

WCRLA BOARD MEETING MINUTES

July 27, 1984

Denver, Colorado

*File
Minutes -
Board mtg.
7/27-28-29/84
with
attachments*

*File
~~7/27-28-29/84~~
with
attach-
ments*

Board Members Present:

Carole Bogue, President; Suzanne McKewon, Secretary; Harold Fillyaw, Treasurer; Karen Smith, Past President.

Others Present:

Carrie Walker, Ex-Officio Treasurer; Sally Conway, Denver Conference Manager; Theria Beverly, MAAC Chairman; Mitch Kaman, Acting Program Chairman.

The meeting was called to order at 8:40 p.m. by Carole Bogue, President.

I. Agenda

The agenda was presented and discussed. (Att. A)

II. Secretary's Report

- A. (M) Smith: To accept the minutes of the San Jose Board Meetings, April, 1984,
- (S) McKewon: as corrected.

PASSED

April, 1984 minutes approved as corrected

Corrections made were:

- 1) Minutes of April 4, 1984, pg. 1, under I-F: The board also recommended that Carole (changed to Carrie) compile a list of duties...."
- 2) Minutes of April 5, 1984, pg. 2, #7: "....Her Presidential Address was entitled "Coming of (Age) in the 80's" (add the word "Age").

- B. Suzanne passed out her Secretary's Operating Budget (Att. B).
- C. Carole presented the copy of the annual corporate report for the minutes. (Att. C)
- D. Suzanne reported that the blanket fidelity bond is in force and that she made a special request of the agent for clarification of the policy language to determine if the conference manager and the conference registrar will also be covered by this bond. Reply will be forthcoming.
- E. Suzanne read letters from Jerry Rainwater, Past President and Mary Rubin, Oklahoma State Director, citing their attempts to locate WCRA's corporate seal (Att. C-1 & C-2). Suzanne will follow up these letters and also attempt to locate it in the archives.

Conference Manager and registrar to be added to the fidelity bond

III. Treasurer's Report

Transfer of
Treasurer's
records

- A. Carrie handed over to Harold the following:
- 1) Bank signature cards
 - 2) Bank statements
 - 3) Signature stamps
 - 4) Bills outstanding
 - 5) Final accounting from the San Jose Conference.
- B. Harold was asked to send a copy of the first few month's accounting to Carol Thurm, WCRLA Accountant in New Mexico.
- C. Carrie handed out her report. (Att. D) Discussion followed including questions of the appropriateness of having so many conference calls and the need for more explicit direction to Hal at Oxford Printing.
- D. Carrie suggested that very few items should be accounted for under the headings "Oxford Mailing" and "Special Expenses".
- E. Other items were questioned and moved to have a more correct representation of where money was spent.
- F. Carrie was congratulated again on a great job for her preciseness in accounting.
- G. Carrie said she would send all of her past correspondence to Harold.

Discussion followed regarding the policy of officers' keeping their correspondence.

Officers not required
to keep correspondence,
except Treasurer

- (M) Smith: To rescind the policy of 4/4/84 requiring officers to keep copies of their correspondence. To require Treasurer only to keep copies of correspondence and bills paid for a period of 2 years following the end of his/her term of office.
- (S) Fillyaw: To require Treasurer only to keep copies of correspondence and bills paid for a period of 2 years following the end of his/her term of office.

PASSED

IV. Summary of Evaluations

Carole presented the letter Mitch had written to her (Att. E) reporting the results of his summary of evaluations.

V. 1984 Final Conference Report

- A. Carole handed out the final conference report (Att. F) and Carrie verified that she did receive the check of all conference income although it was received too late to be accounted for in the 1983-84 budget.
- B. Carole reported the authorization for the release of \$50 to Felton Williams and Harold Fillyaw for copying costs for materials for what they thought was going to be an institute but was actually scheduled as a regular presentation. Clarification is needed in the letter to presenters specifying what kind of presentation they have been approved for. Mitch agreed to write a note to that effect to include in correspondence to presenters.

VI. Yamamoto Affair

- A. Karen reviewed the history of the IRS/Yamamoto affair for new board members.
- B. She handed out the remainder of her correspondence and documents relating to this affair. (Att. G1-71)
- C. Mitch asked that a clarification of the General Release be made. Karen responded that the real meaning of this release is that from the 17th of July, 1984, any requests for information coming to WCRLA about this matter shall be referred to Ruth Thomas, Attorney at Law, with the firm of Winchester & Thomas, Ltd. in Las Cruces, N.M.

Yamamoto release
from future
litigation

Correspondence
relative to
Yamamoto Affair
to be kept

Karen reported to the lawyer that the correspondence relating to the Yamamoto affair was sent to the WCRLA Secretary and that some of it will appear in the minutes as Att. G. The bank records will be kept in her possession for 2 years and then sent to the archives.

- D. A letter from Karen Smith summarizing the issues is included as Att. G-72.

VII. President-Elect for 1984-85

- A. Carole reported on the problem Beryl Brown, President-Elect, has had in remaining in the Western area and serving as President-Elect. This was resolved by making known to her the need for her to resign so that a special election can be held and another person can be elected to the slot.

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- B. Carole reported that she had spoken to Kate O'dell, outgoing Parliamentarian, who suggested drafting a letter suspending the rules to allow for a special election in the fall by mail ballot. She also reported that she and Ann Faulkner drafted a letter to the membership relating this need for a special election. (Att. H)
- C. Carole also presented a memo from Ann Faulkner's Committee (Elections Committee [Att. I]) with their recommended slate:

- 1) Sue Brown from New Mexico State University and
- 2) Lucy MacDonald, Chemeketa Community College.

Board rejects
Beryl Brown's
request for a
leave of absence
and accepted her
resignation

(M) Smith: To reject Beryl Brown's request for a leave of absence.

(S) McKewon:

Motion was amended

(M) Smith: To accept her letter of resignation. (Att. J)

(S) Fillyaw:

Amendment Passed

MOTION PASSED

Discussion followed regarding the fact that there is no provision in the bylaws for an officer's leave of absence. It was agreed that in the future, some provision should be made for filling offices vacated by elected officers.

(M) Smith: That the bylaws which interfere with the holding of a special election be

(S) McKewon: suspended, that the question be put to the membership in a mail ballot, and that to conserve time and money, the Elections Committee be directed to provide information about candidates for President-Elect and ballots for a special election be in the same mailing.

PASSED

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Discussion followed centering around concerns that Sue Brown's nomination would constitute an over-representation of New Mexico on the board were she elected. Also, questions were raised regarding New Mexico State University's willingness to support two members of the board. The general consensus was that these problems would be minimal.

(M) Smith: To accept the slate of candidates for President-Elect.

(S) Fillyaw:

The meeting was adjourned at 11:45 p.m.

WCRLA BOARD MEETING MINUTES

July 28, 1984

Denver, Colorado

Board Members Present:

Carole Bogue, President; Suzanne McKewon, Secretary; Karen Smith, Past President; Harold Fillyaw, Treasurer.

Others Present:

Theria Beverly, MAAC Chairman; Carrie Walker, Ex-Officio Treasurer; Sally Conway and Vince Orlando, Conference Managers; and Mitch Kaman, Program Chairman.

The meeting was called to order at 8:45 a.m.

I. Colorado Report

A. Program Committee

Mitch Kaman
accepts position
of Program Chair

1. Mitch distributed copies of his letter (Att. K) of acceptance of Chair of the Program Committee, necessitated by Beryl Brown's resignation. The letter also lists his committee members. He reported on their activities to date.
2. He also presented the rough draft of the First Call to Conference (Att. L). Suggestions were offered and additions made in order to make the proposal forms more standard. Institute proposal forms will go to the Director of Institutes and Section meeting proposal forms will go to the Program Chair. The form will be mailed in August 1984.
3. He then handed out a memo to the board (Att. M) requesting approval of 1985 registration fees. All fees are to remain the same as they were for the 1984 conference.
4. He agreed to contact the Newsletter editor to keep track of deadlines for inclusion. Questions were raised regarding the need for the call for proposals to be of a color other than white or the buff color of the Newsletter.
5. Next he handed out a rough draft of the conference brochure (Att. N). Questions were raised about the number of brochures to print. Mitch decided to stay with the same number as last year (2500). Karen encouraged him to send plenty of the brochures to the State/Province Directors.

Program committee
drafts and plans

Minority Affairs
luncheon to be
offered in regis-
tration form

Leisure tours

Publishers
encouraged to
host functions

Proposed 1985
Conference
budget

6. Mitch also handed out the WCRLA Conference Program Worksheet. (Att. 0) Carole cautioned Mitch regarding soliciting people to submit proposals which did not constitute an invitation to be a paid guest unless it was deemed necessary by the Program Chairman. He asked for suggestions for Keynote Speakers.
 7. Theria asked that a scheduled Minority Affairs luncheon should be arranged preceding the Keynote address by a minority member. Tickets should be offered in the registration packet.
- B. Sally reported on proposed leisure tours to Heritage Square for dinner and a melodrama and also to Larimer Square. Karen suggested contacting ARA regarding a hospitality function at an old mansion in downtown Denver. Efforts will be made to encourage Publishers to offer hospitality functions in the hotel and advertised in the program. Karen also suggested a tour on Thursday morning to ski areas and for non-skiers.
 - C. Mitch considered asking the Publishers to purchase our mailing labels and send letters to members encouraging them to come to the conference to see their displays.
 - D. Mitch asked Carole to submit a proposal for an "Issues and Answers" forum for a section spot.
 - E. Suggestions were made for a pre-conference ski-package on Wednesday.
 - F. Mitch reported on 5 publishers already agreeing to exhibit. He expressed a need to update the list of publishers and firm up representation for the 1986 conferences. He suggested having the President appoint a Publishers Exhibits Chair for the next conference either during or preceding the current conference so that contacts can be made earlier.
 - G. Mitch distributed the proposed 1985 conference budget (Att. 0-4-6). Discussion followed regarding costs for mailing in an effort to split up costs for postage and mailing labels. Differences in budgeting exist from year to year depending on institutional support.

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Policy: Mitch
raised the
limit for
speakers' honoraria
from \$800 to \$1,000

- H. Mitch reported that he raised the limits of honoraria for speakers to \$1,000 from \$800 and encouraged the board to consider raising the limit slightly each year.
- I. Mitch and Sally expressed a need for a master database management disk for the conference manager.
- J. Additions were made including an income item under publishers ads, insurance on audio-visual aids and computers, and software for a master database.

The meeting recessed for lunch at 12:30 p.m.

The meeting reconvened at 2:00 p.m.

(M) Smith: To accept the 1985 conference budget as amended.

(S) Fillyaw:

PASSED

K. Menus

Banquet menu

- 1. Dinner - The board agreed to having a choice of 3 entrees:
 - a. Trout at \$16
 - b. Chicken at \$15
 - c. Prime rib at \$21

Brunch
arrangements

- 2. Brunch - After Sally proposed several options, the board decided on a seated, served brunch for \$7.50.

- L. Sally reported that airport transfer will be accomplished by limousine service at \$3.50 per person and carrying 5 people.

Denver room
rates

- M. Room rates will be:

\$70 for a single
\$80 for a double
\$90 for a triple
\$100 for a quadruple

II. Bylaws Update

Bylaws to be reviewed by the Bylaws Committee

- A. Carole presented the changes passed in San Jose and those not passed for board consideration. (Att. P). Article VII, Parliamentary Procedure, is the section the board will consider next. The Bylaws committee was charged with reviewing the language in this article and clarifying it for approval at the next board meeting.

III. Audit of Treasurer's Books

Sally Conway and Vince Orlando comprised the Audit Committee which certified that the books were all in order. (Att. Q)

Audit report finished

- (M) Smith: To accept the findings of the Audit Committee.
(S) McKewon:

IV. IRA

Suggestions for joint IRA-WCRLA session at IRA conference

Carole encouraged suggestions of members to hold an IRA-WCRLA joint session at the IRA conference next year in New Orleans. Among those suggested were: Garr Cranney, Frank Torres, and Theria Beverly.

V. Job Descriptions

Job descriptions to be available at registration table

- A. Carole presented her compilation of job descriptions from officers, chairmen, and leaders in WCRLA. (Att. R) Mitch suggested having copies of these available at the registration table during the 1985 conference so that prospective appointees and nominees can peruse them.

Officers to finalize job descriptions

- B. Each officer was asked to comment on and finalize these descriptions and return them to Carole by August 30, 1984.

C. Treasurer's job Description

- (M) Smith: To commend Carrie Walker for compiling all the Treasurer's duties and polishing up the job description during her 2-year term.
(S) Fillyaw:

PASSWS

The board will send letters of commendation to her new dean for her fine job as Treasurer.

VI. Liaisons

Liaison contacts
made

Carole reported on her contacts to new and continuing liaisons: Her contacts to date are listed in Att. S.

VII. MAAC Requests

New directions
for MAAC

- A. Theria handed out a packet of materials including her report (Att. T).
- B. The board discussed the letter from Dr. James Williams expressing his concerns for the direction of the committee as well as Theria's response to his letter.

MAAC changed to
Multicultural
Affairs Com-
mittee (MAC)

- C. Theria suggested a steering committee of the MAAC committee - constituting 5-7 members.
- D. She and Harold confirmed that the majority of the committee voted in San Jose to change the name of MAAC to Multicultural Affairs Committee (MAC).
- E. The recommendation of the committee that all committees' chairs be voting board members was rejected due to the present bylaws and format for the organization.
- F. The recommendation that the MAAC Chair be a 2-year appointment was rejected because the bylaws state that all appointments are to be made on a yearly basis by the incoming President; but, in practice since 1978, the MAAC Chair has served no fewer than 2 years.

Invitation to
co-chair with
IRA a conference
on minority
concerns

- G. Theria also noted a letter (Att. T-7) to Carole inviting WCRLA MAC to co-sponsor with IRA's Affirmative Action Committee a two-day conference on minority concerns, tentatively set for September, 1985.

MAC to have
5-7 members

- H. In response to the redirection of MAAC, hereafter known as MAC (Multicultural Affairs Committee), the board in concert with Theria as chair of MAC, determined that the committee itself should have approximately 5-7 members, appointed by Carole with suggestions from Theria. Also, the board agreed, after much discussion, that the vehicle for a larger group of the original MAAC constituents exists in the form of a Special Interest Group. Therefore, a new SIG may be formed which could

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New SIG formed addressing minority, ESL, and learning disabilities issues

include members with concerns in English as a Second Language (ESL) and Learning Disabilities as well as other multicultural concerns. A brochure is being planned for distribution at the 1985 conference describing this new SIG. Ann Faulkner had volunteered to chair an ESL-LD SIG and may also be willing to add other multicultural concerns to this group.

VIII. Coordinator of State/Province Directors

Directors to report progress on new form

- A. Karen circulated copies of her report (Att. U).
- B. She called the attention of the board to the forms on which she asked State/Province Directors to report the progress of the state committees. (Att. U-3)

New flyers to contain membership application

- C. Karen also showed her response to many requests from State/Province Directors for large numbers of brochures: A one-page flyer with a short description of WCRLA and an application for membership. (Att. U-13)

Publications to go to directors

- D. She reported on two "traveling" sets of Journals and Proceedings that are to go to State/Province Directors when they need samples of these publications. Carole told of the existence of a set of Proceedings in some sort of display stand. Suzanne was given the task of locating these.

Vacancies in Northern Calif. and British Columbia

- E. Karen reported that there are currently vacancies in Directorships of Northern California and British Columbia.
- F. She reported that the practice of sending updated memberships to all directors is working well.

IX. JCRL and Newsletter

JCRL and Proceedings to appear in ERIC

- A. Carole reported on the pursuits of Delryn in spreading the word to ERIC and the Journal of Reading that our JCRL and past Proceedings are available for wider circulation. (Att. V and V-1)

Better quality photos needed

- B. Carole also shared a copy of a letter to Vince Orlando bemoaning the recent poor quality of conference photographs. Efforts will be made to improve the situation for the 1985 conference.

X. Conference Sites

A. 1986 - Southern California

1986 Conference
site still open

Carole presented packets from Patti Dozen and Ann Faulkner representing the Hyatt Regency Long Beach (Att. W). The board was very concerned about the high room rates and having to pay for meeting rooms.

B. The board also considered a tentative, alternative plan suggested by Ann Faulkner (Att. W-5) involving the University of Southern California and the University Hilton. This plan also has problems. No action was taken on either bid.

C. 1987 - Tucson

Two possible
bids from
Tucson considered

Theria presented two very appealing bids from the Holiday Inn and the Doubletree Resort. (Att. W-6-15)

The board was so impressed with these two bids that the following action took place:

Tucson considered
for 1986

- (M) Smith: Theria investigate the availability of Tucson for 1986 at either hotel
(S) Fillyaw: and if available to accept the Tucson bid for 1986 and direct the Site Committee to develop another bid for 1987.

FAILED

Carrie suggested close consultation with all involved with the Southern California bid so as not to offend anyone. The board will set a deadline for site and conference manager selection.

Deadline set
for Southern
California bid

- (M) Smith: Theria investigate availability of Tucson sites for 1986. Carole
(S) Fillyaw: investigate pulling together a concrete bid for California in 1986. The deadline for these investigations' completion is Sept. 1, 1984. Each will report to the board via telephone conference call.

PASSED

The meeting was adjourned at 6:30 p.m. in the midst of a thunderstorm.

WCRLA BOARD MEETING MINUTES

July 29, 1984

Denver, Colorado

Board Members Present:

Carole Bogue, President; Karen Smith, Past President; Harold Fillyaw, Treasurer; Suzanne McKewon, Secretary.

Others Present:

Mitch Kaman, Program Chairman; Theria Beverly, Multi-Cultural Affairs Committee Chair.

I. Financial Matters: Officers; State/Province Directors; Committee Chairs; SIG Leaders.

Directors to be given options for reporting expenditures

- A. The coordinator of State Directors will draw up a list of approximately 5 duties relating to the directors' reporting of expenditures with options and deadlines evident.
- B. The board agreed to budget the same amount (\$50) to each state director and to make available special appropriations through conference calls in the future.
- C. Authorization for reimbursement request forms

Authorization for reimbursements detailed

1. The board agreed that all officers' request forms, except the President's, shall be signed by the President. Presidents' forms are signed by another officer.
2. State/Province Directors' forms shall be signed by the Past President.
3. SIG Leaders' forms shall be signed by the President.
4. Editors' forms shall be signed by the Treasurer (with calls from the Treasurer to the Past Treasurer or President for verification of bills).

Suggestions were made regarding an approved list of payees with whom we have established accounts. A policy is evolving to allow for standardized financial procedures for everyone handling money in the organization.

II. WCRLA-NADE Placement Service Update

NADE-WCRLA
Placement
Service post-
poned until
1985-86

Carole reported that she had not heard from the NADE president and if the response to her request comes after the date of this meeting the board will consider the issue at the next meeting. (Response in attachments as Att. Y)

- (M) Smith: Because NADE has not responded to the Joint Placement Task Force Proposal, to
- (S) McKewon: rescind the decision to support a Placement Service with NADE during this fiscal year and commission the Task Force to renegotiate the conditions of the service for 1985-86.

PASSED

III. Position of Program Chair to interface with a President-Elect

Duties of
interim
Pres.-Elect
compiled

- A. Carole announced that she will draft a job description for the incoming President-Elect including duties as a member of the Program Committee and assisting the Coordinator of State Directors to build up membership. Other duties will include strengthening SIG's, working on the Bylaws and Awards Committees. (Att. Z)

IV. Budget

1984-85 Budget
request forms

- A. Carole handed out her collection of budget worksheets and funding request forms. (Att. VV)
- B. A recommendation was made to consider raising dues at the next meeting.
- C. The Secretary was charged with the task of going to the site of the Archives to determine what is there. Funding for this trip to Orange County will be accounted for under the Archivist's budget.
- D. Carole was asked to write an article for the Newsletter to give examples of budget expenditures and income to clarify how funding works, how decisions are made for allocations, etc.

Secretary to
investigate
archives site

Newsletter
article forth-
coming on budget
procedures

July 29, 1984

Southern Calif.
Directors'
request to be
clarified

E. Karen agreed to correspond with the Southern California State Directors' regarding their requests for special funding of \$150 and explain that they will each get \$50 as a regular allotment and because there are 3 directors in this area, they will automatically receive \$150. Also, their special request of \$150 for a directory and special conference mailing was also approved.

1984-85 Budget
approved

(M) McKewon: To accept the 1984-85 proposed budget.

(S) Smith:

V. Software SIG Cooperation with NADE

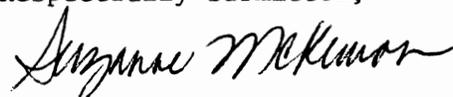
Software SIG
to function
with NADE

In response to Lucy MacDonald's letter (Att. X) the board agreed to appoint her to represent WCRLA on NADE's software evaluation SIG. The board also expressed its thanks to her for sharing her personal addresses on two computer systems. (Att. X)

Addresses for
computer systems
offered

The meeting was adjourned at 11:42 a.m.

Respectfully submitted,



Suzanne McKewon,
Secretary

These minutes have not been approved.

SMK/bi

WCRLA BOARD MEETING SCHEDULE

- | | | |
|---------------------|------------|---|
| Friday
July 27 | 7:00-9:30 | <ol style="list-style-type: none"> 1. Approval of Agenda/Additions 2. Secretary's Report/Correction of Minutes 3. Treasurer's Report 4. 1984 Final Conference Report and Coordinator of Chairs Report 5. Don Yamamoto Affair 6. IRS 7. President-elect for 1984-85 |
| Saturday
July 28 | 8:30-12:00 | <ol style="list-style-type: none"> 1. Program Chair's Report-1985 Conference 2. 1985 Conference Co-managers Report 3. Proposed 1985 Conference Budget 4. Sale of Proceedings/JCRL at Conference 5. Corporation Report 6. By-laws Up-date 7. IRA - 1985 |
| | 12:30-1:30 | Lunch |
| | 1:30-6:00 | <ol style="list-style-type: none"> 1. Job Descriptions: Officers, State Directors, Committee Chairs, SIG Leaders, Editors 2. Liaisons who have Responded for 1984-85 3. MAAC Requests 4. Newsletter Report 5. JCRL Report 6. Committee Reports
Conference Site Selection, 1986
Conference Site Selection, 1987 7. WCRLA-NADE Placement Up-date |
| Sunday
July 29 | 8:30-12:00 | <ol style="list-style-type: none"> 1. Reporting on Financial Matters: Officers, State Directors, Committee Chairs, SIG Leaders 2. Guidelines for Funding Requests-State Directors 3. Budget - Board 1984-85 |

EXPENDITURES

1983-84 WCRLA Secretary's Operating Budget

Budgeted	Spent (through June 30, 1984)	Balance
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\$300

April 2, 1983. \$20 for postage for Summary of Minutes. (Should be reflected on 1982-83 budget)

July 1, 1983. \$1.00 Bank service charge.

July 22, 1983. \$2.00 for Telephone monitoring device.

August 1, 1983. \$1.00 for Bank service charge.

Aug. 4, 1983. \$20.00 for postage.

Sept. 2, 1983. \$1.00 Bank service charge.

Sept. 15, 1983. \$8.88 for copying of Policies and Procedures Handbook.

Sept. 15, 1983. \$12.90 for supplies including binders for Policies and Procedures Handbook.

Oct. 4, 1983. \$13.44 Postage for special mailing of minutes from fall board meeting.

Nov. 1, 1983. \$1.00 Bank service charge.

Nov. 15, 1983. \$3.81 for copies from PIP.

	Spent (through June 30, 1984)	Balance
	Nov.16,1983. \$.38 for copies from PIP	
	Nov.16.1983. \$20 for postage.	
	Dec.1,1983. \$1.00 Bank service charge.	
	Jan.1,1984. \$1.00 Bank service charge.	
	Jan.5,1984. \$20.00 for postage.	
	Feb.1,1984. \$1.00 for Bank service charge.	
	Feb. 6,1984. \$.62 for Pacific Bell Telephone charge. (Karen Smith)	
	Feb.7,1984. \$1.38 for copies from PIP.	
	Feb.8,1984. \$9.17 for Pacific Bell Telephone charge. (Carrie Walker)	
	Feb. 8,1984. \$2.77 for Pacific Bell Telephone charge.(Carrie Walker)	
	Feb.29,1984 \$20 for postage.	
	Feb.29,1984. \$14.34 for supplies including large envelopes, legal pads, and tab dividers.	
	Mar.1,1984. \$1.00 for Bank service charge.	
	Apr.1,1984. \$1.00 for Bank service charge.	
	Apr.2,1984. \$1.70 for copies from PIP.	
	Apr.4,1984. \$10.50 for copies from Supercopy Center, San Jose, CA during board meeting.	

	Spent (through June 30, 1984)	Balance
	<p>Apr. 4, 1984. \$1.00 for copies from Hyatt Hotel, San Jose, CA, for MAAC requests from the board.</p> <p>May 11, 1984. \$1.27 for copies of the "To Do" lists for board members. PIP.</p> <p>May 26, 1984. \$86.50 for Kinko's Copy Center for copies of board minutes.</p> <p>May 30, 1984. \$21.51 for postage for mailing minutes.</p> <p>Petty Cash \$1.29</p>	(2.46)
Totals	\$302.46	(2.46)

Summary of Banking Activity

Passbook Savings Acct. at San Diego Federal Savings
(4-12-83 to 8-8-83)

Advance	\$200.00
Interest 6-25-83	1.03

Subtotal	201.03
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Expenditures	20.00
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Balance at end of 1982-83 fiscal year	181.03
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Passbook Savings Acct. at San Diego Federal Savings
(7-1-83 to 4-30-84)

Cash on hand July 1, 1983	\$181.03
Advance from operating budget (4-19-84)	100.00
Interest earned 7-1-83 to 6-30-84	5.14

Subtotal	286.17
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Expenditures	173.18
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Balance as of 4-30-84	112.99
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Checking Acct. at Sun Savings and Loan
4-30-84 to 6-30-84

Initial Deposit	\$112.99
<u>Expenses</u>	<u>109.28</u>
Subtotal	3.71
Petty cash deposit	1.29
<u>Balance as of 6-30-84</u>	<u>5.00</u>

Balance Sheet

Operating Budget	\$300.00
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Expenditures	302.46
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(2.46)

Income from interest	6.17
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Petty cash deposit	1.29
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Total of income and cash on hand	7.46
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Total Assets (sum of the above)	5.00
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RETURN TO:
 State Corporation Commission,
 Corporation & Franchise Tax Depts.
 P.O. Drawer 1269, Santa Fe, NM 87501

NONPROFIT ANNUAL CORPORATE REPORT To The State Corporation Commission Of New Mexico

Attachment C

<input checked="" type="checkbox"/> Check (✓) the proper key(s) <input type="checkbox"/> First Report <input type="checkbox"/> Regular Report <input type="checkbox"/> Supplemental Report <input type="checkbox"/> Amended <input type="checkbox"/> Tax Clearance for Dissolution/Withdrawal <input type="checkbox"/> Other _____

TAXABLE YEAR
Enter Dates ▶ <u>7/1/83</u> <u>6/30/84</u>

TAX PERIOD
 (Due on or before the fifteenth day of the third month following the end of its taxable year except that the First Report shall be filed within thirty days from date of incorporation or qualification in New Mexico.)

SECTION A ANNUAL REPORT:

I EXACT CORPORATE NAME Western College Reading and Learning Association	
PRINCIPAL PLACE OF BUSINESS AND MAILING ADDRESS STREET <u>P.O. Box 4576</u> CITY, STATE, ZIP <u>Whittier, CA 90607</u>	PRINCIPAL PLACE OF BUSINESS IN NEW MEXICO STREET <u>Box 5278, N.M.S.U.</u> CITY, STATE, ZIP <u>Las Cruces, NM 88003</u>

Please use this computer pre-addressed form when filing to avoid a delay in processing. If unable to use a preaddressed form, print NMSCC Certificate of Incorporation/Authority Number, New Mexico Taxation and Revenue ID Number, Taxpayer's Name, and Mailing Address and Zip Code in the spaces provided. If preprinted information is not correct, print the corrected information.

II FOREIGN CORPORATION—REGISTERED OFFICE IN STATE OF INCORPORATION STREET _____ CITY, STATE, ZIP _____	STATE OR COUNTRY OF INCORPORATION _____
---	---

III REGISTERED AGENT AND OFFICE LOCATED IN NEW MEXICO FOR SERVICE OF PROCESS NAME <u>Dr. Karen G. Smith</u> STREET <u>Center for Learning Assistance, Box 5278, New Mexico State Univ.</u> CITY, STATE, ZIP <u>Las Cruces, NM 88003</u>

IV NMSCC Certificate of Incorporation/ Authority Number <u>74738</u>
--

V NM Taxation & Revenue ID Number _____

(Refer to this number in all correspondence)

VI The names and addresses of all the Directors and Officers of the Corporation are: (All New Mexico corporations shall have a president, at least one vice president, a secretary, and a treasurer; president and secretary cannot be the same person. The number of members of the Board of Directors shall be three or more.) <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">OFFICE</th> <th style="text-align: left;">NAME AND ADDRESS</th> </tr> </thead> <tbody> <tr> <td>President</td> <td><u>Karen G. Smith, Box 5278, New Mexico State University, Las Cruces, NM 88003</u></td> </tr> <tr> <td>Vice President</td> <td><u>Carole Bogue, San Jose City College, 2100 Moorpark Ave. San Jose, CA 95128</u></td> </tr> <tr> <td>Secretary</td> <td><u>Suzanne McKewon, San Diego Com. Col., 3531 Millikin Ave. San Diego, CA 92122</u></td> </tr> <tr> <td>Treasurer</td> <td><u>Carolyn Walker, LAC, Stanford Univ. Stanford, CA, 94305</u></td> </tr> <tr> <td>Director</td> <td><u>Dick Lyman, Sierra College, 5000 Rocklin Road, Rocklin, CA 95677</u></td> </tr> <tr> <td>Director</td> <td>_____</td> </tr> <tr> <td>Director</td> <td>_____</td> </tr> </tbody> </table>	OFFICE	NAME AND ADDRESS	President	<u>Karen G. Smith, Box 5278, New Mexico State University, Las Cruces, NM 88003</u>	Vice President	<u>Carole Bogue, San Jose City College, 2100 Moorpark Ave. San Jose, CA 95128</u>	Secretary	<u>Suzanne McKewon, San Diego Com. Col., 3531 Millikin Ave. San Diego, CA 92122</u>	Treasurer	<u>Carolyn Walker, LAC, Stanford Univ. Stanford, CA, 94305</u>	Director	<u>Dick Lyman, Sierra College, 5000 Rocklin Road, Rocklin, CA 95677</u>	Director	_____	Director	_____
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Director	_____															
Director	_____															

(Attach Schedule if needed)

The character of its business in New Mexico, briefly stated, is Professional association membership.

If 50% or more of its total annual income is from state and federal sources, a statement in the form of a balance sheet showing the corporation's financial status and activities for the preceding year, including the corporation's: (a) assets; (b) liabilities; (c) income, classified by source; and (d) expenditures, classified by objects. (Enter "Not Applicable" or complete reverse side.) _____

(Complete Section B and Comparative Balance Sheet on Reverse Side of this Form.)

SECTION B FINANCIAL DATA (Financial data to be completed ONLY if fifty percent or more of the corporation's total annual income is from state and federal sources):

Statement of Receipts and Expenditures, for period ending			
Receipts			TOTAL
1	Gross contributions, gifts, grants and similar amounts received		
2	Gross dues and assessments of members		
3	Gross amounts derived from activities related to organization's exempt purpose		
	Less cost of sales		
4	Gross amounts from unrelated business activities		
	Less cost of sales		
5	Gross amount received from sale of assets, excluding inventory items		
	Less cost or other basis and sales expense of assets sold		
6	Interest, dividends, rents and royalties		
7	Total receipts		
Expenditures			
8	Contributions, gifts, grants, and similar amounts paid		
9	Disbursements to or for benefit of members		
10	Compensation of officers, directors, and trustees		
11	Other salaries and wages		
12	Interest		
13	Rent		
14	Depreciation and depletion		
15	Other		
16	Total expenditures		
17	Excess of receipts over expenditures (line 7 less line 16)		
Balance Sheets		Enter dates ▶	Beginning date Ending date
18	Total assets		
19	Total liabilities		
PAYMENT OF FEES TO ACCOMPANY REPORT:		NMSCC Office Use Only	
(1)	One Dollar Filing Fee	1.00	
(2)	Fifty Dollar Late Filing Fee Penalty	—	
(3)	TOTAL AMOUNT DUE WITH REPORT (Line 1 + 2)	<u>1.00</u>	
		Amount Remitted	Postmark Date
<p>Under penalties of perjury, we declare and affirm that we have examined this report including accompanying schedules and statements, and to the best of our knowledge and belief, it is true, correct, and complete.</p> <p style="text-align: right;"> <i>Carole Fogue</i> _____ President <i>Suzanne McKeown</i> _____ Secretary </p> <p>Dated: <u>July 10, 1984</u></p>			
<p>The Annual Report shall be signed by the president and secretary of the board of directors or, if there are no officers, by the directors. If the corporation is in the hands of a receiver or trustee, the Report shall be executed on behalf of the corporation by the receiver or trustee.</p>			

DEFINITIONS USED IN THIS REPORT

1. "State or federal funds" means money or other thing of value or both, received in any manner from the federal government or any of its agencies or instrumentalities or from the state or any of its political subdivisions or any agency or instrumentality of the state or a political subdivision, or any combination of these.
2. "Non-profit corporation" means a corporation no part of the income or profit of which is distributable to its members, directors, or officers;
3. "Board of directors" means the group of persons vested with the management of the affairs of the corporation irrespective of the name by which such group is designated;
4. "Address" means a recitation of the mailing address or post office box number and the street address, if within a municipality, or a description of the geological location, if outside a municipality;
5. "Registered agent" means the registered agent appointed by a corporation shall be an agent of the corporation upon whom any process, notice or demand required or permitted by law to be served upon the corporation in any other manner hereafter permitted by law.

June 4, 1984

Attachment C-1

Suzanne McKeown
3531 Millikin Ave
San Diego CA 92122

Dear Suzanne,

In responding to your request for assistance in locating
Ann Holmes, I learned she passed away not long ago —
a victim of cancer. I had not seen her for some years.
Her office gave the following address of her husband:

A.B. Holmes
707 N.E. 20th
Oklahoma City, OK 73105

You might be interested in knowing that Bob Curry has to
take early retirement due to an eye problem. Dick Williams
is still here. Big Red still continues to grow.

If I can be of any further assistance, let me know.

Jerry Rainwater
824 Cruce
Norman, OK 73069

Department of Education & Psychology



Reading Center

Lawton, Oklahoma 73505

July 9, 1984.

Dear Suzanne:

I'll bet you'd given up hope of ever hearing from me. It took a while, but I finally spoke with Dr. Holmes' husband who doesn't remember seeing the seal. Guess I'd better back up and start at the beginning.

I called Central State University and discovered that Dr. Holmes is deceased, having died 2-3 years ago. I was referred to several people on campus, none of whom were ever in their offices. A secretary finally told me that a special ceremony had been held to honor Dr. Holmes in May, and referred me to Dr. Helen Carter at Oscar Rose College who had set up the ceremony. Through her secretary (on the 4th or 5th attempt to reach Dr. Carter the secretary decided to try to find out some answers for me) I finally got the husband's name, address and phone number. I'd attempted to call the Holmes with the general address you had, but after 5 incorrect numbers had given that up.

The husband is Mr. A.B. Holmes
704 NE 20th
Oklahoma City, OK 73105
(405) 524-6530

He indicated that he had not found anything resembling a seal in her effects, but would also check with his daughter and would call if they found it. I have heard nothing further.

Has anyone checked with Jerry Rainwater? He is still current on my address list and I believe was a former president. I don't know what else I should be doing here, but if you have a suggestion, please let me know.

Again, I apologize for taking so long to get this information. Incidentally, Dr. Holmes had moved to OU before her death. Don't know if that needs to be followed up.

Yours in WCRLA,

Mary Rubin

Annual Report of the Treasurer of the
Western College Reading and Learning Association
for the period
July 1, 1983 - June 30, 1984

Prepared for the Board of Directors' Meeting
in Denver, Colorado, July 27-29, 1984
by
Dr. Carolyn Walker

WCRLA Operating Budget
 July 1, 1983 - June 30, 1984
 (set Sept. 18, 1983)

CATEGORY	ITEM	REQUESTED	APPROVED
Board of Directors	Meetings	\$2000	\$1600
	Secretary	\$ 300	\$ 300
	Treasurer	\$ 600	\$ 600
	President	\$ 300	\$ 300
	Conference Calls	\$ 400	\$ 400
	Supplies	\$ 500	\$ 500
	Special Expenses	--	\$ 600
			<u>\$4100</u>
Oxford Mailing	Mail Service & Membership	--	\$2000
Publications	Newsletter	\$4310	\$4900
	Journal	\$2850	\$1850
	Proceedings /Journal	\$4756	\$4710
		<u>\$11916</u>	<u>\$11460</u>
Committees	Awards/Scholarships	\$ 570	\$ 570
	By-Laws/Archives	--	\$ 100
	Conference Site Selection	--	\$ 100
	MAAC	\$ 350	\$ 500
	Nominating	\$ 35	\$ 100
	Placement	\$ 200	\$ 150
		<u>\$1155</u>	<u>\$1520</u>
Task Force	Elections Process	--	\$ 100
	Placement/Joint w/NARDSPE	\$ 705	\$ 100
		<u>\$ 705</u>	<u>\$ 200</u>

CATEGORY	ITEM	REQUESTED	APPROVED
Special Interest Groups	Organization	\$ 20	\$ 20
	Adv. Rdg. Comp.	--	0
	Basic Reading	\$ 75	\$ 75
	Computers	--	0
	Critical Thinking	--	0
	LAC Mgt.	\$ 465	\$ 300
	Political Action	\$ 200	\$ 200
	Research	--	0
	Sp. Needs Students	--	0
		<u>\$ 760</u>	<u>\$ 595</u>
State Organizations	Coordinator	\$ 500	\$ 700
	S.D. Luncheon (Conf.)	\$ 250	\$ 250
	Allotments/ea. S.D.	\$1200	\$1200
	Sp. Requests: CO	\$ 650	\$ 250
	ID	\$ 90	\$ 40
	N. CA.	\$ 200	\$ 200
	OR	\$ 200	\$ 50
	S. CA.	\$ 350	\$ 350
	TX	0	0
		<u>\$3440</u>	<u>\$3040</u>
Summer Institute	Planning	--	0
TOTALS		\$22076	\$23115

EXPENDITURES

1983-84 WCRLA Operating Budget
 (July 1, 1983 - June 30, 1984)

Board of Directors

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Meetings</u>	\$1600	09/16/83 \$116.66 to Hyatt San Jose. Board dinner for six people. <hr/> 09/17/83 \$73.03 to Hyatt San Jose. Lunch for Board and invited guests. <hr/> 09/17/83 \$126.96 to Pacific Fish Co. Dinner for nine people (Board and guests). <hr/> 09/18/83 \$39.30 to Hyatt Hotels. Lunch for Board during meeting. <hr/> 09/26/83 \$309 to Karen G. Smith for airfare and mileage for San Jose Board Meeting, Sept. 16-18, 1983. <hr/> 09/26/83 \$158 to Suzanne McKewon for San Jose Board Meeting (airfare). <hr/> 09/28/83 \$178.50 to Lucy McDonald for airfare and phone call for Board Meeting in San Jose. <hr/> 04/03/84 \$68.75 to Hyatt Hotel, San Jose, for Board dinner for seven people. <hr/> 04/04/84 \$34.36 to Hyatt Hotel, S.J., for Board breakfast for 6 people. <hr/> 04/04/84 \$61.64 to Hyatt Hotel, S.J., for Board lunch for seven people. <hr/> 04/04/84 \$133.30 to Hyatt Hotel, S. J., for Board dinner for seven plus two extra desserts.	\$300.50
		Subtotal: \$1299.50	

	BUDGETED	SPENT (through June 30)	BALANCE
<u>+Secretary</u> (McKewon)	\$300	*05/09/83 \$200 advance to Suzanne McKewon to pay her '83-84 secretary's expenses. <hr/> 04/04/84 \$100 advance to Suzanne McKewon for secretary's expenses. <hr/> Subtotal: \$300	\$0
<u>Treasurer</u> (Walker)	\$600	07/07/83 \$38.07 to LAC, Stanford, for phone, postage and copying. <hr/> **09/19/83 \$250 to Professor Richard P. Kubelka for mathematics/accounting consulting on 1982-83 Treasurer's Report. <hr/> 01/18/84 \$96.74 to LAC, Stanford, for postage, copying and phone for the period 07/01/83-12/31/83. <hr/> 04/04/84 \$3.37 to Carrie Walker; reimbursement for xeroxing costs for Board meeting in San Jose. <hr/> 04/01/84 \$6.00 to Carrie Walker for two cashier's checks (to Allstate for Scholarship Fund & Security Pacific for sale of Cross speech at S.J. Conference). <hr/> 05/11/84 \$83.00 to LAC, Stanford, for postage, copying and phone calls. <hr/> 06/30/84 \$60 to Richard P. Kubelka for mathematics/accounting consulting on 1983-84 Treasurer's Report. <hr/> Subtotal: \$287.18	\$312.82
<u>President</u> (Smith)	\$300	12/05/83 \$26.19 to Cruces Trophy for President's plaque. <hr/> 01/20/84 \$8.00 to K. Smith for photocopying bank statements for IRS reports. <hr/> 04/09/84 \$757 to K. Smith for trip to attend and present at IRA Conference, May 5-10, 1984.	(\$507.56)

+ A complete accounting of the secretary's income and expenditures for the 1983-84 fiscal year is available.

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

** Although paid in the 1983-84 fiscal year, this is an expense of the 1982-83 budget and is thus deducted from 1983-84 reserves.

BUDGETED	SPENT (through June 30)	BALANCE
<u>President</u> (continued)	04/11/84 \$16.37 to Oxford Mailing for labels of membership requested by K. Smith for <u>Journal of Developmental and Remedial Education</u> Subtotal: \$807.56	
<u>Conference Calls</u>	\$400 10/11/83 \$190.26 to Center for Learning Assistance, N.M.S.U. Two conference calls by Karen Smith, President (07/19/83 and 07/22/83). 01/20/84 \$121.29 to Center for Learning Assistance, N.M.S.U., for conference call, Board meeting, on 10/26/83. 03/16/84 \$68.46 to Center for Learning Assistance, N.M.S.U., for Board of Directors' call on 12/09/83. 05/02/84 \$254.90 to Center for Learning Assistance, N.M.S.U., for Board of Directors' call on 02/01/83. 06/27/84 \$128.02 to Center for Learning Assistance, N.M.S.U., for Board of Directors' call on 03/14/84. Subtotal: \$762.93	(\$362.93)
<u>Supplies</u> (Stationery, brochures, banner, President's awards)	\$500 07/05/83 \$62.53 to Oxford Mailing for WCRLA brochures and mailing. 10/17/83 \$103.22 to R.B. Printing [\$136 - 32.78 = \$103.22]; \$32.78 = UPS charge for mis-mailed brochures. 10/31/83 \$13.31 to Oxford Mailing for printing 300 invoices. 11/25/83 \$8.12 to Security Pacific Bank for check order. 01/18/84 \$183.68 to R.B. Printing for 1000 brochures and inserts. 05/21/84 \$350.35 to R.B. Printing for letter-head, brochures and freight via UPS. 05/31/84 \$1.98 debit for endorsement stamp. Subtotal: \$723.19	(\$223.19)

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Special Expenses</u>	\$600	07/19/83 \$6.00 to N.M. State Corporation Committee (K. Smith).	(\$1924.16)
		08/02/83 \$55.00 to N.M. State Corporation Committee (K. Smith).	
		08/11/83 \$132 to Dick Lyman for three nights' hotel expenses last year at NARDSPE in Little Rock.	
		01/10/84 \$62.85 to Cooper, Jensen & Morrow, P.A., for tax preparation services.	
		03/19/84 \$1005.60 to Cooper, Jensen & Morrow (\$250 for preparation of tax return for fiscal year ending June 30, 1983; \$755.60 for work on D. Yamamoto case).	
		03/19/84 \$98.10 to Carole Bogue, Pres-Elect, attendance at NARDSPE Conference Mar. 8-11, 1984.	
		03/28/84 \$187.97 to Winchester & Thomas, attorney's fees re: D. Yamamoto.	
		06/04/84 \$90.35 to Winchester & Thomas, attorney's fees re: D. Yamamoto.	
		06/04/84 \$396 to Barney & Barney for bonding of all members of the Board for three years.	
		06/22/84 \$58.86 to Winchester & Thomas, attorney's fees re: D. Yamamoto.	
		06/22/84 \$31.43 to Cooper, Jensen & Co., accountants.	
		06/30/84 \$400 to United Bank of Boulder for bank records' search re: D. Yamamoto.	
		Subtotal: \$2524.16	
TOTAL (Board of Directors)	\$4300	\$6704.52	(\$2404.52)

Oxford Mailing

BUDGETED		SPENT (through June 30)	BALANCE
<u>Mail Service and Membership</u>	\$2000	07/12/83 \$643.02 for June membership maintenance and postage.	(\$1748.70)
		08/08/83 \$302.61 for July membership maintenance.	
		09/14/83 \$231.13 for August membership maintenance.	
		11/08/83 \$245.90 for Sept. and Oct. membership maintenance.	
		01/10/84 \$63.95 for December membership maintenance.	
		02/03/84 \$11.70 for service providing 480 labels of WCRLA membership list for Scott, Foresman & Co.	
		02/13/84 \$11.50 to process sale of mailing list (labels) to Dr. Rona Flippo at U. of Wisc.	
		02/16/84 \$248.33 for Nov., Dec., Jan., membership maintenance.	
		02/16/84 \$156.29 to print 1000 renewal notices and 500 final renewal notice envelopes and typeset and paste-up.	
		02/16/84 \$127.46 to mail March renewal notices to 364 plus postage.	
		03/19/84 \$355.43 for February membership maintenance.	
		03/23/84 \$47.93 to print 1000 #10 regular envelopes for use at mailing office.	
		04/11/84 \$56.77 to mail 8 June renewal notices and 220 March final renewal notices.	
		04/11/84 \$526.33 for March membership maintenance.	
		05/11/84 \$142.38 for April membership maintenance.	
		05/11/84 \$13.20 for mailing 26 July renewal notices.	

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Mail Service and Membership</u> (continued)		05/11/84 \$77.71 to print 500 "welcome" letters, 500 "Thank you for renewal" letters and 500 "member resources" forms.	
		06/22/84 \$474.11 for May membership maintenance.	
		06/30/84 \$12.95 for mailing 11 renewal and 6 final renewal notices.	
TOTAL (Oxford Mailing)	\$2000	\$3748.70	(\$1748.70)

Publications

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Newsletter</u>	\$4900	*06/30/83 \$1133.04 to Time Business Forms for 16-page Newsletter.	(\$1710.24)
		07/05/83 \$270.56 to Oxford Mailing for mailing summer Newsletter and spring Journal.	
		10/07/83 \$110 to Jane Hopper for round-trip airfare to San Jose for Sept. Board Meeting.	
		10/07/83 \$175.85 to Oxford Mailing for mailing fall Newsletter and Journal.	
		10/24/83 \$1158.62 to Time Business Forms for 16-page Newsletter.	
		12/14/83 \$1168.04 to Time Business Forms for 16-page Newsletter.	
		12/14/83 \$98.19 to Oxford Mailing for mailing winter Newsletter.	
		03/19/84 \$1046.94 to Time Business Forms for 1000 12-page Newsletter.	
		03/19/84 \$201.13 to Oxford Mailing for mailing spring Newsletter with winter Journal.	
		04/17/84 \$102.71 to Jane Hopper for postage, xeroxing and annual mileage.	
		06/30/84 \$1049.56 to Time Business Forms for 1000 12-page Newsletter.	

*Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Newsletter</u> (continued)		06/30/84 \$95.60 to Oxford Mailing for mailing summer Newsletter. Subtotal: \$6610.24	
<u>Proceedings/Journal of College Reading and Learning</u>	\$4710	08/08/83 \$2400 to printer (Don Girard for 15th Annual <u>Proceedings</u>). 11/28/83 \$1800 to Don Girard (progress billing) for 16th WCRLA Conference Journal. 05/21/84 \$196.88 to Oxford Mailing for mailing 16th Journal, pick up at printer and and postage costs. 06/27/84 \$2200 to Don Girard for printing 1000 <u>Journal of College Reading and Learning</u> . Subtotal: \$6596.88	(\$1886.88)
<u>Journal</u>	\$1850	*04/21/83 \$1000 advance to Mike O'Hear for Journal expenses. 11/08/83 \$500 advance to Mike O'Hear for printing and postage. 02/15/84 \$150 to Mike O'Hear. Subtotal: \$1650.00	\$200
TOTAL (Publications)	\$11,460	\$14,857.12	(\$3397.12)

*Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

Committees

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Conference Site Selection</u>	\$100		\$100
<u>Placement</u>	\$150	04/09/84 \$144.15 to Anna-Marie Schlender for xeroxing (\$39.15) and postage (\$105)	(\$100.05)

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Placement</u> (continued)		05/11/84 \$105.90 to Center for Learning Assistance, N.M.S.U. for conference call for Chairperson WCRLA/NADE Task Force. <i># should be moved under Task Forces</i>	
<u>Minority Affairs</u>	\$500	10/25/83 \$159.06 to Miranda Montgomery for one night and airfare to attend San Jose Board Meeting in September.	\$340.94
<u>Bylaws/Archives</u>	\$100		\$100
<u>Nominating</u>	\$100	09/13/83 \$43.40 to Betty Levinson for phone calls.	\$56.60
<u>Awards/Scholarships</u>	\$570	*10/26/83 \$796 to Allstate Savings to open new account for Scholarship fund. (See page 19) 04/17/84 \$36 to Vince Orlando for outgoing president plaque.	\$534
TOTAL (Committees)	\$1520	\$488.51	\$1031.49

Task Forces

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Publications</u>	0	09/14/83 \$8.32 to Delryn Fleming for phone calls for task force.	(\$8.32)
<u>Elections Process</u>	\$100	04/04/84 \$25 to Betty Levinson for xerox, postage and phone calls. <i>add 103.90</i>	\$75.00
<u>Placement/Joint with NARDSPE</u>	\$100	02/14/84 \$103.79 to Center for Learning Assistance, N.M.S.U. for WCRLA-NARDSPE Placement Task Force Conf. call (Brown, Reed, Kaman, Buchanan and Shelton).	(\$3.79)
TOTAL (Task Forces)	\$200	\$137.11	\$62.89

*This is not a debit. It is merely a transfer of funds from checking to savings.

Special Interest Groups

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Organization</u>	\$20		\$20
<u>Adv. Rdg. Comp.</u>	0		0
<u>Basic Reading</u>	\$75		\$75
<u>Computers</u>	0		0
<u>Critical Thinking</u>	0		0
<u>LAC Management</u>	\$300	*05/20/83 \$200 to Patti Dozen for LAC Management Network SIG start-up money.	0
		06/30/84 \$100 to Patti Dozen for SIG Learning Center Management expenses.	
<u>Political Action</u>	\$200	08/11/83 \$200 to Pat Benner per Dick Lyman's and Karen Smith's authorization.	0
<u>Research</u>	0		0
<u>Special Needs Students</u>	0		0
TOTAL (Special Interest Groups)	\$595	\$500	\$95

*Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

State Organizations

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Coordinator (Lyman)</u>	\$700	10/18/83 \$22.45 to Oxford Mailing (Lyman). 04/09/84 \$377.75 to Dick Lyman for Colorado Conf. (\$340.36) and Oregon Conf. (\$37.39). 04/17/84 \$33 to Oxford Mailing for packaging and shipping of past publications to D. Lyman at Hyatt for conf. display.	\$266.80
<u>S.D. Luncheon (San Jose Conf.)</u>	\$250		\$250

	BUDGETED	SPENT (through June 30)	BALANCE
<u>Allotments/each State Director (\$50 per state)</u>	\$1200	05/02/84 \$57.60 to Florence Schale, At-large State Director for poster and postage. <hr/> *05/19/83 \$50 advance to Pat Mulcahy, Colorado State Director for 1983-84 allotment. <hr/> 06/25/84 \$25.48 to Barbara Swanson, State Director, Idaho for 1983-84 expenses. <hr/> 10/24/83 \$7.98 to Oxford Mailing for sending material to S. Deese, N.M. <hr/> 04/09/84 \$31.64 to Susan Deese, N.M. for mailing and xeroxing for conference. <hr/> 05/21/84 \$19.55 to Mary Rubin, S. D., Oklahoma, for postage. <hr/> 04/09/84 \$50.00 (out of \$72.35; \$22.35 charged to Special Requests) to Anna Marie Updegraff, Oregon State Director, for stamps for mailing newsletter. <hr/> 04/09/84 \$50 to Victoria Knostman, So. CA State Director, for telephone and stamps. <hr/> 10/24/83 \$7.98 to Oxford Mailing for sending material to D. McGinty, Texas State Director.	\$899.77
<u>Special Requests:</u>			
Colorado	\$250	01/10/84 \$120.85 to Pat Mulcahy for guest speaker expenses at Colorado State Conference.	\$129.15
Idaho	\$40		\$40
N. California	\$200		\$200
Oregon	\$50	04/09/84 \$22.35 (out of \$72.35; \$50 charged under State Director) to Anna Marie Updegraff, for stamps for mailing newsletter.	\$27.65
S. California	\$350	08/11/83 \$14.15 to Oxford Mailing for N. Deutsch's request for printout of membership, letterhead, and postage. <hr/> 04/09/84 \$50 to Nancy Deutsch, for phone calls. <hr/> 05/21/84 \$18.02 to Oxford Mailing for membership labels requested by Nancy Deutsch.	\$267.83
Texas	0		0

*Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

BUDGETED		SPENT (through June 30)	BALANCE
<u>Coordinator from last year (Faulkner)</u>	0	09/13/83 \$104.01 to Oxford Mailing requested by Ann Faulkner to mail Expertise Network Brochure. 09/13/83 \$294.01 to Ann Faulkner for printing and mailing 1000 copies of the Expertise Network.	(\$398.02)
TOTAL (State Organizations)	\$3040	\$1356.82	\$1683.18

Summer Institute

BUDGETED		SPENT (through June 30)	BALANCE
	0	0	0

1983-84 OPERATING BUDGET TOTAL
(Exclusive of Conference Expenditures)

BUDGETED		SPENT (through June 30)	BALANCE
GRAND TOTAL	\$23,115	\$27,792.78	(\$4677.78)

Conference 1984*

BUDGETED	SPENT (through June 30)	BALANCE
0	<p>**05/23/83 \$1000 advance to Carole Bogue for S.J. Conference, 1983-84.</p> <hr/> <p>07/21/83 \$29.30 to Oxford Mailing.</p> <hr/> <p>12/14/83 \$29.35 to Oxford Mailing.</p> <hr/> <p>02/03/84 \$1000 advance to Carole Bogue for conference.</p> <hr/> <p>03/26/84 \$100 to Sally Conway in Denver for 1984 Conference Brunch.</p> <hr/> <p>03/27/84 \$78.23 to Mitch Kaman (\$66.23 for '84 Conference Evaluation Forms and '84 Conference Session Evaluations and \$12 to send them United Parcel to Rose Wassman).</p> <hr/> <p>04/06/84 \$184 to S.J. Hyatt for Super-Copy to make 200 copies of K. Patricia Cross's 23 page speech @ 4¢/page.</p> <hr/> <p>04/09/84 \$36.66 to Cruces Trophy and Awards Center--placque for Gene Kerstiens.</p> <hr/> <p>04/11/84 \$30.14 to Oxford Mailing for printout of current and expired members for Smith, Bogue, and Wassman (for conference).</p> <hr/> <p>05/02/84 \$800 to K. Patricia Cross for partial payment of honorarium and airfare for WCRLA Conference. (\$787 balance to be paid by HBJ Media Systems.)</p> <hr/> <p>05/02/84 \$200 to Dr. Theodore Murguia, President, San Jose City College, for honorarium for WCRLA Conference.</p>	(\$3487.68)

*See note two under Accounts Receiveable.

**Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

INCOME 1983-84
(excluding interest income)

Deposits (July 1, 1984 to June 30, 1984)

07/05/83	Dues:	\$ 430.00
	Proceedings:	\$ 24.00
		<u>\$ 454.00 subtotal</u>
07/08/83	Dues:	\$ 510.00
	Proceedings:	\$ 8.00
		<u>\$ 518.00 subtotal</u>
07/13/83	Dues:	\$ 100.00
	Proceedings:	\$ 40.00
		<u>\$ 140.00 subtotal</u>
08/01/83	Dues:	\$ 260.00
	Proceedings:	\$ 48.00
		<u>\$ 308.00 subtotal</u>
08/29/83	Dues:	\$ 460.00
	Proceedings:	\$ 84.00
	Exhibitors:	\$ 50.00
	Other:	\$ 101.50
		<u>\$ 695.50 subtotal</u>
09/19/83	Dues:	\$ 425.00
	Proceedings:	\$ 90.50
	Exhibitors:	\$ 150.00
		<u>\$ 665.50 subtotal</u>
09/23/84	Dues:	\$ 100.00
	Proceedings:	\$ 13.00
		<u>\$ 113.00 subtotal</u>
09/26/83	Royalty on Mailing List (Jossey-Bass):	<u>\$ 14.54 subtotal</u>
09/28/83	Portland Conference:	<u>\$ 583.26 subtotal</u>
10/17/83	Dues:	\$ 250.00
	Proceedings:	\$ 84.00
		<u>\$ 334.00 subtotal</u>
11/17/83	Dues:	\$ 675.00
	Proceedings:	\$ 115.00
	Exhibitors:	\$ 300.00
		<u>\$1090.00 subtotal</u>
11/29/83	Exhibitors:	<u>\$ 350.00 subtotal</u>

12/08/83	Dues:	\$ 450.00
	Proceedings:	\$ 89.00
	Exhibitors:	\$ 150.00
		<u>\$ 689.00 subtotal</u>
01/09/84	Dues:	\$ 350.00
	Proceedings:	\$ 24.00
	Other (sales):	\$ 25.56
		<u>\$ 399.56</u>
01/10/84	WCRLA Network Listing (P. Mulcahy):	<u>\$ 2.00 subtotal</u>
02/08/84	Dues:	\$ 975.00
	Proceedings:	\$ 83.00
		<u>\$1058.00 subtotal</u>
02/21/84	Dues:	\$ 895.00
	Proceedings:	\$ 158.00
	Other (labels):	\$ 26.41
		<u>\$1079.41</u>
03/07/84	Dues:	\$1390.00
	Proceedings:	\$ 16.00
	Exhibitors:	\$ 150.00
		<u>\$1556.00 subtotal</u>
03/07/84	Dues:	\$ 330.00
	Proceedings:	\$ 8.00
		<u>\$ 338.00</u>
03/21/84	Dues:	<u>\$1225.00 subtotal</u>
03/30/84	Dues:	\$ 200.00
	Proceedings:	\$ 75.00
		<u>\$ 275.00 subtotal</u>
04/09/84	Other (sales):	<u>\$ 115.00 subtotal</u>
04/12/84	*Scholarship fund:	<u>\$ 116.77 subtotal</u>
04/30/84	Dues:	<u>\$ 840.00 subtotal</u>
05/24/84	Dues:	\$ 670.00
	Proceedings:	\$ 75.00
	Conference:	\$2625.00
		<u>\$3370.00 subtotal</u>
06/20/84	Dues:	\$ 250.00
	Proceedings:	\$ 56.00
	Conference:	\$ 60.00
		<u>**\$ 366.00 subtotal</u>

*Money collected at the San Jose Conference for the Scholarship Fund.

**The net deposit is \$306, not \$366, since this \$60 offsets the bank statement debit of 03/13/84 for returned check in Canadian dollars.

Summary of pages 15 and 16

Total Dues	\$10,785.00
Total Proceedings	\$ 1,090.50
Total Exhibitors	\$ 1,150.00
Total Scholarship	\$ 116.77
Total Portland Conference	\$ 583.26
Total San Jose Conference	\$ 2,625.00
Total Other	\$ 285.01

Grand Total	\$16,635.54
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Summary of Banking Activity

Checking Account

Cash on hand in checking account (07/01/83)	\$4824.92
Transfer to checking from savings at San Francisco Federal Savings and Loan (10/24/83)	\$4000.00
Withdrawal to establish scholarship fund at Allstate Savings, now called Sears Savings Bank (10/26/83)	(\$ 796.00)
Transfer to checking from savings at San Francisco Federal Savings and Loan (02/07/84)	\$5000.00
Transfer to savings at San Francisco Federal Savings and Loan from checking (06/04/84)	(\$3000.00)
Transfer to checking from savings at San Francisco Federal Savings and Loan (06/27/84)	\$2500.00
Non-interest income, less S.J. Conf. scholarship monies (Dues, Proceedings, Exhibitors, Portland Conf. and Misc.)	\$16,518.77
<hr/>	
Subtotal	\$29,047.69
Expenditures -- Operating Budget	(\$27,792.78)
Monies advanced from checking account during 1982-83 to 1983-84 Operating Budget (\$2583.04) and 1984 Conference (\$1000.00)	\$3583.04
Expenditures for 1984 Conference	(\$3487.68)
Expenses for 1982-83 Budget (taken from reserves)	(\$250.00)
Advances to 1984-85 Budget	(0)
<hr/>	
Subtotal:	(\$27,947.42)
Checking Account Balance as of 06/30/84	\$1100.27

Savings Account at San Francisco Federal Savings and Loan

Cash on hand in savings account (07/01/83)	\$21,072.19
Funds transferred to cover checking account needs (10/24/83)	(\$ 4,000.00)
Funds transferred to cover checking account needs (02/07/84)	(\$ 5,000.00)
Deposit from checking (06/04/84)	\$ 3,000.00
Funds transferred to checking (06/27/84)	(\$ 2,500.00)
*Final deposit from 1983 Portland Conference (07/23/84)	\$ 832.27
Interest income: 07/01/83 - 12/31/83	\$ 899.97
Interest income: 01/01/84 - 06/30/84	\$ 636.04
Total interest accrued	\$ 1,536.01
Total in savings account as of 06/30/84	\$14,108.20

Savings Account at Allstate (Sears Savings Bank) for the Scholarship Fund

Initial deposit from checking account to open Scholarship Fund:

- (1) \$168 from San Diego Conference 1981-82
- (2) \$128 from Portland Conference 1982-83
- (3) \$500 allocated to Scholarship Fund by Board out of 1983-84 Operating Budget.

[Check written 10/26/83; account opened 12/05/83]	\$ 796.00
---	-----------

Contribution to Scholarship Fund sent directly to Hal McCune by cashier's check from cash collected at San Jose Conference (04/09/84)	\$ 116.77
---	-----------

Interest from 12/05/83 to 06/30/84	**\$ 46.98
------------------------------------	------------

Total in savings account on 06/30/84	\$ 959.75
--------------------------------------	-----------

*These two checks (\$796.62 from Chemeketa Community College and \$35.65 from Pacific Coca-Cola Bottling Co.) totaling \$832.27 close the books on the 1983 Portland Conference. This \$832.27 is not included in the accounting in this budget as the deposit was not made until July 23, 1984.

**Includes \$4.72, approximated interest for the period 06/12/84 - 06/30/84.

Balance Sheet

Operating Budget set 09/18/83	\$23,115.00
Non-Conference Expenditures 07/01/83 - 06/30/84	\$27,792.78

Balance of Operating Budget (\$ 4,677.78)

Reserves (1983-84)

Total end of 1982-83 assets: \$25,897.11 less 1983-84 Operating Budget: (\$23,115.00)	\$ 2,782.11
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1984 Conference Expenditures 07/01/83 - 06/30/84	*(\$ 3,487.68)
--	----------------

Expenses from last year (1982-83)	(\$ 250.00)
-----------------------------------	-------------

Advances from last year's budget (1982-83)	\$ 3,583.04
--	-------------

Balance of 1983-84 reserves \$ 2,627.47

Non-interest income 07/01/83 - 03/01/84	\$16,635.54
---	-------------

Interest income 07/01/83 - 06/30/84	
San Francisco Federal Savings and Loan	\$ 1,536.01
Allstate Savings (Sears Savings Bank)	\$ 46.98

Total income \$18,218.53

TOTAL ASSETS (sum of the above)	\$16,168.22
---------------------------------	-------------

Distribution of Assets:

Checking Account	\$ 1,100.24
S.F. Savings and Loan Account	\$14,108.20
Allstate (Sears Savings Bank) Account	\$ 959.75

TOTAL \$16,168.22

*See note two under Accounts Receivable.

Handwritten:
11,232
 33,400.22

Accounts Receivable as of June 30, 1984

- (1) Two checks (for \$4324.25 and \$1098.29) from former Treasurer Don Yamamoto for settlement of his case.*
- (2) Income (losses) from the 1984 Conference in San Jose. This WCRLA budget gives no final accounting for the 1984 Conference because that information was not received from Chuck Hunter, Conference Manager, until July 16, 1984, after the books were closed for the fiscal year.

*These two checks were received by Carrie Walker and deposited to the WCRLA savings account at San Francisco Federal Savings and Loan in Palo Alto, CA, on July 20, 1984. However, since July 20 was after the close of the fiscal year on June 30, these monies are not reflected in the accounting in this budget.

11,000
832
51400
17,232

FORT COLLINS 303-226-2500



LOVELAND 303-667-2808

LARIMER COUNTY VOC-TECH CENTER

4616 South Shields
P.O. Box 2397
Fort Collins, CO 80522

June 13, 1984

Carol Bogue, Ph.D.
President, WCRLA
Learning Assistance Center
San Jose City College
2100 Moorpark Ave.
San Jose, CA 95128

Dear Carol:

Enclosed is a summary of the evaluations of the San Jose Conference. In general, the evaluations and comments indicated that the participants felt the conference was well organized, provided meaningful professional ideas, and was worthwhile. The participants also appeared to enjoy the facilities, hospitality, and social events. Other highlights include:

1. The majority of individuals who returned evaluations
 - a. attended three or more WCRLA Conferences;
 - b. come from a two year college;
 - c. live in California;
 - d. are employed in teaching and in Learning Centers;
 - e. felt the organization of the conference, facilities, and keynote speakers was good to excellent;
 - f. particularly enjoyed Dr. Cross' keynote speech;
 - g. felt the publishers' exhibits were good to fair.

I hope this information will be helpful to the board in planning and organizing the Denver Conference.

Sincerely,

A handwritten signature in cursive script that reads "Mitchell Kaman".

Mitchell Kaman, Ph.D.
WCRLA Evaluation Chairperson

MK:mlr

Enclosure

I. MELVIN TATSUMI

ATTORNEY AT LAW
745 WALNUT ST.
BOULDER, COLORADO 80302
(303) 441-4107

*Don
Yamamoto
Affair*

July 9, 1984

Ruth J. Thomas
Attorney at Law
205 W. Boutz Road
Building No. 1
Las Cruces, NM 88005

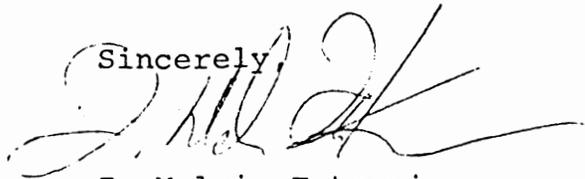
Re: Don Yamamoto and
W.C.R.L.A.

Dear Ms. Thomas,

Thank you for your letter of July 5th, 1984. I have discussed your generous offer of settlement in this case with Mr. Yamamoto and he has agreed to the terms as set forth in your letter. Thus, please find enclosed a check in the amount of \$1,098.29 made out to the Western College Reading and Learning Association.

Thank you for your cooperation and understanding in this matter. I would appreciate it if you would send me a signed and verified release for my files.

Sincerely,



I. Melvin Tatsumi

IMT/df
Enclosure

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

*205 West Bouly Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608*

July 5, 1984

Mr. I. Melvin Tatsumi
745 Walnut Street
Boulder, Colorado 80302

Re: ~~Don~~ Yamamoto and Western College Reading & Learning
Association

Dear Mr. Tatsumi:

I received your letter of June 13, 1984, with the enclosed release and check. Please be advised that we have not cashed this check nor will we sign the release that you forwarded with it. I do have some good news however. It appears that the IRS has reviewed our submission of the 1980 and 1981 tax returns and have waived the penalty. Therefore, the \$9,310.00 which they were claiming has now been dismissed.

Your letter also did not address at all the Association's concern regarding the remaining checks that were outstanding that we requested information on. I hope that your "furthering investigation" has been productive. At this point, in order to expedite the settlement of this matter, the Association is willing to waive all of their questions in the unresolved checks except for those made out to Mr. Yamamoto on December 22, 1981, in the amount of \$208.00, and on January 12, 1982, in the amount of \$250.00. The other treasurers had no expenses that were even close to these amounts. If Mr. Yamamoto can provide receipts, vouchers or other evidence to show that these were legitimate Association expenses, then the Association will drop its claims on those matters.

In addition to the \$458.00 for the two (2) other unexplained checks that went to Mr. Yamamoto, there are additional out-of-pocket expenses that the Association has incurred in connection with this matter, including the following: \$400.00 in bank fees and expenses for obtaining photocopies and research from the United Bank of Boulder regarding the

Mr. I. Melvin Tatsumi
July 5, 1984
Page 2

account; the sum of \$31.43 to Cooper, Jensen & Company; and the sum of \$208.86 as additional attorneys' fees to my office. Therefore, would you have Mr. Yamamoto forward to me a check to Western College Reading & Learning Association, in the amount of \$1,098.29. At that time, the Association will execute the new release that I have prepared, a copy of which is enclosed herein for your information, and at that time we will cash your first check along with this check.

If this is not acceptable to you, please let me know at your earliest convenience.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth J. Thomas

RJT/sas

Enclosure

cc: Western College Reading & Learning Association ✓

*My notes
to Paula
re: att letter*

WCRLA is not willing to use "authorized cash advance" in all our records (last paragraph of "release" p.1) In my telephone conversation with Mr. Tatsumi, I stated that in the Treasurer's annual report to be made to the membership at the annual convention and for bookkeeping reasons only, the check amount which Mr. Yamomoto kept for himself would be referred to as a "cash advance." This was on the advice of our accountant, who felt that to identify it as "stolen" would confuse the books, especially since we were positive that he would want to reconcile his sins.

WCRLA is not willing to sign a release which says that we "will not disclose to any person or organization" what happened with that money. To begin with, we are willing to settle this as educated and intelligent people and settle out of court. Additionally, the truth about the funds is in the minutes (official) of several Executive Board of Directors' meetings, and I think it's very impudent of Mr. T and Y to assume that we will lie or cover up the facts in the official records of the Association. Therefore, if it's in the minutes, it's public record. Also, all new candidates for office (to be elected in the spring of 85) have been told briefly of this financial fiasco. We CANNOT say that we will not disclose.

Mr. T and Mr. Y need to be told that Mr. Y is quite lucky that the IRS was convinced (after no small amount of time, energies, phone calls, letters and some funds) to cancel the penalties of \$5000 for tax period ending June 30, 1981 and \$4310 for tax period ending June 30, 1982. Both of those penalties, totalling \$9310 were a direct result of Mr. Y's negligence. We're not billing him for my time or energy in resolving this issue!

Other fees accrued to the Association in the course of the work with IRS and with Mr. T are
Cooper Jensen & Company (5/25/84) \$31.43
Winchester & Thomas, Ltd. (6/8/84) \$58.86

WCRLA is willing to wave interest in all the other questionable checks which Mr. Y wrote EXCEPT for those made out to Mr. Y (12/22/81) \$208
(1/12/82) \$250

We feel that unless Mr. Y can prove that those two checks were to reimburse him for legitimate WCRLA expenses, we must assume that the amount of \$458 was also misused. Receipts, vouchers, or other legitimate evidence must be presented to clear. Our current treasurer has not had the need for any sum close to those two checks during the two years she has been in office.

Mr. T fails to acknowledge the debt incurred by the Association to the United Bank of Boulder in trying to clear our financial records (which Mr. Y failed to do!). Mr. Y should be thrilled that Attorney Thomas and Dr. Smith have managed to negotiate with the bank to reduce the initial billing of \$739 to \$400 for a record's search. He must pay this amount to the Association.

Therefore, Mr. Y still owes the Association \$948.29, but he's off the hook for another \$9310. WCRLA would like to authorize Ms. Thomas to draw up a more acceptable release form for the Association.

I. MELVIN TATSUMI
 ATTORNEY AT LAW
 174 AVENUE
 BOULDER, COLORADO 80502
 (303) 441-4110

June 18, 1984

Ms. Ruth Thomas
 Attorney at Law
 205 W. Boutz Road
 Building No. 1
 Los Cruces, NM 88005

*We do not
 agree to
 fees*

Re: Don Yamamoto and
 Western College Reading
 and Learning Association

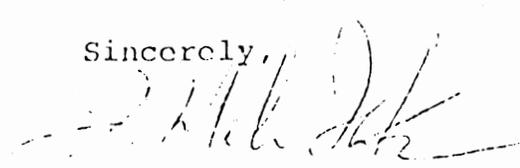
Dear Ms. Thomas:

Please find enclosed a check for \$4,324.25. This check is in full and complete settlement of any and all claims that the WCRLA had and will have against Mr. Yamamoto in any context, whether civil or criminal, for a check made out to "cash" on or about 1/27/83 in the amount of \$3,317.83. Furthermore, included in this full and complete settlement are attorney's fees for Winchester & Thomas, Ltd. and accountant's fees for Cooper, Jansen and Morrow as set forth in your letter of May 1st, 1984. By accepting this settlement, the WCRLA agrees to the above conditions and furthermore, agrees that the incident relative to the above mentioned check shall not be disclosed to any person or organization for any reason and that the lost money in question was to be considered an advance of money to Mr. Yamamoto pursuant to the suggestion of Dr. Smith during our initial phone conference as set forth in my letter of January 16th, 1984.

With regards to the questions that you had relative to certain checks, at the present time, we are unable to respond and we are furthering investigation in hopes of answering those questions to your satisfaction.

If the above stated conditions adequately set forth the nature of our understanding with the WCRLA, please have Dr. Smith execute the enclosed release form. I leave it to you to see that the check is not cashed until the release has been signed.

Sincerely,


 I. Melvin Tatsumi

IMT/df
 Enclosure

cc: Don Yamamoto

*see
didn't
size this
release*

GENERAL RELEASE BETWEEN WESTERN COLLEGE READING
AND LEARNING ASSOCIATION AND MR. DON YAMAMOTO

The Western College Reading and Learning Association (WCRLA) in consideration of the sum of four thousand, three hundred and twenty four dollars and twenty-five cents (\$4,325.25), the receipt of which is hereby confessed and acknowledged, has remised, released and forever discharged, and by these presents, does for its successors, administrators, and executors, hereby forever discharges Mr. Don Yamamoto, his heirs, executors, and administrators, of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversys, agreements, promises, variances, damages, judgments, expense, executions, claims, criminal prosecutions, complaints, and demands whatsoever, in law or in equity, that the WCRLA ever had, now has, or which they may have from the beginning of the world to the day of the date of these presents, with regards to a check payable to "cash" executed on or about January 27th, 1983 in the amount of \$3,317.83 from the account of the WCRLA during Mr. Yamamoto's tenure as treasurer of that organization.

It is further understood and stipulated that the check in the amount of three thousand, three hundred and seventeen dollars and eighty-three cents (\$3,317.83) was an authorized cash advance from the WCRLA to Mr. Yamamoto.

General Release
WCRLA and Don Yamamoto
Page Two

It is further agreed that the WCRLA will not disclose to any person or organization any information with regards to the check for three thousand, three hundred and seventeen dollars and eighty three cents (\$3,317.83) for any purpose.

This settlement also serves to cover attorney's fees and accountant's fees to Winchester and Thomas, Ltd., and Cooper, Jansen and Morrow, to the extent of one thousand, six dollars and forty-two cents (\$1,006.42).

Authorized Representative
of WCRLA

Date

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 1984.

WITNESS MY HAND AND SEAL.

My commission expires:

(Seal)

Notary Public
Address:

RECEIPT

The undersigned hereby acknowledges receipt of the following from Winchester & Thomas, Ltd.:

1. Check #0627 dated June 18, 1984 in the amount of \$4,324.25 made out to Western College Reading & Learning Association and Ruth Thomas signed by I. Melvin Tatsumi.
2. Check #0754 dated July 9, 1984 in the amount of \$1,098.29 made out to Western College Reading & Learning Association and Ruth Thomas signed by I. Melvin Tatsumi.

DATED this 17th day of July, 1984.



Dr. Karen Smith

I. MELVIN TATSUMI 1080
 ESCROW ACCOUNT
 745 WALNUT STREET 443-4337
 BOULDER, COLORADO 80302

0754 ^{3AS}
 July 9 19 84
 82-20/1070

Pay to the order of Western College Reading & Learning | \$ 1,098.29
and Ruth Thomas Assoc.

One thousand, ninety eight and 29/100----- Dollars

IntraWest
 Banks
 IntraWest Bank of Boulder, N.A.
 Boulder, Colorado 80306

For Don Yamamoto 

⑆ 107000204⑆ 34 3672 1⑈ 0754

Rocky Mountain Bank Note AA-0

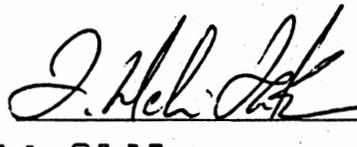
I. MELVIN TATSUMI
 745 Walnut ESCROW ACCOUNT 443-4337
~~1375 WALNUT - SUITE 225 442-8702~~
 1080 BOULDER, COLORADO 80302

0627
 June 18 19 84
 82-20/1070

Pay to the order of Western College Reading & Learning | \$ 4,324.25
& Ruth Thomas Assoc.

Four thousand, three hundred & twenty-four & 25/100 Dollars

 **National State Bank**
 The National State Bank of Boulder • 442-0351
 P. O. Box 227 • Boulder, Colorado 80306

For settlement-Don Yamamoto 

⑆ 107000204⑆ 34 3672 1⑈ 0627

Rocky Mountain Bank Note AA-0

I. MELVIN TATSUMI

ATTORNEY AT LAW
745 WALNUT ST.
BOULDER, COLORADO 80302
(303) 441-4117

July 9, 1984

Ruth J. Thomas
Attorney at Law
205 W. Boutz Road
Building No. 1
Las Cruces, NM 88005

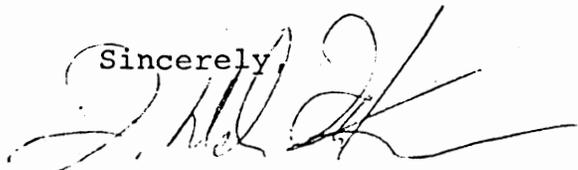
Re: Don Yamamoto and
W.C.R.L.A.

Dear Ms. Thomas,

Thank you for your letter of July 5th, 1984. I have discussed your generous offer of settlement in this case with Mr. Yamamoto and he has agreed to the terms as set forth in your letter. Thus, please find enclosed a check in the amount of \$1,098.29 made out to the Western College Reading and Learning Association.

Thank you for your cooperation and understanding in this matter. I would appreciate it if you would send me a signed and verified release for my files.

Sincerely,



I. Melvin Tatsumi

IMT/df
Enclosure

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

205 West Boutz Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608

July 5, 1984

Mr. I. Melvin Tatsumi
745 Walnut Street
Boulder, Colorado 80302

Re: Don Yamamoto and Western College Reading & Learning
Association

Dear Mr. Tatsumi:

I received your letter of June 18, 1984, with the enclosed release and check. Please be advised that we have not cashed this check nor will we sign the release that you forwarded with it. I do have some good news however. It appears that the IRS has reviewed our submission of the 1980 and 1981 tax returns and have waived the penalty. Therefore, the \$9,310.00 which they were claiming has now been dismissed.

Your letter also did not address at all the Association's concern regarding the remaining checks that were outstanding that we requested information on. I hope that your "furthering investigation" has been productive. At this point, in order to expedite the settlement of this matter, the Association is willing to waive all of their questions in the unresolved checks except for those made out to Mr. Yamamoto on December 22, 1981, in the amount of \$208.00, and on January 12, 1982, in the amount of \$250.00. The other treasurers had no expenses that were even close to these amounts. If Mr. Yamamoto can provide receipts, vouchers or other evidence to show that these were legitimate Association expenses, then the Association will drop its claims on those matters.

In addition to the \$458.00 for the two (2) other unexplained checks that went to Mr. Yamamoto, there are additional out-of-pocket expenses that the Association has incurred in connection with this matter, including the following: \$400.00 in bank fees and expenses for obtaining photocopies and research from the United Bank of Boulder regarding the

Mr. I. Melvin Tatsumi
July 5, 1984
Page 2

Attachment G-13

account; the sum of \$31.43 to Cooper, Jensen & Company; and the sum of \$208.86 as additional attorneys' fees to my office. Therefore, would you have Mr. Yamamoto forward to me a check to Western College Reading & Learning Association, in the amount of \$1,098.29. At that time, the Association will execute the new release that I have prepared, a copy of which is enclosed herein for your information, and at that time we will cash your first check along with this check.

If this is not acceptable to you, please let me know at your earliest convenience.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth W. Thomas

RJT/sas

Enclosure

cc: Eastern College Reading & Learning Association ✓

GENERAL RELEASE

The WESTERN COLLEGE READING & LEARNING ASSOCIATION, hereinafter referred to as WCRLA, in consideration of the sum of \$5,423.54, the receipt of which is hereby acknowledged on behalf of its successors, administrators and executors does hereby release, and forever discharge MR. DON YAMAMOTO, his heirs, executors and administrators of and from all, and all manner of actions and causes of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, covenants, contracts, controversies, agreements, promises, variances, damages, judgments, expenses, executions, claims, criminal prosecutions, complaints and demands whatsoever, in law and equity that WCRLA ever had, now has or which may have accrued to this date with regard Mr. Yamamoto's tenure as treasurer of that organization, including but not limited to a check made payable to "cash" executed on or about January 27, 1983, in the amount of \$3,317.83, from the account of WCRLA.

It is further agreed that WCRLA will not disclose to any person or organization any information with regard to the check for \$3,317.83 for any purpose.

This settlement also covers all out-of-pocket expenses incurred by WCRLA in connection with this matter.

DATED this _____ day of _____, 1984.

WESTERN COLLEGE READING &
LEARNING ASSOCIATION

By _____
Dr. Karen Smith, Authorized
Representative

STATE OF NEW MEXICO)
) ss.
COUNTY OF DONA ANA)

The foregoing instrument was acknowledged before me this _____ day of _____, 1984, by Karen Smith, Authorized Representative of Western College Reading & Learning Association.

Notary Public

My Commission Expires:

*My notes
to Ruth
re: att letter*

WCRLA is not willing to use "authorized cash advance" in all our records (last paragraph of "release" p.1) In my telephone conversation with Mr. Tatsumi, I stated that in the Treasurer's annual report to be made to the membership at the annual convention and for bookkeeping reasons only, the check amount which Mr. Yamamoto kept for himself would be referred to as a "cash advance." This was on the advice of our accountant, who felt that to identify it as "stolen" would confuse the books, especially since we were positive that he would want to reconcile his sins.

WCRLA is not willing to sign a release which says that we "will not disclose to any person or organization" what happened with that money. To begin with, we are willing to settle this as educated and intelligent people and settle out of court. Additionally, the truth about the funds is in the minutes (official) of several Executive Board of Directors' meetings, and I think it's very impudent of Mr. T and Y to assume that we will lie or cover up the facts in the official records of the Association. Therefore, if it's in the minutes, it's public record. Also, all new candidates for office (to be elected in the spring of 85) have been told briefly of this financial fiasco. We CANNOT say that we will not disclose.

Mr. T and Mr. Y need to be told that Mr. Y is quite lucky that the IRS was convinced (after no small amount of time, energies, phone calls, letters and some funds) to cancel the penalties of \$5000 for tax period ending June 30, 1981 and \$4310 for tax period ending June 30, 1982. Both of those penalties, totalling \$9310 were a direct result of Mr. Y's negligence. We're not billing him for my time or energy in resolving this issue!

Other fees accrued to the Association in the course of the work with IRS and with Mr. T are
Cooper Jensen & Company (5/25/84) \$31.43
Winchester & Thomas, Ltd. (6/8/84) \$58.86

WCRLA is willing to wave interest in all the other questionable checks which Mr. Y wrote EXCEPT for those made out to Mr. Y (12/22/81) \$208
(1/12/82) \$250

We feel that unless Mr. Y can prove that those two checks were to reimburse him for legitimate WCRLA expenses, we must assume that the amount of \$458 was also misused. Receipts, vouchers, or other legitimate evidence must be presented to clear. Our current treasurer has not had the need for any sum close to those two checks during the two years she has been in office.

Mr. T fails to acknowledge the debt incurred by the Association to the United Bank of Boulder in trying to clear our financial records (which Mr. Y failed to do!). Mr. Y should be thrilled that Attorney Thomas and Dr. Smith have managed to negotiate with the bank to reduce the initial billing of \$739 to \$400 for a record's search. He must pay this amount to the Association.

Therefore, Mr. Y still owes the Association \$948.29, but he's off the hook for another \$9310. WCRLA would like to authorize Ms. Thomas to draw up a more acceptable release form for the Association.

I. MELVIN TATSUMI

ATTORNEY AT LAW
714 W. MAIN ST.
BOULDER, COLORADO 80502
1-303-441-1111

June 18, 1984

Ms. Ruth Thomas
Attorney at Law
205 W. Boutz Road
Building No. 1
Los Cruces, NM 88005

Re: Don Yamamoto and
Western College Reading
and Learning Association

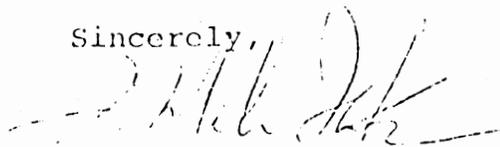
Dear Ms. Thomas:

Please find enclosed a check for \$4,324.25. This check is in full and complete settlement of any and all claims that the WCRLA had and will have against Mr. Yamamoto in any context, whether civil or criminal, for a check made out to "cash" on or about 1/27/83 in the amount of \$3,317.83. Furthermore, included in this full and complete settlement are attorney's fees for Winchester & Thomas, Ltd. and accountant's fees for Cooper, Jansen and Morrow as set forth in your letter of May 1st, 1984. By accepting this settlement, the WCRLA agrees to the above conditions and furthermore, agrees that the incident relative to the above mentioned check shall not be disclosed to any person or organization for any reason and that the lost money in question was to be considered an advance of money to Mr. Yamamoto pursuant to the suggestion of Dr. Smith during our initial phone conference as set forth in my letter of January 16th, 1984.

With regards to the questions that you had relative to certain checks, at the present time, we are unable to respond and we are furthering investigation in hopes of answering those questions to your satisfaction.

If the above stated conditions adequately set forth the nature of our understanding with the WCRLA, please have Dr. Smith execute the enclosed release form. I leave it to you to see that the check is not cashed until the release has been signed.

Sincerely,



I. Melvin Tatsumi

IMT/df
Enclosure

cc: Don Yamamoto

GENERAL RELEASE BETWEEN WESTERN COLLEGE READING
AND LEARNING ASSOCIATION AND MR. DON YAMAMOTO

The Western College Reading and Learning Association (WCRLA) in consideration of the sum of four thousand, three hundred and twenty four dollars and twenty-five cents (\$4,325.25), the receipt of which is hereby confessed and acknowledged, has remised, released and forever discharged, and by these presents, does for its successors, administrators, and executors, hereby forever discharges Mr. Don Yamamoto, his heirs, executors, and administrators, of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversys, agreements, promises, variances, damages, judgments, expense, executions, claims, criminal prosecutions, complaints, and demands whatsoever, in law or in equity, that the WCRLA ever had, now has, or which they may have from the beginning of the world to the day of the date of these presents, with regards to a check payable to "cash" executed on or about January 27th, 1983 in the amount of \$3,317.83 from the account of the WCRLA during Mr. Yamamoto's tenure as treasurer of that organization.

It is further understood and stipulated that the check in the amount of three thousand, three hundred and seventeen dollars and eighty-three cents (\$3,317.83) was an authorized cash advance from the WCRLA to Mr. Yamamoto.

General Release
WCRLA and Don Yamamoto
Page Two

It is further agreed that the WCRLA will not disclose to any person or organization any information with regards to the check for three thousand, three hundred and seventeen dollars and eighty three cents (\$3,317.83) for any purpose.

This settlement also serves to cover attorney's fees and accountant's fees to Winchester and Thomas, Ltd., and Cooper, Jansen and Morrow, to the extent of one thousand, six dollars and forty-two cents (\$1,006.42).

Authorized Representative
of WCRLA

Date

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 1984.

WITNESS MY HAND AND SEAL.

My commission expires:

(Seal)

Notary Public
Address:

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

*205 West Boutz Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608*

June 7, 1984

Mr. I. Melvin Tatsumi
745 Walnut Street
Boulder, Colorado 80302

Re: Don Yamamoto and Western College Reading & Learning
Association

Dear Mr. Tatsumi:

I have had an opportunity to discuss your letter with Dr. Smith, the President of the Association. Please be advised that although we are also concerned about the larger issues involved in this case, the questions that we have presented for Mr. Yamamoto's comments and explanations we do not consider petty. The questionable charges amount to a figure in excess of \$3,000.00 and the Association does not consider these items to be insignificant. Therefore, I would appreciate your addressing those issues.

First of all, your explanations regarding Check Nos. 1002, 1008, 1105, 1107, and 1093 are totally inadequate. We would like receipts, invoices, bills or some type of verification that these were legitimate business expenses. I think it is very cavalier of Mr. Yamamoto to say that he wrote an \$1,800.00 check for printing expenses and expect us to consider that a satisfactory explanation. It may well be that the \$1,800.00 is a legitimate business expense and that the printing costs totalled that amount; however, for this amount of money, we would like an invoice.

Additionally, in referring to your response to Check No. 1107, for a \$250.00 reimbursement, if the board meeting was in August, why was the reimbursement not made until January of the following year?

Moreover, with regard to the various deposits totalling \$1,200.00, Dr. Smith feels that these deposits are very suspicious. These deposits were made all on the same date, several months after Mr. Yamamoto had transferred the accounts to the new treasurer. Every one of these is for an

even amount. Dr. Smith indicates that membership dues for the Association and for registration at the annual convention would have been in odd amounts, such as \$47.50, \$43.00, \$28.00, etc. The exhibitors were being charged \$50.00 for the spaces at the annual convention, however, Dr. Smith indicates that at no time were more than six (6) exhibitors having displays at the convention. Therefore, we would like an explanation as to where the \$1,200.00 came from.

I find it very odd that all the checks written by Mr. Yamamoto were in even amounts. Printing expenses were for exactly \$1,800.00. Copying expenses were exactly \$30.00. Are all of the Association's documents copied or printed in even numbers? The deposits fall within this category also. Refer to Exhibit B of my previous letter. The returned checks issued by members were not all in even amounts, e.g. \$45.00, \$71.50, \$28.50, \$91.50, etc.; and yet all of the deposits made on October 29, 1982 were in \$50.00 increments. It occurred to me that perhaps \$1,200.00 was deposited in October to cover some previous unauthorized withdrawals.

Now, I would like to address the check charges and bank fees which you feel are totally unnecessary to explain. The major concern in connection with the return checks, is whether Mr. Yamamoto collected from the members for the checks that were returned? Were these checks ultimately made good? Did they eventually clear the bank? Did the members issue new checks? If so, does Mr. Yamamoto still have the insufficient checks in his possession? Were the members ever contacted to reimburse the Association for the charges incurred by the Association when these checks bounced? Does the current treasurer need to reassess these members for dues that should have been paid in 1981 and 1982 and were not? Yes, we would still like some explanations and some answers with regard to these fees and the underlying transactions.

You indicated in your letter that the explanation for bank withdrawals should be obtained from the bank. As you can see from my previous letter, United Bank of Boulder has already charged us \$739.00, and we have spent two (2) months trying to get this information. Mr. Yamamoto happens to be in Boulder, you happen to be in Boulder, and I think it would be more convenient, quicker and simpler if your client went to the bank and found out what these charges were for.

The Association has no objections whatsoever to giving you an itemized accounting of the attorneys' fees and the accountants' fees involved. I think you will see that these fees are clearly necessary and reasonable in connection with this matter.

Mr. I. Melvin Tatsumi
June 7, 1984
Page 3

Attachment G-21

Although I would generally agree with you that complete settlements are generally the best way to handle disputes between parties, it appears that we are going to have to go to a hearing and perhaps litigation with the Internal Revenue Service over the \$9,310.00 they claim the Association owes. Moreover, with the time it has been taking us to get responses from the bank on these miscellaneous items, it appears that it might take several more months before all of those items are accounted for. Mr. Yamamoto has had the use and benefit of at least the sum of \$3,317.83 for approximately eighteen (18) months and my attorneys' fees incur interest at the rate of twelve percent (12%) per annum thirty (30) days after the date of billing. Therefore, I think in order to avoid any additional expenses and to at least make the funds that we know are due and owing to Western College Reading & Learning Association available to them at the earliest possible time so that they may be used by the Association, or at least be earning interest, that we would like a partial payment on the outstanding amounts due while we are negotiating on the rest of the items that are outstanding. Therefore, we would appreciate a payment of \$4,324.25, within ten (10) days from the date of this letter.

I will look forward to a response from you regarding these additional questions that we would like answered.

Thank you for your assistance in this matter.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth J. Thomas

RJT/sas

Enclosure: Statements from Cooper, Jensen & Morrow, P.A. and
Winchester & Thomas, Ltd.

cc: Western College Reading & Learning Association ✓

I. MELVIN TATSUMI

ATTORNEY AT LAW
745 WALNUT ST.
BOULDER, COLORADO 80302

(303) 443-4337

Attachment G-22

RECEIVED

MAY 16 1984

OFFICE OF
CHIEF & ASSISTANT

May 10, 1984

Ms. Ruth J. Thomas
Attorney At Law
205 W. Boutz Road
Building No. 1
Las Cruces, New Mexico
88005

Re: Don Yamamoto
and Western College
Reading and Learning Assoc.

Dear Ms. Thomas:

I have received your letter of May 1st, 1984 and have had an opportunity to discuss it with my client. With regards to exhibit B, those charges which you deemed to be questionable, while I agree that there are some matters that should be explained, it is beyond me why you feel it is necessary to explain bank fees for cancelled checks. Obviously, when a check is returned by the bank for insufficient funds, banks will charge accordingly. It is not Mr. Yamamoto's fault that checks written to the Association by third parties were returned for insufficient funds. In any event, I am more interested in settling the larger issues versus discussing petty charges and would hope you would feel the same way.

but he should have initiated second run
ok? The first check, number 1002, to Travel Broker dated 8/29/80 for \$232.00 was a legitimate business expense of the Association that paid for travel expenses to Dallas, Texas, for a board meeting of the W.C.R.A.

ok Check number 1008 to Mr. Yamamoto dated 9/30/81 for \$30.00 was reimbursement to Mr. Yamamoto for copying expenses for notes of the board meeting.

ok Miscellaneous foreign exchange charges are self-explanatory, however, if an explanation is necessary, these are charges by the bank for converting checks from a foreign currency into U.S. dollars. Mr. Yamamoto believes that these were most likely due to the fact that there are Canadian members of the Association.

? The unknown miscellaneous bank fees of 5/12/81 are known only by the bank. This money obviously did not go to Mr. Yamamoto. I hope it is clear that the fact that the bank statements indicate "withdrawal" only means that the bank has taken that amount out of the account.

Ms. Ruth J. Thomas
 May 10, 1984
 Page Two

Thus, bank charges, fees, etc, would be listed under withdrawal. As stated, withdrawals for bank fees go to the bank and if an explanation is necessary, it would appear that the obvious place for such an explanation would be the entity that took the money, that is, the bank.

With regards to the returned checks, these are most likely checks returned for insufficient funds.

Bank fees on cancelled checks are obvious.

Check number 1105 dated 12/21/81 for \$1,800.00, is believed to be a check for printing expenses for printing of proceedings at the annual conference. Mr. Yamamoto believes that this is the case since the amount of the check is consistent with such expenses.

*for what
no
receipts* Check number 1093 of 12/22/81 for \$208.00 was to cover general business expenses that Mr. Yamamoto incurred on behalf of the Association.

Check number 1107 dated 1/12/82 for \$250.00 was reimbursement for travel expenses to San Diego, California for a board meeting of the Association held approximately in August of the previous year.

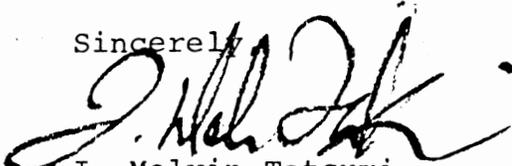
With regards to the deposits of \$1200.00, Mr. Yamamoto believes that these are for various checks received on behalf of the Association for membership dues, various exhibitors at conferences, etc. Also, it should be noted that with regards to membership dues, Mr. Yamamoto informs me that such dues go directly to a post office box handled by Oxford Mailing Services in Whittier, California. That service then makes out the appropriate slips and sends those to Mr. Yamamoto for deposit. Even though Mr. Yamamoto had turned over books to the new treasurer as of the date of the deposits, these deposits constituted money that trickled in to Mr. Yamamoto subsequent to that date. I am having a difficult time in understanding the purpose of the Association challenging and questioning money that was placed into their account. I hope this is not a further indication of the petty issues that I discussed previously.

With regards to the payment of \$4,324.25, I generally do not like the idea of partial settlements. Furthermore, since the amount includes approximately \$1200.00 in attorney's and accountant's fees, I do not think that it is inappropriate for me to request a detailed accounting of those fees. I am sure that this would require no more than copying the appropriate billing statements. Please contact

Ms. Ruth J. Thomas
May 10, 1984
Page Three

me if you have any further questions or if I can be of any further assistance.

Sincerely,



I. Melvin Tatsumi

IMT/df

cc: Mr. Don Yamamoto

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

*205 West Boutz Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608*

May 1, 1984

Mr. I. Melvin ~~Tatsumi~~
745 Walnut Street
Boulder, Colorado 80302

Re: Don Yamamoto and Western College Reading & Learning
Association

Dear Mr. Tatsumi:

Dr. Karen Smith has contacted me now that we have some additional information regarding Western College Reading & Learning Association's claims against Don Yamamoto. At this time it is impossible to give you a definitive amount that has been incurred by the Association in connection with Mr. Yamamoto's actions as treasurer; however, some information has been obtained to date. Attached to this letter as Exhibit A, are the current expenses and questionable charges that the Association has discovered at this time. As you can see, the first item is the amount of the check that was written to "Cash" by Dr. Yamamoto. The next two items are for attorneys' fees and accountants' fees incurred to date in connection with this matter. Please be advised that Cooper, Jensen and Morrow, the accountants, also prepared the 1983 tax return and their fee for that service has been deducted from the amount due to them. The item to United Bank of Boulder is the exact amount that they charged us for making photocopies of the bank statements and checks that we requested during the time Mr. Yamamoto was in office. We are challenging this amount since we feel it is unreasonable based upon the services performed. We will let you know if the United Bank of Boulder makes an adjustment or if any arrangements can be worked out with them. The next item on questionable checks is further explained on Exhibit B. There are several checks in there for odd amounts for which there is no bill or statement. Would you please check with Mr. Yamamoto to see if he can explain what any of these checks were written for. Particularly, we would like an explanation of the \$1,800.00 check that was issued on

Mr. I. Melvin Tatsumi
May 1, 1984
Page 2

December 31, 1981. The Bank did not have a record of this check and we have no statement or billing indicating the purpose of this payment. Additionally, you will note that there are several charges for returned checks. We have copies of the statements saying which checks were returned, but there is no indication as to whether any of these checks were redeposited or whether Mr. Yamamoto recovered these funds from the individuals who wrote the checks that were returned. We would appreciate an explanation regarding those matters. With regard to Exhibit B, we would like an explanation concerning who made the deposits after October 29, 1982. At that point, Mr. Yamamoto had apparently turned over all of the books and records to the new treasurer and we have an additional deposit of \$1,200.00. There is no indication on the deposit slip that tells us from whom these checks were received or the purpose of these checks. Since they are in even amounts, this appears highly inconsistent with the kinds of funds that should have been received by the Association from its members. This is also the wrong time of year for the treasurer to be collecting funds of these sorts, since there was no organizational activities going on at that time. Please have Mr. Yamamoto give us specific details concerning these deposits.

I have also enclosed herein two statements from the Internal Revenue Service disallowing our request for organizational exemption for the year of 1981 and 1982. Since Mr. Yamamoto did not timely file the income tax returns with the exemption certificates, the IRS is currently assessing the Association, \$9,310.00. The Association has retained an attorney to challenge this designation and if we get the IRS penalty set aside, we will so inform you. If we need to pay this amount to the IRS for failure to timely make the returns and claim our tax exempt status for those years, we will hold Mr. Yamamoto directly responsible.

The remaining attorneys' fees for my services, and the services of the tax attorney, as well as the remaining accountants' fees, will be provided to you once we get this matter worked out and we receive additional information.

At this point, we can clearly identify the sum of \$4,324.25, that is owed by Mr. Yamamoto to Western College Reading & Learning Association. It is my understanding that Mr. Yamamoto has a retirement account that he will be

Mr. I. Melvin Tatsumi
May 1, 1984
Page 3

liquidating in order to reimburse the Association. We would like to have the payment of this \$4,324.25, on or before June 1, 1984. I would additionally appreciate it if you could get Mr. Yamamoto to respond to those items in question within ten (10) days from the date of the receipt of this letter. I feel that the sooner that we can get this matter resolved, the easier it will be on both of our clients. We will keep you informed of the continuing status of the charges being incurred by the organization.

If you have any question concerning the enclosed, please feel free to contact me.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth J. Thomas

RJT/sas

cc: Western College Reading & Learning Association ✓

EXHIBIT A

Check Payable to "Cash" 01/27/83		\$ 3,317.83
Attorneys' Fees (Winchester & Thomas, Ltd.)		187.97
Accountants' Fees (Cooper, Jensen & Morrow)		
01/10/84		62.85
03/19/84		1,005.60
Less 1983 Return Fees	-	250.00
United Bank of Boulder for Records Search		739.00*
Questionable Charges During Yamamoto Term (Attached)		3,021.34**
IRS Penalty	06/30/81	5,000.00
	06/30/82	4,310.00
Attorneys' Fees (Winchester & Thomas, Ltd.)		
04/13/83 --		----
Accountants' Fees (Cooper, Jensen & Morrow)		
04/13/84 --		----
Tax Attorney's Fees (Doreen)		
04/13/84 --		----

4324.25

* This charge is being challenged.
 ** See Exhibit B

EXHIBIT B

<u>Statement Date</u>		
08/29/80	Check No. 1002 to Travel Broker (purpose)	\$ 232.00
09/30/81	Check No. 1008 to Don Yamamoto (purpose)	30.00
03/30/81	Withdrawal 04/16/81 (misc.) Foreign Exchange	17.14
05/29/81	Withdrawal 05/12/81 (misc.) Bank Fees (Unknown)	68.24
07/31/81	Withdrawal 07/08/81 (misc.) Returned Check	45.00
07/31/81	Withdrawal 07/08/81 (misc.) Returned Check	30.00
07/31/81	Withdrawal 07/21/81 (misc.) Returned Check	71.50
10/30/81	Withdrawal 10/15/81 Bank Fees on Cancelled Checks	5.00
10/30/81	Withdrawal 10/30/81 Bank Fees on Cancelled Checks	5.00
12/31/81	Check No. 1105 12/21/81 (Record Destroyed)	1,800.00
12/31/81	Check No. 1093 12/22/81 to Don Yamamoto (purpose)	208.00
01/29/82	Check No. 1107 01/12/82 to Don Yamamoto (purpose)	250.00
03/31/82	Withdrawal 03/03/82 (misc.) Fees (FX discount fees?)	19.46
07/30/82	Withdrawal 07/19/82 Returned Check	55.00
07/30/82	Withdrawal 07/26/82 Returned Check	45.00
07/30/82	Withdrawal 07/27/82 Returned Check	20.00
07/30/82	Withdrawal 07/27/82 Returned Check	28.50
08/31/82	Withdrawal (misc.) Returned Check	<u>91.50</u>
	TOTAL	\$ 3,021.34
10/29/82	Deposits	200.00
	(These deposits were made after	150.00
	funds were transferred to new	150.00
	treasurer. From whom were	150.00
	they received and for what	250.00
	purpose?)	150.00
		<u>150.00</u>

NOT INCLUDED IN TOTAL \$ 1,200.00



Western College Reading & Learning Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 23, 1984

MEMORANDUM

RE: Yamamoto Affair
Cooper, Jensen and Morrow, P.A.

The statement for services from Cooper, Jensen and Morrow (dated 2/25/84, attached) includes all services which were necessitated by Don Yamamoto's failure to complete final WCRLA treasurer's reports or file non-profit corporate tax returns for 1981 and 1982. Because of the problems which arose in completing the accounting records for those two years, WCRLA elected to have Cooper, Jensen and Morrow modify and finalize the accounting for 1983 and file with the IRS for 1983 also.

The accountant estimates the cost of the accounting and filing for 1983 alone to be \$250. WCRLA will absorb that as a Board of Directors' expense and will deduct that amount from the total bill to Don Yamamoto.

Cooper, Jensen and Morrow	\$1005.60	March 19, 1984
less 1983's reports	<u>250.00</u>	
Due from Yamamoto to		
reimburse WCRLA for		
accountant's expenses	\$ 755.60	62.85 Jan. 10, 1984

Karen G. Smith
President, WCRLA

KGS:mp
Att:

COOPER, JENSEN & MORROW, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

SUITE 410
FIRST NATIONAL TOWER
LAS CRUCES, NEW MEXICO 88001
505-823-8821

AMT. ENCLOSED \$ _____

WCRLA - Karen Smith
P.O. Box 4574
Whittier, California
90607

CLIENT NO: 237

THIS STATEMENT REFLECTS
SERVICES THRU: 02/25/84

PAYMENT RECEIVED AFTER THIS DATE
WILL APPEAR ON NEXT MONTHS STATEMENT.

TOP PORTION WITH REMITTANCE
BOTTOM PORTION FOR YOUR RECORDS

COOPER, JENSEN & MORROW, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

STATEMENT

DATE	SERVICE	AMOUNT
------	---------	--------

PREVIOUS BALANCE:

\$ 0.00

Completion of accounting records and preparation of
non-profit corporation tax returns for the years
ended June 30, 1981, 1982, and 1983

Communications with IRS agents regarding the delinquent
returns

Conferences with management pertaining to the returns
and funds withdrawn by former treasurer

260.00

Sales tax

45.60

NEW CHARGES:

\$1,005.60

NEW BALANCE:

\$1,005.60

*Pd 3/19/84
ck # 274*

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
---------	------------	------------	--------------

\$1,005.60

Statement
Date

8/29/80	check # 1002 to Travel Broker	232.00
9/30/81	check # 1008 to Don Yamamoto	30.00
3/30/81	withdrawal 4/16 (misc.) Foreign Exchange	17.14
5/29/81	withdrawal 5/12 (misc.) bank fees	68.24
7/31/81	withdrawal 7/8 (misc.) returned check	45.00
"	"	30.00
	withdrawal 7/21 (misc.) returned check	71.50
10/30/81	withdrawal 10/15 bank fees on cancelled checks	5.00
"	10/30 " "	5.00
12/31/81	check # 1105 12/21 (record destroyed)	1800.00
	check # 1093 12/22 to Don Yamamoto	208.00
1/29/82	check # 1107 1/2 to Don Yamamoto	250.00
3/31/82	withdrawal 3/3 (misc.) fees	19.46
7/30/82	withdrawal 7/19 (misc.) returned check	55.00
"	7/26 " "	45.00
"	7/27 " "	20.00
"	7/27 " "	28.50
8/31/82	withdrawal (misc.) returned check	91.50
10/29/82	Deposits 10/15	200.00
		150.00
		150.00
		150.00
		250.00
		150.00
		150.00
1/27/83	check payable to "cash" signed by Don Yamamoto (closed account)	
		* 3317.83
		6339.17

not in total

Check payable to "Cash" 1/27/83 3317.83

Attorney's fees (Winchester & Thomas)
1/24/84 - 3/21/84 187.97

Accountant's fees (Cooper, Jensen & Morrow)
1/10/84 62.85
3/19/84 1005.60

less 1983 return fees -250.00

United Bank of Boulder
records search 739.00

Questionable checks written by Yamamoto 3021.34
(attached)

IRS penalty
6/30/81 5000.00

6/30/82 4310.00

Attorney's fees (Winchester & Thomas)
4/13/84 -

Accountant's fees (Cooper Jensen & Morrow)
4/13/84 -

Tax Attorney's fees (Doreen)
4/13/84 -

set deadline for reimbursement to WCRLA?

I. MELVIN TATSUMI

ATTORNEY AT LAW
745 WALNUT ST.
BOULDER, COLORADO 80302

(303) 443-4337

January 16, 1984

Dr. Karen Smith
Box 5278
New Mexico State University
Los Cruces, New Mexico 88003

Dear Dr. Smith:

This letter will serve to confirm our phone conversation of January 16th, 1984 with regards to Mr. Don Yamamoto's service as treasurer of the Western College Reading Association. As we discussed, due to the fact that your association has sustained certain losses that occurred during Mr. Yamamoto's tenure as treasurer, we have agreed to repay the association for those losses. Since you have indicated that it would be necessary to obtain approval from the Board of Directors, obviously what is set forth is a tentative plan of settlement.

We would propose pursuant to your suggestion that your records indicate that the lost money in question be considered an advance to Mr. Yamamoto and that as a result, it be left as an open account to , be paid by Mr. Yamamoto. As I have indicated to you, we would agree to reimburse the association for the approximately \$3,300.00 that went to Mr. Yamamoto to close the account. Furthermore, Mr. Yamamoto would agree to reimburse the association for any penalties that must be paid to the I.R.S. as a result of Mr. Yamamoto's failure to file reports as required under the law. Also, in the event that the "miscellaneous charges" shown on the bank statements cannot be verified as legitimate business expenses, Mr. Yamamoto would reimburse the association for those losses as well.

It is my understanding that you will propose the settlement which has been set forth in this letter to the Board of Directors for their approval. Also, it is my understanding that you will attempt to determine the nature of the bank charges involved. As soon as you have come to some determination as to these matters as well as a final figure necessary for a full and complete settlement of this incident, I would appreciate it if you would contact me.

As I indicated to you, Mr. Yamamoto has a substantial sum of money that will be paid to him as a result of his retirement account that has been built up with the University of Colorado over a period of years. The monetary amount of the account will be sufficient to cover the losses which we have discussed. As I further stated, due to the red tape involved in this type of retirement account, it would

Dr. Karen Smith
January 16, 1984
Page Two

take approximately ninety days to obtain the money from said account. Thus, I am quite confident that we would be able to settle this matter completely prior to June, which I understand to be the ending period of your term. I would hope that this matter will be paid off in full prior to the end of April, 1984.

I enjoyed talking with you and truly appreciate your willingness to handle this matter in a professional way. As I stated to you, our obvious concern is with Mr. Yamamoto's future and your willingness to handle this incident in a way which will safeguard that future is truly appreciated. I believe that this sets forth our conversation and as soon as you have further information, I would appreciate it if you would contact me. If I can be of any further help or answer any questions in the meantime, please feel free to contact me. I thank you in advance for your cooperation in this matter and look forward to a speedy resolution.

Sincerely,



I. Melvin Tatsumi

IMT/df

cc: Don Yamamoto

July 5, 1982



To Carrie 7-1-82

For your information Please reply and advise if file has been sent to you Review and file Review and return to me Attach original correspondence and return

COMMENTS: *This is with account in name of Carrie account to follow immediately. Books will be sent ASAP. Dan.*

This is a savings account check. Balance of checking account to follow immediately. Books will be sent ASAP.

183804



United Bank of Boulder
1300 Walnut Street
Boulder, Colorado 80306

Cashier's Check

82-22/1070

#2 DJW

Date July 2, 1982

Pay to the Order of ****Western College Reading Association **** ~~***\$7,062.47**~~
 % Carrie Walker **** **U.B.B. \$7,062 AND 47 CTS**
 Remitter to close S/A # 440-889

James M. Hetherington
Authorized Signature

⑈00183804⑈ ⑆107000220⑆ 001058⑈

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

DATE	AMOUNT

WESTERN COLLEGE READING ASSOCIATION
2637 VALMONT RD., NO. 45
BOULDER, COLO. 80302

1179

June 30 1982 82-22/1070

\$24,000.00/100

DOLLARS

PAY TO THE ORDER OF Western College Reading Assic.
Twenty four thousand and 00/100



United Bank of Boulder
1300 Walnut Street
Boulder, Colorado 80306

Donald S. Goren

⑈001179⑈ ⑆107000220⑆ 004847⑈

Checking account

Savings account



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

3531 Millikin Ave.

San Diego, California 92122

Dr. Karen G. Smith
 WCRLA President
 Center for Learning Assistance
 NMSU
 Las Cruces, New Mexico 88003

Dear Karen,

I feel such sympathy for your having to deal with this Treasury problem all by your lonesome that I've been digging around through minutes, records, etc. to be of some help. I copied everything , Mike McHargue had in his Policies and Procedures relating to the Treasurer's Bond from 1969 to 1974 and it's not much.

I'm also including a copy of the old Treasurer's Bond through Ohio Casualty Insurance Co. According to the minutes of August 24, 1978 the bonding period existed at least up until 1981 when it was cancelled. It seems ironic that that's about the same time that the Treasurer's troubles. ^{the year} I couldn't find any reason stated in the minutes as to why the decision was made to cancel the bond. The comments in this same set of minutes aren't representative of the rules for bonding a treasurer today. Namely, according to Barney and Barney here in San Diego, we can bond the position of Treasurer, regardless of who currently holds that position or whatever state he may be from. We can also cover the entire board for about the same price. There are specific rules, however, requiring at least two signatures and an audit once

Swick



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a year. Someone is sending all the details about cost on Monday and I'll send them on to you then.

Betty Levinson asked a disturbing question at our mini-conference last week. She asked if it is going to be too expensive to include the Journal as part of lifetime memberships for the Past Presidents, and, if so, how would we handle the added expense? Food for thought.

My typing isn't much but turn around time is too expensive at the old Community College District, so here it is. I'll be communicating with you soon . Take care.

Yours truly,

Suzanne McKewon
Secretary

Yarrow's Copies

No. _____	
For _____	
Pay to the Order of	Date <u>Jan 27 1983</u> 88-021099
<u>Three hundred dollars</u>	
United Bank of Boulder	
<i>Dell A. [Signature]</i>	
⑆107000220⑆	⑆000011283⑆

Direct Inquiries To

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302



Statement For BUSINESS CHECKING ACCOUNT	
Bank Telephone CUSTOMER SERVICE 442-2015	Page No. 1

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

Account Number 004 847	Statement Date JAN 27, 1983
Social Security Number	Interest Paid This Year

CLOSING STATEMENT

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE DEC 31, 1982			3,317.83
1/26	CHECK	3,317.83		.00
	TOTAL WITHDRAWALS/DEPOSITS	3,317.83	.00	
	ENDING BALANCE			.00

A UNITED BANK MONEY MARKET ACCOUNT--GREAT NEWS FOR YOU!

*\$15 an hour
~~\$10~~ a copy
\$1*

FICHE 0001 FRAMES 000207 RECORDS 00007941 ID :

20261A062981 FOLS 2605

Direct Deposits To

H

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302



BUSINESS CHECKING ACCOUNT

Bank Telephone
CUSTOMER SERVICE 442-2015 Page 1

0

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

Account Number
004 847

Statement Date
DEC 31, 1982

Social Security Number

Interest Paid This Year

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE NOV 30, 1982			3,317.83
	TOTAL WITHDRAWALS/DEPOSITS	.00	.00	
	ENDING BALANCE			3,317.83

A UNITED BANK MONEY MARKET ACCOUNT--GREAT NEWS FOR YOU!

IPM 1509

.L01

Direct Deposits To

H

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302



BUSINESS CHECKING ACCOUNT

CUSTOMER SERVICE 442-2015 Page 19

0

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

Account Number
669 847

Statement Date
NOV 30, 1982

Social Security Number

Interest Paid This Year

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE OCT 29, 1982			3,317.83
	TOTAL WITHDRAWALS/DEPOSITS	.00	.00	
	ENDING BALANCE			3,317.83

INTEREST WITH CHECKING JUST GOT MORE INTERESTING!
ASK US WHY.

PSJ 1509

.101

Direct Inquiries To

H

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302

 **United Bank**

BUSINESS CHECKING ACCOUNT	
Bank Yearbook CUSTOMER SERVICE 442-2015	Page No. 1

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

Account Number 004,847	Statement Date OCT 29, 1982
Social Security Number	Interest Paid This Year

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE SEP 30, 1982			2,117.83
10/15	DEPOSIT		1,200.00	3,317.83
	TOTAL WITHDRAWALS/DEPOSITS	.00	1,200.00	
	ENDING BALANCE			3,317.83

INTEREST WITH CHECKING JUST GOT MORE INTERESTING!
ASK US WHY.

PSN 1509

.F03

Direct Inquiries To

H

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302



Statement For BUSINESS CHECKING ACCOUNT	
Bank Telephone CUSTOMER SERVICE 442-2015	Page No 1

0

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

Account Number 004 847	Statement Date SEP 30, 1982
Social Security Number	Interest Paid This Year

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE AUG 31, 1982			2,117.83
	TOTAL WITHDRAWALS/DEPOSITS	.00	.00	
	ENDING BALANCE			2,117.83

INTEREST WITH CHECKING JUST GOT MORE INTERESTING!
ASK US WHY.

PKC 100-0100

.J02



Customer Statement

Direct inquiries to

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302
CUSTOMER SERVICE (303)442-2015

BUSINESS CHECKING ACCOUNT

ACCOUNT NUMBER
STATEMENT DATE

004 847
AUG 31, 1982

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE JUL 30, 1982			2,209.33
8/06	MISCELLANEOUS	91.50		2,117.83
	TOTAL WITHDRAWALS/DEPOSITS	91.50	.00	
	ENDING BALANCE			2,117.83

INTEREST WITH CHECKING JUST GOT MORE INTERESTING!
ASK US WHY.

91.50
55.00
45.00
48.00

249.50



Customer Statement

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302
CUSTOMER SERVICE: 303-442-2015

BUSINESS CHECKING ACCOUNT

ACCOUNT NUMBER 004 847
STATEMENT DATE JUL 30, 1982

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE JUN 30, 1982			17,426.78
7/09	DEPOSIT		3,472.00	
	MISCELLANEOUS		35.00	20,933.78
7/19	MISCELLANEOUS	55.00		20,878.78
7/26	MISCELLANEOUS	45.00		20,833.78
7/27	MISCELLANEOUS	48.50		20,785.28
7/30	DEPOSIT		5,424.05	
	CHECK 1179	24,000.00		2,209.33
	TOTAL WITHDRAWALS/DEPOSITS	24,148.50	8,931.05	
	ENDING BALANCE			2,209.33

-----CHECKS LISTED IN CHECK NUMBER ORDER-----
1179.... 24,000.00

EFFECTIVE AUGUST 7, UNITED BANK WILL CLOSE ON SATURDAYS.
FOR WEEKEND BANKING, USE A CONVENIENT 24-HOUR MINIBANK.

*could be phoned
requests by Don
to transf money
to another account*

*ask for
Betty Deminson
Research Dept.
(303) 442-3734*

*attorney will have
to get court order
to get a search of
the account done
or an authorization
by Don Y.*

Attachment G-47

Direct inquiries to

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302
CUSTOMER SERVICE (303) 442-2015

BUSINESS CHECKING ACCOUNT 24 ACCOUNT NUMBER 004 847
STATEMENT DATE JUN 30, 1982

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	BEGINNING BALANCE MAY 28, 1982			26,941.79
6/01	CHECK 1152	62.50		26,879.29
6/02	CHECK 1156	247.28		26,632.01
6/03	CHECK 1155	52.35		26,579.66
6/04	CHECK 1153	5,685.70		20,893.96
6/09	CHECK 1159	8.31		20,885.65
6/10	CHECK 1161	86.87		20,798.78
6/11	CHECK 1170	50.00		
	CHECK 1175	53.00		
	CHECK	90.15		
	CHECK 1166	710.95		
	CHECK 1173	1,110.75		18,783.93
6/14	CHECK 1176	16.86		
	CHECK 1168	50.00		
	CHECK 1169	52.64		
	CHECK 1172	465.59		18,198.81
6/16	CHECK 1162	11.00		
	CHECK 1174	50.00		
	CHECK 1177	977.71		17,160.13
6/17	CHECK 1158	25.00		
	CHECK 1164	40.40		
	CHECK 1163	200.00		16,894.73
6/18	DEPOSIT		45.00	
	DEPOSIT		538.00	
	CHECK 1171	50.95		17,426.78
	TOTAL WITHDRAWALS/DEPOSITS	10,098.01	583.00	
	ENDING BALANCE			17,426.78

-----CHECKS LISTED IN CHECK NUMBER ORDER-----

CHECK #	90.15	1162.....	11.00	1172.....	465.59
1152.....	62.50	1163.....	200.00	1173.....	1,110.75	
1153.....	5,685.70	1164.....	40.40	1174.....	50.00	
1155#.....	52.35	1166#.....	710.95	1175.....	53.00	
1156.....	247.28	1168#.....	50.00	1176.....	16.86	
1158#.....	25.00	1169.....	52.64	1177.....	977.71	
1159.....	8.31	1170.....	50.00			
1161#.....	86.87	1171.....	50.95			

* CHECK NUMBER NOT AVAILABLE



Customer Statement

Direct inquiries to

PAGE 2

WESTERN COLLEGE READING ASSC
2637 VALMONT RD #45
BOULDER CO 80302

UNITED BANK OF BOULDER
1300 WALNUT
BOULDER, COLORADO 80302
CUSTOMER SERVICE (303)442-2015

BUSINESS CHECKING ACCOUNT

ACCOUNT NUMBER
STATEMENT DATE

004 847
JUN 30, 1982

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
------	-------------	-------------	----------	---------

■ BREAK IN PREVIOUS CHECK NUMBER SEQUENCE

EFFECTIVE AUGUST 7, UNITED BANK WILL CLOSE ON SATURDAYS.
FOR WEEKEND BANKING, USE A CONVENIENT 24-HOUR MINIBANK.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

Mr. John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, CO 80306

RE: Western College Reading and Learning Association

Dear Mr. Rogers:

The Association is very appreciative of your willingness to negotiate the amount due for the records' search which we requested in January, 1984. I have sent instructions to the Treasurer of the Association, Dr. Carolyn Walker, to immediately disperse a check payable to the United Bank of Boulder in the amount of \$400.

Thank you for your assistance in reconciling our financial records and our account with the United Bank of Boulder.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen G. Smith', is written over a horizontal line.

Karen G. Smith, Ed.D.
Past President, WCRLA

cc: Dr. Carole Bogue, President
Dr. Carolyn Walker, Treasurer
Ruth Thomas, Attorney

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER

RUTH J. THOMAS

205 West Bouty Road, Bldg. No. 1

Las Cruces, New Mexico 88005

(505) 524-3608

May 1, 1984

Mr. John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, Colorado 80306

Re: Bank Account of Western College Reading & Learning
Association No. 00487

Dear Mr. Rogers:

Dr. Smith has requested that I contact you regarding the statement that you sent to Western College Reading Association, dated March 19, 1984, regarding the above-referenced account. Please be advised that when Dr. Smith contacted your Bank in connection with these records she was informed that your charges were \$1.00 per page for the copies requested and \$4.00 per hour for the research time involved. Therefore, your bill of \$739.00 is not consistent with the prices quoted to her nor what the Association agreed to pay. Additionally, I think the way in which the charges were computed is ridiculous. Apparently, you have charged \$1.00 for making a copy of the front of each check and the back of each check. There was no necessity for making one photocopy for every single check involved in this transaction when several could have been put on one page and the backs of each one of those checks could have been photocopied on another page. Additionally, I am sure that 24 hours and 33 minutes were spent in making these copies, since each check was individually cut out and stapled together.

Mr. John Rogers
United Bank of Boulder
May 1, 1984
Page 2

Your charges for \$739.00 for this service is totally outrageous and uncalled for. Please send a revised bill reflecting that the total amount due for your services were to be billed at \$4.00 per hour for a total charge of \$98.00. Additionally, I request that you make some kind of adjustment in the photocopying costs of \$244.00.

Thank you for your assistance in this matter.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth J. Thomas

RJT/sas

cc: Western College Reading & Learning Association ✓



**United Bank
of Boulder**

March 19, 1984

Dr Karen G Smith
WCRLA President
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, N M 88003

*Received
3/21/84*

RE: Record Search

Dear Dr Smith;

I have enclosed the records requested and the statement for
the time and copies.

Please send the payment in the enclosed envelope made payable
to United Bank of Boulder.

If you have any questions please contact me.

Sincerely,

Betty Dennison
Research & Investigation

enclo

1300 Walnut Street
Boulder, Colorado 80302
Telephone: (303) 442-3734



**United Bank
of Boulder**

March 19, 1984

Re: Western College Reading Assc

24 hrs & 33 mins	@ \$20.00 per	490.00
244 copies @	\$ 1.00 per	<u>244.00</u>
Postage		<u>5.00</u>
Balance due		<u>\$739.00</u>

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

February 20, 1984

John Rogers
~~Vice-President~~
United Bank of Boulder
P. O. Box 299
Boulder, CO 80306

Re: Bank Account of Western College Reading Association (now Western
College Reading and Learning Association) No. 00487

Dear Mr. Rogers:

A resolution of the Board of Directors of the Western College Reading and Learning Association, signed and dated on February 1, 1984, was sent to you by the Association's secretary, Suzanne McKewon. This resolution authorizes me, as president, to obtain a bank record's search of the above named account. Please initiate an immediate search of this account. Specifically, I need copies of all deposit slips and withdrawal records. On several of the bank statements withdrawal amounts are identified only as "miscellaneous." I need clarification of each of these "miscellaneous" withdrawals.

The copies of the records and a statement of expense should be mailed to me at the above address. The bank will be reimbursed immediately.

Your earliest possible attention to this will be appreciated. Thank you.

Sincerely,

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Director
Ruth Thomas, Attorney

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

*205 West Bouty Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608*

January 27, 1984

John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, Colorado 80306

Re: Bank Account of Western College Reading & Learning
Association No. 004 87

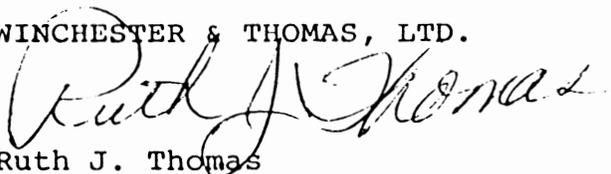
Dear Mr. Rogers:

Pursuant to our conversation of January 25, 1984, enclosed herein is a Resolution of the Board of Directors of Western College Reading & Learning Association, authorizing your Bank to release to Dr. Karen Smith, the current President of this organization, information regarding the above-referenced account. This account was closed in January of 1983, and at this time, Dr. Smith is attempting to reconcile the books and records of the association.

If you need any additional information regarding this matter or Dr. Smith's authority, please do not hesitate to contact me.

Yours very truly,

WINCHESTER & THOMAS, LTD.



Ruth J. Thomas

RJT/sas

Enclosure

cc: Dr. Karen Smith

RESOLUTION OF THE BOARD OF DIRECTORS

OF

WESTERN COLLEGE READING & LEARNING ASSOCIATION

Authority of President to Obtain Bank Records

I HEREBY CERTIFY THAT I am the duly elected and qualified Secretary of Western College Reading & Learning Association, a New Mexico Corporation, and the keeper of the records and books of said corporation, and that the following is a true and correct copy of a resolution duly adopted at a duly convened meeting of the Board of Directors of said corporation, a quorum of said Directors being present and voting in favor of the following, held in accordance with the By-Laws of said corporation on the _____ day of February, 1984.

"BE IT RESOLVED, that Dr. Karen Smith, President be, and is hereby authorized to obtain any and all necessary information regarding all prior bank accounts and bank records in connection with this organization, specifically including but not limited to those specific bank account records held at United Bank of Boulder, Colorado, Account No. 004 87, which was closed in January of 1983. Dr. Smith is hereby authorized and directed to obtain any and all information regarding said bank account and any other bank accounts necessary to reconcile the funds of the corporation.

BE IT FURTHER RESOLVED, that the United Bank of Boulder, Colorado, is hereby authorized and directed to release and disclose to Dr. Karen Smith, all information regarding checks, drafts, deposits, withdrawals, or any other banking information regarding the above-referenced account.

BE IT FURTHER RESOLVED, that this resolution shall continue in force and said Bank may consider the authority of Dr. Smith to continue until written notice to the contrary is duly served on said Bank."

IN WITNESS WHEREOF, I have hereunto fixed my name as Secretary on the _____ day of February, 1984, and hereby affirm that this corporation has no corporate seal.

Suzanne McKewon, Secretary

I, Dr. Karen Smith, a Director of said corporation, do hereby certify that the foregoing is a correct copy of a resolution adopted as is set forth above.

Dr. Karen Smith, Director

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

*205 West Boutz Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608*

January 27, 1984

John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, Colorado 80306

Re: Bank Account of Western College Reading & Learning
Association No. 004 87

Dear Mr. Rogers:

Pursuant to our conversation of January 25, 1984, enclosed herein is a Resolution of the Board of Directors of Western College Reading & Learning Association, authorizing your Bank to release to Dr. Karen Smith, the current President of this organization, information regarding the above-referenced account. This account was closed in January of 1983, and at this time, Dr. Smith is attempting to reconcile the books and records of the association.

If you need any additional information regarding this matter or Dr. Smith's authority, please do not hesitate to contact me.

Yours very truly,

WINCHESTER & THOMAS, LTD.

Ruth J. Thomas

RJT/sas

Enclosure

cc: Dr. Karen Smith ✓

RESOLUTION OF THE BOARD OF DIRECTORS

OF

WESTERN COLLEGE READING & LEARNING ASSOCIATION

Authority of President to Obtain Bank Records

I HEREBY CERTIFY THAT I am the duly elected and qualified Secretary of Western College Reading & Learning Association, a New Mexico Corporation, and the keeper of the records and books of said corporation, and that the following is a true and correct copy of a resolution duly adopted at a duly convened meeting of the Board of Directors of said corporation, a quorum of said Directors being present and voting in favor of the following, held in accordance with the By-Laws of said corporation on the _____ day of February, 1984.

"BE IT RESOLVED, that Dr. Karen Smith, President be, and is hereby authorized to obtain any and all necessary information regarding all prior bank accounts and bank records in connection with this organization, specifically including but not limited to those specific bank account records held at United Bank of Boulder, Colorado, Account No. 004 87, which was closed in January of 1983. Dr. Smith is hereby authorized and directed to obtain any and all information regarding said bank account and any other bank accounts necessary to reconcile the funds of the corporation.

BE IT FURTHER RESOLVED, that the United Bank of Boulder, Colorado, is hereby authorized and directed to release and disclose to Dr. Karen Smith, all information regarding checks, drafts, deposits, withdrawals, or any other banking information regarding the above-referenced account.

BE IT FURTHER RESOLVED, that this resolution shall continue in force and said Bank may consider the authority of Dr. Smith to continue until written notice to the contrary is duly served on said Bank."

IN WITNESS WHEREOF, I have hereunto fixed my name as Secretary on the _____ day of February, 1984, and hereby affirm that this corporation has no corporate seal.

Suzanne McKewon, Secretary

I, Dr. Karen Smith, a Director of said corporation, do hereby certify that the foregoing is a correct copy of a resolution adopted as is set forth above.

Dr. Karen Smith, Director

FOR

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

Customer Service
United Bank of Boulder
1300 Walnut
Boulder, CO 80302

Re: Acct. #004847
Western College Reading Association

Dear Sir/Madam:

During the years of 1980, 1981, and 1982, Western College Reading Association had a checking account at the United Bank of Boulder. Don Yamamoto was the authorized officer of the Association who set up the account, wrote checks, and received the statements.

I was told today in a phone conversation with someone in your department that the account is no longer active, but the last statement in our records, dated June 30, 1982, shows a balance in the account.

Please send copies as soon as possible of all statements issued after June 30, 1982, on this account to me at 1020 Laurel, Las Cruces, NM 88001. Thank you.

Sincerely,

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors

*Carol -
I'll get this to you as soon
as it arrives. (Also 2/16/86)
I got from the Dallas Conference
(Spring 81) should receive direct
to you from Suzanne McKinnon
in San Diego.*

KCS

Statement			
July 30, 82	2 pg deposit 7/9 1 pg missing	\$ 3472.00	
	deposit 7/30 all missing	5424.05	
June 30, 82	— check 1170 4/11 missing	50.00	
	— 1175 4/11 missing	53.00	
Dec 31, 81	— check 1105 12/21 missing	1800.00	
	deposit 12/28 1 pg missing	962.00	
Oct 30, 81	— check 1104 10/28 missing	50.00	
Sep 30, 81	deposit 9/4 missing	158.40	
Aug 31, 81	deposit 8/24 1 pg missing	571.00	
	deposit 8/24 1 pg missing	663.00	
Jul 31, 81	check no # 7/2 missing	35.89	
June 30, 81	deposit 6/15 missing	401.00	
	— check 1062 6/15 missing	23.45	
	deposit 6/29 1 pg missing	3179.50	
May 29, 81	deposit 5/13 1 pg missing	602.52	
Apr 30, 81	deposit 4/10 1 pg missing	2,468.50	
	deposit 4/10 "	2,622.95	
	deposit 4/10 "	3,745.50	
	deposit 4/27 "	9.70	

Statement			
Mar 31, 81	deposit 3/17	1 pg missing	3359.00
Dec 31, 80	deposit 12/19	1 pg missing	808.00
Sept 30, 80	deposit 9/12	1 pg missing Copy cut in half	1101.00

Statement Date	Item	Amount
* 1/27/83	Check made to "Cash", signed Yamamoto - closed acct.	3317.83 *
* 10/29/82	Deposit 7 checks 200.00 150.00 150.00 150.00 250.00 150.00 150.00	1200.00
* 8/31/82	Withdrawal (misc.) (insufficient funds Marion Davis 2039)	91.50
* 7/30/82	7/19 Withdrawal (misc.) (account closed Marilyn Terrusa 16-77) 7/26 Withdrawal (misc.) (insuff. funds Susan Schiller 8-7438) 7/27 Withdrawal (misc.) (insuff funds Jacquelyn Gillette 16-86) (insuff funds Ogalia Honey 19-2)	55.00 45.00 20.00 28.50
3/31/82	3/3 Withd (misc.) FX discount-fee	19.46
* 1/29/82	1/2 Check # 1107 - to Don Yamamoto	\$250.00 *
* 12/31/81	12/21 check # 1105 film destroyed (Langdon Puss?) 12/22 check # 1093 to Don Yamamoto	1800.00 * 208.00 *
* 10/30/81	10/15 Withdrawal (misc.) provision cancelled checks 10/30 " " "	5.00 5.00
* 7/31/81	7/8 Withdrawal (misc.) acct closed M. Montgomery " " refer to maker C. Denmon 7/21 " insuff. funds Alan Frankel	45.00 30.00 71.50
* 5/29/81	5/12 Withdrawal (misc) bank fees? bad checks?	68.29
3/30/81	4/16 Withd (misc) foreign exchange deposit + fee	17.14
* 9/30/81	9/29 Check 1008 to Don Yamamoto	30.00 *
* 8/29/80	check 1002 To Travel Broker ?	232.00 *

82
81
80
79

4568
1800

6368
800 acct.
780
250

2198

Department of the Treasury
Internal Revenue Service
FRESNO, CA 93888

If you have any questions, refer to this information:
Date of This Notice: JUNE 11, 1984
Taxpayer Identifying Number: 95-3177158
Document Locator Number: 89490-056-00048-4
Form 990 Tax Period: JUNE 30, 1984

210
WESTERN COLLEGE READING ASSN
% JAMES W BAUGH
PO BOX 4576
WHITTIER, CA 90607

Call:
or 1-800-424-1040 ST OF CALIFORNIA

Write: Chief, Taxpayer Assistance Section
Internal Revenue Service Center
FRESNO, CA 93888

If you write, be sure to attach this part of notice.
The copy is for your records.

89454-537-10103-4

STATEMENT OF ADJUSTMENT TO YOUR ACCOUNT

BALANCE DUE ON ACCOUNT BEFORE ADJUSTMENT	\$5,000.00
--	------------

ADJUSTMENT COMPUTATION	
PENALTY- DECREASE SEE EXPLANATION 10	\$5,000.00

NET ADJUSTMENT CREDIT	\$5,000.00
-----------------------	------------

BALANCE DUE	NONE
-------------	------

Explanation of Penalty or Interest Charges

Code

01. A combined penalty has been added because your return was filed late and the tax was not paid when due. The penalty is figured at 5 percent of the unpaid tax for each month or part of a month the return was late. It cannot be more than 25 percent of the tax paid late. For income tax returns due after December 31, 1982, that are filed more than 60 days late, the penalty will not be less than \$100 or 100 percent of the balance of tax due on your return, whichever is smaller. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
02. A penalty has been added because your estimated tax was underpaid. Generally, this penalty is charged when the total tax payments made on time are less than 80 percent (90 percent for tax years beginning after December 31, 1982) of the tax shown on the return. The penalty is figured daily for the time the tax remains unpaid. However, all or part of this penalty can be removed if you meet any of the exceptions listed in the instructions on Form 2220 (Underpayment of Estimated Tax by Corporations). Those are the only exceptions that can be accepted.
03. A penalty has been added because your tax deposits were not made in sufficient amounts by the dates required. The penalty is 5 percent of the amount not deposited on time. This is determined by comparing your deposits with the tax liabilities shown on your return. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
04. A penalty has been added because your check to us was not honored by your bank. For checks of \$5 or more, the penalty is \$5 or 1 percent of the total, whichever is greater. For checks of less than \$5, the penalty is the amount of the check. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
05. A penalty has been added for fraud. It is 50 percent of the underpaid tax plus 50 percent of the interest due on the portion of the underpayment attributable to fraud. This 50 percent of the interest charge is a penalty and cannot be deducted from Federal taxes.
06. A penalty has been added for negligence. It is figured at 5 percent of the underpaid tax, plus 50 percent of the interest charge. This 50 percent of the interest charge is a penalty and cannot be deducted from Federal taxes.
07. A penalty has been added because your tax was not paid when due. The penalty is 1/2 of 1 percent of the tax not paid on time. It is figured for each month or part of a month the payment was late and cannot be more than 25 percent of the tax paid late. However, any period used in figuring a penalty explained in Code 01 has not been included in figuring this penalty. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
09. Interest is figured on unpaid tax from the due date of the return to the date of full payment or to the date of this notice. The enclosed notice gives information on the interest rates.
10. A penalty has been added because your explanation for filing your return late was not acceptable as reasonable cause. The penalty is \$10 a day for each day the return was late, but it cannot be more than \$5,000.
11. A penalty has been added because your tax deposit requirements were not met. The penalty is 5 percent of the underpayment. Since your return did not show a complete record of tax liabilities, or the liabilities did not add up to your total tax, we figured this penalty by comparing the amount of your deposits with the amount of those that should have been made if the liability had been incurred evenly throughout the tax period. Before we can adjust the penalty, we need a complete (or more accurate) record of liabilities. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
12. We removed the penalty we previously charged you. Your account is being reviewed and we will let you know the results.

Any Questions About This Notice?

If you have any questions, you may call or write us -- see the information heading of this notice. To make sure that IRS employees give courteous responses and correct information to taxpayers, a second employee sometimes listens in on telephone calls.

Code

13. An adjustment has been made to your withholding tax credits.
14. An adjustment has been made to your estimated tax credits.
15. An adjustment has been made to your credits.
16. Please make your check or money order payable to the Internal Revenue Service. Show your social security or employer identification number on your payment and mail it with this notice in the enclosed envelope or to the address on the front of this notice.
18. The amount you owe includes interest on your previous balance, figured to the date of this notice.
19. Please pay the amount you owe within 10 days of the date of this notice. Otherwise, there will be an additional interest charge figured from this date to the date the amount you owe is paid. There may also be a penalty added for late payment, figured at 1/2 of 1 percent a month or part of a month from the due date of the return to the date the tax is paid. The penalty cannot be more than 25 percent of the tax paid late. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
20. Your payment on this account is past due. There will be an additional interest charge figured to the date the amount you owe is paid. There will also be a penalty added for late payments, figured at 1/2 of 1 percent a month or part of a month from the due date of the return to the date the tax is paid. The penalty cannot be more than 25 percent of the tax paid late. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
21. This is an information notice only. When the amount you owe is less than \$1, as it is here, it is our policy to disregard it.
22. This is an information notice only. When the amount of refund is less than \$1, a check will be sent to you only if you ask for it. Please enclose this notice if you request the refund.
23. Your overpayment will be refunded if you owe no other taxes, and it will include any allowable interest.
24. This notice is not the result of an examination of your return. We notify the taxpayer when we select a return for examination.
25. A penalty has been added because your return did not include the required social security or employer identification number. The penalty is \$5 for each time a required number was not included. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
26. A penalty has been added because your tips were not reported to your employer. The penalty is 50 percent of the social security (or railroad retirement) tax on the unreported tips. (See "Elimination of Penalty -- Reasonable Cause," on this page.)
27. The reason for this penalty was explained to you in our Revenue Agent's report.
28. We found a credit erroneously applied to your account. This notice shows the correct amount due.
29. We removed the late payment penalty we previously charged you.

PAPERWORK REDUCTION ACT NOTICE

We ask for this information to carry out the Internal Revenue laws of the United States. We need it to ensure that taxpayers are complying with these laws and to allow us to figure and collect the right amount of tax. You are required to give us this information.

Elimination of Penalty -- Reasonable Cause.

Except for the Codes 02, 05, and 06 penalties, the law provides that the penalties explained above can be removed if you have an acceptable reason. If you believe you have a good reason but have not yet sent us an explanation, please send it to us. It should contain a declaration that it is made under the penalties of perjury, attesting to the facts relating to reasonable cause. We will review your explanation and let you know what our decision is.

Department of the Treasury
Internal Revenue Service
FRESNO, CA 93888

If you have any questions, refer to this information:
Date of This Notice: JUNE 11, 1984
Taxpayer Identifying Number: 95-3177158
Document Locator Number: 89490-C56-03000-4
Form 990 Tax Period: JUNE 30, 1982

Call:

or 1-800-424-1040 ST OF CALIFORNIA

Write: Chief, Taxpayer Assistance Section
Internal Revenue Service Center
FRESNO, CA 93888

If you write, be sure to attach this part of notice.
The copy is for your records.

89454-537-10102-4

STATEMENT OF ADJUSTMENT TO YOUR ACCOUNT

BALANCE DUE ON ACCOUNT BEFORE ADJUSTMENT		54,310.00
	ADJUSTMENT COMPUTATION	
PENALTY- DECREASE	SEE EXPLANATION 10	54,310.00
NET ADJUSTMENT CREDIT		49,310.00
BALANCE DUE		NONE

Cooper, Jensen & Morrow, P.A.
Certified Public Accountants

Members
American Institute of
Certified Public Accountants

Suite 410, First National Tower, Las Cruces, N. M. 88001
(505) 523-5521

1200 South Columbus Road, Deming, N. M. 88030
(505) 546-2619

January 18, 1984

Internal Revenue Service
24000 Avila Road
Laguna Niguel, CA 93677

Attn: Mr. Lentos

RE: Western College Reading and
Learning Association

Dear Mr. Lentos:

Enclosed are WCRLA's Form 990 returns for the years ending June 30, 1981, June 30, 1982 and June 30, 1983. The untimely filing of these returns is due to managerial incompetence on the part of the treasurer who served the organization during fiscal years 1980 and 1981. The June 30, 1983 return amends the statement submitted November 15, 1983 (copy attached).

WCRLA is a professional association of teachers helping teachers. New officers are elected each year, from the rank and file of the membership. The current Board of Directors (officers) were not serving at that time and knew nothing of the situation.

Therefore, we respectfully request an abatement of the penalty and interest for 1981 and 1982.

Sincerely,

Thomas S. Cooper, C.P.A.

Enclosure

TSC/jlk

Copy sent 6/12/84
Winchester & Thomas, Ltd.
Attorneys at Law

MICHAEL L. WINCHESTER
 RUTH J. THOMAS

205 West Bouty Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608

Western College Reading Association
 c/o Dr. Karen Smith, President
 P.O. Box 5278
 Las Cruces, New Mexico 88003

June 8, 1984

Re: Financial Problems

FOR PROFESSIONAL SERVICES RENDERED:

05/15/84 Review correspondence from Defendant's attorney
 05/16/84 Call from K. Smith (re: Response to Correspondence)
 05/22/84 Call to K. Smith
 05/23/84 Long distance call to and from United Bank of
 Boulder; conference with Dr. Smith (re: payment)

COSTS:

05/23/84 Long distance call to Boulder, Colo. \$ 3.27
 Photocopies .50

FEE	\$ 52.50
Tax	2.49
Costs	<u>3.87</u>
TOTAL AMOUNT DUE	\$ 58.86

RJT/ck

COOPER, JENSEN & COMPANY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

SUITE 410
FIRST NATIONAL TOWER
LAS CRUCES, NEW MEXICO 88001
505-523-5521

copy sent 6/12/84

AMT. ENCLOSED \$ _____

WCRLA - Karen Smith
P.O. Box 4576
Whittier, California
90607

CLIENT NO: 237

THIS STATEMENT REFLECTS
SERVICES THRU: 05/25/84

PAYMENT RECEIVED AFTER THIS DATE
WILL APPEAR ON NEXT MONTHS STATEMENT.

RETURN TOP PORTION WITH REMITTANCE
RETAIN BOTTOM PORTION FOR YOUR RECORDS

COOPER, JENSEN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

STATEMENT

DATE	SERVICE	AMOUNT
------	---------	--------

PREVIOUS BALANCE: \$31.43

NEW CHARGES: \$.00

NEW BALANCE: \$31.43

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
\$.00	\$31.43	\$.00	\$.00

To: WCRA Treasurer

From: Karen G. Smith

Subject: Request for Reimbursement of Expenses and/or Payment of Bills

Date: March 22, 1984

Make payment to: Winchester and Thomas, Ltd.

Address: 205 West Boutz Road, Bldg. No. 1

City/State/Province/Zip: Las Cruces, NM 88005

Amount: \$187.97

List below the items for which reimbursement/payment is requested or for which a check is to be issued. Be sure your description is complete enough to assist the Treasurer in assigning your expenditure to the proper budget category. Attach receipts or bills whenever possible.

Please note that the WCRA President must sign all requests from Committee Heads for Committee expenditures and the Coordinator of State Directors must sign all requests pertaining to State Activities. The President and the Coordinator are responsible for these two budgets and without their authorization the Treasurer cannot issue a check.

All requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

Description: Attorney's fees as outlined on statement from Winchester and Thomas.

*pd 3/23/84
cc # 251*

Signature of Person Submitting Request

Signature of Officer Authorizing Request

FOR TREASURER'S USE ONLY:

Account Charged: _____

Check Number: _____

Date Issued: _____

*Winchester & Thomas, Ltd.**Attorneys at Law*MICHAEL L. WINCHESTER
RUTH J. THOMAS205 West Bouty Road, Bldg. No. 1
Las Cruces, New Mexico 88005
(505) 524-3608Wester College Reading Association
c/o Dr. Karen Smith, President
P.O. Box 5278
Las Cruces, New Mexico 88003

March 21, 1984

Re: Financial Problems

D. Yacamato

FOR PROFESSIONAL SERVICES RENDERED:

01/24/84 Initial conference with K. Smith, re: problems with treasurer; two long distance calls to Colorado Bank, re: statements

01/25/84 Long distance call to United Bank of Boulder; conference with client, re: corporate resolution

01/27/84 Call to K. Smith, re: information for corporate resolution; draft corporate resolution and letter to United Bank of Boulder

02/20/84 Call to K. Smith, re: bank documents

03/12/84 Call to K. Smith, re: no response from bank

COSTS:

01/24/84	Long distance call to Boulder, CO	\$	8.44
01/24/84	Long distance call to Boulder, CO		2.68
01/25/84	Long distance call to Boulder, CO		<u>4.01</u>

Total Costs:	\$	15.13
--------------	----	-------

FEE	\$	165.00
Tax		7.84
Costs		<u>15.13</u>

TOTAL AMOUNT DUE:	\$	187.97
-------------------	----	--------

RJTrk



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

August 14, 1984

Melvin Tatsumi
745 Walnut Street
Boulder, CO 80302

RE: Donald Yamomoto

Dear Mr. Tatsumi:

Even though WCRLA has reached a settlement and signed a release, I believe it is important that both you and your client, Mr. Yamomoto, recognize that problems the association has encountered because of Mr. Yamomoto's negligence and misuse of funds are not over.

A payment of \$180.00, not covered by the settlement, was made by WCRLA to our attorney for the last transaction with you. We have just today received another statement in the amount of \$261.88 from the accountant for correspondence with a tax attorney and the IRS concerning tax penalties being assessed on the 1980-81 and 1981-82 returns. This amount of \$261.88 was not, of course, included in the settlement amount either.

Additionally, today we received a penalty letter from the IRS for 1982-83 in the amount of \$660.00! The return for 1982-83 was filed late because the accountant was in the process of trying to reconcile the financial records of the two previous years so that the 1982-83 report would be accurate. I am certain that again WCRLA can clear the record.

However, my point, Mr. Tatsumi, is that Mr. Yamomoto has much for which to be thankful. WCRLA and its Board of Directors are still paying for his transgressions, both literally in financial resources and in time and energy by those of us who followed him in office. It is my sincere hope that he recognizes our continuing concern for his reputation, and that he remains cognizant of the price a few of us are paying for his well-being.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen G. Smith', is written over a horizontal line.

Karen G. Smith
Past President

cc: Board of Directors.



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

August 2, 1984

Re: Special Situation

Dear WCRLA Member:

Approximately one month following the San Jose Conference, Beryl Brown resigned from her position at the University of California, San Diego. Due to the fact that she is no longer employed at UCSD, she feels she cannot serve as program chair for the '85 Conference nor assume the other responsibilities of the president-elect's office. As a result, she has resigned as President-elect of WCRLA, 84-85, although with deep regret. Without doubt, she will continue to actively support and encourage various WCRLA activities.

According to the By-laws, the only directive provided for handling this situation is that the president appoint a program chair to be Board approved. Then when officers are elected for the following year, a president is to be elected in addition to a president-elect and secretary or treasurer. Two names are to be submitted for president-elect and secretary or treasurer. It may be implied that two names are to be submitted for the office of president as well.

Based on the directive stipulated, the WCRLA President has appointed a program chair: Dr. Mitch Kaman, Larimer County Voc Tech Center, Fort Collins, Colorado. The WCRLA Board has approved this appointment but feels strongly that our organization should not function an entire year without a president-elect. A person serving in this capacity is needed as soon as possible, in fact, to assist the appointed program chair in making preparations for the forthcoming conference and to prepare himself/herself for leading the organization during '85-86. Selecting a president during the regular election prohibits the person elected from providing the appointed chair, Mitch in this case, timely assistance and from attaining a clear advance understanding of the internal operations of our organization.

Therefore, at the Board meeting in Denver on July 28, the Board received the following motion (moved: Karen Smith, seconded: Suzanne McKewon):

That the By-laws which interfere with the holding of a special election be suspended,
that the question be put to the membership in a mail ballot,
and
that to conserve time and money, the Elections Committee be directed to provide information about candidates for president-elect and ballots for a special election in the same mailing.

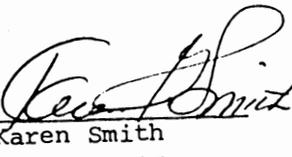
WCRLA Members
page two
August 2, 1984

Working with Ann Faulkner, chairperson of the Elections Committee, we have devised the accompanying materials. Please return your ballot on the above motion to Carole Bogue, President. Only if she receives sufficient ballots to constitute a quorum will she begin tallying votes for and against the motion, with the assistance of two other members. After the deadline for receipt of ballots, Carole will notify Ann of the motion's fate, and only if it is passed by a 2/3 vote, will the candidate ballots be opened. They will be counted in accord with the procedures set out in the By-laws, as amended in San Jose. The results will be announced in the Newsletter as soon as possible.

Please note: You are entitled to vote for a candidate even if you vote against the motion to suspend the By-laws. Thank you for attending to this complicated -- and urgent -- matter.

Sincerely,

The WCRLA Board

			
Carole Bogue President	Suzanne McKewon Secretary	Harold Fillyaw Treasurer	Karen Smith Past-President

TO: WCRLA Board
FROM: Ann Faulkner *AF*

DATE: 7/25/84
RE: Elections Committee Report

The committee was composed of the following members:

Nancy Deutsch
Dick Lyman
Spencer Olesen
Frank Torres
Anna Marie Updegraff

We met twice at the San Jose Conference, holding one open session for members to make suggestions about possible candidates. By the conclusion of the conference, we had a prioritized list of potential nominees for president-elect and for secretary.

Because so many of our potential candidates declined nomination and because of the need to provide both regular and special election slates for president-elect, the committee met again in a conference call on July 16, 1984. At that time, we extended the prioritized list of candidates.

I am pleased to report that the committee is able to submit these names for your approval as candidates for president-elect in the special election:

Sue Brown, New Mexico State University
Lucy MacDonald, Chemeketa Community College

At this moment, we are able to submit only one name for secretary:

Jacquie Grose, Western Nevada Community College

Another candidate, who is unreachable, has been considering accepting the nomination for about a week. I expect to call you with the name of the second secretarial candidate during your meeting in Denver.

To date, we have secured only one name for president-elect in the regular election. The other prioritized candidates are either considering the nomination (and seeking institutional support) or out of the country. Therefore, I must beg your understanding in asking for a delay in presenting this slate.

In addition to the above, I would like to recommend that the By-Laws be amended (when next we get around to such matters) to allow the Elections Committee to have more time in the selection process. I think it would be desirable for them to make a report in October, rather than July. It's very difficult (as you can see from the above) to locate candidates who can secure institutional support during the summer.

Thank you for your support and kindness. I want you to know of the outstanding work and cooperation of all the committee members. They truly exhibited to best of WCRLA.

190 Moss Hill Road
Horsehead, N.Y. 14845
August 10, 1984

*Deyanne -
Received 8/20/84.
Bogue*

WCRLA Board of Directors
c/o Dr. Carol Bogue
Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, CA. 95128

Dear Friends

It is with a deep sense of loss and regret that I must hereby resign the position of President-Elect of WCRLA.

As you know, I left San Diego and came to New York State last month. Because I am not currently employed, and there is every possibility that I will be relocating in the East, I feel I cannot carry out my WCRLA responsibilities in the manner they deserve, and that our members should select someone else as soon as possible.

This decision is personally painful for me. I regret the loss of opportunity to work with several different people, and the laying aside of some personal goals. I am especially mindful of those colleagues who expressed faith in my leadership. However, I know that the WCRLA organization is filled with leaders and potential presidents. I am confident that WCRLA will continue to grow as an organization, and will continue to be a major force in Learning Assistance.

Although I am temporarily stepping aside, I send my best wishes and support to each of the Board members as you carry out your responsibilities in the years to come.

Sincerely,
Beryl Brown
Beryl Brown



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

June 15, 1984

Carol Bogue, Ph.D.
President WCRLA
Learning Assistance Center
San Jose City College
2100 Moorpark Ave
San Jose, CA 95128

Dear Carol:

I would like to inform you that I will accept the position of Program Chairperson for the 1985 WCRLA Conference. As we have discussed, I will not accept a draft for President-Elect nor any duties of that office. I view the Program Chair in a narrowly defined manner and will rely upon the Board of Directors to assume more responsibilities than they might otherwise if I were President-Elect/Program Chair.

I have selected the following individuals to serve as members of the Program Committee:

Dr. JoAnn Mullin
Professor of Education
University of Northern Colorado

Dr. R.T. Williams
Associate Professor of Education
Colorado State University

Dr. Geraldine Aragon
Academic Vice President/Director
Trio Programs
Colorado State University

Ms. Susan Cribelli
Instructor of Developmental Education
Aims Community College

The Committee will meet the last week in June to discuss: 1. Conference theme, 2. keynote speakers, and 3. work assignments. If you have any ideas on these matters, please let me know as soon as possible.

I presume that you and Beryl have already forwarded pertinent information and job responsibilities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mitchell Kaman', written over a horizontal line.

Mitchell Kaman, Ph.D.
Program Chairperson

MK:mlr

Challenging Yourself To New Heights



for Proposal (July 31)

First Call To Conference
(m.w.1)



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

**18th Annual Conference
March 28-31, 1985
Sheraton Inn, Lakewood, Colorado**

Denver
Auraria Community College and Metropolitan State College invite you on behalf of the Western College Reading and Learning Association to attend the Eighteenth Annual WCRLA Conference at the Sheraton Inn in *Lakewood* Lakewood, Colorado March 28-31, 1985. *Denver*

WCRLA is a group of student-oriented professionals, administrators, faculty and staff, active in the fields of reading, learning assistance, developmental education and tutorial services at the college-adult level.

The national conference will challenge you with over 50 presentations, 6 institutes, 3 keynote speakers and publishers exhibits in

- READING/DEVELOPMENT EDUCATION
- LEARNING ASSISTANCE/TUTORING
- COMPUTERS IN EDUCATION
- PROBLEM SOLVING AND REASONING
- RESEARCH/EVALUATION
- CHALLENGES OF NEW CONCERNS AND TOPICS

Western College Reading and Learning Association
1985

(describe)
SECTION MEETING PROPOSAL FORM

*order
due date
6/25 5*

1. This form must accompany a 250 word description of the proposed presentation. It should include objectives, content and methods.

2. Check the program strand which best describes your presentation.

- A. Challenge: Exploration of new concerns, topics or issues within the scope of WCRLA
- B. Reading/Developmental Education
- C. Learning Assistance/Tutoring
- D. Computers in Education
- E. Problem Solving & Reasoning
- F. Research/Evaluation

3. Title of Presentation: _____

4. Abstract: _____

Maximum 50 words. If the presentation is selected this description will be printed in the conference program.

Presenters

Name _____
 Title _____
 Institution _____
 Inst. Address _____

 Phone: Office () _____
 Home () _____

Name _____
 Title _____
 Institution _____
 Inst. Address _____

 Phone: Office () _____
 Home () _____

If accepted, I agree to make this presentation in person.

Signature _____ Date _____

Signature _____ Date _____

Post conference letter of recognition sent to:

Name: _____
Title: _____

Name: _____
Title: _____

Send this form with 250 word description to:

Dr. Mitchell Kaman, *Mary Kaman*
Larimer County Voc-Tech Center
P.O. Box 2397
Fort Collins, CO 80522

Challenging Yourself To New Heights



for Proposal (July 31)

First Call To Conference
(11/1)



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

**18th Annual Conference
March 28-31, 1985
Sheraton Inn, Lakewood, Colorado**

Denver Auraria Community College and Metropolitan State College invite you on behalf of the Western College Reading and Learning Association to attend the Eighteenth Annual WCRLA Conference at the *Lakewood* Sheraton Inn in *Denver* Lakewood, Colorado March 28-31, 1985.

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- CHALLENGES OF NEW CONCERNS AND TOPICS

Non-Profit Org.
U.S. Postage Paid
Permit No. 428
Fort Collins, CO

Larimer County Voc-Tech Center
P.O. Box 2397, 4816 S. Shields
Fort Collins, CO 80522

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
FIRST CALL FOR PROPOSALS 18th ANNUAL CONFERENCE
SHERATON INN, LAKEWOOD, COLORADO MARCH 28-31, 1985

The 1985 conference program committee of the Western College Reading and Learning Association hereby issues a CHALLENGE to all professionals in post-secondary reading and learning assistance, developmental education, tutorial services to submit proposals for institutes and presentations for the 18th Annual WCRLA Conference. The presentations should CHALLENGE your colleges to NEW HEIGHTS in: research, programs, methods and information.

Proposals must be postmarked no later than ^{Oct. 5, 1984} ~~November 16, 1984~~. All proposals will be reviewed by the Program committee. Notification of the committee's decision will be by January 11, 1985.

The following criteria will be used to judge proposals.

1. Relevance to the theme, "Challenging Yourself to New Heights" and to topics receiving special emphasis.
2. Quality and clarity of the objective, content, organization and methods of presentation.
3. Program balance in terms of WCRLA interest areas reading, learning assistance, developmental education and tutorial services.

Institutes will be held for three hours and will be scheduled throughout the conference, Thursday morning through Saturday afternoon. All section meetings will be scheduled for 1-hour Thursday afternoon through Saturday.

Program participants are expected to pay the appropriate registration fee. Note that costs associated with maintaining or improving one's professional skills or employment are tax deductible.

FORT COLLINS 303-226-2500



LOVELAND 303-667-2808

LARIMER COUNTY VOC-TECH CENTER

4616 South Shields
 P.O. Box 2397
 Fort Collins, CO 80522

TO: WCRLA Board of Directors
 FROM: Mitch Kamah,  Program Chairperson
 DATE: July 6, 1984
 RE: Registration fees for 1985 Conference

I have reviewed the past two years conference fee registration rates and recommend that the 1985 conference rates remain the same as 1984. I am enclosing a copy of part of Carole Bogue's memo of August 17, 1983, which includes a rationale for the 1984 rates.

Therefore, I propose the registration fees for the 1985 WCRLA Conference to be:

1985

(Without membership included in full fee)

Full Registration Fee - (member)	\$35.00
Full Registration Fee - (non-member)	\$60.00
One Day Registration - (member)	\$15.00
One Day Registration - (non-member)	\$25.00
Late Registration Fee	\$ 5.00

As you know we will have an opportunity to discuss this at the summer board meeting.



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128

August 17, 1983

To: Karen Smith
Dick Lyman
Suzanne McKewon
Carrie Walker

From: Carole Bogue

Re: Registration Fees and Paid Advertisement

Before too long and definitely prior to our September Board Meeting, I must get the Advance Registration Form prepared and submitted to the printer. In order to finalize the form I need your input regarding registration fees. The following is what I propose in comparison to last year's fees:

1983 (with membership included in comprehensive fee)		1984 (without membership included in full fee)	
Comprehensive Registration Fee (with membership)	\$60.00	Full Registration Fee - member	\$35.00
Full Registration Fee (without membership)	50.00	Full Registration fee - (non-member)	60.00
One Day plus membership	40.00	One Day Registration (member)	15.00
One Day - no membership	25.00	One Day Registration (non-member)	25.00
Late Registration Fee	5.00	Late Registration Fee	5.00

Let me provide some rationale:

1. To get the Full Registration Fee for members, I subtracted \$25.00 (current membership fee) from last year's Comprehensive Fee of \$60.00 (\$60.00 - 25.00 = \$35.00)
2. To get the Full Registration Fee for non-members, I added the amount of membership back, per Hal's suggestion: (\$35.00 + 25.00 = \$60.00)
3. To get the one-day fee for members, I looked at last year's difference between the Comprehensive and One Day Plus Membership fees and found that the latter was 2/3's of the former. Two-thirds of \$35.00 is around \$23.00. I lowered this to \$15.00 for one major reason: to increase the difference between this fee and the one that follows, that for one-day non-members which can remain the same, \$25.00. A greater difference should encourage membership.

Challenging Yourself To New Heights



CONFERENCE BROCHURE



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

18th Annual Conference

March 28-31, 1985

Lakewood Sheraton Inn, *Denver* Lakewood, Colorado

Institutes

Keynote Speakers

**Conference Schedule
(Condensed)**

Schedule and Description

Conference Registration Form

Schedule and Description

Sheraton

Hospitality

Leisure Activities

Non-Profit Org.
U.S. Postage Paid
Permit No. 428
Fort Collins, CO

LABEL

1985

WCRLA CONFERENCE PROGRAM WORKSHEET

Theme: Challenging Yourself to New Heights

Special Emphasis: Challenges - Exploration of new concerns, topics, and issues within the scope of WCRLA
Reading/Development Education
Learning Assistance/Tutoring
Computers in Education
Problem Solving and Reasoning
Research/Evaluation

Program Committee: Mitch Kaman, Chairperson
JoAnn Mullen, Director of Institutes
Geraldine Aragon, Chairman of Keynote Speakers
Susan Cribelli
Robert Williams

Coordinator of Chairpersons: Unfilled as of 7/27/84. Asked Dr. Nancy Wood. UTEP

Conference Evaluation Chair: Pat Mulcahy

Coordinator New-comer's Functions: Lucy McDonald

Keynote Speakers: None confirmed as of 7/27/84. Commitment to at least one minority speaker. Possible candidates being contacted:

1. Dr. Malcolm Combs ^{Knowles (Fla.)}
2. Dr. Martha Romero, Western Interstate Commission on Education. Director of Educational Policy Leadership Program, Boulder, Colorado. ^{WICHE}
3. Ralph Magallen, The Coalition of Hispanic Education, Washington, D.C.
4. The Honorable Ray Peterson, Colorado State House of Representatives, former Colorado Director of ABE/GED.
5. Dr. Brenda Wilson, Colorado Commissioner of Higher Education. Contacting Dr. Wilson for a welcome address.

Institutes: The following individuals are being contacted to encourage them to submit proposals.

1. Dr. Kate Kiefer: Computers in Writing
2. Lucy McDonald: Computer Assisted Instruction
3. Dr. Fuji Adagi: Administration and Management of Learning Assistance Centers with Microcomputers

PROGRAM FORMAT

Introduction: The format utilized at San Jose was considered to be a good model for 1985 conferences. I particularly enjoyed the ½ hour break between sessions. The total number of presentations and institutes is not known at this time, but it is anticipated to be approximately the same number as San Jose.

- I. Thursday A.M.
- A. Campus Tours - 9:00 a.m.-12:00
Metro State
Auraria Community College
 - B. Institutes - 9:00 a.m.-12:00
Three or four 3-hour institutes
 - C. Registration - 8:00 a.m.-5:00 p.m.
 - D. Newcomers - 8:00 a.m.-8:30 a.m.
 - E. Leisure Tours - 9:00 a.m.-12:00
 - F. *Chairperson's orientation 8:00-8:30*
- II. Thursday P.M.
- D. 9-1 State Directors workshop & luncheon*
 - A. First General Session - 1:30 p.m.-3:00 p.m.
WCRLA Business Meeting
~~President's Address~~ *Keynote*
 - B. First Round of Section Meetings - 3:30 p.m.-4:30 p.m.
 - C. State Meetings 4:30-5:30*
- III. Friday A.M.
- A. Chairperson's Orientation - 8:00 a.m.-8:30 a.m.
 - B. Registration - 8:00 a.m.-5:00 p.m.
 - C. Publishers - 8:00 a.m.-5:00 p.m.
 - D. Special Interest - 8:00 a.m.-9:00 a.m.
 - E. Institutes - 9:00 a.m.-12:00 *only!*
 - F. Section Meetings (2) - 9:00 a.m.-10:00 a.m.
 - G. Section Meetings (3) - 10:30 a.m.-11:30 a.m.
- IV. Friday P.M.
- A. Second General Session - 1:30 p.m.-3:00 p.m.
~~Keynote Address~~ *Presidents*
 - B. Institute(s) - 3:30 p.m.-6:30 p.m. *only!*
 - C. Section Meetings (4) - 3:30 p.m. - 4:30 p.m.
 - D. Section Meetings (5) - 5:00 p.m. - 6:00 p.m.
- Banquet*
- V. Saturday A.M.
- A. Publishers Continental Breakfast - 7:30 a.m.-9:00 a.m.
 - B. Publishers Exhibits - 9:00 a.m.-12:00
 - C. Registration - 8:00 a.m.-12:00
 - D. Institute(s) - 9:00 a.m.-12:00 *only!*
 - E. Section Meetings (6) - 9:00 a.m.-10:00 a.m.
 - F. Section Meetings (7) - 10:30 a.m.-11:30 a.m.

VI. Saturday P.M.

- A. Institute(s) - 1:30 p.m.-4:30 p.m.
- B. Section Meetings (8) - 1:30 p.m.-2:30 p.m.
- C. Section Meetings (9) - 3:00 p.m.-4:00 p.m.
- D. State Meetings - 4:30 p.m. - 5:30 p.m.

11. 20 - 5:30

*SIG Meetings
Committee*

VII. Sunday A.M.

- A. Special Interest Groups - 9:00 a.m.-10:00 a.m.
- B. Third General Session - 10:30 a.m.-12:00
Awards
Installation of Officers

Note: Board meetings, luncheons, hospitality and special events will be scheduled at a later time.

VIII. Sunday P.M.

- A. Leisure Tours - $\frac{1}{2}$ Day Skiing?

D. SIG leaders

WCRLA Conference Mailing and Timeline

July 31 Newsletter #3 - Call for proposals and proposal form (program chairperson's column summarizing plans so far).

Aug. 25 First call to conference, call for proposals and proposal form.

Oct. 1 Newsletter #4 - Conference highlights, registration form. feature institutes, keynoter(s).

Nov. 1 Second call to conference, advance registration form (~~call for proposals and proposal form~~).

Jan. 5 Conference brochure - listing of institutes and session titles and presenters, schedule, Sheraton Inn card.

Jan. 5 Newsletter #1 - conference highlights, feature institutes, registration form.

Advertisements/Listings - Fall/Winter Issues

Journal of Learning Skills	Free
NARDSPE Newsletter	Free
Chronicle of Higher Education (listing only)	Free
Reading Today & Reading International	Free
Journal of Developmental/Remedial Education	\$234 + \$25-35 (1/3 pg. ad)
Journal of Reading	\$250 + \$25-30 (1/2 pg. ad)

Programs

To printer February 15.
To registration committee March 15.

WCRLA
1985
Conference Budget
First Draft 7/27/84

<u>Pre-Conference Expenses</u>	<u>Expenses</u>	<u>Income</u>
Program Chair	500 250	
 <u>Publishers' Exhibits</u>		
15 Exhibits @ \$100; 5 2nd tables @ \$50		1750
Publishers' Continental Breakfast (200 @ \$4.55)	910	
 <u>Printing</u>		
Call To Conference Flier (2,500) Call For Proposals	350	
Second Call to Conference (3,500) and Advance Registration Form	275	
Conference Brochure (2,500)	620	
March Letter To Members From Board	---	
Programs	700	
Miscellaneous Printing	100	
 <u>Advertising</u>		
<u>Journal of Reading</u>	250	
<u>Journal of Developmental/Remedial Educ.</u>	234	
from Publishers 2 - 1/2 page @ \$75 Program.	484	150
 <u>Mailing</u>		
Call To Conference (2,500) Call For Proposals	130	
Second Call To Conference (3,500) and Advance Registration Form	180	
Conference Brochure (2,500)	130	
March Letter To Members From Board	---	
Post Conference	80	
Miscellaneous	100	

<u>Hospitality</u>	<u>Expenses</u>	<u>Income</u>
No-Host Cocktails (CM)	200	
Hospitality Set-Ups (CM)	500	
	<u>700</u>	
<u>Speakers</u>		
Honoraria (2 keynoters)	1000	
Expenses	800	
	<u>1800</u>	
<u>Institutes</u>		
8 (20 ea. @ \$10.00)		1600
Expenses To Presenters (8 @ \$50.00)	400	
<u>Miscellaneous</u>		
Program Committee	200	
Typists (70 hrs. @ \$5.00)	350	
Conference Phone Calls	100	
Conference Manager Phone Calls (CM)	100	
Decorations (CM)	300	
Decorations for 1986 Promotion (CM)	50	
Registration Packets/Materials (CM)	350	
Entertainment (CM)	350	
Miscellaneous Mailing Labels, etc.	100	
Miscellaneous (CM)	100	
On-site Student Assistance (CM) (40 r		
On-site Student Assistance (CM) (40 hrs. @ \$4.50)	180	
Conference Manager's Hotel Room Throughout the Conference (CM)	300	
Board Contribution to Banquet @ \$2.00-- 100 Expected	200	
Insurance for A.V.	150	
<u>Registration</u>		
200 - Full Registration-Member @ \$35.00		7000
20 - Full Registration-Non-Member @ \$60.00		1200
25 - One-Day Registration-Member @ \$15.00		375
25 - One-Day Registration-Non-Member @ \$25.00		625
60 - Late Registration Fee - @ \$5.00		300
Database software - Apple compatible	200	
	<u>9889</u>	<u>12,850</u>

Handwritten signature/initials

WCRLA BYLAWS 1984

ARTICLE I - NAME

The name of the Association shall be Western College Reading and Learning Association.

ARTICLE II - MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Memberships may be renewed from year to year without submitting any application therefore, by payment of the annual dues. Any member who has not paid his annual dues within sixty days after the date they have become payable, shall be deemed to have abandoned membership in the Association.

ARTICLE III - MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the President and shall be called by the president at the written request of any fifty members of the Association.
3. State directors will be encouraged to call an annual state or regional meeting.
4. All members of the Association may have the right to attend all membership meetings, annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
6. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his term in the office which qualifies him to serve as directors. Whenever any director ceases to be a member of the Association, or ceases to hold the office which qualifies him as a director, there shall be created a vacancy as a director. Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president. If a vacancy occurs in the office of the president-elect, an acting program chairperson will be appointed by the president with the approval of the Board of Directors. In this event an election for the office of president and president-elect shall be conducted by the regular ballot procedure.
2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws or any provision of law.
3. The title of all property of the Association shall be vested in the Association, and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE V - OFFICERS

1. The officers of the Association shall be a President, a President-Elect, a Past President, a Secretary and a Treasurer. The President-Elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws. The President-Elect shall become the President of the Association at the next annual meeting of the membership of the Association following his/her term of office as President-Elect, and shall serve a term of one year as President. The President shall, at the expiration of his/her term as President, serve an additional term of one year as immediate past president. The Secretary's and Treasurer's terms of office shall be for two years with each office to be elected in alternating years by mail ballot.

2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.
 - c. Approve personnel of committees.
 - d. Call special meetings of the Board of Directors.
 - e. Appoint state directors and director(s)-at-large within thirty (30) days prior to the annual meeting.
4. The president-elect shall act as presiding officer in the absence of the president, and shall act as chairperson of the program committee.
5. The immediate past president shall act as presiding officer in the absence of the president and president-elect, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the President, President-elect, and Immediate Past-President.
7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president.
8. Each state director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state director shall serve as the membership chairperson for his/her state. Each state director shall submit an annual report of the activities of the Association within his/her state to the Board of Directors not later than February 1 of each year.

ARTICLE VI - FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VII - PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised, shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these By-Laws.
2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot including the election of officers.
3. Not later than twelve (12) months prior to the beginning of election balloting, the President shall appoint a past-president who served a one year term as committee member ^{as} Chairperson of the election committee for the next nomination and election cycle. The Chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership. The committee shall proceed as follows: *Composition of Committee*
 - a. The election committee shall confer in face-to-face meeting and select from the membership at least two (2) members for each of the offices of president-elect, and secretary or treasurer.
 - b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
 - c. The election committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer in time for action at the Summer Board meeting.
 - d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by January 3 to all members in good standing as of December 31.
 - e. All officers except the president and immediate past president shall be elected by mail ballot.
 - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
 - g. Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority of the votes cast shall be necessary for election.

h. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the election.

4. Should a quorum as defined by Article VIII of the By-laws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be concluded by mail ballot sent to the general membership.

Back to original proposal

ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31st prior to the annual conference.

ARTICLE IX - AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE X - INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth (1/6) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds (2/3) vote of those members present at any annual meeting of the Association.

to be reviewed to include contingencies for an interim office

ARTICLE XI - DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XII - AMENDMENTS

1. These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendments shall have been included in the notice calling the meeting.
2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast.

Similar to changes on yellow sheet.

Duties of the WCLRA Audit Committee

- ✓ Read the Annual Report of the Treasurer carefully.
- ✓ Look at entries in the checkbook to make sure they correspond with information in the Annual Report.
- ✓ Look at both savings account passbooks and at all records of deposits and withdrawals to make sure they correspond with information in the Annual Report.
- ✓ Check bank statements against the checkbook and the Annual Report.
- ✓ Look at all deposit slips (both those from Oxford Mailing Service and those initiated by the Treasurer) and check them against the entries in the checkbook and in the Annual Report.
- ✓ Look at files of bills paid by the Treasurer. *✓ chass. Au. Rep. and ckbook*
- ✓ Review Treasurer's investment decisions/vehicles to determine if any changes should be recommended to the Board.
- ✓ Look at current tax returns.

WE COMPLETED THE ABOVE POINTS ON 7/28/84
AND FOUND EVERYTHING SATISFACTORY.

Sally Conway
Richard J. Belmont

JOB DESCRIPTIONS

- President
- President-elect
- * Treasurer
- Secretary
- Coordinator of State/Province Directors
- Conference Site Chairperson
- * Elections Committee Chair
- JCRL Editor
- Newsletter Editor
- State/Province Director
- SIG Coordinator & Leader
- MAAC Chair
- Archivist
- Liaison
- * By-Laws Committee Chair
- * Parliamentarian
- * Awards Chair
- Placement Bureau Director
- Audit Committee
- Model for Standing Committees

* Missing

Duties of the Incoming President During Term of Office:

At the
Conference

1. Preside at the final Executive Board meeting at the close of the annual conference.
 - a. Introduce new officers and obtain address and phone list of all Board members. Obtain list of new officers' presidents and deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for Fall Board meeting with Board approval.
 - e. Call for new business.

Immediately
After the
Conference

2. Write President's Message for Spring Newsletter.
3. Write thank you letters to conference participants and offer to send letters to their presidents and deans informing them of the participation of their faculty/staff member(s) at the conference and thanking them for their institutional support.
4. Write thank you letters to presidents and deans as described.
5. Write a thank you letter to the outgoing President and to his/her president and dean.
6. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents and/or deans of their election. Remind the administrative officers of the institutional support needed.
7. Write letters of recognition to the section meeting chairpersons' presidents/deans. Get a list of their names and addresses from the Chair of Chairpersons.
8. Write a letter(s) to hotel management thanking those involved for accommodations provided.
9. Revise and/or supply signature to the WCRLA mailing service so updated letters can be sent to new members and renewals.
10. Sign membership cards and forward to the mailing service.

11. Handle any issues needing immediate attention raised at the Spring Conference Board meetings.
12. Confirm/make chairperson appointments for committees; forward new chairs job descriptions, specific directives/goals, and time frames for the forthcoming year.

Standing Committee Chairs

Conference site chairperson (Past, Past President)
 Nominations (Past, Past President)
 Awards
 Editor, JCRL
 Minority affairs

Standing Positions (work without Committees)

State Directors
 Archivist
 Chair of SIG leaders
 By-laws
 Parliamentarian
 Liaisons
 Editor, Newsletter

- Early
Summer
13. Plan agenda for Summer/Fall Board meeting; send in advance to all Board members by July 15 or earlier:
 - a. Ask for additional suggestions for the agenda.
 - b. Communicate information desired from each officer at the Fall Board meeting.
 - c. Remind the President-Elect to prepare Conference budget for approval at the Summer/Fall Board meeting; remind him/her to contact Conference Manager in devising a budget.
 - d. Make sure that the previous Conference Manager has communicated with the Treasurer (who was in office at the time of the conference) and has submitted a detailed accounting of conference income and expenditures.
 - e. Remind all officers, task force chairpersons, committee chairs etc. who had made expenditures the previous year to submit a report providing a final accounting to the Treasurer. The Treasurer's books need to be closed for the fiscal year prior to the Summer/Fall Board meeting since his/her fiscal report needs to be distributed and discussed at that meeting.

f. Inform nominations chair that names of nominees are due for Summer/Fall meeting.

- Summer
14. Write President's Message for Summer Newsletter.
 15. Conduct Summer/Fall Board meeting.
 16. Complete follow-up correspondence as required by Board action at the Summer/Fall Board meeting.
 17. Begin working/communicating with site selection chair regarding conference site selection for 3 years in the future.
 18. Communicate with Committee Chairs, SIG Chairperson etc. as needed.
 19. Write President's Message for Fall Newsletter.
 20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.
- Spring
21. Appoint nominating committee chairperson for next year's officers.
 - a. Make sure the chairman has an outline of the responsibilities required of each officer to be provided to prospective nominee for consideration in accepting the nomination.
 - b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.
 - c. Nominees' names need to be submitted for Board approval at the following Summer/Fall Board meeting.
 22. Plan agenda for Spring Conference Board meetings.
 - a. Schedule State Directors, SIG Chairperson, and SIG leaders time to give reports.
 23. Conduct Spring Conference Board meetings and preside at General Sessions.
 24. Add incoming President's name to the Presidential plaque given to that person with the gavel at the Third General Session.
 25. Update officer's notebook of duties before transferring to incoming President. Prepare and submit file folders to incoming President containing important previous communication and unfinished business.
 26. Write Past-President's Message for Spring Newsletter.

JOB DESCRIPTION--PRESIDENT-ELECT

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator of Chairpersons
 - (2) Evaluation Chair--assist this chair in designing appropriate evaluation forms/procedures
 - (3) Newcomer Functions Chair
 - (4) Coordinator of Special Interest Groups
 - e. Appoint Program committee to help review and accept/reject program proposals; send letters of acceptance and rejection (if necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager/registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities
5. Appoint Committee Chairpersons and Parliamentarian for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Minority Affairs Advisory
 - e. Nominations
 - f. By-Laws
6. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
7. Establish file of information for incoming President-Elect
 - a. Fall board meeting documents (specified above)
 - b. sample fliers and brochures
 - c. copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives etc.
8. Determine goals for WCRLA for the forthcoming year

1984

Job Description - Secretary

I. Duties and procedures for keeping the Minutes

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this matter (Attachment # _____)
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each newsletter.
5. Copy of the index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.
2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter), SIG leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairpersons, liaison, editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update Duties:

1. By-laws when necessary
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.
2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation Commission before September₁₅ of each year.

4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

WCRLA

Western College Reading and Learning Association

COORDINATOR OF STATE/PROVINCE DIRECTORS JOB DESCRIPTIONAs out-going President:Feb.

1. Two months prior to the annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. Request recommendations from current Coordinator of S/P-D's, consult Membership Resources Forms, etc. By-Laws state that the President should appoint new S/P-D's "within 30 days prior to the annual conference", so that the transition from current to new S/P-D's can be facilitated at the annual conference. S/P-D appointments are made on a yearly basis, but a second and third term may be appropriate.
2. Write letters to prospective S/P-D's:
 - a. Ask if they are interested in serving,
 - b. Enclose a copy of the S/P-D job description,
 - c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process),
 - d. Ask them to send you their home and office addresses and phone numbers,
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement,
 - f. Invite (strongly encourage) them to attend the S/P-D meetings at the upcoming conference to facilitate the transition between current and new S/P-D's.

for the
conference

3. Prepare a list of names, addresses, and phone numbers of all appointed S/P-D's and distribute this list to WCRLA Board members, the Newsletter editor, other S/P-D's, and the WCRLA Mailing Service.

at the
conference

4. Attend S/P-D meetings at the annual conference.

As Coordinator of State/Province Directors (Past President):right after
conference

5. Remind Secretary to send summaries of Board meetings to S/P-D's.
6. Contact the WCRLA Mailing Service to have an updated list of members mailed to each S/P-D as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing S/P-D's, thanking them for their services and asking that they forward their WCRLA materials and record to their successor.

Coordinator of State/Province Directors Job Description

Page two

8. Write letters of acknowledgement to institutional administrators designated by new S/P-D's.

by Mid-May

9. Send an initial "group letter" to all S/P-D's:
- a. Include any follow-up info from recent conference,
 - b. Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you),
 - c. Suggest they start making plans for fall mini-conferences now,
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes,
 - e. Mention budget and reimbursement procedures,
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter),
 - g. Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.

late August

10. Request that WCRLA Mailing Service send a second updated membership list to all S/P-D's the first week in September.

early
September

11. Remind Secretary to send summaries from Summer/Fall Board meeting to S/P-D's. Remind President-Elect to send extras of conference mailings to S/P D's to be used in recruiting new members.
12. Work with Program Chair and Conference Manager to arrange for S/P-D workshop and luncheon and state/regional meetings at the annual conference.
13. Send a second "group letter" to all S/P-D's:
- a. Highlight early conference info and any other important news/issues from the Summer/Fall Board meeting,
 - b. Tell them to send new membership recruitment letters now,
 - c. Tell them to contact non-renewals when they receive their updated mailing list,
 - d. Remind them of membership benefits,
 - e. Ask for news of their fall meetings,
 - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

14. Send a third "group letter":
- a. Ask them about availability/recommendations for next year's S/P-D appointment. Enclose self-addressed postcard for prompt response,
 - b. Remind them of Feb. 1 deadline for annual report,
 - c. Request items for S/P-D meeting agenda at the conference, and issues for Board agenda, too.

Coordinator of State/Province Directors' Job Description

Page three

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 and to be mailed to you in early January. This will give you the info to report the year's base membership count in various state/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb. 16. Send recommendations for next year's S/P-D appointments to current President. Send items for Board agenda, too.

late Feb. 17. Send a fourth "group letter":

- a. Ask for annual reports if not yet received,
- b. Finalize meeting times for S/P-D's at conference,
- c. Enclose a self-addressed postcard to indicate if S/P-D will be there or who substitute will be,
- d. Mention some agenda items for the meetings,
- e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date),
- f. Save and transfer your materials to your successor.

18. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.

at the
conference

19. Conduct State/Province Directors' meeting/workshop:
- a. Summarize state/province annual reports,
 - b. Summarize items from pre-conference Board meetings,
 - c. Suggest agenda items for their state/regional meetings,
 - d. Ask for their evaluations, recommendations.

20. Coordinate S/P-D's meeting with WCRLA Board.

after the
conference

21. Assemble files and transfer to next Coordinator of State Directors.
22. Breathe a sigh of relief and fade away ... before moving into the role of Conference Site Chairperson!

Periodically as needed:

as needed

23. Respond to assorted correspondence from S/P-D's.
24. Serve as advisor to current President.

Revised 6/84

appropriate

WCRA CONFERENCE SITE CHAIRPERSON - DUTIES

As out-going Coordinator of State Directors

Use the annual conference as a good occasion to informally solicit and feel out interest in conference sponsorship among the state directors and other members.

Before the Mid-Year Board Meeting

Review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board Meeting.

Fall Newsletter Deadline

Write an article (if appropriate and/or needed) requesting that prospective conference site bidders contact you for more info. This rarely gets response, but it's worth a try if you don't have any other leads.

Mid-October

Write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they're at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late January to allow time for necessary follow-up work before being presented, to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.

November-January

Lend whatever encouragement and support is necessary via phone and mail.

February-March

Receive and examine the site and hotel bids in detail. Work with the bidders (via phone, mail, and in person if the WCRA budget permits) to polish the bids into final form. Send copies of the bids and summary evaluations to the WCRA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.

At the conference

Coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference; preliminary hotel contracts should also be finalized and signed by the new President after the conference.

Conference Site Chair

WCRLA Job Description
Journal of College Reading and Learning
 Editor

Annually until May 1	Collect manuscripts for possible publication in JCRL
May 1-September 1	Distribute manuscripts for review, editing to assistant editors
	Correspond with authors as needed regarding content of articles
	Write acceptance/rejection letters to authors
	Correspond with editor of "other" articles (other than those presented at conference) for incorporation of those articles into JCRL
	Proofread and compile entire volume
	Write front and end pages, index articles and arrange order for presentation to printer
	Select printer with reasonable bid
September-December	Proofread first galleys and blue line of volume
	Correspond with Oxford Mail Service regarding complimentary copies and expected completion date.
	Correspond with President-elect regarding convention (keynote speakers, letter to presenters, cover sheet, editorial luncheon)
January-March	Select new editors and/or reappoint current editors
Throughout year	Write articles for Newsletter
	Authorize payment of JCRL related expenses

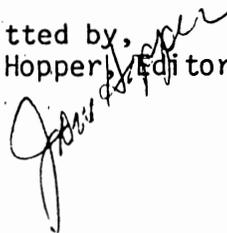
WCRLA NEWSLETTER EDITOR'S JOB DESCRIPTION

June 1984

The editor is responsible for the following activities:

1. Submitting a proposed annual budget for consideration at the Summer Board meeting.
2. Preparing an annual report to the Board for the Conference Board meeting.
3. Attending Board meetings as requested.
4. Obtaining institutional support (if possible) for mail and telephone services.
5. Establishing contact with a competent printer.
6. Soliciting volunteers from membership subgroups to generate copy.
7. Notifying regular and occasional contributors before each deadline.
8. Receiving, evaluating, proof-reading and assigning headings to submitted copy, before transmittal to printer;
proof-reading typeset copy,
proof-reading reset copy,
pasting up copy (in rough form) for printer,
proof-reading final paste-up.
9. Delivering printed newsletters to mailing service.
10. Mailing multiple copies to officers and conference manager, single copies to NADE officers.
11. Maintaining files of copy, photos and correspondence.

Submitted by,
Jane Hopper, Editor



WCRLA

Western College Reading and Learning Association

STATE/PROVINCE DIRECTOR JOB DESCRIPTION

The duties of State/Province Directors are those necessary to coordinate WCRLA activities in the various states and provinces. These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of WCRLA, and organization of local conferences.

Appointment is made on a yearly basis at the discretion of the Coordinator of State/Province Directors. Appointment to a second and third term may be appropriate.

Directors report to the Board through the Coordinator of State/Province Directors, who is responsible for providing the Directors with appropriate support from the Board, primarily in the form of communication, funding, and access to the full range of WCRLA resources.

Membership

1. Membership records. The Director is responsible for maintaining a record of local WCRLA members, both active and lapsed, and a record of prospective members. The Director should contact those members whose membership has lapsed in order to encourage them to renew membership. Membership lists and notification of new memberships and renewed memberships will be provided at least twice yearly (August 31 and December 31) to the Directors by the Coordinator of State/Province Directors.
2. Membership recruitment. The Director is responsible for membership recruitment within the state/province. In states which conduct conferences or other major activities, the Director may appoint a Membership Coordinator, who shall have formal recognition by the Board. Generally, a major membership drive is encouraged at the beginning of each school year or at the time major local activities are planned but prior to the Annual Conference in the spring. Each Director should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board.

Communication

1. Local communication. Directors are responsible for the maintenance of communication among the local members. They are encouraged to develop local newsletters which should not compete with the WCRLA Newsletter. They are also encouraged to provide opportunities for members to get together at appropriate state/province professional meetings in which there are a significant number of members in attendance.

State/Province Director Job Description

Page two

2. Communication with the Board. The Director is responsible for keeping the Board informed of state/province activities and concerns and for sharing communication from the Board with the local membership. Such communication with the Board is to be conducted through the Coordinator of State/Province Directors.
3. Annual report. The Director is responsible for submitting an annual report to the Board through the Coordinator of State/Province Directors. Information to be included in the report includes a report of the state/province membership, membership growth during the year, a summary of local activities and communication efforts, an accounting of all funds used during the year and of those remaining, recommendations to the Board from the local membership regarding local affairs or WCRLA as an association, and goals for the state/province for the coming year. The Director should also indicate whether she/he is willing to continue in the State/Province Director position for another year.
4. Publicity for the Annual Conference. The Director has the responsibility regarding local communication about the Annual Conference. Duties include publicity, encouraging proposals for presentations and for chairpersons, locating group travel rates or ride-sharing, and locating individuals interested in room-sharing at the conference. When the conference is in the Director's state/province, she/he is expected to work closely with the Conference Manager to provide local support for the conference.
5. State/Province Directors' Workshop. At the Annual Conference, the Director should attend the Directors' Workshop and in cooperation with the Coordinator of State/Province Directors plan and conduct a state/province meeting. The Director may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Conference, the Director is expected to provide a suitable replacement to assume the Director's duties during the Conference.
6. Cooperative activities. The Director is encouraged to serve as liaison and to develop cooperative efforts with related local professional organizations. This liaison may include shared activities, if appropriate, and cooperative and shared communications.
7. Newsletter. The Director is responsible for regular contributions to the WCRLA Newsletter. Included in articles should be an accurate address and phone number for the Director, notice of local activities, and news about local members. The Director does not necessarily need to personally write the Newsletter contributions but may designate another to do so.
8. Placement Bureau. The Director should keep informed of available jobs and is responsible for providing information about such positions to the Director of the Placement Bureau. The Director should also encourage local members and institutions to use the placement service.

State/Province Director Job Description
Page three

9. Recommendation for replacement. If the Director chooses not to continue for another year, she/he should locate one or more members to recommend to the incoming Coordinator of State/Province Directors. This should be done by the end of January so that a new Director can be selected and can attend the Directors' Workshop at the Annual Conference. It must be clarified with any recommended replacement that the selection of the Director is the responsibility of the Coordinator of State/Province Directors and that a recommendation is not necessarily an appointment.
10. Handbook. The Director is responsible for updating the "State/Province Director's Handbook" at the end of each year and for presenting the state's/province's Handbook to the next Director.

Local Conference

1. Local or regional conferences. When appropriate and feasible, Directors are responsible for planning annual local conferences or other meetings. Directors are encouraged to cooperate with other Directors to plan regional conferences or to encourage participation in nearby state or province conferences. Cooperation might include publicity, special guest presentations, special meetings for guest delegations, or similar cooperative efforts.
2. Annual Conference bids. The Director should encourage individuals or groups within the state/province or may her/himself submit a bid for hosting the Annual Conference or a Summer Institute. Such individuals or groups should be put in contact the the Conference Site Chairperson.

Funding

1. WCRLA regular funding. An allocation is budgeted each year to each State/Province Director for communication purposes. The allocation is determined at the Summer/Fall Board meeting when the WCRLA fiscal budget is set and is available for use between July 1 and June 30 of the year. The Director is responsible for the use of the state/province allocation and must account for all funds received from or budgeted from the WCRLA treasury. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted at any time a total amount of at least \$25 is due or every ninety days, whichever is sooner. Directors are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner. See "Guidelines for Funding of State/Province Special Projects."
2. Special funding. Directors planning special projects requiring funding should familiarize themselves with the "Guidelines for Funding of State/Province Special Projects." Except in emergencies, proposals for special funding are submitted on the WCRLA Funding Request Form to the President with a copy to the Coordinator of State/Province Directors and must be submitted prior to July 1 for consideration.
3. Bank accounts. Directors who generate more than \$25 of local WCRLA income should open a passbook savings account or similar low cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one

State/Province Director Job Description

Page four

member other than the Director as to the accuracy of the accounting. Retiring Directors must arrange for accounts to be turned over to the appointed replacement. Accounts should be in the name of WCRLA and are considered the property of the local WCRLA membership.

Approved: April 8, 1984

JOB DESCRIPTION--SIG LEADER

Special Interest Groups (SIG's) exist in WCRLA to foster year-long membership participation in areas of similar interest. Themes which identify SIG's from all other groups in WCRLA are: 1) topics of professional interest which may change periodically; 2) intentionally loose governing guidelines freeing each SIG to grow as it sees fit; 3) information and expertise exchange within its membership.

A SIG Coordinator facilitates the operation of the groups during the year and at the annual conference. Each SIG is led by one or two leaders who are the liaison to the SIG Coordinator. The job descriptions of the Coordinator and the Leader follow.

JOB CALENDAR--SIG COORDINATOR

April/May

1. Write to all SIG Leaders to outline what information needs to be given to the President-Elect for next year's conference. President-Elect should have meeting times, places, special equipment list, and other planned activities by July 1 from the Leaders. Also include a Leader name/address list in your mailing. Encourage articles in WCRLA newsletter. Coordinator needs a copy of pertinent correspondence from each Leader.
2. Keep a file to include all SIG correspondence during the upcoming year.

September

1. Submit article to WCRLA newsletter to solicit SIG membership.
2. Send a list of all SIG Leaders to Coordinator of State Directors.
3. Send short reminder letter to SIG Leaders.

January

1. Write to SIG Leaders to have conference plans finalized. (See SIG Leader description.)
2. Write to conference chairperson to make sure information booth/sign-up board will be done to your specifications.

Conference

1. Make appropriate announcements.
2. Attend beginning of each SIG meeting to make sure that Leader is present and prepared, facilities are satisfactory.
3. Talk with each SIG Leader during the conference to discuss the past year and the future of her/his SIG.
4. Report to Board after #1-3 have been accomplished. Include evaluation of the past year for SIG's in general and any specific problems or successes which have occurred. Speak to future of SIG's in WCRLA and how to foster growth in these groups.

JOB CALENDAR--SIG LEADER

May/June

1. Write to new President-Elect to relate your SIG's specific plans for next year's conference. Include desired meeting places and times, special equipment needs, sectional or institute plans, extra activities.

Autumn

1. Write to all members in your SIG. Include a membership list and some item of interest to your members. Encourage exchange of expertise.
2. Write to President-Elect to confirm conference plans.
3. Write a short article for the WCRLA newsletter.

February/early March

1. Make final arrangements for conference.
2. Write to all SIG members to tell them the finalized conference arrangements, appropriate materials you would like them to bring, sectionals and institutes which are of mutual interest.
3. If you cannot continue as Leader, contact another SIG member who will attend the conference. Have this person help you at the conference and then take over the Leader's responsibilities.

Conference

1. Attend your SIG's meetings to facilitate the discussion. Have an appropriate agenda including an activity which will benefit all members. Evaluate past year, revise goals, discuss funding.
2. Report to the Executive Board after your SIG meeting. Include evaluation of past year, method of funding, number of current members and revised goals.

These tasks are the minimum responsibilities which a SIG Leader performs when he or she accepts the position. Leaders are encouraged to arrange for speakers or hold information booths, contribute to the WCRLA newsletter, have quarterly newsletters, publish articles, have mini-conferences, exchange expertise with other professional organizations, or perform any other appropriate function to serve the SIG.

Duties of MAAC Chairperson in concert with WCRLA Board

1. Make sure that all MAAC members complete the Membership Resource Form each year so that the president has access to individual names and individual interests when appointing.
2. Submit a current list of all MAAC members to the board at each fall and each spring board meeting.
3. Encourage minorities in each state to contact the State Director to offer assistance in preparing for the State meeting and/or make a presentation at that meeting.
4. Encourage minorities to contact the president-elect to offer to serve on the program committee. Attempts should be made to find people in the same general area as the president-elect.
5. Solicit minorities to join various S.I.G. groups by contacting S.I.G. chairpersons and offering assistance in generating momentum and/or offering to chair S.I.G.'s.
6. Encourage minorities to submit articles to all WCRLA publications: Newsletter, Journal of College Reading and Learning, and WCRLA Journal.
7. Seek minorities to serve as program chairs.
8. Solicit minorities to submit proposals to conduct institutes and/or section meeting.
9. Encourage minorities living in the area where the conference is held to volunteer to serve on one or more committees.
10. Insure that a MAAC subcommittee develop and submit to the board a list of recommended keynote speakers.
11. Make all recommendations and appointments in a timely manner. Secure all deadlines regarding the conference and other meetings.
12. Attend all WCRLA board meetings from beginning to end.
13. Commit to open communication and dialogue with WCRLA President.
14. Assume that meeting reimbursements will be made for hotel and meals in.

JOB DESCRIPTION--LIAISON

The over-all objective of the liaison function is to keep WCRLA members better informed of the potential resources within other organizations and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity regarding the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization might proceed:

- a. Let the WCRLA president-elect/program chairperson know about particularly good people/presentations encountered at the other association's conference; it might be suggested that some of them present at WCRLA's conference as well.
- b. Work with WCRLA's president-elect to arrange a WCRLA co-sponsored presentation at WCRLA's conference.
- c. Work with the WCRLA president to arrange WCRLA co-sponsored meetings during annual or regional meetings of the association to which one is liaison.
- d. Keep the WCRLA Newsletter informed about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialties of good resource people in the other association (and vice versa).
- e. Attend the board meetings of other association and describe WCRLA and its commitment to the liaison function with regard to other organizations.
- f. Be available as a general resource person about the other association for WCRLA officers who may need to know more about it and names of its current officers and editors. Report the other association's decisions and policies related to professional issues of common concern to WCRLA's president.
- g. Remain alert to professional issues in both associations which might be facilitated by joint effort/approaches.

Appropriate
Leatrice Emeruon
June 18, 1984

July 9, 1984

Placement Bureau Director - Job Description

Required

- Disseminate information about available jobs to interested members.
- Check job listings/opportunities in papers, schools, etc.
- Send placement bureau application to interested persons.
- Research job-related information for use in writing column.
- Prepare a bulletin board job display at annual conference.
- Keep records of expenses.
- Present report to Board at their request.

Desirable

- Present workshops and/or institutes at annual conference.

Duties of the WCLRA Audit Committee

Read the Annual Report of the Treasurer carefully.

Look at entries in the checkbook to make sure they correspond with information in the Annual Report.

Look at both savings account passbooks and at all records of deposits and withdrawals to make sure they correspond with information in the Annual Report.

Check bank statements against the checkbook and the Annual Report.

Look at all deposit slips (both those from Oxford Mailing Service and those initiated by the Treasurer) and check them against the entries in the checkbook and in the Annual Report.

Look at files of bills paid by the Treasurer.

Review Treasurer's investment decisions/vehicles to determine if any changes should be recommended to the Board.

Look at current tax returns.

MODEL FOR STANDING COMMITTEES

1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President,
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
- b. To keep records and make reports and/or recommendations to the Board of Directors.

4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.

Treasurer's Job Description

by Carolyn Walker, June, 1984

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that all requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant Carol Thurm of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

I have loved this job the last two years and I wish good luck and pleasure to all future WCRLA Treasurers.

Carrie

Carolyn Walker

June 30, 1984



**Western
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

July 5, 1984

Dear Carole, Karen, Suzanne, and Harold,

As I wrote the Treasurer's job description I found I had a few questions. Here they are:

1. Should the Treasurer send a projected budget to the Newsletter editor each year for printing? I think probably not, but it was ^{no} a recommendation from 9/20/75 (see Suzanne's minutes).
2. Should Treasurer's reports be sent to all state directors as well as past and present board members (9/18/76)? Again, I think not. ^{no} This is probably overkill. What do you think?
3. In the Policies and Procedures Handbook it says the Official Charter was retrieved by Karen Smith and will be kept with the Treasurer's records (12/9/77). Do you have it, Karen? I don't. ^{su.}
4. Should we (do we) have liability insurance? (12/11/77) All year? (I know we had some at the San Jose Conference.) We have bonded everyone now, of course. <sup>Carole
man.</sup>

I would appreciate comments from any of you regarding the new Treasurer's job description. I have just written.

Can't wait to see you guys in Denver!

Best,

Carole

LIAISONS

Received response from the following:

College Reading Assoc., CRA - James Walker, Texas Woman's University

Teacher of English to Speakers of Other Languages, TESOL- Carol Wilson, San Jose City College
San Jose, CA

California Assoc. for Postsecondary Education of the Disabled, CAPED-Lynn Frady, Cuesta College, San Luis Obispo, CA

American College Personnel Assoc., ACPA-Joan Matthews cannot serve, so she recommended Gladdys W. Church whom I've contacted; no response yet.

None of the others listed in the 1984 program, all of whom were contacted, responded to my request to serve as liaisons for 1984-85.

REPORT OF THE MINORITY AFFAIRS CHAIRMAN
July 27, 1984

The Minority Affairs Committee membership is presently at 25 people. This is the greatest amount of participation we have experienced since MAC's inception.

This report includes the following:

- . MAC membership list.
- . MAC Goals for 1984-85
- . Letter requesting support for an IRA Conference on minority concerns.
- . A Policy Statement on Minority Affairs.
- . A letter and suggestions for BOD action from MAC conferees.
- . Duties of the MAC Chairman, 1984-85.
- . Proposed Constitutional changes.

Action needed :

1. Consider request for Committee name change.
2. Approval of MAC Goals for 1984-85.
3. Approval of Policy Statement.
4. Approval of an Open Forum w/ BOD participation.
5. Approval of an Open Luncheon.
6. Approval of a special research grant to study minority concerns in education.
7. Approval of cosponsorship of an IRA conference.
8. Approval of Constitutional amendments.
9. Approval of committee size. (i.e. , committee of the whole or a small group.)
10. Guidelines for expenditures. (From the BOD).

Respectfully submitted,

Theria M. Beverly, Chairman

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

3801 West Temple Avenue

Pomona, California 91768

May 16, 1984

Dr. Carol Bogue, Director
Learning Assistance Center
2100 Moore Park Avenue
San Jose City College
San Jose, California 95128

Dear Dr. Bogue:

At our April 5 annual meeting in San Jose, California, the Minority Affairs Advisory Committee met and discussed several issues. First, Miranda Montgomery informed the members of the Committee that Theria Beverly had been appointed the Committee Chair for 1984-85. We feel she is a very good choice; she has been a dedicated member of WCRLA for many years and has been instrumental in developing the emerging role of this Committee within WCRLA. Nonetheless, neither Miranda nor the members were consulted prior to making this decision. While we realize the final decision for all committee chairs rests with the President, we are concerned that our recommendations were not considered in making the decision. We believe that a consultative process will solve this problem. We are also concerned about the fact that the Minority Affairs chairperson does not have a vote on the Board.

As a result of these developments and other concerns, MAAC members convened a special subcommittee for the purpose of: (1) conveying the full Committee's response; and (2) to develop goals and objectives for MAAC. The subcommittee's recommendations were presented to the Committee as a whole and are detailed below:

- 1) The selection of the Minority Affairs Advisory chairperson must originate from the Minority Affairs Advisory Committee. This person will serve a two-year term of office. The Minority Affairs Committee is on the move. Both interest and membership are growing. We feel this development is attributed to the two year leadership of Miranda Montgomery. Therefore, at this crucial stage of our development we believe a certain amount of continuity will be lost by changing chairs each year.
- 2) All chairpersons, including the MAAC chairperson, should serve on the WCRLA Board as voting members.
- 3) On April 6, 1984, the members of MAAC voted for a name change to Multicultural Affairs Committee. The term "Multicultural Affairs" more accurately represents the spectrum of issues we address and the diverse backgrounds and perspectives of our membership. We all felt the term "minority" was overly constrictive, and some of us felt it was offensive.

In conclusion, this Committee wishes to make one important point. We fully support Theria Beverly, and we shall work together to achieve the goals and objectives which were appended to this letter. On behalf of MAC, I appreciate your prompt consideration of these requests.

Sincerely,



James H. Williams, Secretary-Treasurer
Multicultural Affairs Committee/WCRLA

MULTICULTURAL AFFAIRS COMMITTEE

Goals

- 1) Increase MAC's membership, participation and presentations at WCRLA events.
- 2) Serve as a viable interest group for MAC and WCRLA concerns.
- 3) Work toward the development of guidelines computer literacy skills in the area of multicultural education.
4. Establish procedures whereby all MAC officers shall be selected by MAC.
5. Develop guidelines for implementing administrative internship programs in Learning Assistance management and reading programs for the MAC constituency.
6. Encourage bilingual information and presentations at conferences. (This item relates to item #1, but warrants additional emphasis).

Objectives

- 1) Increase MAC's membership by 100% by December 31, 1984.
- 2) Increase MAC's presentations at the 1985 annual WCRLA Conference by 100%.
- 3) The WCRLA President shall develop guidelines for selection procedures for MAC officers by October 1, 1984.
- 4) Provide exhibits at the annual WCRLA Conference on learning skills development for our multicultural population.

MINORITY AFFAIRS COMMITTEE
WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1984-85

GOALS

1. To increase MAC's membership, participation, and presentations at WCRLA events.
2. To implement an Open Forum to address the needs and concerns of minorities.
3. To develop guidelines for an administrative internship program in Learning Assistance and Reading Programs.
4. To cooperate with IRA in proposing a conference on minority issues.
5. To engender support for minority concerns by extending the MAC luncheon to all conferees.
6. To develop a Policy Statement that affirms WCRLA's commitment to identify and meet the needs of minority groups.
7. To develop a Minority Speakers' Bureau.
8. To propose a WCRLA grant for the study of educating minorities.
9. To develop a list of the multifarious concerns of the MAC membership.
10. To ascertain the percentage of minorities involved in other SIG's and committees of WCRLA.



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Learning Assistance Center, San Jose City College, 2100 Moorpark Avenue, San Jose, CA 95128

RECEIVED MAY 28 1984

MEMORANDUM

Date: May 23, 1984

To: Board of Directors

From: Carole Bogue, President *cb.*

Subject: Concerns of MAAC

Current MAAC members have expressed some concerns about their committee and its function within WCRLA as forwarded by James H. Williams in the letter attached. In my opinion their intentions, goals and objectives are worthy; however, some of their requests are in conflict with WCRLA By-Laws.

Please study the attached letter carefully, and prepare yourselves to discuss the issues delineated in order that we as the Board of Directors can recommend solutions at the Summer Board meeting in Denver.

Attached also is my response to Dr. Williams submitted upon receipt of his letter.

n1

enc

cc Theria Beverly



**Western
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RECEIVED MAY 28 1984

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Avenue, San Jose, CA 95128

May 22, 1984

Dr. James H. Williams
California State Polytechnic University,
Pomona
3801 West Temple Avenue
Pomona, CA 91768

Dear Dr. Williams:

Thank you so much for forwarding a succinct summary of the issues discussed by MAAC at the San Jose Conference. The Board of Directors and the current MAAC chairperson, Theria Beverly, will discuss each item delineated at the Summer Board meeting in Denver July 27-29, 1984 with the goal of drafting some recommended solutions.

Your enthusiasm for increasing membership and becoming more involved and visible at WCRLA conferences is commendable. Our organization would clearly benefit from a greater number of MAAC members and increased participation on their part. I've continued to refer to MAAC since you haven't officially changed your name, but I agree that the terminology, multi-cultural affairs, is far more appropriate.

Prior to the Summer meeting, however, let me relate a thought that occurred to me as I read your letter. In looking at WCRLA and its various "parts", it appears MAAC is really a Special Interest Group rather than a committee per se. The difference lies in how they function and their raison d'être. WCRLA Committees such as the Editorial Board, Journal of College Reading and Learning and the Nominations Committee, for example, have a chairperson appointed by the WCRLA President and a number of designated members (less than 10) selected by the chair and approved by the President. The chair follows presidential directives in carrying out his/her responsibilities many of which must be accomplished annually. Incoming presidents have the option of asking incumbent chairs to continue serving as chairpersons of committees (the number of years appointed chairs may serve is not specified) or to appoint other WCRLA members as chairs. Attached is a copy of the Model for Standing Committees drafted prior to the WCRLA name change.

Dr. James H. Williams
Page 2
May 22, 1984

Special Interest Groups (SIG's), on the other hand, do not adhere to committee stipulations. Attached is a letter from Kate Sandberg which addresses the nature of SIG's and how they vary in modus operandi. MAAC seems to be much more akin to the SIG's than to WCRLA committees. It seems that if MAAC aligned itself as such, many of the concerns would be automatically resolved. The special working relationship that the WCRLA Board has already established with MAAC would of course be continued. See the attached document which reflects the commitment of the WCRLA Board to MAAC.

The above option for MAAC is just a thought on my part, but you may want to give it some consideration. Following the Summer Board meeting at which time much input will be received, I will inform you of the Board's recommendations.

Thank you so much for your participation and interest in WCRLA. We need enthusiastic members like you who truly want to become involved!

Sincerely,



Carole Bogue, Ph.D.
President

n1

enc. 3

cc Board of Directors
Theria Beverly
Kate Sandberg



July 27, 1984

Dr. Carol Bogue, President
Western College Reading & Learning Association

Dear Dr. Bogue:

The purpose of this letter is to invite the Western College Reading and Learning Association/Minority Affairs Advisory Committee to cosponsor a two-day conference on minority concerns in education. This conference is being proposed by the IRA Affirmative Action Committee. We believe that there is a need to address the numerous issues that effectuate the reading and learning process wherein minorities are concerned. The rationale for our concern is simply this: inspite of efforts to equate educational opportunities, minority students tend to lag significantly below the norms. We also believe that a conference that helps educators to understand the differences in the needs of minorities and how cultural, social, economic, and other issues augment these differences should alleviate our concerns.

Presently, we are planning and suggesting a September 1985 conference. However, final plans will be at the discretion of the IRA Board of Directors and the Affirmative Action Committee.

If you can help us, please submit a letter to attach to our proposal. Include any other ideas that may further our commitment to minority concerns.

Thanks.

Yours truly,

Theria M. Beverly,
Program Chairman

Distribution: Bill Hammond
Rosa Barrera
Steve Chesarek
Rosentene Parnell

MULTI-CULTURAL ADVISORY COMMITTEE OF WCRLA

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Dr. Anita D. McDonald, President
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James H. Williams, Director
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(714) 598-4501



June 21, 1984

Dr. Carol Bogue, President
Western College Reading & Learning Association

Subject: WCRLA President Elect.

I have your letter concerning Beryl Brown, President-Elect of WCRLA. This is new information for me. I did not receive communication concerning Beryl's dilemma. I am sorry about that. However, my response is in keeping with what I believe is legally proper.

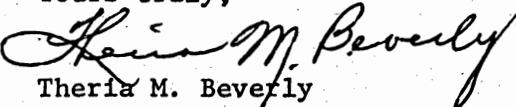
My response to Beryl's request is as follows:

According to Article IV, Section One, WCRLA By-Laws, the Board of Directors is not empowered to grant her request. The action is clearly stated thus: "If a vacancy occurs in the office of the President-Elect, an acting program chairperson shall be appointed by the President with the approval of the BOD." Since Mitch Kaman does not choose to assume this position, there appear to be two options:

- (1) Beryl can hold on until she is sure there is no way that she can continue.
- (2) The President shall appoint a Program Co-Chairman with equal responsibility for the conference. The appointee shall maintain this position until the annual conference when the President and President-Elect shall be elected. Therefore, Beryl must hold on or vacate the position.

Further, I see the need for a constitutional amendment that provides for a second vice president. Please see a separate comment on By-Laws.

Yours truly,


Theria M. Beverly

Distribution: Board Members

PROPOSED CONSTITUTIONAL AMENDMENTS

- i. The Officers of the WCRLA shall be President, First Vice President (President-Elect), Second Vice President, Secretary, Treasurer.
2. The Standing Committees of this Organization shall be Membership, MAC, Publications, Nominating, Site Selection, Program, State Directors, Scholarship Awards, Placement, Constitution/By-Laws, Special Interest Groups, and Finance.

Note: Certain other committees may be subcommittees of these committees. For example Standards can be a part of the constitution committee, budget and audit committees can be a part of the finance committee, and all official organs would report to the chair of publications.

Prepared by: Theria M. Beverly

WCRLA POLICY STATEMENT ON MINORITY AFFAIRS
JULY 1984

WCRLA recognizes the multifaceted talents of its members of variegated ethnic groups, professional roles, geographic regions, and sexes. In meeting the needs of these diverse members, WCRLA is committed to following guidelines that will promote equality of opportunity to participate in the numerous activities of this organization.

The term "minority" encompasses any group which has been denied equal opportunity to participate in the cultural, social, and economic activities of its country.

The Minority Affairs Committee is responsible for apprising the WCRLA Board of Directors of compliance/noncompliance with this policy. This committee shall consist of 5-7 members and the MAC Chairperson. The MAC Chairperson is a member of the Board of Directors.

Employment

WCRLA promotes the right of all persons to work and advance on the basis of merit, ability, and potential. Further, WCRLA will not support groups that deny equality in opportunity to participate at all levels in the work force.

Purchasing

WCRLA promotes purchasing of goods and services from businesses, firms, and agencies which employ minorities and have reasonable representations of minorities in their work force.

Membership

WCRLA will implement a reporting system that encourages groups and committees to recruit minority members.

Appointments

Appointments of Chairmen/Officers/Committees will be monitored to facilitate a balanced utilization of members of various ethnic groups, occupational preference, and gender category.

Leadership

An internship program will be implemented to ensure equal access to leadership opportunities within the organization and in the several institutions of higher learning.

Professional Output

The Journal, Proceedings, Newsletter, and other publications of the Association will establish policies that will make minority involvement obvious.

Page Two
MAC Policy Statement

Program Content

The Program Committee of WCRLA will deply efforts to include minorities in the management and planning of the annual convention program and other programs/conferences of WCRLA. This shall include an Open Forum, a MAC Luncheon with the Board of Directors and interested members, speakers and/or symposia that present minority issues.

Disbursements/Awards

WCRLA Ommittees and groups will establish procedures to allocate funds and to bestow awards with equal consideration for all potential recipients.

Consortia

WCRLA will establish a consortium and mutual projects/agreements with organizations such as IRA, NADE, etc. , which purport to promote minority concerns.

Governmental Relations

WCRLA serves as a clearinghouse for exploring political issues that affect literacy development.

Research

WCRLA will encourage research and developmental education projects through a special research grant to study education of minorities.

Shapiro
11-84

Duties of MAC Chairperson in concert with WCRLA Board of Directors

1. Serve as liaison between MAC membership and the WCRLA Board of Directors.
2. Make sure that all MAC members complete the Membership Resource Form each year so that the President has access to individual names and individual interests when appointing.
3. Submit a current list of all MAC members to the Board at each Fall and each Spring Board Meeting.
4. Encourage minorities in each state to contact the State Director to offer assistance in preparing for the State meeting and/or make a presentation at that meeting.
5. Survey the MAC membership and recommend to the President-Elect and to the Nominating Committee individuals who have significant contributions to make to WCRLA as program chairmen and/or program committee members.
6. Solicit minorities to join various S. I. G. groups by contacting S. I. G. chairpersons and offering assistance in generating momentum and/or offering to chair S. I. G. 's.
7. Encourage minorities to submit articles to all WCRLA publications: Newsletter, Journal of College Reading and Learning, and WCRLA Journal.
8. Solicit minorities to submit proposals , to conduct institutes. and/or section meetings.
9. Encourage minorities living in the area where the conference is held to volunteer to serve on one or more committees.
10. Insure that MAC subcommittee develops and submits to the Board a list of recommended keynote speakers.
11. Make all recommendations and appointments in a timely manner. Secure all deadlines regarding the conference and other meetings.
12. Attend all WCRLA Board Meetings from beginning to end.
13. Commit to open communication and dialogue with WCRLA President.
14. Assume that meeting reimbursements will be made for hotel and meals in the same manner that all other Board members are reimbursed.
15. Apprise MAC members of WCRLA Board actions that deal with minority concerns.
16. Conjoin MAC membership concerns with those of WCRLA through research, SIG groups, and special reports.
17. Implement the MAC luncheon.
18. Select MAC subcommittees to facilitate WCRLA Board functions.

7/84

Page Two
MAC Chair, Duties

19. To propose budgetary input for MAC activities.
20. To report expenditures and actions of this committee to the WCRLA Board.
21. Perform any other duties that complement WCRLA/Minority Affairs.

REPORT

Coordinator of State/Province Directors

Summer Board Meeting, July 27, 1984

- Suzanne*
1. Letter sent to all State/Province Directors on 6/21/84 including:
 - a. Director Information Survey
 - b. State/Province Director Job Description
 - c. Guidelines for Funding of State/Province Special Projects
 - d. WCRLA Funding Request Form
 - e. WCRLA Request for Reimbursement Form
 - f. WCRLA stationery
 - g. Sample recruiting letters
 - h. Membership list as of 5/3/84
Expired member list as of 5/3/84

 2. Letters sent to S.D.'s as they respond to letter of 6/21/84
 - a. Alaska - Joey Wauters 7/19
 - b. Northern California - Pat Benner 7/20
 - c. Nevada - Jacquie Grose 7/20
 - d. New Mexico - Susan Deese 7/20
 - e. Oklahoma - Mary Rubin 7/20
 - f. At-large - Jane Lehman 7/20
- Alan Frankel 7/20

including:

 - a. Response to S.D. goals
 - b. Information on membership brochures to be sent
 - c. One-page membership flyer
 - d. Suggestions on recruiting and conference arrangements, info table

 3. State Meetings/Conferences scheduled:

10/18-19	- Texas - Joint WCRLA & TADE "College Student Academic Support Programs" "Partners in Excellence" Dallas, TX
10/19	- Northern California - Joint WCRLA & NCCRA Sacramento City College
11/2	- New Mexico - UNM Albuquerque

 4. Developed: One page membership flyer with application to use in mass mailings in lieu of WCRLA brochure

 5. In process: WCRLA traveling poster display for state meetings/conferences. Folding, free-standing, can be mailed or shipped from S.D. to S.D.



**Western
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Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

Suzanne
June 21, 1984

M E M O R A N D U M

TO: State/Province Directors

FROM: Karen G. Smith *[Signature]*
Coordinator of State/Province Directors

I must begin by 1) extending my welcome and congratulations to each of you on your appointment as 1984-85 State/Province Director and 2) apologizing for failing to get this correspondence to you sooner.

State/Province Directors are the grassroots leaders, the membership chairs, the lifeblood of WCRLA. Through your letters to members and prospective members and your state/province activities, the Association gains recognition and strength. I cannot overemphasize your importance!

My job within WCRLA, as the Coordinator of State/Province Directors, is to keep open the lines of communication and information between the Board of Directors and each of you. Additionally, I will serve you as the WCRLA advisor, troubleshooter, and informant.

Enclosed with this letter is the new (approved 4/8/84) "State/Province Director Job Description." This job description is much more thorough than the prior guidelines and is meant to clarify and guide you in your role. Please read the Job Description through carefully and let me know if there are sections which need clarifying and/or questions unanswered.

Also enclosed is a new "Guidelines for Funding of State/Province Special Projects." Two years ago, the Board discovered that the Association was financially strong enough to invest more money in state/province activities. Several states have developed state WCRLA treasuries through state conference dues, etc., to maintain extended activities. Other states need additional funds in order to initiate the special projects necessary. These "Guidelines" were approved at the April Board meeting to help Directors understand the process and the parameters.

Carole Bogue has written to each of you asking for your budget requests by July 5 for the 1984-85 year. Since I'm so slow with these guidelines, Carole has agreed to extend the date due to July 13. Please note that you do not need to submit a WCRLA Funding Request Form (copy enclosed) unless you are planning a special project and need funds beyond the regular annual allocation of \$50 which is budgeted for each State/Province Director.

State/Province Directors

June 21, 1984

Page two

I have included also a "Request for Reimbursement" form for your use. You may need to make copies for your use, as funds are generally issued only as a reimbursement. (See Job Description, Funding, #1 and 2, and Guidelines, #4). If you must have funds in advance of the activity, the "Funding Request" form must be used.

The "Funding Request" form should be sent to the President with a copy sent to me. "Requests for Reimbursement" must, however, be sent to me for authorization and then I will forward them to the Treasurer.

Also enclosed:

- 1) WCRLA stationery (copy general "group letters" on copy paper since the stationery is so expensive),
- 2) Two sample letters
 - a) Recruiting letter from Marci Matlock, Arizona
 - b) Post-conference letter to members from Susan Deese, New Mexico,
- 3) Current (as of 5/3/84) membership list for your state/province.

To be sent by Oxford Mailing Service:

- 1) New WCRLA brochures for recruiting purposes.

to be sent by Secretary:

- 1) Summary of minutes of Board of Directors meetings.

Do let me know your special concerns, your questions, and how I can help you. I am your link to the Board of Directors and their link to you. Keep me informed of your plans by copying to me your correspondence and agendas and by writing or phoning. I think WCRLA is going to have a grand 84-85!

cc: Board of Directors

Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear

Since no previous state/province directors' reports or records have been forwarded to me, I find myself somewhat in the dark about who's who. Will you please provide me with the following information?

Home Address: _____

Home Telephone: () _____

Work Address: _____

Work Telephone: () _____

Do you wish to receive mail at home _____ or at work _____?

Do you wish your home address _____ or work address _____ on the Newsletter?

What is your title in your job? _____

During what years have you served as State/Province Director?

1984-85 _____ 1983-84 _____ 1982-83 _____ Others _____

What are your major concerns as State/Province Director? In what ways can I be of the most assistance to you and your colleague Directors? What are your state/province's major goals this year?

NORTHERN CALIFORNIA

State

Pat Benner

State/Province Director

Instructor

Job TitleAddresses: work: Evergreen Valley College3095 Yerba BuenaSan Jose, CA 95135

*Mail

(408) 274-7900 x 6601* home: 23405 DeerfieldLos Gatos, CA 95030(408) 353-1058Years Served: 1983-84 X 1982-83 1981-82 1980-81 other

Goals:

1. send reminders to expired members
2. send brochures to others in NCCRA
3. send conf info to all NCA colleges

State Conf./Meeting: arrange WCRLA section meetings at NCCRA September 19,
Sacramento City College

NEVADA
State

Jacquie Grose
State/Province Director

Coordinator, Adult Basic Education
Job Title

Addresses: * work: Western Nevada Community College
2201 West Nye Lane
Carson City, NV 89701

*Mail
(702) 887-3036

home: 4801 Bryce Drive
Carson City, NV 89701
(702) 882-0741

Years Served: 1983-84 X 1982-83 X 1981-82 __ 1980-81 __ other _____

Goals:
1. Membership recruitment

State Conf./Meeting:

OKLAHOMA
State

Mary Rubin
State/Province Director

Assistant Professor/Director of Reading Center
Job Title

Addresses: * work: Reading Center, Dept. of Education & Psych.
Cameron University
Lawton, OK 73505

*Mail

(405) 248-2200 x 322

home: 6008 NW Williams
Lawton, OK 73505
(405) 248-5116

Years Served: 1983-84 1982-83 1981-82 1980-81 other

Goals: 1. membership
2. encourage potential members to attend NM or Texas state conf. or attend Denver conf.

State Conf./Meeting:

At-Large
_____ State

Alan Frankel
_____ State/Province Director

Professor of Psychology
_____ Job Title

Addresses: work: Mercy College
555 Broadway
Dobbs Ferry, NY 10522

*Mail
(914) 693-4500 x 390

* home: P.O. Box 187
Mohegan Lake, NY 10547
(914) 737-8002

Years Served: 1983-84 1982-83 ___ 1981-82 ___ 1980-81 ___ other _____

Goals:

State Conf./Meeting:

WCRLA

Western College Reading and Learning Association

GUIDELINES FOR FUNDING OF STATE/PROVINCE SPECIAL PROJECTS

A budgetary allocation for each State/Province Director is included in the annual WCRLA budget each year by the Board of Directors. State/Province Directors may request other WCRLA funding or seed money for special projects. All funds will be allocated by the Board based on the best interests of WCRLA and the general membership as determined by the Board. Requests for funds should be made with consideration for the needs of the state/province membership as well as the best interests of the organization as a whole.

Except in emergency cases, all funding requests shall be submitted prior to the Summer/Fall WCRLA Board meeting when the annual budget is established. Requests should generally be submitted to the President with a copy to the Coordinator of State/Province Directors prior to July 1 of each year. However, specific deadlines may be set each year based on the timing of the Summer/Fall Board meeting.

Guidelines:

1. Requests for funds for special projects should be submitted on a "WCRLA Funding Request Form," available from the President or the Coordinator of State/Province Directors. The request must include a clear statement of the specific purpose(s) for which the funds will be used and an itemized budget of expected expenses. When supplementary funds from other sources are to be used also on the special project, this should be indicated and included in the itemized budget.
2. Whenever practical and possible, alternative sources of funds should be utilized. Participation in professional organizations such as WCRLA is a legitimate function of professional development and as such is frequently included in college departmental budgets. Such institutional funds should be used before WCRLA funds are expended. In the case of requests of equal merit, those requests indicating shared funding from sources other than WCRLA will be given preference in allocating special project funds.
3. The regular allocations should be used to pay for normal expenses of State/Province Directors but can be used to supplement funds for special projects. No Director should feel obligated for personal financial responsibility for WCRLA activities. WCRLA funds should not be used as compensation for the services of any member. Such services should be considered as voluntary and a professional responsibility.

Guidelines for Funding of State/Province Special Projects

Page two

4. Neither the regular allocation to State/Province Directors nor funding for special projects is to be considered as an advance. The WCRLA procedure for payment is to submit a Request for Reimbursement Form with receipts to the Coordinator of State/Province Directors who will authorize the request and forward to the Treasurer. In special situations, however, funding for special projects can be advanced prior to the activity itself. The need for an advance must be clearly stated on the Funding Request Form, and accurate and detailed records and receipts for expenditures must be submitted following the conclusion of the special project.
5. WCRLA funds may be used to reimburse travel and incidental expenses for guest speakers. WCRLA funds should not be used, however, for speaker honoraria or for the costs of local arrangements which are the responsibility of the local organizations.
6. Directors are encouraged to develop functioning state/province organizations and to create local funding sources for such organizations including registration fees for state/province or regional meetings. WCRLA special project funds may be considered "seed money." When it is appropriate, such funds should be repaid to WCRLA. All things being equal, proposals for "seed money" will be given priority over requests for grants.
7. Special projects eligible for funding may include but are not limited to the following:
 - A. Special expenses for local conferences, especially "seed money" to plan or initiate such conferences in those state/provinces where an active organization has not formed;
 - B. Special expenses of communicating with the membership, such as a newsletter or state/province directory;
 - C. Special local membership recruitment projects.
8. Upon the completion of a special project, a summary report is required. This report should, if possible, be presented before the Board at the annual conference by the State/Province Director or by an individual appointed by the Director in his/her absence from the conference. Included in the report must be an accounting of the funds used, the number of members benefitting from the special project, an evaluation of the project, and such other information as the Director deems pertinent. No reimbursement will be made unless receipts or other appropriate verification of expense is presented.

Approved: April 8, 1984

WCRLA

Western College Reading and Learning Association

GUIDELINES FOR FUNDING OF STATE/PROVINCE SPECIAL PROJECTS

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Approved: April 8, 1984



Western
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Reading &
Learning
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

April , 1984

Dear

Enclosed is a brief sample of the events at the Western College Reading and Learning Association, which was held at San Jose California, April 4-8.

Seventeenth Annual Conference

As you can see, the whole range of problems in the area of developmental education was addressed (Not solved, of course, but at least discussed.)

If you are a member of AREA, or attended the ASU and U of A conferences, you are aware of the many innovative ideas in Arizona's attempt to provide sound developmental education. However you might not be aware of the involvement of other colleges and universities in other states.

WCRLA membership comes heavily from the western states but includes professionals from Alaska, Canada, Hawaii and scattered states over the whole country.

Activities include the once-a-year conference and ongoing "Special Interest Groups" which exchange ideas on areas such as Advanced Reading, Basic Reading, Computers, Critical Thinking/Problem Solving, Learning Assistance Center Management, Political Action Research, and Special Needs Students.

If you think I'm trying to sell you something, you're right.

I'm suggesting membership in WCRLA for several reasons:

1. You have much expertise to exchange with other professionals and they would benefit from your point of view.
2. Other professionals have expertise that could reinforce and broaden your own.

3. The professional networking which has begun within the state becomes even more valuable when it is on a national level.

I am including a membership blank and a short questionnaire. Membership includes the WCRLA newsletter and the contact person for the Special Interest group you prefer.

If you want to join now -- wonderful! If you want more information, please contact me.

Marci Matlock
Box 295
Navajo Community College
Tsaile, AZ 86556

I'll look forward to hearing from you.

Cordially,

Marci Matlock, State Director
Western College Reading Learning Association

rb

SEVENTEENTH ANNUAL CONFERENCE

1984

Western College Reading & Learning Association

Writing Process/Process Teaching: Implications for Teaching of Recent Research on Composing

Pursuing Analytical Reading and Reasoning

A Retention Program for High-Risk Students that Includes Study Skills Instruction

How to Attain Funds from JTPA and Other Sources for College Basic Skills Systems

The Modified DRTA--A Piagetian Approach to Improving College Reading Abilities

Outcomes of Pilot Project in Biology: Instruction

Innovative Programs for College Learning Centers: The Planning Process

Study Skills for Mathematics

Vocabulary Development Through Language Awareness

Evaluating Improvement in Students Who Fail Composition

A Computer Interactive Video Program in Paragraph Principles: New Possibilities for Learning

Improving Standardized Test Taking Performance: The Medical School Model

Creative Problem-Solving: Dynamite in the Classroom

The Challenge and the Reward of Gaining 'Respectability' for Developmental Programs: College's Experience

Using Computers in a College Reading/Writing Center

Model for Measuring Tutoring Effectiveness

Questions Plus Discussions: The Formula for Developing Critical Thinking

From Frustration to Fun: Computer Aid in Problem Solving

Using Learning Styles Inventories to Promote Academic Achievement

Word Processing: Realistic Expectations for Both Instructors and Students

Using the Vocabulary Method for Use with or without Computers

WCRLA QUESTIONNAIRE

Name _____

College _____

Position _____

Special Interest _____

School Address

Home Address

Phone _____

Phone _____

APPLICATION FOR MEMBERSHIP

Name: Mr. _____
 Miss _____
 Mrs. _____
 Dr. _____

* Home Address _____
No. _____ Street _____

City _____ State _____ Zip _____ Phone () _____

Name of College/University _____
Phone () _____

* College/University Address _____
No. _____ Street _____ City _____ State _____ Zip _____

Current position/title _____

* Send mail to Dues are \$25.00 per Year. New Renewal

Date _____ Signature _____

Please make check payable to W.C.R.L.A.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

May 4, 1984

Dear WCRLA Member:

The San Jose Conference was very exciting. Dr. Patricia Cross delivered a very informative and motivating speech as one of the keynote speakers. I am sorry that all of you could not be present to hear her.

New Mexico WCRLA and the UNM Skills Center will co-sponsor another state conference in Albuquerque this fall. A definite date will be set in June and the first conference mailings will do out around the first of July. I need your help in broadening our mailing list. I have enclosed a form that you can complete with the names and addresses of persons that you think would be interested in receiving information about our state conference.

Remember that WCRLA has something to offer professionals in the areas of reading, learning assistance, developmental education, and tutorial services at the college-adult level. Instructors, counselors, and administrators in the following areas would also be included: ABE/GED, developmental math and English, English as a Second Language, handicapped students services, nontraditional student services, study skills, academic and personal development, vocational and special needs areas.

The next annual conference will be in Denver during the latter part of March 1985. More information about the Denver conference will be in my next letter.

Thank you very much for your help. If there is anything that I can do for you as your state director, please let me know.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Deese'.

Susan Deese, Ph.D.
Skills Center, Zimmerman Library
University of New Mexico
Albuquerque, New Mexico 87131



**Western
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

The Board of Directors of the Western College Reading and Learning Association invites your membership and participation in this organization of student-oriented professionals active in the fields of reading, learning assistance, developmental education, and tutorial services at the college level. Inherently diverse in membership, WCRLA's most vital function and over-all purpose is to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.

SERVICES

* **PUBLICATIONS**

- . quarterly Newsletter
- . Journal of College Reading and Learning

* **JOB IMPROVEMENT AND PROFESSIONAL GROWTH**

- . annual WCRLA conference
- . conference institutes
- . state/regional meetings and conferences
- . summer institute
- . placement service
- . scholarship and research awards

* **NETWORKS**

- . special interest groups
- . campus visits
- . state/province organizations

APPLICATION FOR MEMBERSHIP

Name: Mr. Ms. Dr. _____

* Home Address _____
No. Street

City State Zip Phone () _____

Name of College/University _____

 Phone () _____

* College/University Address _____
No. Street City State Zip

Current position/title _____

* Send mail to Dues are \$25.00 per year (which includes an \$8 subscription to the Newsletter and ~~also~~ the Journal of College Reading and Learning) New Renewal

Date _____ Signature _____ Total enclosed \$ _____

Please make check payable to W.C.R.L.A. and mail to: WCRLA, P.O. Box 4576, Whittier, CA 90607
 Funds drawn on non-U.S. banks must be remitted in U.S. dollars on a FOREIGN DRAFT or an INTERNATIONAL MONEY ORDER



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Communications Division, Brookhaven College
3939 Valley View, Farmers Branch, TX 75234

June 13, 1984

Mr. Karl Koenke
ERIC Clearinghouse on Reading and Communication Skills
111 Kenyon Road
Urbana, Illinois 61801

Dear Mr. Koenke:

I am writing to you as the current editor of the Western College Reading and Learning Association's annual publication, once named Proceedings, now named the Journal of College Reading and Learning. In 1978 and 1979 you corresponded with the editor at that time, Gwyn Enright, regarding listing volumes of our Proceedings with ERIC. At that time the decision was made to list in ERIC only sold out volumes. Due to our over-zealous publication number, we have only sold out of the first three volumes and you have those listed already. In your correspondence with Gwyn, you agreed to discontinue listing volumes IV-VII of Proceedings although you could not remove it from RIE.

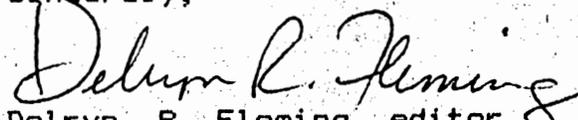
The Board of WCRLA has reconsidered its decision since so many back copies of volumes IV-XVI are available in storage. We thought they might be more accessible to researchers and, consequently, more in demand if they were listed with your publication. I can send you a complete set if you are willing to list them. Volume XV contains an index of the previous volumes and XVI has a self-index.

Would you, furthermore, consider listing each volume separately, that is, in sequential editions of your publication, rather than all at once? As I am unaware of your process, I am not sure if this request is an option. Please let me know what you think the best method of publishing the articles in our volumes.

If you need to contact WCRLA's current president, she is Dr. Carole Bogue, Learning Assistance Center, San Jose City College, 2100 Moorpark Avenue, San Jose, CA 95128. I will also send her a copy of this correspondence.

Thank you very much for considering our request. I will mail you copies of the volumes on receipt of your reply.

Sincerely,


Delryn R. Fleming, editor
Journal of College Reading and Learning

cc: ✓ Carole Bogue
Suzanne McKewon



INTERNATIONAL READING ASSOCIATION, 800 Barksdale Road, P.O. Box 8139, Newark, Delaware 19714 USA
 ASSOCIATION INTERNATIONALE POUR LA LECTURE
 ASOCIACION INTERNACIONAL DE LECTURA

Attachment V-1
 Telephone: 302 731 1600
 Cable: Reading Newark, Delaware

April 25, 1984

Mr. Delryn R. Fleming
 Communications Division
 Brookhaven College
 3939 Valley View Lane
 Farmers Branch, Texas 75234

Dear Delryn:

Thanks for letting us know that the Journal of College Reading and Learning has decided to accept manuscripts other than those from the annual WCRLA conference. We'll put a "filler" to that effect in the Journal of Reading next year.

In the meantime, you'll want to get JCRL included in our brochure called "Contributor's Guide to Periodicals in Reading" (copy attached). On the inside front cover you'll find a form--please fill it out and return it to Beth Carroll in the envelope provided. When the Guide is updated, Beth will see to it that JCRL is included. The Guide is handed out at conferences and is sent to every author whose manuscript is being rejected from either RT or JR. I hope that listing JCRL in it will get you some good manuscripts.

Yours,

Janet R. Binkley
 Editor
 THE READING TEACHER
 JOURNAL OF READING

bc
 encs.

copy for Carol

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 Ira E. Aarbn
 University of Georgia
 Athens, Georgia

Vice President
 Bernice E. Cullinan
 New York University
 New York, New York

Vice President-elect
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 University of Minnesota
 Minneapolis, Minnesota

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Fullerton, California 92634

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and Community Services
Reading Dept.
(714) 773-3356

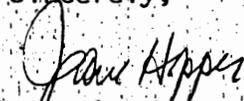
Vince Orlando
Reading Department
Metropolitan State College
Box 17
1006 11th Street
Denver, Colorado 80204

Dear Vince:

This is the problem: The current issue of the WCRLA Newsletter is more costly by almost \$200 due to the expense involved in producing even mediocre photos of the San Jose conference. I would like to urge you, as conference manager, to include funds in your budget for a skilled photographer. That way, we will have good pictures for the scrapbook as well as a good selection from which to choose for the Newsletter. I don't know what the photography budget has been, but there must be some expense involved in buying the film and developing the numerous poor quality proofs. Photographers for the last two conferences have been active and accommodating (and I discussed with them what we needed), but not skilled enough to produce good results. Our criterion for inclusion in this issue of the Newsletter was "anything that would reproduce!"

Thank you for whatever assistance you can give.

Sincerely,


Jane Hopper, Editor
WCRLA Newsletter

xc: Carole Bogue

Ms. Patty Dozen
 Western College Reading and
 Learning Association
 May 1, 1984
 Page -2-

- revised 6/26*
- #5) The Hyatt Regency Long Beach will provide 500 reservation cards and will confirm reservations to the participants.
 - #6) We will give one complimentary room for every 50 actually occupied by your attendees per night.
 - #7) We try to discourage liquor being brought into the hotel for hospitalities. We would recommend ordering through our Room Service department.
 - #8) The VIP amenities for up to 3 people will be complimentary.
 - #9) We do not provide transportation to other hotels for people not being able to make reservations at the Hyatt Regency Long Beach.
 - ? #10) We provide free parking for all hotel registered guests.
 - #11) Registration tables are set-up in the Seaview foyer or Regency Ballroom foyer, but not in our main lobby.
 - #12) We have an in-house audio/visual company (Photo & Sound) from which equipment can be ordered. You may bring your own, but the hotel is not liable for any missing equipment from the locked meeting rooms.
 - revised 6/26* #13) We do not provide complimentary guest rooms for Board meetings, but will give a meeting room each time the Board or Planning Committees meet.

Second Section

- #3) The number of rooms a group needs to occupy each night in order for us to provide complimentary meeting space would be 350 each night. (See options for meeting room charges.)
- #4) Overflow accommodations can be recommended to guests only. We do not make reservations or give transportation to other hotels.
- #5) Our courtesy van will pick up at the Long Beach Airport. Super Shuttle is the service we use for Los Angeles International, at \$15.00 one way.

Ms. Patty Dozen
Western College Reading and
Learning Association
May 1, 1984
Page -2-

- #9) Our Convention Services Department assumes responsibility for all details of the Conference once it has been definitely decided to meet at our hotel. They will be with the group during their stay.
- #10) We would notify the Association President of any other groups in the hotel during the Association's meeting.

We hope we have answered all the points outlined in the guidelines set forth by the Western College Reading and Learning Association. Please let us know if you have any questions prior to the Board meeting.

Looking forward to working with you.

Sincerely,

HYATT REGENCY LONG BEACH



Sandy Aarons
Sales Manager

SA/j

213 491-1234

June 26, 1984

Ms. Patty Dozen
Western College Reading
and Learning Association
949 East Second Street
Long Beach, California 90802

Dear Ms. Dozen:

We at the Hyatt Regency Long Beach invite the Western College Reading and Learning Association to meet with us in 1986, and hope the following proposal will be satisfactory in securing the bid.

AVAILABLE DATES

The Hyatt Regency Long Beach presently has the following set of dates available for the Western College Reading and Learning Association:

Arrival: Wednesday, March 19, 1986
Departure: Sunday, March 23, 1986

We are holding 180 guest rooms on a tentative basis.

ROOM RATES

The current Hyatt Regency Long Beach rack rates are:

	STANDARD	SUPERIOR	DELUXE
Singles:	\$74	\$84	\$94
Doubles:	\$89	\$99	\$109
Suites:	From \$175 to \$280		

Were your group to be meeting in 1985, your rates would be:

Singles:	\$70.00
Doubles:	\$84.00

We try to keep our increases between six and eight percent per year.

Ms. Patty Dozen
Western College Reading
and Learning Association
June 26, 1984
Page -2-

The above room rate is based on 15% reduction of our current Superior Rack Rate.

MEETING FACILITIES

In reviewing your extensive meeting schedule, we find that we can provide all required meeting rooms at a charge of \$5,250.00 for the entire duration of your meeting.

However, in an effort to decrease your cost of meeting at the Hyatt Regency Long Beach, we will be happy to apply a credit of \$1.00 per guest room used, per night. As you can see, this will substantially reduce your meeting room rental.

COMPLIMENTARY POLICY

To show our appreciation for being allowed to host the Western College Reading and Learning Association, we will be happy to offer one deluxe guest room for each fifty rooms actually occupied per night by your attendees. Of course, a one bedroom suite equals two complimentary units, and so forth.

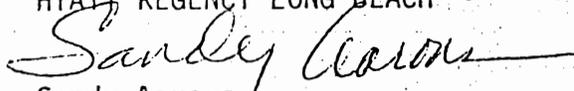
We will provide 1,000 complimentary reservation cards for your mailing. We will give a special week-end rate for a Board Meeting between now and the convention in 1986.

For any other information needed, please refer to my letter of May 1, 1984, which outlined all the requirements for Western College Reading and Learning Association, with a few changes mentioned in this letter.

We look forward to hearing from you after the July 20, 1984 Board Meeting for a decision.

Sincerely,

HYATT REGENCY LONG BEACH


Sandy Aarons
Sales Manager

SA/j

TO: WCRLA Board
 FROM: Ann Faulkner *AF*

DATE: 7/25/84
 RE: Conference Site Report

It is with considerable disappointment that I ask you to consider bids for the 1986 conference in Los Angeles both of which involve room rental costs. Both Patti and Steve have negotiated successfully to moderate some costs, but in each case there are notable fees for the meeting rooms:

Let me discuss with you the USC information first, since I have it in hand. Though I have long had a hotel proposal from the Long Beach Hyatt, Patti's latest packet is temporarily lost in the mails.

USC/Univ. Hilton: At my request during the San Jose conference, Steve Cheney-Rice began to explore the possibility of holding our conference on the USC campus at the Davidson Conference Center with sleeping rooms to be provided at the nearby University Hilton. When initial indicators showed that the hotel room rates would be 25% higher than the Long Beach Hyatt, Steve was successful in getting a reduction to the currently indicated prices (\$60-65 single, \$70-75 double).

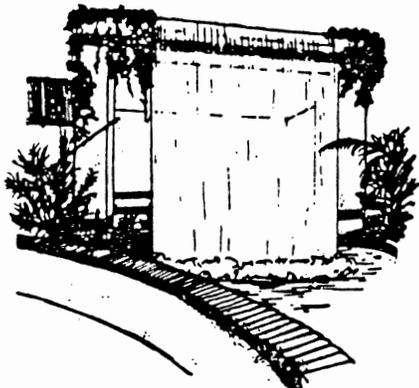
As for the meeting rooms, my first estimate was based on the notion of having the conference center provide all the meeting rooms (8 on Fri. and Sat.) plus publisher's exhibit space, general meetings, and board meetings. My estimate of those charges was \$6245. However, I talked with Mr. Rapa and learned that there aren't 8 meeting rooms; he talked with the Hilton and they quickly agreed to let us have 3 extra meeting rooms in the hotel on a complimentary basis. I take this as a sign that both the hotel and conference center are interested in our business.

If we utilized the hotel for the 3 meeting rooms and if they'd also offer exhibitor space complimentary in return for our holding the breakfast there (a possibility which I've not checked out), the Center could be used for institutes, general sessions, board meetings and 4 or 5 section meetings per day. My estimate (which is only slightly better than a guess) is that the cost would be \$2985.

There are obviously a great many questions about this plan. There's been no discussion of which facility would provide banquet services, or their costs. The hotel only offers to block 200 rooms; perhaps it is too small. Will dividing the conference into two locations (across the street from each other) be unacceptable? (Steve points out that the distance is less than that encountered in San Jose). Will Steve be able to negotiate all the loose ends to a financially desirable conclusion very quickly?

Hyatt Regency Long Beach: If we opt for the traditional meeting dates the cost would be \$5250, and that does not include 8 meeting rooms, only 6. The proposal does not mention general session meetings, but surely that is included. By changing our meeting to Easter weekend, we would get a real price break, but Patti feels that it is very unlikely that people would attend at that time. Transportation between LAX and the hotel is expensive. They won't provide sleeping rooms for a summer board meeting (the USC bid doesn't address this issue at all). In my last conversation with Patti Dozen, she indicated that the hotel was willing to come down slightly on costs, but I have not received anything in writing on this point. I'll call during the Board meeting if I get more info.

xc: Patti Dozen, Steve Cheney-Rice, Dick Lyman



THE PALO VERDE PLAZA
Holiday Inn®/HOLIDOME

Located on South Palo Verde Blvd. and I-10
4550 South Palo Verde Blvd.
Tucson, Arizona 85714
Telephone (602) 746-1161

July 20, 1984

Board of Directors
Western College Reading Association
c/o Mr. Dick Lyman
3907 Rawhide Road
Rocklin, CA 95677

Re: Western College Reading Association Conference
April 9 to 12, 1987

Dear Mr. Lyman:

Thank you for giving us the opportunity to submit a proposal for the Western College Reading Association Conference in 1987. We at the Palo Verde Plaza Holiday Inn/Holidome would be honored to serve you and look forward to making this event most successful and enjoyable.

My understanding of your agenda is as follows:

Tuesday, April 7, 1987: 10 sleeping rooms
Board Meeting

Wednesday, April 8, 1987: Board Meeting

Thursday, April 9, 1987: Check-in, 200 sleeping rooms
Board Meeting
General session, 350 to 600 people,
- 8:00 a.m. to 5:00 p.m.
6 to 8 break-out rooms, 50 to 75 people,
- 8:00 a.m. to 5:00 p.m.
Exhibits
Evening banquet

Friday, April 10, 1987: Board Meeting
General session, 350 to 600 people,
- 8:00 a.m. to 5:00 p.m.
6 to 8 break-out rooms, 50 to 75 people,
- 8:00 a.m. to 5:00 p.m.
Exhibits

Mr. Lyman
7/20/84
Page 2

Saturday, April 11, 1987:	Board Meeting General session, 350 to 600 people, - 8:00 a.m. to 5:00 p.m. 6 to 8 break-out rooms, 50 to 75 people, - 8:00 a.m. to 5:00 p.m. Exhibits Evening banquet
Sunday, April 12, 1987:	Board Meeting, 8:00 a.m. to 12:00 noon General session, 8:00 a.m. to 12:00 noon 6 to 8 break-out rooms, 8:00 a.m. to 12:00 noon

Pursuant to the information furnished me, the following is our proposal:

1. We agree to block 200 sleeping rooms at the following rates plus 4% tax:

Single occupancy (one bed, one person)	\$58.00 per night
Double occupancy (one bed, two persons)	66.00 per night
Double/double occupancy (two beds, two persons)	66.00 per night
Triple occupancy (two beds, three persons)	72.00 per night
Quadruple occupancy (two beds, four persons)	78.00 per night
All-suites with breakfast and two cocktails per person per day	Single 70.00 per night Double 80.00 per night

Complimentary all-suite for hospitality suite.

2. The hotel will provide one complimentary sleeping room for every 50 confirmed sleeping room reservations.
3. All participants may make individual reservations or your office may provide us with a rooming list.
4. We will provide 500 reservation cards to you on a complimentary basis.
5. All sleeping rooms being held and not reserved will be dropped March 26, 1987. Any participants who have not made reservations by that time will receive sleeping room confirmations on a space available basis only.
6. The enclosed current banquet menu prices do not include the 15% gratuity or the 5% tax. There may be an increase of no more than 10% in 1984.
7. The hotel will provide any and all cocktail requirements at the then current cocktail prices. Hosted bars do not require a minimum guarantee, and cash bars (no-host) require at least \$100.00 minimum guarantee per bar.

Mr. Lyman
7/20/84
Page 3

8. This hotel has blocked meeting rooms to meet the requirements of your group. Provided the meetings are held as outlined in the agenda and there are 200 guaranteed room reservations, there will be no meeting charge on Wednesday and Friday due to the planned banquet. On Thursday the meeting charge will be \$500.00 plus tax. Should you have a planned meal function for your group, the charge will be waived. Board meeting space and Sunday meeting charges (if convention ends at 12:00 noon) are complimentary.
9. The hotel will provide its standard complimentary airport-hotel van shuttle; shuttle service will also be provided to El Con Mall. Transportation to any other point will not be available via this method. The hotel parking area contains 562 parking spaces, so there should be ample parking for those renting vehicles or driving their own.
10. We will be happy to arrange tours for your group (including transportation) to some popular tourist attractions. However, rates would have to be quoted from each of these locations. Please let me know if you desire this information.
11. Audiovisual equipment will be available for your function at no rental charge provided we have that equipment in our inventory. Any equipment needed beyond what is on property can be provided at standard rental charges.

If you have any questions, please call. I will be happy to hold all space discussed in this letter on a tentative basis for you through September 15, 1984, or until I hear from you, whichever is sooner.

The hotel will be happy to provide complimentary sleeping room accommodations during a site inspection, as well as during the 1986 board meeting.

The Palo Verde Plaza Holiday Inn/Holidome has hosted large conventions on numerous occasions, and I feel that our experience and expertise in this area would contribute greatly to the success of the convention. The warm, personalized service found in our hotel allows us to make each occasion an unique one. I look forward to hearing from you soon.

Sincerely,



Patricia A. Rondelli
Director of Sales and Marketing

PAR/mh



at Randolph Park
445 South Alvernon Way
Tucson, Arizona 85711
(602) 881-4200

July 20, 1984

Ms. Theria Beverly
Western College Reading Association
Post Office Box 18529
Tucson, Arizona 85731

Dear Theria:

It was a pleasure to meet with you and we are quite excited that we may have the opportunity to host your meeting in April, 1987.

The Tucson Doubletree Hotel is an AAA Four Diamond, convention/resort hotel. We are centrally located on 13½ beautifully landscaped acres - just a short, seven-mile complimentary Doubletree shuttle from the Tucson International Airport and in the midst of some of the most exciting night life Tucson has to offer. Adjacent to us is Randolph Park with 36 holes of PGA championship golf (home of the \$1,000,000 Seiko Match Play Championship), an additional 24 tennis courts and 10 racquetball/handball courts for your enjoyment.

We are confident your participants will be impressed with our three hundred newly-renovated guest rooms, our eight suites and three casitas (private villas). You will want to take advantage of our year-round heated swimming pool and whirlpool, or perhaps enjoy an invigorating tennis match on one of our three lighted tennis courts. Additional services and facilities include complimentary parking, gift boutique/newsstand, American Airlines ticket office, beauty and barber salon and rent-a-car service.

For your dining and entertainment pleasure, we offer one of Tucson's truly fine dining experiences - the Catalina Club - for lunch, dinner, or our remarkable Sunday Brunch. For more casual dining, our Off Broadway Cafe is ready to tempt you with enticing menu selections for breakfast, lunch, dinner, or a snack in between. Gadsden's and our Lobby Lounge are excellent places to meet and make friends after a busy day or enjoy our nightly entertainment and dancing. We also offer room service until 12:00 midnight daily.

Doubletree is committed to personalized service and our versatile catering staff can assemble a full array of theme banquets which would contribute greatly to your convention's overall success. From

Ms. Theria Beverly
July 20, 1984
Page Two

a "black-tie" reception to a western barbeque, our catering department maintains the very highest standards of quality in preparing and serving to your specifications.

We have had the pleasure of hosting many of the nation's leading associations and corporations utilizing our 17,000 square feet of flexible meeting space. We offer 6 separate meeting rooms plus our 10,000 square foot ballroom divisible into 8 sections and, of course, all of our rooms are column-free and feature the finest in lighting and sound systems.

For your consideration, we have outlined your arrangements as we understand them. Please review the attached carefully to make sure we have fully covered all your needs. If the contents of the arrangements meet with your approval, please sign and return the enclosed copy to me so that we may consider the arrangements as definite and confirmed.

Should you have any questions, Theria, please feel free to call me. We're looking forward to working with you and thank you for selecting the Tucson Doubletree Hotel.

Best regards,



Tracie L. Harper
Sales Manager

TLH:ms
Enclosures



**DOUBLETREE HOTEL
APPLICATION FOR DIRECT BILL**

1. Individual/organization responsible for payment:

NAME _____ ORGANIZATION _____

ADDRESS _____ TELEPHONE () _____

CITY/STATE/ZIP _____

2. Contact person at Doubletree _____ Date _____

3. Contact person, client _____ Telephone () _____

4. Type of Event _____ Date of Event _____

5. Previous Events, Dates _____

6. Bank Reference

Name _____ Branch _____

Address _____ Telephone () _____

City/State/Zip _____

Contact _____ Title _____

Type of Account _____ Account No. _____

7. Other Credit Reference (Hotels preferred, please state date of stay)

- a. Name _____ Address _____

City/State/Zip _____

Telephone () _____ Date of Stay _____

- b. Name _____ Address _____

City/State/Zip _____

Telephone () _____ Date of Stay _____

- c. Name _____ Address _____

City/State/Zip _____

Telephone () _____ Date of Stay _____

- d. Name _____ Address _____

City/State/Zip _____

Telephone () _____ Date of Stay _____

Credit will not be authorized until careful review of this application has been completed. Allow at least 15 days before your event so that credit can be set-up for company and representatives.

9. Payment will be due upon receipt of invoice.

(Signature of company's officer)

(Title)

(Date)

cc: Accounting
Catering
Sales

DO NOT COMPLETE: FOR COMPANY USE.

Analysis of trade references:

Company: _____

Trade Reference A. _____

When did applicant have an account with you? _____

Applicant's highest recent credit: _____

Payments were: Prompt (0-30 days) _____ Slow (30-60) _____ Delinquent (60 + days) _____

Trade Reference B. _____

When did applicant have an account with you? _____

Applicant's highest recent credit: _____

Payments were: Prompt (0-30 days) _____ Slow (30-60) _____ Delinquent (60 + days) _____

Trade Reference C. _____

When did applicant have an account with you? _____

Applicant's highest recent credit: _____

Payments were: Prompt (0-30 days) _____ Slow (30-60) _____ Delinquent (60 + days) _____

Trade Reference D. _____

When did applicant have an account with you? _____

Applicant's highest recent credit: _____

Payments were: Prompt (0-30 days) _____ Slow (30-60) _____ Delinquent (60 + days) _____

Analysis of bank reference:

Bank's name and branch: _____

Applicant has been banking with your branch since: _____

Other comments: _____

Application for credit is () approved, () disapproved.

Date: _____ Signature: _____

Title: _____

DOUBLETREE HOTEL AT RANDOLPH PARK
 445 South Alvernon Way
 Tucson, Arizona 85711

LETTER OF AGREEMENT

GROUP: Western College Reading Association

GROUP CONTACTS: Ms. Theria Beverly
 Post Office Box 18529
 Tucson, Arizona 85731

Dr. Dick Lyman
 3997 Rawhide Road
 Rocklin, California 95677

TELEPHONE NUMBER: Theria - 885-2559 or 884-6549

FUNCTION/DATES: April 9-12, 1987 Meeting

ANTICIPATED ATTENDANCE: 250 ppl.

SLEEPING ROOM COMMITMENT:	Day	Date	Room Block
	Thursday	April 9, 1987	150
	Friday	April 10, 1987	150
	Saturday	April 11, 1987	150

Final departure date of all rooms will be on
 Sunday, April 12, 1987.

RATES: If your group were to meet with us in April, 1985,
 the applicable rates would be:

\$62.00 Single Occupancy
 \$62.00 Double Occupancy

Please anticipate an approximate eight to ten
 percent increase annually. We will be happy to
 confirm rates to you one year prior to the
 convention dates.

RESERVATIONS: The Doubletree Hotel will supply your organization,
 at no charge, a supply of reservation cards. If
 additional cards are required, your organization
 will be charged a nominal fee. Please advise
 us when and to whom the reservation cards should

Page: One
 Date: July 20, 1984
 Contact: Theria Beverly
 Initials: _____
 Date Initialed: _____

RESERVATIONS

(Continued):

be delivered. All reservation cards must be received by March 18, 1987. Any reservations received after this cut-off date will be honored on a space available basis only.

GUARANTEE POLICY:

All reservations will be held until 4:00 p.m. (local time). In order to guarantee a reservation for arrival after 4:00 p.m., a deposit equivalent to one night's room and tax or the guarantee of same by major credit card is required. There will be no room cancellation fee for reservations canceled 24 hours prior to the scheduled day of arrival. If reservations are not canceled, the "no show" fee will be charged.

GUEST ROOM CHECK-IN TIME:

Check-in time is 3:00 p.m.. If your schedule requires an early check-in time, please advise us. We will make every effort to honor your request; however, we can't guarantee an early check-in. We will be happy to provide luggage storage in the event rooms are not available.

GUEST ROOM CHECK-OUT TIME:

Check-out time is 12:00 noon. Arrangements can be made for baggage storage beyond 12:00 noon.

COMPLIMENTARY ACCOMMODATIONS:

We will be happy to provide one sleeping room for every fifty rooms occupied on a nightly basis.

METHOD OF PAYMENT:

All room, tax and incidental charges will be responsibility of the individual. Meeting-related charges will be posted to the master account.

DIRECT BILLING:

If you request direct billing for the master account, please complete the enclosed form and return it to my attention as soon as possible.

Master account settlement will be due thirty (30) days after the conclusion of your meeting.

MEETING REQUIREMENTS:

The program is to be advised with at least two and possibly three meal functions for the entire membership (one brunch, one lunch and one dinner).

Page: Two

Date: July 20, 1984

Contact: Theria Beverly

Initials: _____

Date Initialed: _____

CANCELLATION POLICY:

If the hotel is advised that this definite booking is canceled, a cancellation fee will be charged. The cancellation fee will be based upon the percentage shown below. The percentage will be applied to the group guest room rate in effect at the time the cancellation is submitted.

<u>Notification of Cancellation Prior To Arrival</u>	<u>Percentage of Estimated Total Room Revenue</u>
0 - 90 days	30%
91 - 180 days	25%
181 - 365 days	20%
366 - 545 days	15%
546 - 730 days	10%

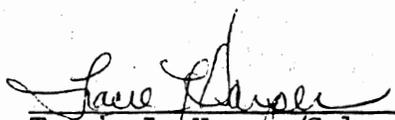
These amounts shall constitute full settlement of any and all obligations arising out of non-performance of this agreement.

AIRPORT TRANSPORTATION
AND GUEST PARKING:

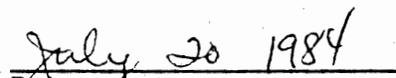
The Doubletree Hotel has courtesy transportation to and from the Tucson International Airport. Parking is available on a complimentary basis.

ACCEPTANCE:

Enclosed with this agreement is a duplicate copy. Please sign and return the copy by August 15, 1984; at which time, this booking will be considered definite.



 Tracie L. Harper/Sales Manager
 Tucson Doubletree Hotel



 Date

 Theria Beverly/Western College
 Reading Association

 Date

4717 Antelcoe Ct. NE
Salem, Or. 97305
July 21, 1984

Dear Carol,

I have two requests that need the WCRLA board's action yes or no.

1. NADE has asked me to represent WCRLA on their software evaluation SIG. This is something that I am working on already with the ABE Northwest Consortium and would be happy to work with NADE. However, to represent WCRLA I feel that I would need the "blessing" or, at least, OK from the board. The benefit to WCRLA would be either a report to the board as an update on the goings on or an article in the newsletter or both. Please advise.

2. I would like to offer my personal addresses on two computer systems as a COMPUTER HOT LINE for WCRLA. That is, if any WCRLA member had a question concerning software for our area and wanted an answer they could send me a message at these addresses and would receive an answer within 24 hours.

The addresses are:

1. On the Source: BBC956
2. On CompuServe: 75755,717

The catch is that they must have access to these services. However, several WCRLA members already do, at least individually, if not professionally as yet. However, if a service was provided then maybe more would be interested. It might be worth the try even if no one took me up on it. Please advise. If the answer is yes, then I could write an article for the newsletter announcing it.

Finally, I am very sorry to hear about Beryl for I love working with her. Mitch has asked me to chair the Newcomers session in Denver and I have accepted. I am contemplating a proposal for an institute about telecommunications and data bases via the personal computer. I know the conference program will be excellent with the very capable hands of Mitch. Keep up the good work.

Sincerely,



Lucy Tribble MacDonald
Home phone (503) 390-6376



National Association for Developmental Education (Formerly NARDSPE)

*Attachment
I am receiving
see what you think*

Executive Officers: August 9, 1984

Dr. Anita D. McDonald
(President)
University of Missouri
8001 Natural Bridge Road
St. Louis, MO 63121
(314) 553-5300

Dr. Phoebe Helm
(President-Elect)
Triton College
2000 Fifth Avenue
River Grove, IL 60171
(312) 456-0300

Dr. Nancy Rablanski-Carruola
(Vice-President)
University of New Haven
West Haven, CT 06516
(203) 932-7213

Lucille Warren-Beck
(Treasurer)
Sinclair Community College
444 W. Third Street
Dayton, OH 45402
(513) 226-2701

Nancy Boozer
(Secretary)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222
(301) 282-6700

Dr. Audrey Reynolds
(Newsletter Editor)
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625
(312) 583-4050

Dr. Carole Bogue, President
WCRLA
Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, California 95128

Dear Carole,

I am writing to you en route to Japan and apologize for not having responded to your June 19th letter before now. I will be out of the country until September 10 and certainly wanted you to know of NADE's decision re: placement before then.

In June the Board approved the Placement Committee budget, revised by Dick Shelton, for \$531.00 instead of the original \$581.00. We also approved the Joint Placement Service for a two-year period with an evaluation due at the end of the first year with an option to terminate or continue the project at the end of two years. It was suggested that the evaluation include a follow-up of those using the service to determine if they obtained a position via the service, etc., as well as a budget analysis to determine "real" cost versus benefits. The Board would expect to receive this report at the end of the first year.

The Board had a lengthy discussion on the cost of the service and the proposed user's fee. The discussion centered around the fact that "Placement Services" has been a benefit of NADE membership since the very beginning of NADE and is listed on all of our brochures and advertisements. Therefore, some members of the Board had great difficulty with the possibility of charging \$6. or \$12.

Our compromise to this was that we'd approve the \$6.00 user's fee for those wanting to receive direct placement information, and that NADE Chapter President's and Executive Board members would continue to receive the placement listing free of charge.

I have shared this information with Dick Shelton and he is prepared to go forward with this proposal. I would encourage you and Susan Brown to discuss the implications our proposal has for WCRLA and let Dick and the Board know your wishes.

-2-

During my absence, Nancy Carriuolo is serving as Acting President. Please feel free to contact her if you have questions or concerns. I will plan to talk with you when I return. Until then, take care and have a good fall semester beginning.

Sincerely,



Anita D. McDonald, Ph.D.
President

ADM/1h

cc: Nancy Rabianski-Carriuolo
Dick Shelton

Attachment 12
Dezanne
This is what
submitted to Ann
8-6-84

Job Description for a Special Situation

President-elect, '84-'85 (Special Election)

1. Act as presiding officer in the absence of the President.
2. Serve as assistant to Mitch Kaman, Program Chair for the '85 conference
 - a. Serve on the program committee which will meet in late Fall/Winter
 - b. Complete tasks assigned by Dr. Kaman. (As plans materialize for the '85 conference, there will be some tasks which Mitch will want to delegate.)
3. Assist the '84-'85 President with tasks, enabling the President-elect to familiarize him/herself with internal WCRLA operations.
 - a. Work with Patti Glenn, Chair of By-laws, in carefully reviewing present WCRLA By-laws in order to suggest additional changes; assist Patti in submitting changes to the Board for approval. Given Board approval, help Patti prepare Newsletter column(s) explaining the proposed changes on which the membership will vote at the '85 Conference.
 - b. Work with Nancy Martinez, Awards Chair, and her committee in revising criteria and/or procedures and in soliciting applications.
4. Write Newsletter columns "From the President-elect" for each of the remaining issues.
5. Make him/herself available for all Board Conference calls -- to be scheduled.
6. Just prior to the conference, in concert with outgoing President, re-appoint/appoint new chairpersons for '86-'86; get approval of designees prior to conference if possible.

Standing Committee Chairs

- Conference Site Chairperson (Past, Past President)
- Elections (Past, Past, Past President, usually)
- Awards
- Editor, JCRL (on-going unless Delryn resigns)
- Multicultural Affairs (on-going for '85 unless Theria chooses to be replaced)

Standing Chairs

- Archivist
- Chair of SIG Leaders (probably on-going unless Kate resigns)
- By-laws
- Parliamentarian
- Editor, Newsletter (on-going unless Jane resigns)
- Liaisons

7. Just prior to the conference, establish file of information for in-coming President-elect.
 - a. Collect from Mitch or have him bring to the conference samples of fliers and brochures, copies of letters clarifying the type of communication conducted between the program chairs and keynoters, presenters, journal editors, publishing companies representatives, etc.
 - b. Add to Mitch's collection any related items having to do with the conference and copies of letters submitted/received by President-elect '84-'85.
8. Attend all Spring Board meetings.
9. Prepare and announce '85-'86 goals for WCRLA at the Spring conference.

WCRLA Budget
1984-85

	Approved 83-84	Actual 83-84	Requested 84-85	Approved 84-85
<u>Board</u>				
Meetings	\$1600.	\$1299.50	\$2500.	\$2000.
Secretary	300.	300.	-	450.
Treasurer	600.	287.	-	650.
President	300.	808.	300.	900.
Conf. Calls	400.	763.	600.	500.
Supplies	500.	723.	600.	500.
stationery				
brochures				
pres. awards				
Special Expenses	600.	2524.	600.	200.
<u>Mail Service</u>	2000.	3759.	-	4000.
<u>Publications</u>				
Newsletter	4900.	6610.	5195.	5300.
JCRL Journal & Proceedings	6560.	6597.	4935.	5000.
<u>Committees</u>				
Awards	570.	530.	400.	600.
Archives	100.	0.	-	150.
By-Laws	100.	0.	-	0.
Conf. Site Selection	100.	0.	-	0.
MAAC	500.	151.	-	350.
Nominating/Elections	100.	44.	596.	625.
Placement	150.	144.	150.	150.
SUB-TOTAL				\$21,375.

1984-85

Page two

	Approved 83-84	Actual 83-84	Requested 84-85	Approved 84-85
<u>SIG's</u>				
Organization	\$ 20.	\$ 0.	\$ -	\$ 20.
Adv. Rdg. Comp.	0.	0.	-	0.
Basic Reading	75.	0.	-	0.
Computers	0.	0.	-	0.
Critical Thinking	0.	0.	-	0.
LAC Mgt.	300.	300.	300.	300.
Multi-Cultural (new)	-	-	-	100.
Political Action	200.	200.	114.	150.
Research	0.	0.	-	0.
ESL (new)	-	-	10.	10.
Lrng. Disab. (new)	-	-	-	0.
<u>State/Province Org.</u>				
Coordinator	700.	400.	500.	500.
St./Prov. Luncheon	250.	305.66	350.	350.
Ind. Dir. Allotments (\$50 ea. Director)	1200.	900.	1200.	1200.
<u>Spec. Funding</u>				
CO	250.	121.	-	0.
ID	40.	0.	-	0.
No. CA	200.	200.	-	0.
OR	50.	22.35	-	0.
So. CA	350.	82.17	150.	150.
TX	-	-	180.	185.
SUB-TOTAL				\$2965.
TOTAL	\$23,115	\$27,792		\$24,340.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: State Director/Texas-
WCRLA Conference

Total amount of request: \$180.00

Date needed: October 1, 1984

Funds to cover from Texas/WCRLA Conference to _____

Statement of purpose for funding request:

To allow travel for Coordinator of State Directors, Dr. Karen Smith to travel to Texas Conference and attend the TADE/WCRLA Joint meeting and update Texas and other representatives on events and activities of WCRLA.
Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Travel</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
	Southwest Airlines Round Trip	\$135.00	Oct. 1, 1984
	Las Cruces to El Paso - Auto	20.00	
	Taxi	30.00	
		<u>\$185.00</u>	

Name: Spencer Olesen
Mt. View College
Mailing Address: 4849 W. Illinois
Dallas, Texas 75211

Day Phone: (214) 333-8749

Home Phone: (214) 641 1564

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

State Director, Southern California

Total amount of request:

\$100

Date needed:

November, 1984

Funds to cover from July, 1984 to November, 1984

Statement of purpose for funding request:

As a means of promoting networking among members, of publicizing WCRLA, and of recruiting new members, a membership directory for Southern California would be published after the fall conference in October.

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Membership surveys	\$10	July-August, 1984
Printing costs	\$50	November, 1984
Mailing costs	\$40	December, 1984

Name: Nancy Deutsch

Mailing Address: 8532 Judy Circle
Huntington Beach, CA 92647

Day Phone: (714) 848-4639

Home Phone: (714) 848-4639

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Approved: .2/2/84



Western
College
Reading &
Learning
Association

Attachment VV-4

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

July 12, 1984

Dr. Carol Bogue
Learning Assistance Center
San Jose City College
2100 Moorpark Ave.
San Jose, CA 95128

Dear Carol:

I apologize for replying to your request at such a late date. I hope that my request will still be considered. Although I requested funds for a membership directory last year, no monies were expended, though preliminary work was initiated. Membership surveys were sent out with the call for proposals for the regional fall conference at no expense to WCRLA. Cal Poly Pomona, the host for the conference, has mailed all conference correspondence at their expense. Although the response from members to the directory has not been significant as yet (surveys sent after spring semester ended), I have been excited and encouraged by the response from non-members, most of whom are interested in joining the organization.

The fall conference for Southern California is scheduled for Friday, October 12, 1984, at Cal Poly Pomona. Dr. James Williams, Dean of Fine Arts and Director of the Learning Resource Center at Cal Poly, has been enthusiastic and supportive, both with his time and his secretary's and with enlisting financial support from his university. With the help of Paula Schneiderman of UCLA, we are presenting a one-day computer workshop on Thursday, October 11, 1984. There is already a long waiting list for the workshop, which is limited to 40 people.

Carol, we would like to invite you to attend this conference. I know the people in Southern California would like to have the time to get to know you better and to talk with you about issues of importance to WCRLA. If you would be able to attend, please contact me. I am excited about this conference and do hope you will be able join us.

In spite of my efforts to avoid one, there is a conflict in scheduling. When I received the summer newsletter and read Jeanine Rounds' column, I was surprised, to say the least, to find that ACCILA-CAPED has also scheduled their fall conference for October 11-13 in Ontario, not far from Pomona. However, we had already sent out early registration forms and rooms were reserved. Those dates were the only ones that Cal Poly could host the conference and that UCLA could give their workshop. I am writing Jeanine a letter explaining the circumstances as well as Dr. Pelzer and Dr. deRowe who

are hosting the ACCTLA conference. In the future I will compile a list of other organizations that the state director can contact to avoid this situation. WCRLA embraces so many areas that it is almost impossible to avoid scheduling conflicts in Southern California.

Last of all, I would like to suggest to the Board that the amount allotted to state directors each year be raised from \$50 to \$100. As costs increase, so does the need for additional monies. In the past we have restricted our correspondence to only present and past members. However, I feel that there are many other professionals in our area who might benefit from membership in WCRLA. In order to mail recruitment letters, membership surveys, and conference registrations to all five campuses of the University of California, thirteen campuses of the Cal State University System, and 60 campuses of California community colleges in Southern California, our limit for funds should be increased. As I have stated before, we are already receiving requests for information from non-members as a result of the membership survey mailing to all of the above mentioned schools. According to my records, we are now reaching only about half of the community colleges, which represents a large potential for growth.

As Vicki Knostman and I recommended at a Board meeting in San Jose, funds should be reimbursed to state directors based on records kept of expenditures. Funds would be released only to those state organizations which could validate their expenditures. An increase in the amount of money allotted to state directors would not necessarily mean that all state organizations would utilize the entire amount. However, it would allow state organizations the opportunity to expand the membership and influence of WCRLA. Therefore, I hope you and the Board will consider the proposal for such an increase carefully.

I do hope you will be able to attend our fall conference. I will send you an update on our conference plans after our next planning meeting on July 27. I hope you are enjoying your summer. I wish mine were longer.

Sincerely,



Nancy Deutsch
Southern California State Director

cc: Karen Smith

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Political Action - SIG

Total amount of request:

Date needed:

Funds to cover from

6/84

to

6/85

Statement of purpose for funding request:

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
<i>2 mailings to PTC members</i>	<i>14.00</i>	<i>6/84, 3/85</i>
<i>develop brochure of advantages of dev. cd., Learning Centers etc by Willis Sykes</i>	<i>100.00?</i>	<i>6/85</i>
<i>\$ 114.00 total</i>		

Name: *Pat Benner*

Mailing Address: *23405 Deerfield, Los Gatos CA 95030*

Day Phone: *(408) 274-7900 x6601*

Home Phone: *(408) 353-1058*

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Approved: 2/2/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

English as a Second Language

Total amount of request: \$10

Date needed: open

Funds to cover from July 1984 to July 1985

Statement of purpose for funding request:

Having agreed to a very passive role as "contact person" for this SIG, I do not foresee any special activities other than communications costs: postage and telephone. Even that, I regret, will be at a very low level in view of my other commitments to WCRLA this year.

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
postage and telephone	\$10	open

Name: Ann B. Faulkner 

Mailing Address: Mountain View College, 4849 W. Illinois Ave., Dallas, TX 75211

Day Phone: (214) 333-8538

Home Phone: (214) 296-1019

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Approved: 2/2/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Elections Committee

Total amount of request: \$596.00 plus two sets of address labels from Oxford

Date needed: Half for special election, remainder by Jan. 1, 1985

Funds to cover from July 23, 1984 to Feb. 1, 1985

Statement of purpose for funding request:

Suspension of By-Laws/Special Election: Present a statement from the Board calling for the suspension, include a candidate-statement sheet and provide 2 return envelopes: one to Carole for By-Laws vote, one to me for candidate selection.

Regular Election: Mail a flier with candidate-statements, ballots and return envelopes to all members.

Attach additional explanation if necessary.

I've gotten bids from 3 printers, am going with the lowest, will donate ballots, out-going envelopes. Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Spec. Elect.: printing (incl. letter from Board, statements from candidates, two return envelopes)	156.50	
: stamps (500)	100.00	Bills submitted by 9/1
: address labels from Oxford	?	
Regular Elect: Candidate stmnts with pictures, and return envelopes	256.50 + labels	
: stamps (600)	137.00	Bills submitted by 1/15
	120	
	257.00 + labels	
Camera-ready logos for flier 5 @ 3.50	17.50	(Karen will submit bill)
Name:	531.00 plus labels	
Ann B. Faulkner Conference call	65.00 (approx.)	(call made 7/16, bill submitted ASAP)
Mailing Address:	593.00 + labels	
Mountain View College		
4849 W. Illinois Ave.		
Dallas, TX 75211		
Day Phone: (214) 333-8538		Home Phone: (214) 296-1019

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Approved: 2/2/84

RE: Funding request for Elections Committee, 1984-85
FROM: Ann Faulkner

I'm very sorry to present such a large budget request--and so late in the game. We knew when we decided to go to a mail ballot that to make it attractive enough to encourage people to vote, there would be additional costs. At this point, I'm still assuming that the candidate brochure should be typeset rather than typed and that we do want to include pictures. Eliminating either or both of those features would save money, and I'll do whatever you say.

The bill for the conference call hasn't come in yet, so I may be off in my estimate. I truly believe that the call was essential to allow for input into the situation calling for 4 potential presidents-elect. The committee responded very efficiently and helpfully.

The camera-ready logos which Karen had made for me may not all be used this year, I'll certainly pass the remainder on to Dick for next year.

If Dick hasn't made a request for a phone budget, you might all get ready for one. I'm currently dodging both my campus business manager and my husband over the charges I've run up. I'm not requesting reimbursement because of embarrassment over the poor showing I'm making with results.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA NEWSLETTER

Total amount of request: \$5,195

Date needed: for the fiscal year 1984-85

Funds to cover from 1 July 1984 to 30 June 1985

Statement of purpose for funding request:

Publication and distribution of WCRLA Newsletter

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Printing. 4 issues @ \$1150*	\$4600	February, June, September, November
Mailing. 600 copies (estimated average) @ 20 (postage & handling) x 4 issues	480	
Editor's expenses. postage	15	
milage (500 miles @ .20)	100	
	<hr/>	
Name:	\$5195	

Jane N. Hopper, Editor

Mailing Address:
5231 Thorn Tree
Irvine, CA 92715

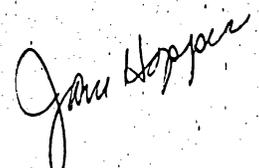
Day Phone: (714) 773-3356

Home Phone: (714) 776-6343

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* Expenses can be reduced by changing to white paper and black ink, and by using fewer photos. See also attached copy of letter to conference manager.

Approved: 2/2/84



WCRLA FUNDING REQUEST

JCRL

Name of Committee/SIG/task force, etc: JOURNAL OF COLLEGE READING AND
LEARNING

Total amount of request: \$4935.00

Date needed: Throughout the year

Funds to cover from September 1984 to August 1985

Statement of purpose for funding request:

To compile, edit, print and mail the annual volume of conference papers plus other juried manuscripts; to communicate with authors and editors and potential buyers.

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
WCRLA stationery and envelopes	\$30.00	9-1-84
Printing and composition of <u>JCRL</u>	\$4500.00	11-15-84
Oxford Mail Service charge for mailing <u>JCRL</u>	300.00	11-30-84
Telephone calls and postage Correspondence with Newsletter Journal editor (O'Hear)	30.00 25.00	throughout year throughout year
Annual Editorial luncheon Name:	50.00	March 85

Mailing Address: Delryn Fleming
Brookhaven College, Communications Division
3939 Valley View Lane
Farmers Branch, TX 75234

Day Phone: (214) 620-4770

Home Phone: (214) 245-5305

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Approved: 2/2/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Long and Outstanding Service and Scholarship Awards Committee

Total amount of request: \$400

Date needed: @November-December, 1984

Funds to cover from July 1, 1984 to June 30, 1985

Statement of purpose for funding request: To facilitate an aggressive approach to publicizing grant/awards, including a mailing of announcements and application forms as soon as new guidelines are approved

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
xeroxing	\$200	fall, 1984
Mailing	\$200	fall, 1984

Name: Nancy C. Martinez

Mailing Address: University of Albuquerque, St. Joseph Place NW,
Albuquerque, NM 87140
or 1907 Buena Vista SE #156
Albuquerque, NM 87106

Day Phone: (505) 831-1111

Home Phone: (505) 243-5733

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

PLACEMENT BUREAU DIRECTOR

Amount of request: \$150

Date needed: ASAP

Funds to cover from JULY 1 1984 to JULY 1 1985

Statement of purpose for funding request:

FUNDS WOULD COVER POSTAGE AND ZEROXING EXPENSES
FOR DISEMINATING JOB INFORMATION TO INTERESTED
WCRLA MEMBERS

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
LAST YEAR'S EXPENSES WERE \$ 144.	
I HAVE ALREADY DONE 1 MAILING WITH ZEROX AND POSTAGE AT A COST OF \$11.79. ANOTHER MAILING IS DUE TO GO OUT TOMORROW AT A COST OF \$16.62. THIS MAILING ^{COST} INCLUDES 2 ANNOUNCEMENTS AND POSTAGE.	

Name: ANNA-MARIE SCHLENDER

Mailing Address: DOMINICAN COLLEGE
1520 GRAND AVE
SAN RAFAEL, CA 94901

Day Phone: (415) 457-4440 X 170

Home Phone: (415)

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA - Idaho

Total amount of request: \$ 50.00

Date needed: August 15, 1984 -- & as need throughout year

Funds to cover from July 1, 1984 to June 30, 1985

Statement of purpose for funding request:

facilitate communication among Idaho members
via 3 state newsletters per year (xeroxing, postage, etc.)

Attach additional explanation if necessary:

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
-------------	---------------	-------------

Name: Barbara Swanson, Ph.D.

Mailing Address: Idaho State University
Box 8064
Pocatello, Id. 83209Day Phone: (208) 236-3662 } office:
236-2130 } Aug 22 - May 22

Home Phone: (208) 232-6987

Evenings & days during
summer

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

Carol - I think the standard state
allotment will suffice - so that's
all I've requested.

Carol S.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

St Director (with Eleanor Szaszy) N. Calif.

Total amount of request:

Date needed:

Funds to cover from

6/84

to

3/85

Statement of purpose for funding request:

encourage membership

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
1. ck membership (current) against prior lists (incl NCCRA) & send brochures + membership to non-members	\$ 50 ⁰⁰ ?	12/84
2. send conf. info to all N. CA. Colleges -	\$ 50 ⁰⁰ ?	3/85

Name:

Pat Lemmer

Mailing Address:

23405 Deerfield, Los Gatos CA 95030

Day Phone:

408 274-7900 x6601

Home Phone:

408-353-1056

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Approved: 2/2/84

Carol - Is there a charge from Oxford mailing when I request a list of current N. Calif members? If so, please add info for #1.

SUMMARY OF MINUTES

WCRLA BOARD MEETING

July 27-29, 1984

*File
Archives*

- I. The Secretary is still attempting to locate the corporate seal. The corporate report for fiscal year 1983-84 was filed.
- II. The Treasurer's records officially were transferred from Carrie Walker to Harold Fillyaw.
- III. The Treasurer's report was accepted. The Treasurer is to keep copies of correspondence and bills paid for 2 years after term of office ends.
- IV. Beryl Brown, President-Elect, resigned her position with WCRLA because of a move to the East. A special election is to be held in the fall to fill the position. The election committee's slate of candidates for President-Elect include Sue Brown, New Mexico State University; and Lucy MacDonald, Chemeketa Community College, Oregon. A suspension of the bylaws was approved to allow for the special election.
- V. Mitch Kaman, appointed Program Chair for the 1985 Denver Conference, reported on his progress to date, including rough drafts of the first Call to Conference, budget, program, and conference brochure.

Plans are underway for an open Minority Affairs luncheon, leisure tours, "Issues and Answers" forum, extra hospitality functions, and much more. Speakers' honoraria were raised from \$800 to \$1,000.
- VI. A database is planned for use at the conference to keep track of registration, refunds, and many other aspects of the conference.
- VII. The 1985 Conference budget was accepted. Dinner menu items include:
trout at \$16, chicken at \$15, and prime rib at \$21.
A seated brunch was chosen at \$7.50.
Airport transfer will be \$3.50 per person by limousine.
Room rates will be \$70-single; \$80-double; \$9--triple; \$100-quadruple.
- VIII. Bylaws changes are being considered for review in Article VII, Parliamentary Procedure. These are the changes not voted on during the 1984 Conference.
- IX. The Treasurer's books were audited.
- X. An IRA-WCRLA joint session was suggested for the next IRC Conference. Suggested participants were Garr Cranney, Frank Torres, and Theria Beverly.
- XI. A final review of all WCRLA job descriptions is underway. These will be displayed at the registration table at the Denver conference so that those interested can find out what each job involves.

SUMMARY OF MINUTES
WCRLA BOARD MEETING

2

- XII. The name of the Minority Affairs Advisory Committee has been changed to Multicultural Affairs Committee (MAC) and will consist of from 5-7 people. A larger SIG group may be formed addressing minority ESL, learning disabilities and other concerns.
- XIII. Karen Smith reported on new information on progress and expenditures of State/Province Directors during this year. New flyers with membership forms attached are going out to State/Province Directors. Vacancies exist in directorships of N. California and British Columbia.
- XIV. The JCRL and earlier Proceedings are to be included in ERIC.
- XV. Conference sites for 1986 and 1987 conferences are still pending. Southern California, Tucson, Houston, and Albuquerque are all being considered.
- XVI. Authorizations for reimbursement forms will be signed thus:
- A. Officers (except President) by President
 - B. State/Province Directors - Past President
 - C. SIG Leaders - President
 - D. Editors - Treasurer
- XVII. WCRLA-NADE Placement Service was postponed until July, 1985 due to lack of confirmation by NADE.
- XVIII. Carole Bogue agreed to write an article for the Newsletter, explaining the budget process and citing examples from the current budget.
- XIX. WCRLA-NADE cooperation on software evaluation SIG will be accomplished through Lucy MacDonald. She offered to share two personal addresses for computer systems. These are:
- on the source: BBC956
 - on compuserve: 75755, 717
- She was thanked for her generosity.
- XX. The 1984-85 Budget was approved.

Respectfully submitted,



Suzanne McKewon,
Secretary

These minutes have not been approved.

SMK/bi