File WCRA

WCRA BOARD MINUTES

July 23, 1982

Portland, Oregon

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Larry Bridges, Candidate Treasurer; Lucy McDonald, Portland Conference Manager; Beryl Brown, Past Conference Manager; Maxine Byers, Conference Coordinator; Anna Marie Updegraff, Oregon State Director; Julia Shrout, MT. Hood Community College.

The meeting was called to order by President Dick Lyman at 1:40 p.m. The meeting began with a tour of the facilities from 1:45-2:15.

I. President's Remarks

Presidential Priorities:

A. Dick outlined priorities:

1. Membership
2. Liaison
3. State Organizations
4. Committee Structure

B. Dick reviewed the Agenda (Attachment A)

II. Secretary's Report

A. Mitch has almost completed listing of previous membership who served on the committees, offices.

B. Did not get summary to Liaison because of lack of addresses.

C. Handbooks working on:

1. Chairman of the Chair
2. Minority Affairs
3. Conference Managers

(M) Faulkner: To accept Board minutes from San Diego.

(S) Smith:

PASSED

Dick gave special commendation to Mitch for his work this past year.

III. President Elect's Report

Conference Program (Planning) Conference Budget.

A. Karen handed out program planning sheet (Attachment B) and budget (Attachment C).

B. Theme: 1983 WCRA on the New Frontiers in Learning

C. Special emphasis in 1983 on:

1. computer technology
2. critical thinking/reasoning
3. research and evaluation

Program Committee Members.

D. Program Committee

1. Sue Brown, Coordinator Chairpersons
2. Susan Deese , Program Committee
3. Carol Walvekar, Conference Evaluation Chair
4. Vince Orlando, Program Committee

Coordinator of Newcomers Functions

E. Karen established position of Coordinator of Newcomer's Functions.

F. Keynote speakers still open. Karen would like someone from Critical Thinking/Reasoning.

1. Beryl suggested DeAnna Martin, University of Kansas. Beryl suggested talking to Carol Bogue. Dick suggested talking to June Dampsey.

G. Karen concerned about previous conferences were too busy. Thus, there will be ½ day blocks with 2 session periods each and one institute with special emphasis areas plus other areas for a total of 7 sessions per period.

H. Karen wants 4 preconference institutes, Thursday morning, plus one institute in each 1/2 day block for a total of 8 institutes.

Dick feels we need to look at a three day rather than 4 day conference because of economic conditions.

Educational Tours

I. Campus tours either preconference or Friday morning. Might be only one tour. Problem in past with individuals missing general session.

J. San Diego pleasure trips conflicted with conference and many administrators questioned pleasure trips during conference. Karen suggests pre or post conference pleasure trips.

K. Karen recommends brunch, last general session, special interest and committee meetings on Sunday but no presentations.

Newcomers

L. Newcomers

1. Registration form - have check off for newcomers.
2. Special letter to newcomers from President Elect.
3. Chairperson of newcomers to pull together meeting at conference.
4. State Directors, officers to be at newcomers meeting.
5. Ann will run leadership workshop for state directors.
6. Board to attend luncheon for state directors.
7. Have incoming directors named prior to conference.

M. Meetings

Conference Meeting Times

1. Half hour break between sessions.
2. Board wants to consider either a coffee bar (cash) or complimentary coffee.

N. Schedule

Board meetings

1. Changes:

A.	Wednesday:	Hospitality suite open Wednesday evening.	
B.	Thursday:	General session	1:30-3:00
C.	Thursday:	Session I	3:00-4:00
D.	State/Regional meetings		5:00-5:30
E.	Sunday:	Committee meetings	9:00-10:30 am

2. Beryl and Board agreed in promoting the conference beginning Thursday 8:00 am.

Hospitality suite publicity

3. Ann suggested some type of activity in hospitality suite on Wednesday night (i.e. how to get the most out of the conference).

4. Concern for number of rooms booked Wednesday night to get the hospitality suite as complimentary.

5. Need for more publicity about where hospitality suite is.

6. Mitch suggested that newcomers chairperson be responsible to welcome new people at hospitality.

7. Carrie suggested putting materials about learning, reading, etc. on the table at suite.

8. Have people register by states at registration desk and put their names on bulletin board to increase communication.

9. Have hospitality committee call newcomers and invite to hospitality suite. Should be a welcoming person.

State Meetings at Conference

O. Discussion on State Meetings

1. Discussed moving meeting to time other than Thursday
2. Need for directors to push for greatest attendance; may be handout agenda.
3. Mitch felt that strong state organizations and planning prior to conference will have greatest effect on success of state meetings.

P. Luncheons

Groups wanting luncheons must contact Lucy McDonald.

Program Committee

Q. Program committee

Will select proposals based upon preset criteria (i.e. New Frontiers) and will let submitters know about the criteria.

Journal, Proceedings presentation at conference

R. Proceedings and Journal Session

Suggested that the Journal and Proceedings editors have a publications session at conference.

Committee meetings scheduled Sunday at Conference.

S. Committee meetings

Scheduled for Sunday morning.

Board meetings at conference.

T. Board meetings schedule for Portland Conference:

1. Tuesday pm
2. All day Wednesday, Friday 8-10am
3. Saturday 4-6 pm with new board and state directors.
4. Board meeting dinner Saturday night
5. Sunday pm new board (1:00)

U. Note on Board meetings

1. Karen has not scheduled board meetings yet.
2. Need for more board meetings at conference.
3. Secretary to send copies of minutes to:

   a. Conference manager
   b. All condidates as soon as known.

Portland preliminary conference report

IV. Conference Report:

A. Lucy McDonald gave an oral report on the upcoming conference.

B. Registration:

1. Registration committee cut in half because of information from Beryl.
2. Preregistration taken care of by E. Oregon State College with Leora Hug incharge.

   a. mailing service will receive preregistration and send to E. Oregon State College.

Mailing service receipts

b. There should be a receipt and WCRA cards for each preregistration by mailing service.

3. On site registration Lane C.C. with Pat John incharge.

4. Need to budget for ribbons.

B. Hospitality: Barbara Wassow incharge.

A/V procedures including computer equipment

C. Audio/Visual: Val Lister incharge of acquiring equipment; Larry Bridges on site technical coordinator.

1. A check off form will be available to presentors. A deadline will be given to presentors.

2. Assign one room for computer workshops

3. Portland CC. will provide student helpers.

Portland Food

D. Food:

1. Friday banquet: salmon broil & steak, cost $18.00, "Lumberjacks & Woodchoppers Ball: is theme.

2. Food chair: Susan Murray

3. Luncheons: Lucy & Karen will make arrangements in future.

4. Sunday brunch: Cost $8-10.

Portland publishers chairpersons

E. Publishers:

1. E. Coast chairperson: Richard Thiel WCRA member publisher.

2. W. Coast chairperson: Kate O'Dell will include computer hardware and software.

Leisure Tours (should not overlap with sessions)

F. Leisure Tours:

1. Tours Russ Gregory - Chairman

2. Leisure tours: will not overlap with sessions.

3. Pendleton Mill tour possible Thursday am.

4. MT. St. Helens tour possible Thursday am or Sunday am

5. MT. Hood Tour possible Sunday pm.

Educational Tours

G. Educational Tours -

1. Mt. Hood Community College

2. Possible Lewis & Clark College

WCRA BOARD OF DIRECTORS MEETING

July 24, 1982

Portland, Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Karen Walker, Treasurer.

Others Present: Beryl Brown, San Diego Conference Manager; Lucy McDonald, Portland Conference Manager; Maxine Beyers, Conference Coordinator.

The meeting was called to order by President Dick Lyman at 8:45 a.m.

Final San Diego conference report

I. Final San Diego Conference Report:

A. Beryl handed out final conference budget (Attachment D). Beryl feels that there is a possible $500.00 discrepancy between what could have taken in and what was actually taken in. Beryl surmised that the $500.00 could be from publishers contribution which was not accounted for in this report.

B. Beryl estimates profit from San Diego Conference at $17,721.60.

M (Lyman) Congratulated Beryl for a fine job and making a
S (Kaman) profit on the San Diego Conference.

PASSED

M (Walker) The immediate conference past conference manager
S (Smith) should be reimbursed from the general treasury of WCRA to attend the Fall Board meeting.

PASSED

Increased communication with publishers

C. Beryl suggested getting in touch with publishers by July and to be sure to tell publishers that we are broader than just reading.

D. Beryl suggested giving publishers personal attention, provide coffee, etc.

Publishers to get One Complimentary registration

M (Walker) Each exhibitor receive one complimentary registra-
S (Smith) tion (non membership) for the Portland conference.

PASSED

Honorarium for conference photographic services

M (Faulkner) S (Smith) To pay Paul Sikes honorarium of $150.00 for service as photographer at San Diego conference.

PASSED

II. Portland Planning (continued from 4/23/82) (Attachment B)

Chairman of Newcomers

A. Karen will ask Jacquie Bonner to chair newcommers function.

B. Keynote speakers - none suggested yet. Karen suggested a keynote for session I from Arizona State University. She then suggested having all session I speakers follow-up on the keynote address.

Mailing for conference mailing lists

C. Mailing: Karen discussed increased number and type of mailings and thus increased need for budget.

Dick noted that Oxford Mailing Services has mailing list of WCRA members and all people (in various states) who are in WCRA service areas, but not necessarily members.

D. Dick will discuss with Jane Hopper the need for keeping the Newsletter mailing on time.

E. Dick asked Karen to get a cost of audio taping presentations at the Portland conference.

III. Proposed Conference Budget 1983 (Attachment C)

Portland proposed budget.

1. Budget based upon no comps from New Mexico State University.

Need to have separate busget presented for President-Elect and Conference Manager

2. Ann suggested having future budgets for conference broken into two separate documents: President Elect and Conference Manager.

Need for immediate past Conference Manager to attend Fall board planning meetings

3. There was a large discussion on the need for Conference Chairperson to travel to Fall Board meeting.

A. Advantages include:

1. smoother transition
2. better planning

B. Disadvantages include:

greater expenses.

4. There was a discussion on whether program committee discussion should make decision through mail or face to face.

President-Elect budgeted $500.00 for development

The Board agreed to budget President Elect for program development $500.00 to use as he/she needs it to promote conference, meet with committee, etc.

$200.00 for Conference Managers travel

5. The Board agreed to budget $200.00 for travel expenses for conference manager.

Meal subsidiary at Portland

6. Board decided to subsidize $300.00 for meals to help increase number of participants at those events.

B. Hospitality

Hospitality: Alcoholic beverages to be sold

1. Board discussed the advantages and disadvantages of providing free alcoholic beverages at the hospitality suite. Ideas included giving each registrant one ticket and selling drinks. Budget was increased to include money to buy wine and to sell it to recover the costs.

Preconference Institutes fees and budget

C. Institutes

1. Board concerned that since cost to institutes will be $10.00, program chairman be sure that there will be handouts, etc.

2. Beryl recommended that one person be in charge of institutes.

3. Board renewed the previous policy of allowing up to $50.00 to presentors to cover costs of the institute.

Brunch planning

D. Brunch Planning

1. Board felt it would be advantageous for the upcoming conference manager to help plan the Sunday brunch and thus help kick off the next year's conference.

E. Course Credit

No firm plans yet on course credit.

M (Faulkner) To accept Portland conference budget as
S (Walker) amended.

PASSED

IV. Treasurer's Report

Treasurer's report no audit on previous books

A. Carrie has not seen the treasurer's books yet and wants an informal audit before she accepts them. We do not have cancelled checks or conference report as of 7/24/82 from former treasurer Don Yamamoto.

WCRA funds as of 7/82

B. Carrie received checks of $7,062.47 from savings and $24,000 from the checking account.

Permanent WCRA bank account

C. Carrie sent the checks to the mailing service to open an account at Security Pacific which will be the permanent home of WCRA accounts.

D. It is believed that all conferences expenses from San Diego have been paid as of 7/24/82 and the new treasurer will begin with $31,062.47.

Need for audit of 1981-82 books

Dick Lyman will handle the unofficial audit and send a report to the Board as soon as he completes the audit.

E. Ann spoke to Don Yamamoto at 5:30 pm (Portland time) on 7/24/82. He told her that he sent the 1980-81 records to the WCRA Archivist and has income, invoices and other statements and will send these 1981-82 records to Carrie on Monday 7/26/82.

F. The Board discussed the need to have funds advanced for planning the conference.

Preconference advances to President-Elect and Conference Manager

M (Faulkner) Board appropriated for preconference expenditures $3,700 for President Elect and $2,500 to Conference Manager; with $1,000 each advanced immediately and additional advances given upon receiving receipts accounting for previous expenditures.

S (Kaman)

PASSED

Reimbursement of funds

G. <u>Reimbursement Funds</u>:

1. Problem: Treasurer gets a request and does not know if that has been approved.

2. Treasurer will redo reimbursement form with an area for approval signature of appropriate elected official.

3. Reimbursement can be done from specific budget categories for officers or committee chairs who have funds budgeted.

4. Dick discussed a plan for checks and balances which Carrie will review. Carrie will come back at the next board meeting with a set policy recommendations.

Need to develop reimbursement guidelines

M (Kaman)
S (Faulkner)

That Carrie bring to the Board 1983 winter meeting a set of guidelines and policies for approving reimbursement based upon principle of checks and balances.

PASSED

Need to have budget categories

H. Category budgeting

1. Board agreed with concept of being specific with budget needs and not lumping into miscellaneous categories.

2. Dick suggested looking into computer program.

Mailing service receipts for conference

3. Carrie will investigate cost of having mailing service make out preconference registration receipts. If too costly well investigate having Portland area community college students fill out receipts. Carrie will let Board know procedures at next meeting.

Investing WCRA funds

4. Carrie discussed putting part of the WCRA savings into a money fund that only buys US Gov't. Treasury bills.

   a. Advantages:

      1. can write checks from it at any time as long as over $500.00.
      2. get high money market rates.

   b. Disadvantage:

      Not insured although all of the securities are.

5. The Board felt Carrie should investigate a very secure money fund and a certificate of deposit and use her judgement of how much to put into each.

6. Turning of receipt for reimbursement

   There is a problem of late reimbursement requests and requests after the close of the fiscal year when a new treasurer takes over.

90-day limit on reimbursement of funds

M (Faulkner) S (Kaman) Requests for reimbursement expenses must be made no later than 90 days after expenses occurred and no later than May 31 annually for reimbursement in that fiscal year.

PASSED

7. Carrie will investigate the statute of limilations for paying bills.

Treasurer to review proposals having financial impact on WCRA

M (Smith) S (Faulkner) Proposals to the Board which include significant financial implications to WCRA must be reviewed by the treasurer prior to consideration.

PASSED

Journal editor to get an advance

8. Carrie will provide Journal editor with an advance of his budget and ask Michael to keep his own statements and submit an accounting. This will eliminate the need to pay many small bills by the treasurer.

Bills can be sent to mailing service

9. Carrie noted that bills can be sent directly to her or to the mailing service.

V. Guidelines for Summer Institute

Summer Institute Guidelines

Dick handed out proposed guidelines for submitting a proposal to host a WCRA summer institute (Attachment E).

M (Faulkner) To accept the amended proposed guidelines
S (Smith) for submitting a proposal for a WCRA summer institute.

The meeting adjourned at 8:30 p.m.

WCRA BOARD OF DIRECTORS MEETING

July 25, 1982

Portland Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Portland Conference Manager; Beryl Brown, San Diego Conference Manager.

The meeting was called to order by President Dick Lyman at 8:30 am.

I. Coordinator of State Directors Report:

Listing State Directors

A. Ann handed out the 1982-83 list of state directors (Attachment F).

State Directors goals

B. Ann passed out a summary of state directors goals for 1982 and WCRA Network Survey (Attachment G).

State Director's expertise network

C. One of the goals of the state directors is to get a total WCRA expertise network.

1. Karen suggested having research and problem solving as separate survey categories.
2. Beryl suggested a management tutorial.
3. Beryl suggested calling learning assistance/ academic support and include peer counseling in that category.

D. State directors will attempt to gather information on the network in the Fall.

E. Funds spent 1980-81

Arizona	$50.00
Colorado	50.00
Texas	26.65

Request for extra funding from Oregon

F. Lucy made a presentation about the $1,040 Oregon State request. She handed out a report (Attachment H).

1. Mitch was concerned about getting appropriate p.r. about WCRA.
2. Karen was concerned about precedent of giving one state $1,000 but felt that it would help WCRA and conference participation.
3. Carrie wanted the Board to develop guidelines for future state requests.

4. Lucy explained that you cannot charge for attending the Ore. State Conference, but will look into recovering costs from an institute fee . She explained that matching funds were sought but were not forthcoming.

Approval of special state request and need for future guidelines

M (Kaman)
S (Faulkner)

To approve all state requests for 1982 and to direct Ann to come back to Board with guidelines for future requests.

(PASSED) Smith opposed, all other approved.

M (Faulkner)
S (Smith)

Direct Anna Marie Uptegraph to investigate adding to conference fees to defrey costs of institute.

(PASSED)

G. There was a discussion on the need for state directors to get up-to-date membership lists.

Membership listings sent to state directors

M (Smith)
S (Kaman)

Membership lists to be sent to state directors each August 15, and December 1 and Oxford should be directed to do that.

(PASSED)

Ongoing vs. year to year membership

H. Ann will get Oxford and State Directors opinions for ongoing membership vs. conference to conference membership.

Mailing lists

The following states have WCRA related professional lists with Oxford:

Arizona, California, Oregon, Texas, Utah.

I. The Board thanked Lucy for her fine hospitality and look forward to the spring conference.

Need for report from States receiving special funds

J. Karen requested that the states getting extra funds submit a report back to Board stating the benefits of the project in terms of membership, publicity, services, etc.

Need to raise dues

II. Raising Dues

A. Karen believes we should raise dues but not tie the extra money to any one category (i.e. state organizations).

B. Ann believes that may be state organizations should raise their own dues rather than raise WCRA dues.

BYU Summer Institute

III. BYU Summer Institute Proposal:

Dick discussed the BYU proposal (Attachment I)

A. The Board directed Dick to send BYU a letter about the board's desire to make it clear to BYU officials that there will be no religious or missionary work or support direct or indirect, at this institute.

B. WCRA will need to identify 3-4 good speakers for this conference.

Discount to WCRA members

C. Board suggested raising fees at BYU by $20.00 per participant and thus WCRA can recover more costs.

D. Mitch suggested that BYU gives WCRA members a $20.00 discount for participating.

Need for complete proposal to Board, including names and credentials of all speakers and leaders

E. Karen is concerned about lack of information on additional speakers, who they are and if it would be high quality. She wants future proposals to list all potential speakers.

F. Carrie expressed Board's appreciation to Dick for work on the BYU proposal.

M (Faulkner) To approve the BYU proposal as amended.
S (Smith)

(PASSED)

Constitutional change: Terms of Office

IV. Constitutional Change:

M (Faulkner) The board to bring to the next annual meeting
S (Kaman) in Portland a recommendation that Article 2 Section 4 of the Constitution be amended to include the concept of two year staggered terms for secretary and treasurer. Furthermore the board recommends implementation through election of a one year treasurer and two year secretary terms at the Portland conference.

The Board asked Mitch to write a new Article 4 Section 2 and to make sure all terms of office are clear.

V. Nominations Committee

Dick has not been able to make contact with the chairman at present time. A report will be forwarded.

VI. Newsletter

No report.

VII. Proceedings

Delyrn Flemming sent a letter to the Board (Attachment J) informing the board of progress on the Proceedings.

Proceedings name change

There was concern for changing the name from Proceedings to add more prestige. Will be discussed at next board meeting.

VIII. Journal

Journal to accept articles from non-members

Mike O'Hear is concerned that limiting publishing in the Journal to members only has limited the number of articles submitted.

M (Faulkner) To direct the Journal editor that he may
S (Walker) accept contributions from nonmembers.

PASSED

IX.. Placement

Anna Marie has sent out at least one listing of jobs. She needs to be informed that the board is to receive a copy of all mailings sent out by committees.

X. Minority Affairs

Minority Affairs requested to submit intern proposal

The Board asked Dick to discuss with Miranda Montgomery the need for a specific proposal for internships and to include what Karen and Ann will be doing this year to increase minority involvement in planning and operations.

XI. A. Awards

No report from Vince Orlando

Guidelines for distinguished service to profession award

M (Faulkner) Vince to develop proposed guidelines for an
S (Wagner) award for distinguished service to the profession.

PASSED

B. Scholarship

Need to broaden scholarship award to include research

Karen suggested investigating broadening scholarship award to include study in areas such as research. In this way, more WCRA members can participate.

XII. Special Interest Groups

Special interest groups

The idea for special interest groups came from San Diego meeting where a large number of members wanted more WCRA involvement with more ongoing groups (i.e. communication within WCRA, research, evaluation, etc. Possible scheduling time at conference.

XIII. Liaison

Put to other board meeting.

Budget 1982-83

XIV. Budget

A. Board discussed budget (Attachment K).

B. Board feels they need more and better reports from committee members in order to make better budget decisions. Dick was asked to write to committee chairs prior to next Board meeting.

M (Smith)
S (Faulkner)

To accept budget as indicated on Attachment K.

(PASSED)

Board per diem

M (Faulkner)
S (Smith)

To set per diem for Portland summer board and conference managers meeting at actual expenditures instead of per diem.

(PASSED)

Mileage reimbursement

M (Faulkner)
S (Kaman)

Set mileage reimbursement at 20 cents per mile to cover Dick's mileage.

(PASSED)

BOARD MEETING - WESTERN COLLEGE READING ASSN.
Portland, Oregon - July 23-25, 1982

Friday, July 23

1:00- 1:30 — A. Opening Remarks - 1982 Priorities
membership-liaison-state organizations-committees
B. Secretary's Report - Mitch Kamen
1. Minutes of Previous Meeting
2. Status of report of past officials of WCRA
3. Special commendation to Mitch for extra efforts

1:30- 3:30 — 1983 Conference Report - Karen Smith
A. Tour of Hotel
B. Local Arrangements - Lucy MacDonald
C. Program (Budget/Schedule/Theme) - Karen Smith
D. Financial Concerns

3:30- 4:00 — 1982 Conference Final Report - Beryl Brown/Dick Lyman
Note: Are there any financial problems/bills outstanding?

4:00- 5:00 — Meet with Local Committee/local WCRA membership

7:30- ??? — Dinner

6:30 meet in Lib Lounge for dinner

Saturday, July 24

8:30- 9:30 — Treasurer's Report - Carolyn Walker
A. Use of Funds to Generate Money
B. Separate Conference Treasury - Date of Transfer of Records
C. Problems from Past - Audit? Money owed/apologies owed?
D. Other

9:30-10:00 — Summer Institute - Guidelines and Proposal - BYU
Note: Guidelines and Proposal will be sent to Board members Monday, July19. Please check mail before leaving for Portland. Copies will be provided in Portland

10:00-11:00 — Terms of Office/Duties of Officers
A. Add V.President - Duties? Change of Past President Duties?
B. Secretary and Treasurer - Two year staggered terms?
C. Expansion of Board - Add Regional Reps/Special Interest Reps?
D. Procedure for any agreed upon changes?

11:00-12:00 — Coordinator of State Directors' Report - Ann Faulkner
A. Membership Directories
B. Funds for State Activities
C. Raise dues to $20/$25 and use money for state activities?
D. Do we want state membership chairs/membership goals?

Sun morn. 8:00

Saturday, July 24

1:00- 2:00 Committee Reports - Dick Lyman proxie for:
- A. Nominations - Pat Heard NOTE: Discuss voting procedures
- B. Site Selection - Betty Levinson
- C. Publications
  1. Newsletter - Jane Hopper
  2. Proceedings - Delryn Fleming
  3. Journal - Michael O'Hear NOTE: Discuss requirement that contributers be members - Tie to Summer Inst.
- D. Placement - Anna Marie Schlender
- E. Minority Affairs - Maranda Montgomery - Internships?
- F. Awards - Vince Orlando
  1. New Award for outstanding service to profession?
  2. Board Recommendation of Enright/CArter-Wells for award?
  3. Scholarship - Use of funds

2:00- 3:00 Special Interest Groups

later
- A. Do we want to establish special interest groups?
- B. If so, what areas and what criteria?
- C. Structure of groups
- D. Board Representation?
- E. Should there be a $5.00 (?) fee to be used for group needs?

3:00- 3:30 Liaison

later
- A. Reports of Current Liaison - Lyman
- B. Guidelines for Liaison - Faulkner/Lyman
- C. Additional liaison needs - National (Adult Ed?/Content?
- D. Liaison with intra state groups?
- E. Lobbying

Additional Bd. mtg-winter

3:30- 5:00 Budget - Wrap up final budget for 1983

7:00- 9:00 Goals and Directions for the future

Sunday, July 25

8:30-10:00 Completion of any items begun Friday or Saturday and not finished

10:00 Adjournment - If all details finished. Otherwise meeting may continue until 12:00 (No later than 12:00)

NOTE: I am mailing two copies of the agenda to each Board member. Therefore, if one is slowed in the mail the other should arrive. I'm sending one to each person's home and one to each work address.

Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

July 12, 1982

Dick Lyman, WCRA President
Sierra College
5000 Rocklin Road
Rocklin, CA 95677

Dear Dick,

You asked me to drop you a note, letting you know what items I would like placed on the agenda for discussion at the WCRA Board meeting in Portland, July 23-25. Here they are (these ideas arose out of my discussions with Don Yamamoto and others in San Diego last spring):

1) We need guidelines on what is reimburseable and what is not. Otherwise, too many last minute decisions are left in the hands of the Treasurer.

2) Don has been doing category budgeting. Some members of the Board have suggested we might do well to change to line item accounting.

3) Next year whoever does pre-registration for the conference and makes up people's folders should include a receipt for registration payment in the folder. This helps the registration desk at the conference. It might be a good idea to get special receipts made up for this -- receipts with the WCRA logo.

4) It doesn't make sense to have $7,000 in a savings account and $24,000 in a checking account. It's backwards. Furthermore, a bank savings account is not a very good place for our money. I would suggest something more like Capital Preservation Fund. This is a money market fund. It pays high interest but it invests only in government securities and thus is low risk.

5) The Treasurer should give the Conference Manager $1000 not $300 to work with at the conference. This way he/she won't have to chase all around the conference site to find the Treasurer so the Treasurer can write a lot of little checks.

6) We should make a policy decision concerning the timing of receipts of requests for reimbursement. For example, the final day for receipt of any requests for reimbursements for any expenditures related to the conference should be 30 days after the last day of the conference.

7) Should the WCRA Treasurer become more of an investment counselor and less of a bookkeeper? WCRA could hire a part-time bookkeeper and free the Treasurer (1) to be a more active member of the Board; (2) to look into the financial aspects of starting new enterprises (like the Journal); (3) to counsel WCRA on investment strategies, etc. Don said

Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

that the WCRA accounts are becoming quite complicated now.

8) People who submit a lot of small bills -- like Mike O'Hear, the Journal Editor -- should be asked to submit a quarterly statement instead. The postage, paperwork, and human effort involved in writing a lot of small checks is a waste.

9) All bills from now on should be sent to a central address, year after year, no matter who is Treasurer. That central address is Hal McCune's (Oxford Mailing Service). Address: WCRA, P.O. Box 4576, Whittier, CA 90607. Hal will collect bills (and any other correspondence) and forward them at regular intervals to the current WCRA Treasurer.

Sincerely,

Carol

Carolyn Walker, Ph.D.
WCRA Treasurer-Elect

CW:en

cc: Ann Faulkner, WCRA Past President
Mitch Kaman, WCRA Secretary
✓Karen Smith, WCRA President-Elect

WCRA BOARD MINUTES

July 23, 1982

Portland, Oregon

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Larry Bridges, Candidate Treasurer; Lucy McDonald, Portland Conference Manager; Beryl Brown, Past Conference Manager; Maxine Byers, Conference Coordinator; Anna Marie Updegraff, Oregon State Director; Julia Shrout, MT. Hood Community College.

The meeting was called to order by President Dick Lyman at 1:40 p.m. The meeting began with a tour of the facilities from 1:45-2:15.

I. President's Remarks

Presidential Priorities:

A. Dick outlined priorities:

1. Membership
2. Liaison
3. State Organizations
4. Committee Structure

B. Dick reviewed the Agenda (Attachment A)

II. Secretary's Report

A. Mitch has almost completed listing of previous membership who served on the committees, offices.

B. Did not get summary to Liaison because of lack of addresses.

C. Handbooks working on:

1. Chairman of the Chair
2. Minority Affairs
3. Conference Managers

(M) Faulkner: To accept Board minutes from San Diego.

(S) Smith:

PASSED

Dick gave special commendation to Mitch for his work this past year.

III. President Elect's Report

Conference Program (Planning) Conference Budget.

A. Karen handed out program planning sheet (Attachment B) and budget (Attachment C).

B. Theme: 1983 WCRA on the New Frontiers in Learning

C. Special emphasis in 1983 on:

1. computer technology
2. critical thinking/reasoning
3. research and evaluation

Program Committee Members.

D. Program Committee

1. Sue Brown, Coordinator Chairpersons
2. Susan Deese , Program Committee
3. Carol Walvekar, Conference Evaluation Chair
4. Vince Orlando, Program Committee

Coordinator of Newcomers Functions

E. Karen established position of Coordinator of Newcomer's Functions.

F. Keynote speakers still open. Karen would like someone from Critical Thinking/Reasoning.

1. Beryl suggested DeAnna Martin, University of Kansas. Beryl suggested talking to Carol Bogue. Dick suggested talking to June Dampsey.

G. Karen concerned about previous conferences were too busy. Thus, there will be ½ day blocks with 2 session periods each and one institute with special emphasis areas plus other areas for a total of 7 sessions per period.

H. Karen wants 4 preconference institutes, Thursday morning, plus one institute in each 1/2 day block for a total of 8 institutes.

Dick feels we need to look at a three day rather than 4 day conference because of economic conditions.

Educational Tours

I. Campus tours either preconference or Friday morning. Might be only one tour. Problem in past with individuals missing general session.

J. San Diego pleasure trips conflicted with conference and many administrators questioned pleasure trips during conference. Karen suggests pre or post conference pleasure trips.

K. Karen recommends brunch, last general session, special interest and committee meetings on Sunday but no presentations.

Newcomers

L. Newcomers

1. Registration form - have check off for newcomers.
2. Special letter to newcomers from President Elect.
3. Chairperson of newcomers to pull together meeting at conference.
4. State Directors, officers to be at newcomers meeting.
5. Ann will run leadership workshop for state directors.
6. Board to attend luncheon for state directors.
7. Have incoming directors named prior to conference.

M. Meetings

Conference Meeting Times

1. Half hour break between sessions.
2. Board wants to consider either a coffee bar (cash) or complimentary coffee.

N. Schedule

Board meetings

1. Changes:

A.	Wednesday:	Hospitality suite open Wednesday evening.	
B.	Thursday:	General session	1:30-3:00
C.	Thursday:	Session I	3:00-4:00
D.	State/Regional meetings		5:00-5:30
E.	Sunday:	Committee meetings	9:00-10:30 am

2. Beryl and Board agreed in promoting the conference beginning Thursday 8:00 am.

Hospitality suite publicity

3. Ann suggested some type of activity in hospitality suite on Wednesday night (i.e. how to get the most out of the conference).

4. Concern for number of rooms booked Wednesday night to get the hospitality suite as complimentary.

5. Need for more publicity about where hospitality suite is.

6. Mitch suggested that newcomers chairperson be responsible to welcome new people at hospitality.

7. Carrie suggested putting materials about learning, reading, etc. on the table at suite.

8. Have people register by states at registration desk and put their names on bulletin board to increase communication.

9. Have hospitality committee call newcomers and invite to hospitality suite. Should be a welcoming person.

State Meetings at Conference

O. Discussion on State Meetings

1. Discussed moving meeting to time other than Thursday
2. Need for directors to push for greatest attendance; may be handout agenda.
3. Mitch felt that strong state organizations and planning prior to conference will have greatest effect on success of state meetings.

P. Luncheons

Groups wanting luncheons must contact Lucy McDonald.

Program Committee

Q. Program committee

Will select proposals based upon preset criteria (i.e. New Frontiers) and will let submitters know about the criteria.

Journal, Proceedings presentation at conference

R. Proceedings and Journal Session

Suggested that the Journal and Proceedings editors have a publications session at conference.

Committee meetings scheduled Sunday at Conference.

S. Committee meetings

Scheduled for Sunday morning.

Board meetings at conference.

T. Board meetings schedule for Portland Conference:

1. Tuesday pm
2. All day Wednesday, Friday 8-10am
3. Saturday 4-6 pm with new board and state directors.
4. Board meeting dinner Saturday night
5. Sunday pm new board (1:00)

U. Note on Board meetings

1. Karen has not scheduled board meetings yet.
2. Need for more board meetings at conference.
3. Secretary to send copies of minutes to:

   a. Conference manager
   b. All condidates as soon as known.

Portland preliminary conference report

IV. Conference Report:

A. Lucy McDonald gave an oral report on the upcoming conference.

B. Registration:

1. Registration committee cut in half because of information from Beryl.
2. Preregistration taken care of by E. Oregon State College with Leora Hug incharge.

   a. mailing service will receive preregistration and send to E. Oregon State College.

Mailing service receipts

b. There should be a receipt and WCRA cards for each preregistration by mailing service.

3. On site registration Lane C.C. with Pat John incharge.

4. Need to budget for ribbons.

B. Hospitality: Barbara Wassow incharge.

A/V procedures including computer equipment

C. Audio/Visual: Val Lister incharge of acquiring equipment; Larry Bridges on site technical coordinator.

1. A check off form will be available to presentors. A deadline will be given to presentors.

2. Assign one room for computer workshops

3. Portland CC. will provide student helpers.

Portland Food

D. Food:

1. Friday banquet: salmon broil & steak, cost $18.00, "Lumberjacks & Woodchoppers Ball: is theme.

2. Food chair: Susan Murray

3. Luncheons: Lucy & Karen will make arrangements in future.

4. Sunday brunch: Cost $8-10.

Portland publishers chairpersons

E. Publishers:

1. E. Coast chairperson: Richard Thiel WCRA member publisher.

2. W. Coast chairperson: Kate O'Dell will include computer hardware and software.

Leisure Tours (should not overlap with sessions)

F. Leisure Tours:

1. Tours Russ Gregory - Chairman

2. Leisure tours: will not overlap with sessions.

3. Pendleton Mill tour possible Thursday am.

4. MT. St. Helens tour possible Thursday am or Sunday am

5. MT. Hood Tour possible Sunday pm.

Educational Tours

G. Educational Tours -

1. Mt. Hood Community College

2. Possible Lewis & Clark College

WCRA BOARD OF DIRECTORS MEETING

July 24, 1982

Portland, Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Karen Walker, Treasurer.

Others Present: Beryl Brown, San Diego Conference Manager; Lucy McDonald, Portland Conference Manager; Maxine Beyers, Conference Coordinator.

The meeting was called to order by President Dick Lyman at 8:45 a.m.

Final San Diego conference report

I. Final San Diego Conference Report:

A. Beryl handed out final conference budget (Attachment D). Beryl feels that there is a possible $500.00 discrepancy between what could have taken in and what was actually taken in. Beryl surmised that the $500.00 could be from publishers contribution which was not accounted for in this report.

B. Beryl estimates profit from San Diego Conference at $17,721.60.

M (Lyman) Congratulated Beryl for a fine job and making a
S (Kaman) profit on the San Diego Conference.

PASSED

M (Walker) The immediate conference past conference manager
S (Smith) should be reimbursed from the general treasury of WCRA to attend the Fall Board meeting.

PASSED

Increased communication with publishers

C. Beryl suggested getting in touch with publishers by July and to be sure to tell publishers that we are broader than just reading.

D. Beryl suggested giving publishers personal attention, provide coffee, etc.

Publishers to get One Complimentary registration

M (Walker) Each exhibitor receive one complimentary registra-
S (Smith) tion (non membership) for the Portland conference.

PASSED

Honorarium for conference photographic services

M (Faulkner)
S (Smith)

To pay Paul Sikes honorarium of $150.00 for service as photographer at San Diego conference.

PASSED

II. Portland Planning (continued from 4/23/82) (Attachment B)

Chairman of Newcomers

A. Karen will ask Jacquie Bonner to chair newcommers function.

B. Keynote speakers - none suggested yet. Karen suggested a keynote for session I from Arizona State University. She then suggested having all session I speakers follow-up on the keynote address.

Mailing for conference mailing lists

C. Mailing: Karen discussed increased number and type of mailings and thus increased need for budget.

Dick noted that Oxford Mailing Services has mailing list of WCRA members and all people (in various states) who are in WCRA service areas, but not necessarily members.

Write Cover Letter w/Column - Ask for report - causes of delay - solutions

D. Dick will discuss with Jane Hopper the need for keeping the Newsletter mailing on time.

E. Dick asked Karen to get a cost of audio taping presentations at the Portland conference.

III. Proposed Conference Budget 1983 (Attachment C)

Portland proposed budget.

1. Budget based upon no comps from New Mexico State University.

Need to have separate busget presented for President-Elect and Conference Manager

2. Ann suggested having future budgets for conference broken into two separate documents: President Elect and Conference Manager.

Need for immediate past Conference Manager to attend Fall board planning meetings

3. There was a large discussion on the need for Conference Chairperson to travel to Fall Board meeting.

A. Advantages include:

1. smoother transition
2. better planning

B. Disadvantages include:

greater expenses.

4. There was a discussion on whether program committee discussion should make decision through mail or face to face.

President-Elect budgeted $500.00 for development

The Board agreed to budget President Elect for program development $500.00 to use as he/she needs it to promote conference, meet with committee, etc.

$200.00 for Conference Managers travel

5. The Board agreed to budget $200.00 for travel expenses for conference manager.

Meal subsidiary at Portland

6. Board decided to subsidize $300.00 for meals to help increase number of participants at those events.

B. Hospitality

Hospitality: Alcoholic beverages to be sold

1. Board discussed the advantages and disadvantages of providing free alcoholic beverages at the hospitality suite. Ideas included giving each registrant one ticket and selling drinks. Budget was increased to include money to buy wine and to sell it to recover the costs.

Preconference Institutes fees and budget

C. Institutes

1. Board concerned that since cost to institutes will be $10.00, program chairman be sure that there will be handouts, etc.

2. Beryl recommended that one person be in charge of institutes.

3. Board renewed the previous policy of allowing up to $50.00 to presentors to cover costs of the institute.

Brunch planning

D. Brunch Planning

1. Board felt it would be advantageous for the upcoming conference manager to help plan the Sunday brunch and thus help kick off the next year's conference.

E. Course Credit

No firm plans yet on course credit.

M (Faulkner) To accept Portland conference budget as
S (Walker) amended.

PASSED

IV. Treasurer's Report

Treasurer's report no audit on previous books

A. Carrie has not seen the treasurer's books yet and wants an informal audit before she accepts them. We do not have cancelled checks or conference report as of 7/24/82 from former treasurer Don Yamamoto.

WCRA funds as of 7/82

B. Carrie received checks of $7,062.47 from savings and $24,000 from the checking account.

Permanent WCRA bank account

C. Carrie sent the checks to the mailing service to open an account at Security Pacific which will be the permanent home of WCRA accounts.

D. It is believed that all conferences expenses from San Diego have been paid as of 7/24/82 and the new treasurer will begin with $31,062.47.

Need for audit of 1981-82 books

Dick Lyman will handle the unofficial audit and send a report to the Board as soon as he completes the audit.

E. Ann spoke to Don Yamamoto at 5:30 pm (Portland time) on 7/24/82. He told her that he sent the 1980-81 records to the WCRA Archivist and has income, invoices and other statements and will send these 1981-82 records to Carrie on Monday 7/26/82.

F. The Board discussed the need to have funds advanced for planning the conference.

Preconference advances to President-Elect and Conference Manager

M (Faulkner) Board appropriated for preconference expenditures $3,700 for President Elect and $2,500 to Conference Manager; with $1,000 each advanced immediately and additional advances given upon receiving receipts accounting for previous expenditures.

S (Kaman)

PASSED

Reimbursement of funds

G. Reimbursement Funds:

1. Problem: Treasurer gets a request and does not know if that has been approved.

2. Treasurer will redo reimbursement form with an area for approval signature of appropriate elected official.

3. Reimbursement can be done from specific budget categories for officers or committee chairs who have funds budgeted.

4. Dick discussed a plan for checks and balances which Carrie will review. Carrie will come back at the next board meeting with a set policy recommendations.

Need to develop reimbursement guidelines

M (Kaman)
S (Faulkner)

That Carrie bring to the Board 1983 winter meeting a set of guidelines and policies for approving reimbursement based upon principle of checks and balances.

PASSED

Need to have budget categories

H. Category budgeting

1. Board agreed with concept of being specific with budget needs and not lumping into miscellaneous categories.

2. Dick suggested looking into computer program.

Mailing service receipts for conference

3. Carrie will investigate cost of having mailing service make out preconference registration receipts. If too costly well investigate having Portland area community college students fill out receipts. Carrie will let Board know procedures at next meeting.

Investing WCRA funds

4. Carrie discussed putting part of the WCRA savings into a money fund that only buys US Gov't. Treasury bills.

   a. Advantages:

      1. can write checks from it at any time as long as over $500.00.
      2. get high money market rates.

   b. Disadvantage:

      Not insured although all of the securities are.

5. The Board felt Carrie should investigate a very secure money fund and a certificate of deposit and use her judgement of how much to put into each.

6. Turning of receipt for reimbursement

   There is a problem of late reimbursement requests and requests after the close of the fiscal year when a new treasurer takes over.

90-day limit on reimbursement of funds

M (Faulkner) S (Kaman) Requests for reimbursement expenses must be made no later than 90 days after expenses occurred and no later than May 31 annually for reimbursement in that fiscal year.

PASSED

7. Carrie will investigate the statute of limilations for paying bills.

Treasurer to review proposals having financial impact on WCRA

M (Smith) S (Faulkner) Proposals to the Board which include significant financial implications to WCRA must be reviewed by the treasurer prior to consideration.

PASSED

Journal editor to get an advance

8. Carrie will provide Journal editor with an advance of his budget and ask Michael to keep his own statements and submit an accounting. This will eliminate the need to pay many small bills by the treasurer.

Bills can be sent to mailing service

9. Carrie noted that bills can be sent directly to her or to the mailing service.

V. Guidelines for Summer Institute

Summer Institute Guidelines

Dick handed out proposed guidelines for submitting a proposal to host a WCRA summer institute (Attachment E).

M (Faulkner) To accept the amended proposed guidelines
S (Smith) for submitting a proposal for a WCRA summer institute.

The meeting adjourned at 8:30 p.m.

WCRA BOARD OF DIRECTORS MEETING

July 25, 1982

Portland Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Portland Conference Manager; Beryl Brown, San Diego Conference Manager.

The meeting was called to order by President Dick Lyman at 8:30 am.

I. Coordinator of State Directors Report:

Listing State Directors

A. Ann handed out the 1982-83 list of state directors (Attachment F).

State Directors goals

B. Ann passed out a summary of state directors goals for 1982 and WCRA Network Survey (Attachment G).

State Director's expertise network

C. One of the goals of the state directors is to get a total WCRA expertise network.

1. Karen suggested having research and problem solving as separate survey categories.
2. Beryl suggested a management tutorial.
3. Beryl suggested calling learning assistance/ academic support and include peer counseling in that category.

D. State directors will attempt to gather information on the network in the Fall.

E. Funds spent 1980-81

Arizona	$50.00
Colorado	50.00
Texas	26.65

Request for extra funding from Oregon

F. Lucy made a presentation about the $1,040 Oregon State request. She handed out a report (Attachment H).

1. Mitch was concerned about getting appropriate p.r. about WCRA.
2. Karen was concerned about precedent of giving one state $1,000 but felt that it would help WCRA and conference participation.
3. Carrie wanted the Board to develop guidelines for future state requests.

4. Lucy explained that you cannot charge for attending the Ore. State Conference, but will look into recovering costs from an institute fee . She explained that matching funds were sought but were not forthcoming.

Approval of special state request and need for future guidelines

M (Kaman)
S (Faulkner)

To approve all state requests for 1982 and to direct Ann to come back to Board with guidelines for future requests.

(PASSED) Smith opposed, all other approved.

M (Faulkner)
S (Smith)

Direct Anna Marie Uptegraph to investigate adding to conference fees to defrey costs of institute.

(PASSED)

G. There was a discussion on the need for state directors to get up-to-date membership lists.

Membership listings sent to state directors

M (Smith)
S (Kaman)

Membership lists to be sent to state directors each August 15, and December 1 and Oxford should be directed to do that.

(PASSED)

Ongoing vs. year to year membership

H. Ann will get Oxford and State Directors opinions for ongoing membership vs. conference to conference membership.

Mailing lists

The following states have WCRA related professional lists with Oxford:

Arizona, California, Oregon, Texas, Utah.

I. The Board thanked Lucy for her fine hospitality and look forward to the spring conference.

Need for report from States receiving special funds

J. Karen requested that the states getting extra funds submit a report back to Board stating the benefits of the project in terms of membership, publicity, services, etc.

Need to raise dues

II. Raising Dues

A. Karen believes we should raise dues but not tie the extra money to any one category (i.e. state organizations).

B. Ann believes that may be state organizations should raise their own dues rather than raise WCRA dues.

BYU Summer Institute

III. BYU Summer Institute Proposal:

Dick discussed the BYU proposal (Attachment I)

A. The Board directed Dick to send BYU a letter about the board's desire to make it clear to BYU officials that there will be no religious or missionary work or support direct or indirect, at this institute.

B. WCRA will need to identify 3-4 good speakers for this conference.

Discount to WCRA members

C. Board suggested raising fees at BYU by $20.00 per participant and thus WCRA can recover more costs.

D. Mitch suggested that BYU gives WCRA members a $20.00 discount for participating.

Need for complete proposal to Board, including names and credentials of all speakers and leaders

E. Karen is concerned about lack of information on additional speakers, who they are and if it would be high quality. She wants future proposals to list all potential speakers.

F. Carrie expressed Board's appreciation to Dick for work on the BYU proposal.

M (Faulkner) To approve the BYU proposal as amended.
S (Smith)

(PASSED)

Constitutional change: Terms of Office

IV. Constitutional Change:

M (Faulkner) The board to bring to the next annual meeting
S (Kaman) in Portland a recommendation that Article 2 Section 4 of the Constitution be amended to include the concept of two year staggered terms for secretary and treasurer. Furthermore the board recommends implementation through election of a one year treasurer and two year secretary terms at the Portland conference.

The Board asked Mitch to write a new Article 4 Section 2 and to make sure all terms of office are clear.

V. Nominations Committee

Dick has not been able to make contact with the chairman at present time. A report will be forwarded.

VI. Newsletter

No report.

VII. Proceedings

Delyrn Flemming sent a letter to the Board (Attachment J) informing the board of progress on the Proceedings.

Proceedings name change

There was concern for changing the name from Proceedings to add more prestige. Will be discussed at next board meeting.

VIII. Journal

Journal to accept articles from non-members

Mike O'Hear is concerned that limiting publishing in the Journal to members only has limited the number of articles submitted.

M (Faulkner) To direct the Journal editor that he may
S (Walker) accept contributions from nonmembers.

PASSED

IX.. Placement

Anna Marie has sent out at least one listing of jobs. She needs to be informed that the board is to receive a copy of all mailings sent out by committees.

X. Minority Affairs

Minority Affairs requested to submit intern proposal

The Board asked Dick to discuss with Miranda Montgomery the need for a specific proposal for internships and to include what Karen and Ann will be doing this year to increase minority involvement in planning and operations.

XI. A. Awards

No report from Vince Orlando

Guidelines for distinguished service to profession award

M (Faulkner) Vince to develop proposed guidelines for an
S (Wagner) award for distinguished service to the profession.

PASSED

B. Scholarship

Need to broaden scholarship award to include research

Karen suggested investigating broadening scholarship award to include study in areas such as research. In this way, more WCRA members can participate.

XII. Special Interest Groups

Special interest groups

The idea for special interest groups came from San Diego meeting where a large number of members wanted more WCRA involvement with more ongoing groups (i.e. communication within WCRA, research, evaluation, etc. Possible scheduling time at conference.

XIII. Liaison

Put to other board meeting.

Budget 1982-83

XIV. Budget

A. Board discussed budget (Attachment K).

B. Board feels they need more and better reports from committee members in order to make better budget decisions. Dick was asked to write to committee chairs prior to next Board meeting.

M (Smith)
S (Faulkner)

To accept budget as indicated on Attachment K.

(PASSED)

Board per diem

M (Faulkner)
S (Smith)

To set per diem for Portland summer board and conference managers meeting at actual expenditures instead of per diem.

(PASSED)

Mileage reimbursement

M (Faulkner)
S (Kaman)

Set mileage reimbursement at 20 cents per mile to cover Dick's mileage.

(PASSED)

Attachment A, Portland, Ore. 7/23/82

BOARD MEETING - WESTERN COLLEGE READING ASSN.
Portland, Oregon - July 23-25, 1982

Friday, July 23

1:00- 1:30 A. Opening Remarks - 1982 Priorities
membership-liaison-state organizations-committees
B. Secretary's Report - Mitch Kamen
1. Minutes of Previous Meeting
2. Status of report of past officials of WCRA
3. Special commendation to Mitch for extra efforts

1:30- 3:30 1983 Conference Report - Karen Smith
A. Tour of Hotel
B. Local Arrangements - Lucy MacDonald
C. Program (Budget/Schedule/Theme) - Karen Smith
D. Financial Concerns

3:30- 4:00 1982 Conference Final Report - Beryl Brown/Dick Lyman
Note: Are there any financial problems/bills outstanding?

4:00- 5:00 Meet with Local Committee/local WCRA membership

7:30- ??? Dinner

Saturday, July 24

8:30- 9:30 Treasurer's Report - Carolyn Walker
A. Use of Funds to Generate Money
B. Separate Conference Treasury - Date of Transfer of Records
C. Problems from Past - Audit? Money owed/apologies owed?
D. Other

9:30-10:00 Summer Institute - Guidelines and Proposal - BYU
Note: Guidelines and Proposal will be sent to Board members Monday, July19. Please check mail before leaving for Portland. Copies will be provided in Portland

10:00-11:00 Terms of Office/Duties of Officers
A. Add V.President - Duties? Change of Past President Duties?
B. Secretary and Treasurer - Two year staggered terms?
C. Expansion of Board - Add Regional Reps/Special Interest Reps?
D. Procedure for any agreed upon changes?

11:00-12:00 Coordinator of State Directors' Report - Ann Faulkner
A. Membership Directories
B. Funds for State Activities
C. Raise dues to $20/$25 and use money for state activities?
D. Do we want state membership chairs/membership goals?

Saturday, July 24

1:00- 2:00 Committee Reports - Dick Lyman proxie for:
A. Nominations - Pat Heard NOTE: Discuss voting procedures
B. Site Selection - Betty Levinson
C. Publications
1. Newsletter - Jane Hopper
2. Proceedings - Delryn Fleming
3. Journal - Michael O'Hear NOTE:- Discuss requirement that contributers be members - Tie to Summer Inst.
D. Placement - Anna Marie Schlender
E. Minority Affairs - Maranda Montgomery - Internships?
F. Awards - Vince Orlando
1. New Award for outstanding service to profession?
2. Board Recommendation of Enright/CArter-Wells for award?
3. Scholarship - Use of funds

2:00- 3:00 Special Interest Groups
A. Do we want to establish special interest groups?
B. If so, what areas and what criteria?
C. Structure of groups
D. Board Representation?
E. Should there be a $5.00 (?) fee to be used for group needs?

3:00- 3:30 Liaison
A. Reports of Current Liaison - Lyman
B. Guidelines for Liaison - Faulkner/Lyman
C. Additional liaison needs - National (Adult Ed?/Content?
D. Liaison with intra state groups?
E. Lobbying

3:30- 5:00 Budget - Wrap up final budget for 1983
Need for winter board meeting

7:00- 9:00 Goals and Directions for the future

Sunday, July 25

8:30-10:00 Completion of any items begun Friday or Saturday and not finished

10:00 Adjournment - If all details finished. Otherwise meeting may continue until 12:00 (No later than 12:00)

NOTE: I am mailing two copies of the agenda to each Board member. Therefore, if one is slowed in the mail the other should arrive. I'm sending one to each person's home and one to each work address.

WCRA Conference Program Planning

1983

THEME: <u>WCRA on the New Frontiers in Learning</u>

.Reading
.Learning Assistance
.Developmental Education
.Tutorial Services

*With Special Emphasis in 1983 on
.Computer Technology
.Critical Thinking/Reasoning Skills
.Research and Evaluation

PROGRAM COMMITTEE: Sue Brown, NMSU
Susan Deese, UNM
Vince Orlando, Metropolitan College (?)
Carol Walvekar, UTEP

COORDINATOR OF CHAIRPERSONS: Sue Brown, NMSU

CONFERENCE EVALUATION CHAIR: Carol Walvekar, UTEP

COORDINATOR OF NEWCOMERS' FUNCTIONS: (Spencer Olson)
(Jacquie Bonner)
(Jeannette Ross)
(Mike McHargue)

KEYNOTE SPEAKERS:

PROGRAM FORMAT/FEATURES:

1. Each half-day block will include:
   2 session periods and 1 institute to include
   a. computer technology
   b. critical thinking/reasoning skills
   c. research and/or evaluation
   d.
   e.
   f.
   g.
   } reading/learning assistance/developmental ed/ tutorial assistance/writing/ESL/voc.tech/etc.

   (9 sessions periods with 6 presentations each session = 54 session presentations)

2. Institutes
   Pre-Conference - 4 on Thursday morning
   In-Conference - 1 each Friday morning
   Friday afternoon
   Saturday morning
   Saturday afternoon
   (Parallel with 2 session periods)

3. Campus Tours - Thursday morning
   Friday morning
   (Parallel with 2 session periods)

4. Pleasure Trips - Pre-Conference - Thursday morning
   Post-Conference - Sunday afternoon
   (Will not conflict with Conference Presentation Sessions or General Sessions)

5. Sunday Morning - Special Interest Meetings/Committee Meetings
   General Session and Brunch

6. Newcomers (first time WCRA Conference)
   Letter from Conference Chair (Smith) of special welcome
   Indicator on Nametag
   Orientation Session
   attended by officers, state directors, candidates
   Hospitality honoring newcomers & candidates

7. State Directors' Meeting
   Leadership Workshop - Thursday morning (parallel w/insti.)
   Luncheon continuing through noon hour
   to include officers

8. State/Regional Meetings - Thursday afternoon

9. Break between Sessions - ½ hour
   Plan for refreshments?
   For extended sharing
   get-togethers

10. Two Open Evenings

MISCELLANEOUS:

1. Suggestions for logo?

2. Conference mailings & time line

   a. Preliminary flyer/announcement - general mailing.....Aug. 1
   b. Call for proposals - general mailing.....Sept. 1
      - with special letter to outstanding presenters from San Diego Conf.
      - WCRA Newsletter (8-31).....Oct.
   c. Second Call to Conference w/ Regis. Info.....Nov. 1
      (+ 50 to ea. state director)
      Features
      Schedule
      Portland Info.
   d. Conference Brochure - general mailing.....Dec. 15
   e. Conference Highlights in Newsletter (10-15).....Dec.
   f. Conference Programs - ready & mail to Portland.....Feb. 28

3. Suggestions from members:

Include in Program Book - intended audience
2 yr/4 yr
presenter's institution

Prepare Audio-tapes of general sessions for sale to members

Concurrent sessions/institutes/campus tours ok, but not staggered

No pleasure trips during conference!

Attachment B. Portland, Ore. 7/23/82

Thursday	Friday	Saturday	Sunday
Newcomers' Orientation 8-9 Chairperson Orient. 8-8:30 Campus Tours 9-12 Pleasure Tours 9-12 Pre-Conf. Insti. 9-12 Leadership Workshop & Luncheon - State Directors 9-1 (incl. Bd.)	Chairperson Orient. 8-8:30 Institute #5 9-12 Campus Tours 9-12 Session II 9-10 Break 10-10:30 Refreshments? Session III 10:30-11:30	Publishers' Breakfast 7:30-9 Institute #7 9-12 Session VI 9-10 Break 10-10:30 Session VII 10:30-11:30	Special Interest Mtgs 9-10 Committee Mtgs. 9-10 Third General Session Brunch Keynoter Awards 10:30-12
Open Lunch 12-1 General Session 1-2:30 Keynoter Welcomes Intro. of Candidates Session I 2:30-3:30 State/Regional Meetings 3:30-5 (coffee?)	Open Lunch 11:30-1 (Editorial Bd. Luncheon?) Second General Session 1-2:30 Pres. Address Reports/Bd./Committees Election Break 2:30-3 Session IV 3-4 Break 4-4:30 Session V 4:30-5:30 Institute #6 3-6	Open Lunch 11:30-1:30 (Minority Affairs Luncheon?) Institute #8 1:30-4:30 Session VIII 1:30-2:30 Break 2:30-3 Session IX 3-4	Wednesday Bd. Mtg. 8-4,5 Hospitality 8-....
Dinner on the Town (Arrange groups for particular restaurants - local hosts?) Hospitality 8-..... Honoring Newcomers & Candidates	No-Host Cocktail Party Banquet or Formal Function Entertainment Only Hospitality 9-.... "Friday Night Literary Society" (Exhibits?)	Dinner on the Town or Special Event Hospitality 8-....	

Registration

Registration

Registration

Attachment C. Portland, Ore. 7/24/82

BUDGET

1983 WCRA CONFERENCE

		Expenses	Income
Pre-Conference Expenses			
President Elect		$1000	
Conference Manager		300	
		1300	
Publishers' Exhibits			
20 Exhibits @ $150			~~$3000~~ 2250
Publishers' Breakfast 150x$4		600	
Rooms		420	
Phone/Mail		250	
		~~1270~~ 1120	
Printing/Advertising			
Call to Conference (Aug)	NMSU?	75	
Call for Proposals (Sept)	NMSU?	75	
Second Call to Conf. (Nov)	NMSU?	~~300~~ 250	
Conference Brochure (Dec)	NMSU?	~~450~~ 400	
Proceedings (~~230~~ 120 @ $5)		~~1150~~ 900	
Programs		1000	
Misc. Printing	NMSU?	100	
Advertising/Journals		~~110~~ 350	
		~~3260~~ 3150	
Mailing			
Call to Conf. (general mailing)	NMSU?	~~220~~ 100	
Call for Proposals (gen.)	NMSU?	~~220~~ 100	
Second Call to Conf. (gen.)	NMSU?	220 340	
Conference Brochure	NMSU?	220	
Post-Conference Mailing	NMSU?	20	
Miscellaneous Mailing	NMSU?	~~200~~ 100	
Pre-Registration Mailing (Oxford)		425	
Programs to Portland		100	
		~~1625~~ 1405	2850
Conference Meals			
Banquet (150 @ $15)		~~2250~~	~~2250~~
Brunch (~~100 @ $8~~)		~~1000~~ 750	~~800~~ 750
Board Contrib. to ~~Brunch~~ meals ~~(100 @~~ $2)		300	~~200~~ 300
		~~3250~~	~~3250~~ 3300
Hospitality/Meeting Rooms		590	
Suite (4 da @ $170)		~~680~~	
No-Host Cocktails		200	
Hospitality		~~400~~ 500	100
Meeting Rooms (7 rooms @ $490 p da.)		1470	
		~~2750~~ 2760	
Speakers			
Honoraria (2 keynoters)		800	
Expenses		800	
		1600	
Institutes			
8 (~~30~~ 20 ea. @ $10)			160 ~~2400~~
Expenses to presenters (8 @$50)		400	
		400	~~2400~~
Travel		500	
		200	

Attachment C. Portland, Ore. 7/24/82

Miscellaneous		Expenses	Income
Student Typists (60 hr. @ $4.50)	NMSU?	270	
Conference Manager's Room (4 da @ $55)		~~220~~ 220	
Conference Phone Calls	NMSU?	~~100~~ 200	
Decorations		~~250~~	
Registration Packets		250 150	
A-V Expenses		~~500~~ 350	
Entertainment		~~300~~ 350	
Miscellaneous		200	
Onsite student help		200 ~~2090~~ 2250	
Registration			10,500
175 ~~225~~ ~~Full~~ Comprehensive (Proceedings & Memb.)	@$60		~~13,500~~
5 One Day w/Memb.	@ 40		200
50 ~~10~~ Regis w/o Memb. (Full)	@ ~~45~~ 50		~~450~~ 500
20 ~~50~~ One Day w/o Memb.	@ 25		1,250
60 ~~85~~ Late Fee	@ 5		~~425~~ 300
			15,825
Other Income/Expenses			
Leisure Tours		-	-
Campus Tours		-	-
Conference Credit		-	-
TOTALS		$17,~~545~~ 225	$24,475

(Comp. NMSU ?)

Printing	$1000
Mailing	1100
Typist	270
Phone	100
	$2470

Attachment C. Portland, Ore. 7/24/82

1983 WCRA CONFERENCE
BUDGET SUMMARY

	Expenses	Income
Travel ~~Pre-Conference Expenses~~	700 $ ~~1,000~~	0
Publisher's Exhibits	1,120 ~~1,270~~	2250 $ ~~3,000~~
Printing/Advertising	3,150 ~~3,260~~	0
Mailing	1,425 ~~1,625~~	0
Conference Meals	[illegible] ~~3,250~~	3900 ~~3,250~~
Hospitality/Meeting Rooms	2700 ~~2,750~~	100
Speakers	1,600	0
Institutes	400	1,600 ~~2,400~~
Miscellaneous	2,250 ~~2,090~~	0
Registration	0	14,000 ~~15,825~~
Other	0	0
TOTALS	~~$ 17,545~~ 17,225	21,850 $ ~~24,475~~

Projected ~~[illegible]~~ profit 4,565

Attachment D. Portland, Ore. 7/24/82

COUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses under <over> projection	ACCOUNT BALANCE Expenses under/ <over> income.
	Institutes	350	?Dick?		875	1160		350	1160 ①
	Registration	250	$ 23		32,000	21,235		227.	21,212
	Student Workers	300	40.08					259.92	
	Audio-Visual	500	213.75				checks to Meeting Service Kate W.	286.25	
	Leisure Tours	1000	569.78		1000	580	checks to Bus Co + P. Johnson	430.22	10.22
	Campus Tours	1400	220		1400	183	checks to Bus Co.	1217	<37>
MA	Conf. Mng Rm	180	212.53				master account	<32.53>	
MA	Officers Rms	1	103.52				master account	<103.52>	
MA	Keynoters Exp.	1600 ~~800~~	145.65 ② ~~2900.00 Hewlett Pall~~ ~~300.00 Emmett~~				master account		
	Publisher's Exhibits	200	-0-		2500	12 publishers 17 fab co 2050		200	
MA	Publisher's Breakfast	875	827.04		above		master account	47.96	{1222.96
MA	Cont Phone calls	100	11.69 25.97				master account	74.03	
			2381.32			4520.02			

① subject to D. Lyman's account

* = $ issued from Advance of $300.00

Port

Attachment D. Portland, Ore. 7/24/82

ACCOUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED TO		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses Under <over> Projection	ACCOUNT BALANCE Expenses under/ <over> income
MA	Banquet Dinner	3000	2729.38		3000	3220 ~~2058~~	master account	270.72	490.62
MA	Sunday Brunch	1600	1125.30		1200 + 400 Bd = 1600	975	master act.	474.40	<150.30>
MA	No Host Cocktails	200	152.46				master act.	36.94	
	Decorations	250	104.98			18 from Oregon	check to Vicki N.	145.02	
	Entertainment	400	400				checks to performers	—0—	
MA	Hospitality	400	271.59				checks to Paula, Beryl, Buffie 61.55 in MA	128.41	
	Misc. Printing (Copier)	200	Res. 220.62 236.34 112.99 1370.15	Conference brochure program		23	checks to N Weiner, Muldrow	89.99	
	Mis. Pre-conf President-elect	300	308.97 travel 242.05 mail 32.75 551.02			(~~$~~300 advanced)	checks to J. Murphy		
	Miscellaneous	200	S.D. warm-up 77.27 240.00	brochure mailing			61.37 in ma 15.90 check to B. Spindel	122.73	
	Mis conf income		~~496~~ 496.00	Pre-reg or fond		168		168	168
	(Hospitality Suite)	(360)	2006.74 (360)	2006.72			Bd rebates to officers	—0—	
			1366.12 2381.32	2381.32		44/04 25208			
	Totals		7748.04 02	7388.04		29672 240 from 121	Total conf income		
③ 240 from Bd. outstanding						29852			

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Expenses
San Diego, CA 1982

ACCOUNT	UNIT/COST	TOTAL COST
Registrar	Ribbons: $23/Student Help: $25	$48.00
Campus Tours	$100 to Southwestern/$120 to UCSD	$220.00
Copier Costs	$20.59 paper/$15.08 labor/$90.15 rental 2.25 $23.84	$128.07
A-V	rental of videos: $165.00 transparencies: $25.86 markers and newsprint and supplies	$213.75
Decorations	flowers, supplies	$104.98
S.D. warm-up	printer: $15.90 (deficit on Bar bill: $61.37 incl in MA)	$ 15.40
Readers Theatre/Barbershop Quartet/Chorus/entertainment		$400.00
Graphics	posters/paints	$32.75
Leisure Tour	bus to Tijuana (43 @ $7.50) Restaurante bill: $247.28	$322.50 $247.28 $569.78
Hospitaltiy	oranges, food, coke, coffee (66.55 coffee included in ma)	$ 205.04
Bahia Bill (as amended in attachment)		$ 5450.44
	Total	$ 7388.71
	(unaudited) President-Elect expense Preregist. Bahia Expense	2656.12 496.31 10,541.14

Bahia Hotel Master Account

Conf. Mgr's Rm & Exp.	$ 212.53	
Phone Calls	25.97	
Faulkner room	50.88	
Lyman room + exp.	52.64	
Boylan room + exp.	145.65	
		$ 487.67
Bahia Belle + banquet	2729.38	
No Host cocktails	152.46	
"Emergency" coffee	66.55	
Publisher's breakfast	827.04	
Sunday Brunch	1125.30	
		$4900.73
San Diego Warm-up		61.94
Non-conference Expenses		
Editor's Luncheon	55.27	
Stat Director's Lunch	179.99	
		235.26
	Total	$5685.60

Bahia Hotel Account paid by check by D. Yamamoto, May 29
In the amount of $5685.70

Verified by B.Brown with H. Anderson of the Bahia

Attachment D. Portland, Ore. 7/24/82 prepared by Beryl Brown

WCRA Conference San Diego, 1982
Master Account Accounting

Bahia Hotel bill (paid by check from D. Yamamoto)

$5685.70

Non-conference expenses included in this bill include:

1) State Director's Luncheon	- $179.99	
2) Editor's Luncheon	- 55.27	
	$235.26	
		$5685.70
		- 235.26
		$5450.44
Board Contribution to Brunch		240.00
		$5210.44

$300.00 Advance received by Beryl Brown

ACCOUNTING

Ck.#	Item	Act. chrg.	To whom	Amount
1	Warm-up print.	Misc.	Barb. Spiedel	$15.90
2,6	paint, posters	Pre=C misc.	John Murphy	$32.74
3	Bus deposit	Leisure tour	Mexicoach	$90.00
4	Bus deposit	Campus tour	Kpoecky	$120.00
5	Hospitality Food	Hospitality	B.Haars	$10.00
7	Student Help	Reg. Stud. help	A. Thompson	$25.00

Amount of checks written	$293.64
maintenance fee	2.50
Hospitality for student staff	4.55
	$300.69
Interest	.69
Acount Balance	- 0 -

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Income
San Diego, 1982

Pre-conference Registration	$17,266.50	
Total cash collected at Conference	11,866.50	(?Does this include publisher's exhibit?)
	$ 29,133.00	

Income Sources

Banquet: 230 @ $14.00	$3220
Brunch: 130 @ $7.50	975
Leisure Tours: 40 @ $14.50	580
Campus Tours: 61 @ $3.00	183
	1,000
	4958

Registration:	No.	Cost	Total
Full Conf - with membership	330	50	16500
Full Conf - no membership	75	40	3000
One Day - with membership	11	40	440
One Day - no membership	33	20	660
	449		20600
12 Forms - no fee records	12	(20-50)	(240-600)
	461		
Institutes	232		1160
127 Late Registration		5	635
			2239 5 (+240-600?)
Book Sale			168
Copier			23
Oregon donation			18
Publisher's Exhibit			2050
			2961 3
Board Contribution to Brunch			240
			$ 29,852

WCRA expenses - General Accounting

Total Board Debits	
Conference expenses	7388.71
State Dir. Lunch	179.99
Editor's Lunch	55.27
Hospitality suite reimb.	360.00
Bd. contr. to Brunch	240.00
	$8223.97
	2,656
	11,376.10

Estimated Income	
	$29612.00 ($29,135 reported)
-	8223.97
	$ 21,388.03
-	2,656 43
+	1,235 26
	19,470.86

WESTERN COLLEGE READING ASSOCIATION
GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading Association (WCRA), with the approval and support of appropriate institution(s), may submit a written proposal for the purpose of acting as Director(s) and the institution(s) of the member(s) as the host(s) for the Institute(s) designated in the proposal. a summer Institute

A proposal should include the following:

A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRA to participate in a ~~hold its~~ summer Institute ~~in cooperation with the institution(s). As an alternative to joint~~ sponsorship, ~~the letter can serve as an invitation to WCRA to cooperate with the institution(s) holding the Institute,~~ with the host institution(s) serving as primary ~~sponsor and WCRA~~ as co-sponsor.

B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).

C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRA and from each individual participant. Include complete information about funding of the Institute.

D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:

1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level credit. Indicate the cost of credit and the number of hours of instruction required to earn credit.
3. Faculty - Identify specific faculty members including academic responsibilities of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.

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

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

F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.

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

H. A statement listing services and functions expected from WCRA and a specific statement of the responsibilities of the WCRA liaison person.

II. General Information

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

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

C. Proposals should be addressed to the WCRA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.

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

E. Applicants will be notified of the decision of the Board of Directors no later than twelve months in advance of the dates proposed for the Institute.

E. A WCRA liaison person shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRA participation in the Institute subject to approval by the Board. ~~Generally the WCRA liaison person will be the WCRA Past President~~.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRA liaison person' and he/she is responsible for the complete academic program as representative of the credit granting institution.

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

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

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

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

IV. Duties of the WCRA liaison person

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

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

A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.

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

C. Support the Institute Director in regard to selection and contact with appropriate WCRA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.

D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRA liaison person may take final responsibility for these activities with specific agreement.

E. Coordinate the efforts of local WCRA members in regard to support of non-academic and support service functions of the Institute.

F. Arrange for exhibition of WCRA publications, and publicize WCRA and its services.

G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future summer Institutes.

V. Financial contributions

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

Attachment F. Portland, Ore. 7/24/82

STATE	SERVICE PROJECTS/ MINI-CONFERENCES	RECRUITMENT/ MEMBERSHIP	OTHER	SPECIAL $ REQUESTS
laska	October, 1982	Postcard reminders to past, present, and possible members.	Talent bank	
rizona			Communicate with other reading people	
ritish Columbia				
orthern California	October & Spring	Advertisements		
outhern California	October	Membership drive/Liaison with ESL, Writing, IRA, etc.	Needs Assessment/Expertise Network	$ 80
olorado	October	Advertisements	State Directory	$125-directory $ 75-Conf.
awaii	Spring (Co-sponsored)	Brochures	Expertise grid	
daho				
ontana	Fall	Recruit at other state/ regional meetings; Newsletters	Needs Assessment (Native Am. and Rural students)	
evada				
ew Mexico	Mini-Conference		Job Board, Research groups, State Directory	
klahoma		Advertise Texas Mini-conference, Advertise WCRA	State Directory	
regon	Nov. 18-19, 1982	Newsletters	Outreach to key learning assistance personnel, inactive members, and graduate students.	$1,040 Kolzow/Lehman Institute
exas	October 21-22, 1982	Newsletter	Expertise Network	$200
tah	Spring or Fall	Contact Person on every Campus		
ashington	Joint meeting?			
yoming				
t Large	October 1, 1982 (Joint with IRA)	Letters		

7/24/82

WCRA NETWORK SURVEY

Don't delay in completing this survey for a new service of WCRA.

After completion of all WCRA members' surveys, the results will be compiled so that an interstate network can be established.

NETWORK SURVEY

Name _____
Institution _____
Address _____
_____
Work Phone _____

Indicate the areas of your special expertise by thinking of yourself as a potential "teacher" of this topic to fellow WCRA members. If you feel qualified to make a speech or write an article on the topic, enter a "T".

Indicate the areas in which you have a special interest in learning more about the topic with an "L".

Please return the completed survey to your state director.

READING:
__Vocabulary
__Critical Reading
__Problem Solving
__Combining Reading & Writing Skills
__Skills Diagnosis

LEARNING ASSISTANCE:
__College Survival Skills
__Content Area Learning Skills
__Student Orientation
__Teaching Study Skills
__Developing Study Skills Materials
__Anxiety/Procrastination Reduction
__Standardized Exam Preparation
__Tech/Occ Learning Skills

TUTORIAL SERVICES:
__Peer Tutoring
__Tutor Training

WRITING:
__Composition Skills Instruction
__Spelling

DEVELOPMENTAL EDUCATION/INSTRUCTIONAL METHODS:
__Individualized Instruction
__Working with Minorities
__English as a Second Language
__Bi-Cultural Education
__Computer Assisted Instruction
__Learning Disabled Adults
__Physically Handicapped Students
__Cognitive Style Mapping
__Course Placement

PROGRAM MANAGEMENT:
__Grant Writing
__Outreach
__Program Evaluation
__Learning Center Administration
__Working with School Districts
__Computer Managed Instruction
__Using Volunteer Staff

DRAFT

1982-83 WCRA State/Province Directors

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7/24/82

Attachment G. Portland, Ore. 7/25/82

Request for Funding Support for State WCRA organization

PURPOSE: To generate more local members

To encourage member-helping-member support groups

To provide PROFESSIONAL visibility for WCRA

To provide preliminary groundwork for statewide attendance for the WCRA Portland '83 conference.

To support pre-conference activities at the annual Fall meeting

BACKGROUND: At the San Diego conference, Lee Kolzol and Jane Lehman were asked about an in-service on their new text, COLLEGE READING: STRATEGIES FOR SUCCESS. They very graciously offered to give a presentation not only on their text, but on the whole subject of reading as a thinking skill. They would DONATE their time and expertise, if expenses could be covered. Attempts to find college funds have been unsuccessful.

PROPOSAL: This proposal is a one time request for financial support during the pre-conference year to establish statewide credibility for WCRA as a legitimate professional organization.

For the past two years, WCRA has met in conjunction with the Oregon Developmental Studies Organization and will continue to do so this year. In the past, the WCRA meeting has been held on a Saturday morning as an adjunct (or afterthought). This year, for the first time, WCRA will be given a major time slot of four hours for a major presentation. This presentation will be considered as part of the graduate credit given to the conference by Oregon State University.

Thus, it is absolutely imperative that for this year the state WCRA demonstrate its professional quality and be highly visible. This is most imperative in a conference year, where the state organization is trying to woo greater support for attendance at the Spring conference.

FUNDING: For Lee Kolzow and Jane Lehman to present a four hour institute on November 18, 1982 at the Fall WCRA and ODSO conference:

Plane Fare	:	$900
Lodging	:	$ 60
(2 nights for 2 people)		
Meals	:	$ 80
Honorarium	:	Donated
Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

Attachment H. Portland, Ore. 7/25/82

Request for Funding Support for State WCRA organization

PURPOSE: To generate more local members

To encourage member-helping-member support groups

To provide PROFESSIONAL visibility for WCRA

To provide preliminary groundwork for statewide attendance for the WCRA Portland '83 conference.

To support pre-conference activities at the annual Fall meeting

BACKGROUND: At the San Diego conference, Lee Kolzol and Jane Lehman were asked about an in-service on their new text, COLLEGE READING: STRATEGIES FOR SUCCESS. They very graciously offered to give a presentation not only on their text, but on the whole subject of reading as a thinking skill. They would DONATE their time and expertise, if expenses could be covered. Attempts to find college funds have been unsuccessful.

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(2 nights for 2 people)		
Meals	:	$ 80
Honorarium	:	Donated
Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

PROPOSAL

FIRST ANNUAL SUMMER INSTITUTE

WESTERN COLLEGE READING ASSOCIATION

"Reading and Learning Assistance: Instruction, Management and Evaluation"

I. SPONSORSHIP: This Institute is to be presented by Brigham Young University (BYU) and co-sponsored by Utah Technical College--Provo (UTC--Provo) and WCRA. The proposal may be renewed for a second year in accordance with WCRA Guidelines.

See attached letters of endorsement: BYU and UTC--Provo.

II. INDIVIDUAL RESPONSIBILITY: Dr. A. Garr Cranney will serve as Institute Director and Dr. Wayne Herlin as Associate Director. Elaine Hoover will coordinate the efforts of UTC--Provo. Dick Lyman will serve as WCRA Liaison.

III. FINANCIAL RESPONSIBILITY: Basic financial responsibility for the Institute will be assumed by the BYU division of Continuing Education, with most costs coming from registration fees paid by participants. WCRA will contribute a total of $1,100 in money and in kind services, primarily for staff and for advertising. BYU and UTC--Provo will contribute approximately $1,000 each, primarily for staff.

Total Institute fees are $200 per participant. An additional fee of $70 will be charged for an optional second unit of credit. Seventy-five dollars is the cost of food and housing in University facilities. Family facilities are available at additional cost. Thus the basic individual cost excluding transportation is $275.

IV. ACADEMIC SCOPE:

A. Dates: This is to be a one week Institute, June 27-July 1, 1983.

B. Credit: Those attending the Institute will earn one semester unit of graduate credit for participation. Another optional unit may be earned by signing up for an additional fee of $70.00 and completing a specific project agreed upon between the participant and a BYU faculty member involved in the Institute.

C. Faculty (BYU):

1. Dr. A. Garr Cranney, Director. Will administer the Institute and assume responsibility for sessions relating to evaluation and research.

2. Dr. Wayne R. Herlin, Associate Director. Will share administrative duties and assume responsibility for management sessions.

3. Dr. Craig K. Mayfield. Will assume responsibility for sessions relating to instruction.

D. Other Staff:

1. Elaine Hoover, UTC--Provo. Will coordinate the contributions of UTC--Provo and will contribute to management sessions.

2. Dick Lyman, Sierra College. Will serve as WCRA Liaison and will contribute to instruction sessions, particularly in college reading.

3. Two additional staff speakers will be invited to provide multiple sessions as members of the institute staff. These will be solicited jointly by BYU and WCRA based on the needs of the Institute and the interests of the membership of WCRA.

E. Other Speakers/Participants:

1. Computer assisted instruction, management, evaluation and research sessions as well as demonstrations of hardware for computer applications will be enhanced by consultant representatives from WICAT (a firm specializing in computer technology, particularly for educational purposes) and by representatives of BYU computer services.

2. Based on availability of funds and participant offers, individual conference attendees and outside speakers may be asked to participate as guest speakers, panel members and/or consultants.

F. Theme/Goals: Although there will be no specific theme to the Institute, presentations will focus on instruction (particularly reading and study skills instruction), program management (particularly organization of programs, staff development and accountability) and research and evaluation (particularly research regarding adult reading and cognition and evaluation of reading and learning assistance programs). In addition, emphasis will be placed on the needs of vocational/technical students and on computer assisted instruction, management, evaluation and research.

G. Eligibility and enrollment limits: The Institute will be open to any reading, learning assistance, developmental education, and tutorial professional who works with adult learners. Primary emphasis will be on college and university learning environments. The Institute will be limited to the first sixty applicants. Minimum enrollment will be that established by BYU regulations for such programs. Budgeting has been done based on an expectation that fifty persons will participate.

H. See attached tentative schedule.

V. SUPPORT SERVICES: Support services will be provided by BYU. The University maintains a large and comprehensive Department of Conferences and Workshops, a new conference center and classroom facilities suitable to meet Institute needs. In addition there are outstanding audio visual facilities and services available.

VI. FOOD AND HOUSING: Hotels, motels and restaurants in the area have reasonable prices. Motels range from $15.00 per night to approximately $40.00 for a single room. Participants will be provided with information about local motels; however, BYU will provide food and lodging at campus facilities at a very reasonable price. While we are estimating that the price next year will be $75.00, it is unlikely that prices will actually go that far above this year's figure of $55.00.

VII. TOURS AND RECREATION: The primary attraction of the area is the natural environment, including a number of exceptional natural phenomena of great beauty. There is limited "night life," though interesting and enjoyable evening programs have been planned for the Institute, and excellent evening recreational activities are available which should be pleasing to anyone. Tours of Bryce and Zion National Parks and similar activities will be suggested as pre/post Institute activities. During the Institute, a special evening will be offered at Robert Redford's Sundance Resort. This will include either a dinner or catered picnic and attendance at a play at an outdoor theatre. In addition, a second half-day excursion is planned to Salt Lake City and Park City. Temple Square will be toured as will the old mining town of Park City, with its picturesque shops and fine restaurants. Except for the cost of dinner at Park City, both visits are included in the Institute fee.

A number of outstanding programs and activities are available for children and young people through BYU. As these are established for the year, further information will be made available.

VIII. WCRA CONTRIBUTIONS: As co-sponsor, WCRA will provide several services and pay expenses totalling a maximum of $1,100. Contributions are listed below:

A. WCRA will provide BYU a sum of $1,000. This money will be used primarily for advertising and costs of Institute planning. Should the Institute be cancelled, this money will be lost. However, if the Institute is held, BYU will return to WCRA $20.00 for each Institute participant. If fifty people attend, the full $1,000 will be returned to WCRA. Since this is our first summer Institute, it is not expected that we will make a profit.

B. WCRA will provide $500 for Institute faculty/speakers and will furnish the services of the liaison person as an Institution staff speaker. (This is to be considered as an in kind contribution and is figured in the budget as $500 of the WCRA support for the Institution. It is to be provided at no cost to WCRA.) WCRA will also seek out two additional staff speakers requested by the Institute staff. These persons will be paid a fee from Institute income. This fee will be established as funding is clarified. While sufficient income is assured, additional funds for staff and speakers is being solicited. Please note that the $500 contribution is not an additional sum to the $1,000 above. If the Institute is cancelled, the $500 will not be expended and if it is held, the $500 will come from registration rebates.

C. WCRA will provide mailing lists for BYU to use in advertising the Institute. In addition, WCRA will provide appropriate information about the Institute in each Newsletter, beginning with the Fall 1982 Newsletter. WCRA will also publicize the Institute at the annual Conference in Portland and at all other WCRA functions during the year, as well as functions of liaison organizations. Mailing list costs may be as high as $100.

D. WCRA will provide information about available air transportation, will attempt to arrange car pools to Provo, encourage participants to drive to the Institute, and will attempt to assure transportation from Salt Lake City to Provo for participants arriving by air on Sunday or Monday.

Brigham Young University
Conferences and Workshops

July 14, 1982

The Board of the Western
College Reading Association

Let this letter serve as an official invitation to the WCRA to hold its 1983 summer institute on the campus of the Brigham Young University.

The university's Division of Continuing Education in cooperation with the College of Education agree to host the institute and accept the responsibilities as outlined and discussed with your current president.

We appreciate your consideration and look forward to the conference.

Respectfully,

Lee E. Christensen
Education Coordinator
BYU Division of Continuing Ed.

LEC;tkm

297 CONE Brigham Young University Provo, Utah 84602 (801) 378-3556

Board of Directors
Western College Reading Assoc.
Chemetke, Oregon

Attention: Dr. Lucy McDonald

Dear Dr. McDonald:

This letter is to inform you that we at Utah Technical College at Provo are delighted to participate in the summer college reading institute to be held at Brigham Young University. We would in fact like to serve as co-sponsors for that institute.

If there is any further information you need, please call.

Sincerely,

Lucille Stoddard

Lucille T. Stoddard, Dean
General Education and
Learning Enrichment Services

LTS/lg

Brigham Young University
College of Education
Secondary Education and Foundations

July 14, 1982

To: Board of Western College Reading Association

From: A. Garr Cranney

Subject: Proposed Institute - Summer 1983

As discussed with Richard Lyman during the past week, Brigham Young University, through the Division of Continuing Education and the College of Education, is proposing a five day institute. It will concern reading, study skills and learning assistance to be held tentatively in the last week in June, 1983. Up to two graduate credits would be available. I would serve as director and Wayne Herlin as associate director. Co-sponsorship arrangements with WCRA and Utah Technical College are also proposed.

Details of the proposal and other documents have been presented to the President to be carried to the Board.

Sincerely,

A. Garr Cranney

A. Garr Cranney
College of Education
Brigham Young University

AGC:em

110 MCKay Building, Brigham Young University, Provo, Utah 84602 (801) 378-4359

First Annual WCRA Summer Institute

Tentative Budget Projection

I.	Income	
	1. Tuition (1 credit) @ $200 per enrollee and projecting 50 participants	10,000
	2. WCRA support	1,000
	3. BYU support	1,000
	4. UTC support	1,000
		$13,000
II.	Expenditures	
	1. Administration, credit, overhead @ $70 per credit	$3,500
	2. Advertising @ $20 per student	1,000
	3. Entertainment and transportation @ $50 per student	2,500
	4. Audio-visual and supplies @ $20 per student	1,000
	5. Instructional costs @ $40 per student plus BYU, UTC, and WCRA contribution	5,000
		$13,000

III. Additional Considerations

1. The second available credit will cost $70 extra, making the cost to students $200 for one credit, $270 for two credits.
2. Housing and meals are available in campus dormitory housing (double occupancy) at approximately $75 for the week.
3. Costs are based on a 50-person break-even and a 60-person maximum. Point of cancellation (minimum) is to be set by BYU Department of Conferences and Workshops.

TENTATIVE SCHEDULE - SUMMER INSTITUTE

Monday	8:30- 9:30	Opening Session - Welcome
	9:40-10:30	Instruction Session I
		Management Session I
	10:40-11:30	Instruction Session II
		Management Session II
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - UTC Tour
	2:15- 4:15	UTC Activities
	5:00- 6:30	Travel to Sundance/Nature Walk at Sundance
	6:30- 7:45	Dinner/Picnic at Sundance
	8:30- ???	Play at Sundance Theatre
Tuesday	8:30- 9:20	Instruction Session III
		Research/Evaluation Session I
	9:30-10:20	Management Session III
		Research/Evaluation Session II
	10:40-11:30	Special Topic I
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic Presentation - Computer Applications
	2:15- 4:15	Computer Application Activities
		Individual Activities for Evening
Wednesday	8:30- 9:20	Management Session IV
		Instruction Session IV
	9:30-10:20	Research/Evaluation Session III
		Instruction Session V
	10:30-11:30	Special Topic II - Utah history/BYU and/or Ethics & Instr.
	12:00- 4:30	Travel to Salt Lake - Tour Temple Square &/or Sightseeing
	4:30- 8:00	Travel to Park City - Tour, Dinner and Sightseeing
	8:00- 9:00	Travel to Provo - End day
Thursday	8:30- 9:20	Management Session V
		Research/Evaluation Session IV
	9:30-10:20	Instruction Session VI
		Research/Evaluation Session V
	10:40-11:30	Seminars and/or Special Topic III
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - BYU Tour
	2:15- 4:15	BYU Activities
		Individual Activities for Evening
Friday	8:30- 9:20	Management Session VI
		Research/Evaluation Session VI
	9:30-10:20	Instruction Session VII
		Management Session VII
	10:40-11:30	Closing Session - Wrap up/Farewell

Brookhaven College

July 21, 1982

Greetings Board Members;

Proceedings Progress:

The Proceedings editors have worked diligently since our conference reviewing and editing the 35 manuscripts we received. We will accept approximately 24 of them, plus two more if authors make appropriate and timely corrections. Lack of new information and/or poor writing skills account for most of the rejections. (But in Joanne Carter-Wells and Jane Hopper are present, congratulate them on being far from those categories. Their papers are in the "accepted as is" file.)

On one problem, you might be able to assist. Deborah Oller handed me her paper in San Diego, but I can find no record of her presentation. I wrote and asked her if she presented but got no response. She co-authored with Pam Metzger, both of C.S.U., Fresno, on "A Short Examination of Structure and Method in Student Writing." If I do not hear from you, I must reject this one.

I lengthened the two-week delay for submitting manuscripts to three weeks by means of letters to all presenters as I was afraid not everyone got the word. By the end of three weeks, however, all papers were submitted and we were able to begin our reviews. I will continue this practice and write an article for the newsletter explaining the process before we come to Portland. The "return receipt requested" process worked well also--for those who understand p.o. lingo.

9939 Valley View Lane
Farmers Branch Texas
75234-5295

President
Orena Hou

Vice President
Instruction
Jon E. Pickelman

Vice President
of Student Services
Joseph R. Sullivan

Vice President
of Business Services
Brenda L. Hoyd

Editors:

I added John Penisten from UH-Hilo/Hawaii Community College to the existing board of Ramona Knowles (who cannot attend conferences but is an excellent editor and maintains her membership), Craig Mayfield and Michael O'Hear. I have also asked Mark Gregg of UT-Austin to assist on a special matter. Next year I would like to expand to six editors, so please refer names to me. The person needs preferably to have a strength in statistics.

I asked Kathleen Wheatstone to compile an index along the lines suggested by Mitch, but I have not heard from her. I will continue to follow up as I would like very much to have an index in Volume XV.

Budget:

I am sorry I cannot be more helpful with figures here. My school agreed to subsidize $75 in mailing and telephone charges which should be adequate. Other than that, I need only a printing charge. I cannot find a bill on last year's cost but assume you have that in the treasurer's records. This year's should be in the same range.

I need stationery, about 100 sheets. Please send it when possible.

Thank you for your time and support. Have a productive meeting.

See you in Portland,

Delryn

BROOKHAVEN
COLLEGE
OF THE
DALLAS COUNTY
COMMUNITY
COLLEGE
DISTRICT

Attachment J. 7/25/82

Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

MEMO TO: WCRA Board of Directors

FROM: Mitchell Kaman

DATE: May 6, 1982

1. Enclosed is a copy of:

   a. The summary of minutes sent to Newsletter and State Directors.

   b. Beryl Brown's Conference Budget Report as presented 4/4/82.

   c. Materials and information from Colorado State University's Confenrence and Institutes. The information is very complete and should help us in discussing and planning a summer institute. I believe every university, college or community college which encourages conferences, has similar services and support.

2. Miscellaneous ideas/concerns

   a. I feel we should discuss the results of Ann Faulkner's survey and plan some activities around those results. Ann, are you going to summarize your Findings in the Newsletter?

   b. I would like us to consider asking a present or previous minority WCRA member to deliver a keynote speech. One name that comes to mind is Ernest Gourdine. I have not seen Ernest in a few years and am not sure what he is doing. I feel the need for the Board to work on names of minority speakers.

   c. I would like to suggest that all Board members get more heavily involved in developing and supporting state directors and state organizations. This is not intended to usurp the duties of the Coordinator of State Directors, but rather to act on our concerns for stronger state organizations. I think that each state director needs to be contacted personally by a Board member. I will work this year with Colorado, Wyoming and Montana and act as a resource person and provide ideas for state conferences and other activities.

(OVER)

d. One of the issues that we did not have time to adequately address is the request of MAAC for "internships". I feel we should:

   1. Encourage minority members to work closely with state directors.

   2. I would be willing to share my room in Portland and approve a per diem for a minority member who wanted to attend the Board meeting.

e. Wayne Herlin has sent me information on the conference chairperson coordinator. I hope to make yet another handbook. Please send me any information on this subject that you may have.

Have a nice summer. See you in July.

Attachment [illegible]

	Budget 81/82	Actual	Proposed 82/83
Board			
meeting	2,500	1900	2,500
Phone/Mail	—		
Sect	225	100	200
Treas	100	0	200
Pres Travel	500	465	500
Phone	0	0	200
~~Past President~~	~~175~~	~~180~~	
State			
Dir	500	123	500
Act/Spk	—	0	2000
Past President Luncheon	175	180	220
P.Pres			50
P.P Table			350
Travel			
Mail Service Oxford	4,000	4100	5000
~~Oxford~~	~~500~~		
Supplies	500	410	500
Committees			
Site Selection	50	0	100
Placement	200	0	200
Minority	200	200	200
Bylaws & Archives	100	0	100
Nominating	100	0	100
Awards	600	(35)	600
Parliamentarian	0	0	0
Publications			
Newsletter	3,000	3,843.	4,100
Procedures	4,200	3,860	4,200
Journal	3,000	1,490	3,000
Spec Publications			1,100
Summary			25,[illegible]
~~Prior~~ Total			5,[illegible]
Revenue			

SUMMARY

WCRA BOARD MEETING

March 30 - April 4, 1982

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Betty Levinson, Past President; Mitch Kaman, Secretary Don Yamamoto, Treasurer.

I. President's Report

A. Ann Faulkner set the following goals for the Board:

1. Membership retention and recruitment.

2. Liaison.

3. Prime role of State directors and State organizations.

4. Improved management of committees.

II. Secretary's Report:

A. Mitch Kaman noted that he completed the State directors and nominations committee handbooks.

III. Treasurer's Report:

A. Don Yamamoto noted that as of March 31, 1982, the checking account balance was $24,893.87 with savings balance of $6,973.20.

B. After reviewing budget categories and costs the Board directed the new treasurer to report at its summer 1982 meeting, on the advantages and disadvantages of a line item budgeting system in terms of the current treasurer's job description.

IV. Coordinator of State Director's Report:

A. Betty Levinson led a discussion about the role of state organizations and state directors.

B. The Board reaffirmed the key role of state directors and pointed out the need for:

1. Continuity from year to year.
2. More state conferences.
3. Closer communication between Board and State Directors.

C. The Board adopted a policy allowing state directors to draw on a special contingency fund for state projects or conferences.

V. Site Selection Report:

A. Elaine Cohen, Site Selection Coordinator, reported on Portland arrangements.

B. The Board approved a plan to have lower hotel room rates in Portland and pay for meeting rooms from conference registrations. This policy will save members $5.00 per night per room.

C. Rates for Portland's Marriott will be:

1. Single $57.00 per night
2. Double $67.00 per night
3. Triple $74.00 per night

D. The Board will hold its summer 1982 meeting in Portland and look into the possibility of a winter 1983 San Jose meeting.

E. No institution has come forth with a proposal for 1985.

VI. Summer Institute:

A. The Board asked Dick to bring to the Board a model for a WCRA cosponsored summer institute.

VII. Proceedings Report:

A. The Board accepted Gwyn Enright's resignation with praise extended to Gwyn and approved the appointment of Delryn Flemming as new editor.

VIII. Newsletter Report:

A. The Board accepted JoAnn Wells' resignation with much praise extended to JoAnn and approved the appointment of Jane Hopper as new editor.

B. After determining that second class mail would save money and provide better service than bulk rate, the Board approved mailing of Newsletter by 2nd class mail.

C. Newsletter deadlines were established at:

1. May 15
2. August 31
3. October 15
4. January 15

D. The Board affirmed its support for a high quality WCRA Newsletter and will budget appropriately to maintain the present quality.

IX. Liaison Reports:

A. The Board heard a report from its liaison representatives with other organizations. The Board reaffirmed its commitment to liaison activities and wanted increased communication with liaisons.

X. Scholarship and Awards:

A. Vince Orlando noted that inspite of publicity there were no nominations for long and outstanding award nor the WCRA Scholarship.

B. The Board directed Vince to work with state directors and on conference publicity to get potential nominees.

C. The Board decided against working on other award categories at the present time.

XI. Placement Report:

A. The Board accepted Bob Lundquist's resignation as Placement Director with thanks and approved the appointment of Anne Marie Schlender as new Placement Direcror.

B. The Board noted its desire to house placement in an institution with a large and cooperative career services unit.

XII. WCRA Journal:

A. Mike O'Hear noted that there was a lack of articles submitted to the Journal.

B. The Board strongly supported the Journal and felt Mike was doing an outstanding job.

XIII. Minority Affairs Advisory Committee:

A. Miranda Montgomery reported that the committee completed a survey this past year.

B. The Board encouraged the committee to publicize the results in the Newsletter.

C. The Committee's goals for 1982-83 are:

1. To conduct a follow-up survey.
2. To become more involved in WCRA leadership.
3. To participate in the planning of the Portland conference.
4. Greater involvement in Newsletter.

SUMMARY, WCRA BOARD MEETING

XIV. Nominations/Elections:

A. Officers elected for 1982-83 are:

1. Karen Smith, President Elect

2. Mitch Kaman, Secretary

3. Carrie Walker, Treasurer

XV. Conference Manager's Report:

A. Total of 463 registrants for San Diego conference.

B. All tours and institutes full.

C. Meals had good participation.

D. Individuals who preregistered but could not attend will be refunded their money minus $10.00 handling fee.

XVI. Conference Program Report:

A. Conference had 107 different presentations.

B. Strands appeared to be successful and offer all WCRA interest areas ample presentation time.

C. The Board thanked Dick Lyman for his outstanding job of putting together the program.

XVII. Miscellaneous Items:

A. The Board is looking into cooperative agreements with NARDSPE on:

1. Sharing of job placement information.

2. Working together on political information activities and governmental activities.

B. The next Board meeting will be July 23, 24, 25, 1982 in Portland.

WCRA BOARD MINUTES
January 27, 1983
Conference Telephone Call

Board Members Present: Dick Lyman, President; Karen Smith, President-Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: None

The meeting was called to order at 7:05 Pacific time. Each member listed his/her agenda items.

Name Change

I. Name Change

A. Mitch suggested the need for a name change in his 1/3/83 letter. He suggested Western College Reading and Learning Assistance Association.

B. Carrie supported the idea, but believed the name should be College Reading and Learning Assistance Association to broaden our appeal.

C. Dick felt some members would be concerned about dropping the Western reference.

D. Carrie felt that we could still limit our conferences to the Western in most states.

E. Ann suggested CLARA - College Learning Assistance and Reading Association.

Motion

(Moved) Smith, (Seconded) Walker: To change the name of the organization from Western College Reading Association to College Learning Assistance and Reading Association.

(PASSED)

Letter to members

DONE

F. The board asked Dick to draft a special letter to the members explaining the board's position and rationale. The letter will be signed by all board members. This is in lieu of the proposal being advertised in the Newsletter.

DONE

G. Ann suggested that Dick contact Kate O'Dell, the Parliamentarian to assure that the board uses the correct procedures in proposing and voting on the by-laws change.

II. Dues Increase

Dues Increase

(Moved) Kaman, (Seconded) Smith: Effective July 1, 1983, the dues of the organization will be $25.00 and membership term shall be one year from the month of joining the organization.

Kaman, yes; Smith, yes; Faulkner, no; Walker, yes; Lyman, yes.

(PASSED)

WCRA BOARD MINUTES

Concerns about mailing service costs

III. Mailing Service

A. Mitch was concerned about the costs and effectiveness of the mailing service.

B. Carrie was concerned that members were using the service without regard to cost and wondered if there were ways to cut cost.

DONE

C. Dick stated that he will ask JoAnn Wells and Gwyn Enright to work with him in exploring cost savings and alternatives to the present system.

D. Ann asked Carrie to present a report about costs to the board.

DONE OK

E. Dick will bring a historical record to the board.

F. Dick will write Hal a letter informing him of the board's position on reimbursement and letting him know that Carrie will not pay any bills in which Oxford did not follow that procedure.

Investment of Funds

OK

IV. Investment of Funds

(Moved) Kaman, (Seconded) Faulkner: To authorize the treasurer to transfer the organization's funds from the Capital Preservation Fund to a Super Now Account.

(PASSED)

Clarification of agreements with NARDSPE

V. NARDSPE Issues

A. Karen received a letter and call from Hunter Boylan and wanted clarification on apparent agreements between WCRA and NARDSPE. The issues were:

1. Publicity in each others newsletters. Dick indicated that publicity was agreed to, but we have not received any from NARDSPE yet. Karen stated she will attempt to do that.

2. Reserve program slots in each others conference. That concept has been done.

3. Conference registration waiver for each others presidents. The WCRA board never approved this concept and does not approve it now.

4. Sharing of membership lists. WCRA has given NARDSPE its list, but has yet to receive NARDSPE list. Karen will request it.

(over)

5. State and local chapter affiliation. Ann feels that it is alright for states to affiliate with both organizations. Hunter feels the same way.

IV. Budget

Carrie is concerned about over expenditures in certain categories. Also, there is a one time overbudget expense of $1,500 from the previous year. Karen indicated that her school has "comped" many items and thus she will not need at least $1,500 in her account. Mike O'Hear indicated that he will not be using his entire budget.

Request to endorse advertising in a state directors

VII. State Director's Report

A. Pat Mulcahy, state director from Colorado wants board sanction to provide advertising in the Colorado membership directory. The board is not uncomfortable with discrete professional advertising.

Travel to conference by state directors

B. Pat Mulcahy, Colorado State director wants board sanction to use Colorado WCRA state funds to help defer her expenses to the Portland conference. Most of the funds would come from selling advertising.

C. The board felt that the state directors need to establish guidelines for use of state generated funds. Since there was no time for state established guidelines they did not act on Pat's request, but rather asked Mitch Kaman to work with Pat on seeking Colorado members concensus on the issue and let the Colorado people decide. The board also felt that Colorado would probably not need seed money from the national organization next year and that national organization money not be used.

D. Ann recommended that the expertise network printing be held until the Portland meeting.

Dick Lyman got off the line at this point (8:00 am Pacific Time).

VIII. Miscellaneous

A. The board talked about the future possibility of a permanent housing of the organization in a school.

B. Carrie raised the possibility of a permanent headquarters with paid part-time help.

C. Discussed the possibility of having the organization pay for some release time

The meeting ended at 8:15 Pacific Time.

Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

M E M O R A N D U M

TO: WCRA Board of Directors DATE: 1/3/83

FROM: Mitch Kaman, WCRA Secretary MK

RE: Issues of Concern

I have a series of concerns and ideas that I would like the Board to address prior to the next formal Board meeting in March.

1. In reviewing what I believe is the latest set of Bylaws and Constitution, I have discovered that the Board can determine the amount of dues and time dues are collected without a vote of the membership.

WCRA Bylaws 1979, Article I - Membership, Number 2 . . . The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors.

Thus, I propose that the dues for WCRA be raised to $25.00 per year effective July 1, 1983, and that membership be considered from one year from the time one's dues are paid. This procedure would allow for those who attend the Portland Conference to pay the previous rate and also allow a grace period for members who will not be in Portland. Although I believe we are providing many services to justify the raise, we need to determine what else the members will get for their extra $10.00 per year.

I also believe that we need to incur the expense of year to year membership. It is hard to recruit members during the fall state conference if they have to renew their membership 5 or 6 months later.

2. Name change - It is time to present the idea of a name change. We cannot grow if people cannot identify with us in the 1980's. I propose the Western College Reading and Learning Assistance Association. I know we will lose some pure reading or writing members, but I fear not changing will lead to even a greater number of people dropping out of the association.

3. We need to discuss whether or not the mailing service is best for our needs. I feel they are doing a fine job, but we need to reevaluate the service. Perhaps it's time for WCRA to be housed at a major college or university buying professional, clerical and computer time. I am not sure, but at least want to discuss it.

-continued-

4. If Dick doesn't place a conference call by January 15, I recommend that Karen Smith coordinate that activity.

5. We need to discuss whether we need to ask institutions to guarantee the President Elect with release time or reduced responsibilities as a part of the nomination process. Our President Elect and President need to have time to get out and lead the organization.

6. Our members must hear from us more often. Maybe a separate mailing of the Journal or other updates are necessary. We must be perceived as the premier organization in the field.

I am working on an article about the name change. I will send you copies when I am finished.

Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

November 18, 1982

To: WCRA Board of Directors

From: Carrie Walker, Treasurer

Subject: WCRA Budget Report for period covering July 25-November 2, 1982

Dear Dick, Karen, Ann, and Mitch,

As per Ann Faulkner's suggestion in her letter of November 15, 1982, I have moved the debits for special grants (Mulcahy and McGinty) to the budget category "Activities/Speakers" from the category "Directors." This leaves a balance of $500 in the category of "Directors" and $1566.68 (rather than $2000) in the category of "Activities/Speakers." Please correct your budgets.

So far I have been debiting the category "Mail(Oxford)" for all bills which come from Oxford Mailing Service. If we want to change this procedure and debit other budget categories for certain Oxford charges (but not for others) I will need guidelines from the Board so I will know what to do when.

Thanks, Ann, for writing. Does anyone else have any comments?

Cordially,

Carrie

Carrie

CW:bh

Mitch's suggestions

1. Concur on dues and timing. Will have to computerize membership rolls to let us know when people are due for new membership.

2. Agree we need the change
   - Other suggestion

   WARLDS Western Association of Reading, Learning and Developmental Specialists

   WCRLAA
   WACRLAS Western Association of

   Western Association of Reading and Learning Assistance Specialists
   WACRLAS WCRLAA

Attachment A, Portland, Ore. 7/23/82

BOARD MEETING - WESTERN COLLEGE READING ASSN.
Portland, Oregon - July 23-25, 1982

Friday, July 23

1:00- 1:30
A. Opening Remarks - 1982 Priorities
membership-liaison-state organizations-committees
B. Secretary's Report - Mitch Kamen
1. Minutes of Previous Meeting
2. Status of report of past officials of WCRA
3. Special commendation to Mitch for extra efforts

1:30- 3:30
1983 Conference Report - Karen Smith
A. Tour of Hotel
B. Local Arrangements - Lucy MacDonald
C. Program (Budget/Schedule/Theme) - Karen Smith
D. Financial Concerns

3:30- 4:00
1982 Conference Final Report - Beryl Brown/Dick Lyman
Note: Are there any financial problems/bills outstanding?

4:00- 5:00
Meet with Local Committee/local WCRA membership

7:30- ???
Dinner

Saturday, July 24

8:30- 9:30
Treasurer's Report - Carolyn Walker
A. Use of Funds to Generate Money
B. Separate Conference Treasury - Date of Transfer of Records
C. Problems from Past - Audit? Money owed/apologies owed?
D. Other

9:30-10:30
Summer Institute - Guidelines and Proposal - BYU
Note: Guidelines and Proposal will be sent to Board members Monday, July19. Please check mail before leaving for Portland. Copies will be provided in Portland

10:00-11:00
Terms of Office/Duties of Officers
A. Add V.President - Duties? Change of Past President Duties?
B. Secretary and Treasurer - Two year staggered terms?
C. Expansion of Board - Add Regional Reps/Special Interest Reps?
D. Procedure for any agreed upon changes?

11:00-12:00
Coordinator of State Directors' Report - Ann Faulkner
A. Membership Directories
B. Funds for State Activities
C. Raise dues to $20/$25 and use money for state activities?
D. Do we want state membership chairs/membership goals?

Saturday, July 24

1:00- 2:00 Committee Reports - Dick Lyman proxie for:
- A. Nominations - Pat Heard NOTE: Discuss voting procedures
- B. Site Selection - Betty Levinson
- C. Publications
  - 1. Newsletter - Jane Hopper
  - 2. Proceedings - Delryn Fleming
  - 3. Journal - Michael O'Hear NOTE: Discuss requirement that contributers be members - Tie to Summer Inst.
- D. Placement - Anna Marie Schlender
- E. Minority Affairs - Maranda Montgomery - Internships?
- F. Awards - Vince Orlando
  - 1. New Award for outstanding service to profession?
  - 2. Board Recommendation of Enright/CArter-Wells for award?
  - 3. Scholarship - Use of funds

2:00- 3:00 Special Interest Groups
- A. Do we want to establish special interest groups?
- B. If so, what areas and what criteria?
- C. Structure of groups
- D. Board Representation?
- E. Should there be a $5.00 (?) fee to be used for group needs?

3:00- 3:30 Liaison
- A. Reports of Current Liaison - Lyman
- B. Guidelines for Liaison - Faulkner/Lyman
- C. Additional liaison needs - National (Adult Ed?/Content?
- D. Liaison with intra state groups?
- E. Lobbying

3:30- 5:00 Budget - Wrap up final budget for 1983
need for winter board meeting

7:00- 9:00 Goals and Directions for the future

Sunday, July 25

8:30-10:00 Completion of any items begun Friday or Saturday and not finished

10:00 Adjournment - If all details finished. Otherwise meeting may continue until 12:00 (No later than 12:00)

NOTE: I am mailing two copies of the agenda to each Board member. Therefore, if one is slowed in the mail the other should arrive. I'm sending one to each person's home and one to each work address.

WCRA Conference Program Planning
1983

THEME: <u>WCRA on the New Frontiers in Learning</u>

.Reading
.Learning Assistance
.Developmental Education
.Tutorial Services

*With Special Emphasis in 1983 on
.Computer Technology
.Critical Thinking/Reasoning Skills
.Research and Evaluation

PROGRAM COMMITTEE: Sue Brown, NMSU
Susan Deese, UNM
Vince Orlando, Metropolitan College (?)
Carol Walvekar, UTEP

COORDINATOR OF CHAIRPERSONS: Sue Brown, NMSU

CONFERENCE EVALUATION CHAIR: Carol Walvekar, UTEP

COORDINATOR OF NEWCOMERS' FUNCTIONS: (Spencer Olson)
(Jacquie Bonner)
(Jeannette Ross)
(Mike McHargue)

KEYNOTE SPEAKERS:

PROGRAM FORMAT/FEATURES:

1. Each half-day block will include:
   2 session periods and 1 institute to include
   a. computer technology
   b. critical thinking/reasoning skills
   c. research and/or evaluation
   d.
   e.
   f.
   g.
   } reading/learning assistance/developmental ed/ tutorial assistance/writing/ESL/voc.tech/etc.

   (9 sessions periods with 6 presentations each session = 54 session presentations)

2. Institutes
   Pre-Conference - 4 on Thursday morning
   In-Conference - 1 each Friday morning
   Friday afternoon
   Saturday morning
   Saturday afternoon
   (Parallel with 2 session periods)

3. Campus Tours - Thursday morning
   Friday morning
   (Parallel with 2 session periods)

4. Pleasure Trips - Pre-Conference - Thursday morning
   Post-Conference - Sunday afternoon
   (Will not conflict with Conference Presentation Sessions or General Sessions)

5. Sunday Morning - Special Interest Meetings/Committee Meetings
   General Session and Brunch

6. Newcomers (first time WCRA Conference)
   Letter from Conference Chair (Smith) of special welcome
   Indicator on Nametag
   Orientation Session
   attended by officers, state directors, candidates
   Hospitality honoring newcomers & candidates

7. State Directors' Meeting
   Leadership Workshop - Thursday morning (parallel w/insti.)
   Luncheon continuing through noon hour
   to include officers

8. State/Regional Meetings - Thursday afternoon

9. Break between Sessions - ½ hour
   Plan for refreshments?
   For extended sharing
   get-togethers

10. Two Open Evenings

MISCELLANEOUS:

1. Suggestions for logo?

2. Conference mailings & time line

   a. Preliminary flyer/announcement - general mailing.....Aug. 1
   b. Call for proposals - general mailing.....Sept. 1
      - with special letter to outstanding presenters from San Diego Conf.
      - WCRA Newsletter (8-31).....Oct.
   c. Second Call to Conference w/ Regis. Info.....Nov. 1
      (+ 50 to ea. state director)
      Features
      Schedule
      Portland Info.
   d. Conference Brochure - general mailing.....Dec. 15
   e. Conference Highlights in Newsletter (10-15).....Dec.
   f. Conference Programs - ready & mail to Portland.....Feb. 28

3. Suggestions from members:

Include in Program Book - intended audience
2 yr/4 yr
presenter's institution

Prepare Audio-tapes of general sessions for sale to members

Concurrent sessions/institutes/campus tours ok, but not staggered

No pleasure trips during conference!

Attachment B. Portland, Ore. 7/23/82

Thursday	Friday	Saturday	Sunday
Newcomers' Orientation 8-9 Chairperson Orient. 8-8:30 Campus Tours 9-12 Pleasure Tours 9-12 Pre-Conf. Insti. 9-12 Leadership Workshop & Luncheon - State Directors 9-1 (incl. Bd.)	Chairperson Orient. 8-8:30 Institute #5 9-12 Campus Tours 9-12 Session II 9-10 Break 10-10:30 Refreshments? Session III 10:30-11:30	Publishers' Breakfast 7:30-9 Institute #7 9-12 Session VI 9-10 Break 10-10:30 Session VII 10:30-11:30	Special Interest Mtgs 9-10 Committee Mtgs. 9-10 Third General Session Brunch Keynoter Awards 10:30-12
Open Lunch 12-1 General Session 1-2:30 Keynoter Welcomes Intro. of Candidates Session I 2:30-3:30 State/Regional Meetings 3:30-5 (coffee?)	Open Lunch 11:30-1 (Editorial Bd. Luncheon?) Second General Session 1-2:30 Pres. Address Reports/Bd./Committees Election Break 2:30-3 Session IV 3-4 Break 4-4:30 Session V 4:30-5:30 Institute #6 3-6	Open Lunch 11:30-1:30 (Minority Affairs Luncheon?) Institute #8 1:30-4:30 Session VIII 1:30-2:30 Break 2:30-3 Session IX 3-4	Wednesday Bd. Mtg. 8-4,5 Hospitality 8-....
Dinner on the Town (Arrange groups for particular restaurants - local hosts?) Hospitality 8-..... Honoring Newcomers & Candidates	No-Host Cocktail Party Banquet or Formal Function Entertainment Only Hospitality 9-.... "Friday Night Literary Society" (Exhibits?)	Dinner on the Town or Special Event Hospitality 8-....	

Registration

Registration

Registration

Attachment C. Portland, Ore. 7/24/82

BUDGET

1983 WCRA CONFERENCE

		Expenses	Income
Pre-Conference Expenses			
President Elect		$1000	
Conference Manager		300	
		1300	
Publishers' Exhibits			
20 Exhibits @ $150			~~$3000~~ 2250
Publishers' Breakfast 150x$4		600	
Rooms		420	
Phone/Mail		250	
		~~1270~~ 1120	
Printing/Advertising			
Call to Conference (Aug)	NMSU?	75	
Call for Proposals (Sept)	NMSU?	75	
Second Call to Conf. (Nov)	NMSU?	~~300~~ 250	
Conference Brochure (Dec)	NMSU?	~~450~~ 400	
Proceedings (~~230~~ 180 @ $5)		~~1150~~ 900	
Programs		1000	
Misc. Printing	NMSU?	100	
Advertising/Journals		~~110~~ 3150	
		~~3260~~ 3150	
Mailing			
Call to Conf. (general mailing)	NMSU?	~~220~~ 100	
Call for Proposals (gen.)	NMSU?	~~220~~ 100	
Second Call to Conf. (gen.)	NMSU?	220 340	
Conference Brochure	NMSU?	220	
Post-Conference Mailing	NMSU?	20	
Miscellaneous Mailing	NMSU?	~~200~~ 100	
Pre-Registration Mailing (Oxford)		425	
Programs to Portland		100	
		~~1625~~ 1405	2850
Conference Meals			
Banquet (150 @ $15)		~~2250~~	~~2250~~
Brunch (~~100 @ $8~~)		~~1000~~	~~800~~
Board Contrib. to ~~Brunch~~ meals ~~(100 @~~ $2)		300	~~200~~ 300
		~~3250~~	~~3250~~
Hospitality/Meeting Rooms			
Suite (4 da @ $170)		590 ~~680~~	
No-Host Cocktails		200	
Hospitality		~~400~~ 500	100
Meeting Rooms (7 rooms @ $490 p da.)		1470	
		~~2750~~ 2760	
Speakers			
Honoraria (2 keynoters)		800	
Expenses		800	
		1600	
Institutes			
8 (~~30~~ 20 ea. @ $10)			1600 ~~2400~~
Expenses to presenters (8 @$50)		400	
		400	~~2400~~
Travel			
[illegible]		500	
[illegible]		200	

Attachment C. Portland, Ore. 7/24/82

Miscellaneous		Expenses	Income
Student Typists (60 hr. @ $4.50)	NMSU?	270	
Conference Manager's Room (4 da @ $55)		~~220~~ 220	
Conference Phone Calls	NMSU?	~~100~~ 200	
Decorations		~~250~~	
Registration Packets		~~250~~ 150	
A-V Expenses		~~500~~ 350	
Entertainment		~~300~~ 350	
Miscellaneous		200	
onsite student help		200 > ~~2090~~ 2250	
Registration			
175 ~~225~~ ~~Full~~ Comprehensive	@$60		10,500 ~~13,500~~
(Proceedings & Memb.)			
5 One Day w/Memb.	@ 40		200
50 ~~10~~ Regis w/o Memb. (Full)	@ ~~45~~ 50		~~450~~ 2,500
20 ~~50~~ One Day w/o Memb.	@ 25		1,250
60 ~~85~~ Late Fee	@ 5		~~425~~ 300
			~~15,825~~
Other Income/Expenses			
Leisure Tours		-	-
Campus Tours		-	-
Conference Credit		-	-
TOTALS		$17,~~545~~ 285	$24,475

(Comp. NMSU ?)

Printing	$1000
Mailing	1100
Typist	270
Phone	100
	$2470

Attachment C. Portland, Ore. 7/24/82

1983 WCRA CONFERENCE
BUDGET SUMMARY

	Expenses	Income
Travel ~~Pre-Conference Expenses~~	700 $ ~~1,000~~	0
Publisher's Exhibits	1,120 ~~1,270~~	2250 $ ~~3,000~~
Printing/Advertising	3,150 ~~3,260~~	0
Mailing	1,405 ~~1,625~~	0
Conference Meals	3,900 ~~3,250~~	3,900 ~~3,250~~
Hospitality/Meeting Rooms	2700 ~~2,750~~	100
Speakers	1,600	0
Institutes	400	1,600 ~~2,400~~
Miscellaneous	2,250 ~~2,090~~	0
Registration	0	14,000 ~~15,825~~
Other	0	0
TOTALS	~~$ 17,545~~ 17,225	21,250 $ ~~24,475~~

Projected net profit 4,565

Portl.

Attachment D. Portland, Ore. 7/24/82

COUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses under <over> projection	ACCOUNT BALANCE Expenses under/ <over> income.
	Institutes	350	?Dick?		875	1160		350	1160 ①
	Registration	250	$ 23		32,000	21,235		227.	21,212
	Student Workers	300	40.08					259.92	
	Audio-Visual	500	213.75				checks to Meeting Service Kate W.	286.25	
	Leisure Tours	1000	569.78		1000	580	checks to Bus Co + P. Johnson	430.22	10.22
	Campus Tours	1400	220		1400	183	checks to Bus. Co.	1217	<37>
MA	Conf. Mng Rm	180	212.53				master account	<32.53>	
MA	Officers Rms	1	103.52				master account	<103.52>	
MA	Keynoters Exp.	1600 ~~800~~	145.65 ② ~900.00 Hunter 300.00 Emmett Rogers				master account		
	Publisher's Exhibits	200	-0-		2500	12 publishers 17 tables 2050		200	
MA	Publisher's Breakfast	875	827.04		above		master account	47.96	{1222.96
MA	Conf Phone calls	100	11.69 25.97				master account	74.03	
			2381.32			4520			

① subject to D. Lyman's account

* = $ issued from Advance of $300.00

Port

Attachment D. Portland, Ore. 7/24/82

ACCOUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED TO		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses Under <over> Projection	ACCOUNT BALANCE Expenses under/ <over> income
MA	Banquet Dinner	3000	2729.38		3000	3220 ~~2058~~	master account	270.72	490.62
MA	Sunday Brunch	1600	1125.30		1200 + 400 Bd = 1600	975	master act.	474.40	<150.30>
MA	No Host Cocktails	200	152.46				master act.	36.94	
	Decorations	250	104.98			18 from Oregon	check to Vicki N.	145.02	
	Entertainment	400	400				checks to performers	—0—	
MA	Hospitality	400	271.59				checks to Paula, Beryl, Buffie 68.55 in ma	128.41	
	Misc. Printing (Copier)	200	220.62 236.34 112.99 1378.19	Conference brochure program		23	checks to N Werner, Muldrow	89.99	
	Mis. Pre-conf President - Flight	300	308.97 travel 242.05 mail 32.79 551.03			($300 advanced)	checks to J. Murphy		
	Miscellaneous	200	S.D. warm-up 77.27 240.00	Brochure mailing			61.37 in ma 15.90 check to B. Spindel	122.73	
	Mis conf income		~~496~~ 496.00	Pre reg or fund		168		168	168
	(Hospitality Suite)	(360)	5006.72 (360)	5006.72			Bd rebates to officers	—0—	
			2366.12 2381.32	2381.32		4747.04 25208			
	Totals		7748.04	7388.04		[illegible]	Total conf income [illegible]		

③ 240 from Bd. outstanding

29852

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Expenses
San Diego, CA 1982

ACCOUNT	UNIT/COST	TOTAL COST
Registrar	Ribbons: $23/Student Help: $25	$48.00
Campus Tours	$100 to Southwestern/$120 to UCSD	$220.00
Copier Costs	$20.59 paper/$15.08 labor/$90.15 rental 2.25 $23.84	$128.07
A-V	rental of videos: $165.00 transparencies: $25.86 markers and newsprint and supplies	$213.75
Decorations	flowers, supplies	$104.98
S.D. warm-up	printer: $15.90 (deficit on Bar bill: $61.37 incl. in MA)	$ 15.40
Readers Theatre/Barbershop Quartet/Chorus/entertainment		$400.00
Graphics	posters/paints	$32.75
Leisure Tour	bus to Tijuana (43 @ $7.50) Restaurante bill: $247.28	$322.50 $247.28 $569.78
Hospitaltiy	oranges, food, coke, coffee (66.55 coffee included in ma)	$ 205.04
Bahia Bill (as amended in attachment)		$ 5450.44
	Total	$ 7388.71
	(unaudited) President-Elect Exp. Preregist. Oxford Exp.	2655.43 496.00 10,541.14

Page 3

Bahia Hotel Master Account

Conf. Mgr's Rm & Exp.	$ 212.53	
Phone Calls	25.97	
Faulkner room	50.88	
Lyman room + exp.	52.64	
Boylan room + exp.	145.65	
		$ 487.67
Bahia Belle + banquet	2729.38	
No Host cocktails	152.46	
"Emergency" coffee	66.55	
Publisher's breakfast	827.04	
Sunday Brunch	1125.30	
		$4900.73
San Diego Warm-up		61.94
Non-conference Expenses		
Editor's Luncheon	55.27	
Stat Director's Lunch	179.99	
		235.26
	Total	$5685.60

Bahia Hotel Account paid by check by D. Yamamoto, May 29
In the amount of $5685.70

Verified by B.Brown with H. Anderson of the Bahia

Attachment D. Portland, Ore. 7/24/82 prepared by Beryl Brown

WCRA Conference San Diego, 1982
Master Account Accounting

Bahia Hotel bill (paid by check from D. Yamamoto)

$5685.70

Non-conference expenses included in this bill include:

1) State Director's Luncheon	- $179.99	
2) Editor's Luncheon	- 55.27	
	$235.26	
		$5685.70
		- 235.26
		$5450.44
Board Contribution to Brunch		240.00
		$5210.44

$300.00 Advance received by Beryl Brown

ACCOUNTING

Ck.#	Item	Act. chrg.	To whom	Amount
1	Warm-up print.	Misc.	Barb. Spiedel	$15.90
2,6	paint, posters	Pre-C misc.	John Murphy	$32.74
3	Bus deposit	Leisure tour	Mexicoach	$90.00
4	Bus deposit	Campus tour	Kpoecky	$120.00
5	Hospitality Food	Hospitality	B.Haars	$10.00
7	Student Help	Reg. Stud. help	A. Thompson	$25.00

Amount of checks written	$293.64
maintenance fee	2.50
Hospitality for student staff	4.55
	$300.69
Interest	.69
Acount Balance	- 0 -

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Income
San Diego, 1982

Pre-conference Registration	$17,266.50	
Total cash collected at Conference	11,866.50	(?Does this include publisher's exhibit?)
	$ 29,133.00	

Income Sources

Banquet: 230 @ $14.00	$3220
Brunch: 130 @ $7.50	975
Leisure Tours: 40 @ $14.50	580
Campus Tours: 61 @ $3.00	183
	1,000
	4958

Registration:	No.	Cost	Total
Full Conf - with membership	330	50	16500
Full Conf - no membership	75	40	3000
One Day - with membership	11	40	440
One Day - no membership	33	20	660
	449		20600
12 Forms - no fee records	12	(20-50)	(240-600)
	461		
Institutes	232		1160
127 Late Registration		5	635
			2239 5 (+240-600?)
Book Sale			168
Copier			23
Oregon donation			18
Publisher's Exhibit			2050
			2961 3
Board Contribution to Brunch			240
			$ 29,852

WCRA expenses - General Accounting

Total Board Debits	
Conference expenses	7388.71
State Dir. Lunch	179.99
Editor's Lunch	55.27
Hospitality suite reimb.	360.00
Bd. contr. to Brunch	240.00
	$8223.97

Estimated Income	
	$29612.00 ($29,135 reported)
-	8223.97
	$ 21,388.03
-	2,656.42
+	1,225.15
	19,470.86

WESTERN COLLEGE READING ASSOCIATION
GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading Association (WCRA), with the approval and support of appropriate institution(s), may submit a written proposal for the ~~purpose of acting as Director(s) and the institution(s) of the member(s) as the host(s) for the Institute~~(s) ~~designated in the proposal~~.

A proposal should include the following:

A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRA to ~~hold its~~ participate in a summer Institute ~~in cooperation with the institution(s). As an alternative to joint sponsorship, the letter can serve as an invitation to WCRA to cooperate with the institution(s) holding the Institute,~~ with the host institution(s) serving as ~~primary sponsor and WCRA as co-sponsor~~.

B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).

C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRA and from each individual participant. Include complete information about funding of the Institute.

D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:

1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level credit. Indicate the cost of credit and the number of hours of instruction required to earn credit.
3. Faculty - Identify specific faculty members including academic responsibilities of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.

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

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

F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.

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

H. A statement listing services and functions expected from WCRA and a specific statement of the responsibilities of the WCRA liaison person.

II. General Information

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

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

C. Proposals should be addressed to the WCRA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.

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

E. Applicants will be notified of the decision of the Board of Directors no later than twelve months in advance of the dates proposed for the Institute.

E. A WCRA liaison person shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRA participation in the Institute subject to approval by the Board. ~~Generally the WCRA liaison person will be the WCRA Past President~~.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRA liaison person' and he/she is responsible for the complete academic program as representative of the credit granting institution.

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

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

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

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

IV. Duties of the WCRA liaison person

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

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

A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.

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

C. Support the Institute Director in regard to selection and contact with appropriate WCRA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.

D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRA liaison person may take final responsibility for these activities with specific agreement.

E. Coordinate the efforts of local WCRA members in regard to support of non-academic and support service functions of the Institute.

F. Arrange for exhibition of WCRA publications, and publicize WCRA and its services.

G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future summer Institutes.

V. Financial contributions

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

Attachment F. Portland, Ore. 7/24/82

STATE	SERVICE PROJECTS/ MINI-CONFERENCES	RECRUITMENT/ MEMBERSHIP	OTHER	SPECIAL $ REQUESTS
Alaska	October, 1982	Postcard reminders to past, present, and possible members.	Talent bank	
Arizona			Communicate with other reading people	
British Columbia				
Northern California	October & Spring	Advertisements		
Southern California	October	Membership drive/Liaison with ESL, Writing, IRA, etc.	Needs Assessment/Expertise Network	$ 80
Colorado	October	Advertisements	State Directory	$125-directory $ 75-Conf.
Hawaii	Spring (Co-sponsored)	Brochures	Expertise grid	
Idaho				
Montana	Fall	Recruit at other state/ regional meetings; Newsletters	Needs Assessment (Native Am. and Rural students)	
Nevada				
New Mexico	Mini-Conference		Job Board, Research groups, State Directory	
Oklahoma		Advertise Texas Mini-conference, Advertise WCRA	State Directory	
Oregon	Nov. 18-19, 1982	Newsletters	Outreach to key learning assistance personnel, inactive members, and graduate students.	$1,040 Kolzow/Lehman Institute
Texas	October 21-22, 1982	Newsletter	Expertise Network	$200
Utah	Spring or Fall	Contact Person on every Campus		
Washington	Joint meeting?			
Wyoming				
At Large	October 1, 1982 (Joint with IRA)	Letters		

7/24/82

WCRA NETWORK SURVEY

Don't delay in completing this survey for a new service of WCRA.

After completion of all WCRA members' surveys, the results will be compiled so that an interstate network can be established.

NETWORK SURVEY

Name _____
Institution _____
Address _____
_____
Work Phone _____

Indicate the areas of your special expertise by thinking of yourself as a potential "teacher" of this topic to fellow WCRA members. If you feel qualified to make a speech or write an article on the topic, enter a "T".

Indicate the areas in which you have a special interest in learning more about the topic with an "L".

Please return the completed survey to your state director.

READING:
__Vocabulary
__Critical Reading
__Problem Solving
__Combining Reading & Writing Skills
__Skills Diagnosis

LEARNING ASSISTANCE:
__College Survival Skills
__Content Area Learning Skills
__Student Orientation
__Teaching Study Skills
__Developing Study Skills Materials
__Anxiety/Procrastination Reduction
__Standardized Exam Preparation
__Tech/Occ Learning Skills

TUTORIAL SERVICES:
__Peer Tutoring
__Tutor Training

WRITING:
__Composition Skills Instruction
__Spelling

DEVELOPMENTAL EDUCATION/INSTRUCTIONAL METHODS:
__Individualized Instruction
__Working with Minorities
__English as a Second Language
__Bi-Cultural Education
__Computer Assisted Instruction
__Learning Disabled Adults
__Physically Handicapped Students
__Cognitive Style Mapping
__Course Placement

PROGRAM MANAGEMENT:
__Grant Writing
__Outreach
__Program Evaluation
__Learning Center Administration
__Working with School Districts
__Computer Managed Instruction
__Using Volunteer Staff

DRAFT

Attachment F. Portland, Ore. 7/24/82

1982-83 WCRA State/Province Directors

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7/24/82

Attachment G. Portland, Ore. 7/25/82

Request for Funding Support for State WCRA organization

PURPOSE: To generate more local members

To encourage member-helping-member support groups

To provide PROFESSIONAL visibility for WCRA

To provide preliminary groundwork for statewide attendance for the WCRA Portland '83 conference.

To support pre-conference activities at the annual Fall meeting

BACKGROUND: At the San Diego conference, Lee Kolzol and Jane Lehman were asked about an in-service on their new text, COLLEGE READING: STRATEGIES FOR SUCCESS. They very graciously offered to give a presentation not only on their text, but on the whole subject of reading as a thinking skill. They would DONATE their time and expertise, if expenses could be covered. Attempts to find college funds have been unsuccessful.

PROPOSAL: This proposal is a one time request for financial support during the pre-conference year to establish statewide credibility for WCRA as a legitimate professional organization.

For the past two years, WCRA has met in conjunction with the Oregon Developmental Studies Organization and will continue to do so this year. In the past, the WCRA meeting has been held on a Saturday morning as an adjunct (or afterthought). This year, for the first time, WCRA will be given a major time slot of four hours for a major presentation. This presentation will be considered as part of the graduate credit given to the conference by Oregon State University.

Thus, it is absolutely imperative that for this year the state WCRA demonstrate its professional quality and be highly visible. This is most imperative in a conference year, where the state organization is trying to woo greater support for attendance at the Spring conference.

FUNDING: For Lee Kolzow and Jane Lehman to present a four hour institute on November 18, 1982 at the Fall WCRA and ODSO conference:

Plane Fare	:	$900
Lodging	:	$ 60
(2 nights for 2 people)		
Meals	:	$ 80
Honorarium	:	Donated
Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

Attachment H. Portland, Ore. 7/25/82

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(2 nights for 2 people)		
Meals	:	$ 80
Honorarium	:	Donated
Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

PROPOSAL
FIRST ANNUAL SUMMER INSTITUTE
WESTERN COLLEGE READING ASSOCIATION

"Reading and Learning Assistance: Instruction, Management and Evaluation"

I. SPONSORSHIP: This Institute is to be presented by Brigham Young University (BYU) and co-sponsored by Utah Technical College--Provo (UTC--Provo) and WCRA. The proposal may be renewed for a second year in accordance with WCRA Guidelines.

See attached letters of endorsement: BYU and UTC--Provo.

II. INDIVIDUAL RESPONSIBILITY: Dr. A. Garr Cranney will serve as Institute Director and Dr. Wayne Herlin as Associate Director. Elaine Hoover will coordinate the efforts of UTC--Provo. Dick Lyman will serve as WCRA Liaison.

III. FINANCIAL RESPONSIBILITY: Basic financial responsibility for the Institute will be assumed by the BYU division of Continuing Education, with most costs coming from registration fees paid by participants. WCRA will contribute a total of $1,100 in money and in kind services, primarily for staff and for advertising. BYU and UTC--Provo will contribute approximately $1,000 each, primarily for staff.

Total Institute fees are $200 per participant. An additional fee of $70 will be charged for an optional second unit of credit. Seventy-five dollars is the cost of food and housing in University facilities. Family facilities are available at additional cost. Thus the basic individual cost excluding transportation is $275.

IV. ACADEMIC SCOPE:

A. Dates: This is to be a one week Institute, June 27-July 1, 1983.

B. Credit: Those attending the Institute will earn one semester unit of graduate credit for participation. Another optional unit may be earned by signing up for an additional fee of $70.00 and completing a specific project agreed upon between the participant and a BYU faculty member involved in the Institute.

C. Faculty (BYU):

1. Dr. A. Garr Cranney, Director. Will administer the Institute and assume responsibility for sessions relating to evaluation and research.

2. Dr. Wayne R. Herlin, Associate Director. Will share administrative duties and assume responsibility for management sessions.

3. Dr. Craig K. Mayfield. Will assume responsibility for sessions relating to instruction.

D. Other Staff:

1. Elaine Hoover, UTC--Provo. Will coordinate the contributions of UTC--Provo and will contribute to management sessions.

2. Dick Lyman, Sierra College. Will serve as WCRA Liaison and will contribute to instruction sessions, particularly in college reading.

3. Two additional staff speakers will be invited to provide multiple sessions as members of the institute staff. These will be solicited jointly by BYU and WCRA based on the needs of the Institute and the interests of the membership of WCRA.

E. Other Speakers/Participants:

1. Computer assisted instruction, management, evaluation and research sessions as well as demonstrations of hardware for computer applications will be enhanced by consultant representatives from WICAT (a firm specializing in computer technology, particularly for educational purposes) and by representatives of BYU computer services.

2. Based on availability of funds and participant offers, individual conference attendees and outside speakers may be asked to participate as guest speakers, panel members and/or consultants.

F. Theme/Goals: Although there will be no specific theme to the Institute, presentations will focus on instruction (particularly reading and study skills instruction), program management (particularly organization of programs, staff development and accountability) and research and evaluation (particularly research regarding adult reading and cognition and evaluation of reading and learning assistance programs). In addition, emphasis will be placed on the needs of vocational/technical students and on computer assisted instruction, management, evaluation and research.

G. Eligibility and enrollment limits: The Institute will be open to any reading, learning assistance, developmental education, and tutorial professional who works with adult learners. Primary emphasis will be on college and university learning environments. The Institute will be limited to the first sixty applicants. Minimum enrollment will be that established by BYU regulations for such programs. Budgeting has been done based on an expectation that fifty persons will participate.

H. See attached tentative schedule.

V. SUPPORT SERVICES: Support services will be provided by BYU. The University maintains a large and comprehensive Department of Conferences and Workshops, a new conference center and classroom facilities suitable to meet Institute needs. In addition there are outstanding audio visual facilities and services available.

VI. FOOD AND HOUSING: Hotels, motels and restaurants in the area have reasonable prices. Motels range from $15.00 per night to approximately $40.00 for a single room. Participants will be provided with information about local motels; however, BYU will provide food and lodging at campus facilities at a very reasonable price. While we are estimating that the price next year will be $75.00, it is unlikely that prices will actually go that far above this year's figure of $55.00.

VII. TOURS AND RECREATION: The primary attraction of the area is the natural environment, including a number of exceptional natural phenomena of great beauty. There is limited "night life," though interesting and enjoyable evening programs have been planned for the Institute, and excellent evening recreational activities are available which should be pleasing to anyone. Tours of Bryce and Zion National Parks and similar activities will be suggested as pre/post Institute activities. During the Institute, a special evening will be offered at Robert Redford's Sundance Resort. This will include either a dinner or catered picnic and attendance at a play at an outdoor theatre. In addition, a second half-day excursion is planned to Salt Lake City and Park City. Temple Square will be toured as will the old mining town of Park City, with its picturesque shops and fine restaurants. Except for the cost of dinner at Park City, both visits are included in the Institute fee.

A number of outstanding programs and activities are available for children and young people through BYU. As these are established for the year, further information will be made available.

VIII. WCRA CONTRIBUTIONS: As co-sponsor, WCRA will provide several services and pay expenses totalling a maximum of $1,100. Contributions are listed below:

A. WCRA will provide BYU a sum of $1,000. This money will be used primarily for advertising and costs of Institute planning. Should the Institute be cancelled, this money will be lost. However, if the Institute is held, BYU will return to WCRA $20.00 for each Institute participant. If fifty people attend, the full $1,000 will be returned to WCRA. Since this is our first summer Institute, it is not expected that we will make a profit.

B. WCRA will provide $500 for Institute faculty/speakers and will furnish the services of the liaison person as an Institution staff speaker. (This is to be considered as an in kind contribution and is figured in the budget as $500 of the WCRA support for the Institution. It is to be provided at no cost to WCRA.) WCRA will also seek out two additional staff speakers requested by the Institute staff. These persons will be paid a fee from Institute income. This fee will be established as funding is clarified. While sufficient income is assured, additional funds for staff and speakers is being solicited. Please note that the $500 contribution is not an additional sum to the $1,000 above. If the Institute is cancelled, the $500 will not be expended and if it is held, the $500 will come from registration rebates.

C. WCRA will provide mailing lists for BYU to use in advertising the Institute. In addition, WCRA will provide appropriate information about the Institute in each Newsletter, beginning with the Fall 1982 Newsletter. WCRA will also publicize the Institute at the annual Conference in Portland and at all other WCRA functions during the year, as well as functions of liaison organizations. Mailing list costs may be as high as $100.

D. WCRA will provide information about available air transportation, will attempt to arrange car pools to Provo, encourage participants to drive to the Institute, and will attempt to assure transportation from Salt Lake City to Provo for participants arriving by air on Sunday or Monday.

Brigham Young University
Conferences and Workshops

July 14, 1982

The Board of the Western
College Reading Association

Let this letter serve as an official invitation to the WCRA to hold its 1983 summer institute on the campus of the Brigham Young University.

The university's Division of Continuing Education in cooperation with the College of Education agree to host the institute and accept the responsibilities as outlined and discussed with your current president.

We appreciate your consideration and look forward to the conference.

Respectfully,

Lee Christensen

Lee E. Christensen
Education Coordinator
BYU Division of Continuing Ed.

LEC;tkm

347 CONE Brigham Young University Provo Utah 84602 (801) 378-3556

Board of Directors
Western College Reading Assoc.
Chemetke, Oregon

Attention: Dr. Lucy McDonald

Dear Dr. McDonald:

This letter is to inform you that we at Utah Technical College at Provo are delighted to participate in the summer college reading institute to be held at Brigham Young University. We would in fact like to serve as co-sponsors for that institute.

If there is any further information you need, please call.

Sincerely,

Lucille T. Stoddard, Dean
General Education and
Learning Enrichment Services

LTS/lg

Brigham Young University
College of Education
Secondary Education and Foundations

July 14, 1982

To: Board of Western College Reading Association

From: A. Garr Cranney

Subject: Proposed Institute - Summer 1983

As discussed with Richard Lyman during the past week, Brigham Young University, through the Division of Continuing Education and the College of Education, is proposing a five day institute. It will concern reading, study skills and learning assistance to be held tentatively in the last week in June, 1983. Up to two graduate credits would be available. I would serve as director and Wayne Herlin as associate director. Co-sponsorship arrangements with WCRA and Utah Technical College are also proposed.

Details of the proposal and other documents have been presented to the President to be carried to the Board.

Sincerely,

A. Garr Cranney

A. Garr Cranney
College of Education
Brigham Young University

AGC:em

110 MCKay Building, Brigham Young University, Provo, Utah 84602 (801) 378-4259

First Annual WCRA Summer Institute

Tentative Budget Projection

I.	Income	
	1. Tuition (1 credit) @ $200 per enrollee and projecting 50 participants	10,000
	2. WCRA support	1,000
	3. BYU support	1,000
	4. UTC support	1,000
		$13,000
II.	Expenditures	
	1. Administration, credit, overhead @ $70 per credit	$3,500
	2. Advertising @ $20 per student	1,000
	3. Entertainment and transportation @ $50 per student	2,500
	4. Audio-visual and supplies @ $20 per student	1,000
	5. Instructional costs @ $40 per student plus BYU, UTC, and WCRA contribution	5,000
		$13,000

III. Additional Considerations

1. The second available credit will cost $70 extra, making the cost to students $200 for one credit, $270 for two credits.
2. Housing and meals are available in campus dormitory housing (double occupancy) at approximately $75 for the week.
3. Costs are based on a 50-person break-even and a 60-person maximum. Point of cancellation (minimum) is to be set by BYU Department of Conferences and Workshops.

TENTATIVE SCHEDULE - SUMMER INSTITUTE

Monday	8:30- 9:30	Opening Session - Welcome
	9:40-10:30	Instruction Session I
		Management Session I
	10:40-11:30	Instruction Session II
		Management Session II
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - UTC Tour
	2:15- 4:15	UTC Activities
	5:00- 6:30	Travel to Sundance/Nature Walk at Sundance
	6:30- 7:45	Dinner/Picnic at Sundance
	8:30- ???	Play at Sundance Theatre
Tuesday	8:30- 9:20	Instruction Session III
		Research/Evaluation Session I
	9:30-10:20	Management Session III
		Research/Evaluation Session II
	10:40-11:30	Special Topic I
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic Presentation - Computer Applications
	2:15- 4:15	Computer Application Activities
		Individual Activities for Evening
Wednesday	8:30- 9:20	Management Session IV
		Instruction Session IV
	9:30-10:20	Research/Evaluation Session III
		Instruction Session V
	10:30-11:30	Special Topic II - Utah history/BYU and/or Ethics & Instr.
	12:00- 4:30	Travel to Salt Lake - Tour Temple Square &/or Sightseeing
	4:30- 8:00	Travel to Park City - Tour, Dinner and Sightseeing
	8:00- 9:00	Travel to Provo - End day
Thursday	8:30- 9:20	Management Session V
		Research/Evaluation Session IV
	9:30-10:20	Instruction Session VI
		Research/Evaluation Session V
	10:40-11:30	Seminars and/or Special Topic III
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - BYU Tour
	2:15- 4:15	BYU Activities
		Individual Activities for Evening
Friday	8:30- 9:20	Management Session VI
		Research/Evaluation Session VI
	9:30-10:20	Instruction Session VII
		Management Session VII
	10:40-11:30	Closing Session - Wrap up/Farewell

Brookhaven College

July 21, 1982

Greetings Board Members;

Proceedings Progress:

The Proceedings editors have worked diligently since our conference reviewing and editing the 35 manuscripts we received. We will accept approximately 24 of them, plus two more if authors make appropriate and timely corrections. Lack of new information and/or poor writing skills account for most of the rejections. (But in Joanne Carter-Wells and Jane Hopper are present, congratulate them on being far from those categories. Their papers are in the "accepted as is" file.)

On one problem, you might be able to assist. Deborah Oller handed me her paper in San Diego, but I can find no record of her presentation. I wrote and asked her if she presented but got no response. She co-authored with Pam Metzger, both of C.S.U., Fresno, on "A Short Examination of Structure and Method in Student Writing." If I do not hear from you, I must reject this one.

I lengthened the two-week delay for submitting manuscripts to three weeks by means of letters to all presenters as I was afraid not everyone got the word. By the end of three weeks, however, all papers were submitted and we were able to begin our reviews. I will continue this practice and write an article for the newsletter explaining the process before we come to Portland. The "return receipt requested" process worked well also--for those who understand p.o. lingo.

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Brenda L. Floyd

Editors:

I added John Penisten from UH-Hilo/Hawaii Community College to the existing board of Ramona Knowles (who cannot attend conferences but is an excellent editor and maintains her membership), Craig Mayfield and Michael O'Hear. I have also asked Mark Gregg of UT-Austin to assist on a special matter. Next year I would like to expand to six editors, so please refer names to me. The person needs preferably to have a strength in statistics.

I asked Kathleen Wheatstone to compile an index along the lines suggested by Mitch, but I have not heard from her. I will continue to follow up as I would like very much to have an index in Volume XV.

Budget:

I am sorry I cannot be more helpful with figures here. My school agreed to subsidize $75 in mailing and telephone charges which should be adequate. Other than that, I need only a printing charge. I cannot find a bill on last year's cost but assume you have that in the treasurer's records. This year's should be in the same range.

I need stationery, about 100 sheets. Please send it when possible.

Thank you for your time and support. Have a productive meeting.

See you in Portland,

Delryn

BROOKHAVEN
COLLEGE
OF THE
DALLAS COUNTY
COMMUNITY
COLLEGE
DISTRICT

Attachment J. 7/25/82

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

MEMO TO: WCRA Board of Directors

FROM: Mitchell Kaman

DATE: May 6, 1982

1. Enclosed is a copy of:

   a. The summary of minutes sent to Newsletter and State Directors.

   b. Beryl Brown's Conference Budget Report as presented 4/4/82.

   c. Materials and information from Colorado State University's Confenrence and Institutes. The information is very complete and should help us in discussing and planning a summer institute. I believe every university, college or community college which encourages conferences, has similar services and support.

2. Miscellaneous ideas/concerns

   a. I feel we should discuss the results of Ann Faulkner's survey and plan some activities around those results. Ann, are you going to summarize your Findings in the Newsletter?

   b. I would like us to consider asking a present or previous minority WCRA member to deliver a keynote speech. One name that comes to mind is Ernest Gourdine. I have not seen Ernest in a few years and am not sure what he is doing. I feel the need for the Board to work on names of minority speakers.

   c. I would like to suggest that all Board members get more heavily involved in developing and supporting state directors and state organizations. This is not intended to usurp the duties of the Coordinator of State Directors, but rather to act on our concerns for stronger state organizations. I think that each state director needs to be contacted personally by a Board member. I will work this year with Colorado, Wyoming and Montana and act as a resource person and provide ideas for state conferences and other activities.

(OVER)

d. One of the issues that we did not have time to adequately address is the request of MAAC for "internships". I feel we should:

   1. Encourage minority members to work closely with state directors.

   2. I would be willing to share my room in Portland and approve a per diem for a minority member who wanted to attend the Board meeting.

e. Wayne Herlin has sent me information on the conference chairperson coordinator. I hope to make yet another handbook. Please send me any information on this subject that you may have.

Have a nice summer. See you in July.

Attachment [illegible]

	Budget 81/82	Actual	Proposed 82/83
Board			
Meeting	2,500	1900	2,500
Phone [illegible]	—		
Sec	225	100	200
Trea	100	0	200
Pres	500	165	500
Pres Travel	0	0	200
Phone			
Refreshment	175	180	
State			
Dir	500	123	500
Act/Spk	—	0	2000
Fest Treasurer Luncheon	175	180	220
Pipes			50
Pp Tag Travel			350
Mail Service Oxford	4,000	4100	5000
~~Oxford~~	~~500~~		
Supplies	500	410	500
Committees			
Site Selection Conf Site	50	0	100
Placement	200	0	200
Minority	200	200	200
Explor Archive	100	0	100
Honoria	100	0	100
Awards	600	(35)	600
Parliamentarian	0	0	0
Publications			
Newsletter	3,000	3,843.	4,100
Proceedings	4,200	3,260	4,200
Journal	3,000	1,490	3,000
Spec [illegible]			1,100
Summer [illegible]			25,2[illegible]
~~Prior~~ Total			5,1[illegible]
Reserve			

2620

Adult Ed	$964 per ADA
Community College	$1930 per ADA
Suggested non-credit	$1100 per ADA

This financial difference implies to us that basic level students are somehow less worthy of the educational dollar. At least one adult education program, under the auspices of a K-12 district, has already given layoff notices to all its full-time teachers in favor of replacing them with part-time personnel -- certainly a financial savings but what of the effect on basic skills students? Another adult education program under the auspices of a community college district does not fare much better. The Community College collects a higher rate of ADA from the state but budgets its adult education component at a lower rate, thus making a "profit" on its basic education program.

Possible Solution: We believe these financial inequities must be stopped. If adult education is to be the server of basic skills students, it should either be autonomous or placed under the Community College umbrella. In either case, it must be funded at parity. To do otherwise is to create an educational underclass. An alternative is to keep basic skills within the Community College, especially if adult education is not funded, but we question differential funding within the Community College umbrella.

Issue IV. Related programs such as learning disabilities are also threatened with extinction despite the fact that learning disabled adults need special help to succeed in college.

Possible Solution: Contact and coordinate our efforts with CAPED or similar organizations.

In conclusion, we hope we have raised some issues that W.C.R.A. will address. The solutions listed are suggested only as openings for discussion. Further, we hope that we can form a political action committee committed to communicating these concerns with all state agencies that are involved in decision making. As one basic skills student, Robert, said, "If these classes didn't exist, I'd be condemned to pick up paper in the park with an idiot stick, and I'm better than that! I can learn." We couldn't have said it better!

Sincerely,

Patricia Ann Benner, Instructor
Evergreen Valley College

Ina Gard, President, Academic Senate
Mission College

Kay Gardner, Department Head,
West Valley College

Shirley Sloan, Instructor
Evergreen Valley College

June 25-26 - w Summer Inst.
Sept. 16-17-18 San Jose } Bd. Mtgs

call Hal
merit. list
to Anna-Marie

Placement - Anna-Marie

S.I.G's - L.A.C. Mgrs. - requests official recognition by board
operating expenses - $200
meeting times at nat'l annual conf.
column space

Long Center Mgmt. Network
Chairperson

205 comp
24 full
One-day
270 total

144 pre-regis - inst.

1. 30
2. 10
3. 14
4. 7
5. 28
6. 33
7. 18
8. 28
9. 30

1980

75 newcomers

commendation to Jerry Johnson

copy of officers names & info to Pattie Dorgan

WCRA Presidential Certificates Issued

1981

Gwyn Enright Karen Smith

JoAnn Wells

Delryn Flemming

Spencer Oleson

Diane Tharp

1982

Nora Werner

Jan McMillan

Suzanne McKewon

Wayne Herlin

Michael O'Hear

Beryl Brown

1983

Listing of Members Serving WCRA

Archivist - Ruth Purdy

1978 Committee

Ruth Purdy Frank Christ
Loretta Newman Gene Kerstiens
Gil Williams

Mary Cunningham 1976
Elizabeth Johnson 1976

Listing of Members Serving WCRA

Awards

Gene Kerstiens, Tucson

Bob Williams, Tucson

Bill Carnaham, Tucson

Listing of Members Serving WCRA

<u>Awards Committee</u>		Carol Walvekar David Moore
Vince Orlando 1982	Committee	
Mitch Kaman 1981	Committee Members:	Theria Beverly, Suzanne McKewon, Kate O'Dell
Donna Davidson 1979	Committee Members:	Jeweleane Whittaker, Manuel Olguin, Louise Renault, Jim Baugh, Shirley Bowen

Listing of Members Serving WCRA

Bylaws 1978

Paul Hollingsworth, Chair

Mary Hess

Selma Wilf

Irwin Joffee

Jerry Rainwater

Listings of Members Serving WCRA

Conference Evaluation

Carol Clymer Walvekar 1982

Richard Arndt 1977

Carol Walvekar 1983

Listings of Members Serving WCRA

Conference Managers

Lucy McDonald
Beryl Brown
Delryn Flemming
Rose Wasserman
Liz D'Argy
Nancy Hisa
Betty Levinson
Barbara Tomlinson
Sally Garcia
Sally Brown
Barbara Oakman
Elaine Cohen
Natalie Hoffman
Chris Vesper
John Geyer
Debbie Olsen
Bill Carnahan

Listings of Members Serving WCRA

<u>Constitution Committee</u>

Elizabeth Johnson	1975
Frank Christ	1975
Mike McHargue	1975

Listing of Members Serving WCRA

Coordinator Section Chairpersons

Wayne Herlin 1982

Karen Smith 1981

Sue Brown 1983

Listings of Members Serving WCRA

Guidelines (Standards) Committee

Barbara Tomlinson	1977
Dave Hubelin	1977
Jim Arnold	1975
Gil Williams	1975

Listing of Members Serving WCRA

<u>Insights</u>

1978 Randy Silverston, Editor
Gwyn Enright, Editorial Board
Dorothy Clayton, Editorial Board

Jour

Listing of Members Serving WCRA

Journal

Mike O'Hear, Editor

Editorial Board

Carolyn Sym

Virginia Cremial

Bruce Cronnel

Virginia Shrauger

Dave Lemire

Carolyn Simonson

Listings of Members Serving WCRA

Liason (1981)

Marilyn Fairbands	IRA
Jim Walker	CRA
Carol Clymer Walvedar	Commission XVI (ACPA)

(1979)

Margaret Coda-Messerle	(NARDSPE)
Dennis Gabriel	(CRA)
Deborah Hancock	(IRA)
Mike McHargue	(ACPA)
Suzanne Rouche	(NCDE)
John Woolley	(CCCTA & CAPED)
Ladessa Yuthas	(NRC)

Liason

Jim Walker, CRA
Lynn Frady, CAPED
Ann Leeds, TESOL
Ladessa Yuthas, NRC
Gennie Rounds, CCCTA
Carol Clymer Walvekar, ACPA

Listing of Members Serving WCRA

Minority Affairs

Miranda Montgomery 1982 Chair

Manuel Olguin 1981 Chair

Don Yamamoto, Manuel Olguin, J. R. Bonner 1980

Don Yamamoto, Manuel Olguin 1979 Co-Chairs

Ernest Goudine 1978 Chair

1978 Committee

Ernest Goudine	Ernest Rubi
Manuel Olguin	Don Yamamoto
Angelina Rodarte	Juan Vasquez

Listing of Members Serving WCRA

Newsletter Editor

Jane Hopper 1982

JoAnn Wells 1981

Carol Scarafiotti

Bob Williams

Gil Williams

1974 Editorial Board

Dave Capuzzi

Mike Erickson

Barbara Oakman

Listing of Members Serving WCRA

Nominations Committee

Gene Kerstiens, Chair 1975
Frank Christ
Robert Griffin
Paul Hollingsworth
Irwin Joffee
Elizabeth Johnson
Jerry Rainwater

Gene Kerstiens, Chair 1979
Margaret Coda-Messerle
Carolyn Crider
June Dempsey
Mike McHargue

Margaret Coda-Messerle, Chair 1980
Gwyn Enright
Pat Heard
Midori Hiyama
Manuel Olguin

Royce Adams, Chair 1981
Irwin Joffee
Caroline Turner
Ladessa Yuthas
Seymour Prog
Rhonda Casey

Listing of Members Serving WCRA

Nominations Committee (continued)

Elaine Cohen, Chair 1982
Gwyn Enright
Ernest Rubi
Craig Mayfield
J.R. Bonner
Denise McGinty

Pat Heard, Chair 1983
Sue Brown
Dave Hubelin
Pat Mulcahy
Miranda Montgomery
Seymour Prog

Betty Levinson, Chair 1984
Theria Beverly
Mary Hess
Mary Rubin

Listing of Members Serving WCRA

Parliamentarian

Kate O'Dell

Loretta Newman 1979

Listing of Members Serving WCRA

Photographer

Suzanne McKewon 1980 - 1981

Paul Sykes 1982

Bob Williams 1980

Joanne Cooper 1982

Listing of Members Serving WCRA

Placement Bureau

Bob Lundquist

Jane Ballback

Betty Levinson

Barbara Tomlinson

Luanne King

Anna-Marie Achlender 1982-83
1983-84

Listing of Members Serving WCRA

President

Karen Smith
Dick Lyman
Betty Levinson
Pat Heard
Elaine Cohen
Margaret Coda-Messerle
Royce Adams
June Dempsey

Frank Christ
Gene Kerstiens
Elizabeth Johnson
Ruth Purdy
Ned Marksheffel
Paul Hollingsworth

Listing of Members Serving WCRA

Proceedings Editor

Delryn Flemming 1982

Gwyn Enright 1981

Roy Sugimoto

Gene Kerstiens

Proceedings Committee

Roy Sugimoto, Chair

Margaret Denirian

Seymour Prog

Listing of Members Serving WCRA

Secretary

Mitch Kaman

Ann Coil

J. R. Bonner

Mike McHargue

Barbara Oakman

Margaret Denirian

E. Ann Homes

Mary Hess

Midori Hiyama

Listing of Members Serving WCRA

Treasurer

Carole Walker 1983

Don Yamamoto 1982

Jim Baugh 1980

John Woolley 1979

Seymour Prog 1978

Avis Agin

Mary Cunningham

WCRA Member-Volunteers for the Placement Bureau as of 9/1/78:

Richard Duax (1/2)
Bakersfield College, CA

Sue Brown (6)
New Mexico State, Las Cruces
(assistance only)

Carol Clymer (3)
New Mexico State, Las Cruces
(assistance only)

David Fisher (2)
East Los Angeles College

Don Ray (1)
E stern New Mexico State, Portales

Bonnie Longnion (3)
College of the Mainland, TX

JoAnn Wells (3)
Cal. State Fullerton

Chuck Hunter (8)
San Jose City College

Betty Levinson (9)
UCLA

Jim Karaciewicz (1/2)
Kansas State Univ.
(assistance only)

Dorothy Snozek (1/2)
Youngstown State Univ., Ohio
(assistance only)

Anne Falke Erlebach (3)
Michigan Tech. Univ.
(assistance only)

Gay Snavely (4)
321 E. Chapman, Fullerton CA
(assistance only)

Donna Wood
StateTechnical Institute, Memphis, TN

NCRA Member-Volunteers for the Awards and Scholarship Committee - as of 9/1/78

Louise Renault (3)
Arizona Western College , AZ

Bonnie Longnion (3)
College of the Mainland, TX

Chuck Hunter (8)
San Jose City College, CA

Bill Pierce (3)
Grant MacEwan College, CA

Mary Hess (9)
Ricks College, ID

Bessie Jenkins (5)
El Reno Junio College, OK

Bobby James (7)
South Plains College, TX

Marianne Rinaldo Woods (2)
Cal. State Fullerton, CA

WCRA Member-Volunteers for the Newsletter - as of 9/1/78

Silver Stanfill (4)
Anchorage Comm. College , AK

JoAnn Wells (3)
Cal. State Fullerton, CA

Bill Pierce (3)
Grant MacEwan CC., Alberta

Wayne Herlin (1)
Brigham Young Univ., UT

Ruby Wallace (4)
Los Angeles Southwest College

Delryn Cookston (2)
Eastfield College, TX

Marianne Rinaldo Woods (2)
Cal. State Fullerton, CA

Norma Inabinette (5)
Cal. State Fullerton

Tom Bean (4)
Cal. STate Northridge, CA

Jane McGrath (8)
Scottsdale Comm. College, AZ

CRA Member-Volunteers for Proceedings and/or Insights as of 9/1/78:

Linda Martin (4)
U.C.-Irvine

Silver Stanfill (4)
Anchorage Comm. College

Merlin Cheney (4)
Weber State College, Utah

Don Ray (1)
Eastern New Mexico St., Portales
(Proceedings only)

Bonnie Longnion (3)
College of the Mainland, Texas City
(Insights only)

Bill Pierce (3)
Grant MacEwan College, Alberta

Robert Kopfstein (2)
Rio Hondo College

Wayne Merlin (1)
Brigham Young Univ., UT

Paul Schoenbeck (11)
Mira Costa College, CA
(Insights only)

Delryn Cookston (2)
Eastfield College, TX

Lillian Wenick (8)
11110 E. Alondra, Norwalk, CA
(Insights only)

Ralph G. Voss (1)
Univ. of Utah
(Insights only)

Virginia Shrauger (7)
Central Oregon Comm. College
(Insights only)

Martianne Rinaldo Woods (2)
Ca. State Fullerton, CA

Norma Inabinette (5)
Cal. State Fullerton, CA

Marilyn Poole
Long Beach Univ.
(Proceedings only)

Richard Steinacher (1/2)
Austin College, Sherman, TX

Anne Fiske Erlebach (3)
Michigan Tech. Univ.

Suzanne McKewon
U.C. San Diego

Caroline Turner (4)
U.C. - Davis
(Proceedings only)

Dennis Konshak
Maui Community College, HA
(Proceedings only)

Michael O'Hear (3)
Indiana/Purdue Univ., Ft. Wayne IN

Peter Tenner
Governors State Univ., IL
(Proceedings only)

[illegible] Bean (4)
Cal. State Northridge

Jane McCrath (3)
Scottsdale Comm. College, AZ

WCRA Member-Volunteers for State Director (or Assistance) - as of 9/1/78

Linda Martin (4)
U.C. Irvine, CA

Sue Brown (6)
New Mexico State, Las Cruces
(assistance only)

Carol Clymer (3?)
New Mexico State, Las Cruces

Dave Fisher (2)
East Los Angeles College, CA

Merline Cheney (4)
Weber State College, UT

Linda Foxworth (2)
North Texas State U., TX

Joe Cordina (1/2)
Cedar Valley College, TX
(assistance only)

Don Ray (1)
Eastern New Mexico U., Portales

Bonnie Longnion (3)
College of the Mainland, TX

Chuck Hunter (8)
San Jose City College, TX.

Spencer Oleson (1)
Mountain View College, TX

Bill Pierce (3)
Grant MacEwan CC, Alberta

Teresa Zarate (8)
New Mexico State, Las Cruces

Kim Lampson (1)
Seattle Pacific Univ., WA

Mary Hess (3)
Ricks College, ID

Delryn Cookston (2)
Eastfield College, TX
(assistance only)

Helen Gladson (3)
West Hills College, CA

Georgene Payne (6)
Northeast Oklahoma State, Miami

Virginia Shrauger (7)
Central Oregon College, OR

Bessie Jenkins (5)
El Reno Junior College, OK

Mary Rubin (3)
Cameron University, OK
(assistance only)

Norma Inabinette (5)
Cal. State Univ. Fullerton, CA

Sally Conway (2)
Community College of Denver, CO

. Sue Saunders (3)
2201 West Nye Lane, Carson City,

Tim Karpiewicz (1/2)
Kansas State Univ., KA

Kate Sandberg (1)
Anchorage Comm. College, AK

George Dennis (1)
1600 Maple Street, Longview, Washington

Anne Falke Erlebach (3)
Michigan Tech. Univ.

Florence Cohn (7)
UCLA
(assistance only)

Donna Wood (1)
State Tech. Institute at Memphis, TN

Bobby James (7)
South Plains College
Levelland, Texas 79336

Linda Wiggins (1)
Univ. of Alaska, AK

NCRA Member-Volunteers for the Constitution and By-Laws Committee - as of 9/1/78:

Dave Fisher (2)
East Los Angeles College, CA

Mary Hess (9)
Ricks College, ID

Kate O'Dell (1/2)
Univ. of Oregon, OR

NCRA Member-Volunteers for the Nominating Committee - as of 9/1/78:

Carol Clyner (3)
New Mexico State Univ., Las Cruces

Betty Levinson (9)
UCLA

Bill Pierce (3)
Grant MacEwan College, CAN

Mary Hess (9)
Ricks College, ID

Bobby James (7)
South Plains College, TX

Jane McGrath (8)
Scottsdale Comm. College, AZ

NCRA Member-Volunteers for Design, Art Work, Graphics - as of 9/1/78:

Karen Smith (5)
New Mexico State, Las Cruces, N.M.

JoAnn Wells (3)
Cal. State Fullerton, CA

? Florence Cohn (7)
UCLA

? Bonnie Longnion (3)
College of the Mainland, TX

NCRA Member-Volunteers for Liaison with Other Professional Organizations - as of 9/1/78 :

Richard Duax (0) Bakersfield College, CA	- Cal. Foreign Language Teachers Assoc.; American Council of Teachers of Foreign Languages
Silver Stanfil (4) Anchorage Comm. Coll., AK	- NCTE - College Section
Louise Renault (3) Arizona Western College, AZ	- IRA
Linda Fenworth (2) North Texas State U., TX	- Adult Education Association
Don Ray (1) Eastern New Mexico U., NM	- IRA, Phil Delta Kappa, NEA
Bonnie L[illegible]gnion (3) College of the Mainland, TX	- IRA
Bill Pierce (3) Grant MacEwan Coll., Alberta	- Association of Canadian Comm. Colleges, A.E.A., TESOL, IRA, Cndn. Assoc. for Adult Ed.
Martha Thompson (1) Vincennes U.,	- SIG of IRA
Dorinda McClellan (4) Hillsborough Comm. Coll., Tampa	- IRA, NRC, Florida Comm. College Reading Conference
Mary [illegible] (4) Ricks College, ID	- IRA
Delryn Cookston (2) Eastfield College, TX	- Southwest Regional Conference on English (SRCE)
Helen Gladson (3) West Hills College, CA	- AAUW
Ralph Voss (2) University of Utah, Salt Lake	- Conference of College Composition and Communication
Paul [illegible]lter (4) Isosa[illegible]oka Middle School, CA	- Orange County Reading Assoc. (OCRA)
Mary Rubin (3) Cameron Univ., OK	- Oklahoma Reading Council; IRA
Norma Inabinette (3) Cal. State Fullerton, CA	- OCRA, CRA, Cal. Prof. of Rdng.
Marilyn Steele (11) L[illegible] Linda Univ., CA	- CATE, IRA, NCTE, CCC, [illegible], MLA

Sally Conway (2) Comm. Coll. of Denver - CO	- CCIRA, IRA, NCTE, Colorado Language Arts Society
Midori Hiyama (9) , CA	- No. Cal. Reading Assoc.; CRA
Bobby James (7) South Plains College	- Texas Jr. Coll. Tchrs. Assoc; Texas Assoc. for Community Service and Continuing Ed.
Tom Bean (4) Cal. State Northridge, CA	- NRC

Other Members "Mentioned" for Liaison with Other Professional Organizations:

John Koelley Oxnard College	- California Association of Post-Secondary Educators of the Disabled (CAPED)
Sue Davidson Cal. State - San Luis Obispo	- Commission XVI (Learning Centers in Higher Education) of the American College Personnel Association

March 1, 1983

Dear Board Member:

Please forgive the impersonal nature of this communication.

The attached resources list with names addresses and areas in which each person is willing to contribute to WCRA is now set into my Apple Computer and can be continued next year. We could add new names, provide a printout at any time and in general do a perfect job of keeping track of all people who have volunteered to help the Association.

In order to do this, I propose that we use the attached Resources form. If we do so, the categories are already set up. Please look over the sample form and see if there is anything that has been omitted or if there's anything that should not be included. We need a response immediately so that Karen can get the forms printed and put in Conference packets.

The way that I propose to manage the system is for Hal McCune to send me all new member Resource Forms, with a copy to Karen. I'll send her a copy of the disc. In this way if anything happens to me, she will be able to quickly take over and continue the resources listing with minimal difficulty. From time-to-time, I will send her an updated disc so that at no time will she have great difficulty taking over if necessary.

Incidentally, we can also keep lists of people involved in Special Interest Networks and people listed in the various State Expertise Networks in the same
way.

I hope that you agree tnat this is worthwhile. All Board members will know at any time just what resources are available. The information can be made available on a selective basis to others. For instance, a State Director can ask for a copy of his/her state's listings or a special interest coordinator could do the same.

Sincerely

Dick

Certificate of App. Ellen Nugent

- Treas: -

Fucy -

Secy Report - Minority Affairs Handbook
NCRA people of note
Colorado State Directory of LAC personnel

Reimbursement procedure for conf expenses - Portland
per diem / room Bd & conf-mgr.
prior to conf. convening
Pres. & conf-mgr room during conf.

Treas. Report - recommend full-time acct for day-to-day bookkeeping
Carrie will investigate costs & make recommendation

$35,000 worth of Proceedings at Oxford

Leadership
release time - pay portion of salary
travel funds for Pres.
grants / proposals for sp. projects

Placement

~~Proceedings order to conf. members?~~

- Portland
$1610 meeting rooms
Hosp & Karen - comped

letter to Steve Steinhart -
Option A cc: Carol

Kate Sandberg SIG's

Thurs. session

sign-ups

CAI

CMI

CSM

Problem Solving

Anxiety / Procrastination Reduction

Jim Walker - CRA liaison

Atlanta - October 19-22 - 1983 Susan Glaser program chair

Wash - October 26-28

8

Jane Matanzo

College Reading Div. -

Adult Learning Div. Nancy Dworkin 2 yr term Jim Walker 84

IRA cosponsored mtg

brochures

proceedings

PR

May 13 time wgt

alamo

1 morning

1 aft.

Sat morn 9:00 am

Barbara Friedman $70

- cancel

Rose Dilero $95

Women's Center April 9

8

New Directions?

Proceedings - name change

Journal - change or eliminate?

Monograph - add?

liaison relationships - same
NARDSPE -

State Org. of WCRA?

Jane Hopper - expenses - Tues./

Friday 8-10 - Curtis Miles - NARDSPE

Nominating Committee Report
Treas. candidate – Larry Bridges withdrew

Procedures for candidate's speeches

Nominating Committee budget 83-84 — Betty Levanson* $200 phone

Targeted States

Mini-conferences – drive-in conf.

Summer Institute – 35 registrants – break-even – by June 1
first class to WCRA members in 2 weeks
bulk rate to NARDSPE – after WCRA mailing lists

$70 for credit

$750 – Harr – Director
2000 – bring in 4 people WCRA
$25 per ind. sessions
5 presenters from registrants
600 – Karen – all week
$100 ea from major speaker
$600 – donations from Dick to WCRA
– WCRA donate to the account

Carol Bogue – San Diego City Coll
Bill Broderick – voc-tech
– Linn-Benton
Karen Smith – LAC/Rdg/Mgt.
Dick Lyman –
Gene Kerstein –
1000 – Director
2000 – 4 guests – $500 ea. package
200 – other session speakers – 8@25
600 – Karen
125 – participant speakers 5@25
300 – major session speakers – 3@100
400 – Dick
200 – Elaine

Conf. Eval. form may not have been in packet.
VERY IMPORTANT — please pick up at regis. desk.
return before you leave

Presenters - ¶ resume - box at desk for those who haven't.

Cancellations

Keith Thomas

1. Current trends – literacy research
2. Results – comp – res. projects
3. Selected implications for cc & literacy devmt

1. Current trends

I Renewed int / focus change

adult as learner (different now – not studies of a charact. of adult lrnrs ie, memory / but studies of adult learners as a specific group & comparison w/ other groups of lrnrs.

II. community college – basic research
(used to be applied res. / res. of prog. effectiveness, etc)

III. new directions – literacy inquiry
(used to be division of pop. into literate & illiterate)

4 aspects

1. varieties of rdg & wrtg
   descriptions "
2. varieties asso/w/ functions (conseq. of rdg
3. viewed w/i contexts & detail
4. viewed as behaviors of adults – as ind. / motivations / goals

IV. research model –
move from scientific model to holistic model

naturalistic model based on
a. human behavior – field study
qualitative hypothesis model
D. framework w/in which humans
view their world & determine their
behavior
meaning rather than #'s – main feature

full reports of projects

ASU
ED 217925
UT Austin
ED 211161

Results of the 2 projects

Findings

1. students prefer specificity from tchrs
2. literacy – not level which will lead to EOP
3. relationship between student obj. to inst. obj.
4. tchrs put down st who expect & perform more than minimum.
5. tchrs – little to no training in educ. theory – methodology – cognitive learning.
6. target group programs – seem to be stopgap services should be viewed as integral to the comm. coll. mission — due to change in student body from st. body of original mission

Implications for WCRA

1. Question of resp. of literacy devmt. — EVERYONE – not just the specialist
2. Question of eval. & how – difficult issue
3. The special must become regular
4. Question @ skill deficiency – comm. coll. dealing w/ reality – what is

What shall we do?

* Other basic questions @ adult learners & literacy

1. prognosis - <u>how long</u> to progress to level of ability or level of aspiration

2. more meaningful measures of literacy attainment

adult reader at 4th gle

<u>not same as</u>

child in 4th grade reading at 4gle.

Proceedings — change name? — discussion at pub. sessions

Each vol become $8

Package price of 4-16 $75

SUN — traveling packages?

~~Vote on year to year membership / 12 mo from date of original application~~

Mike O'Hear input @ comb. Journal & Proceedings w/ Acclyn

subscrip. price

Monographs - no for present

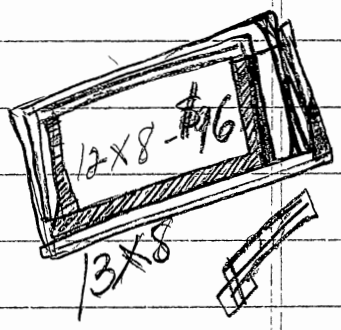
Coord. of St. Directors - strengthening of state org.

State - National - 5 discount on WCRA memb?

or

for 3 from $25 memb. back to the state or to a state fund

proposal for discussion Aug. mtg



10¢

Summer Inst. Carol Bogue
Karen Smith
Dick Lyman
Jerry Johnson - Linn Beaton
Lucy McDonald
Bill Broderick

Scholarship - Vince Orlando
committee recommends Louise Renault receive WCRA scholarship
pass

Letter from me? w/award

Long & Outstanding Service - guidelines change

Scholarship - change to Sch. & ~~/~~ or Res.

Proposal from committee recommends
membership
guidelines
etc.
} To July mtg.

Vince - Newsletter

Karen - Articles about increase in dues
& benefits

Sun - Placement task force

WCRA BOARD MINUTES

July 23, 1982

Portland, Oregon

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Larry Bridges, Candidate Treasurer; Lucy McDonald, Portland Conference Manager; Beryl Brown, Past Conference Manager; Maxine Byers, Conference Coordinator; Anna Marie Updegraff, Oregon State Director; Julia Shrout, MT. Hood Community College.

The meeting was called to order by President Dick Lyman at 1:40 p.m. The meeting began with a tour of the facilities from 1:45-2:15.

I. President's Remarks

Presidential Priorities:

A. Dick outlined priorities:

1. Membership
2. Liaison
3. State Organizations
4. Committee Structure

B. Dick reviewed the Agenda (Attachment A)

Vince — Dick letter? @ Bd. concern changing scholarship to award for outstanding service/leadership

amend Mitch Kaman — award for outstanding service to WCRA

Handbooks

Indexing of Bd. minutes

II. Secretary's Report

A. Mitch has almost completed listing of previous membership who served on the committees, offices.

B. Did not get summary to Liaison because of lack of addresses.

C. Handbooks working on:

1. Chairman of the Chair
2. Minority Affairs
3. Conference Managers

(M) Faulkner: To accept Board minutes from San Diego.

(S) Smith:

PASSED

Call for proposals 4 day conf Beginning Thurs. a.m.

Dick gave special commendation to Mitch for his work this past year.

III. President Elect's Report

Conference Program (Planning) Conference Budget.

A. Karen handed out program planning sheet (Attachment B) and budget (Attachment C).

B. Theme: 1983 WCRA on the New Frontiers in Learning

C. Special emphasis in 1983 on:

1. computer technology
2. critical thinking/reasoning
3. research and evaluation

Program Committee Members.

D. Program Committee

1. Sue Brown, Coordinator Chairpersons
2. Susan Deese , Program Committee
3. Carol Walwekar, Conference Evaluation Chair
4. Vince Orlando, Program Committee

Coordinator of Newcomers Functions

E. Karen established position of Coordinator of Newcomer's Functions.

F. Keynote speakers still open. Karen would like someone from Critical Thinking/Reasoning.

1. Beryl suggested DeAnna Martin, University of Kansas. Beryl suggested talking to Carol Bogue. Dick suggested talking to June Dampsey.

G. Karen concerned about previous conferences were too busy. Thus, there will be ½ day blocks with 2 session periods each and one institute with special emphasis areas plus other areas for a total of 7 sessions per period.

H. Karen wants 4 preconference institutes, Thursday morning, plus one institute in each 1/2 day block for a total of 8 institutes.

Dick feels we need to look at a three day rather than 4 day conference because of economic conditions.

Educational Tours

I. Campus tours either preconference or Friday morning. Might be only one tour. Problem in past with individuals missing general session.

J. San Diego pleasure trips conflicted with conference and many administrators questioned pleasure trips during conference. Karen suggests pre or post conference pleasure trips.

K. Karen recommends brunch, last general session, special interest and committee meetings on Sunday but no presentations.

Newcomers

L. Newcomers

1. Registration form - have check off for newcomers.
2. Special letter to newcomers from President Elect.
3. Chairperson of newcomers to pull together meeting at conference.
4. State Directors, officers to be at newcomers meeting.
5. Ann will run leadership workshop for state directors.
6. Board to attend luncheon for state directors.
7. Have incoming directors named prior to conference.

M. Meetings

Conference Meeting Times

1. Half hour break between sessions.
2. Board wants to consider either a coffee bar (cash) or complimentary coffee.

N. Schedule

Board meetings

1. Changes:

A.	Wednesday:	Hospitality suite open Wednesday evening.	
B.	Thursday:	General session	1:30-3:00
C.	Thursday:	Session I	3:00-4:00
D.	State/Regional meetings		5:00-5:30
E.	Sunday:	Committee meetings	9:00-10:30 am

2. Beryl and Board agreed in promoting the conference beginning Thursday 8:00 am.

Hospitality suite publicity

* Lucy?

3. Ann suggested some type of activity in hospitality suite on Wednesday night (i.e. how to get the most out of the conference).

4. Concern for number of rooms booked Wednesday night to get the hospitality suite as complimentary.

* Lucy?

5. Need for more publicity about where hospitality suite is.

* Jacque

6. Mitch suggested that newcomers chairperson be responsible to welcome new people at hospitality.

* Lucy?

7. Carrie suggested putting materials about learning, reading, etc. on the table at suite.

* Lucy?

8. Have people register by states at registration desk and put their names on bulletin board to increase communication.

9. Have hospitality committee call newcomers and invite to hospitality suite. Should be a welcoming person.

State Meetings at Conference

O. Discussion on State Meetings

1. Discussed moving meeting to time other than Thursday
2. Need for directors to push for greatest attendance; may be handout agenda.
3. Mitch felt that strong state organizations and planning prior to conference will have greatest effect on success of state meetings.

*Lucy

P. Luncheons

Groups wanting luncheons must contact Lucy McDonald.

Program Committee

Q. Program committee

*Karen

Will select proposals based upon preset criteria (i.e. New Frontiers) and will let submitters know about the criteria.

Journal, Proceedings presentation at conference

R. Proceedings and Journal Session

*Karen

Suggested that the Journal and Proceedings editors have a publications session at conference.

Committee meetings scheduled Sunday at Conference.

S. Committee meetings

Scheduled for Sunday morning.

Board meetings at conference.

*Karen

T. Board meetings schedule for Portland Conference:

1. Tuesday pm
2. All day Wednesday, Friday 8-10am
3. Saturday 4-6 pm with new board and state directors.
4. Board meeting dinner Saturday night
5. Sunday pm new board (1:00)

U. Note on Board meetings

1. Karen has not scheduled board meetings yet.
2. Need for more board meetings at conference.
3. Secretary to send copies of minutes to:

   a. Conference manager
   b. All condidates as soon as known.

Portland preliminary conference report

IV. Conference Report:

A. Lucy McDonald gave an oral report on the upcoming conference.

B. Registration:

1. Registration committee cut in half because of information from Beryl.
2. Preregistration taken care of by E. Oregon State College with Leora Hug incharge.

   a. mailing service will receive preregistration and send to E. Oregon State College.

Mailing service receipts

b. There should be a receipt and WCRA cards for each preregistration by mailing service.

3. On site registration Lane C.C. with Pat John incharge.

4. Need to budget for ribbons.

B. Hospitality: Barbara Wassow incharge.

A/V procedures including computer equipment

C. Audio/Visual: Val Lister incharge of acquiring equipment; Larry Bridges on site technical coordinator.

1. A check off form will be available to presentors. A deadline will be given to presentors.

* Karen 2. Assign one room for computer workshops

3. Portland CC. will provide student helpers.

Portland Food

D. Food:

1. Friday banquet: salmon broil & steak, cost $18.00, "Lumberjacks & Woodchoppers Ball: is theme.

2. Food chair: Susan Murray

3. Luncheons: Lucy & Karen will make arrangements in future.

4. Sunday brunch: Cost $8-10.

Portland publishers chairpersons

E. Publishers:

1. E. Coast chairperson: Richard Thiel WCRA member publisher.

2. W. Coast chairperson: Kate O'Dell will include computer hardware and software.

Leisure Tours (should not overlap with sessions)

F. Leisure Tours:

1. Tours Russ Gregory - Chairman

2. Leisure tours: will not overlap with sessions.

3. Pendleton Mill tour possible Thursday am.

4. MT. St. Helens tour possible Thursday am or Sunday am

5. MT. Hood Tour possible Sunday pm.

Educational Tours

G. Educational Tours -

1. Mt. Hood Community College

2. Possible Lewis & Clark College

WCRA BOARD OF DIRECTORS MEETING

July 24, 1982

Portland, Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Karen Walker, Treasurer.

Others Present: Beryl Brown, San Diego Conference Manager; Lucy McDonald, Portland Conference Manager; Maxine Beyers, Conference Coordinator.

The meeting was called to order by President Dick Lyman at 8:45 a.m.

Final San Diego conference report

I. Final San Diego Conference Report:

A. Beryl handed out final conference budget (Attachment D). Beryl feels that there is a possible $500.00 discrepancy between what could have taken in and what was actually taken in. Beryl surmised that the $500.00 could be from publishers contribution which was not accounted for in this report.

B. Beryl estimates profit from San Diego Conference at $17,721.60.

M (Lyman) Congratulated Beryl for a fine job and making a
S (Kaman) profit on the San Diego Conference.

PASSED

M (Walker) The immediate conference past conference manager
S (Smith) should be reimbursed from the general treasury of WCRA to attend the Fall Board meeting.

PASSED

Increased communication with publishers

C. Beryl suggested getting in touch with publishers by July and to be sure to tell publishers that we are broader than just reading.

D. Beryl suggested giving publishers personal attention, provide coffee, etc.

Publishers to get One Complimentary registration

M (Walker) Each exhibitor receive one complimentary registra-
S (Smith) tion (non membership) for the Portland conference.

PASSED

Honorarium for conference photographic services

M (Faulkner) S (Smith) To pay Paul Sikes honorarium of $150.00 for service as photographer at San Diego conference.

PASSED

II. Portland Planning (continued from 4/23/82) (Attachment B)

Chairman of Newcomers

A. Karen will ask Jacquie Bonner to chair newcommers function.

B. Keynote speakers - none suggested yet. Karen suggested a keynote for session I from Arizona State University. She then suggested having all session I speakers follow-up on the keynote address.

Mailing for conference mailing lists

C. Mailing: Karen discussed increased number and type of mailings and thus increased need for budget.

Dick noted that Oxford Mailing Services has mailing list of WCRA members and all people (in various states) who are in WCRA service areas, but not necessarily members.

D. Dick will discuss with Jane Hopper the need for keeping the Newsletter mailing on time.

* Karen E. Dick asked Karen to get a cost of audio taping presentations at the Portland conference.

III. Proposed Conference Budget 1983 (Attachment C)

Portland proposed budget.

1. Budget based upon no comps from New Mexico State University.

Need to have separate busget presented for President-Elect and Conference Manager

2. Ann suggested having future budgets for conference broken into two separate documents: President Elect and Conference Manager.

Need for immediate past Conference Manager to attend Fall board planning meetings

3. There was a large discussion on the need for Conference Chairperson to travel to Fall Board meeting.

A. Advantages include:

1. smoother transition
2. better planning

B. Disadvantages include:

greater expenses.

4. There was a discussion on whether program committee discussion should make decision through mail or face to face.

President-Elect budgeted $500.00 for development

The Board agreed to budget President Elect for program development $500.00 to use as he/she needs it to promote conference, meet with committee, etc.

$200.00 for Conference Managers travel

5. The Board agreed to budget $200.00 for travel expenses for conference manager.

Meal subsidiary at Portland

6. Board decided to subsidize $300.00 for meals to help increase number of participants at those events.

B. Hospitality

Hospitality: Alcoholic beverages to be sold

1. Board discussed the advantages and disadvantages of providing free alcoholic beverages at the hospitality suite. Ideas included giving each registrant one ticket and selling drinks. Budget was increased to include money to buy wine and to sell it to recover the costs.

Preconference Institutes fees and budget

C. Institutes

* Karen

1. Board concerned that since cost to institutes will be $10.00, program chairman be sure that there will be handouts, etc.

2. Beryl recommended that one person be in charge of institutes.

* Karen

3. Board renewed the previous policy of allowing up to $50.00 to presentors to cover costs of the institute.

Brunch planning

D. Brunch Planning

* Dick?

1. Board felt it would be advantageous for the upcoming conference manager to help plan the Sunday brunch and thus help kick off the next year's conference.

E. Course Credit

No firm plans yet on course credit.

* Lucy? Karen

M (Faulkner) To accept Portland conference budget as
S (Walker) amended.

PASSED

IV. Treasurer's Report

Treasurer's report no audit on previous books

A. Carrie has not seen the treasurer's books yet and wants an informal audit before she accepts them. We do not have cancelled checks or conference report as of 7/24/82 from former treasurer Don Yamamoto.

WCRA funds as of 7/82

B. Carrie received checks of $7,062.47 from savings and $24,000 from the checking account.

Permanent WCRA bank account

C. Carrie sent the checks to the mailing service to open an account at Security Pacific which will be the permanent home of WCRA accounts.

D. It is believed that all conferences expenses from San Diego have been paid as of 7/24/82 and the new treasurer will begin with $31,062.47.

Need for audit of 1981-82 books

Dick Lyman will handle the unofficial audit and send a report to the Board as soon as he completes the audit.

E. Ann spoke to Don Yamamoto at 5:30 pm (Portland time) on 7/24/82. He told her that he sent the 1980-81 records to the WCRA Archivist and has income, invoices and other statements and will send these 1981-82 records to Carrie on Monday 7/26/82.

F. The Board discussed the need to have funds advanced for planning the conference.

Preconference advances to President-Elect and Conference Manager *Karen

M (Faulkner) Board appropriated for preconference expenditures $3,700 for President Elect and $2,500 to Conference Manager; with $1,000 each advanced immediately and additional advances given upon receiving receipts accounting for previous expenditures.

S (Kaman)

PASSED

Reimbursement of funds

G. Reimbursement Funds:

1. Problem: Treasurer gets a request and does not know if that has been approved.

2. Treasurer will redo reimbursement form with an area for approval signature of appropriate elected official.

3. Reimbursement can be done from specific budget categories for officers or committee chairs who have funds budgeted.

4. Dick discussed a plan for checks and balances which Carrie will review. Carrie will come back at the next board meeting with a set policy recommendations.

Need to develop reimbursement guidelines

M (Kaman)
S (Faulkner)

That Carrie bring to the Board 1983 winter meeting a set of guidelines and policies for approving reimbursement based upon principle of checks and balances.

PASSED

Need to have budget categories

H. Category budgeting

1. Board agreed with concept of being specific with budget needs and not lumping into miscellaneous categories.

2. Dick suggested looking into computer program.

Mailing service receipts for conference

3. Carrie will investigate cost of having mailing service make out preconference registration receipts. If too costly well investigate having Portland area community college students fill out receipts. Carrie will let Board know procedures at next meeting.

Investing WCRA funds

4. Carrie discussed putting part of the WCRA savings into a money fund that only buys US Gov't. Treasury bills.

   a. Advantages:

      1. can write checks from it at any time as long as over $500.00.
      2. get high money market rates.

   b. Disadvantage:

      Not insured although all of the securities are.

5. The Board felt Carrie should investigate a very secure money fund and a certificate of deposit and use her judgement of how much to put into each.

6. Turning of receipt for reimbursement

   There is a problem of late reimbursement requests and requests after the close of the fiscal year when a new treasurer takes over.

90-day limit on reimbursement of funds

M (Faulkner)
S (Kaman)

Requests for reimbursement expenses must be made no later than 90 days after expenses occurred and no later than May 31 annually for reimbursement in that fiscal year.

PASSED

7. Carrie will investigate the statute of limilations for paying bills.

Treasurer to review proposals having financial impact on WCRA

M (Smith) S (Faulkner)

Proposals to the Board which include significant financial implications to WCRA must be reviewed by the treasurer prior to consideration.

PASSED

Journal editor to get an advance

8. Carrie will provide Journal editor with an advance of his budget and ask Michael to keep his own statements and submit an accounting. This will eliminate the need to pay many small bills by the treasurer.

Bills can be sent to mailing service

9. Carrie noted that bills can be sent directly to her or to the mailing service.

V. Guidelines for Summer Institute

Summer Institute Guidelines

Dick handed out proposed guidelines for submitting a proposal to host a WCRA summer institute (Attachment E).

M (Faulkner) To accept the amended proposed guidelines
S (Smith) for submitting a proposal for a WCRA summer institute.

The meeting adjourned at 8:30 p.m.

WCRA BOARD OF DIRECTORS MEETING

July 25, 1982

Portland Ore

Board Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Portland Conference Manager; Beryl Brown, San Diego Conference Manager.

The meeting was called to order by President Dick Lyman at 8:30 am.

I. Coordinator of State Directors Report:

Listing State Directors

A. Ann handed out the 1982-83 list of state directors (Attachment F).

State Directors goals

B. Ann passed out a summary of state directors goals for 1982 and WCRA Network Survey (Attachment G).

State Director's expertise network

C. One of the goals of the state directors is to get a total WCRA expertise network.

1. Karen suggested having research and problem solving as separate survey categories.
2. Beryl suggested a management tutorial.
3. Beryl suggested calling learning assistance/ academic support and include peer counseling in that category.

D. State directors will attempt to gather information on the network in the Fall.

E. Funds spent 1980-81

Arizona	$50.00
Colorado	50.00
Texas	26.65

Request for extra funding from Oregon

F. Lucy made a presentation about the $1,040 Oregon State request. She handed out a report (Attachment H).

1. Mitch was concerned about getting appropriate p.r. about WCRA.
2. Karen was concerned about precedent of giving one state $1,000 but felt that it would help WCRA and conference participation.
3. Carrie wanted the Board to develop guidelines for future state requests.

4. Lucy explained that you cannot charge for attending the Ore. State Conference, but will look into recovering costs from an institute fee . She explained that matching funds were sought but were not forthcoming.

Approval of special state request and need for future guidelines

M (Kaman)
S (Faulkner)

To approve all state requests for 1982 and to direct Ann to come back to Board with guidelines for future requests.

(PASSED) Smith opposed, all other approved.

M (Faulkner)
S (Smith)

Direct Anna Marie Uptegraph to investigate adding to conference fees to defrey costs of institute.

(PASSED)

G. There was a discussion on the need for state directors to get up-to-date membership lists.

Membership listings sent to state directors

M (Smith)
S (Kaman)

Membership lists to be sent to state directors each August 15, and December 1 and Oxford should be directed to do that.

(PASSED)

Ongoing vs. year to year membership

H. Ann will get Oxford and State Directors opinions for ongoing membership vs. conference to conference membership.

Mailing lists

The following states have WCRA related professional lists with Oxford:

Arizona, California, Oregon, Texas, Utah.

I. The Board thanked Lucy for her fine hospitality and look forward to the spring conference.

Need for report from States receiving special funds

J. Karen requested that the states getting extra funds submit a report back to Board stating the benefits of the project in terms of membership, publicity, services, etc.

Need to raise dues

II. Raising Dues

A. Karen believes we should raise dues but not tie the extra money to any one category (i.e. state organizations).

B. Ann believes that may be state organizations should raise their own dues rather than raise WCRA dues.

BYU Summer Institute

III. BYU Summer Institute Proposal:

Dick discussed the BYU proposal (Attachment I)

A. The Board directed Dick to send BYU a letter about the board's desire to make it clear to BYU officials that there will be no religious or missionary work or support direct or indirect, at this institute.

B. WCRA will need to identify 3-4 good speakers for this conference.

Discount to WCRA members

C. Board suggested raising fees at BYU by $20.00 per participant and thus WCRA can recover more costs.

D. Mitch suggested that BYU gives WCRA members a $20.00 discount for participating.

Need for complete proposal to Board, including names and credentials of all speakers and leaders

E. Karen is concerned about lack of information on additional speakers, who they are and if it would be high quality. She wants future proposals to list all potential speakers.

F. Carrie expressed Board's appreciation to Dick for work on the BYU proposal.

M (Faulkner) To approve the BYU proposal as amended.
S (Smith)

(PASSED)

Constitutional change: Terms of Office

IV. Constitutional Change:

M (Faulkner) The board to bring to the next annual meeting
S (Kaman) in Portland a recommendation that Article 2 Section 4 of the Constitution be amended to include the concept of two year staggered terms for secretary and treasurer. Furthermore the board recommends implementation through election of a one year treasurer and two year secretary terms at the Portland conference.

The Board asked Mitch to write a new Article 4 Section 2 and to make sure all terms of office are clear.

V. Nominations Committee

Dick has not been able to make contact with the chairman at present time. A report will be forwarded.

VI. Newsletter

No report.

VII. Proceedings

Delyrn Flemming sent a letter to the Board (Attachment J) informing the board of progress on the Proceedings.

Proceedings name change

There was concern for changing the name from Proceedings to add more prestige. Will be discussed at next board meeting.

VIII. Journal

Journal to accept articles from non-members

Mike O'Hear is concerned that limiting publishing in the Journal to members only has limited the number of articles submitted.

M (Faulkner) To direct the Journal editor that he may
S (Walker) accept contributions from nonmembers.

PASSED

IX.. Placement

Anna Marie has sent out at least one listing of jobs. She needs to be informed that the board is to receive a copy of all mailings sent out by committees.

X. Minority Affairs

Minority Affairs requested to submit intern proposal

The Board asked Dick to discuss with Miranda Montgomery the need for a specific proposal for internships and to include what Karen and Ann will be doing this year to increase minority involvement in planning and operations.

XI. A. Awards

No report from Vince Orlando

Guidelines for distinguished service to profession award

M (Faulkner) Vince to develop proposed guidelines for an
S (Wagner) award for distinguished service to the profession.

PASSED

B. Scholarship

Need to broaden scholarship award to include research

Karen suggested investigating broadening scholarship award to include study in areas such as research. In this way, more WCRA members can participate.

XII. Special Interest Groups

Special interest groups

The idea for special interest groups came from San Diego meeting where a large number of members wanted more WCRA involvement with more ongoing groups (i.e. communication within WCRA, research, evaluation, etc. Possible scheduling time at conference.

XIII. Liaison

Put to other board meeting.

Budget 1982-83

XIV. Budget

A. Board discussed budget (Attachment K).

B. Board feels they need more and better reports from committee members in order to make better budget decisions. Dick was asked to write to committee chairs prior to next Board meeting.

M (Smith)
S (Faulkner)

To accept budget as indicated on Attachment K.

(PASSED)

Board per diem

M (Faulkner)
S (Smith)

To set per diem for Portland summer board and conference managers meeting at actual expenditures instead of per diem.

(PASSED)

Mileage reimbursement

M (Faulkner)
S (Kaman)

Set mileage reimbursement at 20 cents per mile to cover Dick's mileage.

(PASSED)

BOARD MEETING - WESTERN COLLEGE READING ASSN.
Portland, Oregon - July 23-25, 1982

Friday, July 23

1:00- 1:30 — A. Opening Remarks - 1982 Priorities
membership-liaison-state organizations-committees
B. Secretary's Report - Mitch Kamen
1. Minutes of Previous Meeting
2. Status of report of past officials of WCRA
3. Special commendation to Mitch for extra efforts

1:30- 3:30 — 1983 Conference Report - Karen Smith
A. Tour of Hotel
B. Local Arrangements - Lucy MacDonald
C. Program (Budget/Schedule/Theme) - Karen Smith
D. Financial Concerns

3:30- 4:00 — 1982 Conference Final Report - Beryl Brown/Dick Lyman
Note: Are there any financial problems/bills outstanding?

4:00- 5:00 — Meet with Local Committee/local WCRA membership

7:30- ??? — Dinner

Saturday, July 24

8:30- 9:30 — Treasurer's Report - Carolyn Walker
A. Use of Funds to Generate Money
B. Separate Conference Treasury - Date of Transfer of Records
C. Problems from Past - Audit? Money owed/apologies owed?
D. Other

9:30-10:00 — Summer Institute - Guidelines and Proposal - BYU
Note: Guidelines and Proposal will be sent to Board members Monday, July19. Please check mail before leaving for Portland. Copies will be provided in Portland

10:00-11:00 — Terms of Office/Duties of Officers
A. Add V.President - Duties? Change of Past President Duties?
B. Secretary and Treasurer - Two year staggered terms?
C. Expansion of Board - Add Regional Reps/Special Interest Reps?
D. Procedure for any agreed upon changes?

11:00-12:00 — Coordinator of State Directors' Report - Ann Faulkner
A. Membership Directories
B. Funds for State Activities
C. Raise dues to $20/$25 and use money for state activities?
D. Do we want state membership chairs/membership goals?

Saturday, July 24

1:00- 2:00 Committee Reports - Dick Lyman proxie for:
A. Nominations - Pat Heard NOTE: Discuss voting procedures
B. Site Selection - Betty Levinson
C. Publications
1. Newsletter - Jane Hopper
2. Proceedings - Delryn Fleming
3. Journal - Michael O'Hear NOTE: Discuss requirement that contributers be members - Tie to Summer Inst.
D. Placement - Anna Marie Schlender
E. Minority Affairs - Maranda Montgomery - Internships?
F. Awards - Vince Orlando
1. New Award for outstanding service to profession?
2. Board Recommendation of Enright/CArter-Wells for award?
3. Scholarship - Use of funds

2:00- 3:00 Special Interest Groups
A. Do we want to establish special interest groups?
B. If so, what areas and what criteria?
C. Structure of groups
D. Board Representation?
E. Should there be a $5.00 (?) fee to be used for group needs?

3:00- 3:30 Liaison
A. Reports of Current Liaison - Lyman
B. Guidelines for Liaison - Faulkner/Lyman
C. Additional liaison needs - National (Adult Ed?/Content?
D. Liaison with intra state groups?
E. Lobbying

3:30- 5:00 Budget - Drap up final budget for 1983
Need for Winter board meeting

7:00- 9:00 Goals and Directions for the future

Sunday, July 25

8:30-10:00 Completion of any items begun Friday or Saturday and not finished

10:00 Adjournment - If all details finished. Otherwise meeting may continue until 12:00 (No later than 12:00)

NOTE: I am mailing two copies of the agenda to each Board member. Therefore, if one is slowed in the mail the other should arrive. I'm sending one to each person's home and one to each work address.

WCRA Conference Program Planning

1983

THEME: <u>WCRA on the New Frontiers in Learning</u>

.Reading
.Learning Assistance
.Developmental Education
.Tutorial Services

*With Special Emphasis in 1983 on
.Computer Technology
.Critical Thinking/Reasoning Skills
.Research and Evaluation

PROGRAM COMMITTEE: Sue Brown, NMSU
Susan Deese, UNM
Vince Orlando, Metropolitan College (?)
Carol Walvekar, UTEP

COORDINATOR OF CHAIRPERSONS: Sue Brown, NMSU

CONFERENCE EVALUATION CHAIR: Carol Walvekar, UTEP

COORDINATOR OF NEWCOMERS' FUNCTIONS: (Spencer Olson)
(Jacquie Bonner)
(Jeannette Ross)
(Mike McHargue)

KEYNOTE SPEAKERS:

PROGRAM FORMAT/FEATURES:

1. Each half-day block will include:
   2 session periods and 1 institute to include
   a. computer technology
   b. critical thinking/reasoning skills
   c. research and/or evaluation
   d.
   e.
   f.
   g.
   } reading/learning assistance/developmental ed/ tutorial assistance/writing/ESL/voc.tech/etc.

   (9 sessions periods with 6 presentations each session = 54 session presentations)

2. Institutes
   Pre-Conference - 4 on Thursday morning
   In-Conference - 1 each Friday morning
   Friday afternoon
   Saturday morning
   Saturday afternoon
   (Parallel with 2 session periods)

3. Campus Tours - Thursday morning
   Friday morning
   (Parallel with 2 session periods)

4. Pleasure Trips - Pre-Conference - Thursday morning
   Post-Conference - Sunday afternoon
   (Will not conflict with Conference Presentation Sessions or General Sessions)

5. Sunday Morning - Special Interest Meetings/Committee Meetings
   General Session and Brunch

6. Newcomers (first time WCRA Conference)
   Letter from Conference Chair (Smith) of special welcome
   Indicator on Nametag
   Orientation Session
   attended by officers, state directors, candidates
   Hospitality honoring newcomers & candidates

7. State Directors' Meeting
   Leadership Workshop - Thursday morning (parallel w/insti.)
   Luncheon continuing through noon hour
   to include officers

8. State/Regional Meetings - Thursday afternoon

9. Break between Sessions - ½ hour
   Plan for refreshments?
   For extended sharing
   get-togethers

10. Two Open Evenings

MISCELLANEOUS:

1. Suggestions for logo?

2. Conference mailings & time line

   a. Preliminary flyer/announcement - general mailing.....Aug. 1
   b. Call for proposals - general mailing.....Sept. 1
      - with special letter to outstanding presenters from San Diego Conf.
      - WCRA Newsletter (8-31).....Oct.
   c. Second Call to Conference w/ Regis. Info.....Nov. 1
      (+ 50 to ea. state director)
      Features
      Schedule
      Portland Info.
   d. Conference Brochure - general mailing.....Dec. 15
   e. Conference Highlights in Newsletter (10-15).....Dec.
   f. Conference Programs - ready & mail to Portland.....Feb. 28

3. Suggestions from members:

Include in Program Book - intended audience
2 yr/4 yr
presenter's institution

Prepare Audio-tapes of general sessions for sale to members

Concurrent sessions/institutes/campus tours ok, but not staggered

No pleasure trips during conference!

Attachment B. Portland, Ore. 7/23/82

Thursday	Friday	Saturday	Sunday
Newcomers' Orientation 8-9 Chairperson Orient. 8-8:30 Campus Tours 9-12 Pleasure Tours 9-12 Pre-Conf. Insti. 9-12 Leadership Workshop & Luncheon - State Directors 9-1 (incl. Bd.)	Chairperson Orient. 8-8:30 Institute #5 9-12 Campus Tours 9-12 Session II 9-10 Break 10-10:30 Refreshments? Session III 10:30-11:30	Publishers' Breakfast 7:30-9 Institute #7 9-12 Session VI 9-10 Break 10-10:30 Session VII 10:30-11:30	Special Interest Mtgs 9-10 Committee Mtgs. 9-10 Third General Session Brunch Keynoter Awards 10:30-12
Open Lunch 12-1 General Session 1-2:30 Keynoter Welcomes Intro. of Candidates Session I 2:30-3:30 State/Regional Meetings 3:30-5 (coffee?)	Open Lunch 11:30-1 (Editorial Bd. Luncheon?) Second General Session 1-2:30 Pres. Address Reports/Bd./Committees Election Break 2:30-3 Session IV 3-4 Break 4-4:30 Session V 4:30-5:30 Institute #6 3-6	Open Lunch 11:30-1:30 (Minority Affairs Luncheon?) Institute #8 1:30-4:30 Session VIII 1:30-2:30 Break 2:30-3 Session IX 3-4	Wednesday Bd. Mtg. 8-4,5 Hospitality 8-....
Dinner on the Town (Arrange groups for particular restaurants - local hosts?) Hospitality 8-..... Honoring Newcomers & Candidates	No-Host Cocktail Party Banquet or Formal Function Entertainment Only Hospitality 9-.... "Friday Night Literary Society" (Exhibits?)	Dinner on the Town or Special Event Hospitality 8-....	

Registration

Registration

Registration

Attachment C. Portland, Ore. 7/24/82

BUDGET

1983 WCRA CONFERENCE

		Expenses	Income
Pre-Conference Expenses			
President Elect		$1000	
Conference Manager		300	
		1300	
Publishers' Exhibits			
20 Exhibits @ $150			~~$3000~~ 2250
Publishers' Breakfast 150x$4		600	
Rooms		420	
Phone/Mail		~~250~~	
		~~1270~~ 1120	
Printing/Advertising			
Call to Conference (Aug)	NMSU?	75	
Call for Proposals (Sept)	NMSU?	75	
Second Call to Conf. (Nov)	NMSU?	~~300~~ 250	
Conference Brochure (Dec)	NMSU?	~~450~~ 400	
Proceedings (~~230~~ 180 @ $5)		~~1150~~ 900	
Programs		1000	
Misc. Printing	NMSU?	100	
Advertising/Journals		~~110~~ 350	
		~~3260~~ 3150	
Mailing			
Call to Conf. (general mailing)	NMSU?	~~220~~ 100	
Call for Proposals (gen.)	NMSU?	~~220~~ 100	
Second Call to Conf. (gen.)	NMSU?	220 340	
Conference Brochure	NMSU?	220	
Post-Conference Mailing	NMSU?	20	
Miscellaneous Mailing	NMSU?	~~200~~ 100	
Pre-Registration Mailing (Oxford)		425	
Programs to Portland		100	
		~~1625~~ 1405	2850
Conference Meals			
Banquet (150 @ $15)		~~2250~~	~~2250~~
Brunch (~~100 @ $8~~)		750 ~~1000~~	~~800~~ 750
Board Contrib. to ~~Brunch~~ ~~(100 @ $2)~~		300	~~200~~ 300
		~~3250~~ 3100	~~3250~~ 3100
Hospitality/Meeting Rooms			
Suite (4 da @ $170)		590 ~~680~~	
No-Host Cocktails		200	
Hospitality		~~450~~ 500	100
Meeting Rooms (7 rooms @ $490 p da.)		1470	
		~~2750~~ 2760	
Speakers			
Honoraria (2 keynoters)		800	
Expenses		800	
		1600	
Institutes			
8 (~~30~~ 20 ea. @ $10)			160 ~~2400~~
Expenses to presenters (8 @$50)		400	
		400	~~2400~~
Travel			
[illegible]		500	
[illegible]		200	
		700	

Attachment C. Portland, Ore. 7/24/82

Miscellaneous		Expenses	Income
Student Typists (60 hr. @ $4.50)	NMSU?	270	
Conference Manager's Room (4 da @ $55)		~~220~~ 280	
Conference Phone Calls	NMSU?	~~100~~ 200	
Decorations		~~250~~	
Registration Packets		250 150	
A-V Expenses		~~500~~ 350	
Entertainment		~~300~~ 350	
Miscellaneous		200	
		~~2090~~ 2650	
Registration			
~~225~~ ~~Full~~	@$60		~~13,500~~
(Proceedings & Memb.)			
5 One Day w/Memb.	@ 40		200
50 ~~10~~ Regis w/o Memb. (Full)	@ ~~45~~ 50		~~450~~ 500
20 ~~50~~ One Day w/o Memb.	@ 25		1,250
60 ~~35~~ Late Fee	@ 5		~~425~~ 300
			15,825
Other Income/Expenses			
Leisure Tours		-	-
Campus Tours		-	-
Conference Credit		-	-
TOTALS		$17,~~545~~ 225	$24,475

(Comp. NMSU ?)

Printing	$1000
Mailing	1100
Typist	270
Phone	100
	$2470

Attachment C. Portland, Ore. 7/24/82

1983 WCRA CONFERENCE
BUDGET SUMMARY

	Expenses	Income
Travel ~~Pre-Conference Expenses~~	700 $ ~~1,000~~	0
Publisher's Exhibits	1,120 ~~1,270~~	2,250 $ ~~3,000~~
Printing/Advertising	3,250 ~~3,260~~	0
Mailing	~~1,625~~	0
Conference Meals	~~3,250~~	3,250 ~~3,250~~
Hospitality/Meeting Rooms	2,700 ~~2,750~~	100
Speakers	1,600	0
Institutes	400	1,600 ~~2,400~~
Miscellaneous	2,050 ~~2,090~~	0
Registration	0	14,000 ~~15,825~~
Other	0	0
TOTALS	~~$ 17,545~~ 17,325	21,250 $ ~~24,475~~

Projected net profit 4,565

Attachment D. Portland, Ore. 7/2[illegible]82

COUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses under <over> projection	ACCOUNT BALANCE. Expenses under/ <over> income.
	Institutes	350	?Dick?		875	1160		350	1160 ①
	Registration	250	$ 23		32,000	21,235		227.	21,212
	Student Workers	300	40.08					259.92	
	Audio-Visual	500	213.75				checks to Meeting Service Kate W.	286.25	
	Leisure Tours	1000	569.78		1000	580	checks to Bus Co + P. Johnson	430.22	10.22
	Campus Tours	1400	220		1400	183	checks to Bus Co.	1217	<37>
MA	Conf. Mng Rm	180	212.53				master account	<32.53>	
MA	Officers Rms	1	103.52				master account	<103.52>	
MA	Keynoters Exp.	1600 ~~800~~	145,65 ② 2900.00 Hunter 300.00 Cornett				master account		
	Publisher's Exhibits	200	-0-		2500	12 publishers 14 tables 2050		200	
MA	Publisher's Breakfast	875	827.04		above		master account	47.96	{1222.96
MA	Cont Phone calls	100	11.69 25.97				master account	74.03	
			2381.32			25503			

① subject to D. Lyman's account

* = $ issued from Advance of $300.00

Attachment D. Portland, Ore. 7/24/82

ACCOUNT #	ACCOUNT NAME	BDGT.	AMOUNT EXPENDED TO		INCOME PROJECTED	ACTUAL INCOME	HOW PAID	Expenses Under <over> Projection	ACCOUNT BALANCE Expenses under/ <over> income
MA	Banquet Dinner	3000	2729.38		3000	3220 ~~2058~~	master account	270.72	490.62
MA	Sunday Brunch	1600	1125.30		1200 + 400 Bd = 1600	975	master act.	474.40	<150.30>
MA	No Host Cocktails	200	152.46				master act.	36.94	
	Decorations	250	104.98			18 from Oregon	check to Vicki N.	145.02	
	Entertainment	400	400				checks to performers	—0—	
MA	Hospitality	400	271.59				checks to Paula, Beryl, Buffie 68.55 in MA	128.41	
	Misc. Printing (Copier)	200	220.62 236.34 112.99	Conference brochure program		23	checks to N Werner, Muldrow	89.99	
	Mis. Pre-conf President Elect	300	300.17 paid 24.05 mail 32.79 551.02			($300 advanced)	checks to J. Murphy		
	Miscellaneous	200	S.D. warm-up 77.27 240.00	Brochure mailing			61.37 in MA 15.90 check to B. Spindel	122.73	
	Mis conf income		496.00	Pre reg ok fond		168		168	168
	(Hospitality Suite)	(360)	5006.12 (360)	5006.12			Bd rebates to officers	—0—	
			2381.32	2381.32		1/1/04 25 2 08			
	Totals		7748.04 02	7388.04		340 from Bd 2485 2	Total conf income		

③ 240 from Bd. outstanding

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Expenses
San Diego, CA 1982

ACCOUNT	UNIT/COST	TOTAL COST
Registrar	Ribbons: $23/Student Help: $25	$48.00
Campus Tours	$100 to Southwestern/$120 to UCSD	$220.00
Copier Costs	$20.59 paper/$15.08 labor/$90.15 rental 2.25 $23.84	$128.07
A-V	rental of videos: $165.00 transparencies: $25.86 markers and newsprint and supplies	$213.75
Decorations	flowers, supplies	$104.98
S.D. warm-up	printer: $15.90 (deficit on Bar bill: $61.37 incl. in MA)	$ 15.40
Readers Theatre/Barbershop Quartet/Chorus/entertainment		$400.00
Graphics	posters/paints	$32.75
Leisure Tour	bus to Tijuana (43 @ $7.50) Restaurante bill: $247.28	$322.50 $247.28 $569.78
Hospitaltiy	oranges, food, coke, coffee (66.55 coffee included in ma)	$ 205.04
Bahia Bill (as amended in attachment)		$ 5450.44
	Total	$ 7388.71
	(unaudited) President-Elect Exp.	2656.43
	Preregist. Office Exp.	496.00
		10,541.14

Bahia Hotel Master Account

Conf. Mgr's Rm & Exp.	$ 212.53	
Phone Calls	25.97	
Faulkner room	50.88	
Lyman room + exp.	52.64	
Boylan room + exp.	145.65	
		$ 487.67
Bahia Belle + banquet	2729.38	
No Host cocktails	152.46	
"Emergency" coffee	66.55	
Publisher's breakfast	827.04	
Sunday Brunch	1125.30	
		$4900.73
San Diego Warm-up		61.94
Non-conference Expenses		
Editor's Luncheon	55.27	
Stat Director's Lunch	179.99	
		235.26
	Total	$5685.60

Bahia Hotel Account paid by check by D. Yamamoto, May 29
In the amount of $5685.70

Verified by B.Brown with H. Anderson of the Bahia

Attachment D. Portland, Ore. 7/24/82 prepared by Beryl Brown

WCRA Conference San Diego, 1982
Master Account Accounting

Bahia Hotel bill (paid by check from D. Yamamoto)

$5685.70

Non-conference expenses included in this bill include:

1) State Director's Luncheon	- $179.99	
2) Editor's Luncheon	- 55.27	
	$235.26	
		$5685.70
		- 235.26
		$5450.44
Board Contribution to Brunch		240.00
		$5210.44

$300.00 Advance received by Beryl Brown

ACCOUNTING

Ck.#	Item	Act. chrg.	To whom	Amount
1	Warm-up print.	Misc.	Barb. Spiedel	$15.90
2,6	paint, posters	Pre-C misc.	John Murphy	$32.74
3	Bus deposit	Leisure tour	Mexicoach	$90.00
4	Bus deposit	Campus tour	Kpoecky	$120.00
5	Hospitality Food	Hospitality	B.Haars	$10.00
7	Student Help	Reg. Stud. help	A. Thompson	$25.00

Amount of checks written	$293.64
maintenance fee	2.50
Hospitality for student staff	4.55
	$300.69
Interest	.69
Acount Balance	- 0 -

Attachment D. Portland, Ore. 7/24/82

prepared by
Beryl Brown

WCRA Conference Income
San Diego, 1982

Pre-conference Registration	$17,266.50	
Total cash collected at Conference	11,866.50	(?Does this include publisher's exhibit?)
	$ 29,133.00	

Income Sources

Banquet: 230 @ $14.00	$3220
Brunch: 130 @ $7.50	975
Leisure Tours: 40 @ $14.50	580
Campus Tours: 61 @ $3.00	183
Pre-conf. [illegible]	1,000
	4958

Registration:	No.	Cost	Total
Full Conf - with membership	330	50	16500
Full Conf - no membership	75	40	3000
One Day - with membership	11	40	440
One Day - no membership	33	20	660
	449		20600
12 Forms - no fee records	12	(20-50)	(240-600)
	461		
Institutes	232		1160
127 Late Registration		5	635
			2239 5 (+240-600?)
Book Sale			168
Copier			23
Oregon donation			18
Publisher's Exhibit			2050
			2961 3
Board Contribution to Brunch			240
			$ 29,852

WCRA expenses - General Accounting

Total Board Debits	
Conference expenses	7388.71
State Dir. Lunch	179.99
Editor's Lunch	55.27
Hospitality suite reimb.	360.00
Bd. contr. to Brunch	240.00
	$8223.97
Prev. out debts expense	2,656.43
	496.30 Oxford pre-conference expenses
	11,376.10
Estimated Income	$29612.00 ($29,135 reported)
	- 8223.97
	$ 21,388.03
	- 2,656.43 [illegible] - last
	+ 1,235.26 [illegible]
	19,470.86

WESTERN COLLEGE READING ASSOCIATION
GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST SUMMER INSTITUTES

I. Submitting a proposal

Any member or group of members of Western College Reading Association (WCRA), with the approval and support of appropriate institution(s), may submit a written proposal for ~~the purpose of acting as Director(s) and the institution(s) of the member(s) as the host(s) for the Institute~~(s) ~~designated in the proposal~~. a summer institute

A proposal should include the following:

A. A letter of endorsement from the proposed host institution(s) extending an invitation to WCRA to ~~hold its~~ participate in a summer Institute ~~in cooperation with the institution(s). As an alternative to joint sponsorship, the letter can serve as an invitation to WCRA to cooperate with the institution(s) holding the Institute,~~ with the host institution(s) serving as ~~primary sponsor and WCRA as co-sponsor~~.

B. A letter from one or two persons indicating the acceptance of responsibility as Institute Director(s).

C. A statement of financial responsibilities. Indicate financial aid that will be available for participants, foundation support available for the Institute, and other financial support available. Include a statement of financial support expected from WCRA and from each individual participant. Include complete information about funding of the Institute.

D. A statement specifying the academic scope of the Institute. The statement should include the information which follows:

1. Dates - Generally Institutes are one or two weeks, between June 20 and August 10.
2. Credit - Specify the institution to grant credit, number of units to be earned, and indicate that the credit is to be graduate level credit. Indicate the cost of credit and the number of hours of instruction required to earn credit.
3. Faculty - Identify specific faculty members including academic responsibilities of each. When specific names are not available, include specifications for each faculty position to be included in the Institute.
4. Theme/Goals - Include a statement as to the content or theme of the Institute and the goals and objectives to be achieved. The Institute may cover general topics and not have a specific theme.

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

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

F. Statements of cost and availability of food and lodging in the area. If food and/or lodging is to be provided on campus at the host institution(s), this information should be included.

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

H. A statement listing services and functions expected from WCRA and a specific statement of the responsibilities of the WCRA liaison person.

II. General Information

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

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

C. Proposals should be addressed to the WCRA Board of Directors and mailed in care of the current President at least one month prior to Board consideration. Proposals will be acted on at Board meetings at the annual conference in late March if received by March 1. Persons submitting proposals are welcome to address the Board in person if they wish.

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

E. Applicants will be notified of the decision of the ~~Board of Directors~~ no ~~later than~~ twelve ~~months~~ in ~~advance of~~ the dates proposed for the Institute.

E. A WCRA liaison person shall be appointed by the Board for each Institute and shall have the sole final responsibility for all WCRA participation in the Institute subject to approval by the Board. ~~Generally the WCRA liaison person will be the WCRA Past President~~.

III. Duties of the Institute Director

The Institute Director is generally responsible for all the local arrangements which support the Institute except those agreed upon as the responsibility of the WCRA liaison person' and he/she is responsible for the complete academic program as representative of the credit granting institution.

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

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

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

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

IV. Duties of the WCRA liaison person

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

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

A. Represent the Board in all Institute decisions and functions. Report to the Board in a timely manner.

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

C. Support the Institute Director in regard to selection and contact with appropriate WCRA presenters for the Institute. The final authority for all academic decisions rests with the credit granting institution, whose representative is the Director.

D. Work with the Institute Director to provide for all food, lodging, recreational activities of the Institute. The WCRA liaison person may take final responsibility for these activities with specific agreement.

E. Coordinate the efforts of local WCRA members in regard to support of non-academic and support service functions of the Institute.

F. Arrange for exhibition of WCRA publications, and publicize WCRA and its services.

G. Prepare an Institute report designed to evaluate the Institute and to clarify and facilitate the functioning of future summer Institutes.

V. Financial contributions

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

Attachment F. Portland, Ore. 7/24/82

STATE	SERVICE PROJECTS/ MINI-CONFERENCES	RECRUITMENT/ MEMBERSHIP	OTHER	SPECIAL $ REQUESTS
Alaska	October, 1982	Postcard reminders to past, present, and possible members.	Talent bank	
Arizona			Communicate with other reading people	
British Columbia				
Northern California	October & Spring	Advertisements		
Southern California	October	Membership drive/Liaison with ESL, Writing, IRA, etc.	Needs Assessment/Expertise Network	$ 80
Colorado	October	Advertisements	State Directory	$125-directory $ 75-Conf.
Hawaii	Spring (Co-sponsored)	Brochures	Expertise grid	
Idaho				
Montana	Fall	Recruit at other state/ regional meetings; Newsletters	Needs Assessment (Native Am. and Rural students)	
Nevada				
New Mexico	Mini-Conference		Job Board, Research groups, State Directory	
Oklahoma		Advertise Texas Mini-conference, Advertise WCRA	State Directory	
Oregon	Nov. 18-19, 1982	Newsletters	Outreach to key learning assistance personnel, inactive members, and graduate students.	$1,040 Kolzow/Lehman Institute
Texas	October 21-22, 1982	Newsletter	Expertise Network	$200
Utah	Spring or Fall	Contact Person on every Campus		
Washington	Joint meeting?			
Wyoming				
At Large	October 1, 1982 (Joint with IRA)	Letters		

7/24/82

WCRA NETWORK SURVEY

Don't delay in completing this survey for a new service of WCRA.

After completion of all WCRA members' surveys, the results will be compiled so that an interstate network can be established.

NETWORK SURVEY

Name _____
Institution _____
Address _____
_____
Work Phone _____

Indicate the areas of your special expertise by thinking of yourself as a potential "teacher" of this topic to fellow WCRA members. If you feel qualified to make a speech or write an article on the topic, enter a "T".

Indicate the areas in which you have a special interest in learning more about the topic with an "L".

Please return the completed survey to your state director.

READING:
__Vocabulary
__Critical Reading
__Problem Solving
__Combining Reading & Writing Skills
__Skills Diagnosis

LEARNING ASSISTANCE:
__College Survival Skills
__Content Area Learning Skills
__Student Orientation
__Teaching Study Skills
__Developing Study Skills Materials
__Anxiety/Procrastination Reduction
__Standardized Exam Preparation
__Tech/Occ Learning Skills

TUTORIAL SERVICES:
__Peer Tutoring
__Tutor Training

WRITING:
__Composition Skills Instruction
__Spelling

DEVELOPMENTAL EDUCATION/INSTRUCTIONAL METHODS:
__Individualized Instruction
__Working with Minorities
__English as a Second Language
__Bi-Cultural Education
__Computer Assisted Instruction
__Learning Disabled Adults
__Physically Handicapped Students
__Cognitive Style Mapping
__Course Placement

PROGRAM MANAGEMENT:
__Grant Writing
__Outreach
__Program Evaluation
__Learning Center Administration
__Working with School Districts
__Computer Managed Instruction
__Using Volunteer Staff

DRAFT

1982-83 WCRA State/Province Directors

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7/24/82

Attachment G. Portland, Ore. 7/25/82

Request for Funding Support for State WCRA organization

PURPOSE: To generate more local members

To encourage member-helping-member support groups

To provide PROFESSIONAL visibility for WCRA

To provide preliminary groundwork for statewide attendance for the WCRA Portland '83 conference.

To support pre-conference activities at the annual Fall meeting

BACKGROUND: At the San Diego conference, Lee Kolzol and Jane Lehman were asked about an in-service on their new text, COLLEGE READING: STRATEGIES FOR SUCCESS. They very graciously offered to give a presentation not only on their text, but on the whole subject of reading as a thinking skill. They would DONATE their time and expertise, if expenses could be covered. Attempts to find college funds have been unsuccessful.

PROPOSAL: This proposal is a one time request for financial support during the pre-conference year to establish statewide credibility for WCRA as a legitimate professional organization.

For the past two years, WCRA has met in conjunction with the Oregon Developmental Studies Organization and will continue to do so this year. In the past, the WCRA meeting has been held on a Saturday morning as an adjunct (or afterthought). This year, for the first time, WCRA will be given a major time slot of four hours for a major presentation. This presentation will be considered as part of the graduate credit given to the conference by Oregon State University.

Thus, it is absolutely imperative that for this year the state WCRA demonstrate its professional quality and be highly visible. This is most imperative in a conference year, where the state organization is trying to woo greater support for attendance at the Spring conference.

FUNDING: For Lee Kolzow and Jane Lehman to present a four hour institute on November 18, 1982 at the Fall WCRA and ODSO conference:

Plane Fare	:	$900
Lodging	:	$ 60
(2 nights for 2 people)		
Meals	:	$ 80
Honorarium	:	Donated
Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

Attachment H. Portland, Ore. 7/25/82

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(2 nights for 2 people)		
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Total	:	$1040

Respectfully submitted

Lucy Tribble MacDonald
Maxine Byers

cc: Anna Marie Updegraff
State Director

PROPOSAL
FIRST ANNUAL SUMMER INSTITUTE
WESTERN COLLEGE READING ASSOCIATION

"Reading and Learning Assistance: Instruction, Management and Evaluation"

I. SPONSORSHIP: This Institute is to be presented by Brigham Young University (BYU) and co-sponsored by Utah Technical College--Provo (UTC--Provo) and WCRA. The proposal may be renewed for a second year in accordance with WCRA Guidelines.

See attached letters of endorsement: BYU and UTC--Provo.

II. INDIVIDUAL RESPONSIBILITY: Dr. A. Garr Cranney will serve as Institute Director and Dr. Wayne Herlin as Associate Director. Elaine Hoover will coordinate the efforts of UTC--Provo. Dick Lyman will serve as WCRA Liaison.

III. FINANCIAL RESPONSIBILITY: Basic financial responsibility for the Institute will be assumed by the BYU division of Continuing Education, with most costs coming from registration fees paid by participants. WCRA will contribute a total of $1,100 in money and in kind services, primarily for staff and for advertising. BYU and UTC--Provo will contribute approximately $1,000 each, primarily for staff.

Total Institute fees are $200 per participant. An additional fee of $70 will be charged for an optional second unit of credit. Seventy-five dollars is the cost of food and housing in University facilities. Family facilities are available at additional cost. Thus the basic individual cost excluding transportation is $275.

IV. ACADEMIC SCOPE:

A. Dates: This is to be a one week Institute, June 27-July 1, 1983.

B. Credit: Those attending the Institute will earn one semester unit of graduate credit for participation. Another optional unit may be earned by signing up for an additional fee of $70.00 and completing a specific project agreed upon between the participant and a BYU faculty member involved in the Institute.

C. Faculty (BYU):

1. Dr. A. Garr Cranney, Director. Will administer the Institute and assume responsibility for sessions relating to evaluation and research.

2. Dr. Wayne R. Herlin, Associate Director. Will share administrative duties and assume responsibility for management sessions.

3. Dr. Craig K. Mayfield. Will assume responsibility for sessions relating to instruction.

D. Other Staff:

1. Elaine Hoover, UTC--Provo. Will coordinate the contributions of UTC--Provo and will contribute to management sessions.

2. Dick Lyman, Sierra College. Will serve as WCRA Liaison and will contribute to instruction sessions, particularly in college reading.

3. Two additional staff speakers will be invited to provide multiple sessions as members of the institute staff. These will be solicited jointly by BYU and WCRA based on the needs of the Institute and the interests of the membership of WCRA.

E. Other Speakers/Participants:

1. Computer assisted instruction, management, evaluation and research sessions as well as demonstrations of hardware for computer applications will be enhanced by consultant representatives from WICAT (a firm specializing in computer technology, particularly for educational purposes) and by representatives of BYU computer services.

2. Based on availability of funds and participant offers, individual conference attendees and outside speakers may be asked to participate as guest speakers, panel members and/or consultants.

F. Theme/Goals: Although there will be no specific theme to the Institute, presentations will focus on instruction (particularly reading and study skills instruction), program management (particularly organization of programs, staff development and accountability) and research and evaluation (particularly research regarding adult reading and cognition and evaluation of reading and learning assistance programs). In addition, emphasis will be placed on the needs of vocational/technical students and on computer assisted instruction, management, evaluation and research.

G. Eligibility and enrollment limits: The Institute will be open to any reading, learning assistance, developmental education, and tutorial professional who works with adult learners. Primary emphasis will be on college and university learning environments. The Institute will be limited to the first sixty applicants. Minimum enrollment will be that established by BYU regulations for such programs. Budgeting has been done based on an expectation that fifty persons will participate.

H. See attached tentative schedule.

V. SUPPORT SERVICES: Support services will be provided by BYU. The University maintains a large and comprehensive Department of Conferences and Workshops, a new conference center and classroom facilities suitable to meet Institute needs. In addition there are outstanding audio visual facilities and services available.

VI. FOOD AND HOUSING: Hotels, motels and restaurants in the area have reasonable prices. Motels range from $15.00 per night to approximately $40.00 for a single room. Participants will be provided with information about local motels; however, BYU will provide food and lodging at campus facilities at a very reasonable price. While we are estimating that the price next year will be $75.00, it is unlikely that prices will actually go that far above this year's figure of $55.00.

VII. TOURS AND RECREATION: The primary attraction of the area is the natural environment, including a number of exceptional natural phenomena of great beauty. There is limited "night life," though interesting and enjoyable evening programs have been planned for the Institute, and excellent evening recreational activities are available which should be pleasing to anyone. Tours of Bryce and Zion National Parks and similar activities will be suggested as pre/post Institute activities. During the Institute, a special evening will be offered at Robert Redford's Sundance Resort. This will include either a dinner or catered picnic and attendance at a play at an outdoor theatre. In addition, a second half-day excursion is planned to Salt Lake City and Park City. Temple Square will be toured as will the old mining town of Park City, with its picturesque shops and fine restaurants. Except for the cost of dinner at Park City, both visits are included in the Institute fee.

A number of outstanding programs and activities are available for children and young people through BYU. As these are established for the year, further information will be made available.

VIII. WCRA CONTRIBUTIONS: As co-sponsor, WCRA will provide several services and pay expenses totalling a maximum of $1,100. Contributions are listed below:

A. WCRA will provide BYU a sum of $1,000. This money will be used primarily for advertising and costs of Institute planning. Should the Institute be cancelled, this money will be lost. However, if the Institute is held, BYU will return to WCRA $20.00 for each Institute participant. If fifty people attend, the full $1,000 will be returned to WCRA. Since this is our first summer Institute, it is not expected that we will make a profit.

B. WCRA will provide $500 for Institute faculty/speakers and will furnish the services of the liaison person as an Institution staff speaker. (This is to be considered as an in kind contribution and is figured in the budget as $500 of the WCRA support for the Institution. It is to be provided at no cost to WCRA.) WCRA will also seek out two additional staff speakers requested by the Institute staff. These persons will be paid a fee from Institute income. This fee will be established as funding is clarified. While sufficient income is assured, additional funds for staff and speakers is being solicited. Please note that the $500 contribution is not an additional sum to the $1,000 above. If the Institute is cancelled, the $500 will not be expended and if it is held, the $500 will come from registration rebates.

C. WCRA will provide mailing lists for BYU to use in advertising the Institute. In addition, WCRA will provide appropriate information about the Institute in each Newsletter, beginning with the Fall 1982 Newsletter. WCRA will also publicize the Institute at the annual Conference in Portland and at all other WCRA functions during the year, as well as functions of liaison organizations. Mailing list costs may be as high as $100.

D. WCRA will provide information about available air transportation, will attempt to arrange car pools to Provo, encourage participants to drive to the Institute, and will attempt to assure transportation from Salt Lake City to Provo for participants arriving by air on Sunday or Monday.

Brigham Young University
Conferences and Workshops

July 14, 1982

The Board of the Western
College Reading Association

Let this letter serve as an official invitation to the WCRA to hold its 1983 summer institute on the campus of the Brigham Young University.

The university's Division of Continuing Education in cooperation with the College of Education agree to host the institute and accept the responsibilities as outlined and discussed with your current president.

We appreciate your consideration and look forward to the conference.

Respectfully,

Lee Christensen

Lee E. Christensen
Education Coordinator
BYU Division of Continuing Ed.

LEC;tkm

Board of Directors
Western College Reading Assoc.
Chemetke, Oregon

Attention: Dr. Lucy McDonald

Dear Dr. McDonald:

This letter is to inform you that we at Utah Technical College at Provo are delighted to participate in the summer college reading institute to be held at Brigham Young University. We would in fact like to serve as co-sponsors for that institute.

If there is any further information you need, please call.

Sincerely,

Lucille T. Stoddard, Dean
General Education and
Learning Enrichment Services

LTS/lg

Brigham Young University
College of Education
Secondary Education and Foundations

July 14, 1982

To: Board of Western College Reading Association

From: A. Garr Cranney

Subject: Proposed Institute - Summer 1983

As discussed with Richard Lyman during the past week, Brigham Young University, through the Division of Continuing Education and the College of Education, is proposing a five day institute. It will concern reading, study skills and learning assistance to be held tentatively in the last week in June, 1983. Up to two graduate credits would be available. I would serve as director and Wayne Herlin as associate director. Co-sponsorship arrangements with WCRA and Utah Technical College are also proposed.

Details of the proposal and other documents have been presented to the President to be carried to the Board.

Sincerely,

A. Garr Cranney

A. Garr Cranney
College of Education
Brigham Young University

AGC:em

340 MCKB Building, Brigham Young University, Provo, Utah 84602 (801) 378-4259

First Annual WCRA Summer Institute

Tentative Budget Projection

I.	Income	
	1. Tuition (1 credit) @ $200 per enrollee and projecting 50 participants	10,000
	2. WCRA support	1,000
	3. BYU support	1,000
	4. UTC support	1,000
		$13,000
II.	Expenditures	
	1. Administration, credit, overhead @ $70 per credit	$3,500
	2. Advertising @ $20 per student	1,000
	3. Entertainment and transportation @ $50 per student	2,500
	4. Audio-visual and supplies @ $20 per student	1,000
	5. Instructional costs @ $40 per student plus BYU, UTC, and WCRA contribution	5,000
		$13,000

III. Additional Considerations

1. The second available credit will cost $70 extra, making the cost to students $200 for one credit, $270 for two credits.
2. Housing and meals are available in campus dormitory housing (double occupancy) at approximately $75 for the week.
3. Costs are based on a 50-person break-even and a 60-person maximum. Point of cancellation (minimum) is to be set by BYU Department of Conferences and Workshops.

TENTATIVE SCHEDULE - SUMMER INSTITUTE

Monday	8:30- 9:30	Opening Session - Welcome
	9:40-10:30	Instruction Session I
		Management Session I
	10:40-11:30	Instruction Session II
		Management Session II
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - UTC Tour
	2:15- 4:15	UTC Activities
	5:00- 6:30	Travel to Sundance/Nature Walk at Sundance
	6:30- 7:45	Dinner/Picnic at Sundance
	8:30- ???	Play at Sundance Theatre
Tuesday	8:30- 9:20	Instruction Session III
		Research/Evaluation Session I
	9:30-10:20	Management Session III
		Research/Evaluation Session II
	10:40-11:30	Special Topic I
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic Presentation - Computer Applications
	2:15- 4:15	Computer Application Activities
		Individual Activities for Evening
Wednesday	8:30- 9:20	Management Session IV
		Instruction Session IV
	9:30-10:20	Research/Evaluation Session III
		Instruction Session V
	10:30-11:30	Special Topic II - Utah history/BYU and/or Ethics & Instr.
	12:00- 4:30	Travel to Salt Lake - Tour Temple Square &/or Sightseeing
	4:30- 8:00	Travel to Park City - Tour, Dinner and Sightseeing
	8:00- 9:00	Travel to Provo - End day
Thursday	8:30- 9:20	Management Session V
		Research/Evaluation Session IV
	9:30-10:20	Instruction Session VI
		Research/Evaluation Session V
	10:40-11:30	Seminars and/or Special Topic III
	11:30- 1:00	Lunch
	1:00- 2:00	Major Topic - BYU Tour
	2:15- 4:15	BYU Activities
		Individual Activities for Evening
Friday	8:30- 9:20	Management Session VI
		Research/Evaluation Session VI
	9:30-10:20	Instruction Session VII
		Management Session VII
	10:40-11:30	Closing Session - Wrap up/Farewell

Brookhaven College

July 21, 1982

Greetings Board Members;

Proceedings Progress:

The Proceedings editors have worked diligently since our conference reviewing and editing the 35 manuscripts we received. We will accept approximately 24 of them, plus two more if authors make appropriate and timely corrections. Lack of new information and/or poor writing skills account for most of the rejections. (But in Joanne Carter-Wells and Jane Hopper are present, congratulate them on being far from those categories. Their papers are in the "accepted as is" file.)

On one problem, you might be able to assist. Deborah Oller handed me her paper in San Diego, but I can find no record of her presentation. I wrote and asked her if she presented but got no response. She co-authored with Pam Metzger, both of C.S.U., Fresno, on "A Short Examination of Structure and Method in Student Writing." If I do not hear from you, I must reject this one.

I lengthened the two-week delay for submitting manuscripts to three weeks by means of letters to all presenters as I was afraid not everyone got the word. By the end of three weeks, however, all papers were submitted and we were able to begin our reviews. I will continue this practice and write an article for the newsletter explaining the process before we come to Portland. The "return receipt requested" process worked well also--for those who understand p.o. lingo.

3939 Valley View Lane
Farmers Branch, Texas
75234-5295

President
Deron Hess

Vice President
of Instruction
John E. Freeman

Vice President
of Student Services
Joseph R. Sullivan

Vice President
of Business Services
Brenda L. Floyd

Editors:

I added John Penisten from UH-Hilo/Hawaii Community College to the existing board of Ramona Knowles (who cannot attend conferences but is an excellent editor and maintains her membership), Craig Mayfield and Michael O'Hear. I have also asked Mark Gregg of UT-Austin to assist on a special matter. Next year I would like to expand to six editors, so please refer names to me. The person needs preferably to have a strength in statistics.

I asked Kathleen Wheatstone to compile an index along the lines suggested by Mitch, but I have not heard from her. I will continue to follow up as I would like very much to have an index in Volume XV.

Budget:

I am sorry I cannot be more helpful with figures here. My school agreed to subsidize $75 in mailing and telephone charges which should be adequate. Other than that, I need only a printing charge. I cannot find a bill on last year's cost but assume you have that in the treasurer's records. This year's should be in the same range.

I need stationery, about 100 sheets. Please send it when possible.

Thank you for your time and support. Have a productive meeting.

See you in Portland,

Delryn

BROOKHAVEN
COLLEGE
OF THE
DALLAS COUNTY
COMMUNITY
COLLEGE
DISTRICT

Attachment J. 7/25/82

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

MEMO TO: WCRA Board of Directors

FROM: Mitchell Kaman

DATE: May 6, 1982

1. Enclosed is a copy of:

   a. The summary of minutes sent to Newsletter and State Directors.

   b. Beryl Brown's Conference Budget Report as presented 4/4/82.

   c. Materials and information from Colorado State University's Confenrence and Institutes. The information is very complete and should help us in discussing and planning a summer institute. I believe every university, college or community college which encourages conferences, has similar services and support.

2. Miscellaneous ideas/concerns

   a. I feel we should discuss the results of Ann Faulkner's survey and plan some activities around those results. Ann, are you going to summarize your Findings in the Newsletter?

   b. I would like us to consider asking a present or previous minority WCRA member to deliver a keynote speech. One name that comes to mind is Ernest Gourdine. I have not seen Ernest in a few years and am not sure what he is doing. I feel the need for the Board to work on names of minority speakers.

   c. I would like to suggest that all Board members get more heavily involved in developing and supporting state directors and state organizations. This is not intended to usurp the duties of the Coordinator of State Directors, but rather to act on our concerns for stronger state organizations. I think that each state director needs to be contacted personally by a Board member. I will work this year with Colorado, Wyoming and Montana and act as a resource person and provide ideas for state conferences and other activities.

(OVER)

d. One of the issues that we did not have time to adequately address is the request of MAAC for "internships". I feel we should:

   1. Encourage minority members to work closely with state directors.

   2. I would be willing to share my room in Portland and approve a per diem for a minority member who wanted to attend the Board meeting.

e. Wayne Herlin has sent me information on the conference chairperson coordinator. I hope to make yet another handbook. Please send me any information on this subject that you may have.

Have a nice summer. See you in July.

Attachment K: [illegible]

	Budget 81/82	Actual	Proposed 82/83
Board			
meeting	2,500	1900	2,500
Phone/Mail	—		
Sect	225	100	200
Treas	100	0	200
Pres Travel	500	465	500
Phone	~~0~~	0	200
~~Prof Development~~	~~175~~	~~180~~	
State			
Dir	500	123	500
Act/Spk	—	0	2000
Prof Development Luncheon	175	180	220
P.Pres Tab			50
P.P Travel			350
Mail Service Oxford	4,000	4100	5000
~~Office~~	~~500~~		
Supplies	500	410	500
Committees			
Site Selection Conf Exp	50	0	100
Placement	200	0	200
[illegible]	200	200	200
Bylaws/Archives	100	0	100
Nominating	100	0	100
[illegible]	600	(35)	600
Parliamentarian	0	0	0
Publications			
Newsletter	3,000	3,843.	4,100
Proceedings	4,200	3,260	4,200
Council	3,000	1,490	3,000
[illegible]			
Special [illegible]			1,100
Summary [illegible] Total			25,[illegible]
~~Fiscal~~ Reserve			5,[illegible]