

WCRLA TELEPHONE CONFERENCE CALL

February 1, 1984

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

The meeting was called to order at 2:00 p.m. PST.

- I. The board reviewed the agenda before proceeding to the first item of business.
- II. Past Treasurer's Records
 - A. In trying to reconcile the past treasurer's account at the United Bank of Boulder (Colorado), Karen contacted an attorney in Las Cruces, New Mexico, Ruth Thomas of Winchester and Thomas, Ltd., 205 West Boutz Road, Bldg. No. 1, Las Cruces, N.M. 88005, (505) 524-3608, who drew up a formal resolution (Attachment A) enabling the present board to receive the previous bank statements. The Secretary was requested to sign and date the resolution, attaching a letter (Attachment B) authorizing the bank to do an immediate records search and to forward the records, plus any charges to President Karen Smith at her work address.
 - (M) Walker: The President send the resolution drawn up by the attorney authorizing her to receive our previous bank statements.
 - (S) Lyman:

(PASSED)

Because WCRLA has a permanent checking account at Security Pacific Bank, this need to requisition old bank records will in the future be precluded.

- B. Karen reported that the previous Treasurer, in a statement from his lawyer, has agreed to repay all advances, bank fees, IRS penalties, and other charges accruing as a result of his negligence. These are to be paid by June 30, 1984.
- C. The board discussed the need for clarifying the step-by-step process of transferring the Treasurer's duties, especially banking authorizations, from the outgoing to the incoming officer. Suzanne will compile from the minutes, lists of duties for each officer for the board to consider in the future.

D. The Secretary investigated the expense of a fidelity bond for the position of Treasurer which WCRLA had in effect as late as 1978.

(M) Lyman:

(S) Bogue: That the Secretary and Treasurer would work out the details and logistics of the bond and report back to the board their decision.

(PASSED)

The board tentatively authorized a bond covering the position of Treasurer only, rather than all five board members, for up to \$50,000, the premiums of which would not exceed a total of \$167 for the 3 yr. period. (Attachments C & D)

III. Funding Request Form

(M) Walker:

(S) McKewon: To accept the design of the funding request form Karen Smith presented at the San Jose board meeting. (Attachment E)

(PASSED)

This form will now be used for all groups, SIG's committees, and State Directors, requesting funding through the board.

IV. Policies and Procedures

Karen expressed a need to revise the current Policies and Procedures Handbook at the next board meeting in San Jose, rescinding obsolete measures and passing new ones.

The By-Laws Committee will be asked at a later date to review changes in policies, procedures, and by-laws.

V. IRS Reports

Karen read a letter to the board from our Attorney regarding our past IRS forms (Attachment F).

VI. Multiple-year Memberships

(M) Walker:

(S) McKewon: To authorize Oxford Mailing Service to offer and receive 3-year memberships at \$70. (Attachment G)

(PASSED)

VII. Proceedings (Journal)

Because the Journal is now covered in membership dues, and because Past Presidents are lifetime, non-dues paying members, the board decided that they would also receive the Journal at no charge. The new membership renewal forms (Attachment H) needs to be revised to include the name Journal instead of Proceedings.

VIII. Ordered list of officers receiving complimentary rooms at conference

The board agreed the order of officers receiving complimentary rooms as they are offered by the hotel for regular room bookings will be:

1. Conference Manager
2. President-Elect
3. President
4. Past President
5. Treasurer or Secretary (depending on seniority)
6. Treasurer or Secretary
7. Newsletter Editor
8. Minority Affairs Advisory Committee Chairman

Officers are encouraged to share rooms when possible.

IX. Treasurer's Audit Committee

Carrie reported that Pat Benner and Mike McHargue are being contacted to conduct an audit of the Treasurer's books in compliance with our regulations. (Attachment H)

The meeting was adjourned at 3:30 PST.

SMK/bi
Attachments

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7. Newsletter Editor
8. Minority Affairs Advisory Committee Chairman

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The meeting was adjourned at 3:30 PST.

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER
RUTH J. THOMAS

205 West Bontz 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

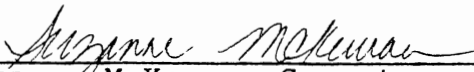
I HEREBY CERTIFY THAT I am the duly elected and qualified Secretary of Western College Reading & Learning Association, a New Mexico Corporation, and the keeper of the records and books of said corporation, and that the following is a true and correct copy of a resolution duly adopted at a duly convened 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 10th day of February, 1984. *15th day*

"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.

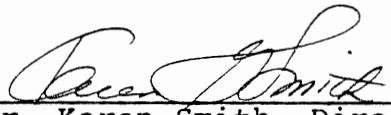
BE IT FURTHER RESOLVED, that this resolution shall continue in force and said Bank may consider the authority of Dr. Smith to continue until written notice to the contrary is duly served on said Bank."

IN WITNESS WHEREOF, I have hereunto fixed my name as Secretary on the 5th day of February, 1984, and hereby affirm that this corporation has no corporate seal.

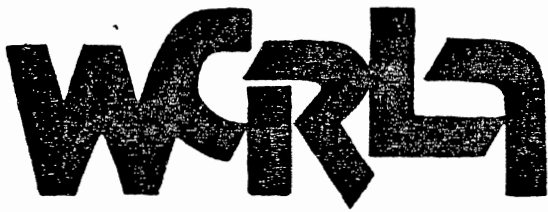


Suzanne McKewon, Secretary

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



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

January 10, 1984

RECEIVED JAN 26 1984

United Bank of Boulder
1300 Walnut Street
P.O. Box 299
Boulder, CO 80302

RE: Account # 004847
Western College Reading Association

Dear Sir/Madam:

Enclosed is a check for \$7.00 to complete the \$8.00 due for copies of the closing bank statement on the above named account. A one-dollar bill was sent as requested with my original letter of request, dated December 13, 1983.

Thank you for your assistance.

Sincerely,

Karen G. Smith, Ed.D.
President

cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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,

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

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment B

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Suzanne McKewon, Secretary

3531 Millikin Avenue San Diego, CA 92122
(619 457-4902)

February 6, 1984

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

Re. Authorization for records search of account for WCRA (now WCRLA)

Dear Mr. Rogers.

On February 1, 1984, the Board of the Western College Reading and Learning Association convened and a motion was made and passed authorizing the United Bank of Boulder to recognize our current President, Dr. Karen Smith, as the recipient of all former bank records in the organization's name. We further approved the immediate search to be conducted by your bank and the statement for such services be sent directly to Dr. Smith for timely payment. I am enclosing her mailing address.

Thank you for your cooperation in these matters. If I can be of any help please feel free to write or call upon me.

Please send the charges connected with the records to:

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

Sincerely,

Suzanne McKewon
Suzanne McKewon
Secretary



**Western
College
Reading &
Learning
Association**

Attachment C

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 9, 1984

TO: Board Members

FROM: Suzanne McKewon, Secretary

RE: Treasurer's Position Fidelity Bond

This is to let all of you know we now have a Treasurer's Bond in place as of February 7, 1984, insured by the Insurance Company of North America. The bond will be in force for 3-years with a prepaid premium of \$167, covering a loss of up to \$50,000. It insures the position of Treasurer, regardless of who is serving in that position, but there are a few changes in our routines that will be required:

1. All checks over \$1,000 will require 2 signatures, Treasurer and President.
2. The bank statements must be seen each month by another board member besides the Treasurer.

Karen and Carrie will work out that routine. Until further direction, I will keep the original policy and will send a copy to Carrie to keep in her Treasurer's records. I will add "renewing the bond" to the Treasurer's duties as I compile those lists we talked about on the phone.

Our agent in these matters is - Ms. Muriel Faust
Barney and Barney
P. O. Box 85638
San Diego, CA 92138

May we never have to collect on this policy, but it feels better to have it in place. This company is very professional; if you want me to investigate any other insurance needs regarding computers, etc., let me know.

SMK/b1


 BARNEY & BARNEY

INSURING CALIFORNIA BUSINESS SINCE 1909

January 26, 1984

Suzanne McKewon
 Western College Reading & Learning Association
 3531 Millikin Avenue
 San Diego, CA 92122

RE: FIDELITY COVERAGE QUOTES
 INSURANCE COMPANY OF NORTH AMERICA

Dear Suzanne:

I tried to call you yesterday morning with various quotation options for Fidelity coverage which you requested on January 17, 1984. You have the option of purchasing a Position Bond for the treasurer only at the following limits:

\$25,000, three-year prepaid premium, \$122 or annual installments of \$48 per year;

\$50,000 in limits, three-year prepaid premium, \$167 or annual installments at \$65 per year;

A Commercial Blanket Bond covering the five officers of Western College Reading & Learning Association at \$25,000 limits would be ~~the~~ three-year prepaid premium ~~is~~ \$246 or \$96 per year in annual installments. Limits of \$50,000 can be written at a three-year prepaid premium of \$338 or \$132 annual installments.

Our recommendation, Suzanne, would be to cover the five officers instead of the treasurer only bond. Please review these quotations with the officers of your association and let me know your decision as to the amount of coverage and your choice of either the Blanket Bond or the Treasurer Only Position Bond.

Thank you for allowing Barney & Barney to be of service. I will wait to hear from you.

Sincerely,

Muriel Faust
 Muriel Faust
 Bond Manager

MF/bap
 Th2

*Suzanne - This
 will confirm our
 phone conversation.
 Believe Indv. fidel
 apps were sent
 under separate
 cover.*

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Total amount of request:

Date needed:

Funds to cover from _____ to _____

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>
-------------	---------------	-------------

Name:

Mailing Address:

Day Phone: ()

Home Phone: ()

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

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

Attachment F

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

WCRLA
LEARNING CENTER MANAGEMENT
NETWORK SIG

GREATER LOS ANGELES SIG

BAKER, SHARON (Sr.)
Director, Learning Assistance Center
Mount St. Mary's College
12001 Chalon Road
Los Angeles, CA 90049
(213) 476-2237

BLATT, MURIEL
L.A. Harbor College
1111 Figueroa Place
Wilmington, CA 90744
(213) 518-1000 Ext. 451

BOVE, LANE
Director, Learning Assistance Center
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700
Rosemarie Ondrejack, Writing Specialist

CASELL, WILLIAM (Dr.)
Director, Learning Assistance Center
Santa Monica City College
1900 West Pico Boulevard
Santa Monica, CA 90405
(213) 450-5150

Anne Powers, Librarian

CHENEY-RICE, STEVEN
Director, Learning Skills
Development Center
University of Southern California
University Village, Suite E
Los Angeles, CA 90007
(213) 743-6544

CHURCH, NATHAN (Dr.)
Director, Counseling, Testing, and
Placement Center
Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90265
(213) 456-4000

Gloria Sanders, Career Counseling
Jan Culligan, Career Librarian

HARTZOG, JOHN (Dr.)
Director, Learning Resources Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

HOLDREDGE, RICHARD
Director, Learning Center
Los Angeles Valley College
5800 Fulton Avenue
Van Nuys, CA 91410
(213) 781-1200

LEVINSON, BETTY
Director, Academic Resources Center
Room 80, Powell Library
UCLA
405 Hilgard Avenue
Los Angeles, CA 90024
(213) 206-1240

PIERCE, ROY (Dr.)
Director, Media Center
West Los Angeles Community College
4800 Freshman Drive
Culver City, CA 90230
(213) 836-7110

Eugene Phelps, Supervisor--Tutorials

SCHULMAN, SANDRA
Director, Learning Assistance Center
Los Angeles Pierce College
6201 Winnetka
Woodland Hills, CA 91371
(213) 347-0551

SNYDER, PAT
Assistant Director, Learning
Assistance Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

WILSON, MARGARET M.
8130 Flight Avenue
Los Angeles, CA 90045
(213) 645-5539

SOUTHBAY ORANGE COUNTY SIG

BRODERICK, BILL
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90650
(213) 860-2451 Ext. 448

CHRIST, FRANK L.
Coordinator, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

DOZEN, PATTI
Supervisor, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

ENGLAND, FRAN
Coordinator, Skills Center
321 E. Chapman
Fullerton, CA 92634
(714) 871-8000 Ext. 306

GARCIA, SALLY
Coordinator, Nursing Learning
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4477

GRAETZ, SALLY
Director, Learning Center
Marymount Palos Verdes College
30806 Palos Verdes Dr. E
Palos Verdes, CA 90274
(213) 377-5501 Ext. 269

HIEBERT, PAULETTE
Head Librarian, Library Brooks College
4835 E. Pacific Coast Highway
Long Beach, CA 90804
(213) 597-6611

YGLESIAS, KEN
Supervisor, Learning Resource Center
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

JETT, KAY MARIE
Director, Learning Center
Azusa Pacific University
Learning Enrichment Center
Azusa, CA 91702
(213) 969-3434 Ext. 3277 or 3072

KATZ, INA (Dr.)
Learning Assistance Center
CSU, Fullerton
800 N. State College Blvd.
Fullerton, CA 92634
(714) 773-2011

LEWIS, MARJORIE D.
Coordinator, Center for Learning
Assistance Services
Long Beach City College
4901 E. Carson
Long Beach, CA 90808
(213) 420-4473 or 4474

LINTON, CYNTHIA
Director, Academic and Support Programs
Chapman College
Orange, CA 92666
(714) 997-6607

LOYA, MARY
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90550
(213) 860-2451 Ext. 448

MARKEY, URSULA
Tutorial Coordinator, Learning
Center
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 334

MILLER, FRANCIE
Assistant Coordinator, Learning
Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

MILLS, JOYCE
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 313

MONTGOMERY, MIRANDA
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660

MYRA, JAN
Manager, Nursing Learning Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4479

ONDREJACK, ROSE MARIE
Writing Specialist
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700

PADILLA, ERNIE
Director, Learning Assistance Center
CSU, Fresno
Fresno, CA 93710
(209) 294-3052

REED, ELAINE
Assistant Coordinator, Learning Assistance
Center
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SHELBY, FRANCES
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Long Beach, CA 90808
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STEWART, REBECCA
Tutorial Coordinator, Learning Resource
Center
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16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

WAECHTER, PAUL
Coordinator, Adult Learning Center
1305 E. Pacific Coast Hwy
Long Beach, CA 90808
(213) 420-4555

WILLIAMS, FELTON
Coordinator, Learning Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

WILLIAMS, JAMES (Dr.)
Director, Learning Resource Center
California Polytechnic University
3801 W. Temple
Pomona, CA 91768
(714) 598-4501

GENERAL SIG MEMBERS

AUSTIN, DELORES A. (Dr.)
Director, Academic Skills Enrichment
University of California, Santa Barbara
Bldg. 406
Santa Barbara, CA 93106
(805) 961-4470

BREWER, JUNE H.
Director, Learning Assistance Center
Euston-Tillotson College
Austin, TX 78702
(512) 476-7421 Ext. 258

CHAMINADE UNIVERSITY (KIRCHNER, REGINA)
Developmental Reading Department
3140 Waialae Ave.
Honolulu, Hawaii 96816
(800) 732-1471

CHAND, SUNIL
A/D Dev. Ed.
Turon College
2000 5th Ave.
River Grove, Ill. 60171
(312) 456-0300

CHILDERSTON, MARY
Associate Dean of Students
411 So. Madison #109
Pasadena, CA 91101
(714) 879-3901

CUMMINGS, MARCIA
Associate Dean
Miami-Dade Community College
11011 SW 104 Street
Miami, Florida 33176
(305) 596-1178

FAULKNER, ANN
Coordinator, Learning Skills Center
4849 W. Illinois Avenue
Dallas, TX 75211
(214) 333-8538

GILLETTE, CHYA
Spokane Falls
Community Coll.
E 108 Crown
Spokane, WA 99207
(509) 456-2880

GREEN, AUBREY (Dr.)
Coordinator, Special Studies
ACU Station, Box 8116
Abilene Christian University
Abilene, TX 79699
(915) 677-1911 Ext. 2403

HAUSE, NANCY M.
Assistant Director, Career Center
Occidental College
1600 Campus Rd.
Los Angeles, CA 90041
(213) 259-2623

JOHNSON, JEROME A. (Dr.)
Director, Inst. Support
6500 S.W. Pacific Blvd.
Albany, Oregon 97321
(503) 928-2361 Ext. 299

KIRCHNER, REGINA (CHAMINADE UNIVERSITY)
943 Kaluahui Rd.
Honolulu, HI 96825
(800) 395-6545

KUSUNOKI, KAREN
Specialist, Learning Assistance
Center for Student Development
2440 Campus Rd.
Honolulu, HI 96822
(800) 948-7927 or 948-6114

GLUSTROM, MERRILL
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

LAROE, KAREN R.
Director, Center for Educational
Opportunity
Western Michigan University
Kalamazoo, MI 49008
(616) 383-8122

LEARNING/TUTORIAL CENTER
Maui Community College
310 Kaahumanu Avenue
Kahului, Maui, HI 96732
(800) 244-9181

LYONS, KEVIN (Dr.)
Director, Learning Resource Center
Suffolk University
8 Ashburton Place
Boston, MA 02108

MATLOCK, MARCIE
Co-Chair
Box 295
Tsalle, AZ 86556
(602) 724-6228

PAGAN, RENE
Sonoma State University
Rohnert Park, CA 94928
(714) 664-2429

PENCE, JIM
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

PEREZ, FELIX
Tutorial Coordinator, Learning Center
Skyline College
3300 College Drive
San Bruno, CA 94066
(415) 355-7000 Ext. 140

SAPP, ANNE
Director, Learning Assistance Center
California Lutheran College
60 W. Olsen Rd.
Thousand Oaks, CA 91360
(805) 492-2411 Ext. 260

SEE, SARAH G.
Assistant Provost
Evergreen Valley College
3095 Yerba Buena Road
San Jose, CA 95123
(408) 270-6466

TORGZON, ANN
Director, Learning Center
University of New Orleans
New Orleans, LA 70148
(504) 286-7053

TOYAMA, PIEPER
Manager, Learning Lab
University of Hawaii at Hilo
1400 Kapiolani St.
Hilo, HI 96720
(808) 961-9530

WALKER, KARRIE
Director, Learning Assistance Center
123 Meyer Library
Stanford University
Stanford, CA 94305
(415) 497-2207

WARNER, BETTY
Coordinator, Learning Assistance Center
19351 W. Washington
Grayslake, Ill 60030
(312) 223-3613

WIGGINS, ANNE
Coordinator, Learning Assistance Center
Arizona Western College
P. O. Box 929
Yuma, AZ 85364
(602) 726-1000 Ext. 344

WOOD, NANCY
Director, Study Skills & Tutorial
Services
105 Union W.
University of Texas at El Paso
El Paso, TX 79968
(915) 747-5366

WOLD, RALPH
Coordinator, Learning Assistance Center
Red Deer College
Box 5005
Red Deer, Alberta T4N-5H5
(403) 342-3120



**Western
College
Reading &
Learning
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Attachment F

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

November 16, 1983

M E M O R A N D U M

RE: Filing of Federal Income Tax return, Form 990, for fiscal years, 1982-83, 1981-82, and 1980-81.

Date: November 15, 1983

On November 2, I met with an accountant with the firm of Cooper, Jensen and Morrow, P.A., to discuss whether WCRLA would need to fill a Form 990 for 1982-83. I gave the accountant a copy of the final treasurer's report for 1982-83, prepared by Carrie Walker, WCRLA Treasurer.

At a subsequent meeting, I took copies of the treasurer's report for 1981-82 and 1980-81, prepared by Dick Lyman, President, for Don Yamamoto, Treasurer. I also took the letter dated, October 7, 1983, from IRS to the accountant at that time.

On the advice of the accountant, we will not file Form 990's at this time. The accountant completed the information requested by the IRS on their form letter. It was mailed on November 15, 1983, to IRS, 24000 Avila Road, Laguna Niguel, California 92677.

If the IRS requests completed Form 990's for the three years, in addition to the information already sent, the accountant will complete the forms and send a letter stating that we had acted on her advice.

The accountant recommends that WCRLA file a Form 990 as regular procedure in the future.

Accountant: Cooper, Jensen & Morrow, P.A.
Suite 410, First National Tower
Las Cruces, NM 88001

Robert B. Smith
President

Date: Oct 7, 1983

Social Security or Employer

Identification Number:

95-3177158

Person to Contact:

Partridge

Contact Telephone Number:

(714) 831-4171

Western College Reading AND Learning
Association

~~70 Don Yamamoto~~

P.O. Box 4576

~~University of Colorado~~

WHITTIER, CA. 90607

~~219 Willard Admin~~

~~campus Box 136~~

~~Boulder, Colorado~~

~~80309~~

We have no record of receiving the tax returns listed on the back of this letter. If you have filed, or if you are not required to file, please give us the information requested beneath the list of returns.

If you are required to file, please attach the returns to this letter and send them to us within the next few days. Include your payment for any tax due, plus interest as provided by law (see enclosed Notice 394).

The law also provides for penalty charges for filing returns late, paying taxes late, and making deposits late, unless there is reasonable cause for delay. If you believe you have reasonable cause for not filing and paying on time, please explain in a separate statement attached to each return. It will help us determine whether you can be excused from paying penalties.

If your address as shown above is incorrect, please change it so we can update our records. We have enclosed a self-addressed envelope for your convenience and a copy of this letter for your records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your cooperation.

Sincerely yours,

S. D. Partridge

Revenue Representative

Enclosures:

Notice 394

Envelope

Copy of this letter

(over)

Return Number	Form Number	Form Title	Tax Period Ended
1.	990	RTN of Organization Exempt from Income Tax	06-30-81
2.			
3.			
4.	990	" "	06-30-82
5.	990	" "	06-30-83
6.			
7.			
8.			

If you have filed the returns listed, please give us the name, address, and employer identification or social security number shown on each return filed. Also, please tell us the date each was filed, and the amount paid with each.

If you are not required to file the returns, please give us the reason and the date you were no longer liable. If you are required to file these returns, please tell us so we can continue sending them to you.

Return No. 1

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS; FYE 6/30/79, FYE 6/30/80 AND FYE 6/30/81
(INSTRUCTIONS FOR 990 4(ii))

Return No. 2

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS; FYE 6/30/80, FYE 6/30/81 FYE 6/30/82

Return No. 3

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS; FYE 6/30/81, FYE 6/30/82, AND FYE 6/30/83.

Return No. 4

Return No. 5

Return No. 6

Return No. 7

Return No. 8

Signature and Title of Taxpayer

Karen G. Smith

Karen G. Smith, President

Date

11-14-83

Telephone Number

(505) 646-3136

Internal Revenue Service

24000 Avila Road
Laguna Niguel, CA 92677

OFFICIAL BUSINESS
PENALTY FOR PRIVATE
USE, \$300.

BUSINESS REPLY MAIL

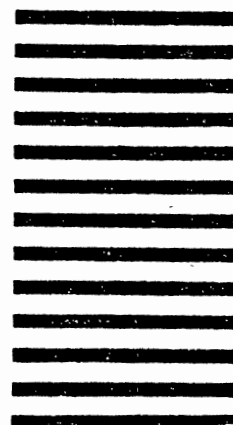
FIRST CLASS PERMIT NO 12686 WASHINGTON, DC

POSTAGE WILL BE PAID BY IRS

Internal Revenue Service

24000 Avila Road Attn:
Laguna Niguel, CA 92677

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



RIR "C" SP



**Western
College
Reading &
Learning
Association**

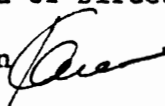
Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

December 13, 1983

M E M O R A N D U M

TO: Board of Directors
FROM: Karen 
RE: Membership Renewal Notice forms

I just received the envelope design proposed by Hal for renewal notice and final renewal notice (see attached). I see no problem with his pasteups and recommend that we accept them.

Hal does propose an interesting idea which evidently stemmed from CATE's three-year membership plan. Hal suggests a three-year membership of \$65, but I'd change that to a \$70 fee which is still a savings of \$5. If we're going to go with this idea, we should decide now before the envelopes are printed. I'm not sure how many takers we'd have but the \$5 loss on membership fees would surely be offset by the costs of renewal reminders.

Since the first batch of members to renew for next year need to be sent their first notices in early January, as Hal suggests, I need to get a vote from each of you pronto! Drop me a note immediately to my home address: 1020 Laurel, Las Cruces, NM 88001.

1. Do you approve Hal's proposed renewal envelope forms?
2. Should we add a 3 year membership option?
 - a. \$65
 - b. \$70
3. Should we have an official funding request form to be submitted by every group requesting funding and by the president in planning the fiscal year budget? (See attached form which I used this year.)

Merry Christmas to all of you! And have a wonderful holiday vacation.

KGS:mp
Att:

RENEWAL REMINDER

WESTERN COLLEGE READING & LEARNING ASSOCIATION
P O Box 4576, Whittier, CA 90607

Your WCRLA membership (including subscription to WCRLA Newsletter and annual PROCEEDINGS) expires soon. Please send in your renewal dues now to continue to receive all publications and announcements without interruption.

**WCRLA DUES (including Newsletter subscription
and annual PROCEEDINGS)**

**1 year \$25.00
3 years \$70.00**

If your name or address on the reverse is incorrect, please change.

Make checks payable to: "WCRLA"

Detach this top flap at perforation and insert in envelope below

↑ DETACH ON PERFORATION ↑
PLACE MAILING IN ENVELOPE; MOISTEN, SEAL & MAIL

WESTERN COLLEGE READING & LEARNING ASSOCIATION

P. O. BOX 4576

WHITTIER, CA 90607

**OXFORD
MAILING
SERVICE**

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

December 8, 1983

Karen Smith
New Mexico State University
P.O. Box 5278
Las Cruces, NM 88003

Karen:

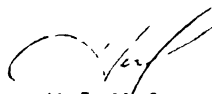
Enclosed is a pasteup of the renewal envelope and a separate pasteup of the final notice envelope. Also enclosed is a draft of suggested copy to appear on the extended flap of each respective envelope.

I have copies of all the enclosed material so you may just call on the final copy or suggested changes.

The members who joined at last year's conference have a March 31, 1984, expiration date. It is our intention to may these expiring members a renewal notice the first of January. The final notice would be sent at the end of March.

Again, Karen, what I've enclosed is just to give you something to look at. Please make any changes you like.

I don't recall discussing this, but have you thought of a three year membership for, perhaps, \$65. It would save some money by our not having to send these renewal each year and not having to process the renewals as often.


Hal McCune



**Western
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Attachment H

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

December 13, 1983

Mike McHargue
Foothill College
12345 El Monte Rd.
Los Altos Hills, CA 94022

Patricia Benner
23405 Deerfield
Los Gatos, CA 95030

Dear Mike and Pat:

I'm writing to ask a favor. Will you serve as the audit committee to review the treasurer's books and final report for 1982-83? Carrie has completed her report and submitted it to the Board. Now we need an audit committee to review her records and the report and verify their reliability and accuracy.

As you may or may not know, the current Board of Directors is working to clarify, simplify, and legalize WCRLA's policies, procedures, and records. Carrie has spent many, many hours developing a system for the fiscal matters of the organization which will be more accountable and usable by all future treasurers and boards. Her records and the report should be, therefore, relatively easy to review.

Drop me a note to let me know if you are willing to accept the challenge. Then contact Carrie who will arrange to get her records and report to you and clarify what you will specifically need to do (her address and phone number is on the back of the Newsletter).

We need you. Please accept. And, have a very Merry Christmas and a terrific holiday!

Sincerely,

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

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors

**OXFORD
MAILING
SERVICE**

RECEIVED FEB 6 1984

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

December 8, 1983

Carolyn Walker
Meyer Library
Learning Assistance Center
Stanford University
Stanford CA 94305

Carrie,

your \$796 scholarship fund money is now safely in
Allstate Savings earning 9.4% per annum compounding daily.

This is a three-month renewal account with a maturity date
of March 5, 1984. At that time you will be notified, and you
may withdraw the money or request that the money remain in
the account for an additional three-month period, or it may
be changed to another type of account. There is an interest
penalty if the money is withdrawn prior to the maturity date.
If the balance falls below \$500, then the entire amount is
transferred to a regular savings account at 5.5% interest.

To make an addition to the account (only at the maturity date),
make the check payable to Allstate Savings and send it with
the passbook (enclosed) to Allstate. If you were to make an
additional deposit at other than the maturity date, the money
would be set up in a new account--three-month renewal, if more
than \$500, or regular passbook account if under \$500.

To make a withdrawal, you must complete one of the enclosed
"Withdrawal" slips, sign it, and mail with the passbook to
Allstate. Your signature only is the authorization for withdrawals.
If the savings account is still active at the expiration of your
term as Treasurer, a new signature card will have to be completed.

Also enclosed are two items for your signature: a certification
of your tax identification number, and a resolution card confirming
this is an authorized organization account--both to be returned
to Allstate.

Hal McCune

12/14/83

Karen & Suzanne,
FYI
Come -

Attachment I

RECEIVED FEB 6 1984

**OXFORD
MAILING
SERVICE**

12915 Telegraph Rd #D
Santa Fe Springs, CA 90670

213/946-1422

Carrie,

please sign on the top line.
Then send this card to WCRLA secretary
who is to sign on the bottom line
and date the card. Then secretary
is to send card to:

Sandy Hyde, Branch Mgr
Allstate Savings
13230 Telegraph Rd
Santa Fe Spgs CA 90670

Reply envelope attached

12/14/83 Lezanne,
This is to open a savings account
at Allstate for the WCRLA Scholarship
fund. Current amount = \$796
Best, Came



MEMORANDUM

California State University, Fullerton

School of Human Development

and Community Service

Reading Program

To: Karen Smith, President
WCRLA

Date: 2 February 1984

From: Jane Hopper, Editor
Newsletter

Subject: Response to potpourri memo dated January 12.

Yes, I do know that the January deadline is difficult, but we wanted all the deadlines to remain the same over the years and since this issue must come out before the conference and the conference can be held in March, it seemed the only way!

I'm sending you two Newsletters that I think will complete your collection. I had searched before and not found any of the old ones, but John's memory and perseverance saved us. I am using a number of issues, but fortunately I had these from 1970.

Our confusion about the volume numbering reinforces the need for consistent use of roman numerals: when we changed from all arabic numerals to a combination of roman and arabic, the '1' (arabic) was read as a '11' (roman). Changing to what the 'real' volume number is now probably should be discussed by the Board. I'll ask Hal what the position of the Post Office will be.

The changes in the past year concerning publication information were due to my attempts to come into conformance with Post Office requirements for our class two permit. I think I have it right now!

It seems that I will never have a Newsletter perfect, despite my efforts, but I will keep trying! I've been inspired by the Hindu Eastern philosophy that in this world there is never a perfect thing; rather it is the pursuit of the gods.

Our terror is jamming again so I must send purple (dirty) copies to the Board members. Hope that doesn't hurt anyone's "feelings".



**Western
College
Reading &
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Attachment K

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

December 22, 1983

Dear Learning Center Management Network SIG People:

Many things have taken place since you were initially contacted last summer. In addition, plans are being made for 1984 activities. A summary follows.

1. In the Southern California, there are two SIG groups: a) the Greater Los Angeles and b) South Bay/Orange County Groups. Sandra Schulman and Steve Cheney-Rice are Co-Chairs for the Los Angeles group and Frances Shelby is the Chair for the South Bay/Orange County group. Margaret Wilson is the liaison for the two groups. These groups have met monthly this fall with a joint meeting held at U.S.C.
2. A presentation was made on December 1 by SIG members to the Association for California College Tutorial and Learning Assistance (formerly the California Community College Tutorial Association). The panel presentation was entitled "Learning Assistance Management Network: Bridging the Gap Between Two-Year and Four-Year Colleges." Panelists included Patti Dozen, Rebecca Stewart, Frances Shelby, and Margaret Wilson.
3. The next meeting for SIG members in the Southern California area will be at the WCRLA Southern California Chapter Regional Conference on: Saturday, January 14, 1984 at Cypress College. Contact Nancy Deutsch at (714) 826-2220 Ext. 193 (work)
(714) 848-4639 (home)
or Vicki Knostman (619) 225-3725 (work)
(619) 454-8158 (home)

Some of the concerns that may be discussed at that time are:

- a) A permanent name
- b) SIG dues and membership
- c) Suggestions for improvement

4. The next general meeting for all SIG members will be at the Annual Conference in San Jose on April 5-8, 1984. Time will be arranged for SIGS to meet on Sunday.

Enclosed is a roster of SIG members. Please check your name and address for accuracy.

If there are any questions, please contact me. Also, if you have not sent in your membership application to the organization, a membership form is enclosed for your convenience. If you are already a member, please give the application to a friend.

I hope to see you either at the January regional conference or the annual conference in April.

Sincerely,



PATTI DOZEN, Chair
Learning Center Management Network SIG

PD/mcf

enclosures



Coming of Age in the 80's

17th Annual Conference
Western College
Reading & Learning Association
April 5-8, 1984
Hyatt, San Jose, California

READING LEARNING ASSISTANCE DEVELOPMENTAL EDUCATION TUTORIAL SERVICES

FEATURED KEYNOTERS: Dr. K. Patricia Cross
Dr. Ted Murguia

SPECIAL EMPHASIS: • research/evaluation • student retention • innovative programs, services, & activities • institutional support/program status • advances in the new frontiers: computer applications; problem solving/reasoning skills

For information:

Dr. Carole Bogue, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128 Phone: (408) 288-3709

Invited Keynoters

K. Patricia Cross

At the Second General Session Dr. Cross will focus on the probable future of developmental education.

Ted Murguia

At the Third General Session Dr. Murguia will discuss quality of college offerings and the continued need for essential skills programs on college campuses.

Institutes to Highlight the Conference

Most of the institutes scheduled at the '84 Conference will treat the areas receiving special emphasis. Two institutes will focus on strategies for improving retention. One will be conducted by Dorothy Bray, Nancy Renkiewicz, and Grace Mitchell. The other is being prepared by Elaine Cohen and Pablo Buckelew who will use data gathered at SBCC in their discussion.

Two institutes will treat innovative programs. Pat Heard, Beryl Brown, Ann Faulkner and Phoebe Helm will explore the planning process for innovation from conception to evaluation. Deanna Martin and Robert Blanc at another institute will discuss an innovative program that has worked at the University of Missouri-Kansas City. Described will be an integrated approach to retention, revenue and recognition, applicable to many college environments.

Focusing on another area of emphasis, computer applications, will be Becky Patterson, Lucy MacDonald, and Sally Conway. Their three institutes will show different applications of computer software and provide means to evaluate, select, and develop it.

A topic somewhat unique to the WCRLA program, gaining institutional support for developmental education and learning centers on college campuses, will also receive special emphasis. Discussing this area of interest will be three astute, well-versed college presidents: Lois Callahan, Tom Gonzales, and Peter MacDougall.

To this group of offerings, the Program Committee at a later date added two institutes not treating areas of special emphasis but focusing on areas of great interest to WCRLA members: critical reading/thinking skills and LAC management. Discussing rhetorical relationships and how their recognition can improve study methods will be James Prager and Carl Spring. Addressing LAC management strategies will be a panel of experts: Frank Christ, Patti Dozen, Gwyn Enright, Karen Kusunoki, and Karen Smith.

In order to attain full benefit from this conference, you simply must register for one/more of these institutes guaranteed to be of superior quality. Since registration is limited in each, don't wait until your arrival at the conference to sign up.

WCRLA 1984 CONFERENCE OVERVIEW

Tuesday, April 3, Board Meeting: 6-9 p.m.

Wednesday, April 4	Thursday, April 5	Friday, April 6	Saturday, April 7	Sunday, April 8
<p>Board Meeting 9 - 12 p.m. 1 - 5 p.m.</p>	<p>Registration 8-5 Newcomers' Orient. 8-9 Nominations Committee 8-9 Chairperson Orient. 8-8:30 Campus Visits 9-12 Leisure Tours 9-12 Institutes #1-4 9-12 State Directors 9-1 Workshop & Luncheon</p>	<p>Registration 8-5 Special Interest Groups 8-9 Chairperson Orient. 8-8:30 Publishers' Exhibits 8-5 Board Meeting 8-10 Institute #5 & 5A 9-12 2nd Round of Sessions (6) 9-10 3rd Round of Sessions (6) 10:30-11:30</p>	<p>Publishers' Break-fast 7:30-9 Registration 8-12 Publishers' Exhibits 9-12 Institute #7 & 7A 9-12 6th Round of Sessions (6) 9-10 7th Round of Sessions (6) 10:30-11:30</p>	<p>Special Interest Groups 9-10:30 Third Gen. Session & Brunch 11-12:30 Keynoter</p>
	<p>OPEN LUNCH 12-1:30</p>	<p>OPEN LUNCH 12-1:30 MAAC Luncheon</p>	<p>OPEN LUNCH 12-1:30 Editorial Board Luncheon</p>	
<p>Registration: 5 - 9 p.m.</p> <p>Board Meeting 7-9 p.m.</p> <p>Hospitality 8-1 a.m.</p>	<p>First Gen. Session 1:30-3 Welcome; Intro. of Candidates; President's Address & Bus. Mtg. Board Mtg. 3-4:30 1st Round of Sessions (7) 3:30-4:30 State/Regional Meetings 4:30-5:30 Hospitality 5:30-7 Dinner on the Town 7-9:30 Hospitality 8-1</p>	<p>Second Gen. Session 1:30-3 keynoter; election Institute #6 3:30-6:30 4th Round of Sessions (7) 3:30-4:30 5th Round of Sessions (7) 5:00-6:00 Happy Hour 6:30-7:30 Banquet 7:30-9:30 Hospitality 9:30-1:00</p>	<p>Institute #8 1:30-4:30 8th Round of Sessions (7) 1:30-2:30 9th Round of Sessions (7) 3-4 Hospitality 4-6:30 Special Interest Groups 4:30-5:30 Nominations Committee 4:30-5:30 Board Mtg. & Dinner (Old & New Officers) 4-9:30 Dinner on the Town 6:30-9:30 Hospitality 8-1</p>	<p>Board Meeting 1-3 Leisure Tours 1-5 Post Conference Tours Mon-Wed, April 9-11</p> <p><u>Board Meetings</u> Tues. 6-9 Wed. 9-12, 1-5, 7-9 Thurs. 3-4:30 Fri. 8-10 Sat. 4-6:30 Sun. 1-3</p> <p><u>Hospitality</u> Wed. 8-1 Thurs. 5:30-7; 8-1 Fri. 6:30-7:30; 9:30-1 Sat. 4-6:30; 8-1</p>

Presentations

Thursday P.M. (3:30-4:30)

- "Relationship of GPA, English Placement Testing, & Reading Achievement"
Janice Lewis and JoAnn Carter-Wells
- "Communication with Traditional Faculty" - Sue Vodehnal
- "College-Wiseness: Orienting Underprepared Students to Take Professional Responsibility" - Susan C. Brown
- "Outcomes of Pilot Project in Biology: Supplemental Instruction" - Mary H. Rossman, Mary M. Smith, and Carl Wood
- "A Computer Interactive Video Program in Paragraph Principles: New Possibilities for Learning" - Joyce Kuns
- "Learning Center Assessment: Managing for Change in the '80's"
De Johnson and Charles Castelli
- "Pursuing Analytical Reading & Reasoning" - Martha Daffron

Friday A.M. (9:00-10:00)

- "Exploring Learning Styles of Minority Students"
Joan Wauters and Janet Merrill
- "Increasing Cooperation between Learning Centers & Faculty/Administration"
Roger B. Hayes
- "Description & Evaluation of a Student-Taught Academic Adjustment Course for College Freshmen" - Dorothy Forristall-Brown and William F. Brown
- "Adapting the Supplemental Instruction Group Model to the Small College"
Carol Lotven
- "The Five-At-A-Time Vocabulary Method for Use with or without Computers"
Helen Gordon
- "Reasoning: The Deep Structure of Study Skills Instruction"
Peter E. Sotiriou

Friday A.M. (10:30-11:30)

- "The Effect of Concurrent Registration in a Study Skills Course on Student Performance in Introductory College Biology" - Ruth Williams
- "Percepts of the Place of College Reading Instruction Among Faculty in Four Year Institutions" - JoAnn Carter-Wells
- "From Registration to Placement to Competency: A Comprehensive System"
Spencer Oleson
- "Competency Based Modules in Notetaking and Exam Taking Skills for Two Year College Students" - Bernie Rihn and Jan Swinton
- "Word Processing: Realistic Expectations for Both Instructors and Students"
Judith Olsen-Fallon and Carolynne White
- "Improving College Reading & Study Skills" - Rhea Ann Ashmore

Friday P.M. (3:30-4:30)

- "Learning Materials, Technology, and Resources for Disabled College Students and Adults in the Decade of Disabled Persons 1983-1992" - Henry C. Dequin
- "Everything One College Knows About Reading and What It Isn't Afraid to Ask"
Janet Maker
- "Strategies for Outreach Programming: A Continuum" - Arthur Rauch
- "R.E.A.D.S. (Remedial Education & Academic Development for Survival) at SJSU"
Norma V. Spalding, Daniel Sanidad, and Suzanne Garadis
- "Creative Problem-Solving: Dynamite in the Classroom"
Mary Dimon, Sallie Brown, and Bill Carnahan

Friday P.M. (3:30-4:30)

- "Applying Test Results to Direct Instruction in Reading and Written Language"
Martha Kanter and William Jones
- "Study Skills for Mathematics" - M. Catharine Hudspeth

Friday P.M. (5:00-6:00)

- "Study Skills for Mathematics" (Cont.) - M. Catharine Hudspeth
- "Questions Plus Discussion: The Formula for Developing Critical Thinking"
June B. Stark
- "Keeping Current in Adult Reading: The Center for the Book"
A. Garr Cranney
- "Differences between Faculty and Student Perceptions of Learning Needs from
Text Reading" - William Rearick
- "Making the Transition: A Summer Bridge Program in Reading and Learning Assistance
for Special Action Students at UC Berkeley"
Karen Franklin, Mary Dolin, and Paul Lichterman
- "Improving Standardized Test Taking Performance: The Medical School Model"
Shirley A. R. Lewis
- "Writing Process/Process Teaching: Implications for Teaching of Recent Research
on Composing" - Barbara Tomlinson and Helen Rivera

Saturday A.M. (9:00-10:00)

- NARDSPE Co-sponsored Session - Anita McDonald
- "Are Microcomputers Potentially Useful in the Remediation of Reading and Learning
Disorders" - James Corologos, Richard Feldman, and Inez Weissman
- "Enhancing What the Reader Brings to the Page: Utilizing Factors that Promote
Reading and Reasoning Skills" - Jane Hopper
- "The Challenge and the Reward of Gaining 'Respectability' for Developmental Programs:
One Community College's Experience" - Jan Kennedy Hinds
- "Learning From Text at UCB"
Kurt Lauridsen, Gordon Cox, Mary Dolin, and Paul Lichterman
- "Techniques for Designing and Conducting Research Models in Learning Assistance"
Harold Fillyaw and Felton Williams

Saturday A.M. (10:30-11:30)

- "Techniques for Designing and Conducting Research Models in Learning Assistance"
(Cont.) - Harold Fillyaw and Felton Williams
- "How to Build a Summer Bridge" - Carol Eckermann and Peggy Meyer
- "Students Teaching Students Study Skills"
Margaret Anne Langer, Maria Duerr, and Kathy Robles
- "Vocabulary Development through Language Awareness" - Kristbjorg Eide O'Harra
- "The Modified DRTA -- An Active Reading Process that Improves the Reading Abilities
of Poor College Readers" - Linda Lee
- "A Note of Caution about CAI" - Donna Cheney

Saturday P.M. (1:30-2:30)

- "Differences Between Good and Poor Readers' Reading Strategies"
Jane Lehmann and Lee Kolzow
- "A Retention Program for High-Risk Students that Includes Study Skills Instruction"
Nancy V. Wood and Gladys R. Shaw
- "In Pursuit of Excellence: A Time Management/Project Approach for Expanding
Opportunities in Current Reading Programs" - Diane Scrafton Cohen
- "How to Find, Select, and Train Volunteers" - Susan Deese
- "Developmental Studies as a Community College Division" - William Richards

Saturday P.M. (1:30-2:30) cont.

"How to Attain Funds from JTPA and Other Sources for College Basic Skills Systems" - Glenna Scheer

"Basic Writing Texts: Readability Problems" - Michael O'Hear and Richard Ramsey

Saturday P.M. (3:00-4:00)

"Evaluating Improvement in Students Who Fail Composition" - Willas Sayre

"PRIDE: An Interdisciplinary Approach to Skills Strengthening"

Lynn Rosenthal

"Using Learning Styles Inventories to Promote Academic Achievement"

Martha Efurd

"A Unique Orientation Program to Combat Poor College Skills and to Improve Retention" - Carl Thum

"A Model for Measuring Tutoring Effectiveness" - Wesley C. Brown

"Teaching College Students to Study: Insights from Developmental Research" Vincent Orlando

"Admissions, Placement, and Competency: Assessment Practices in California Community Colleges, 1982-83" - Jeanine Rounds

San Jose Hyatt

In San Jose, the "Touch of the Hyatt" is a quiet garden, lush, green and peaceful, located directly adjacent to US 101, just forty miles south of San Francisco. Courtesy cars are available on twenty-four hour call from the municipal airport, only five minutes away. For those who are driving, there's ample parking space adjacent to guest rooms; additional space for fifteen hundred cars is available at the Mediterranean Center.

Hugo's continental restaurant features superb cuisine for lunch and dinner. Luncheon is also served on the sundeck and in Hugo's Bistro, an intimate cocktail lounge. The coffee shop is open twenty-four hours for anything from snacks to full meals.

Hospitality

Bay-area WCRLA members will be waiting to greet you each evening in a suite reserved for hospitality. You are urged to join the social gatherings there in order to renew old friendships and to build new ones. See the schedule for the exact place and times.

Pre Conference Campus Visits

DeAnza Community College (Cupertino)

DeAnza's distinctive architecture is a blend of Spanish and modern with adobe and red tile roofs, and the campus is well known for such facilities as the Flint auditorium, Minolta planetarium and an Olympic aquatics complex. At DeAnza's Diagnostic Center and Reading Lab you'll see microcomputers used within educational programs and the new speed reading program designed for the Apple II. Staff members will describe the programs and answer questions.

Stanford University (Palo Alto)

When visiting Stanford, you'll walk through the central campus with a student guide. You'll see the Quadrangle with its well-known sandstone arches and red-tile roofs, engineering and science buildings, memorial church, and several libraries. Finally, you'll observe Stanford's Learning Assistance Center where programs are "designed to serve very bright, able learners...who want to read and learn more efficiently." LAC staff will be available to answer questions.

Pre Conference Leisure Tours

Hakone Gardens/Paul Masson Winery (Saratoga)

On this tour you'll observe a lovely 15 acre formal Japanese garden with the head gardener to guide you and answer questions. Then, you'll travel to the Paul Masson Vineyards where you'll see bottling lines and storage vats and browse through various antique collections including rare winemaking machinery. The Head Winemaker will describe the blending and development of various wines. Of course, the tour ends at the Tasting Hall where you may sample the products.

Hewlett-Packard (Cupertino)

The Communications Specialist will greet you here and introduce you to Hewlett Packard technology. Then, you'll be taken on a computer capabilities tour emphasizing computer use in education and in the home. Finally, you'll be guided through the manufacturing plant itself. A tour fit for a queen!

Post Conference Leisure Tours

Old Town/Novitiate Winery (Los Gatos)

In Los Gatos, you may stroll among the restored buildings of Spanish and Victorian architecture in shops and restaurants where craftsmen often demonstrate their skills. You'll then travel to the Novitiate Winery located on 39 acres overlooking Los Gatos. The winery, operated by the Jesuits since 1886, still uses its original stone aging cellars. After a tour through these lovely old facilities, you'll receive a complimentary wine glass for tasting.

Big Basin Redwoods Tour (Santa Cruz County)

Experience California's redwoods first hand as you walk on the paths of this 12,643 acre state park. You'll see trees 18 feet in diameter and 330 feet tall. Rangers will be available for questions and deer and other wildlife may well accompany you on your hike.

Post-Conference Campus Visits

Although you will have to make your own arrangements, 12 colleges in the area are available for post-conference tours including community colleges, San Jose State University, UC Berkeley, and private institutions. Maps and contact information will be available at the conference.

please reserve accommodations for:

name: _____

address: _____ city: _____

state: _____ zip: _____ phone #: _____

Check in time 3:00 P.M. — Check out time 12 noon

arrival date _____ time _____ departure date _____

- | | | |
|--|--------------------|-------------------------------|
| <input type="checkbox"/> single (one person) | \$56.00 | names of persons sharing room |
| <input type="checkbox"/> double (two persons—one bed) | \$64.00 | 1. _____ |
| <input type="checkbox"/> twin (two persons—two beds) | \$64.00 | 2. _____ |
| <input type="checkbox"/> triple (three persons—two beds) | \$64.00 | 3. _____ |
| <input type="checkbox"/> quad (four persons—two beds) | \$64.00 | |
| <input type="checkbox"/> suite (one or two persons) | \$90.00 - \$200.00 | |

this card must be received by 3-4-84 to qualify for these group rates

please guarantee my reservations with my:

___ credit card number _____ expiration date _____

___ enclosed check for first nights room and tax (6%) _____

___ hold only until 6 p.m. without deposit _____



WESTERN COLLEGE READING AND LEARNING ASSOCIATION

April 4 - 8, 1984

WCRLA 1984 CONFERENCE ADVANCE REGISTRATION FORM

*Deadline March 1, 1984

NAME _____

MEMBER: ☐NON-MEMBER: ☐

Send mail to: (Check appropriate box)

☐ My first time at a WCRLA conference☐ HOME ADDRESS: _____

(street)

(city)

(state)

(zip)

PHONE: () _____

☐ INSTITUTION: _____

(street)

(city)

(state)

(zip)

PHONE: () _____

CONFERENCE FEES - Check appropriate box(es) and fill in the amount:

- ☐ FULL REGISTRATION FEE --- MEMBER\$35.00 \$ _____
- ☐ FULL REGISTRATION FEE --- NON-MEMBER (does not include membership) 60.00 _____
- ☐ ONE DAY REGISTRATION --- MEMBER 15.00 _____
Date requested: _____
- ☐ ONE DAY REGISTRATION --- NON-MEMBER 25.00 _____
Date requested: _____
- ☐ *LATE REGISTRATION FEE* After March 1, 1984 5.00 _____

INSTITUTES (Check program listings for description. Pre-registration required. Enrollment in each is limited to 30. \$10.00 per institute)

- ☐ INSTITUTE #1 - Thursday 9 a.m. - 12:00 - Dr. Dorothy Bray, Grace Mitchell, Dr. Nancy Renkiewicz, "College Student Success and Retention in the '80's: Who, How, What?"
- ☐ INSTITUTE #2 - Thursday 9 a.m. - 12:00 - Dr. Deanna Martin & Dr. Robert Blanc, "An Innovative Instructional Program that Increases the 3 R's: Retention, Revenue, Recognition"
- ☐ INSTITUTE #3 - Thursday 9 a.m. - 12:00 - Becky Patterson, "Using Computers in a College Reading/Writing Center"
- ☐ INSTITUTE #4 - Thursday 9 a.m. - 12:00 - Pat Heard, Beryl Brown, Ann Faulkner, and Dr. Phoebe Helm "Innovative Programs for College Learning Centers: The Planning Process"
- ☐ INSTITUTE #5 - Friday 9 a.m. - 12:00 - Dr. Lois Callahan, Dr. Tom Gonzales, & Dr. Peter MacDougall, "Viewpoint of College Presidents: Gaining Support for Learning Centers and Developmental Education Programs"
- ** ☐ INSTITUTE #5A - Friday 9 a.m. - 12:00 - James Prager and Dr. Carl Spring, "Teaching Rhetorical Relationships: Strategies from a Researcher and a Practitioner"
- ☐ INSTITUTE #6 - Friday 3:30 p.m. - 6:30 - Lucy MacDonald, "From Frustration to Fun: Computers Aid in Problem Solving Practice"
- ☐ INSTITUTE #7 - Saturday 9 a.m. - 12:00 - Dr. Elaine Cohen and Pablo Buckelew, "Assessment, Advising and Early Warning: Strategies for Improving Retention"
- ** ☐ INSTITUTE #7A - Saturday 9 a.m. - 12:00 - Dr. Frank Christ, Patti Dozen, Gwyn Enright, Karen Kusunoki, and Dr. Karen Smith, "Successful Strategies in Managing a Learning Assistance Center"
- ☐ INSTITUTE #8 - Saturday 1:30 p.m. - 4:30 - Sally Conway, "How to Choose and/or Produce Good Computer Assisted Instructional Software"

TOTAL INSTITUTE FEES \$ _____

MUSIC HALL BANQUET

- ☐ Breast of Capon \$13.00 _____
- ☐ Sirloin Steak 16.50 _____
- ☐ SUNDAY BRUNCH: "Welcome to Denver" 8.50 _____

CAMPUS VISITS

- ☐ Thursday a.m. - Stanford University 7.50 _____
- ☐ Thursday a.m. - DeAnza College 6.50 _____

LEISURE TOURS

- ☐ Thursday a.m. - Hewlett-Packard Computer Capabilities Tour 6.50 _____
- ☐ Thursday a.m. - Hakone Gardens/Paul Masson Winery 7.50 _____
- ☐ Sunday p.m. (after brunch) - Old Town Los Gatos/Novitiate Winery 9.75 _____
- ☐ Sunday p.m. (after brunch) - Big Basin Redwoods Park Tour 9.00 _____

TOTAL

\$ _____

SEND: Registration form and fees made payable to Western College Reading and Learning Association to:

Rose Wassman
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

In the event you are forced to cancel, fees will be refunded less \$10.00 handling charge if WCRLA is notified prior to April 5, 1984. All conference participants must register for the conference!

** Late Adds

WCRLA TELEPHONE CONFERENCE CALL

February 1, 1984

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

The meeting was called to order at 2:00 p.m. PST.

I. The board reviewed the agenda before proceeding to the first item of business.

II. Past Treasurer's Records

A. In trying to reconcile the past treasurer's account at the United Bank of Boulder (Colorado), Karen contacted an attorney in Las Cruces, New Mexico, Ruth Thomas of Winchester and Thomas, Ltd., 205 West Boutz Road, Bldg. No. 1, Las Cruces, N.M. 88005, (505) 524-3608, who drew up a formal resolution (Attachment A) enabling the present board to receive the previous bank statements. The Secretary was requested to sign and date the resolution, attaching a letter (Attachment B) authorizing the bank to do an immediate records search and to forward the records, plus any charges to President Karen Smith at her work address.

(M) Walker: The President send the resolution drawn up by the attorney authorizing her to receive our previous bank statements.

(S) Lyman:

(PASSED)

Because WCRLA has a permanent checking account at Security Pacific Bank, this need to requisition old bank records will in the future be precluded.

B. Karen reported that the previous Treasurer, in a statement from his lawyer, has agreed to repay all advances, bank fees, IRS penalties, and other charges accruing as a result of his negligence. These are to be paid by June 30, 1984.

C. The board discussed the need for clarifying the step-by-step process of transferring the Treasurer's duties, especially banking authorizations, from the outgoing to the incoming officer. Suzanne will compile from the minutes, lists of duties for each officer for the board to consider in the future.

D. The Secretary investigated the expense of a fidelity bond for the position of Treasurer which WCRLA had in effect as late as 1978.

(M) Lyman:

(S) Bogue: That the Secretary and Treasurer would work out the details and logistics of the bond and report back to the board their decision.

(PASSED)

The board tentatively authorized a bond covering the position of Treasurer only, rather than all five board members, for up to \$50,000, the premiums of which would not exceed a total of \$167 for the 3 yr. period. (Attachments C & D)

III. Funding Request Form

(M) Walker:

(S) McKewon: To accept the design of the funding request form Karen Smith presented at the San Jose board meeting. (Attachment E)

(PASSED)

This form will now be used for all groups, SIG's committees, and State Directors, requesting funding through the board.

IV. Policies and Procedures

Karen expressed a need to revise the current Policies and Procedures Handbook at the next board meeting in San Jose, rescinding obsolete measures and passing new ones.

The By-Laws Committee will be asked at a later date to review changes in policies, procedures, and by-laws.

V. IRS Reports

Karen read a letter to the board from our Attorney regarding our past IRS forms (Attachment F).

VI. Multiple-year Memberships

(M) Walker:

(S) McKewon: To authorize Oxford Mailing Service to offer and receive 3-year memberships at \$70. (Attachment G)

(PASSED)

VII. Proceedings (Journal)

Because the Journal is now covered in membership dues, and because Past Presidents are lifetime, non-dues paying members, the board decided that they would also receive the Journal at no charge. The new membership renewal forms (Attachment H) needs to be revised to include the name Journal instead of Proceedings.

VIII. Ordered list of officers receiving complimentary rooms at conference

The board agreed the order of officers receiving complimentary rooms as they are offered by the hotel for regular room bookings will be:

1. Conference Manager
2. President-Elect
3. President
4. Past President
5. Treasurer or Secretary (depending on seniority)
6. Treasurer or Secretary
7. Newsletter Editor
8. Minority Affairs Advisory Committee Chairman

Officers are encouraged to share rooms when possible.

IX. Treasurer's Audit Committee

Carrie reported that Pat Benner and Mike McHargue are being contacted to conduct an audit of the Treasurer's books in compliance with our regulations. (Attachment H)

The meeting was adjourned at 3:30 PST.

SMK/bi
Attachments