

***CRLA Conference Call  
AGENDA  
December 1, 1999***

- I. Acceptance of the Agenda
- II. Acceptance of the minutes
- III. Conference Reports  
1999- New Orleans – Pat/ Reno-Tom
- IV. Requests from States and Regions
- V. Budget Items- Gretchen
- VI. Fellows selection
- VII. Job descriptions-Susan
- VIII. Fellows selection
- IX. LAC handbook- Coupons/Acknowledgements
- X. Web site Update
- XI. Elections committee report
- XII. David Lamire request
- XIII. Symposium update
- XIV. Other

**COLLEGE READING AND LEARNING ASSOCIATION**

**CONFERENCE CALL  
DATE: December 1, 1999  
MINUTES**

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**MEMBERS ON LINE:** Pat Jonason, *President*, Valerie Smith Stephens, *Secretary* Tom Dayton, *President-elect*, Gretchen Starks-Martin, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Molly Widdicombe, *Newsletter Editor*, Vicki Papineau, *Membership Coordinator*, Michael O'Hear, *Past President*

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**1. The meeting was called to order by Mike at 3:06 EST**

**2. AGENDA**

Mike asked if there were any additional items for the agenda. Molly requested a discussion about Newsletter articles be added.

**MOTION:** Tom moved that the agenda be accepted with additions (Attachment A). Molly seconded. **PASSED.**

**3. MINUTES**

The minutes from November 2, 1999 have not been distributed to all Board members. Mike recommended that discussion of the minutes from New Orleans be tabled until they are complete.

**4. CONFERENCE REPORT**

**1999- New Orleans** Pat needs to discuss with Gretchen final tallies and details with Gretchen and will give a full report at the next conference call.

Tom also asked about the evaluations. Hopefully, they will be shared at the February Board Meeting.

It was mentioned that keynote speaker, Betty Seigal will be willing to do a workshop or institute at future conferences. Dr. Siegel also sent a warm letter indicating that she had very positive experience with CRLA.

Finally, there was some concern about the boxes that needed to be shipped from the Hyatt Hotel to various individuals. Gretchen mentioned that she did receive one bill for \$72.00 . Pat will e-mail Susan Halter, Site Chair for New Orleans regarding any remaining boxes that need to be shipped.

**2000-Reno** Tom is finalizing plans for the keynote speaker and it should be confirmed by next week. On Site Chairs, Maureen Cronin and Tina Dakin are on track. It was also discussed who should be able to sign off on bills. Further discussion about the Reno Conference is forthcoming.

## **5. Requests from States and Regions**

Mike had three requests. A request for \$500 from the PA/NJ chapter for a speaker at their spring conference. They also asked for \$50 for copying. It was discussed that the maximum amount a chapter or region could receive is \$500.00

The Heartland chapter asked for \$500.00 for a speaker.

The Northeast region requested \$200.00 for a speaker and \$300.00 for supplies and mailing costs.

Tom questioned whether the Board should be providing funds for mailings—shouldn't the colleges or dues pick up that expense? Is this a special mailing? Since the Northeast is a region and not a chapter they can't charge dues to cover these expenses.

<p><b>Gretchen</b> moved to accept the requests for financial support. Tom seconded. <b>PASSED.</b></p>
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## **6. BUDGETS**

The 2000 budget will be approved at the February Board meeting. Gretchen received a check for \$76,000 (conference proceeds)

and the Hyatt bill was \$46,00 which she paid. Gretchen and Pat will go over bills and have a complete report at the next meeting. The credit card machine is on "vacation". The organization will not be charged until we use it again. Pat will call to see if she should send the machine back or hold on to it until it is time to use it again.

Gretchen received a request for \$1000.00 for the Summer Conference in Texas directed by David Caverly. She also noted that Board approved a request for \$1000. What is the procedure? She is requesting that Pat follow up on this—a written authorization. A form for this purpose. Pat will draw something up and have the Board look it over and offer suggestions. A request can be made to the Board however, for record keeping a reimbursement form or letter indicating to Gretchen the amount and purpose will assist her in keeping accurate records for the Internal Revenue Service.

A discussion about seed money. Seed money is available prior to a conference. The request by a region could be approved. Receipts must be turned in. For example, \$500. 00 could be given. The seed money could be returned if the event is profitable or if there is any money left over.

## **7. JOB DISCRIPTIONS**

Susan sent updated new job descriptions. She asked that everyone review them and send any comments or recommendations by December 20, 1999.

## **8. LAC HANDBOOK**

Discussion about a pricebreak of the book. This was a reminder from Frank Christ. He wants to share the information with participants at the Winter Institute. A free copy to all contributors and editors was also recommended.

**Mike** moved that all contributors should receive a complementary copy of the LAC Handbook. Tom seconded. **PASSED**

There was a discussion about how much the coupon should be for the book.

**Tom** moved that if the book is less than \$25.00 the coupon would be five and if the book is over \$25.00 a ten dollar coupon. Mike seconded. **PASSED.**

A coupon would be mailed along with an ad for the book on a postcard. Pat will get a cost from Debbie and report at the next meeting. ESG may be willing to send a logo for the postcard. Vicki will contact ESG for the logo. ESG will send a bill for all of the coupons that they process. Mike will let Frank know the status of the publication date of the book and coupons.

The release date is expected early 2000 (Feb. or March).

## **9. WEBSITE UPDATE**

Susan requested a listing of states, regions, SIG leaders to pass along to Vince for web site updates. Susan asked Mike to pass along this information to Vince. Molly wants to make sure that all the information is the same. It was agreed that 3 key people need this information: Vince, Vicki and Molly. Vicki reported that Vince has made update changes. Mike should be copied as well. Molly suggested that only one person handle all of the information. Vicki will take on this responsibility. Susan suggested that this be added to the job description. Vicki and Molly will work together by sharing information. Vicki will be responsible for the Quick Reference Guide, State, Region, and SIG leaders she will update Vince with changes for the web site. This information can be sent to the mailing service. Vicki will stay in touch with mailing service. Pat asked if Vicki is comfortable in this role. Vicki is willing to keep a master list of this

information. People needing this information should contact her.

#### **10. Election Committee**

Kathy reported via: Pat that a letter of support was sent for Russ Hodges of Texas and letter was forthcoming for Jule Blankenberg for the office of Treasurer.

Kathy sent letters to Karen Agee's institution asking for support for her to run for President-elect and Grant Richards' letter of support is expected to arrive shortly. He is also running for the position of President-elect.

As soon as all the letters of support are sent in, the Board will go over the slate of candidates at the next conference call or by e-mail.

#### **11. David Lamire**

David Lamire made a request that the former CRLA Journal editor, Jim Bell should be recognized with a plaque. Mike suggested that it would be better to stay within the framework of recognizing members for outstanding contributions. For example, the Long and Outstanding Member Award would be an excellent way to acknowledge Jim's contributions. Pat will contact David and suggest this idea to him.

#### **12. Symposium update**

Susan will be going to Las Cruces, NM to review proposals on December 20, 1999. Sue Brown will be notifying individuals about the status of their proposals. The deadline for registration is mid-May and in mid-March. Susan will have more to report at the next conference call.

### 13. Other

Pat received a letter from David Caverly. He is asking the Board for a letter of endorsement for a doctoral program in Developmental Education at South West University in Texas . Pat read excerpts of the letter. Pat asked if this is the right course for CRLA? Mike wondered if we should do this. Tom said we should do this. We need to be proactive. Susan recommended that the Board recognize the importance of Developmental Education without endorsing a program or institution. We should recognize the profession—not the individual schools or programs. A generic letter to the Chair of the Doctoral program committee.

Mike moved that a generic letter of support be sent supporting a doctoral program in Developmental Education. Gretchen seconded. **PASSED.**

Pat will prepare a draft letter and sent it to Board members to review it.

Molly requested a letter from Pat and Tom for their column (President and President-Elect) for the next CRLA Newsletter. The deadline for all submissions is January 6, 2000. Molly also plans to include more information about Reno. Tom will send her some background information.

Molly will include open positions: Tutor Certification Coordinator, Web Site Coordinator, Exhibits Chair and the SIG Coordinator. The job descriptions will be posted. Vince will need to send a job description. Molly and Susan will work together on this task.

Gretchen will send information at a later date for the Treasurer's report.

Next Conference Call was scheduled for January 26, 2000 at 3:00 p.m. (Eastern Standard Time).

Gretchen reminded everyone to begin thinking about the amount needed for their respective budget. More will be discussed at the next conference call.

The Board went into executive session at 4:22 p.m. – came out at 5:00 p.m.

The meeting was adjourned at 5:04 p.m. EST