

AGENDA FOR CRLA BOARD MEETING
Friday, July 14, 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.**
- 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.**
- 10. 2009 Conference Plans -Valerie 4:20 p.m.**
- 11. Retreat Summary and Action Items**

NEW BUSINESS

- 12. Board Meeting on Sunday, October 15 – Sharon and Ann**
- 13. Committee Chair Appointments – Valerie**
- 14. Request for Glossary of CRLA – Valerie**
- 15. Request to Purchase Mike O'Hear's book for classroom usage**
- 16. Selection of CAS Committee Members – Valerie**
- 17. CRLA Representative to Present at NADE in 2007 - Valerie**
- 18. Adjournment**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Friday, July 14, 2006 3:00 p.m. EST

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 3:05 p.m. E.S.T.
- 2. Approval of the Agenda** Valerie forwarded a request by Anne-Marie Schlender to table the *Newsnotes* Editor's Report until the next Board Meeting, when she will be able to attend. In addition, Karen Agee asked that an Awards and Scholarship item be added. Valerie agreed to add the item to the Agenda under New Business.

MOTION: That the Agenda be approved as revised. Russ/Dorothy. MOTION PASSED.

- 3. Approval of the Minutes** Dorothy had electronically sent changes to the original draft of the April 14, 2006 Minutes, which the Board reviewed before the July meeting. Additionally, Russ asked that he be given time to work on the language of Item 16 in the April 14 Minutes, a change for which he would electronically send to the secretary before the end of the July 14 meeting. The Board granted that request and then made the following motion.

MOTION: That the April 14, 2006 Minutes be approved as revised with the exception of #16 and will be dispersed as soon as the changed language for that item is inserted. Russ/Dorothy. MOTION PASSED.

Minor changes were made to the June 17, 2006 8:40 a.m. Minutes.

MOTION: That the June 17, 2006 8:40 a.m. Minutes be approved as revised. Russ/Dorothy. MOTION PASSED.

MOTION: That the June 17, 2006 5:05 p.m. Minutes be approved as written. Dorothy/Ann. MOTION PASSED.

- 4. Treasurer's Report** Ann presented the Board with balance sheets for May and June 2006. Included in the Treasurer's statements are reports from the Conference Treasurer, Rosemary Karr, which have not yet been divided into the 40/60 per cent split. Ann noted a large amount of income in May from CRLA and SIG membership renewals and \$1000 for the tutoring handbook.

Income for the month of April was \$6079.02 and expenses for the month were \$11,654.41. Loss for the month of April was \$5616.39. There was income during the month, but it was not deposited until May 2006. The total assets for the month of April were \$306,323.85.

The total income for the month of May was \$17,869.91 and the total expenses for the month were \$5,483.51. The income for the month was \$12,386.40. The assets at the end of the month Ann reported to be \$319,137.13.

MOTION: That the April and May 2006 Treasurer's Reports be approved. Ann/Sharon. MOTION PASSED.

Ann reported that Gladys Shaw is currently looking at the books and that she should be getting a report from her soon.

5. SIG and State/Region/Chapter Report Russ reported the following changes in SIG leadership:

- a. The new Technology and Distance Learning SIG leader is Julie Hutchin from Clark College in Vancouver.
- b. Penny Turrentine will replace Sandie Crawford, who recently resigned as the Learning Center Management SIG leader.
- c. Shawn Peterson and Rachel Winkenwerter will serve respectively as the new Math SIG Leader and Math Deputy SIG Leader.

Russ also reported that he has sent letters to all SIG leaders indicating the options for their meetings at the conference. Most leaders, he reported, are taking the scheduled Friday, October 20 noon time. He will forward the information to Sharon Taylor to be published in the conference program.

6. Executive Assistant Report Prior to the board meeting, Karen electronically sent the Board copies of two job descriptions for approval: website manager and CAS Representative. After the Board approves the content of the website manager position, Karen will write it in standard form.

MOTION: To approve the job descriptions of Website Manager and CAS Representative. Russ/Ann. MOTION PASSED.

Karen also electronically sent the Board a copy of CRLA Committee Chairs/Standing Positions/Ex-officio Officer Appointments, which she will have Corrine post on the CRLA website. Karen will continue to work on a list of past conference information—themes, and locations—to post on the website as well. She will add onsite chairs to the list. She had previous to the July 14 meeting sent a copy of the list to the Board.

7. Membership Coordinator Report Vicki reported that CRLA membership is currently up to 1006, as compared to 959 last year at this time. She also noted that welcome/thank-you-for-joining letters were printed in May. Two versions are used each year: this year, one from the current president will be used June 1 through the conference, and the second version, which needs to be written by the new president to be ready for printing in September 2006, will be sent from the time of the conference to May 31, 2007.

Vicki reported that postcards were sent to 113 members with incorrect or no email addresses in May and that approximately 25 responses have been received to date.

A discount offer for the *Journal of Developmental Education* was sent to members via e-blast in May. Once again this was done at CRLA's expense (\$35) rather than NCDE using our list and sending it out. It was noted that this expense, which is a benefit to CRLA members, should be added to the budget next year.

The 2007 membership application was put up on the website June 1, 2006.

Revisions and updates to the brochure are needed in the next month for printing in September. Vicki will FAX copies of the current brochure to those board members and chairs that may want to update their particular area.

- 8. Newsnotes Editor Report** The *Newsnotes* Editor's Report will be given at the August Board Meeting.

OLD BUSINESS

- 9. 2006 Conference Report** Sharon forwarded a question from Betty Black, Conference Co-Chair, for approval of a reduced charge of \$13.00 for the \$19.00 "grab and go" lunches, with the organizations absorbing the additional cost. This issue was discussed further under New Business.

Sharon also questioned whether the next eblast be sent in July or August. It was agreed that it should not be sent until August, when the registration data is on the website. It was noted that eblasts should also be sent to sister organizations. Valerie will forward a request to the presidents of those organizations for membership lists so that Amy Dugan can send eblasts to the entire ACDEA membership. Sharon reported that airline and hotel information is online.

Sharon reported that Mary Ann Greenlees will be sending postcard reminders about the conference to CAS and CRLA members. Mary Ann has not yet requested or been sent mailing labels for CRLA members. Sharon will confirm with Mary Ann that the postcards are going to be mailed and then contact Vicki Papineau, who will electronically send Mary Ann a list.

Sharon also needs a write up from Dairin Eddy for the call to conference and the conference program. In addition, there should be written descriptions for ITPC and IMPC announce their meetings and to invite conference participants to attend. It was noted that the conference chairs should be made aware of both exhibitor and sister organization advertisements in the conference program so that the latter can be sized to fit the program layout.

The deadline for the conference program material is August 14. Sharon will notify Linda Russell that the author signing deadline has been moved from August 4 to August 14.

Sharon will write the President Elect Welcome Statement for the conference program. Alan Constant has taken care of the Cyber Café. Russ Hodges will send a State/Regions/Chapter write-up to Sharon.

Discussion ensued about the author signings and exhibitors' booths. Russ raised the following questions:

- Have the exhibitors received word that they are looking for authors?

Have the exhibitors been told that the authors may be placed within the booths?
Will there be an increased cost for the exhibitors because of extra tables and chairs, and if so, who pays for this?

Sharon will work with Linda Russell to examine the space both within the exhibit hall and in the adjacent hallway to determine what will best accommodate the exhibitors' needs. It was agreed to go ahead with the author signings as Sharon already has one publisher and because the decision needed to be made before the next Board meeting. Valerie noted the importance of Sharon's contacting Linda Russell as soon as possible to resolve the above issues.

Sharon will contact Betty Black to see if she would like to be the contact person for the "roommate finder." Also, she will continue to try to reach Anna Crockett about sending the "invitation to chair" letters.

10. **2009 Conference Plans** Because of time constraints, Valerie tabled this item until the August Board Meeting.
11. **Retreat Summary and Action Items** Valerie tabled this item until the Board has the opportunity to read the retreat notes and discuss appropriate action. Valerie sent a copy of Anne-Marie's draft of the retreat notes to the Board Members.

NEW BUSINESS

12. Valerie opened discussion about the proposed 2007 conference logo submitted by Rick Sheets. The Board informally enthusiastically approved the logo and the full and half page design using the logo for the proposals.

Karen relayed Rick's suggestion of contacting Skip Downing as a possible keynote speaker for the conference. After discussion, Board agreed that Rick should make an initial contact with Downing. Karen will let Rick know that he has the Board's approval to contact Downing. Ann offered to share information regarding cost of previous keynote speakers with Rick so that he has an idea of what CRLA has spent in the past.

The Board examined further the issue of underwriting the cost of the "grab and go" lunches for the conference. After discussion, it was agreed that since the reduced charge would cost the organization excessively, that the \$15.00 charge be maintained. It was also agreed that the lunches be advertised as "Gourmet-on-the-Go" lunches.

MOTION: That the early registration charge for the Gourmet-on-the-Go lunches be \$15 and that the charge during regular registration be \$17. Dorothy/Russ. MOTION PASSED.

Sharon will inform Pat Jonason of the Board's decision. She will also work with Alan Constant to make arrangements with the hotel to select two different menus for the two days' Gourmet on the Go lunches.

13. **Board Meeting on Sunday, October 15** Sharon reported that the hotel will give CRLA the conference rate for Saturday, October 14. Ann reported that all expenses except David Arendale's travel costs have been submitted and are well below the amount budgeted for the retreat, which would make those funds available to continue initiatives begun at the

retreat in Austin Sunday, October 15. After discussion, the Board made the following motion.

MOTION: That the Board travel to Austin on Saturday, October 14, 2006, to provide time to hold a board meeting Sunday, October 15. Russ/Dorothy. MOTION PASSED.

Valerie will ask Alan Constant to try to have the hotel assign the same rooms to Board members so that they will not have to move after one night's stay.

14. Committee Chair Appointments Valerie made the following Committee Chair report:

- a. For Awards and Scholarship Chair, there was one application: Terry Cook. She meets the qualifications and has institutional support.

MOTION: To approve Terry Cook as Awards and Scholarship Chair from after the 2006 CRLA Conference to the 2009 CRLA Conference. Dorothy/ Sharon. MOTION PASSED.

- b. For the Executive Assistant, there were no applications. The deadline for applications for the position will be extended. Karen's term ends October 21. Valerie will contact Tom Dayton, Kate Sandburg, and Jane McGrath for possible candidates.
- c. For Conference Evaluator, one qualified applicant has applied: Jessica Baldwin. She has institutional support.

MOTION: To approve Jessica Baldwin as Conference Evaluator from after the 2006 CRLA Conference to the 2009 CRLA Conference. Russ/Dorothy. MOTION PASSED.

- d. The Conference Registrar position needs to be advertised.
- e. There were three applicants for the CAS Representative: Mary Wislocki, Karon Mathews, and Gretchen Starks-Martin. Karen will send the recently completed job description for the position to Valerie who will then forward it to the three candidates asking them to demonstrate their qualifications for the position. Valerie will then forward their responses to the Board for approval.

Russ recommended that those who are not appointed be considered for the CAS standards subcommittee to work with Becky Johnen. Others on or to be considered for that committee include Karen Agee, Frank Christ, and Carol Dochen (who have been on the committee) and Penny Turrentine and Gladys Shaw. Karen will send an additional name to Valerie. The Board will contact Gretchen Starks-Martin about serving on the committee if she is not appointed chair.

- f. There were no applications for the Political Action Chair.
- g. There were no applications for the ITPC Assistant Coordinator. Karen will check to see if it has been advertised and if the tenure may be extended.
- h. The appointment for Professional Association Liaison continues to be under consideration.

- i. There are no applicants for Website Manager. Karen has recently updated the job description and will check to see if Corrine Johnson can reapply. It was also suggested that we tap into the expertise of other CRLA members. Valerie will ask Rick Sheets after TIDE.

15. Request for Glossary of CRLA JoAnn Carter-Wells requested permission to use the CRLA Glossary of Terms. The Board gave her permission to do so. It was suggested that she contact David Arendale or Gladys Shaw for a copy.

16. Request to Purchase Mike O'Hear book for classroom usage JoAnn Carter-Wells requested permission to use Mike O'Hear's book. Since the book is not ready for use, permission was not granted by the Board.

17. Selection of CAS Committee Members Selection of CAS Committee Members was discussed in Item 14e (above). The item was tabled for further discussion until the next Board meeting before which Karen will send all names of possible candidates to Valerie.

18. CRLA Representative to Present at NADE in 2007 CRLA representation at the NADE 2007 Conference was discussed. The Board agreed to support Russ Hodge's request to attend. Russ will attend along with the then CRLA President, Sharon Taylor.

MOTION: To approve funding up to \$1500 to cover airfare, registration, lodging, and meals for Russ Hodges to represent CRLA at NADE in 2007. Sharon/Ann. MOTION PASSED.

19. Awards and Scholarship Report Karen Agee brought to the Board a request by Jane McGrath to authorize Amy Dugan to send an email blast the week following the July 14 Board Meeting reminding the members of the August 1, 2006 deadline to apply for the CRLA scholarships and awards. There is money in the Awards and Scholarship budget to cover the \$35 expense.

MOTION: That Amy Dugan be authorized to send an eblast to CRLA members announcing the August 1, 2006 deadline to make application/nomination for the CRLA scholarships and awards. Ann/Dorothy. MOTION PASSED.

Karen suggested adding "College Reading and Learning Association" and/or the logo at the top of the announcement, and that was informally approved by the Board.

20. Adjournment

MOTION: To adjourn. Ann.

President Smith Stephens adjourned the meeting at 5:25 E.S.T.

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

Assets:	
Certificates of Deposits	\$183,912.06
Beginning Balances:	
Operations Account	\$ 96,505.08
Conference Account	\$ 8,888.98
Conference Treasurer Account	\$ 9,142.25
Savings Account	\$ 13,491.87
Income:	
Scholarships	\$
Membership Dues	\$
Interest Income	\$ 7.77
Tutor Certification	\$
ITPC Pins	\$
Misc Income	\$
SIG Income	\$
Mentor Certification	\$
JCRL	\$
Tutor Handbook	\$
Learning Assistance Monograph	\$
Total Operating Income	\$ 7.77
Total Conference Income	\$ 6,071.25
TOTAL INCOME	\$ 6079.02
Monthly Expenses:	
General Board	\$ 2,460.52
General Organization	\$ 3,278.28
Publications	\$ 806.25
Committees	\$ 1,876.12
Membership/States and Regions	<u>\$ 2,423.22</u>
TOTAL OPERATING EXPENSES	\$10,844.39
Conference Expenses	\$ 851.02
TOTAL EXPENSES	\$ 11,654.41
Net Monthly Income(Loss)	(\$ 5,616.39)
Assets At End of Month	\$306,323.85

Prepared by Ann Wolf, treasurer July 10, 2006

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

Assets:	
Certificates of Deposits	\$184,304.00
 Beginning Balances:	
Operations Account	\$ 85,606.69
Conference Account	\$ 8,977.92
Conference Treasurer Account	\$ 14,362.48
Savings Account	\$ 13,499.64
 Income:	
Scholarships	\$ 56.00
Membership Dues	\$ 8,900.00
Interest Income	\$ 8.03
Tutor Certification	\$ 5,850.00
ITPC Pins	\$ 343.50
Misc Income	\$
SIG Income	\$ 860.00
Mentor Certification	\$ 75.00
JCRL	\$ 120.00
Tutor Handbook	\$ 1,050.00
Learning Assistance Monograph	\$
Royalties	\$ 607.38
 Total Operating Income	 \$17,869.91
Total Conference Income	\$
 TOTAL INCOME	 \$17,869.91
 Monthly Expenses:	
General Board	\$ 2,415.89
 General Organization	 \$ 144.50
Publications	\$ -
Committees	\$ 412.77
Membership/States and Regions	<u>\$ 1,713.77</u>
 TOTAL OPERATING EXPENSES	 \$ 4,686.93
Conference Expenses	\$ 796.58
 TOTAL EXPENSES	 \$ 5,483.51
Net Monthly Income(Loss)	\$ 12,386.40
 Assets At End of Month	 \$319,137.13

Prepared by Ann Wolf, treasurer July 10, 2006