

WCRLA BOARD OF DIRECTORS MINUTES

September 16, 1983

San Jose, California

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

Others Present: Jane Hopper, Newsletter Editor, Lucy McDonald, Conference Manager (Portland).

The meeting was called to order by President Karen Smith at 8:22 P.M.

The agenda was circulated and discussed (Attachment A).

(M) Bogue:

(S) Walker: That the agenda be approved.

PASSED

I. Secretary's Report

Policies and
Procedures
Handbook

A. Suzanne passed out the draft of the Policies and Procedures Handbook and commented that it turned out to be also a historical document, and that the board might want to cut some of it out not directly pertaining to policies. Some items need to be acted on; others deleted. The board was asked to read through and critique the handbook at the next meeting. Suzanne was asked to add the earlier draft of policies and procedures to make the handbook complete.

Secretary's
Banking
Activity

B. Suzanne also handed out a summary of the Secretary's banking activity and turned in her receipts to the Treasurer.

Corrections to
Minutes

C. Several corrections to the minutes of 7/22/83 were made:

1. Ia should read "...Association needs to update its files with the New Mexico Corp. Commission for years 1978 to the present."

2. IIIa should read: "...responses from 6 of 40 people questioned..."

3. IVa "Bogen" should read "Bogue."

(M) Lyman:

(S) Bogue: To approve the minutes as corrected.

Names of any
Serving WCRLA
Requested

D. Karen reiterated her request for the names of any members of boards, committees, task forces, etc., either past or ongoing to be submitted in writing, thereby getting into the minutes. She passed out lists of editorial boards, S.I.G. leaders, and task forces she has appointed. (Attachments C, D, E, & F)

Presidential
Certificates

E. Karen and Dick confirmed that Presidential Certificates were issued to Lucy McDonald, Donna Lane, Sue Brown, Maxine Byers, and Mitch Kaman.

Letter to Recover
Corporate Seal

F. Suzanne circulated a letter written to Elizabeth Holmes requesting the original WCRA seal be sent to the current board. There has been no response and a second letter will follow, and a phone call.

G. New Nominations Chairperson is Ann Faulkner for 1984-85 elections.

II. Treasurer's Report

Treasurer's Report
and 1982-83 Budget

A. Carrie handed out the 1982-83 budget and many changes were made in categories to show more realistically where monies are spent. Conference income and expenses will be completely separate from regular budget items.

B. Carrie emphasized the need for State Directors to get approval from the Past President before they can be issued reimbursement checks.

Need for Audit
of Books

C. Carrie expressed a real need for a professional accountant to look at the books and perform an audit. Professional help is also needed to work in conjunction with the conference manager to systemize the accounting.

D. The slips from Oxford Mailing Service should be redesigned to account for income from dues and Proceedings.

III. Conference Manager's Report

1983 Conference
Manager's Report

- A. Lucy also expressed concerns about accounting. We need a policy regarding refunds to members for institutes, tours, and the conference itself. Suzanne described the informal policy at the San Diego Conference. No formal motion was made.
- B. Master account shows a \$300 overage on the banquet account but, Lucy reported, the hotel did not charge for rooms.
- C. Lucy presented the Conference Manager's Notebook, which she prepared using many ideas handed down by Beryl Brown, San Diego Conference Manager. She asked that part of it be subsumed in the Secretary's Notebook. Karen asked that one also go to the President-Elect.

Conference
Manager's
Notebook

Many thanks went to Lucy for her time and effort in preparing the notebook.

The meeting was adjourned at 11:53 P.M.

WCRLA BOARD OF DIRECTORS MINUTES

September 17, 1983

San Jose, California

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

Others Present: Lucy McDonald; Chuck Hunter, 1984 Conference Manager; Jane Hopper; and Richard Kubelka, Budget Consultant.

The meeting was called to order at 8:51 A.M.

Carrie, Richard, Lucy, and Chuck left the meeting to discuss and reconcile the 1983 conference budget.

I. By-laws/Article of Amendment/Corporation Report

By-laws and
Corporation
Update

Karen gave a history of the need to update our corporation records. She had contacted our lawyer who said he had discarded old organization records. Seymour Prog raised the question of completing our files with the New Mexico Corporation Commission from 1977 to the Present.

Karen and Suzanne located addresses of past officers and entered them on the forms. Attachment I contains copies of these. The Articles of Amendment (Attachment J) was sent so that we could file for 1983-84 under our new name. (Attachments I and J will not be sent with copies of minutes.)

II. Summer Institute

Summer Institute
Guidelines

A. Karen circulated Dick's draft of guidelines for Submitting a Proposal to Host Summer Institutes, Attachment K, and the memo from Marci Matlock of Navajo Community Colleges, responding to these guidelines. Rewording of some of the items was suggested, especially those relating to financial support. Options each institution could offer through grants, etc., and support expected from WCRLA need to be spelled out. Further changes were made on the subject of faculty responsibilities. The conclusion was that guidelines need to be general enough to allow the host institution to participate along with WCRLA in deciding faculty and speakers. "Staff" should be identified as support personnel.

Proposal from
Navajo Community College
for Summer Institute

- B. A lengthy discussion followed regarding the definitions of "faculty," "speakers," and "staff." Decisions of these definitions were tabled.
- C. Marci will be asked to develop all three options for board perusal.
- D. Transportation options need to be made to include bus charters. Navajo is a relatively secluded campus and would offer the environment of a retreat.
- E. Board member responsibilities to Institute:

President's Duties
on Summer Institute

- 1. President is to begin duties as coordinator of Summer Institute. Duties can be delegated to another.

(M) Lyman:

- (S) Bogue: Conference Site Selection Chair be assigned the responsibility to solicit proposals for the Summer Institute with the President serving as Institute liaison or appointing someone to that position.

PASSED

III. Minority Affairs Advisory Committee Intern Proposal

MAAC Intern
Proposal
Altered

- A. Suzanne asked for some history about the Intern position. Karen responded that it arose out of Ann Faulkner's suggestion for more visibility for minorities.
- B. The role of Intern as it stands has some very basic problems:
 - 1. No definite job description.
 - 2. Not enough work to do long distance with which an intern could help.
 - 3. Dick suggested there be only 1 intern for the board as a whole, rather than 1 for each member.
 - 4. Karen suggested that minorities should use the membership resource form, work with state directors, S.I.G.'s, write articles for the Newsletter and Journal, serve as section chairs, propose institutes, be conference liaisons and serve on speakers' board.

4. Suggestions were made to make the MAAC Chairperson a non-voting, participating Board member, on Board mailing lists.

MAAC Chairperson
to be Regular
Invited Board
Member

(M) Lyman:

- (S) Bogue: MAAC chairperson be invited to participate as a non-voting observer on the board with the responsibility to encourage minority participation and promote sensitivity toward the needs of minorities who participate in WCRLA activities.

PASSED

(M) Bogue:

- (S) Lyman: The Board and MAAC go ahead and work together to carry out the areas of responsibility designated to involve more minorities in the organization.

PASSED

The Secretary is to reconstruct a formal writing of the responsibilities and get them back to the Board before the end of the day. (Appendix 1)

The meeting recessed at 12:12 P.M.

The meeting reconvened at 1:50 P.M. after lunch. Joining the meeting were Pat Benner, N. Calif. State Director; Charlotte Simpson and Lois Janowski, both of San Jose City College.

IV. President-Elect's Report

President-Elect's
Report

- A. Carole handed out "WCRLA Conference Program Planning - 1984" (Attachment L) and highlighted the theme, emphasis, and features.
- B. Karen expressed a need for summarizing end of conference data which has not been done for sometime.
- C. The speakers will be:

Conference
Speakers

1. Dr. K. Patricia Cross who will speak at the Second General Session.
2. Dr. Ted Murguia who will speak at the Third General Session on the topic "Quality Education and the Role of Essential Skills Programs."

D. Lois described the leisure tours she has organized thus far. (See Attachment L) Her committee was asked to check on the schedules of local colleges during the week of the conference so that post-conference tours could be scheduled. Lois was congratulated on her progress to date.

E. A suggestion was made for Carole to use a word processor to schedule presentations and reschedule fill-ins for cancellations. Caution was given to couch the rejection letters in tactful language so that these could be recalled to present if necessary.

Conference
Advertisements

F. Karen suggested that the Journal of Reading advertisement is a good idea because of recruitment of new members through wide circulation of that popular journal.

G. Audiotapes

The Board discussed the problems at the Portland Conference with the Company doing the tapes.

Portland
Audiotapes

1. Company personnel were antagonistic to some speakers.

2. They failed to make a roster of all tapes to offer to the membership. There was also a need for a list of all presenters with addresses to be sent to all members when conference is over.

H. Carole handed out her Working Calendar (Attachment M) and the tentative Conference Working Schedule (Attachment N).

Lunch Times in
San Jose to be
at least 1 1/2 hrs.

1. Concerns were raised about lunch times being too short on Thursday and Friday. There needs to be at least 1 1/2 hours for lunch.

2. Informal salad bars in various locations around the hotel were suggested.

3. S.I.G. meetings at 2 different times - one in the morning, the other in the afternoon, are offered.

4. Dick expressed a need for a social function for newcomers on Thursday evening.

5. Dick also suggested that there be presentations sponsored by S.I.G.'s.

Speakers' Fees

I. It was emphasized that invited speakers' registration fees and membership fees may be waived at the discretion of the President-Elect.

- J. Also, Past-Presidents do not need to pay membership fees.

Carrie commended Carole on her thoughtful and detailed planning of the conference resulting in calmness at this stage.

V. Conference Manager's Report

Conference
Manager's
Report

- A. Chuck reported on the offer of computers from the RAC Company.
- B. Exhibitors are being contacted. ERIC is to be included in the group. Dick requested a special table for the WCRLA publications exhibit. Charlotte requested any further information regarding exhibitor's fees, addresses, etc.
- C. Food Functions
1. Banquet: Salmon or Filet Mignon (\$20.00 and (\$23.00). Entertainment will be barbershop quartet (participation by Chuck) and big band.
- Because of the high price of the meals, there may be a need for the board to subsidize part to encourage attendance.
2. There will be entertainment at the wine tasting affair on Saturday afternoon.
- D. Pat Benner will be responsible for signs and she asked that any requests be sent to her as soon as possible.
- E. Chuck was asked to choose alternative main courses for the banquet in order to lower the cost.

1983 Final
Conference Report

VI. 1983 Final Conference Report

- A. Carrie expressed a need for a vehicle to account for each expenditure and item of income. As it stands, reconciling the conference budget with the overall budget is an immense task and almost impossible.
- B. Lucy reported the total conference:

Income	\$ 21,906.85
Approximate Expenditures	<u>11,200.00</u>
Profit	\$ 10,706.85
Anticipated Profit	\$ 6,930.00

- C. It was suggested that membership should cover services to members, publications, placement bureau, expertise networks, etc. Conference profit should be used to cover all new services, e.g., S.I.G.'s.
- D. This current profit amount includes membership costs. This is not a true picture of conference profits. Karen stated that next year's accounting principles will allow us to budget for extra activities and services to members.

1983 Institute
Accounting

F. Institute Accounting:

Income	\$1,900
Costs	<u>220</u>
	\$1,680 Approximate Profit

VII. 1984 Conference Manager's Budget

1984 Conference
Manager's Budget

- A. Carole presented the Conference Manager's Budget (Attachment P).
- B. Carrie raised the question of whether we can eliminate Oxford's involvement in all conference budgets. Accounts could be set up through host institutions to receive fees.
- C. Two motions were proposed for later votes:
 - 1. To authorize the Treasurer to receive \$5,000 lots of registration monies to put into savings from the conference manager.
 - 2. To authorize Registrar to set up an account.
- D. Dick suggested that the price for the brunch be scrutinized by the board and also that the members be polled as to their feelings about the brunch.
- E. There will be no Oxford pre-registration costs because WCRLA is providing a registrar (Rose Wassman).
- F. K. Patricia Cross's honorarium will total \$1,000. Her publisher will cover the difference between our allotted amount and her fee.
- G. Dick stated that the Conference Manager's room needed to appear on the budget because the hotel may not "comp" it.
- (M) Lyman:
- (S) McKewon: To accept the conference budget as amended.

WCRLA Registrar
instead of
Oxford

PASSED

Board Letter
to go out in
March

The board will send out a letter to the membership in March encouraging attendance at the conference. This will be at board expense.

VIII. Political Action

Pat Benner outlined her progress and plans for the future centering mainly on the California Legislature.

Political Action
Recommendations

A. Suggestions of computerized letters through the post office were made; also, June suggested a double, tear-off post card to send to members with one part addressed to legislators and printed with a message to remind them to be aware of funding issues. June also suggested an article be written in the Newsletter or a letter be sent to the entire membership. Pat was requested to get speakers to make presentations on political issues at the conference.

B. Dick inquired as to the feasibility of sending members requests for donations for Political Action.

Political Action
asked to make
proposals and
request funds

C. Karen asked Pat to get from her committee a request for specific funds and statements. She suggested a telephone chain be started to get the word out, especially to State Directors.

D. Carole suggested to Pat that her committee needs to address more national issues.

E. Karen said that WCRLA should be operating on the very edge of the budget and provide more and more activities and services like Political Action.

XI. Oxford's Proposal

A. Karen circulated a letter (Attachment Q) from Hal McCune of Oxford Mailing Service and sample CATE renewal notices.

New Membership
Renewal Form
Approved

B. She elucidated on the benefits of such a form:

1. Cost would be the same.

2. No need for a renewal letter from the President.

3. A follow-up letter could be sent with membership card.

(M) Walker:

(S) McKewon: That we change the renewal notification system through Oxford to use the 2-way remittance envelopes.

PASSED

Letters going to those who joined after dues were raised

Letters will be sent to those who joined after July 1, 1983, stating that dues have been raised \$10.00 and requesting the additional money.

X. Stationery/Brochures/Banner

New Banner
Forthcoming

A. Banner - Karen reported on a letter to Alan Frankel regarding his offer to make a new banner. His answer was that illness had precluded his taking care of this matter before now. He also reconfirmed his offer and requested specifications. Karen wrote back with the dimensions 3' x 5' and colors chocolate and tan with the official logo on the letterhead. When the banner is received, a presidential certificate should be issued.

B. Stationery and Brochures

1. Karen reported that she feels the quality is very important as a positive statement about the organization.
2. Brochure was changed to accommodate the new logo, description, and officers.
3. Envelopes might be needed with new logo.
4. Charges from RB Printing:

New Stationery
Ordered

Ream Cambric Paper	\$ 22.00
1500 Letterhead	105.60
100 Presidential	49.50
Certificates	
2000 Brochures	258.00
2000 Membership Cards	<u>73.00</u>
	\$ 508.10

XI. Newsletter Editor's Report

- A. Jane handed out her report (Attachment R)
- B. She announced that Mary Anne Shea from Boulder, Colorado, has offered to write a materials column as June Dempsey has done in the past.

Newsletter Editor's Report

- C. Karen stated that if there were a substantial savings by using lighter paper and different ink, she'd rather that than shortening the Newsletter. She also encouraged Jane to use more pictures. Any extras should be sent to Ruth Purdy, WCRLA Archivist.
- D. Karen requested extra copies of the Newsletter be sent to NARDSPE and other organizations by First Class Mail.
- E. Dick suggested a calendar of events in the Newsletter. Jane said she'd be happy to put it in if he would monitor it.

XII. Committee Reports

Awards/Scholarship
Committee being
appointed

A. Awards/Scholarships

- 1. Karen made recommendations about who should be put on the committee.
- 2. By spring board meeting, Vince Orlando, committee chairman, should come back to the board with recommendations for the Reserach Award and names on the committee.

B. Placement

- 1. Information regarding new jobs is only being sent to members who request it.

XIII. Task Force Reports

Placement Task Force
Report and New
Directions

A. Placement

Karen shared a letter dated May 24, 1983, from Elaine Reed, Task Force chairman, and also Placement Director for NARDSPE. She advised Elaine to investigate plans and contingencies so that both organizations can benefit from the joint task force. Elaine's tentative plans involve a telephone job board. She is to meet with her committee and get back to the board by next meeting.

The budget of Elaine Reed's committee dealt with a telephone bank 800#. It was Karen's feeling that the Task Force went too far along this tack instead of exploring other job placement options such as NASPA, ACPA and other organizations use. This was not done.

APPENDIX 1

MAAC Officer Intern Proposal

PROBLEMS:

1. Selecting "interns" who would be readily available to work with officers would be difficult: proximity to each other, match job responsibilities, etc.
2. Interns could not be assigned until after the elections, hence the need for 2 intern nominees for each office.
3. An intern is someone who assists an experienced person on the job in order to learn attendant responsibilities and to gain practice in fulfilling them in order to qualify him/herself for that job. Elected officers are learning their roles as they serve, and to try to give guidance and assistance to an intern would be very cumbersome and difficult.
4. Balancing the WCRLA officer's role and duties and the officer's professional position often required doing WCRLA business in "snatches of time." Delegation of specific tasks to another (other than clerical or busiwork) would require a burdensome amount of organizational skills.
5. The president and president elect conduct an enormous amount of work by phone and by correspondence. The very nature of their correspondence requires close followup and on-going communication. How would an "intern" work within that constraint?
6. WCRLA officer candidates are selected because of their prior contributions to WCRLA, leadership qualities, stability in the field, etc. Experience as an intern would not necessarily be seen by the membership or the nominating committee as meeting any of the above criteria.

ALTERNATIVES:

Ample opportunities exist within the Association for individual involvement and contributions through:

1. state organizations (newsletters, conferences, etc.)
2. the annual conference (program committees, arrangements committees, presentations, institutes, chairpersons, etc.)
3. the Association's standing committees (nominations, by-laws, awards, etc.)
4. special committees (task forces, etc.)
5. editorial boards (Journal, Proceedings)
6. publishing articles (Journal, Proceedings, Newsletter)
7. Special Interest Groups (eight formed at the Portland conference)

In order to identify potential candidates for office, the nominating committee looks for contributions to WCRLA and active involvement in the Association and demonstrated leadership qualities. To involve more minorities actively within WCRLA the following suggestions are made:

- Provide all members*
1. All MAAC members should complete the Membership Resources Form each year so that the president has access to individual names and individual interests when appointing committees.
 2. A current list of all MAAC members should be submitted by the chairperson of MAAC to the Board at each fall and each spring Board meeting.
 3. An ~~appointed~~ minority(s) in each state could contact the State Director and offer assistance in preparing for the State meeting and/or make a presentation at that meeting.
 4. An ~~appointed~~ minority(s) could contact the president elect and offer to serve on the program committee. If at all possible, to save on costs, that minority member should live in the same general area/state as the president elect.
 5. Each SIG should have a minority member ^{encourage to join} appointed to it; appointed members should contact SIG chairpersons and offer assistance in generating momentum; some might offer to chair SIG's.
 6. Appointed minorities should submit articles to WCRLA publications. *(p. 10)*
 7. Appointed minorities should offer to serve as section chairs.
 8. Appointed minorities should submit proposals to conduct institutes and/or section meetings.
 9. Appointed minorities living in the area where the conference is to be held should contact the local conference manager and volunteer to serve on one or more committees.
 10. An appointed MAAC subcommittee should submit names and related information to the president elect for consideration as keynote speakers.

If minorities were involved on a broad basis each year as suggested above, they would gain a great deal of exposure and experience as well. Agreement between the Board and MAAC as to the suggestions above is extremely important. The MAAC chairperson must be agreeable to providing the names of nominees for committee assignments, etc., to the Board in a timely manner. The Board must be agreeable to the responsibility of involving the MAAC members as suggested by the MAAC chairperson.

Duties of MAAC Chairperson in concert with WCRLA board.

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

SUMMARY OF MINUTES
WCRLA BOARD OF DIRECTORS

September 16-18, 1983

San Jose, California

Board Members Present:

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

Others Present:

Jane Hopper, Newsletter Editor; Lucy McDonald, Conference Manager (Portland); Richard Kubelka, Budget Consultant; Chuck Hunter, 1984 Conference Manager; Maranda Montgomery, MAAC Chairperson; Pat Benner, N. Calif. State Director; Charlotte Simpson and Lois Janowski, San Jose local arrangements committees.

I. Secretary's Report

- A. Suzanne distributed the draft of the Policies and Procedures Handbook. She will incorporate earlier policies into it and will revise it as necessary.
- B. Suzanne also settled her account by turning in receipts and summary of spending.
- C. Corrections were made to the 7/22/83 minutes.
 - 1. Ia should read "...Association needs to update its files with the New Mexico Corporation Commission for years 1978 to present."
 - 2. IIIa should read "...responses from 6 of 40 people questioned..."
 - 3. IV "Bogen should read Bogue".

The minutes were approved as read.

- D. Karen requested all names of appointees be read into the minutes to provide a permanent record.
- E. Confirmation was made of Presidential Certificates issued to Lucy McDonald, Donna Lane, Sue Brown, Maxine Byers, and Mitch Kaman at the Portland Conference.
- F. Suzanne has been trying to contact Elizabeth Holmes to recover WCRLA's seal. She will continue.
- G. Karen announced that the new Nominations Chairperson for the 1984-85 elections is Ann Faulkner.

II. Treasurer's Report

- A. Carrie announced changes in accounting procedures to allow for separation of conference items from regular budget items.
- B. State Directors must get approval from Past President before they can be sent reimbursement checks.
- C. Carrie reiterated a need for a professional audit of our books.
- D. Slips from Oxford Mailing Service will specify income from dues on Proceedings.

III. Conference Manager's Report (Portland)

- A. Policy needed for reimbursements for institutes, tours, etc.
- B. Lucy presented the Conference Manager's Notebook to the Board. She was commended for all the hard work she put into it.

IV. By-laws/Articles of Amendment/Corporation Report

- A. In response to Seymour Prog's request that we update our filing procedure with the New Mexico State Corporation Commission, Karen has persevered and we are now so current that we can file our 1984 form under our new name. Karen submitted the New Articles of Amendment regarding name change last summer.

V. Summer Institute

- A. Guidelines for hosting a Summer Institute are being revised with input from Marci Matlock of Navajo Community Colleges which is interested in hosting one. The Board expressed some concerns about the details of transportation to the site.
- B. The President will begin duties as Coordinator of Summer Institutes.
- C. The Conference Site Selection Chair will be assigned the duty to solicit proposals for Summer Institutes.

VI. MAAC Intern Proposal

The role of intern was defined and refined and the present MAAC chairperson was asked to fill that role. Duties include being a non-voting observer on the Board, to encourage minority participation, and to promote sensitivity toward the needs of minorities who participate in WCRLA activities.

VII. President-Elect's Report

- A. Carole described her plans for the 1984 conference to date. Speakers will be Dr's. K. Patricia Cross and Ted Murguia. Dr. Murguia is from San Jose City College and will speak on the topic "Quality Education and the Role of Essential Skills Programs."
- B. Leisure tours and campus tours planning is coming along.
- C. Lunch times in San Jose will generally be 1 1/2 hours to allow easy transition between sessions.
- D. Carole was commended on her attention to detail in the conference planning which resulted in calmness.

VIII. Conference Manager's Report (San Jose)

Plans are coming along nicely regarding contacts with computer representatives, exhibitors, food functions, signs, and entertainment. Winetasting and barbershop quartets are planned.

IX. Final Conference Report

Lucy reported that the Portland Conference exceeded projected income by about \$4,000. This will be used to provide new services to members such as more support to the S.I.G.'s.

X. Conference Manager's Budget

In the attempt to keep separate all items relating to conference from that of regular budgets, several changes will be made, including using a WCRLA registrar instead of Oxford Mailing Service to receive all registration funds. Rose Wassman will serve in this capacity.

XI. Political Action Group

Ideas were explored to reach more members and legislators in a more timely manner including computerized letters, articles in the Newsletter and presentations at the Conference.

XII. Oxford Mailing Service for Membership Renewal

We will be using a new form for membership renewal. It will appear more as an invoice with a tear-away section to return with dues payment. Letters will be sent to members with the membership card.

XVII. Gray Microfiche Collection from the 14th Proceedings

Several titles were released for publication in the Alvina Treut Burrow's collection. It was decided that the Proceedings editor will make the determination of who will receive complimentary copies.

XVIII. Special Interest Groups (S.I.G.'s)

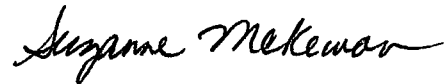
Alan Frankel and Virginia Shrauger will co-chair the Computer S.I.G. Patti Dozen's Learning Center Management Network will be asked to prepare a statement of direction for the S.I.G. Coordinator Kate Sandberg's address will appear in the Newsletter so that she can be contacted regarding new interest in S.I.G.'s.

Karen was congratulated on the success of this feature.

XIV. Budget

Most budget requests were approved as requested. As soon as each coordinator authorizes these funds to be released, checks will be issued from the Treasurer to each requester.

Respectfully submitted,



Suzanne McKewon
Secretary

Please note: These minutes have not been approved.

SMK/bi

COPY

FOR

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

October 27, 1983

M E M O R A N D U M

TO: Delryn Fleming
FROM: Karen Smith
RE: Update from the Board of Directors

First, I want to thank you, Mike and Carrie for serving as the Publications Task Force this year. A special "thanks" to you for submitting such a thorough report to the Board! Although we were disappointed with your findings and recommendations, we could not dispute the evidence and the rationale of your findings. Your report was so well done that we found no questions left unanswered. (Attached is a page from the minutes regarding the Task Force's recommendation and the subsequent Board action.)

Secondly, although the Board accepted the recommendations of the Task Force, we did not "close the case." You'll note from the minutes (continued under "Publications," second page) that the Board of 1984-85 has been challenged to reevaluate the situation next year. So — be forewarned that you may be called upon again on this.

And, third, since nothing could be found in WCRLA records regarding a formal policy on complimentary copies of the Proceedings, the Board moved to appoint the Proceedings editor responsible for determining that each year. (See additional notes on Gray Microfiche Collection.)

I hope your year is moving along graciously and with many pleasures.

KGS:mp

cc: Mike O'Hear
Carrie Walker
Board of Directors

There is a need for suggestions other than the 800# and for including other members of Task Force. Also there is a need for communication with NARDSPE regarding the \$1410 total budget of which we would spend half.

B. Elections

Karen reported on those persons she had requested to chair the Task Force. Pat Heard and Irwin Joffee said they would serve on the committee. Betty Levinson will be asked to chair.

C. Publications

Publications Task
Force recommendations
to change Proceedings
to Journal of College
Reading and Learning

1. Karen presented Attachment S, a letter from Delryn Fleming, Proceedings editor, listing suggestions from her committee:

- a. Change Proceedings name to Journal of College Reading and Learning.
- b. Stay with the same printer.
- c. Have no second volume of the Journal due to the lower quantity and quality of articles.

A discussion of these suggestions followed and included the point that this was not a good year to take on another expensive publication.

(M) Lyman:

(S) Bogue: To accept the recommendations of the Publications Task Force, i.e., to change the name of the Proceedings to the Journal of College Reading and Learning but to make no changes in the present WCRLA Journal, but to:

1. Leave it as an insert in the Newsletter.
2. Not to change the name.
3. Continue to publish it as an occasional journal.

Recommendation to
continue with the
other Journal as an
occasional paper

PASSED

(M) Lyman:

Publications
Task Force
Chair Delryn
Fleming commended

(S) Bogue: The matter of the present WCRLA Journal be reconsidered at the end of the present year and that the Task Force, chaired by Delryn Fleming, be commended for their very enlightening work. It is further recommended that next year's board carefully look at the report outlined in D. Fleming's letter of Sept. 1, 1983.

PASSED

A discussion followed of the possibility of soliciting good writers to present at the conference and to submit articles. A need was articulated for a presentation on "How to Write Articles for the Journal."

The meeting was adjourned at 7:15 P.M.

SMK/b1
Attachments

There is a need for suggestions other than the 800# and for including other members of Task Force. Also there is a need for communication with NARDSPE regarding the \$1410 total budget of which we would spend half.

B. Elections

Karen reported on those persons she had requested to chair the Task Force. Pat Heard and Irwin Joffee said they would serve on the committee. Betty Levinson will be asked to chair.

C. Publications

Publications Task
Force recommendations
to change Proceedings
to Journal of College
Reading and Learning

1. Karen presented Attachment S, a letter from Delryn Fleming, Proceedings editor, listing suggestions from her committee:

- a. Change Proceedings name to Journal of College Reading and Learning.
- b. Stay with the same printer.
- c. Have no second volume of the Journal due to the lower quantity and quality of articles.

A discussion of these suggestions followed and included the point that this was not a good year to take on another expensive publication.

(M) Lyman:

(S) Bogue: To accept the recommendations of the Publications Task Force, i.e., to change the name of the Proceedings to the Journal of College Reading and Learning but to make no changes in the present WCRLA Journal, but to:

1. Leave it as an insert in the Newsletter.
2. Not to change the name.
3. Continue to publish it as an occasional journal.

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continue with the
other Journal as an
occasional paper

PASSED

(M) Lyman:

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Task Force
Chair Delryn
Fleming commended

(S) Bogue: The matter of the present WCRLA Journal be reconsidered at the end of the present year and that the Task Force, chaired by Delryn Fleming, be commended for their very enlightening work. It is further recommended that next year's board carefully look at the report outlined in D. Fleming's letter of Sept. 1, 1983.

PASSED

A discussion followed of the possibility of soliciting good writers to present at the conference and to submit articles. A need was articulated for a presentation on "How to Write Articles for the Journal."

The meeting was adjourned at 7:15 P.M.

SMK/b1
Attachments

**OXFORD
MAILING
SERVICE**

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

May 25, 1983

Karen Smith
New Mexico State University
Box 5278
Las Cruces NM 88003

Karen,

the following four addresses were in our file to be sent complimentary copies of the 15th Proceedings--which we have done.

Would you please let us know if these addresses should be retained to be sent comp copies of the 16th Proceedings also.

Dr Sam Weintraub
Dept of Elem & Remed Educ
State Univ of New York
593 Christopher Baldy Hall
Buffalo NY 14260

International Reading Assn (2 copies)
Dir of Publications
Box 8139
Newark DE 19711

National Reading Conference
Dir of Publ or Yearbook Editor
Clemson University
Clemson SC 29150

Ruth Purdy (3 copies)
9400 Larkspur Dr
Westminster CA 92683

Thank you very much.


Hal McCune

/h

let me check w/ Board

Center for Learning Assistance

July 8, 1983



From the desk of Karen Smith

Suzanne:

A quick question for you to
check prior to our Conf. call:

Can you locate anything
specific in Board minutes
which refers to Complimentary
copies of Proceedings going to
particular organizations or
individuals? Was a policy
voted on?

Have any info you can
find available for our call.
Thanks! Have a good summer?!

Karen



**Western
College
Reading &
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Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

3531 Millikin Ave.

San Diego, Ca. 92122

Dr. Karen Smith, President
Center for Learning Assistance
Box 5278 NMSU
Las Cruces, NM 88003

July 18, 1983

Dear Karen,

I must be blind. In the same minutes I told you about on the phone last week is further information regarding complimentary copies of the Proceedings going out.

Long Beach March 15, 1978 p.4 Article VIII Proceedings Editor's Report:

"Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading 'Briefly Noted' section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson."

I hope this isn't too late to be of value.

Sincerely,

A handwritten signature in cursive script that reads 'Suzanne'.

Suzanne McKewon,
Secretary

WCRLA BOARD OF DIRECTORS MINUTES

September 18, 1983

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

Others Present: Jane Hopper, Richard Kubelka, Lucy McDonald.
The meeting was called to order at 8:00 A.M.

I. Gray Microfiche Collection

Selected Titles from
14th Proceedings to
appear in Gray Microfiche
Collection

Karen received a request for articles by the following authors from our 14th Proceedings to be placed in the Alvina Treut Burrows collection: Doolittle, Edinger et al, Elder, Hopper and Wells, Penisten, Raygor, Swindling, Tolsma, and White. She also recieved a request for complimentary copies of the Proceedings.

(M) Walker:

Proceedings
Complimentary
Copies to be
Decided by Editor

(S) Bogue: A determination of who should receive complimentary copies of the Proceedings should be made by the Editor with additional advice available from the President. At the end of each fiscal year the Editor's final report should include a list of the recipients for that year.

PASSED

II. Special Interest Groups (S.I.G.'s)

S.I.G.'s Reports

A. Kate Sandberg's (Coordinator) address is:

SRA
Box 30-X
Anchorage, AK.

B. Basic Reading S.I.G.

Becky Johnen recently moved to Idaho. New address is:

970 N. 12 Street E.
Mountain Home, Idaho 83647

C. Computer S.I.G.

Alan Frankel and Virginia Shranger will co-chair. It is hoped there would be enough information about computers to have 2 columns in the Newsletter.

- D. Learning Center Management Network S.I.G. Patti Dozen's letter (Attachment T) was circulated. Karen expressed a need for a statement of direction from the S.I.G.
- E. There was no response from Critical Thinking/ Problem Solving, Research or Special Needs Students. Political Action reported earlier.

The board congratulated Karen on the success of the S.I.G.'s. Encouragement will be offered to seek new leadership for some SIG's which might have "died on the vine."

A suggestion was made from a new member for a Listening Skills S.I.G. Kate Sandberg's name and address should appear in the Newsletter so that any new interest in S.I.G's can be forwarded to her.

III. Guidelines for State Director's Funding Requests

Dick was tasked again with developing these guidelines which are to include:

- 1. honoraria/expenses for speakers
- 2. travel budgets
- 3. income earned by state organizations

IV. Budget

1983-84 Budget

- A. Karen handed out copies of all requests for funding (Attachments U-1 - U-12).
- B. Dick suggested that all new state regular allocations be increased by \$1 for each new member recruited.
- C. These recommendations were made during the budget process:

- 1. Final conference report will be very similar to new overall accounting system showing more detail on expenses and income.

President-Elect
to go to NARDSPE
Conference

- 2. The President-Elect, rather than the President should be the officer to go to the NARDSPE conference because of the timelines of our conference.
- 3. Awards Committee should be made aware of conference contributions to the committees Scholarship fund.

(M) Walker:

(S) Lyman: WCRLA Treasurer should open a separate savings account for scholarship funds. Initial monies to be transferred from general account are:

Conference Contributions to Scholarship Fund to have Separate Savings Account

- 1) \$168.00 from money earned at San Diego conference
- 2) \$128.00 from Portland conference
- 3) \$500.00 from board allocations from operating budget 1983-84

PASSED

Carrie will send an article to the Newsletter regarding this new account.

Attachment V represents the Budget worksheet as items were requested and approved.

(M) Lyman:

(S) Bogue: To accept the budget subject to any changes the President might need to make at a later date.

PASSED

Lucy thanked the board and Pat Heard for all their help in operating the Portland Conference.

(M) Lyman:

Special Commendation to Lucy McDonald as Conference Manager

(S) McKewon: To commend Lucy for an outstanding job as Conference Manager.

PASSED

A special commendation was offered to Carrie and Rick for their work in reconciling and revising the budget.

The meeting was adjourned at 1:53 P.M.

SMK/bi
Attachments

WCRLA BOARD MEETING SCHEDULE

San Jose, California
September 16-18, 1983

- | | | |
|---------------------------|--------------|---|
| Friday,
September 16 | 7:30-9:30 pm | <ol style="list-style-type: none"> 1. Approval of Agenda/Additions 2. Secretary's Report/Correction of Minutes 3. Treasurer's Report 4. 1983 Final Conference Report 5. Other Business |
| Saturday,
September 17 | 8:30-12:00 | <ol style="list-style-type: none"> 1. President Elect's Report/1984 Conference 2. 1984 Conference Manager's Report 3. Proposed 1984 Conference Budget 4. By-laws/Article of Amendment/Corporation Report |
| | 12:00-1:30 | Lunch break |
| | 1:30-6:00 | <ol style="list-style-type: none"> 1. Summer Institute Guidelines Approval 2. Tentative 1985 SI Proposal/ Navajo Comm. Coll. 3. MAAC Internship Proposal 4. Oxford's Proposal/ Lapsed Member Reminders 5. Stationary/Brochures/Banner 6. Newsletter Report 7. Journal Report 8. Proceedings Report 9. Committee Reports
Awards/Scholarship
By-laws
Conference Site Selection
Nominations
Placement 10. Task Forces Reports
Placement
Elections Process
Publications 11. Gray Microfiche Collection/ Complimentary Journals |
| Sunday,
September 18 | 8:30-12:00 | <ol style="list-style-type: none"> 1. S.I.G. Reports
Organization
Basic Reading
Computers
Critical Thinking/Problem Solving
LAC Management
Political Action
Research
Special Needs Students 2. State Reports/Guidelines for Funding Requests 3. Budget - Board 1983-84 |

Summary of Banking Activity

Secretary

Initial Deposit	6/83	200.00
Withdrawal for stamps	6/83	(20.00)
Interest	6/25/83	1.03
Acct. Charge	7/1/83	(1.00)
Acct. Charge	8/1/83	(1.00)
Withdrawal for stamps	8/8/83	(20.00)
Withdrawal for Oxford Mailing list	9/15/83	(8.88)
Acct. Charge	9/2/83	(1.00)
Withdrawal for binders for policies and proce- dures notebook	9/15/83	(12.90)
Balance as of 9/15/83		136.25

1982-83 Editorial Board - Proceedings

Delryn Fleming, Editor

Ramona Knowles

Craig Mayfield

Michael O'Hear

John Penisten

Mark Gregg

Kathleen M. Whitstone

Editorial Advisory
Committee

Special Editors

1983-84

Delryn Fleming, Editor

Ramona Knowles, SFSU, San Fran 94123

John Penisten, UH/Hilo/Hawaii Comm Coll ^{Hilo HI 96720}

Michael O'Hear, Indiana U., Ft. Wayne 46805

Norma Spalding, San Jose St U, San Jose 95192

215.63
236
43.36

Editorial Board, Journal

1982-83 Michael F. O'Hear, Editor
 David Lemire, Box 2326, Evanston WY 82930
 Virginia Shrauger, Central OR Comm Coll, College Way,
 Bend, OR 97701
 Carolyn A. Simonson, Tacoma Comm. Coll., 5900 South ~~12th~~ 12th
 Street, Tacoma, WA 98465
 Bruce Cronnell

1983-84 O'Hear
 Lemire
 Shrauger
 Simonson

+

S.I.G. LEADERS

1983-84

Advanced Reading Comprehension	Anne Dye Phillips English Department Santa Monica College Santa Monica, CA 90405
Basic Reading	Becky Johnen Blue Mountain Community College 2410 NW Carden #76 Pendleton, OR 97801
Computers	Sally Conway Community College of Denver, Auraria Box 101 1111 W. Colfax Denver, CO 80204
Critical Thinking/Problem Solving	Jerry Gill P.O. Box 16027 Las Cruces, NM 88004
Learning Assistance Center Management	Patti Dozen Learning Assistance Center California State University 949 E. Second Street Long Beach, CA 92802
Political Action	Pat Benner 23405 Deerfield Rd. Los Gatos, CA 95030
Research	Sue Vodehnal 2336 S. Jasmine Place Denver, CO 80222
Special Needs Students	Dennis Nelson Westmar College Le Mars, Iowa 51031

~~Policy to small
separate budget
killing to get a line~~
Placement Task Force

Elaine Burns Reed, CSULB
Susan C. Brown, NMSU
Mitch Kamin, Laramie Co-Vo Tech.

Publications Task Force

Michael O'Hear, Indiana U.
Delroy Fleming, Brookhaven College
Carnie Walker, Stanford University

Elections Process Task Force

Betty Levinson, UCLA
Irwin Joffe, Phoenix College
Pat Heard, UT Austin

Placement Services

(per phone conversation from Elaine R.
LAC Assistant, 4:00 p.m., 9/15/83)

Communication

Postage	100
Telephone	
General (l.d.)	200
For 800 #	750 (annual)
14 in. hard disc drive	---
Calling cards with billing #	---

Operations

Stationery	
Letterhead	35
Envelopes with return addresses	40
Manilla (with no address)	25
Double folders	25
Labels	10
Xeroxing	75

Printing

Forms	
Placement application	45
Job vacancy	45
Placement task force info sheet	60

TOTAL \$1410



Western
College
Reading &
Learning
Association

Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

3531 Millikin Ave.

San Diego, Ca. 92122

Dr. Elizabeth A. Holmes
704 N.E. 20th Street
Oklahoma City, Oklahoma 73105

Dear Dr. Holmes,

On behalf of the Western College Reading and Learning Association (formerly WCRA) I have been charged with the task of locating our corporate seal. Our current President, Karen Smith, seems to feel that you still have it from your days as Secretary of the organization. She is basing this assumption on a letter from the New Mexico State Corporation Commission dated December 13, 1972. If you do still have the seal, would you please forward it to me at the above address? If not, but if you have any information as to its whereabouts, please advise me to that effect.

I would also like to invite you to reactivate your membership in WCRLA. We would love to get reacquainted and to find out what you've been doing. Thank you for your help and concern.

Sincerely,

Suzanne McKewon
Secretary

Annual Report of the Treasurer of the
Western College Reading and Learning Association
for the period
July 1, 1982 - June 30, 1983

Prepared for the Board of Directors' Meeting,
September 16-18, 1983, in San Jose, CA
by
Carolyn Walker

Ann Faulkner - Past President, WCRA
 Mitch Kaman - Secretary, WCRA
 To : Dick Lyman - President, WCRA
 Karen Smith - President-Elect, WCRA
 FROM : Carrie Walker - Treasurer, WCRA

DATE: July 25, 1982
 Notes from Board of
 Directors meeting in
 Portland.

SUBJECT: WCRA Proposed Budget for 1982-83.

Dear Ann, Mitch, Dick, Karen,

Here is what I have as our budget for next year. Please let me know if you have any notations in any category that I don't have.

81-82	<u>20,615</u> 3,289	original balance	
	<u>Budgeted</u> 81-82	<u>Spent</u> 81-82	<u>Budgeted</u> 82-83
<u>Board of Directors</u>			
Meetings	2,500	1,900	2,500
Phone/Mail	--	--	--
Secretary (Kaman)	225	100	200
Treasurer (phone, stamps, bookkeeping consultant) (Walker)	100	0	200
President (Dick Lyman)	500	465	700
<u>State Activities</u>			
Directors (\$50 per state)	500	123	500
Activities/Speakers	0	0	2,000
Past Pres. (Coord. of State Directors)	175	180	620
<u>Mailing Services/Supplies</u>			
Mail (Oxford)	4,000	4,100	5,000
Supplies (brochures; stationery)	500	410	500
<u>Committees</u>			
Site (Conference and Institute)	50	0	100
Placement	200	0	200
Minority	200	200	200
Bylaws/Archives	100	0	100
Nominations	100	0	100
Awards	600	35	600
<u>Publications</u>			
Newsletter	3,000	3,843	4,100
Proceedings	4,200	3,860	4,200
Journal	3,000	1,490	3,000
Subtotal		\$19,950	\$24,820
Summer Institute	0	0	1,000
		TOTAL:	\$25,820

On hand as of 7/25/82: \$31,062.47

Reserves after
 spending 1982-83
 budget: \$5242.47
Carrie Walker

Expenditures:
 July 1, 1982-June 30, 1983
1982-83 WCRLA Operating Budget

Board of Directors

	Budgeted	Spent (through June 30)	Balance
Meetings	\$2,500	<u>Reimbursement for travel & other expenses--Portland Board Meeting July 23-25, 1982</u> 1) D. Lyman, Pres.: \$277.85 2) K. Smith, P-Elect: \$449.65 3) M. Kaman, Secty: \$385.87 4) C. Walker, Tres.: \$221.05 5) A. Faulkner, P-Pres. ^{oo} 6) B. Brown, Conf. Dir. 82: \$364.59 7) L. MacDonald, Conf. Dir. 83: \$77.50 *9/14/82 \$164 to Paul Sykes as additional payment for his work as WCRLA photographer in San Diego. 10/4/82 \$62.10 to Marriott Hotels for coffee at July Board Meeting. *10/27/82 Dr. Emmett Casey \$300 for last year's conf.(San Diego) ^{oo} 12/18/82 \$451.85 to Ann Faulkner as reimbursement for travel and meals at Portland Board Meeting July 23-25, '82. *12/12/82 \$64.05 two back bills from San Diego conf. (\$23 + \$41.05). <u>Reimbursements for Board Mtgs. Portland, Mar. 22-27, 1983</u> 1) C. Walker, Tres., 3/30/83 \$163.62 for Tues & Wed, Mar. 22-23 (Includes \$20.56 charge for beverages for whole board). 2) M. Kaman, Secty. (4/1/83 \$114.61 for Tues & Wed, Mar. 22-23. 3) K. Smith, P-Elect \$30.23 Bd. Mtg Expenses, Portland 4/11/83	-721.51

Portland Board Meeting
 - 232.00
 4/21/83

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

	Budgeted	Spent (through June 30)	Balance
		4) A. Faulkner, P-Pres., 4/14/83 \$133.00 Bd. expenses Portland (2 nights). 5) J. Hopper 4/26/83 \$130.18 Bd. expenses Portland (2 nights). 6) D. Lyman, Pres., 5/20/83 \$112.00 Bd. expenses Portland (Mar. 22-23). 7) D. Lyman, Pres., 6/15/83 \$168.00 additional 3 nights at Marriott, Portland. 4/14/83 \$79.41 to D. Lyman for Bd. conference call.	
<u>Secretary</u> (Kaman)	\$200	9/8/82 \$47.95 for typing of minutes and index. 2/2/83 \$62.56 1500 sheets of WCRA letterhead. 4/1/83 \$32.00 Fed. Exp pkg. to K. Smith. †5/9/83 \$200.00 advance to S. McKewon to pay her 83-84 secretary's expenses. 5/19/83 \$73.50 to Larimer County Voc-Tech: typing of minutes \$50; Federal Exp. of minutes \$23.50.	-\$216.01 -1601 <i>Larimer County</i> <i>83 84 ind.</i>
<u>Treasurer</u> (Walker)	\$200	11/30/82 \$33.94 to Stanford's LAC for postage, copying, and phone. 3/30/83 \$15.30 Xeroxing <i>note 37.51 (Bank chq.)</i> 5/6/83 \$60.93 to Stanford's LAC for postage, copying and phone.	\$89.83 -37.51 52.32
<u>President</u> (Lyman)	\$700	9/8/82 \$81.34 for phone bills (March 20-June 9, 1982)	\$193.44 <i>paid</i> <i>266.54</i>

†Please note that although this payment was made in the 1982-83 budget year it is an advance for expenses which will be incurred in the 1983-84 budget year by the new secretary, S. McKewon.

	Budgeted	Spent (through June 30)	Balance
		<p>4/14/83 \$227.22 for printing and mailing of name change letter.</p> <p>5/20/83 \$198.00 for air fare to NARDSPE (Little Rock).</p>	
TOTALS	\$3600	<p>\$4254.25</p> <p><i>4302.96 - exp only</i> <i>4302.96 - 4283</i> <i>19.96</i></p>	<p>-654.25</p> <p>-434.25</p> <p>-1092.25</p> <p>-729.16</p>

State Activities

	Budgeted	Spent (through June 30)	Balance
<u>Directors</u> (\$50 per state)	\$500 <i>442.95</i> <i>540</i>	4/11/83 \$47.05 to Anna Marie Updegraff (postage & printing: Oregon). <i>441/83 \$47.05</i> X 5/19/83 \$50.00 Advance for State Director's allotment 83-84 to P. Mulcahy.	\$402.95 <i>442.95</i> <i>Subtotal 100 budget</i>
<u>Activities/</u> <u>Speakers/</u> <u>Special Pro-</u> <u>jects</u>	\$2000	9/8/82 advance of \$250 authorized by A. Faulkner, Coordinator of State Directors, sent to Pat Mulcahy, State Dir., CO 9/14/82 \$183.32 to Denise McGinty: part of \$200 special grant for TX Conf., endorsed by A. Faulkner. <i>(Return to Mulcahy)</i> 12/8/82 \$399 to Jane Lehman \$399 to Lee Kolzow Travel to Oregon WCRA Conf. for Institute. Special grant authorized by Board, request signed by A. Faulkner. <i>(partially)</i> 1/24/83 \$80 to Nancy Deutsch Expenditures for So. Cal. Fall Conf. <i>12/7/83 (183.32) Return to Updegraff</i> <i>2/2/83 (100.00) Return to Updegraff</i> <i>0</i> <i>4/21/83</i> <i>15.62</i>	\$688.68 <i>183.32</i> <i>+ 100.00</i> <i>972.00</i>
<u>Past President</u> (Coordinator of State Directors)	\$620 \$350 for travel \$220 for lunch \$50 for phone	<i>4/21/83</i> <i>15.62</i>	\$620.00 <i>- 215.62</i> <i>404.38</i>
TOTALS	\$3120	-\$1408.37 <i>1001.17</i> <i>X paid travel to 402.95</i>	\$1711.63 <i>1818.83</i>

Mailing Service/Supplies

	Budgeted	Spent (through June 30)	Balance
Mail (Oxford)	\$5000	<p>8/6/82 \$125.55 for Newsletter mailing.</p> <p>8/10/82 \$248.00 for July membership maintenance.</p> <p>9/8/82 \$39.76.</p> <p>9/8/82 \$24.17.</p> <p>9/8/82 \$95.61.</p> <p>10/13/82 \$132.37 to cover 3 bills (\$115.32; \$8.00; \$9.05)</p> <p>*10/27/82 \$985.64 for bills Don Yamamoto failed to pay Spring '82. (See Hal's letter of 9/17/82).</p> <p>9/14/82 \$74.20 for inserting new officer listing on WCRA brochures.</p> <p>11/16/82 \$431.19 (includes 2 bills: (1) 10/18/82--\$262.68 -Jane Hopper and (2) 10/29/82 --\$168.51).</p> <p>11/30/82 \$80.01 to Miranda Montgomery.</p> <p>12/7/82 \$172.04.</p> <p>12/8/82 \$230.49 to J. Hopper.</p> <p>12/8/82 \$59.09 to A. Faulkner.</p> <p>1/17/83 \$104.85 for Dec. membership maintenance.</p> <p>2/7/83 \$81.38 (includes two bills: (1) 1/31/83--\$68.64 Jan membership maintenance (2) 1/31/83--\$12.74 address labels for K. Smith.</p> <p>3/30/83 \$232.71 Newsletter mailing--Jane Hopper.</p> <p>4/11/83 \$447.68 (3 bills: \$24.50 + \$218.91 + \$204.27).</p> <p>4/14/83 \$25.20 to add names to mailing list (Lyman).</p> <p>5/6/83 \$467.92 for April maintenance.</p> <p>6/6/83 \$501.96 total</p> <p>1) \$205.25 for May membership maintenance.</p> <p>2) 250.02 mail 15th Proceedings (D. Fleming).</p>	<p>\$1178.49</p> <p>1060.55</p>

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

5/12/83 48.14 mtdm.

10/13/83 10.00

	Budgeted	Spent (through June 30)	Balance
		3) \$13.68 -address labels for Pat Benner 4) \$33.01 welcome letters & renewal letters (K. Smith) <u>6/23/83</u> \$247.33 1) \$233.54 K. Smith 2) \$13.79 K. Smith	
<u>Supplies</u>	\$500	<u>8/13/82</u> \$98.33 to R.B. Printing in Las Cruces, NM for inserts for WCRA brochure. <u>9/8/82</u> \$4.11 to Beryl Brown for postage. <u>6/6/83</u> \$32.78--UPS deliver brochures from LAC to Hal McCune. <u>6/30/83</u> \$552.60 R.B Printing for letterhead, certificates, brochures.	-\$187.82 <i>R.B. Printing should reimburse to us.</i>
TOTALS	\$5500	\$4509.33 <i>4601.27</i>	\$990.67 <i>792.53</i>

Committees

	Budgeted	Spent (through June 30)	Balance
<u>Site</u> (Conference and Institute)	\$100	0	\$100
<u>Placement</u>	\$200	3/7/83 \$85.88 to Anna-Maria Schlender for supplies, postage, printing, subscription services.	\$114.12
<u>Minority</u>	\$200	0 ^{\$200} 3/30/83	\$200-0
<u>Bylaws/Archives</u>	\$100	0	\$100
<u>Nominations</u>	\$100	9/14/82 to Pat Heard \$35.08 for phone calls.	\$64.92
<u>Awards</u>	\$600	6/30/83 \$500 to Louise Renault for scholarship award. 4/5/83 \$100 to Univ. of Minn.	\$100 68.85
TOTALS	\$1300	\$620.96 852.11	\$679.04 447.89

Publications

	Budgeted	Spent (through June 30)	Balance
<u>Newsletter</u>	\$4,100	8/3/82 \$1093 to Langdon Press 10/29/82 \$900 to Langdon Press requested by Jane Hopper 12/20/82 \$530 to Langdon Press Jane Hopper 3/7/83 \$700.75 Airport Center Printing—Jane Hopper 6/30/83 \$1133.04 to Time Business Forms for 16-page newsletter.	\$256.79 876.25 1133.04 Jan 83-84
<u>Proceedings</u>	\$4200	11/30/82 \$1800 to Don Girard for <u>Proceedings</u> (authorized by	\$2301.88

Notes: ... budget

	Budgeted	Spent (through June 30)	Balance
		Delryn Fleming) <u>6/7/83</u> \$98.12 to D. Fleming reimbursement for expenses	2801.86
<u>Journal</u>	\$3000	<u>9/14/82</u> \$1000 advance to Mike O'Hear (he keeps a record of his expenditures). <u>11/2/82</u> \$500 advance to Mike O'Hear as per his letter of Oct. 26 requesting it. <u>12/20/82</u> check for \$500 to Mike O'Hear for 3rd Jrl issue, the last for this budget year. <u>4/21/83</u> \$1000 advance for Journal expenses to Mike O'Hear. <u>3/29/83</u> (\$256.45) unspent funds returned by Mike O'Hear.	\$256. 45
TOTALS	\$11,300	\$8998.46	\$2045.09

Special Interest Groups

	Budgeted	Spent (through June 30)	Balance
	0	<u>5/20/83</u> \$200 to Patti Dozen for learning center management network SIG start-up money	-\$200
TOTALS	0	\$200	-\$200

* 4837 budget

Summer Institute

	Budgeted	Spent (through June 30)	Balance
	\$1000	<u>4/14/83</u> \$335.64 to Dick Lyman for printing brochures & postage. <u>5/11/83</u> (\$685) registration fees received; refunded below. <u>6/15/83</u> \$360 to J. Stephenson refund of Institute fees. <u>6/15/83</u> \$325 to Jose L. Gallegos refund of Institute fees.	\$664.36
TOTALS	\$1000	\$335.64	\$664.36

Expenditures:

Conference 1983 Portland

Budgeted

Spent (through June 30)

Balance

8/3/82 \$70.00 airfare to Phoenix
to meet with Dick Lyman (Karen
Smith)

8/3/82 \$259.36 airfare to
Houston to meet with Ann
Faulkner; hotel two nights;
NARDSPE registration (Karen
Smith)

8/6/82 to Karen Smith: \$1000
advance for Pre-Conf. expenses
(Portland '83)

8/6/82 to Lucy MacDonald:
\$1000 advance for Pre-Conf.
expenses (Portland '83)

2/14/83 \$1000 advance to
Karen Smith for Conf.

3/8/83 \$1000 advance to Lucy
MacDonald.

4/1/83 \$50 to Sally Larson
for an Institute in Portland
(authorized by K. Smith)

4/5/83 \$38.10 to Nancy Wood
for an Institute

4/5/83 (\$31.15) to Vince Or-
lando for plaque Karen gave
Dick at Sunday brunch

Fees collected for conference
refunded below (\$573.50)

Refunds for people who
could not attend conf.

- 1) 4/6/83 \$68.00 R. Tomlinson
- 2) 4/6/83 \$68.00 R. Purdy
- 3) 4/6/83 \$30.00 C. King
- 4) 4/6/83 \$30.00 E. Rosalez
- 5) 4/6/83 \$88.50 R. D. Didero
- 6) 4/6/83 \$68.00 J. Carter-Wells
- 7) 4/6/83 \$60.00 J. Rothstein
- 8) 4/6/83 \$60.00 B. Friedman
- 9) 4/6/83 \$58.00 J. Mitchell
- 10) 4/6/83 \$43.00 J. Rack

Budgeted	Spent (through June 30)	Balance
	<p>4/11/83 \$31.95 to M. Poppino for Institute in Portland (expenses)</p> <p>4/11/83 \$526.76 to Dr. K. Thomas - expenses - Keynote speaker in Portland</p> <p>4/11/83 \$472.25 to Dr. B. Blake - Keynote speaker Portland</p> <p>4/11/83 \$51.73 to Umpqua Comm. College (J. Wood) expenses for presenting an Institute</p> <p>4/14/83 \$9.60 to Wenatchee Comm. College (S. Martin) copying costs for Inst. #5</p> <p>4/21/83 \$4700.63 payment to Marriott Hotels (Master Acct ok'd by Lucy MacDonald)</p> <p>5/9/83 \$35.95 to F. Torres xeroxing for Inst. #7</p> <p>5/23/83 \$1000 advance to Carol Bogue for S.J. Conf 1983-84</p> <p>7/5/83 (\$234.64) unspent funds returned by K. Smith (accounting of \$1765.36 spent attached as Appendix I)</p>	
TOTALS	0	<p>\$11616.34</p> <p>- 953.62</p> <p>11132.72</p> <p>1000.00</p> <p>12132.72</p> <p>7538.00</p>
		<p>- \$11616.34</p> <p>(to come out of non-interest income; not planned for in the Operating Budget.)</p> <p>11132.72</p> <p>+ 1000.00</p> <p>10132.72</p> <p>- 10132.72</p> <p>0.00</p>

Income 1982-83
(excluding interest income)

Deposits (8/6/82 - 6/30/83)

(See Envelope)

8/6/82	Dues:	825.00	
	Proceedings:	258.00	
		<u>1083.00</u>	subtotal
8/13/82	Dues:	375.00	
	Proceedings:	170.30	
		<u>545.30</u>	subtotal
9/14/82	Dues:	165.00	
	Proceedings:	31.00	
		<u>196.00</u>	subtotal
10/4/82	Dues:	315.00	
	Proceedings:	40.00	
		<u>355.00</u>	subtotal
10/29/82	Dues:	435.00	
	Proceedings:	77.00	
		<u>512.00</u>	subtotal
11/11/82	Dues:	195.00	subtotal
11/19/82	Dues:	270.00	
	Proceedings:	36.00	
		<u>306.00</u>	subtotal
12/16/82	Dues:	60.00	
	Proceedings:	139.48	
		<u>199.48</u>	subtotal
12/16/82	Dues:	120.00	subtotal
12/29/82	Dues:	45.00	
	Proceedings:	24.00	
		<u>69.00</u>	subtotal
1/26/83	Dues:	120.00	
	Proceedings:	112.00	
Portland	Conference:	303.00	
		<u>535.00</u>	subtotal

1 1/27/83	Texas Conference: (Pat Heard, Ann Faulkner)	<u>183.32 subtotal</u>	
2 2/2/83	Oregon Dev. Studies: (Cynthia Pucci)	<u>100.00 subtotal</u>	<i>not included income only retained</i>
3/1/83	Dues:	75.00	
	Proceedings:	55.00	
	Portland Conference:	<u>7059.00</u>	
		<u>7189.00 subtotal</u>	
3/2/83	Dues:	30.00	
	Portland Conference	<u>950.50</u>	
		<u>980.50 subtotal</u>	
3/3/83	Portland Conference:	<u>1192.50 subtotal</u>	
3/4/83	Portland Conference:	<u>1503.00 subtotal</u>	
3/7/83	Royalty on Mailing List: (Hal McCune)	<u>15.56 subtotal</u>	
3/7/83	Portland Conference:	<u>605.50 subtotal</u>	
3/8/83	Portland Conference:	<u>477.00 subtotal</u>	
3/9/83	Portland Conference:	<u>145.00 subtotal</u>	
3/10/83	Portland Conference:	<u>92.00 subtotal</u>	
3/14/83	Portland Conference:	<u>180.00 subtotal</u>	
3/15/83	Portland Conference:	<u>455.00 subtotal</u>	
3/23/83	Portland Conference:	<u>410.00 subtotal</u>	
*3/29/83	Unspent Journal funds: (Mike O'Hear)	<u>256.45 subtotal</u>	
3/29/83	Royalty on Mailing List: (Hal McCune)	<u>13.04 subtotal</u>	
4/6/83	Dues:	105.00	
	Proceedings:	<u>5.00</u>	
		<u>110.00 subtotal</u>	
4/14/83	Portland Conference (Publishers):	1626.44	
	Portland Conference (Scholarship):	128.00	
	Portland Conference (Membership registration):	<u>5880.50</u>	
		<u>7634.94 subtotal</u>	

*This figure is not included as real income since it is a return of monies previously advanced.

4/26/83	Dues:	300.00
	Proceedings:	281.00
		<u>581.00 subtotal</u>
5/4/83	Dues:	45.00
	Proceedings:	107.00
		<u>152.00 subtotal</u>
5/11/83	Dues:	40.00
	Proceedings:	8.00
	**Summer Institute (registration fees)	685.00
		<u>733.00 subtotal</u>
5/23/83	Dues:	105.00
	Proceedings:	16.00
		<u>121.00 subtotal</u>
6/16/83	Dues:	135.00
	Proceedings:	98.00
		<u>233.00 subtotal</u>
6/24/83	Dues:	225.00
	Proceedings:	53.00
		<u>278.00 subtotal</u>
6/28/83	Portland Conference:	392.00
	Scholarships:	20.00
		<u>412.00 subtotal</u>
6/28/83	Dues:	330.00
	Proceedings:	8.00
		<u>338.00 subtotal</u>
7/5/83	***Unspent funds for Conference Planning (Karen Smith):	234.64 subtotal

Subtotal \$28,741.23

-256.45*

-685.00**

-234.64***

-573.50°

14722. \$26,991.64

1081.32

Summary:

Total dues	\$ 4,315.00
Total Proceedings	\$ 1,518.78
Total Portland Conference	\$20,825.94

*See previous page

**This figure not included as real income because, since the Institute did not take place, fees were refunded.

***This figure not included as real income, since it is the return of monies advanced.

°This figure represents refunded conference fees for participants who did not attend.

Summary of Banking Activity

Checking Account

Initial deposits (7/28/82)	\$24,000.00
	<u>\$ 7,062.47</u>
	\$31,062.47

Withdrawal to establish savings account at Capital Preservation Fund (11/23/82)	(\$20,000)
--	------------

Deposit from savings (12/22/82)	\$ 5,000
---------------------------------	----------

Transfer of funds to San Francisco Federal Savings 3/7/83	(\$10,000)
--	------------

Deposit from savings (6/28/83)	\$ 5,000
--------------------------------	----------

Non-interest Income	\$26,991.64
	<i>708.32</i>

Subtotal	\$38,054.11
----------	-------------

Expenditures -- operating budget <i>1982 83</i>	(\$20,327.01)	<i>(18,291.57)</i>
---	---------------	--------------------

Expenditures -- conference	?	<i>(9554.01)</i>
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Expenses from 1981-82 budget <i>from reserve</i>	(\$ 1,513.69)
--	---------------

Bank charges <i>11/23/82-12/31/82</i>	(\$ 37.51)
---------------------------------------	------------

Subtotal	<i>(3,080.04)</i>
	<i>(3,294.637)</i>

TOTAL (checking account balance as of 6/30/83)	\$ 5,324.92
--	-------------

Savings Account

Initial deposit (11/23/83 to Capital Preservation Fund)	\$20,000
---	----------

Funds transferred to cover checking account needs (12/22/82)	(\$ 5,000)
--	------------

Interest income: 11/23/82-12/31/82	\$ 141.38
------------------------------------	-----------

Interest income: 1/1/83-1/31/83	\$ 95.46
---------------------------------	----------

Savings transferred to San Francisco Federal Savings (2/10/83). Account with Capital Pres. Fund closed.	\$15,236.84	Subtotal
--	-------------	----------

Interest accrued while money transferred to SF Federal Savings	\$ 38.83
---	----------

Interest earned: 2/10/83-6/30/83	\$ 796.52
----------------------------------	-----------

Summary of Banking Activity (Continued)

Transferred from checking account at Security Pacific to
savings at SF Federal Savings (3/7/83)

\$10,000

Funds transferred to cover checking account needs

(\$ 5,000)

Total interest accrued

\$ 1,072.19

Total in savings account
as of 6/30/83

\$21,072.19

Balance Sheet

Operating budget *(11,000.00) 11,000.00* \$25,820.00

Non-Conference Expenditures (7/1/82-6/30/83) *15,405.52* ~~\$20,364.52~~

Balance of Operating Budget \$5,455.48 *75,280.43*

Reserves (1981-82)

Total End of 81-82 assets (\$31,062.47) less 82-83
operating budget (\$25,820.00) \$ 5,242.47

Expenses from last year (1981-82) (\$ 1,513.69)

Balance of 1981-82 reserves \$3,728.78

Non-interest Income (7/1/82-6/30/83) *26,708.34* ~~\$26,991.64~~

Interest Income \$ 1,072.19

Conference Expenditures *(9558.07)* ~~(5583.04)~~

Balance of this year's reserves (82-83)
(Income less conference expenditures) *14,639.40*

TOTAL ASSETS (sum of the above) *61,920.00* ~~\$26,397.11~~

Distribution of Assets:

Checking Account: 5,324.92

Savings Account: \$21,072.19

TOTAL: \$26,397.11

Appendix I
WCRLA CONFERENCE ACCOUNT

1982-83

Karen Smith
New Mexico State University
Western College Reading Association Account
Acct. #1-0-92316

			<u>Balance</u>
8/1/82	Bal. Brought Forward (NM-WCRA Conf. Account)	+ \$ 281.42	\$ 281.42
8/9/82	Deposit (Advance to Conf. Account)	+1000.00	1281.42
9/30/82	Mailing Labels-Potential Memb. (Oxford)	— 23.79	1257.63
9/30/82	Postage-1st Call to Conf. (NMSU Printout 10/12/82)	— 72.69	1184.94
10/25/82	Mailing Labels-WCRA Members (Oxford)	— 9.05	1175.89
11/17/82	Transfer NM-WCRA Account (U.N.M.)	— 281.42	894.47
11/29/82	Ad in <u>Journal Rem/Dev Ed</u> (Appalachian State Univ)	— 244.90	649.57
12/13/82	Meals-Program Committee (Reimburse K. Smith)	— 23.60	625.97
12/30/82	Meals/Room-Program Committee (Best Western of Las Cruces)	— 147.22	478.75
2/17/83	Deposit (Advance to Conf. Account)	+1000.00	1478.75
2/28/83	Postage-Pre-Conf Brochure (NMSU Printout 3/3/83)	147.60 — 167.53	1311.22 — ok
3/17/83	Air Freight (Ship Programs to Portland)	— 126.00	1185.22
3/23/83	Printing-Pre-Conf Brochure (NMSU PSL Printshop)	— 147.60	1037.62
3/31/83	Printing-Conf Evaluations (Carol Walvekar)	— 86.10	951.52
3/31/83	Postage-Misc. (NMSU Printout 4/7/83)	— 4.07	947.45
4/23/83	Xerox Copying-Memb. Resource Forms (Reimburse Center-Interdep. Voucher)	22.40	925.05
4/25/83	Printing-Pre-Conf Brochures & Programs (NMSU PSL)	— 690.41	234.64

+ 2000 - 1765³⁶ = \$234.64 ↑

unspent fund
reimburse
by Center
7/5/83

I. Submitting a proposal

- A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRLA to hold its Summer Institute in cooperation with the institution(s).
- B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).
- C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRLA and from each individual participant. Include complete information about funding of the Institute.
- D. A Statement specifying the academic scope of the Institute. The statement should include the information which fol

3. Faculty - Identify specific ~~faculty~~ members including specific responsibilities of each. When specific names are not available, include specifications for each ~~faculty~~ position to be included in the Institute. ~~Notes:~~ It is preferable that WORLA supply ~~speakers and staff for most institute activities.~~ The role of ~~faculty~~ is primarily to coordinate speakers, to supervise university credit required activities, and to serve as ~~speakers~~.

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4. Theme/goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.

Requirements

5. Limitations *A* - Include a statement about any academic requirements for participation and/or earning credit and state the maximum number of participants for the Institute.

B. No's of participants may vary

6. Information about support services, which may include the following: secretarial and clerical support, postage, phone costs, advertising, transportation, printing costs and resources audio-visual equipment, CAI hardware and other educational technology available, and other support as appropriate.

7. Statements of cost and availability of food and lodging in the area. If food and/or lodging are to be provided as part of the Institute, this information should be included. It is appropriate and desirable to hold Institutes in off-campus sites that offer attractive leisure time activities.

8. A statement about tourist activities and chamber of commerce assistance and support available for the Institute and/or a statement of planned leisure activities or education tours to be scheduled.

9. A statement listing (services and functions expected) from WORLA and a specific statement of the responsibilities of the WORLA person.

*WORLA
Chairman
President
Secretary*

II. General Information

A. If possible, proposals for Institutes should be submitted at least two years prior to the intended Institute. Dates for an Institute may be established by the host institution consistent with its schedule of summer classes.

B. Proposals may be for more than one year. The Board can award a single contract for Institutes to be held for three consecutive summers. WORLA reserves the right to review the results of each Institute and cancel subsequent WORLA participation prior to September 1 of the year prior to the next scheduled Institute.

C. Proposals should be addressed to the WORLA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the Annual Conference in late March if received by March 1; otherwise they will be acted on at subsequent Board meetings held at various times. Those submitting proposals are encouraged to address the Board in person.

D. The Board of Directors of WORLA shall have final authority in selecting host institutions, and no agreement is final except and until approved in writing by the Board.

3. If possible, applicants will be notified of the decision of the Board of Directors no later than twelve months in advance of the dates proposed for the Institute.

2. A WORLA liaison person shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WORLA participation in the Institute subject to approval of the Board of Directors. The WORLA liaison person will ~~normally~~ ^{may} serve as Program Chairperson of the Institute.

III. Duties of the Institute Director

The Institute Director is generally responsible for all local arrangements which support the Institute except those agreed upon as the responsibility of the WORLA liaison person, ~~and who is~~ responsible for the complete academic program as representative of the credit granting institution unless those responsibilities have been assumed by another.

Typical duties may include, but are not limited to the following:

A. Establish academic requirements and course credit. The credit granting institution has full authority for such arrangements.

B. Finalize all food and housing contracts and/or arrangements as soon as the conference bid has been awarded. These duties may be delegated to the WORLA liaison person by specific agreement.

C. Coordinate the supplemental services of the Institute. These may include exhibits of various publishers' offerings; the support services listed above (I, E.), tours and other leisure activities, as well as publicity for the Institute. These duties may be shared with or delegated to the WORLA liaison person by specific agreement.

IV. Duties of the WORLA Liaison Person

The WORLA liaison person is the representative of the WORLA Board of Directors. He or she has overall responsibility to cooperate in every appropriate way with the Institute Director and to coordinate all WORLA participation in the Institute. In general, his/her role will be one of supporting and supplementing the services of the Institute Director and serving as Program Chairman for the Institute.

His/her duties may include, but are not limited to the following:

A. Represent the Board in all Institute decisions and functions.

B. Prepare and present to the Board a budget representing all proposed WORLA expenditures and income. Monitor the budget.

C. Serve as Program Chairman, selecting and contacting appropriate WORLA presenters for the Institute. While the final authority for all academic decisions rests with the credit granting institution, whose representative is the Director, Institute program decisions are the responsibility of WORLA.

- D. Work with the Institute Director to provide for all food, lodging, and leisure activities for the Institute. The WCRLA liaison person may take responsibility for these activities with specific agreement, but generally they should be the responsibility of the local hosts.
- E. Coordinate the efforts of local WCRA members in regard to support of non-academic and support service functions of the Institute.
- F. Arrange for exhibition of WCRLA publications, membership recruitment, and publicizing WCRLA and its services.
- G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future Summer Institutes.

V Duties of Faculty

V. Financial contributions

It shall be the responsibility of the host institution(s) to propose all financial arrangements. WCRLA participation cost and income shall be established by Board action based on specifications contained in the Institute Proposal. The WCRLA liaison person will be responsible for monitoring all WCRLA expenditures and income, coordinating such activities with the WCRLA Treasurer. ~~In general, WCRLA expenditures should not exceed income by more than \$1,000.~~



M E M O R A N D U M

TO: Karen Smith, President WCRLA

FROM: Marci Matlock, Co-Chairperson, Foundation Studies *Marci*

RE: WCRLA Summer Institute for 1985

DATE: August 8, 1983

Here is a very rough outline of our preliminary thinking on the institute. For the sake of clarity I will use your proposed outline but not attempt, at this time, to answer every point. There are also some areas about which I have questions and I will designate those.

I. Submitting a Proposal

- A. Letter of endorsement - Forthcoming
- B. Letter of Acceptance - Forthcoming
- C. This is not clear to me. Is the sponsoring institution expected to provide financial aid? Wouldn't foundation support for the institute rest with the WCRLA liason? As for the rest of the funding:

- Participant: food
room
materials
tuition

- WCRLA: faculty & staff
salaries
guest lecturers
advertising, printing

- Host Institution:

Secretarial and clerical support
postage
phone costs
facilities usage costs
leisure activities costs (certain activities might entail special fees which would be paid by participants)

D. Academic Scope

1. The third or fourth week in July 1985
 2. Graduate Credit with NAU, U of A, or ASU. Contemplating a maximum of 2 graduate credits with 16 hours of instruction per credit. Cost will be determined later, depending on granting institution.
 3. Faculty - Forthcoming
 4. Theme(s)/Goal(s):
 - After Placement, What? To explore the role of the Diagnostic Center and its Personalized Learning Plans; a look at diagnostic instruments (as differentiated from placement tests), materials for PLP's, the students work on the PLP in relation to his regular class work.
 - Alternative Approaches for Teaching Basic Skills. To examine varied modes of delivery (ie. semester classes, learning centers, mini courses) and how each can complement and support the others, offering the student a choice to fit his particular learning style.
 - Effective Teaching Strategies That Transect Environments and Cultures. To analyze some behavior patterns and needs that minority students seem to have in common and to examine teaching styles & strategies that will meet those needs.
 5. Limitations - would depend on housing available, food services, decisions on cost, etc. Would be set later. By "academic requirements" do you mean BA or above, or teaching area, or WCRLA membership, or what?
- E. Support Services - available from NCC, except for advertising and printing which may be by 1985.
- F. Food and lodging is available on the NCC campus and in Chinle, 25 miles away. Participants may also camp. Cost estimates forthcoming.

G. Leisure activities might include:

- * canoeing
- * fishing
- * moonlight hayride
- * trailride and cookout
- * picnic

Tourist/Educational tours

- * Scenic Overlooks Canyon de Chelly
- * Guided tour in Canyon de Chelly
- * Visit to a little known ruin in
Fir Tree Canyon
- * NCC Native American Museum tour
- * Navajo Ceremony
- * Visit to a local Trading Post
for Navajo rugs and jewelry

Pre/Post Institute Activities

- * Monument Valley
- * Grand Canyon
- * Salmon Ruins, Farmington, NM
- * Mesa Verde, Cortez, CO
- * Durango's Narrow Gauge R.R.
- * Rodeos

H. This would need to come after further NCC/WCRLA discussion, as the proposal becomes more structured and once the theme/themes have been determined.

In response to your request for comment on the Guideline:

1. I found most of it very helpful but was not comfortable with the order: A and B seem to me to be in a secondary stage of planning and aren't needed until the WCRLA Board makes an initial response to C and D, both of which may require some discussion.
2. E, F, and G are also dependent to some extent on the final agreement on C and D.
3. Planning for H cannot be done until C and D are clarified. The host institute may need a letter from the WCRLA requests as in B.
4. In D, 2 and 3 require initial WCRLA agreement with 4.

I hope there is enough information here to get things started.

Hope your summer has been great, and relaxing. Our trip to Alaska was marvelous. That is gorgeous country but harsh -- has mountains, 3 million lakes, hundreds of rivers, but most of the flatter land is marshy. I was homesick for open country by the time we got back.

Have a great year!

P.S. Talked with Kate Odell, who said tell you hi, and Joan Hrig. Got some very helpful ideas and insights. Kate Sandburg & Becky Patterson were not around.

WCRLA Conference Program Planning-1984

Theme: "Coming of Age in the 80's"

Special Emphasis: Research/evaluation;
Student retention;
Innovative Programs, services, and activities;
Institutional support/program status;
Advances made in the new frontiers:
computer applications
problem solving/reasoning skills

Program Committee: Dick Lyman, Sierra College
Mike McHargue, Foothill College
Shirley Sloane, Evergreen Valley College
Robert Petty, University of Santa Clara
Manuel Olgin, CSU at Fresno

Coordinator of Chairpersons: Jacque Grose, Western Nevada Community College

Conference Evaluation Chair: Mitch Kaman, Voc. Tech. Ctr., Colorado

Coordinator of Newcomers' Functions: Pat Heard, University of Texas at Austin

Keynote Speakers: Dr. K. Patricia Cross (Second General Session, Friday)
Dr. Ted Murguía (Third General Session, Sunday)

Program Format/Features:

1. Campus Tours - Thursday morning 9 - 12.
DeAnza
Stanford
Arrangements are also being made with numerous (13)
Bay Area Colleges for post conference campus visits
Monday - Wednesday; members will need to provide their
own transportation.
2. Thursday a.m. - Four 3-hour institutes
3. First General Session - WCRLA Business Meeting - President's
address; introduction of candidates. Thursday afternoon:
one round of section meetings.
4. Each half-day block thereafter through Saturday will include:
two 1-hour rounds of section meetings and one 3-hour institute
balanced in terms of areas receiving special emphasis and to
some extent in terms of reading, developmental education,
learning assistance, and tutorial services.
5. Leisure Tours - Thursday morning 9 - 12
 1. Hewlett Packard's Computer Capabilities Tour
 2. Hakone Gardens and Paul Masson Winery Tour and TastingPost Conference Leisure Tours, Sunday 1 - 5
 1. Shopping Old Town, Los Gatos and winetasting at
Novitiate Winery
 2. Big Basin Redwoods (if 1 week's cancellation notice,
no charge)

Program Format/Features, contd.

6. Sunday Morning
SIG General Meeting
General Session and Brunch
7. Newcomers - Letter from Conference Chair (Bogue) of special welcome
Indicator on nametag
Orientation session - Thursday morning 8:00 a.m. (or Wed. eve.?)
Orientation session - conducted by Pat and attended also by officers, state directors and candidates
Hospitality honoring newcomers
8. State Directors' Meeting
Leadership workshop - Thursday, 9:00 a.m. - 12:00 p.m.
(parallel with institutes)
Luncheon (follows State Directors' Meeting) attended by officers
9. Break between sessions - one-half hour
Coffee is served free of charge in Hyatt's lobby every morning
6 - ?

Conference Mailings and Time Line

1. Newsletter #3 - Call for Proposals and Proposal Form
(President-Elect's column summarizing plans so far) - July 31
2. First Call to Conference, Call for Proposals and Proposal Form - August 25
3. Newsletter #4 - Conference highlights; registration form; feature one-half institutes; keynoter(s) - October 1
4. Second Call to Conference, Advance Registration Form
(Call for Proposals and Proposal Form ?) - November 1
5. Conference Brochure - listing of institutes and session titles and presenters; schedule; Hyatt Hotel card - Jan. 6
6. Newsletter #1 - Conference Highlights; feature one-half institutes, registration form - January 5
7. March mailing to members - Letter from Board?

Programs (to printer Feb. 15; to Registration Committee - March 20)

Include: Intended audience
2 year/4 year
Presenter's institution
Index names

Advertisements/Listings - Fall/Winter Issues

Journal of Learning Skills	Free
NARDSPE Newsletter	Free
Chronicle of Higher Education (listing only)	Free
Reading Today & Reading International	Free
Journal of Developmental/Remedial Education	\$234 + \$25-35 (1/3 pg ad
Resource and Referral Service - National	Free
Center for Research in Voc. Ed., Ohio State & ROME (on line data base)	Free
Journal of Reading	\$250 + \$25-30 (1/2 pg a

Miscellaneous: Audio tapes?

WORKING CALENDARBoard Meeting

Aug./ Sept. _____

Prepare/DoSend

Newsletter #2

(May 31)

July 15

Combine 1st Call to Conference and
1st Call for Proposals (fliers)
(deadline Nov. 16, postmarked;
received no later than Nov. 28)

August 25 general & member

Send requests to the following for posting notices/
advertisement in Fall/Winter issue(s) generally:

August 15

1. Journal of Learning Skills
2. NARDSPE Newsletter
3. Chronicle of Higher Education
4. Reading Today and Reading International
5. Journal of Developmental/Remedial Ed. & Journal of Reading
6. Resource and Referral Service-Nat'l. Center for
Research in Voc. Ed., Ohio State and ROME
(on line data base)

Column from Pres-Elect and call
for proposals for #3 Newsletter

deadline
(July 31)

out
September 15

Decide on Keynoters and institutes
(without program committee)
(commitments must be in-hand)

September 15

1st letter to candidates and block schedule of
events; check what they're expected to attend

October 1

2nd Call to Conf. Flier (reg. info.)
and call for proposals (may want to exclude this if
enough proposals received)

November 1 general & member
plus NARDSPE

#4 Newsletter - 2nd call to conf.
with reg. info; feature & institutes;
& last call for proposals.

deadline
(Oct. 1)

out
November 15

Meet with program committee
and decide on section presenters

December 2-3

Remind chair of chairs to send letters
to potential chairs and get commitments-they
should send back to chair of chairs-I'll need Jan. 15

December 5

Send letters of confirmation (or rejection)
to presenters (include Proceedings Style Sheet)
(get back to me immediately!)

December 5

Prepare brochure

December 5 - January 6

Working Calendar, contd.

Prepare/Do

Send

Conference Brochure (with program except chairs; with Hyatt Hotel card)

January 6 general & member

Get names of info on chairs and their assigned section meetings and institutes

January 15

#1 Newsletter - conference highlights; registration form; feature one-half institutes and keynoter (?)
Include hotel information.

deadline out
(Jan. 5) February 15

Get copy of program to printer (include chairs; index)

February 15

Write letter to Board members and those who'll speak/
introduce speakers (aside from presenters & keynoters)

February 20

Send follow-up letter or letter from Board to members?

March 1 general & member

Get programs to reg committee

March 20
April 5-8 conference

Send follow-up letters to presenters, etc.

April 30 - June 15

Tuesday evening Board Meeting: 6-9 p.m.

Wednesday	Thursday	Friday	Saturday	Sunday
Registration & Board Meeting 9 - 5 p.m.	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 Workshop & Luncheon 9-1	Registration 8-5 SIGS 8-9 Chairperson Orient. 8-8:30 Publishers' Exhibits 8-5 Board Meeting 8-10 Institute #5 9-12 2nd Round of Sessions (6 sessions) 9-10 3rd Round of Sessions (6 sessions) 10:30-11:30	Publishers' Breakfast 7:30-9 Registration 8-5 Publishers' Exhibits 9-12 Institute #7 9-12 6th Round of Sessions (6 sessions) 9-10 7th Round of Sessions (6 sessions) 10:30-11:30	Special Interest Groups 9-10:30 Third General Session & Brunch 11-12:30 (keynoter)
	OPEN LUNCH 12-1	OPEN LUNCH 12-1	OPEN LUNCH Luncheons: MAAC, SIG } 12-1:30 Editorial Board } or Fri., (up to chairs)	
Board Meeting 7 - 9 p.m. Hospitality 8 - 1 a.m.	First Gen. Session 1-2:30 Welcome; Intro of Candidates; Bus. mtg. & President's add. 2:30-4:30 Board Meeting 2:30-4:30 1st Round of Sessions (7 sessions) 3-4 State/Regional Meetings 4:30-5:30 SIGS 5:30-6:30 Dinner on the Town 7:00-9:30 Hospitality 8-1	Second Gen. Session 1-2:30 keynoter; election Institute #6 3-6 4th Round of Sessions (6 sessions) 3-4 5th Round of Sessions (6 sessions) 4:30-5:30 Happy Hour 6:30-7:30 Banquet 7:30-9:30 Hospitality 9:30-1	Institute #8 1:30-4:30 8th Round of Sessions (6 sessions) 1:30-2:30 9th Round of Sessions (6 sessions) 3-4 Hospitality 4-6 (wine and cheese tasting) (if Chuck will arrange) SIGS 4:30-5:30 Nominations Comm. 4:30-5:30 Board Meeting & Dinner (old & new officers) 4-9:30 Dinner on the Town 6:30-9:30 Hospitality 8-1	Board Meeting 1-3 (Post Conference Tours Mon-Wed) <u>Board Meetings</u> Tues 6-9 Wed 9-12, 1-5, 7-9 Thurs 2:30-4:30 Fri 8-10 Sat 4-6 Sun 1-3 <u>Hospitality</u> Wed 8- Thur 8- Fri 9:30- Sat 4-6, 8-

FINAL ACCOUNTING
1982 WCPA CONFERENCE

EXPENSES

	BUDGETTED	EXPENDED
Pre Conference Expenses	\$ 1,000	\$ 649.77
Presc. Postage/Phone/Dupl. \$	278.21	
(29.60/105.84/142.77)		
Travel (SD 130.00 - Other 143.97)	273.97	
Chairperson Coordinator Expenses	11.00	
Post Conference Postage/Phone	86.59	
Publisher's Exhibits	1,075	827.04
Publisher's Breakfast (850)*	827.04	
Phone/Mail Expenses (200)	0	
*Budget Figures in Parentheses		
Printing/Advertising	2,250	1,531.46
Brochure #1 Print (100)	102.34	
Brochure #2 Print (450)	202.35	
Program Printing (1,200)	1,103.25	
Advertising-Journals (300)	0	
Miscellaneous Printing (200)	123.52*	
*includes \$80.00 for use of copy machine at conference		
Proceedings for Registrant members	2,250	1,705.00
(341 memberships x \$5)		
Mailing	1,625	818.29
Mailing Brochure #1 (150)	124.00	
Mailing Brochure #2 (350)	223.89	
Pre registration - Oxford (425)	470.40	
Miscellaneous Mailing (100)	0	
Strand Leader Mailing (600)	0	
Conference Meals	5,000	3,854.68
Banquet (3,000)	2,729.38	
Brunch (2,000)	1,125.30	
Hospitality	960	424.05
Hospitality Suite (360)	0	
No Host Cocktails (200)	152.46	
Miscellaneous (400)	271.59	

Speakers		1,600	1,557.75
Honoraria (800)	600.00		
Expenses (800)	957.75		
Institutes		350	140.40
Miscellaneous Expenses		2,580	1,524.96
Officer's Rooms (0)	101.76		
Student Workers (300)	25.00		
Conference Mgr's Room (180)	212.53		
Conference Phone Calls (100)	27.73		
Board Contrib. to Brunch (400)	240.00		
Decorations (250)	104.98		
Registration (250)	23.00		
A/V - Rental, etc. (500)	213.75		
Entertainment (400)	400.00		
Copier (0)	128.07		
Other Expenses (200)	48.14		
Summary of Expenses			
Pre Conference Expenses	\$ 649.77		
Publisher's Exhibits	827.04		
Printing/Advertising	1,531.46		
Proceedings for Members	1,705.00		
Mailing	818.29		
Conference Meals	3,854.68		
Hospitality	424.05		
Speakers	1,557.75		
Institutes	140.40		
Miscellaneous	1,524.96		
SUB TOTAL		\$18,690	\$13,033.40
Tour Expenses		3,400	789.78
Southwest CC Tour (1,000)	100.00		
UCSD Tour (1,000)	120.00		
Tijuana Tour (1,400)	569.78		
FINAL TOTAL EXPENSES		\$22,090	\$13,823.18

INCOME

	PREDICTED	ACTUAL
Registration	\$28,000	\$21,775.00*

Full:membership	340x\$50	(\$16,500)
Full:no membership	75x\$40	(3,000)
1-day:membership	11x\$40	(440)
1-day:no membership	33x\$20	(660)
late Fee	127x \$5	(635)
type not known	12x\$45	(540)*

Publisher's Exhibits	2,500	2,050.00
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Institutes	875	1,160.00
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Conference Meals	5,000	4,435.00
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Banquet	\$3,220
Brunch	1,215

Tours	3,400	763.00
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Other	0	289.00
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Copier	\$103.00
Oregon Donation	18.00
Book Sale	168.00

TOTAL INCOME	\$39,775	\$30,472.00*
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*These figures are approximations due to the fact that twelve registration forms didn't include information as to total fees paid.

GRAND TOTALS

Expenses Budgetted	\$22,090.00
Actual Expenses	13,823.18

Income Budgetted	\$39,775.00
Actual Income	30,472.00

Predicted Surplus	\$17,685.00
(39,775 - 22,090)	

Actual Surplus	\$16,648.82
(30,472.00 - 13,823.18)	

*In past years, this has been referred to as Conference Profit. Since it includes memberships for some registrants, this is not appropriate. Also, it should be noted that a change was made this year. the cost of Proceedings for registrant members is listed as an expense of the conference; and therefore, it can be listed elsewhere as income.

BUDGET1984 WCRLA CONFERENCE

<u>Travel</u>	<u>Expenses</u>	<u>Income</u>
Program chair	\$ 500	
<u>Publishers' Exhibits</u>		
20 Exhibits at 150.		
Publishers' Continental Breakfast (200 @4.55)	910	\$ 3,000
<u>Printing/Advertising</u>		
Call to Conference Flier (2500)	170	
Call for Proposals		
Second Call to Conference (3500) and Advance Reg. form	350	
Conference Brochure (2500)	800	
March letter to members from Board	—	
Programs	1,000	
Misc. Printing	100	
Advertising/Journals	550.	
<u>Mailing</u>		
Call to Conference and (2500) Call for Proposals	130	
Second Call To Conference(3500) and Advance Reg. Form	180	
Conference Brochure (2500)	130	
March letter to members from Board	—	
Post Conference	20	
Misc.	100	
Pre-registration (Oxford)	—	
<u>Hospitality</u>		
No-host cocktails (CM)	200	
Hospitality set-ups (CM)	500	

Speakers

Honoraria (2 keynoters)	800	
Expenses	800	

Institutes

8 (20 ea @\$10.)		1,600
Expenses to presenters (8 @ \$50.)	400	

Miscellaneous

Program Committee	200	
Student typists (70 hrs @ 4.50)	315	
Conference phone calls	100	
Conference manager phone calls (CM)	100	
Decorations (CM)	300	
Decorations for Denver promotion (CM)	50	
Registration packets/materials (CM)	350	
Entertainment (CM)	350	
Misc. mailing labels, etc.	100	
Misc. (CM)	100	
On-site student assistance (CM) (40 hrs @ 4.50)	180	

Registration

400 - Full registration-member @ 35	14,000
20 - Full registration-non-member @ 60	1,200
25 - One day Registration - member @15	375
25 - One day registration - non-member @25	625
60 - Late registration fee- @ 5	300

TOTALS

9,78521,100

+ 200

10,145

10,145

Budget Summary
1984 WCRLA Conference

	<u>EXPENSES</u>	<u>INCOME</u>
Travel	500	
Publishers' Exhibits	910	3,000
Printing/Advertising	2,970	
Mailing	560	
Hospitality	700	
Speakers	1,600	
Institutes	400	1,600
Miscellaneous	2,145	
Registration		16,500
TOTALS	<u>9,785</u>	<u>21,100</u>

**OXFORD
MAILING
SERVICE**

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

June 8, 1983

Dr. Karen Smith
New Mexico State University
Box 5278
Las Cruces NM 88003

Karen,

this is in reply to your letters of May 20 and May 25.

First, enclosed are copies of the names and addresses of registrants from the 1983 Conference. I hope that these copies are satisfactory for your purpose. It was much less expensive to do it this way rather than have the names/addresses typed for you.

Also enclosed is a sample of a "Renewal" and "Final" notice 2-way remittance envelope. This is what we're proposing to handle the renewal notices to expiring members which we would begin using next year about this time. It's quick and inexpensive from our standpoint, and it's convenient and effective from the recipient's standpoint. If you'd like the Resources Form or some other item to accompany the renewal, it can be folded and inserted inside the envelope. Perhaps I should explain the working of the envelope. It is mailed just as you have it with the members address on the extended mailing flap. When it is received, the member is requested to tear off the extended flap at the perforation, place the extended flap and their check in the envelope below, affix first-class postage and return it to WCRLA. Due to normal procrastination, CATE has found it effective to send a renewal notice two months prior to the member's expiration date, and then, if no reply, to send a final notice the month of their expiration. I'm sure you, like I, have received four or five renewal notices when you've terminated a subscription to a periodical, but it was decided two would be sufficient.

Following are the costs for each monthly renewal mailing. Actually, Karen, we're not really getting into any more money with these relatively small monthly renewal mailings than for the one-time-per-year renewal mailing. With our current renewal mailing, money was expended for the letter, resources form, application and mailing envelope. And with our additional charge for mailing labor and postage, comparing the two methods it just about breaks even. Of course, we would have the small additional cost for the follow-up or final notice, but this would hopefully be minimal. One additional charge for the monthly renewals would be our cost to run the

*more call
6/10
(see 7/20/83)*

master list each month to select-out the renewals. This flat charge each month is approximately 1¢ per name. So, considering a 600 membership the flat charge each month would be \$6.00/lot plus our mailing labor and postage. For example, the cost for each renewal mailed would be:

Print 2-way extended flap envelope	8¢
Mailing labor: address envelope, seal, affix postage	8¢
Postage: 1st class	20¢
	<u>36¢</u>
	per each renewal plus \$6.00/lot to run master file

It will be some months before we're ready to start mailing renewal notices, so please discuss this with the board and let us know your reaction. To start, all we'll need is you or your appointee to draft the copy for the envelope, and we'll have the envelopes printed for future use.

On other matters, I spoke with Carrie Walker on the phone ^{6/4/83}. She did receive the WCRLA brochures and is forwarding them to me. The shipping cost for the forwarding will be deducted from the printer's invoice. *(We'll send quantities as you direct)*

I spoke with Jane Hopper about her assuming responsibility for sending quantities of the Newsletter to officers. She will be starting this with the forthcoming issue (due off the press this week). On the subject of sending multiple copies of the Newsletter, last year's State Director Chair had us send 5 copies of each issue to each State/Province Director. For the moment, Karen, we will continue to do this unless we hear different from you or Dick Lyman. OK? And we have updated our State/Province Director list. For your information, we also have a Liason, Advertiser, and Complimentary list of names to receive a copy of the Newsletter. Joanne Wells set this up. Jane is going to review it when she brings in the Newsletter later this week.

^{6/18/83}
The current membership count at this moment is 270. This would just be the people who renewed or joined at the conference. The renewal notices are being mailed tomorrow and this comprises a count of some 423--this is expired 1982-83 members who did not renew at the Conference.

As you and I discussed on the phone, we are planning on sending you and Carole Bogue a current membership list approximately the middle of July--once we have the majority of renewals back. After July, you and Carole will receive a monthly up-date of new members added.

Regarding the summer institute, Dick Lyman told ^{us} approximately two weeks ago that it is being cancelled. Any registrations we might receive are being forwarded to him, and Dick was going to write back with a letter of explanation and return their check. I believe, Karen, that to date we'd only received six registrations, and three came in after Dick's decision to cancel.

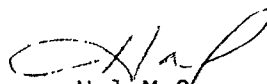
I was very pleased at the board's decision that membership would be one year from the month of joining. The bad part of the Conference Year membership was the possible hard feelings incurred by a member joining in the middle of the year and expiring after six months. On this subject, here is how we would propose handling expiration dates, and I'd like to get your reaction to this. Up to July 1, 1983, all members are being given an expiration date of April 4 (the date of next year's conference). During July all members processed will be given an expiration date of June 30, 1984. All members joining in August will be given an expiration date of July 31, 1984. It is our intent that any member joining during a current month will have his membership retroactive to the first of that month, and if we have done a mailing of, perhaps, the Newsletter during that month, the new member will be sent a current copy along with his 'Welcome' letter and membership card. What we hope to prevent happening by handling expiration dates in this manner, and what we learned the hard way with CATE, is that a member could have joined in the month of the Conference--for example April, 1983. If we let the membership run through April 30, 1984, the member says at the April 4, 1984 Conference date, "I'm a current member, so I get into the 1984 conference at the member rate". In other words, if we don't set the expiration date as the last date of the preceding month, a member could attend two Conferences at the member rate without renewing.

I lied when I said above that all current members have an expiration date of April 4, 1984. We are stamping membership cards with a March 31, 1984 expiration date. Do let us know if you're not in agreement with this.

yes! (Karen, we should have some immediate directive from you regarding \$15.00 applications received after July 1, 1983. There are some \$15.00 applications in circulation, and I'm certain we will have this problem come up. What I'd like to suggest is that you approve our writing them back a nice little letter simply stating that dues were increased as of July 1 and requesting the additional \$10--letting them know that also includes Proceedings, apologizing for the inconvenience, etc.

Lastly, you asked about the cost/time involved in our billing according to budget categories. To a large extent this is being done on an informal basis for Carrie. I was always under the impression that the Treasurer was working with various budget categories, and I've tried in our invoicing to put as much information on our invoices to clarify what the costs were for, and who requested the action. For example, anything other than regular invoice for membership processing, mailing of Newsletter, mailing of Proceedings, Conference registration, we have spelled out what was done, and in the upper right corner of the invoice: "per Karen Smith", or "per Dick Lyman", etc. I foresee no real cost or time involved to do this. It seems it would just be a simple conversation between Carrie and myself to be sure we have all the information on each invoice for her to place the charge in the proper category. Or if she wished to make out some simple account coding system, we could always refer to this and mark the appropriate code on each invoice.

I apologize for this three-page rambling. I'm sure you're saying 'this is enough!...and it is.


Hal McCune

WETA Board Meeting

September 1993

Newsletter Report

1. Responses to calls for copy from
SIC leaders (Kate Sandberg)
State directors (sign-up)
Regular columns

2. Costs
Number of copies printed
pages
Paper and ink used
Mailing

3. Suggestions for changes?

4. Other

John Nipper, Editor



**Western
College
Reading
Association**

Attachment S

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1 September, 1983

Dear Karen;

This is a personal response and summary of the thinking and calling I have been doing. All the data are not in, but I wanted you to have time to reflect to this point.

First, the name change is a good idea. It gives prestige to the authors which might also encourage more and better quality subscriptions. I want to initiate the change on Volume XVI (which is ready for the printer!) It would be a nice, "clean" break to have a comprehensive index in the volume preceding the name change. If, however, you decide not to have Volume XVI be entitled The Journal of College Reading and Learning, I need to know immediately as I have prepared all the front pages with that name for the printer. I have also prepared materials for the President-Elect (Dear Presenter letter, etc.) with the name change. That can be easily altered, of course, but I will need to know soon.

Second, for this year I will stay with our Gutenberg 2000 printer, Don Girard, in Santa Monica. Since he was delinquent last year, I expect, and have been promised, exceptionally good, fast service. Also, if we are changing the name, I feel confident with his ability to create a good logo and graphics. One printer here came in under his \$4200 price on Volume XV, and although I really like the man, he said, "I can do it for \$4200 or less, even though I have never done anything like this before." That last part makes me nervous.

Third, I put these facts together to deduce that the separate journal volume, at least of the same quality of the current Proceedings, may not be a good financial move.

1) Hal tells me (see enclosure) he mailed only 418 copies of Volume XV and that our total membership is only 406. That number is not going to get us the exposure we need



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to get into a major index. I understand that they base their inclusions on circulation. Therefore, selling significantly more volumes than members may be difficult to impossible. I asked Gar Cranney to research this in detail and expect him to be in touch with you.

2) Even if it were a slimmer volume, we are still talking around \$3500-4000, unless we change to a format such as that of College English, a stapled, stiff paper type cover. (I have out requests for estimates on such a format which I will call to you before you leave for San Jose.) Printers just cannot roll the press, regardless of pages or numbers of copies for less. Michael currently spends about \$535 per issue (\$1744 last year); Hal adds only about \$34 per issue (\$136 per year) totalling less than the estimates for a new, separate volume each year. Financially, WCRLA is getting the most for the money it is spending now.

3) Finally, and most importantly to me, in my opinion the quality of the articles submitted to the Journal (and

oftentimes to the Proceedings) has not been very high. Whereas we might expect more submissions under a new format, I cannot predict that we would get better quality. I have been reading for the Journal of Reading as an editor this summer and am impressed by the higher quality of the articles submitted and rejected!! Our membership consists primarily of teachers and not researchers/writers, which is part of our uniqueness and beauty. I have no reason to think a new journal name and format will change the energies of the majority of our members. I should give credit to Frank Christ through Gwyn Enright for influencing my thinking on this subject. Ann Faulkner concurred.

4) Related to the above, I have no specific information on selling subscriptions to a second volume of the Journal except to guess that a membership interested primarily in teaching does minimal reading/research in professional journals, and therefore, would have only loyalty interests in supporting another expense of our organization. I do not mean to suggest teachers to not read, but I know how limited my professional growth reading time is. I spend it on the one or two journals that have reliably provided new ideas.

I am enthusiastic about providing challenges and growth opportunities to our members and the Journal volume seemed, at first, like a good idea. I am, however, encouraging us to wait until the demand occurs first, until Michael has more articles than he can print; then we could look at a separate volume. I realize I am creating a problem in "stealing" the Journal's name, but that problem seems manageable. Financial instability does not.

I look forward to hearing from you after the Board meeting. Good wisdom to you all in this important decision.

Sincerely,

Delum

↑ silly printer!

WCRLA LEARNING CENTER MANAGEMENT NETWORK SIG REPORT

Since March, 1983, 200 names of directors and related staff in Learning Centers were identified. A description of the SIG was sent along with an application to WCRLA. Forty-one people responded: nine wished to form a local SIG; thirty-two were interested in becoming members. All interested members will be asked to join WCRLA. Two local SIGS are officially part of the WCRLA SIG. They are the Long Beach and the Greater Los Angeles groups. Margaret Wilson of UCLA will act as liason for the two groups.

Articles about the SIG have been submitted to the summer and fall issues of the WCRLA newsletter. A proposal for a conference presentation describing the SIG has been submitted to the California Community College Tutorial Association. In addition, the two Southern California Local SIGS will co-sponsor a meeting at the WCRLA Southern California Regional Mini Conference in October.

Tasks that still need to be done are:

- 1) To make a roster of all interested members of the SIG
- 2) To compile a list of guidelines for members who want to start a SIG
- 3) To continue to identify and inform potential members about the SIG
- 4) To sponsor a conference institute on Learning Center Management for the annual conference.
- 5) To plan the SIG meeting for the annual conference.
- 6) To plan organizational guidelines including fundraising strategies.

Submitted by

Patti Dozen
Chair
August, 1983

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Awards and Scholarships

Amount of request: ^{570.00} \$70.00

Date needed: March 1, 1984

Funds to cover from _____ to _____

Statement of purpose for funding request:

Two plaques: one for the outgoing president and the other for recipient of Long and Outstanding Service award

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Outgoing president's plaque \$35.00	March 1, 1984
Plaque <i>(Long and Outstanding Service)</i> \$35.00	March 1, 1984

Name: Vincent Orlando

Mailing Address: 1006 11th Street, Box 17, Denver, CO 80204

Day Phone: (303) 629-2995

Home Phone: (303) 778-8677

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: WCRLA Journal

WCRLA Journal

Amount of request: \$1850

Date needed: \$1000 already received remainder as needed

Funds to cover from July 1 to June 30

Statement of purpose for funding request:

Printing of Journal

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Typesetting/Printing (3 issues) at \$550 Ea.	\$1650
Postage	\$100
Supplies and services (including telephone)	\$100
TOTAL	\$1850

Name: Michael F. O'Hear

Mailing Address: Indiana-Purdue University
Transitional Studies
2101 Coliseum Boulevard East
Fort Wayne, Indiana 46805

Day Phone: (219) 482-5655

Home Phone: (219) 486-1266

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

M A A C

Minority Affairs Advisory Committee

Amount of request: \$350.00

Date needed: 10-83

Funds to cover from 10-83 to 10-84

Statement of purpose for funding request:

funds are needed to assist in carrying out the objectives of this Committee for the year of '83-84

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
I Secretarial	
Typing	\$150.00 - 12-83
Using word processor	
Printing	
mailing	
II Communication with in & with out the Committee	
Telephone	200.00 1-84
mailing	
transportation	
housing - food etc	

p.s. this is projected
Please give me information
in terms of how it
is to be set up.

Name: Maranda Montgomery

Mailing Address: 1411 Compton College
1111 E. Artesia Blvd
Compton, Ca. 90220

home: 19103 So Granger Ave
Carson, Ca. 90746

Day Phone: (213) 637-6413

Home Phone: (213) 871-2660

ret 242

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA NEWSLETTER

Amount of request: \$4,310

Date needed: for fiscal year 1983-84

Funds to cover from _____ to _____

Statement of purpose for funding request:

Publication and distribution of WCRLA Newsletter

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Printing. 4 issues @ \$925	\$3700
Mailing. 600 copies (estimated average) @ .20 (postage & handling) x 4 issues	480
Editor's expenses. postage	40
milage (500 miles @ .18)	90
	<hr/> \$4310
	4610

February, June,
September, November

Name: Jane N. Hopper

Mailing Address:

5231 Thorn Tree
Irvine, CA 92715Day Phone: (714) 772-3309
773-3356

Home Phone: (714) 552-6343

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: **PLACEMENT BUREAU**

Amount of request: **\$200**

Date needed: **FOR 83 84 ACADEMIC YEAR**

Funds to cover from **JULY 1** to **JUNE 30**

Statement of purpose for funding request: **MONIES WILL BE USED TO DISEMINATE JOB INFORMATION AS REQUESTED BY MEMBERS OF WCRLA**

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
POSTAGE AS NEEDED	?
ZEROXING //	?
SUBSCRIPTION TO JOB LISTING SERVICES (2)	APRIL 84 (\$75)

Name: **ANNA-MARIE SCHLENDER**

Mailing Address: **DOMINICAN COLLEGE
SAN RAFAEL, CA 94901**

Day Phone: **(415) 457-4440 x170**

Home Phone: **(415) 526-7894**

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: PROCEEDINGS

Amount of request: Estimated \$4756.00

Date needed: Throughout the year

Funds to cover from September 1983 to August 1984

Statement of purpose for funding request:

To compile, edit, print and mail the annual volume of conference papers;
to communicate with authors and editors and potential buyers

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>	
Two sets of <u>Proceedings</u> for indexing purposes	10-1-83	---\$105.00
(Since these actually belong to us, there is not a real cost)		
Mailing sets to ERIC		10.00
	10-1-83	
Printing and composition of <u>Proceedings</u>	11-15-83	4300.00
Oxford Mail Service charge for mailing <u>Proceedings</u>	11-30-83	266.00
WCRLA Stationery and envelopes (100 sheets)	now!!	15.00
Annual Editorial luncheon	4/84	30.00
Postage	throughout yr	30.00
(My college covers most of the costs here)		
		<u>4756.00</u>
		4720.00

Name: Delryn Fleming
Brookhaven College, Communications Division
Mailing Address: 3939 Valley View Lane
Farmers Branch, Texas 75234

Day Phone: (214) 620-4770

Home Phone: (214) 245-5305

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Kate Sandberg, Coordinator of S.I.G.'s

Amount of request: \$20.00

Date needed: October 1, 1983

Funds to cover from September 20, 1983 to June 1, 1984

Statement of purpose for funding request:

stationery and postage for three mailings
to S.I.G. chairpersons

(xeroxing funded by Anchorage Community College)

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
1. First mailing	October 15, 1983
2. Second mailing	January 30, 1984
3. Third mailing	March 1, 1984

Name: Kate Sandberg

Mailing Address: SRA Box 30X
Anchorage, AK 99507

Day Phone: (907) 344-9305

Home Phone: ()

same

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

*BASIC READING SIG*Amount of request: *\$75.00*Date needed: *ASAP*Funds to cover from *FALL 1983* to *SUMMER 1984*

Statement of purpose for funding request:

THIS YEAR THIS SIG WILL ATTEMPT TO DETERMINE THE INTERESTS AND NEEDS OF ITS MEMBERS. MOST OF THIS WILL BE DONE THROUGH MAILED FLYERS AND QUESTIONNAIRES.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
<i>POSTAGE STAMPS</i>	} <i>ITEMS WILL BE MAILED EVERY 2 MONTHS, THE FIRST OF THE APPROPRIATE MONTH</i>
<i>ENVELOPES</i>	
<i>DUPPLICATION FEES (FOR THOSE ITEMS NOT APPEARING IN THE NEWSLETTER)</i>	
<i>POST CARDS</i>	

Name: *BECKY JOHNEIN*

*NEW** Mailing Address: *970 N 12TH E
MOUNTAIN HOME, IDAHO 83647*

Day Phone: ()

Home Phone: *(208) 587-9728*

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc.:

LEARNING CENTER MANAGEMENT NETWORK SIG

Amount of request: \$265

Date needed: September 1983

Funds to cover from September 1983 to March 1984

Statement of purpose for funding request:

Continue to maintain the Learning Center Management Network SIG for the initial year.

Itemization of projected expenses and time line:

	<u>Item</u>		<u>Date</u>
	Postage for three mailings (200 x .20 = \$40.00 x 3)	\$120.00	Sept., Dec., 1983, and Feb., 1984
<u>GENERAL</u> <u>EXPENSES</u>	Phone calls (to communicate with members concerning meetings, start-up problems, etc.)	50.00	Sept. to March 1984
	Printing (200x \$.05 = \$10.00 x2 = \$20.00 x 3 = \$60.00)	60.00	Sept., Dec., 1983, and Feb., 1984

<u>CONFERENCE</u> <u>INSTITUTE</u> <u>EXPENSES</u>	Phone calls (conference business)	20.00	Sept., 1983 to March, 1984
	Postage (conference business)	10.00 \$265.00	Sept., 1983 to March, 1984
			Total

Name: Patti Dozen

Mailing Address: 949 E. 2nd St.
Long Beach, Ca. 90802

Day Phone: (213) 498-7186

Home Phone: (213) 435-7186

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To: WCRLA Board
From: Patricia Mulcahy
Date: July 15, 1983
Re: Request for funds for Colorado Conference guest speaker

This request concerns funds for Dr. Robert Tierney from the University of Illinois to serve as the guest speaker at the WCRLA Colorado Conference in October. His topic for the presentation is "Toward a Composing Model of Reading." The following lists a break-down of the total request:

SPEAKER FEES	\$300	(Note: his usual fee is \$450.)
TRANSPORTATION	276	(Airfare one-way from Denver to Urbana)
LODGING	44	
FOOD	30	
	<hr/>	
TOTAL	\$650	

Any changes in this request (specifically lower airfare) will be noted and forwarded to the Board.

Please notify me of your decision as soon as possible. Thank-you.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA - Idaho

Amount of request: \$90.00

Date needed: Throughout fiscal year 1983-84

Funds to cover from September 1, 1983 to June 30th, 1984

Statement of purpose for funding request:

These funds will be used to improve and facilitate communication among Idaho members, identify prospective members and ultimately to increase membership.

Itemization of projected expenses and time line: based on estimated mailing of 30 members max.

<u>ITEM</u>		<u>DATE</u>
20 pages xerox @ 5¢ a page per member	\$30.00	Throughout fiscal year
5 mailings to each member @ 20¢ each	\$30.00	Throughout fiscal year
Long distance calls	\$30.00	Throughout fiscal year
<u>Total</u>	<u>\$90.00</u>	

Name: Dr. Barbara Swanson, State Director, Idaho

Mailing Address: Box 8064
Idaho State University
Pocatello, Idaho 83209

Day Phone: (208) 236-3662

Home Phone: (208) 232-6987

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WCRLA BOARD OF DIRECTORS MINUTES

September 16, 1983

San Jose, California

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

Others Present: Jane Hopper, Newsletter Editor, Lucy McDonald, Conference Manager (Portland).

The meeting was called to order by President Karen Smith at 8:22 P.M.

The agenda was circulated and discussed (Attachment A).

(M) Bogue:

(S) Walker: That the agenda be approved.

PASSED

I. Secretary's Report

Policies and
Procedures
Handbook

A. Suzanne passed out the draft of the Policies and Procedures Handbook and commented that it turned out to be also a historical document, and that the board might want to cut some of it out not directly pertaining to policies. Some items need to be acted on; others deleted. The board was asked to read through and critique the handbook at the next meeting. Suzanne was asked to add the earlier draft of policies and procedures to make the handbook complete.

Secretary's
Banking
Activity

B. Suzanne also handed out a summary of the Secretary's banking activity and turned in her receipts to the Treasurer.

Corrections to
Minutes

C. Several corrections to the minutes of 7/22/83 were made:

1. Ia should read "...Association needs to update its files with the New Mexico Corp. Commission for years 1978 to the present."

2. IIIa should read: "...responses from 6 of 40 people questioned..."

3. IVa "Bogen" should read "Bogue."

(M) Lyman:

(S) Bogue: To approve the minutes as corrected.

Names of any
Serving WCRLA
Requested

D. Karen reiterated her request for the names of any members of boards, committees, task forces, etc., either past or ongoing to be submitted in writing, thereby getting into the minutes. She passed out lists of editorial boards, S.I.G. leaders, and task forces she has appointed. (Attachments C, D, E, & F)

Presidential
Certificates

E. Karen and Dick confirmed that Presidential Certificates were issued to Lucy McDonald, Donna Lane, Sue Brown, Maxine Byers, and Mitch Kaman.

Letter to Recover
Corporate Seal

F. Suzanne circulated a letter written to Elizabeth Holmes requesting the original WCRA seal be sent to the current board. There has been no response and a second letter will follow, and a phone call.

G. New Nominations Chairperson is Ann Faulkner for 1984-85 elections.

II. Treasurer's Report

Treasurer's Report
and 1982-83 Budget

A. Carrie handed out the 1982-83 budget and many changes were made in categories to show more realistically where monies are spent. Conference income and expenses will be completely separate from regular budget items.

B. Carrie emphasized the need for State Directors to get approval from the Past President before they can be issued reimbursement checks.

Need for Audit
of Books

C. Carrie expressed a real need for a professional accountant to look at the books and perform an audit. Professional help is also needed to work in conjunction with the conference manager to systemize the accounting.

D. The slips from Oxford Mailing Service should be redesigned to account for income from dues and Proceedings.

III. Conference Manager's Report

1983 Conference Manager's Report

- A. Lucy also expressed concerns about accounting. We need a policy regarding refunds to members for institutes, tours, and the conference itself. Suzanne described the informal policy at the San Diego Conference. No formal motion was made.
- B. Master account shows a \$300 overage on the banquet account but, Lucy reported, the hotel did not charge for rooms.
- C. Lucy presented the Conference Manager's Notebook, which she prepared using many ideas handed down by Beryl Brown, San Diego Conference Manager. She asked that part of it be subsumed in the Secretary's Notebook. Karen asked that one also go to the President-Elect.

Conference Manager's Notebook

Many thanks went to Lucy for her time and effort in preparing the notebook.

The meeting was adjourned at 11:53 P.M.

SMK/bi
Attachment

WCRLA FUNDING REQUEST

Name of Committee/SIG/Task force, etc:

Oregon WCRLA

Amount of request: \$200.00

Date needed: February 1, 1984

Funds to cover from August 26, 1983 to February 24, 1984

Statement of purpose for funding request:

For the first time, Oregon WCRLA will be a co-sponsor with the Oregon Developmental Studies Organization for the annual meeting at Oregon State University in Corvallis, Oregon, February 23-24, 1984.

We feel that it is vital that we have a representative from the executive board present and have asked Dick Lyman to attend and be a speaker.

- Purpose:
- . . . To help to maintain the membership gained by the March, 1983 Portland conference
 - . . . To show that WCRLA is indeed a national organization that is dedicated to helping professionals in all areas of developmental education
 - . . . To be a visible, active co-sponsor
 - . . . To be able to send out extra publicity mailings about the ODSO/WCRLA conference

Itemization of projected expenses and time line:

<u>Item</u>		<u>Date</u>
Publicity Mailing, postage	\$50.00	October and December, 1983
Lodging for speaker	100.00	Feb. 22-24, 1984
Meals for speaker	50.00	Feb. 23-24, 1984

Name: Anna Marie Updegraff

Mailing Address: Mt. Hood Community College
26000 S. E. Stark St.
Gresham, OR 97030

Day Phone: (503) 667-7122

Home Phone: (503) 254-0519

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**The San Diego
Community College District**

MILITARY EDUCATION PROGRAMS
3375 Camino del Rio South, San Diego, CA 92108 (714) 225-3625



U-12

Navy Technical Training Program

August 25, 1983

Dear Karen,

Enclosed please find Nancy's and my budget requests for FY 1983-84. I hope that they are not substantially larger than those of the other state directors, but if so, it is only because of the solid plans and activities that we have scheduled.

Nancy wants very much to complete the Southern California State Directory. The information included in the beautiful expertise network can then be utilized locally. In May, she co-sponsored a "wrap-up" conference with other WCRLA members which was largely attended by people in the L.A. area. Our annual conference will be held at Cal State Long Beach, a fairly central area, in October. I have plans for a co-sponsored activity in the San Diego area in January. Thus we are trying to reach everyone in our scattered area and, at the same time, provide other organizations with a means of learning more about WCRLA. Hopefully, we can increase our membership and encourage attendance at the national conference.

Thank you for considering our requests.

Vicki Knostman

So California Co-State
Director

JOANN CARTER-WELLS, PROFESSOR

Reading Department
1991-1992 Vita Update

TEACHING 1991-1992

Fall, 1991

Read 202, Vocabulary Cognition and Reading Comprehension

Read 290, Critical Reading as Critical Thinking

Spring, 1992

Read 202, Vocabulary Cognition and Reading Comprehension

Read 290, Critical Reading as Critical Thinking

SCHOLARLY ACTIVITIES 1991-1992

Co-author, The Essential Connection: Critical Thinking, Reading And Writing, Wadsworth Publishing Co. (Ten Chapters out for review), 1992.

Co-editor, Perspectives, HDCS Journal

Software Reviews, STYLE and SEMNET, Wadsworth Publishing Company and Center for Research in Science and Mathematics.

Text Reviews, Read and Respond (2nd edition) and The Active Learner, Roxbury Publishing Company.

PROFESSIONAL ACTIVITIES 1991-1992

Co-Presenter, "Evaluation Issues in Critical Thinking"

AAHE Assessment Conference, San Francisco, June 1991

Co-Presenter, "Research in Critical Thinking Instruction: What Works" International Conference on Critical Thinking and Educational Reform, Sonoma, August, 1991

Presenter, "Reading and Critical Thinking Assessment." International Conference on Critical Thinking and Educational Reform, Sonoma, August, 1992

Presenter, "Protocol Analysis with the California Critical Thinking Skills Test", The Teaching and Learning Exchange, The Institute for Teaching and Learning, February, 1992

Co-Presenter, "Use of Protocol Analysis in Critical Reading and Critical Thinking Research and Instruction Part II," College Reading and Learning Association, San Francisco, April, 1992

Co-Presenter, Research Panel, "Research Issues in College Reading and Learning: What We Are and Where We Need to Go", College Reading and Learning Association, San Francisco, April, 1992

Chair, Conference Evaluation, College Reading and Learning Association, San Francisco, April, 1992

Coordinator, CSU Critical Thinking Council Meeting, CSU Fullerton, April, 1992.

Steering Committee Member, CSU Critical Thinking Council

Editorial Board, Journal of College Reading and Learning

Member, National Council on Excellence in Critical Thinking

Special Recognition Award, College Reading and Learning Association

Participant, "Classroom Assessment: Putting It Into Practice," CSUF, Institute for Teaching and Learning, September, 1991.

SERVICE 1991-1992

Chair, University Outstanding Professor Award Committee.

Member, Ad Hoc Committee on Educational Effectiveness

Member, Faculty Affairs Committee, HDCS

Member, Planning and Evaluation Committee, HDCS

Member, Retreat Committee, HDCS

Chair, Personnel Committee, Reading Department

Mentor, University Mentor Program

Department of Reading

Liaison, Educational Opportunity Program, 1976, 1977, 1978, 1979.

Director, Institute for Research in Reading & Related Disciplines, 1983, 1984.

Associate Director, Institute for Research in Reading and Related Disciplines
1979, 1980, 1981.

Secretary, Institute for Reading, 1977, 1978, 1979.

Chair, Meritorious Performance & Professional Promise Award Committee, 1984, 1985.

Directed Masters Thesis and Projects, 1983, 1984.

Chair, Curriculum Committee, Reading Department, 1987.

School of Human Development & Community Service

Member, University Writing Board, 1985, 1986, 1987.

Reader, English Writing Proficiency Examination, 1984, 1985, 1986, 1987, 1988, 1989.

Mentor, Student Affirmative Action Program, 1984, 1985, 1986, 1987, 1988, 1989.

Lecturer, Bridge Program for Entering Freshmen, Health Professions, 1983, 1984, 1985.

Member, Speaker's Bureau, 1987, 1988, 1989.

Member, Faculty Affairs Committee, 1988, 1989.

Member, Computer Technology Committee, 1988, 1989.

Member, Personnel Committee, Educational Administration Department, 1989.

Chair, Personnel Committee, Counseling Department, 1987.

Member, Meritorious Performance and Professional Promise Committee, 1987.

Member, Personnel Committee, Counseling Department, 1985, 1986.

Member, Elementary Curriculum and Instruction AD Hoc Review, 1985.

Member, Program Performance Review Committee, 1983, 1984.

Member, Meritorious Performance and Professional Promise Committee, 1984, 1985.

Member, Commencement Committee, 1983, 1985.

Member, Curriculum Committee, 1983, 1984.

Member, Panel of Representatives, 1983, 1984.

Membership Director, Phi Delta Kappa, California State University,
Fullerton Chapter, School of HDCS, 1982, 1983.

Department of Reading

Coordinator, Undergraduate Reading Program, 1979, 1980, 1981, 1986, 1987, 1988, 1989.

Director, Professional Library, 1983, 1984, 1985, 1986, 1988.

Chair, Personnel Committee, 1982, 1983, 1985, 1986, 1988, 1989.

Member, Personnel Committee, 1984, 1985, 1987.

Director, Undergraduate Reading Program Lab, 1979, 1980, 1981, 1983, 1984.

Meritorious Performance and Professional Promise Award, CSUF, 1989.

UCI Friends of the Library Author's Award, 1989.

Certificate of Appreciation, Western College Reading & Learning Association,
1987, 1988.

Outstanding Service Award, Western College Reading & Learning Association, 1983.

Finalist, Constance McCullough Research Award, California Reading Association,
1984.

PROFESSIONAL MEMBERSHIPS

Member, American Evaluation Association

Member, International Reading Association

Member, National Reading Conference

Member, California Reading Association

Member, Orange County Reading Association

Member, Western College Reading and Learning Association

Member, National Council of Teachers of English

Member, Reading Educator's Guild

Member, American Association of Professional Consultants

Past-member, Phi Delta Kappa, California State University, Fullerton Chapter

Past-member, Pi Lambda Theta, Claremont Chapter

Past-member, California Professors of Reading

SERVICE TO THE UNIVERSITY, SCHOOL AND DEPARTMENT

University

Success Briefs, Student Academic Services, September 12, September 14, 1988.

Survival Briefs, Student Academic Services, February 26, March 12, March 26, 1987.

Survival Briefs, Student Academic Services, "Strategies for Outlining, Taking
Notes, Reading and Remembering," March 6, 1986.

Chair, University Educational Development and Innovation Committee, 1983, 1984.

Member, University Educational Development and Innovation Committee, 1984, 1985.

Member, University Research Committee, 1985, 1986, 1987.

Editorial Board, Journal of College Reading and Learning, 1985, 1986, 1987, 1988, 1989.

Manuscript Review, Becoming A Successful Student, Scott/Foresman, 1989.

Editorial Advisory Board, Roxbury Publishing Company, 1988.

Evaluator, California Academic Partnership Program Grants, 1987.

Evaluation Panel, California State University Academic Improvement Grants Program, 1986.

Software and Manuscript Review, Critical Thinking: Readings Across the Curriculum, Wadsworth, 1986-1987.

Manuscript Review, Reading with Confidence, Scott Foresman, 1986, 1987.

Editor, Western College Reading Association Newsletter, 1978-1982.

Editor, Institute for Research in Reading and Related Disciplines FORUM, 1980-83.

Co-editor, Institute for Research in Reading and Related Disciplines FORUM, 1984.

Editorial Board, California Reading Association Conference Proceedings, 1979.

Manuscript Review of Breaking Through: Beginning College Reading, Scott, Foresman, 1983.

Manuscript Review, Take Note of College Study Skills, Scott, Foresman, 1982-83.

Proposal Reviewer, California State University Innovative Grants Program, 1982-1983.

CONSULTANT

Program Review, Elementary School Reading Programs, California State Department of Education, 1980-1982.

Academic Improvement Grant, California State University, Stanislaus, 1983-84.

Learning Center, California State University, Bakersfield, 1983-1984.

Communications (1983, 1984, 1985, 1986, 1987, 1988, 1989)

Connors and Associates
DBL Consultants
Marathon Health International
Investment Metals International
R. Steven Ballback, D.D.S., T. Clarke, D.D.S. and D. Armbruster, D.D.S.,
Professional Corporation
N. Davis, D.D.S., and Dan Gordon Memorial Treatment Planning Seminar

- "Secondary Reading Classes to Prepare Students for College," Symposium, California Reading Association, Sacramento, California, November, 1980.
- "Critical Thinking as Applied to the Academic Support Skills Process," Orange County Reading Association, October, 1980.
- "Reading's lack of Academic Status: A Stumbling Block for the 80's?" Western College Reading Association, March, 1980, Symposium (with other CSU Undergraduate Reading Faculty).
- "The Working Undergraduate: Reading and Learning Needs of a Forgotten Population," Western College Reading Association, March, 1980.
- "Psycholinguistic Approach to Word Reading and Its Parallelism to Music Reading," Music Symposium, California State University, Fullerton, January, 1980 (invited speaker).
- "Module Development in the Academic Support Skills Process," California Reading Association, November, 1979.
- "Reading at the University Level," California Reading Association, November, 1979, Symposium (with other CSUF Undergraduate Reading Faculty).
- "Study Modules: Their Orientation and Use," Orange County Reading Association, October, 1979 (with Ann Coil).
- Readability and the College Student," California Reading Association, November, 1978.
- "Reading as it Relates to a Curriculum Model of the Academic Skills Improvement Process: Translation from Theory to Practice," California Reading Association, November, 1978, Symposium (with other CSUF Undergraduate Reading Faculty).
- "Confluent Education: Cognitive and Affective Reading and Study Needs of University Students," Orange County Reading Association, October, 1978 (with Ann Coil).
- "Readability," Invited paper presented to the Joint CSU/UC Workgroup on Cross-curricular Reading and Writing Programs, January, 1978.
- "Innovative Instruction," Western College Reading Association, March, 1978. Symposium and development of Handbook of Instructional Materials (with other CSU Undergraduate Reading Faculty).
- "Critical Thinking Questions with the Reflection Step of the Cornell Notetaking System," Western College Reading Association, March, 1978.
- "The Use of Special Projects to Personalize a Course in Academic Reading and Study Strategies," Western College Reading Association, March, 1978.
- "Reading and the College Student," Invited speaker, Colloquium, Claremont College, Spring, 1978 (with other CSUF Undergraduate Reading Faculty).
- "Assessing College Student Reading Needs," Institute for Reading Mini-conference II, March, 1978 (with Ann Coil).

Reading Educators Guild, Panel Presentation, February 20, 1986.

"An Experimental Reading/Writing/ESL Program," Western College Reading and Learning Association, March, 1985, Denver, Colorado.

"Relationship of GPA, EPT and Reading Achievement," Western College Reading and Learning Association, April, 1984, San Jose, California. (with Janice Lewis)

"Percepts of the Place of College Reading Instruction Among Faculty in Four Year Institutions," Western College Reading and Learning Association, April, 1984, San Jose, California.

"College Reading Programs in the Age of the Computer," Claremont Reading Conference, March, 1984, Claremont, California.

"Evaluating Software for Reading Programs," Claremont Reading Conference, March, 1984, Claremont, California (with Norma Inabinette and Sue Mangiapane).

"Strategies for Text Mastery," Invited Speaker, UCLA Office of Academic Interinstitutional Programs, March, 1983.

"Developing Vocabulary in Content Area Classes," California Reading Association, October, 1983.

"Notetaking and Textbook Mastery Systems to Develop Efficient Readers," Orange County Reading Association, October, 1983.

"Role of Reading Programs on Four Year College Campuses," International Reading Association, May, 1983, Anaheim, California.

"The Transfer Effects of Instructional Strategies in a Critical Reading Mini-Course," National Reading Conference, Clearwater Beach, FL, December, 1982 (with Tom Bean, Hallie Yopp and Michael Mend).

"Development and Use of Self-selected Modules in College Reading," California Reading Association, San Diego, November, 1982.

"Past and Current Research in College Reading," Western College Reading Association Mini-conference, Saddleback Community College, October, 1982.

"Improving Learning from Texts Through Faculty and Student Development," Western College Reading Association, San Diego, April, 1982 (with Hallie Yopp).

"Reading Instruction for the Adult Learner," California Reading Association, Anaheim, November, 1981.

"Critical Reading Study Guides for Use in Content Area Classes," International Reading Association, Regional Conference, Tucson, Arizona, October, 1981 (with Hallie Yopp).

"Vocabulary Needs of Academic Disciplines," Western College Reading Association, Dallas, Texas, April, 1981.

"The Adult Learner and Reading," Western College Reading Association, Dallas, Texas, April, 1981.

Interview, "The Write Stuff," September 16, 1986, Channel 33.

Coordinator of Chairpersons, Western College Reading and Learning Association, Albuquerque, New Mexico, Spring, 87

PROFESSIONAL ACTIVITIES

Conference Presentations, Paper Presentations and Workshops

"Critical Reading/Thinking Curriculum Development: Theoretical, Political and Evaluation Issues," Institute Coordinator, Western College Reading and Learning Association, March 15, 1989, Seattle, Washington.

"Vocabulary for College Success," Guest speaker, Fullerton College, April 12, 1989.

"Theoretical and Classroom Links Between Critical Thinking and Reading," California Reading Association, November, 1988.

"Academic Preparation for College: Integrating Reading, Writing and Studying," (with Janice Lewis), California Reading Association, November 6, 1987.

"Teaching Critical Thinking Across the Curriculum," Rancho Santiago College, January, 1988 (invited presentation).

"Celebrating Teacher Commitment," Keynote Speech, Faculty Day, Rancho Santiago College, January, 1988.

"Expectations vs. Reality: College Preparation in Reading, Writing and Learning," Western College Reading and Learning Association, March, 1988, Sacramento, California.

"Critical Thinking and College Reading," California Reading Association, November, 1986.

"Politics in Reading and Learning," Institute Coordinator, Western College Reading and Learning Association, April 9, 1987, Albuquerque, New Mexico.

"A Causal Model of Reading Achievement and Expository Writing Performance Among Selected College Freshmen," Paper presentation. Western College Reading and Learning Association, (with Janice Lewis), April 11, 1987.

"Academic Preparation for College: Essential Study Skills," International Reading Association, May 6, 1987.

"College Reading and the General Education Curriculum," California Reading Association, November 2, 1985.

"New Instructional Strategies for Reading and Learning," Pierce Community College, Faculty Development Workshop, May 12, 1986.

"The Effect of Direct Instruction with a Critical Comprehension Model on the Reading and Thinking Skills of Selected College Students." Paper presentation, Western College Reading and Learning Association, March, 1986.

"Evaluation Research." Claremont Doctoral Program, Qualifying Examination, 1982

"Developmental Reading at the College Level." Claremont Doctoral Program, 1982.

"Critical Thinking and the Reading Process." Claremont Doctoral Program, 1979.

"Psycholinguistic Approach to Word Reading and Its Parallelism to Music Reading." Claremont Doctoral Program, 1979.

"Multi-variate Analysis of EPT, Nelson-Denny Reading, Self Esteem and Locus of Control Measures and Implications for Instructional Techniques." Submitted to the CSUF Educational Developmental and Innovation Committee, Spring, 1978 (with Ann Coil and Norma Inabinette).

"Standardization and Evaluation of the Academic Support Skills Inventory." Grant submitted to the CSU Chancellor's Office, Spring, 1978.

"Correlations between Sight Reading in Music and Reading Comprehension." Research study with the Music Department, California State University, Fullerton, 1977 (with Rita Fuszek).

Planning Team, Faculty Development Institute for the Improvement of Basic Skills Instruction, Project of the California State University and Colleges and the Los Angeles Community College District, 1979-1980.

"Academic Reading and Learning Needs of Working Students." Preliminary Study, California State University, Fullerton, 1978

"Role of Standardized Testing in Access to Higher Education." Claremont Doctoral Program, Fall, 1977.

"Project Athena." Evaluation Study of the National Endowment of the Humanities Education Grant Programs. Research Associate and Author of Chapter of Report presented to U.S. Congress, 1978.

"Basic Skills in Higher Education: An Overview." Report requested by Dr. Mary Mark Zeyen, Vice-President for Academic Affairs, California State University, Fullerton, Summer, 1978. (with Carol Barnes, Ann Coil and Norma Inabinette).

"Coil/Wells Support Skills Inventory." Study skills assessment instrument developed during 1977-1978 and currently used at University of California, Irvine and Fullerton Community College.

"A Hierarchical Model of the Academic Support Skills Process." Curriculum model for college reading and learning programs, 1977-1978 with subsequent revisions through field testing. (with Ann Coil)

"Faculty Survey of Student Reading Needs." California State University Fullerton, 1976.

Co-director, "Improving Academic Support Skills." Funded by the CSU Chancellor's Office for Educational Development and Innovation, 1977-1978.

Co-director, "Reading and Thinking Skills Project." Funded by the CSU Chancellor's Office for Educational Development & Innovation, 1976-1977.

RESEARCH PROJECT PARTICIPATION

Project Member, "Investigating Journal Writing in Undergraduate and Graduate Reading Courses." California State University Academic Program Improvement, 1988-89.

Project Member, "Critical Reading: A Guide for Faculty and Students in History and Economics." Funded by the CSU Chancellor's Office for Educational Development and Innovation, 1981-1982.

Project Member, "Improving Teaching and Learning from Texts in History and Philosophy through Systematic Staff and Student Development." Funded by CSU Chancellor's Office for Educational Development and Innovation, 1980-1981. ERIC Document No. ED 205 925.

MASTER'S THESIS ADVISING

"Effective Utilization of Computers with ESL Students and Handbook for Teachers Using Computers with ESL Students." Gloria Martinez Quave, 1986.

"The Effect of Compare-Contrast on Decoding and Comprehension." Carolyn R. Harris, 1984.

"A Comparison of the Effects of Computer Based Drill and Traditional Written Practice." Susan M. Mangipane, 1983.

"Three Tests of Reading Readiness Characteristics." Dorothy Truitt, 1983.

OTHER CREATIVE ACTIVITIES

Audiotapes to accompany Language of Learning - Vocabulary for College Success, Fall, 1988.

Co-author, Read 99 - Basic Academic Reading, 1988.

Co-author, Read 290 - Critical Thinking Course 1986, 1987, 1988.

"Relationship of EPT, STEP and GPA in Selected University Freshmen," Faculty Research Award, 1983-1984. (with Janice Lewis).

"Perceptions of College Reading Instruction Among Faculty in California Community Colleges." Research study, 1982-1983.

Director, "Perceptions of College Reading." PH.D. Research, Claremont Graduate School, 1982-1983.

Learning Theory/Adult Learning." Claremont Doctoral Program, Qualifying Examination, 1982.

"College Reading Programs in the Age of the Computer." Proceedings of the Claremont Reading Conference, 1984.

"University Students' Rating of Critical Reading Guides in History and Philosophy." Western College Reading Association Journal, Vol. 2, No.3, Spring, 1983. (with Tom Bean and Hallie Yopp). ERIC No. ED 211 956. Reviewed in the International Reading Association Annual Summary of Investigations Related to Reading, 1984.

"Evaluating Software Programs in Reading." Proceedings of the Claremont Reading Conference, 1984 (with Norma Inabinette and Sue Mangiapane).

"Graduate Survey Update," Institute for Research in Reading and Related Disciplines, FORUM, Vol. 6, Issue 1, Fall/Winter, 1983.

"Improving Learning from Texts Through Faculty and Student Development." Proceedings of the Fifteenth Annual Conference of the Western College Reading Association (D. Fleming, Ed.), 1982. (with Hallie Yopp).

"Specific Vocabulary Needs of Academic Disciplines." Proceedings of the Fourteenth Annual Conference of the Western College Reading Association (G. Enright, Ed.), 1981. (with Jane Hopper). ERIC Document No. ED 207 000.

"Module Development in Improving Academic Support Skills." Proceedings of the Thirteenth Annual Conference of the California Reading Association, 1979.

"Assessing Students' Reading Levels and the Readability of College Texts." Future Talk. (L. Jones, Ed.) California State University And Colleges Chancellor's Office, Summer, 1978, 3-4.

"Innovative Grant: Reading and Thinking Skills Project." Proceedings of the Tenth Annual Conference of the Western College Reading Association (G. Enright, Ed.), 1977. (with Ann Coil and Pam Conlon).

RESEARCH GRANTS AND PROJECTS

Grants Funded: "A Further Validation Study of Critical Thinking Instruments." School of Human Development & Community Service, Dean's Research Award, Fall, 1988.

"Matriculation Study with Reading/Writing and Study Skills of Students from Santa Ana Schools," Affirmative Action Faculty Development Grant, Spring, 1987.

Primary Investigator, "The Effect of Direct Instruction with a Critical Comprehension Model on the Reading and Thinking Skills of Selected College Students," School of Human Development and Community Service, Dean's Research Award, Fall, 1985.

Recipient, Affirmative Action Faculty Development Grant, Spring, 1983.

Recipient, Faculty Research Award, "Relationship of EPT, SIEP and GPA in Selected University Freshmen," 1982-1983.

Director, "Module Development in Improving Academic Support Skills." Funded by the California State University Fullerton Mini-grant Program for Educational Development and Innovation, 1979.

Books:

The Language of Learning: Vocabulary for College Success. (with Jane Hopper) Wadsworth Publishing Company, 1988. (Selected for an ambassadorial trip to Chinese Medical Colleges, July, 1988).

Reading and Learning in Postsecondary Education: A Handbook. Manuscript in progress.

Critical Thinking: Reading and Writing Across the Curriculum. Author, Instructional exercises for revised book. Wadsworth Publishing Co. 1988.

Doctoral Dissertation

Percepts of the Place of College Reading Instruction Among Faculty at Four Year Institutions, Claremont Graduate School, 1983. Major Professors: Malcolm Douglass and Phillip Dreyer.

Journal and Yearbook Articles:

"Academic Preparation for College: A National Perspective, "Review of Research in Developmental Education (Fall, 1989, publication date).

"A Causal Model of Reading Achievement and Expository Writing Performance Among Selected College Freshmen," (with Janice Lewis) Journal of College Reading and Learning, 1987.

"The Effect of Direct Instruction with a Critical Comprehension Model," submitted to Reading Psychology, 1986.

"Using Word Awareness, Auditory Discrimination and Standardized Tests to Predict the Reading Success of Kindergarten Children" (with Dorothy Truitt), submitted to Reading Teacher, 1986.

"Developing a Reading/Writing/ESL Program," inside_english, 1986.

"Software Review: Comprehension Power." Computers in Reading and Language Arts, Winter, 1984/85. (with Audrey Unick).

"Relationship of GPA, English Placement Testing and Reading Achievement of Selected Freshmen." (with Janice Lewis) Journal of College Reading and Learning, 1984. Reviewed in the International Reading Association Annual Summary of Investigations Related to Reading, 1985.

"Percepts of the Place of College Reading Instruction Among Faculty in Four Year institutions." Journal of College Reading and Learning, 1984. Reviewed in the International Reading Association Annual Summary of Investigations Related to Reading, 1985.

"The Transfer Effects of Instructional Strategies in a Critical Reading Mini-Course." In Glenn L. Howell and Madeline D. St. Romain (Eds.), Innovative Learning Strategies, Sixth Yearbook of the International Reading Association College Reading Improvement Special Interest Group, Spring, 1984. (with Tom Bean, Hallie Yopp, and Michael Mend).

Graduate Courses in the Reading Department

Analysis of Reading Practices: Computers in Reading

Analysis of Reading Practices: Principles of Critical Reading & Thinking

Analysis of Reading Practices: Developing Instructional Plans in Critical Reading and Thinking

Analysis of Reading Practices: How to Teach Power Reading, Textbook Mastery and Study Skills

Master's Thesis

Master's Project

Undergraduate Courses in the Reading Department

The Teaching of Reading

Academic Reading: Analyses and Strategies

Vocabulary Cognition and Reading Comprehension

Reading Aide Practicum

Critical Reading

Vocabulary Development

Textbook Mastery

Exam Preparation and Taking

Listening and Notetaking

Assessment in Reading

Undergraduate Courses in the English Department

Developmental Writing

RESEARCH INTERESTS

Academic support processes and strategies

Critical reading and thinking

Vocabulary cognition – academic and general

College reading needs

Faculty development activities in college reading and learning

Academic Preparation for College-reading, critical thinking, study strategies

VITA

JOANN CARTER-WELLS, PH.D. PROFESSOR

OFFICE ADDRESS: Reading Department-EC 529
School of Human Development and Community Service
California State University, Fullerton
Fullerton, CA 92634

OFFICE PHONE: (714) 773-3356

HOME PHONE(714) 970-6397

EDUCATIONAL BACKGROUND

<u>Institution</u>	<u>Degree/Major</u>	<u>Date</u>
Claremont Graduate School	PH.D/Education College/Adult Reading Adult Developmental Psychology Evaluation Research Higher Education	1983
California State University, Fullerton	M.S./Education, Reading	1975
Mount St. Mary's College	B.A./English, History	1966

CALIFORNIA CREDENTIALS AND AUTHORIZATIONS

Standard Elementary - Life

Specialist Teacher in Reading (Miller-Unruh) - Life

Early Childhood

Ryan Act Reading Specialist

PROFESSIONAL EXPERIENCE

<u>Employer</u>	<u>Position</u>	<u>Date</u>
California State University, Fullerton	Professor	1988
California State University, Fullerton	Associate Professor	1983
California State University, Fullerton	Assistant Professor	1979
Claremont Graduate School	Research Associate (Project Athena)	1978
California State University, Fullerton	Lecturer	1975
Los Angeles Unified School District	Reading Specialist	1969-1974
Oakland Unified School District	Primary Teacher	1968-1969
Los Angeles Unified School District	Primary Teacher	1966-1968

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Southern California State Directors

Amount of request: \$50.00

Date needed: January, 1984

Funds to cover from September, 1983 to June 30, 1983

Statement of purpose for funding request:

It is my intention to co-sponsor a one-day conference with Reading Teachers of Adults, a special interest group of the Greater San Diego Reading Association, and with Dr. Joan Curry of San Diego State University. This con-

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
funds to be used in conjunction with funds from	
the two sources listed above.	

Name: Vicki Knostman

Mailing Address: 2421 Soledad Court
La Jolla, CA 92037

Day Phone: (619) 225-3725

Home Phone: (619) 454-8158

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Southern California State Directors

Amount of request: \$200.00 seed money to be repayed at the
conclusion of our Fall Conference

Date needed:

Funds to cover from September, 1983 September, 1983 to June 30, 1983

Statement of purpose for funding request:

Funds will cover the expenses for all aspects of our Fall Conference, to be held October 22, 1983 at Cal State Long Beach. The \$200.00 will be returned to the treasurer as soon as accounts are closed on the conference.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
mailings, call for presentations, correspondence relating to pre-sentations, speakers, etc.	September, October, 1983
supplies for conference	October, 1983
printing expenses	September, October, 1983

Name: Vicki Knostman/Nancy Deutsch

Mailing Address: 3532 Judy Circle
Huntington Beach, CA 92647

Day Phone: (619) 225-3725 (Vicki)

Home Phone: (714) 848-4639
(Nancy)

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SLG/task force, etc:

Southern California State Directors

Amount of request: \$100.00

Date needed: September, 1983

Funds to cover from ~~September, 1983~~ to June 30, 1983

Statement of purpose for funding request:

Funds will cover all expenses for the publication of a Southern California WCRLA Directory and expertise network.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
stamps/mailing	Fall, 1983
printing of Directory	February, 1984

Name:

Vicki Knostman/Nancy Deutsch

Mailing Address:

8532 Judy Circle

Huntington Beach, Ca 92647

Day Phone: (619) 225-3725 (Vicki)

Home Phone: (714) 848-4639
(Nancy)

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Southern California State Directors

Amount of request: \$100.00

Date needed: September, 1983

Funds to cover from September, 1983 to June 30, 1984

Statement of purpose for funding request:

Normal budget items for the two Southern California Directors have exceeded the amount budgeted for each state director in the past (\$50.00). As there are two of us, a fact which necessitates correspondence (over) Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
stamps/mailing	Throughout fiscal year
telephone	" " "
printing expenses (mailings to members)	" " "

Name:

Vicki Knostman

Mailing Address:

2421 Soledad Court

La Jolla, CA 92037

Day Phone: (619) 225-3725

Home Phone: (619) 454-8158

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.

WCLRA Budget

	Approved 82-83	Actual 82-83	Requested 83-84	Approved 83-84
<u>Board</u>				
Meetings	2500	3459.51	200.00	1600
Secretary	200	216.01	300.00	300
Treasurer	200	147.68	600.00	600
President	700	506.06	200	300
Conf. Calls	—		300	400
Stationery	500	687.82 including 1000	500.00	500
Brochures				
Banner				
Pres. Awards				
Bookkeeping Service (Mia)				400
<u>Mail Service</u>	5000	5919.60	1135.00	
<u>Publications</u>				
Newsletter	4100	3223.75	4710 4444 4310	
Journal	3000	1743.55	1135.00 2850 (1000 pd)	
Proceedings	4200	4218.12	4756 4700	
<u>Committees</u>				
Awards	600	531.15	570	
By-laws/Archives	100	0	100	
Conf. Site Selection	100	0	100	
MAAC	200	200.00	350	
Nominating	100	35.08	100.00	
Placement	200	45.88	150.00 200	
<u>Task Forces</u>				
Elections Process	—		conf. calls 100	
Placement	—		100	
Publications	—		200	

	Approved 82-83	Actual 82-83	Requested 83-84	Approved 83-84
<u>S.I.G.'s</u>				
Organization	—		20	
Adv. Rdg. Comp.	—		—	
Basic Rdg	—		75	
Computers	—		0	
Critical Thinking	—		—	
LAC Mgt	—		465 (865 200 pd)	
Polit Action	—		—	
Research	—		—	
Sp. Needs Students	—		—	
<u>State Organizations</u>				
Director	500		400	
St. Dir. Luncheon	220	215.42	250	
Ind. Allotment	500	57.55	1200	
Colorado	} 2620 to various states	1088	650 (-50)	250 (7-22-83)
Idaho			90 (-50)	40
No. Cal.			200 (-100)	200 (7-22-83)
Oregon			200 (-50)	
So. Cal.			350 (-100)	300
<u>Summer Institute</u>	1100	385.44	—	
				2,385.00

WCRLA BOARD OF DIRECTORS MINUTES

September 17, 1983

San Jose, California

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

Others Present: Lucy McDonald; Chuck Hunter, 1984 Conference Manager; Jane Hopper; and Richard Kubelka

The meeting was called to order at 8:51 A.M.

Carrie, Richard, Lucy, and Chuck left the meeting to discuss and reconcile the 1983 conference budget.

I. By-laws/Article of Amendment/Corporation Report

By-laws and
Corporation
Update

Karen gave a history of the need to update our corporation records. She had contacted our lawyer who said he had discarded old organization records. Seymour Prog raised the question of completing our files with the New Mexico Corporation Commission from 1977 to the Present.

Karen and Suzanne located addresses of past officers and entered them on the forms. Attachment I contains copies of these. The Articles of Amendment (Attachment J) was sent so that we could file for 1983-84 under our new name. (Attachments I and J will not be sent with copies of minutes.)

II. Summer Institute

Summer Institute
Guidelines

A. Karen circulated Dick's draft of guidelines for Submitting a Proposal to Host Summer Institutes, Attachment K, and the memo from Marci Matlock of Navajo Community Colleges, responding to these guidelines. Rewording of some of the items was suggested, especially those relating to financial support. Options each institution could offer through grants, etc., and support expected from WCRLA need to be spelled out. Further changes were made on the subject of faculty responsibilities. The conclusion was that guidelines need to be general enough to allow the host institution to participate along with WCRLA in deciding faculty and speakers. "Staff" should be identified as support personnel.

Proposal from
Navajo Community College
for Summer Institute

- B. A lengthy discussion followed regarding the definitions of "faculty," "speakers," and "staff." Decisions of these definitions were tabled.
- C. Marci will be asked to develop all three options for board perusal.
- D. Transportation options need to be made to include bus charters. Navajo is a relatively secluded campus and would offer the environment of a retreat.
- E. Board member responsibilities to Institute:

President's Duties
on Summer Institute

- 1. President is to begin duties as coordinator of Summer Institute. Duties can be delegated to another.

(M) Lyman:

- (S) Bogue: Conference Site Selection Chair be assigned the responsibility to solicit proposals for the Summer Institute with the President serving as Institute liaison or appointing someone to that position.

PASSED

III. Minority Affairs Advisory Committee Intern Proposal

MAAC Intern
Proposal
Altered to

- A. Suzanne asked for some history about the Intern position. Karen responded that it arose out of Ann Faulkner's suggestion for more visibility for minorities.
- B. The role of Intern as it stands has some very basic problems:
 - 1. No definite job description.
 - 2. Not enough work to do long distance with which an intern could help.
 - 3. Dick suggested there be only 1 intern for the board as a whole, rather than 1 for each member.
 - 4. Karen suggested that minorities should use the membership resource form, work with state directors, S.I.G.'s, write articles for the Newsletter and Journal, serve as section chairs, propose institutes, be conference liaisons and serve on speakers' board.

MAAC Chairperson
to be Regular
Invited Board
Member

4. Suggestions were made to make the MAAC Chairperson a non-voting, participating Board member, on Board mailing lists.

(M) Lyman:

- (S) Bogue: MAAC chairperson be invited to participate as a non-voting observer on the board with the responsibility to encourage minority participation and promote sensitivity toward the needs of minorities who participate in WCRLA activities.

PASSED

(M) Bogue:

- (S) Lyman: The Board and MAAC go ahead and work together to carry out the areas of responsibility designated to involve more minorities in the organization.

PASSED

The Secretary is to reconstruct a formal writing of the responsibilities and get them back to the Board before the end of the day.

The meeting recessed at 12:12 P.M.

The meeting reconvened at 1:50 P.M. after lunch. Joining the meeting were Pat Benner, N. Calif. State Director; Charlotte Simpson and Lois Janowski, both of San Jose City College.

IV. President-Elect's Report

President-Elect's
Report

- A. Carole handed out "WCRLA Conference Program Planning - 1984" (Attachment L) and highlighted the theme, emphasis, and features.
- B. Karen expressed a need for summarizing end of conference data which has not been done for sometime.
- C. The speakers will be:

Conference
Speakers

1. Dr. K. Patricia Cross who will speak at the Second General Session.
2. Dr. Ted Murguia who will speak at the Third General Session on the topic "Quality Education and the Role of Essential Skills Programs."

D. Lois described the leisure tours she has organized thus far. (See Attachment L) Her committee was asked to check on the schedules of local colleges during the week of the conference so that post-conference tours could be scheduled. Lois was congratulated on her progress to date.

E. A suggestion was made for Carole to use a word processor to schedule presentations and reschedule fill-ins for cancellations. Caution was given to couch the rejection letters in tactful language so that these could be recalled to present if necessary.

Conference Advertisements

F. Karen suggested that the Journal of Reading advertisement is a good idea because of recruitment of new members through wide circulation of that popular journal.

G. Audiotapes

The Board discussed the problems at the Portland Conference with the Company doing the tapes.

Portland Audiotapes

1. Company personnel were antagonistic to some speakers.

2. They failed to make a roster of all tapes to offer to the membership. There was also a need for a list of all presenters with addresses to be sent to all members when conference is over.

H. Carole handed out her Working Calendar (Attachment M) and the tentative Conference Working Schedule (Attachment N).

Lunch Times in San Jose to be at least 1 1/2 hrs.

1. Concerns were raised about lunch times being too short on Thursday and Friday. There needs to be at least 1 1/2 hours for lunch.

2. Informal salad bars in various locations around the hotel were suggested.

3. S.I.G. meetings at 2 different times - one in the morning, the other in the afternoon, are offered.

4. Dick expressed a need for a social function for newcomers on Thursday evening.

5. Dick also suggested that there be presentations sponsored by S.I.G.'s.

Speakers' Fees

I. It was emphasized that invited speakers' registration fees and membership fees may be waived at the discretion of the President-Elect.

- J. Also, Past-Presidents do not need to pay membership fees.

Carrie commended Carole on her thoughtful and detailed planning of the conference resulting in calmness at this stage.

V. Conference Manager's Report

Conference Manager's Report

- A. Chuck reported on the offer of computers from the RAC Company.
- B. Exhibitors are being contacted. ERIC is to be included in the group. Dick requested a special table for the WCRLA publications exhibit. Charlotte requested any further information regarding exhibitor's fees, addresses, etc.

C. Food Functions

1. Banquet: Salmon or Filet Mignon (\$20.00 and (\$23.00). Entertainment will be barbershop quartet (participation by Chuck) and big band.

Because of the high price of the meals, there may be a need for the board to subsidize part to encourage attendance.

2. There will be entertainment at the wine tasting affair on Saturday afternoon.
- D. Pat Benner will be responsible for signs and she asked that any requests be sent to her as soon as possible.
- E. Chuck was asked to choose alternative main courses for the banquet in order to lower the cost.

1983 Final Conference Report

VI. 1983 Final Conference Report

- A. Carrie expressed a need for a vehicle to account for each expenditure and item of income. As it stands, reconciling the conference budget with the overall budget is an immense task and almost impossible.

- B. Lucy reported the total conference:

Income	\$ 21,906.85
Approximate Expenditures	<u>11,200.00</u>
Profit	\$ 10,706.85

Anticipated Profit \$ 6,930.00

C. It was suggested that membership should cover services to members, publications, placement bureau, expertise networks, etc. Conference profit should be used to cover all new services, e.g., S.I.G.'s.

D. This current profit amount includes membership costs. This is not a true picture of conference profits. Karen stated that next year's accounting principles will allow us to budget for extra activities and services to members.

1983 Institute
Accounting

F. Institute Accounting:

Income	\$1,900
Costs	<u>220</u>
	\$1,680 Approximate Profit

VII. 1984 Conference Manager's Budget

1984 Conference
Manager's Budget

A. Carole presented the Conference Manager's Budget (Attachment P).

B. Carrie raised the question of whether we can eliminate Oxford's involvement in all conference budgets. Accounts could be set up through host institutions to receive fees.

C. Two motions were proposed for later votes:

1. To authorize the Treasurer to receive \$5,000 lots of registration monies to put into savings from the conference manager.

2. To authorize Registrar to set up an account.

D. Dick suggested that the price for the brunch be scrutinized by the board and also that the members be polled as to their feelings about the brunch.

WCRLA Registrar
instead of
Oxford

E. There will be no Oxford pre-registration costs because WCRLA is providing a registrar (Rose Wassman).

F. K. Patricia Cross's honorarium will total \$1,000. Her publisher will cover the difference between our allotted amount and her fee.

G. Dick stated that the Conference Manager's room needed to appear on the budget because the hotel may not "comp" it.

(M) Lyman:

(S) McKewon: To accept the conference budget as amended.

PASSED

Board Letter
to go out in
March

The board will send out a letter to the membership in March encouraging attendance at the conference. This will be at board expense.

VIII. Political Action

Pat Benner outlined her progress and plans for the future centering mainly on the California Legislature.

Political Action
Recommendations

A. Suggestions of computerized letters through the post office were made; also, June suggested a double, tear-off post card to send to members with one part addressed to legislators and printed with a message to remind them to be aware of funding issues. June also suggested an article be written in the Newsletter or a letter be sent to the entire membership. Pat was requested to get speakers to make presentations on political issues at the conference.

B. Dick inquired as to the feasibility of sending members requests for donations for Political Action.

Political Action
asked to make
proposals and
request funds

C. Karen asked Pat to get from her committee a request for specific funds and statements. She suggested a telephone chain be started to get the word out, especially to State Directors.

D. Carole suggested to Pat that her committee needs to address more national issues.

E. Karen said that WCRLA should be operating on the very edge of the budget and provide more and more activities and services like Political Action.

XI. Oxford's Proposal

A. Karen circulated a letter (Attachment Q) from Hal McCune of Oxford Mailing Service and sample CATE renewal notices.

New Membership
Renewal Form
Approved

B. She elucidated on the benefits of such a form:

1. Cost would be the same.

2. No need for a renewal letter from the President.

3. A follow-up letter could be sent with membership card.

(M) Walker:

(S) McKewon: That we change the renewal notification system through Oxford to use the 2-way remittance envelopes.

PASSED

Letters going to those who joined after dues were raised

Letters will be sent to those who joined after July 1, 1983, stating that dues have been raised \$10.00 and requesting the additional money.

New Banner
Forthcoming

X. Stationery/Brochures/Banner

A. Banner - Karen reported on a letter to Alan Frankel regarding his offer to make a new banner. His answer was that illness had precluded his taking care of this matter before now. He also reconfirmed his offer and requested specifications. Karen wrote back with the dimensions 3' x 5' and colors chocolate and tan with the official logo on the letterhead. When the banner is received, a presidential certificate should be issued.

B. Stationery and Brochures

1. Karen reported that she feels the quality is very important as a positive statement about the organization.
2. Brochure was changed to accommodate the new logo, description, and officers.
3. Envelopes might be needed with new logo.
4. Charges from RB Printing:

New Stationery
Ordered

Ream Cambric Paper	\$ 22.00
1500 Letterhead	105.60
100 Presidential	49.50
Certificates	
2000 Brochures	258.00
2000 Membership Cards	73.00
	<hr/>
	\$ 508.10

XI. Newsletter Editor's Report

- A. Jane handed out her report (Attachment R)
- B. She announced that Mary Anne Shea from Boulder, Colorado, has offered to write a materials column as June Dempsey has done in the past.

Newsletter Editor's
Report

- C. Karen stated that if there were a substantial savings by using lighter paper and different ink, she'd rather that than shortening the Newsletter. She also encouraged Jane to use more pictures. Any extras should be sent to Ruth Purdy, WCRLA Archivist.
- D. Karen requested extra copies of the Newsletter be sent to NARDSPE and other organizations by First Class Mail.
- E. Dick suggested a calendar of events in the Newsletter. Jane said she'd be happy to put it in if he would monitor it.

XII. Committee Reports

A. Awards/Scholarships

Awards/Scholarship
Committee being
appointed

- 1. Karen made recommendations about who should be put on the committee.
- 2. By spring board meeting, Vince Orlando, committee chairman, should come back to the board with recommendations for the Reserach Award and names on the committee.

B. Placement

- 1. Information regarding new jobs is only being sent to members who request it.

XIII. Task Force Reports

Placement Task Force
Report and New
Directions

A. Placement

Karen shared a letter dated May '24, 1983, from Elaine Reed, Task Force chairman, and also Placement Director for NARDSPE. She advised Elaine to investigate plans and contingencies so that both organizations can benefit from the joint task force. Elaine's tentative plans involve a telephone job board. She is to meet with her committee and get back to the board by next meeting.

The budget of Elaine Reed's committee dealt with a telephone bank 800#. It was Karen's feeling that the Task Force went too far along this tack instead of exploring other job placement options such as NASPA, ACPA and other organizations use. This was not done.

There is a need for suggestions other than the 800# and for including other members of Task Force. Also there is a need for communication with NARDSPE regarding the \$1410 total budget of which we would spend half.

B. Elections

Karen reported on those persons she had requested to chair the Task Force. Pat Heard and Irwin Joffee said they would serve on the committee. Betty Levinson will be asked to chair.

C. Publications

1. Karen presented Attachment S, a letter from Delryn Fleming, Proceedings editor, listing suggestions from her committee:

Publications Task
Force recommendations
to change Proceedings
to Journal of College
Reading and Learning

- a. Change Proceedings name to Journal of College Reading and Learning.
- b. Stay with the same printer.
- c. Have no second volume of the Journal due to the lower quantity and quality of articles.

A discussion of these suggestions followed and included the point that this was not a good year to take on another expensive publication.

(M) Lyman:

(S) Bogue: To accept the recommendations of the Publications Task Force, i.e., to change the name of the Proceedings to the Journal of College Reading and Learning but to make no changes in the present WCRLA Journal, but to:

1. Leave it as an insert in the Newsletter.
2. Not to change the name.
3. Continue to publish it as an occasional journal.

Recommendation to
continue with the
other Journal as an
occasional paper

PASSED

(M) Lyman:

Publications
Task Force
Chair Delryn
Fleming commended

(S) Bogue: The matter of the present WCRLA Journal be reconsidered at the end of the present year and that the Task Force, chaired by Delryn Fleming, be commended for their very enlightening work. It is further recommended that next year's board carefully look at the report outlined in D. Fleming's letter of Sept. 1, 1983.

PASSED

A discussion followed of the possibility of soliciting good writers to present at the conference and to submit articles. A need was articulated for a presentation on "How to Write Articles for the Journal."

The meeting was adjourned at 7:15 P.M.

SMK/bf
Attachments

(M) Walker:

(S) McKewon: That we change the renewal notification system through Oxford to use the 2-way remittance envelopes.

PASSED

Letters going to those who joined after dues were raised

Letters will be sent to those who joined after July 1, 1983, stating that dues have been raised \$10.00 and requesting the additional money.

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Forthcoming

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SMK/b1
Attachments

APPENDIX 1

MAAC Officer Intern Proposal

PROBLEMS:

1. Selecting "interns" who would be readily available to work with officers would be difficult: proximity to each other, match job responsibilities, etc.
2. Interns could not be assigned until after the elections, hence the need for 2 intern nominees for each office.
3. An intern is someone who assists an experienced person on the job in order to learn attendant responsibilities and to gain practice in fulfilling them in order to qualify him/herself for that job. Elected officers are learning their roles as they serve, and to try to give guidance and assistance to an intern would be very cumbersome and difficult.
4. Balancing the WCRLA officer's role and duties and the officer's professional position often required doing WCRLA business in "snatches of time." Delegation of specific tasks to another (other than clerical or busiwork) would require a burdensome amount of organizational skills.
5. The president and president elect conduct an enormous amount of work by phone and by correspondence. The very nature of their correspondence requires close followup and on-going communication. How would an "intern" work within that constraint?
6. WCRLA officer candidates are selected because of their prior contributions to WCRLA, leadership qualities, stability in the field, etc. Experience as an intern would not necessarily be seen by the membership or the nominating committee as meeting any of the above criteria.

ALTERNATIVES:

Ample opportunities exist within the Association for individual involvement and contributions through:

1. state organizations (newsletters, conferences, etc.)
2. the annual conference (program committees, arrangements committees, presentations, institutes, chairpersons, etc.)
3. the Association's standing committees (nominations, by-laws, awards, etc.)
4. special committees (task forces, etc.)
5. editorial boards (Journal, Proceedings)
6. publishing articles (Journal, Proceedings, Newsletter)
7. Special Interest Groups (eight formed at the Portland conference)

In order to identify potential candidates for office, the nominating committee looks for contributions to WCRLA and active involvement in the Association and demonstrated leadership qualities. To involve more minorities actively within WCRLA the following suggestions are made:

- Summit all summer*
1. All MAAC members should complete the Membership Resources Form each year so that the president has access to individual names and individual interests when appointing committees.
 2. A current list of all MAAC members should be submitted by the chairperson of MAAC to the Board at each fall and each spring Board meeting.
 3. An ~~appointed~~ minority(s) in each state could contact the State Director and offer assistance in preparing for the State meeting and/or make a presentation at that meeting.
 4. An ~~appointed~~ minority(s) could contact the president elect and offer to serve on the program committee. If at all possible, to save on costs, that minority member should live in the same general area/state as the president elect.
 5. Each SIG should have a minority member ^{*encouraged in principle*} appointed to it; appointed members should contact SIG chairpersons and offer assistance in generating momentum; some might offer to chair SIG's.
 6. ^{*to*} Appointed minorities should submit articles to WCRLA publications. *(p. 11)*
 7. Appointed minorities should offer to serve as section chairs.
 8. Appointed minorities should submit proposals to conduct institutes and/or section meetings.
 9. Appointed minorities living in the area where the conference is to be held should contact the local conference manager and volunteer to serve on one or more committees.
 10. An appointed MAAC subcommittee should submit names and related information to the president elect for consideration as keynote speakers.

If minorities were involved on a broad basis each year as suggested above, they would gain a great deal of exposure and experience as well. Agreement between the Board and MAAC as to the suggestions above is extremely important. The MAAC chairperson must be agreeable to providing the names of nominees for committee assignments, etc., to the Board in a timely manner. The Board must be agreeable to the responsibility of involving the MAAC members as suggested by the MAAC chairperson.

Duties of MAAC Chairperson in concert with WCRLA board.

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

WCRLA BOARD OF DIRECTORS MINUTES

September 18, 1983

Members Present:

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

Others Present:

Jane Hopper, Richard Kubelka, Lucy McDonald.

The meeting was called to order at 8:00 A.M.

I. Gray Microfiche Collection

Selected Titles from
14th Proceedings to
appear in Gray Microfiche
Collection

Karen received a request for articles by the following authors from our 14th Proceedings to be placed in the Alvina Treut Burrows collection: Doolittle, Edinger et al, Elder, Hopper and Wells, Penisten, Raygor, Swindling, Tolsma, and White. She also recieved a request for complimentary copies of the Proceedings.

(M) Walker:

Proceedings
Complimentary
Copies to be
Decided by Editor

(S) Bogue: A determination of who should receive complimentary copies of the Proceedings should be made by the Editor with additional advice available from the President. At the end of each fiscal year the Editor's final report should include a list of the recipients for that year.

PASSED

II. Special Interest Groups (S.I.G.'s)

S.I.G.'s Reports

A. Kate Sandberg's (Coordinator) address is:

SRA
Box 30-X
Anchorage, AK.

B. Basic Reading S.I.G.

Becky Johnen recently moved to Idaho. New address is:

970 N. 12 Street E.
Mountain Home, Idaho 83647

C. Computer S.I.G.

Alan Frankel and Virginia Shranger will co-chair. It is hoped there would be enough information about computers to have 2 columns in the Newsletter.

- D. Learning Center Management Network S.I.G. Patti Dozen's letter (Attachment T) was circulated. Karen expressed a need for a statement of direction from the S.I.G.
- E. There was no response from Critical Thinking/ Problem Solving, Research or Special Needs Students. Political Action reported earlier.

The board congratulated Karen on the success of the S.I.G.'s. Encouragement will be offered to seek new leadership for some SIG's which might have "died on the vine."

A suggestion was made from a new member for a Listening Skills S.I.G. Kate Sandberg's name and address should appear in the Newsletter so that any new interest in S.I.G's can be forwarded to her.

III. Guidelines for State Director's Funding Requests

Dick was tasked again with developing these guidelines which are to include:

- 1. honoraria/expenses for speakers
- 2. travel budgets
- 3. income earned by state organizations

IV. Budget

1983-84 Budget

- A. Karen handed out copies of all requests for funding (Attachments U-1 - U-12).
- B. Dick suggested that all new state regular allocations be increased by \$1 for each new member recruited.
- C. These recommendations were made during the budget process:
 - 1. Final conference report will be very similar to new overall accounting system showing more detail on expenses and income.
 - 2. The President-Elect, rather than the President should be the officer to go to the NARDSPE conference because of the timelines of our conference.
 - 3. Awards Committee should be made aware of conference contributions to the committees Scholarship fund.

President-Elect
to go to NARDSPE
Conference

Sept. 18, 1983

WCRLA BOARD MINUTES

(M) Walker:

(S) Lyman: WCRLA Treasurer should open a separate savings account for scholarship funds. Initial monies to be transferred from general account are:

Conference Contributions to Scholarship Fund to have Separate Savings Account

- 1) \$168.00 from money earned at San Diego conference
- 2) \$128.00 from Portland conference
- 3) \$500.00 from board allocations from operating budget 1983-84

PASSED

Carrie will send an article to the Newsletter regarding this new account.

Attachment V represents the Budget worksheet as items were requested and approved.

(M) Lyman:

(S) Bogue: To accept the budget subject to any changes the President might need to make at a later date.

PASSED

Lucy thanked the board and Pat Heard for all their help in operating the Portland Conference.

(M) Lyman:

Special Commendation to Lucy McDonald as Conference Manager

(S) McKewon: To commend Lucy for an outstanding job as Conference Manager..

PASSED

A special commendation was offered to Carrie and Rick for their work in reconciling and revising the budget.

The meeting was adjourned at 1:53 P.M.

SMK/bi
Attachments

WCRLA BOARD MEETING SCHEDULE

San Jose, California
September 16-18, 1983

- | | | |
|---------------------------|--------------|---|
| Friday,
September 16 | 7:30-9:30 pm | <ol style="list-style-type: none"> 1. Approval of Agenda/Additions 2. Secretary's Report/Correction of Minutes 3. Treasurer's Report 4. 1983 Final Conference Report 5. Other Business |
| Saturday,
September 17 | 8:30-12:00 | <ol style="list-style-type: none"> 1. President Elect's Report/1984 Conference 2. 1984 Conference Manager's Report 3. Proposed 1984 Conference Budget 4. By-laws/Article of Amendment/Corporation Report |
| | 12:00-1:30 | Lunch break |
| | 1:30-6:00 | <ol style="list-style-type: none"> 1. Summer Institute Guidelines Approval 2. Tentative 1985 SI Proposal/ Navajo Comm. Coll. 3. MAAC Internship Proposal 4. Oxford's Proposal/ Lapsed Member Reminders 5. Stationary/Brochures/Banner 6. Newsletter Report 7. Journal Report 8. Proceedings Report 9. Committee Reports
Awards/Scholarship
By-laws
Conference Site Selection
Nominations
Placement 10. Task Forces Reports
Placement
Elections Process
Publications 11. Gray Microfiche Collection/ Complimentary Journals |
| Sunday,
September 18 | 8:30-12:00 | <ol style="list-style-type: none"> 1. S.I.G. Reports
Organization
Basic Reading
Computers
Critical Thinking/Problem Solving
LAC Management
Political Action
Research
Special Needs Students 2. State Reports/Guidelines for Funding Requests 3. Budget - Board 1983-84 |

Summary of Banking Activity

Secretary

Initial Deposit	6/83	200.00
Withdrawal for stamps	6/83	(20.00)
Interest	6/25/83	1.03
Acct. Charge	7/1/83	(1.00)
Acct. Charge	8/1/83	(1.00)
Withdrawal for stamps	8/8/83	(20.00)
Withdrawal for Oxford Mailing list	9/15/83	(8.88)
Acct. Charge	9/2/83	(1.00)
Withdrawal for binders for policies and proce- dures notebook	9/15/83	(12.90)
Balance as of 9/15/83		136.25

1982-83 Editorial Board - Proceedings

Delryn Fleming, Editor

Ramona Knowles

Craig Mayfield

Michael O'Hear

John Penisten

Mark Gregg

Kathleen M. Whitstone

} Editorial Advisory
Committee

} Special Editors

1983-84

Delryn Fleming, Editor

Ramona Knowles, SFSU, San Fran 94123

John Penisten, UH/Hilo/Hawaii Comm Coll ^{Hilo HI 96720}

Michael O'Hear, Indiana U., Ft. Wayne 46805

Norma Spalding, San Jose St U, San Jose 95192

2/5.63
236
1/5.5.63

Editorial Board, Journal

1982-83

Michael F. O'Hear, Editor

David Lemire, Box 2326, Evanston WY 82930

Virginia Shrauger, Central OR Comm Coll, College Way,
Bend, OR 97701Carolyn A. Simonson, Tacoma Comm. Coll., 5900 South ~~12th~~ 12th
Street, Tacoma, WA 98465

Bruce Cronnell

1983-84

O'Hear

Lemire

Shrauger

Simonson

+

S.I.G. LEADERS

1983-84

Advanced Reading Comprehension	Anne Dye Phillips English Department Santa Monica College Santa Monica, CA 90405
Basic Reading	Becky Johnen Blue Mountain Community College 2410 NW Carden #76 Pendleton, OR 97801
Computers	Sally Conway Community College of Denver, Auraria Box 101 1111 W. Colfax Denver, CO 80204
Critical Thinking/Problem Solving	Jerry Gill P.O. Box 16027 Las Cruces, NM 88004
Learning Assistance Center Management	Patti Dozen Learning Assistance Center California State University 949 E. Second Street Long Beach, CA 92802
Political Action	Pat Benner 23405 Deerfield Rd. Los Gatos, CA 95030
Research	Sue Vodehnal 2336 S. Jasmine Place Denver, CO 80222
Special Needs Students	Dennis Nelson Westmar College Le Mars, Iowa 51031

~~Not to be used
Separate board
Hillman~~
Placement Task Force

Elaine Burns Reed, CSULB

Susan C. Brown, NMSU

Mitch Lamin, Lamin Co-Vo Tech.

Publications Task Force

Michael O'Hear, Indiana U.

Delroy Fleming, Brookhaven College

Carrie Walker, Stanford University

Elections Process Task Force

Betty Levinson, UCLA

Irwin Joffe, Phoenix College

Pat Heard, UT Austin

Placement Services

(per phone conversation from Elaine R.
LAC Assistant, 4:00 p.m., 9/15/83)

Communication

Postage	100
Telephone	
General (l.d.)	200
For 800 #	750 (annual)
14 in. hard disc drive	---
Calling cards with billing #	---

Operations

Stationery	
Letterhead	35
Envelopes with return addresses	40
Manilla (with no address)	25
Double folders	25
Labels	10
Xeroxing	75

Printing

Forms	
Placement application	45
Job vacancy	45
Placement task force info sheet	60

TOTAL \$1410



Western
College
Reading &
Learning
Association

Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

3531 Millikin Ave.

San Diego, Ca. 92122

Dr. Elizabeth A. Holmes
704 N.E. 20th Street
Oklahoma City, Oklahoma 73105

Dear Dr. Holmes,

On behalf of the Western College Reading and Learning Association (formerly WCRA) I have been charged with the task of locating our corporate seal. Our current President, Karen Smith, seems to feel that you still have it from your days as Secretary of the organization. She is basing this assumption on a letter from the New Mexico State Corporation Commission dated December 13, 1972. If you do still have the seal, would you please forward it to me at the above address? If not, but if you have any information as to its whereabouts, please advise me to that effect.

I would also like to invite you to reactivate your membership in WCRLA. We would love to get reacquainted and to find out what you've been doing. Thank you for your help and concern.

Sincerely,

A handwritten signature in cursive script that reads 'Suzanne McKewon'.

Suzanne McKewon
Secretary

Annual Report of the Treasurer of the
Western College Reading and Learning Association
for the period
July 1, 1982 - June 30, 1983

Prepared for the Board of Directors' Meeting,
September 16-18, 1983, in San Jose, CA
by
Carolyn Walker

Ann Faulkner - Past President, WCRA
 Mitch Kaman - Secretary, WCRA
 To : Dick Lyman - President, WCRA
 Karen Smith - President-Elect, WCRA
 FROM : Carrie Walker - Treasurer, WCRA

DATE: July 25, 1982
 Notes from Board of
 Directors meeting in
 Portland.

SUBJECT: WCRA Proposed Budget for 1982-83.

Dear Ann, Mitch, Dick, Karen,

Here is what I have as our budget for next year. Please let me know if you have any notations in any category that I don't have.

81-82	<u>20,615</u> 3,289	original balance	
	<u>Budgeted</u> 81-82	<u>Spent</u> 81-82	<u>Budgeted</u> 82-83
<u>Board of Directors</u>			
Meetings	2,500	1,900	2,500
Phone/Mail	--	--	--
Secretary (Kaman)	225	100	200
Treasurer (phone, stamps, bookkeeping consultant) (Walker)	100	0	200
President (Dick Lyman)	500	465	700
<u>State Activities</u>			
Directors (\$50 per state)	500	123	500
Activities/Speakers	0	0	2,000
Past Pres. (Coord. of State Directors)	175	180	620
<u>Mailing Services/Supplies</u>			
Mail (Oxford)	4,000	4,100	5,000
Supplies (brochures; stationery)	500	410	500
<u>Committees</u>			
Site (Conference and Institute)	50	0	100
Placement	200	0	200
Minority	200	200	200
Bylaws/Archives	100	0	100
Nominations	100	0	100
Awards	600	35	600
<u>Publications</u>			
Newsletter	3,000	3,843	4,100
Proceedings	4,200	3,860	4,200
Journal	3,000	1,490	3,000
Subtotal		\$19,950	\$24,820
Summer Institute	0	0	1,000
		TOTAL:	\$25,820

On hand as of 7/25/82: \$31,062.47

Reserves after
 spending 1982-83
 budget: \$5242.47
Carrie Walker

Expenditures:
 July 1, 1982-June 30, 1983
1982-83 WCRLA Operating Budget

Board of Directors

	Budgeted	Spent (through June 30)	Balance
Meetings	\$2,500	<p><u>Reimbursement for travel & other expenses--Portland Board Meeting July 23-25, 1982</u></p> <p>1) D. Lyman, Pres.: \$277.85 2) K. Smith, P-Elect: \$449.65 3) M. Kaman, Secty: \$385.87 4) C. Walker, Tres.: \$221.05 5) A. Faulkner, P-Pres.: 6) B. Brown, Conf. Dir. 82: \$364.59 7) L. MacDonald, Conf. Dir. 83: \$77.50</p> <p>*9/14/82 \$164 to Paul Sykes as additional payment for his work as WCRLA photographer in San Diego.</p> <p>10/4/82 \$62.10 to Marriott Hotels for coffee at July Board Meeting.</p> <p>*10/27/82 Dr. Emmett Casey \$300 for last year's conf.(San Diego)</p> <p>*12/18/82 \$451.85 to Ann Faulkner as reimbursement for travel and meals at Portland Board Meeting July 23-25, '82.</p> <p>*12/12/82 \$64.05 two back bills from San Diego conf. (\$23 + \$41.05).</p> <p><u>Reimbursements for Board Mtgs. Portland, Mar. 22-27, 1983</u></p> <p>1) C. Walker, Tres., 3/30/83 \$163.62 for Tues & Wed, Mar. 22-23 (Includes \$20.56 charge for beverages for whole board).</p> <p>2) M. Kaman, Secty. 4/1/83 \$114.61 for Tues & Wed, Mar. 22-23.</p> <p>3) K. Smith, P-Elect \$30.23 Bd. Mtg Expenses, Portland 4/11/83</p>	-721.51

Handwritten:
 12.32.00
 4/21/83

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserve.

Budgeted		Spent (through June 30)	Balance
		4) A. Faulkner, P-Pres., 4/14/83 \$133.00 Bd. expenses Portland (2 nights). 5) J. Hopper 4/26/83 \$130.18 Bd. expenses Portland (2 nights). 6) D. Lyman, Pres., 5/20/83 \$112.00 Bd. expenses Portland (Mar. 22-23). 7) D. Lyman, Pres., 6/15/83 \$168.00 additional 3 nights at Marriott, Portland. 4/14/83 \$79.41 to D. Lyman for Bd. conference call.	
<u>Secretary</u> (Kaman)	\$200	9/8/82 \$47.95 for typing of minutes and index. 2/2/83 \$62.56 1500 sheets of WCRA letterhead. 4/1/83 \$32.00 Fed. Exp pkg. to K. Smith. †5/9/83 \$200.00 advance to S. McKewon to pay her 83-84 secretary's expenses. 5/19/83 \$73.50 to Larimer County Voc-Tech: typing of minutes \$50; Federal Exp. of minutes \$23.50.	-\$216.01 -1621 <i>taken care of</i> <i>83 84 budget</i>
<u>Treasurer</u> (Walker)	\$200	11/30/82 \$33.94 to Stanford's LAC for postage, copying, and phone. 3/30/83 \$15.30 Xeroxing <i>4/1/83 37.51 (Bank charge)</i> 5/6/83 \$60.93 to Stanford's LAC for postage, copying and phone.	\$89.83 <i>51.51</i> <i>52.32</i>
<u>President</u> (Lyman)	\$700	9/8/82 \$81.34 for phone bills (March 20-June 9, 1982)	\$193.44 <i>506.56</i>

†Please note that although this payment was made in the 1982-83 budget year it is an advance for expenses which will be incurred in the 1983-84 budget year by the new secretary, S. McKewon.

	Budgeted	Spent (through June 30)	Balance
		4/14/83 \$227.22 for printing and mailing of name change letter. 5/20/83 \$198.00 for air fare to NARDSPE (Little Rock).	
TOTALS	\$3600	\$4254.25 <i>4327.96 - exp only</i> <i>revised in 82-83</i> <i>expenses</i>	-654.25 -454.25 -1092.25 -729.76

State Activities

	Budgeted	Spent (through June 30)	Balance
<u>Directors</u> (\$50 per state)	\$500 <i>472.00</i> <i>528.00</i>	4/11/83 \$47.05 to Anna Marie Updegraff (postage & printing: Oregon). <i>4/11/83 \$10.50 (payroll) (OK)</i> X 5/19/83 \$50.00 Advance for State Director's allotment 83-84 to P. Mulcahy.	\$402.95 <i>443.95</i> <i>Julius 83 19 Budget.</i>
<u>Activities/</u> <u>Speakers/</u> <u>Special Pro-</u> <u>jects</u>	\$2000	9/8/82 advance of \$250 authorized by A. Faulkner, Coordinator of State Directors, sent to Pat Mulcahy, State Dir., CO 9/14/82 (\$183.32 to Denise McGinty: part of \$200 special grant for TX Conf., endorsed by A. Faulkner. <i>(Return to A. Faulkner)</i>) 12/8/82 \$399 to Jane Lehman \$399 to Lee Kolzow Travel to Oregon WCRA Conf. for Institute. Special grant authorized by Board, request signed by A. Faulkner. <i>(get receipt)</i> 1/24/83 \$80 to Nancy Deutsch Expenditures for So. Cal. Fall Conf. <i>12/7/83 (183.32) Return to A. Faulkner</i> <i>2/2/83 (100.00) Return to A. Faulkner</i>	\$688.68 <i>4183.32</i> <i>+ 100.00</i> <i>972.00</i>
<u>Past President</u> (Coordinator of State Directors)	\$620 \$350 for travel \$220 for lunch \$50 for phone	<i>4/21/83</i> <i>15.62 (A. Faulkner)</i>	<i>WCRA Conf. (A. Faulkner)</i> \$620.00 <i>- 215.62</i> <i>404.38</i>
TOTALS	\$3120	\$1408.37 <i>1001.77</i> <i>X paid to me! 10-22-84</i>	\$1711.63 <i>1818.83</i>

Mailing Service/Supplies

	Budgeted	Spent (through June 30)	Balance
<u>Mail (Oxford)</u>	\$5000	<p>8/6/82 \$125.55 for Newsletter mailing.</p> <p>8/10/82 \$248.00 for July membership maintenance.</p> <p>9/8/82 \$39.76.</p> <p>9/8/82 \$24.17.</p> <p>9/8/82 \$95.61. <i>9/8/82 (vib.)</i></p> <p>10/13/82 \$132.37 to cover 3 bills (\$115.32; \$8.00; \$9.05)</p> <p>*10/27/82 \$985.64 for bills Don Yamamoto failed to pay Spring '82. (See Hal's letter of 9/17/82).</p> <p>9/14/82 \$74.20 for inserting new officer listing on WCRA brochures.</p> <p>11/16/82 \$431.19 (includes 2 bills: (1) 10/18/82--\$262.68 -Jane Hopper and (2) 10/29/82 --\$168.51).</p> <p>11/30/82 \$80.01 to Miranda Montgomery.</p> <p>12/7/82 \$172.04.</p> <p>12/8/82 \$230.49 to J. Hopper.</p> <p>12/8/82 \$59.09 to A. Faulkner.</p> <p>1/17/83 \$104.85 for Dec. membership maintenance.</p> <p>2/7/83 \$81.38 (includes two bills: (1) 1/31/83--\$68.64 Jan membership maintenance (2) 1/31/83--\$12.74 address labels for K. Smith.</p> <p>3/30/83 \$232.71 Newsletter mailing--Jane Hopper.</p> <p>4/11/83 \$447.68 (3 bills: \$24.50 + \$218.91 + \$204.27).</p> <p>4/14/83 \$25.20 to add names to mailing list (Lyman).</p> <p>5/6/83 \$467.92 for April maintenance.</p> <p>6/6/83 \$501.96 total</p> <p>1) \$205.25 for May membership maintenance.</p> <p>2) 250.02 mail 15th Proceedings (D. Fleming).</p>	<p>\$1178.49</p> <p><i>1080.55</i></p>

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

*5/6/83 98.14 Include
Lyman (Hopper)*

	Budgeted	Spent (through June 30)	Balance
		3) \$13.68 -address labels for Pat Benner 4) \$33.01 welcome letters & renewal letters (K. Smith) <u>6/23/83</u> \$247.33 1) \$233.54 K. Smith 2) \$13.79 K. Smith	
<u>Supplies</u>	\$500	<u>8/13/82</u> \$98.33 to R.B. Printing in Las Cruces, NM for inserts for WCRA brochure. <u>9/8/82</u> \$4.11 to Beryl Brown for postage. <u>6/6/83</u> \$32.78 -UPS deliver brochures from LAC to Hal McCune. <u>6/30/83</u> \$552.60 R.B. Printing for letterhead, certificates, brochures.	-\$187.82 <i>R.B. Printing should reimburse to us.</i>
TOTALS	\$5500	\$4509.33 <i>461.27</i>	\$990.67 <i>892.55</i>

	Budgeted	Spent (through June 30)	Balance
		Delryn Fleming) <u>6/7/83</u> \$98.12 to D. Fleming reimbursement for expenses	2801.88
<u>Journal</u>	\$3000	<u>9/14/82</u> \$1000 advance to Mike O'Hear (he keeps a record of his expenditures). <u>11/2/82</u> \$500 advance to Mike O'Hear as per his letter of Oct. 26 requesting it. <u>12/20/82</u> check for \$500 to Mike O'Hear for 3rd Jrl issue, the last for this budget year. <u>4/21/83</u> \$1000 advance for Journal expenses to Mike O'Hear. <u>3/29/83</u> (\$256.45) unspent funds returned by Mike O'Hear.	\$256.45
TOTALS	\$11,300	\$8998.46	\$2045.09

Special Interest Groups

	Budgeted	Spent (through June 30)	Balance
	0	<u>5/20/83</u> \$200 to Patti Dozen for learning center management network SIG start-up money	-\$200
TOTALS	0	\$200	-\$200

*

Summer Institute

	Budgeted	Spent (through June 30)	Balance
	\$1000	<u>4/14/83</u> \$335.64 to Dick Lyman for printing brochures & postage. <u>5/11/83</u> (\$685) registration fees received; refunded below. <u>6/15/83</u> \$360 to J. Stephenson refund of Institute fees. <u>6/15/83</u> \$325 to Jose L. Gallegos refund of Institute fees.	\$664.36
TOTALS	\$1000	\$335.64	\$664.36

Expenditures:

Conference 1983 Portland

Budgeted	Spent (through June 30)	Balance
	8/3/82 \$70.00 airfare to Phoenix to meet with Dick Lyman (Karen Smith)	
	8/3/82 \$259.36 airfare to Houston to meet with Ann Faulkner; hotel two nights; NARDSPE registration (Karen Smith)	
	8/6/82 to Karen Smith: \$1000 advance for Pre-Conf. expenses (Portland '83)	
	8/6/82 to Lucy MacDonald: \$1000 advance for Pre-Conf. expenses (Portland '83)	
	2/14/83 \$1000 advance to Karen Smith for Conf.	
	3/8/83 \$1000 advance to Lucy MacDonald.	
	4/1/83 \$50 to Sally Larson for an Institute in Portland (authorized by K. Smith)	
	4/5/83 \$38.10 to Nancy Wood for an Institute	
	4/5/83 (\$31.15 to Vince Orlando for plaque Karen gave Dick at Sunday brunch	
	Fees collected for conference refunded below (\$573.50)	
	Refunds for people who could not attend conf.	
	1) 4/6/83 \$68.00 R. Tomlinson	
	2) 4/6/83 \$68.00 R. Purdy	
	3) 4/6/83 \$30.00 C. King	
	4) 4/6/83 \$30.00 E. Rosalez	
	5) 4/6/83 \$88.50 R. D. Didero	
	6) 4/6/83 \$68.00 J. Carter-Wells	
	7) 4/6/83 \$60.00 J. Rothstein	
	8) 4/6/83 \$60.00 B. Friedman	
	9) 4/6/83 \$58.00 J. Mitchell	
	10) 4/6/83 \$43.00 J. Rack	

Conference Expenditures Cont.

Budgeted	Spent (through June 30)	Balance
	<p>4/11/83 \$31.95 to M. Poppino for Institute in Portland (expenses)</p> <p>4/11/83 \$526.76 to Dr. K. Thomas - expenses - Keynote speaker in Portland</p> <p>4/11/83 \$472.25 to Dr. B. Blake - Keynote speaker Portland</p> <p>4/11/83 \$51.73 to Umpqua Comm. College (J. Wood) expenses for presenting an Institute</p> <p>4/14/83 \$9.60 to Wenatchee Comm. College (S. Martin) copying costs for Inst. #5 4247.01</p> <p>4/21/83 \$4700.63 payment to Marriott Hotels (Master Acct ok'd by Lucy MacDonald) -215.62</p> <p>5/9/83 \$35.95 to F. Torres xeroxing for Inst. #7 -258.00</p> <p>5/23/83 \$1000 advance to Carol Bogue for S.J. Conf 1983-84 +1000</p> <p>7/5/83 (\$234.64) unspent funds returned by K. Smith (accounting of \$1765.36 spent attached as Appendix I)</p>	<p>11162.72</p> <p>1000.00</p> <p>10162.72</p> <p>9538.07</p>
TOTALS	0	<p>\$11616.34</p> <p>- 953.62</p> <p>11162.72</p> <p>1000.00</p> <p>10162.72</p> <p>9538.07</p>
		<p>-\$11616.34 (to come out of non-interest income; not planned for in the Operating Budget.)</p> <p>- 11162.72</p> <p>+ 1000.00</p> <p>10162.72</p> <p>- 9538.07</p>

Income 1982-83
(excluding interest income)

Deposits (8/6/82 - 6/30/83)

(See Program)

8/6/82	Dues:	825.00	
	Proceedings:	258.00	
		<u>1083.00</u>	subtotal
8/13/82	Dues:	375.00	
	Proceedings:	170.30	
		<u>545.30</u>	subtotal
9/14/82	Dues:	165.00	
	Proceedings:	31.00	
		<u>196.00</u>	subtotal
10/4/82	Dues:	315.00	
	Proceedings:	40.00	
		<u>355.00</u>	subtotal
10/29/82	Dues:	435.00	
	Proceedings:	77.00	
		<u>512.00</u>	subtotal
11/11/82	Dues:	195.00	subtotal
11/19/82	Dues:	270.00	
	Proceedings:	36.00	
		<u>306.00</u>	subtotal
12/16/82	Dues:	60.00	
	Proceedings:	139.48	
		<u>199.48</u>	subtotal
12/16/82	Dues:	120.00	subtotal
12/29/82	Dues:	45.00	
	Proceedings:	24.00	
		<u>69.00</u>	subtotal
1/26/83	Dues:	120.00	
	Proceedings:	112.00	
Portland	Conference:	303.00	
		<u>535.00</u>	subtotal

X 1/27/83	Texas Conference: (Pat Heard, Ann Faulkner)	<u>183.32 subtotal</u>	
X 2/2/83	Oregon Dev. Studies: (Cynthia Pucci)	<u>100.00 subtotal</u>	<i>that has income only returned.</i>
3/1/83	Dues:	75.00	
	Proceedings:	55.00	
	Portland Conference:	<u>7059.00</u>	
		<u>7189.00 subtotal</u>	
3/2/83	Dues:	30.00	
	Portland Conference	<u>950.50</u>	
		<u>980.50 subtotal</u>	
3/3/83	Portland Conference:	<u>1192.50 subtotal</u>	
3/4/83	Portland Conference:	<u>1503.00 subtotal</u>	
3/7/83	Royalty on Mailing List: (Hal McCune)	<u>15.56 subtotal</u>	
3/7/83	Portland Conference:	<u>605.50 subtotal</u>	
3/8/83	Portland Conference:	<u>477.00 subtotal</u>	
3/9/83	Portland Conference:	<u>145.00 subtotal</u>	
3/10/83	Portland Conference:	<u>92.00 subtotal</u>	
3/14/83	Portland Conference:	<u>180.00 subtotal</u>	
3/15/83	Portland Conference:	<u>455.00 subtotal</u>	
3/23/83	Portland Conference:	<u>410.00 subtotal</u>	
*3/29/83	Unspent Journal funds: (Mike O'Hear)	<u>256.45 subtotal</u>	
3/29/83	Royalty on Mailing List: (Hal McCune)	<u>13.04 subtotal</u>	
4/6/83	Dues:	105.00	
	Proceedings:	5.00	
		<u>110.00 subtotal</u>	
4/14/83	Portland Conference (Publishers):	1626.44	
	Portland Conference (Scholarship):	128.00	
	Portland Conference (Membership registration):	<u>5880.50</u>	
		<u>7634.94 subtotal</u>	<i>to be subtracted from income</i>

*This figure is not included as real income since it is a return of monies previously advanced.

4/26/83	Dues:	300.00
	Proceedings:	<u>281.00</u>
		<u>581.00 subtotal</u>
5/4/83	Dues:	45.00
	Proceedings:	<u>107.00</u>
		<u>152.00 subtotal</u>
5/11/83	Dues:	40.00
	Proceedings:	8.00
	**Summer Institute (registration fees)	<u>685.00</u>
		<u>733.00 subtotal</u>
5/23/83	Dues:	105.00
	Proceedings:	<u>16.00</u>
		<u>121.00 subtotal</u>
6/16/83	Dues:	135.00
	Proceedings:	<u>98.00</u>
		<u>233.00 subtotal</u>
6/24/83	Dues:	225.00
	Proceedings:	<u>53.00</u>
		<u>278.00 subtotal</u>
6/28/83	Portland Conference:	392.00
	Scholarships:	<u>20.00</u>
		<u>412.00 subtotal</u>
6/28/83	Dues:	330.00
	Proceedings:	<u>8.00</u>
		<u>338.00 subtotal</u>
7/5/83	***Unspent funds for Conference Planning (Karen Smith):	<u>234.64 subtotal</u>

Subtotal \$28,741.23

-256.45*

-685.00**

-234.64***

-573.50°

TOTAL \$26,991.64

7081.32

Summary:

Total dues	\$ 4,315.00
Total Proceedings	\$ 1,518.78
Total Portland Conference	\$20,825.94

*See previous page

**This figure not included as real income because, since the Institute did not take place, fees were refunded.

***This figure not included as real income, since it is the return of monies advanced.

°This figure represents refunded conference fees for participants who did not attend.

Summary of Banking Activity

Checking Account

Initial deposits (7/28/82)	\$24,000.00
	\$ 7,062.47
	<u>\$31,062.47</u>

Withdrawal to establish savings account at Capital Preservation Fund (11/23/82)	(\$20,000)
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Deposit from savings (12/22/82)	\$ 5,000
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Transfer of funds to San Francisco Federal Savings 3/7/83	(\$10,000)
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Deposit from savings (6/28/83)	\$ 5,000
--------------------------------	----------

Non-interest Income	\$26,991.64
	<i>708.32</i>

Subtotal	<u>\$38,054.11</u>
	<i>37,770.19</i>

Expenditures -- operating budget <i>1982 83</i>	(\$20,327.01)	<i>(18,291.57)</i>
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Expenditures -- conference	?	<i>(9552.01)</i>
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Expenses from 1981-82 budget <i>from revenue</i>	(\$ 1,513.69)
--	---------------

Bank charges <i>in 1982-83</i>	(\$ 37.51)
	<i>(3,580.01)</i>

Subtotal	<u>(3,82946.37)</u>
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TOTAL (checking account balance as of 6/30/83)	\$ 5,324.92
	<i>(NAC Account)</i>

Savings Account

Initial deposit (11/23/83 to Capital Preservation Fund)	\$20,000
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Funds transferred to cover checking account needs (12/22/82)	(\$ 5,000)
--	------------

Interest income: 11/23/82-12/31/82	\$ 141.38
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Interest income: 1/1/83-1/31/83	\$ 95.46
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Savings transferred to San Francisco Federal Savings (2/10/83). Account with Capital Pres. Fund closed.	\$15,236.84	Subtotal
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Interest accrued while money transferred to SF Federal Savings	\$ 38.83
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Interest earned: 2/10/83-6/30/83	\$ 796.52
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Summary of Banking Activity (Continued)

Transferred from checking account at Security Pacific to
savings at SF Federal Savings (3/7/83) \$10,000

Funds transferred to cover checking account needs (\$ 5,000)

Total interest accrued \$ 1,072.19

Total in savings account
as of 6/30/83 \$21,072.19

Balance Sheet

Operating budget *2280* \$25,820.00
 Non-Conference Expenditures (7/1/82-6/30/83) *18291.57* \$20,364.52

Balance of Operating Budget \$5,455.48 *7528.43*

Reserves (1981-82)

Total End of 81-82 assets (\$31,062.47) less 82-83
 operating budget (\$25,820.00) \$ 5,242.47

Expenses from last year (1981-82) (\$ 1,513.69)

Balance of 1981-82 reserves \$3,728.78

Non-interest Income (7/1/82-6/30/83) *26,708.32* \$26,991.64

Interest Income \$ 1,072.19

Conference Expenditures *7 (9558.07)*
(1006.83 8.4) *(5583.04)*

Balance of this year's reserves (82-83)
 (Income less conference expenditures) *14639.40*

TOTAL ASSETS (sum of the above) *6/3280* *25896.61*
~~\$26,397.11~~

Distribution of Assets:

Checking Account: 5,324.92
 Savings Account: \$21,072.19

TOTAL: \$26,397.11

4. Theme/goals -

include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.

Requirements

5. Limitations A-

Include a statement about any academic requirements for participation and/or earning credit and state the maximum number of participants for the Institute.

B. No. of participants may vary

E. Information about support services, which may include the following: secretarial and clerical support, postage, phone costs, advertising, transportation, printing costs and resources audio-visual equipment, CAI hardware and other educational technology available, and other support as appropriate.

F. Statements of cost and availability of food and lodging in the area. If food and/or lodging are to be provided as part of the Institute, this information should be included. It is appropriate and desirable to hold Institutes in off-campus sites that offer attractive leisure time activities.

G. A statement about tourist activities and chamber of commerce assistance and support available for the Institute and/or a statement of planned leisure activities or education tours to be scheduled.

H. A statement listing services and functions expected from WORLA and a specific statement of the responsibilities of the WORLA person.

Under Chairperson

II. General Information

A. If possible, proposals for Institutes should be submitted at least two years prior to the intended Institute. Dates for an Institute may be established by the host institution consistent with its schedule of summer classes.

B. Proposals may be for more than one year. The Board can award a single contract for Institutes to be held for three consecutive summers. WORLA reserves the right to review the results of each Institute and cancel subsequent WORLA participation prior to September 1 of the year prior to the next scheduled Institute.

C. Proposals should be addressed to the WORLA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the Annual Conference in late March if received by March 1; otherwise they will be acted on at subsequent Board meetings held at various times. Those submitting proposals are encouraged to address the Board in person.

D. The Board of Directors of WORLA shall have final authority in selecting host institutions, and no agreement is final except and until approved in writing by the Board.

3. If possible, applicants will be notified of the decision of the Board of Directors no later than twelve months in advance of the dates proposed for the Institute.

2. A WORLA liaison person shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WORLA participation in the Institute subject to approval of the Board of Directors. The WORLA liaison person will ~~generally~~ ^{may} serve as Program Chairperson of the Institute.

III. Duties of the Institute Director

The Institute Director is generally responsible for all local arrangements which support the Institute except those agreed upon as the responsibility of the WORLA liaison person, ~~and the Institute~~ responsible for the complete academic program as representative of the credit granting institution unless those responsibilities have been assumed by another.

Typical duties may include, but are not limited to the following:

A. Establish academic requirements and course credit. The credit granting institution has full authority for such arrangements.

3. Finalize all food and housing contracts and/or arrangements as soon as the conference bid has been awarded. These duties may be delegated to the WORLA liaison person by specific agreement.

C. Coordinate the supplemental services of the Institute. These may include exhibits of various publishers' offerings; the support services listed above (I, E.), tours and other leisure activities, as well as publicity for the Institute. These duties may be shared with or delegated to the WORLA liaison person by specific agreement.

IV. Duties of the WORLA Liaison Person

The WORLA liaison person is the representative of the WORLA Board of Directors. He or she has overall responsibility to cooperate in every appropriate way with the Institute Director and to coordinate all WORLA participation in the Institute. In general, his/her role will be one of supporting and supplementing the services of the Institute Director and serving as Program Chairman for the Institute.

His/her duties may include, but are not limited to the following:

A. Represent the Board in all Institute decisions and functions.

B. Prepare and present to the Board a budget representing all proposed WORLA expenditures and income. Monitor the budget.

C. Serve as Program Chairman, selecting and contacting appropriate WORLA presenters for the Institute. While the final authority for all academic decisions rests with the credit granting institution, whose representative is the Director, Institute program decisions are the responsibility of WORLA.

- D. Work with the Institute Director to provide for all food, lodging, and leisure activities for the Institute. The WCRLA liaison person may take responsibility for these activities with specific agreement, but generally they should be the responsibility of the local hosts.
- E. Coordinate the efforts of local WCRA members in regard to support of non-academic and support service functions of the Institute.
- F. Arrange for exhibition of WCRLA publications, membership recruitment, and publicizing WCRLA and its services.
- G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future Summer Institutes.

V Duties of Faculty
V. Financial contributions

It shall be the responsibility of the host institution(s) to propose all financial arrangements. WCRLA participation cost and income shall be established by Board action based on specifications contained in the Institute Proposal. The WCRLA liaison person will be responsible for monitoring all WCRLA expenditures and income, coordinating such activities with the WCRLA Treasurer. ~~In general, WCRLA expenditures should not exceed income by more than \$1,000.~~



(602) 724-3311

M E M O R A N D U M

TO: Karen Smith, President WCRLA

FROM: Marci Matlock, Co-Chairperson, Foundation Studies *Marci*

RE: WCRLA Summer Institute for 1985

DATE: August 8, 1983

Here is a very rough outline of our preliminary thinking on the institute. For the sake of clarity I will use your proposed outline but not attempt, at this time, to answer every point. There are also some areas about which I have questions and I will designate those.

I. Submitting a Proposal

- A. Letter of endorsement - Forthcoming
- B. Letter of Acceptance - Forthcoming
- C. This is not clear to me. Is the sponsoring institution expected to provide financial aid? Wouldn't foundation support for the institute rest with the WCRLA liason? As for the rest of the funding:

- Participant: food
room
materials
tuition
- WCRLA: faculty & staff
salaries
guest lecturers
advertising, printing

- Host Institution:

Secretarial and clerical support
postage
phone costs
Facilities usage costs
leisure activities costs (certain
activities might entail special
fees which would be paid by
participants)

D. Academic Scope

1. The third or fourth week in July 1985
2. Graduate Credit with NAU, U of A, or ASU. Contemplating a maximum of 2 graduate credits with 16 hours of instruction per credit. Cost will be determined later, depending on granting institution.
3. Faculty - Forthcoming
4. Theme(s)/Goal(s):
 - After Placement, What? To explore the role of the Diagnostic Center and its Personalized Learning Plans; a look at diagnostic instruments (as differentiated from placement tests), materials for PLP's, the students work on the PLP in relation to his regular class work.
 - Alternative Approaches for Teaching Basic Skills. To examine varied modes of delivery (ie. semester classes, learning centers, mini courses) and how each can complement and support the others, offering the student a choice to fit his particular learning style.
 - Effective Teaching Strategies That Transect Environments and Cultures. To analyze some behavior patterns and needs that minority students seem to have in common and to examine teaching styles & strategies that will meet those needs.
5. Limitations - would depend on housing available, food services, decisions on cost, etc. Would be set later. By "academic requirements" do you mean BA or above, or teaching area, or WCRLA membership, or what?

E. Support Services - available from NCC, except for advertising and printing which may be by 1985.

F. Food and lodging is available on the NCC campus and in Chinle, 25 miles away. Participants may also camp. Cost estimates forthcoming.

G. Leisure activities might include:

- * canoeing
- * fishing
- * moonlight hayride
- * trailride and cookout
- * picnic

Tourist/Educational tours

- * Scenic Overlooks Canyon de Chelly
- * Guided tour in Canyon de Chelly
- * Visit to a little known ruin in
Fir Tree Canyon
- * NCC Native American Museum tour
- * Navajo Ceremony
- * Visit to a local Trading Post
for Navajo rugs and jewelry

Pre/Post Institute Activities

- * Monument Valley
- * Grand Canyon
- * Salmon Ruins, Farmington, NM
- * Mesa Verde, Cortez, CO
- * Durango's Narrow Gauge R.R.
- * Rodeos

- H. This would need to come after further NCC/WCRLA discussion, as the proposal becomes more structured and once the theme/themes have been determined.

In response to your request for comment on the Guideline:

1. I found most of it very helpful but was not comfortable with the order: A and B seem to me to be in a secondary stage of planning and aren't needed until the WCRLA Board makes an initial response to C and D, both of which may require some discussion.
2. E, F, and G are also dependent to some extent on the final agreement on C and D.
3. Planning for H cannot be done until C and D are clarified. The host institute may need a letter from the WCRLA requests as in B.
4. In D, 2 and 3 require initial WCRLA agreement with 4.

I hope there is enough information here to get things started.

Hope your summer has been great, and relaxing. Our trip to Alaska was marvelous. That is gorgeous country but harsh -- has mountains, 3 million lakes, hundreds of rivers, but most of the flatter land is marshy. I was homesick for open country by the time we got back.

Have a great year!

P.S. Talked with Kate Edell, who said tell you hi, and Joan Hrig. Got some very helpful ideas and insights. Kate Sandburg & Becky Patterson were not around.

WCRLA Conference Program Planning-1984

Theme: "Coming of Age in the 80's"

Special Emphasis: Research/evaluation;
Student retention;
Innovative Programs, services, and activities;
Institutional support/program status;
Advances made in the new frontiers:
computer applications
problem solving/reasoning skills

Program Committee: Dick Lyman, Sierra College
Mike McHargue, Foothill College
Shirley Sloane, Evergreen Valley College
Robert Petty, University of Santa Clara
Manuel Olgin, CSU at Fresno

Coordinator of Chairpersons: Jacque Grose, Western Nevada Community College

Conference Evaluation Chair: Mitch Kaman, Voc. Tech. Ctr., Colorado

Coordinator of Newcomers' Functions: Pat Heard, University of Texas at Austin

Keynote Speakers: Dr. K. Patricia Cross (Second General Session, Friday)
Dr. Ted Murguia (Third General Session, Sunday)

Program Format/Features:

1. Campus Tours - Thursday morning 9 - 12.
DeAnza
Stanford
Arrangements are also being made with numerous (13)
Bay Area Colleges for post conference campus visits
Monday - Wednesday; members will need to provide their
own transportation.
2. Thursday a.m. - Four 3-hour institutes
3. First General Session - WCRLA Business Meeting - President's
address; introduction of candidates. Thursday afternoon:
one round of section meetings.
4. Each half-day block thereafter through Saturday will include:
two 1-hour rounds of section meetings and one 3-hour institute
balanced in terms of areas receiving special emphasis and to
some extent in terms of reading, developmental education,
learning assistance, and tutorial services.
5. Leisure Tours - Thursday morning 9 - 12
 1. Hewlett Packard's Computer Capabilities Tour
 2. Hakone Gardens and Paul Masson Winery Tour and TastingPost Conference Leisure Tours, Sunday 1 - 5
 1. Shopping Old Town, Los Gatos and winetasting at
Novitiate Winery
 2. Big Basin Redwoods (if 1 week's cancellation notice,
no charge)

Program Format/Features, contd.

6. Sunday Morning
SIG General Meeting
General Session and Brunch
7. Newcomers - Letter from Conference Chair (Bogue) of special welcome
Indicator on nametag
Orientation session - Thursday morning 8:00 a.m. (or Wed. eve.?)
Orientation session - conducted by Pat and attended also by officers, state directors and candidates
Hospitality honoring newcomers
8. State Directors' Meeting
Leadership workshop - Thursday, 9:00 a.m. - 12:00 p.m.
(parallel with institutes)
Luncheon (follows State Directors' Meeting) attended by officers
9. Break between sessions - one-half hour
Coffee is served free of charge in Hyatt's lobby every morning
6 - ?

Conference Mailings and Time Line

1. Newsletter #3 - Call for Proposals and Proposal Form
(President-Elect's column summarizing plans so far) - July 31
2. First Call to Conference, Call for Proposals and Proposal Form - August 25
3. Newsletter #4 - Conference highlights; registration form; feature one-half institutes; keynoter(s) - October 1
4. Second Call to Conference, Advance Registration Form
(Call for Proposals and Proposal Form ?) - November 1
5. Conference Brochure - listing of institutes and session titles and presenters; schedule; Hyatt Hotel card - Jan. 6
6. Newsletter #1 - Conference Highlights; feature one-half institutes, registration form - January 5
7. March mailing to members - Letter from Board?

Programs (to printer Feb. 15; to Registration Committee - March 20)

Include: Intended audience
2 year/4 year
Presenter's institution
Index names

Advertisements/Listings - Fall/Winter Issues

Journal of Learning Skills	Free
NARDSPE Newsletter	Free
Chronicle of Higher Education (listing only)	Free
Reading Today & Reading International	Free
Journal of Developmental/Remedial Education	\$234 + \$25-35 (1/3 pg ad
Resource and Referral Service - National	Free
Center for Research in Voc. Ed., Ohio State & ROME (on line data base)	Free
Journal of Reading	\$250 + \$25-30 (1/2 pg a

Miscellaneous: Audio tapes?

WORKING CALENDARBoard Meeting

Aug./ Sept. _____

Prepare/DoSend

Newsletter #2

(May 31)

July 15

Combine 1st Call to Conference and
1st Call for Proposals (fliers)
(deadline Nov. 16, postmarked;
received no later than Nov. 28)

August 25 general & member

Send requests to the following for posting notices/
advertisement in Fall/Winter issue(s) generally:

August 15

1. Journal of Learning Skills
2. NARDSPE Newsletter
3. Chronicle of Higher Education
4. Reading Today and Reading International
5. Journal of Developmental/Remedial Ed. & Journal of Reading
6. Resource and Referral Service-Nat'l. Center for
Research in Voc. Ed., Ohio State and ROME
(on line data base)

Column from Pres-Elect and call
for proposals for #3 Newsletter

deadline
(July 31)

out
September 15

Decide on Keynoters and institutes
(without program committee)
(commitments must be in-hand)

September 15

1st letter to candidates and block schedule of
events; check what they're expected to attend

October 1

2nd Call to Conf. Flier (reg. info.)
and call for proposals (may want to exclude this if
enough proposals received)

November 1 general & member
plus NARDSPE

#4 Newsletter - 2nd call to conf.
with reg. info; feature $\frac{1}{2}$ institutes;
& last call for proposals.

deadline
(Oct. 1)

out
November 15

Meet with program committee
and decide on section presenters

December 2-3

Remind chair of chairs to send letters
to potential chairs and get commitments-they
should send back to chair of chairs-I'll need Jan. 15

December 5

Send letters of confirmation (or rejection)
to presenters (include Proceedings Style Sheet)
(get back to me immediately!)

December 5

Prepare brochure

December 5 - January 6

Working Calendar, contd.

Prepare/Do

Send

Conference Brochure (with program except chairs; with Hyatt Hotel card)

January 6 general & member

Get names of info on chairs and their assigned section meetings and institutes

January 15

#1 Newsletter - conference highlights; registration form; feature one-half institutes and keynoter (?)
Include hotel information.

deadline out
(Jan. 5) February 15

Get copy of program to printer (include chairs; index)

February 15

Write letter to Board members and those who'll speak/
introduce speakers (aside from presenters & keynoters)

February 20

Send follow-up letter or letter from Board to members?

March 1 general & member

Get programs to reg committee

March 20
April 5-8 conference

Send follow-up letters to presenters, etc.

April 30 - June 15

Tuesday evening Board Meeting: 6-9 p.m.

Wednesday	Thursday	Friday	Saturday	Sunday
Registration & Board Meeting 9 - 5 p.m.	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 Workshop & Luncheon 9-1	Registration 8-5 SIGS 8-9 Chairperson Orient. 8-8:30 Publishers' Exhibits 8-5 Board Meeting 8-10 Institute #5 9-12 2nd Round of Sessions (6 sessions) 9-10 3rd Round of Sessions (6 sessions) 10:30-11:30	Publishers' Breakfast 7:30-9 Registration 8-5 Publishers' Exhibits 9-12 Institute #7 9-12 6th Round of Sessions (6 sessions) 9-10 7th Round of Sessions (6 sessions) 10:30-11:30	Special Interest Groups 9-10:30 Third General Session & Brunch 11-12:30 (keynoter)
	OPEN LUNCH 12-1	OPEN LUNCH 12-1	OPEN LUNCH 12-1:30 Luncheons: MAAC, SIG, Editorial Board (up to chairs) for Fri.,	
Board Meeting 7 - 9 p.m. Hospitality 8 - 1 a.m.	First Gen. Session 1-2:30 Welcome; Intro of Candidates; Bus. mtg. & President's add. Board Meeting 2:30-4:30 1st Round of Sessions (7 sessions) 3-4 State/Regional Meetings 4:30-5:30 SIGS 5:30-6:30 Dinner on the Town 7:00-9:30 Hospitality 8-1	Second Gen. Session 1-2:30 keynoter; election Institute #6 3-6 4th Round of Sessions (6 sessions) 3-4 5th Round of Sessions (6 sessions) 4:30-5:30 Happy Hour 6:30-7:30 Banquet 7:30-9:30 Hospitality 9:30-1	Institute #8 1:30-4:30 8th Round of Sessions (6 sessions) 1:30-2:30 9th Round of Sessions (6 sessions) 3-4 Hospitality 4-6 (wine and cheese tasting) (if Chuck will arrange) SIGS 4:30-5:30 Nominations Comm. 4:30-5:30 Board Meeting & Dinner (old & new officers) 4-9:30 Dinner on the Town 6:30-9:30 Hospitality 8-1	Board Meeting 1-3 (Post Conference Tours Mon-Wed) <u>Board Meetings</u> Tues 6-9 Wed 9-12, 1-5, 7-9 Thurs 2:30-4:30 Fri 8-10 Sat 4-6 Sun 1-3 <u>Hospitality</u> Wed 8- Thur 8- Fri 9:30- Sat 4-6, 8-

FINAL ACCOUNTING
1982 WORA CONFERENCE

EXPENSES

	BUDGETTED	EXPENDED
Pre Conference Expenses	\$ 1,000	\$ 649.77
Misc. Postage/Phone/Dupl. \$ 278.21		
(29.60/105.84/142.77)		
Travel (SD 130.00 - Other 143.97)	273.97	
Chairperson Coordinator Expenses	11.00	
Post Conference Postage/Phone	86.59	
Publisher's Exhibits	1,075	827.04
Publisher's Breakfast (850)*	827.04	
Phone/Mail Expenses (200)	0	
*Budget Figures in Parentheses		
Printing/Advertising	2,250	1,531.46
Brochure #1 Print (100)	102.34	
Brochure #2 Print (450)	202.35	
Program Printing (1,200)	1,103.25	
Advertising-Journals (300)	0	
Miscellaneous Printing (200)	123.52*	
*Includes \$80.00 for use of copy machine at conference		
Proceedings for Registrant members	2,250	1,705.00
(341 memberships x \$5)		
Mailing	1,625	818.29
Mailing Brochure #1 (150)	124.00	
Mailing Brochure #2 (350)	223.89	
Pre registration - Oxford (425)	470.40	
Miscellaneous Mailing (100)	0	
Strand Leader Mailing (600)	0	
Conference Meals	5,000	3,854.68
Banquet (3,000)	2,729.38	
Brunch (2,000)	1,125.30	
Hospitality	960	424.05
Hospitality Suite (360)	0	
No Host Cocktails (200)	152.46	
Miscellaneous (400)	271.59	

Speakers		1,600	1,557.75
Honoraria (800)	800.00		
Expenses (800)	957.75		
Institutes		350	140.40
Miscellaneous Expenses		2,580	1,524.96
Officer's Rooms (0)	101.76		
Student Workers (300)	25.00		
Conference Mgr's Room (180)	212.53		
Conference Phone Calls (100)	27.73		
Board Contrib. to Brunch (400)	240.00		
Decorations (250)	104.98		
Registration (250)	23.00		
A/V - Rental, etc. (500)	213.75		
Entertainment (400)	400.00		
Copier (0)	128.07		
Other Expenses (200)	48.14		
Summary of Expenses			
Pre Conference Expenses	\$ 649.77		
Publisher's Exhibits	827.04		
Printing/Advertising	1,531.46		
Proceedings for Members	1,705.00		
Mailing	818.29		
Conference Meals	3,854.68		
Hospitality	424.05		
Speakers	1,557.75		
Institutes	140.40		
Miscellaneous	1,524.96		
SUB TOTAL		\$18,690	\$13,033.40
Tour Expenses		3,400	789.78
Southwest CC Tour (1,000)	100.00		
UCSD Tour (1,000)	120.00		
Tijuana Tour (1,400)	569.78		
FINAL TOTAL EXPENSES		\$22,090	\$13,823.18

INCOME

PREDICTED

ACTUAL

Registration

\$28,000

\$21,775.00*

Full:membership 340x\$50 (\$16,500)
 Full:no membership 75x\$40 (3,000)
 1-day:membership 11x\$40 (440)
 1-day:no membership 33x\$20 (660)
 late Fee 127x \$5 (635)
 type not known 12x\$45 (540)*

Publisher's Exhibits

2,500

2,050.00

Institutes

875

1,160.00

Conference Meals

5,000

4,435.00

Banquet \$3,220

Brunch 1,215

Tours

3,400

763.00

Other

0

289.00

Copier \$103.00

Oregon Donation 18.00

Book Sale 168.00

TOTAL INCOME

\$39,775

\$30,472.00*

*These figures are approximations due to the fact that twelve registration forms didn't include information as to total fees paid.

GRAND TOTALS

Expenses Budgetted \$22,090.00

Actual Expenses 13,823.18

Income Budgetted \$39,775.00

Actual Income 30,472.00

Predicted Surplus \$17,685.00

(39,775 - 22,090)

Actual Surplus \$16,648.82

(30,472.00 - 13,823.18)

*In past years, this has been referred to as Conference Profit. Since it includes memberships for some registrants, this is not appropriate. Also, it should be noted that a change was made this year. the cost of Proceedings for registrant members is listed as an expense of the conference; and therefore, it can be listed elsewhere as income.

BUDGET1984 WCRLA CONFERENCE

<u>Travel</u>	<u>Expenses</u>	<u>Income</u>
Program chair	\$ 500	
<u>Publishers' Exhibits</u>		
20 Exhibits at 150.		\$ 3,000
Publishers' Continental Breakfast (200 @4.55)	910	
<u>Printing/Advertising</u>		
Call to Conference Flier (2500)	170	
Call for Proposals		
Second Call to Conference (3500) and Advance Reg. form	350	
Conference Brochure (2500)	800	
March letter to members from Board	—	
Programs	1,000	
Misc. Printing	100	
Advertising/Journals	550	
<u>Mailing</u>		
Call to Conference and (2500)	130	
Call for Proposals		
Second Call To Conference(3500) and Advance Reg. Form	180	
Conference Brochure (2500)	130	
March letter to members from Board	—	
Post Conference	20	
Misc.	100	
Pre-registration (Oxford)	—	
<u>Hospitality</u>		
No-host cocktails (CM)	200	
Hospitality set-ups (CM)	500	

Speakers

Honoraria (2 keynoters)	800	
Expenses	800	

Institutes

8 (20 ea @\$10.)		1,600
Expenses to presenters (8 @ \$50.)	400	

Miscellaneous

Program Committee	200	
Student typists (70 hrs @ 4.50)	315	
Conference phone calls	100	
Conference manager phone calls (CM)	100	
Decorations (CM)	300	
Decorations for Denver promotion (CM)	50	
Registration packets/materials (CM)	350	
Entertainment (CM)	350	
Misc. mailing labels, etc.	100	
Misc. (CM)	100	
On-site student assistance (CM) (40 hrs @ 4.50)	180	

Registration

400 - Full registration-member @ 35	14,000
20 - Full registration-non-member @ 60	1,200
25 - One day Registration - member @15	375
25 - One day registration - non-member @25	625
60 - Late registration fee- @ 5	300

TOTALS	<u>9,785</u>	<u>21,100</u>
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+ 310

10,195

10,195
10,195
20,390

Budget Summary
1984 WCRLA Conference

	<u>EXPENSES</u>	<u>INCOME</u>
Travel	500	
Publishers' Exhibits	910	3,000
Printing/Advertising	2,970	
Mailing	560	
Hospitality	700	
Speakers	1,600	
Institutes	400	1,600
Miscellaneous	2,145	
Registration		16,500
TOTALS	<u>9,785</u>	<u>21,100</u>

**OXFORD
MAILING
SERVICE**

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

June 8, 1983

Dr. Karen Smith
New Mexico State University
Box 5278
Las Cruces NM 88003

Karen,

this is in reply to your letters of May 20 and May 25.

First, enclosed are copies of the names and addresses of registrants from the 1983 Conference. I hope that these copies are satisfactory for your purpose. It was much less expensive to do it this way rather than have the names/addresses typed for you.

Also enclosed is a sample of a "Renewal" and "Final" notice 2-way remittance envelope. This is what we're proposing to handle the renewal notices to expiring members which we would begin using next year about this time. It's quick and inexpensive from our standpoint, and it's convenient and effective from the recipient's standpoint. If you'd like the Resources Form or some other item to accompany the renewal, it can be folded and inserted inside the envelope. Perhaps I should explain the working of the envelope. It is mailed just as you have it with the members address on the extended mailing flap. When it is received, the member is requested to tear off the extended flap at the perforation, place the extended flap and their check in the envelope below, affix first-class postage and return it to WCRLA. Due to normal procrastination, CATE has found it effective to send a renewal notice two months prior to the member's expiration date, and then, if no reply, to send a final notice the month of their expiration. I'm sure you, like I, have received four or five renewal notices when you've terminated a subscription to a periodical, but it was decided two would be sufficient.

Following are the costs for each monthly renewal mailing. Actually, Karen, we're not really getting into any more money with these relatively small monthly renewal mailings than for the one-time-per-year renewal mailing. With our current renewal mailing, money was expended for the letter, resources form, application and mailing envelope. And with our additional charge for mailing labor and postage, comparing the two methods it just about breaks even. Of course, we would have the small additional cost for the follow-up or final notice, but this would hopefully be minimal. One additional charge for the monthly renewals would be our cost to run the

more call
6/10
(see 7/10/83)

master list each month to select-out the renewals. This flat charge each month is approximately 1¢ per name. So, considering a 600 membership the flat charge each month would be \$6.00/lot plus our mailing labor and postage. For example, the cost for each renewal mailed would be:

Print 2-way extended flap envelope	8¢
Mailing labor: address envelope, seal, affix postage	8¢
Postage: 1st class	20¢
	<u>36¢</u>
	per each renewal plus \$6.00/lot to run master file

It will be some months before we're ready to start mailing renewal notices, so please discuss this with the board and let us know your reaction. To start, all we'll need is you or your appointee to draft the copy for the envelope, and we'll have the envelopes printed for future use.

On other matters, I spoke with Carrie Walker on the phone ^{6/4/83}. She did receive the WCRLA brochures and is forwarding them to me. The shipping cost for the forwarding will be deducted from the printer's invoice. *(We'll send quantities as per your direction)*

I spoke with Jane Hopper about her assuming responsibility for sending quantities of the Newsletter to officers. She will be starting this with the forthcoming issue (due off the press this week). On the subject of sending multiple copies of the Newsletter, last year's State Director Chair had us send 5 copies of each issue to each State/Province Director. For the moment, Karen, we will continue to do this unless we hear different from you or Dick Lyman. OK? And we have updated our State/Province Director list. For your information, we also have a Liason, Advertiser, and Complimentary list of names to receive a copy of the Newsletter. Joanne Wells set this up. Jane is going to review it when she brings in the Newsletter later this week.

^{6/18/83}
The current membership count at this moment is 270. This would just be the people who renewed or joined at the conference. The renewal notices are being mailed tomorrow and this comprises a count of some 423--this is expired 1982-83 members who did not renew at the Conference.

As you and I discussed on the phone, we are planning on sending you and Carole Bogue a current membership list approximately the middle of July--once we have the majority of renewals back. After July, you and Carole will receive a monthly up-date of new members added.

Regarding the summer institute, Dick Lyman told ^{us} approximately two weeks ago that it is being cancelled. Any registrations we might receive are being forwarded to him, and Dick was going to write back with a letter of explanation and return their check. I believe, Karen, that to date we'd only received six registrations, and three came in after Dick's decision to cancel.

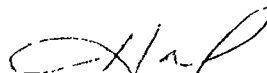
I was very pleased at the board's decision that membership would be one year from the month of joining. The bad part of the Conference Year membership was the possible hard feelings incurred by a member joining in the middle of the year and expiring after six months. On this subject, here is how we would propose handling expiration dates, and I'd like to get your reaction to this. Up to July 1, 1983, all members are being given an expiration date of April 4 (the date of next year's conference). During July all members processed will be given an expiration date of June 30, 1984. All members joining in August will be given an expiration date of July 31, 1984. It is our intent that any member joining during a current month will have his membership retroactive to the first of that month, and if we have done a mailing of, perhaps, the Newsletter during that month, the new member will be sent a current copy along with his 'Welcome' letter and membership card. What we hope to prevent happening by handling expiration dates in this manner, and what we learned the hard way with CATE, is that a member could have joined in the month of the Conference--for example April, 1983. If we let the membership run through April 30, 1984, the member says at the April 4, 1984 Conference date, "I'm a current member, so I get into the 1984 conference at the member rate". In other words, if we don't set the expiration date as the last date of the preceding month, a member could attend two Conferences at the member rate without renewing.

I lied when I said above that all current members have an expiration date of April 4, 1984. We are stamping membership cards with a March 31, 1984 expiration date. Do let us know if you're not in agreement with this.

yes! (Karen, we should have some immediate directive from you regarding \$15.00 applications received after July 1, 1983. There are some \$15.00 applications in circulation, and I'm certain we will have this problem come up. What I'd like to suggest is that you approve our writing them back a nice little letter simply stating that dues were increased as of July 1 and requesting the additional \$10--letting them know that also includes Proceedings, apologizing for the inconvenience, etc.

Lastly, you asked about the cost/time involved in our billing according to budget categories. To a large extent this is being done on an informal basis for Carrie. I was always under the impression that the Treasurer was working with various budget categories, and I've tried in our invoicing to put as much information on our invoices to clarify what the costs were for, and who requested the action. For example, anything other than regular invoice for membership processing, mailing of Newsletter, mailing of Proceedings, Conference registration, we have spelled out what was done, and in the upper right corner of the invoice: "per Karen Smith", or "per Dick Lyman", etc. I foresee no real cost or time involved to do this. It seems it would just be a simple conversation between Carrie and myself to be sure we have all the information on each invoice for her to place the charge in the proper category. Or if she wished to make out some simple account coding system, we could always refer to this and mark the appropriate code on each invoice.

I apologize for this three-page rambling. I'm sure you're saying 'this is enough!...and it is.'


Hal McCune

WCLA Board Meeting

September 1983

Newsletter Report

1. Responses to calls for copy from
SIG leaders (Kate Sandberg)
State directors (Sign-up)
Regular columns

2. Costs

Number of copies printed
pages

Paper and ink used

Mailing

3. Suggestions for changes?

4. Other

John W. Hopper, Editor



**Western
College
Reading
Association**

Attachment S

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1 September, 1983

Dear Karen:

This is a personal response and summary of the thinking and calling I have been doing. All the data are not in, but I wanted you to have time to reflect to this point.

First, the name change is a good idea. It gives prestige to the authors which might also encourage more and better quality subscriptions. I want to initiate the change on Volume XVI (which is ready for the printer!) It would be a nice, "clean" break to have a comprehensive index in the volume preceding the name change. If, however, you decide not to have Volume XVI be entitled The Journal of College Reading and Learning, I need to know immediately as I have prepared all the front pages with that name for the printer. I have also prepared materials for the President-Elect (Dear Presenter letter, etc.) with the name change. That can be easily altered, of course, but I will need to know soon.

Second, for this year I will stay with our Gutenberg 2000 printer, Don Girard, in Santa Monica. Since he was delinquent last year, I expect, and have been promised, exceptionally good, fast service. Also, if we are changing the name, I feel confident with his ability to create a good logo and graphics. One printer here came in under his \$4200 price on Volume XV, and although I really like the man, he said, "I can do it for \$4200 or less, even though I have never done anything like this before." That last part makes me nervous.

Third, I put these facts together to deduce that the separate journal volume, at least of the same quality of the current Proceedings, may not be a good financial move.

1) Hal tells me (see enclosure) he mailed only 418 copies of Volume XV and that our total membership is only 406. That number is not going to get us the exposure we need



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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

to get into a major index. I understand that they base their inclusions on circulation. Therefore, selling significantly more volumes than members may be difficult to impossible. I asked Gar Cranney to research this in detail and expect him to be in touch with you.

2) Even if it were a slimmer volume, we are still talking around \$3500-4000, unless we change to a format such as that of College English, a stapled, stiff paper type cover. (I have out requests for estimates on such a format which I will call to you before you leave for San Jose.) Printers just cannot roll the press, regardless of pages or numbers of copies for less. Michael currently spends about \$535 per issue (\$1744 last year); Hal adds only about \$34 per issue (\$136 per year) totalling less than the estimates for a new, separate volume each year. Financially, WCRLA is getting the most for the money it is spending now.

3) Finally, and most importantly to me, in my opinion the quality of the articles submitted to the Journal (and

oftentimes to the Proceedings) has not been very high. Whereas we might expect more submissions under a new format, I cannot predict that we would get better quality. I have been reading for the Journal of Reading as an editor this summer and am impressed by the higher quality of the articles submitted and rejected!! Our membership consists primarily of teachers and not researchers/writers, which is part of our uniqueness and beauty. I have no reason to think a new journal name and format will change the energies of the majority of our members. I should give credit to Frank Christ through Gwyn Enright for influencing my thinking on this subject. Ann Faulkner concurred.

4) Related to the above, I have no specific information on selling subscriptions to a second volume of the Journal except to guess that a membership interested primarily in teaching does minimal reading/research in professional journals, and therefore, would have only loyalty interests in supporting another expense of our organization. I do not mean to suggest teachers to not read, but I know how limited my professional growth reading time is. I spend it on the one or two journals that have reliably provided new ideas.

I am enthusiastic about providing challenges and growth opportunities to our members and the Journal volume seemed, at first, like a good idea. I am, however, encouraging us to wait until the demand occurs first, until Michael has more articles than he can print; then we could look at a separate volume. I realize I am creating a problem in "stealing" the Journal's name, but that problem seems manageable. Financial instability does not.

I look forward to hearing from you after the Board meeting. Good wisdom to you all in this important decision.

Sincerely,

Delum

↑ silly printer!

WCRLA LEARNING CENTER MANAGEMENT NETWORK SIG REPORT

Since March, 1983, 200 names of directors and related staff in Learning Centers were identified. A description of the SIG was sent along with an application to WCRLA. Forty-one people responded: nine wished to form a local SIG; thirty-two were interested in becoming members. All interested members will be asked to join WCRLA. Two local SIGS are officially part of the WCRLA SIG. They are the Long Beach and the Greater Los Angeles groups. Margaret Wilson of UCLA will act as liason for the two groups.

Articles about the SIG have been submitted to the summer and fall issues of the WCRLA newsletter. A proposal for a conference presentation describing the SIG has been submitted to the California Community College Tutorial Association. In addition, the two Southern California Local SIGS will co-sponsor a meeting at the WCRLA Southern California Regional Mini Conference in October.

Tasks that still need to be done are:

- 1) To make a roster of all interested members of the SIG
- 2) To compile a list of guidelines for members who want to start a SIG
- 3) To continue to identify and inform potential members about the SIG
- 4) To sponsor a conference institute on Learning Center Management for the annual conference.
- 5) To plan the SIG meeting for the annual conference.
- 6) To plan organizational guidelines including fundraising strategies.

Submitted by

Patti Dozen
Chair
August, 1983

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Awards and Scholarships

Amount of request: ⁶⁰⁰⁰ \$70.00

Date needed: March 1, 1984

Funds to cover from _____ to _____

Statement of purpose for funding request:

Two plaques: one for the outgoing president and the other for recipient of Long and Outstanding Service award

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Outgoing president's plaque \$35.00	March 1, 1984
Plaque \$35.00	March 1, 1984

Name: Vincent Orlando

Mailing Address: 1006 11th Street, Box 17, Denver, CO 80204

Day Phone: (303) 629-2995

Home Phone: (303) 778-8677

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: WCRLA Journal

WCRLA Journal

Amount of request: \$1850

Date needed: \$1000 already received remainder as needed

Funds to cover from July 1 to June 30

Statement of purpose for funding request:

Printing of Journal

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Typesetting/Printing (3 issues) at \$550 Ea.	\$1650
Postage	\$100
Supplies and services (including telephone)	\$100
TOTAL	\$1850

Name: Michael F. O'Hear

Mailing Address: Indiana-Purdue University
Transitional Studies
2101 Coliseum Boulevard East
Fort Wayne, Indiana 46805

Day Phone: (219) 482-5655

Home Phone: (219) 486-1266

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

M A A C
Minority Affairs Advisory Committee

Amount of request: \$350.00

Date needed: 10 - 83

Funds to cover from 10 - 83 to 10 - 84

Statement of purpose for funding request:

funds are needed to assist in carrying out the objectives
of this Committee for the year of '83-84

Itemization of projected expenses and time line:

Item	Date
I Secretarial	
Typing	\$150.00 - 12-83
Using word processor	
Printing	
mailing	
II Communication with in & with out the Committee	
Telephone	200.00 1-84
mailing	
transportation	
housing & food	

p.s. this is projected
Please give me inform
in terms of how it
is to be set up.

Name: Maranda Montgomery

Mailing Address: 1111 E. Artesia Blvd
Compton, Ca. 90220Home: 1903 So Grandee Ave
Carson, Ca. 90746

Day Phone: (213) 637-6413

Home Phone: (213) 837-2660

net 242

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA NEWSLETTER

Amount of request: \$4,310

Date needed: for fiscal year 1983-84

Funds to cover from _____ to _____

Statement of purpose for funding request:

Publication and distribution of WCRLA Newsletter

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
Printing. 4 issues @ \$925	\$3700
	February, June, September, November
Mailing. 600 copies (estimated average) @ .20 (postage & handling) x 4 issues	480
Editor's expenses.	
postage	40
milage (500 miles @ .18)	90
	<hr/> \$4310
	4610

Name: Jane N. Hopper

Mailing Address:

5231 Thorn Tree
Irvine, CA 92715Day Phone: (714) 772-3309
773-3356

Home Phone: (714) 552-6343

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: **PLACEMENT BUREAU**

Amount of request: **\$200**

Date needed: **FOR 83 84 ACADEMIC YEAR**

Funds to cover from **JULY 1** to **JUNE 30**

Statement of purpose for funding request: **MONIES WILL BE USED TO DISEMINATE JOB INFORMATION AS REQUESTED BY MEMBERS OF WCRLA**

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
POSTAGE AS NEEDED	2
ZEROXING //	2
SUBSCRIPTION TO JOB LISTING SERVICES (2)	APRIL 84 (\$75)

Name: **ANNA-MARIE SCHLENDER**

Mailing Address: **DOMINICAN COLLEGE
SAN RAFAEL, CA 94901**

Day Phone: **(415) 457-4440 x170**

Home Phone: **(415) 526-7894**

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc: PROCEEDINGS

Amount of request: Estimated \$4756.00

Date needed: Throughout the year

Funds to cover from September 1983 to August 1984

Statement of purpose for funding request:

To compile, edit, print and mail the annual volume of conference papers;
to communicate with authors and editors and potential buyers

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>	
Two sets of <u>Proceedings</u> for indexing purposes	10-1-83	---\$105.00
(Since these actually belong to us, there is not a real cost)		
Mailing sets to ERIC		10.00
	10-1-83	
Printing and composition of <u>Proceedings</u>	11-15-83	4300.00
Oxford Mail Service charge for mailing <u>Proceedings</u>	11-30-83	266.00
WCRLA Stationery and envelopes (100 sheets)	now!!	15.00
Annual Editorial luncheon	4/84	30.00
Postage	throughout yr	30.00
(My college covers most of the costs here)		
		<u>4756.00</u>
		4770.00

Name: Delryn Fleming
Brookhaven College, Communications Division
Mailing Address: 3939 Valley View Lane
Farmers Branch, Texas 75234

Day Phone: (214) 620-4770

Home Phone: (214) 245-5305

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Kate Sandberg, Coordinator of S.I.G.'s

Amount of request: \$20.00

Date needed: October 1, 1983

Funds to cover from September 20, 1983 to June 1, 1984

Statement of purpose for funding request:

stationery and postage for three mailings
to S.I.G. chairpersons

(xeroxing funded by Anchorage Community College)

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
1. First mailing	October 15, 1983
2. Second mailing	January 20, 1984
3. Third mailing	March 1, 1984

Name: Kate Sandberg

Mailing Address: SRA Box 30K
Anchorage, Ak. 99507

Day Phone: (907) 344-9305

Home Phone: ()

same

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

*BASIC READING SIG*Amount of request: *\$75.00*Date needed: *ASAP*Funds to cover from *FALL 1983* to *SUMMER 1984*

Statement of purpose for funding request:

THIS YEAR THIS SIG WILL ATTEMPT TO DETERMINE THE INTERESTS AND NEEDS OF ITS MEMBERS. MOST OF THIS WILL BE DONE THROUGH MAILED FLYERS AND QUESTIONNAIRES.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
<i>POSTAGE STAMPS</i>	} <i>ITEMS WILL BE MAILED EVERY 2 MONTHS, THE FIRST OF THE APPROPRIATE MONTH</i>
<i>ENVELOPES</i>	
<i>DUPLICATION FEES (FOR THOSE ITEMS NOT APPEARING IN THE NEWSLETTER)</i>	
<i>POST CARDS</i>	

Name: *BECKY JOHNEIN*Mailing Address: *970 N 12TH E**NEW ***MOUNTAIN HOME, IDAHO 83647*

Day Phone: ()

Home Phone: *(208) 587-9728*

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc.:

LEARNING CENTER MANAGEMENT NETWORK SIG

Amount of request: \$265

Date needed: September 1983

Funds to cover from September 1983 to March 1984

Statement of purpose for funding request:

Continue to maintain the Learning Center Management Network SIG for the initial year.

Itemization of projected expenses and time line:

	<u>Item</u>		<u>Date</u>
	Postage for three mailings (200 x .20 = \$40.00 x 3)	\$120.00	Sept., Dec., 1983, and Feb., 1984
<u>GENERAL</u> <u>EXPENSES</u>	Phone calls (to communicate with members concerning meetings, start-up problems, etc.)	50.00	Sept. to March 1984
	Printing (200x \$.05 = \$10.00 x2 = \$20.00 x 3 = \$60.00)	60.00	Sept., Dec., 1983, and Feb., 1984

<u>CONFERENCE</u> <u>INSTITUTE</u> <u>EXPENSES</u>	Phone calls (conference business)	20.00	Sept., 1983 to March, 1984
	Postage (conference business)	10.00	Sept., 1983 to March, 1984
		\$265.00	Total

Name: Patti Dozen

Mailing Address: 949 E. 2nd St.
Long Beach, Ca. 90802

Day Phone: (213) 498-7186

Home Phone: (213) 435-7186

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To: WCRLA Board
From: Patricia Mulcahy
Date: July 15, 1983
Re: Request for funds for Colorado Conference guest speaker

This request concerns funds for Dr. Robert Tierney from the University of Illinois to serve as the guest speaker at the WCRLA Colorado Conference in October. His topic for the presentation is "Toward a Composing Model of Reading." The following lists a break-down of the total request:

SPEAKER FEES	\$300	(Note: his usual fee is \$450.)
TRANSPORTATION	276	(Airfare one-way from Denver to Urbana)
LODGING	44	
FOOD	30	
<hr/>		
TOTAL	\$650	

Any changes in this request (specifically lower airfare) will be noted and forwarded to the Board.

Please notify me of your decision as soon as possible. Thank-you.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

WCRLA - Idaho

Amount of request: \$90.00

Date needed: Throughout fiscal year 1983-84

Funds to cover from September 1, 1983 to June 30th, 1984

Statement of purpose for funding request:

These funds will be used to improve and facilitate communication among Idaho members, identify prospective members and ultimately to increase membership.

Itemization of projected expenses and time line: based on estimated mailing of 30 members max.

<u>ITEM</u>		<u>DATE</u>
20 pages xerox @ 5¢ a page per member	\$30.00	Throughout fiscal year
5 mailings to each member @ 20¢ each	\$30.00	Throughout fiscal year
Long distance calls	\$30.00	Throughout fiscal year
Total	\$90.00	

Name: Dr. Barbara Swanson, State Director, Idaho

Mailing Address: Box 8064
Idaho State University
Pocatello, Idaho 83209

Day Phone: (208) 236-3662

Home Phone: (208) 232-6987

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Oregon WCRLA

Amount of request: \$200.00

Date needed: February 1, 1984

Funds to cover from August 26, 1983 to February 24, 1984

Statement of purpose for funding request:

For the first time, Oregon WCRLA will be a co-sponsor with the Oregon Developmental Studies Organization for the annual meeting at Oregon State University in Corvallis, Oregon, February 23-24, 1984.

We feel that it is vital that we have a representative from the executive board present and have asked Dick Lyman to attend and be a speaker.

- Purpose:
- . . . To help to maintain the membership gained by the March, 1983 Portland conference
 - . . . To show that WCRLA is indeed a national organization that is dedicated to helping professionals in all areas of developmental education
 - . . . To be a visible, active co-sponsor
 - . . . To be able to send out extra publicity mailings about the ODSO/WCRLA conference

Itemization of projected expenses and time line:

<u>Item</u>		<u>Date</u>
Publicity Mailing, postage	\$50.00	October and December, 1983
Lodging for speaker	100.00	Feb. 22-24, 1984
Meals for speaker	50.00	Feb. 23-24, 1984

Name: Anna Marie Updegraff

Mailing Address: Mt. Hood Community College
26000 S. E. Stark St.
Gresham, OR 97030

Day Phone: (503) 667-7122

Home Phone: (503) 254-0519

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The San Diego
Community College District

MILITARY EDUCATION PROGRAMS
3375 Camino del Rio South, San Diego, CA 92108 (714) 225 3325



U-12

Navy Technical Training Program

August 25, 1983

Dear Karen,

Enclosed please find Nancy's and my budget requests for FY 1983-84. I hope that they are not substantially larger than those of the other state directors, but if so, it is only because of the solid plans and activities that we have scheduled.

Nancy wants very much to complete the Southern California State Directory. The information included in the beautiful expertise network can then be utilized locally. In May, she co-sponsored a "wrap-up" conference with other WCRLA members which was largely attended by people in the L.A. area. Our annual conference will be held at Cal State Long Beach, a fairly central area, in October. I have plans for a co-sponsored activity in the San Diego area in January. Thus we are trying to reach everyone in our scattered area and, at the same time, provide other organizations with a means of learning more about WCRLA. Hopefully, we can increase our membership and encourage attendance at the national conference.

Thank you for considering our requests.

Vicki Knostman

So California Co-State
Director

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Southern California State Directors

Amount of request: \$50.00

Date needed: January, 1984

Funds to cover from September, 1983 to June 30, 1983

Statement of purpose for funding request:

It is my intention to co-sponsor a one-day conference with Reading Teachers of Adults, a special interest group of the Greater San Diego Reading Association, and with Dr. Joan Curry of San Diego State University. This con-

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
funds to be used in conjunction with funds from	
the two sources listed above.	

Name: Vicki Knostman

Mailing Address: 2421 Soledad Court
La Jolla, CA 92037

Day Phone: (619) 225-3725

Home Phone: (619) 454-8158

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Southern California State Directors

Amount of request: \$200.00 seed money to be repayed at the
conclusion of our Fall Conference

Date needed:

Funds to cover from September, 1983 September, 1983 to June 30, 1983

Statement of purpose for funding request:

Funds will cover the expenses for all aspects of our
Fall Conference, to be held October 22, 1983 at Cal
State Long Beach. The \$200.00 will be returned to the
treasurer as soon as accounts are closed on the conference.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
mailings, call for presentations, correspondence relating to pre- sentations, speakers, etc.	September, October, 1983
supplies for conference	October, 1983
printing expenses	September, October, 1983

Name: Vicki Knostman/Nancy Deutsch

Mailing Address: 3532 Judy Circle
Huntington Beach, CA 92647

Day Phone: (619) 225-3725 (Vicki)

Home Phone: (714) 848-4639
(Nancy)

The budget for WCRLA is approved by the Board of Directors each year at the
Board meeting following the conference, usually scheduled in late summer or
early fall. The funding request should be submitted to the President by
July 1 in order to be considered for inclusion in the budget.

WCRLA FUNDING REQUEST

Name of Committee/SLG/task force, etc:

Southern California State Directors

Amount of request: \$100.00

Date needed: September, 1983

Funds to cover from ~~September, 1983~~ to June 30, 1983

Statement of purpose for funding request:

Funds will cover all expenses for the publication of a Southern California WCRLA Directory and expertise network.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
stamps/mailing	Fall, 1983
printing of Directory	February, 1984

Name:

Vicki Knostman/Nancy Deutsch

Mailing Address:

8532 Judy Circle

Huntington Beach, Ca 92647

Day Phone: (619) 225-3725 (Vicki)

Home Phone: (714) 848-4639
(Nancy)

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WCRLA FUNDING REQUEST

Name of Committee/SLG/task force, etc:

Southern California State Directors

Amount of request: \$100.00

Date needed: September, 1983

Funds to cover from ~~September, 1983~~ to ~~June 30, 1984~~

Statement of purpose for funding request:

Normal budget items for the two Southern California Directors have exceeded the amount budgeted for each state director in the past (\$50.00). As there are two of us, a fact which necessitates correspondence (over) Itemization of projected expenses and time line:

<u>Item</u>	<u>Date</u>
stamps/mailing	Throughout fiscal year
telephone	" " "
printing expenses (mailings to members)	" " "

Name:

Vicki Knostman

Mailing Address:

2421 Soledad Court

La Jolla, CA 92037

Day Phone: (619) 225-3725

Home Phone: (619) 454-8158

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WCLRA Budget

	Approved 82-83	Actual 82-83	Requested 83-84	Approved 83-84
<u>Board</u>				
Meetings	2500	3459.01	2500.00	1600
Secretary	200	216.01	300.00	300
Treasurer	200	147.68	600.00	600
President	700	506.06	200	300
Conf. Calls	—	—	300	400
Stationery	} 500	687.82	500.00	500
Brochures				
Banner				
Pres. Awards				
Bookkeeping Service	(Jan.)	—	—	—
<u>Mail Service</u>	5000	5919.56	1136.00	—
<u>Publications</u>				
Newsletter	4100	3328.75	4310	—
Journal	3000	1743.55	2850 (1000 pd)	—
Proceedings	4200	4218.12	4756	—
<u>Committees</u>				
Awards	600	531.15	570	—
By-laws/Archives	100	0	100	—
Conf. Site Selection	100	0	100	—
MAAC	200	200.00	350	—
Nominating	100	35.08	100.00	—
Placement	200	75.88	150.00	—
<u>Task Forces</u>				
Elections Process	—	—	100	—
Placement	—	—	100	—
Publications	—	—	200	—

	Approved 82-83	Actual 82-83	Requested 83-84	Approved 83-84
<u>S.I.G.'s</u>				
Organization	—		20	
Adv. Rdg. Comp.	—		—	
Basic Rdg	—		75	
Computers	—		0	
Critical Thinking	—		—	
LAC Mgt	—		465 (865 200 pd)	
Polit Action	—		—	
Research	—		—	
Sp. Needs Students	—		—	
<u>State Organizations</u>				
Director	500		400 500	
St. Dir. Luncheon	220	215.62	250	
Ind. Allotment	500	57.55	1200	
Colorado	} 2620 to various states	1088	650 (-50)	250 (7-22-83)
Idaho			90 (-50)	40
No. Cal.			200 (-100)	200 (7-22-83)
Oregon			200 (-50)	
So. Cal.			350 (-100)	300
<u>Summer Institute</u>	1100	385.64	—	
				2,385.20

SUMMARY OF MINUTES
WCRLA BOARD OF DIRECTORS

September 16-18, 1983

San Jose, California

Board Members Present:

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

Others Present:

Jane Hopper, Newsletter Editor; Lucy McDonald, Conference Manager (Portland); Richard Kubelka, Budget Consultant; Chuck Hunter, 1984 Conference Manager; Maranda Montgomery, MAAC Chairperson; Pat Benner, N. Calif. State Director; Charlotte Simpson and Lois Janowski, San Jose local arrangements committees.

I. Secretary's Report

- A. Suzanne distributed the draft of the Policies and Procedures Handbook. She will incorporate earlier policies into it and will revise it as necessary.
- B. Suzanne also settled her account by turning in receipts and summary of spending.
- C. Corrections were made to the 7/22/83 minutes.
 - 1. Ia should read "...Association needs to update its files with the New Mexico Corporation Commission for years 1978 to present."
 - 2. IIIa should read "...responses from 6 of 40 people questioned..."
 - 3. IV "Bogen should read Bogue".

The minutes were approved as read.

- D. Karen requested all names of appointees be read into the minutes to provide a permanent record.
- E. Confirmation was made of Presidential Certificates issued to Lucy McDonald, Donna Lane, Sue Brown, Maxine Byers, and Mitch Kaman at the Portland Conference.
- F. Suzanne has been trying to contact Elizabeth Holmes to recover WCRLA's seal. She will continue.
- G. Karen announced that the new Nominations Chairperson for the 1984-85 elections is Ann Faulkner.

II. Treasurer's Report

- A. Carrie announced changes in accounting procedures to allow for separation of conference items from regular budget items.
- B. State Directors must get approval from Past President before they can be sent reimbursement checks.
- C. Carrie reiterated a need for a professional audit of our books.
- D. Slips from Oxford Mailing Service will specify income from dues on Proceedings.

III. Conference Manager's Report (Portland)

- A. Policy needed for reimbursements for institutes, tours, etc.
- B. Lucy presented the Conference Manager's Notebook to the Board. She was commended for all the hard work she put into it.

IV. By-laws/Articles of Amendment/Corporation Report

- A. In response to Seymour Prog's request that we update our filing procedure with the New Mexico State Corporation Commission, Karen has persevered and we are now so current that we can file our 1984 form under our new name. Karen submitted the New Articles of Amendment regarding name change last summer.

V. Summer Institute

- A. Guidelines for hosting a Summer Institute are being revised with input from Marci Matlock of Navajo Community Colleges which is interested in hosting one. The Board expressed some concerns about the details of transportation to the site.
- B. The President will begin duties as Coordinator of Summer Institutes.
- C. The Conference Site Selection Chair will be assigned the duty to solicit proposals for Summer Institutes.

VI. MAAC Intern Proposal

The role of intern was defined and refined and the present MAAC chairperson was asked to fill that role. Duties include being a non-voting observer on the Board, to encourage minority participation, and to promote sensitivity toward the needs of minorities who participate in WCRLA activities.

VII. President-Elect's Report

- A. Carole described her plans for the 1984 conference to date. Speakers will be Dr's. K. Patricia Cross and Ted Murguia. Dr. Murguia is from San Jose City College and will speak on the topic "Quality Education and the Role of Essential Skills Programs."
- B. Leisure tours and campus tours planning is coming along.
- C. Lunch times in San Jose will generally be 1 1/2 hours to allow easy transition between sessions.
- D. Carole was commended on her attention to detail in the conference planning which resulted in calmness.

VIII. Conference Manager's Report (San Jose)

Plans are coming along nicely regarding contacts with computer representatives, exhibitors, food functions, signs, and entertainment. Winetasting and barbershop quartets are planned.

IX. Final Conference Report

Lucy reported that the Portland Conference exceeded projected income by about \$4,000. This will be used to provide new services to members such as more support to the S.I.G.'s.

X. Conference Manager's Budget

In the attempt to keep separate all items relating to conference from that of regular budgets, several changes will be made, including using a WCRLA registrar instead of Oxford Mailing Service to receive all registration funds. Rose Wassman will serve in this capacity.

XI. Political Action Group

Ideas were explored to reach more members and legislators in a more timely manner including computerized letters, articles in the Newsletter and presentations at the Conference.

XII. Oxford Mailing Service for Membership Renewal

We will be using a new form for membership renewal. It will appear more as an invoice with a tear-away section to return with dues payment. Letters will be sent to members with the membership card.

XIII. Stationery/Brochures/Banner

All these items have been ordered with our new logo.

XIV. Newsletter Editor's Report

Mary Anne Shea from Boulder, Colorado, has offered to write a Materials column for the Newsletter. Extra copies of the Newsletter will be sent to NARDSPE and other liaison organizations by First Class Mail.

XV. Committee Reports

A. Awards/Scholarships

Appointments to the committee are being made.

B. Placement

At present job information is being sent only to those who request it.

XVI. Task Force Reports

A. Placement

Elaine Reed's committee was tasked to meet and make other recommendations besides the one offered dealing with an 800 number for members to call. This committee is operating in coordination with NARDSPE.

B. Elections

Betty Levinson will be asked to chair the Task Force. Pat Heard and Irwin Joffe have agreed to serve.

C. Publications

Delryn Flemings Task Force met and made these board-approved recommendations:

1. Change Proceedings to Journal of College Reading and Learning.
2. Stay with same printer.
3. Have no second volume of the Journal. She and her task force were commended on an outstanding job. New authors were encouraged to submit articles and a suggestion was made to offer a session on "How to Write Articles for the Journal."

XVII. Gray Microfiche Collection from the 14th Proceedings

Several titles were released for publication in the Alvina Treut Burrow's collection. It was decided that the Proceedings editor will make the determination of who will receive complimentary copies.

XVIII. Special Interest Groups (S.I.G.'s)

Alan Frankel and Virginia Shrauger will co-chair the Computer S.I.G. Patti Dozen's Learning Center Management Network will be asked to prepare a statement of direction for the S.I.G. Coordinator Kate Sandberg's address will appear in the Newsletter so that she can be contacted regarding new interest in S.I.G.'s.

Karen was congratulated on the success of this feature.

XIV. Budget

Most budget requests were approved as requested. As soon as each coordinator authorizes these funds to be released, checks will be issued from the Treasurer to each requester.

Respectfully submitted,



Suzanne McKewon
Secretary

Please note: These minutes have not been approved.

SMK/bi

WCRLA BOARD MEETING MINUTES

December 7, 1983

Conference Telephone Call

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

The meeting was called to order at 10:00 PST.

1. Dick announced that the new Montana State Director is Becky Davis. He is seeking suggestions for the Arizona directorship which is still vacant. Karen requested a list of all current State Directors.
2. Karen and Carrie are sorting out the problems of the 1981 and 1982 tax returns. Various accountants and IRS representatives are advising them. Karen is to prepare a letter which she will submit for later entry into the minutes, explaining the reasons for the delay in filing these returns. Suzanne requested a copy of all past and current IRS forms for inclusion in the minutes.
3. Carole reported that the program committee had met and that all proposals had truly been blindly judged. As of this date approximately 55 were selected. Dick suggested that since Thursday afternoon and Friday morning are usually high attendance times, more presenters might need to be scheduled for these times.
4. The membership resource form will not necessarily be included in registration packets because it is sent with the membership letter at the time a person joins the organization. Karen reported that the information gathered from this form is being put onto a computer disk and will be forwarded to new presidents.
5. Carole announced that Mitch Kaman will chair the Conference Evaluation committee for 1984. His committee's findings need to be returned to the President-Elect in a tallied form and as soon as possible after the conference.
6. Vince Orlando, Scholarship and Awards committee chair will have an announcement in the Newsletter prior to the conference and will make presentations at the conference.

7. Exhibitors are encouraged to advertise in the conference program this year and one had already requested space. Carole was commended on this venture.
(Attachment A)
8. Carrie announced that, due to budget cuts and internal reorganization, Stanford's Learning Assistance Center will be closed. The board shared in Carrie's disdain over this matter and pledged to discuss it later.

The meeting was adjourned after the board exchanged holiday greetings at 10:55 PST.

SMK/bi

WCRLA BOARD OF DIRECTORS MINUTES

September 16, 1983

San Jose, California

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

Others Present: Jane Hopper, Newsletter Editor, Lucy McDonald, Conference Manager (Portland).

The meeting was called to order by President Karen Smith at 8:22 P.M.

The agenda was circulated and discussed (Attachment A).

(M) Bogue:

(S) Walker: That the agenda be approved.

PASSED

I. Secretary's Report

Policies and
Procedures
Handbook

A. Suzanne passed out the draft of the Policies and Procedures Handbook and commented that it turned out to be also a historical document, and that the board might want to cut some of it out not directly pertaining to policies. Some items need to be acted on; others deleted. The board was asked to read through and critique the handbook at the next meeting. Suzanne was asked to add the earlier draft of policies and procedures to make the handbook complete.

Secretary's
Banking
Activity

B. Suzanne also handed out a summary of the Secretary's banking activity and turned in her receipts to the Treasurer.

Corrections to
Minutes

C. Several corrections to the minutes of 7/22/83 were made:

1. Ia should read "...Association needs to update its files with the New Mexico Corp. Commission for years 1978 to the present."

2. IIIa should read: "...responses from 6 of 40 people questioned..."

3. IVa "Bogen" should read "Bogue."

(M) Lyman:

(S) Bogue: To approve the minutes as corrected.

Names of any
Serving WCRLA
Requested

- D. Karen reiterated her request for the names of any members of boards, committees, task forces, etc., either past or ongoing to be submitted in writing, thereby getting into the minutes. She passed out lists of editorial boards, S.I.G. leaders, and task forces she has appointed. (Attachments C, D, E, & F)

Presidential
Certificates

- E. Karen and Dick confirmed that Presidential Certificates were issued to Lucy McDonald, Donna Lane, Sue Brown, Maxine Byers, and Mitch Kaman.

Letter to Recover
Corporate Seal

- F. Suzanne circulated a letter written to Elizabeth Holmes requesting the original WCRA seal be sent to the current board. There has been no response and a second letter will follow, and a phone call.
- G. New Nominations Chairperson is Ann Faulkner for 1984-85 elections.

II. Treasurer's Report

Treasurer's Report
and 1982-83 Budget

- A. Carrie handed out the 1982-83 budget and many changes were made in categories to show more realistically where monies are spent. Conference income and expenses will be completely separate from regular budget items.

- B. Carrie emphasized the need for State Directors to get approval from the Past President before they can be issued reimbursement checks.

Need for Audit
of Books

- C. Carrie expressed a real need for a professional accountant to look at the books and perform an audit. Professional help is also needed to work in conjunction with the conference manager to systemize the accounting.
- D. The slips from Oxford Mailing Service should be redesigned to account for income from dues and Proceedings.

III. Conference Manager's Report

1983 Conference
Manager's Report

Conference
Manager's
Notebook

- A. Lucy also expressed concerns about accounting. We need a policy regarding refunds to members for institutes, tours, and the conference itself. Suzanne described the informal policy at the San Diego Conference. No formal motion was made.
- B. Master account shows a \$300 overage on the banquet account but, Lucy reported, the hotel did not charge for rooms.
- C. Lucy presented the Conference Manager's Notebook, which she prepared using many ideas handed down by Beryl Brown, San Diego Conference Manager. She asked that part of it be subsumed in the Secretary's Notebook. Karen asked that one also go to the President-Elect.

Many thanks went to Lucy for her time and effort in preparing the notebook.

The meeting was adjourned at 11:53 P.M.

WCRLA BOARD OF DIRECTORS MINUTES

September 17, 1983

San Jose, California

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

Others Present: Lucy McDonald; Chuck Hunter, 1984 Conference Manager; Jane Hopper; and Richard Kubelka, Budget Consultant.

The meeting was called to order at 8:51 A.M.

Carrie, Richard, Lucy, and Chuck left the meeting to discuss and reconcile the 1983 conference budget.

I. By-laws/Article of Amendment/Corporation Report

By-laws and
Corporation
Update

Karen gave a history of the need to update our corporation records. She had contacted our lawyer who said he had discarded old organization records. Seymour Prog raised the question of completing our files with the New Mexico Corporation Commission from 1977 to the Present.

Karen and Suzanne located addresses of past officers and entered them on the forms. Attachment I contains copies of these. The Articles of Amendment (Attachment J) was sent so that we could file for 1983-84 under our new name. (Attachments I and J will not be sent with copies of minutes.)

II. Summer Institute

Summer Institute
Guidelines

A. Karen circulated Dick's draft of guidelines for Submitting a Proposal to Host Summer Institutes, Attachment K, and the memo from Marci Matlock of Navajo Community Colleges, responding to these guidelines. Rewording of some of the items was suggested, especially those relating to financial support. Options each institution could offer through grants, etc., and support expected from WCRLA need to be spelled out. Further changes were made on the subject of faculty responsibilities. The conclusion was that guidelines need to be general enough to allow the host institution to participate along with WCRLA in deciding faculty and speakers. "Staff" should be identified as support personnel.

Proposal from
Navajo Community College
for Summer Institute

- B. A lengthy discussion followed regarding the definitions of "faculty," "speakers," and "staff." Decisions of these definitions were tabled.
- C. Marci will be asked to develop all three options for board perusal.
- D. Transportation options need to be made to include bus charters. Navajo is a relatively secluded campus and would offer the environment of a retreat.
- E. Board member responsibilities to Institute:
 - 1. President is to begin duties as coordinator of Summer Institute. Duties can be delegated to another.

President's Duties
on Summer Institute

(M) Lyman:

- (S) Bogue: Conference Site Selection Chair be assigned the responsibility to solicit proposals for the Summer Institute with the President serving as Institute liaison or appointing someone to that position.

PASSED

III. Minority Affairs Advisory Committee Intern Proposal

MAAC Intern
Proposal
Altered

- A. Suzanne asked for some history about the Intern position. Karen responded that it arose out of Ann Faulkner's suggestion for more visibility for minorities.
- B. The role of Intern as it stands has some very basic problems:
 - 1. No definite job description.
 - 2. Not enough work to do long distance with which an intern could help.
 - 3. Dick suggested there be only 1 intern for the board as a whole, rather than 1 for each member.
 - 4. Karen suggested that minorities should use the membership resource form, work with state directors, S.I.G.'s, write articles for the Newsletter and Journal, serve as section chairs, propose institutes, be conference liaisons and serve on speakers' board.

4. Suggestions were made to make the MAAC Chairperson a non-voting, participating Board member, on Board mailing lists.

MAAC Chairperson
to be Regular
Invited Board
Member

(M) Lyman:

- (S) Bogue: MAAC chairperson be invited to participate as a non-voting observer on the board with the responsibility to encourage minority participation and promote sensitivity toward the needs of minorities who participate in WCRLA activities.

PASSED

(M) Bogue:

- (S) Lyman: The Board and MAAC go ahead and work together to carry out the areas of responsibility designated to involve more minorities in the organization.

PASSED

The Secretary is to reconstruct a formal writing of the responsibilities and get them back to the Board before the end of the day. (Appendix 1)

The meeting recessed at 12:12 P.M.

The meeting reconvened at 1:50 P.M. after lunch. Joining the meeting were Pat Benner, N. Calif. State Director; Charlotte Simpson and Lois Janowski, both of San Jose City College.

IV. President-Elect's Report

President-Elect's
Report

- A. Carole handed out "WCRLA Conference Program Planning - 1984" (Attachment L) and highlighted the theme, emphasis, and features.
- B. Karen expressed a need for summarizing end of conference data which has not been done for sometime.
- C. The speakers will be:

Conference
Speakers

1. Dr. K. Patricia Cross who will speak at the Second General Session.
2. Dr. Ted Murguia who will speak at the Third General Session on the topic "Quality Education and the Role of Essential Skills Programs."

D. Lois described the leisure tours she has organized thus far. (See Attachment L) Her committee was asked to check on the schedules of local colleges during the week of the conference so that post-conference tours could be scheduled. Lois was congratulated on her progress to date.

E. A suggestion was made for Carole to use a word processor to schedule presentations and reschedule fill-ins for cancellations. Caution was given to couch the rejection letters in tactful language so that these could be recalled to present if necessary.

Conference
Advertisements

F. Karen suggested that the Journal of Reading advertisement is a good idea because of recruitment of new members through wide circulation of that popular journal.

G. Audiotapes

The Board discussed the problems at the Portland Conference with the Company doing the tapes.

Portland
Audiotapes

1. Company personnel were antagonistic to some speakers.

2. They failed to make a roster of all tapes to offer to the membership. There was also a need for a list of all presenters with addresses to be sent to all members when conference is over.

H. Carole handed out her Working Calendar (Attachment M) and the tentative Conference Working Schedule (Attachment N).

Lunch Times in
San Jose to be
at least 1 1/2 hrs.

1. Concerns were raised about lunch times being too short on Thursday and Friday. There needs to be at least 1 1/2 hours for lunch.

2. Informal salad bars in various locations around the hotel were suggested.

3. S.I.G. meetings at 2 different times - one in the morning, the other in the afternoon, are offered.

4. Dick expressed a need for a social function for newcomers on Thursday evening.

5. Dick also suggested that there be presentations sponsored by S.I.G.'s.

Speakers' Fees

I. It was emphasized that invited speakers' registration fees and membership fees may be waived at the discretion of the President-Elect.

- J. Also, Past-Presidents do not need to pay membership fees.

Carrie commended Carole on her thoughtful and detailed planning of the conference resulting in calmness at this stage.

V. Conference Manager's Report

Conference
Manager's
Report

- A. Chuck reported on the offer of computers from the RAC Company.
- B. Exhibitors are being contacted. ERIC is to be included in the group. Dick requested a special table for the WCRLA publications exhibit. Charlotte requested any further information regarding exhibitor's fees, addresses, etc.
- C. Food Functions
1. Banquet: Salmon or Filet Mignon (\$20.00 and (\$23.00). Entertainment will be barbershop quartet (participation by Chuck) and big band.
- Because of the high price of the meals, there may be a need for the board to subsidize part to encourage attendance.
2. There will be entertainment at the wine tasting affair on Saturday afternoon.
- D. Pat Benner will be responsible for signs and she asked that any requests be sent to her as soon as possible.
- E. Chuck was asked to choose alternative main courses for the banquet in order to lower the cost.

1983 Final
Conference Report

VI. 1983 Final Conference Report

- A. Carrie expressed a need for a vehicle to account for each expenditure and item of income. As it stands, reconciling the conference budget with the overall budget is an immense task and almost impossible.
- B. Lucy reported the total conference:

Income	\$ 21,906.85
Approximate Expenditures	<u>11,200.00</u>
Profit	\$ 10,706.85
Anticipated Profit	\$ 6,930.00

- C. It was suggested that membership should cover services to members, publications, placement bureau, expertise networks, etc. Conference profit should be used to cover all new services, e.g., S.I.G.'s.
- D. This current profit amount includes membership costs. This is not a true picture of conference profits. Karen stated that next year's accounting principles will allow us to budget for extra activities and services to members.

1983 Institute
Accounting

F. Institute Accounting:

Income	\$1,900
Costs	<u>220</u>
	\$1,680 Approximate Profit

VII. 1984 Conference Manager's Budget

1984 Conference
Manager's Budget

- A. Carole presented the Conference Manager's Budget (Attachment P).
- B. Carrie raised the question of whether we can eliminate Oxford's involvement in all conference budgets. Accounts could be set up through host institutions to receive fees.
- C. Two motions were proposed for later votes:
 - 1. To authorize the Treasurer to receive \$5,000 lots of registration monies to put into savings from the conference manager.
 - 2. To authorize Registrar to set up an account.
- D. Dick suggested that the price for the brunch be scrutinized by the board and also that the members be polled as to their feelings about the brunch.
- E. There will be no Oxford pre-registration costs because WCRLA is providing a registrar (Rose Wassman).
- F. K. Patricia Cross's honorarium will total \$1,000. Her publisher will cover the difference between our allotted amount and her fee.
- G. Dick stated that the Conference Manager's room needed to appear on the budget because the hotel may not "comp" it.

WCRLA Registrar
instead of
Oxford

(M) Lyman:

(S) McKewon: To accept the conference budget as amended.

PASSED

Board Letter
to go out in
March

The board will send out a letter to the membership in March encouraging attendance at the conference. This will be at board expense.

VIII. Political Action

Pat Benner outlined her progress and plans for the future centering mainly on the California Legislature.

Political Action
Recommendations

A. Suggestions of computerized letters through the post office were made; also, June suggested a double, tear-off post card to send to members with one part addressed to legislators and printed with a message to remind them to be aware of funding issues. June also suggested an article be written in the Newsletter or a letter be sent to the entire membership. Pat was requested to get speakers to make presentations on political issues at the conference.

B. Dick inquired as to the feasibility of sending members requests for donations for Political Action.

Political Action
asked to make
proposals and
request funds

C. Karen asked Pat to get from her committee a request for specific funds and statements. She suggested a telephone chain be started to get the word out, especially to State Directors.

D. Carole suggested to Pat that her committee needs to address more national issues.

E. Karen said that WCRLA should be operating on the very edge of the budget and provide more and more activities and services like Political Action.

XI. Oxford's Proposal

A. Karen circulated a letter (Attachment Q) from Hal McCune of Oxford Mailing Service and sample CATE renewal notices.

New Membership
Renewal Form
Approved

B. She elucidated on the benefits of such a form:

1. Cost would be the same.

2. No need for a renewal letter from the President.

3. A follow-up letter could be sent with membership card.