

**AGENDA FOR CRLA BOARD MEETING**  
**Friday, April 14, 2006 3:00 EST**  
**Conference Call**

- 1. Call to Order – Valerie**
- 2. Approval of the Agenda – Valerie**
- 3. Approval of the Minutes – Dorothy**
- 4. Treasurer's Report – Ann**
- 5. SIG and State/Region/Chapter Report – Russ**
- 6. Executive Assistant Report – Karen**
- 7. Membership Coordinator Report – Vicki**
- 8. *Newsnotes* Editor Report – Anne-Marie**

**OLD BUSINESS**

- 9. 2006 Conference Report - Sharon 4:10 p.m.**
- 10. 2007 Conference Report and News regarding 2008, 2009, and 2010 -Valerie 4:20 p.m.**
- 11. Executive Board Retreat Report – Russ and Anne-Marie**
- 12. Approval to Induct Dr. Gladys Shaw at the ACDEA Induction – Valerie**
- 13. Mike O'Hear's Book – Russ and Karen**

**NEW BUSINESS**

- 14. Program Certification/Mentor Certification Update – Valerie**
- 15. POC Concerns – Valerie**
- 16. Professional Development Committee – JoAnn Carter-Wells via Valerie**

**OTHER**

- 17. Adjournment**

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD MEETING  
DATE: Friday, April 14, 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

1. **Call to Order** Valerie called the meeting to order at 3:08 pm EST.
2. **Approval of the Agenda** Russ asked that information about ATP and NTA be added to the Agenda. Valerie agreed to add this under New Business.

**MOTION: That the agenda be approved as revised. Russ/Ann. MOTION PASSED.**

3. **Approval of the Minutes** Corrections were made to the March 17 Minutes.

**MOTION: That the March 17 Minutes be approved with corrections. Sharon/Dorothy. MOTION PASSED.**

Dorothy asked the Board to recommend a list of recipients for the minutes each month. It was agreed that copies of a draft of the minutes for each meeting be sent to guests who attended the meeting, to the Conference Registrar, and that Sharon Taylor send copies of the minutes to appropriate members of her conference committee. It was also agreed that copies of the corrected minutes be sent to the same group.

4. **Treasurer's Report** Ann reported that the March statement is somewhat different from past statements because she is showing the conference treasurer's (Rosemary Karr's) numbers, yet is keeping the CRLA conference account included in the report. Ann transferred \$40,219.90 from the conference account into the monthly statement, and she also moved \$10,000 to the savings account for the retreat. Ann reported an income for the month of \$54,337.65 and expenses of \$23,758.11. The total monthly income was \$30,579.54. Assets at the end of March were \$343,568.26.

**MOTION: That the Treasurer's Report for March be approved. Ann/Dorothy. MOTION PASSED.**

5. **SIG and State/Region/Chapter Report** Russ reported the following conferences held in March:

**CRLA California Chapter**

"Parachutes and Ladders V: No Brain No Gain" was the theme at Mt. San Antonio College in Walnut, California, on March 10, 2006. The keynote speaker was Dr. Janet Zadina. CRLA President Valerie Smith Stephens, who was a special guest of the conference, gave a talk on the importance of learning assistance in higher education. The Board had previously approved up to \$1000 funding support.

### **CRLA Pennsylvania/New Jersey Conference**

The Conference was held at Temple University's Tuttleman Learning Center 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.

### **Mid-Atlantic CRLA Conference**

"Transmitting Success: Making Learning Connections Across the Curriculum" was the theme of the conference in Charlottesville, Virginia, March 24-25, 2006. The conference was held at Piedmont Virginia Community College in Charlottesville, Virginia. Featured speakers were CRLA President Valerie Smith Stephens, whose topic was "Our Work Matters: The Role of Learning Assistance Professionals in Higher Education" and Dr. Rita Smilkstein, author and educator, who conducted a two-part workshop, "Using the Brain's Natural Learning Process: Teaching for Student Engagement and Success Across the Curriculum." The Board had previously approved up to \$900 funding support. Russ stated that the Mid-Atlantic group is requesting an additional \$125.92 to cover additional expenses incurred in covering travel for the speaker and food and lodging for both guest speakers. After some discussion, the Board entertained the motion to cover the expenses.

**MOTION: To approve the request of the Mid-Atlantic Region for \$125.92 to cover the additional expenses of their conference March 24-25. Russ/Dorothy. MOTION PASSED.**

He reported that the following conferences were held in April:

### **CRLA Northeast Annual Spring Meeting**

"Rejuvenate . . . Collaborate!" was the theme of the April 3, 2006, conference held at the Gideon Putnam Resort in Saratoga Springs, New York. The conference was held concurrently with the New York College Learning Skills Association (NYCLSA) Symposium. Special guests of the meeting were Valerie Smith Stephens, CRLA President, and Don Frament, NYCLSA President Elect.

The Board had previously approved up to \$1000 funding support and Russ has received the reimbursement paperwork.

### **Heartland Chapter Spring Conference**

The conference was held April 6-7, 2006, at the Embassy Suites in Kansas City, Missouri. This year's theme was "Brain-Compatible Teaching and Learning." Guest speakers included Jan Swinton, Dee Tadlock, and Maggi Miller. Both Vicki and Karen attended the conference. Vicki reported that there were 83 attendees, including 9 people from Oklahoma. The Board had previously approved up to \$1000 funding support.

Russ will ask each of the state/region/chapter leaders to write a short report for the upcoming newsletter. Russ also thanked Vicki and Karen for their work in creating the attractive new CRLA displays. He noted that they are professional looking and that they are easy to transport.

The conferences which will be held in May are

The **Northwest Chapter of CRLA**, which will host a conference May 4-5, 2006. No funding was requested.

The **Utah State CRLA**, which is seeking approval for a Board Member (they requested Russ Hodges) to attend the conference, which will be held 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 Board had previously approved up to \$1000 funding support.

**MOTION: That Russ Hodges represent CRLA at the Utah State Conference May 11, 2006. Ann/Dorothy. MOTION PASSED.**

Conferences which will be held in September and October are  
**Minnesota/North Dakota/South Dakota Region of CRLA** in September 28-29, 2006.

**Mid-South Region** which will hold a one-day meeting planned for the end of September. They are requesting \$500 for postage, mailing, refreshments, nametags, and expenses.

**MOTION: To approve the Mid-South Region's request for up to \$500 to fund their conference at the end of September 2006. Russ/Ann. MOTION PASSED.**

**Alaska**, which will hold a meeting sometime in September. Russ expects this state to request a Board member to attend this conference.

**Ohio River Valley**, which will hold a joint conference with OADE October 20-21. Sandie Crawford is the contact person.

Russ reported no SIG news other than that Dorothy Jones, new SIG leader for Freshman Year SIG sent out her first e-mail newsletter to members of the SIG. She is currently looking for a deputy. He also noted that we are still in need of a Math SIG Leader.

**6. Executive Assistant Report** Karen reported no change in updating of job descriptions. Karen also reported that Norm Stahl requested a CRLA conference planning manual. She suggested that we honor his request and that we send him an updated version when it is completed within in a couple of weeks. Valerie asked Karen to tell Norm that we will send him the planning manual after it has been revised.

**7. Membership Coordinator Report** Vicki reported that corrections and updates have been made to the web page. In a chart of information sent to the Board, she noted additional changes or recommendations which may have been done by the person designated. She is closing her part of the project. Vicki thanked Corrine for being responsive to the changes and updates.

Itemized receipts are being made and inserted with the "Thanks for Joining/ Renewing" letters sent to all members. Amy Dugan reported to Vicki that she spent one-half hour to do the receipts and one-half hour to stuff the envelopes for 100 renewals. With Amy's \$50/hour fee, the charge for sending the letters will amount to \$50 a month for the service. Vicki recommended that the Board approve the service.

**MOTION: To approve the \$50 per month to Amy Dugan for sending the "Thanks for Joining/Renewing" letters. Russ/Sharon. MOTION PASSED.**

An e-blast to Long Beach non-members was sent March 20 asking them to join. Approximately 150 of the original 200 were sent an invitation to join from Valerie. The cost was \$85 for sorting the original conference list from the late joiners plus the e-blast.

Two new 6' by 6' table drapes were received and paid for (\$845). They will accompany the traveling displays and national conference displays.

Any updates and suggested changes to the 2007 membership application need to be made as soon as possible. The deadline to join for 2006 is June 1, and the new 2007 application will go on the web June 2, 2006.

Vicki is working on updating the POC list for Tom Dayton. She reports that given the nature of its retired members and lack of affiliation with institutional e-mail system, the contact list/database is often obsolete. People who are leaving CRLA and retiring frequently do not provide forwarding addresses.

The responsibility for the Leadership Handbook CD is still pending.

She reported that as of April 11, 2006, CRLA had 877 current (2006+) members. This compares to 891 current (2005+) members on April 15, 2005.

- 8. NewsNotes Editor Report** Anne-Marie announced the new members of the Editorial Board for *NewsNotes*: Cheryl Engle, Jane McGrath, Maggie Miller, and Amy Dugan. She asked for suggestions for publication dates for the three yearly issues of the newsletter. It was agreed that the three issues be published after the February Board Meeting, and before and after the annual conference—May, July, and March for the 2006/07 year. It was suggested that Anne-Marie put the submission deadlines and publication dates on the website.

Anne-Marie has been investigating the purchase of a camera to insure better quality photographs for the newsletter and has found that the \$200 which has been set aside for camera purchase just does not cover the quality camera that is needed. She asked the Board to consider budgeting an additional \$100 to cover the cost of a camera that will meet her needs.

**MOTION: To add up to \$100 to the \$200 budgeted amount to purchase a camera that meets the needs of the newsletter editor. Russ/Ann. MOTION PASSED.**

## **OLD BUSINESS**

- 9. 2006 Conference Report** Sharon reported that the following items have been completed:
- a. Submitted proposals (207) were sent to review committees under the following review committee chairs: Sharon Taylor (brain and composition), Betty Black (reading theory, assessment, technology, and tutor training), Karon Mathews (learning communities, professional practices, program administration, student populations, and student success or first year experience, and Rosemary Karr (mathematics and science).
  - b. Submitted proposals were distributed in the following strands:

Brain—institutes (5) and sessions (17)  
Composition—institutes (0) and sessions (18)  
Reading theory—institutes (3) and sessions (25)  
Student, program, and course assessment—institutes (2) and sessions (10)  
Teaching and learning with technology—institutes (3) and sessions (10)  
Tutor training—institutes (2) and sessions (15)  
Learning communities—institutes (1) and sessions (20)  
Professional practice—institutes (0) and sessions (8)  
Program administration—institutes (1) and sessions (18)  
Student populations—institutes (0) and sessions (11)  
Student success, study skills, and first year experience—institutes (1) and sessions (17)  
Mathematics and science—institutes (1) and sessions (17)

Sharon is working out a chart of possible session times. She is exploring ways of increasing the current number of time slots for sessions, including discontinuing Lunch with a Mentor. Russ requested permission to speak with Alan Constant about increasing the number of session times. Sharon will send her working schedule to Russ so that he might work with Alan on charting and increasing the number of session times.

- c. The conference page has been updated regularly. Sharon reported that she is impressed with Corrine's work. She will notify Mary Ann Greenlees that she needs a picture of her for the conference website.
- d. Conference fees have been posted on the CRLA home page and the early registration date has been updated.

She reported that progress continues on the following items:

- a. Exploration of ways to increase the number of session times (as discussed above).
- b. Print estimates for the conference programs have been received and appear about the same price as last year. It was suggested that if the cost is equitable, that the printing be completed in Austin.

Sharon had the following questions and issues for the Board:

- a. Is the CRLA board interested in having a time in the program for conference participants to interview for jobs from institutions represented at the conference? The Board's recommendation was that we not do this at the 2006 conference, but perhaps the idea could be pursued for a future conference.
- b. Who prints the reminder postcards? How is Amy Dugan and Dugan Data involved in this process? Dugan Data will supply the mailing lists; however, it was suggested that Sharon investigate having the postcards printed locally. Karen suggested that the print shop at the University of Northern Iowa might also submit a bid. Sharon is considering asking her college president if the college would make a contribution of printing and mailing the cards. She will check on that detail next week.

- c. The conference insurance quote and contract has been received from Marsh Affinity Group Services: Premium 1 Limited terrorism with earthquake-- \$798.58, which is below the \$1300 budgeted. After brief discussion, it was agreed that Sharon should sign the contract. The conference treasurer will remit payment for the premium.
- d. Contract for exhibitor's services has been received from Freeman Company, which is the group CRLA has worked with previously. Ann noted that last year they charged \$5507, well above the budgeted amount.

Sharon asked for help in deciding which services should be contracted. Since it was decided that the estimated costs were excessive, Sharon will get back with Karon Mathews and Sandra Chumchal to get other bids. Ann is going to email Sharon last year's invoice. It was suggested that the exhibits chairs help Sharon out on determining the drayage services needed.

**10. 2007 Conference Report and News regarding 2007, 2008, and 2009** Valerie reported that the contract has been signed for 2007. For 2008, it looks as if Cleveland may be the choice. It was suggested that we not cut off the option of Baltimore too soon. Valerie recommended that we wait for the letters of support from both Baltimore and Cleveland. To date, neither has been received.

**11. NADE Certification Institute** Russ noted that the NADE Certification Institute is scheduled for Tuesday, October 17 from 1:00 to 10:00. The hotel will offer registrants the same conference rate. Cost of the Institute will be \$200-\$225. Russ asked the Board to consider how registrants for the pre-conference institute should register for the entire conference (i.e., Do they have to register for the entire conference? Should they follow the same sliding scale in place for all other registrants?)

Another issue for consideration is how registrants for the tutor-training institute, who are primarily students, should register for the conference. Do the same categories and rules apply to this group? Should the participants pay the one-day registration fee \$80? It was suggested that Russ work with Sharon, wait to see if the tutor training institute is approved, and then, for the NADE Certification Institute, work with the NADE Board to negotiate an equitable arrangement.

**12. Executive Board Retreat Report** Valerie had sent an email April 1 to the Board which offered three options for a vote on having the retreat: have the retreat as planned June 16-19, 2006; postpone the retreat until all members could be present; or cancel the retreat. Lengthy discussion ensued on holding the retreat just before the 2006 conference, holding it in June 2007, having just the voting Board members be present, canceling it, keeping cost low, and examining the timeliness and purpose of having a retreat. After weighing the options, the Board agreed to meet as planned in June. Valerie will help Anne-Marie and Russ with planning the agenda for the meeting. Anne-Marie and Russ will take care of the local arrangements. Russ will let Board members know when to make travel plans.

**13. Approval to Induct Dr. Gladys Shaw at the ACDEA Induction** Valerie reported that she had received Hunter Boylan's approval to have Gladys Shaw inducted into ACDEA at the CRLA 2006 conference.

- 14. Mike O'Hear's Book** Karen reported to the Board that Jan Norton has sent her Jan's copy of Mike O'Hear's book in which Jan has made editorial comments. Karen will merge her own comments and send the book to Mike to work through these recommendations and the recommendations of last year's review. When the suggestions have been implemented, she is to bring it back to the Board for approval to be sent to H & H Publishing for publication. If the changes cannot be made, the document could then be released to Mike and the authors to do as they wish with it.

#### **NEW BUSINESS**

- 15. Election Report** Valerie reported for Kate Sandburg that Ann Wolf has been reelected as Treasurer and Rick Sheets has been elected President Elect. The Board congratulated both Ann and Rick. Because of time, she tabled the rest of Kate's report until the next meeting.
- 16. Association for the Tutoring Profession and National Tutoring Association** Russ reported that he had a great experience at the ATP Conference. They had approximately 200 attendees after being in existence only two years. They expressed that they would like a good relationship with CRLA and promised that they will not certify programs. The idea of joint sponsorship of online training was discussed when Russ met informally with their board.
- Russ reported that the NTA is certifying programs and currently listing on their website a program certification process even though Sandi Ayaz, Executive Director of NTA had earlier told Valerie that they have suspended certifying programs. Individuals at the NTA conference told Russ that they are in the midst of certifying six programs breaking the agreement that was made between Russ and Sandi Ayez last year. Russ reported that they have now consented to sign an agreement with CRLA to discontinue certifying programs. Russ recommends that we think about how to proceed. The issue will continue to be discussed at the June retreat..
- 17. Program Certification/Mentor Certification Update** Valerie reported that she, Tina Barnes, and Doirin Eddy have been talking on a monthly basis. Doirin proposed hiring a student to help establish a historical database to record all of the programs for which she has received applications. The cost would fall within the \$150 budgeted for clerical support.
- 18. POC Concerns** Valerie reported that Tom Dayton noted that he does not have a complete listing of updated email addresses for members of the POC. It was suggested that he get clerical assistance at his school to create a group mailing list containing all of the available email addresses of members of the POC. Vicki will check the accuracy of the addresses that she has.
- 19. Professional Development Committee JoAnn Carter-Wells via Valerie**  
The report was tabled until the next meeting.

#### **20. Adjournment**

**MOTION: To adjourn. Dorothy**

Valerie adjourned the meeting at 5:30.



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

<b>Assets:</b>	
Certificates of Deposits	\$183,524.58
<b>Beginning Balances:</b>	
Operations Account	\$ 66,867.04
Conference Account	\$ 49,108.88
Conference Treasurer Account	\$ 10,000.00
Savings Account	\$ 3,488.22
<b>Income:</b>	
Scholarships	\$ 56.00
Membership Dues	\$ 7,900.00
Interest Income	\$ 3.65
Tutor Certification	\$ 400.00
ITPC Pins	\$ 155.50
Misc Income	\$
SIG Income	\$ 690.00
Mentor Certification	\$
JCRL	\$ 60.00
Tutor Handbook	\$ 900.00
Learning Assistance Monograph	\$
Transfer of funds from Conf. Account	\$40,219.90
Total Operating Income	\$50,381.40
Total Conference Income	\$ 3,956.25
<b>TOTAL INCOME</b>	<b>\$ 54,337.65</b>
<b>Monthly Expenses:</b>	
General Board	\$ 6,093.91
General Organization	\$ 1,320.63
Publications	\$
Committees	\$ 629.32
Membership/States and Regions	\$ 4,116.09
Transfer to Savings for Retreat	\$ 10,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 22,159.95</b>
Conference Expenses	\$ 1,598.52
<b>TOTAL EXPENSES</b>	<b>\$ 23,758.11</b>
<b>Net Monthly Income(Loss)</b>	<b>\$ 30,579.54</b>
<b>Assets At End of Month</b>	<b>\$343,568.26</b>

Prepared by Ann Wolf, treasurer April 12, 2006