

Extra
Long Beach, California
December 9, 1977

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Long Beach, California, at the Queen Mary Hyatt Hotel, December 9, 1977. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past President Royce Adams, Secretary Mike McHargue, and Treasurer Seymour Prog. Non-voting members present: Ex-Officio Past-President June Dempsey, Parliamentarian Loretta Newman, and Newsletter Editor Carol Scarafiotti.

I. CALL TO ORDER

President Coda-Messerle called the meeting to order at 1:57 p.m.

II. HAWAII CONFERENCE PROGRAM REPORT

June Dempsey introduced two guests: Pam Harris of International Travel and Marketing Consultants and Elaine Diehl of Group Travel Unlimited. Pat Heard, June, and the two visitors discussed the early plans for the 1978 Hawaii conference. Many Hawaii decisions must be made early because of the site and the time-line on tour arrangements.

Moved (Heard), seconded (Adams) that the Conference Site Selection Chairperson June Dempsey be empowered to make all conference decisions (with the Board's guidance) until a new President-Elect is selected.

PASSED

Moved (Adams), seconded (McHargue) to keep the Hawaii conference registration fee at \$25 which will include a copy of the Proceedings.

PASSED

III. REVIEW OF THE AGENDA

The agenda for the three-day meeting was reviewed. Several items were added; some were re-ordered.

IV. MINUTES

The minutes of the September 9-10 Board meeting had been distributed prior to the meeting. The only correction noted was that the per diem for official business days was raised to \$25 effective September 9, 1977.

Moved (Adams), seconded (Prog) to approve the minutes as corrected.

PASSED

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Mike McHargue is still developing a list of WCRA policies and procedures. It will be mailed to Board members and the Newsletter editor when it is completed.

V. TREASURER'S REPORTS

Seymour Prog presented the Treasurer's Report of December 1, 1977 (Attachment #1) which showed a balance of \$16,633.37. A minor clarification was noted; the "Board Guest" was Jon Hagstrom who reported on his work with Bob Williams on the Readability Clearinghouse.

Moved (Adams), seconded (McHargue) to approve the report as clarified.

PASSED

Seymour presented the Revised Budget for 1977-78 (Attachment #2).

Moved (Prog), seconded (McHargue) to increase the Treasurer's budget to \$1000 to pay for the special cost of duplicating and mailing the membership lists this year. (Next year this activity will revert to the Newsletter.)

PASSED

Moved (Adams), seconded (Prog) that no future state ^{directors} expenditure may exceed \$50 without prior approval of the Treasurer in consultation with the Coordinator of State Directors. ✓

PASSED

Seymour presented the Revised Status of Special Accounts Report (Attachment #3).

Moved (McHargue), seconded (Adams) to accept the report as presented.

PASSED

Seymour distributed new additions to the Membership List. We have 877 members as of December 8, 1977.

We discussed several items related to insurance--especially liability insurance for the Association and coverage for the Proceedings we store. Seymour agreed to discuss it further with an attorney as well as an insurance agent. He will also solicit information concerning the policies of similar organizations. ✓

Seymour reported that our official Charter has been retrieved from New Mexico with the help of Karen Smith. He will keep it with other business records. Seymour has been checking closely to make sure all WCRA paperwork (reports, I.D. Nos., interest payments, etc.) has been completed in compliance with New Mexico and U.S. statutes. He also reported that an official audit of the Association books will be made after a new Treasurer is elected and the Long Beach Conference expenses are paid. ✓

VI. CONFERENCE PROGRAM CHAIRPERSON'S REPORT

Pat Heard and Conference Co-Manager Betty Levinson gave a very detailed and exciting report on the plans for Long Beach. They presented an outline of the conference schedule, lists of the presentations which have been accepted, and a copy of the brochure which has been mailed throughout the Western States. Details on the plan will be in the Winter Newsletter and they will also be mailed to all members in January.

Pat and Betty also discussed several issues related to the budget for Long Beach. Two \$500 mailings will be required and they are negotiating with the Queen Mary to get a better situation on hospitality/complimentary rooms. June will assist on the complimentary room discussions. Some signs will have to be ordered and it will be necessary to have busses which can move people from the Los Angeles airport to Long Beach. The Board authorized Pat and Betty to make the appropriate arrangements and describe them in their conference report. We also provided some guidance and assistance concerning conference badges, exhibitors (we already have 15 at \$125/table), and program printing.

The Board recessed at 4:30 p.m. and reconvened at 4:50 p.m.

We were joined briefly by members Ann Coil and JoAnn Wells of CSU Fullerton. They described their workshop which will be presented at Long Beach.

VII. COORDINATOR OF STATE/PROVINCIAL DIRECTORS' REPORT

Royce Adams reported on the State/Province Directors. As replacements and changes are made, they will be noted in the Newsletter. Pat Heard will provide the Directors with conference information as soon as it is available.

VIII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is continuing to check out possibilities of having post-conference sessions at either Lake Tahoe or Monterey in 1980. She is also pursuing a conference site for 1981 and has received some indications of interest from Dallas and Phoenix.

IX. PRESIDENT'S REPORT

Margaret Coda-Messerle has been working on establishing closer contacts with other professional organizations including the California Community College Tutorial Association, the National Reading Conference, the American College Personnel Association Commission XVI (Learning Centers in Higher Education), and the National Conference on Developmental Studies. We believe it is good to establish and maintain close communication with similar organizations and we discussed several ways of doing so, such as exchanging Newsletters and Proceedings, having joint presentations to each others conferences, etc. Margaret was encouraged to continue her efforts in this area.

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X. NEWSLETTER EDITOR'S REPORT

Carol Scarafiotti provided a report (Attachment #4) on the 1977 Newsletters. She will change to Volume Eleven to coincide with the eleventh Conference and Proceedings. Issue No. 1 will appear in Winter 1978. The deadline for copy is January 15.

XI. MATERIALS RESOURCE CLEARINGHOUSE REPORT

Margaret Coda-Messerle reported on a letter from Rose Wassman which recommended that materials exchanges between members be handled through the Conference Program Exhibits (née "Simulated Visits"). It was also noted that the "Membership Information File," which Pat Heard has suggested, might be another place to note areas of interest and expertise with certain materials.

Moved (Adams), seconded (Heard) to accept Rose's report and recommendation.

PASSED

The meeting was recessed at 6:40 p.m.

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The Board Meeting reconvened at 8:45 a.m. December 10. Members returning were Coda-Messerle, Heard, Adams, McHargue, Prog, Dempsey, Scarafiotti and Newman. They were joined by Past-President and Standing By-Laws Committee Chairperson Paul Hollingsworth and, later, Proceedings Editor Gwyn Enright, Occasional Paper Editor Randy Silverston, and Standing Awards and Scholarship Fund Committee Chairperson Donna Davidson.

XII. STANDING BY-LAWS COMMITTEE REPORT

Paul Hollingsworth had previously sent the Board members copies of his committee's report (Attachment #6). He summarized it briefly and responded to several questions from the members. The recommendation not to change the Association name led to a brief discussion about the pros and cons of the issue and how we can better communicate to outsiders our many interests that transcend reading. We decided to ask three members to write paragraphs regarding the issue: pro-name change (Mike McHargue), anti-name change (Fritz Frederick) and compromise idea (June Dempsey). These statements will appear in the Winter Newsletter and the Long Beach conference registration packet. They will be discussed briefly at Long Beach and members will be asked to take a "straw vote" in their conference evaluation forms. If there is enough sentiment for a change, we will aim for a formal vote at or around the Hawaii meeting. In the meantime, one compromise plan was discussed.

Moved (Prog), seconded (Adams) to ammend the WCRA letterhead to include more fully the functions of the organization: Reading--Learning Assistance--Developmental Education--Tutorial Services.

PASSED

Carol Scarafiotti agreed to make up some draft letterheads and distribute them to the Board.

Moved (Adams), seconded (Prog) that we accept the recommendation to ammend the By-Laws, Article II.5 so that it reads: "5. All annual, regular or special meetings of the Association must be held within the western geographic region established by the organization."

PASSED

Moved (Adams), seconded (McHargue) that we accept recommendation No. 3 in the By-Laws Committee Report which suggests that a part-time Executive Secretary be hired to handle the business affairs of the organization.

PASSED

Margaret asked the By-Laws Committee to develop a job description, salary suggestion and other recommendations related to the new position. It was authorized to reconvene under the same guidelines which controlled its earlier meeting. Board members were asked to provide input to the Committee.

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Moved (Adams), seconded (McHargue) to accept the recommendation (No. 4) not to formally affiliate with any other professional organization.

PASSED

Moved (McHargue), seconded (Heard) to accept the recommendation (No. 5) that the State Directors and Directors-at-Large be appointed by the President within 30 days prior to the annual meeting.

PASSED

Already approved By-Laws changes will be voted on at the Long Beach conference. Margaret commended the By-Laws Committee and asked that it continue its work by recommending further changes to be acted on at the Hawaii conference. She will send copies of the Articles of Incorporation, Constitution, and By-Laws to all Board members.

Moved (McHargue), seconded (Heard) to approve the expenses of the Standing By-Laws Committee.

PASSED

The meeting recessed at 10:55 a.m. and reconvened at 11:15 a.m.

XIII. EXHIBITOR'S FEE FOR THE HAWAII CONFERENCE

For the past three years the exhibitor's fee has been \$125/table and \$50 for each additional table.

Moved (McHargue), seconded (Heard) that the fee be raised to \$200 and \$100.

PASSED

XIV. CONFERENCE GUIDELINES

Many Board members are concerned that our current conference proposal guidelines are so demanding that they discourage potential hosts from applying. It was felt that a simple form noting interest should be the first step with details to follow. Members suggested that colleagues currently considering an invitation be allowed to follow modified guidelines -- the "spirit" of the law rather than the "letter" which requires formal commitments of staff time, money, etc.

Moved (Adams), seconded (McHargue) that June Dempsey draft a new set of guidelines. She will forward them to Royce Adams and Margaret Coda-Messerle for editing. The Board will vote on them in March.

PASSED

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XV. PROCEEDINGS EDITOR'S REPORT

Gwyn Enright noted that 500 copies of the 1977 Proceedings have just been mailed and she circulated copies of the excellent book. She responded to several questions about her work including the issue of insurance for the back issues which she currently stores in her garage. Her insurance will not cover property that does not belong to her. ✓

Moved (Adams), seconded (Heard) to revise the 1977-78 budget for Proceedings up to \$4200.

PASSED

Moved (Adams), seconded (McHargue) for Gwyn and Seymour to work together to determine the least expensive way to insure the back issues of Proceedings and to sign a contract to do so. They will report to the Board in March. ✓

PASSED

Margaret commended Gwyn and her Advisory Committee and asked her to send a copy to Pete Johnson in honor of his wife and our colleague, Liz.

XVI. COMPLIMENTARY ROOMS AT CONFERENCES

We need a policy statement on the order in which complimentary rooms at conferences shall be awarded.

Moved (Adams), seconded (Prog) that complimentary rooms be awarded in order of presiding authority: President, President-Elect, Past President, Secretary, Treasurer.

PASSED

XVII. TELEPHONE CREDIT CARD FOR WCRA OFFICERS

June Dempsey reported on the information she has gathered regarding the pros and cons of obtaining a credit card for Board members and other WCRA officials. After a thorough discussion, it was decided that the added convenience was not enough to offset the possible problems. We will continue with the current phone system. We thanked June for her research.

XVIII. MEMBERSHIP RESOURCES FILE

Pat Heard has suggested that a Membership Resources File be established. It would provide Board members, committee chairpersons, and fellow members with information about a person's professional expertise and Association interests. The Board agreed that such a file would be a very valuable resource. Margaret volunteered to donate her "unisort" equipment to WCRA to facilitate the retrieval of member information. The membership form which accompanies the Long Beach conference registration will solicit the data. ✓

XIX. NOMINATING COMMITTEE

Due to a typographical error, the Nominating Committee report and the Newsletter article on it omitted the name of Royce Adams as a member. His participation insured that we met the By-Laws requirement that the two most recent available Past Presidents serve on the Committee.

We recessed at 1:20 p.m. and reconvened at 1:30 p.m.

XX. WCRA OCCASIONAL PAPER

Randy Silverston reported on his plans for the first occasional paper. He suggested the name WCRA Insights and he selected a theme for this first issue -- "What is College-Level Learning?" Other ideas included: soliciting ideas and papers through the next Newsletter and printing the first issue with a feedback/response form. Randy reported strong support from CSU Dominguez Hills for his participation in this project.

Moved (Adams), seconded (McHargue) to accept the report and empower Silverston to execute the plan he presented, emphasizing strong solicitation of WCRA member input into the first issue. The budget should not exceed \$1500.

PASSED

Both the pre-conference mailing and the Newsletter will solicit input with a March 1, 1978 deadline. Gwyn Enright will serve on Randy's Advisory Committee and other members are being selected. Margaret will officially thank our CSU Dominguez colleagues for their support.

XXI. STANDING AWARDS AND SCHOLARSHIP FUND COMMITTEE REPORT

Donna Davidson had distributed copies of her report prior to the meeting. It was discussed in great detail and several amendments were made. Attachment #7 of these minutes is the amended report.

Moved (Adams), seconded (McHargue) to approve the report as amended.

PASSED

Moved (Adams), seconded (McHargue) to send page one of the report to the By-Laws Committee for use in formulating a model for future committees in accordance with our By-Laws, Constitution, and Articles of Incorporation.

PASSED

Moved (Coda-Messerle), seconded (Adams) to reimburse the members in attendance at the October 22 meeting (Donna Davidson, Randy Silverston, Shirley Bowes and Jim Baugh) for their expenses. The Treasurer is not authorized to pay anyone not in attendance.

PASSED

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file
not

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The awards for scholarship, longstanding service, and retirement will begin with the Hawaii conference. The Presidential award will be continued in Long Beach.

The Board recessed at 5:25 p.m. and reconvened at 5:35 p.m.

XXII. HISTORIAN'S REPORT

Gene Kerstiens presented his report (Attachment #8) and discussed his work in collecting Association materials. He now has most of them and Mike McHargue will provide more from the Secretary's files.

Moved (Prog), seconded (Adams) to accept the guidelines for the position of Archivist as proposed.

PASSED

Gene suggested that copies of the last two volumes of Proceedings and Newsletters be sent to the Long Beach keynote speakers. He also discussed possible Archivist candidates and made a recommendation. Margaret Coda-Messerle will follow up on the appointment.

XXIII. NOMINATIONS COMMITTEE (Old Business)

June Dempsey recommended that Royce Adams' name be added to the committee report and that Elaine Cohen's name be removed from page 2. (The report is Attachment #8 to the September 9-10 Board minutes.) June also suggested that the report be sent to the next Nominations Committee for their consideration.

Moved (Adams), seconded (McHargue) to amend the report, publish it in the Newsletter, and forward it to the next committee.

PASSED

Moved (Prog), seconded (Adams) to alter the budgeted amount for the committee to \$800.


PASSED

XXIII. CALIFORNIA RESOLUTIONS AND MONTOYA BILL

After a brief discussion of these documents, the Board decided not to take any action on them.

XXIV. SAVINGS CERTIFICATE

We recommended that the Treasurer explore the possibility of increased earnings through investment in certificates of deposit (consistent with security and feasibility).



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XXV. EQUAL RIGHTS AMENDMENT

Donna Davidson had requested that WCRA decide not to hold meetings in any state which had not ratified the Equal Rights Amendment. The Board decided to get a non-binding "straw vote" from the Membership at Long Beach. We obtained a legal opinion that obtaining that information and following Davidson's suggestion would not be illegal, unless it involved breaking contracts that the Association had previously made.

Moved (Adams), seconded (McHargue) to place a question on the Long Beach evaluation form which asks members to express their sentiment on the ERA/conference question:

PASSED

The meeting recessed at 7:55 p.m.

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The Board reconvened at 8:50 a.m., Sunday, December 11th. Members present: Adams, Coda-Messerle, Dempsey, Enright, Heard, McHargue, Newman, Prog and Scarafiotti.

XXVI. LONG BEACH BOARD MEETINGS

We decided to meet at the following times during the Long Beach Conference:

Tuesday, March 14	7 p.m. - 10 p.m.
Wednesday, March 15	9 a.m. - 12 p.m.; 2 p.m. - ?
Saturday, March 18	11 a.m. - 1 p.m. (state director reports)
Sunday, March 19	1 p.m. - 3 p.m. (with New Board)

XXVII. GOALS AND PURPOSES OF WCRA

We tabled Robert's Rules of Order and formal minute-taking in order to discuss the goals and purposes of WCRA. Our goal was to do some long-range thinking and planning, and to define our organization more effectively. The conversation leaned heavily on two recent conference topics: "Revolutionizing WCRA to Meet My Needs" and "WCRA: Where Are We? Where Are We Going?" It was also guided by the content and categories of recent conference presentations and conversations with many colleagues.

After a good session of brainstorming about our many roles and activities, each member wrote a short blurb on the Association. After we shared those with the group, further discussion took place. Finally, Gwyn Enright agreed to take the written statements, the brainstorming notes, and the audio tapes of the discussion and try to edit and compile a coherent statement summarizing our talk. It was a useful two hours; Gwyn's work will make it more productive. We will discuss her summary at our next meeting.

XXVIII. BUSINESS/LEGAL NOTES

Seymour reported on several matters of a business/legal nature after conferring with an attorney:

- A. Liability: WCRA is only liable up to the assets of the corporation. There is no personal legal liability on the part of our officers.
- B. We should have some liability insurance because we will be "sponsoring" some activities that involve drinking alcoholic beverages.
- C. ERA: There is no legal problem with an Association stand which does not involve breaking a contract.

We discussed the possibility of retaining a new lawyer to work on WCRA issues but decided, again, to work on a "services rendered" basis. We expressed our thanks to Seymour and Jacqueline Klein for their assistance in these matters.

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Seymour read a statement of "Reimbursement of Expenses for Meetings" (Attachment #9).

Moved (McHargue), seconded (Heard) to accept this statement as the reimbursement plan for WCRA meetings.

PASSED

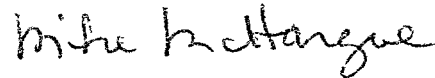
Moved (Prog), seconded (McHargue) to approve payment for expenses incurred during this meeting as allowed in the previous motion plus any extraordinary expense of travel occasioned by difficult climatic conditions.

PASSED

Margaret asked Carol Scarafiotti to draft a "professional information form" which will include data on a member's areas of professional expertise, knowledge of materials, and interest in WCRA activities. This form will be placed in the Long Beach packet and it will be used to establish the "Membership Resources File."

The meeting was adjourned at 11:35 a.m.

Respectfully submitted,



Mike Mchargue
Secretary

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

December 1, 1977

BALANCE BROUGHT FORWARD (August 31, 1977) \$20, 724.

INCOME (to 11/30/77)
INTEREST "\$1782.85
323.86

+ 2, 106.

EXPENSE

Board Expense	797.86
Board Guest — READABILITY Com.	155.10 (JON HAGSTROM)
Nominating Committee	771.44
President's Expense	39.25
Newsletter	714.54
Proceedings [Printing]	3,330.00
" [Editorial Bd.]	235.11
Clerical	26.28
Postage	<u>128.12</u>

TOTAL EXPENSE

- 6, 197.

BALANCE 12/1/77 \$16, 633.

CASH in Checking Account
ON DEPOSIT in Savings & Loan

\$ 2,754.71
14,048.47
<u>\$ 16,803.18</u>

Agnes Pro
Treasurer

WESTERN COLLEGE READING ASSOCIATION

BUDGET REPORT (REVISED)

OFFICE	1977-78 BUDGETED	EXPENDED to 9/1/77
President	\$ 200	\$ 24.33
Past Pres. (nominating)	330	90.79
Past Pres. (coordinators)	300	
Past Pres. (site selection)	335	
Pres. Elect	300	
Secretary	350	
Treasurer	500 1000	786.31 (Memb. List \$)
Placement	500	377.47
State Directors	500	109.62
General Board (Meeting expense)	1500	198.98
<u>Proceedings</u>	3500	172.98 (Payment not made for pri 1977)
Newsletter	2250	830.58

WESTERN COLLEGE READING ASSOCIATION

STATUS OF SPECIAL ACCOUNTS

(REVISED)

12-1-77

ACCOUNT NO. 1 Set aside \$1,000 annually, beginning with 1975,
for future Conference expenses.

BALANCE \$3,000

ACCOUNT NO. 2 Designate all bank interest received to be
used to pay for Conference Speakers' Fees.

Income, to 11/30/77	1566
Expense " "	<u>-493</u>

BALANCE 1,073

ACCOUNT NO. 3 Set aside \$1,000 annually, beginning with 1977,
to be used for Scholarship Funds.

BALANCE 1,000



November 9, 1977

Ms. Margaret L. Coda-Messerle
President, WCRA
Learning Assistance Support System
California State University
Long Beach, California 94040

Dear Margaret:

In response to your letter of October 23, 1977 inquiring about the proposal I submitted at the Denver conference for a Material Resource Clearinghouse to be considered for WCRA, I do now feel the motion should be withdrawn and request that the Board of Directors be so notified.

Approximately a dozen people attended the Interest Session in Denver regarding the Clearinghouse proposal. Their focal point of discussion was the organization and logistics for starting such a project. No definite plans materialized. I did follow the group's suggestion to "sound out" the membership by writing an Article in the Spring Newsletter and requested a mail-in response. As I indicated to you last week, only four responses have been received.

Would you please share the contents of this letter with your Board at the December meeting and indicate my regret in abandoning the proposal. Perhaps, as we discussed at Long Beach, the Simulated Visits can become the on-going vehicle by which members are able to exchange ideas, learn about program development and exchange materials.

Gail Benchener and I thoroughly enjoyed our visit with you and Frank and thank you ever so much for your assistance and time. It was a very stimulating and profitable visit for us. Thank you!

We look forward to seeing you in March.

Most sincerely,

A handwritten signature in cursive script, appearing to read "Rose".

Rose Wassman

BYLAWS COMMITTEE MEETING

Tempe, Arizona (Howard Johnson Hotel)

November 18, 1977

Present: Jerry Rainwater, Irwin Joffe, Selma Wilf,
Paul Hollingsworth, Chairman

Absent: Jon Hagstrom (Last minute cancellation due to father's
open-heart surgery.)

1. Name Change - We recommended no change in name.

For practical and sentimental reasons, we wish to keep the name the same, but we realize the problems being faced because of our expanding organization and to meet the needs of our members. If a change is necessitated, we would suggest the following possibilities to be selected by the membership:

- (1) Western Reading and Learning Association (WRLA)
- (2) Western College Reading and Learning Association (WCRLA)
- (3) Western Organization for Reading and Learning Assistance (WORLA)
- (4) Western College Reading Association (Reading and Learning Assistance) (WCRA-KLA)
- (5) Western College Reading Learning Association (WCRLA)

We feel reading must be part of the title. Reading in the title does represent what most of our members do. If name change takes place, it would affect our Constitution, Article I and Articles of Incorporation, Article I.

2. Elections, Geographical Representation, National Organization

Article I of the Bylaws state that any member may hold office in the Association. Office holders are not restricted to any

geographical location. The charge to the nominating committee has always been to select the best possible candidates for all offices. We recommend that this policy be continued, regardless of race, sex, ethnic origin or geographical residence. In addition, nominations are always allowed to be made from the floor. The Bylaws Committee would like to reiterate the condition for membership that no restrictions are placed on them as to their States of residence or as it relates to offices held.

We wish to recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

Justification for above amendment: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

In keeping with the original geographical concept as established by the Association, a national organization is not recommended. The purpose of the Association was to bring together people within a region with similar needs and interest at minimal expense. In addition, there should be a consideration for the territorial integrity of other organizations similar to WCRA; i.e., North Central Reading Association.

3. Paid Executive Secretary

The Board of Directors is empowered by the Articles of Incorporation, Article II, 2, to take such action as is necessary to carry

out the purposes of the Association. "Nothing contained in these articles shall be construed so as to prohibit the corporation from paying to an employee such salary as may, from time to time, be determined by the board of directors of the corporation, for services actually rendered ^{to} ~~by~~ the corporation."

Therefore, we recommend that an Executive Secretary, Business Manager or Executive Director be hired on a part-time basis as determined by the Board. We further recommend that this position be a continuing appointment rather than a year to year appointment, subject to Board of Directors review every six months.

4. Affiliation

We recommend that the Association does not formally affiliate with any organization because our Association is made up of one class, one person/one vote members. We further recommend that no other organization be allowed to affiliate with us. We do not see any advantages accruing to the Association in so affiliating.

These statements should not imply that a temporary arrangement with another organization for mutual benefit cannot be made, i.e., (1) a joint meeting where expenses are shared, (2) a joint publication where expenses are shared, or (3) a consortium. In this temporary arrangement our identity is still maintained as a separate organization and membership integrity is protected.

These recommendations are compatible with Article 8 of the Bylaws

5. Appointing State Directors Prior to Annual Meeting

We recommend to the Board of Directors that State Directors and Directors-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for

these new directors to meet at the annual meeting, to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

Changes necessary in the Bylaws:

A. Article IV, 8 - Delete the first two sentences.

B. Article IV, 3 - Add the following:

"e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

STANDING AWARDS AND SCHOLARSHIP FUND COMMITTEE

1. Committee Membership

- A. Shall consist of at least five (5) but not more than eight (8) members one of whom shall be the chairperson.
- B. Every effort shall be made to include diversity of representation on the committee.
- C. Membership should be revolving, with at least two (2) continuing members on the committee each year.

2. Meetings

- A. Shall be held at the annual conference. No reimbursement shall be made to this committee.

3. Functions

- A. To establish guidelines and criteria for awarding WCRA scholarships.
- B. To establish guidelines and criteria for designating and recognizing outstanding WCRA members of long-standing upon their retirement.
- C. To receive, through a P.O. box number located wherever the committee chairperson chooses, all materials pertinent to the functions indicated in "A" and "B" above. Expenses of the P.O. box shall be borne by the organization.
- D. To recommend recipients in categories "A" and "B" above on an annual basis and at least one week prior to the winter WCRA Executive Board meeting.
- E. To assume responsibility for disseminating information regarding WCRA scholarships and awards.
 - (1) At annual spring conference (for the following year).
 - (2) At the end of each summer (to coincide with the opening of school).
 - (3) Whenever applicable, for placement in the WCRA Placement Bulletin and the WCRA Newsletter.
 - (4) Whenever applicable, for placement with other agencies and/or for placement in other publications.

Attachment 9/12-19/76

WCRA AWARDS AND CRITERIA

I. Three Categories of Awards

- A. Officers
- B. Retiring Members
- C. Long and Outstanding Service to WCRA

II. Guidelines for Recommending Award Recipients

- A. Officers - one award to be given annually to the outgoing president
- B. Retiring Members
 - 1. No limit to the number of awards to be given at any one time
 - 2. Not necessarily awarded annually
 - 3. Criteria to be met:
 - a. Must be retiring from employing institution
 - b. Must be nominated in writing by three (3) WCRA members. This nomination must include reasons for the nomination, emphasizing the extent of the candidate's contributions to and involvement with WCRA.
 - c. Evidence of WCRA leadership/management responsibilities and participation in WCRA.
- C. Long and Outstanding Service to WCRA
 - 1. Only one award per year
 - 2. Not necessarily awarded annually
 - 3. Criteria to be met:
 - a. Must be nominated in writing by three (3) WCRA members. The nomination must include reasons for the nomination, emphasizing the extent of the candidate's contributions to and involvement with WCRA.
 - b. Evidence of leadership/management responsibilities and participation in WCRA.

III. Awards

- A. Outgoing President: a plaque.
- B. Retiring Members: an appropriate award to be determined by the Board of Directors.
- C. Long and Outstanding Service to WCRA: an appropriate award to be determined by the Board of Directors.

CRITERIA TO BE MET

BY ALL WCRA SCHOLARSHIP APPLICANTS

1. The application and all appropriate documents must be received by February 1.
2. The applicant cannot be a previous recipient of a WCRA scholarship.
3. The applicant must be a graduate student enrolled in or accepted by an accredited institution.
4. The applicant must demonstrate interest in and/or an active professional goal related to college/adult reading, developmental education, learning assistance, and/or tutorial services.
5. The applicant must submit:
 - A. A "Course of Study" plan which includes:
 - (1) the goal toward which the applicant is working;
 - (2) the program and/or department in which the applicant is pursuing his/her goal;
 - (3) the academic courses already completed; and
 - (4) the academic courses to be taken.
 - B. A financial statement.
 - C. Data explaining volunteer community and/or campus service pertinent to the field of learning facilitation.
 - D. Data explaining work history pertinent to the field of learning facilitation.
 - E. Data indicating professional and/or student organizations to which the applicant belongs.
 - F. Documents verifying grade point average for both undergraduate and graduate coursework.
 - G. Three recommendations from faculty and/or supervisory personnel who have knowledge of the applicant's experience in areas related to learning facilitation.
 - H. A fully completed WCRA Scholarship Application.

POSSIBLE METHOD OF RECOMMENDING SCHOLARSHIP RECIPIENTS

(For Expediency and Avoidance of Unnecessary Meetings)

1. Applications evaluated independently by each committee member.
2. Verification that the following criteria are met:
criterion numbers: 1, 2, 3, 5f, 5g, 5h (see CRITERIA TO BE MET
BY ALL WCRA SCHOLARSHIP
APPLICANTS)

If any of these are not met, the applicant is disqualified.

3. If the criteria listed in "2" above are met, each committee member will evaluate the application based on information relating to the following criteria:
criterion numbers: 4, 5a, 5b, 5c, 5d, 5e, 5f, 5g
(see CRITERIA TO BE MET
BY ALL WCRA SCHOLARSHIP
APPLICANTS)

Each member will assign a 1-5 value to each of these criteria (1 = lowest value, 5 = highest value).

4. The chairperson will total all points received by each applicant from all committee members. The three (3) applicants with the greatest number of points will be recommended to the Board of Directors for their consideration and selection.

GUIDELINES FOR RECOMMENDING AWARD RECIPIENTS

(Categories B and C)

1. Nominating letters evaluated independently by each committee member.
2. Verification that criteria are met (see WCRA AWARDS AND CRITERIA).
If not met, the candidate is disqualified.
3. If criteria are met, each committee member will evaluate the candidate based on information in the nomination letters using the following criteria and assigning points accordingly:

<u>CRITERIA</u>	<u>POINTS TO BE ASSIGNED</u>
<u>Leadership/Management</u>	
1) Member of the Board of Directors (voting or non-voting)	6 points per term whether for same or different offices
2) Annual Conference Manager	5 points per conference
3) Board approved Chairpersons	4 points per term whether for same or different committee, event, etc.
4) State Director	3 points per year
5) Regional Conference Manager	2 points per conference
<u>Participation</u>	
1) Membership on standing committees	2 points per term whether on same or different committee
2) Participation in conference (other than in the roles listed under "Leadership/Management" above)	1-2 points for each different activity whether at one or several conferences
3) Membership on other committees	1 point per term whether on same or different committee
4) Appointed service positions not covered elsewhere (such as photographer, parliamentarian, etc.)	(such as 1 point per term)
4. The chairperson will verify the accuracy of each candidate's "retiring" or "not retiring" status.	
5. The chairperson will try to rectify any discrepancies in the points assigned by the various committee members.	
6. In the case of Category B (Retiring Members), all candidates receiving 20 or more points will be recommended to the Board of Directors for final selection.	
7. In the case of Category C (Long and Outstanding Service to WCRA), the names of five (5) candidates with the greatest number of points will be recommended to the Board for final selection.	

9. Professional meetings you have attended in the last 3 years: Approximate Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. Please indicate briefly what you feel WCRA can do for you.

11. Attached are all documents, transcripts, etc., which verify my grade point average for both undergraduate and graduate work.

Initial here

12. Attached are three recommendations from faculty and/or supervisory personnel who have knowledge of my experience in the areas related to learning facilitation.

Initial here

13. I have not previously received a WCRA scholarship and understand that if I have, I am not eligible to receive another such award.

Initial here

14. I understand that this application must be fully completed; that all pertinent documents, transcripts, and recommendations must be attached; and that the entire application package must be received by WCRA no later than February 1.

Initial here

Should I be selected as a recipient of a WCRA scholarship, I understand that the announcement will be made at the next spring conference of the organization and the scholarship award will be sent to me upon evidence of enrollment in the graduate program. Furthermore, I agree to submit a written summary of progress in my graduate program to the Board of Directors by March 1 of the following year. I certify that all information herein and attached is correct and complete to the best of my knowledge and belief. I understand that any false or misleading statement or omission of material may be sufficient cause to disqualify this application.

Signature

Date

If you are a scholarship recipient, would you like to give a presentation (workshop, paper, etc.) at the next WCRA conference? _____ Your response to this question in no way affects your eligibility for a scholarship.

Mail to: P.O. Box _____, _____

PROPOSED GUIDELINES FOR THE
OFFICE OF ARCHIVIST, WCRA

Presented by Gene Kerstiens
WCRA Board Meeting
December 10, 1977

1. The office of Archivist shall be an appointive position and such appointment should be considered relatively long-term.
2. It shall be the responsibility of the Archivist :
 - A. to store, organize, and preserve in an appropriate manner any minutes, papers, documents, letters, publications, tapes, pictures, memorabilia, or any other records representing WCRA activities or business;
 - B. to solicit, by any appropriate means, the retrieval of otherwise fugitive past materials that are representative of the history and development of the Association;
 - C. to formulate and follow a systemized procedure to assure the collection of appropriate materials that will represent the Association's activities during the Archivist's term of office;
 - D. to keep, at his/her discretion, confidential and not allow for routine inspection and/or duplication any sensitive materials in his/her care;
 - E. to submit, at the yearly Conference meeting, a budget to the Board for the operation and maintenance of this Office;
 - F. to submit, at the yearly Conference meeting, a report to the Board covering the operations of the Office;
 - G. to transmit the archives to his/her successor together with a thorough and appropriate explanation of the collection's organization as well as policies and procedures for collecting, managing, and copying materials.

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and Special Meetings of the Board of Directors

- A. Reimbursement will be made upon written request of member for actual travel expenses as follows:
 - 1. Air Coach fare (round trip)
 - 2. or Ground Travel at 15 cents per mile, not to exceed Coach fare
 - 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request of the member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$25 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above applies to Members of the Board and to all invited participants.

II. Committee Meetings as Approved and Budgeted by the Board of Directors

- A. A, B and D as above, upon written request of the Committee Member and approval of the Committee Chairman.
- B. Upon written request of the Committee Chairman, usual and necessary expenses incidental to conducting the business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

WESTERN COLLEGE READING ASSOCIATION

STATUS OF SPECIAL ACCOUNTS

(REVISED)

12-1-77

ACCOUNT NO. 1 Set aside \$1,000 annually, beginning with 1975,
for future Conference expenses.

BALANCE \$3,000

ACCOUNT NO. 2 Designate all bank interest received to be
used to pay for Conference Speakers' Fees.

Income, to 11/30/77	1566
Expense " "	<u>- 493</u>

BALANCE 1,073

ACCOUNT NO. 3 Set aside \$1,000 annually, beginning with 1977,
to be used for Scholarship Funds.

BALANCE 1,000

DE ANZA
COLLEGEFOOTHILL COMMUN
COLLEGE DISTRICT21250 Stevens Creek
Cupertino
California 95014
(408) 257-5550

November 9, 1977

Ms. Margaret L. Coda-Messerle
President, WCRA
Learning Assistance Support System
California State University
Long Beach, California 94040

Dear Margaret:

In response to your letter of October 23, 1977 inquiring about the proposal I submitted at the Denver conference for a Material Resource Clearinghouse to be considered for WCRA, I do now feel the motion should be withdrawn and request that the Board of Directors be so notified.

Approximately a dozen people attended the Interest Session in Denver regarding the Clearinghouse proposal. Their focal point of discussion was the organization and logistics for starting such a project. No definite plans materialized. I did follow the group's suggestion to "sound out" the membership by writing an Article in the Spring Newsletter and requested a mail-in response. As I indicated to you last week, only four responses have been received.

Would you please share the contents of this letter with your Board at the December meeting and indicate my regret in abandoning the proposal. Perhaps, as we discussed at Long Beach, the Simulated Visits can become the on-going vehicle by which members are able to exchange ideas, learn about program development and exchange materials.

Gail Benchener and I thoroughly enjoyed our visit with you and Frank and thank you ever so much for your assistance and time. It was a very stimulating and profitable visit for us. Thank you!

We look forward to seeing you in March.

Most sincerely,

Rose Wassman

BYLAWS COMMITTEE MEETING

Tempe, Arizona (Howard Johnson Hotel)

November 18, 1977

Present: Jerry Rainwater, Irwin Joffe, Selma Wilf,
Paul Hollingsworth, Chairman

Absent: Jon Hagstrom (Last minute cancellation due to father's
open-heart surgery.)

1. Name Change - We recommended no change in name.

For practical and sentimental reasons, we wish to keep the name the same, but we realize the problems being faced because of our expanding organization and to meet the needs of our members. If a change is necessitated, we would suggest the following possibilities to be selected by the membership:

- (1) Western Reading and Learning Association (WRLA)
- (2) Western College Reading and Learning Association (WCRLA)
- (3) Western Organization for Reading and Learning Assistance (WORLA)
- (4) Western College Reading Association (Reading and Learning Assistance) (WCRA-KLA)
- (5) Western College Reading Learning Association (WCRLA)

We feel reading must be part of the title. Reading in the title does represent what most of our members do. If name change takes place, it would affect our Constitution, Article I and Articles of Incorporation, Article I.

2. Elections, Geographical Representation, National Organization

Article I of the Bylaws state that any member may hold office in the Association. Office holders are not restricted to any

geographical location. The charge to the nominating committee has always been to select the best possible candidates for all offices. We recommend that this policy be continued, regardless of race, sex, ethnic origin or geographical residence. In addition, nominations are always allowed to be made from the floor. The Bylaws Committee would like to reiterate the condition for membership that no restrictions are placed on them as to their States of residence or as it relates to offices held.

We wish to recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

Justification for above amendment: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

In keeping with the original geographical concept as established by the Association, a national organization is not recommended. The purpose of the Association was to bring together people within a region with similar needs and interest at minimal expense. In addition, there should be a consideration for the territorial integrity of other organizations similar to WCRA; i.e., North Central Reading Association.

3. Paid Executive Secretary

The Board of Directors is empowered by the Articles of Incorporation, Article II, 2, to take such action as is necessary to carry

out the purposes of the Association. "Nothing contained in these articles shall be construed so as to prohibit the corporation from paying to an employee such salary as may, from time to time, be determined by the board of directors of the corporation, for services actually rendered ^{to} ~~by~~ the corporation."

Therefore, we recommend that an Executive Secretary, Business Manager or Executive Director be hired on a part-time basis as determined by the Board. We further recommend that this position be a continuing appointment rather than a year to year appointment, subject to Board of Directors review every six months.

4. Affiliation

We recommend that the Association does not formally affiliate with any organization because our Association is made up of one class, one person/one vote members. We further recommend that no other organization be allowed to affiliate with us. We do not see any advantages accruing to the Association in so affiliating.

These statements should not imply that a temporary arrangement with another organization for mutual benefit cannot be made, i.e., (1) a joint meeting where expenses are shared, (2) a joint publication where expenses are shared, or (3) a consortium. In this temporary arrangement our identity is still maintained as a separate organization and membership integrity is protected.

These recommendations are compatible with Article 8 of the Bylaws

5. Appointing State Directors Prior to Annual Meeting

We recommend to the Board of Directors that State Directors and Directors-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for

these new directors to meet at the annual meeting, to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

Changes necessary in the Bylaws:

A. Article IV, 8 - Delete the first two sentences.

B. Article IV, 3 - Add the following:

"e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

*December 1977**handwritten changes = amendments from March 1978 board meetings*STANDING AWARDS AND SCHOLARSHIP FUND COMMITTEE1. Committee Membership

- A. Shall consist of at least five (5) but not more than eight ⁽⁷⁾ members one of whom shall be the chairperson.
- B. Every effort shall be made to include diversity of representation on the committee.

omit C. Membership should be revolving, with at least two (2) continuing members on the committee each year.

2. Meetings

- A. Shall be held at the annual conference. ^{B.} No reimbursement shall be made to this committee.

3. Functions

- A. To establish guidelines and criteria for awarding WCRA scholarships.
- B. To establish guidelines and criteria for designating and recognizing outstanding WCRA members of long-standing upon their retirement.
- C. To receive, through a P.O. box number located wherever the committee chairperson chooses, all materials pertinent to the functions indicated in "A" and "B" above. Expenses of the P.O. box shall be borne by the organization.
- by Feb. 1 1979* D. To recommend recipients in categories "A" and "B" above on an annual basis and at least one week prior to the winter WCRA Executive Board meeting.
- E. To assume responsibility for disseminating information regarding WCRA scholarships and awards.
- (1) At annual spring conference (for the following year).
 - (2) At the end of each summer (to coincide with the opening of school).
 - (3) Whenever applicable, for placement in the WCRA Placement Bulletin and the WCRA Newsletter.
 - (4) Whenever applicable, for placement with other agencies and/or for placement in other publications.

added at 2/78 board meeting in San Francisco

→ F. To arrange for the scholarship award to be disbursed through the Scholarship and Foundation Aids Office of his/her College upon evidence of enrollment in an appropriate graduate program

WCRA AWARDS AND CRITERIA

I. Three Categories of Awards

- A. Officers
- B. Retiring Members
- C. Long and Outstanding Service to WCRA

II. Guidelines for Recommending Award Recipients

- A. Officers - one award to be given annually to the outgoing president
- B. Retiring Members
 - 1. No limit to the number of awards to be given at any one time
 - 2. Not necessarily awarded annually
 - 3. Criteria to be met:
 - a. Must be retiring from employing institution
 - b. Must be nominated in writing by three (3) WCRA members. This nomination must include reasons for the nomination, emphasizing the extent of the candidate's contributions to and involvement with WCRA.
 - c. Evidence of WCRA leadership/management responsibilities and participation in WCRA.
- C. Long and Outstanding Service to WCRA
 - 1. Only one award per year
 - 2. Not necessarily awarded annually
 - 3. Criteria to be met:
 - a. Must be nominated in writing by three (3) WCRA members. The nomination must include reasons for the nomination, emphasizing the extent of the candidate's contributions to and involvement with WCRA.
 - b. Evidence of leadership/management responsibilities and participation in WCRA.

III. Awards

- A. Outgoing President: a plaque.
- B. Retiring Members: an appropriate award to be determined by the Board of Directors.
- C. Long and Outstanding Service to WCRA: an appropriate award to be determined by the Board of Directors.

CRITERIA TO BE MET

BY ALL WCRA SCHOLARSHIP APPLICANTS

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 - A. A "Course of Study" plan which includes:
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(For Expediency and Avoidance of Unnecessary Meetings)

1. Applications evaluated independently by each committee member.
2. Verification that the following criteria are met:
criterion numbers: 1, 2, 3, 5f, 5g, 5h (see CRITERIA TO BE MET
BY ALL WCRA SCHOLARSHIP
APPLICANTS)

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criterion numbers: 4, 5a, 5b, 5c, 5d, 5e, 5f, 5g
(see CRITERIA TO BE MET
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APPLICANTS)

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GUIDELINES FOR RECOMMENDING AWARD RECIPIENTS

(Categories B and C)

1. Nominating letters evaluated independently by each committee member.
2. Verification that criteria are met (see WCRA AWARDS AND CRITERIA). If not met, the candidate is disqualified.
3. If criteria are met, each committee member will evaluate the candidate based on information in the nomination letters using the following criteria and assigning points accordingly:

CRITERIAPOINTS TO BE ASSIGNEDLeadership/Management

- | | |
|---|--|
| 1) Member of the Board of Directors
(voting or non-voting) | 6 points per term whether for
same or different offices |
| 2) Annual Conference Manager <i>and Editors</i> | 5 points per conference |
| 3) Board approved Chairpersons | 4 points per term whether for
same or different committee,
event, etc. |
| 4) State Director | 3 points per year |
| 5) Regional Conference Manager | 2 points per conference |

Participation

- | | |
|---|--|
| 1) Membership on standing committees | 2 points per term whether on
same or different committee |
| 2) Participation in conference (other
than in the roles listed under
"Leadership/Management" above) | 1-2 points for each different
activity whether at one or several
conferences |
| 3) Membership on other committees | 1 point per term whether on same
or different committee |
| 4) Appointed service positions not
covered elsewhere (such as
photographer, parliamentarian, etc.) | (such as 1 point per term) |
4. The chairperson will verify the accuracy of each candidate's "retiring" or "not retiring" status.
 5. The chairperson will try to rectify any discrepancies in the points assigned by the various committee members.
 6. In the case of Category B (Retiring Members), all candidates receiving 20 or more points will be recommended to the Board of Directors for final selection.
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9. Professional meetings you have attended in the last 3 years: Approximate Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. Please indicate briefly what you feel WCRA can do for you.

11. Attached are all documents, transcripts, etc., which verify my grade point average for both undergraduate and graduate work.

Initial here

12. Attached are three recommendations from faculty and/or supervisory personnel who have knowledge of my experience in the areas related to learning facilitation.

Initial here

13. I have not previously received a WCRA scholarship and understand that if I have, I am not eligible to receive another such award.

Initial here

14. I understand that this application must be fully completed; that all pertinent documents, transcripts, and recommendations must be attached; and that the entire application package must be received by WCRA no later than February 1.

Initial here

Should I be selected as a recipient of a WCRA scholarship, I understand that the announcement will be made at the next spring conference of the organization and the scholarship award will be sent to me upon evidence of enrollment in the graduate program. Furthermore, I agree to submit a written summary of progress in my graduate program to the Board of Directors by March 1 of the following year. I certify that all information herein and attached is correct and complete to the best of my knowledge and belief. I understand that any false or misleading statement or omission of material may be sufficient cause to disqualify this application.

Signature

Date

If you are a scholarship recipient, would you like to give a presentation (workshop, paper, etc.) at the next WCRA conference? _____ Your response to this question in no way affects your eligibility for a scholarship.

Mail to: P.O. Box _____, _____

PROPOSED GUIDELINES FOR THE
OFFICE OF ARCHIVIST, WCRA

Presented by Gene Kerstiens
WCRA Board Meeting
December 10, 1977

1. The office of Archivist shall be an appointive position and such appointment should be considered relatively long-term.
2. It shall be the responsibility of the Archivist:
 - A. to store, organize, and preserve in an appropriate manner any minutes, papers, documents, letters, publications, tapes, pictures, memorabilia, or any other records representing WCRA activities or business;
 - B. to solicit, by any appropriate means, the retrieval of otherwise fugitive past materials that are representative of the history and development of the Association;
 - C. to formulate and follow a systemized procedure to assure the collection of appropriate materials that will represent the Association's activities during the Archivist's term of office;
 - D. to keep, at his/her discretion, confidential and not allow for routine inspection and/or duplication any sensitive materials in his/her care;
 - E. to submit, at the yearly Conference meeting, a budget to the Board for the operation and maintenance of this Office;
 - F. to submit, at the yearly Conference meeting, a report to the Board covering the operations of the Office;
 - G. to transmit the archives to his/her successor together with a thorough and appropriate explanation of the collection's organization as well as policies and procedures for collecting, managing, and copying materials.

REIMBURSEMENT OF EXPENSES FOR MEETINGS

I. Regular and Special Meetings of the Board of Directors

- A. Reimbursement will be made upon written request of member for actual travel expenses as follows:
 - 1. Air Coach fare (round trip)
 - 2. or Ground Travel at 15 cents per mile, not to exceed Coach fare
 - 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request of the member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$25 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above applies to Members of the Board and to all invited participants.

II. Committee Meetings as Approved and Budgeted by the Board of Directors

- A. A, B and D as above, upon written request of the Committee Member and approval of the Committee Chairman.
- B. Upon written request of the Committee Chairman, usual and necessary expenses incidental to conducting the business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

Board Minutes
Dec. ~~Sept~~ 1977

ATTACHMENT #9

Extra Minutes
12/9/77 copy

REIMBURSEMENT OF EXPENSES FOR MEETINGS

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Reimbursement for Conference Keynotes:

A-Non-member

1. \$150⁰⁰ honorarium

2. Expenses as above

B-Member

1. \$150⁰⁰ honorarium
(only)

copy

minutes
Extra
12/9/77REIMBURSEMENT OF EXPENSES FOR MEETINGSI. Regular and Special Meetings of the Board of Directors

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Minutes
Extra
12/9/77
Copy

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 - 3. Plus cost of public transportation from airport, etc., to site of meeting, as necessary.
- B. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting.
- C. Expenses incurred while the Board is together as a group will be paid by the Treasurer (or his/her representative)--exclusive of alcoholic beverages other than wine served with dinner.
- D. Reimbursement will be made upon written request of the member for actual out-of-pocket portal-to-portal expenses for meals to a maximum of \$25 per diem.
- E. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above applies to Members of the Board and to all invited participants.

II. Committee Meetings as Approved and Budgeted by the Board of Directors

- A. A, B and D as above, upon written request of the Committee Member and approval of the Committee Chairman.
- B. Upon written request of the Committee Chairman, usual and necessary expenses incidental to conducting the business of the meeting will be paid.

The total reimbursement, as detailed above, will not exceed the amount budgeted by the Board for that meeting without specific approval of the Board.

Long Beach, California
December 9, 1977

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Long Beach, California, at the Queen Mary Hyatt Hotel, December 9, 1977. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past President Royce Adams, Secretary Mike McHargue, and Treasurer Seymour Prog. Non-voting members present: Ex-Officio Past-President June Dempsey, Parliamentarian Loretta Newman, and Newsletter Editor Carol Scarafiotti.

I. CALL TO ORDER

President Coda-Messerle called the meeting to order at 1:57 p.m.

II. HAWAII CONFERENCE PROGRAM REPORT

June Dempsey introduced two guests: Pam Harris of International Travel and Marketing Consultants and Elaine Diehl of Group Travel Unlimited. Pat Heard, June, and the two visitors discussed the early plans for the 1978 Hawaii conference. Many Hawaii decisions must be made early because of the site and the time-line on tour arrangements.

Moved (Heard), seconded (Adams) that the Conference Site Selection Chairperson June Dempsey be empowered to make all conference decisions (with the Board's guidance) until a new President-Elect is selected.

PASSED

Moved (Adams), seconded (McHargue) to keep the Hawaii conference registration fee at \$25 which will include a copy of the Proceedings.

PASSED

III. REVIEW OF THE AGENDA

The agenda for the three-day meeting was reviewed. Several items were added; some were re-ordered.

IV. MINUTES

The minutes of the September 9-10 Board meeting had been distributed prior to the meeting. The only correction noted was that the per diem for official business days was raised to \$25 effective September 9, 1977.

Moved (Adams), seconded (Prog) to approve the minutes as corrected.

PASSED

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Mike McHargue is still developing a list of WCRA policies and procedures. It will be mailed to Board members and the Newsletter editor when it is completed.

V. TREASURER'S REPORTS

Seymour Prog presented the Treasurer's Report of December 1, 1977 (Attachment #1) which showed a balance of \$16,633.37. A minor clarification was noted; the "Board Guest" was Jon Hagstrom who reported on his work with Bob Williams on the Readability Clearinghouse.

Moved (Adams), seconded (McHargue) to approve the report as clarified.

PASSED

Seymour presented the Revised Budget for 1977-78 (Attachment #2).

Moved (Prog), seconded (McHargue) to increase the Treasurer's budget to \$1000 to pay for the special cost of duplicating and mailing the membership lists this year. (Next year this activity will revert to the Newsletter.)

PASSED

Moved (Adams), seconded (Prog) that no future state expenditure may exceed \$50 without prior approval of the Treasurer in consultation with the Coordinator of State Directors.

PASSED

Seymour presented the Revised Status of Special Accounts Report (Attachment #3).

Moved (McHargue), seconded (Adams) to accept the report as presented.

PASSED

Seymour distributed new additions to the Membership List. We have 877 members as of December 8, 1977.

We discussed several items related to insurance--especially liability insurance for the Association and coverage for the Proceedings we store. Seymour agreed to discuss it further with an attorney as well as an insurance agent. He will also solicit information concerning the policies of similar organizations.

Seymour reported that our official Charter has been retrieved from New Mexico with the help of Karen Smith. He will keep it with other business records. Seymour has been checking closely to make sure all WCRA paperwork (reports, I.D. Nos., interest payments, etc.) has been completed in compliance with New Mexico and U.S. statutes. He also reported that an official audit of the Association books will be made after a new Treasurer is elected and the Long Beach Conference expenses are paid.

VI. CONFERENCE PROGRAM CHAIRPERSON'S REPORT

Pat Heard and Conference Co-Manager Betty Levinson gave a very detailed and exciting report on the plans for Long Beach. They presented an outline of the conference schedule, lists of the presentations which have been accepted, and a copy of the brochure which has been mailed throughout the Western States. Details on the plan will be in the Winter Newsletter and they will also be mailed to all members in January.

Pat and Betty also discussed several issues related to the budget for Long Beach. Two \$500 mailings will be required and they are negotiating with the Queen Mary to get a better situation on hospitality/complimentary rooms. June will assist on the complimentary room discussions. Some signs will have to be ordered and it will be necessary to have busses which can move people from the Los Angeles airport to Long Beach. The Board authorized Pat and Betty to make the appropriate arrangements and describe them in their conference report. We also provided some guidance and assistance concerning conference badges, exhibitors (we already have 15 at \$125/table), and program printing.

The Board recessed at 4:30 p.m. and reconvened at 4:50 p.m.

We were joined briefly by members Ann Coil and JoAnn Wells of CSU Fullerton. They described their workshop which will be presented at Long Beach.

VII. COORDINATOR OF STATE/PROVINCIAL DIRECTORS' REPORT

Royce Adams reported on the State/Province Directors. As replacements and changes are made, they will be noted in the Newsletter. Pat Heard will provide the Directors with conference information as soon as it is available.

VIII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is continuing to check out possibilities of having post-conference sessions at either Lake Tahoe or Monterey in 1980. She is also pursuing a conference site for 1981 and has received some indications of interest from Dallas and Phoenix.

IX. PRESIDENT'S REPORT

Margaret Coda-Messerle has been working on establishing closer contacts with other professional organizations including the California Community College Tutorial Association, the National Reading Conference, the American College Personnel Association Commission XVI (Learning Centers in Higher Education), and the National Conference on Developmental Studies. We believe it is good to establish and maintain close communication with similar organizations and we discussed several ways of doing so, such as exchanging Newsletters and Proceedings, having joint presentations to each others conferences, etc. Margaret was encouraged to continue her efforts in this area.

Long Beach, California
December 9, 1977

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X. NEWSLETTER EDITOR'S REPORT

Carol Scarafiotti provided a report (Attachment #4) on the 1977 Newsletters. She will change to Volume Eleven to coincide with the eleventh Conference and Proceedings. Issue No. 1 will appear in Winter 1978. The deadline for copy is January 15.

XI. MATERIALS RESOURCE CLEARINGHOUSE REPORT

Margaret Coda-Messerle reported on a letter from Rose Wassman which recommended that materials exchanges between members be handled through the Conference Program Exhibits (né "Simulated Visits"). It was also noted that the "Membership Information File," which Pat Heard has suggested, might be another place to note areas of interest and expertise with certain materials.

Moved (Adams), seconded (Heard) to accept Rose's report and recommendation.

PASSED

The meeting was recessed at 6:40 p.m.

Long Beach, California
December 10, 1977

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The Board Meeting reconvened at 8:45 a.m. December 10. Members returning were Coda-Messerle, Heard, Adams, McHargue, Prog, Dempsey, Scarafiotti and Newman. They were joined by Past-President and Standing By-Laws Committee Chairperson Paul Hollingsworth and, later, Proceedings Editor Gwyn Enright, Occasional Paper Editor Randy Silverston, and Standing Awards and Scholarship Fund Committee Chairperson Donna Davidson.

XII. STANDING BY-LAWS COMMITTEE REPORT

Paul Hollingsworth had previously sent the Board members copies of his committee's report (Attachment #6). He summerized it briefly and responded to several questions from the members. The recommendation not to change the Association name led to a brief discussion about the pros and cons of the issue and how we can better communicate to outsiders our many interests that transcend reading. We decided to ask three members to write paragraphs regarding the issue: pro-name change (Mike McHargue), anti-name change (Fritz Frederick) and compromise idea (June Dempsey). These statements will appear in the Winter Newsletter and the Long Beach conference registration packet. They will be discussed briefly at Long Beach and members will be asked to take a "straw vote" in their conference evaluation forms. If there is enough sentiment for a change, we will aim for a formal vote at or around the Hawaii meeting. In the meantime, one compromise plan was discussed.

Moved (Prog), seconded (Adams) to ammend the WCRA letterhead to include more fully the functions of the organization: Reading--Learning Assistance--Developmental Education--Tutorial Services.

PASSED

Carol Scarafiotti agreed to make up some draft letterheads and distribute them to the Board.

Moved (Adams), seconded (Prog) that we accept the recommendation to ammend the By-Laws, Article II.5 so that it reads: "5. All annual, regular or special meetings of the Association must be held within the western geographic region established by the organization."

PASSED

2. Moved (Adams), seconded (McHargue) that we accept recommendation No. 3 in the By-Laws Committee Report which suggests that a part-time Executive Secretary be hired to handle the business affairs of the organization.

PASSED

Margaret asked the By-Laws Committee to develop a job description, salary suggestion and other recommendations related to the new position. It was authorized to reconvene under the same guidelines which controlled its earlier meeting. Board members were asked to provide input to the Committee.

Long Beach, California
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Moved (Adams), seconded (McHargue) to accept the recommendation (No. 4) not to formally affiliate with any other professional organization.

PASSED

Moved (McHargue), seconded (Heard) to accept the recommendation (No. 5) that the State Directors and Directors-at-Large be appointed by the President within 30 days prior to the annual meeting.

PASSED

Already approved By-Laws changes will be voted on at the Long Beach conference. Margaret commended the By-Laws Committee and asked that it continue its work by recommending further changes to be acted on at the Hawaii conference. She will send copies of the Articles of Incorporation, Constitution, and By-Laws to all Board members.

Moved (McHargue), seconded (Heard) to approve the expenses of the Standing By-Laws Committee.

PASSED

The meeting recessed at 10:55 a.m. and reconvened at 11:15 a.m.

XIII. EXHIBITOR'S FEE FOR THE HAWAII CONFERENCE

For the past three years the exhibitor's fee has been \$125/table and \$50 for each additional table.

Moved (McHargue), seconded (Heard) that the fee be raised to \$200 and \$100.

PASSED

XIV. CONFERENCE GUIDELINES

Many Board members are concerned that our current conference proposal guidelines are so demanding that they discourage potential hosts from applying. It was felt that a simple form noting interest should be the first step with details to follow. Members suggested that colleagues currently considering an invitation be allowed to follow modified guidelines -- the "spirit" of the law rather than the "letter" which requires formal commitments of staff time, money, etc.

Moved (Adams), seconded (McHargue) that June Dempsey draft a new set of guidelines. She will forward them to Royce Adams and Margaret Coda-Messerle for editing. The Board will vote on them in March.

PASSED

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XV. PROCEEDINGS EDITOR'S REPORT

Gwyn Enright noted that 500 copies of the 1977 Proceedings have just been mailed and she circulated copies of the excellent book. She responded to several questions about her work including the issue of insurance for the back issues which she currently stores in her garage. Her insurance will not cover property that does not belong to her.

Moved (Adams), seconded (Heard) to revise the 1977-78 budget for Proceedings up to \$4200.

PASSED

Moved (Adams), seconded (McHargue) for Gwyn and Seymour to work together to determine the least expensive way to insure the back issues of Proceedings and to sign a contract to do so. They will report to the Board in March.

PASSED

Margaret commended Gwyn and her Advisory Committee and asked her to send a copy to Pete Johnson in honor of his wife and our colleague, Liz.

XVI. COMPLIMENTARY ROOMS AT CONFERENCES

We need a policy statement on the order in which complimentary rooms at conferences shall be awarded.

Moved (Adams), seconded (Prog) that complimentary rooms be awarded in order of presiding authority: President, President-Elect, Past President, Secretary, Treasurer.

PASSED

XVII. TELEPHONE CREDIT CARD FOR WCRA OFFICERS

June Dempsey reported on the information she has gathered regarding the pros and cons of obtaining a credit card for Board members and other WCRA officials. After a thorough discussion, it was decided that the added convenience was not enough to offset the possible problems. We will continue with the current phone system. We thanked June for her research.

XVIII. MEMBERSHIP RESOURCES FILE

Pat Heard has suggested that a Membership Resources File be established. It would provide Board members, committee chairpersons, and fellow members with information about a person's professional expertise and Association interests. The Board agreed that such a file would be a very valuable resource. Margaret volunteered to donate her "unisort" equipment to WCRA to facilitate the retrieval of member information. The membership form which accompanies the Long Beach conference registration will solicit the data.

XIX. NOMINATING COMMITTEE

Due to a typographical error, the Nominating Committee report and the Newsletter article on it omitted the name of Royce Adams as a member. His participation insured that we met the By-Laws requirement that the two most recent available Past Presidents serve on the Committee.

We recessed at 1:20 p.m. and reconvened at 1:30 p.m.

XX. WCRA OCCASIONAL PAPER

Randy Silverston reported on his plans for the first occasional paper. He suggested the name WCRA Insights and he selected a theme for this first issue -- "What is College-Level Learning?" Other ideas included: soliciting ideas and papers through the next Newsletter and printing the first issue with a feedback/response form. Randy reported strong support from CSU Dominguez Hills for his participation in this project.

Moved (Adams), seconded (McHargue) to accept the report and empower Silverston to execute the plan he presented, emphasizing strong solicitation of WCRA member input into the first issue. The budget should not exceed \$1500.

PASSED

Both the pre-conference mailing and the Newsletter will solicit input with a March 1, 1978 deadline. Gwyn Enright will serve on Randy's Advisory Committee and other members are being selected. Margaret will officially thank our CSU Dominguez colleagues for their support.

XXI. STANDING AWARDS AND SCHOLARSHIP FUND COMMITTEE REPORT

Donna Davidson had distributed copies of her report prior to the meeting. It was discussed in great detail and several amendments were made. Attachment #7 of these minutes is the amended report.

Moved (Adams), seconded (McHargue) to approve the report as amended.

PASSED

Moved (Adams), seconded (McHargue) to send page one of the report to the By-Laws Committee for use in formulating a model for future committees in accordance with our By-Laws, Constitution, and Articles of Incorporation.

PASSED

Moved (Coda-Messerle), seconded (Adams) to reimburse the members in attendance at the October 22 meeting (Donna Davidson, Randy Silverston, Shirley Bowes and Jim Baugh) for their expenses. The Treasurer is not authorized to pay anyone not in attendance.

PASSED

The awards for scholarship, longstanding service, and retirement will begin with the Hawaii conference. The Presidential award will be continued in Long Beach.

The Board recessed at 5:25 p.m. and reconvened at 5:35 p.m.

XXII. HISTORIAN'S REPORT

Gene Kerstiens presented his report (Attachment #8) and discussed his work in collecting Association materials. He now has most of them and Mike McHargue will provide more from the Secretary's files.

Moved (Prog), seconded (Adams) to accept the guidelines for the position of Archivist as proposed.

PASSED

Gene suggested that copies of the last two volumes of Proceedings and Newsletters be sent to the Long Beach keynote speakers. He also discussed possible Archivist candidates and made a recommendation. Margaret Coda-Messerle will follow up on the appointment.

XXIII. NOMINATIONS COMMITTEE (Old Business)

June Dempsey recommended that Royce Adams' name be added to the committee report and that Elaine Cohen's name be removed from page 2. (The report is Attachment #8 to the September 9-10 Board minutes.) June also suggested that the report be sent to the next Nominations Committee for their consideration.

Moved (Adams), seconded (McHargue) to amend the report, publish it in the Newsletter, and forward it to the next committee.

PASSED

Moved (Prog), seconded (Adams) to alter the budgeted amount for the committee to \$800.

PASSED

XXIII. CALIFORNIA RESOLUTIONS AND MONTOYA BILL

After a brief discussion of these documents, the Board decided not to take any action on them.

XXIV. SAVINGS CERTIFICATE

We recommended that the Treasurer explore the possibility of increased earnings through investment in certificates of deposit (consistent with security and feasibility).

Long Beach, California
December 10, 1977

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XXV. EQUAL RIGHTS AMENDMENT

Donna Davidson had requested that WCRA decide not to hold meetings in any state which had not ratified the Equal Rights Amendment. The Board decided to get a non-binding "straw vote" from the Membership at Long Beach. We obtained a legal opinion that obtaining that information and following Davidson's suggestion would not be illegal, unless it involved breaking contracts that the Association had previously made.

Moved (Adams), seconded (McHargue) to place a question on the Long Beach evaluation form which asks members to express their sentiment on the ERA/conference question:

PASSED

The meeting recessed at 7:55 p.m.

Later consulted attorneys, were told there was no legal problem in a simple vote if ~~the~~ no breaking of current contract, so we later moved & passed bringing it to a vote at general membership meeting.

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The Board reconvened at 8:50 a.m., Sunday, December 11th. Members present: Adams, Coda-Messerle, Dempsey, Enright, Heard, McHargue, Newman, Prog and Scarafiotti.

XXVI. LONG BEACH BOARD MEETINGS

We decided to meet at the following times during the Long Beach Conference:

Tuesday, March 14	7 p.m. - 10 p.m.
Wednesday, March 15	9 a.m. - 12 p.m.; 2 p.m. - ?
Saturday, March 18	11 a.m. - 1 p.m. (state director reports)
Sunday, March 19	1 p.m. - 3 p.m. (with New Board)

XXVII. GOALS AND PURPOSES OF WCRA

We tabled Robert's Rules of Order and formal minute-taking in order to discuss the goals and purposes of WCRA. Our goal was to do some long-range thinking and planning, and to define our organization more effectively. The conversation leaned heavily on two recent conference topics: "Revolutionizing WCRA to Meet My Needs" and "WCRA: Where Are We? Where Are We Going?" It was also guided by the content and categories of recent conference presentations and conversations with many colleagues.

After a good session of brainstorming about our many roles and activities, each member wrote a short blurb on the Association. After we shared those with the group, further discussion took place. Finally, Gwyn Enright agreed to take the written statements, the brainstorming notes, and the audio tapes of the discussion and try to edit and compile a coherent statement summarizing our talk. It was a useful two hours; Gwyn's work will make it more productive. We will discuss her summary at our next meeting.

XXVIII. BUSINESS/LEGAL NOTES

Seymour reported on several matters of a business/legal nature after conferring with an attorney:

- A. Liability: WCRA is only liable up to the assets of the corporation. There is no personal legal liability on the part of our officers.
- B. We should have some liability insurance because we will be "sponsoring" some activities that involve drinking alcoholic beverages.
- C. ERA: There is no legal problem with an Association stand which does not involve breaking a contract.

We discussed the possibility of retaining a new lawyer to work on WCRA issues but decided, again, to work on a "services rendered" basis. We expressed our thanks to Seymour and Jacqueline Klein for their assistance in these matters.

Long Beach, California
December 11, 1977

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Seymour read a statement of "Reimbursement of Expenses for Meetings" (Attachment #9).

Moved (McHargue), seconded (Heard) to accept this statement as the reimbursement plan for WCRA meetings.

PASSED

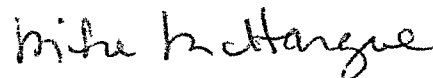
Moved (Prog), seconded (McHargue) to approve payment for expenses incurred during this meeting as allowed in the previous motion plus any extraordinary expense of travel occasioned by difficult climatic conditions.

PASSED

Margaret asked Carol Scarafiotti to draft a "professional information form" which will include data on a member's areas of professional expertise, knowledge of materials, and interest in WCRA activities. This form will be placed in the Long Beach packet and it will be used to establish the "Membership Resources File."

The meeting was adjourned at 11:35 a.m.

Respectfully submitted,



Mike Mchargue
Secretary

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

December 1, 1977

BALANCE BROUGHT FORWARD (August 31, 1977) \$20, 724.

INCOME (to 11/30/77)
INTEREST "\$1782.85
323.86

+ 2, 106.

EXPENSE

Board Expense	797.86
Board Guest — READABILITY com.	155.10 (JEN HAGSTROM)
Nominating Committee	771.44
President's Expense	39.25
Newsletter	714.54
Proceedings [Printing]	3,330.00
" [Editorial Bd.]	235.11
Clerical	26.28
Postage	<u>128.12</u>

TOTAL EXPENSE

- 6, 197.

BALANCE 12/1/77 \$16, 633.

CASH in Checking Account
ON DEPOSIT in Savings & Loan

\$ 2,754.71
14,048.47
<u>\$ 16,803.18</u>

Agnes Pong
Treasurer

WESTERN COLLEGE READING ASSOCIATION

BUDGET REPORT (REVISED)

OFFICE	1977-78 BUDGETED	EXPENDED to 9/1/77
President	\$ 200	\$ 24.33
Past Pres. (nominating)	330	90.79
Past Pres. (coordinators)	300	
Past Pres. (site selection)	335	
Pres. Elect	300	
Secretary	350	
Treasurer	500 1000	786.31 (Memb. List \$)
Placement	500	377.47
State Directors	500	109.62
General Board (Meeting expense)	1500	198.98
<u>Proceedings</u>	3500	172.98 (Payment not made for pr 1977)
Newsletter	2250	830.58

WCRA DECEMBER BOARD MEETING AGENDA

Friday, December 9

- ✓ 1. 1:30 p.m. Call to Order
- ✓ 2. Review of Agenda
- ✓ 3. Secretary's Report (Mike McHargue)
 - a. Minutes of Last Meeting
 - b. Disposition of categorization and listing of WCRA policy statements and procedures
- ✓ 4. Treasurer's Report (Seymour Prog)
 - a. Accounts and Funds
 - b. Charter
 - c. Insurance for Proceedings
 - d. Auditing of Books
- ✓ 5. Conference Program Chairperson's Report (Pat Heard)
- ✓ 6. Coordinator of State/Provincial Director's Report (Royce Adams)
- ✓ 7. Conference Site Chairperson's Report (June Dempsey)
- ✓ 8. President's Report--disposition of WCRA's relationships with other organizations (Margaret Coda-Messerle)
- ✓ 9. Newsletter Editor's Report (Carol Scarafioti)
- ~~✓ 10.~~ Placement Bureau Chairperson's Report (Barbara Tomlinson)
- ✓ 11. Historians' Report (Frank Christ and Gene Kerstiens with assist from Mike McHargue)
- ✓ 12. Materials Resources Clearinghouse (Rose Wassman via Margaret Coda-Messerle)
13. Per Diem
- ✓ 14. Conference Guidelines (June Dempsey et. al.)
- ✓ 15. Exhibitor's Fee for Hawaii Conference (June Dempsey)

Saturday, December 10

8:30 - 12 noon

Imaging Potential and Working Session--WCRA's Mission, Goals, and Objectives

After Reconvening at 1:30 p.m.

- ✓ *16. Journal (Randy Silverston)
*Time Certain 1:30 p.m.

- ✓17. Standing Awards Committee Report (Donna Davidson)
*Time Certain 2:00 p.m.
- ✓18. Standing By-laws Committee Report (Paul Hollingsworth)
- ✓19. Proceedings Editor's Report (Gwyn Enright)
- ✓20. Order of Complimentary Rooms (Margaret Coda-Messerle)
- ✓21. Telephone Credit Card for Officers (June Dempsey)

Additions to the agenda:

- ✓22. Membership file
 - ✓23. nominating committee report
 - 24. ERA status - no convention
 - ✓25. Montana ^{bill} ~~resolution~~ & California resolution
 - 26. savings certificate
- Sunday, September 11

8:30 - 12 noon

Continuation of Imaging Potential and Working Session