

AGENDA FOR CRLA BOARD MEETING
Friday, March 17, 2006 3:00 EST
Conference Call

- 1. Call to Order- Valerie 3:00 p.m.**
- 2. Approval of the Agenda - Valerie 3:05 p.m.**
- 3. Approval of the Minutes - Dorothy 3:10 p.m.**
- 4. Treasurer's Report - Ann 3:20 p.m.**
Approval of the Budget
- 5. SIG and State/Region/Chapter Report - Russ 3:30 p.m.**
- 6. Executive Assistant Report - Karen 3:40 p.m.**
- 7. Membership Coordinator Report - Vicki 3:50 p.m.**
- 8. Newsnotes Editor Report - Anne-Marie 4:00 p.m.**

OLD BUSINESS

- 9. 2006 Conference Report - Sharon 4:10 p.m.**
Pat will join the Call to discuss registration issues
- 10. 2007/2008 Conference Report -Valerie 4:20 p.m.**

NEW BUSINESS

- 11. Request from the Media Advisory Board - Valerie 4:25 p.m.**
- 12. Report from the ACDEA Meeting - Russ and Ann 4:30 p.m.**
Board's intention to induct Gladys Shaw into the ACDEA Fellows
at the Austin conference
- 13. Plans for the Executive Board Retreat in June - Russ and Anne-Marie 4:40 p.m.**

OTHER

- a. News from the California Chapter Meeting**
 - b. POC Concerns**
- 14. Adjournment**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: 3:00 pm EST, Friday, March 17, 2006

**LOCATION: Conference Call
MINUTES**

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Pat Jonason, Conference Registrar

- 1. CALL TO ORDER** The meeting was called to order by President Valerie Smith Stephens at 3:05 pm EST.
- 2. APPROVAL OF AGENDA** It was agreed that DuganData support for *Newsnotes* be added under New Business and that an update on Michael O'Hear's book be added under Old Business.

MOTION: That the agenda be approved as amended. Dorothy/Ann. MOTION PASSED.

- 3. APPROVAL OF MINUTES** After discussion, the CRLA Board and 2006 Conference Committee Notes taken at the meeting February 4, 2006 were accepted.

Minor changes were made in the Minutes of the CRLA Board February 4, February 5, and February 6.

MOTION: That the February 4 Minutes be approved as amended. Dorothy/Russ. MOTION PASSED.

MOTION: That the February 5 Minutes be approved as amended. Dorothy/Ann. MOTION PASSED.

MOTION: That the February 6 Minutes be approved as amended. Russ/Ann. MOTION PASSED.

- 4. TREASURER'S REPORT** Ann reported the total income for January 2006 as \$51,304.30; total expenses, \$33,009.94, which included the \$25,000 CD purchased in January; and assets at the end of the month, \$306,313.43.

The total income for February 2006 is \$6,756; total expenses, \$13,561.60; and assets at the end of the month, \$299,905.34.

Ann noted that for the upcoming month (March) there will be \$10,000 income from Membership, SIGs, and Tutor Certification.

MOTION: To approve the Treasurer's Reports for January and February. Ann/Sharon. MOTION PASSED.

The Operations Budget was then discussed. Projected income from the most recent 2006 Conference Budget (line item 2001) is \$24,123.70. Other areas that Ann pointed out are (5053 Board Travel) \$7000, (5064, a new line item) \$10,000 for the long-range planning retreat which will be added to the Budget, and (5113) \$1,000 added to keep the Conference Registrar's bank account open. Line item 5213 was discussed at some length in regard to the cost of the new publication process of *NewsNotes*. The Board agreed to increase the budgeted amount for the layout of each issue, and to decrease the number of newsletters per year from four to three creating an amount for 5213 of \$2500. Valerie will talk with Anne-Marie about the new process and numbers of issues. It was noted that we are saving money from the earlier hard copy process as the subtotal for publishing *NewsNotes* in the 2006 budget is \$4510 as compared to \$9450 (budgeted) \$7656 (actual) in 2002. The suggestion was made that Anne-Marie and the new Editorial Board should make the decision about which three months *NewsNotes* should be published.

Anne noted that the \$50 requested by Amy Dugan for an email blast is already in the budget (line item 5212).

Russ asked for an increase in the States and Regions \$6000 to \$7000 (line item 5432). He also asked for an increase in Board Member Travel from \$4000 to \$6000 (line item 5434). The subtotal for States/Regions and SIGS (288) is \$15,200. Ann noted that all of the income from the on-site raffle (\$2000) should be coming into the Operating Budget (Ann will make sure that the money is placed into the treasury during the conference). Also, since expenses will probably not be incurred in line item 5396 (Committee Chairs Travel to Affiliated Organizations Conferences), that item was decreased to \$1000. The budget will then show a profit of \$1388.70

MOTION: To approve the 2006 Operating Budget of CRLA. Ann/Russ. MOTION PASSED.

5. SIG AND STATE/ REGION/CHAPTER REPORT Russ went through the report that he had emailed to the Board and briefly listed the groups which had already received Board approval:

CRLA Southeast Symposium A request for \$587.50 submitted pending the receipt of the reimbursement form (approved 1000.00) to Mike Keleher, Director of the Southeast Region for the First Annual CRLA Southeast Symposium. The theme for the symposium was "*Charting Course: Where We've Been and Where We're Headed.*" The conference was held February 4, 2006, at Kennesaw State University in Atlanta, Georgia.

CRLA California Chapter The Board had approved \$1000.00. The theme for the conference, which was held on March 10, 2006, at Mt. San Antonio College in Walnut, California was "Parachutes and Ladders V: No Brain No Gain." The keynote speaker was Dr. Janet Zadina, currently a Post-Doctoral Fellow in Cognitive Neuroscience in the Department of Psychiatry and Neurology at Tulane University in New Orleans. CRLA President Valerie Smith Stephens was a special guest of the conference.

CRLA Pennsylvania/New Jersey Conference The Conference was held at Temple University in Philadelphia, on March 10, 2006. The conference theme was "*First-Year Experience: Helping Students Succeed Through Academic Support Programs.*" The keynote speaker was Gregory Blimling, Vice President for Student Affairs at Rutgers University and President of the American College Personnel Association. CRLA has received no request for funding.

The **CRLA Northeast Annual Spring Meeting** which the Board had previously approved up to \$1000 in reimbursement for expenses will be held April 3, 2006. The conference, "Rejuvenate... Collaborate," will be held concurrently at the Gideon Putnam Resort in Saratoga Springs, New York, with the New York College Learning Skills Association (NYCLSA) Symposium. Special guests of the meeting will be Valerie Smith Stephens, CRLA President, and Don Frament, NYCLSA President Elect.

The **Utah Region** of CRLA, for which the Board approved \$1000.00, will host their second ^{annual} conference on May 11, 2006, at the University of Utah, Salt Lake City. The keynote address will be given by Martha Bradley, Director of the Honors Program of the University of Utah.

The upcoming regional and state conferences which need Board approval are

The Mid-Atlantic CRLA Region requested \$900.00 for their conference, "*Transmitting Success: Making Learning Connections Across the Curriculum*," in Charlottesville, Virginia, March 24-25, 2006. The conference will be held at Piedmont Virginia Community College in Charlottesville, VA. Featured speakers are Dr. Valerie Smith Stephens, CRLA President and Assistant Dean at Rutgers University, and Dr. Rita Smilkstein, author and educator. Dr. Smilkstein will conduct a two-part workshop, "Using the Brain's Natural Learning Process: Teaching for Student Engagement and Success Across the Curriculum."

MOTION: To approve up to \$900 reimbursement for expenses requested by the Mid-Atlantic Region for their Spring 2006 Conference. Russ/Ann. MOTION PASSED.

The Heartland Chapter is requesting \$1000 for a spring conference. The conference will be held April 6-7, 2006, at the Embassy Suites in Kansas City, Missouri. This year's theme is "*Brain-Compatible Teaching and Learning*." Guest speakers include *Read Right* specialists Jan Swinton and Dee Tadlock and CRLA's Learning and Study Strategies SIG Leader Maggi Miller.

MOTION: To approve up to \$1000 reimbursement for expenses as requested by Heartland Chapter for their conference. Russ/Dorothy. MOTION PASSED.

The Northwest Chapter of CRLA will host a conference May 4-5, 2006. CRLA has received no request for funding.

The Minnesota/North Dakota/South Dakota Region of CRLA is planning their fall conference for September 28-29, 2006. CRLA has received no request for funding. Russ will not be attending this conference this year as previously planned and budgeted. The group is also having regional meetings on April 6 or 7 in three different parts of the state:

- The Northern Region is meeting in Moorhead, Minnesota, April 7 from 4-8 pm.
- The Metro Area is meeting in St. Paul, April 6 from 4:30-8:30 pm.
- The Southern Region is meeting at Minnesota State University Mankato on April 7 from 10:00-3:00.

Russ reported that **Alaska** will seek \$1000.00 for a fall meeting. They may also request funds for a Board Member to attend. He has no paperwork yet of any official request.

It was noted that the **Ohio River Valley** group has planned a fall conference with OADE which will be held at the same time as the national CRLA conference. Valerie will contact Sandie Crawford to find out more about which conference Sandie is going to attend. Russ will follow up on that call with Sandie as needed.

Russ included in his report a list of current SIG leaders:

Brain Compatible Teaching/Learning

Charis Sawyer

Cindy Havko (deputy)

College Reading

Pat Bower

Jo Anne Greenbaum (deputy)

Developmental/Basic Writing

Joan O'Leary

English as a Second/Foreign Language

Christiane R. Fuller

Freshman Year Experience

Dorothy A. Jones

Learning & Study Strategies

Maggi Miller, Program Manager

Learning Assistance Center Management

Sandie Crawford

Learning Disabilities

Alda Noronha-Nimmo

Mathematics

No leader

Multicultural Issues

Durthy Washington

Paired Courses

Christie L. Anderson

Angela Mize Williams (deputy)

Peer Tutoring

Terri Massie-Burrell

Theresa P. Davis

Research and Evaluation

Jan Norton

Technology & Distance Learning

Lucy MacDonald

Robin York

He noted Bill Horstman's request to resign from being the leader of the Freshman Year Experience SIG and to appoint Dorothy A. Jones as the leader of that SIG. Russ appointed Dorothy as the new SIG leader of the Freshman Year Experience SIG. He noted that she will be looking for a deputy leader.

Russ clarified with the Board the name of the Paired Courses SIG. Since the name *CRLA Learning Communities* has been used, he will contact Christie Anderson to see if she is recommending a name change for the SIG. If there is a name change, Karen advised Russ that he does not need Board approval to do so.

Russ noted that he has sent emails to all SIG leaders and State/Region/Chapter leaders about conference proposal deadlines.

- 6. EXECUTIVE ASSISTANT REPORT** Karen reported that
- a. She does not yet have the job descriptions amassed. She has sent suggestions for change to some of the people who currently hold the position. Only two of those changes may be significant enough to bring before the Board. She is not sure if the Web Manager's job description has been approved, so will check on that and all of the job descriptions.
 - b. The new displays seem to be working well. She is getting good response about them and about the ease of mailing and transporting them. At the time of this meeting, one had been returned from the New Jersey conference and one had not yet been returned from another state conference.
 - c. She is doing a review of a book, *From F to Phi Beta Kappa*, by Lance O. Ong for the newsletter. He has requested an exhibit space at the conference and at Karen's request a sent a copy of his book to her so that she could review it.

- 7. MEMBERSHIP COORDINATOR REPORT** Vicki reviewed the Membership Report that she had sent to the Board. Current membership as of March 8, 2006 is 756 as compared to 816 during the same period last year. The second renewal notice was sent out February 22. One thousand ITPC pins and two small nylon drapes for the States/Regions/Chapters were ordered. Vicki filled seven States/Regions/Chapters requests for materials to be sent to spring conferences. Karen Agee will send the small table displays as needed to States, Regions, and Chapters and will be mailing membership brochures with the large table display as needed to sister organizations. Vicki mailed copies of the old and new brochures to Gladys Shaw for the archives. She reported that Valerie has sent a draft of an invitation-to-join email blast to non-member attendees in Long Beach. Karen Agee will send edited copies of the email to Amy Dugan to be emailed.

Vicki also reported that revisions to the CRLA website are in progress. She suggested that Board Members examine the matrix she had sent to us for changes needed. She also suggested a consistency on the website in font, display style (radio buttons, tabs), layout and format, and a check to see if all of the links are current.

The question of whether job descriptions should be on the website was discussed. It was agreed that they should not be. Karen will contact Corrine to let her know.

Vicki noted that she and Amy Dugan are discussing the design and cost of a revision of the "Thanks for Joining"/ "Thanks for the Renewing" letter. They are considering an extra half sheet containing a paid receipt as several members have asked that they receive a receipt to submit to their schools. The membership fee next year may need to be increased to include a cost of printing, folding, and stuffing the envelopes.

Additions and corrections were made to the website reference lists (that list appears as an Addendum II to the minutes).

Vicki notified that Board that she would like to pass the updating of the Leadership Handbook CD back to the States/Regions/Chapter/SIG Coordinator. She and Karen had updated the paper version to the electronic version, included a table of contents listing all of the materials that need to be placed in the handbook, and designed a matrix listing all of the materials that need updating. Vicki is notifying the Board at this time, however, so that state/region and SIG newsletters and other materials such as conference announcements can be collected and given to the coordinator so that he can burn them to the new CD. Valerie suggested that Russ get together with Vicki and Karen to facilitate transferring the Handbook to him.

8. **NewsNotes EDITOR'S REPORT:** Anne Marie was at a conference in Tampa. Her emailed report will be discussed at our next meeting.

OLD BUSINESS

9. **2006 CONFERENCE REPORT** (Pat Jonason joined the call at this time.) Sharon has received three lists containing a total of 124 proposals from Corrine, to which she has sent letters of acknowledgement as they are received. Amy Dugan will send a complete list of the proposals to Sharon. A number of people have contacted Sharon about their difficulty with the mechanics of filling out the proposal. She has responded to all of them. Russ added that the form is "trigger happy" and it does not allow for formatting or spacing and recommended that it be worked on for next year. After discussion with the Board, Sharon also decided to extend the submission deadline to Monday, March 20. It was suggested that those who met the original deadline receive preferential treatment in being accepted.

Sharon also asked for the Board's assistance in deciding the size of room needed for the sessions. Karen suggested that she could get some helpful information in deciding that from last year's session evaluations. Both Valerie and Russ agreed to help after the proposals have been approved.

Sharon is awaiting a second confirmation from Anna Crockett to see if she will be chair of the conference chairs. Also, she has not obtained insurance because she is waiting for the final figures in the budget.

Russ brought forward a request by NADE for offering a NADE certification institute at our conference. Their charge for completing the training is \$165, but CRLA will need to add the cost of the room and a lunch or supper on Tuesday. The Board enthusiastically agreed to honor their request, and Sharon will try to get a room for thirty to fifty people. We will need

to see if Alan Constant can get the room before responding definitively to NADE. Russ suggested an afternoon/evening institute so that attendees won't have the added expense of arriving on Monday.

To accommodate the NADE institute, Pat Jonason will have to add it to the registration form and will need to pay NADE the cost of the registration for the institute for each attendee. Pat noted that a cost of 1.9% cents of the \$165 + 29 will be added for any registrant who uses a credit card. This will add another cost, so it was suggested that the cost of the institute should be \$235 - \$240 (depending on the cost of the food). Russ will compute the fee after he finds out the cost of the meals.

MOTION: That we continue to investigate options to offer the NADE Certificate Institute on Tuesday, October 17, 2006, and we will continue to make cost and room accommodations for it. Russ/ Sharon. MOTION PASSED.

Conference Budget Ann Wolf began the discussion of the Conference Budget with line item 7211. Pat Jonason questioned whether the amount would be for mailing programs or for related mailing the registrar does. The \$650 allotted will be inadequate, according to Pat Jonason, unless the programs are printed on site.

Alan Constant is looking for a local printer for the programs in Austin, so there may be no cost for mailing them. If the programs are printed at Johnson County Community College, where they have been printed for the last two or three years, according to Pat, the cost would be \$5.05 per program and \$.02 per page after 98 pages, the same cost as the printing in recent years. If they are printed in Kansas, Pat will bring them in either a van from her college or a rented van at a cost of \$600-\$700 for the week. Sharon Taylor, Karon Mathews, and Betty Black will make the decision about where the programs will be printed.

Ann reported that last year, printing of the programs cost \$3280.27 and typesetting, \$3299.15. She noted that the typesetting was probably more than it will be this year as paid clerical help was necessary for Valerie. Last year we spent \$147.23 (line item 7221) on printing and publishing for the registrar, and paid registrar help was \$2600. Pat is recommending \$2700 for the 2006 conference because of the additional numbers of attendees at the combined conference in Austin. Russ noted that it should be clarified that this amount is budgeted to cover expenses incurred by the conference registrar before the conference. Pat also noted that she would appreciate any help at the conference that the CASP group can offer. Registrar travel, hotel, and meals were increased (Line item 7228) from \$1100 to \$1500 to cover those expenses.

Pat thanked the Board for keeping her bank account open during the year so that she didn't have to open an account this year. She noted that the name of the bank she is using has changed from Gold Bank to MNI. Also Pat noted that she and Sharon Taylor will be designing the official registration form. Mary Ann Greenlees is sending her the form used last year for the conference in Texas so that Pat and Sharon can incorporate some of the items. Pat will also add the Tuesday NADE Institute, and she will need the names and exact prices of specific events when those have been determined. Sharon noted that two tours costing \$30 have been already decided on.

The registration form will be on the website and completed forms sent to Johnson Community College so that Pat will be able to work with the data there. The form will be

available August 1. Pat requested that Board Members test that form. She will meet with "Saul" to put the form online.

Pat strongly suggested to the Board that the Registrar be bonded, the estimated cost being approximately \$300. Pat will send the appropriate forms to Ann Wolf and Rosemary Karr. Sharon will notify Rosemary to expect the extensive form from the bonding agency.

MOTION: That the Conference Registrar, CRLA Treasurer, and Conference Treasurer be bonded. Russ/Ann. MOTION PASSED.

In the conference budget, \$600 will be added and (General Conference Expenses Line Item 7006) and \$300 will be added to the Operations Budget to cover the CRLA Treasurer.

MOTION: That the conference budget be approved. Russ/Ann. MOTION PASSED.

Pat then made recommendations about dates for registration deadlines. After discussion of deadlines recommended by the Texas participants, the following dates were agreed on: Early Registration August 1 – September 8, Regular Registration September 9 – 30, On-Site Registration October 17-21. The dates will need to be adjusted on the website. Pat will notify the CASP people; Sharon will notify Corrine. Registering the participants for the NADE Institute Sharon will need to notify the hotel that registration area should be ready by 10:30 (including computer access) on Tuesday, October 17. If the hotel cannot accommodate this change, we will send the NADE participants a letter telling them when and how they can register for the conference. Or there can be a mini registration in the room where the institute will be held.

- 10. 2007/2008 CONFERENCE REPORT** Valerie has the contract for the DoubleTree hotel in Portland. Mark Sandberg has given his approval of the contract language. Everything he pointed out could be covered by the purchase of conference insurance. The dates for the conference are October 28 through November 4. Russ noted that the contract is the best that we have seen in a long time.

MOTION: That the contract with the DoubleTree Hotel for the 2007 Conference be approved. Russ/Ann. MOTION PASSED.

Valerie will sign the contract and FAX it to the DoubleTree Hotel.

For the 2008 conference, Valerie informed the Board that there are two areas interested in hosting: Cleveland and Baltimore. She is awaiting institutional support for the site chairs. Russ suggested that whoever does not host the 2008 conference be tapped for 2009. Mike Keleher of Kennesaw State in Atlanta also expressed interest in hosting a conference in Atlanta in 2009. Kryn Schultz, one of the potential Baltimore site chairs, is not currently a member. Valerie instructed her to contact Vicki about updating her membership.

- 11. UPDATE ON MICHAEL O'HEAR'S BOOK** This was tabled for the April Board Meeting.

NEW BUSINESS

- 12. DuganData SUPPORT FOR NewsNotes** Vicki asked the Board to address the bill sent by Amy Dugan for her time and services spent in publishing the most recent CRLA Newsletter.

MOTION: That the Board pay DuganData the amount of \$806.25 for services rendered in publishing the March 2006 issue of the CRLA newsletter. Russ/Dorothy. MOTION PASSED

Vicki will have Amy Dugan send Ann Wolf an invoice for her time and services spent in publishing the March CRLA newsletter.

- 13. REQUEST FROM THE MEDIA ADVISORY BOARD** Valerie brought before the Board a request from the Media Advisory Board, which she had earlier emailed. The Media Advisory Board is seeking direction for their first publication project. They proposed developing a monograph or soft-cover book comprised or reprints of previously published articles from the Journal of College Reading and Learning plus a few other publications in memory of Cindy Peterson. In their report, they proposed three different ways of publishing the monograph, which will be addressed in a future meeting by the Board.

MOTION: That the Board approve in philosophy the Media Advisory Board's proposal to publish a monograph in memory of Cindy Peterson. Russ/Dorothy. MOTION PASSED.

Dorothy will send the motion to Valerie so that she can send it on to Jeanne Higbee.

- 14. REPORT FROM THE ACDEA MEETING** Russ informed the Board that at the ACDEA meeting at NADE, it was recommended that the Blue Ribbon Commission Report be disseminated to the membership of all member organizations. The report would be placed on the ACDEA website with a link placed on the CRLA website to the report.

MOTION: That the Board disseminate Blue Ribbon Commission Report allowing a link to be placed on the CRLA website to the report. Russ/Ann. MOTION PASSED.

Valerie thanked both Ann and Russ for attending the NADE conference and the ACDEA meeting.

Russ noted that the nomination packets for ACDEA Fellows are due May 1, 2006. Karen will represent CRLA at the next ACDEA meeting at NCLCA. At that meeting, Russ noted that the following two issues will be considered: a limitation of number of years nominations would be allowed and the possible name change of the organization.

MOTION: That Gladys Shaw be inducted with the other inductees at the CLRA 2006 Conference. Russ/Dorothy. MOTION PASSED.

Valerie will send a note to Hunter Boylan regarding Gladys's induction.

- 15. PLANS FOR THE EXECUTIVE BOARD RETREAT IN JUNE** This was tabled until our next meeting. Valerie will send a note to Anne-Marie to bring this to her attention.

OTHER The following issues were also tabled until the next meeting.

- a. News from the California Chapter Meeting
- b. POC Concerns

14. ADJOURNMENT

MOTION: That the meeting be adjourned. Dorothy/Russ

President Smith Stephens adjourned the meeting at 5:30 pm.

College Reading and Learning Association
Balance Sheet
End of Month – January 2006

Assets:

Certificates of Deposits \$180,429.09

Beginning Balances:

Operations Account \$ 96,335.88

Conference Account \$ 7,767.57

Savings Account \$ 3,486.53

Income:

Scholarships \$

Membership Dues \$

Interest Income \$.89

Tutor Certification \$

Misc Income \$ 216.50

SIG Income \$

Mentor Certification \$

JCRL \$

Tutor Handbook \$

Learning Assistance Monograph \$

Total Operating Income \$ 216.39

Total Conference Income \$ 51,086.91

TOTAL INCOME \$ 51,304.30

Monthly Expenses:

Certificate of Deposit \$25,000.00

General Board \$ 1,281.51

General Organization \$ 430.10

Publications \$ 519.62

Committees \$ 121.95

Membership/States and Regions \$ 1,276.88

TOTAL OPERATING EXPENSES \$ 28,629.97

Conference Expenses \$ 4,379.97

TOTAL EXPENSES \$ 33,009.94

Net Monthly Income(Loss) \$ 18,294.36

Assets At End of Month \$ 306,313.43

Prepared by Ann Wolf, treasurer March 13, 2006

College Reading and Learning Association
Balance Sheet
End of Month – February 2006

Assets:

Certificates of Deposits \$180,429.09

Beginning Balances:

Operations Account \$ 68,086.42

Conference Account \$ 54,708.01

Savings Account \$ 3,487.42

Income:

Scholarships \$ 40.00

Membership Dues \$ 3,100.00

Interest Income \$.80

Tutor Certification \$ 1,150.00

ITPC Pins \$ 11.00

Misc Income \$

SIG Income \$ 315.00

Mentor Certification \$ 150.00

JCRL \$ 420.00

Tutor Handbook \$ 1,020.00

Learning Assistance Monograph \$

Total Operating Income \$ 6,206.00

Total Conference Income \$ 550.00

TOTAL INCOME \$ 6,756.00

Monthly Expenses:

General Board \$ 2,955.46

General Organization \$ 70.00

Publications \$ 76.89

Committees \$ 1,526.01

Membership/States and Regions \$ 2,637.80

TOTAL OPERATING EXPENSES \$ 7,266.16

Conference Expenses \$ 6,295.44

TOTAL EXPENSES \$13,561.60

Net Monthly Income(Loss) \$ (6,805.60)

Assets At End of Month \$ 299,905.34

Prepared by Ann Wolf, treasurer March 13, 2006