

**AGENDA FOR CRLA BOARD MEETING**  
**Thursday, April 12, 2007 4:00 E.D.T.**  
**Conference Call**

1. **Call to Order – Sharon 4:00 p.m.**
2. **Approval of the Agenda – Sharon 4:05 p.m.**
3. **Approval of the Minutes – Dorothy 4: 10 p.m.**
4. **DuganData Database Proposal – Rick 4:15 p.m.**
5. **Executive Assistant Report – Gretchen 4: 30 p.m.**
  - Job descriptions
  - Sending copies of minutes to POC and committee chairs (Karen Agee requested a discussion of this item.)
  - Tutor Certification Program
  - Mentor Certification Program
  - PALs - Kathi Bartle Angus

**OLD BUSINESS**

6. **Clarity of chair counting ballots for 2008 election – Vicki 5:00 p.m.**
7. **2007 Conference Report – Rick 5:05 p.m.**

**NEW BUSINESS**

8. **CRLA Position Statement – Ann 5: 35 p.m.**
  - The position statement and poster were developed by Tom Dayton and Kathi Bartle Angus
  - The position statement could also be on the newsletter.
9. **Insurance for conferences – Rick 5:45 p.m.**
  - Convention cancellation includes liability insurance and can be purchased thirty-six months ahead.
  - The purchase of conference insurance could be the responsibility of the president at the time since she or he signs the contract with hotel. Then it would be another completed document.

**OTHER**

10. **Minnesota CRLA-approved \$1,000; they want to use it for Russ Hodges rather than Lucy McDonald, who is not available. Board approval may be needed – Gretchen 5:55 p.m.**

**Next meeting: Friday, April 27, 2007**

**ADJOURNMENT**

COLLEGE READING AND LEARNING ASSOCIATION

MINUTES  
CRLA BOARD MEETING  
Thursday, April 12, 2007, 4:00 E.D.T.  
Conference Call

**MEMBERS PRESENT:** Sharon Taylor, President; Rick Sheets, President-Elect; Valerie Smith Stephens, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Gretchen Starks-Martin, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor.

1. **Call to Order** Sharon called the meeting to order at 4:06 p.m. E.D.T.
2. **Approval of the Agenda** Item 6, Clarity of Chair Counting Ballots for 2008 Election, was moved to follow Item 3, Approval of the Minutes, so that Valerie could be present when the item was addressed.

**MOTION: That the Agenda be approved as adjusted. Rick/Valerie. MOTION PASSED.**

3. **Approval of the Minutes** After the revised March 29, 2007, Minutes were examined, the following motion was made.

**MOTION: That the March 29, 2007, Board Minutes be approved as submitted. Dorothy/Ann. MOTION PASSED.**

4. **(OLD BUSINESS) Clarity of Chair Counting Ballots for 2008 Election** As part of the process of counting ballots, according to CRLA Policies and Procedures, there must be two CRLA members present in addition to the Election Committee Chair when ballots are counted. Since Valerie has found only one other CRLA member in proximity to New Jersey to help her with the process, it was the consensus of the Board that if Valerie cannot find the necessary members within the next year, that she may designate another CRLA officer to oversee that responsibility. Rick offered to accept that responsibility if needed.

Sharon reported that for the 2007 elections, Russ has 244 ballots returned as of April 11. Counting will begin seven days after the April 16 deadline for the return of ballots.

5. **DuganData Database Proposal** The Board reviewed the proposal submitted in January by Amy Dugan (DuganData) for data management. Amy has already been approved to do many of the tasks; thus current discussion focused on the "add-on" tasks, which would be billed at an hourly rate, and data management. Two clarifications were requested:
  - The rate of payment for clerical work, such as stuffing packets during conference registration, and
  - How additional staffing might be handled to accomplish the additional duties that are proposed.The question was also raised about payment to Amy for making mailing labels for ITPC and IMPC at \$50 per hour especially since ITPC has an assistant who could make the labels and do the mailing at the clerical rate. Vicki pointed out to the Board that Amy has only one hourly rate—\$50—established in the contract, so that rate was applied to the time she spent with the ITPC and IMPC mailings. Since there had been no hourly rate contracted for Amy for clerical work, the Board agreed that the current higher level of \$15 be offered for future clerical duties accomplished in the proposal.

**MOTION: That an offer be made to Amy Dugan that clerical tasks outside the contract, such as labeling, emailing, and mailing, be charged at the high end of the clerical rate established by the Board (currently \$15 per hour) and that the more technical tasks outside the contract, such as**

layout of the conference program, call to conference, and call to proposal, be charged at the \$50 per hour rate. Rick/Dorothy. MOTION PASSED.

Statements from Amy will be identified by the kind of task performed, as is currently done.

It was the consensus of the Board to seek bids next year for the duties performed by DuganData to protect both Amy and CRLA. It was emphasized that the bid would need to include building the database, which Amy is doing gratis.

It was also reported that Amy cannot proceed in designing the ITPC and IMPC database until the coordinators communicate with her about what they need in the database design. A suggestion was made that a flowchart be implemented to systematize the process that is needed to organize the data. Concern was expressed about the additional work that Amy will need to do in implementing and processing the ITPC and IMPC data while maintaining the quality and timeliness that is typical of her work.

**MOTION: To approve DuganData to create a centralized relational database that will serve the needs of CRLA in the areas of membership, conference planning and management, conference registration, and to look at the transitioning of the processing of ITPC and IMPC files to the centralized database as proposed January 30, 2007. Rick/Dorothy. MOTION PASSED.**

#### **6. Executive Assistant Report**

- **Job Descriptions** Via email, Gretchen previously submitted several job descriptions, which had been examined and revised by each jobholder, for the Board to examine. Each was discussed and the following motions were made.

**MOTION: That the job description of Past President be approved as submitted. Valerie/Rick. MOTION PASSED.**

**MOTION: That the job description of President be approved as submitted. Rick/Dorothy. MOTION PASSED.**

**MOTION: That the job description of Conference Exhibits Coordinator be approved as submitted. Rick/Dorothy. MOTION PASSED.**

**MOTION: That the job description of Executive Assistant be approved as submitted. Dorothy/Ann. MOTION PASSED.**

**MOTION: That the job description of Awards and Scholarships Committee Chair, which was revised in 2006 but not voted on, be approved as submitted. Dorothy/Rick. MOTION PASSED.**

**MOTION: That the job description of Council for the Advancement of Standards (CAS) Representative proposed in May of 2006 be approved as submitted. Dorothy/Ann. MOTION PASSED.**

**MOTION: That the job description of Elections Committee Chair, revised in October 2006, be approved as submitted. Dorothy Rick. MOTION PASSED.**

**MOTION: That the job description of Media Advisory Board Chair, revised in February 2006, be approved as submitted. Rick/Ann. MOTION PASSED.**

**MOTION: That the job description of Treasurer be approved as submitted. Dorothy/Rick. MOTION PASSED.**

**MOTION: That the job description of Secretary be approved as amended. Rick/Ann. MOTION PASSED.**

**MOTION: That the job description of the Newsletter Editor be approved as submitted. Dorothy/Rick. MOTION PASSED.**

**MOTION: That the job description of Professional Association Liaison be approved as submitted. Rick/Ann. MOTION PASSED.**

- Gretchen reported that she will send an eblast announcing awards and scholarships on Monday, April 16, 2007. She noted that the Board names the Karen G. Smith award winner and that Robert Griffin Award nominees are sent to Sharon. Ann suggested that Gretchen check with Karen for previous award nominees.
- Gretchen asked that discussion about CRLA membership requirements for participants in the Tutor Certification and Mentor Certification Programs be placed on the April 27 Board Meeting Agenda.
- Gretchen also asked the Board to consider the need for a Political Action Chair, a position that currently is unfilled. Rick noted that the NADE Political Action Committee "does well."

It was also reported that Minnesota CRLA wishes to use a portion of the Board approved \$1000 to support Russ Hodges' attendance at their conference as a substitute for Lucy McDonald, who will not be able to attend.

**MOTION: That Russ Hodges be approved to attend the Minnesota CRLA conference in place of Lucy McDonald. Ann/Rick. MOTION PASSED.**

## **OLD BUSINESS**

### **7. 2007 Conference Report**

- Rick reported that April Dyaz is no longer the Portland DoubleTree representative working with CRLA and that he has updated April's replacement, Nicole Friling, with changes that had been made after the early negotiations with April.
- As of April 12, there have been 91 proposals submitted, 64 of them before the initial deadline. Rick has 29 proposal reviewers, and 320 proposals for review have been sent out.
- Linda Russell is doing a good job with the exhibitors. She is promoting the sponsorship idea with them. One exhibitor has submitted a proposal.
- Since several CRLA members have requested offering a *Tutor Track* session, Rick would like to offer a two-part (beginner and advanced) *Tutor Track* sponsored pre conference institute on Wednesday. They will be told that they cannot sell their product during the session. Rick will also tell others that they may not sell a product during a session or institute.
- Karen Wright has been secured as speaker for the Saturday brunch.
- Rick forwarded a request from Frank Christ to serve as a mentor at one of the Lunch with a Mentor tables. It was the consensus of the Board to approve that request.
- Rick reported that he would like to purchase five or six LCD projectors at \$800 each to be used at the conference and pay for them out of the allotted \$20,000 in the conference media budget. Doing so will be cost effective as the hotel charges \$200 per day for each LCD projector, and if CRLA purchases them, they can be used at future conferences. Also with the \$25 fee for presenter use of an LCD screen, some of the funds will be recouped.
- Everything is going well with the program planning.

- Rick reported that he had located a conference insurance broker who provided bids from three insurance companies. The bid from ExpoPlus, the company CRLA used last year, came back the lowest. Since they were highly recommended, Rick signed with the same company.

Rick had previously (March 25) emailed the Board a conference report, which included the following:

- An agenda for the summer meeting in Portland.
- A report that conference program information was posted to LRNASST, on CRLA web page, flyers for NADE and ATP, and a note sent to program committee and SIG and SRC leaders.
- Conference updates
  - A report from Exhibits Chair, Linda Russell, which included a spreadsheet of the exhibitors and a sample letter sent to exhibitors
  - A Lunch-with-a-Mentor Report from Jane McGrath, which listed twelve leaders, topics, and a description of each session
  - Chair of Chairpersons: Michal Zivan Coffey has agreed to continue as Co-chair, Bruce Gamble has been contacted to become the other Co-chair, three of the 79 proposal readers have chosen sessions to chair
- An Onsite Report
  - Frieda Campbell Peltier, On-Site Chair, has secured a contract for the Columbia River Gorge Tour.
  - She has obtained a quote from DocuMart for printing the program
  - She is locating youth performers for the banquet.
  - She is working to secure donations/funding for door prizes.
  - She has secured a group of Northwest women to host the Hospitality Suite.
  - She will be attending the NW Regional Conference in May to promote the conference.

## NEW BUSINESS

**8. CRLA Position Statement** Ann Wolf, in a March 8, 2007, email, sent Board Members a copy of the CRLA Position Statement designed by Kathi Bartle Angus and Tom Dayton and a request from Kathi to have a poster version printed on card stock. Ideas submitted by Kathi for the distribution of the poster included having copies accompany completion of certification documents and offering a free copy with the purchase of every ten scholarship raffle tickets. Cost for printing 500 copies of the 11-inch by 17-inch poster on card stock by Minuteman Press in Anaheim, California, is \$500. The following motion was made.

**MOTION: To allow Kathi Bartle Angus to have printed 500 copies of the CRLA Position Statement at a cost of \$500. Ann/Dorothy. MOTION PASSED.**

Ann Wolf will inform Kathi of the Board's decision. Anne-Marie suggested that the position statement be published in *NewsNotes*.

**9. Insurance for conferences** When Rick arranged for conference insurance for the 2007 conference, he found that convention cancellation and liability insurance can be purchased thirty-six months before a scheduled event; thus he recommended that the Board approve purchasing conference insurance for a conference once the conference site has been approved. Advantages include that the insurance policy is in effect from the time of signing, it is cheaper when bought ahead of time, and doing so would lessen the many duties of the president elect if the current president signs the insurance contract at the time the conference contract has been signed. The following motion was made.

**MOTION: That the timing for buying conference insurance take place within ninety days of signing the hotel contract and that the responsibility of signing the contract be that of the president at the time of signing. Rick/Ann. MOTION PASSED.**

**OTHER**

**10. Minnesota CRLA Request for Russ Hodges** This item was handled during the Executive Assistant's report.

**The next board meeting will be 3:00 E.D.T. Friday, April 27, 2007.**

**ADJOURNMENT**

**MOTION: That the meeting be adjourned. Rick/Dorothy. MOTION PASSED.**

The meeting was adjourned at 6:03 p.m. E.D.T.

**AGENDA FOR CRLA BOARD MEETING**  
**Friday, April 27, 2007 3:00 E.D.T.**  
**Conference Call**

1. **Call to Order – Sharon 3:00 p.m.**
2. **Approval of the Agenda – Sharon 3:05 p.m.**
3. **Approval of the Minutes – Dorothy 3:10 p.m.**
4. **Treasurer’s Report – Ann 3:20 p.m.**
5. **Executive Assistant Report – Gretchen 3:30 p.m.**
  - ITPC and ITMC membership in CRLA
  - Awards: Robert Griffin nomination
6. **Membership Report – Vicki 3:40 p.m.**
7. **NewsNotes – Anne-Marie 3:50 p.m.**
8. **States and Regions and SIGs – Valerie 4:00 p.m.**

**OLD BUSINESS**

9. **Insurance for conference – Rick 4:20 p.m.**
10. **2007 Conference Report – Rick 4:40 p.m.**

**NEW BUSINESS**

11. **JCRL printer – Sharon 4:50 p.m.**
12. **ATP—module – Ann 5:00 p.m.**
13. **ACDEA 2008 nomination—Sharon—5:10 p.m.**
  - (Susan Deese-Roberts), nominated by Karen Agee
14. **NTA reciprocity—Rick, Sharon, & Karen will draft a response letter—Sharon - 5:20 p.m.**
  - Questions about reciprocity and Melody Shipley’s CRLA program certification

**OTHER**

**Next meeting:** \_\_\_\_\_

**ADJOURNMENT**

**MINUTES**  
**FOR CRLA BOARD MEETING**  
**Friday, April 27, 2007 3:00 p.m. E.D.T**  
**Conference Call**

**MEMBERS PRESENT:** Sharon Taylor, President; Rick Sheets, President-Elect; Valerie Smith Stephens, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Gretchen Starks-Martin, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor.

**1. Call to Order** Sharon called the meeting to order at 3:27 p.m. E.D.T.

**2. Approval of the Agenda** The ACDEA 2008 Nomination and NTA Reciprocity issues will be tabled until the May meeting if there is not time for discussion at today's meeting.

**MOTION: That the Agenda be approved with the suggested changes. Ann/Dorothy.**  
**MOTION PASSED.**

**3. Approval of the Minutes** Minor changes were made in a draft of the April 12 Minutes. The following motion was then made.

**MOTION: That the April 12 Minutes be approved with the suggested changes. Valerie/Ann.**  
**MOTION PASSED.**

**4. Treasurer's Report** Ann reported a monthly income for March 2007 of \$1309.23 and combined monthly operating and conference expenses of \$5437.59. Since there was no income for the conference during March, there was a loss of \$4128.36 for the month. The total assets for the month were \$341,110.83. The complete March statement is attached to these Minutes.

**MOTION: That the March 2007 Treasurer's Statement be accepted as reported. Ann/Dorothy. MOTION PASSED.**

**5. Executive Assistant Report**

- **ITPC and ITMC Membership in CRLA** Gretchen presented both the pros and cons of requiring CRLA membership for all certified program directors and summarized the information she had received from Tina Barnes and sent to the Board in an April 26, 2007, email. In support of membership requirement, directors would have the opportunity to learn more about CRLA, they would have more voice in running their programs, they would be more likely to attend CRLA conferences, and CRLA's membership would increase. One argument against a membership requirement is the perceived conflict of interest in imposing a requirement to join the organization that is certifying a program. Vicki also reported that since directors may change jobs and the CRLA membership is not transferred with them, there would be a problem in tracking the membership. Both Vicki and Tina Barnes (via correspondence with Gretchen) presented reasons that it is not in CRLA's best interest at present to require membership. It was noted that having ITPC and IMPC data as part of the CRLA database might increase membership, and that in the future, the Board might consider including a subscription to the *Journal of College Reading and Learning* with an adjusted certification fee. The consensus of the Board was to keep the present policy of not requiring membership to CRLA for certification and, after the database inclusion has been completed, readdress the issue. Gretchen will notify Tina of the Board's decision.



- **Awards: Robert Griffin Nomination** Gretchen reported that she had checked with Karen Agee about previous nominations for the Robert Griffin Award. Only one candidate was not named an award winner because the nominee had been simultaneously nominated for and subsequently received the Karen G. Smith award. There has not yet been any response to Gretchen's April 19 eblast announcing the opportunities to apply for CRLA awards. She suggested that the Board give thought to potential nominees.
- **Letter to Elaine Humphrey** Gretchen suggested that the Board follow through on sending a letter of condolence for the recent events on the Virginia Tech campus to Elaine Humphrey. She and Sharon will work on the letter.
- **Open CRLA Leadership Positions** Gretchen reported that several people had expressed interest in filling the open leadership positions. More information is needed from each potential applicant. Gretchen will send Vicki a list of potential applicants to confirm the current membership status of each.

**6. Membership Report** Vicki reported the following.

- Another NTA blast was sent to some CRLA members on April 6, 2007.
- Valerie was notified regarding 8 SRC and SIG leaders that still had lapsed memberships (April 6), and she has notified these leaders regarding renewal.
- There is a need to purchase larger boxes for the displays to accommodate brochures and the table drape. Sharon will contact Vicki with information about a useful plastic container that she recently saw at the NTA conference.
- Membership numbers are up. As of April 22, 2007, CRLA had 963 members with 2007+ expiry. This compares to 877 members with 2006+ expiry on April 11, 2006.
- A third membership renewal reminder was sent via eblast April 24, 2007.
- A new membership survey is in the process of being developed, but it may not be ready to be sent before the end of the school year.
- Vicki forwarded a concern from Amy about sending eblasts with large attachments such as the recent eblast sent to include NADE's call for proposals, which contained an eight-page attachment. They may bounce because of the large size of the attachment, and they take a long time to send and to receive. Vicki and Amy suggested that to prevent the problem, there could be a link to the information included in the message of the eblast or directions for downloading information in Adobe format could be listed. Vicki suggested that there be a discussion at an ACDEA meeting to define common email protocol to prevent the problem from reoccurring. She will contact Russ to recommend that the item be placed on the ACDEA agenda.

**7. NewsNotes** Anne-Marie reported a July 5 deadline for the publication of the August *Newsnotes*. She is confirming the featured writers and is receiving more articles supporting both sides of the CRLA name change issue. Gretchen suggested publishing some of the news from the recent Heartland CRLA Conference. Anne-Marie will send a report to the Board on future featured writers and will send reminders for articles within the next week.

**8. SIG and State/Region/Chapter Report**

- Valerie reported that the Pennsylvania/New Jersey Chapter conference is rescheduled for May 18, 2007. She will give the greetings and opening remarks.
- She will also represent the Board at the Utah conference by presenting an institute on learning centers entitled, "Keeping the Human Factor: How To Successfully Run a Learning Center in an Era of Budget Cuts and High Expectations from Faculty, Students, and Staff (Parents, Too)."
- Valerie has been working on contacting AWOL SIG and SRC leaders who have not renewed their membership. She noted that the Board needs to decide if individuals who have not renewed their membership since 2005 should have their names removed as leaders. Ann will send the name and contact information to Valerie about the current Northwest director.
- Valerie is still working on finding replacement leaders for the Colorado/Wyoming region and Peer Tutor SIG. At Karen Agee and Rick Sheets' suggestion, she contacted Jan Jarrell, to be the replacement for the ESL SIG director. Valerie is still waiting for a response from Jan. Gretchen suggested to Valerie that she send an eblast to CRLA members about current SIG and SRC leadership openings. Valerie will contact Amy to do so. Valerie will also let Linda Russell know that the Russ Hodges has been approved to represent the Board at the Minnesota meeting in October.
- Valerie has received glowing reports about the recent Heartland CRLA conference. She forwarded a suggestion from Karen Agee that resurfaced at the conference that the Board consider approving hosting SRC websites on the CRLA website rather than having the sites hosted by each leader's institution. Board members agreed that the two web experts, Rick Sheets and Corrine Johnson, should check into doing so. Rick suggested creation of a page that is minimally maintained with quarterly updates, for example, *or* a link to a web page created by each SIG or local group. He noted that since the pages need to be maintained and updated regularly, one way to easily accommodate SRC pages within the CRLA website might be to create a link to the pages already created by the local group. The suggestion Rick made for including SRCs and SIGs on the website is to generate a template with, perhaps, all SRCs and SIGs listed on the left side of the template and specific information about a particular state or group including events, dates, and contacts, comprising the rest of the page. Vicki emphasized the importance of having the Board establish parameters about the format and timeliness of entering and updating information on the website.

Rick would like to get Corrine involved in the planning before making any decisions and suggested that Vicki be in the discussion with him and Corrine on the web page proposal. He noted that it would be possible to create the web pages over the summer and have the basic information ready for the 2007 conference. Vicki suggested that material about the web page construction could be added to the leadership handbook disk and presented to the leaders at the conference.

Rick also suggested that, if needed, he might assume the position of web master after his term of president or past president.

- Valerie asked for clarification on the availability of a session time for the Math SIG and forwarded a question from Selena Vasquez-Mireles about the deadline for using the funds granted to the Math SIG for a research project. It was reported that there is a time scheduled for the Math SIG, which Valerie will confirm with Rick, and it was agreed that money should be utilized by the end of the fiscal year.

- Valerie also forwarded a question from the New Mexico state leadership on how to disperse funds from their treasury. The Board agreed that distribution of the funds should be determined by the state as written in their bylaws. It was suggested that Valerie have the New Mexico director contact previous leaders, Susan Deese-Roberts and Terri Cook, for direction on what has been done in the past.

## OLD BUSINESS

**9. Insurance for Conference** Rick will send the insurance information needed to Sharon to obtain insurance for the 2008 and 2009 conferences.

### 10. 2007 Conference Report

- Rick reported that he has received about 150 proposals, 70 during the last four days. He may return those requiring only minor changes to have them reworked. He has six proposals yet to send to reviewers by the next Board meeting. Rick reported that there is a sufficient number of pre-conference institutes, and that all strands, especially reading, are represented. He will give definite strand breakdowns by the next Board meeting, and he is going to begin to match sessions and room numbers.
- He is in the process of designing an email, which will be sent to all presenters asking them to register between July 1 and July 15. Presenters who have not registered by then will receive reminders that they must register or they will be removed from the list of presenters.
- Rick would like to pursue having a Job Fair at the 2007 conference and will advertise a chair position on LRNASST. He has spoken with a recruiter who is interested in participating. Anne-Marie suggested that Rick go to the TESOL website for ideas. She will forward the address to him.

At this time, Sharon reported for Russ Hodges, Elections Chair, that the officer election ballots are being counted and that she will know the results by Monday, when she will contact the candidates to confirm their acceptance.

She also reported for Russ a concern that there need to be a greater number of registrants for the TIDE Workshop, June 24-29, 2007. He requested that an eblast be sent and asked that the Board consider a candidate to attend. Sharon will ask Russ to forward text to Vicki for an eblast, which will be sent to announce the workshop. Rick emphasized that the subject line of the eblast clearly indicate that the message originated from TIDE. Discussion ensued about having the Board represented at the TIDE workshop, and the following motion was made.

<p><b>MOTION: To send Dorothy Bonser to TIDE June 24-29, 2007. Rick/Ann. MOTION PASSED.</b></p>
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The Board discussed the request from David Caverly for the eblast he proposed at the October 21, 2006, Board Meeting to send a needs assessment survey to the CRLA membership. Rick had previously discussed his concerns about the survey with David, including the need to annually update the information, the accuracy of the information collected, the need for more specific information than indicated in the survey, duplication of information among the sister organizations. He noted that the information might be more appropriately collected on a more global basis by ACDEA or the Center for Developmental Education. It was the consensus of the Board that archiving the information collected by the survey on the CRLA database would not be useful to the organization. Rick will respond to David to let him know that the Board is not, at

this time, interested in collecting the information. He will remind David that he can have the survey sent according to Board eblast policy.

## NEW BUSINESS

**11. JCRL Printer** It was the consensus of the Board to support Emily Miller Payne's decision to select a printer for publication of the *Journal* and to request that she submit a statement to the Board with her choice and the rationale for that choice. The Board will formally vote on that decision at the May meeting.

**12. ATP Module** The Board unanimously supported an offer by Tina Barnes to collaborate with ATP in presenting an online module for the workshop entitled, "Developing a Tutorial Program: From Idea to Implementation and Beyond," which will begin in July 2007. The Board encourages Tina to collaborate with the team, Penny Turrentine and Terri Massie-Burrell, that she suggested in her April 26, 2007, email to Sharon. Ann will contact both Tina and Jim Valkenburg to inform Tina of the Board's decision and to let Jim know that the Board supports the collaborative project.

**MOTION: To accept ATP's invitation to create an online workshop module on tutoring programs and to support Tina Barnes, the Coordinator of ITPC, to pursue the collaborative project. Ann/Rick. MOTION PASSED.**

**13. ACDEA 2008 Nomination** The Board agreed to add this to the agenda for the May meeting.

**14. NTA Reciprocity:** Sharon, Karen, and Rick are drafting a letter to respond to Sandi Ayez concerning her discussion with Sharon at the NTA Conference.

## OTHER

**15. TRIO/PALs** In an April 22, 2007, email to the Board which included requests made at the recent Heartland conference, Karen Agee wrote that a need was expressed for more interaction between CRLA and TRIO. Karen noted that currently there is no established liaison with TRIO and PALs. The Board discussed including a TRIO representative for PALs and recommended that Sharon contact Kathi Bartle Angus to discuss the proposal.

**16. Next Meetings:** The Board agreed on the following meeting times.

May 16	3:00 p.m. E.D.T.
July 6	3:00 p.m. E.D.T.
August 10	3:00 p.m. E.D.T.

There will be no meeting in June.

## ADJOURNMENT

**MOTION: To adjourn. Ann/ Rick.**

The meeting was adjourned at 4:04 p.m. E.D.T.

College Reading and Learning Association  
Balance Sheet  
End of Month – April 2007

<b>Assets:</b>	
Certificates of Deposits	\$191,000.00
<b>Beginning Balances:</b>	
Operations Account	\$ 139,089.01
Conference Account	\$ 5,830.71
Savings Account	\$ 5,086.87
<b>Income:</b>	
Scholarships	\$ 11.00
Membership Dues	\$ 4,500.00
Interest Income	\$ 1.67
Tutor Certification	\$ 1,500.00
ITPC Pins	\$ 225.00
Misc Income	\$ -
SIG Income	\$ 480.00
Mentor Certification	\$
JCRL	\$
Tutor Handbook	\$ 960.00
Learning Assistance Monograph	\$ -
Royalties	\$
Total Operating Income	\$ 7,677.67
Total Conference Profit	\$ 4,530.00
<b>TOTAL INCOME</b>	<b>\$ 12,207.67</b>
<b>Monthly Expenses:</b>	
General Board	\$ 2,252.36
General Organization	\$ 492.50
Publications	\$ 2,744.43
Committees	\$ 3,890.23
Membership/States and Regions	\$ 5,626.33
TOTAL OPERATING EXPENSES	\$ 15,005.85
TOTAL CONFERENCE EXPENSES	\$ 50.04
<b>TOTAL EXPENSES</b>	<b>\$ 15,055.89</b>
<b>Net Monthly Income(Loss)</b>	<b>\$ (2,798.18)</b>
<b>Assets At End of Month</b>	<b>\$338,158.37</b>

Reported by Ann Wolf, treasurer May 13, 2007