the amount of \$75 be approved for Rosalind Lee to attend the LSABC conference in May of 2005. Frieda/Valerie. MOTION PASSED.

- B. Travel cost to Rosalind Lee to attend 2005 CRLA conference in November. She will use the time to seek out and encourage Chapters and/or Regions to host a CRLA conference.

MOTION: That travel cost in the amount of \$320 approved for Rosalind Lee to travel to the CRLA 2005 conference. Kate/Frieda. MOTION PASSED.

- C. Travel, hotel, and registration expenses for Jane McGrath, a CRLA Blue Ribbon Commission representative, to travel to NCLCA conference to participate in the Blue Ribbon Commission meeting.

MOTION: That travel, hotel, and registration cost in the amount of \$1,125 be approved for Jane McGrath to represent CRLA at the Blue Ribbon Commission meeting at the NCLCA conference in October, 2005. Kate/Valerie. MOTION PASSED.

Two funding requests were tabled pending clarification and specific dollar amounts.

8. **ASSESSMENT MANUSCRIPT:** Russ reported that Mike O'Hear has completed his book on assessment. The manuscript has been sent to the Media Advisory Board who will make a determination regarding publishing.

NEW BUSINESS

1. **JCRL EDITOR SEARCH:** The ad for the JCRL editor and all other open positions will run one more time in *NewsNotes* to make sure that all interested person have an opportunity to apply.
2. **OTHER OPEN LEADERSHIP POSITIONS:** Russ reported that Tina Barnes has expressed interest in the ITCP Coordinator position, and Dorian Eddy is interested in the IMCP Coordinator position. Applications and job descriptions have been sent to Tina and Dorian.

3. **AWARDS & SCHOLARSHIPS COMMITTEE:** Jane McGrath has requested Board approval to send an e-mail blast to CRLA members in July to encourage members to apply for scholarships by the August 15 deadline.

MOTION: That the Awards & Scholarship Committee's request to solicit applications for scholarships via e-mail blast be approved in July, 2005. Valerie/Kate. MOTION PASSED.

4. **JUNE BOARD MEETING:** The next Board meeting was set for Friday, June 24, 2005 at the same time (2-4 PM CST, 3-5PM EST, 1-3PM MT, 12-2PM PST, and 11AM-1PM Alaska)

MOTION: That the Board meeting be adjourned. Frieda.

The meeting adjourned at 2:01PM.

ATTACHMENTS

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
Savings Account	\$ 3,480.42

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

Conference Income \$ -

TOTAL INCOME \$ -

Monthly Expenses:

General Board \$2,176.77

General Organization \$ -

Publications \$156.73

Committees \$ -

Membership/States and Regions \$795.33

TOTAL OPERATING EXPENSES \$3128.83

Conference Expenses \$1,459.97

TOTAL EXPENSES \$4,588.80

Net Monthly Income(Loss) (\$4,588.80)

Assets At End of Month \$230,735.28

Prepared by Ann Wolf, Treasurer-Revised 5/ 12/05

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

Assets:

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

Beginning Balances:	
Operations Account	\$ 17,682.68
Conference Account	\$ 1,946.90
Savings Account	\$ 3,480.42

Income:	
Scholarships	\$ 45.00
Membership Dues	\$ 6,650.00
Interest Income	
Tutor Certification	
Misc Income	\$ 118.05
SIG Income	\$ 670.00
Mentor Certification	
JCRL	\$ 30.00
Tutor Handbook	
Learning Assistance Monograph	\$ 240.00

Total Operating Income	\$ 7,753.50
Total Conference Income	\$ —
TOTAL INCOME	\$ 7,753.50

Monthly Expenses:

General Board	\$ 418.3
General Organization	\$ 487.52
Publications	\$ 50.88
Committees	\$ 776.72
Membership/States and Regions	<u>\$2,460.87</u>
TOTAL OPERATING EXPENSES	\$4,194.29
Conference Expenses	\$ 1,683.25
TOTAL EXPENSES	\$ 5,877.54

Net Monthly Income(Loss)	\$ 1,875.96
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Assets At End of Month	\$ 228,145.72
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Prepared by Ann Wolf, Treasurer May 12, 2005

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

Assets:	
Money Market Account	\$ 59,964.32
Certificates of Deposits	\$143,194.85
Beginning Balances:	
Operations Account	\$ 128,653.22
Conference Account	\$ 235.65

Savings Account	\$ 3,481.58
Income:	
Scholarships	
Membership Dues	\$ 2,000.00
Interest Income	
Tutor Certification	\$ 2,250.00
Misc Income	\$ 562.50
SIG Income	\$ 285.00
Mentor Certification	\$ 150.00
JCRL	\$ 30.00
Tutor Handbook	\$ 1,530.00
Learning Assistance Monograph	\$ 192.07
Total Operating Income	\$ 6,999.57
Total Conference Income	\$ 4,125.00
TOTAL INCOME	\$ 11,124.57
Monthly Expenses:	
General Board	\$ 2,696.96
General Organization	\$ 2,030.99
Publications	\$ 679.78
Committees	\$ 1,189.33
Membership/States and Regions	<u>\$ 13.99</u>
TOTAL OPERATING EXPENSES	\$ 6,611.05
Conference Expenses	\$ 954.10
TOTAL EXPENSES	\$ 7,565.15
Net Monthly Income(Loss)	\$ 3,559.42
Assets At End of Month	\$ 339,089.04

Prepared by Ann Wolf, Treasurer May 12, 2005