

Los Angeles, California
September 17, 1976

Western College Reading Association
Executive Board Meeting

The Executive Board of the Western College Reading Association met in Los Angeles, California at the Mariott Hotel, September 17-19, 1976, for its mid-year meeting. President Royce Adams presided. Board members present: President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, Treasurer Seymour Prog, immediate Past President June Dempsey.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 7:34 pm.

II. PURPOSES OF MEETING

Royce announced that the purpose of this meeting was to receive information from people on travel, tours, and possible conference sites.

III. SUMMARY OF MEETING

The first representative was Bruce Monfette of Program Services, Inc., who discussed his relationship between his tax business, Program Services, Inc., and WCRA conferences and study tours in terms of tax-deductibility.

He stressed the keys to tax deductibility are planning and control throughout the activity. Conferences can be carefully planned so that everything is related to teaching activities and therefore deductible.

Mr. Monfette said he could give advice on the tax aspects of our conferences for a fee, dependent on the amount of time he put in, or he could put together an entire package for us and the fee would come out of the total cost of the package. In reality, he is marketing a combined tax advising agency and travel agency.

June Dempsey then introduced Rain Dessayer, Director of Sales, Western Region, Group Travel Unlimited, Inc., and William Gough, Jr., Regional Manager of Hawaiian Airlines. Both Rain and Bill spoke to the feasibility of holding a conference in Hawaii.

June then read a letter from Leeward Community College, offering to host the Wcra Conference for 1978, as well as one from Nancy Higa and Liz d'Argy, offering to serve as co-managers for this conference. In their letter, Nancy and Liz made same recommendations. Leeward Community College is unable to give any financial support to the Conference at this time.

Recommendations made by Nancy and Liz are:

1. Group Travel Unlimited, Inc. to handle all travel arrangements.
2. Sheraton-Waikiki (Honolulu) as conference site.
3. Kona Hilton (on Hawaii) as site of post-conference meetings and workshops.

Rain then presented several different travel packages:

1. One-stop charter: 7 nights (one comp ticket for every 40 sold).
2. PLAN A: Conference attendance only.
PLAN B: Conference followed by workshop in Kona
PLAN C: Conference followed by workshop in Kona and short educational trip to Maui.

With any of these plans there would be one comp ticket for every 15 tickets sold.

Rain also explained everything her group would be responsible for if our conference were to be in Hawaii. Since airlines are not allowed to give free tickets directly to a passenger, the individual would pay for his ticket and be reimbursed upon his arrival at the hotel. This reimbursement must, by law, be made to the individual rather than the organization.

June mentioned that the Executive Board could establish a policy that reimbursment would be turned over to the organization with the possibility of free tickets being used for keynote speakers. There was concurrence from the Board members although no formal motion was presented at this time.

In the discussion, it was brought out that Group Travel Unlimited, Inc. would handle the total package for each member, including all travel reservations, hotels, luggage, reservations, registration fee.

Bill Gough explained how all air lines are under the Federal Air Traffic Control Act and that what affects one airline affects them all.

On a charter flight there would be one comp ticket given for every 40 sold; on Plans A,B, or C, there would be one comp ticket for every 15 sold. Hawaiian Airlines could also provide entertainment upon written request of the organization.

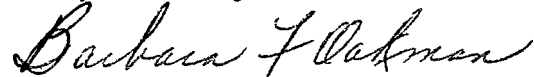
June then announced then conference dates for the next three years:

March 16 - 18, 1978
April 5 - 7, 1979
March 27 - 29, 1980

IV. ADJOURNMENT

Oakman moved adjournment at 10:00 pm.

Respectfully submitted.



Barbara F. Oakman
Secretary, WCRA

These minutes have been approved.

Western College Reading Association

Executive Board Meeting

President Royce Adams called the meeting to order at 9:20 AM. in the Board Room at the Los Angeles Marriott Hotel, Los Angeles, California.

Members present were President Royce Adams, President-Elect Margaret Coda-Messerle, Secretary Barbara Oakman, Treasurer Seymour Prog, immediate Past President June Dempsey.

Non-voting members present were Parliamentarian Loretta Newman, Proceedings Editor Roy Sugimoto, past presidents Frank Christ and Gene Kerstiens.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 9:20 AM.

II. APPROVAL OF MINUTES

Royce requested approval of the minutes from April, 1976. Margaret questioned the wording in the minutes of April 7, 1976, page 9, section VI-C regarding conference credit, June explained that the \$5.00 surcharge was to cover the institute non-credit fee and was returned to WCRA.

Moved (Dempsey), seconded (Coda-Messerle) that the sentence beginning "It was suggested..." be amended to read "It was suggested that careful consideration be given as to which institutions may offer conference credit."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the last sentence of Section VI-V-1 be amended to read "It was also suggested that \$5.00 over and beyond the regular pre-conference institute fee be charged so as to provide funds for WCRA pre-conference Institute costs."

PASSED

→ Moved (Dempsey), seconded (Prog) to add to Section VI-C-1 "Any person participating in any aspect of the conference, with the exception of invited speakers, must be a paid member of WCRA

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the phrase "with approval of the president" be added to the end of Section VI-C-3."

PASSED

Moved (Prog), seconded (Dempsey) that the minutes be approved as amended.

PASSED

III. TREASURER'S REPORT

Seymour submitted the Treasurer's Report as follows:

Balance brought forward (4/5/76) \$19,279.19

INCOME

Conference (incl. <u>Proceedings</u>)	\$3027.00	
<u>Proceedings</u>	747.00	
Conf. Exhibitor	200.00	
Dues	<u>540.00</u>	
		4,514.00
		<u>\$23,793.19</u>

EXPENSES

Conference:

Tours	314.25	
Trophies	53.00	
Prizes	35.00	
U.A. Tuition	506.00	
Tape Recorder	69.95	
Banquet	3,150.15	
Band	150.00	
Coffee, etc.	110.62	
Hosp. Room	<u>60.00</u>	
		4448.97

Proceedings	1316.49	
Newsletter	539.72	
ERIC	40.73	
Placement	110.00	
Board Expense	186.54	
Past President	37.71	
Postage, phone	198.48	
Clerical	225.00	
Refunds	<u>642.00</u>	
		- <u>7,745.64</u>

Balance (Book) \$16,047.55

(ASSETS)

Checking Account--U.C.B.	268.73	
Savings & Loan (including interest posted)	<u>15,836.61</u>	\$16,105.34

Moved (Dempsey), seconded (Coda-Messerle) that Seymour prepare an audit of conference activities.

PASSED

Seymour reported \$14,000.00 income from the Tucson conference.

Seymour mentioned that WCRA, as a non-profit organization, should be sending financial reports to the federal government. June suggested he contact Liz Johnson for the address of WCRA's attorney in order to clarify this matter.

The Board authorized a budget of \$150.00 for the Placement chairperson.

Moved (Prog), seconded (Dempsey) that the Treasurer's Report be accepted.

PASSED

Moved (Oakman), seconded (Dempsey) that copies of all minutes and Treasurer's Reports be sent, by secretary to all state directors in addition to present and past Board members.

PASSED

IV. STATE DIRECTORS

June reported that Jeannette Demicell is being considered for the position of State Director in Canada.

State Director Guidelines were reviewed and the following changes made:

1. State Director will be allowed \$50.00 for phone calls.
2. In second instruction, change "telephone" to "contact."
3. Plan Fall mini-conference for region/state.
4. Consider regional planning for Fall conference.
5. Submit articles to Newsletter.

Moved (Coda-Messerle), seconded, (Adams) that the secretary write to the Newsletter editor, directing her to write to State Directors requesting news, educational articles, etc. from the various state members.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that the secretary write to the placement Chairperson directing her to write to State Directors requesting information about openings in their state/region.

PASSED

Moved (Dempsey), seconded (Oakman) that the President-Elect write to State Directors about the call for papers for annual conference.

PASSED

Moved (Oakman), seconded (Prog) that the changes as discussed be made in the State Director's Guidelines.

PASSED

June will rewrite the Guidelines for State Directors and send them to the Secretary to be attached to the minutes.

V. LEARNING CENTERS

2 → Margaret will send a copy of "Guides to Learning Resource Centers" to all Board members.

As there was no report from the Learning Center committee, discussion was postponed until the next Board meeting.

Gene Kerstiens has the form for the State Director's questionnaire which he will send to June for distribution to all State Directors.

VI. NEWSLETTER

The next deadline is October 15, 1976. Get as much material in as possible.

VII. PROCEEDINGS

Roy Sugimoto, Proceedings editor, reported that there will be an approximate ten percent increase in the cost of publication because of inflation and extra pages. He also reported that we are losing money on the Proceedings at this time. After a brief discussion, it was determined that the loss would benefit WCRA as a non-profit organization and was not so large as to cause concern now.

After discussion, it was decided to have a designed cover, possibly in two colors. Roy Sugimoto was authorized by the Board to agree on a designed cover with the printer, to investigate the cost of color, and to make a decision on it. He will report his decisions to the Board.

Gene Kerstiens remarked that the Proceedings could entertain better quality material. He said that we need more research material in the Proceedings.

The Board agreed that both an abstract of 220 words and a paper would be turned in to the Proceedings editor at the Annual Conference. In order to be considered for publication by the Advisory Board for Publications, papers and abstracts must be turned in on time.

Roy was directed to send a blurb on paper requirements to the Newsletter editor for publications. Margaret was directed to set aside a short period of time at the next annual conference for Roy, the Proceedings Advisory Board, Royce and the presenters to get together.

It was also suggested that there be a page in the annual Proceedings listing the titles of previous Proceedings, their cost, and the address from which to order them.

It was also suggested that the annual Proceedings list all host colleges for the conference.

Moved (Coda-Messerle), seconded (Dempsey) that the tenth annual Proceedings be offered to members before and during the tenth annual conference for \$5.00. After the conference, the cost to members would be \$7.00. The cost of the Proceedings to non-members would be \$7.00 at any time.

PASSED

VIII. GUIDELINES COMMITTEE

The report of the Guidelines Committee appeared in the Spring, 1976 Newsletter. The chairperson was unable to attend this meeting.

It was determined that Royce would call Barbara Tomlinson, Chairperson, regarding the following:

- a. possible changes in committee.
- b. Barbara to call Frank Christ regarding bibliography on Learning Center criteria.
- c. Barbara to call Jon Hagstrom to get a copy of his book, Facilities Planning.
- d. Request Barbara to look at suggested bibliographies and send copies of same to all state directors as a guide to their discussions.

Information regarding guidelines is to be presented to the membership in Denver, 1977. These guidelines could possibly become a separate publication of WCRA.

IX. READABILITY COMMITTEE

There was no report from Jon Hagstrom, Chairperson. Frank Christ reported that a readability formula has been put into computer language.

Moved (Dempsey), seconded (Coda-Messerle) that the President contact Jon Hagstrom and Bob Williams and direct them to have a report on the establishment of a clearing house for readability analysis of instructional materials used in colleges ready for consideration by the Board at the Executive Board meeting prior to the 1977 annual conference for presentation to the general membership at this conference.

PASSED

X. HONORARY BOARD

Discussion of the honorary board was reactivated from the tabling of April 10, 1976.

Gene Kerstiens was asked to clarify his idea. He suggested that if a past president is added to the Board, this person should be given responsibility for a specific task.

Loretta Newman suggested that a past president could be asked to serve on specialized committees but at the same time, the Board should insure membership of younger and newer members of WCRA on the committee in order to gain a blend of ideas rather than rigidity.

The suggestion of an Honorary Board was dismissed by the Executive Board, which chose to take no action at this time.

→ Moved (Coda-Messerle), seconded (Oakman) that we add to the Board of Directors an ex-officio member to be appointed annually by the President to serve for one conference year. The appointee is to be the most recent available previous past president. This motion is to take effect at the final Board meeting of the 1977 conference.

PASSED

XI. PLACEMENT CHAIRPERSON

In Barbara Tomlinson's absence this summer, Sallie Brown acted as interim Placement Chairperson.

Moved (Dempsey), seconded (Coda-Messerle) that the secretary write her a letter of thanks to Sallie for her work.

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the bills incurred by Sallie Brown in her position as interim chairperson be paid.

PASSED

XII. LETTER OF THANKS

Royce read a letter of thanks from Bill Carnahan stating his appreciation of the honors received from WCRA.

XIII. ADJOURNMENT

Moved (Dempsey) to adjourn for lunch at 12:45 pm.

I. CALL TO ORDER

President Royce Adams reconvened the meeting at 1:50 PM.

At this time Charles Vesper of California State University at Long Beach joined us.

II. CONFERENCE BID

→ Charles Vesper presented a conference bid from California State University at Long Beach and Long Beach City College. He stated that Long Beach shows a strong interest from secondary schools, community colleges, Cal State at Long Beach and UC at Irvine.

III. HISTORIAN

At the Anaheim conference there was a discussion on the establishment of an archivist or historian position. Royce was instructed at that time to contact Gene Kerstiens to determine if he was interested in serving in this position.

Gene said he appointed Mary Cunningham as archivist in 1972. She has much material from the early days of WCRA.

Mary's status needs to be resolved. The Board agreed to contact Mary Cunningham and Liz Johnson to seek retrieval of the material.

Gene Kerstiens agreed to work with whoever is appointed as historian for one year from September 1976 to September 1977.

Moved (Dempsey), seconded (Coda-Messerle) that the Board appoint, for one year, Gene Kerstiens and Frank Christ to be co-chairpersons of a committee to begin retrieval of materials relative to the founding of WCRA.

PASSED

The President was directed by the Board to follow through on this, in particular to contact Mary and Liz.

Moved (Prog), seconded (Coda-Messerle) that the Board establish a position of archivist for WCRA to be appointed yearly by the President.

PASSED

Gene Kerstiens and Frank Christ were requested to set guidelines for the archivists, to work with the individual for one year, and to help in the retrieval of necessary materials.

IV. CONFERENCE SITES

There was a discussion on various sites for the annual conference as well as for post-conference activities. Frank Christ suggested Hawaii be used as a post-conference site but said he was hesitant about Hawaii for the actual conference.

June presented the list of bidders and their preferred dates as follows:

- 1978 - 79 - 80: Long Beach, California
Chris ~~Vesper~~, SCULB and John ~~Geyer~~, LBCC,)
as co-managers *(all changed subsequently)*
- 1978 - 79 - 80 San Francisco, California
Rose Wassman
- 1978 Honolulu, Hawaii
Nancy Higa and Liz d'Argy
- 1981 - 1982 Bids may be coming in from Las Vegas
and/or Dallas
Irv Joffe has agreed to work with the
Las Vegas people if they are selected

Moved (Coda-Messerle), seconded (Dempsey) that we accept Long Beach City College's and California State University at Long Beach's bid for the 1978 conference subject to receipt of institutional letters of support.

PASSED

- X (Margaret amended this motion with June's approval to include that John Geyer, LBCC, and Chris Vesper, CSULB, be named as co-managers of this conference.

PASSED

- X (Margaret recommended that Chris and John contact Jane Caldwell at UC, Irvine, for additional help and support.

Moved (Dempsey), seconded (Prog) that Leeward Community College or the University of Hawaii be selected as host college, with Honolulu as the conference site for 1979, and that Nancy Higa and Liz d'Argy be named as co-managers.

PASSED

June amended the above motion with Seymour's agreement to include at the end of the motion "...subject to receipt of institutional support and co-manager support for 1979."

PASSED

Moved (Dempsey), seconded (Prog) that DeAnza Community College be selected for the host institution for the 1980 conference to be held in the San Francisco Bay Area, subject to receipt of letters of institutional support, and that Rose Wassman of DeAnza be named as conference managers.

PASSED

June suggested that San Francisco be used as a backup site for the 1979 conference, if needed. She will write to the above conference managers regarding site and date selection as approved by the Board.

Moved (Dempsey), seconded (Coda-Messerle) that we accept Hawaii's proposal to hold post-conference institutes on a neighboring island of their choice.

PASSED

V. GUIDELINES FOR SUBMITTING A FORMAL PROPOSAL FOR A CONFERENCE

Moved (Coda-Messerle), seconded (Oakman) that in Section VI-2, item J be eliminated and the following items be relettered.

PASSED

Moved (Coda-Messerle), seconded (Oakman) that in VI-2-0 the word "group" be changed to "ground".

PASSED

Moved (Coda-Messerle), seconded (Oakman) that in Section VI-2-S the word "Co-chairpersons" be changed to "chairperson(s)"; also, to add the words "if possible" after the word "President".

RESCINDED

Moved (Dempsey), seconded (Prog) that Section VI-2-U be changed to read: "Select Exhibits chairperson(s) who will arrange for exhibitors tables, tablecloths, and chairs."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that in Section VI-3 the words "for all aspects of the program" be used in place of "for the conference program".

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that a "q" be added to Section VI-3 reading "Selecting evaluation chairperson(s)."

PASSED

Moved (Coda-Messerle), seconded (Oakman) that an "r" be added to Section VI-3 reading "Selecting chairpersons of program events as needed."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that Section VI-3-L be amended to read "Planning Pre or Post Conference meetings."

PASSED

Moved (Coda-Messerle), seconded (Prog) that Section VI-3-H be changed to "Selecting Section Chairpersons and Discussion Leaders."

PASSED

Moved (Dempsey), seconded (Oakman) that in Section VI-3-N the word "needs" be changed to "requires"

PASSED

7 (It was agreed that Royce would send the secretary a list of presidential duties regarding the conference to be included in the new Guidelines.

Moved (Dempsey), seconded (Coda-Messerle) that Barbara Oakman, Secretary, be given authorization to rearrange the lists under Section VI-2 and VI-3 of the Guidelines for Submitting a Conference Proposal, as revised April, 1976, and further revised September 18, 1976, in chronological order.

PASSED

VI. 1976 CONFERENCE

Barbara Oakman turned in the co-manager's report on the 1976 Conference in Tucson, Arizona.

Moved (Dempsey), seconded (Prog) that the report of the WCRA Conference in Tucson, Arizona, 1976, as written by Louise S. Haugh and edited by Barbara F. Oakman be accepted.

PASSED

Moved (Dempsey), seconded (Prog) that the changes made as discussed on pages 1 and 2 of the Conference Guidelines be adopted.

PASSED

VII. CAMERA

Moved (Dempsey), seconded (Prog) that WCRA buy a high quality Poloroid-type camera and film, at a cost not to exceed \$200.00. This camera must be capable of taking both black and white and color photos.

PASSED

Royce requested Jim Oakman to purchase the camera and film.

Moved (Dempsey), seconded (Oakman) that the President be given the authority to select an official photographer.

PASSED

VIII. IRA SIMULATED VISITS

June read a letter she received from Gabriel Read of Miami-Dade, requesting that we co-sponsor simulated visits at the IRA Conference in Miami in 1977. This would involve advertising for them in the Newsletter. In return, they would provide space for WCRA to present the Newsletter and the Proceedings.

There was discussion on the need to have WCRA attendance at national reading meetings. It was felt that there should be more interchange with other reading organizations. The intention of the interchange should be communication and cooperation.

Moved (Dempsey), seconded (Coda-Messerle) that we agree to co-sponsor the IRA Two-year College SIG Simulated Visits at the IRA Convention in Miami Beach, 1977; that we publicize this meeting in our Newsletter, and that we display our Proceedings and brochures.

PASSED

→ (It was further moved (Dempsey), seconded (Prog) that in the event that no Board member or past president is being funded by his/her institution to attend the IRA annual conference, the WCRA Board will authorize payment of the delegate's expenses.

PASSED

IX. FIRST AND SECOND VICE PRESIDENT

A discussion took place considering the advisability of having a first and second vice-president instead of a president-elect. This would give an individual a year's experience on the Board prior to becoming Program Chairman for the annual conference. However, this would mean that the individual would be active for five years instead of the present three.

This is a Constitutional change which has not been sent in to the Newsletter for publication.

This idea was left as a discussion to be brought up again. It was suggested that this topic be presented for discussion in "Revolutionizing WCRA" sessions at the Denver conference.

X. NOMINEES

Moved (Dempsey), seconded (Oakman) that nominees for all offices be invited to attend all pre-conference Board meetings.

PASSED

XI. BOARD MEETINGS

Royce announced that subject to change, Board meetings at the Denver Conference would be held Tuesday night, all day Wednesday, Wednesday night and Saturday afternoon.

XII. LEARNING CENTER REPORT

Loretta Newman reported that in California, learning centers are being taken over by librarians. She commented that there are two approaches; the humanistic approach vs. the instructional media approach. The California State Code specifically states that libraries are learning centers. Tutorial centers, alternative learning centers, writing labs, etc. will be under the control of librarians who may or may not have backgrounds in reading.

It was suggested that Margaret, as Program Chairperson, look for people on both sides of this issue for a possible program presentation.

XIII. ADJOURNMENT

Moved (Dempsey) adjournment at 6:25 pm.

Respectfully submitted,
Barbara F. Oakman
Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

I. CALL TO ORDER

President Royce Adams reconvened the meeting on September 19, 1976 at 9:15 AM.

Present were President Royce Adams, President-Elect Margaret Coda-Messerle, Secretary Barbara Oakman, Treasurer Seymour Prog, and Past-President June Dempsey.

II. NOMINATING COMMITTEE

There was no report from this committee at this time.

III. INSPECTION FOR PURPOSES OF CONFERENCE PLANNING

Hawaii? Discussion took place as to whom should visit sites for purposes of conference planning. It was determined that either the president or the past-president should accompany the president-elect as either of these individuals would have the expertise necessary in conference planning.

IV. SITE SELECTION

Site selection should be done two or three years in advance in order to allow WCRA to pick the best hotels for our purposes. The President signs the contract for the hotel. When the time comes, the President-Elect works the conference program around the selected hotel. This is a matter where the experience of the past-president is of extreme importance. *2*

Even though site selection is done in advance, the President should sign contracts that are as firm as possible. Most hotels will give guaranteed rates one year in advance. Contracts signed for a longer period of time usually can guarantee a certain percentage of inflation to cover possible rising costs.

At the present time, June will contact possible conference managers and will set up contracts for Royce to sign.

h June suggested that if the term of the past-president is extended, the second year should be devoted to site selection activities.

The Board would consider paying the way of the site selector upon this individual presenting the Board with appropriate paper work listing possible conference manager(s), automatically a WCRA member, proof of contact with the local convention bureau, listing hotels, etc., and the costs of the trip.

Moved (Dempsey), seconded (Coda-Messerle) that the duties of the ex-officio past-president include conference site selection as authorized by the Board. /?

PASSED

*offer
then
Sept. 2
mid-
would
been* { The Board discussed the possibilities of having a special conference board meeting to include all voting members of the Board, the Newsletter editor, and the conference manager(s). Since the President has the authority to call any extra meetings of the Board, it was determined that no further action need be taken at this time, and this matter was left to the President's discretion.

V. 1977 CONFERENCE REPORT

Margaret presented her Conference report for the 1977 Annual Conference in Denver.

Theme will be "Personalizing Learning Systems: Ecologies and Strategies".

The second call for papers will be in the October 15 Newsletter, along with a brief blurb on the conference itself. The Fall issue will contain blurbs on chairpersons managers, and third call to papers. The Spring issue will be a full-blown Conference issue.

Registration

Registration will be held on the mezzanine above the lobby. There will be a phone nearby for messages. The hotel will not act as a message center for WCRA participants. Meeting rooms are also on the mezzanine. Elaine and Natalie will contact Seymour regarding registration procedure.

Barbara was directed to draft a letter from WCRA to Pat Hockett, Sales Representative of the Cosmopolitan Hotel, giving her the names of authorized signers for WCRA. These names will be Seymour Prog and Margaret Coda-Messerle. Copies of this letter will be sent to Seymour and Margaret.

Program

Dennis Gabriel has been asked to be chairperson for the simulated visits. There will be a time set aside for both simulated visits and the publisher's exhibits. Exhibits chairperson will be requested to write up a report and evaluation on the exhibits as well as exhibitors' ideas on Hawaii as a conference site.

Gene Kerstiens will present a section on "WCRA: What is it? Where is it going?" This section will include the history of WCRA, the duties of each officer, what the Board does, how nominations are made.

Moved (Coda-Messerle), seconded (Dempsey) that the tentative budget of the President-elect for the Tenth Annual Conference be approved.

PASSED

Barbara Tomlinson will present a section on "Guidelines."

John and Bob Williams will present a section on the "Readability Clearing House".

Board members, probably Royce and June, will present a section on "Where do we go from here?"

Jon Hagstrom has been asked to be the WCRA keynote speaker. As yet, he has not replied. Dr. K. Patricia Cross has been requested to be the non-WCRA keynote speaker; her topic will be "Ecological Systems in Higher Education." She, also, has not yet replied.

Deposits \$ { Moved (Coda-Messerle), seconded (Prog) that WCRA pay for the non-WCRA keynote speaker's transportation (equivalent to coach airfare) one night's lodging, meals as necessary, and honorarium of \$150.00 from Account A which reflects the interest earned on bank deposits.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that WCRA pay an honorarium of \$150.00 to a WCRA keynote speaker. This sum will be taken from Account A which reflects the interest earned on bank deposits.

PASSED

Publisher's Exhibits

There will be a continental breakfast with the publishers' exhibits.

Complimentary banquet tickets, 2 per exhibitor as needed, will be given to exhibitors.

Money from publishers will be used to ehlp finance the Annual Conference.

Hospitality

The duties of the Hospitality chairperson will include:

1. making signs as necessary
2. greeting people at registration desk

Hospitality Suite will be open Wednesday, Thursday and Friday nights.

VI. MISCELLANEOUS

Moved (Dempsey), seconded (Oakman) that WCRA authorize the treasurer to pay all bills connected with this Board Meeting.

PASSED

Margaret presented her bills for her Denver site inspection trip.

Moved (Dempsey), seconded (Oakman) that WCRA pay the bills of the president-elect connected with her site inspection trip to Denver of \$197.25.

PASSED

Moved (Dempsey), seconded (Coda-Messerle) to amend previous policy statement regarding travel to read "ground transportation at the rate of 15¢ per mile."

PASSED

VII. ADJOURNMENT

Moved (Dempsey) to adjourn the meeting at 1:40 pm.

Respectfully submitted,

Barbara F. Oakman

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

4. p. 17a

Los Angeles, California
September 17, 1976

Western College Reading Association

Executive Board Meeting

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I. CALL TO ORDER

President Royce Adams called the meeting to order at 7:34 p.m.

II. PURPOSE OF MEETING

Royce announced that the purpose of this meeting was to receive information from people on travel, tours, and possible conference sites.

III. SUMMARY OF MEETING

The first representative was Bruce Monfette of Program Services, Inc., who discussed his relationship between his tax business, Program Services, Inc., and WCRA conferences and study tours in terms of tax-deductibility.

He stressed the keys to tax deductibility are planning and control throughout the activity. Conferences can be carefully planned so that everything is related to teaching activities and therefore deductible.

Mr. Monfette said he could give advice on the tax aspects of our conferences for a fee, dependent on the amount of time he put in, or he could put together an entire package for us and the fee would come out of the total cost of the package. In reality, he is marketing a combined tax advising agency and travel agency.

June Dempsey then introduced Rain Dessayer, Director of Sales, Western Region, Group Travel Unlimited, Inc., and William Gough, Jr., Regional Manager of Hawaiian Airlines. Both Rain and Bill spoke to the feasibility of holding a conference in Hawaii.

June then read a letter from Leeward Community College, offering to host the WCRA Conference for 1978, as well as one from Nancy Higa and Liz d'Argy, offering to serve as co-managers for this conference. In their letter, Nancy and Liz made some recommendations. Leeward Community College is unable to give any financial support to the Conference at this time.

Recommendations made by Nancy and Liz are:

- 1) Group Travel Unlimited, Inc. to handle all travel arrangements.
- 2) Sheraton-Waikiki (Honolulu) as conference site.
- 3) Kona Hilton (on Hawaii) as site of post-conference meetings and workshops.

Rain then presented several different travel packages:

- 1) one-stop charter: 7 nights (one comp ticket for every 40 sold)
- 2) PLAN A: Conference attendance only
PLAN B: Conference followed by workshop in Kona
PLAN C: Conference followed by workshop in Kona and short educational trip to Maui.
With any of these plans there would be one comp ticket for every 15 tickets sold.

Rain also explained everything her group would be responsible for if our conference were to be in Hawaii. Since airlines are not allowed to give free tickets directly to a passenger, the individual would pay for his ticket and be reimbursed upon his arrival at the hotel. This reimbursement must, by law, be made to the individual rather than the organization.

June mentioned that the Executive Board could establish a policy that reimbursement would be turned over to the organization with the possibility of free tickets being used for keynote speakers. There was concurrence from the Board members although no formal motion was presented at this time.

In the discussion, it was brought out that Group Travel Unlimited, Inc. would handle the total package for each member, including all travel reservations, hotels, luggage, reservations, registration fee.

Bill Gough explained how all air lines are under the Federal Air Traffic Control Act and that what affects one airline affects them all.

On a charter flight there would be one comp ticket given for every 40 sold; on Plans A, B, or C, there would be one comp ticket for every 15 sold. Hawaiian Airlines could also provide entertainment upon written request of the organization.

June then announced the conference dates for the next three years:

March 16 - 18, 1978
April 5 - 7, 1979
March 27 - 29, 1980

IV. ADJOURNMENT

Oakman moved adjournment at 10:00 A.M.

Respectfully submitted,

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Los Angeles, California
September 18, 1976

Western College Reading Association

Executive Board Meeting

Extra

President Royce Adams called the meeting to order at 9:20 A.M. in the Board Room at the Los Angeles Marriott Hotel, Los Angeles, California.

Members present were President Royce Adams, President-Elect Margaret Coda-Messerle, Secretary Barbara Oakman, Treasurer Seymour Prog, Immediate Past President June Dempsey.

Non-voting members present were Parliamentarian Loretta Newman, Proceedings Editor Roy Sugimoto, past presidents Frank Christ and Gene Kerstiens.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 9:20 A.M.

II. APPROVAL OF MINUTES

Royce requested approval of the minutes from April, 1976. Margaret questioned the wording in the minutes of April 7, 1976, page 9, section VI-C regarding conference credit. June explained that the \$5.00 surcharge was to cover the institute non-credit fee and was returned to WCRA.

Moved (Dempsey), seconded (Coda-Messerle) that the sentence beginning "It was suggested..." be amended to read "It was suggested that careful consideration be given as to which institutions may offer conference credit."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the last sentence of Section VI-C-1 be amended to read "It was also suggested that \$5.00 over and beyond the regular pre-conference institute fee be charged so as to provide funds for WCRA pre-Conference Institute costs."

PASSED

Moved (Dempsey), seconded (Prog) to add to Section VI-C-1 "Any person participating in any aspect of the conference, with the exception of invited speakers, must be a paid member of WCRA."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the phrase "with the approval of the president" be added to the end of Section VI-C-3.

PASSED

Moved (Prog), seconded (Dempsey) that the minutes be approved as amended.

PASSED

III. TREASURER'S REPORT

Seymour submitted the Treasurer's Report as follows:

Balance brought forward (4/5/76) \$19,279.19
INCOME

Conference (incl. <u>Proceedings</u>)	\$3027.00	
<u>Proceedings</u>	747.00	
Conf. Exhibitor	200.00	
Dues	<u>540.00</u>	4,514.00
		<u>\$23,793.19</u>

EXPENSES

Conference:		
Tours	314.25	
Trophies	53.00	
Prize	35.00	
U.A. Tuition	506.00	
Tape Recorder	69.95	
Banquet	3,150.15	
Band	150.00	
Coffee, etc.	110.62	
Hosp. Room	<u>60.00</u>	4448.97
Proceedings		1316.49
Newsletter		539.72
ERIC		40.73
Placement		110.00
Board Expense		186.54
Past President		37.71
Postage, phone		198.48
Clerical		220.00
Refunds		<u>642.00</u>
		<u>- 1,745.64</u>

BALANCE (Book) \$16,047.55

(ASSETS)

Checking Account--U.C.B.	\$ 268.73	
Savings & Loan (including interest posted)	<u>15836.61</u>	\$16,105.34

Moved (Dempsey), seconded (Coda-Messerle) that Seymour prepare an audio of conference activities.

PASSED

Seymour reported \$14,000.00 income from the Tucson conference.

Seymour mentioned that WCRA, as a not-profit organization, should be sending financial reports to the federal government. June suggested he contact Liz Johnson for the address of WCRA's attorney in order to clarify this matter.

The Board authorized a budget of \$150.00 for the Placement chairperson.

Moved (Prog), seconded (Dempsey) that the Treasurer's Report be accepted.

PASSED

Moved (Oakman), seconded (Dempsey) that copies of all minutes and treasurer's reports be sent, by the secretary, to all state directors in addition to present and past Board members.

PASSED

IV. STATE DIRECTORS

June reported that Jeannette Demicell is being considered for the position of State Director in Canada.

State Director Guidelines were reviewed and the following changes made:

1. State Director will be allowed \$50.00 for phone calls.
2. In second instruction, change "telephone" to "contact."
3. Plan Fall mini-conference for region/state.
4. Consider regional planning for Fall conference.
5. Submit articles to Newsletter.

Moved (Coda-Messerle), seconded (Adams) that the secretary write to the Newsletter editor, directing her to write to State Directors requesting news, educational articles, etc. from the various state members.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that the secretary write to the placement Chairperson directing her to write to State Directors requesting information about openings in their state/region.

PASSED

Moved (Dempsey), seconded (Oakman) that the President-Elect write to State Directors about the call for papers for the annual conference.

PASSED

Moved (Oakman), seconded (Prog) that the changes as discussed be made in the State Directors' Guidelines.

PASSED

June will rewrite the Guidelines for State Directors and send them to the Secretary to be attached to the minutes.

V. LEARNING CENTERS

Margaret will send a copy of "Guides to Learning Resource Centers" to all Board members.

As there was no report from the Learning Center committee, discussion was postponed until the next Board meeting.

Gene Kerstiens has the form for the State Director's questionnaire which he will send to June for distribution to all State Directors.

VI. NEWSLETTER

The next deadline is October 15, .976. Get as much material in as possible.

VII. PROCEEDINGS

Roy Sugimoto, Proceedings editor, reported that there will be an approximate ten percent increase in the cost of publication because of inflation and extra pages. He also reported that we are losing money on the Proceedings at this time. After a brief discussion, it was determined that the loss would benefit WCRA as a non-profit organization and was not so large as to cause concern now.

After discussion, it was decided to have a designed cover, possibly in two colors. Roy Sugimoto was authorized by the Board to agree on a designed cover with the printer, to investigate the cost of color, and to make a decision on it. He will report his decisions to the Board.

Gene Kerstiens remarked that the Proceedings could entertain better quality material. He said that we need more research material in the Proceedings.

The Board agreed that both an abstract of 220 words and a paper would be turned in to the Proceedings editor at the Annual Conference. In order to be considered for publication by the Advisory Board for Publications, papers and abstracts must be turned in on time.

Roy was directed to send a blurb on paper requirements to the Newsletter editor for publication. Margaret was directed to set aside a short period of time at the next annual conference for Roy, the Proceedings Advisory Board, Royce and the presenters to get together.

It was suggested that there be a page in the annual Proceedings listing the titles of previous Proceedings, their cost, and the address from which to order them.

It was also suggested that the annual Proceedings list all host colleges for the conference.

Moved (Coda-Messerle), Seconded (Dempsey) that the tenth annual Proceedings be offered to members before and during the tenth annual conference for \$5.00. After the conference, the cost to members would be \$7.00. The cost of the Proceedings to non-members would be \$7.00 at any time.

PASSED

VIII. GUIDELINES COMMITTEE

The report of the Guidelines Committee appeared in the Spring, 1976 Newsletter. The chairperson was unable to attend this meeting.

It was determined that Royce would call Barbara Tomlinson, chairperson, regarding the following:

- a) possible changes in committee
- b) Barbara to call Frank Christ regarding bibliography on Learning Center criteria
- c) Barbara to call Jon Hagstrom to get a copy of his book, Facilities Planning
- d) Request Barbara to look at suggested bibliographies and send copies of same to all state directors as a guide to their discussions.

Information regarding guidelines is to be presented to the membership in Denver, 1977. These guidelines could possibly become a separate publication of WCRA.

IX. READABILITY COMMITTEE

There was no report from Jon Hagstrom, chairperson. Frank Christ reported that a readability formula has been put into computer language.

Moved (Dempsey), seconded (Coda-Messerle) that the President contact Jon Hagstrom and Bob Williams and direct them to have a report on the establishment of a clearing house for readability analysis of instructional materials used in colleges ready for consideration by the Board at the Executive Board Meeting prior to the 1977 annual conference for presentation to the general membership at this conference.

PASSED

X. HONORARY BOARD

Discussion of the honorary board was reactivated from the tabling of April 10, 1976.

Gene Kerstiens was asked to clarify his idea. He suggested that if a past president is added to the Board, this person should be given responsibility for a specific task.

Loretta Newman suggested that a past president could be asked to serve on specialized committees but at the same time, the Board should insure membership of younger and newer members of WCRA on the committees in order to gain a blend of ideas rather than rigidity.

The suggestion of an Honorary Board was dismissed by the Executive Board, which chose to take no action at this time.

Moved (Coda-Messerle), seconded (Oakman) that we add to the Board of Directors an ex-officio member to be appointed annually by the President to serve for one conference year. The appointee is to be the most recent available previous past president. This motion is to take effect at the final Board meeting of the 1977 Conference.

PASSED

XI. PLACEMENT CHAIRPERSON

In Barbara Tomlinson's absence this summer, Sallie Brown acted as interim Placement Chairperson.

Moved (Dempsey), seconded (Coda-Messerle) that the secretary write her a letter of thanks to Sallie for her work.

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the bills incurred by Sallie Brown in her position as interim chairperson be paid.

PASSED

XII. LETTER OF THANKS

Royce read a letter of thanks from Bill Carnahan stating his appreciation of the honors received from WCRA.

XIII. ADJOURNMENT

Moved (Dempsey) to adjourn for lunch at 12:45 P.M.

I. CALL TO ORDER

President Royce Adams reconvened the meeting at 1:50 P.M.

At this time Charles Vesper of California State University at Long Beach joined us.

II. CONFERENCE BID

Charles Vesper presented a conference bid from California State University at Long Beach and Long Beach City College. He stated that Long Beach shows a strong interest from secondary schools, community colleges, Cal State at Long Beach and UC at Long Beach.

III. HISTORIAN

At the Anaheim conference there was a discussion on the establishment of an archivist or historian position. Royce was instructed at that time to contact Gene Kerstiens to determine if he was interested in serving in this position.

Gene said he appointed Mary Cunningham as archivist in 1972. She has much material from the early days of WCRA.

Mary's status needs to be resolved. The Board agreed to contact Mary Cunningham and Liz Johnson to seek retrieval of the material.

Gene Kerstiens agreed to work with whoever is appointed as historian for one year from September 1976 to September 1977.

Moved (Dempsey), seconded (Coda-Messerle) that the Board appoint, for one year, Gene Kerstiens and Frank Christ to be co-chairpersons of a committee to begin retrieval of materials relative to the founding of WCRA.

PASSED

The President was directed by the Board to follow through on this, in particular to contact Mary and Liz.

Moved (Prog), seconded (Coda-Messerle) that the Board establish a position of archivist for WCRA to be appointed yearly by the President.

PASSED

Gene Kerstiens and Frank Christ were requested to set guidelines for the archivists, to work with the individual for one year, and to help in the retrieval of necessary materials.

IV. CONFERENCE SITES

There was a discussion on various sites for the annual conferences as well as for post-conference activities. Frank Christ suggested Hawaii be used as a post-conference site but said he was nesitant about Hawaii for the actual conference.

June presented the list of bidders and their preferred dates as follows:

- 1978 - 79- 80: Long Beach, California
Chris Vesper, CSULB and John Geyer, LBCC,
as co-managers
- 1978 - 79- 80 San Francisco, California
Rose Wassman
- 1978 Honolulu, Hawaii
Nancy Higa and Liz d'Argy
- 1981 - 1982 Bids may be coming in from Las Vegas
and/or Dallas
Irv Joffe has agreed to work with the
Las Vegas people if tney are selected

Moved (Coda-Messerle), seconded (Dempsey) that we accept Long Beach City College's and California State University at Long Beach's bid for the 1978 conference subject to receipt of institutional letters of support.

PASSED

Margaret amended this mtion with June's approval to include that John Geyer, LBCC, and Chris Vesper, CSULB, be named as co-managers of this conference.

PASSED

Margaret recommended that Chris and John contact Jane Caldwell at UC, Irvine, for additional help and support.

Moved (Dempsey), seconded (Prog) that Leeward Community College of the University of Hawaii be selected as host college, with Honolulu as the conference site for 1979, and that Nancy Higa and Liz d'Argy be named as co-managers.

PASSED

June amended the above motion with Seymour's agreement to include at the end of the motion "...subject to receipt of institutional support and co-managers' support for 1979."

PASSED

Moved (Dempsey), seconded (Prog) that DeAnza Community College be selected for the host institution for the 1980 conference to be held in the San Francisco Bay Area, subject to receipt of letters of institutional support, and that Rose Wassman of DeAnza be named as conference managers.

PASSED

June suggested that San Francisco be used as a backup site for the 1979 conference, if needed. She will write to the above conference managers regarding site and date selection as approved by the Board.

Moved (Dempsey), seconded (Coda-Messerle) that we accept Hawaii's proposal to hold post-conference institutes on a neighboring island of their choice.

PASSED

V. GUIDELINES FOR SUBMITTING A FORMAL PROPOSAL FOR A CONFERENCE

Moved (Coda-Messerle), seconded (Oakman) that in Section VI - 2, item J be eliminated and the following items be relettered.

PASSED

Moved (Coda-Messerle), seconded (Oakman) that in VI - 2 - 0 the word "group be changed to "ground."

PASSED

Moved (Coda-Messerle), Seconded (Oakman) that in Section VI - 2 - S the word "Co-chairpersons" be changed to chairperson(s)"; also, to add the words "if possible" after the word "President."

RESCINDED

Moved (Dempsey), seconded (Prog) that Section VI - 2 - U be changed to read: Select Exhibits chairperson(s) who will arrange for exhibitors' tables, tablecloths, and chairs."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that in Section VI - 3 the words "for all aspects of the program" be used in place of "for the conference program."

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that a "q" be added to Section VI - 3 reading "Selecting evaluation chairperson(s)."

PASSED

Moved (Coda-Messerle), seconded (Oakman) that an "r" be added to Section VI - 3 reading "Selecting chairpersons of program events as needed."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that Section VI - 3 - L be amended to read "Planning Pre or Post Conference meetings."

PASSED

Moved (Coda-Messerle), seconded (Prog) that Section VI - 3 - H be changed to "Selecting Section Chairpersons and Discussion Leaders."

PASSED

Moved (Dempsey), seconded (Oakman) that in Section VI - 3 - N the word "needs" be changed to "requests."

PASSED

It was agreed that Royce would send the secretary a list of presidential duties regarding the conference to be included in the new Guidelines.

Moved (Dempsey), seconded (Coda-Messerle) that Barbara Oakman, secretary, be given authorization to rearrange the lists under Section VI - 2 and VI - 3 of the Guidelines for Submitting a Conference Proposal, as revised April 1976, and further revised September 18, 1976, in chronological order.

PASSED

VI. 1976 CONFERENCE

Barbara Oakman turned in the co-managers' report of the 1976 Conference in Tucson, Arizona.

Moved (Dempsey), seconded (Prog) that the report of the WCRA Conference in Tucson, Arizona, 1976, as written by Louise S. Haug and edited by Barbara F. Oakman be accepted.

PASSED

Moved (Dempsey), seconded (Prog) that the changes made as discussed on pages 1 and 2 of the Conference Guidelines be adopted.

PASSED

VII. CAMERA

Moved (Dempsey), seconded (Prog) that WCRA buy a high quality Poloroid-type camera and film, at a cost not to exceed \$200.00. This camera must be capable of taking both black and white and color photos.

PASSED

Royce requested Jim Oakman to purchase the camera and film.

Moved (Dempsey), seconded (Oakman) that the President be given the authority to select an official photographer.

PASSED

VIII. IRA SIMULATED VISITS

June read a letter she received from Gabriel Read of Miami-Dade, requesting that we co-sponsor simulated visits at the IRA Conference in Miami in 1977. This would involve advertising for them in the Newsletter. In return, they would provide space for WCRA to present the Newsletter and the Proceedings.

There was discussion on the need to have WCRA attendance at national reading meetings. It was felt that there should be more interchange with other reading organizations. The intention of the interchange should be communication and cooperation.

Moved (Dempsey), seconded (Coda-Messerle) that we agree to co-sponsor the IRA Two-year College SIG Simulated Visits at the IRA Convention in Miami Beach, 1977; that we publicize this meeting in our Newsletter, and that we display our Proceedings and brochures.

PASSED

It was further moved (Dempsey), seconded (Prog) that in the event that no Board member or past president is being funded by his/her institution to attend the IRA annual conference, the WCRA Board will authorize payment of the delegate's expenses.

PASSED

IX. FIRST AND SECOND VICE-PRESIDENT

A discussion took place considering the advisability of having a first and second vice-president instead of a president-elect. This would give an individual a year's experience on the Board prior to becoming Program Chairman for the annual conference. However, this would mean that the individual would be active for five years instead of the present three.

This is a Constitutional change which has not been sent in to the Newsletter for publication.

This idea was left as a discussion to be brought up again. It was suggested that this topic be presented for discussion in "Revolutionizing WCRA" sessions at the Denver conference.

X. NOMINEES

Moved (Dempsey), seconded (Oakman) that nominees for all offices be invited to attend all pre-conference Board meetings.

PASSED

XL. BOARD MEETINGS

Royce announced that subject to change, Board meetings at the Denver Conference would be held Tuesday night, all day Wednesday, Wednesday night and Saturday afternoon.

XII. LEARNING CENTER REPORT

Loretta Newman reported that in California, learning centers are being taken over by librarians. She commented that there are two approaches: the humanistic approach vs. the instructional media approach. The California State Code specifically states that libraries are learning centers. Tutorial centers, alternative learning centers, writing labs, etc. will be under the control of librarians who may or may not have backgrounds in reading.

It was suggested that Margaret, as Program Chairman, look for people on both sides of this issue for a possible program presentation.

XIII. ADJOURNMENT

Moved (Dempsey) adjournment at 6:25 P.M.

Respectfully submitted,

Barbara F. Oakman
Secretary, WCRA

Executive Board Meeting

Extra

I. CALL TO ORDER

President Royce Adams reconvened the meeting on September 19, 1976 at 9:15 A.M.

Present were President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, Treasurer Seymour Prog, and Past-President June Dempsey.

II. NOMINATING COMMITTEE

There was no report from this committee at this time.

III. INSPECTION FOR PURPOSES OF CONFERENCE PLANNING

Discussion took place as to whom should visit sites for purposes of conference planning. It was determined that either the president or the past-president should accompany the president-elect as either of these individuals would have the expertise necessary in conference planning.

IV. SITE SELECTION

Site selection should be done two or three years in advance in order to allow WCRA to pick the best motels for our purposes. The President signs the contract for the motel. When the time comes, the President-elect works the conference program around the selected motel. This is a matter where the experience of the past-president is of extreme importance.

Even though site selection is done in advance, the President should sign contracts that are as firm as possible. Most motels will give guaranteed rates one year in advance. Contracts signed for a longer period of time usually can guarantee a certain percentage of inflation to cover possible rising costs.

At the present time, June will contact possible conference managers and will set up contracts for Royce to sign.

June suggested that if the term of the past-president is extended, the second year should be devoted to site selection activities.

The Board would consider paying the way of the site selector upon this individual presenting the Board with appropriate paper work listing possible conference manager(s), automatically a WCRA member, proof of contact with the local convention bureau, listing hotels, etc., and the costs of the trip.

Moved (Dempsey), seconded (Coda-Messerle) that the duties of the ex-officio past-president include conference site selection as authorized by the Board.

PASSED

The Board discussed the possibilities of having a special conference board meeting to include all voting members of the Board, the Newsletter editor, and the conference manager(s). Since the President has the authority to call any extra meetings of the Board, it was determined that no further action need be taken at this time, and this matter was left to the President's discretion.

V. 1977 CONFERENCE REPORT

Margaret presented her Conference report for the 1977 Annual Conference in Denver.

Theme will be "Personalizing Learning Systems: Ecologies and Strategies."

The second call for papers will be in the October 15 Newsletter, along with a brief blurb on the conference itself. The Fall issue will contain blurbs on chairpersons, managers, and a third call to papers. The Spring issue will be a full-blown Conference issue.

Registration

Registration will be held on the mezzanine above the lobby. There will be a phone nearby for messages. The hotel will not act as a message center for WCRA participants. Meeting rooms are also on the mezzanine. Elaine and Natalie will contact Seymour regarding registration procedures.

Barbara was directed to draft a letter from WCRA to Pat Hockett, Sales Representative of the Cosmopolitan Hotel, giving her the names of authorized signers for WCRA. These names will be Seymour Prog and Margaret Coda-Messerle. Copies of this letter will be sent to Seymour and Margaret.

Program

Dennis Gabriel has been asked to be chairperson for the simulated visits. There will be a time set aside for both simulated visits and the publishers' exhibits. Exhibits chairperson will be requested to write up a report and evaluation on the exhibits as well as exhibitors' ideas on Hawaii as a conference site.

Gene Kerstiens will present a section on "WCRA: What is it? Where is it going?" This section will include the history of WCRA, the duties of each officer, what the Board does, how nominations are made.

VI. MISCELLANEOUS

Moved (Dempsey), seconded (Oakman) that WCRA authorize the treasurer to pay all bills connected with this Board meeting.

PASSED

Margaret presented her bills for her Denver site inspection trip.

Moved (Dempsey), seconded (Oakman) that WCRA pay the bills of the president-elect connected with her site inspection trip to Denver of \$197.25.

PASSED

Moved (Dempsey), seconded (Coda-Messierle) to amend previous policy statement regarding travel to read "ground transportation at the rate of 15¢ per mile.

PASSED

VII. ADJOURNMENT

Moved (Dempsey) to adjourn the meeting at 1:40 P.M.

Respectfully submitted,

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Barbara Tomlinson will present a section on "Guidelines."

John and Bob Williams will present a section on the "Readability Clearing House."

Board members, probably Royce and June, will present a section on "where do we go from here?"

Jon Hagstrom has been asked to be the WCRA keynote speaker. As yet, he has not replied. Dr. K. Patricia Cross has been requested to be the non-WCRA keynote speaker; her topic will be "Ecological Systems in Higher Education." She, also, has not yet replied.

Moved (Coda-Messerle), seconded (Prog) that WCRA pay for a non-WCRA keynote speaker's transportation, lodging, meals as necessary, and honorarium of \$150.00.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that WCRA pay an honorarium of \$150.00 to a WCRA keynote speaker.

PASSED

Publishers' Exhibits

There will be a continental breakfast with the publishers' exhibits.

Complimentary banquet tickets, 2 per exhibitor as needed, will be given to exhibitors.

Money from publishers will go to finance keynote speakers and program printing.

Hospitality

The duties of the Hospitality chairperson will include:

1. making sign as needed
2. greeting people at registration desk

Hospitality Suite will be open Wednesday, Thursday and Friday nights.

ATTACHMENT # 2

DISCUSSION ON BOARD POLICY STATEMENT

In the past, it has been Board policy to pay for travel, food and lodging for the Fall Board meeting, once the meeting has convened.

After much discussion, the following policy statement was drawn up:

The WCRA Executive Board will pay travel from portal to portal as authorized by the President. The Board will pay for lodging plus per diem of \$15.00. If member elects to travel to and from the meetings by ground transportation, reimbursement will not exceed the amount of coach air fare. Ground transportation will be paid at the rate of 15¢ per mile. Any costs incurred during the meetings or related to the business of the Board will be paid by WCRA upon authorization of the Board.

Exception to the above ruling will be applied to the Annual Conference Board meetings. No travel, lodging, or per diem will be paid during the actual dates of the annual conference. However, when Board meetings are called prior to the opening or after the closing of the annual conference, Board members will be reimbursed for lodging and per diem unless paid or reimbursed by the school.

Members invited to Board meetings for official business purposes, may, upon authorization of the Board, be reimbursed for transportation, per diem and lodging.

* * * * *