

**AGENDA FOR CRLA BOARD MEETING**  
**Friday, August 11, 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.**
  - a. Auditor's Report**
  - b. TIDE Scholarship Recipient**
- 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 (An Invitation to Richmond) -Valerie 4:20 p.m.**
- 11. Continuation of Committee Chair Appointments – Valerie**
- 12. Selection of CAS Committee Members – Valerie**
- 13. Retreat Follow Up and Action Plans**

**NEW BUSINESS**

- 14. 2007 Conference Report - Rick**
- 15. Funding Request from Committee Chairs-Valerie**
- 16. Change for the next Conference Call- Valerie**
- 17. Recognition for Saul -Valerie**
- 18. Credit Card Use ( for auditing purposes) -Ann**

**19. Joint Symposium with NADE- Russ**

**20. Awards for Robert Griffin, Karen G. Smith, and Long and Outstanding Service Award – Executive Session**

**21. Adjournment**

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD MEETING**

**DATE: Friday, August 11, 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; Rick Sheets, Incoming President-Elect**

- 1. Call to Order** President Valerie Smith Stephens called the meeting to order at 3:05 E.S.T.
- 2. Approval of the Agenda** The following requests were made to add items to the Agenda: one from the Awards and Scholarship Committee regarding the reapportionment of the types of scholarships awarded, and one from Russ Hodges regarding a joint symposium with NADE. Valerie agreed to add these items under New Business. Ann Wolf requested that the auditor's report and an issue regarding a 2005 scholarship award be added to the Agenda. Valerie suggested that the items be given as part of the Treasurer's Report. She also tabled the Executive Session until the September 8, 2006 Board Meeting.
- 3. Approval of the Minutes** Both Dorothy and Russ suggested changes to the July 14, 2006 Minutes. The following motion was then made.

**MOTION: That the July 14, 2006 Minutes be approved as amended. Dorothy/Ann.  
MOTION PASSED.**

Dorothy then asked that the Board consider re-amending the June 17 Minutes to make suggested changes.

**MOTION: That the June 17, 2006 Minutes be approved as re-amended. Dorothy/Ann.  
MOTION PASSED.**

- 4. Treasurer's Report** Ann reported an income of \$11,894.81 and expenses of \$10,039.18 for June 2006. The total income for the month of June, she reported to be \$1,855.63. Total assets for the month were \$320,825.53. The complete Treasurer's Report for June 2006 is attached to the July 14, 2006 Minutes.

**MOTION: That the June 2006 Treasurer's Report be approved. Ann/Dorothy. MOTION PASSED.**

Ann read a letter from Gladys Shaw who had completed an audit of the Treasurer's Reports. Gladys complimented the CRLA Treasurer, Ann Wolf, on the job that she had done and suggested that Ann be commended for her work. The Board thanked Ann for her fine work. Karen Agee suggested, and the Board agreed, that a copy of Gladys' letter be sent to Pat Jonason with a note of thanks for her work as Conference Registrar, as Pat's work contributed to this clean audit. Ann noted that Gladys is sending a separate report suggesting minor procedural changes. It was reported that Gladys receives \$2500 for auditing the CRLA

Treasurer's Reports and filing tax documents, a fraction of the value of such services. Valerie will send a thank-you letter to Gladys for her services.

Ann also reported that one of this year's recipients of a CRLA \$1000 scholarship, which was intended to be used to attend TIDE, could not attend in 2006. Because the recipient had already received CRLA's check in that amount, she was advised to use the award money to attend TIDE in 2007. The Board wanted the Minutes to reflect this decision and suggested that the Awards and Scholarship Chair follow up on the recipient's attendance in 2007.

- 5. SIG and State/Region/Chapter Report** Russ was pleased to report that all SIGs have selected the Friday 12:00 noon time for their meetings at the 2006 Conference.

He forwarded a funding request to the Board from the Alaska chapter. The group is requesting \$925 (\$350 for a catered lunch, \$75 for supplies, and \$500 for a speaker) for their October state conference.

**MOTION: To approve funding of up to \$925 for the Alaska Chapter's regional meeting. Funding is contingent on their scheduling the meeting at a time that does not conflict with the international CRLA annual conference. Russ/Dorothy. MOTION PASSED.**

Vicki suggested and the Board agreed that Karen add the contingency issue (that a state/region/chapter conference or meeting not be funded if the dates of the event conflict with the international annual CRLA conference) to the *Policies and Procedures Manual*.

Treasurer, Ann Wolf, informed the Board that of the \$7,000 budgeted for states, regions, and chapters, \$2,643.88 had been used by the end of June.

Russ reported that there is currently no director for the Great Lakes Region. He did receive a request from Renique Kersh for information about the group. After speaking with Renique, Russ shared with the Board that she may be interested in pursuing a leadership role in the group. That plan is under consideration at the present time. Vicki confirmed that Renique is qualified on the basis of current membership in CRLA.

Russ also reported that Linda Stedje-Larson is in charge of hosting a regional Mid-South meeting, September 29, 2006, at Wingate University in North Carolina; that there is an opening for director of the New Mexico chapter; and that Noelle Call has resigned as the Utah State Director as she has accepted a position with a different institution. Russ will try to have those states, regions, or chapters who currently have openings for leaders select leaders at their meetings at the 2006 conference. He asked the Board to help him cover some of those meetings.

Russ reported that he will bring the large CRLA display board used at TIDE to the conference in October.

- 6. Executive Assistant Report** Karen reported that there were no new job descriptions completed. She is awaiting responses from committee chairs to complete their job descriptions.
- 7. Membership Coordinator Report** Vicki reported that the Call to Conference e-blast was sent to the members in ACDEA organizations and CRLA membership on August 10, 2006.

She reported the need for ACDEA organizations to send us an up-to-date database. There were over 350 bounced back messages (mostly NADE addresses) from the ACDEA lists.

Vicki also reported that she needs updates from both Rick Sheets and Tina Barnes for the CRLA membership brochure. She also needs updates regarding the *NewsNotes* publication schedule pending Board approval of the new timeline. She needs to get bids for the CRLA membership brochures, and the proofs need to go to the printer by early September. Last year, 2500 brochures were printed.

In addition, Vicki needs Sharon's approval of the Welcome and Renewal letters that Karen edited last month. Those also go to the printer in early September.

Vicki stressed that it is imperative for Amy Dugan to have a timeline and flow of edited data for the Conference Program. Amy needs to know when the Conference Program should be ready for the printer, who is communicating with the printer in Texas, and who is editing the program. Vicki pointed out also that Amy should be receiving *only* final copy. In her emails to those involved, Amy has listed what data she needs. Amy needs to know who is overseeing the project, and she needs to have that person report the data to her so that she does not have to edit and reformat the copy she receives. The Conference Program was at the printer by September 15 in 2005. With the other publishing jobs that Amy is completing for CRLA—including the current issue of *NewsNotes*—it is vital that someone communicate with Amy about these projects and be aware of her needs so that she does not have to do last-minute information gathering and editing (which she should not be doing at all).

8. **NewsNotes Editor Report** Anne-Marie reported that the November issue of *NewsNotes* will be sent November 30. Discussion ensued again [this was also discussed at February, March, and April Board Meetings] about the optimum number of newsletters to be sent to members annually. Most Board Members in recognizing the importance of communication with CRLA members feel that the number of *NewsNotes* published per year should be increased from three to four or six issues. After discussion, the following motion was made.

**MOTION: That there be an increase in number of *NewsNotes* published per year from three to four and that the time of publication be late January, early March, early August, and mid November. Ann/Sharon. MOTION PASSED.**

Anne-Marie will work out the actual publication and submission dates for each issue and send them to the Board during the coming week and will email Amy later today with the new publication months. It was suggested that Anne-Marie sketch out an outline for the content of each issue so that the appropriate contributors be prepared for their submissions. The importance of having the Editor send copy-ready material to Amy was again emphasized.

#### **OLD BUSINESS**

9. **2006 Conference Report** Sharon had electronically sent the Board a copy of her report and proceeded to address the "new business" items in that report. After discussion about handling overflow of hotel registration in Austin, Sharon made the following motion.

**MOTION: That Alan Constant be authorized to negotiate an agreement with hotels in the vicinity of the Hyatt in Austin to handle the overflow of registrants. Sharon/Russ. MOTION PASSED.**

Ann Wolf questioned the item in Sharon's report listing Alan Constant's request to move \$500 from the "Speaker" Item in the conference budget to the "Entertainment" Item. She reminded Board Members that items are not "moved" in the budget, which has been voted on and approved. Funds may be used for expenses from other areas of the budget, but the money may not be moved. It was suggested that Sharon share the Board's concern with Alan and that she work with Alan and Rosemary Karr, Conference Treasurer, to work out a way of handling his request for additional spending for "entertainment." Sharon will speak with both Alan and Rosemary.

The Board requested that Sharon add an item in her August report to address the printing-related issues of the conference program and that she report to Amy Dugan—with timeline and flowchart—important deadlines and responsible parties for tasks relevant to the process. Sharon noted that she and Alan will work out a thorough flow chart listing who is doing what, when the task will be completed, to whom it will be delivered, and final deadlines. Valerie suggested that Sharon hire someone to do the final proofreading for the conference program as Valerie had done for the 2005 conference. Amy should receive only final, print-ready copy.

Sharon reported that she will work on session numbers and room numbers next week.

Ads from the exhibitors and associations for the conference program are due August 14. Sharon will get a list from Linda Russell of those who have responded and will then telephone all exhibitors who have not yet done so.

Valerie is working on head table protocols for the brunch and banquets. Sharon told the Board that the conference chairs had decided in June that only the presidents of the three organizations would be sitting at the head table at each event. Also, anyone who is introducing a speaker would be invited to sit at a head table.

Karen noted that since Ann Wolf is both outgoing and incoming CRLA Treasurer nine, instead of the usual ten, CRLA officers/officers-elect would have banquet and brunch tickets waived.

It was suggested that all board members of the three organizations have the cost of the meal waived.

- 10. 2009 Conference Plans** The Visitors Bureau of Richmond, Virginia, has agreed to underwrite the cost of a visit by our conference site evaluator if there is serious consideration in selecting Richmond as the site of the 2009 conference. Two CRLA members, Jack Tremell and Jenny Bruce, have agreed to be onsite co-chairs. After discussing possible future conference sites, including Atlanta, perhaps in 2010, Cincinnati, and Indianapolis, the following motion was made.

**MOTION: To accept the Richmond, Virginia, Visitors Bureau's invitation for the conference site evaluator to visit Richmond in October 2006 to evaluate the site for the 2009 CRLA conference. Russ/Sharon. MOTION PASSED.**

Valerie will inform Lonna Smith, Conference Site Evaluator, of the Board's decision. The Board also suggested that a note of appreciation be sent to Laura Symons for making the initial arrangements for selecting Richmond as a conference site. Valerie will ask Corinne Johnson, Website Manager, to put the secured future conference sites on the CRLA website.

#### **11. Continuation of Committee Chair Appointments**

- a. CAS Representative: After discussion, this item was tabled until the September 8 Board Meeting.
- b. Website Manager: Valerie reported that Corrine Johnson will accept a renewal of her position as Website Manager. The Board agreed that Corrine has done a commendable job of maintaining the website.

**MOTION: To approve Corrine Johnson as CRLA Website Manager for a three-year term which will end after the 2009 conference. Sharon/Ann. MOTION PASSED.**

- c. Professional Development Chair: Discussion continued from the July board meeting about the Professional Development Chair position. It was noted that any chair of this committee needs to work on professional certification and must move that committee along. It was additionally noted that very little has been accomplished by this committee during its last term. JoAnn Carter-Wells' letter of intentions for the committee, which was sent to some Board Members, was read to the Board, and after discussion, the following motion was made.

**MOTION: To approve JoAnn Carter-Wells as Professional Development Committee Chair with the request that she submit a written progress report to the Board quarterly. Russ/Ann. MOTION PASSED.**

Valerie will meet with the JoAnn to discuss the expectation that she provide written documentation about the progress of the committee. JoAnn will also be invited to meet with the Board at the conference.

- d. Executive Assistant: Another invitation to apply for this position will be placed in the next *NewsNotes*. The deadline for application has been extended to September 1, 2006.

#### **12. Selection of CAS Standards Review Committee Members** Valerie requested the Board's approval of appointment of the following candidates to the CAS Standards Review Committee: Gladys Shaw and Penny Turrentine (new members), and Karen Agee, Frank Christ, and Carol Dochen (reappointed members).

**MOTION: To appoint Gladys Shaw, Penny Turrentine, Karen Agee, Frank Christ, and Carol Dochen to serve as CAS Standards Review Committee Members. Dorothy/Ann. MOTION PASSED.**

Karen agreed to inform the committee members of their appointment.

#### **13. Retreat Follow Up and Action Plans** This item was tabled until the September 8 meeting.

## NEW BUSINESS

**14. 2007 Conference Report** Rick Sheet's 2007 conference report was tabled until the September 8 Board Meeting. During his attendance at the August 11 meeting, he reported that he needs to send ad copy for the 2007 conference to be published in NADE's conference program to Dessie Williams, NADE President and similar ads to ATP and NTA for their spring conference programs. He questioned if the board needed to approve the advertisement. Rick will work on an advertisement for the conference to add to the new CRLA membership brochure, and he will send it to Vicki so that she can get copy to the printer by early September. The brochure will be available at the 2006 CRLA Conference, the 2007 NADE Conference, and the Winter Institute.

**15. Funding Request from Committee Chairs** Funding requests from two committee chairs were discussed. Jane McGrath, Awards and Scholarship Chair, submitted a request for funding to attend the 2006 Conference in Austin, Texas. It was noted that Jane, in addition to chairing Awards and Scholarships, is presenting a session as a member of the Blue Ribbon Committee.

**MOTION: To approve funding of up to \$900 for lodging, transportation, and meals for Jane McGrath to attend the 2006 Conference in Austin, Texas. Ann/Dorothy. MOTION PASSED.**

IMPC Coordinator, Doirin Eddy submitted a request for funding to attend the 2006 CRLA Conference in Austin.

**MOTION: To approve funding of up to \$1100 for lodging, transportation, and meals for Doirin Eddy to attend the 2006 conference in Austin, Texas. Dorothy/Ann. MOTION PASSED.**

Ann Wolf noted that at this time no one has asked for funding in this category.

**16. Change for the Next Conference Call** The Board approved a one-hour change in meeting time for the September 8, 2006, Board Meeting to accommodate a conflict in Valerie's schedule. The September 8 Board Meeting will accordingly be held 4:00 – 6:00 p.m. E.S.T. Dorothy will notify Board Members of the time change.

**17. Recognition for Saul Epstein** Valerie suggested that the Board recognize Saul Epstein of Johnson County Community College, with, perhaps, a \$200 gift card for doing such a fine job in designing the conference registration forms and database which were placed on the website. She will talk with Pat Jonason about what an appropriate gift might be and report back to the Board at the September 8 meeting.

**18. Credit Card Use (for auditing purposes)** Because of time, this item was postponed until the September 8 Board Meeting.

**19. Joint Symposium with NADE** Russ opened discussion on a possible CRLA/NADE jointly sponsored symposium which he and Hilda Barrow, NADE President-Elect, have discussed. He asked for the Board's approval to pursue plans for a December 2008 symposium which could possibly be held in Hawaii, where there is a recently restored CRLA state group with

Ronaele Whittington serving as leader. Discussion thus far included having a single focus for the symposium, institutes instead of sessions, and most likely a limited number of participants, all of which follow a format similar to the preceding symposia held in Kananaskis and Breckenridge. Valerie requested that Russ continue to gather information about the informally proposed symposium and to submit that information for discussion at the September Board Meeting.

**20. Awards and Scholarship Committee Request** Jane McGrath, Awards and Scholarship Committee Chair, requested that the Board consider a reapportionment of the types of awards for the five \$1000 professional development scholarships. If the committee finds all applicants qualified, they asked for the Board's approval to make three awards available for institutes and two for study/research. Since the Committee asked the Board to approve reapportioning the awards last year, the Board suggested that Jane attend the September 8 Board meeting to make the committee report and recommendation.

**20. Awards for Robert Griffin, Karen G. Smith, and Long and Outstanding Service Award** This item was postponed until the September 8, 2006 Board Meeting.

**21. Adjournment**

**MOTION: To adjourn. Ann.**

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

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

**Assets:**

Certificates of Deposits \$185,167.46

**Beginning Balances:**

Operations Account \$ 98,080.74  
Conference Account \$ 8,648.13  
Conference Treasurer Account \$ 13,565.90  
Savings Account \$ 13,507.67

**Income:**

Scholarships \$ 26.00  
Membership Dues \$ 3,100.00  
Interest Income \$ 8.81  
Tutor Certification \$ 4,625.00  
ITPC Pins \$ 480.00  
Misc Income \$  
SIG Income \$ 500.00  
Mentor Certification \$  
JCRL \$ 130.00  
Tutor Handbook \$ 150.00  
Learning Assistance Monograph \$  
Royalties \$  
Reimbursement from TIDE \$ 400.00

Total Operating Income \$ 9,419.81

Total Conference Income \$ 2,475.00

**TOTAL INCOME \$11,894.81**

**Monthly Expenses:**

General Board \$ 5,555.88

General Organization \$ 438.50

Publications \$ 4,735.27

Committees \$ 2,595.76

Membership/States and Regions \$ 1,713.77

**TOTAL OPERATING EXPENSES \$10,039.18**

Conference Expenses \$ 0

**TOTAL EXPENSES \$ 10,039.18**

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**Net Monthly Income(Loss) \$ 1,855.63**

**Assets At End of Month \$320,825.53**