

**CRLA BOARD MEETING
SUMMARY OF MINUTES
Overland Park Marriott Hotel
Overland Park, Kansas
July 10-12, 1992**

Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Kathy Carpenter, *Outgoing Treasurer*; Tom Pasternack, *Newsletter Editor*; Pat Jonason, *On-Site Chair*; Roz Bethke and Judy Ballard, *On-Site Committee*; Bertha Murray, *President of NADE* (one hour on July 11).

July 10, 1992

1. Minutes of the April 6-12, 1992, conference Board meetings were approved after being amended as follows: Item 16 in the summary of minutes was reworded so as not to imply that the Elections chair notifies candidates of results after the election; on April 12, p. 4, it was Becky rather than Joyce who volunteered to write to Gene Kerstiens.
2. Profit margins of the 1991 and 1992 conferences were compared by Kathy Carpenter: the 1991 conference earned \$5,425, while the 1992 conference earned \$25,996, including \$18,335 in donations and \$7,661 in fees.
3. The 1992 conference budget was detailed, with listed donations more than covering the extra costs of the 25th Anniversary celebration.
4. Kathy Carpenter suggested continuing her procedure for turning small conference refunds into donations to the scholarship fund and providing training for registration-desk personnel.
5. Statistics on participation in conference activities and food functions were reviewed. About 489 members attended the 1992 conference in San Francisco.
6. The number of conference evaluations completed was up 50%, according to JoAnn Carter-Wells' report, and innovations in evaluation procedures will be continued.
7. Jo-Ann Mullen outlined 1993 conference plans and key personnel. K. Patricia Cross will be Keynote Speaker at the First General Session.
8. Pat Jonason described plans for the 1993 conference undertaken by the On-Site Committee.

CRLA SUMMARY OF MINUTES

Overland Park Marriott Hotel

July 10-12, 1992

Page 2

July 11, 1992

9. The Board approved funds requested by Oregon (\$500) and New Mexico (\$200) state groups for speakers at their fall conferences.
10. California became a state chapter.
11. Acquisition of a laptop computer for CRLA secretaries compatible with the Archivist's scanning and storage systems will be investigated through Chemeketa Community College.
12. Kathy Carpenter provided the Board with financial statements for the past three years and demonstrated that the 1992 conference recouped the losses of the previous two years through increased fees and donations. Investigation will be undertaken concerning sterner action to be taken to reduce losses incurred by members "bouncing" conference checks.
13. Treasury funds were transferred to Rosa Hall.
14. Kathy Carpenter presented to the Board a "Portfolio for Treasurer," clearly describing policies and procedures for the office.
15. Due to bonding agency restrictions, the Board agreed to cease the practice of giving monetary advances to members to conduct CRLA business, retaining the practice of early transfer of funds to a new Treasurer to establish accounts. Because this policy requires that members undertaking CRLA work sustain any debt until submitting receipts to the Treasurer and receiving repayment, it was agreed that the Treasurer make timely reimbursements by weekly repayment of bills and that persons undertaking CRLA jobs should be informed of the new "no-advance" policy.
16. Tom Pasternack had to perform layout work for the spring 1992 issue of the *Newsletter* himself, costing himself a week's work but saving CRLA more than \$500.
17. The Board supported development of an Exemplary Practice Award that alternates yearly between outstanding curriculum and exemplary program and charged the Awards and Scholarships Committee to determine criteria for such awards. The committee was asked to present a draft to the Board before the 1993 conference Board meetings so that the award and criteria can be discussed by the membership at the conference.

CRLA SUMMARY OF MINUTES

Overland Park Marriott Hotel

July 10-12, 1992

Page 3

18. It was decided not to create an award for best article in *JCRL* at this time.
19. The Board accepted Becky Patterson's Elections Committee report and suggestion that when election results are announced the President make available to runners-up an appropriate alternative role.
20. The Placement Bureau was removed from the SIG network, and the future of CRLA placement services will be under study.
21. Tom Gier's report on the Tutor Certification Committee was accepted. He was asked to write formal, discrete job descriptions for Tutor Certification Coordinator and Assistant Tutor Certification Coordinator.
22. The Tutor Certification monograph will be rewritten to contain, rather than a list of those "willing to share," written resources and a bibliography.
23. The policy on travel for *JCRL* editors was clarified.
24. JoAnn Carter-Wells and Janice Lewis were named new Editor and Executive Editor of the *Journal of College Reading and Learning*.
25. Robin Bischof was appointed Membership Coordinator and Rita Dunbar Associate Membership Coordinator for three years, replacing the former mailing service.
26. Bertha Murray of NADE met with the Board and discussed difficulties with producing a shared conference in 1995. It was agreed to continue other forms of liaison and to explore the possibility of an overlapping conference in 1995. One organization would hold its conference Saturday through Wednesday and the other, Wednesday through Sunday of the same week, with shared keynoters, publishers' exhibits, and some institutes in the middle of the week. Becky Johnen was empowered to represent CRLA in discussions with NADE of an overlapping conference.
27. The formation of guidelines for making decisions surrounding research-related issues was referred to the Evaluation and Research SIG.
28. All job descriptions will be revised to indicate that appropriate correspondence should be submitted regularly to the Archivist. Further, updating the job description will be written into each job description.

CRLA SUMMARY OF MINUTES

Overland Park Marriott Hotel

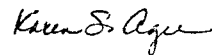
July 10-12, 1992

Page 4

July 12, 1992

29. An operating budget of \$50,075 and a conference budget of \$35,950 were approved for 1992-93, for a total budget of \$86,025 for 1992-93.

Respectfully submitted,



Karen S. Agee
Secretary 1991-93

(These minutes have not been approved.)

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
July 12, 1992

Board Members Present:

Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present:

Kathy Carpenter, *Outgoing Treasurer*; Tom Pasternack, *Newsletter Editor*; Pat Jonason, *On-Site Chair*.

Becky called the meeting to order at 8:00 a.m., and Kathy passed out copies of CRLA Budget Request 1992-93 (Attachment W).

I. 1992-93 Budget Development--Operating Budget.
An operating budget of \$50,075 was approved for 1992-93.

A. A total of \$18,390 was budgeted for Board expenses, with \$3,550 for President, \$2,650 for President-Elect, \$510 for Secretary, \$2,580 for Treasurer, and \$9,100 for general board expenses.

B. A total of \$16,925 was budgeted for Publications expenses, including \$5,800 for the *Newsletter*, \$9,925 for the *JCRL*, and \$1,200 for monographs.

C. \$4,875 was budgeted for General Organizational Expenses, allowing \$550 for Oxford Mailing Service's outstanding bill and \$575 for the Membership Service.

D. A total of \$4,855 was budgeted for Committees, with \$530 for Awards & Scholarships (Fundraising), \$625 for Archives, \$2,000 for Site Selection, \$950 for Nominations & Elections, and \$750 for Tutor Certification.

E. A total of \$5,030 was budgeted for States & Regions, with \$1,105 for Coordinator, \$2,050 for Directors, \$175 for SIG Coordinator, and \$1,700 for SIG Leaders (a new budget category).

II. 1992-93 Budget Development--Conference Budget.
A conference budget of \$35,950 was approved for 1992-93.

A. A total of \$7,540 was budgeted for Conference Management, with \$4,500 for Chair, \$1,415 for On-Site Manager, and \$1,625 for Exhibits Chair.

B. A total of \$11,510 was budgeted for General Conference Expenses, with \$3,500 for programs, \$1,000 for registration packets, \$3,500 for Calls to Conference, and \$3,510 for other general conference expenses.

C. A total of \$9,300 was budgeted for Conference Program, with \$4,300 for keynote and brunch speakers, \$3,300 for invited institutes, \$700 for regular institutes, and \$1000 for the computer fair (\$750 being needed this year for electrical hookups).

D. A total of \$7,600 was budgeted for Food Functions, with \$600 for hospitality, \$1,500 for publishers' breakfast, \$200 for editors' lunch, \$800 for state directors' dinner, \$2,200 for coffee breaks, \$500 for newcomers' reception, \$600 for past board lunch, \$300 for tutor certification lunch, \$150 for planning breakfast, \$400 for SIG leaders' lunch, \$200 for lunch with a mentor, and \$150 for the SIG social.

Becky noted that this budget is realistic with regard to anticipated revenue and expenditures, and it is cautious in expectation of another tight year economically.

Budget of \$86,025 approved for 1992-93

The Board approved a total budget of \$86,025 for 1992-93.

(M) Karen Agee

(S) Joyce Weinsheimer

PASSED

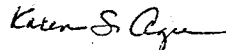
III. The Board gave individual and group thanks to Pat Jonason and the Kansas/Nebraska group for the basket of welcoming foods and superb planning.

IV. On suggestion by Tom Pasternack, free memberships awarded at the conference raffle were reduced from five-year to one-year memberships.

V. At this her last Board meeting in her term as Treasurer, the Board gave deep, heartfelt thanks to Kathy Carpenter, who set new standards for the position, made CRLA a fiscally responsible organization, organized policies and tasks for future treasurers, and helped to bring the vision of a Midwest conference to fruition through hard work at the regional and national level.

Becky adjourned the 1992 Summer Board meeting at 11:36 a.m.

Respectfully submitted,



Karen S. Agee
Secretary 1991-93

(These minutes have not been approved.)

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
July 11, 1992

Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Kathy Carpenter, *Outgoing Treasurer*; Tom Pasternack, *Newsletter Editor*; Pat Jonason (entering at 9:30), *On-Site Chair*.

Becky gaveled the meeting to order at 8:35 a.m. and called for continuation of reports.

I. Reports from Officers and Board Guests.

A. Coordinator of State and Regional Directors:
Joyce Weinsheimer.

1. Joyce submitted a report listing current CRLA chapter presidents and state/region directors for 1992-93 (Attachment H). Colorado is currently lacking a director. There are currently no North/South Dakota members. Joyce expressed her goals as improving communication with states/regions and providing directors with information and materials for their members.

Funds approved for Oregon and New Mexico for conference speakers

2. Oregon's director has requested \$500 for a speaker at their fall conference. New Mexico has requested \$200 for honorarium and lodging for a speaker. **The Board approved funds requested by Oregon (\$500) and New Mexico (\$200) for speakers at their conferences.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

Kathy asked Joyce to reiterate to directors that all bills are due to the Treasurer, Rosa, before May 31; late bills cannot be paid. Joyce will prepare a timeline for directors' duties including that information.

3. Officers have been requested as conference speakers in several states/regions. It was agreed that

Becky would represent the Board at the TADE conference and would travel on to Washington, D.C., for the Research in Developmental Ed conference. Jo-Ann has agreed to be keynote speaker for the Kansas-Nebraska conference in October at the Overland Park Marriott, combining that trip with the on-site visit usually made in January. Becky agreed to communicate to Craig Stern that several present and outgoing Board members are available for the Arizona conference in October.

California attains Chapter status

4. Joyce reported that California members have petitioned for Chapter status, with all forms completed and signatures appended (Attachment I). **The Board accepted California members' petition for Chapter status.**

(M) Joyce Weinsheimer

(S) Rosa Hall

PASSED

Joyce understands that the California chapter will elect officers in the fall.

Acquisition of laptop computer to be investigated

B. Secretary: Karen Agee.

Karen presented a report acknowledging support from UNI and family and recommending future purchase of a laptop computer for the association secretary (Attachment J). Becky reported that Chemeketa Community College is an Apple consortium campus and agreed to investigate low-cost acquisition of a laptop. **The Board agreed to investigate acquisition of a laptop computer for CRLA.**

(M) Karen Agee

(S) Jo-Ann Mullen

PASSED

C. Outgoing Treasurer: Kathy Carpenter.

1. Summary of 1991-92 Budget (Attachment K).

The Board found the annotation of monies taken in to be helpful; it was agreed to asterisk unbudgeted expenses that were defrayed in whole or part by

donations, to make clear that unbudgeted funds were not being disbursed prodigally. The Board gave thanks and appreciation to Kathy for her work on the budget and the budget report.

Becky called a break from 10:07 to 10:25 a.m.

2. Statements of Receipts and Disbursements (Attachment L). Kathy provided the Board with financial statements for years 1989-90, 1990-91, and 1991-92. The 1992 conference, she explained, recouped the losses of the previous two years. In explanation of item "NFC Checks and Fees," she clarified that CRLA is charged \$10 for each returned check and described the procedures she follows when a member's conference check "bounces." Becky volunteered to consult her institution's attorney to find out whether in such cases the member's institution could be billed.

3. Kathy gave Rosa a check for \$54,000. Kathy has had to leave some monies in accounts to cover outstanding checks until she closes accounts on July 15 and sends the remainder to Rosa. Various strategies were discussed to ensure that members cash refund checks by May 31. Tom suggested printing "not valid after 60 days" on checks. Kathy asked that it be noted in the minutes that Vince Orlando had his advance request in well before May 31. Kathy also recommended that summer Board meetings should not be held earlier than the third week in July to ease the treasurer's load when books are closed June 1.

4. Kathy presented to the Board and to Rosa a "Portfolio for Treasurer" (Attachment M), clearly describing policies and procedures for the office. She suggested it be updated by subsequent treasurers.

5. CRLA's bonding company would not approve the policy of giving cash advances to non-Board members to perform conference or other duties. In addition, both the person receiving the advance and the

*No monetary advances to be
made to non-Board members*

treasurer have difficulty accounting for the monies without receipts. **The Board agreed to cease the practice of giving monetary advances to members to conduct CRLA business, retaining the practice of early transfer of funds to a new Treasurer to establish accounts.**

Discussion: Because this policy requires that members undertaking CRLA work sustain the debt until receiving repayment, it was agreed that the Treasurer must make timely reimbursements, paying weekly the bills received; and that persons undertaking CRLA jobs should be informed of the policy.

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

D. Newsletter Editor: Tom Pasternack.

1. Tom reported that at press time for the most recent newsletter he discovered his layout expert had gone out of business; he learned MicroSoft Word in one week and did the layout himself. Although he printed 1250 instead of the usual 1100, costs were \$500 less because he performed the layout work. The Board expressed great appreciation for his labors. A new feature is Becky's "CRLA Gift Shop" to sell items throughout the year.

2. Becky mentioned a former practice of liaison with NADE whereby the presidents could put a letter or article in each other's newsletter annually. Tom agreed to fit a NADE letter in if the practice were resumed.

II. Reports from Standing Committees.

A. Awards/Scholarships: Kate Sandberg.

1. Joyce shared the letter she received from Martha Maxwell, thanking CRLA for the Silver Anniversary award (Attachment N).

*Exemplary Practice Award
concept supported; Awards and
Scholarships Committee
charged with drafting criteria*

2. Becky drew the Board's attention to Chair Kate Sandberg's letter containing a draft nomination form for an exemplary-practice award suggested by the Board at the April 7 (Minutes, p. 2) meeting. The Board discussed the concept of such an award, including concerns about weakening present awards, verifying accuracy of claims, and comparing practice with practitioner. Such an award would consist of a plaque rather than monetary reward. **The Board supports development of an Exemplary Practice Award that alternates yearly between outstanding curriculum and exemplary program; and charges the Awards and Scholarships Committee to determine criteria for such awards, presenting a draft to the Board before the Conference (1993) Board meeting so it can be discussed by the membership at the conference.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

*Best JCRL Article award not
created*

3. An award had also been suggested (April 7, 1992, p. 2) for outstanding JCRL article. Jo-Ann and others mentioned difficulties with the concept. **The Board decided not to create a Best JCRL Article Award at this time.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

4. Kate Sandberg had withdrawn an earlier suggestion to increase the research assistance monetary award.

5. The Board made a nomination to the Awards and Scholarships Committee for the Robert Griffin Award for Long and Outstanding Service.

6. The Board agreed on recipients of the Special Recognition Awards.

*Runners-up in elections will
have alternative role made
available*

B. Elections: Becky Patterson.

1. The Board received Becky Patterson's annual report (Attachment O) and discussed her suggestions. **At the time when election results are announced, the President will make available to runners-up an appropriate, visible role.**

(M) Joyce Weinsheimer

(S) Karen Agee

PASSED

Becky Johnen will discuss with Barbara Swanson and Dorothy Gray some alternative roles.

2. It was noted that the new calendar for elections requires a Bylaws change. The current Bylaws read at VII.3.g. that "all votes received on or before February 15 will be included in the final count" of ballots. Changing the date to November 1 will be presented to the membership at the 1993 conference.

The Board interrupted the meeting for lunch 1:10 to 2:44 p.m.

C. Archives: Karen Smith.

The Board accepted Karen's report (Attachment P), and agreed to suggested changes in the job description.

D. Special Interest Groups: Patti Glenn.

1. The Board accepted Patti's SIG report (Attachment Q) and discussed the inactive status of the Placement SIG. Overlap with the services available from NADE's placement service was noted. It was agreed to **remove the Placement Bureau from the SIG network and investigate how to handle placement in the future.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

Becky volunteered to work with Patti, Anna-Marie Schlender (Placement Bureau SIG leader), and Bertha Murray (NADE President) on the question.

*Placement Bureau removed
from SIG network*

Tom Gier to write formal job description for Assistant Tutor Certification Coordinator

Tutor Certification monograph to contain resources and bibliography

2. The Board discussed future plans for SIGs. Becky will discuss with Patti how SIGs can serve CRLA members in the coming decade.

E. Tutor Certification: Tom Gier.

1. The Board accepted Tom's report (Attachment R); Becky will ask Tom to write formal, discrete job descriptions for Tutor Certification Coordinator and Assistant Tutor Certification Coordinator.

2. Becky reported that she and Tom had talked about changes to be made in the Tutor Certification monograph. Many of those listed as "willing to share" are no longer willing; providing resources on demand has become onerous. Tom would pull those resources together into the monograph. Jo-Ann noted that all resources included in the monograph must be original. A bibliography should be included. Separate chapters should be provided on different aspects of tutor training.

F. Site Selection: Dee Tadlock.
No report was received from Dee.

G. *Journal of College Reading and Learning*; Jo-Ann Mullen.

1. Jo-Ann reported that Vince has not yet had time to investigate the possibility of microfiching old *Journals* but will mail a report later.

2. The editors are rejecting submissions to *JCRL* at a higher rate than before--now 60%.

3. The spring issue will contain all invited articles from former editors of *JCRL*, so no review will be necessary. The Board agreed that only the silver-anniversary issue should bear a silver cover.

4. Jo-Ann suggested that *JCRL* editors probably do not excite enough interest in publishing in the *Journal* to justify paid expenses to NADE, CRA, IRA, and

*Policy on JCRL Editor travel
clarified*

NRC conferences. It was agreed that travel expenses to promote *JCRL* at other organizations' conferences would be reimbursed by the Board if the Editor were making a presentation on writing for journals or staffing a CRLA membership booth.

5. Jo-Ann reported that two members of the editorial board had let their memberships lapse, and one paid on request. There are currently two openings on the editorial board.

III. New Business.

*JoAnn Carter-Wells and Janice
Lewis named new Editor and
Executive Editor of JCRL*

A. Selection of New *JCRL* Editors. The Board reviewed applications and resumes submitted to the current editors. **The Board appointed JoAnn Carter-Wells and Janice Lewis to be Editor and Executive Editor of the *Journal of College Reading and Learning* beginning with preparation for the 26th volume.**

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

*Robin Bischof appointed
Membership Coordinator, 1992-
1995*

B. Selection of Membership Coordinator.

Joyce suggested that a coordinator be given a three-year appointment, to provide continuity of experience and mailing address. After review of applications, **Robin Bischof was appointed Membership Coordinator for three years.**

(M) Jo-Ann Mullen

(S) Rosa Hall

PASSED

*Rita Dunbar appointed
Associate Membership
Coordinator, 1992-1995*

Rita Dunbar was appointed Associate Membership Coordinator for three years.

(M) Joyce Weinsheimer

(S) Rosa Hall

PASSED

The Board thanked Joyce for her year's work as Membership Coordinator and her analysis of the job.

IV. Old Business.

A. Update on First National Conference on Research in Developmental Education, November 11-14, 1992.

Becky reported that she had urged 5 members to submit non-juried proposals by June 1, on the understanding that no support will be provided. Janet Eddy wants to participate. On the question of whom to send to represent the Board, Carol Clymer Spradling wants to go and suggests the director of the Evaluation and Research SIG. Kathy suggested that Carol, as part of the Advisory Committee, should be invited to the conference with expenses paid by the research group, and the Board should insist that the Advisory Committee meet. Joyce suggested that if the Exxon research group will not support the Advisory Group's (and Carol's) attendance, the Board should provide support. If Exxon will pay Carol's way to the conference, the Board should support either the director of the Evaluation and Research SIG or Janet Eddy.

B. *JDE* and *RRiDE* Subscription Agreement.

1. Becky suggested continuing the same process next year of permitting Appalachian State to print our letter (inviting members to subscribe at reduced rates) on their logo, in accordance with their bulk mailing regulations, to reduce mailing costs.

2. In rereading the contract Becky discovered that *JDE* will provide up to one-half page of space for CRLA news annually, if provided copy by deadlines of June 1 or July 15. Karen volunteered to prepare copy by July 15, and Becky will add the task to the President's job description.

The Board took a break 5:20 to 5:30.

C. Promotional Video.

Pat Jonason provided video equipment to view the raw footage taken by Staryn Bolen. Becky noted that the

film will be edited down to 5-7 minutes, with voiceovers and displays.

D. Joint Conference with NADE.

Bertha Murray entered at 5:55 p.m.

1. After introductions, Bertha shared with the Board the discussions at NADE's board meeting in Tallahassee and her meeting with Becky:

- (a) NADE has 1685 paid members, and CRLA about 800. Surprisingly, only about 150 are members of both.
- (b) NADE charges \$140 conference fees and CRLA only \$75. NADE needs to charge the full fee; perhaps in the future NADE will be able to reduce expenses and then fees charged.
- (c) NADE recognizes the success of joint state meetings, such as the CRLA/TADE conference in Texas and suggests regional conferences. Kathy noted that Kansas-Nebraska CRLA and MRADE already sponsor a regional conference together.
- (d) NADE charges \$40 to attend conference institutes, compared to CRLA's \$12 or \$25.

These factors make collaborating on a joint conference difficult.

2. Other liaison activities were discussed:

- (a) The exchange of Presidents-Elect to conferences and Board meetings, fees waived, should continue and expand.
- (b) The exchange of Presidents' columns in newsletters, instituted and ended in 1988, should continue.
- (c) Discussion could return to overlapping (rather than shared) conferences, whereby only keynoters, publishers, and some presenters would be shared on mid-week day(s).

Advantages of an overlapping conference were seen to be that more exhibitors could be attracted, political-action keynoters could be shared, fewer break-out rooms would be needed, better tour rates could

perhaps be secured, and attendance at both conferences for joint members could be discounted, perhaps charging \$180 (with \$120 going to NADE and \$60 to CRLA).

It was agreed that barriers are too high at present for a joint conference, but the overlap model is possible for 1995. Sites are available for large groups, including San Antonio and Portland.

*Overlapping conference in 1995
to be investigated with NADE*

The Board agreed to investigate with NADE an overlapping conference model for 1995.

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

*Becky Johnen to represent
CRLA in discussions with
NADE of overlapping
conference*

The Board empowered Becky Johnen to represent CRLA in discussions with NADE of an overlapping conference.

(M) Joyce Weinsheimer

(S) Rosa Hall

PASSED

The Board and Bertha Murray adjourned for dinner at 6:50, at which time Pat Jonason left. Becky called the Board back to order at 8:46 p.m.

V. New Business, continued.

1. Interassociation Council.

The Board reviewed Gladys Shaw's letter concerning liaisons between professional organizations (Attachment S). Becky volunteered to discuss with Bertha Murray sharing a representative with NADE, as suggested by Gladys, and will brainstorm with Gladys some functions of liaisons. Becky reported that she had written to each former liaison asking about continuing interest and has heard from just one.

2. Making the Most of State Chapters.

This discussion was placed on hold until the spring conference meeting. Becky and Joyce will work together to bring ideas to the Board.

3. Procedure on Decision-Making Surrounding Research-Related Issues.

Becky suggested asking the Evaluation and Research SIG to formulate guidelines for the Board to make decisions on funding and supporting research. The Board concurred.

4. Update on Results of the 1992 Conference Plenary Session.

Joyce shared the comments she collated from the plenary session at the 1992 conference. She will be forming conclusions about these and writing an article for *JCRL*. She noted that more than 50% of the members in attendance at the general session are in administrative positions.

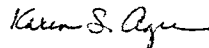
5. Review of Job Descriptions.

Kathy Carpenter submitted a revised job description for Treasurer (Attachment T) and suggested that each officer should update his/her job description at the end of each term. Becky commented that regular submission of copies of appropriate correspondence to the Archivist should be written into each job description, as well. Joyce submitted a job description for Membership Coordinator (Attachment U), and Becky will write one for Associate Membership Coordinator. Becky submitted job descriptions for President-Elect and President (Attachment V).

Job descriptions will be revised to require submission of correspondence to Archivist and update of job description at end of term

Becky adjourned the meeting at 10:15 p.m. and noted that the next day's meeting would begin at 8:00 rather than 8:30 a.m.

Respectfully submitted,



Karen S. Agee
Secretary 1991-1993

(These minutes have not been approved.)

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Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Kathy Carpenter, *Outgoing Treasurer*; Pat Jonason, *On-Site Chair*; Roz Bethke, *Floating On-Site Chair*; Tom Pasternack (entering at 2:00), *Newsletter Editor*; Judy Ballard (entering at 3:00), *On-Site Committee*.

Becky called the meeting to order at 1:25 p.m. and began the meeting with introductions around the table.

I. Approval of Agenda.

Becky announced that the agenda (Attachment A) would be followed flexibly.

II. Approval of Minutes.

The minutes of the April 6-12, 1992, Board meetings were amended as follows: Item 16 in the summary of minutes was reworded so as not to imply that the Elections chair notifies candidates of results after the election; April 12, p. 4, it was Becky rather than Joyce who volunteered to write to Gene Kerstiens. **The Spring 1992 Board meeting minutes were approved as amended.**

Spring 1992 minutes of Board meetings approved as amended

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

III. What's Happening.

Becky asked Board members and others to provide an update on their personal and professional lives.

IV. Reports from Officers and Board Guests.

A. Outgoing Treasurer: Kathy Carpenter.

1. Kathy provided the Board with her analysis of income and expenditures for the 1991 and 1992 conferences. More donations were received after the 1992 conference, bringing total donations to \$18,335. Profit (excluding donations) in 1992 was \$7,660.95,

Profit margins of 1991 and 1992 conferences compared; \$18,335 received in 1992 in donations

compared to \$5,425 in 1991, primarily because conference fees were raised last year. Total profit on the 1992 conference (including donations) was \$25,995.95. The Board expressed gratitude to Becky for successfully soliciting so many donations.

1992 conference budget detailed

2. Becky shared with the Board her post-conference letter to Kathy concerning the 1992 conference budget (Attachment C). The majority of donations came from Oregon businesses. Becky solicited especially from workplace literacy and retraining businesses. More than \$8,000 was received after the conference.

Treasurer's suggestions for turning refunds into donations and training registration-desk personnel

3. Kathy presented her form (Attachment D) by which conference registrants could donate to the scholarship fund any refund due them. She reported that many members did turn small refunds into donations, reducing the number of checks to be written and increasing the scholarship fund. She also noted that a past Treasurer or past On-Site Chair should train registration-desk personnel before the conference, to prevent problems later.

Statistics on participation in activities and food functions provided

B. Past-President-Elect: Becky Johnen.

1. 1992 Conference Report (Becky Johnen and Shirley Sloan). Becky passed around a copy of the report and gave a copy to Jo-Ann. She also provided statistics on approximate attendance at institutes, SIG functions, and lunches with mentors (Attachment E) and noted the difficulty of providing exact counts of participants. Attendance was excellent at all events. Becky provided a handout showing meal function participation in 1991 and 1992 (Attachment F) and expressed concern that the association is sometimes billed for more persons than participate. The Board discussed members' concerns and suggested that SIG lunches in 1993 be held on-site. Attendance at the 1992 conference was approximately 489 persons.

About 489 attended 1992 conference

The Board adjourned for a tour by John Hall of the Overland Park Marriott, 3:00 to 4:00, after which Becky returned the Board to order.

Conference evaluations up 50%

2. 1992 Conference Evaluation (JoAnn Carter-Wells). Becky drew the Board's attention to JoAnn's written report on conference evaluations (Attachment G) and noted the 50% increase in submission of evaluation forms. The Board agreed to continue the innovations in evaluation procedures undertaken in 1992.

1993 conference personnel listed; K. Patricia Cross to be keynoter

C. President-Elect: Jo-Ann Mullen.
Jo-Ann reported on 1993 conference plans, including key personnel: Dorothy Gray (Chair of Chairpersons), Vince Orlando (Lunch with Mentor), Rhea Ashmore (Newcomers Orientation), and Pat Mulcahy-Ernt (Program Committee). K. Patricia Cross has agreed to be keynote speaker at the first general session for a fee of \$2,000. Jo-Ann discussed with the Board several other possible speakers and institute leaders, including Richard Rodriguez and Ursula Walsh. Martha Maxwell will continue "Conversations with Martha" at the 1993 conference, and Hunter Boylan will continue his updates on developmental education research.

Judy Ballard and Roz Bethke left at 4:25 p.m.

Jo-Ann has mailed the Call for Proposals. She reported some trouble with NADE's mailing service; she would have been charged \$300 for mailing labels despite the reciprocity agreement.

D. Site Chair: Pat Jonason.

1. Pat reported that she had long ago started a database of names and addresses, to which her committee is adding Kansas and Nebraska learning professionals. Pat and Judy will coordinate databases.
2. Pat appreciated Shirley Sloan's thorough conference report and recommended that Karen Lim (1994 site chair) receive a copy right away. Becky agreed to send a copy.
3. Pat's institution--Johnson County Community College--will donate and deliver overheads, VCR's,

screens, and other audiovisuals and provide a staff person.

4. Carol Lyon volunteered to organize a van pool for members coming to the 1993 conference by surface transportation.

5. The banquet committee has met and is planning barbecue and jazz. JCCC will handle tables and decor.

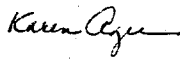
6. Pat asked about the advisability of using an official CRLA travel agency. Becky recommended dealing with the individual airline directly. Directions for how to utilize the official airline should be printed in the Call to Conference.

7. Pat will talk with David Caverly about offering conference credit through his institution again. The Board agreed that if even one person signed up for credit, the institution should follow through, unless members had prior warning that a minimum enrollment was necessary.

8. Pat will arrange tours, provide a cultural calendar and map of the area, and arrange Dinner on the Plaza for Thursday evening when shops are open.

The Board adjourned for dinner at 5:00 p.m. and returned afterward for informal dispersal of reports to be read before morning.

Respectfully submitted,



Karen Agee, *Secretary 1991-93*

(These minutes have not been approved.)

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
July 10-12, 1992

LIST OF ATTACHMENTS

- A. CRLA Summer Board Meeting Agenda.
- B. CRLA Conference Overview -- 1991 and 1992.
- C. Letter from Becky Johnen to Kathy Carpenter Re 1992 Conference Budget.
- D. Refund Form.
- E. 1992 Conference Registration Statistics.
- F. 1991 and 1992 Conference Meal Function Participation Statistics.
- G. 1992 Conference Evaluation Report from JoAnn Carter-Wells.
- H. CRLA Chapter Presidents, State/Region Directors, 1992-1993.
- I. Petition for Chapter Status, California Chapter.
- J. Secretary's Report.
- K. CRLA Summary of Budget 1991-92.
- L. CRLA Statement of Receipts and Disbursements--1989-90, 1990-91, 1991-92.
- M. Portfolio for Treasurer.
- N. Letter from Martha Maxwell.
- O. Elections Chair Annual Report from Becky Patterson.
- P. Archivist's Report from Karen Smith.
- Q. CRLA Special Interest Groups, 1992.
- R. Tutor Certification Committee Update and Job Descriptions.
- S. Letter from Gladys Shaw to Becky Johnen and Bertha Murray Re Liaisons Between Professional Organizations

CRLA Board Minutes
Overland Park Marriott Hotel
July 10-12, 1992
List of Attachments
Page 2

- T. Treasurer's Job Description from Kathy Carpenter.
- U. Membership Coordinator's Job Description from Joyce Weinsheimer.
- V. Duties of Incoming President-Elect, President-Elect, and Incoming President from Becky Johnen.
- W. CRLA Budget Request 1992-93.

CRLA CONFERENCE BUDGET

Expense Report 1991-92 & Budget 1992-93

SUMMARY

Accounts	<u>Approved</u> '91-'92	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> '92-'93
Total Conf Management	5325	8243	-2918	7540
Total Gen Conf Expenses	7225	14595	-7370	11510
Total Conference Program	6900	9896	-2996	9300
<u>Total Food Functions</u>	<u>6900</u>	<u>6387</u>	<u>513</u>	<u>7600</u>
Total EXPENSES	\$26,350	\$39,121	\$-12,771	\$35,950

Submitted by Rosa Hall, Treasurer

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5100 Conf Management</u>				
<u>5110 Chair</u>				
5111 CH Travel	500	278	222	500
5112 CH Hotels & Food	300	90	210	300
5113 CH Telephone	150	22	128	200
5134 CH Postage	1200	1607	-407	1200
5114 CH Photocopying	0	0	0	400
5115 CH Clerical Assistance	300	0	300	500
5116 CH Supplies	200	0	200	200
5117 CH Misc	0	7	-7	0
5118 CH Other (Specify)			0	
5119 CH Committee Exp	0	350	-350	0
Canvas Tote Bags		1960	-1960	
Anniversary Pens		198	-198	
5121 CH Call for Papers/Print	0	2630	-2630	800
5122 CH Call for Papers/Post			0	400
Total CH Other (Specify)	2650	7142	-4492	4500
<hr/>				
<u>5120 On-site Manager</u>				
5123 ON Travel	100	0	100	0
5124 ON Hotels & Food at Conf	500	515	-15	500
5125 ON Telephone	25	24	1	25
5126 ON Postage	25	38	-13	40
5127 ON Photocopying	0	0	0	100
5128 ON Wages & Fees	300	296	5	300
5129 ON Adver & Promotion	400	201	199	300
5131 ON Supplies			0	150
5132 ON Misc			0	0
5133 ON Other (Specify)			0	0
Committee expenses	150	5	145	
Total On-site Manager	1500	1078	422	1415
<hr/>				
<u>5130 Exhibits Chair</u>				
5140 EX Telephone	25	23	2	25
5141 EX Postage	50	0	50	50
5142 EX Misc	0	0	0	0
5143 EX Other (Specify)			0	
5144 EX Printing	50	0	50	50
5145 EX Decoration	1000	0	1000	1500
5146 EX Exhibit Hall	0	0	0	0
***** DISCREPANCY	50		50	
Total EX Other (Specify)	1175	23	1152	1625
<hr/>				
<u>Total Conf Management</u>	<u>5325</u>	<u>8243.22</u>	<u>-2918.22</u>	<u>7540</u>

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5200 Gen Conf Expenses</u>				
<u>5201 Programs</u>				
5202 PR Postage	100	0	100	100
5203 PR Printing & Publishing	2100	3574	-1474	3400
5204 PR Misc			0	0
5205 PR Other (Specify)			0	0
			0	
Total Programs	2200	3574	-1374	3500
<u>5211 Reg Packets</u>				
5212 RE Printing & Publishing	250	332	-82	350
5213 RE Supplies	300	344	-44	350
5214 RE Misc	0	0	0	0
5215 RE Other (Specify)			0	
5216 RE Ribbons	300	314	-14	300
Total REG	850	990	-140	1000
<u>5221 Calls to Conference</u>				
5222 CA Telephone	0	0	0	0
5223 CA Postage	250	0	250	250
5224 CA Printing & Publishing	900	3335	-2435	2340
5225 CA Misc	0	0	0	0
5226 CA Other (Specify)			0	
5227 CA JDE Advert for Conf	0	0	0	910
			0	
Total CA Other (Specify)	1150	3335	-2185	3500
<u>5231 Other Gen Expenses</u>				
5241 OT Supplies	200	4	196	200
5242 OT Postage	50	29	21	25
5243 OT Printing	25	0	25	25
5244 OT Misc	0	0	0	0
5245 OT Other (Specify)			0	
5246 OT Xerox rental	200	0	200	0
5247 OT Decorations	0	61	-61	260
5248 OT Film & Processing	100	192	-92	200
5249 OT Entertainment	600	0	600	600
5250 OT Audiovisual & Mechan.	1000	4521	-3521	1000
5251 OT Evaluation	600	1284	-684	1200
5252 OT Phone Equipment	250	0	250	0
EVENING IN TOWN	0	605	-605	
Total OT Other (Specify)	3025	6696	-3671	3510
Total Gen Conf Expenses	7225	14595	-7370	11510

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
5300 Conference Program				
5301 Speakers				
5311 SP Travel	700	700	0	1000
5312 SP Hotels & Food	300	81	219	300
5313 SP Wages & Fees	1500	4500	-3000	3000
5314 SP Misc			0	0
5315 SP Other (Specify)			0	0
			0	
Total Speakers	2500	5281	-2781	4300
5401 Invited Institutes				
5411 II Travel	1000	1353	-353	1000
5412 II Hotels & Food	500	179	321	300
5413 II Wages & Fees	2000	2500	-500	2000
5414 II Misc			0	0
5415 II Other (Speciy)			0	0
* DISCREPANCY		40	-40	
Total Invited Institutes	3500	4072	-572	3300
5501 Institutes				
5511 I Materials (14 @ \$50)	700	314	386	700
5512 I Misc				0
5513 I Other (Specify)				0
Total Institutes	700	314	386	700
5601 Computer Fair				
5611 CF Wages & Fees	200	229	-29	250
5612 CF Misc				0
5613 CF Other (Specify)				
5614 CF Electrical Hook-up				750
Total CF Other (Specify)	200	229	-29	1000
Total Conference Program	6900	9896	-2996	9300

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5400 Food Functions</u>				
<u>5500 Hospitality</u>				
5502 HO Food & Drink	600	621	-21	600
5503 HO Other (Specify)			0	
5504 HO Hotel Room	400	0	400	0
			0	
Total HO Other (Specify)	1000	621	379	600
<hr/>				
<u>5510 Publisher's Brk.</u>				
5516 PB Food	1700	1020	680	1500
5514 PB Misc				0
5515 Other (Specify)				0
Total Publisher's Brk.	1700	1020	680	1500
<hr/>				
<u>5520 Editor's Lunch</u>				
5521 EL Food	200	102	98	200
5522 EL Misc				0
5523 EL Other (Specify)				0
Total Editor's Lunch	200	102	98	200
<hr/>				
<u>5530 State Dir's Dinner</u>				
5531 SD Food	800	651	149	800
5532 SD Misc				0
5533 SD Other (Specify)				0
Total State Dir's Dinner	800	651	149	800
<hr/>				
<u>5540 Coffee Breaks</u>				
5541 CB Food	1500	2123	-623	2200
5543 CB Misc				0
5544 CB Other (Specify)				0
Total Coffee Breaks	1500	2123	-623	2200
<hr/>				
<u>5550 Newcomer's Reception</u>				
5551 NR Food	400	511	-111	500
5552 NR Misc				0
5553 NR Other (Specify)				0
Total Newcomer's Reception	400	511	-111	500
<hr/>				
<u>5560 Past Board Lunch</u>				
5561 PB Food	600	343	257	600
5562 PB Misc				0
5563 PB Other (Specify)				0
Total Past Board Lunch	600	343	257	600

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5570 Tutor Cert. Lunch</u>				
5571 TC Food	300	288	12	300
5572 TC Misc				0
5573 TC Other (Specify)				0
Total Tutor Cert. Lunch	300	288	12	300
<u>5580 Planning Breakfast</u>				
5581 PL Food	100	141	-41	150
5582 PL Misc				0
5583 PL Other (Specify)				0
Total Planning Breakfast	100	141	-41	150
<u>5590 SIG Leader's Lunch</u>				
5591 SL Food	300	388	-88	400
5592 Misc				0
5593 Other (Specify)				0
Total SIG Leader's Lunch	300	388	-88	400
<u>5600 Lunch With Mentor</u>				
5602 LM Food	0	56	-56	200
5603 LM Misc				0
5604 LM Other (Specify)				0
Total Lunch With Mentor	0	56	-56	200
<u>5610 SIG Social</u>				
5620 SS Food	0	141	-141	150
5621 SS Misc				0
5622 SS Other (Specify)				0
Total SIG Social	0	141	-141	150
Total Food Functions	6900	6387	513	7600

SUMMARY

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
Total Conf Management	5325	8243	-2918	7540
Total Gen Conf Expenses	7225	14595	-7370	11510
Total Conference Program	6900	9896	-2996	9300
<u>Total Food Functions</u>	<u>6900</u>	<u>6387</u>	<u>513</u>	<u>7600</u>
Total EXPENSES	26350	39121	-12771	35950

	A	B	C	D	E	F	G	H
1		CRLA OPERATING BUDGET						
2			<u>Approved</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u>	<u>Sr</u>	<u>Balance</u>
3		Budget	91-92			'92-'93		
4		<u>5100 Board</u>						
5		<u>5101 President</u>						
6		5102 P Travel	1700	1163	537	1500		
7		5103 P Hotels & Food	1200	1204	-4	1200		
8		5104 P Telephone Expense	200	0	200	100		
9		5105 P Postage	125	0	125	100		
10		5106 P Printing & Publishin	50	0	50	50		
11		5107 P Clerical Assistance	150	0	150	200		
12		5108 P Supplies	100	0	100	100		
13		5109 P Misc expenses	50	0	50	0		
14		5110 P Other (Specify)			0			
15		MAILING SERVICE	60		60			
16		5112 P Conference Registration		295	-295	300		
17								
18		Total President	3635	2662	973	3550		3550
19								
20		<u>5111 President-Elect</u>						
21		5113 PE Travel	1800	804	996	1800		
22		5114 PE Hotels & Food	700	815	-115	700		
23		5115 PE Telephone Expens	50	0	50	100		
24		5116 PE Postage	50	0	50	50		
25		5117 PE Printing & Publishing			0	0		
26		5118 PE Wages & Fees			0	0		
27		5119 PE Supplies			0	0		
28		5120 PE Misc expenses		135	-135	0		
29		5122 PE Other (Specify)			0	0		
30		MAILING SERVICE	100		100	0		
31								
32		Total President-Elect	2700	1754	946	2650		
33								
34		<u>5121 Secretary</u>						
35		5123 S Travel	200	272	-72	200		
36		5124 S Hotels & Food	100	49	51	100		
37		5125 S Telephone Expense			0	0		
38		5126 S Postage	30	42	-12	75		
39		5127 S Printing & Publishin	100	0	100	50		
40		5128 S Supplies	25	2	23	25		
41		5129 S Other (Specifiy)			0			
42		5130 S Baggage & Shipping	60	55	5	60		
43		MAILING SERVICE	25	0	25			
44								
45		Total Secretary	540	420	120	510		
46								
47								

	A	B	C	D	E	F	G	H
48			<u>Approved</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u>	<u>Sp</u>	<u>Balance</u>
49		<u>5131 Treasurer</u>	91-92			'92-'93		
50		5132 T Travel	100	100	0	100		
51		5133 T Hotel & Food	100	100	0	100		
52		5134 T Telephone Expense	75	92	-17	150		
53		5135 T Postage	200	177	23	200		
54		5136 T Printing & Publishing	30	0	30	30		
55		5137 T Clerical Assistance	2000	1328	672	2000		
56		5138 T Supplies			0	0		
57		5139 T Misc Expenses			0	0		
58		5140 T Other (Specify)			0	0		
59		MAILING SERVICE	25	0	25	0		
60								
61		Total Treasurer	2530	1797	733	2580		
62								
63		<u>5141 Gen. Board Expenses</u>						
64		5151 GB Travel	4500	3420	1080	3500		
65		5152 GB Hotel & Food	4000	5363	-1363	5500		
66		5153 GB Telephone Expens	200	5	195	50		
67		5154 GB Postage	50		50	0		
68		5155 GB Printing & Publishing			0	0		
69		5156 GB Wages & Fees			0	0		
70		5157 GB Supplies			0	0		
71		5158 GB Misc expenses		44	-44	50		
72		5159 GB Other (Specify)			0	0		
73		PARKING		46	-46			
74		CONFERENCE REGISTRATION		115	-115			
75	*	DISCREPANCY	100		100			
76		Total Gen. Board Expenses	8850	8993	-143	9100		
77								
78	Total		18255	15626	2629	18390		
79								
80		<u>5200 Publications</u>						
81								
82		<u>5201 Newsletter</u>						
83		5202 NL Travel				0		
84		5203 NL Hotels & Food				0		
85		5204 NL Telephone & Fax	25	13	12	50		
86		5205 NL Postage	50	45	5	60		
87		5206 NL Printing & publishi	4800	5191	-391	5000		
88		5207 NL Wages & Fees			0	0		
89		5208 NL Supplies	25	6	19	30		
90		5209 NL Other (Specify)			0			
91		5210 NL Mail Service	900	551	349	600		
92		5212 NL UPS			0	60		
93								
94		Total Newsletter	5800	5806	-6	5800		

	A	B	C	D	E	F	G	H
95			<u>Approved</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u>	<u>Sp</u>	<u>Balance</u>
96			91-92			'92-'93		
97		<u>5211 JCRL</u>						
98								
99		5213 J Travel	600	317	283	400		
100		5214 J Hotels & Food	300	468	-168	500		
101		5215 J Telephone expenses	75	83	-8	75		
102		5216 J Postage	100	224	-124	225		
103		5217 J Printing & Publishing	7000	7283	-283	8000		
104		5218 J Clerical Assistance	150	140	10	150		
105		5219 J Supplies	150	4	146	50		
106		5220 J Misc expenses			0	0		
107		5222 Other (Specify)			0			
108		5223 J Mailing Service	700	173	527	400		
109		5224 J Conference Registration		115	-115	125		
110	*	DISCREPANCY	100		100			
111		Total JCRL	9175	8807	368	9925		
112								
113		<u>5221 Monographs</u>						
114		5231 M Graphics	300	180	120	200		
115		5232 M Printing & Publishing	750	700	50	700		
116		5233 M Advertising/ Promot	300	0	300	200		
117		5234 M Postage	100	0	100	100		
118								
119		Total Monographs	1450	880	570	1200		
120								
121								
122		Total Publications	16425	15493	932	16925		
123								

	A	B	C	D	E	F	G	H
124	5300 Gen'l Org. Expenses		Approved	Spent	Balance	Approved	Sr	Balance
125			91-92			'92-'93		
126		<u>5301 General Expenses</u>						
127								
128		5401 G Travel			0	0		
129		5411 G Hotels & Food			0	0		
130		5421 G Telephone expenses			0	0		
131		5431 G Postage	50	100	-50	100		
132		5441 G Printing & Publishing			0	0		
133		5451 G Wages Fees			0	0		
134		5461 G Supplies	50	0	50	50		
135		5471 G Advert/Promo Video	500	0	500	500		
136		5481 G Misc expenses	100	157	-57	150		
137		5491 G Other (Specify)			0			
138		5501 Oxford Mailing Service			0	550		
139		5511 Membership Service	2500	2693	-193	575		
140		5521 Bond	200	132	68	150		
141		5531 Stationery	500	63	437	300		
142		5541 Scholarship	1000	1000	0	1000		
143		5542 Research Awards	600	600	0	600		
144		5543 Brochure	800	671	129	800		
145		5544 JDE Subscription		112	-112	100		
146		ANNIVERSARY PINS		415	-415			
147								
148		Total General Expenses	6300	5943	357	4875		
149								
150		<u>5400 Committees</u>						
151								
152		<u>5402 Awards & Fund Raising</u>						
153								
154		5403 AF Supplies	60	0	60	0		
155		5404 AF Telephone Expenses		0	0	0		
156		5405 AF Postage	50	0	50	50		
157		5406 AF Printing & Publishi	50	0	50	50		
158		5407 AF Sale Items	500	570	-69.5	0		
159		5408 AF Raffle	50	9	41.05	30		
160		5409 AF Plaques	400	341	59	400		
161		MAILING SERVICE	25	0	25	0		
162								
163		Total Awards & Fund Raisin	1135	919	216	530		
164								

	A	B	C	D	E	F	G	H
165		<u>5412 Archives</u>	<u>Approved</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u>	<u>Sr</u>	<u>Balance</u>
166			91-92			'92-'93		
167		5413 AR Telephone Expens	0	0	0	0		
168		5414 AR Postage/Shipping	200	60	140	75		
169		5415 AR Supplies	50	0	50	50		
170		5416 AR Other (Specify)			0			
171		MOVING SERVICES		680	-680			
172		5417 Conversion	500	0	500	500		
173								
174		Total Archives	750	740	10	625		
175								
176								
177		<u>5422 Site Selection</u>						
178								
179		5423 SS Travel	1000	530	470	1600		
180		5424 SS Hotels & Food	300	0	300	300		
181		5425 SS Telephone Expens	30	0	30	50		
182		5426 SS Postage	30	10	20	50		
183		5427 SS Supplies	0	0	0	0		
184								
185		Total Site Selection	1360	540	820	2000		
186								
187		<u>5432 Nominations & Elections</u>						
188								
189		5433 NE Telephone Expens	0	0	0	50		
190		5434 NE Postage	150	0	150	300		
191		5435 NE Printing & Publishi	325	391	-66	500		
192		5436 NE Supplies	0	0	0	0		
193		5437 NE Wages & Fees	0	0	0	100		
194		5438 NE Misc expenses			0	0		
195		5439 NE Other (Specify)			0	0		
196		MAILING SERVICE	25		25	0		
197								
198		Total Nominations & Electic	500	391	109	950		
199								
200		<u>5442 Tutor Certification</u>						
201								
202		5452 TC Postage	500	650	-150	600		
203		5453 TC Printing & Publishi	150	74	76	150		
204		5454 TC Supplies			0	0		
205		5455 TC Misc expenses			0	0		
206		5456 TC Other (Specify)			0	0		
207								
208		Total Tutor Certification	650	724	-74	750		
209								
210								
211		Total Committees	4395	3314	1081	4855		

	A	B	C	D	E	F	G	H
212								
213	<u>5500 States & Regions</u>							
214			<u>Approved</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u>	<u>Sr</u>	<u>Balance</u>
215		<u>5600 Coordinators</u>	91-92			'92-'93		
216								
217		5601 CO Travel	850	786	64	850		
218		5602 CO Hotels & Food		24	-24	0		
219		5603 CO Telephone Expens	75	13	62	75		
220		5604 CO Postage	50	40	10	50		
221		5605 CO Printing & Publishi	100	14	86	100		
222		5606 CO Supplies	30	0	30	30		
223		5607 CO Misc expenses			0	0		
224		5608 CO Other (Specify)			0	0		
225	*****	DISCREPANCY	250		250			
226		MAILING SERVICE	100		100	0		
227		Total Coordinators	1455	877	578	1105		
228								
229		<u>5610 Directors</u>						
230		5611 DI Misc expenses			0	0		
231		5612 DI Other (Specify)			0			
232		5613 DI Special Requests	500	0	500	700		
233		5614 DI Regular Group @\$!	2250	293	1957	1350		
234		5615 DI Mailing	300	0	300	0		
235								
236		Total Directors	3050	293	2757	2050		
237								
238		<u>5620 SIG Coordinator</u>						
239								
240		5621 SC Postage				25		
241		5622 SC Printing				100		
242		5623 SC Supplies				25		
243		5624 SC Telephone expenses				25		
244								
245		Total SIG Coordinator	0	0	0	175		
246								
247		<u>5630 SIG Leaders</u>						
248		5640 SL Postage	25	274	-249	935		
249		5641 SL Printing & Publishi	200	325	-125	680		
250		5642 SL Supplies	25	6	19	85		
251		5643 SL Misc expenses		32	-32	0		
252		5644 SL Other (Specify)			0			
253		TWENTY GROUPS	1000	155	845			
254		5645 SL Special Requests			0	0		
255								
256		Total SIG Leaders	1250	792	458	1700		
257								
258								

	A	B	C	D	E	F	G	H
259	Total States & Regions		5755	1962	3793	5030		
260			Approved	Spent	Balance	Approved	Sr	Balance
261			91-92			'92-'93		
262	Totals		51130	42338	8792	50075		
263								
264		Original Draft Totals:	51130	42337	8793	50075		
265		DISCREPANCY TOTAL:	450			0		
266								
267		CORRECTED BALANCES:	50680	42337	8843	50075		

CRLA SPECIAL INTEREST GROUP GUIDELINES

'92-'93

DIRECTIONS: Please complete this form and return to the SIG Coordinator. The collected guidelines will be sent to the CRLA President for submission to the Executive Board in time for their summer meeting. If your group has two leaders, please coordinate and send one copy only.

DEADLINE: June 15, 1992

Special Interest Group Name

HyperCard SIG

1991-92 SIG LEADER:

Richard Holdredge
Name

1424 Chamberlain Rd.
Mailing Address

Pasadena, CA 91103

(818) 781-1200 x 407 (818) 584-0836

Work Phone

Home Phone

Special Interest Group Purpose:

Create a network of HyperCard users and interested parties.
Provide a forum for sharing of ~~products~~ stack development and stack reviews, and related literature

Goals for 1992-1993:

Establish membership
Develop format for newsletter

Special Interest Group Guidelines
Page 2

Proposed Activities for 1992-1993:

Please attach a membership list

*none available; but the list of institute participants
is a good start*

Richard E. Holdrege
SIG Leader

July 8, 1992
Date

SIG Coordinator

Date

Mail to: Patricia Glenn
Center for Learning Assistance
Box 5278, New Mexico State University
Las Cruces, NM 88003

I7

/fsCRLA9217.WK1*r

College Reading and Learning Association 1992 Conference

ADVANCED REGISTRATION FORM

Holdredge
1 15.00

20
FULL

F-Name	Last Name	INSTITUTION	Richard # Holdredge
Susan M.	Abbott	Long Beach City College	1 15.00
Dr. Freddie L	Anttila	Paradise Valley Com College	1 15.00
Laurie	Brooks	Chemeketa Community College	1 15.00
Nancy	Deutsch	Cypress College	1 15.00
Barbara	Dixon	New Mexico State University	1 15.00
Any	Kurata	Kaiolau Community College	1 15.00
Rosalinda	Lee	Lakeland College	1 15.00
Cynthia A.	Linton	Cal State University	1 15.00
Mary	Mahank	Indiana University East	1 15.00
Janet	Maker	LA Trade-Tech College	1 15.00
William P.	Morris	American River College	1 15.00
Pat	Mulcahy Ernt	Rutgers University	1 15.00
Lynda B.	Myers	Mendocino College	1 15.00
Judith	Olson-Fullon	Case Western Reserve U.	1 15.00
Becky	Patterson	University of Alaska, Anchorage	1 15.00
Sandy	Schaefer	Cypress College	1 15.00
Anna-Marie	Schlender	International School of English	1 15.00
Susan	Shuman	Paradise Valley Community College	1 15.00
Craig	Stern	Northern Arizona University	1 15.00
Dr. JoAnn C.	Wells	California State University, Fuller	1 15.00
Deborah	Willis	University of New Mexico	1 15.00

21 315.00

=====

#113

Thru

VR (See #7)

/fsCRLA92IB.HK1*r

College Reading and Learning Association 1992 Conference

ADVANCED REGISTRATION FORM

F-Name	Last Name	INSTITUTION	Richard Holdredge
Dr. Freddie L	Anttila	Paradise Valley Com College	1 15.00
Lucy	MacDonald	Cheneketa Community College	1 15.00
Decky	Patterson	University of Alaska, Anchorage	1 15.00

			3 45.00

CRLA SPECIAL INTEREST GROUP GUIDELINES

'92-'93

DIRECTIONS: Please complete this form and return to the SIG Coordinator. The collected guidelines will be sent to the CLRA President for submission to the Executive Board in time for their summer meeting. If your group has two leaders, please coordinate and send one copy only.

DEADLINE: June 15, 1992

Special Interest Group Name

CRITICAL THINKING

1991-92 SIG LEADER:

CRAIG STERN

Name LEARNING ASST. CENTER

NO. AZ. UNIV - BOX 6035

Mailing Address

FLAGSTAFF, AZ 86011

602-523-6977

Work Phone

602-774-8393

Home Phone

Special Interest Group Purpose:

Goals for 1992-1993 :

Increase communication with SIG members
Encourage participation in both:
The Newsletter
Conference presentations

Special Interest Group Guidelines
Page 2

Proposed Activities for 1992-1993:

- SPRING NEWSLETTER (MAY)
- FALL LETTER (~~SEP~~^{AUG}) SOLICITING ARTICLES FOR NEWSLETTER
ENCOURAGING CRITICAL THINKING PRESENTATIONS FOR K.CITY
- WINTER NEWSLETTER (NOVEMBER) ONES TO SPONSOR
- SPRING LETTER (MARCH) ENCOURAGING ATTENDANCE AT K.CITY CONFERENCE

COLLABORATION WITH COGNITIVE PSYCH. SIG

Please attach a membership list



SIG Leader

6/2/92

Date

SIG Coordinator

Date

Mail to: Patricia Glenn
Center for Learning Assistance
Box 5278, New Mexico State University
Las Cruces, NM 88003

CRLA SUMMER BOARD MEETING
AGENDA
JULY 10-12, 1992

OVERLAND PARK MARRIOTT
Room 822 (the Board room)

Friday, July 10, 1992
1:00 PM

(lunch on own prior to start of the meeting)

APPROVAL OF AGENDA

APPROVAL OF MINUTES

WHAT'S HAPPENING

Update on happenings in the life of each Board member

REPORTS FROM OFFICERS AND BOARD GUESTS

Treasurer

- * Fiscal report of 1992 conference

Past President-Elect

- * 1992 conference report (Becky Johnen & Shirley Sloan)
- * 1992 conference evaluations (JoAnn Carter-Wells)
- (SEE ENCLOSED JUNE 2 MEMO)

President-Elect

- * 1993 conference plans

Site Chair

- * 1993 conference plans
- * Tour of hotel (about 3 PM)

Past President

- * Status of states and regions
- * Balancing requests for officers to speak at state/regional events

Secretary

- * Purchase of electronic data system

Treasurer

- * Financial Report

Newsletter Editor

(Our goal will be to finish these report items on Friday prior to a dinner break. If needed, we'll reconvene after dinner to complete unfinished business.)

Saturday, July 11, 1992
8:30 AM
Room 822

REPORTS FROM STANDING COMMITTEES

Awards and Scholarships (Kate Sandberg) SEE ENCLOSED JUNE 23
MEMO -

- * CRLA Exemplary Practice Award (BRING LETTER SENT WITH MAY 26 PRELIMINARY AGENDA)
- * Consideration of creating "Best JCRL Article" award
- * Increase Research Assistance Award to \$750 in 1994
(BRING LETTER SENT WITH MAY 26 PRELIMINARY AGENDA)
- * Ideas for nominations for the Robert Griffin Long and Outstanding Service Award

Elections (Becky Patterson)

- * Annual report (SEE ENCLOSED JUNE 24 MEMO)

Archivist (Karen Smith)

Special Interest Groups (Patti Glenn)

- * 1992-93 SIGs (SEE ENCLOSED LIST)
- * Placement Bureau

CRLA Bylaws (Patti Glenn)

- * 1992 bylaws edition (ATTACHED)

Tutor Certification (Tom Gier) (JUNE 7 REPORT ENCLOSED)

- * Tutor Registry content and cost

Site Selection (Dee Tadlock)

JCRL (Vince Orlando and Jo-Ann Mullen)

OLD BUSINESS

Promotional video

Update on the 1st National Conference on Research in
Developmental Education

- * Consideration of funding travel to this conference

JDE/Rride subscription agreement

- * Issues with the promotional mailing

Joint conference with NADE

- * Results of the NADE Board meeting in June (BRING JUNE 14
MEMO AND ATTACHMENTS AND ITEMS SENT BY KAREN AGEE)
- * Conference planning contract
- * Site of conference

Discussion on coverage of Board members travel and room to
the conference

Revisit prior decision on reduced membership for students

Saturday, July 11, 1992
Room 822

NEW BUSINESS

Selection of new JCRL Editor

- * Selection of new editors (INFORMATION SENT OUT BY JO-ANN)

Selection of membership coordinator

Interassociation council

- * Function of liaisons (SEE MAY 20 MEMO FROM GLADYS SHAW)

Making the most of state chapters (recruiting members,
promotion of CRLA, political action)

Review of job descriptions (BRING PACKET SENT BY KAREN AGEE)

Update on results of the '92 conference plenary session

Discuss procedure on decision making surrounding research-
related issues

Discussion on making political action a reality

- * Update on Becky's discussion with state and federal
legislators
- * Information on what other professional organizations are
doing

OVERVIEW OF CRLA's FINANCIAL STATUS

Group will decide if we need to reconvene after dinner to
complete business.

Sunday, July 12, 1992
Room 822
8:30

1992-93 BUDGET DEVELOPMENT

Budget adjustments and approval for 1992-93.

- I. Operating Budget
 - A. Board
 - B. Publications
 - C. General Organizational Expenses
 - D. Committees
 - E. States and Regions
- II. Conference
 - A. Conference Management
 - B. General Conference Expenses
 - C. Conference Program
 - D. Food Functions

OTHER

Adjourn around noon.

CRLA CONFERENCE OVERVIEW - 1991

Budgeted Expenditures

CATEGORY	BUDGETED	INCOME	EXPEND- ITURES	TOTAL
II.A.1. Chairman	\$1,650		\$2,336	<\$ 686>
A.2. On-site Manager	1,350		1,168	182
A.3. Exhibits	75	\$3,300	6,294	< 2,994>
II.B.1. Programs	2,100		2,203	< 103>
B.2. Packets	250		558	< 308>
B.3. Calls to Conf.	650		892	< 242>
B.4. Other Conf. Exp.	2,400		5,254	< 2,854>
II.C.1. Speakers	2,200		3,654	< 1,454>
C.2. Institutes	800		643	157
II.D.1. Hospitality	1,000		779	221
D.2. Editors Lunch	200		60	140
D.3. State Dir. Din.	750		755	< 5>
D.4. Coffee Breaks	1,500		1,175	325
D.5. Newcomers Rec.	400		348	52
D.6. Past Board Lunch	250		353	< 103>
D.7. Tutor Cert.Lunch	250		265	< 15>
D.8. Planning Bkfst	0		70	< 70>
D.9. SIG Lead. Lunch	0		294	< 294>

Activities

CATEGORY	TOTAL COST	NUMBER ATTENDING	PAID IN REGIST.	AMOUNT MADE
1. Institutes	\$ 643	383	\$ 6,582	\$5,939
2. SIG Bkfts & Lunch	2,366	243	3,605	1,239
3. Banquet	4,963	152	4,535	< 428>
4. Sat. Noon Lunch	1,710	91	1,533	< 177>
5. Campus Visit		21	220	220
6. Registration		456	19,060	
7. Late Reg. Total		290	1,290	
8. No. of States repress.		39		
9. No. of newcomers		157		

Total paid to hotel (includes all meal functions, meeting rooms, hotel rooms for board members, etc.) \$23,194

Approximate amount made on 1991 CRLA conference \$ 5,425

*Amounts have all been rounded off to the nearest dollar

CRLA CONFERENCE OVERVIEW - 1992

Budgeted Expenditures

CATEGORY	BUDGETED	INCOME	EXPEND- ITURES	TOTAL
II.A.1. Chairman	\$2,650		\$7,143	<\$4,493>
A.2. On-site Manager	1,500		1,078	422
A.3. Exhibits	1,175	\$4,530	23	1,152
II.B.1. Programs	2,200		3,574	< 1,374>
B.2. Reg. Packets	850		990	< 140>
B.3. Calls to Conf.	1,150		3,335	< 2,185>
B.4. Other Conf. Exp.	3,025		6,696	< 3,672>
II.C.1. Speakers	2,500		5,281	< 2,781>
C.2. Invited Institutes	3,500		4,072	< 572>
C.3. Regular Institutes	700	7,526	314	385
C.4. Computer Fair	200		229	< 29>
II.D.1. Hospitality	1,000		621	379
D.2. Publishers' Bkfst.	1,700		1,020	680
D.3. Editors Lunch	200		102	98
D.4. State Dir. Din.	800		651	149
D.5. Coffee Breaks	1,500		2,123	< 623>
D.6. Newcomers Rec.	400		511	< 111>
D.7. Past Board Lunch	600		343	257
D.8. Tutor Cert. Lunch	300		288	12
D.9. Planning Bkfst	100		141	< 41>
D.10. SIG Lead. Lunch	300		388	< 88>
D.11. Lunch With Mentor	0		56	< 56>
D.12. SIG Social	0		141	< 141>

Activities

	NUMBER	PAID IN	Cost
Memberships pd. with Reg.	190	\$ 7,600	\$
SIG's joined with Reg.	84	420	
Donations with Reg.	10	96	
Institutes	493	7,526	4,386
SIG Breakfasts	83	1,162	(72) 1,008
SIG Luncheons	86		
Banquet	129	4,902	(148) 5,624
Brunch	119	1,934	(144) 2,340
Dinner In The City	95	950	605
Lunch With Mentor	60	180	56
Publishers' Exhibits	17	4,530	23
Sale of Brookfield Books	26	597	
Raffle and Sale Items		773	
Monologues		50	
Taken in at Reg. Desk On-Site		12,830	
PROFIT ON CONFERENCE		\$ 25,995.95	
Less solicited donations		18,335.00	
PROFIT (Without donations)		\$ 7,660.95	



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department
Chemeketa Community College, P.O. Box 14007
Salem, OR 97309

May 31, 1992

TO: Kathy Carpenter

FR: Becky Johnen *Becky*

RE: 1992 Conference Budget

Chemeketa's business office is finalizing budget printouts which capture the flow of donations and expenses for the conference. I am told that that will not be ready until mid to late June, but in the meantime, the following will give you an unofficial record of the items for which I was responsible. (I have not included items that the Association's budget covered directly...the items detailed in my 1992-93 budget request like Brookfield's and Bennett's fees, food functions....)

REVENUE

Donations

Townsend Press.....	\$1,960.00
Jostens.....	400.00
H&H.....	800.00
Houghton Mifflin.....	200.00
Vince Coleman/Contemporary.....	100.00
Oregon Businessses.....	14,500.00
Subtotal.....	17,960.00

Conference Program Ads

Southwestern.....	200.00
College Survival.....	75.00
Cambridge.....	100.00
Subtotal.....	375.00

TOTAL REVENUE.....\$18,335.00

EXPENDITURES

Calls For Papers

Printing..... \$2,629.77

Calls To Conference

Printing..... 2,432.37

Program

Printing..... 2,943.72

Typeset..... 630.00

Subtotal..... 3,573.72

Postage 1,607.52

Keynote Speaker (Dennis Watson)

Fee..... 4,500.00

Airfare..... 700.00

Subtotal..... 5,200.00

Canvas Tote Bags..... 1,960.00

Anniversary Pens..... 198.03

TOTAL EXPENDITURES.....\$17,601.41

SUMMARY

REVENUE \$18,335.00

EXPENDITURES 17,601.41

PROFIT

733.59

(\$\$ to cover conference
evaluation "raffle" items,
5-year membership and
1993 conference registration
to be covered with this \$\$)

Kathy, I hope this provides you the information that you
need. If you need more, or need it in a different form,
please let me know.

NAME OF MEMBER _____

AMOUNT OF REFUND DUE _____

REASON FOR REFUND _____

Would you consider donating this refund to the scholarship fund? If so, check the appropriate box below, completely fill out the receipt, have a registration desk worker sign the receipt and tear it off so you can keep it for your records.

If not, ask for a "Reimbursement Due" form at the registration desk, fill it out completely, and leave it there. Your refund check should be available within 4 hours. Please pick up your refund check before leaving the conference.

_____ DONATION

_____ REFUND

DATE _____

NAME _____

ADDRESS _____

THANK YOU FOR YOUR DONATION TO THE COLLEGE READING AND
LEARNING ASSOCIATION SCHOLARSHIP FUND IN THE AMOUNT OF
\$ _____

CRLA Conference Registration

*Reminding note: -
Past Treasurer or
Past on-site chair
should come in 1 day
early to do training for
Reg. desk people. -*

*② Refund notice should
be reg. packet should
ask "Would you consider
donating this refund to the
scholarship fund?" If yes,
fill out receipt before
have reg. desk person
sign it. If not, fill out
Reimbursement Due
form completely and leave
it at the reg. desk. Your
refund should be
available within 4 hours
for you to pick up at the reg.
desk. (Excluded attend)*



College Reading and Learning Association 1992 Conference Advance Registration Form

CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment E
Page 1 of 2

San Francisco Airport Marriott & Thursday, April 9 - Sunday, April 12

Advance Registration — 395* + 82 On site

Institutes

No on-site registration. Registration closes March 15, 1992.

All institutes will be held Thursday, April 9.

**This number could be inaccurate - sorry the method of counting was not always done (I thought there was more)*
Institutes have limited enrollment and slots will be filled as registrations are received. Indicate first and second choices on the line provided. If an institute for which you register is closed, you will receive a refund. If you are willing to serve as the chairperson in the institute for which you are registering, please place a "C" in the parentheses preceding the registration fee.

9:00 A.M. - 12:00 noon Sessions

Advance Sign Ups

_____ Impostership, Lost Innocence, and Cultural Suicide: How Adult Students Experience Adult Classrooms— Stephen Brookfield	[#] possible 50	\$25.00	\$ <u>54</u>
_____ Cooperative Learning—Sue Johnston	28	\$12.00	\$ <u>29</u>
_____ Energizing the College Reading Classroom—John Langan	36	\$12.00	\$ <u>44</u>
_____ The State of the Art in Developmental Education: Findings from a National Research Project—Hunter Boylan, Barbara Bonham, Charles Claxton	32	\$12.00	\$ <u>32</u>
_____ Teaching At-Risk Adult Readers to Take Risks—Maggi Miller, Dorothy Martinez, Joan Davis	32	\$12.00	\$ <u>27</u>
_____ Adjunct Classes: The Ultimate Academic Support for Students—Roberta McKenna	32	\$12.00	\$ <u>32</u>
_____ Instructional Adventures With HyperCard, Part I— Richard Holdredge	20	\$15.00	\$ <u>20</u>

All Day Session (9:00 A.M. - 12:00 noon and 1:30 - 4:30 P.M.)

_____ Effective Tutoring Behavior: Tutor Training Curriculum From the California Tutor Project—Ross MacDonald, Felix Perez, Dorothy Williams, Anitra Dark	35	\$25.00	\$ <u>35</u>
---	----	---------	--------------

1:30 - 4:30 P.M. Sessions

_____ Intercultural Communication—Janet Bennett	32	\$25.00	\$ <u>50</u>
_____ Developing Participatory Assessment Processes—Carol Clymer-Spradling, Kay Taggard	30	\$12.00	\$ <u>14</u>
_____ Instructional Adventures With HyperCard, Part II— Richard Holdredge	20	\$15.00	\$ <u>18</u>
_____ Whole Language in the College Classroom? A Course Rationale, Description, and Assessment—Margaret McLaughlin, Patricia T. Price	32	\$12.00	\$ <u>30</u>
_____ Strategies for Cultural Awareness Training—Kathleen Allison, Debra Gaul	30	\$12.00	\$ <u>21</u>
_____ Ways of Knowing and Ways of Knowing—Rita Phipps-Smilkstein	28	\$12.00	\$ <u>28</u>
_____ Humanistic Management by Teamwork—Susan Deese	32	\$12.00	\$ <u>15</u>



College Reading and Learning Association 1992 Conference Advance Registration Form

CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment E
Page 2 of 2

San Francisco Airport Marriott * Thursday, April 9 - Sunday, April 12

Special Interest Group Functions*

Breakfasts—Friday, 7:00 - 8:15 A.M.

<u>8</u>	English As a Foreign/Second Language	\$14.00	\$	_____
<u>28</u>	Peer Tutoring	\$14.00	\$	_____
<u>39</u>	Whole Language	\$14.00	\$	_____

Luncheons—Friday, 12:15 - 1:15 P.M.

Luncheons will be held off-site at restaurants along the bay walk. Each person will be responsible for his/her own meal cost.

<u>7</u>	Cognitive Psychology
<u>21</u>	Critical Thinking
<u>22</u>	Emotional/Motivational Aspects of Learning
<u>23</u>	Learning Disabilities
<u>11</u>	Liberal Arts Colleges and Universities
<u>10</u>	Mathematics Tutorial

Workplace Literacy - 10

Lunch With a Mentor

Saturday, April 11, noon-1:15 P.M., along the bay walk

Enrollment per lunch group will be limited and slots will be filled as registrations are received. \$3.00 covers registration fee only. Individuals will be responsible for the cost of their own meal.

_____ Janet Bennett—Intercultural Communication	\$3.00	\$	_____
_____ Carol Bogue—Integrating Study Skills With Vocational Courses	\$3.00	\$	_____
_____ JoAnn Carter-Wells—Informal Research in the Classroom	\$3.00	\$	_____
_____ Mary Gravina—Fostering Multicultural Education Through Academic Assistance	\$3.00	\$	_____
_____ Jane Hopper—Process for Publishing a Text	\$3.00	\$	_____
_____ Sue Johnston—Collaborative Learning	\$3.00	\$	_____
_____ Gene Kersteins—Computer Adaptive Assessment	\$3.00	\$	_____
_____ Debbie Longman—Whole Language Reading Program for Developmental Students	\$3.00	\$	_____
_____ Martha Maxwell—Evaluating Learning Centers and Tutoring Programs	\$3.00	\$	_____
_____ Craig Stern—Critical and Affective Awareness	\$3.00	\$	_____
_____ Carolyn Walker—Writing Centers	\$3.00	\$	_____

ALL FILLED

* Anyone with special dietary needs should notify staff at the conference registration booth.

** Church said send it to him*

Grand Total Enclosed \$ _____

Mail completed registration form and full payment to:

Dr. Kathy Carpenter
Learning Skills Center
University of Nebraska-Kearney
Kearney, NE 68849

*Garden City Chorus
c/o Chuck Hunter
San Jose City College
2100 Moorpark Ave*

San Jose Ca 95128

Meal Function Participation at 1991 CRLA Conference in San Antonio

	<u>1991</u>	<u>1992</u>
State Directors Dinner	27	21 (24)
Past Board Luncheon	20	15 (15)
Tutor Certification Luncheon	15	12 (12)
SIG Leaders Luncheon	15	13
Newcomers Reception	100	?
<i>JCR Editorial Board</i>		0 (24)
SIG Breakfasts:		
College Reading	24	28
Peer Tutoring	38	8
ESL	8	39
Whole Language	8	
Learning Assistance Centers	30	—
SIG Luncheons:		25
Computer Technology	29	—
Cognitive Psychology	19	7
Critical Thinking & Problem Solving.	23	21
Emotions & Learning	10	22
Liberal Arts	10	11
Mathematics	13	10
<i>Workplace Literacy</i>		10
Banquet	149	157 (148)
3rd General Session & Lunch	100	144 (144)

Registration

456

477
(493)

Profit

\$5300

438
408

1990

89

June 2, 1992

To: Becky Johnen, CRLA President and CRLA Officers
From: JoAnn Carter-Wells, 1992 Conference Evaluation Chair
Re: 1992 Conference Evaluation

Enclosed please find the summary data for the 1992 Conference including Overall Conference, Future Conference Planning, and Computer Room evaluations. Individual sessions will be sent within a couple weeks. Not only did we have a much larger than normal return (189 vs. 121) but there were more evaluation components (separate Future Conference Planning and Computer Room) and a HUGE increase in individual comments. Below are my summary observations from this year's experience:

1. Include Evaluation plan and explanation in program next year similar to that presented to Board and discussed with Chairpersons; may increase return rate;
2. Continue Computer Room evaluation and consider a separate one for Publishers; does Publishers Coordinator do that already?; we received evaluation forms from 3 reps which I've identified separately as well as comments;
3. Have a 1 page form for the Conference Evaluation which could include Future Conference Planning (if still important); the front side has traditionally included demographics with conference evaluation components and the back side has been designed for specific issues that the board wanted feedback such as suggested changes in dates, food charges included in registration fees, entertainment options at banquet, etc. - whatever was important to the board during a particular year; and
4. Continue with prize for returning forms; if this becomes another tradition, then return rate may also increase as the "word" spreads.

I have included all the individual comments and categorized those as necessary. They really run the gamut but there are some interesting trends especially in relation to quality of this year's conference, SIG and Mentor luncheon activities, expenses, and presenter recommendations.

As usual, I am always honored to help CRLA and hope that we continue to improve the evaluation component of the conference. Once you've reviewed the results along with my summary comments, I'd be glad to write an article for the Newsletter and include whatever else you think may be helpful. I await your feedback on this. Have a great Board meeting!

CRLA CONFERENCE - SAN FRANCISCO - APRIL ,1992
FUTURE CONFERENCE PLANNING

N-75 + 2 publishers

KEYNOTE SPEAKERS

Mike Rose Les Brown Maria Montano-Harmon Richard Paul
Alice Walker Toni Morrison Alan Alda Sally Rider Stan Wanat
Coretta Scott King Pat Schroeder Claire Weinstein (2)
Bill Cosby James Anderson Secretary of Education
Dennis Watson (again) Don Deschler (Kansas Institute for
Research in Learning Disabilities) (2)
John Parker Madeline Hunter (UCLA) Yuri Treisman
Norman Stahl (2)

CONFERENCE THEMES

Storytelling-"Spin a Yarn" Diversity Learning Disabilities
How to Respond to Fulfilling Mission in Times of Budget Cuts (2)
Innovative and Creative Application/Educational Reform
Risk-Taking to Make a Difference
TroublesHooting the System
Applied Academics-Infusing Reading & Thinking into Content and
Vocational Instruction
Research (2) Distance Learning (2) New Technology (2)
Language Classroom Teaching and not Just Learning (2)
Celebrate History and Tradition Being Political
Necessities of Life

INVITED INSTITUTE SPEAKERS

Myra and David Saker (Gender Equity in Classroom)
Joyce Weinsheimer- Academic Probation
Janet Eddy - Summer Program
Gonzales and Harris - Tutor Training
Lorri Phillips - Workplace Literacy
Martha Maxwell
Nancy Payne - Learning Disabilities
Frank Christ Pat Cross/Tom Angelo - (2) Richard Paul
Lonna Smith (2) Ross McDonald Claire Weinstein
Brookfield Tom Parker CRLA Members 1st- unfair-some paid
and other not paid

FUTURE CONFERENCE PLANNING

ADDITIONAL PROGRAM STRANDS/SESSION TOPICS

Improving Professional Skills Assessment and Evaluation
How to Be a Better Presenter Excellence in Teaching (2)
Computers and Reading (2) Whole Language (2)
More Reading Group Tutoring Collaborative Learning
Diversity Learning Center/Develop Ed Directors
Grants Writing Process What Works/Strategies MAC in Classroom
Faculty Development for Content Instructors
How to Work with Gay/Lesbian & Bisexual Students
Transitional Reading (ESL) to Mainstream (4)
Reading and Writing Connection (2)
Teaching Reading from Real-World Materials

SIG ACTIVITIES

Gay & Lesbian & Bisexual Group
Research and Evaluation (continue)
MacIntosh Users/CAI Users
4 Yr. Colleges and Universities
More time for SIGS/lunch interaction limited and costly
/earlier in conference
More structured/all SIGS put something in newsletter (some
missing)/make all group presentation of what each SIG is
doing/session debriefing

LOCATION

1993- Kansas - too far and costly (6)
1994-Phoenix- no comments
1995-Seattle - plan joint conference with NADE
1996-Canada (2); California (5); San Francisco; Sacramento;
Denver; Massachusetts; Atlanta; Albuquerque; San Diego, New
Orleans; Minneapolis; Los Angeles; Rocky Mountain Area; Las
Vegas; Cincinnati; Baltimore; Pittsburgh (encourage national
membership).

OTHER

site directions for participants arriving from highways&freeways
retention of students
banquet prices lower-\$25 tops
arrange for xeroxing of info compiled from workshops to be
displayed at registration area
give presenters a form to sign up for more info to be sent
when they run out in session
focus on teaching as much as learning
Sunday am sessions - too early
more counseling/academic assistance and helping relationship
sessions

FUTURE CONFERENCE PLANNING

OTHER (CONTINUED)

good conference - same format for next year
have hotels near the "action" - food, shopping, etc.
something to assist states with political impact (2)
drinks and coffee out in am & pm was really nice

CONSIDERATIONS IN ATTENDING 1993 CONFERENCE

speakers - 22
price - 37
location - 41
theme - 5
program strands - 15
session topics - 33
institute selections - 18
leisure activities - 3
SIG events - 7

OTHER

fund for travelling always problematic - 9
session and institutes are main draw-reputation for excellence
encourage new speakers and that speaker not merely read papers
locate in downtown area for evening shopping
not enough handouts and poor quality of handouts
research sessions were poor
dates - occasionally conflicts with other commitments
value networking that happens during conference attendance -2
great job this year - congratulations - 3
include a non-discrimination clause on registration information??

CRLA - SAN FRANCISCO - APRIL, 1992
COMPUTER ROOM EVALUATION

N- 12

	<u>SA</u>	<u>A</u>	<u>NC</u>	<u>D</u>	<u>SD</u>
1. Communication available	3	8	0	1	0
2. Easy to find in program	6	6	0	0	0
3. Conveniently located	9	3	0	0	0
4. Adequately staffed	1	4	3	0	0
5. Appropriate programs	3	6	1	1	0
6. Enough time to experiment	4	6	0	2	0
7. Sufficient hours	2	6	2	2	0

COMMENTS - easily accessible/central location

8. Communication that was most helpful-
conference brochure -2; finding out about Gene Kersteins
presentation
9. Computer room most useful for-
hands on -6; overview; previewing with help and
experimenting with Hypercard; presentations; interactions
with reps
10. I would like (8) to see future computer rooms because-
availability of software; we are using them more and more;
we need to know what is available; keep up with technology;
DEFINITELY!
11. Changes in future conferences-
software program on managing tutorial programs - reports,
scheduling, etc.
having 1 expert available at different hours
programs that allow for more than drill & practice
with Reading
more time to explore and more space/equipment/personnel
to aid in exploration

CRLA CONFERENCE - SAN FRANCISCO - APRIL, 1992
CONFERENCE EVALUATION

N- 189 (including 3 publishers)

DEMOGRAPHIC INFORMATION

1. Previous conferences-

0 - 52
1 - 24
2-5 - 53
6-10 - 34
10+ - 23

2. Member - Yes-143 No-41

3. Learn about Conference-

colleague - 61
mailing - 66
JDE - 7
CRLA Newsletter - 59
Other - previous conference -13; dept. chair; conference
committee; grad school faculty; wife; state director;
administrator; state director - 2; annual exhibit
notifications; CRLA officer - 2

4. State-

California - 60	Massachusetts -1	Utah -2
Texas - 12	Kansas - 4	Idaho-3
Nevada - 5	Oklahoma -2	Ohio-2
Oregon - 21	Pennsylvania -1	Guam-1
Washington - 9	New York - 1	Puerto Rico-2
New Mexico - 9	Colorado -2	Louisiana-1
Canada - 8	Connecticut - 1	Iowa - 1
Nebraska - 6	Virginia-1	
Arizona - 5	Minnesota -1	
Georgia - 3	Michigan -1	
Illinois - 2	Arkansas-2	
West Virginia-2	Wisconsin -1	
Tennessee - 2	Alaska - 3	
Indiana - 2	Georgia -3	
Hawaii - 2	Wyoming - 2	

5. Position

Instructor - 109
Counselor - 9
Tutor - 4
Instructional Assistant - 6
Administrator - 52 (many reported 1/2 instructor and
1/2 administrator)

1992 CONFERENCE EVALUATION

-2-

DEMOGRAPHIC INFORMATION (continued)

Other - coordinator (9); author (2); consultant (2); director(2); administrative secretary (2); manager; professor; adjunct classes; assessment for matriculation; CAI lab coordinator; faculty/staff development (4); faculty doing administrative work; reading specialist; psychologist; research; learning specialist (6); publisher sales rep (3)

6. EMPLOYMENT

Reading - 79
Writing - 25
Math - 10
Counseling - 4
Learning Assistance - 65
Tutorial - 29

Other - Learning Disabilities (6); Develop Ed Dept (6); ESL/READ/ Writing (4); Learning Skills Credit Courses (4); ABE/GED (4); College Texts (3); Study Skills & Grammar (2); Evaluation and Research Administrator; Matriculation; TASP Coordinator; TRIO; Academic Credit Administrator; Spelling; Humanities; History; Psychology; Library; Placement Testing; Data Specialist; Technology Access for Life Needs; Writing/ Consulting in Education; Director/Administrator of Assessment and Assistance

7. INSTITUTION

2 year - 102
4 year - 73
Workplace Literacy - 0
Other - technical institute (4)
self-employed (2)
intensive language school
tribally controlled 2 year community college

EVALUATION OF SERVICES AND PLANNING

<u>GENERAL</u>	<u>E</u>	<u>G</u>	<u>A</u>	<u>P</u>	<u>N</u>
1. Program printing, etc	151	4	4	1	0
2. Registration process	131	44	4	2	1
3. Chairpersons	111	54	5	2	9
4. General sessions a.m.	85	60	10	5	11
5. Cost	8	85	21	7	2

1992 CONFERENCE EVALUATION

-3-

EVALUATION OF SERVICES AND PLANNING (continued)

6. Schedule	73	78	16	9	0
7. Hotel location	84	54	23	15	0
8. Hotel accommodations	118	44	5	1	7
9. Pre-conference publicity	103	56	8	5	4
10. Variety of session time structure	73	64	11	29	5

CALL TO CONFERENCE

1. Concurrent sessions	81	61	16	2	2
2. General sessions	84	59	16	1	4
3. Institutes	85	52	13	1	11
4. Special conference features	80	59	5	3	9
5. Presenters	78	64	10	3	8
6. SIG activities	56	55	15	5	27
7. Tours/leisure events	64	35	12	3	39
8. Transportation	80	49	3	1	23
9. Conference hotel	103	44	8	1	4
10. Registration form	82	61	6	2	4
11. Printing & layout	101	48	2	2	4

OVERALL CONFERENCE RATING

OPEN ENDED COMMENTS

Too much time overlap/hard to make choices/confusing/60
minute sessions are better (28)

Outstanding/best ever/ "coming home"/interesting/wonderful
planning/"my favorite"/ great networking/QUALITY/1st rate/
good spirit and attitude/ great ideas and handouts/
excellent program/timely and informative/inspiring &
thought-provoking (95)

Hotel too far away from city and areas of interest, etc (13)

SIG Breakfasts/luncheons too expensive - (14)

Overcrowding/space/handouts/noise problems in sessions (10)

Enjoyed variety of time sessions (9)

Newcomer problems/"snubbed"/awkward newcomers reception (5)

Good location and reasonable price (3)

Receipt be included in pre-registered packets (6)

Registration forms need to be black/hard to copy (3)

Kaynote speaker Watson problematic/no "meat" in message/
didn't discuss full diversity (LD, sexual orientation) (9)

Some institute during conference/not all prior (2)

Janet Bennett excellent (2)

Tutor- Pre-conference institute was best presentation

Suggest emotional speaker at end rather than beginning

Theme of diversity wasn't carried out in publishers' exhibits (2)

Banquet was too expensive (5)

Chairpersons should allow equal time for 2-3 presenters on 1
topic (3)

1992 CONFERENCE EVALUATION

(continued)

Useful to have Canadian funds for registration
1 hour not enough for 3 presenters
More time to network (2)
Suggest Norm Stahl for keynote speaker
Hotel personnel were friendly and helpful/appreciated extra
food service during sessions/nice location/never
been better (13)
Like program identification by strand (2)
Don't like Sunday sessions/prefer W-Sat (10)
No more luncheon meetings for SIGS/emphasis only on
eating/any alternatives? (5)
Exhibit rooms should be open at all times
Impressed by serious attitude of attending instructors as
compared to other conferences (publisher's comment)
Need some registration confirmation (3)
More info and offerings with institutes
Conference booklet was excellent/easy to read (8)
How can we encourage diversity within our ranks? (2)
Videotape sessions for replay at another time?
Send presenters guidelines on how to use overhead
projectors/prepare handouts/stay on time (5)
More time for SIGS and state meetings (3)
Prefer leisure tours after conference
SIG & mentor luncheons were poorly organized/restaurants
not prepared for large groups (3)
On-site group did excellent job (6)
Too many small charges for small things - mentor luncheon
Print registrants/attendees roster (6)
Appreciated friendliness of presenters (2)
Too much time spent on CRLA business
Send full conference overview before conference/more
advance information (8)
Quality of presenters and workshops was excellent (2)
All activities - newcomers, decorations, hospitality,
bookmarks, "kisses"- done with creativity, flair
and expertise (2)
Put computer sessions in program and not on separate
sheet as program insert (2)
Sat night city tour was poorly organized/start earlier (4)
Important to have vegetarian option and frig in room
Schedule other than Easter weekend
Need descriptions for SIGS (3)
ID software sessions as to MAC or IBM
Don't send back late registration/have late fee paid
at the conference/unable then to get institutes, etc.
1 page registration form would be preferable/ scale down
printed material (5)
Enjoyed plenary session (2)
Costly and cumbersome for transportation to city (2) daily
transportation to city for a fee (2)

1992 CRLA EVALUATION

-5-

Liked Sat. Night in Town (3)
Publishers boxed up before appointed hour/ encourage
more publishers (2)
Why \$3 for mentor luncheon (6)
Hobbitt Travel problems/frustration/ 1 member decided not
to come because of problems with Hobbitt (3)
Excellent way to reward return of evaluation forms
Problems with Institute #10/people being let in/too crowded (3)
Is there a scheme to disenfranchise Reading people?/Organization
built by Reading people + only one that focuses on Reading
as opposed to remediation
Some marginal sessions (2)/some concurrent titles were misleading
Activities for husbands and spouses? / 1/2 price tickets?
Use 3 page NCR form for multiple presenter sessions
Board at registration desk with daily changes
Suggest repeats of concurrent sessions (3)
More "How-to" sessions- Reading/Writing/ESL
Group photo - any interest?
System for handouts from sessions unable to attend

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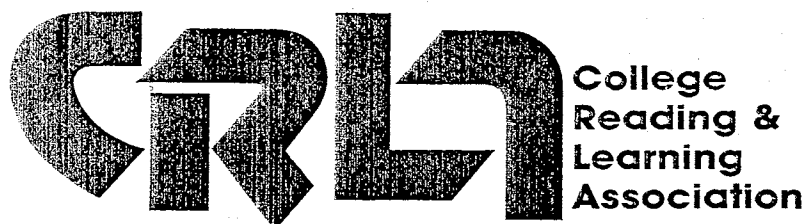
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

PETITION FOR CHAPTER STATUS

The following persons hereby petition for chapter status in the College Reading and Learning Association (CRLA), under the name California Chapter and covering the following geographic area: California

The purpose and objectives of the chapter will be as follows:

to address the pedagogic and political issues related to college instruction and learning assistance, to provide a manageable size group within the national organization, to unite members in a large, diverse state, to create a statewide directory to improve professional communication, and to improve the visibility of CRLA in the state of California.

Name of person facilitating the organization of the chapter:

Ms. Gretchen M. Cupp

Address 1666 Buena Vista Drive

Yuba City, CA. 95993

Phone (H) (916) 674-5754 (W) (916) 634-7720

Date submitted 6/19/92

Please return this petition along with signatures of at least 25 current CRLA members and a typed alphabetical list, with complete addresses, of those petitioning for chapter status to the CRLA Immediate Past President/Coordinator.

First Name	Last Name	College Affiliation	Address	City	State	Zip
Kathryn	Angus		5525 Avenida Del Tren	Yorba Linda	CA	92686
Janice	Blume	Compton Community College	1111 E. Artesia Blvd.	Compton	CA	90220
Suzannah	Bray		1264 Eagle Vista Dr.	Los Angeles	CA	90041
Susan	Britton	Cypress College	9200 Valley View	Cypress	CA	90630
Rhoda	Casey		30542 Rhone Dr	Rancho Palos Ver	CA	90274
Gretchen	Cupp	Yuba College	1666 Buena Vista	Yuba City	CA	95993
Tom	Dayton	American River College	5010 Cowell Blvd.	Davis	CA	95616
Nancy	Deutsch		8532 Judy Circle	Huntington Beach	CA	92647
Maryann	Dubree	College of the Desert	43-500 Monterey Avenue	Palm Desert	CA	92260
Rita	Dunbar		1002 Cherry Lane	Clovis	CA	93612
Patricia	Dupart	Santa Barbara City College	721 Cliff Drive	Santa Barbara	CA	93111
Bonnie	Easley	Los Angeles Harbor College	1111 S. Figueroa Place	Wilmington	CA	90744
Kathleen Jo	Engstrom	Fullerton College	321 E. Chapman	Fullerton	CA	92634
Gwyn	Enright		4270 Ibis Street	San Diego	CA	92103
Philip	Feldman	Bakersfield College	1801 Panorama Drive	Bakersfield	CA	93305
Gail	Hannan		2228 El Cejo Circle	Rancho Cordova	CA	95670
Jane	Hopper	UC Irvine	UC Irvine	Irvine	CA	92717
Jeanette	Hosek		4418 N. Zocalo Cir	Thousand Oaks	CA	91360
Cheryl	Howard		3101 Deerwood Drive	Ukiah	CA	95482
Margaret	Hyde		1809 Deep Creek Ct.	San Jose	CA	95148
Billie	Jackson	CSU Chico	CSU Chico	Chico	CA	95929
Lois	Janowski		4575 Sidlaw Ct	San Jose	CA	95136
Dorothy	Jefferson		1024 Jane Drive	San Luis Obispo	CA	93401
Jane	Johnson		2625 Auburn Ct.	Bakersfield	CA	93306
Rita	Karlsten		10301 Creston Drive	Cupertino	CA	95014
Jerry	Kirsch-Chandler	Butte Community College	3536 Butte Campus Drive	Oroville	CA	95965
Betty	Levinson	UCLA, CTR ACAD Interns Prg	405 Hilgard Ave	Los Angeles	CA	90024
Janice	Lewis	CSU Fullerton	Reading Department	Fullerton	CA	92634
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William	Morris	American River College	3956 Minnesota Ave	Fair Oaks	CA	95628
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Lucy	Nelson	Napa Valley College	2277 Napa-Vallejo Hwy	Napa	CA	94558
Carol	Pottorff	American River College	4700 College Oak Drive	Sacramento	CA	95841
Howard	Quilling		3001 Harmony Dr.	Bakersfield	CA	93306
Ann	Roberts	Mission College	18833 Harleigh Drive	Saratoga	CA	95070
Debbie	Roderick	Gavilan College	1383 Ousley Drive	Gilroy	CA	95020
Judy	Roller	American River College	420 Lawson Way	Sacramento	CA	95864

First Name	Last Name	College Affiliation	Address	City	State	Zip
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Sirley	Sloan		4297 McKinnon Drive	San Jose	CA	95130
Lonna	Smith		117 Winsted Ct.	San Jose	CA	95139
Norma	Spalding		954 Lakeshire Ct.	San Jose	CA	95126
Dennis	Spare	Mira Costa College	One Barnard Dr.	Oceanside	CA	92056
Eleanor	Szaszy		3525 Oak Place	Carmel	CA	93923
Erma	Todd-Turkoc		PO Box 439030	San Diego	CA	92143
Frank	Torres		1587 Brentwood Avenue	Upland	CA	91786
Virginia	Wagner		150 South Hope #3	Ukiah	CA	95482
Valerie	Whitworth	American River College	4700 College Oak Drive	Sacramento	CA	95841
Carol	Wills		2825 Juniper St.	San Mateo	CA	94403

SECRETARY'S REPORT
CRLA Board Meeting
Kansas City, Kansas
July 10, 1992

1. Thank you for the opportunity to serve CRLA this past year. What a wonderful opportunity this has been to get to know many new people--especially those of you on the Board! Because the rest of you have the more difficult jobs, please continue to let me know if there are tasks I can do for you to make your jobs easier this next year.
2. My department at the University of Northern Iowa has been supportive this past year despite fiscal crises at the state level and budget cuts in all UNI divisions. My department has funded all telephone calls, most mailings, and conference travel and meals.
3. My husband has also been supportive: last Christmas he agreed to the purchase of an IBM-compatible computer with laser printer for my use, in part because my department at UNI does not provide the fonts and printer necessary for CRLA documents.
4. The CRLA secretary could use a new system for storing and retrieving Association information. The advantages of utilizing word processing technology rather than microfiche are, I think, as follows:
 - a. More data could be stored in less space, easing the storage crunch for all officers and the archivist.
 - b. Data requested from the archivist could be retrieved in near-original form, rather than the white-on-black format of photocopied microfiche.
 - c. Minutes (and attachments) of earlier Boards' meetings could be instantly retrieved at meetings; using word- or phrase-search software, any topic under discussion could be "backdropped" instantly with historical data.
 - d. Records could be carried easily, quickly, and without additional expense by the secretary through airports and on planes, precluding the need to tote several heavy boxes of material. (The trumpet case needs to be retired.)
 - e. Purchase of a computer to be passed on with the office would eliminate the incompatibility problems of IBM-users succeeding Apple-users in office.
 - f. In some cases, minutes of Board meetings could be produced within hours.

There are some disadvantages, however, to embracing the new technology and discarding the old:

- a. A word processing system including a Mac PowerBook, large-storage disks for years of minutes-cum-attachments, and software for instant phrase searches could cost CRLA about \$4,500.
- b. Microfiche costs little or nothing, while computer diskettes are more expensive; ongoing maintenance and supplies for computer technology

Secretary's Report
Kansas City, Kansas
July 10, 1992
Page 2

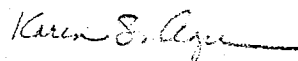
- are more expensive than for microfiching. The microfiche reader, moreover, is not broken and does not need to be replaced.
- c. The current system of microfiched and indexed records represents many hours of work by then-secretary Becky Johnen in 1989.
 - d. Your current secretary voted last summer to increase Association dues and conference fees, despite possible hardship on some members, because CRLA's fiscal outlook was bleak. It seems--and is--self-serving to now demand personal use of an expensive piece of equipment to make her not-too-difficult job easier.

Therefore I propose that the Board allocate this year \$2000 from general funds toward the future purchase of computerized data systems, provided this allocation will not prevent our restoring investment funds (in certificates of deposit) to the amount of \$30,000.

I further propose that the Board consider future purchase of Mac equipment to ensure compatibility with equipment available to the archivist. By next year Karen Smith should have equipment in place to store documents on diskettes using a whole-page scanner and Mac software.

Finally, I propose that all microfiches be retained in the archives even after purchase of computer technology, *just in case*.

Respectfully submitted,



Karen S. Agee
Secretary 1991-93

COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1991-92

BUDGET ITEM	1991-92 APPROVED	1991-92 SPENT (UNAUDITED)	1991-92 BALANCE
I. OPERATING BUDGET			
A. Board	\$ 18,255	\$ 15,626.25	\$ 2,628.75
B. Publications	16,425	15,492.43	932.57
C. Gen. Operating Exp.	6,300	5,942.89	357.11
D. Committees	4,395	3,313.90	1,081.10
E. State & Regional	5,755	1,961.84	3,793.16
TOTAL OPERATING BUDGET	\$51,130	\$42,337.31	\$ 8,792.69
II. CONFERENCE BUDGET			
A. Conf. Management	\$ 5,325	\$ 8,243.87	\$ (2,918.87)
B. Gen. Conference Exp.	7,225	14,594.64	(7,369.64)
C. Conference Program	6,900	9,895.65	(2,995.65)
D. Food Functions	6,900	6,387.08	512.92
TOTAL CONFERENCE BUDGET	\$ 26,350	\$ 39,121.24	\$ (12,771.24)
TOTAL BUDGET	\$ 77,480	\$ 81,458.55	\$ (3,978.55)

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
I. OPERATING BUDGET (TOTAL)	51,130	\$42,337.31	\$ 8,792.69
A. BOARD TOTAL	18,255	15,626.25	2,628.75
President (Total)	3,635	2,661.67	973.33
Travel	1,700	1,162.50	537.50
Hotels and Food	1,200	1,204.17	< 4.17>
Telephone Expense	200	0	200.00
Postage	125	0	125.00
Print & Publish.	50	0	50.00
Clerical wages & fees	150	0	150.00
Supplies	100	0	100.00
Miscellaneous	50	0	50.00
Other (Specify)			
Mailing Service	60	0	60.00
Conf. Registration	0	295.00	< 295.00>
President Elect (Total)	2,700	1,754.05	945.95
Travel	1,800	803.60	996.40
Hotels and Food	700	814.65	< 114.65>
Telephone Expense	50	0	50.00
Postage	50	0	50.00
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous (parking)		40.00	< 40.00>
Other (Specify)			
Mailing Service	100	0	100.00
Printing & Dup.	0	7.55	< 7.55>
Airport Shuttle	0	14.00	< 14.00>
Car rental	0	74.25	< 74.25>
Secretary (Total)	540	420.47	119.53
Travel	200	272.00	< 72.00>
Hotels and Food	100	48.84	51.16
Postage	30	42.13	< 12.13>
Telephone	0	0	0
Printing & Pub.	100	0	100.00
Supplies	25	2.00	23.00
Other (Specify)			
Shipping Charges	0	55.50	< 55.50>
Mailing Service	25	0	25.00
Excess Baggage	60	0	60.00

OP-2

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Treasurer (Total)	\$ 2,530	\$1,796.76	\$ 733.24
Travel	100	100.00	0
Hotels and Food	100	100.00	0
Telephone Expense	75	92.00	< 17.00>
Postage	200	177.26	22.74
Print & Publish.	30	0	30.00
Clerical wages & fees	2,000	1,327.50	672.50
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	25	0	25.00
Gen. Board Exp. (Total)	8,850	8,993.30	< 143.30>
Travel	4,500	3,419.50	1,080.50
Hotels and Food	4,000	5,363.05	<1,363.05>
Telephone Expense	200	5.07	194.93
Postage	50	0	50.00
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		44.43	< 44.43>
Other (Specify)			
Parking		46.50	< 46.50>
Conf. Registration		114.75	< 114.75>
B. PUBLICATIONS TOTAL	16,425	15,492.43	932.57
Newsletter (Total)	5,800	5,805.93	< 5.93>
Postage	50	45.25	4.75
Printing & Publ.	4,800	5,191.00	< 391.00>
Other (Specify)			
Mail Service	900	550.57	349.43
Supplies	25	6.45	18.55
Telephone & Fax	25	12.66	12.34

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OF

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
JCRL (Total)	\$ 9,175	\$ 8,806.50	\$ 368.50
Travel	400	316.68	283.32
Hotels and Food	300	468.32	< 168.32>
Telephone Expense	75	83.46	< 8.46>
Postage	100	223.75	< 123.75>
Print & Publish.	7,000	7,282.58	< 282.58>
Clerical wages & fees	150	140.00	10.00
Supplies	150	4.19	145.81
Other (Specify)			
1. Mailing Service	700	172.52	527.48
2. Conf. Registration		115.00	< 115.00>
Monographs (Total)	1,450	880.00	570.00
Graphics	300	180.00	120.00
Printing & Publ.	750	700.00	50.00
Adv. & Promotion	300	0	300.00
Postage	100	0	100.00
GEN. ORG. EXPENSE TOTAL	6,300	5,942.89	357.11
Postage	50	100.00	< 50.00>
Supplies	50	0	50.00
Videotape	500	0	500.00
Miscellaneous	100	157.00	< 57.00>
Other (Specify)			
Mailing Service	2,500	2,692.55	< 192.55>
Bond	200	132.00	68.00
Stationery	500	63.25	436.75
Scholarship	1,000	1,000.00	0
Research Awards	600	600.00	0
Brochure	800	671.22	128.78
Journal Subscription		111.87	< 111.87>
Anniversary pins		415.00	< 415.00>

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OP-

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNaudited)	BALANCE
D. COMMITTEES TOTAL	\$ 4,395	\$ 3,313.90	\$ 1,081.10
Awards and Fundraising (Total)	1,135	919.45	215.55
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	0	50.00
Print & Publish.	50	0	50.00
Supplies	60	0	60.00
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00
Sale Items	500	569.50	< 69.50 >
Raffle	50	8.95	41.05
Plaques (6 or 7)	400	341.00	59.00
Archives (Total)	750	740.10	9.90
Telephone Expense			
Postage	200	60.10	139.90
Supplies	50	0	50.00
Miscellaneous			
Other (Specify)			
Conversion	500	0	500.00
Moving Service		680.00	< 680.00 >
Site Selection (Total)	1,360	539.95	820.05
Travel	1,000	530.00	470.00
Hotels and Food	500	0	500.00
Telephone Expense	30	0	30.00
Postage	30	9.95	20.05
Supplies			
Nominations & Elections (Total)	\$ 500	\$ 390.50	\$ 109.50
Telephone Expense	0	0	0
Postage	150	0	150.00
Print & Publish.	325	390.50	< 65.50 >
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OF-5

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Tutor Certification (Tot.)	\$ 650	\$ 723.90	\$ < 73.90
Postage	500	649.90	< 149.90
Print. & Publ.	150	74.00	76.00
Miscellaneous			
E. STATE & REGIONAL TOTAL	5,755	1,961.84	3,793.16
Coordinator (Total)	1,455	876.49	578.51
Travel	850	786.00	64.00
Hotels and Food		24.00	< 24.00
Telephone Expense	75	12.59	62.41
Postage	50	39.74	10.26
Print & Publish.	100	14.16	85.84
Supplies	30	0	30.00
Other (Specify)			
Mailing Service	100	0	100.00
Directors (Total)	3,050	292.86	2,757.14
Miscellaneous			
Other (Specify)			
Special Requests	500	0	500.00
Regular Group			
@ \$50 each	2,250	292.86	2,757.14
Mailing Service	300	0	300.00
Sig Coordinator (Total)	1,250	792.49	457.51
Postage	25	274.26	< 249.26
Print & Publish.	200	325.18	< 125.18
Supplies	25	5.48	19.52
Telephone	0	32.32	< 32.32
Miscellaneous			
Other (Specify)			
Reg. Groups			
@ \$50 each	1,000	155.25	844.75

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

CONF

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
II. CONFERENCE TOTAL	\$ 26,350	\$ 39,121.24	\$ < 12,771.24
A. CONF. MGT. TOTAL	5,325	8,243.87	< 2,918.87
Chairman (Total)	2,650	7,142.68	< 4,492.68
Travel	500	278.00	222.00
Hotels and Food	300	90.42	209.58
Telephone Expense	150	21.94	128.06
Postage	1200	*1,607.52	< 407.52
Print & Publish.			
Clerical wages & fees	300	0	300.00
Supplies	200	0	200.00
Miscellaneous		7.00	< 7.00
Other (Specify)			
Committee Exp.	0	350.00	< 350.00
Canvas Tote Bags	0	*1,960.00	< 1,960.00
Anniversary Pens	0	*198.03	< 198.03
Call for Papers	0	*2,629.77	< 2,629.77
On Site Manager (Total)	1,500	1,078.22	421.78
Travel	100	0	100.00
Hotels and Food	500	514.80	< 14.80
Telephone Expense	25	23.92	1.08
Postage	25	38.35	< 13.35
Wages & Fees	300	295.50	4.50
Advert. & Promo.	400	200.69	199.31
Miscellaneous			
Other (Specify)			
Committee Expenses	150	4.96	145.04
Exhibits Chairman (Total)	1,175	22.97	1,152.03
Telephone Expense	25	22.97	2.03
Postage	50	0	50.00
Miscellaneous			
Other (Specify)			
Printing	50	0	50.00
Decoration	1,000	0	1,000.00
Exhibit Hall			

(\$4530 received from 17 Publishers)

*donated in part or whole

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

CONF

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
B. GEN. CONF. EXPENSES (TOTAL)	7,225	14,594.64	< 7,369.64>
Programs (Total)	2,200	3,573.72	< 1,373.72>
Postage	100	0	100.00
Print & Publish.	2,100	* 3,573.72	< 1,473.72>
Miscellaneous			
Other (Specify)			
Req. Packets (Total)	850	990.07	< 140.07>
Print & Publish.	250	332.42	< 82.42>
Supplies	300	344.13	< 44.13>
Miscellaneous			
Other (Specify)			
Ribbons	300	313.52	< 13.52>
Calls to Conf. (Total)	1,150	3,334.57	< 2,184.57>
Telephone Expense			
Postage	250	0	250.00
Print & Publish.	900	* 3,334.57	< 2,184.57>
Miscellaneous			
Other (Specify)			
Other Gen. Exp. (Total)	3,025	6,696.28	< 3,671.28>
Supplies	200	4.01	195.99
Postage	50	29.00	< 21.00>
Printing	25	0	25.00
Miscellaneous			
Other (Specify)			
Xerox Rental	200	0	200.00
Decorations		61.41	< 61.41>
Photography	100	192.06	< 92.06>
Entertainment	600	0	600.00
Audio-visual & Mechanical	1,000	4,520.57	< 3,520.57>
Evaluation	600	1,283.73	< 683.73>
Phone Equipment	250	0	250.00
Evening In Town Exp.	0	605.50	< 605.50>

(Income from fees for Evening In Town:
95 people @ \$10.00 each = \$950.00)

CON

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
C. CONF. PROGRAM (TOTAL)	6,900	9,995.65	< 2,995.65
Speakers (Total)	2,500	5,281.22	< 2,781.22
Travel	700	* 700.00	0
Hotels & Food	300	81.22	218.78
Wages & Fees	1,500	* 4,500.00	< 3,000.00
Miscellaneous			
Other (Specify)			
Invited Institutes (Tot.)	3,500	4,071.67	< 571.67
Travel	1,000	1,353.00	< 353.00
Hotels & Food	500	178.67	321.33
Wages & Fees	2,000	2,500.00	< 500.00
Miscellaneous			
Other (Specify)			
Regular Institutes (Total)	700	314.16	385.84
Materials (14 @ \$50 each)	700	314.16	385.84
Miscellaneous			
Other (Specify)			
Computer Fair (Total)	200	228.60	< 28.60
Wages & Fees	200	228.60	< 28.60
Miscellaneous			
Other (Specify)			

* defrayed in whole or part
by donation

CON

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
D. FOOD FUNCTIONS (TOTAL)	6,900	6,387.08	512.92
Hospitality (Total)	1,000	621.35	378.65
Food and Drink	600	621.35	< 21.35
Hotel room	400	0	400.00
Other (Specify)			
Publisher's Brk. (Total)	1,700	1,020.28	679.72
Miscellaneous			
Other (Specify)			
Editors Lunch (Total)	200	102.19	97.81
Miscellaneous			
Other (Specify)			
State Directors Dinner (Total)	800	651.45	148.55
Miscellaneous			
Other (Specify)			
Coffee Breaks (Total)	1,500	2,123.40	< 623.40
Board (1) Monday		31.93	
Board (2) Tuesday		63.86	
Board (1) Thursday		31.93	
General - Friday		817.50	
General - Saturday		1,146.25	
Board (1) Sunday		31.93	
Newcomers Reception (Total)	400	510.95	< 110.95
Miscellaneous			
Other (Specify)			
Past Board Luncheon (Total)	600	343.10	256.90
Miscellaneous			
Other (Specify)			

CONF

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Tutor Cent. Lunch (Total)	300	287.60	12.40
Miscellaneous			
Other (Specify)			
Planning Breakfast (Total)	100	140.54	< 40.54
Miscellaneous			
Other (Specify)			
SIG Leaders Lunch (Total)	300	388.31	< 88.31
Miscellaneous			
Other (Specify)			
Lunch With Mentor (Total)	0	55.88	< 55.88
Miscellaneous			
Other (Specify)			
SIG Social (Total)	0	141.43	< 141.43
Miscellaneous			
Other (Specify)			

COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the period ending June 30, 1992

UNAUDITED

RECEIPTS

Conference Revenue	\$ 60,868.89
Member Dues	30,538.00
Interest (Reg. Acct.= \$238.20, Conf. Acct.= \$589.89 Reg. Sav. Acct.= \$243.31, Conf. Sav. Acct. = \$.05)	1,071.45
Tutor Certifications	1,732.75
JDE & RRide Subscriptions	637.48
CRLA Journals	140.50
SIG Memberships	2,560.00
Monologues graphs	198.00
Anniversary Pins	632.00
Donations	843.50
Raffle & Sale Items	870.70

TOTAL RECEIPTS

\$100,093.27

DISBURSEMENTS

Board Expense	\$15,626.25
Publications	15,492.43
Gen. Org. Expense	5,942.89
Committees	3,313.90
State/Reg. & SIG Expenses	1,961.84
Conference Disbursements	39,121.24
NFC Checks & Fees	904.11
Conference Refunds	1,400.55

TOTAL DISBURSEMENTS

83,763.21

RECEIPTS IN EXCESS OF DISBURSEMENTS

\$ 16,330.06

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1992

UNAUDITED

ASSETS

Regular Checking Account	
Kearney Fed. Credit Union	\$ 11,936.56
Conference Checking Account	
Kearney Fed. Credit Union	28,979.68
Regular Savings Account	
Kearney Fed. Credit Union	21,053.03
Conference Savings Account	
Kearney Fed. Credit Union	5.38
Advance to new Treasurer	
California Financial Institution	300.00

TOTAL ASSETS

\$ 62,274.65

FUND BALANCE

\$ 62,274.65

COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the period ending June 30, 1991

UNAUDITED

RECEIPTS

Conference Revenue (unreconciled)	\$40,987.13
Member Dues (app. 707 members)	17,674.78
Interest (Reg. Acct.= \$361.49, Conf. Acct.= \$385.31 Sav. Accts.= \$50.31, CD = \$274.22)	1,071.33
Other: Subscriptions to Journals, Fundraisers, Certification fees, Tutor Registry, Donations, etc.	6,602.25

TOTAL RECEIPTS

\$66,335.49

DISBURSEMENTS

Board Expense	\$11,821.19
Newsletter	3,711.21
Journal	8,327.50
Gen. Org. Expense	7,983.53
Committees	2,267.36
State & Reg. Expenses	1,009.44
S.I.G.'s	427.76
Conference Disbursements	35,911.58

TOTAL DISBURSEMENTS

71,459.57

DISBURSEMENTS IN EXCESS OF RECEIPTS

<\$ 5,124.08>

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1991

UNAUDITED

ASSETS

Regular Checking Account (unreconciled)	
Kearney Fed. Credit Union	\$ 1,270.34
Regular Conference Checking Account	
(unreconciled)	
Kearney Fed. Credit Union	5,460.86
Savings Accounts	
Kearney Fed. Credit Union	2,080.45
Certificate of Deposit	
Kearney Fed. Credit Union	\$25,223.07

TOTAL ASSETS	<u>\$34,034.72</u>
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FUND BALANCE	<u>\$34,034.72</u>
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COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the Period Ending June 30, 1990

UNAUDITED

CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment L
Page 5 of 6

RECEIPTS

Conference Revenue (unreconciled)	\$38,381.57
Member Dues	10,559.00
Interest	2,874.30
Other: Subscriptions to Journals, Certification fees, Journal Sales, and Fundraiser)	2,401.73

TOTAL RECEIPTS

\$54,216.60

DISBURSEMENTS

Board Expense	\$7,479.13
Newsletter	5,454.10
Journal	8,407.07
General Organizational Expense	6,963.45
Committees	1,825.60
State and Regional Expenses	1,455.28
S.I.G.'s	219.74
Conference Disbursements	33,114.36

TOTAL DISBURSEMENTS

64,918.73

DISBURSEMENTS IN EXCESS OF RECEIPTS

(\$10,702.12)

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1990

UNAUDITED

CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment L
Page 6 of 6

ASSETS

Checking Account (unreconciled), EPTFCU	\$ 692.94
Savings Account, EPTFCU	689.18
Advances	549.61
Certificate of Deposit	<u>37,000.00</u>

TOTAL ASSETS

\$38,931.73

FUND BALANCE

\$38,931.73

PORTFOLIO FOR TREASURER

Prepared by
Dr. Kathy Carpenter
CRLA Treasurer, 1990-92

Since there was no information available except a sketchy job description when I took office, I decided that, in addition to writing a more complete job description, it would be a good idea to write up all of the hints and suggestions that I could think of so that future treasurers would have some information on how things were done in the past. Such a document might keep successive treasurers from making the same mistakes that their predecessors have made. Hopefully, successive treasurers will be able to add their thoughts to this document, thereby making it a valuable tool in maintaining accurate records for the organization.

RECORD KEEPING

Setting Up Accounts

The incoming treasurer should secure funds from the current treasurer at the spring (conference) board meeting in order to set up new accounts at a financial institution prior to actually taking over the duties after the summer board meeting. I wrote an advance check from the regular account for \$300.00, coding it under I.B.4. (Treasurer) to the new treasurer for that purpose. When selecting a financial institution, make certain that the one selected will pay interest on checking accounts as well as savings accounts and will be willing to work closely with you. I found the credit union associated with the university would give me the best service, but each new treasurer will have to make an individual selection.

The incoming treasurer will be able to order checks once the new accounts are set up. That individual should have received sample voided checks from all checking accounts from the current treasurer to use as samples when ordering new checks. The minimum number of accounts should be as follows: 1) College Reading and Learning Assn. checking account; 2) CRLA Conference checking account; and 3) College Reading and Learning Assn. savings account. You may have to have a savings account for each checking account if that is the bank's policy as it was at my bank, so I also had to have a CRLA Conference savings account, but a minimal sum was kept in it and never utilized. Make sure that you also order separate deposit books for the two checking accounts. I didn't keep strict count, but I believe that we went through at least four deposit books on each of the two checking accounts during the past 2 years.

The new Treasurer will have all her accounts set up prior to the summer board meeting and will be able to bring signature cards for all accounts to that meeting for the President to sign. All accounts and investments must carry two signatures--the Treasurer and the President. You must also bring new signature cards to the following summer board meeting for the new President to sign.

It would be really nice if the bank would allow you to start the regular checking account with check #101 and the conference account with check #1001 for easy record keeping. That way any check

with a number over 1000 would immediately be identified in the ledger as coming from the conference account. I didn't think of that early enough, so I always designated all conference checks with a "C" in front of them. When entered in the ledger or at the bottom of a "Reimbursement Form", they were always written "#C101", etc.

It is wise to use the entire name of the organization on the regular checking and savings accounts and the initials (CRLA Conference) on the conference account(s) so that the bank has no trouble keeping the two checking accounts separate. Prior to my term in office, all bills were paid from one account. That system made it nearly impossible to keep conference expenses separate from regular expenses. Therefore, the organization could not ascertain how much the conference cleared (or lost) nor how much was spent under each individual budget category. It is essential that there be two separate checking accounts so that the year-end report can accurately reflect where all deposits and expenditures originated.

During my two years in office I wrote 295 checks from the regular checking account and 230 checks from the conference checking account. Therefore, ordering 350 - 400 checks for the regular account and 300 checks for the conference account for the 1992-94 term should be sufficient. I passed on the large, zippered checkbook used for the regular account as it cost \$60 when I had to order it. Passing it on will save that expense every two years. In addition, the regular checks kept in it were large business-size checks while the conference checks were small, personal-sized checks, making it easier for both the treasurer and the bank to keep the accounts straight.

In addition to the money kept in the checking and savings accounts, the treasurer will probably want to invest any funds not needed to run the organization in a Certificate of Deposit in order to get a better interest rate. However, it might be unwise to lock up the CD for an extended period of time in case you need the funds. By looking at what was spent in a specific 6 month period of the previous year from both checking accounts and what was deposited, you should be able to ascertain about how much will be needed to run the organization over that period of time. Keeping several thousand dollars in the regular savings account as a hedge will then allow you to invest the remainder in a 6 month CD.

After the summer board meeting, the treasurer will want to separate the money, keeping out what is needed to run the organization for 6 months and investing the rest in a CD or other appropriate interest-bearing account. Leave between \$3000 and \$4000 in the CRLA Conference Checking Account to cover start up costs. You will need at least \$1500 to pay early "Call to Conference" bills, \$1000 for an advance to the Pres. Elect, and \$1000 for an advance to the On-Site Chair.

A total of all bills paid out of the regular checking account from 7/1/91 to 12/31/91 was \$18,233.50. This amount included \$1000.00 to Oxford Mailing Service and \$569.50 for CRLA promotional materials to sell at the next conference. Without those two, it cost \$16,664.00 to run the organization for that 6 month period. Keep in mind that there will be practically no income during that period since all memberships are now due Jan. 1 and delinquent June 1. Therefore, you will need to keep at least \$17,000 free (not locked up in a CD, etc.) to pay expenses for the first 6 months of the fiscal year.

Be careful when your term is drawing to a close that the money

from time investments will be available by the time the summer board meets so you can turn over all funds to the new treasurer in a timely fashion.

Paying Bills and Making Deposits

In order to keep accurate records, I purchased a large 13-column ledger. I used one page for each budget category (except for categories under the conference where I felt there would be only one or two entries). I also maintained pages for deposits in the regular checking account and pages for conference registrations and deposits in the conference account. In this manner I was able to keep all records in one ledger, was able to xerox off specific pages of the ledger when needed, and could xerox all pages of the ledger to give to the incoming treasurer and to send to the auditor at the end of the fiscal year.

Before using the ledger, I purchased three metal rings to go through the prepunched holes as the gummed binding of the ledger tends to separate after very little use. I also bought small plastic rings and placed them around the punched holes of each page I planned to use, as the holes tend to tear out without these reinforcements.

When a reimbursement form or bill was presented to me, I filed them in a "To Be Paid" file. Once every week I sat down to pay bills. First I would get the ledger laid out on my desk along with the two check books. With each bill I would first assess what account (regular or conference) it was to be paid from. Then I would decide which specific category of the budget it was to be charged to. I would then make out the check from the appropriate checkbook, putting the budget category on both the check and the stub. Immediately thereafter, I would go to the appropriate page in the ledger and enter the check. In this way I tried to be certain that I never wrote a check that was not recorded in the ledger.

Some treasurers might prefer to write the checks, place them in a "To be recorded file", and enter several checks into the ledger at one time. After entering the check in the ledger, I would fill in the bottom line of the reimbursement form (check #, date paid, budget category), make two copies of it (one for my file and one to return with the check), and place the original (with receipts attached) in the "Mail to Auditor" file.

If it was a bill rather than a reimbursement form, I always wrote the date paid, amount, check number, and budget category on the bottom of the bill before I xeroxed 2 copies (one for my file of paid bills and one to return with the check) before placing the original in the "Mail to Auditor" file and sending the copy of the bill and the check to the billing source. By doing this I was always able to cross-reference all checks written between my "Paid" file, the ledger, and my canceled checks while sending all transactions monthly to Gladys Shaw (our auditor).

When the monthly statements arrived, I balanced all accounts and made a "Balance Sheet" for each one, attaching them to the appropriate bank statements. I made 5 copies of each statement and balance sheet, placing the originals in the "Mail to Auditor" file and then sending copies to all officers while keeping a copy of each one for my own files. Savings account statements were only issued quarterly, were then balanced, copied, and mailed out along with the checking account statements for that month.

Each month after all statements were balanced, I mailed everything in the "Mail to Auditor" file to Gladys Shaw. I'm not certain how often she cataloged the material, but I feel that it is important that the auditor receives all information on a monthly basis. In that way the auditor and the officers are all aware of the status of all accounts. For the protection of both the treasurer and the organization, I feel a monthly accounting is most important. Any treasurer is bound to make some errors (I made my share--just ask Gladys!) in categorizing and/or recording, but the errors are much easier to straighten out if caught quickly.

In years past the organization didn't handle great sums of money; however, that is no longer the case. I would estimate that well over \$80,000 passed through my hands during the 1991-92 year, so accurate and timely records are a must. My best advice is to set aside a little time (2 - 3 hours) weekly to pay bills and enter in ledger, and to set aside at least 4 hours once a month for balancing of accounts and mailing out all statements, etc. These hours do not include the amount of time necessary from Jan. 15 to the cut-off date of conference preregistration nor the amount of time needed after the conference is over that is necessary to handle conference funds. I estimate that I put in a minimum of 3 hours daily during the preregistration period and at least 2 hours daily after the conference until approximately May 10 completing all on-site registration ledger entries and deposits.

If you are extremely computer literate, you may want to set the entire operation up (the ledger part) on a computer program. If you do decide to do so, please remember that the treasurer following you may not have your expertise. Just as I was able to completely copy all ledger pages from the past two years to turn over to the new treasurer to use as examples, it will be important for the next treasurer to take up where you left off.

I chose to set up a ledger system (there was no system handed over to me from the previous treasurer so I have no idea how her records were maintained) for several reasons: 1) I felt it would be extremely time consuming for me to set up a computer program, and I didn't feel confident of setting up a good one; 2) I was afraid that if I asked someone else to set it up, I might not ever be able to completely understand it, let alone explain it to the next treasurer; 3) I would have had to use an APPLE computer system--what if the next treasurer didn't have access to an APPLE and found conversion difficult, if not impossible; 4) ledger pages could be xeroxed at will; and 5) I could take the ledger with me to all board meetings, write out checks and enter them in the ledger, and still be able to give accurate financial reports whenever asked to do so. Had everything been on a computer, I would be able to get accurate reports on categories only after returning to my office and updating the computer entries.

Payment of Bills Submitted By Treasurer

Two other officers must sign off on all bills submitted by the treasurer. Whenever I had bills, I made out a reimbursement form and attached all receipts, mailed it to the President for a signature with a request that she mail it to another officer asking them to sign it and return it to me. Once it was returned, I made out a check to myself, treating that reimbursement form as I would one from any other

individual.

The exception to the above was expenses incurred at board meetings. The treasurer is expected to pick up all bills associated with meals, etc. (except for alcoholic beverages) of board members while they are attending board meetings. Therefore, it is important that the treasurer have a good credit card. I asked two board members to sign a reimbursement form for the meals while still at the board meeting so I could cover the amount when the credit card bill arrived rather than incurring interest charges while the reimbursement form was being circulated to other officers after I got my credit card billing. While some officers might not wish to carry on this practice, those in office while I was treasurer had no problem with the advance signing for that specific instance.

Inform all individuals at the conference that you will not honor any bills submitted after May 31. If you know that conference reports and/or bills should be in-coming and have not arrived by May 25, call those individuals and remind them of their responsibilities and the cut-off date. Stick to that May 31 date rigorously! We only make it harder on ourselves and on the next treasurer if we do not force our members to behave in a professional manner!

Overdrawing Budget Categories

Each budget category is allotted a specific amount when the budget is finalized at the summer board meeting. While individuals may overspend areas under their category, there is no problem until they reach the place where their reimbursement forms or submitted bills will overdraw their whole budget category. If I notice categories becoming low, I xerox the ledger pages and send them to the individuals responsible for those categories, informing them that if they need to overspend their budget category, they must send the reimbursement form to the President first, as it will take the signature of both the President and the Treasurer to overdraw any specific category. (I will admit that I have gone ahead and issued a check which overdraw a budget category by \$4.13 without the President's signature; however, in retrospect, technically I probably should not have done so.)

Membership Renewals

As you receive membership renewals, make out a deposit slip for the regular account. Then enter the names, items being paid (membership, SIG's, etc.) and amount of the checks in the ledger under the regular account. (All SIGS should be numbered as they appear on the membership form so you can indicate by number in the ledger what SIG memberships are being paid for.) Balance the two entries and make the deposit, entering the deposited amount in the regular check book and the ledger. Make a copy of your deposit slip and the crediting slip you received from the bank for your own files and put the originals, stapled together, in the "Mail to Auditor" file. After you have entered and deposited the checks, immediately send the membership forms to the Membership Chair so that the new or renewal membership can be entered on the membership list.

Since 1991-92 was the first year we had a Membership Chair who would also serve as our mailing service (so to speak) and since the President that year (Joyce Weinsheimer) volunteered to do it for the first year only to get it organized and clear up a host of problems

left over from our previous mailing service (Oxford Mailing Service), the status and duties of the Membership Chair are still evolving. However, to make the Treasurer's job easier, I have one suggestion. When the Membership Chair sends out bills to people who purchase membership lists, be sure she sends you a copy of that bill. I got checks from people, and I had no idea what the money was for because they do not inclose a copy of the bill along with the check. Furthermore, if you don't get a check, the next month you can make a xerox copy of the bill, type "Second Notice" on the copy, make a xerox copy of the 2nd notice for your files, and send it to the individual. I don't think all those who got membership lists paid for them.

Preparation of Financial Reports

Here is where the ledger really pays off. By taking each page (budget category) individually and adding the columns down and across, it is easy to determine what was spent for each item as well as for the entire category. My first financial report took a great deal of time as I had to set up the forms on the computer. After that, it was simply a matter of changing the numbers from the previous form and saving and then printing the new form page. Since I am passing on the computer disks, I hope that future treasurers can be saved the time it took to make up the original forms and can simply insert the necessary numbers.

Once the financial report is completed, copies must be made for the summer board meeting. Each person in attendance should have a copy and several extra copies should be available.

Budget Preparation

Immediately after the conference the treasurer should send out "Budget Request Forms" to all incoming and outgoing officers and committee chairs. Each form should have the amount budgeted for each area and for the entire category for that year. It should also have filled in what has been spent to date for that year. Individuals should be instructed to fill in their requests along with justification for any major increases and return the forms prior to May 31.

After the treasurer has completed the year-end financial report, she can use it and the returned "Budget Request Forms" to make a budget proposal for the coming year for the Total Operating Budget. Use amounts spent from each category under the Conference Budget from the current year to help prepare the proposed Conference Budget for next year. Once again, it is an easy matter to simply call up the required form on the computer (Budget Req) and change the necessary numbers. When all budget categories have been completed, saved, and printed, the necessary number of copies must be made to take to the summer board meeting.

At the summer board meeting, the final budget will be determined by the board. Immediately after the board meeting, the new (or returning) treasurer will need to call up the appropriate forms (Budget) on the computer, insert the necessary numbers, save and print each page. The entire budget must be sent to each board member, and separate committee members must be sent the category or categories of the budget which is of interest to them. All individuals who are

responsible for appropriated funds will therefore have a copy of their budget prior to August 1.

CONFERENCE DUTIES

Conference Registrations

This is the tough part of the job! It used to be handled by the On-site Committee; however, our bonding company insisted that only a bonded individual (officer) should be responsible for such large sums of money--and in retrospect, they are right. Second, the treasurer is in a much better position to keep accurate records (since they have previous examples to go by) than is each new on-site committee chairperson. Finally, with all records associated with registration being kept in one place, any committee head can call the treasurer for needed information--"How many people have signed up for the Banquet?" "How many are signed up for Institutes and which Institutes did they register for?", "Which publishers have paid their exhibit fees?" etc.

First of all, since your institution promised to give you institutional support, insist that you must have a paid assistant or work-study individual for a minimum of 10 hours weekly during the spring semester in order to handle conference registration and associated activities. Do not tell them that the treasurer does have about \$2000 in her budget category for "Fees" because approximately \$1200 - \$1500 of that goes to the auditor. The remainder of that budgeted amount will give you a little money to pay extra help if you need to. If need be, ask them to call me as a former treasurer, I will assure them (and it's true) that it will take a work-study putting in a minimum of 10 hours weekly, plus you putting in about 10 hours weekly, plus aid from your secretary in order to get all conference registrations processed in a timely manner. I used between \$200 and \$300 both years to reimburse my secretary for time she put in after hours on CRLA conference registrations.

A word of caution here. I would suggest that you try to enter the first page of conference registrations with your secretary and work-study sitting beside you so that they can see exactly how to do it. I would encourage you to refer to the ledger sheet from the previous year (believe me, that one evolved with much trial and error!) Please notice that the third to last column is what will go into the regular account (memberships, SIGS, etc.) and those names and amounts must be entered on a deposit slip for the regular account. The next to last column will reflect conference associated fees and those names and amounts must be entered on a deposit slip for the conference account. The final column will indicate the amount of each check, and the sum of that column will total the prior two columns added together--and also the total of the two deposits. Balance out and make deposit slips at the bottom of each ledger page! It is hard enough to find an error over 40 entries without adding more entries on--as we found out to our agony.

In addition to adding up the totals at the end of the last 3 columns, it's a good idea to total all columns at the bottom of each page--not the amounts sent in, but the number of individuals signing up for the various activities, so you can rapidly give a report on those items if asked. You will have numbered the institutes, the Lunch with a Mentors, the SIG breakfasts and luncheons, etc. for easy identification in the ledger, so you can report on them when asked, too.

We did keep a running total on each institute as people registered for them so that we could be certain that we were not letting in more people than the rooms could hold. We did this by typing a list of the institutes and then numbering them. As we registered people in the ledger and they wanted an institute, we entered the number identifying that institute, but we also make a mark behind that institute's name on the typed sheet, marking registrants off in groups of 5. When an institute was full and others wanted in, I did call and asked registrants if they would like a 2nd choice. These calls could have been avoided had the reg. form provided columns for 1st and 2nd choices, but more about that later.

Each ledger page was lettered ("A", "B", etc.) Since each ledger page is numbered 1 through 40 all the way down, as we entered a registrant, we put the appropriate letter and number in the top right-hand corner ("A 1", "A 2", etc.) on the first page of the registration form along with the amount sent by that individual. If, for some reason, we skipped a line or stopped at #38 on a page, we made a note of the number of the lines omitted and sent it to the On-site Chair along with the registration forms.

After entering the information from each form in the ledger and making the deposit slips, we carefully made copies of the front informational page of all registrants who had paid their membership dues along with their registration fees. These were then sent to the membership chair. The entire original registrations were then sent on to the On-site Chair. Be sure to tell the On-site Chair that all of these registration forms must be saved and sent to the auditor after the conference is over. You remember, too, to send all forms taken in at the conference site to the auditor after all ledger entries and deposits are completed.

One week after the preregistration deadline, we copied all the ledger pages covering preregistrations and sent them "Overnight Express Mail" to the On-site Chair. By doing this, she had a double check on preregistrations--the original forms we had sent to her and copies of our ledger pages. Be certain that the On-site chair knows that receipts must be written by the registration committee to be included in each individual's registration packet.

Suggestions

I would encourage the treasurer to work closely with the President-elect on the development of the preregistration forms. The form should state in underlined, BOLD TYPE the following information:

1) ALL PREREGISTRATIONS POSTMARKED AFTER (insert date which is the Friday that is 3 weeks prior to conference here) WILL BE RETURNED TO SENDER. IF YOU CANNOT MAIL YOUR PREREGISTRATION AND CHECK PRIOR TO (repeat date), PLAN TO REGISTER ON SITE;

2) MAKE CHECKS PAYABLE TO COLLEGE READING AND LEARNING ASSOCIATION AND SEND TO (insert Treasurer's name and address). PLEASE DOUBLE CHECK YOUR ADDITION, THAT YOUR CHECK IS MADE OUT FOR THE CORRECT AMOUNT TO THE ORGANIZATION, THAT YOU ARE ENCLOSING YOUR PREREGISTRATION FORM, AND THAT YOU ARE SENDING IT TO THE ABOVE ADDRESS!

3) FULL PAYMENT MUST ACCOMPANY ALL PREREGISTRATION FORMS. THOSE RECEIVED WITHOUT PAYMENT WILL BE DISCARDED.

In spite of all you do, you will not believe the number of people who can't add correctly, forget to send the check (or forget to sign it), forget to include the preregistration form, send it to a different person or address, etc., etc., etc. Be prepared to make numerous long-distance phone calls to assist individuals with their registrations.

If members can renew their membership on the preregistration form, they should also be able to select SIG memberships at the same time, so those options need to be included on the preregistration form. In front of all institutes should be three columns labeled "1st Choice", "2nd Choice", and "3rd Choice", and members should be instructed to make 3 selections. The same applies to "Lunch with a Mentor" and any other places where openings may fill up and the treasurer might need to place people in other than their first choices. Since I called over 50 people long distance because of closed institutes and lunches in an attempt to give them their 2nd choice, this suggestion would certainly save time and money.

It would also be very helpful if, since the current treasurer is busy in the board meetings, the immediate past treasurer could hold a training session for all individuals who will be working at the on-site registration desk. Every year I have ended up with checks and cash with no idea what it purchased. No money should be taken in without some type of form being completed. Conversely, many requests for refunds were incompletely and incorrectly filled out and were not signed by a reg. desk official. A brief workshop might eliminate many of these problems.

You will be appalled at the number of individuals who "bounce" checks. Form letters to cover all types of categories are on your copy of the "CRLA Correspondence" disk. Some of them will immediately send you a replacement money order, and some of them ignore you no matter how many letters you send. Perhaps the board would like to initiate a policy of notifying the institutions employing those individuals who will not cover their insufficient fund checks!

Throughout the conference you will be stopping at the registration desk to pick up "Request for Refund" forms, make out the refund checks, and return the checks (each in an envelope with the person's name on the outside of the envelope) to the registration desk to be picked up. As you make out the checks, place the check number on the "Request for Refund" form. These forms need to be placed in the "Send to Auditor" file and sent with other forms and receipts the next time the bank accounts are balanced.

You will also be picking up money (along with forms indicating where the money came from and what it purchased) at the registration desk throughout the conference. By the time the conference ends, you will have a considerable amount of cash and checks to take home with you. As a point of interest, there was \$12,829.75 taken in at the 1992 conference at the registration desk. Approximately a third of that amount was in cash. I was nervous carrying the money through two airports in my briefcase, especially since I had no idea exactly how much there was. Should an unforeseen accident happen in the future, at least we now have an "estimate" of how much in checks and cash the Treasurer transports home from the convention site. The money came from on-site registrations, extra on-site tickets for events and activities, CRLA sale items, and sale of raffle tickets.

The first year I was Treasurer my hotel room was on the 8th floor of the hotel. I spent most of the conference riding the elevator up and down! Since you have to continuously pick up money and refund forms from the reg. desk, write out refund checks and return them to the desk, you will make numerous trips to your room daily. Get a room as close to the registration desk as possible (and most certainly on the same floor!)

Ask the hotel if they have a little safe you can rent for your room. Some hotels have them available. All hotels have safety deposit boxes at the front desk, but they don't want you getting in and out of them daily (let alone several times a day.) Consequently, I kept all the money I accumulated during the conference in my room in my locked briefcase, but I never really felt comfortable about it.

What to Take

The Treasurer needs to take the following items to the summer board meeting: board agenda, year-end financial report (copies for all in attendance), budget proposal for next fiscal year (copies for all), file folder containing all returned budget requests, reimbursement forms, ledger from past year, ledger ready to go for the next year, both check books, two calculators, "Mail to Auditor" folder, personal credit card, pencils, pens, paper clips, stapler, staples, staple remover, scotch tape, empty file folders (in case needed), note pad, and any other file folders which seem pertinent.

Take the same type of things to the conference board meeting, except instead of the year-end financial report and the proposed budget, you will have a financial report for the board and a financial report for the membership. I gave the membership report orally and said I had printed copies for anyone who cared to have one. (I made 10 copies.) Not once did anyone come up after the general session and ask for a copy of the financial report! Obviously, in the past it has been a waste of paper to make 500 copies of it to pass out to the membership.

Take boxes of small white envelopes to the conference to use for refunds and for the registration desk people to use for coins taken in as payment for something. They can paper clip or staple checks or cash to the applicable form, but they need to put coins in an envelope and then staple the envelope to the form. Also, take 5 or 6 large manila envelopes in which to put all the cash and checks with attached forms that you get from the registration desk.

When you get home from the conference, it certainly would be nice to have a form attached to each check or cash sum so that you could enter it in the ledger correctly. Each year I've had a considerable amount of checks and cash with no identifying forms attached, so I had no idea what had been purchased. That type of thing does not make for easy or accurate bookkeeping. The previously mentioned training session for registration desk workers might clear up this problem. Remember, all forms attached to checks or cash must be forwarded to the auditor once they have all been entered in the ledger and the money deposited in the bank after the conference.

Well, this appears to be a rather rambling account of what the treasurer does. I hope it will help you in doing the job, and I hope you will add to it before passing it on to the next treasurer. If your copy should get misplaced, the secretary and the archivist will also receive this first portfolio. GOOD LUCK!

MARTHA MAXWELL
BOX 2857
White Flint
Kensington, MD 20891
(301) 530-5078

June 17, 1992

Dr. Joyce Weinsheimer, Ed.D.
Learning and Academic Skills Center
108 Eddy Hall University of Minnesota
Minneapolis, MN 55455

Dear Joyce:

It's taken me too long to get this letter written but I wanted to let you know how much I appreciate CRLA's honoring me. Thank you sp very much. And thank all the other members of CRLA who made it possible to give me the lovely silver bowl and the life-time CRLA membership at the brunch in SF this year.

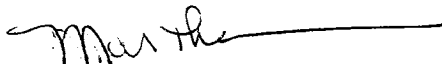
My two youngest grandchildren were delighted with the bowl and it raised Gran a bit in their esteem- not quite up to Michael Jordan but at least to a slightly lesser category. In fact, my 10 year-old granddaughter volunteered to polish the bowl for me.

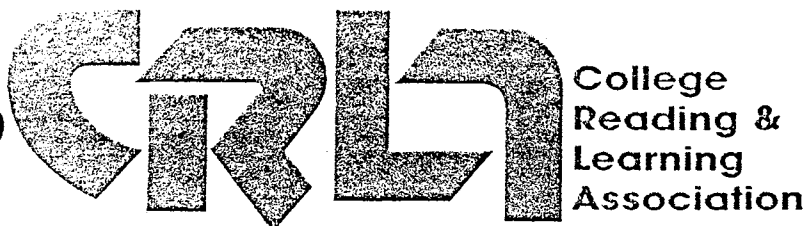
Enjoyed the S.F. meeting and thought that most of the presentations were excellent. as usual.

I'm glad to see that CRLA is doing so well.

Hope you have a splendid summer.

Warmest Regards,


MARTHA



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

To: CRLA Board
From: Becky Patterson, Chair of Elections
Date: June 24, 1992
Re: Annual Report

Nomination results:

I am pleased to announce the acceptance by the Board and the candidates of the following slate:

President-elect: Tom Gier
Sandra Ross

Secretary: Nancy Moreland
Jim Prager

I have received confirmation and institutional support letters from each of these and have asked for candidate information and pictures by the end of June.

Election process:

The election process went smoothly this year, primarily because of advance organization and a terrific committee (Sue Brown, Sue Shattuck, Chuck Hunter, and Dee Tadlock). I asked each committee member to come to the conference with the names of one or two candidates for each office, and they did. They also fanned out during the conference and contacted people who were nominated by members at the conference. In other words, we had a good slate to start with, the people were aware they were being considered and had all expressed willingness to run, and I was impressed with the caliber of people being considered. This preparation ahead of time and contact with possible candidates are essentials if the election process is to continue on a timely basis and avoid the problems Susan Deese had the year before.

I plan to type the candidate information in July, get them published in August, and have them mailed by early September. Will someone on the board please send me a list of mailing labels, arranged by zip

code, by late August so I can have time to get through the intricacies of bulk mailing. These should be printed with the new post office requirements for mailing (no spaces, zip arranged just so, all sorts of specifics).

As I understand it, I will then notify the candidates by mid-November and get the results to the Newsletter editor by mid-November. Please let me know if these are not the correct dates for this timetable.

Site selection p.s.:

In hindsight, two factors especially helped the site selection process. One--and most important--was a dynamite local site person such as Karen Lim. Put lots of emphasis on this. Karen had all the sites surveyed and had narrowed it to the top three. When she had strong feelings about one area, I listened to her. After all, I won't have a lot to do with that conference and she'll be working with the hotel on a daily basis.

Two, read past contracts and the entire notebook and checklists thoroughly before you go to the site. I was able to negotiate while I was there and asked lots of questions that would have caused problems later. We got a lot more than if I had tried to negotiate later (extra benefits, lower costs, etc.). I'm pleased with the Red Lion San Diego and the cost will be terrific by the time we have the conference there because we negotiated so far ahead. All the sales managers told us our timetable was about right. That means Dee should negotiate the Seattle 1994 site (if we still have it there) and Joyce should negotiate the 1995 site which is possibly Phoenix or Tucson.

Other:

I'll let you know as soon as I compile the election results; it looks to me as if we as an organization can't lose no matter what. One suggestion Sandra made was that a position of importance be found for the losing candidates BEFORE the election. These people have announced to their institutions they are running and have often revised schedules accordingly. Offering something afterwards is another downer and, as you know, we've lost a lot of fine people who have disappeared from the organization after losing president-elect. What about if the election became less of a win-lose by making the winner president-elect and the loser another position. One position

that comes to mind is one of the duties of the past-past-presidents-
-such as elections or site selection or chairperson of states????

Please drop me a note about my three specific requests:

1. Will someone on the Board be responsible for sending me the mailing list arranged according the post office requirements? I'm not even sure where the mailing list is now.
2. Are mid-September for ballots and mid-November for notification to candidates and Newsletter the correct dates?
3. Does the Board have suggestions for a position for president-elect loser (there should be a better word)?

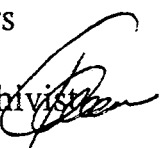
Thanks. Hope your meeting is wonderful; wish I was there to enjoy each of YOU.



RUTGERS UNIVERSITY LEARNING RESOURCE CENTER 13 SENIOR STREET NEW BRUNSWICK, NEW JERSEY 08903
908/932-1443 FAX: 908/932-1453

June 23, 1992

TO: Becky Johnen, President
Board of Directors

FROM: Karen Smith, Archivist 

I. REPORT. I apologize for not submitting a report to you sooner, Becky, but my professional responsibilities have me almost overwhelmed this time. Basically, I do not have any other news to present since my report to the Board at the annual conference. I do think that the practice which you initiated of copying correspondence as it occurs and sending it to me on a monthly basis will be very helpful. Right now I am in a temporary office, will move to another in 3 weeks, and into our permanent and newly remodeled Center in late August. Then, I will finally have the space to file and organize better.

II. TRAVELING DISPLAY. Joyce, how soon do you want the display board sent to you? I sent copies of the photos that Larry and I took to Becky, but I have not received the copies of the photos taken by the conference photographer. I would prefer to have all that is available from this last conference before I develop the new display.

III. JOB DESCRIPTION. The job description seems accurate except for a few points. Therefore, I suggest the following.

2. A. correct the spelling of *preserve*
- E. *change to:* to submit an annual report detailing the operation and maintenance of the archives to the Board of Directors at the annual conference;
- F. *change to:* to submit a projected budget for the upcoming year to the Board of Directors for the summer Board meeting;

CRLA SPECIAL INTEREST GROUPS
Contacts as of May 1992

CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment Q
Page 1 of 3

SPECIAL INTEREST GROUP LEADERS

Cognitive Psychology

Pat Mulcahy-Ernt
Dept. of Learning & Training
Graduate School of Education
Rutgers University
New Brunswick, NJ 08903
(908) 932-6563 (W)

College Reading

Carol Willis
2825 Juniper Street
San Mateo, CA 94403
(415) 345-9837 (H)
(415) 574-6612 (W)

Lucy Nelson
Napa Valley College
2277 Napa-Vallejo Hwy
Napa, CA 94558

Computer Technology

Loren Thompson
Washington State University
Student Advising and Learning Center
Cleveland Hall, 57
Pullman, WA 99164-2105
(509) 335-4357 (W)

Gary Brown
Academic Skills Center
San Diego State University
San Diego, CA 92182

**Counseling and Helping
Relationships**

No leader
Might be defunct

Critical Thinking

Craig Stern
Learning Assistance Center
Northern Arizona University, Box 6035
Flagstaff, AZ 86011
(602) 523-6977

Developmental/Basic Writing

Charlotte Rodriguez
Mohave Community College
Lake Havasu City, AZ 86403
(602) 855-7812 (W) ; (602) 855-1314 (H)

Emotional/Motivational

Aspects of Learning

Glen Hirsch
109 Eddy Hall
192 Pillsbury Drive, SE
University of Minnesota
Minneapolis, MN 55455
(612) 624-7546 (W)
(612) 624-0207 (FAX)

**English as a Foreign/Second
Language**

Anna-Marie Schlender
EF International School of English
5000 Macarthur Boulevard
Oakland, CA 94613
(415) 430-3209 (W)
(415) 430-8252 (FAX)

CRLA Special Interest Groups
Page 2

**Learning Assistance Center
Management**

John Lowry
Eastern New Mexico State Univ.
Station 34
Portales, NM 88130
(505) 562-1011 x2282 (W)
(505) 356-6922 (H)
(505) 562-2215 (FAX)

Learning Disabilities

Lorraine Peniston
University of New Mexico
CAPS - Zimmerman Library
Albuquerque, NM 87131
(505) 277-7208 (W)
(505) 298-3153 (H)
(505) 277-6019 (FAX)

Barb Witkowski (Co-leader)
221 North Central Avenue
Brownsville, TX 78521
(512) 544-8200 x6122 (W)

**Liberal Arts Colleges
and Universities**

Carol Lyon
St. Ambrose University
518 West Locust Avenue
Davenport, IA 52803
(319) 383-8864 (W)
(309) 797-5966 (H)
(319) 383-8791 (FAX)

Trio

Mathematics Tutorial Programs

Margaret Rogers
Math Learning Center
Shoreline Community College
16101 Greenwood Avenue North
Seattle, WA 98133
(206) 546-5825 (W)

Multicultural Issues

Nimi Tobaa
Tutoring Center/LAC
William Rainey Harper College
Palatine, IL 60067-7398
(708) 397-3000 x2539 (W)

Peer Tutoring

Karan Hancock
8102 Harvest Circle
Anchorage, AK 99502
(907) 786-1711 (W)
(907) 349-7128 (H)

Placement Bureau

Anna-Marie Schlender
EF International School of English
5000 Macarthur Boulevard
Oakland, CA 94613
(415) 430-3209 (W)
(415) 430-8252 (FAX)

Research/Evaluation

Michael O'Hear
Asst. Dean, Arts & Sciences
Indiana Univ-Purdue Univ at Fort Wayne
Ft. Wayne, IN 46805
(219) 481-6817 (W)

Whole Language

Workforce Literacy

Sinda J. Slagle
1745 Peavine Road
Reno, NV 89503
(702) 747-2556 (H)

Carol Pottorff (Assistant Leader)
American River College
Sacramento, CA

Teaching Excellence

Becky Patterson
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
(907)786-1161(W) (907) 345-4375 (H)

Hypercard

Richard Holdredge
Los Angeles Valley College Learning Cntr.
5800 Fulton Ave.
Van Nuys, CA 91401
(818) 781-1200 (Ext. 407)

President

Becky Johnen
Chemeketa Community College
P.O. Box 14007
Salem, OR 97309
(503) 399-2556 (W)
(503) 390-4866 (H)
(503) 399-5214 (FAX)

Archivist

Karen G. Smith
LRC-Rutgers University
13 Senior Street
New Brunswick, NJ 08903
(908) 932-1443 (W)

COLLEGE READING & LEARNING ASSOCIATION

TO: BECKY JOHNEN, PRESIDENT
COLLEGE READING & LEARNING ASSOCIATION

FROM: TOM GIER, COORDINATOR *Tom Gier*
CRLA TUTOR CERTIFICATION COMMITTEE

DATE: 7 JUNE 1992

RE: TCC UPDATE and JOB DESCRIPTIONS

Becky, enclosed please find "JOB DESCRIPTIONS OF THE TUTOR CERTIFICATION COMMITTEE COORDINATOR AND ASSISTANT COORDINATOR." Also, the following is an update concerning TCC activities since the San Francisco conference.

- 1) Dr. Karan Hancock is now TCC Assistant Coordinator and will succeed me as TCC Coordinator.
- 2) There are, as of June 7th, 100 programs that are certified.
- 3) TCC started mailing out the new, simplified Application packets in May. The Committee has spent the last year working on ways to improve these forms and make the process easier for all involved.
- 4) Starting in mid-August the TCC will be sending out Five Year Recertification packets for the first time. The programs up for this initial Five Year Recertification will have until June 30th 1993 to complete the forms. The early starting date will give these programs enough time to complete their recertification.

JOB DESCRIPTIONS
OF THE
TUTOR CERTIFICATION COMMITTEE
COORDINATOR AND ASSISTANT COORDINATOR

I. COORDINATOR:

- A) Would handle all the new programs that are seeking certification. He/she would, therefore, be responsible for:**
- 1) mailing out certification packets;**
 - 2) seeing that the new programs are certified;**
 - 3) seeing that each program is evaluated by three members of the TCC;**
 - 4) maintaining an updated list of certified programs;**
 - 5) the editing/producing any future "Registry/Resource Guides;"**
 - 6) being listed as the contact person for the TCC;**
 - 7) maintaining the membership of the TCC;**
 - 8) etc.**
- B. Would be responsible for the large number of already certified programs that are seeking certification renewal and recertification. He/she would:**
- 1) maintain the files of the already certified programs;**
 - 2) notify and send the necessary forms to programs that are up for renewal or recertification;**
 - 3) act as overall evaluator of the these renewed/recertified programs;**
 - 4) refer any of these programs to the TCC committee for further evaluation if he/she decides such**

additional evaluation is needed;

5) maintain an updated list of renewed and recertified programs;

6) etc.

II. ASSISTANT COORDINATOR


- A) Would succeed the Coordinator at the end of his/her term.
- B) Would assist the coordinator in whatever functions that the Coordinator and Assistant Coordinator deem appropriate. These duties could include, but would not be limited to, the above Coordinator responsibilities listed above.
- C) Would serve a three year term as Coordinator upon succeeding the Coordinator at the end of his/her term.
- D) Upon elevation to the Coordinator's position would select, with the approval of the CRLA Board, a new Assistant Coordinator.



National Association For Developmental Education

May 20, 1992

TO: Becky Johnen, President CRLA
Bertha Murray, President NADE
Naomi, Chairperson, Commission XVI Directorate of ACPA

FROM: Gladys R. Shaw 

SUBJECT: Liaisons between Professional Organizations

At CRLA we had about four people show up for our inter-organizational session and previously through ACPA, Commission XVI, I had received about nine positive responses to the idea. There is definitely some interest and a need for some kind of inter-organizational council, consortium, or regular communication to address issues of common interest.

It was extremely difficult to make individual contacts on my own trying to run down various organizations and contacts. It seemed wise to try and work through the professional liaison groups established, so last year I volunteered to work with Rick Sheets who chaired the NADE Professional Liaison Committee. He was going to update their professional liaison data base and did, I believe. Unfortunately he never got a list to me though I called and wrote at least six times. Now I do have a list of nine organizations that NADE wants to stay in close contact with this year from the new chairperson.

There appear to be three primary reasons for inter-organizational liaison: exchange of information on conferences, etc., development of professional standards, and political issues. At least most organizations have a Professional Liaison Committee or SIG, a Political Action Committee or SIG and, less frequently, a Professional Standards Committee. When these committees function properly, they liaison on standards and political issues as well as share conference dates, etc. An example is the endorsement by NADE and ACPA of CRLA's Tutor Training Certification program and Terminology Project, and the help ACPA and CRLA are giving NADE on Standards that we all felt CAS did not originally address. These, however, were not done as a routine part of a committee's work. My first recommendation is that CRLA, NADE, and Commission XVI of ACPA rewrite the charges of these established groups to require inter-communication before projects are started or implemented.

Currently, CAS is reorganizing and may now meet all our needs in the area of standards and guidelines. Please see Susan Clark-Thayer's report enclosed. My second recommendation is that we wait a bit and that instead of a separate council, each organization consider: 1) joining CAS and sending its own representative to their meetings, or 2) joining CAS as an organization each year but sharing a representative's expenses, or 3) having one organization join and then share the information for a share of the total expenses. It appears Susan's expenses will be about \$1,000 plus \$200 membership. My recommendation is that NADE join since Susan has already made contact but that she share her reports for a share of her expenses. Commission XVI has a very small budget. It is almost certain they could not underwrite any of her expenses, but perhaps CRLA and NADE would still be willing to split her expenses and then share reports with Commission XVI.

My third recommendation is that a sharing session be planned into each conference and that special invitations go to each organization to send a representative to share ideas on projects/issues underway and needed. These would be reported to each Board with recommendations for action.

The bottom line is our cooperation on professional matters of mutual interest. If we can accomplish that without too much added cost and additional meetings, the better for all. I will wait to hear your reactions. If these recommendations are viable, I will be glad to get the liaison lists and draft a conference invitation for your approval.

TO: Bertha Murray, NADE President

FROM: Susan Clark Thayer

DATE: 5/13/92

RE: NADE Membership in Council for Advancement of Standards(CAS)

Thank you for sending me to the May meeting of the Council for Advancement of Standards. I found this meeting to be valuable to me both in my role as chair of the NADE Professional Standards and Evaluation Committee as well as my role as a representative of NADE Executive Board. Based on what I learned at this meeting, I would recommend that NADE join CAS. The following report hopefully will provide information to help the NADE Executive Board make an informed decision about this recommendation during your June meeting.

REPORT ON CAS

MEETING FORMAT/CAS MEMBERSHIP INFORMATION

The CAS meetings are held twice a year, once in May and once in November. They are comprised of the CAS officers and one representative from each of the 23 national professional organizations that are members of the consortium. The first day is spent addressing CAS business and reviewing standards documents submitted for review. On the morning of the second day, each representative reports on their organization's activities related to professional standards and any other information they wish to share. I am enclosing a copy of a draft brochure they are currently revising that has a list of the organizations that are currently members. They mentioned several others that are potential members but I don't remember who they are.

Membership fee is \$200 a year for each member organization. If we choose to join, I would write them a letter stating our intention with a check enclosed. They don't have a formal application form. If we join, a representative from NADE would then be expected to attend the two meetings a year. These meetings are always held in the Washington, DC area.

DIFFERENCES BETWEEN CAS AND NADE STANDARDS EFFORTS

The goal of both CAS and NADE is to improve the quality of services to students. CAS emphasizes the philosophical and conceptual foundation for program standards. CAS is scrupulous about the differences between standards and guidelines. They also

provide a vision and infrastructure to standards work that is valuable. NADE standards work has focused on the functional self assessment guides rather than their philosophical context. CAS starts with theory, general standards, then functional standards, then self assessment guides. NADE started with the self assessment guides since we were already working in a functional area and have been concerned about the viability of the standards for professionals working in the field.

There are similarities and differences in NADE's and CAS's procedure for finalizing standards documents. Both CAS and NADE try to expose the documents to as much comment as possible among organizations, colleagues, and experts in the document's professional field. Once the comments and response are incorporated into a final draft version of the document, there is diversity in how the documents are finalized prior to publication.

NADE's procedure is to submit the documents to a national field test with concern for balanced and adequate representation from the appropriate professional subgroups (private/public, 2 year/4 year, 4 regional time zones). NADE will also attempt a random sample format for identifying a consensus of response related to the value and credibility of the standards to those colleagues who would be using them.

CAS's procedure (or protocol) requires that the revised documents be submitted to the CAS Board of Directors (the meeting I attended) for review and critique in context with the rigor of the general standards and standards theory. The draft and the comments from the Board of Directors are then submitted to the Executive Committee which synthesizes the organization's draft and the appropriate Board of Directors' comments into a final draft that is then resubmitted to the Board of Directors for final approval. To my mind, this operates like an external review process versus NADE's internal self regulation review process.

VALUE OF THE CAS MEETING FOR MY NADE STANDARDS WORK

This meeting was valuable and enjoyable for me because I am so interested in everything about professional standards. The CAS meeting was two days of debating and discussing using the context, language, and vocabulary of standards issues. There were some good ideas for marketing and presentation of standards documents shared by other organizations.

The meeting also served as a confirmation of the rigor and value of our own standards work. I did not feel out of place and, although we (P.S.&E. Committee) have not spent much time delineating our philosophical position, its conceptual framework has driven our results and assured the quality of our efforts. On the other hand, I recognize the importance of addressing the bigger picture and, after hearing the CAS conversations, I would hope to build more concept reference into my future standards presentations. CAS is preparing a "preamble" to their general standards that I would like to reference when it becomes available.

VALUE OF CAS MEMBERSHIP FOR NADE

There are several reasons that CAS membership would be valuable for NADE. It is important to remember that CAS has already published a set of standards and guidelines for learning assistance programs (LAP). These standards have been reviewed by NADE members and there are areas that are of concern. CAS appears to be open to a revision of these learning assistance program standards, guidelines, and self assessment guides. By being a member of CAS, NADE can sponsor the LAP revisions. We can use our current marketing process to see that our membership and that of the other learning assistance associations will have the opportunity to comment on the revisions necessary.

All suggested revisions would have to be argued before the CAS Board of Directors and Executive Committee since CAS is the publishing body for these general standards and guidelines. This is what was missing when CAS published its current version of LAP Standards. Georgine Materniak and Audrey Williams had done an excellent job in trying to get feedback on those documents and sent a well stated memo to the CAS Board detailing the changes that professionals in the learning assistance field felt should be made. However, since no learning assistance organization was a member of CAS at the time, there was no one there to represent our position during the Board of Directors' debate. NADE membership in CAS would assure that this would not be the case in the future.

Another important reason for membership in CAS is the accreditation issue. CAS does not seem to be moving towards becoming an accrediting body. They view the "CAS Approach" as an alternative to accreditation. They are committed to self regulation and self study as a means of achieving program quality. However, since standards are closely aligned with accreditation or certification, CAS seems to view keeping an eye on the activities and impact of accrediting bodies, certifying groups, national registries, and other such activities to be one of its important responsibilities. This kind of information is valuable to have. It is also beneficial to work in a consortium context if it should be necessary to address an accrediting initiative that would negatively impact our profession.

It should be reported that CAS is changing its name to Council on Advancement of Standards in Higher Education. This represents an effort to move away from a student services mentality to broaden into an academic perspective as well. This new terminology is more comfortable for advising groups, learning centers, and preparation programs.

Based on the above information. I would hope that the NADE Executive Board would vote to join CAS. Please let me know any comments, suggestions or questions you might have. Even if you decide against joining I want to thank you again for giving me the opportunity to attend this recent CAS meeting. It was very valuable to me in my work with the NADE P. S. & E. Committee.

TREASURER'S JOB DESCRIPTION

The CRLA Treasurer is elected for a two-year term of office beginning with the start of the Summer Board meeting and is a voting member of the Board of Directors. The Treasurer receives and records all income of the Association and issues checks for and records all authorized expenditures. The Treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, prepares end-of-year fiscal reports, and prepares budget proposals for the coming year. The Treasurer advises the Board on all financial matters and monitors all accounts. The Treasurer presents all current Association financial records for review to the Association's auditor each month. This job description is to be reviewed by each outgoing Treasurer and recommended changes presented to the Board.

Detailed comments on specific duties:

I. Transition

- A. The outgoing Treasurer should update the "Treasurer's Portfolio" and send it to the incoming Treasurer prior to the association's spring conference. For further clarification, the new Treasurer should meet with the outgoing Treasurer for at least half a day at the summer Board meeting so that s/he can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbooks and how they work, the various entries in the ledger and the Annual Report and what they mean, the records on deposits, savings, accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the CRLA Treasurer interacts with (1) the other members of the Board, (2) the Membership Chair/Mailing Service, and (3) the auditor.
- B. The Treasurer should attend all sessions of the two Board meetings (Summer and Spring), and the incoming Treasurer should attend all meetings of the Board at the Spring Board meeting at which s/he is elected.
- C. The Treasurer's signature and the current President's signature should both appear on the Association's checking accounts, savings accounts and investments. This means a signature change every year for a new President and every two years for a new Treasurer.
- D. The outgoing Treasurer will serve as a consultant to the Board for a period of two years. The Summer Board meeting that follows the election of the new Treasurer will be attended by the outgoing Treasurer who is still responsible for preparing and presenting the end-of-year report and the proposed budget.

II. Accounts

- A. The Treasurer should keep separate General and Conference accounts.
- B. The Treasurer should ascertain that all checking accounts

as well as savings accounts are interest bearing, thus assuring that CRLA's money is in checking/savings/investment accounts where it can earn interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest possible rate of return.

- C. The Treasurer should make note of the due date on any Certificate of Deposits and immediately roll the money over or put it into another investment (if the situation warrants a change), so that the Association does not lose any potential interest.

III. Bills

- A. Routine bills from contracted services such as printing and publications may be paid by the Treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the President prior to payment.
- B. All other bills must be accompanied by a signed Reimbursement Form (attachment) and the related invoices or receipts. All such requests for payment must be made within 60 days after the expense is incurred and no later than May 31.
- C. All checks over \$1,000 which have not been budgeted must have two signatures--that of the Treasurer and that of the President (a Barney & Barney requirement for bonding.)
- D. When the Treasurer pays a bill, s/he should note on the bill itself the check number, budget category, and date of payment. (Noting this information in the checkbook is not sufficient.) The information should also be noted in the Ledger or Chart of Accounts. All paid bills and receipts should then be mailed to the auditor and copies of the bills filed either by date or by budget category.

IV. Reports and Correspondence

- A. The Treasurer should send a xeroxed copy of the bank statement and reconciliation form to each Board member every month (a Barney & Barney requirement).
- B. The auditor is responsible for filing a Federal Income Tax Return every year as required by the IRS and will use the materials received monthly from the Treasurer to file the return. Our organization has tax-exemption status under Section 501(c)(6) of the IRS Code. Our IRS employer identification number is 95-3177-158. A copy of the tax return should be sent to the President, Secretary, and Treasurer.
- C. The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the auditor, businesses to whom the Association pays bills, and the Membership Chair/Mailing Service. The Treasurer should keep on file copies of all such letters.
- D. The operating budget for CRLA is set each year at the Summer Board meeting. The Treasurer should make a copy

of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated. Specific pages of the final approved budget must also be sent to all committee chairs so they are aware of what their budgets are for the coming year for their specific committees.

- E. The Treasurer should prepare a complete and accurate report for the Board twice a year--once for the Spring Board meeting (the Mid-Year Report) and once for the Summer Board Meeting (the Annual Report).
- F. The Treasurer should make sure that all CRLA officers (especially the Treasurer him/herself) are bonded.
- G. The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.
- H. At the request of the Board, the Treasurer will reevaluate services provided by the Membership Chair/Mailing Service.
- I. The Treasurer will retain correspondence and office-related information for three years; items four years and older go to the archivist.

V. Conference

- A. The Treasurer should work closely with event chairpersons each year to make sure accurate records of all conference income and expenditures are kept. Advances to event chairpersons should be made in increments of no more than \$1,000 in order not to deplete interest-bearing balances more than necessary.
- B. An accounting of advanced funds should be submitted within 60 days after the termination of the event for which the funds were advanced or by May 31 and should be accompanied by a check for unused funds. Any refunds made with regard to the event should be made by the chairperson prior to submission of the final accounting.

VI. Records

- A. The approved Treasurer should keep records according to the bookkeeping system approved by the Board. All transactions should be listed in a ledger under the appropriate category or entered on a computer program specifically designed for the Association's needs, enabling the Treasurer to keep accurate records for each separate budget category and for the Association as a whole.
- B. The Treasurer should balance the checkbooks after every entry (deposit or withdrawal) and should check the bank statements every month to make sure the balances in the checkbooks agree with the bank statements.

VII. Policy

- A. The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. S/he should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for CRLA must be reviewed by the Treasurer prior to voting.
- B. The CRLA fiscal year runs from July 1 to June 30. All bills must be submitted to the Treasurer prior to May 31 for payment from that year's budgeted funds.
- C. An Auditor will be employed by the Association to conduct the yearly audit and file all necessary tax forms. The Treasurer will work closely with the Auditor, providing all information and materials needed for a successful audit.

VIII. Conference Registration

- A. All conference registrations will be sent directly to the Treasurer. The Treasurer will reconcile the payment submitted with the items checked by the registrant on the registration form. If these do not balance, the registration form and payment will be returned to sender. If they do balance, the Treasurer will collect the money to be deposited in the conference account and send the registration form to the Conference Site Coordinator or that person's designee. The registration forms should be forwarded at least once a week.
- B. In no case will the Treasurer accept a registration that is not fully paid. The registrant must be responsible to insure that his/her registration form is accompanied by payment, whether from personal funds or institutional funds.
- C. If a check is received from an institution and is not accompanied by a registration form, that check must be returned to the institution with a letter explaining that the Treasurer cannot accept payment without an accompanying registration form. (Enclose a blank registration form for the convenience of the registrant.)
- D. For registrations which include membership and/or SIG fees, the Treasurer must xerox the appropriate portion of the registration form and send it to the Membership Chair. Membership and/or SIG fees will be deposited to the regular CRLA account, not the conference account. The total number of registrants who joined CRLA during the registration process should be sent to the Conference Site Coordinator so that information can be included in the conference report.
- E. The Treasurer should write the total amount received on the top right-hand corner of the registration

- form along with the ledger page and number where the registration is recorded. The On-Site Coordinator or a designee will write a receipt for the amount received and include it in the registration packet.
- F. Any total or partial cancellation of conference registration prior to the conference early registration deadline will be allowed but will result in a \$15.00 processing fee. The remainder of the monies for that registration can be refunded. After the early registration deadline, only full cancellations will be accepted; the \$15.00 processing fee will be charged.
- G. On-site registration monies should be collected by the Treasurer on a daily basis during the conference.
- H. The Treasurer should collect refund request forms from the registration desk at the end of each conference day and return the checks to the conference desk each morning for pick-up by the recipients. On the last day of the conference, the Treasurer can pick up any remaining refund requests periodically during the morning, returning them to the registration desk as they are completed. Any remaining refund requests can be picked up just prior to the last General Session, and those checks can be returned to the registration desk immediately after the last General Session. The Treasurer should then collect any unclaimed refund checks and mail them to recipients.

(Updated 6/16/92 by Kathy Carpenter)

DRAFT

Job Description
Membership Coordinator

1. Maintain an accurate, up-to-date computerized data base for CRLA.
 - a. Enter data for new members.
 - b. Update data for renewing members.
 - c. Maintain SIG membership lists.
2. Maintain a hard copy back-up file for membership.
3. Coordinate "call for membership" information.
 - a. Mail flyers as requested by Board.
 - b. Work with Newsletter Editor to publish membership information.
 - c. Include membership renewal notices with President-Elect's Call to Conference materials in December/January.
4. Mail membership cards, welcome letters, and membership resource forms to new and renewing members. When appropriate, include current issues of JCRL and Newsletter.
5. Provide membership mailing labels and/or lists as requested by CRLA newsletter and journal editors, state/regional directors, chapter officers, etc.
6. Maintain records of all interactions involving membership transactions.
7. Monitor budget and submit receipts to CRLA Treasurer for expenses involved in carrying out responsibilities as Membership Coordinator. *Set*
8. *Submit proposed budget & final accty before May 31 to Bd. Pres.*
9. *Update* ~~Develop~~ *a procedures ^{manual} guide.*
10. *Prepare annual report. Submit to Bd before ^{summer} spring conf.*
11. *Send appropriate correspondence/documents to Archivist on regular basis.*

Job Description



CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment V
Page 1 of 5
**Reading &
Learning
Association**

Job Title PRESIDENT

Page

Timeframe	Work Performed
At the conference	<ol style="list-style-type: none"> 1. Preside at the final Executive Board meeting at the close of the annual conference: <ol style="list-style-type: none"> a. Introduce new officers and obtain address and telephone list of all Board members. Obtain list of new officers' presidents/deans and their institutional addresses. b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office. c. Determine stationery and brochure needs of officers. d. Select date and site for summer Board meeting, with Board approval. e. Call for new business.
Immediately after conference	<ol style="list-style-type: none"> 2. Write President's Message for summer <i>Newsletter</i>. 3. Write thank-you letters to conference participants and offer to send letters to their presidents/deans informing them of the participation of their faculty/staff member(s) at the conference and thanking them for their institutional support. 4. Write thank-you letters to presidents and deans as described. 5. Write a thank-you letter to the outgoing President and to his/her president and dean. 6. Write letters of congratulation to new officers. Offer to send a letter informing the new officers' presidents/deans of their election. Remind the administrative officers of the institutional support needed. 7. Write letters of recognition to the presidents/deans of section chairpersons. Get a list of their names and addresses from the Chair of Chairpersons. 8. Write a letter to hotel management thanking those responsible for accommodations provided. 9. Revise and/or supply signature to the CRLA membership coordinator so updated letters can be sent to new and renewing members. 10. Sign membership cards and forward to the membership coordinator. 11. Handle any issues raised at the spring conference Board meetings that require immediate attention. 12. In concert with President-Elect and Board, reappoint and/or appoint new committee chairs for forthcoming year.

Job Description



CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment V
Page 2 of 5
Reading & Learning
Association

Job Title PRESIDENT (continued)

Page

Timeframe	Work Performed
Early Summer	<ul style="list-style-type: none"> a. Archivist, b. Awards and Scholarship Chair, c. Professional Association Liaisons Chair, d. Parliamentarian, e. SIG Coordinator, f. Editor(s) of <i>Journal</i>, g. Editor(s) of <i>Newsletter</i>, h. Membership Coordinator and Associate Membership Coordinator, i. Tutor Certification Chair and Assistant Tutor Certification Chair, j. By-Laws Chair <p>13. Plan agenda for summer Board meeting, to be sent to all Board members at least two weeks prior to the meeting:</p> <ul style="list-style-type: none"> a. Ask for additional suggestions for the agenda. b. Communicate information desired from each officer at the summer Board meeting. c. Make sure that the previous Conference Manager has communicated with the Treasurer who was in office during the conference and has submitted a detailed accounting of conference income and expenditures. d. Remind all officers, task force chairpersons, committee chairs, etc., who made expenditures the previous year to submit to the Treasurer a report providing a final accounting. The Treasurer's books are closed on May 31. e. Inform nominations chair that names of nominees are due by summer Board meeting.
Summer	<p>14. Write President's Message for fall <i>Newsletter</i>.</p> <p>15. Conduct summer Board meeting.</p> <p>16. Complete follow-up correspondence as required by Board action at the summer Board meeting.</p> <p>17. Begin working/communicating with site selection chair regarding conference site selection for three years in the future.</p> <p>18. Communicate with Committee Chairs, SIG Chairperson, etc., as needed.</p>
Fall	<p>19. Write President's Message for Winter <i>Newsletter</i>.</p> <p>20. Conduct Conference Call Board meetings as needed. Send agenda for each call in advance and ask for additional items.</p>

Job Description



CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment V
Page 3 of 5
**Reading &
Learning
Association**

Job Title -- PRESIDENT (continued) --

Page

Timeframe	Work Performed
Winter	21. Notify candidates of result of election, and offer runners-up appropriate, visible roles in the association.
Spring	22. Appoint elections committee chairperson for next year's elections: <ul style="list-style-type: none">a. Make sure chairperson has an outline of the responsibilities required of each officer, to be provided to committee members and to prospective nominees for consideration in accepting the nomination.b. Nominees should be advised to consult with their administrative officers for institutional support. In the case of President-Elect, this should include desired financial support as well as institutional services needed.c. Nominees' names need to be submitted for Board approval at the following summer Board meeting. 23. Plan agenda for spring Conference Board meetings, scheduling reports from committee chairs, state/region directors and officers, SIG coordinator and SIG leaders.
	24. Add incoming President's name to the presidential plaque given to that person with the gavel at the Third General Session.
	25. Conduct spring Conference Board meetings and preside at General Sessions.
	26. Update officer's notebook of duties before transferring to incoming President. Prepare and submit to incoming President file folders containing important previous communication and unfinished business.
	27. Write Past-President's Message for spring <i>Newsletter</i> .
Ongoing	Submit copies of correspondence to Archivist on a regular basis.

8/92

Job Description

Job Title
PRESIDENT-ELECT

Timeframe	Work Performed
After election	<ol style="list-style-type: none"> 1. Develop conference theme and logo. 2. Get to President-Elect, if requested, a typeset conference ad for inclusion in the conference program. 3. Design the Call for Papers. 4. If time permits, get the Call for Papers typeset. 5. Get copies of the Call for Papers printed to take to the annual conference.
At annual conference preceding yours	<ol style="list-style-type: none"> 6. Distribute Calls for Papers at the conference. 7. "Recruit" potential speakers at the conference. 8. Observe, discuss, listen for ideas on your conference. 9. Request mailing labels from CRLA and NADE mailing service for April/May mailing. 10. Serve as chair for NADE president's session at the conference.
Immediately following annual conference	<ol style="list-style-type: none"> 11. Act as presiding officer in the absence of the President. 12. Serve as conference program chair. <ol style="list-style-type: none"> a. Contract keynote speakers. b. Prepare specific documents for Board approval at the annual summer Board meeting: <ol style="list-style-type: none"> (1) Conference budget, including input and projected amounts for conference manager; (2) Conference timeline of events; (3) Conference schedule. c. Appoint Conference Committee chairpersons: <ol style="list-style-type: none"> (1) Coordinator/Chair of Chairpersons; (2) Evaluation Chair, whom you will assist; (3) Newcomer Functions Chair; (4) Lunch With Mentor Chair. d. Appoint program committee to help review and accept/reject program proposals; send letters of acceptance and (if necessary) rejection.

Job Description



CRLA Board Minutes
Overland Park, KS
July 10-12, 1992
Attachment V
Page 5 of 5
CRLA
Learning
Association

Job Title PRESIDENT-ELECT (continued)

Timeframe	Work Performed
Prior to forthcoming conference	<p>e. Prepare publicity for forthcoming conference:</p> <ol style="list-style-type: none"> (1) Advance registration form for inclusion in fliers, brochure and CRLA <i>Newsletter</i>; (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment; (3) Fliers and brochures advertising the conference, to be submitted to members and general mailing; (4) Advertisement for institutes in the <i>Newsletter</i>; (5) Column for each issue of the <i>Newsletter</i> addressing conference and related information. <p>f. Design and write the program; make arrangements for its printing and delivery to conference manager and registration committee.</p> <p>13. Sell advertising space in conference program booklet, if possible.</p> <p>14. Coordinate program preparation with Conference Manager activities.</p> <p>15. In concert with President and Board, reappoint and/or appoint new committee chairs for forthcoming year:</p> <ol style="list-style-type: none"> a. Archivist, b. Awards and Scholarship Chair, c. Professional Association Liaisons Chair, d. Parliamentarian, e. SIG Coordinator, f. Editor(s) of <i>Journal</i>, g. Editor(s) of <i>Newsletter</i>, h. Membership Coordinator and Associate Membership Coordinator, i. Tutor Certification Chair and Assistant Tutor Certification Chair, j. By-Laws Chair <p>16. Establish file of information for incoming President-Elect:</p> <ol style="list-style-type: none"> a. Summer Board meeting documents (specified above); b. Sample fliers and brochures; c. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc. <p>17. Prepare report to submit at Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account.</p> <p>18. Send copies of correspondence and appropriate documents to Archivist.</p>
Ongoing	

OP-1

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
OPERATING BUDGET (TOT)	\$ 51,130	\$42,337	\$ 8,793	50,650	
A. BOARD (TOTAL)	18,255	15,626	2,629	18,790	18,390
President (Total)	3,635	2,662	973	4,050	3,550
Travel	1,700	1,163	537	2,000	1,500
Hotels and Food	1,200	1,204	< 4 >	1,200	
Telephone Expense	200	0	200	100	
Postage	125	0	125	100	
Print & Publish.	50	0	50	50	
Clerical asst.	150	0	150	200	
Supplies	100	0	100	100	
Miscellaneous					
Other (Specify)					
Conf. Registration	0	295	< 295 >	300	
President Elect (Tot)	2,700	1,754	946	2,600	2,650
Travel	1,800	804	996	1,800	
Hotels and Food	700	815	< 115 >	700	
Telephone Expense	50	0	50	50	100
Postage	50	0	50	50	
Print & Publish.					
Wages & Fees					
Supplies					
Miscellaneous					
Other (Specify)					
Secretary (Total)	540	420	120	510	510
Travel	200	272	< 72 >	200	
Hotels and Food	100	49	51	100	
Telephone Expense					
Postage	30	42	< 12 >	75	
Print & Publish.	100	0	100	50	
Supplies	25	2	23	25	
Other (Specify)					
Ex. Baggage/Shipping	60	56	4	60	

OP-2

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
Treasurer (Total)	\$2,530	\$1,797	\$ 733	\$ 2,530	2,530
Travel	100	100	0	100	
Hotels and Food	100	100	0	100	
Telephone Expense	75	92	< 23>	100	150
Postage	200	177	23	200	
Print & Publish.	30	0	30	30	
Clerical asst.	2,000	1,328	672	2,000	
Supplies					
Miscellaneous					
Other (Specify)					
Gen. Board Exp. (Tot)	8,850	8,993	< 143>	9,100	
Travel	4,500	3,420	1,080	3,500	
Hotels and Food	4,000	5,363	< 1,363>	5,500	
Telephone Expense	200	5	195	50	
Postage					
Print & Publish.					
Wages & Fees					
Supplies					
Miscellaneous		44	< 44>	50	
Other (Specify)					
B. PUBLICATIONS TOTAL	16,425	15,492	933	17,825	16,925
Newsletter (Total)	5,800	5,806	< 6>	6,700	5,800
Travel					
Hotels and Food					
Telephone & Fax	25	13	12	50	
Postage	50	45	5	60	
Print & Publish.	4,800	5,191	< 391>	5,800	5,000
Wages & Fees					
Supplies	25	6	19	30	
Other (Specify)					
Mail Service	900	551	349	700	600
UPS				60	

OP-3

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED 91/92	SPENT 6/30/92	BALANCE	REQUEST 92/93	APPROVED 92/93
JCRL (Total)	\$ 9,175	8,807	368	9,925	9,925
Travel	600	317	283	400	
Hotels and Food	300	468	< 168>	500	
Telephone Expense	75	83	< 8>	75	
Postage	100	224	< 124>	225	
Print & Publish.	7,000	7,283	< 283>	8,000	
Clerical Asst.	150	140	10	150	
Supplies	150	4	146	50	
Miscellaneous					
Other (Specify)					
1. Mailing Service	700	173	527	400	
2. Conf. Req.		115	< 115>	125	
Monographs (Total)	1,450	880	570	1,200	1,200
Graphics	300	180	120	200	
Printing & Publ.	750	700	50	700	
Adv. & Promotion	300	0	300	200	
Postage	100	0	100	100	
C. GEN. ORG. EXP. TOT.	6,300	5,943	357	4,325	4,675
Travel					
Hotels and Food					
Telephone Expense					
Postage	50	100	< 50>	100	
Print & Publish.					
Wages & Fees					
Supplies	50	0	50	50	
Advert. & Promo					
Videotape	500	0	500	500	
Miscellaneous	100	157	< 57>	150	
Other (Specify) <i>Overland Park, Kansas</i>				550	
<i>1/1/92</i> Mailing Service	2,500	2,693	< 193>	575	
Bond	200	132	68	150	
Stationery	500	63	437	300	
Scholarship	1,000	1,000	0	1,000	
Research Awards	600	600	0	600	
Brochure	800	0	800	800	
JDE Subscript.		112	< 112>	100	

OP-4

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
D. COMMITTEES TOTAL	\$ 3,215	\$ 2,267	\$ 947	\$4,855	4,855
Awards and Fundraising (Total)	1,135	919	216	530	
Supplies	60	0	60	0	
Telephone Expense					
Postage	50	0	50	50	
Print & Publish.	50	0	50	50	
Sale Items	500	570	< 70 >	0	
Raffle	50	9	41	30	
Plaques	400	341	59	400	
Archives (Total)	750	740	10	625	
Telephone					
Postage/Shipping	200	60	140	75	
Supplies	50	0	50	50	
Other (Specify)					
Conversion	500	0	500	500	
Site Selection	1,360	540	820	2,000	
Travel	1,000	530	470	1,600	
Hotels & Food	500	0	500	300	
Telephone	30	0	30	50	
Postage	30	10	20	50	
Supplies					
Nominations & Elections (Total)	500	391	109	950	
Telephone Expense	0	0	0	50	
Postage	150	0	150	300	
Print & Publish.	325	391	< 66 >	500	
Supplies					
Wages & Fees	0	0	0	100	
Miscellaneous					
Other (Specify)					

OP-5

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
Tutor Certific. (Tot)	650	724	< 74>	750	
Postage	500	650	< 150>	600	
Print. & Publish.	150	74	76	150	
Supplies					
Miscellaneous					
Other (Specify)					
<hr/>					
E. STATE & REG. TOTAL	5,755	1,962	3,793	4,855	5,755
Coordinator (Total)	1,455	876	578	1,105	
Travel	850	786	64	850	
Hotels and Food		24	< 24>	0	
Telephone Expense	75	13	62	75	
Postage	50	40	10	50	
Print & Publish.	100	14	86	100	
Supplies	30	0	30	30	
Miscellaneous					
Other (Specify)					
<hr/>					
Directors (Total)	3,050	293	2,757	2,750	2,050
Miscellaneous					
Other (Specify) <i>Miscellaneous Service 500</i>					
Special Requests	500	0	500	500	400
Regular Groups <i>(27</i>					
<i>@ \$50 each)</i>	2,250	293	<i>1,957</i> 2,757	<i>1,350</i> 2,250	<i>1,250</i>
<hr/>					
SIG Coord. (Total)	1,250	792	458	1,000	1,175
Postage	25	274	< 274>	550	25
Print & Publish.	200	325	< 125>	425	100
Supplies	25	0	25	25	25
Miscellaneous					
Other (Specify)					

SIG Leader (Total)
17 at \$100 each
Special Requests

CONF 1

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
II. CONFERENCE TOTAL	\$ 26,350	\$39,121	\$<12,771>	\$ 40,700	35,230
A. CONF. MGT. TOTAL	5,325	8,244	< 2,919>	8,540	7,540
Chairman	2,650	7,143	< 4,493>	6,000	5,000
Travel	500	278	222	500	500
Hotels and Food	300	90	210	300	300
Telephone	150	22	128	150	200
Postage	1,200	1,607	< 407>	1,600	1,600
Print & Publish. <i>Photocopying</i>					
Clerical asst.	300	0	0	300	300
Supplies	200	0	0	200	200
Miscellaneous	0	7	< 7>	0	0
Other (Specify)					
Committee Exp.	0	350	< 350>	350	350
Call for Papers	0	2,630	< 2,630>	2,600	2,600
<i>Call for Papers (Postage)</i>					300
	15.00	7,577	457		
On Site Manager (Total)	4,350	1,126	123	1,415	1,415
Travel	100	0	100	0	0
Hotels and Food	500	515	< 15>	500	500
Telephone	25	24	1	25	25
Postage	25	38	< 13>	40	40
Print & Publish. <i>Photocopying</i>					100
Wages & Fees	300	296	4	300	300
Advert. & Promo.	400	201	199	400	400
Supplies					100
Miscellaneous					
Other (Specify)					
Committee Expenses	150	5	145	150	150
Exhibits Chair (Total)	1,175	23	1,152	1,125	1,125
Telephone Expense	25	23	2	25	25
Postage	50	0	50	50	50
Miscellaneous					
Other (Specify)					
Printing	50	0	50	50	50
Decoration	1,000	0	1,000	1,000	1,000
Exhibit Hall					

CONF

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
B. GEN. CONF. EXP. (TOT) \$	7,225	\$14,595	\$ < 7,370 >	\$ 15,010	11,510
Programs (Total)	2,200	3,574	< 1,374 >	3,500	3,500
Postage	100	0	100	100	
Print & Publish.	2,100	3,574	< 1,474 >	3,400	
Miscellaneous					
Other (Specify)					
Reg. Packets (Total)	850	990	< 140 >	1,000	1,000
Print & Publish.	250	332	< 82 >	350	
Supplies	300	344	< 44 >	350	
Miscellaneous					
Other (Specify)					
Ribbons	300	314	< 14 >	300	
Calls to Conf. (Tot)	1,150	3,335	< 2,185 >	3,500	3,500
Telephone Expense					
Postage	250	0	250	250	
Print & Publish.	900	3,335	< 2,185 >	3,250	2,340
Miscellaneous					
Other (Specify)					
JDE Advertising					910
Other Gen. Exp. (Tot.)	3,025	6,696	< 3,671 >	7,010	3,510
Supplies	200	4	196	200	
Postage	25		25	25	
Printing	25	0	25	25	
Miscellaneous					
Other (Specify)					
Xerox Rental	200	0	200	200	
Decorations		61	< 61 >	60	
Photography	100	192	< 92 >	200	
Entertainment	600	0	600	600	
Audio-visual & Mechanical	1,000	4,521	< 3,521 >	4,500	1,000
Evaluation	600	1,284	< 684 >	1,200	1,200
Phone Equipment	250	0	250	0	

CONF

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
C. CONF. PROGRAM (TOT.)	\$ 6,900	\$ 9,896	\$ < 2,996 >	\$ 9,900	9,300
Speakers (Total) <i>Regular</i>	2,500	5,281	< 2,781 >	5,000	4,000
Travel	700	700	0	700	700
Hotels & Food	300	81	219	300	300
Wages & Fees	1,500	4,500	< 3,000 >	4,000	3,000
Miscellaneous					
Other (Specify)					
Invited Institutes (Tot)	3,500	4,072	< 572 >	4,150	3,500
Travel	1,000	1,353	< 353 >	1,350	1,000
Hotels & Food	500	179	321	300	300
Wages & Fees	2,000	2,500	< 500 >	2,500	2,000
Miscellaneous					
Other (Specify)					
Institutes (Total) <i>Regular</i>	700	314	386	500	700
Materials (14 @ \$50 each)	700	314	386	500	700
Miscellaneous					
Other (Specify)					
Computer Fair (Total)	200	229	< 29 >	250	1,000
Wages & Fees	200	229	< 29 >	250	
Miscellaneous					
Other (Specify)					
<i>Electrical Hookups</i>					750

CONF 4

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
D. FOOD FUNCTIONS (TOT)	\$ 6,900	\$ 6,387	\$ 513	\$ 7250	7,600
Hospitality (Total)	1,000	621	379	600	600
Food and Drink	600	621	< 21 >	600	
Other (Specify)					
Hotel room	400	0	400	0	
Publisher's Brk. (Tot)	1,700	1,020	680	1,500	1,500
Miscellaneous					
Other (Specify)					
Editors Lunch (Total)	200	102	98	150	200
Miscellaneous					
Other (Specify)					
State Directors Dinner (Total)	800	651	149	800	800
Miscellaneous					
Other (Specify)					
Coffee Breaks (Total)	1,500	2,213	< 623 >	2,200	2,200
Miscellaneous					
Other (Specify)					
Newcomer's Rec. (Tot)	400	511	< 111 >	500	500
Miscellaneous					
Other (Specify)					
Past Board Lunch (Tot)	600	343	257	400	400
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET REQUEST 1992-93

BUDGET ITEMS	APPROVED FOR 91/92	SPENT 6/30/92	BALANCE	REQUEST 92-93	APPROVED 92-93
Tutor Cent. Lunch (Tot)	300	288	12	300	300
Miscellaneous					
Other (Specify)					
Planning Breakfast (Tot)	100	141	< 41>	150	150
Miscellaneous					
Other (Specify)					
SIG Leaders Lunch (Tot)	300	388	< 88>	400	400
Miscellaneous					
Other (Specify)					
Lunch With Mentor (Tot)	0	56	< 56>	100	100
Miscellaneous					
Other (Specify)					
SIG Social (Total)	0	141	< 141>	150	150
Miscellaneous					
Other (Specify)					