

WCRLA BOARD MINUTES

July 22, 1983

Conference Telephone Call

Board Members Present: Karen Smith, President; Carol Bogue, President-Elect; Dick Lyman, Past President; Suzanne McKewon, Secretary; Carrie Walker, Treasurer.

Others Present: None.

The meeting was called to order at 1:00 p.m. PDT. Each member listed his/her agenda items.

I. Incorporation Update

Incorporation Update

Secretary's Duties

Secretary to Check Treasurer's Reports in Minutes

WCRLA Name Made Official

A. Karen reported that the Association needs to update its files with the New Mexico State Corporation Commission for years 1977 to the present. She believes this procedure for filing should be the responsibility of the Secretary and asked that it be included in a list of duties for the Secretary.

B. Karen also charged the Secretary to make sure all Treasurer's reports from 1977 to the present were in tact.

C. Karen also reported that she formally drew up the Articles of Amendment (Attachment A) and submitted them to the New Mexico State Corporation Commission as New Mexico law requires. Our name change is now official!

II. Nominations Committee Report

A. Karen reviewed the report from Betty Levinson's committee for those who had not received it by mail. (Attachment B)

(M) Walker:

(S) Lyman: The board accept the slate of officer's from the Nominating Committee's report.

PASSED

Slate of Officers

Those on the slate are:

President-Elect - Beryl Brown, UCSD; Ladessa Yuthas, Metropolitan State College

Treasurer - Patti Dozen, California State University, Long Beach; Harrold Fillyou, Prairie View # & M University

Elections Process  
Task Force

B. Ad hoc Election Committee

The Nominations Committee suggested in its report the formation of an Ad hoc Committee to review election procedures. Karen reviewed this suggestion and authorized the formation of the Elections Process Task Force which would be chaired by Pat Heard. Other committee members named are Betty Levinson, Gene Kerstiens, and Irwin Joffe.

Final recommendations from the committee are to be presented to the board in time for the winter conference call or next conference.

Information on Slate of  
Officers to appear in  
Newsletter

Karen reported that Betty will write an initial introduction of the new candidates for the December Newsletter.

III. Awards Committee Recommendations

Long and Outstanding  
Service Award form  
Abolished

- A. Karen stated that she received a report from Vince Orlando, chair of the Awards Committee, in which he recommended that the form for the Long and Outstanding Service Award be abolished and replaced by a letter from an individual member who would want to make a nomination. This suggestion was based on responses from 16 of 40 people questioned about the issue. Guidelines would be allowed for a nominating letter, but the feeling of his respondees was that the form is not very functional. Discussion followed.

Names of all Committee  
Members must be read into  
Minutes

- B. A follow-up suggestion was made by Karen that all committee members' names must be read into the minutes at the time of their appointment so that verification of service to the Association can be made.

(M) Bogue:

- (S) Lyman: The Long and Outstanding Service Award form be abolished and any nominator for that award be provided guidelines by the Awards Committee.

PASSED

IV. Requests for Funds from State Directors

Funding Requests  
from State Directors

A. Karen reported that Pat Mulcahy, Colorado State Director, sent a written request for funding to cover speakers fee, transportation and lodging for Dr. Robert Tierney of the Center for the Study of Reading in Urbana, Ill. to the Colorado State Conference of WCRLA in October, 1983. (Attachments C and D). Discussion followed about reserving amounts of money for board members to use for transportation to speak at State Conferences. Serious questions were raised regarding Association money to be spent on speakers outside the Association for State Conferences. Dick reported that Colorado is an area in which membership is being recruited so the idea of seed money seemed a wise investment.

(M) Lyman:

Colorado State Conference  
Speaker's Expenses  
Allocated

(S) Bogen: WCRLA authorize \$250.00 to be used by Colorado to defray speaker's expenses at the Oct. 21-22, 1983 Colorado State Conference.

PASSED

Carrie requested a letter from Dick authorizing the money be transferred to the Colorado account.

State Conference Speakers  
Guidelines Needed

Further discussion about funding and choice of speakers for State Conference was tabled.

B. Dick reported on a request from Eleanor Szaszy and Pat Benner, Northern California State Directors, for \$200 to cover mailing and printing costs to communicate with political leaders regarding community college funding cuts. Discussion followed.

(M) Lyman:

N. California Funds  
Approved for Mailing  
to Politicians Soliciting  
Community College Funding

(S) Walker: Board appropriate \$200 to Northern California for mailings to political leaders to solicit community college funding.

PASSED

V. Karen emphasized the need for board members to send each other copies of all important correspondence.

VI. Dick asked for clarification of Karen's request for itemized policy list. It seemed the same as the minutes index. Karen responded that a separate list of policies and procedures is needed as a ready reference for board members in deciding new policies. Carol asked that job descriptions also be included in the list; Karen suggested that both be included in a spiral notebook for each board member.

VII. Announcements

A. Publications Task Force

Publications Report  
at Sept. Board  
Meeting

Karen reported that the publications task force is hard at work and their report will be discussed at the September board meeting.

B. Funding Requests

Funding Requests

Karen asked that all funding requests be submitted in writing to the board before the September meeting.

C. MAAC Report

MAAC Report at  
Next Meeting

Karen announced that the Minority Affairs Advisory Committee report will be presented by its chairperson, Maranda Montgomery, at the next board meeting, due to the cancellation of the board meeting concurrent with the cancelled Summer Institute.

D. Karen will be combining board member schedules to arrange another conference call before the September board meeting. Board will be notified.

(M) Lyman:

(S) Walker: That the meeting be adjourned.

The meeting was adjourned at 2:04 p.m. (PDT).

SMK/bi  
Attachments

SUMMARY OF MINUTES  
WCRLA CONFERENCE CALL BOARD MEETING  
JULY 22, 1983

Incorporation Update:

WCRLA has officially filed for a name change and past updating of files with the New Mexico Corporation Commission is in process. This updating will from now on be a duty of the Secretary.

Nominations Report:

The Board approved the 1984-85 slate of officers, which is for  
President - Beryl Brown, UCSD  
Ladessa Yuthas, Metropolitan State College

and for

Treasurer - Patti Dozen, California State University, Long Beach  
Harrold Fillyou, Prairie View A & M University

The Board also approved the Nominations Committee's suggestion that an Elections Process Task Force be formed with Pat Heard as chairperson. Also serving on the Task Force will be Betty Levinson, Gene Kerstiens, and Irwin Joffee.

Awards Committee Report:

The Board voted to accept the suggestions of the Awards Committee regarding abolishing the nomination form for the Long and Outstanding Service Award in favor of an informal letter for the nominator to use. All committee members' names will be read into the minutes.

Funding Requests:

Appropriations were authorized to Colorado (\$250.00) for speakers expenses, and to Northern California (\$200.00) for correspondence with legislators responsible for State Community College funding. Any further funding requests must be presented in writing before the September Board meeting.

Policies and Procedures Notebook:

The Secretary was charged with listing the policies and procedures in the minutes and organizing them into a small notebook for each Board member.

Summary of Minutes  
WCRLA Conference Call Board Meeting  
July 22, 1983  
Page 2

Publications Task Force:

The Publications Task Force is at work and will present its report at the September Board meeting.

MAAC Report:

The Minority Affairs Advisory Committee proposal will be presented at the September Board meeting.

Next Board Meeting:

Another conference call will be scheduled prior to the September Board meeting.

SMK/bi

SUMMARY OF MINUTES  
WCRLA CONFERENCE CALL BOARD MEETING  
JULY 22, 1983

Incorporation Update:

WCRLA has officially filed for a name change and past updating of files with the New Mexico Corporation Commission is in process. This updating will from now on be a duty of the Secretary.

Nominations Report:

The Board approved the 1984-85 slate of officers, which is for  
President - Beryl Brown, UCSD  
Ladessa Yuthas, Metropolitan State College

and for

Treasurer - Patti Dozen, California State University, Long Beach  
Harrold Fillyou, Prairie View A & M University

The Board also approved the Nominations Committee's suggestion that an Elections Process Task Force be formed with Pat Heard as chairperson. Also serving on the Task Force will be Betty Levinson, Gene Kerstiens, and Irwin Joffee.

Awards Committee Report:

The Board voted to accept the suggestions of the Awards Committee regarding abolishing the nomination form for the Long and Outstanding Service Award in favor of an informal letter for the nominator to use. All committee members' names will be read into the minutes.

Funding Requests:

Appropriations were authorized to Colorado (\$250.00) for speakers expenses, and to Northern California (\$200.00) for correspondence with legislators responsible for State Community College funding. Any further funding requests must be presented in writing before the September Board meeting.

Policies and Procedures Notebook:

The Secretary was charged with listing the policies and procedures in the minutes and organizing them into a small notebook for each Board member.

Summary of Minutes  
WCRLA Conference Call Board Meeting  
July 22, 1983  
Page 2

Publications Task Force:

The Publications Task Force is at work and will present its report at the September Board meeting.

MAAC Report:

The Minority Affairs Advisory Committee proposal will be presented at the September Board meeting.

Next Board Meeting:

Another conference call will be scheduled prior to the September Board meeting.

SMK/bi



WCRLA BOARD MINUTES

July 22, 1983

Conference Telephone Call

Board Members Present: Karen Smith, President; Carol Bogue, President-Elect; Dick Lyman, Past President; Suzanne McKewon, Secretary; Carrie Walker, Treasurer.

Others Present: None.

The meeting was called to order at 1:00 p.m. PDT. Each member listed his/her agenda items.

I. Incorporation Update

Incorporation Update

Secretary's Duties

Secretary to Check Treasurer's Reports in Minutes

WCRLA Name Made Official

A. Karen reported that the Association needs to update its files with the New Mexico State Corporation Commission for years 1977 to the present. She believes this procedure for filing should be the responsibility of the Secretary and asked that it be included in a list of duties for the Secretary.

B. Karen also charged the Secretary to make sure all Treasurer's reports from 1977 to the present were in tact.

C. Karen also reported that she formally drew up the Articles of Amendment (Attachment A) and submitted them to the New Mexico State Corporation Commission as New Mexico law requires. Our name change is now official!

II. Nominations Committee Report

A. Karen reviewed the report from Betty Levinson's committee for those who had not received it by mail. (Attachment B)

(M) Walker:

(S) Lyman: The board accept the slate of officer's from the Nominating Committee's report.

PASSED

Slate of Officers

Those on the slate are:

President-Elect - Beryl Brown, UCSD; Ladessa Yuthas, Metropolitan State College

Treasurer - Patti Dozen, California State University, Long Beach; Harrold Fillyou, Prairie View & M University

Elections Process  
Task Force

B. Ad hoc Election Committee

The Nominations Committee suggested in its report the formation of an Ad hoc Committee to review election procedures. Karen reviewed this suggestion and authorized the formation of the Elections Process Task Force which would be chaired by Pat Heard. Other committee members named are Betty Levinson, Gene Kerstiens, and Irwin Joffe.

Final recommendations from the committee are to be presented to the board in time for the winter conference call or next conference.

Information on Slate of  
Officers to appear in  
Newsletter

Karen reported that Betty will write an initial introduction of the new candidates for the December Newsletter.

III. Awards Committee Recommendations

Long and Outstanding  
Service Award form  
Abolished

- A. Karen stated that she received a report from Vince Orlando, chair of the Awards Committee, in which he recommended that the form for the Long and Outstanding Service Award be abolished and replaced by a letter from an individual member who would want to make a nomination. This suggestion was based on responses from 16 of 40 people questioned about the issue. Guidelines would be allowed for a nominating letter, but the feeling of his respondees was that the form is not very functional. Discussion followed.

Names of all Committee  
Members must be read into  
Minutes

- B. A follow-up suggestion was made by Karen that all committee members' names must be read into the minutes at the time of their appointment so that verification of service to the Association can be made.

(M) Bogue:

- (S) Lyman: The Long and Outstanding Service Award form be abolished and any nominator for that award be provided guidelines by the Awards Committee.

PASSED

IV. Requests for Funds from State Directors

Funding Requests  
from State Directors

A. Karen reported that Pat Mulcahy, Colorado State Director, sent a written request for funding to cover speakers fee, transportation and lodging for Dr. Robert Tierney of the Center for the Study of Reading in Urbana, Ill. to the Colorado State Conference of WCRLA in October, 1983. (Attachments C and D). Discussion followed about reserving amounts of money for board members to use for transportation to speak at State Conferences. Serious questions were raised regarding Association money to be spent on speakers outside the Association for State Conferences. Dick reported that Colorado is an area in which membership is being recruited so the idea of seed money seemed a wise investment.

(M) Lyman:

Colorado State Conference  
Speaker's Expenses  
Allocated

(S) Bogen: WCRLA authorize \$250.00 to be used by Colorado to defray speaker's expenses at the Oct. 21-22, 1983 Colorado State Conference.

PASSED

Carrie requested a letter from Dick authorizing the money be transferred to the Colorado account.

State Conference Speakers  
Guidelines Needed

Further discussion about funding and choice of speakers for State Conference was tabled.

B. Dick reported on a request from Eleanor Szaszy and Pat Benner, Northern California State Directors, for \$200 to cover mailing and printing costs to communicate with political leaders regarding community college funding cuts. Discussion followed.

(M) Lyman:

N. California Funds  
Approved for Mailing  
to Politicians Soliciting  
Community College Funding

(S) Walker: Board appropriate \$200 to Northern California for mailings to political leaders to solicit community college funding.

PASSED

V. Karen emphasized the need for board members to send each other copies of all important correspondence.

VI. Dick asked for clarification of Karen's request for itemized policy list. It seemed the same as the minutes index. Karen responded that a separate list of policies and procedures is needed as a ready reference for board members in deciding new policies. Carol asked that job descriptions also be included in the list; Karen suggested that both be included in a spiral notebook for each board member.

VII. Announcements

A. Publications Task Force

Publications Report  
at Sept. Board  
Meeting

Karen reported that the publications task force is hard at work and their report will be discussed at the September board meeting.

B. Funding Requests

Funding Requests

Karen asked that all funding requests be submitted in writing to the board before the September meeting.

C. MAAC Report

MAAC Report at  
Next Meeting

Karen announced that the Minority Affairs Advisory Committee report will be presented by its chairperson, Maranda Montgomery, at the next board meeting, due to the cancellation of the board meeting concurrent with the cancelled Summer Institute.

D. Karen will be combining board member schedules to arrange another conference call before the September board meeting. Board will be notified.

(M) Lyman:

(S) Walker: That the meeting be adjourned.

The meeting was adjourned at 2:04 p.m. (PDT).

SMK/bi  
Attachments

SUMMARY OF MINUTES  
WCRLA CONFERENCE CALL BOARD MEETING  
JULY 22, 1983

Incorporation Update:

WCRLA has officially filed for a name change and past updating of files with the New Mexico Corporation Commission is in process. This updating will from now on be a duty of the Secretary.

Nominations Report:

The Board approved the 1984-85 slate of officers, which is for  
President - Beryl Brown, UCSD  
Ladessa Yuthas, Metropolitan State College

and for

Treasurer - Patti Dozen, California State University, Long Beach  
Harrold Fillyou, Prairie View A & M University

The Board also approved the Nominations Committee's suggestion that an Elections Process Task Force be formed with Pat Heard as chairperson. Also serving on the Task Force will be Betty Levinson, Gene Kerstiens, and Irwin Joffee.

Awards Committee Report:

The Board voted to accept the suggestions of the Awards Committee regarding abolishing the nomination form for the Long and Outstanding Service Award in favor of an informal letter for the nominator to use. All committee members' names will be read into the minutes.

Funding Requests:

Appropriations were authorized to Colorado (\$250.00) for speakers expenses, and to Northern California (\$200.00) for correspondence with legislators responsible for State Community College funding. Any further funding requests must be presented in writing before the September Board meeting.

Policies and Procedures Notebook:

The Secretary was charged with listing the policies and procedures in the minutes and organizing them into a small notebook for each Board member.

Summary of Minutes  
WCRLA Conference Call Board Meeting  
July 22, 1983  
Page 2

Publications Task Force:

The Publications Task Force is at work and will present its report at the September Board meeting.

MAAC Report:

The Minority Affairs Advisory Committee proposal will be presented at the September Board meeting.

Next Board Meeting:

Another conference call will be scheduled prior to the September Board meeting.

SMK/bi

SUMMARY OF MINUTES  
WCRLA CONFERENCE CALL BOARD MEETING  
JULY 22, 1983

Incorporation Update:

WCRLA has officially filed for a name change and past updating of files with the New Mexico Corporation Commission is in process. This updating will from now on be a duty of the Secretary.

Nominations Report:

The Board approved the 1984-85 slate of officers, which is for  
President - Beryl Brown, UCSD  
Ladessa Yuthas, Metropolitan State College

and for

Treasurer - Patti Dozen, California State University, Long Beach  
Harrold Fillyou, Prairie View A & M University

The Board also approved the Nominations Committee's suggestion that an Elections Process Task Force be formed with Pat Heard as chairperson. Also serving on the Task Force will be Betty Levinson, Gene Kerstiens, and Irwin Joffee.

Awards Committee Report:

The Board voted to accept the suggestions of the Awards Committee regarding abolishing the nomination form for the Long and Outstanding Service Award in favor of an informal letter for the nominator to use. All committee members' names will be read into the minutes.

Funding Requests:

Appropriations were authorized to Colorado (\$250.00) for speakers expenses, and to Northern California (\$200.00) for correspondence with legislators responsible for State Community College funding. Any further funding requests must be presented in writing before the September Board meeting.

Policies and Procedures Notebook:

The Secretary was charged with listing the policies and procedures in the minutes and organizing them into a small notebook for each Board member.

Summary of Minutes  
WCRLA Conference Call Board Meeting  
July 22, 1983  
Page 2

Publications Task Force:

The Publications Task Force is at work and will present its report at the September Board meeting.

MAAC Report:

The Minority Affairs Advisory Committee proposal will be presented at the September Board meeting.

Next Board Meeting:

Another conference call will be scheduled prior to the September Board meeting.

SMK/bi