

AGENDA FOR CRLA BOARD MEETING
Thursday, March 29, 2007 3:00 E.D.T.
Conference Call

- 1. Call to Order – Sharon 3:00 p.m.**
- 2. Approval of the Agenda – Sharon 3:05 p.m.**
- 3. Approval of the Minutes - Dorothy 3:10 p.m.**
- 4. Newsnotes Editor Report – Anne-Marie 3:15 p.m.**
- 5. Past President's Report – Valerie 3:20 p.m.**
- 6. ACDEA---NADE/CRLA meeting—Russ and Kathy Carpenter 3:30 p.m.**
- 7. Treasurer's Report - Ann 3:40 p.m.**
- 8. Executive Assistant Report – Gretchen 3:45 p.m.**
 - Sending copies of minutes to POC and committee chairs (Karen Agee requested a discussion of this item.)
 - Job descriptions
 - Letter to Hunter
 - Tutor Certification Program
 - Mentor Certification Program
 - PALs - Kathi Bartle Angus
- 9. Membership Coordinator Report – Vicki-- 3:55 p.m.**
 - Clarity of chair counting ballots for 2008 election

OLD BUSINESS

- 10. Items for official votes—Sharon—4:05**
 - 2008 election mailing—vote on mailing date (Feb. 27) and returning date (April 16); type of envelope:#10 (outer envelopes with CRLA log and Russ's name with 22 cent postage.
 - 2009 conference contract with Marriott—vote on approval of contract
 - CAS—Becky Johnens willing to continue as CAS representative
 - Awards and Scholarship—Jane McGrath agreed to be chair for one year
 - JCRL—Emily, Ed, and Beth will secure bids for new printer. They will send the information to the President who will present it to the board.
 - ACDEA approval—requested by Karen (approval of ACDEA nomination process)
 - DuganData Database Proposal
 - ACDEA fellows—Robert McCabe—candidate for Feb. 15, 2008

11. 2007 Conference Report – Rick--4:15 p.m.

- Rick's report will have other items.
- Skip Downing agreement

NEW BUSINESS**12. NADE Certification Institute—Rick—4:45 p.m.****OTHER****13. CRLA Position Statement—Ann-4:50 p.m.**

- The position statement and poster were developed by Tom Dayton and Kathi Bartle Angus
- The position statement could also be on the newsletter.

14. Insurance for conferences—Rick—4:55 p.m.

- Convention cancellation includes liability insurance and can be purchased thirty-six months ahead.
- The purchase of conference insurance could be the responsibility of the president at the time since she or he signs the contract with hotel. Then it would be another completed document.

15.

Next meeting: Friday, April 27, 2007

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

**MINUTES
BOARD MEETING
Thursday, March 29, 2007, 3:00 E.D.T.
Conference Call**

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

- 1. Call to Order** President Sharon Taylor called the meeting to order at 3:00 E.D.T.
- 2. Approval of the Agenda** In consideration of time, Executive Assistant, Gretchen Starks-Martin suggested that all of her report except discussion of job descriptions and PALs be tabled until the next Board Meeting.
- 3. Approval of the Minutes** The Minutes for the February 2, 3, and 4 Executive Board Meetings were examined and the following motions made.

MOTION: That the February 2, 2007, Board Minutes be approved as submitted. Dorothy/Valerie. MOTION PASSED.

MOTION: That the February 3, 2007, Board Minutes be approved as submitted. Rick/Valerie. MOTION PASSED.

MOTION: That the February 4, 2007, Board Minutes be approved as submitted. Rick/Dorothy. MOTION PASSED.

4. Past President's Report Valerie reported the following:

- She received a glowing report and great photos taken at the California Chapter's recent meeting. Ann Wolf gave greetings on behalf of the Board. The event will be featured and photos published in the next edition of *NewsNotes*.
- The Pennsylvania/New Jersey spring meeting was cancelled because of bad weather; it has been tentatively rescheduled for May 18.
- The Northeast Chapter is holding a conference March 30.
- The Heartland conference will be April 19; the Utah conference, May 24.
- Another plea went out in *NewsNotes* to recruit a SIG Chair for Peer Tutoring and for a leader for the Wyoming/Colorado Chapter.
- The Math SIG submitted a funding request for \$500 for research: \$150 for technical support, \$200 for printing, and \$150 for development.

MOTION: to approve the Math SIG request for up to \$500 to fund a research project contingent on the SIG submitting a report to SIG members at the 2007 conference and a proposal for the CRLA conference within a year of completing the research. Dorothy/Valerie. MOTION PASSED.

Valerie will request that an article about the research project be submitted to *NewsNotes* by the Math SIG.

Via a written report to the Board, Valerie reported the following.

- Barb Brown of Kodiak College is the new State Director for Alaska replacing Evelyn Davidson. A note of appreciation was sent to Evelyn thanking her for her hard work. A welcome note was sent to Barb. The change was also acknowledged in *NewsNotes*.
- Christie Fuller has resigned from the ESL SIG Chair post. Valerie has contacted her to ask whom she recommends for a replacement.
- A letter was sent to SIG and S/C/R Leaders to remind them to renew their membership. All have responded favorably.
- The Southeast Conference was a great success. Tech and Distance Learning SIG Chair, Lucy MacDonald gave an informative and inspiring talk about technology and learning assistance.

5. NewsNotes Editor Report: Anne-Marie reported the following.

- *NewsNotes* was sent to Amy on March 16 to design the layout. Anne-Marie suggested that the layout process might be facilitated by working with someone who resided closer to her. Gretchen suggested to Anne-Marie and the Board that the process suggested at the February 3 Board meeting be tried for one or two issues thus giving it chance to work. The consensus of the Board was to work with the process for a couple more issues and then readdress the issue.
- The *featured writer* articles seem to be working out. Anne-Marie has received articles from both Maggi Miller and Linda Russell. She asked the Board for suggestions for names of additional writers to feature and will share names of other suggested feature writers at the next regularly scheduled Board meeting.
- The one area of concern is that the pro and con statements on name change are not coming in as quickly as she thought they would. Anne-Marie asked the Board for ideas on how to get more articles along with a balanced presentation.

6. ACDEA/NADE/CRLA Meeting Russ Hodges submitted the following written report to the Board.

- **Fellows Discussion.** Norm Stahl addressed the council and indicated that ACDEA Fellows are honored to be selected but want something substantive to do. He proposed the first step in this direction via formation of a "Pioneers Section" to recognize contributions to the field by individuals who died before creation of ACDEA Fellows Program. This proposal (a short written proposal by Norm on this issue was submitted to ACDEA members) was not submitted as result of any consultation with other fellows.

Russ moved to charge Dr. Stahl to communicate with other fellows about his proposal and seek approval from other Fellows. He is to report back to ACDEA with a more detailed proposal, if the fellows agree. The motion passed unanimously. Hunter agreed to provide e-mail contacts of fellows to Dr. Stahl. The date of response was left open.

- **Blue Ribbon Commission Discussion** David Arendale gave a brief summary of both the CRLA and NADE Blue Ribbon Commission concurrent sessions held at each organization's national conference and promised a more formal report would be submitted to ACDEA in June. He also indicated that the commission will retire itself June 30, 2007, since the commissioners and chair feel their work is complete. He indicated that other concurrent sessions may still occur at NCLCA, NTA and ATP but it was up to those organizations to sponsor the concurrent sessions. Russ extended thanks on behalf of the entire profession and from ACDEA organizations for the hard work and effort put into the Blue Ribbon Commission and the follow up sessions conducted by the commissioners. No official ACDEA Action was taken.
- **Name Change for ACDEA Discussion** Hunter gave background on why he is against the ACDEA name change at this time and explained his written response in more detail (this document was sent to ACDEA representatives prior to this meeting). Russ brought up the need to review purpose/mission of ACDEA prior to consideration of a name change. Discussion also yielded suggestion of longer terms for voting members to facilitate continuity. Lynell also suggested that these posited terms might stagger to avoid having whole council turn over at the same time. Russ moved to form a commission charged with reviewing vision, mission, constitution, and name of ACDEA. It passed unanimously.
- **On the Formation of the Review Commission** The commission shall be composed of one voting member and one alternate from each member association. The voting member shall be a past president of the organization. The commission is charged with reviewing the vision, mission, constitution, and name of the council. Specifically, the commission is to bring a preliminary report and recommendations to ACDEA regarding the above items by the next ACDEA meeting, to be held at the CRLA Fall 2007 conference in Portland. A final report and recommendations will be due to the council at its spring 2008 meeting at the ATP conference in St. Louis. In order to facilitate the activities of the commission, ACDEA will provide \$500 to each association for the purpose of defraying the cost of sending a representative to an initial work meeting during the summer of 2007. Each organization may send up to two members to this meeting. Names of commission appointees from each organization are to be reported to the ACDEA chair by June 1, 2007. Upon receipt of the commission members' names, the current ACDEA chair will facilitate a summer meeting.
- **New Chair for ACDEA.** Hunter Boylan's term as Chair of ACDEA will expire at the CRLA Portland ACDEA meeting. Hunter asked for nominations. Russ nominated David Arendale. Hunter indicated that David would not accept the nomination. (David had left the meeting after his brief Blue Ribbon Commission Report.) Hilda (Barrow) nominated Russ Hodges. The nomination was seconded. Russ indicated he would be willing to run if funding to attend official ACDEA meetings were covered by ACDEA. Since no ACDEA member had an ACDEA Constitution with him at the meeting, Russ asked that the nominations be left open until the Portland meeting. He also indicated that would give more time for ACDEA organizations to bring forth additional nominees. The Board agreed to keep the nominations open.

- **Certification Discussion:** Hunter offered history on those programs that have been recognized by ACDEA as late as 1999. ACDEA agreed to recognize all certification programs of member organizations as then constituted. At that time NTA certified only tutors, NCLCA had no certification program, and ATP did not exist.

Hilda (Barrow) moved that ACDEA reaffirm the original recognition of certification programs, constituting:

- CRLA International Tutor Program Certification
- NADE Certification
- NTA Individual Tutor Certification

The motion was seconded by Sandie (Crawford) and passed with a single nay by Lynell (Williams).

Hilda moved that the ACDEA recognize the following certification programs:

- NCLCA Learning Center Leadership Certification
- CRLA International Mentor Program Certification
- ATP Tutor Trainer Certification

Seconded by Lynell. Passed unanimously.

The above motions were amended to include a clause that certification programs are recognized until such time as ACDEA can adopt standards of rigor, at which time all programs will be reviewed.

- **ACDEA Policy on Email Discussion.** Russ indicated that NTA and ATP have not followed ACDEA policy on the exchange of addresses and that both organizations have either overused old CRLA email addresses or used the current CRLA addresses more than two times allowed by ACDEA. Lynell apologized on behalf of ATP for past mistakes and promised to correct the problem. Hunter indicated that he thought the issue was resolved between CRLA and NTA via communication between Karen Agee and Sandi Ayaz. Russ indicated to Hunter that the issue was not resolved and that CRLA is considering withholding email addresses in the future to ACDEA organizations that misuse CRLA email addresses. However, Russ indicated that he hoped ACDEA would try to solve this problem before CRLA Board action occurred. Hunter questioned Russ if Karen Agee had communicated as an "official representative" of CRLA when she talked with Sandi. Hunter was under the impression that the issue had been resolved. Russ indicated that he did not know the specifics on the Karen and Sandi communication but he knew the issue was not resolved. Hunter then indicated that he would contact NTA (Sandi Ayaz) to address this issue again. No ACDEA official action was taken.

Russ and Kathy submitted a request to the Board that they and Jan Norton represent CRLA with three members of NADE at the summer meeting in Austin to further discussion on the creation of a new structure in their shared professional field. The product of the meeting will be a working paper, published before the end of the summer for CRLA and NADE executive boards only, which will include suggestions of what the next steps might be in forming a new organization. Monies requested—up to \$2000—include airfare and lodging for two people (Kathy Carpenter and Jan Norton), meals for Russ, Kathy, and Jan, and a meeting room for the committee, which is scheduled from June 16 through June 19. The review commission would hope to continue the discussion begun on the Blue Ribbon Commission on the future of the professional organizations. Jane McGrath, David Arendale, and Hilda Barrows are the NADE representatives.

Ann noted that funding would be taken from savings and placed in a line item under "General Organization Expenses" (5100).

MOTION: to approve the request for a "Beyond the BRC—Continuing the Conversation" meeting to be held in Austin at which CRLA will cover the cost of up to \$2000 for three members representing CRLA. Rick/Ann. MOTION PASSED.

Russ also recommended that the Board appoint Karen Agee ACDEA Review Commission voting representative for CRLA. Russ agreed to be the alternate for the commission.

MOTION: To appoint Karen Agee ACDEA Review Commission Representative for CRLA and Russ Hodges as alternate. Rick/Ann. MOTION PASSED.

Ann noted that the monies to fund Karen's and Russ' attendance will be taken from the certificate of deposit funds (along with funding for the new LCD's and \$2000 for the Austin meeting of NADE/CRLA).

MOTION: To fund up to \$1000 (beyond what is currently budgeted with ACDEA: \$500 toward travel and \$500 waiver of membership fee) to support both representatives (Karen Agee and Russ Hodges) to go to the summer meeting of ACDEA review commission to support the initiative of reviewing the vision, mission, constitution, and name of the council. Rick/Ann. MOTION PASSED.

7. Treasurer's Report Ann reported a January total income of \$3,974.23, total expenses of \$9,249.50, and a loss for the month of \$5,275.27. Total assets at the end of January were \$272,048.21. The total income for February was \$15,781.56, total expenses of \$9,849.84, and a profit of \$5,932.12 for the month. Total assets at the end of February were \$344,383.90.

MOTION: to approve both January and February financial reports. Rick/Valerie. MOTION PASSED.

Complete Treasurer's Reports for January and February 2007 are attached to these Minutes.

Ann also reported that Tina Barnes, International Tutor Program Certification Coordinator, sent her a recent reimbursement request for \$1349.68 to pay for expenses (printing, postage, long distance calls, supplies, registration and lunch fees) incurred in 2006 and 2007. Since Board policy requires that receipts be submitted for reimbursement and that receipts be submitted within ninety days of purchase, Ann asked for direction from the Board for covering Tina's expenses. She noted that Tina still has \$600 in her budget line for 2006 and \$1000 in 2007. After discussion, the following motion was made.

MOTION: to approve charges submitted with receipts submitted by Tina Barnes for expenses incurred after October 1, 2006, and to approve the reimbursement for other 2006 expenses if the receipts are received by April 20, 2007. Rick/Ann. MOTION PASSED.

A copy of the reimbursement policy will be sent to Tina with the expectation that the provisions be followed for reimbursement of future expenses.

8. Executive Assistant Report Because of time, Gretchen agreed to postpone all of the items scheduled in her report until the next meeting except the following.

- She would like to send an eblast to advertise the three leadership positions that are open: Council for the Advancement of Standards Representative, Political Action Committee Chair, and Awards and Scholarships Chair.
- Gretchen will also send an eblast notifying CRLA members of awards and scholarship and their due dates. She will coordinate sending both eblasts with Rick, who will send a conference-related eblast first. Gretchen will follow with the leadership eblast, then the awards and scholarship eblast. Gretchen will also notify Corrine to have the leadership position information and awards and scholarship due dates on the CRLA website.

At this point (4:45 p.m. E.S.T.), the Board decided that because of time, another meeting would be scheduled to address most of the remaining items of business in the March 29 agenda. The meeting was scheduled for April 12, 2007, at 4:00 E.D.T.

9. Membership Coordinator Report Vicki, in consideration of time, asked the Board to refer to the written report she had emailed them and to address any questions about the report at the next meeting. The following are from that email report.

- On February 5, 2007, an email was sent from Rick Sheets replying to David Caverly's inquiry about eblasts to CRLA members. He was told that we could not supply membership emails for his survey, but would eblast his survey to members for the cost of \$50. At the same time David was told that CRLA would notify members via email about TIDE for no charge. There has been no response to date.
- On February 6, 2007, the IMPC data list was received from Dairin Eddy. Of the 39 entries about 20 are current.
- February 27, the second renewal notice was sent to 508 2005 and 2006 lapsed members.
- February 28, more NTA emails were received by some CRLA members.
- On March 22, she emailed concerns about CRLA leaders using SRC and SIG lists to promote other organizations and without mention of CRLA to the Board (Lois McGinley, MI; two times and an inactive group for years). There was no response from the Board.
- On March 27, mailings promoting membership, the Portland Conference, and other advantages of belonging to CRLA were made to ITPC programs/contacts (823), IMPC programs/contacts (39), and non-member attendees at the Austin Conference (277).
- Vicki expressed her thanks to Karen Agee for securing boxes to fit the roll n' show displays.
- As of 3/27/07 the database showed 893 members with 2007+ expiry. This compares with the database approximately a year ago (3/13/06) showing 756 members with 2006+ expiry.

At the March 29, meeting Valerie, who will be Elections Chair after the 2007 conference, asked for clarity of the policies concerning counting ballots for 2008 election as she will need CRLA members in her area to share that responsibility. Vicki will let Valerie know who the

CRLA members are in the New Jersey/Pennsylvania area, and Gretchen will check Policies and Procedures Manual to determine the number of people required to be a part of counting ballots.

OLD BUSINESS

10. Items for official votes Sharon postponed many of the scheduled items on the approved agenda until the next meeting. The following issues were acted on by the Board.

MOTION: to approve the dates of mailing and returning the ballots for the 2008 election: February 27, 2007, ballots mailed to members and April 16, 2007, completed ballots returned to election committee. Rick/Ann. MOTION PASSED.

MOTION: to accept the 2009 conference contract with the Marriott Hotel in Richmond, Virginia. Rick/Dorothy. MOTION PASSED.

MOTION: to accept Becky Johnen's and Jane McGrath's offers to serve respectively as the Council for the Advancement of Standards (CAS) Representative and as the Awards and Scholarships Chair through the 2007 CRLA Conference and mentoring beyond that time. Rick/Dorothy. MOTION PASSED.

MOTION: to nominate Robert McCabe as a candidate for ACDEA Fellow for 2008. Rick/Ann. MOTION PASSED.

11. 2007 Conference Report Rick addressed the following agenda items and agreed to table the rest of his report until the April 12 meeting.

- He has finalized plans with the speaker for the Saturday brunch and will send a letter of agreement to her.
- There are still problems with the website. Rick asked that any that are noted to be forwarded to him or Corrine. Host Monster is working well; problems lie in other areas.

NEW BUSINESS

12. NADE Certification Institute Rick suggested that the NADE Certification Institute be held on Wednesday instead of Tuesday, and the Board concurred. He also suggested a charge of \$75, a charge with which the Board agreed.

A meeting to address items from the March 29, 2007, agenda is scheduled for Thursday, April 12, 2007 at 4:00 p.m. E.D.T.

The next regularly scheduled meeting is scheduled 3:00 p.m. E.D.T. Friday, April 27, 2007

ADJOURNMENT

MOTION: That the meeting be adjourned. Ann/ Rick.

The March 29, 2007, meeting was adjourned at 5:10 E.D.T.

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

Assets:

Certificates of Deposits \$190,554.23

Beginning Balances:

Operations Account \$ 143,648.62

Conference Account \$ 5,951.20

Savings Account \$ 5,085.14

Income:

Scholarships \$

Membership Dues \$

Interest Income \$ 1.73

Tutor Certification \$ 1,000.00

ITPC Pins \$ 187.50

Misc Income \$ -

SIG Income \$

Mentor Certification \$

JCRL \$

Tutor Handbook \$ 120.00

Learning Assistance Monograph \$ -

Royalties \$

Total Operating Income \$ 1,309.23

Total Conference Profit \$ -

TOTAL INCOME \$ 1,309.23

Monthly Expenses:

General Board \$ 692.52

General Organization \$ 1,954.00

Publications \$ 0

Committees \$ 1,941.70

Membership/States and Regions \$ 738.88

TOTAL OPERATING EXPENSES \$ 5,317.10

TOTAL CONFERENCE EXPENSES \$ 120.49

TOTAL EXPENSES \$ 5,437.59

Net Monthly Income(Loss) \$ (4,128.36)

Assets At End of Month \$341,110.83

Revised by Ann Wolf, treasurer April 22, 2007