

## **CRLA BOARD MEETING AGENDA**

**June 24, 2005**

**2:00PM – 4:00PM Central Time  
Conference Call**

### **CALL TO ORDER**

1. Approval of Agenda
2. Approval of April 15, 2005 Minutes
3. Treasurer's Report  
Approval of Treasurer's Report
4. States/Regions/Chapters & SIGs – Kate  
Approval to fund Wyoming/Colorado's request for \$190  
Approval to fund PA/NJ's request for \$350  
Approval to fund Technology & Distance Learning SIG's request for \$250  
Approval to fund Ohio River Valley's request for \$600
5. Executive Assistant's Report – Karen
6. Membership Report – Vicki
7. Newsletter Report – Anne-Marie

### **OLD BUSINESS**

1. ITCP UPDATES & TRANSITION  
Approval to approve Russ's appointment of Tina Barnes as new ITCP Program Coordinator  
Approval to add \$200 to the ITCP budget  
Approval to change wording on ITCP and IMCP certificates  
Approval to change titles of ITCP and IMCP programs
2. 2006 Conference Report
3. 2007 Conference Report
4. 2005 Conference Report  
Approval to accept revised Conference-at-a-Glance
5. Conference Budget  
Approval to add \$10.00 to each registration fee, excluding student fees
6. CRLA Leaders Travel Requests  
Approval to fund Jane McGrath's request for \$850
7. ACDEA Update
8. Presidential Appointments

Approval to accept Russ' appointment of Anne-Marie Schlender as the NewsNotes Editor

Approval to accept Russ' appointment of Emily Miller Payne as the JCRL Editor

Approval to accept Russ' appointment of Dorian Eddy as IMPC Coordinator

Approval to accept Russ' appointment of Lonna Smith as Conference Site Evaluator

#### **NEW BUSINESS**

1. Board Awards
2. July Board Meeting

#### **ADJOURNMENT**

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD MEETING**

**DATE: June 24, 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; Anne-Marie Schlender, Newsletter Editor; Sharon Taylor, Incoming President-Elect; Dorothy Bonser, Incoming Secretary**

**GUESTS: Amy Dugan, Dugan Data; Anna Crockett, ITCP Program Coordinator**

The meeting was called to order by President Russ Hodges at 2:08 (CST).

1. **APPROVAL OF AGENDA:** 2007 Conference and Funding Requests were added to Old Business. Website Revisions was deleted from 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 May 13, 2005.

**MOTION: That the minutes for May 13, 2005 be approved as corrected. Kate/Valerie. MOTION PASSED.**

3. **TREASURER'S REPORT:** Ann distributed the End-of-Month statement for May via email to the Board. She reported that total assets equal \$339,120.65. The total income for May was \$4,268.14 and total expenses equaled \$6,734.95. For the month, we had a net loss of \$2,466.81. She pointed out that the loss of \$6,734.95 is due to seasonal ebb in membership dues and recent expenses associated with the 2005 conference. Ann added that she will be reviewing the budget this month to determine our expenses and income for the first six months. She plans to have this report ready for the next Board meeting.

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

4. **STATES/REGIONS/CHAPTERS & SIGs:** Kate reported that Utah had a wonderful June meeting. They had 38 participants from eight universities and colleges. She congratulated Noelle Call on the fantastic job she did planning and organizing the meeting.

Kate noted that New Mexico and Canada do not have leaders and asked the Board for suggestions of people for her to contact. She will also ask Rosalind Lee for any suggestions about Canada since Rosalind recently attended a conference in British Columbia on behalf of CRLA.

Kate reported that the Teaching Excellence SIG has been disbanded and all members have been notified. She will remind these members that they may choose another SIG to join.

After Kate confirmed that \$1500 is still available for funding projects, the following requests were approved:

**MOTION: That Wyoming/Colorado's funding request for \$190 be approved to support the cost of their Fall Articulation Meeting. Kate/Valerie. MOTION PASSED.**

**MOTION: That PA/NJ's funding request for \$350 be approved to support a fall working meeting. MOTION PASSED.**

Five hundred dollars was budgeted for June SIG requests. Therefore, the following requests were approved:

The Technology & Distance Learning SIG requested \$500.

**MOTION: That the Technology & Distance Learning SIG's funding request be approved for \$250 for SIG member to travel to TIDE for 2005. Kate/Frieda. MOTION PASSED.**

The funding request from the Learning & Study Strategies SIG was tabled. The SIG applied for funds to produce a best-practices brochure for sale; the Media Advisory Board had suggested that CRLA provide such publications free of charge. Kate will work with the SIG, and the Board will revisit the SIG's funding request at the next meeting.

Kate initiated discussion on issues surrounding the joint fall conference of the Ohio Association for Developmental Education (OADE) and CRLA's Ohio River Valley Region. Dorothy Bonser was able to shed some light on issues surrounding the Region's request for \$600. She noted that OADE and Ohio River Valley Region have a history of collaboration and have put on conferences before. She suggested that the joint conference will be successful, communication will go to all Region members (not just those in Ohio), and the technology workshop will provide excellent professional development.

**MOTION: That the Ohio River Valley Region's funding request for \$600 be approved to help support a joint conference with OADE. Kate/Ann. MOTION PASSED.**

5. **EXECUTIVE ASSISTANT'S REPORT:** Karen reported that she corrected the President's job description to reflect the change timeline changes the *JDE* processing, notification, and mailing. The description and numbering will be revised to include the following change:
  17. *Review contract with NCDE to provide subscriptions of JDE and RIDE to CRLA members at reduced rate and prepare updated notice to be e-mailed to CRLA members by April 15.*
6. **MEMBERSHIP REPORT:** Vicki submitted the following membership report via email to the Board:
  - An email blast was sent (6/20/05) to all current members regarding the lateness of the spring *JCRL*. Since proofing and printing has yet to be done by Victor Graphics, no estimated time was suggested in the blast.
  - At the end of the 2005 membership year (6/13/05 database), CRLA had 963 current members. This compares to 958 current members at this time last year (6/9/04 database). Year end totals for current members will show a dip for 2005 since the membership deadline was moved from Sept 1 to June 1. However, 2006 membership numbers should show a spike with this change.
7. **NEWSLETTER REPORT:** Anne-Marie reported that she is preparing the next *NewsNotes* that will include a note on the scholarship raffle, an update on what SRCs and SIGs are up to, what CRLA is reading, and Lonna's article on Long Beach. Valerie will submit a piece to encourage members to attend the 2005 conference that will include a note on how to register for the conference.

The Board requested that requests for nominations for the Robert Griffin Award, all open leadership opportunities, announcement of new *JCRL* editor, and a small a small piece to introduce Amy Dugan be included. In the future issue, an article could feature the *JCRL*.

Anne-Marie expects to have the next *NewsNotes* out by July 15.

#### **OLD BUSINESS**

1. **ITCP UPDATES & TRANSITION:** Anna Crockett joined and reported that Tina Barnes was ready to take over as the new ITCP Program Coordinator. She noted that she has excellent skills and clerical support from her institution. The cost to transition from Anna to Tina will be minimal. Anna will rent a minivan to transport the ITCP records and hire students to assist with loading and unloading.

**MOTION: That Russ' appointment of Tina Barnes as the new ITCP Program Coordinator effective June 30, 2005 through the 2008 conference be approved. Kate/Frieda. MOTION PASSED.**

**MOTION: That \$200 be added to the ITCP budget to cover transition costs. Kate/Ann. MOTION PASSED w/One Abstention.**

Anna will submit travel request funds for her and Tina to attend the 2005 conference and NCLCA.

The Board agreed to change the wording on the Tutor Certificates to reflect CRLA' policy on certifying programs. The new wording will read as follows:

*Awards program certification to (program) of (institution) and authorizes this program to issue (certificate levels) Tutor Certificates to tutors who meet CRLA requirements for certified levels.*

**MOTION: That the ITCP and IMCP certificates be changed to reflect the new wording. Valerie/Kate. MOTION PASSED.**

**MOTION: That the International Tutor Certification Program (ITCP) and the International Mentor Certification Program (IMCP) titles be changed to International Tutor Program Certification (ITPC) and International Mentor Program Certification (IMPC) to reflect change in certificates and CRLA certification policies. Frieda/Valerie. MOTION PASSED.**

The Board thanked Anna Crockett for her years of outstanding and dedicated service to CRLA and its members.

2. **2006 CONFERENCE:** Sharon reported that she is working on the theme and logo for the conference. She is waiting for something from CASP to be included in the logo since this conference will mark their 25<sup>th</sup> anniversary. She expects to hear from them next week. She will share a draft of the theme logo with the Board for review.

Sharon noted that CASP has appointed Sharon Pate as co-chair for the conference. Mary Ann Greenlees (CASP) and Alan Constant (CRLA) will serve as on-site co-chairs. The conference planning manual has been sent to Mary and Alan and includes the on-site chair job description.

Sharon asked for some clarification on a few conference items, and Valerie was able to answer her questions. She advised Sharon to make sure she gets summer contact information on all presenters to avoid communication problems. Sharon will continue to communicate with Valerie and other Board members as the need arises.

3. **2007 CONFERENCE:** Amy Dugan will send the names of members in the Mid-Atlantic Region to Laura Symons for her to consider as conference on-site chairs.

4. **2005 CONFERENCE REPORT:** Valerie thanked Amy Dugan for patience and expert assistance over the past week on the Conference-at-a-Glance schedule. The Board reviewed the Conference-at-a-Glance and made some minor changes.

Russ will send information to Valerie and Amy regarding changes that may need to be made to accommodate committee meetings on Thursday. And Valerie will communicate with Rick Stepp-Bolling to let him know about changes and to make sure that they do not conflict with other scheduled events.

**MOTION: That the 2005 Conference-at-a-Glance be approved as revised. Valerie/Frieda. MOTION PASSED.**

Valerie continued her report and noted that she now has 23 institutes and 104 concurrent sessions scheduled for the conference. Only four people have not submitted their acceptance forms. She will add or delete sessions later. She suggested that the institutes be promoted in *NewsNotes* as soon as possible.

The Board thanked Valerie for continued hard work in planning and organizing the 2005 conference.

5. **CONFERENCE BUDGET:** The Board agreed that the 2005 registration conference fees be increased by \$10 across the board, with the exception of student fees. The increase in fees will offset unexpected expenses related to conference programs and planning. All conference information will reflect this change.

**MOTION: That \$10.00 be added to each conference registration fee, excluding student fees, over the earlier budgeted amount. Ann/Valerie. MOTION PASSED w/One Abstention.**

The Board suggested that Valerie check with Rick to make sure that projected budget amounts for tours is reasonable.

6. **CRLA LEADERS TRAVEL REQUESTS:** The Board reviewed a revised travel request from Jane McGrath, Awards & Scholarship Committee Chair, that no longer includes conference registration fee.

**MOTION: That the funding request of \$850 be approved to help defray travel cost for Jane McGrath to attend the 2005 conference in Long Beach. Kate/Ann. MOTION PASSED.**

7. **ACDEA UPDATE:** Russ shared correspondence and issues regarding ATP and NTA with the Board. He will keep the Board apprised as issues are resolved.
8. **PRESIDENTIAL APPOINTMENTS:** Russ asked the Board's approval of his new appointments.

**MOTION: That Russ' appointment of Anne-Marie Schlender as the *NewsNotes* Editor through the 2008 conference be approved. Valerie/Frieda. MOTION PASSED.**

**MOTION: That Russ' appointment of Emily Miller Payne as the *JCRL* Editor through the 2008 conference be approved. Frieda/Ann. MOTION PASSED.**

**MOTION: That Russ' appointment of Dorian Eddy as IMPC Coordinator through the 2008 conference be approved. Frieda/Ann. MOTION PASSED.**

**MOTION: That Russ' appointment of Lonna Smith as Conference Site Evaluator be approved through the 2008 conference. Valerie/Ann. MOTON PASSED.**

Russ will notify all of the new appointees and send official letters for Sharon and Dorothy.

9. **MEDIA ADVISORY BOARD:** Discussion on issues surrounding Mike O'Hear's book was tabled until the next meeting. Russ and Kate will work with the Media Board on this issue and report to the Board.

#### **NEW BUSINESS**

1. **BOARD AWARDS:** Karen will send information to the Board of the descriptions and criteria for nominating members for the Robert Griffin Long & Outstanding Award and the Karen G. Smith Special Recognition Award. She reminded the Board that the deadline for making nominations had been set for August 1.
2. **JULY BOARD MEETING:** The next Board meeting was set for Friday, July 22, 2005, at the same time (3-5PM EST, 2-4 PM CST, 1-3PM MT, 12-2PM PST, and 11AM-1PM Alaska)

**MOTION: That the Board meeting be adjourned. Frieda.**

The meeting adjourned at 1:57 PM.

## ATTACHMENTS

### TREASURER'S REPORT

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

#### Assets:

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

#### Beginning Balances:

Operations Account	\$ 131,504.94
Conference Account	\$ 3441.18
Savings Account	\$ 3,482.17

#### Income:

Scholarships	\$ 5.00
Membership Dues	\$ 2,175.00
Interest Income	
Tutor Certification	\$ 1,500.00
Misc Income	\$ 152.75
SIG Income	\$ 105.00
Mentor Certification	\$
JCRL	\$
Tutor Handbook	\$
Learning Assistance Monograph	\$ 150.00

Total Operating Income	\$ 4,268.14
Total Conference Income	\$

**TOTAL INCOME** \$ 4,268.14

#### Monthly Expenses:

General Board	\$ 741.19
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General Organization	\$ 588.63
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Publications	\$ 26.35
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Committees	\$ 550.39
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Membership/States and Regions	<u>\$ 2,408.66</u>
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**TOTAL OPERATING EXPENSES** \$ 4,315.22

Conference Expenses	\$ 2,419.73
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<b>TOTAL EXPENSES</b>	<b>\$ 6,734.95</b>
<b>Net Monthly Income(Loss)</b>	<b>( \$ 2,466.81)</b>
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<b>Assets At End of Month</b>	<b>\$ 339,120.65</b>

Prepared by Ann Wolf, treasurer 6/23/05