

**MEETING: CRLA BOARD MEMBERS AND
2006 CASP CONFERENCE COMMITTEE MEMBERS
Saturday, February 4, 2006
University of Texas, Austin, Learning Center
NOTES**

PARTICIPANTS: Karen Agee, Betty Black, Dorothy Bonser, Alan Constant, Mary Ann Greenlees, Sharon Haigler, Russ Hodges, Rosemary Karr, Joanne Kendall, Marilyn Massey, Karon Mathews, Carolyn Mello, Vicki Papineau, Sharon Pate, Ann Rogers, Ann-Marie Schlender, Santiago Silva, Kathy Stein, Valerie Smith Stephens, Sharon Taylor, Laura Villarreal, Ann Wolf.

- 1. CALL TO ORDER:** The meeting was called to order by CRLA President, Valerie Smith Stephens at 9:30 AM CST. Notes were taken by CRLA Secretary, Dorothy Bonser.
- 2. APPROVAL OF AGENDA:** Valerie suggested that Agenda items that should be covered with the combined group included the 2006 conference report, CRLA/CASP budget report, CRLA budget report, additional conference planning (Sharon and CASP), and the CASP 25th Anniversary Celebration.
- 3. 2006 CONFERENCE REPORT:** Sharon introduced the conference chairs and the conference treasurer. She stated that plans had been made for 104 concurrent sessions in 13 meeting rooms at the Hyatt on Town Lake, Austin. It was suggested that the conference events be streamlined (perhaps eliminating Lunch with a Mentor and reducing the number of Institutes) to allow for 114 sessions, additional sessions added on Saturday, and that members from all areas of the country be encouraged to be proposal readers.

Sharon Taylor noted that there was a substantial increase over the 2005 conference in the estimate for conference insurance. She will obtain at least one more estimate and will ensure that the estimate includes a hurricane provision. It was also noted that since postage rates have increased, there will be added expense in that area as well.

After a discussion about increasing costs of hosting the conference, including a 10% increase for the original menu estimate, it was suggested that conference fees be raised.

<p>MOTION: To approve a \$5.00 increase in registration fee for members and non-members over the 2005 CRLA conference rate. Students will be exempted from this fee increase. Karon Mathews/Carolyn Miller. MOTION PASSED.</p>

It was agreed that membership in all of the participating organizations will be defined as "anyone who is a member as of June 1, 2006." Russ suggested that all affiliates of the organizations be notified via e-mail blast that their membership needs to be current as of the June 1 deadline.

It was also agreed that there should be a common definition of "student." The definition of student as "anyone who is taking six or more undergraduate or graduate

hours” will be applied. Students must attach a current schedule of courses to their conference registration to support the student registration status.

MOTION: That CRLA and TxCRLA and TADE agree on a common definition of “student.” Russ Hodges/Carolyn Miller. MOTION PASSED.

To offer professional development to the adjunct population, it was suggested that an “Adjunct” category be added to the registration form.

MOTION: That the category of adjunct registration be added to registration for the 2006 Conference. Adjunct registration fees will be listed as EARLY REGISTRATION \$120, \$95 (one day); \$135, \$120 (one day); and ON SITE \$150. A letter from a dean or department chair on college letterhead should be included with the registration. Ann Rogers/Carolyn Miller. MOTION PASSED.

It was agreed that early registration will occur from August 1 to September 15, 2006. Sharon noted that the online registration will be available August 1, 2006 to accommodate this timeframe. Vicki Papineau noted that the Conference Registrar will need to have a list of all members of the three organizations two to three weeks before the beginning of early registration.

MOTION: That September 15, 2006 postmark be accepted as the early registration deadline. Karon Mathews/Ann Wolf. MOTION PASSED.

Since registration fee changes and additions will require adjustments in the conference budget, it was noted that those changes should be approved.

It was readily agreed by all three organizations that conference registration fees will not be waived for board members of the organizations. A designated national board member of NADE will be guaranteed the early registration rate, regardless of the time of registration.

MOTION: To approve the amended 2006 conference budget figures. Carolyn Miller/Russ Hodges. MOTION PASSED.

Rosemary Karr, Conference Treasurer, noted that line items should be carefully adhered to and that each chair has to sign off on a budget line item.

Sharon Taylor noted that much conference information including information about the speakers is already online. Texas CRLA asked to be linked to the website. Karen Agee suggested that the approved conference fees be placed online so that a potential attendee can submit costs to his or her institution. CASP will promote the 2006 conference in Texas. CRLA will post the Call for Proposals and the Call to Conference on the CRLA website. CRLA will send e-mail blasts to CLRA members and all members of ACDEA organizations announcing conference registration information. The conference will be advertised in the *Journal of Developmental Education* and in conference programs for NCLCA, ATP, and NTA and has already been sent to NADE.

Conference co-chairs will post conference information on LRNASST

Alan Constant is getting an estimate from both Johnson Community College and local Austin printers for printing the conference program.

The CASP 25th Anniversary Celebration was discussed. Carol Dochen is gathering the history of CASP, and past leaders will be invited to attend. It was suggested that the party be held at 6:45 instead of 7:00.

Sharon Taylor, Betty Black, and Karon Mathews, the conference co-chairs, and Alan Constant and Mary Ann Greenlees, on-site chairs, will meet in Austin with the Hyatt staff on June 9, 2006.

4. ADJOURNMENT:

MOTION: That the meeting be adjourned. Russ Hodges/Carolyn Miller.

CRLA President Valerie Smith Stephens adjourned the meeting at 11:15 pm CST.

AGENDA FOR CRLA BOARD MEETING
DATE: Saturday, February 4, 2006 2:50 CST
LOCATION: Hyatt on the Town Lake, Austin, Texas

- 1. Approval of Agenda: Valerie**
- 2. Approval of January 20 Minutes: Dorothy**
- 3. *NewsNotes* Report: Anne-Marie**
- 4. Executive Assistant Report: Karen**
- 5. Membership Report: Vicki**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Saturday, February 4, 2006

LOCATION: Hyatt on the Town Lake, Austin, Texas

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor

1. CALL TO ORDER: The meeting was called to order by President Valerie Smith Stephens at 2:50 PM CST.

2. APPROVAL OF AGENDA: The Agenda was approved as modified.

MOTION: That the agenda be approved as amended. Ann/Dorothy. MOTION PASSED.

Discussion about officially recording and distributing the proceedings at the morning collaborative meeting with TADE and CASP occurred. It was decided that a report authored by Sharon Taylor would be distributed to the CRLA Board and members of the 2006 Conference Committee of the meeting, for which Valerie was acting chair and Dorothy was acting secretary. It was agreed that the Board will approve a final draft of Sharon Taylor's report of the combined meeting of the CRLA Board and the 2006 Conference Committee at our Board Meeting tomorrow or Monday.

3. APPROVAL OF MINUTES: Minor changes were made to the January 20 Minutes.

MOTION: That the January 20, 2006 Minutes be approved. Russ/Dorothy. MOTION PASSED.

4. NewsNotes EDITOR REPORT: At the time of this meeting, the February *NewsNotes* has not been mailed. A discussion ensued about comparing the current and proposed *NewsNotes* publication schedule. It was noted that the schedule should accommodate the *NewsNotes* Editor's attendance at CRLA Board meetings so that Board news might be reported and that one deadline occur two weeks after the conference. After input from Anne-Marie Schlender, *NewsNotes* Editor, and several Board members, four publication dates were established: February, April, August, and November.

It was also suggested that the Board entertain the idea of streamlining publication by providing layout and format support for the editor by purchasing the software *InDesign* and to hire Amy Dugan to do the layout for each issue. The *NewsNotes* editor will continue to focus on content, and she will have final approval of both content and layout.

MOTION: That CRLA purchase *InDesign* at a cost of up to \$400 to facilitate publication of *NewsNotes*, that Amy Dugan be hired to do the layout, and that the *NewsNotes* Editor approve the final content and layout. Sharon/Russ. MOTION PASSED.

Instead of having articles from states selected alphabetically, it was also suggested that the States/Chapters and Regions Coordinator collaborate with the Editor for schedule of newsworthy articles from the states.

MOTION: To approve the *NewsNotes* publication schedule February, April, August, and November. Submission deadline was established for the 6th of each month of publication, and the publication date was established to be the 25th of each publication month. Russ/Sharon. MOTION PASSED.

The make up of the Editorial Board was discussed. Vicki Papineau submitted her resignation to the *NewsNotes* Editorial Board and suggested that new appointments be made to assist Anne-Marie. Anne-Marie will work on filling the positions. Since the reference information Vicki supplied is now on the website, that component of the electronic *NewsNotes* has changed. Anne-Marie, along with the board, will work on filling the editorial positions to assist the *NewsNotes* production.

Board suggestions for content included a portion of Dr. Karen Pennington's speech at the 2005 Conference with an abstract and a referral to our website for the entire content, an article and a photograph about the award winners announced the conference with background information on the selection of winners from Lynnae Dopp, an article written by Lonna Smith and Rick Stepp-Bolling and photographs about the 2005 conference. It was also suggested that each issue include LRNASST information, an interview with a SIG coordinator, timely conference news of local and other organizations, and job listings. Russ will include information about Cindy Peterson in the next issue. Anne-Marie will contact Rick and Lonna for an article about the conference and Amy Dugan about using *InDesign* to do the layout for the newsletter.

Ann Wolf will create a new line item for purchase of the *InDesign* software. Publication deadline for the February issue will be February 13.

5. EXECUTIVE ASSISTANT REPORT: Karen Agee distributed a CD containing CRLA Policies and Procedures to each Board Member. She noted that since 1993, because of the ease of electronically recording information rather than the earlier microfiche storage method, we have added more detailed information. She recorded a full indexed version of the Policies and Procedures so that Board Members could trace the origin of the entries.

Annual reports were not gathered and published this by the conference year. Although Karen had sent a request for annual reports and although mention of completing an annual report appears in job descriptions, there was minimal response. Reports that can be submitted are Pat Jonason's Conference Registrar's Report and the year-end reports presented by officers at the 2005 Conference. Board Members should receive reports and Archivist Gladys Shaw should be sent a hard copy for her files. Since there is some question about receiving Karen's original email, she will resend the request to committee chairs to send their reports by March 1. Reports will be compiled by Valerie who will send hard copies to the Archivist.

Karen is continuing to make changes which are not affected by policies and procedures in job descriptions. She will compile all of the job descriptions and will send them electronically to the Board. She noted that the conference manual needs to be updated to include the conference registrar and, perhaps, a flowchart so that everyone involved is apprised of who is completing tasks and what the deadlines are.

It was suggested that the CRLA website include a statement that the organization does not sell our membership list to other organizations.

Since a couple of Board Members have received requests to complete W-9 forms, it was suggested that when anyone Board Member gets such a request, it should be forwarded to Vicki.

6. MEMBERSHIP REPORT: Vicki Papineau thanked Karen Agee for collaborating on the CRLA brochure. This is the first printing of the new CRLA brochure, so all ideas and suggestions are welcome. 2500 brochures were published at a cost of \$750. Brochures should be ready for the NADE Conference.

Vicki will send an invitation to all of the approximately 200 non-member attendees at the Long Beach conference to join CRLA. Mailing the letter will require additional pay to Amy plus postage and printing. Information will come from Pat Jonason's conference database. The letter will officially come from Valerie and contain information about the benefits of being a CRLA member.

"Thanks for Joining" and "Thanks for Renewing" letters from Sharon for 2007 membership will need to be printed in April. The new year for 2007 membership begins June 1, 2006. Dugandata will also need Sharon's signature for the 2007 membership cards. Amy will contact Sharon about the signature.

Amy Dugan is going to use a local printer for membership needs as, based on the last unfavorable experience with JCCC, she and Vicki feel local control and contact are important.

Vicki noted that she needs contact information, dates, numbers, etc. for upcoming States/Regions/Chapters and other organizational meetings. She is going to update her chart of scheduled events and send it to all Board Members.

In 2005 and at the 2005 Conference, 248 new applications and 588 renewal applications were processed. This compares to 244 new and 904 renewals in Kansas City in 2004, 265 new and 743 renewals in Albuquerque in 2003, 247 new and 649 renewals in Minneapolis in 2002, and 199 new and 630 renewals in Spokane in 2001. The totals reflect those processed each year, not just those processed at the conference.

As of 1/30/06, the database showed 209 members with 2003 expiry, 256 members with 2004 expiry, 685 members with 2005 expiry, and 496 with 2006+ expiry. Only one renewal notice has been mailed out to date. Another mailing will be made in mid-February and a third (email) notice will be sent in March.

Vicki questioned if we should continue to sell the current ITPC pins or if we need to make changes in the design. She orders 1000 about every year and a half. She also noted that the job description for the JCRL editor(s) needs to include sending surplus journals to the membership coordinator.

It was also suggested that member organizations of ACDEA be reminded at an ACDEA meeting that each group is authorized to contact all members of each member organization twice per year. Member organizations should be reminded to make sure the member list is current, make sure communication is authorized, and make sure that the email blasts be used only twice, a call for proposals and a call to conference, for instance.

7. ADJOURNMENT:

MOTION: That the meeting be adjourned. Dorothy/Ann.
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President Smith Stephens adjourned the meeting at 5:05 pm CST.

AGENDA FOR CRLA BOARD MEETING
DATE: Sunday, February 5, 2006 8:37 CST
LOCATION: Hyatt on the Town Lake, Austin, Texas

Morning Session

- 1. Call to Order: Valerie**
- 2. Approval of Agenda: Valerie**
- 3. 2006 Conference Report: Notes from February 4 Collaborative Meeting with TxCRLA and CASP at the University of Austin Learning Center: Dorothy**
- 4. Treasurer's Report: Ann**
- 5. Operations Budget Report: Ann**

Afternoon Session

- 6. Calendar of Conference Call Meetings: March 2006 to September 2006: Valerie/All**
- 7. Board Travel to National Meetings (Informational Discussion): All**
- 8. Report on Amended Notes of February 4 CRLA Board/Conference Committee Meeting (Amended from the morning portion of today's Board meeting): Dorothy/Karen/Sharon**
- 9. Past President's Report SIGs and States/Regions/Chapters: Russ**
- 10. Travel Funding Issues: Valerie**
- 11. Bylaws Changes: Karen**
- 12. Elections Report: Valerie**
- 13. 2007 Conference Report: Valerie**
- 14. 2008 Conference Report: Valerie**
- 15. Past Officers' Council Report: Karen**
- 16. Other**
 - a. CAS**
 - b. Professional Development Committee**
 - c. 2006 Conference Exhibits**
 - d. Mileage Reimbursement Change**
- 17. Adjournment**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Sunday, February 5, 2006

LOCATION: Hyatt on the Town Lake, Austin, Texas

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor

- 1. CALL TO ORDER:** The meeting was called to order by President Valerie Smith Stephens at 8:37 AM CST.
- 2. APPROVAL OF AGENDA:** Valerie listed items for the Agenda to accommodate changes and additions.

MOTION: That the agenda be approved as amended. Ann/Sharon. MOTION PASSED.

- 3. 2006 CONFERENCE REPORT: NOTES FROM FEBRUARY 4 COLLABORATIVE MEETING WITH TxCRLA AND CASP:** Sharon Taylor distributed the latest draft of her report of the February 4 meeting. Minor changes were discussed plus the addition of the new conference rate for adjuncts. Since it was discovered that a previous draft of the conference budget had been used to calculate changes in conference fees, it was decided that the Board delay approval of Sharon's report until it reflected the current conference budget figures.

Discussion ensued concerning several items in the report. Sharon will provide a new draft for approval at the afternoon Board Meeting.

Dorothy arrived at this time.

- 4. TREASURER'S REPORT:** Ann Wolf distributed copies of the December 2005 statement and noted a profit for the month of \$28,540.77 and assets of \$288,792.85.

MOTION: That the Treasurer's Report be approved. Ann/Sharon. MOTION PASSED.

Ann noted that the conference books have not yet closed. She recently received a \$3000 bill for programs. Karen noted that it may be advantageous to have an earlier October conference so that the books can be closed by the end of the fiscal year. Russ suggested that the fiscal year might be changed to accommodate the conference.

Ann requested that the February 5 minutes reflect a signature change for the CRLA certificate of deposit invested through Countywide Bank.

MOTION: To change the signature cards for the CRLA certificate invested at Countywide Bank. Ann/Russ. MOTION PASSED.

Ann reported a change in line item 6112, non member registrations, the correct amount being \$17,794. Total registration income should reflect the change, the correct amount being \$82,064. If we had not increased the registration fee, income would have been approximately \$5000 less. Russ suggested that line items where predicted amount were not close to the actual amount spent (line items 7114, 7133, 7363, and 7366, for example) be carefully examined. It was suggested that for those items that we increase the line item to more realistically reflect what we think we are going to spend and that we place a tighter rein on what is being spent. Vicki noted that because of the many variables (available support, conference location, for example), it is natural to have discrepancies in some of these areas. The calculated profit at this time is \$27,074.22; however, Ann will recompute the profit and make her report at our next Board Meeting.

5. OPERATIONS BUDGET REPORT: Ann distributed copies of the 2006 Operations Budget. She noted that numbers will change because of the addition of registration category for adjuncts. It is based on a projected attendance of 700 at the 2006 conference. A \$19,230.00 conference profit is projected for CRLA. It was noted that the \$2143.41 scholarship raffle income should be given to the CRLA Treasurer, not to the Conference Registrar. Karen Agee will check the job description of the chair to make sure that it reflects this. In copies of the Operations Budget distributed to the Board, Ann indicated changes from the previous budget by noting those changes in the margin of her report.

Concern was expressed about a drop in the number of SIGs, in SIG membership, and the low income generated for tutor certification. Valerie will contact Tina Barnes to offer support that might be needed to initiate a timely systematic certificate renewal process, update brochures, website information (both the FAQs and placing a disclaimer that fees may change). Another area of the Budget which offers a growth opportunity is mentor certification. Karen volunteered to contact Dairin Eddy to see if she would like someone to work with her in the mentoring program. Sharon suggested Carmen Springer-Davis. Valerie will contact Dairin and Karen will contact Carmen to see if they might like to work to put together a mentor training handbook.

Ann pointed out increases in the Budget in line items 5021, 5022 (Secretarial Printing/Publishing), 5046 (Display Boards), and 5047 (Table Drapes). The need for an increase in the number of table drapes and display boards for conferences was discussed. The Display Board line item 5046 was increased to \$1500. Ann will add \$200 to 5042 to cover shipping costs of mailing conference exhibit materials.

Russ will contact all of the States/Regions/Chapters to see what they need for their conferences and when they need the material.

Adjustments were suggested for several line items in the Budget.

Other line items that were examined included 5111; 5051; 5221, 22, and 24; 5237; 5241, 42, and 43; and 5341-45. Ann will make the changes discussed and the Budget will be approved at a later meeting.

(The Board continued to meet after lunch.)

6. CALENDAR OF CONFERENCE CALL MEETINGS, MARCH 2006 TO SEPTEMBER 2006: After discussion, the following dates were set for Board conference call meetings. They will be held Friday, 3:00 – 5:00 PM EST on

March 17, April 14 or 28 (Sharon Taylor will let the Board know which date she will be available in April), June 16, July 14, August 11, and September 8.

7. BOARD TRAVEL TO NATIONAL MEETINGS (Informational Discussion):

Karen Agee will represent CRLA and conduct a three-hour institute at the NCLCA conference October 4-7, 2006 in Harrisburg, Pennsylvania.

8. REPORT ON AMENDED NOTES OF FEBRUARY 4 CRLA BOARD/ CONFERENCE

COMMITTEE MEETING: Sharon Taylor presented the Board a copy of her report which reflected changes discussed at the morning session of the February 5 Board Meeting. After minor adjustments were made, the reported was accepted. The amended copy will be sent to the CRLA Board, Pat Jonason, Amy Dugan, Alan Constant, Betty Black, Karon Mathews, and Mary Ann Greenlees. A copy of Sharon's final report is attached to these minutes.

MOTION: To accept the amended 2006 CRLA/CASP Conference Joint Meeting Report. Sharon/Ann. MOTION PASSED.

9. PAST PRESIDENT'S REPORT SIG AND STATES/REGIONS/CHAPTERS:

Russ reported that the Utah group is requesting \$1000 to host a state conference May 11, 2006, with the allocation of \$500-lunch, \$300-keynote speaker, \$50-room rental, and \$150-supplies and printing.

MOTION: To approve the Utah State's request of up to \$1000 to fund their second annual conference to be held at the University of Utah, May 11, 2006. Russ/Ann. MOTION PASSED.

Dorothy will check with Sandie Crawford about any Ohio Valley requests and give that report to Vicki.

10. TRAVEL FUNDING ISSUES: PALs Coordinator, Kathi Bartle Angus has submitted a \$1050 request for travel funding for a PALs representative to attend the IRA conference. Historically, IRA and CRLA have had a reciprocal agreement to submit a proposal to and to attend the other organization's conference. This request involves a larger issue which will require the Board's decision about resolving divergent philosophies regarding the original intent of the professional liaison group. After discussion, the Board was asked by President Valerie Smith Stephens to carefully consider five options in granting the request. The options were

1. To honor the request of \$1050 for a PALs representative to attend the IRA Conference.
2. To reject the request, but to continue the PALs Committee.
3. To not appoint a PALs Coordinator after the current term ends October 10, 2006.
4. To provide a line item in the 2006 budget for the PALs Coordinator and to have the PALs Coordinator issue to the Board a policy on how appropriated funds will be distributed.
5. After the 2006 Conference, have the PALs responsibilities be incorporated in the SIGs.

The Board decision may require a job description update for the PALs Coordinator. The Board will vote on this issue at the next Board Meeting, Monday, February 6, 2006.

In an issue relating to coordinators and chairs, Past President Russ Hodges made the general suggestion that chairs of standing committees be encouraged to attend the leadership meeting at the annual conference. After discussion, the Board moved to officially support attendance at the leadership meeting.

MOTION: That the Board encourage committee chairs, coordinators, and editors of the JCRL and Newsnotes to meet officially with the CRLA President, Past President, and President Elect during the leadership event at the international CRLA Conference. Russ/Sharon. MOTION PASSED.

This change will entail distributing materials/leadership handbook to include all attendees.

Karen Agee will add attending the leadership event to meet with the President, President Elect, and Past President to the job descriptions of the committee chairs, coordinators, and editors.

PALs Coordinator, Kathi Bartle Angus submitted a job description to the Board for approval.

MOTION: To approve the job description of the PALs Coordinator as written. Russ/Ann. MOTION PASSED.

Karen also suggested that the website manager's official title be changed from *CRLA Website Manager* to *Website Manager*.

It was also noted that there needs to be clarity about the appointment of the chair of Conference Session Chairs, which is a one-year appointment. Anna Crockett and Michel Coffey have served as co-chairs. Sharon will check to make sure they intend to continue to serve for the 2006 Conference. Karen will check the job description to clarify that the President Elect appoints and works with the chair.

To coordinate the duties of the Conference Registrar with others working on conference registration, Karen Agee will send Pat Jonason's job description to Sharon Taylor for her to distribute to others who are working on registration.

After a short discussion of ribbons, it was agreed one issue that should be decided at the June 9 conference meeting is who should be receiving ribbons.

11. BYLAWS CHANGES: Karen reported no changes to the bylaws. She noted that if the Board wants to conduct elections electronically, a bylaws change would need to be in place to accommodate the process. Even though we are not ready to conduct elections online at this time, it was the consensus of the Board that the process begin to change the bylaws so that when we are ready to proceed with on-line balloting, changes in the bylaws will be in place.

12. ELECTIONS REPORT: Kate Sandberg sent via Karen Agee a final version of a letter to be sent to CRLA member and a draft of the ballot for Treasurer and President Elect. Minor changes will be made to the ballot information.

MOTION: To approve the 2006 election documents with minor changes. Dorothy/Ann. MOTION PASSED.

MOTION: To approve the 2006 election dates: ballots will be mailed by February 28, 2006, and completed ballots must be postmarked by March 27, 2006. Russ/Dorothy.
MOTION PASSED.

13. 2007 CONFERENCE REPORT: Valerie distributed the latest report on hotel negotiations from Lonna Smith, Conference Site Coordinator. Lonna is hoping to finalize a hotel contract by March. Although she is waiting for offers from the other hotels, the Red Lion still being of some interest, Lonna is quite happy with the proposed offer from the Doubletree. The Board concurred that Lonna should pursue a contract from the Doubletree. Once that contract has been received, Valerie will share it with the Board and our attorney, Kate Sandberg's husband, for advice. The Board asked Lonna to have the Doubletree report the number of meeting rooms. Tentative dates for the conference are Friday, October 26 through Wednesday, October 31.

14. 2008 CONFERENCE REPORT: A 2008 conference site is still under consideration. Valerie will contact Theresa Davis and Terry Massey Burrell to see if they are interested in being on-site chairs of a conference in Baltimore. She will ask them to submit letters of support from their institutions or, in the case of Theresa Davis, who may be retiring from her position, ask for a letter showing that she can be self supporting for conference obligations.

Valerie will continue to talk with NCLCA about a possible joint conference, and Russ will meet with Wendy Wilson at NADE in February about pursuing a joint conference in 2008.

15. PAST OFFICERS' COUNCIL REPORT: Valerie shared with the Board a report received from the Past Officers' Council. Their suggestion to consider waiving the annual conference registration fee for past officers is being considered by the CRLA Board.

Their recommendation for more intensive marketing for CRLA is being taken care of with at least one Board action: a new focus on adjuncts with a reduced registration fee for the 2006 Conference.

They have requested direct communication with each CRLA President. Valerie, along with other Board members, concurred, and she will contact them every month.

Other items in the report did not require Board action.

16. OTHER:

a. CAS: Karen Agee reported that Becky Johnen received the revised statements from the committee and the CRLA Board. According to Becky, NADE did not submit separate statements, but responded to our report. After the CAS Board Meeting, NADE submitted minor changes, which are acceptable, according to Karen. Becky cannot involve NCLCA in the revision at this time, as was suggested by our Board, but will try to incorporate suggestions from them in the Standards and Guidelines revisions due in spring, 2007.

Though Becky can continue as our CAS representative, Russ suggested that we need to groom someone to assist her. Karen noted that revising the Standards and Guidelines is much more important than the task they just completed. Russ questioned whether Tina Barnes should be included in the process.

b. Professional Development Committee: There is no report. Valerie will contact JoAnn Carter-Wells to invite her to attend the next Board Meeting.

c. 2006 Conference Exhibits: Sharon Taylor reported that exhibits chairs suggested a 10% increase in exhibit fees. Discussion will continue at the next Board Meeting.

d. Mileage Reimbursement: After some discussion, a motion was made to increase mileage reimbursement.

MOTION: To increase mileage reimbursement from \$.35 per mile to \$.43 per mile to correspond to the current federal reimbursement rate. Ann/Russ. MOTION PASSED.

17. ADJOURNMENT:

MOTION: That the meeting be adjourned. Sharon/Dorothy.

President Smith Stephens adjourned the meeting at 5:05 pm CST.

AGENDA FOR BOARD MEETING
DATE: Monday, February 6, 2006
LOCATION: Hyatt on the Town Lake, Austin, Texas
8:00 am to 10:30 am CST

- 1. CALL TO ORDER: VALERIE**
- 2. APPROVAL OF AGENDA: Valerie**
- 3. BOARD TRAVEL TO STATE/REGION/CHAPTER MEETINGS: All**
- 4. PALs: Karen**
- 5. 2006 CONFERENCE: Sharon**
- 6. GOALS FOR 2006: All**
- 7. ADJOURNMENT**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Monday, February 6, 2006

LOCATION: Hyatt on the Town Lake, Austin, Texas
MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor

- 1. CALL TO ORDER:** The meeting was called to order by President Valerie Smith Stephens at 8:09 AM CST.
- 2. APPROVAL OF AGENDA:** Valerie listed items for the Agenda that needed to be accommodated by the travel schedule of the Board Members.
- 3. BOARD TRAVEL TO STATE/REGION/CHAPTER MEETINGS:** The Board discussed upcoming state and national conferences which Board Members will be attending. Russ and Dorothy will decide who will be attending the NTA Conference in August. Dorothy will contact Sandie Crawford of the Ohio Valley Chapter to see when their next conference will be. (A chart designed by Vicki Papineau listing conferences, Board Member representation, and what materials are needed by each group is attached to these minutes.) Vicki would like Board Members to keep her apprised of their conference attendance needs.
- 4. PALs:** After discussion of the five options in granting PALs travel request to IRA and continued support for the Professional Association Liaison Committee examined at the previous Board Meeting, the Board made the following motion.

MOTION: To approve the PALs travel reimbursement for up to \$1500 for this year only, the allocation of which will be determined by the committee. A line item will be added to this year's budget to accommodate the PALs reimbursement.
Russ/Sharon. MOTION PASSED.

Valerie will contact Kathi Bartle Angus to let her know that the funding is a one-year commitment. She will work with this valuable committee to offer support and direction during this time of transition. The Board will continue reviewing the professional liaison process both through the PALs committee and, perhaps, the empowerment of the SIGs in this area.

Karen will pull the call for PALs leadership position from the next issue of *NewsNotes* to give the Board time to consider whether it wants to continue in the present course or redirect the efforts of professional liaison in another venue.

Treasurer, Ann Wolf, will add a line item of \$1500 to this year's Operations Budget to fund PALs request.

- 5. 2006 CONFERENCE:** Sharon Taylor forwarded a request from Bill Horstman, and supported by Linda Russell and Sandra Chumchall, that conference exhibitors' fees for the 2006 Conference be raised 10%. It was noted that since the conference is a combined effort of a national and two state organizations, publishers will, in effect, be saving money by exhibiting at only one conference.

The new fees would be \$725 for a premier booth; \$605 for an inside booth; \$3025 for a level 1 sponsor; \$2175 for a level 2 sponsor; \$1815 for a level 3 sponsor; \$300 for a full page ad; \$180 for a half-page ad; and \$120 for an insert.

**MOTION: To approve a 10% across-the-board increase in exhibitor's fees. Ann/Russ.
MOTION PASSED.**

- 6. GOALS FOR 2006:** Valerie began a discussion about goals for 2006, which included:

- a. Generating a dialogue for a name change,
- b. Future relationship with NTA,
- c. Discussion with ACDEA

a. Russ suggested that we look at ways to open the dialogue with CRLA members about a possible name change which may better represent the organization's vision and mission. It was noted that potential conference attendees may not have been funded by their institutions, in part, because "reading and learning" does not seem to represent math instructors, for example. Valerie suggested putting dialogue both favoring and opposing a name change in the newsletter and an article to open the dialogue and to serve as a teaser for future discussion in the next issue. It was suggested that Anne-Marie request volunteers to submit articles representing both sides of the name-change issue.

Russ has asked Valerie to invite JoAnn Carter-Wells, Professional Development Committee Chair, to our next conference call.

The Board continued discussion on issues that CRLA faces as a part of our mission and vision: reaching out to the 100,000 educators in developmental education and learning assistance (CRLA and NADE have an approximate combined membership of only 3,000 of this number); an even greater emphasis on professional development; clarifying and enhancing our role in tutor certification; increasing membership particularly of young members; focusing on graduate students, perhaps by holding graduate student forums; and marketing CRLA to a larger audience.

Though the Board has increased the number of initiatives in many of the above areas (revising the membership brochure and exhibition displays, encouraging more adjunct participation at the annual conference by offering a separate fee category, exploring the possibility of a name change which would reflect a great inclusiveness, participation in state/region/chapter and sister organization conferences), they decided

that it would be worthwhile to devote an entire Board meeting to examining our long-term initiatives.

It was suggested that expert in marketing/goal setting/long term planning, someone not necessarily connected with CRLA, come in to help generate ideas and serve as a resource for this planning session. Valerie asked Russ and Ann-Marie to take the lead in getting information for planning a goal-setting retreat for the Board to meet in Austin (since three Board members will already be there) the weekend of June 16. She asked that Russ and Anne-Marie have a report by next conference call with details.

Valerie thanked Russ and Anne-Marie for their willingness to make preparations for this June retreat.

b. Another goal that was discussed was working through a future relationship with NTA. Valerie presented the Board with an email discussion between NTA President, Sandi Ayaz, and herself, in which both Sandi and Valerie agreed on the following four points:

1. NTA did vote to certify postsecondary tutoring programs.
2. NTA has suspended action in certifying postsecondary tutoring programs and will continue to refer institutions wanting program certification to CRLA.
3. NTA and CRLA will continue to work on a viable agreement regarding certification.
4. NTA will continue to post on its website that they are certifying postsecondary tutoring programs.

Sandy noted that they have concerns about the agreement being maintained by both sides, but hopes that both groups can find solutions to the situation.

The Board, in efforts to maintain a strong alliance with NTA, suggested contacting the Tutoring Chair to make sure that we do not certify any programs outside of postsecondary education, that we refer candidates to NTA, that we change the wording on any of our literature and our website so that it does not imply that we are certifying programs. It was also suggested that by our next conference call, we have thought about a response to send to NTA. Valerie will send all Board Members a copy of her email conversation with Sandi.

Valerie will request that Corrine Johnson, Website Manager, change the word "tutor" to "programs" on the CRLA website.

c. Discussion with ACDEA

Russ asked Board support to promote Hunter Boylan's continuation as chair of ACDEA if the ACDEA constitution permits this continuation.

ACDEA will be meeting at the CRLA 2006 Conference, a meeting which all conference attendees are invited to attend. Sharon will make provision for a meeting room for the group. The CRLA Board has recommended four candidates to become

ACDEA Fellows, three of whom have accepted the nomination. Valerie will prepare the extensive support for those three individuals after their submission of materials to her February 21. The ACDEA awards will be announced at the opening session of the conference.

9. ADJOURNMENT:

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

President Smith Stephens adjourned the meeting at 10:37 pm CST.