

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Hotel Marriott, Los Angeles, California on September 8, 1978. President Pat Heard presided.

Voting Board members present were President Pat Heard, President-Elect Elaine Cohen, Past-President Margaret Coda-Messerle, Secretary Jacquie Bonner and Treasurer John Woolley.

X Other Board members present at the beginning were Past-Treasurer Seymour Prog, Ex-Officio Parliamentarian Loretta Newman and Newsletter Editor Jo Ann Wells.

WCRA member who participated during the day was Ernest Gourdine.

I. CALL TO ORDER

The meeting was called to order at 12:30 p.m. by President Pat Heard.

II. REVIEW OF THE AGENDA

The agenda was reviewed and no additions were made.

III. SECRETARY'S REPORT

Board members had received the minutes of the March 15-19, 1978 Conference Board meeting in the mail. Margaret requested that corrections be listed separately and not attached to allow recipients of the minutes to easily correct their copies.

The minutes were approved as corrected.

Moved (Coda-Messerle), seconded (Cohen) that the Secretary refer to all previous minutes and make appropriate corrections in official minutes. Motion was lost.

IV. TREASURER'S REPORT

- A. Status of Current Accounts. John Woolley presented his report (Attachment #1) along with a summary of his findings on what to do with the savings accounts. He queried several savings and loan companies about the current certificate and higher yielding accounts and concluded the highest yielding was the six month's Treasury Certificate which is guaranteed a 7.509% for six months. At the end of the six months in February and just prior to conference, we can withdraw the projected conference expenses and decide where to reinvest.

Moved (Woolley), seconded (Cohen) that the Board approve funds of \$88.98 for the By-laws Committee.

PASSED

B. Status of Current Budget. John noted that an income of \$749.00, included in the checking account, has been derived since receiving the budget from Seymour. John next expressed a concern that we develop a budgetary process to project specific regular expenses and regular income. One special concern is the Executive Board expenses. After surveying last year's minutes, John noted that Executive Board expenses were \$4700.00; however, the Board approved only \$3000.00 this year. Second concern is the Hawaii conference expenses. Pat noted that 4 years ago the Board decided to set aside money for three separate expenditures within separate internal accounts. They are as follows: (#1) \$1,000 each year for future conference fees; (#2) bank interest; (#3) \$1,000 for the scholarship fund. Each are listed on Attachment #1 of the March 15, 1978 minutes. For the 1978 conference, John estimated a cost of \$11,500.00. The corresponding income was \$17,130.40. Seymour pointed out that approximately \$8,000.00 was collected on site.

*for
Seymour
expenses* →

expenses

The internal accounts clarified the scholarships and awards. Margaret reported that the Archivist's expenses were approved. John suggested that we set up specific budget items reflecting actual operational costs plus an undistributed reserve. Only the Board could permit additional expenditures.

Moved (Woolley), seconded (Bonner) that John along with Seymour and others develop general guidelines and policies for building a budget, establish specific categories based on costs from last year, build a calendar for the process, and particularly include the status of current accounts and current budget, annual income vs. budget and expenses and annual conference costs.

PASSED

John said the auditor's expense of \$350.00 listed under Miscellaneous should probably be listed as a Treasurer's expense. Margaret asked that the Proceedings be listed as an inventory asset priced at cost to be reprinted.

Moved (Woolley), seconded (Cohen) to pay \$572.00 to the Phillip B. Putnam Jr. Insurance Company to cover personal property and liability up to \$300,000 at conferences.

PASSED

C. Auditor's Report and Recommendations. Although the auditor had recommended that the Treasurer's bond be increased from \$10,000 at a cost of \$82.00 to \$25,000 at a cost of \$205.00, John believed the lower figure was sufficient because the Treasurer is not handling large sums.

Moved (Woolley), seconded (Coda-Messerle) that withdrawals over \$500.00 from savings require signatures of two officers, the President, President-Elect and/or Treasurer.

PASSED

- D. Tax Exempt Status. For interest bearing accounts, John provided the identification number from IRS:95 - 3177 158 which is the same as the employer identification number. IRS requires WCRA to file Form 990 if gross receipts exceed \$10,000.00. Filing must be completed by the 15th day of the 5th month after the annual accounting period which would be April 30. Pat reported that WCRA is incorporated under 510C6 Business League, which means the dues are tax exempt; however, the status requires that (1) WCRA change its by-laws to allow for disposition of assets upon dissolution of the organization and (2) WCRA set up a separate scholarship organization under 501C3 for accepting tax deductible scholarship monies.
- E. Membership List. During the summer, Margaret updated the membership list by state and sent the list to State Directors plus a copy to John Woolley. Pat expressed concern that WCRA seek a method which would provide an updated list at any time. John volunteered to solicit an estimate from a private vendor for membership by state, 20-40-60 items about members as a resource file, labels for mailing list and list of members to receive proceedings. Included will be the cost for one card with 3 lines or two cards with 4 lines which may include, name, address, area code, telephone number and college.

V. PROGRAM CHAIRPERSON'S REPORT

- A. Hawaii Conference Plans and Projections. (Attachment #2). Elaine described the Hyatt and its convention facilities and explained that the travel agency, GTU, will provide the ground transportation. The activities such as the Polynesian Cultural Center are part of the package; therefore the daily schedule can be changed, not the activities. Regarding the arrangements, members must make a \$75.00 deposit for one night at Hyatt and Kona by January 7, 1979 and will be billed for the balance sixty days before the conference, February 7, 1979. Full payment must be made by March 7, 1979. In order not to pay extra for the conference rooms, WCRA must book 250 rooms and make arrangements through GTU. The \$185.00 for each room with a mountain view includes four nights, ground transportation, the luau, tour of the Polynesian Cultural Center and a barbecue at Kona. Elaine will write a letter to the membership explaining the activities and cultural experiences, the reasons for early reservations, the Kona location, and the cost advantages in the total package. The discussion was suspended while the Board received the Minority Affairs Report.

VI. MINORITY AFFAIRS COMMITTEE REPORT

(Attachment #3). Ernest Gouridine reported on the committee's meeting in Fresno, Calif., April 29, 1978. The committee discussed the need for optional avenues for minorities from allied academic areas to enter the learning skills field. In taking steps to recruit more minorities into the area, the committee recommended gathering data about existing programs, receptive institutions, and funding sources then structuring options which would include summer institutes for an overview of the profession and university internship and fellowships. Ernie pointed out that a large number of minorities are being served by learning centers but few minorities are serving. The Board discussed WCRA's role in facilitating

the objectives of the committee. Pat suggested being a catalyst for a needs assessment and grant proposals and functioning as a clearinghouse for personnel.

Moved (Coda-Messerle), seconded (Cohen) that the Board receive the report.

PASSED

Moved (Woolley), seconded (Cohen) that WCRA support the activities of the Minority Affairs Committee and encourage the committee to seek an institution and funding for sponsoring institutes and training minority learning specialists.

PASSED

Moved (Cohen), seconded (Woolley) that the Minority Affairs Committee submit to the President for her approval a budget not to exceed \$500.00 and a description of activities to accomplish the submitted report.

PASSED

Because of increased job responsibilities, Ernie said he would need to resign as Chairperson of the committee. He recommended Don Yamamoto as his successor.

At 5:30 p.m., the Board resumed discussion of the Hawaii conference.

VII. PROGRAM CHAIRPERSON'S REPORT (cont'd)

In computing funds from the conference, Elaine estimated fees from 15 exhibitors at Hawaii conference, each member attending the conference and four post-conference institutes and 10 courtesy plane fare reimbursements. To publicize the conference, Elaine asked that the WCRA Newsletter containing conference information be sent to all institutions by October 1 and the mailing of the conference brochure plus an insert from Elaine explaining the conference arrangements be sent to members by mid-October to arrive by November 1 because members must return a \$75.00 conference deposit by December 31.

For keynote speakers, Elaine has recruited Harold Herber and is considering other recommendations from the Hawaii WCRA members. Seymour pointed out that expenses for keynoters are paid from the Special Account #2. Regarding other budget items, the Board recommended no-host coffee and fruit punch, eliminating expense item for WCRA brochures, reducing funds for evaluations to \$50.00 and mailings to \$300.00, increasing the miscellaneous to \$500.00.

Last year's evaluations indicated a need for moderate scheduling in the program which would allow members to meet informally with each other; therefore, Elaine plans to allow more flexibility and give the members an option of visiting 1, 2 and 3 islands. The institutes will be held for 2½ days on Kona and during the next 1½ days, members may visit Maui Community College. Pat asked all Board members to share with Elaine the burdens of the Hawaii conference.

- B. More Stringent Standards for Conference Presentations. The Board discussed (1) more complete guidelines for making presentations, (2) clearer descriptions of the audience interested in a presentation, (3) a means for gaining a profile of members attending, (4) the section Chairperson's thoughtful comments about presentations for special audiences, (6) appointment of chairpersons for six major interest groups who would solicit presentations in those interest areas and arrange the times on the program, and (7) assignment of a discussion for a methods report and a reactor for a research report.

Moved (Woolley), seconded (Cohen) that the Board identify areas of professional interest in WCRA through a needs assessment, then appoint persons to assist the Program Chairperson in determining the standards of the presentations.

PASSED

On the topics of C. Honoraria for Institute Leaders, D. "Scholarships" for Conference Attendance and E. Limited "Scholarships" for Student Professionals, the Board agreed not to allow them; however Pat suggested that State organizations might raise monies for student paraprofessionals.

- F. Sections Co-sponsored by Other Organizations.

Moved (Cohen), seconded (Bonner) that the San Francisco Program Chairperson invite other professional organizations to co-sponsor a section at San Francisco and future conferences.

PASSED

- G. Exhibitor's Contract. Concern was expressed that if an exhibitor pays a fee, cancels at a late date and requests a full refund, it may be too late to arrange for another exhibitor.

Moved (Cohen), seconded (Woolley) that an exhibitor notify the conference Chairperson, be assessed a 10% cancellation fee, and allowed a 90% refund up to 30 days before the conference, after which no refund is allowed.

PASSED

VIII. COORDINATOR OF STATE DIRECTOR'S REPORT

Margaret provided an up-to-date list of State Directors; however, some have not been appointed as yet. (Attachment #4). After discussion with others, Margaret reported no need exists for a Central California State Director but rather, Northern and Southern Directors should send information to the Central people.

Moved (Coda-Messerle), seconded (Woolley) that it be up to the discretion of the ~~California Director~~ to appoint a Central California Liaison Director.

Coordinator of State Directors

PASSED

State Directors to be appointed are Northern California (a second person), New Mexico, and Wyoming. Margaret has mailed membership lists to the State Directors. She also will be sending information about the conference and asking Directors to submit articles to the Newsletter about relevant events from their states. Margaret also reminded the Board that the by-laws state that the President will appoint new State Directors 30 days before the next year's conference in order to allow the new Directors to work with state members. Pat asked Margaret to provide recommendations 60 days prior to conference.

IX. CONFERENCE SITE CHAIRPERSON'S REPORT

Pat gave June Dempsey's report which stated that there has been close to an official bid for the 1981 conference at the Dallas Community College. We are now awaiting a formal bid from the District which should arrive before the December meeting. Further, Ann Faulkner is conferring with the Dallas Chamber of Commerce about the number of hotel rooms in keeping with conference guidelines.

Moved (Coda-Messerle), seconded (Bonner) at 7:40 p.m. that Board adjourn until September 9 at 8:00 a.m.

PASSED

Los Angeles, California
September 9, 1978

President Pat Heard called the meeting to order at 8:25 a.m. Voting members present were: Margaret Coda-Messerle, Elaine Cohen, John Woolley and Jackie Bonner.

Other members present were Seymour Prog, Loretta Newman and Jo Ann Wells. Members who appeared during the day were Randy Silverston, Donna Davidson, Gene Kersteins and Gwyn Enright.

X. NEWSLETTER EDITOR'S REPORT

Editor Jo Ann Wells suggested several format and content changes including a change in masthead with a new logo which may be replicated on the office stationery, a classified section for job openings, and regular columns with guidelines for content. (Attachment #5).

Also suggested was a calendar of conferences. Pat added that the Newsletter could serve as a liaison with related organizations. At the December Board Meeting, Jo Ann will bring several mastheads along with proposed advertising rates and deadlines for submitting materials.

Regarding printing deadlines, two factors were considered: the proposed by-laws changes and the request for absentee ballots must be received by the Treasurer 15 days before the conference; and the April 30 deadline is too early to reflect the conference. The date was changed to May 15.

A revised budget will be submitted at the next Board meeting. In response to questions about a camera, Pat noted that the official photographer is appointed each year prior to the conference.

XI. INSIGHTS EDITOR'S REPORT

- A. Randy Silverston reported delays in finalizing the first issue.
- B. Randy Silverston submitted the proposed inside cover and editorial comment. The board suggested changes which are footnoted on Attachment #6. Pat referred to the previous Board meeting where members expressed concern that articles be restricted to WCRA members.

Moved (Woolley), seconded (Coda-Messerle) to allow persons other than WCRA members to contribute to Insights.

PASSED

- C. Regarding budget, it was suggested that Randy use the same mailing permit Jo Ann uses and mail the first issue to members only.

Moved (Coda-Messerle), seconded (Woolley) that nonmembers and institutions be charged \$3.00 for issues.

PASSED

- Randy was instructed to print 1200 copies. Pat asked for a clarification of the title as it would appear in a bibliography. Gene Kerstiens suggested starting with the number, the title, the month and the topical listing on the cover.

Moved (Woolley), seconded (Coda-Messerle) that WCRA let the first issue of Insights be used by ERIC.

PASSED

- D. A production date will be set in the Fall.

XII. PRESIDENT'S REPORT

- A. Pat submitted a list of appointments since the last Board meeting (Attachment #7).
- B. Pat outlined some alternatives for liaison with other professional associations (Attachment #8) and shared some of previous activities. The major question is what kinds and levels of liaison do we want with what kinds and levels of professional associations? In response to the list of suggestions for consideration . . .
 - a. Although the need exists, the kinds and levels will continue to be discussed.
 - b. It was suggested that State Directors inform their members and the Board of relevant professional meetings in their state.
 - c. Members could also function as resource persons at other conferences.

- d. Delay action.
- e. Completed.
- f. Agreed to send copies of Newsletter with an introductory letter but not the Proceedings to presidents of related associations.
- g. Agreed upon.
- h.i. Delay action.
- j. Agreed upon.

Moved (Woolley), seconded (Coda-Messerle) that the President send the ACPA Commission with copies to Hunter Boylan information about the purpose and history of WCRA to correct the recent erroneous statements about the existence of learning assistance centers.

PASSED

The President's report was resumed after the Scholarship Awards and Advisory Committee's report.

XIII. SCHOLARSHIP AND AWARDS ADVISORY COMMITTEE REPORT

- A. Margaret corrected an attachment to the December 9 minutes regarding Standing Awards and Scholarships as follows:

- "I. Committee Membership

- A. Shall consist of not more than seven (7)
 - C. Delete

- II. Meetings

- A. Shall be held at the annual conference
 - B. No reimbursement will be made to the committee

Date for submission of recommendations: February 1."

Donna Davidson reported the members of the Scholarship and Awards Committee are Donna Davidson, Jim Baugh, Shirley Bowen, Jeweleane Whittaker, Manuel Olguin and Louise Renault. To meet the committee's need for the mailing list for higher education institutions, Margaret will give Donna a copy of her list who will mail scholarship information using WCRA envelopes. A scholarship will be given at the Hawaii conference. The By-laws Committee has suggested that a scholarship be given to an institution rather than an individual.

- B. The information on the Distinguished Service Award will be sent to the State Directors through the next Newsletter.

Moved (Coda-Messerle), seconded (Woolley) to amend the Standing Awards and Scholarship Fund Committee guideline on page entitled "Guidelines for Recommending Award Recipients" to read

- "III. 1. Delete non-voting
 - 2. Add "annual conference manager and editors"

PASSED

Moved (Coda-Messerle), seconded (Woolley) to amend the last page of the guidelines that "March 1" be changed to

"within one month prior to the annual conference of the year following the award" and delete "possible method of selecting".

PASSED

XIV. ERA STATE BOYCOTT RECOMMENDATION FROM THE MEMBERSHIP

Moved (Coda-Messerle), seconded (Woolley) to distribute a mail ballot to all members to be returned early December in time for the December Board meeting with a yes/no response to ERA resolution acted on at the 1978 conference. The Board will abide by the majority of responses if those tally a quorum. The motion was withdrawn after discussion during which Pat pointed out WCRA would not lose its tax exemption status, some members have written stating ways they will be affected such as they will not be allowed travel funds to meetings of organizations which approve ERA, the IRA Congress defeated a similar recommendation at their May meeting in Houston, and a number of members believe WCRA should not become involved in such political issues.

Pat relinquished the chair to Elaine and expressed a concern that major issues that will affect the organization be left to the Board. If the membership wishes to take matters out of the hands of the Board that they can use the initiative/recall/petition avenue.

Moved (Cohen), seconded (Coda-Messerle) that WCRA take a supportive stand on the Equal Rights Amendment.

PASSED

The Board recessed from 12:00 p.m. until 12:10 p.m.

XV. PRESIDENT'S REPORT (cont'd)

B. 3. IRA's request for a co-sponsored meeting in Atlanta in April 1979.

Moved (Woolley), seconded (Cohen) that the President seek a WCRA member who will represent WCRA at IRA.

PASSED

C. Membership Resources List (Attachment #9). Pat presented up-to-date information on the status including names of members who volunteered to serve on specific committees. The topic will be pursued at the December Board meeting.

D. The Guidelines and Alternative Committee status report by Barbara Tomlinson at the September 10, 1977 Board meeting stated that she was stymied by the lack of membership input. The purpose of the committee was to gain membership input for a WCRA clearinghouse of model programs and techniques in reading and learning assistance. To date, no follow-up recommendations to the Board.

Also no further action has been taken on the Program Evaluation Service since the September 10, 1977 Board meeting, when June Dempsey reported on the Western College and Schools Accreditation Association. The concerns will continue to be pursued.

XVI. PLACEMENT BUREAU REPORT

Betty Levinson sent a report (Attachment #10) to the Board.

Moved (Woolley), seconded (Elaine) to accept the report and adopt the budget.

The Board recommended that Betty move ahead with the mini-evaluation form, toss out old resumes, and send names of members to organizations seeking candidates, that Margaret contact the State Directors regarding Betty's suggestions, that the Newsletter describe the Placement Bureau, and that Seymour send Betty a current membership list.

XVII. NOMINATING COMMITTEE REPORT

Moved (Woolley), seconded (Cohen) to accept Gene Kersteins' report (Attachment #11) on the Nominating Committee.

PASSED

The Candidates' pictures and statements will appear in the November Newsletter and picture only in the February Newsletter. Members may request an absentee ballot which must be received by the Membership Chairperson no later than 15 days prior to annual conference. Confusion arose as to who is the Membership Chairperson. At the Board meeting in Denver, the Board directed the Treasurer to keep the membership files current. Clarification should be made after the next conference. As a practice, the Chairperson of the Nominating Committee carries out the election.

Moved (Woolley), seconded (Cohen) that the Coordinator of State Directors function as the official Membership Chairperson for one year only.

PASSED

Margaret will send absentee ballots upon request. Members will be instructed to write their name on an envelope marked BALLOT. Gene submitted partial expenses of the Nominating Committee. The committee suggested the by-laws be changed not to require that the Chairperson be a past president, that the committee include two past presidents and two other members because of the difficulty in achieving the specified combination. Independent of the committee, Gene presented his own minority report on the by-laws as follows: (1) Article Six, Sections 3a,b,c should be rewritten to state that "knowledgeable persons" be appointed rather than "past presidents"; (2) "not later than 30 days prior to the conference" should be changed to an earlier time; (3) committee not be bound to select a second nominee; (4) the 3.a. section is ambiguous about who meets face-to-face and does what; (5) the results should be announced at the annual conference. The final power should remain with the President.

XVIII. PROCEEDINGS EDITOR'S REPORT

- A. Gwyn Enright reported that the 11th Proceedings containing 44 manuscripts plus James Popham's address should be mailed in December. Bill Carnahan designed the cover.
- B. To copyright the Proceedings, WCRA needs to take the initiative and file the request. The editor is responsible for copyright and may grant permission for reprint. The individual contributor can send his paper to ERIC. Gene recommended keeping the "whole cloth" Proceedings out of ERIC.

Moved (Coda-Messerle), seconded (Woolley) to direct the Proceedings editor to copyright the eleventh and succeeding volumes.

PASSED

- C. The Proceedings Board will gain some new editorial advisors who will assist in editing manuscripts.

Moved (Woolley), seconded (Cohen) that the package price for Proceedings Volumes 4-11 be adjusted to \$35.00.

PASSED

XIX. BY-LAWS ADVISORY COMMITTEE REPORT

Pat reviewed the list of recommendations from Paul Hollingsworth (Attachment #12). A brief discussion followed.

Moved (Woolley), seconded (Cohen) to delay action on By-laws Committee recommendations on the constitution until December Board meeting.

PASSED

Moved (Cohen), seconded (Coda-Messerle) to accept the recommendation on Article IV, Section 6.

PASSED

Moved (Woolley), seconded (Coda-Messerle) to accept the recommendations on Article IV, Section 7.

PASSED

As the Board reviewed the other recommendations, no action was taken but the members agreed to continue discussion at the December 1978 meeting.

XX. WCRA NAME CHANGE - FOLLOW UP

Pat shared the distribution of responses from the straw ballot in Long Beach. (Attachment #13).

XXI. GOALS AND OBJECTIVES STATEMENTS

Moved (Cohen), seconded (Coda-Messerle) to accept the goals and objectives statement (Attachment #14) and to commend Gwyn Enright for her efforts.

PASSED

XXII. WCRA BROCHURE

Pat suggested that a new brochure be designed which would not have to be redesigned each year. The design should accommodate a new, yearly insert which would include membership application, Proceedings request and names of current Board of Directors.

Moved (Woolley), seconded (Coda-Messerle) that a brochure be designed, ready for press, for an amount not to exceed \$200.00

PASSED

XXIII. POSSIBILITY OF PART-TIME BUSINESS MANAGER FOR WCRA

The description of the proposed duties of a part-time business manager as recommended by the By-laws Committee in the March 15, 1978 Board minutes was discussed. The Board did not act on the recommendation but preferred to gain the opinions of the membership in their state meetings at the Long Beach conference. Board members discussed alternatives, some based on practices of other organizations.

Moved (Woolley), seconded (Cohen) that before the December Board meeting, Seymour Prog inquire about and solicit proposals from financially feasible business service agencies in the Los Angeles area to assume some of the responsibilities designated for the recommended business manager.

PASSED

XXIV. ARCHIVIST REPORT

Loretta Newman reported for Ruth Purdy that the group, which includes Ruth, Loretta, Gil Williams, Frank Christ and Gene Kersteins have been unable to meet. Meanwhile, Ruth purchased two locking file cabinets and is ready to receive materials for the archives. She requests that persons submit three copies of each item.

XXV. DECEMBER BOARD MEETING DATES AND LOCATION

Moved (Woolley), seconded (Cohen) that the next Board meeting occur in San Francisco, December 1-2, 1978, the time and site to be determined by the President.

PASSED

XXVI. APPROVAL FOR EXPENSES OF THIS BOARD MEETING

Moved (Coda-Messerle), seconded (Bonner) to approve payment of expenses not to exceed the amount or items budgeted.

PASSED

XXVII. PARLIAMENTARIAN'S REPORT

In response to a previous question about the status of her copy of Robert's Rules of Order, Loretta Newman happily reported that although her copy is not the latest printing, it is the latest edition. Loretta also reported that she gained three volunteers for the Parliamentary Committee.

Meeting was adjourned at 5:50 p.m.

CORRECTIONS FOR WCRA MINUTES

September 8-9, 1978

- p. 5 VIII. Motion should read that it be up to the discretion of the Coordinator of State Directors to appoint a Central California Liaison Director.
- p. 24 Attachment #6. Listed under WESTERN COLLEGE READING ASSOCIATION of officers: Immediate Past President: Margaret Coda-Messerle.
- Footnote #5. Reading, Learning Assistance, Developmental Education and Tutorial Services.
- p. 14 Attachment #2. John Woolley pointed out that under the Credit column the President-Elect typing and mailing of \$500 is an in-kind contribution from Metro State and should not be included as part of WCRA budget. The total should be adjusted to \$8,875.00.
- p. 1 In the second paragraph of the minutes, the Board members present should be listed followed by other officers, members and guests present.
- p. 2 B. Status of Current Budget (#1) \$1,000 each year for future conference expenses; (#2) bank interest for keynote expenses.
- Change Executive Board to Board of Directors and capitalize the title.

Paul 702-358-2500 7³⁰N
June 209-478-0571 8⁰⁰T

Heard

AGENDA

Share ^① stationing
② directaries

WCRA Board Meeting - September 8-10, 1978

Los Angeles Marriott Hotel

Friday, September 8

1. Call to Order - 12:00 noon
2. Review of Agenda (*distribute*)
3. Secretary's Report (Jacquelyn Bonner)
 - a. Approval of March, 1978 minutes *? e. Make corrections in previous minutes*
 - b. Status of policies catalog project
4. Treasurer's Report (John Woolley and Seymour Prog)
 - ✓ a. Status of current accounts (including new savings certificates)
 - ✓ b. Status of current budget
 - ✓ c. Auditor's report and recommendations ** 95-3177-158. 501(c)(6)*
 - ✓ d. Tax exempt status *- dispose of assets
- scholarship organization 501 c3 - yes or no?*
 - ✓ e. Annual income vs. budget and expenses
 - ✓ f. Annual conference costs (including report of previous institutional costs)
 - ✓ g. Membership list - possibility of additional codes and breakdowns for state directors, membership resources data, etc.
 - ✓ h. Current status of insurance coverage - liability, Proceedings, etc. *1572*
5. Program Chairperson's Report (Elaine Cohen)
 - a. Hawaii conference plans and projections
 - Rayee* { b. More stringent standards for conference presentations
 - c. Honoraria for institute leaders
 - d. "Scholarship" for conference attendance
 - e. Limited "scholarships" for student paraprofessionals
 - f. Sections co-sponsored by other organizations *- at least future conferences*
 - g. Exhibitor's contract

6. Coordinator of State Directors Report (Margaret Coda-Messerle) *MRE* *against next year's, too*
7. Conference Site Chairperson's Report (June Dempsey via Pat Heard)
8. Minority Affairs Advisory Committee Report (Ernest Gourdine) - Time certain: 4:30pm
- Report on May, 1978 committee meeting to draft statement of purpose and list of recommended tasks
 - Recommendations for new committee chairperson

Adjournment planned for around 6:00 PM.

Saturday, September 10, 1978

9. Call to Order - 8:00 AM
10. Newsletter Editor's Report (JoAnn Wells) *MRE other organizations - Calendar? reports? routine mailings?*
11. Insights Editor's Report (Randy Silverston) - Time certain: 9:00 AM *MRE* *March 15, p. 2*
- Status of first issue
 - Statement of editorial policy
 - Budget *e. Selecting new editors - procedures? MRE?*
 - Subsequent issues? *dec. ntg.*
12. President's Report (Pat Heard)
- Appointments since last board meeting *(main file)*
 - Liaison with other organizations *(folder)*
 - Publications exchanges
 - Use of WCRA members in liaison roles with key organizations
 - I.R.A. co-sponsored meeting for 1979 *(main file)*
 - Other co-sponsored meetings?
 - Encyclopedia of Associations listing
 - Membership Resources lists
 - Other. *finished later*
 - ded Prof. Resources File - Carol - status*
 - Alternatives status - Barbara - status*
 - ? Program Eval. Service - June - status*
- dec. p. 7* *Cynthia*
Sept 10 *p. 7* *member input*
Sept 10 *p. 748*
? fees *West. Assoc. of Schools & Colleges*

13. Scholarship and Awards Advisory Committee Report (Donna Davidson) - Time certain: 10:30 AM

a. Scholarship

b. Other awards

14. ERA state boycott recommendation from the membership

15. Placement Bureau Report (Betty Levinson via Pat Heard)

16. Nominating Committee Report (Gene Kerstiens) - Time certain: 1:00 PM

17. Proceedings Editor's Report (Gwyn Enright)

- a. Status of 11th Proceedings

- b. Possibility of copyrighting the Proceedings

- c. Insurance for Proceedings

18. Bylaws Advisory Committee Report (Paul Hollingsworth via Pat Heard)

a. Updating and reconciliation of bylaws and constitution

b. Elections via mailed ballots

c. Definition of quorum; date determined; provisions if no quorum

d. Disposal of assets

e. Definition of "Board of Directors"

f. Separate organization for disbursing scholarships (re: tax exempt status)

g. (If no quorum - as currently defined - in Hawaii?)

h. Updated copies of bylaws and constitution

19. WCRA Name Change - Follow-up to straw vote at Long Beach conference (Pat Heard)

20. Goals and Objectives Statement (Gwyn Enright)

21. WCRA Brochure (Pat Heard)

22. Possibility of part-time business manager for WCRA

23. Archivist Report (Ruth Purdy via Pat Heard)

24. December board meeting dates and location

MRF

- publicity?

- distinguished service (Seymour?) - publicize

- student proposals

- conference attendance

c. Separate scholarship foundation

d. Bylaws - give to institution

(folder)

publicize

hand order?

① majority needed -

what if mailed

ballot?

- d. mail-outs for other people

- e. procedures for selecting new

f. Package price editors

(folder)

↓
distributed
revised by
law 50

main
file

attachment #6 to 3/15 mod 19
State feedback March 18 p.1 p.2

had made purchases - but not labor yet
trusts officers to send her things

25. Approval for expenses of this board meeting

*December minutes
attachment #9*

Note: Board meeting may have to extend into Sunday morning, September 10.

ADDITIONS TO THE AGENDA:

26. Parliamentary's report

27. _____

28. _____

29. _____

30. _____


Dear Pat,

You'll soon discover I can't type, nor do I compose very well on the typewriter. But here are my responses you asked for:

1. Business Manager: I think this one still needs another round of discussion. True, we are growing and jobs are getting out of hand. But I also wonder if we might create some positions that are not elected by members, but appointed by officers to get some of the work done. I suggest the Board examine the position's definition and see what could be farmed out to volunteers or appointees before we get trapped into a yearly salary. I guess I'm still fighting bigness.
2. ERA: I'm in sympathy with the cause, but feel that we should take strong stands on educational weaknesses and inequities before we get involved in this political hassle. If we get into this one, we leave ourselves open to getting into future issues of like kind. We should endorse and back our state reps when they need help at state or federal levels, but on educational issues only.
3. Quality of presentations: Some type of patrol is long overdue. For every good remark I heard about this and past conferences, I also hear negative ones regarding the way presentations are handled. Some are duds; the people presenting act scared stiff; no one challenges research; etc.
4. Honorarium to leaders of Institutes: NO! We pay expenses incurred for the workshops (or should), but not the leaders.
5. Attendance Scholarship to those unable to attend: Great idea! It opens a big can of worms - committee to screen, committee to evaluate & select, but our newly formed scholarship committee might be able to handle this one, too. At any rate, I'd pursue the idea.
6. Special prices to students: I've long wanted to do this, but there were always reasons, and sound ones, that we didn't. Still, I would like to see some sort of reduction for students.
7. Two year/four year emphasis: My notes on this one don't remind me of what I'm suppose to say! Anyway, I have received much flak from two-year college members who feel that WCRA is fastly becoming a four-year college organization. Those of us involved don't, but from the outside looking in, especially with this year's slate of officers, it can look that way. Many two-year people in northern California feel this way, that WCRA is losing its real touch with its aims. I don't know how to combat that except to make darn sure that next's tears (Freudian slip?) year's slate of officers has plenty of two-year people on it.

I hope some of these remarks are helpful to you at the September board meeting. Sorry I can't be there (then again, I'm not), but I know and trust you'll all do a good job.

Best regards to all,


Royce

AGENDA

WCRA Board Meeting - September 8-10, 1978

Los Angeles Marriott Hotel

Friday, September 8

1. Call to Order - 12:00 noon
2. Review of Agenda
3. Secretary's Report (Jacquelyn Bonner)
 - a. Approval of March, 1978 minutes
 - b. Status of policies catalog project
4. Treasurer's Report (John Woolley and Seymour Prog)
 - a. Status of current accounts (including new savings certificates)
 - b. Status of current budget
 - c. Auditor's report and recommendations
 - d. Tax exempt status
 - e. Annual income vs. budget and expenses
 - f. Annual conference costs (including report of previous institutional costs)
 - g. Membership list - possibility of additional codes and breakdowns for state directors, membership resources data, etc.
 - h. Current status of insurance coverage - liability, Proceedings, etc.
5. Program Chairperson's Report (Elaine Cohen)
 - a. Hawaii conference plans and projections
 - b. More stringent standards for conference presentations
 - c. Honoraria for institute leaders
 - d. "Scholarship" for conference attendance
 - e. Limited "scholarships" for student paraprofessionals
 - f. Sections co-sponsored by other organizations
 - g. Exhibitor's contract

6. Coordinator of State Directors Report (Margaret Coda-Messerle)
7. Conference Site Chairperson's Report (June Dempsey via Pat Heard)
8. Minority Affairs Advisory Committee Report (Ernest Gourdine) - Time certain: 4:30p
 - a. Report on May, 1978 committee meeting to draft statement of purpose and list of recommended tasks
 - b. Recommendations for new committee chairperson

Adjournment planned for around 6:00 PM.

Saturday, September 10, 1978

9. Call to Order - 8:00 AM
10. Newsletter Editor's Report (JoAnn Wells)
11. Insights Editor's Report (Randy Silverston) - Time certain: 9:00 AM
 - a. Status of first issue
 - b. Statement of editorial policy
 - c. Budget
 - d. Subsequent issues?
12. President's Report (Pat Heard)
 - a. Appointments since last board meeting
 - b. Liaison with other organizations
 1. Publications exchanges
 2. Use of WCRA members in liaison roles with key organizations
 3. I.R.A. co-sponsored meeting for 1979
 4. Other co-sponsored meetings?
 5. Encyclopedia of Associations listing
 - c. Membership Resources lists
 - d. Other

13. Scholarship and Awards Advisory Committee Report (Donna Davidson) - Time certain:
10:30 AM

- a. Scholarship
- b. Other awards

14. ERA state boycott recommendation from the membership

15. Placement Bureau Report (Betty Levinson via Pat Heard)

16. Nominating Committee Report (Gene Kerstiens) - Time certain: 1:00 PM

17. Proceedings Editor's Report (Gwyn Enright)

- a. Status of 11th Proceedings
- b. Possibility of copyrighting the Proceedings
- c. Insurance for Proceedings

18. Bylaws Advisory Committee Report (Paul Hollingsworth via Pat Heard)

- a. Updating and reconciliation of bylaws and constitution
- b. Elections via mailed ballots
- c. Definition of quorum; date determined; provisions if no quorum
- d. Disposal of assets
- e. Definition of "Board of Directors"
- f. Separate organization for disbursing scholarships (re: tax exempt status)
- g. (If no quorum - as currently defined - in Hawaii?)
- h. Updated copies of bylaws and constitution

19. WCRA Name Change - Follow-up to straw vote at Long Beach conference (Pat Heard)

20. Goals and Objectives Statement (Gwyn Enright)

21. WCRA Brochure (Pat Heard)

22. Possibility of part-time business manager for WCRA

23. Archivist Report (Ruth Purdy via Pat Heard)

24. December board meeting dates and location

25. Approval for expenses of this board meeting

Note: Board meeting may have to extend into Sunday morning, September 10.

ADDITIONS TO THE AGENDA:

26. _____

27. _____

28. _____

29. _____

30. _____

TREASURER'S REPORT

Attachment #1

EXECUTIVE BOARD MEETING, LOS ANGELES

SEPTEMBER 8, 1978

ASSETS

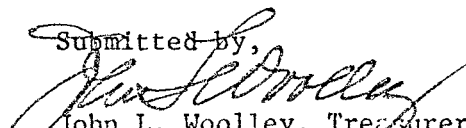
Checking (United California Bank)	\$ 1,768.42
Savings (California Federal Savings)	
6-Month Treasury Certificates 7.509%	20,000.00
Passbook Account 5.25%	<u>1,103.79</u>
TOTAL	\$ 22,872.21

1978-79 WCRA BUDGET (APPROVED MARCH 19, 1978)

<u>BUDGET CATEGORY</u>	<u>AMOUNT BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
President	\$ 200.00	\$	\$ 200.00
Previous President	300.00		300.00
Nominating Committee	830.00		830.00
Coordinator of State Directors	300.00		300.00
Conference Site Selection	300.00		300.00
Treasurer	500.00	22.86	477.14
Secretary	350.00		350.00
State Directors	1,100.00		1,100.00
Newsletter	2,250.00	657.73	1,592.27
Proceedings	3,883.00		3,883.00
Placement	500.00		500.00
Insights	1,500.00		1,500.00
Bylaws Committee	500.00	588.98	- 88.98
Minority Affairs	700.00	559.73	140.27
Preliminary Conference	<u>1,000.00</u>	<u>488.00</u>	<u>512.00</u>
TOTAL	14,213.00	2,317.30	11,895.70

BOARD APPROVED NON-BUDGETED ITEMS

Executive Board	3,000.00		3,000.00
Scholarships & Awards	1,165.00		1,165.00
Archivist	<u>950.00</u>	<u>211.15</u>	<u>738.85</u>
TOTAL	5,115.00	211.15	4,903.85

Submitted by,

 John L. Woolley, Treasurer

Tentative Budget for 1979 Conference
prepared by Elaine Cohen, September, 1978

<u>Debit</u>		<u>Credit</u>	
conference mailings (3 x .30 x 2500)	\$2250	Pres.-elect typing & mailing	500
printing of 3 calls to conference	500	exhibitors sales 15 x \$125	1875
conference programs	500	conference registration 250 x \$15	3750
luau & paniolo dinner included in GTU package	---	post conference insti- tutes	500
tour to Polynesian cultural center: included in GTU package	---	\$5 x 100	
tour to Leeward College: included in GTU package	---	courtesy plane fare 1 per 16	2750
		10 x \$275	
			<hr/>
			\$9375
			8875
Decorations & enter- tainment: included in GTU package	---		
Hospitality suite	250		
courtesy coffee 4 x 200 x .75	750		
courtesy aloha punch 10 gals. x \$25	250		
continental breakfast \$2.50 x 250	625		
student workers \$3.10 per hr. x 100 hr.	310		
name tags, holders, packets	300		
honoraria for 2 keynoters	300		
travel expenses for keynoters	700		
conference managers room	378		
WCRA brochures	100		

-2-

Debit

Credit

Evaluations

printing/processing

conference phone calls

post-conference institutes

4 x \$50

miscellaneous

⁵⁰
~~100~~

400

200

⁵⁰
~~200~~

\$8113

Adjusted *\$ 7663*

WESTERN COLLEGE READING ASSOCIATION
COMMITTEE ON MINORITY AFFAIRS
APRIL 29, 1978
AIRPORT MARINA HOTEL
FRESNO, CALIFORNIA
MINUTES

Members present: Ernest Gourdine, CSU Fullerton, Manuel Olgin, CSU Fresno, Angelina Rodarte, Foothill College-Los Altos, Ca., Ernest Rubi, Pima Community College-Tucson Arizona, Don Yamamoto, University of Colorado.

Absent: Juan Vasquez, College of Alameda, California.

Ernie Gourdine opened the meeting by summarizing a proposal he submitted to HEW for 15 graduate fellowships in reading with an emphasis on learning skills. Students are to work part time at the Learning Center in California State Fullerton's graduate Reading Program. One half of the \$117,000 budget request will provide each student with a \$3,900.00 stipend. Administration, faculty, and clerical costs take the other half of the budget.

A letter from Pat Heard defining the role of the committee reads as follows:

"We will count on you in the future to bring necessary matters and recommendations to the Board concerning minority interests as they relate to various areas of WCRA programming and member services, placement, scholarships and awards, the annual conference, publications, etc."

The committee's first task, as proposed the the WCRA Board of Directors is to develop and seek funding for an internship program to train minorities in Learning Assistance Centers.

Much discussion was focused on:

1. WCRA's role in relation to the committee
 - A. responsibility for selection of applicants and internship sites
2. Committee member's definition of a Reading Specialist.
3. Laundry list of Learning Specialist qualities:
 - A. familiar with learning theories
 - B. competent in subject area, i.e. math, English
 - C. understanding of instructors world
 - D. expertise in curriculum development
 - E. many need to be bilingual, but not all

Agreed to propose a symposium of the committee's work at the next WCRA conference.

Feasible educational institutions with Tutorial programs already developed would be invaluable in helping the committee identify students for the proposed program. Secondly, these institutions tentatively seem to be the most likely, (or the easiest), educational institutions to start the program at. The following universities were selected as the committee's first contacts to gather information about their tutorial programs.

1. University of Minnesota - Masters and PhD in Learning Specialist, Don Yamamoto to contact them.
2. University of California at Berkeley - Martha Maxwell, Ernie Gourdine to contact Martha for ongoing resources and ongoing reading workshops.
3. University of Texas at El Paso - RASSLE program - Pat Heard, Manuel Olgin to contact Pat.
4. University of Arizona -
Ernie Rubi to obtain information.

Committee responsibility for gathering information is delegated in two ways:

1. By systems or areas, examples,
 - A. EOP
 - B. CSUC, four year institutions
 - C. JC's two year institutions.
2. Geographically
 - A. If you are near the source of information, go for it.

Rough Sketch Of Proposed Program

Range of students - 15 to 45 full time only, pay students a stipend.

Students must have college credit and financial security as an incentive.

Possibly have a WCRA sponsored summer institute with graduate level credit.

Have the Federal Government pay tuition, fees, stipend.

Options of program:

1. Open to all students, Junior/Senior entry level.
Community agency experience level.
2. Graduate student level.

Three levels of entry:

- A. Para-professional-basic level.
- B. Professional/Reading Specialist emphasis.
- C. Administrative/Learning Center Director emphasis.

Funding possibilities:

- A. Graduate level - HEW
- B. Other - WICHE

It must be recognized that the structure of the tutorial field is generally split into two major areas.

1. FOUR YEAR educational institutions generally are tutorial centers that deal with clarifying course content on the subject matter. Most are understaffed and poorly funded.
2. TWO YEAR educational institution tutorial centers are primarily Reading/Basic study skills programs or courses. These schools are generally very adequately staffed and funded. These funds purchase equipment necessary to operate reading and study skill programs.

Minority skills specialist may be recruited from the staffs of programs such as:

1. Trio Grants
2. Upward Bound
3. Talent Search
4. EOP(s)
5. Other similar programs

Tentative Outline of Summer Institute Program

1. Initial institute would be for graduate students only.
 - A. Pre-requisites include enrollment in internship program.
 - B. First units earned are for the program.
 - C. HEW funded.
2. Second phase would include the undergraduate level. As an undergraduate a participant could:
 - A. Receive academic credit for attendance.
 - B. Gain exposure to skills necessary "in the field."
 - C. Experience the opportunity to use these new skills in a controlled setting.
3. Possible WICHE funding would require matching funds which in turn would require solid institutional support. Ben Cordova in Boulder, Colorado would be our contact person. He earlier referred us to Dr. Alvin Rivera, HEW Washington, D.C.

While it was generally acknowledged that many minorities got their LAC related jobs by being at the right place at the right time, the committee felt that a cross section of institutions should be contacted to see if minorities have gone through their programs, if any are directing LAC's and to find out about the programs themselves.

Two questionnaires are to be developed.

1. EOP tutorial programs are to be contacted by Don Yamamoto. Manuel Olgin is to obtain a mailing list of the CSUC system and forward it to Don.
2. WCRA membership questionnaire is to be distributed by Ernest Gourdine. Additionally, the membership is to be surveyed for their recommendations of other institutions with exceptional tutorial programs.
3. Angelina Rodarte and Manuel Olgin are to explore past questionnaires for any possible information which may assist the committee.

Information and Questions For the Questionnaires

These questions are not necessarily on both questionnaires or in any order.

1. How many learning skills centers in the country?
In centers: (some of this information is available in Margaret Coda-Messerle's survey).
 - A. Size of budget
 - B. Kinds of services offered
 - C. Number of people served
 - D. Number of minorities served
2. In what areas are minorities employed in your office?
3. What kind of training have minorities had in your office?
4. What salary range are minorities in?
5. If you could recommend an institute to send an intern to, what institution would it be?
6. What non-existing training would you recommend to be developed?
What could you possibly train students in?
7. What ethnic group do you belong to?
8. What position and role do you have; the entry level for your job?
9. What level of training is necessary at the entry level for your job.
10. Your native language? Other languages?
11. Are you from a two year or four year educational institution?
12. Your profession before you became a reading specialist?
13. Percentage of minorities served in your center?

14. Enrollment of your college?
15. Ethnic makeup of the enrollment?
16. Have you had any LAC in-service training? (Once feedback is obtained we can compare minority/non-minority training in the field).

The committee chose the Holiday Inn, Los Angeles International Airport, as the next meeting site, preferably during September, 1978.

1976-1979 STATE/PROVINCIAL DIRECTORS

ALASKA:

Kate Sandberg, Anchorage Community College, 2533 Providence Avenue,
Anchorage, Alaska 99504 (sch.: 907-279-6602)

ALBERTA:

Bill Pierce (Grant MacEwan Community College) 3643 109 St.,
Edmonton, Alberta, Canada

ARIZONA:

Louise Haugh, Pima Community College, 2202 W. Anklam Road,
Tucson, Arizona 85709 (sch.: 602-884-6666)

BRITISH COLUMBIA:

Perry Franklin, Reading and Study Centre, Simon Fraser University,
Burnaby, Canada V5A 1S6 (sch.: 604-291-3195)

NORTHERN CALIFORNIA:

Midori Hiwama (Sacramento City College) 1117 Swanston Drive,
Sacramento, California 95818 (Home: 916-448-9465)

SOUTHERN CALIFORNIA:

Sallie Brown, Learning Assistance Center, El Camino College,
Van Torrance, California 90506 (Sch.: 213-532-3670)

Dave Fisher, East Los Angeles College, 1301 Brooklyn Avenue,
Monterey Park, California 91754 (Sch.: 213-265-8801/8650)

COLORADO:

Dr. Nancy Steiner, Metropolitan State College, 1006 11th Street,
Denver, Colorado 80204 (Sch.: 303-292-5190)
303-3057

HAWAII:

Dennis Konshak, Language Arts Division, Maui Community College, Kahului,
IDAH0: Maui, Hawaii 96732 (Sch.: 808-242-5462)

Peggy Federici, Star Route 2, Box 147, Harrison, Idaho 83833

MONTANA:

Dori Nielson (Northern Montana College) 932 6th Avenue,
Havre, Montana 59501 (Home: 406-265-7328)

NEVADA:

Dr. Dan Barley, Director of Reading Center and Clinic, University of
Nevada, Las Vegas, Nevada 89154 (Sch.: 702-739-3781)

NEW MEXICO:

Not as yet appointed

OKLAHOMA:

Dr. Bessie Jenkins, Central State University, 100 North University
Drive/Edmond, Oklahoma 73034 (Sch.: 405-341-2980)

OREGON:

Valerie Lister, 6921 SW. Capitol Hwy., Portland, Oregon 97219 (Home: 5
246-0039)

TEXAS:

Ann Faulkner, Learning Skills Center, Mountain View College,
4849 West Illinois Avenue, Dallas, Texas 75221 (Sch.: 214-746-4236)

UTAH:

Merlin Cheney, English Department, Weber State College, Ogden,
Utah 84408 (Sch.: 801-399-5941)

1978-1979 STATE/PROVINCIAL DIRECTORS

WASHINGTON:

Elizabeth Preen, Ft. Steilacoom Community College, 9401
Farwest Drive SW, Tacoma, Washington 98498 (Sch.: 206-588-3623)

WYOMING:

To be appointed.

AT-LARGE:

Anne Erlebach, Director of Reading, Department of Humanities,
Michigan Technological University, Houghton, Michigan 49931
(Sch.: 906-487-1885)

WCRA Newsletter Items

WCRA Board Meeting

Saturday, September 9, 1978

1. Format and Content Changes

logo
masthead
color
columns with regular responsibility -review of grants,
critical issues, letters to editor (opinion), occasional
paper synposes, spotlight (people, programs), new
(including journals)- materials in the filed, legislative/federal concerns relat
to reading, segment representation - POLL MEMBERSHIP????

2. Advertising Policy with contract

3. Deadlines - November 30 - December printing Jan distrib
January 31 - February printing
April 30 - June printing
July 30 - August/September printing

4. Budget - printing
postage
clerical 15/20 hours per issue
camera
masthead and logo designs

5. Any other items?????

- Inside Cover -

EDITOR

R. A. Silverston,
California State University
Dominguez Hills

MANUSCRIPTS: Submit manuscripts in triplicate to the Editor, R. A. Silverston, Ph.D., Center for Skills and Assessment, California State University Dominguez Hills, Carson, CA. 90747

ASSOCIATE EDITORS

Dorothy Clayton, Los Angeles Harbor College
Gwyn Enright, San Diego City College

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WESTERN COLLEGE READING ASSOCIATION

President: Pat¹ Heard,
University of Texas At Austin
President-Elect: Elaine Cohen,
Metropolitan State College²
Secretary: Jacquelyn³ Bonner,
University of Oregon
Treasurer: John Woolley, Western College⁴

WCRA Insights is a journal published intermittently by the Western College Reading Association

Imn Past Pres: MK-M⁶

WCRA Insights publishes original manuscripts dealing with the theme of (college level learning and college level learning facilitation).⁵ Preference is given to articles which integrate theory or philosophical positions with pragmatic methodologies.

Cover design by Mr. Frank Payne,
California State University Dominguez Hills

¹ Patricia

² Denver

³ Jacqueline

⁴ Oxnard College

⁵ Reading - Learning Assistance - Developmental Education - *Tutorial Services*

⁶ *MK-M*

Editorial Comment

WCRA Insights became an official entity at the annual 1978 Western College Reading Association (WCRA) Board Meeting. It was felt that this sort of endeavor should be started tentatively so that it could be evaluated by the membership and other interested parties. It was agreed that, for this first issue, manuscripts were to be solicited from both members and non-members of WCRA. The results of some of this solicitation, thanks to the efforts of my Associate Editors, Gwyn Enright and Dorothy Clayton, are contained herein.

Being a pioneer in a project like this one is both an exciting and forbidding task. I am exhilarated by the prospects of initiating a publication which might become a catalyst for the profession of college learning assistance. It is, however, a monumental task to try to maintain a publication which is at once pertinent, entertaining, and intellectually stimulating. This issue is an attempt to set a standard for possible future issues of WCRA Insights. I welcome your initial reactions, comments, and criticisms since you, the reader, must be the final judge of this endeavor.

Randall A. Silverston, Editor

¹ publication

² conference

List of Official Appointments of WCRA Officers, Editors, Chairpersons 1978-79

Parliamentarian	- Loretta Newman
<u>Newsletter</u> Editor	- JoAnn Wells
<u>Proceedings</u> Editor	- Gwyn Enright
<u>Insights</u> Editor	- Randy Silverston
Chair, Minority Affairs	- Ernest Gourdine
Chair, Scholarships	- Donna Davidson
Chair, Bylaws	- Paul Hollingsworth
Placement Bureau	- Betty Levinson
Archivist	- Ruth Purdy
Chair, Nominations	- Gene Kerstiens
Official Photographer	- ? (will be appointed shortly before Hawaii conference)

LIAISON WITH OTHER PROFESSIONAL ASSOCIATIONS: Some Alternatives

- a. Need for a conceptual framework for development of liaison - i.e., which organizations, what levels of liaison, what's the objective, etc.
- b. Possible use of WCRA state directors in liaison with state level professional organizations - exchange of info, publicity, joint meetings, etc.
- c. Possible use of WCRA members in official liaison roles with other national, regional (and state?) organizations. Some possible tasks:
 - 1. Report to WCRA members through Newsletter on significant events, services, publications, etc. in the other organization
 - 2. Keep WCRA program chairperson informed of possible contributions for annual conference program
 - 3. Keep other organization's officers and members updated about WCRA conferences, publications, issues, services, etc.
- d. Possible co-sponsored presentations by other organization at WCRA annual conference
- e. A Calendar of Dates in WCRA Newsletter to announce dates of other conferences.
- f. Complimentary copies of Newsletter? Insights? Proceedings? to some officers of other associations - i.e., their President, Editor, etc.
- g. Routine offers to announce publications, upcoming conferences, etc. of other associations upon submission of copy to WCRA Newsletter editor
- h. Joint sponsorship of regional or topical conferences
- i. Joint projects in areas of mutual interest - e.g., influencing legislation on matters of mutual concern
- j. Invite other officers to WCRA board meetings for general liaison and exchange of info

QUESTION: What kinds and levels of liaison do we want with what kinds and levels of professional associations?

WCRA - LIAISON WITH OTHER PROFESSIONAL ASSOCIATIONS

I. National and Regional

A. IRA - International Reading Association

Contact: Ralph Staiger, Executive Secretary
800 Barksdale Road, Newark, Delaware 19711

Status: Have had several official delegates from I.R.A. to WCRA meetings - most recently James Sawyer, Director Membership and Council Relations at Denver conference. Have, for several years, co-sponsored sessions at the I.R.A. annual conference. Current request "in the works."

B. ACPA Commission XVI (of APGA) - American College Personnel Association Commission XVI (Learning Centers in Higher Education), a division of the American Personnel and Guidance Association

Contact: Robbie Nayman, Commission Chairperson
Counseling Center, Colorado State University
Fort Collins, Colorado 80523

Status: No response to Margaret's letter of inquiry last fall; Sue Davidson is a member of the Commission and reports that she may be appointed as official liaison between the Commission and WCRA. Next spring's ACPA conference has been moved to Los Angeles, March 24-29.

C. NARDSPE - National Association for Remedial and Developmental Studies in Post-Secondary Education

Contact: Gary Saretsky, Executive Committee Chairperson
c/o Chicago State University
Academic Skills Development Program
Ninety-Fifth Street at King Drive, Chicago, Illinois 60628

Status: Exchange of letters among Gary, Gene Kerstiens, and Pat late last spring. Suggested exchange of newsletter info and co-sponsored conference presentations. No response to last letter.

D. NCDE - National Conference on Developmental Education

Contact: John Roueche, Coordinator
c/o Community College Leadership Program
Education Building 310
University of Texas at Austin, Austin, Texas 78712

Status: John is now a member of WCRA and receives all Newsletters, etc. Had article about the NCDE conference in WCRA Newsletter last year. Has expressed interest in additional liaison.

E. CRA - College Reading Association

Contact: June B. Ewing, Executive Secretary
Georgia Southwestern College
Americus, Georgia 31709

Status: no contact since Jan. 25, 1977; Long Beach conference
info was sent

F. NRC - National Reading Conference

Contact: Jaap Tuinman, President
Simon Fraser University
Burnaby 2, British Columbia Canada V5A 1S6

Status: "Personal diplomacy" by Margaret and Gwyn at last year's
NRC meeting established good liaison with NRC officers and
editors. No official correspondence. Sent editor a
complimentary Proceedings. Editor has been in recent
contact with Gwyn.

G. AECT - Association for Education Communications and Technology

Contact: Howard Hitchens, Executive Director
1201 16th St. N.W.
Washington, D.C. 20036

Status: no record of previous contact

H. NASPA - National Association of Student Personnel Administrators

Contact: Channing M. Briggs, Controller
Central Office, Portland State University
P.O. Box 751 Portland, Oregon 97207

Status: no record of previous contact

I. NCTE - National Council of Teachers of English (NCTE)

Contact: Robert F. Hogan, Executive Secretary
1111 Kenyon Road
Urbana, Illinois 61801

Status: no record of previous contact

J. EERA - Eastern Educational Research Association

Contact: Mervin D. Lynch, President
Graduate School of Education, Northeastern University
360 Huntington Avenue, Boston, Massachusetts, 02115

Status: 1977 contact between Margaret and Merv

K. NODA -National Orientation Directors Association

Contact: Michael D. Jones , President
State University of New York at Oswego

Status: no record of previous contact

II. California State Organizations

A. CAFED - Cal. Association for Post-Secondary Educators of the Disabled

Contact: Steve Fasteau
Disabled Students Program, El Camino College
16007 S. Crenshaw Blvd. Gray Graham
Torrance, CA 90506 Fresno City College

Status: A visit from CAFED officers to WCRA board in Long Beach
last spring to establish liaison; follow-up correspondence
between Steve and Pat

B. CCCTA - Cal. Community College Tutorial Association

Contact: John Woolley? Dick Lyman. Sierra Community College

Status: exchange of correspondence between John and Margaret in 1977

C. CRA - California Reading Association

Contact: Dr. John F. Dean, Executive Secretary
Whittier College
3400 Irvine Ave., Suite 211 Newport Beach, CA 92660

Status: no record of correspondence

D. NCCRA - Northern Cal. College Reading Association

Contact: Rose Wassman?

Status: informal liaison through members of both

E. CMLEA - Cal. Media and Library Educators Association

Contact: Jack Blake
618 Tarento Drive, San Diego, CA

Status: no record of previous contact

F. CATE - Cal. Assoc. of Teachers of English

III. Listings in Organizational Directories

- A. Resource and Referral Service, Research and Developmental Exchange Project,
National Institute of Education

c/o John C. Peterson, Center for Vocational Education,
Ohio State Univ., 1960 Kenny Road, Columbus, Ohio 43210

- B. Encyclopedia of Associations, Gale Research Company, Book Tower,
Detroit, Michigan, 48226

(WCRA will be listed in October 1978 supplement).

IV. Newsletters and Journals with News Columns, Calendars, Announcements, etc.

- A. Journal of Remedial and Developmental Education

c/o Milton Spann, Editor
Center for Developmental Education
Appalachian State University
Boone, North Carolina 28608

- B. NARDSPE Newsletter

c/o Harold Hild, Editor
English Language Program
Northeastern Illinois University
Chicago, Illinois 60625

- C. ACPA Commission XVI Newsletter

c/o Hunter Boylan, Editor
D.E.P. - 204 Library
Bowling Green State University
Bowling Green, Ohio 43403

- D. IRA Newsletter

WCRA Membership Resources List - 1978

I. No. of forms returned:

58 - returned at the Long Beach conference

8 - returned from the summer Newsletter

2 - letters (rather than forms)

II. At least some members volunteered for all tasks/categories except Photographer, Archivist, and Parliamentarian, and Minority Affairs.

III. Lists of volunteers for each category are attached to this page. Number in parenthesis beside each name indicates no. of years of WCRA membership.

IV. These lists have been/will be shared with respective WCRA officers for their consideration (along with other important factors) in enlisting more membership input into their areas. The lists have already proved a useful resource in making several appointments over the past summer.

V. Possible expansion of this concept to include members' areas of professional expertise and experience was referred to Carol Scarafiotti last winter; she has requested more time to come up with a fairly complex form.

Pat Heard
9/1/78

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)
Eastern 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
State Technical Institute, Memphis, TN

WCRA 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 Junior 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

WCRA 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 Herlin (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 Teele
Iowa Linda Univ.
(Proceedings only)

Richard Steinacher (1/2)
Austin College, Sherman, TX

Anne Falke 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 Fenner
Governors State Univ., IL
(Proceedings only)

Tom Bean (4)
Cal. State Northridge

Jane McGrath (8)
Scottsdale Comm. College, AZ

WCRA Member-Volunteers for State Director (or Assistance) - as of 9/1/78

Linda Martin (4) U.C. Irvine, CA	Helen Gladson (3) West Hills College, CA
Sue Brown (6) New Mexico State, Las Cruces (assistance only)	Georgene Payne (6) Northeast Oklahoma State, Miami
Carol Clymer (3?) New Mexico State, Las Cruces	Virginia Shrauger (7) Central Oregon College, OR
Dave Fisher (2) East Los Angeles College, CA	Bessie Jenkins (5) El Reno Junior College, OK
Merline Cheney (4) Weber State College, UT	Mary Rubin (3) Cameron University, OK (assistance only)
Linda Foxworth (2) North Texas State U., TX	Norma Inabinette (5) Cal. State Univ. Fullerton, CA
Joe Cordina (1/2) Cedar Valley College, TX (assistance only)	Sally Conway (2) Community College of Denver, CO
Don Ray (1) Eastern New Mexico U., Portales	E. Sue Saunders (3) 2201 West Nye Lane, Carson City, NV
Bonnie Longnion (3) College of the Mainland, TX	Jim Karaciewicz (1/2) Kansas State Univ., KA
Chuck Hunter (8) San Jose City College, TX.	Kate Sandberg (1) Anchorage Comm. College, AK
Spencer Oleson (1) Mountain View College, TX	George Dennis (1) 1600 Maple Street, Longview, Washington
Bill Pierce (3) Grant MacEwan CC, Alberta	Anne Falke Erlebach (3) Michigan Tech. Univ.
Narcisa Zarate (8) New Mexico State, Las Cruces	Florence Cohn (7) UCLA (assistance only)
Kim Lampson (1) Seattle Pacific Univ., WA	Donna Wood (1) State Tech. Institute at Memphis, TN
Mary Hess (9) Ricks College, ID	Bobby James (7) South Plains College Levelland, Texas 79336
Delryn Cookston (2) Eastfield College, TX (assistance only)	Linda Wiggins (1) Univ. of Alaska, AK

WCRA 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

WCRA Member-Volunteers for the Nominating Committee - as of 9/1/78:

Carol Clymer (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

WCRA Member-Volunteers for Design, Art Work, Graphics - as of 9/1/78:

Karen Smith (5)
New Mexico State, Las Cruces, N.M.

? Florence Cohn (7)
UCLA

JoAnn Wells (3)
Cal. State Fullerton, CA

? Bonnié Longnion (3)
College of the Mainland, TX

WCRA Member-Volunteers for Liaison with Other Professional Organizations - as of 9/1

Richard Duax (9) Bakersfield College, CA	- Cal. Foreign Language Teachers Assoc.; American Council of Teachers of Foreign Languages
Silver Stanfill (4) Anchorage Comm. Coll., AK	- NCTE - College Section
Louise Renault (3) Arizona Western College, AZ	- IRA
Linda Foxworth (2) North Texas State U., TX	- Adult Education Association
Don Ray (1) Eastern New Mexico U., NM	- IRA, Phil Delta Kappa, NEA
Bonnie Longuion (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., IN	- SIG of IRA
Dorinda McClellan (4) Hillsborough Comm. Coll., Tampa	- IRA, NRC, Florida Comm. College Reading Conference
Mary Hess (9) 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 (1) University of Utah, Salt Lake	- Conference of College Composition and Communicatio
Paul Coulter (4) Isosiro Oka Middle School, CA	- Orange County Reading Assoc. (OCRA)
Mary Rubin (3) Cameron Univ., OK	- Oklahoma Reading Council; IRA
Norma Inabinette (5) Cal. State Fullerton, CA	- OCRA, CRA, Cal. Prof. of Rdng.
Marilyn Teele (11) Loma Linda Univ., CA	- CATE, IRA, NCTE, CCC, NEA, 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 Woolley
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

Placement Bureau Report

After several phone conversations and the delivery of a large box of papers, the chairmanship of the Placement Bureau was official transferred from Barbara Tomlinson to me. I plowed through an eight year collection of files looking for something in writing about previous Board decisions and recommendations concerning the Placement Bureau, but I've found nothing. Please allow me to briefly review what I understand to be the purpose and function of the Bureau to be sure we are in agreement.

It seems that the Bureau was originally created to provide a service to WCRA members seeking employment in college level reading, learning assistance and writing programs. The purpose was, and continues to be, to inform members about available positions. What is done with the information is strictly up to the individual receiving it. All that a member needs to do to receive the Bureau announcements is to ask to be on the mailing list. At present, announcements are mailed twice a month to the approximately 165 persons on the list.

I have a large number of resumes that individual WCRA members sent to the Placement Bureau. I assume we have these resumes on file for the purpose of providing a service to institutions that are seeking qualified applicants for positions by supplying their representative with a list of appropriate candidates. I have not been asked to do this as yet, but should I be, I'm not sure how I would go about doing it. More about this later.

The time required to maintain the current activities of the Bureau is minimal. One person, with competent secretarial assistance can handle the task easily. The UCLA Learning Skills Center was able to absorb all the costs for the Bureau during June, July, and August. Beginning September 1, I will have to bill WCRA for labels, envelopes, and postage. These items will be detailed in the budget request.

Now that you know what I know, let me present a few problems I've encountered during the past few months, and ask you to consider some possible solutions. The problems are not gigantic and the ideas for solutions are not spectacular, but I think they are worth considering. I'm anxious to learn what ideas you generate and what decisions you reach.

I know that Pat wants to have broader membership participation in the activities of the Placement Bureau, and I agree with her. I'm not at all sure how to manage this, but for starters I wrote to all the people who expressed an interest in the Placement Bureau on the membership Resources Form. I summarized the current activities requested comments and suggestions for improving the service, and asked each person to let me know how he/she would like to participate. My timing was obviously poor, the beginning of summer, because I have received zero replies. I know WCRA can't pay for travel to a committee meeting, so the only thing I can think of doing is writing again at the beginning of the academic year when energy levels are running higher. Can you think of anything else to do to get people involved?

It's a very strange feeling to send out over 160 pieces of mail every few weeks, and never to know if the information is used, relevant, read, or tossed out. Two people have sent me address corrections and one person asked to be placed on the list, so I know three people are still interested. After each mailing, a few envelopes dribble back with forwarding address unknown. I suspect, although I do not know for a fact, that our mailing list has not been up-to-date for some time. What do you think about including a mini-evaluation form in one of the Fall mailings with a requirement that the person return the evaluation and/or the address label if he/she wishes to continue receiving the mailings? Of course, I'd be happy to receive the evaluation comments even if the person no longer wants the job listings. We would probably get some good ideas about ways to improve the service, and we would automatically up-date the mailing list. I don't like to sound cheap, but with the cost of postage constantly rising it doesn't make sense to keep mailing things to people who are no longer interested in receiving them. One more

thing, I don't have a current membership list so I'm not even sure that everyone on the list is still a member.

My sources for information about open positions are limited, and there is enough of a delay between my being notified and members receiving the mailings that many of the deadlines for application have passed. I receive the listings from the UCLA and Berkeley Educational Placement Services, the quarterly IRA bulletin, and an occasional piece of direct mail or phone call from an institution. The delay is complicated by the fact that we mail only twice a month any more would be for too costly. It would be great if the WCRA Placement Bureau could be recognized as a source for candidates for positions in the field of education, etc., and could receive direct announcements of openings. I know that in the past requests were sent to personnel offices and related departments asking that WCRA be added to their mailing lists, but we never have been. What about making this a state-by-state project? People in these departments might respond to someone on their own campus even though they've ignored previous requests by mail. There is another advantage, too. Individuals who know of openings in their own departments would be more aware of the WCRA Placement Bureau and might be moved to send an announcement of the position directly. By handling this through the State Chairpersons we might kindle a greater sense of "help thy neighbor" in WCRA. I assume that most states will have a get together this Fall. If the Chairpersons would consider putting the Bureau on the agenda, I would be delighted. Let me know if it is possible, and if there is anything that I can do to facilitate this possibility.

I mentioned the file of resumes that I received with everything else from Barbara. They date back approximately five years. Why do I have this file? Am I really supposed to send a list of candidates names, or copies of resumes, to persons who request them? I would be very uncomfortable using out-dated information in deciding whether a person had the required qualifications for a particular position. If this is a legitimate part of the service, and I need to know that from you, don't you agree that it is time to clean out the files and start anew? If this is not what the resumes are used for, then why do I have them at all?

You've probably read more about the Placement Bureau than you cared to know. You have many areas about which to be concerned; I have one. Now that I've expressed my concerns, I can accept the fact that this may not be the time to answer all my questions and I'm prepared to continue as before. Depending on your answers, decisions, and/or recommendations, it might be appropriate to include an article about the Placement Bureau in the next newsletter.

Placement Bureau Budget Request

1978-1979

Based on two mailings per month, September through March, to approximately 165 persons presently on the mailing list.

Envelopes	\$ 50.00
Xerox Labels	15.00
Postage	350.00
Misc. mailings to State Chairpersons, Institutions, etc.	50.00
Materials for Conference	35.00
	<hr/>
	\$ 500.00

REPORT OF THE 1979 WCRA
NOMINATIONS COMMITTEE

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

On Saturday, August 26, 1978, the 1979 WCRA Nominations Committee met at the Airport Marina Hotel, Los Angeles, at 10 a.m. June Dempsey was unavoidably absent. However, her perceptions concerning nominees and the composition of the slate were provided the Committee via phone conversation prior to the meeting.

Having taken into consideration the direction provided by the 1978 Nominations Committee as well as the information provided by the "informal nominations survey" conducted at the 1978 Conference, the Committee developed a priority listing of potential candidates for each of the three elective offices. Potential candidates were later contacted by the Chairman and according to procedures agreed upon by the Committee, such processes yielded the slate that follows:

President-Elect

Betty Levinson
Karen Smith

Secretary

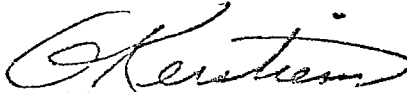
Jacque Bonner
Louise Haugh

Treasurer

Jim Baugh
Jerry Corkran
John Woolley

These nominees have been instructed to (1) submit in writing their willingness to run for office and to (2) submit their pictures together with a biographical sketch to the Newsletter editor no later than October 1, 1978.

Other persons were considered for and/or contacted about candidacy. For possible reference for future Nominations Committees, the following list is provided: Ann Faulkner, Sally Garcia, Mitch Kaman, Carol Scaraffiotti, Rose Wassman, Silver Stanfill, Manuel Olguin, and Ann Coil *and Betty Patterson*


Gene Kerstiens, Chairman



UNIVERSITY OF NEVADA • RENO

RENO, NEVADA 89557 • (702) 784-4951

AUG 28 1978

COLLEGE OF EDUCATION
READING STUDY CENTER
RENO CAMPUS

August 23, 1978

Dear Board of Directors:

Enclosed are several documents that reflect our work in Las Vegas as you so charged our committee. We have listed eleven items that will need to be changed in the Bylaws or Constitution to reflect your charges that you gave our committee. Some of the eleven items are informational in nature and are not needed as amendments.

I am also enclosing a most recent copy of the Bylaws and a copy of the Constitution and a copy of the Articles of Incorporation. These reflect the latest changes as approved at our Long Beach General Meeting.

We are pleased to be of service to Western College Reading Association again. Selma Wilf will represent our committee at your September board meeting if you so desire. I will not be able to attend inasmuch as my wife is so ill and going through so much pain at the present time, and it doesn't look as though she will much relief within the next few months.

Enclosed to the treasurer is our expense charges for the meeting.

Sincerely,

Paul M. Hollingsworth, Chairperson
Bylaws Committee

PMH:ms

CC: Bylaws Committee Members

MEETING OF THE BY-LAWS COMMITTEE

WRCA

Held in Las Vegas, Nevada

August 18, 1978

In attendance: Mary Hess, Selma Wilf, Irwin Joffe and P.M. Hollingsw

Absent: Jerry Rainwater

The following recommendations were made: .

1. Delete from the constitution - Article IV - 4 h
No longer used - history points out that corresponding secretary has not been appointed.
2. Add to constitution - Article IV, 7a, the words "and the immediate Past President".....
3. Add to the By-Law, Art. IV, 6 - He/She shall act as presiding officer in the absences of the President, President-elect and Immediate Past President.
4. Add to constitution - Article IV, 8 - and to the By-Law Article IV, 7 - " He/She shall act as presiding officer in the absence of all other officers."
5. Change Article VI of By-Laws and Article IX of constitution as follows:
 1. The rules contained in Robert's Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with The Articles of Incorporation or these Bylaws.
 2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot. A choice of methods of voting shall be made at the discretion of the Board of Directors.
 3. Within 30 days following the date of the annual spring conference the president shall appoint a nomination committee chairperson

selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of two (2) most recent available past presidents plus two (2) other members to be approved by the president to proceed as follows:

- a. The nominating committee shall select from the membership at least two (2) members for each of the offices of president-elect, secretary and treasurer.
- b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office.
- c. The candidate for office must consent to run for that office so nominated.
- d. The nominating committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, secretary and treasurer within six months prior to the annual conference.
- e. A ballot and an informational sheet about all candidates nominated will be submitted to the membership by first class mail three months prior to the annual conference. The voting shall be by secret ballot.
- f. A ballot must be returned by the member within 30 days prior to the annual conference to be valid. The exact date for returning the ballot shall be printed on the ballot itself.
- g. When the mailed ballots are received by the Nominating Chairperson, they will be stored unopened. The Nominating Chairperson will bring the ballots to the annual conference. The nominating committee will meet, open, and tally the ballots at the annual conference before the general conference business meeting. The results will be announced at the business meeting.

6. Article VI, Section 4 should be added as follows; to the Bylaws:

4. If a quorum as defined by Article 7 of the Bylaws, is not present at the scheduled general business meetings, business requiring voting shall be concluded by mail ballot sent to the general membership.

7. Article VII of the Bylaws add the following to the quorum statement:
...Association as of February 1 prior to the annual conference.

This will tell when the membership should be determined for the 10%.

8. Need to add to the Constitution and Bylaws the following:

Article X - Bylaws and Article XVI - Constitution

Upon the dissolution of the association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the association, dispose of all of the assets of the association in the following way:

- a. The monies will be apportioned to the various states/provinces in proportion to the membership in these states/provinces as of Feb. for distribution.
 - b. The state/province director of each state/province will call a meeting of the members in that state/province.
 - c. The state/province membership will determine the distribution of the monies with the stipulation that the monies must go for a tax exempt non-profit educational purpose.
 - d. The distribution of monies must be completed by each state/province group within 90 days of the notice of dissolution.
9. The clarification of the titles of officers of the association are stated in the Bylaws, Article III, 5 members are the Board of Directors and those directors are so named and jobs given in Article IV, Bylaws. They are the only voting members and have control of monies, etc. Other people who attend meetings of the Board are not voting members. We have an open meeting rule so anyone may attend these meetings.
- The constitution Article IV and V, also make this clear. The editors and other appointive officers are not members of the board.
10. We checked with the Internal Revenue Service and they stated that we may give scholarship money to individuals or tax exempt institutions of learning without violating our exempt status. Therefore, no new organization is required. It is our hope that the scholarship be given to institutions on behalf of the individual so the monies could be more effectively controlled.
11. On page 6 of the bylaws, it states a certified audit. You need not worry about the general audit which costs so much.

By-Laws Committee - Las Vegas 8/18/78
Expenses

Selma Wilf	Transportation	\$90.00
7040 N. 11 th Ave.	Cab (to + from U.)	6.50
Phx, Az. 85021	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
Selma Wilf	Total	\$139.50

Irwin Toffe	Transportation	\$90.00
315 E. Del Rio Drive	Local transp.	6.50
Tempe, Az 85282	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
		\$139.50

Mary Hess	Transportation	\$144.00
275 S. 2nd East	Local transp.	9.00
Rexburg, Idaho 83440	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
Mary B. Hess		\$186.00

Paul Hollingsworth	Transportation	\$62.48
1601 Byrd Drive	Local transp. ^(cab to + from U.)	6.50
Sparks, Nev. 89431	Hotel	21.20
P.M. Hollingsworth	Meals ($87.20 \div 4$)	21.80
		\$111.98

BYLAWS

WESTERN COLLEGE READING ASSOCIATION

A Nonprofit New Mexico Corporation

ARTICLE I

MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. 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. No person shall become a member of the Association until the full amount of dues, established as provided in the Paragraph 2, shall have been paid.
3. Memberships may be renewed from year to year without submitting any application therefore, by payment of the annual dues. Any member who has not paid his annual dues within sixty days after

Art. I, Section 3 continued

the date they have become payable, shall be deemed to have abandoned membership in the Association.

ARTICLE II

MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president, and shall be called by the president at the written request of any fifty members of the Association.
3. State directors will be encouraged to call an annual state or regional meeting.
4. All members of the Association may have the right to attend all membership meetings, annual, regular or special. They may attend other than general meetings as non-voting observers only.

ARTICLE III

BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors

Art. III, Section 1 continued

shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his term in the office which qualifies him to serve as director. Whenever any director ceases to be a member of the Association, or ceases to hold the office which qualifies him as a director, there shall be created a vacancy as a director. Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president. If a vacancy occurs in the office of president-elect an acting program chairperson will be appointed by the president with the approval of the Board of Directors. In this event an election for the office of president and president-elect shall be held at the annual spring conference.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws or any provision of law.
3. The title of all property of the Association shall be vested in the Association; and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.

Art. III continued

4. Meetings of the Board of Directors shall be regular and special.
A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE IV

OFFICERS

1. The officers of the Association shall be a president, a president-elect, a secretary, a treasurer and an immediate past president.
The president-elect, the secretary, and the treasurer shall be elected for a term of one year at each annual meeting of the membership of the Association. The president-elect shall become president of the Association at the next annual meeting of the membership of the Association following his/her election as president-elect, and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president.
2. The five officers of the Association shall constitute its Board of Directors, and shall act in an advisory capacity to the president.

Art. IV continued

3. The president shall act as chairperson and presiding officer of the Board of Directors, and shall act as presiding officer at every meeting of the membership of the Association. In addition the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.
 - c. Approve personnel of committees.
 - d. Call special meetings of Board of Directors.
 - e. Appoint state directors and director(s)-at-large within 30 days prior to the annual meeting.
4. The president-elect shall act as presiding officer in the absence of the president, and shall act as chairperson of the program committee.
5. The immediate past president shall act as presiding officer in the absence of the president and president-elect, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association.
7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors, shall submit the books of the Association to the Board of Directors for a yearly audit, and shall

Art. IV, Section 7 continued

shall be certified audit upon change of the elected treasurer or at the request of the Board of Directors.

8. Each state director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state director shall serve as the membership chairperson for his/her state. Each state director shall submit an annual report of the activities of the Association within his/her state to the Board of Directors not later than February 1 of each year.

ARTICLE V

FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VI

PARLIAMENTARY PROCEDURE

1. The rules contained in Robert's Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with The Articles of Incorporation or these Bylaws.
2. In all meetings any member may demand a roll call vote except for the election of officers. A choice of methods of voting shall be made at the discretion of the Board of Directors.
3. Not later than 30 days prior to the date of the annual spring conference the president shall appoint a nominating committee chairperson

Art. VI, Section 3 continued

selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of two (2) most recent available past presidents plus two (2) other members to be approved by the president. The nominating committee shall submit the names of at least two (2) members for each of the offices of president-elect, secretary, and treasurer. The nominating committee will have made absentee ballots available to the membership chairperson who will have issued these upon written request by members. Absentee ballots must have been received by the membership chairperson no later than fifteen (15) days prior to the annual conference. An absentee ballot is a ballot from a member who is absent from the conference. Except as provided in Article III, Section 1, all officers except the president and immediate past president shall be elected at the annual meeting of the membership. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.

- a. After making available to each nominee and his/her institution the duties and responsibilities of the office, the candidate for office must consent to run for that office so nominated.
- b. Results of the voting will be made known at the general business meeting.

Art. VI, Section 3 continued

- c. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the general business meeting of the Association.

ARTICLE VII

QUORUM

A quorum for any regular or special membership meeting shall be at least ten percent (10%) of the membership of the Association.

ARTICLE VIII

AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE IX

INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth (1/6) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds (2/3) vote of those members present at any annual meeting of the Association.

CONSTITUTION
of the
WESTERN COLLEGE READING ASSOCIATION

- Article I: The name of the association will be the Western College Reading Association. It will be a non-profit organization.
- Article II: The objectives of this association are twofold:
1. To exchange ideas and techniques with regard to college reading and study skills programs.
 2. To propose and encourage the adoption of certain specific qualifications for teachers of college reading and study skills programs.
- Article III: Membership.
1. Any individual who is qualified and is interested in college reading and study skills programs is eligible for membership upon signing a membership application.
 2. The membership shall have one class of membership; the voting privileges shall be equal.
- Article IV: Officers.
1. The elective offices of the Association shall be a President-Elect, Secretary, and Treasurer. The previous President-Elect becomes the President and the previous President becomes the Immediate Past President.
 2. All officers shall be elected for one (1) year, to hold office from conclusion of the spring conference.
 3. General Duties of Elected Officers:
 - a. They shall serve as members of the Western College Reading Association Board of Directors.
 - b. They shall act in an advisory capacity to the President.
 4. Duties of the President
 - a. He/she shall act as chairperson and presiding officer of the Board of Directors.
 - b. He/she shall act as presiding officer of general meetings.

- c. He/she shall appoint the chairperson of standing and special committees.
- d. He/she shall appoint a Parliamentarian to serve for one (1) year.
- e. He/she shall approve the personnel of committees.
- f. He/she shall call special meetings of the Board of Directors.
- g. He/she shall appoint State/Province Director(s) and Director(s)-at-Large, within 30 days prior to the annual meeting.
- h. He/she shall appoint a corresponding secretary for the duration of his/her term.

5. Duties of the President-Elect:

- a. He/she shall act as presiding officer in the absence of the President.
- b. He/she shall act as Chairperson of the Program Committee.

6. Duties of the Immediate Past President:

- a. He/she shall act as presiding officer in the absence of the President and President-Elect.
- b. He/she shall act in a general capacity as adviser to the President upon the affairs of the Association.
- c. He/she shall do other work as assigned by the President.

7. Duties of the Secretary:

- a. He/she shall act as presiding officer in the absence of the President and the President-Elect.
- b. He/she shall record the proceedings of all meetings of the Board of Directors and the General Meetings.
- c. He/she shall carry out the general secretarial duties of the Association.

8. Duties of the Treasurer:

- a. He/she shall receive and record the receipts of all dues and other income.
- b. He/she shall make a financial report at each Board of Directors' meeting and each General meeting.
- c. He/she shall submit the books to the Board of Directors for a yearly audit.
- d. He/she shall write and sign all checks for all authorized expenditures.

9. Duties of the State/Providence Director(s) and Director(s)-at-Large

- a. He/she shall serve a term of one year.
- b. Upon appointment he/she shall appoint an assistant state director who will succeed the state director.
- c. He/she will serve as the membership chairperson for his/her state.
- d. An annual report will be submitted to the Board of Directors by Feb. 1.

Article V: Board of Directors

- 1. The Western College Reading Association Board of Directors is the executive and administrative body of the Association, and shall be made up of the President, the President-Elect, the Secretary, the Treasurer and the Immediate Past President, provided that he/she is still eligible for membership.
- 2. Powers and Duties.
 - a. It shall conduct, manage and control business and affairs of the Association.
 - b. It shall approve the annual budget.
 - c. It shall approve the expenditures of any funds before the financial obligation is incurred.
 - d. All decisions shall be made by a majority vote of those present. A quorum is required.
 - e. The title of all property of the Association shall be vested in the Association.

Article VI: Vacancies.

1. In case the President cannot serve his/her term, the President-Elect shall assume the duties for the unexpired term.
2. Unexpired term may be appointed by the President.
3. All appointments must meet the qualifications established for eligibility.
4. If a vacancy occurs in the office of President-Elect an acting program Chairperson will be appointed by the President with the approval of the Board of Directors. In this event an election for the office of President and President-Elect shall be held at the annual Spring Conference.

Article VII: Meetings.

1. There shall be at least one (1) General Meeting each year of the Association.
2. There shall be at least two (2) regular meetings each year of the Board of Directors.
3. Special meetings may be called by the President and shall be called at the request of any three (3) directors. Notice of any special meeting shall be given to each Director at least 5 days before the date of any special meeting. Notification of meeting shall be confirmed by the President in writing to all Directors. The notice shall state the purpose for the transaction for which the special meeting has been called and at such meeting no business other than that in the notice shall be transacted.
4. Members of the WCRA shall have the right to attend all meetings of the Association.
5. Notice of the General Meeting shall be sent to all members of the Association at least one (1) month prior to the actual meeting.

Article VIII: Quorum.

1. A quorum of the Association for any open meeting shall be at least 10% of the membership of the Association.
2. A quorum of the WCRA Board of Directors shall be three of its members.

Article IX: Nomination and Election of Officers.

1. Not later than thirty (30) days prior to the dates of the annual Spring Conference the President shall appoint a Nominating Committee Chairperson selected from the available Past Presidents. The Chairperson shall appoint a Nominating Committee consisting of two (2) more available recent Past Presidents plus two (2) other members to be approved by the President.
2. The Nominations Committee shall submit at least two members for each of the following officers: President-Elect, Secretary and Treasurer.
3. All officers except the President and Immediate Past President shall be elected at the Spring General Meeting.
 - a. After the report of the Nominating Committee, the President shall give an opportunity to propose nominations from the floor for each election.
 - b. Voting shall be by secret ballot, and a majority of the votes cast shall be necessary for election
4. Results of the voting will be made known at the General Business Meeting.

Article X: Dues.

1. The amount of the dues of the Association and the time of payment shall be determined by the Board of Directors.
2. All members shall pay the full dues.

Article XI: Initiative, Referendum, and Recall.

1. A petition signed by one-sixth (1/6) of the members shall bring to vote of the membership at a General Meeting an initiative, referendum, or recall action.
2. Recall, initiative or referendum action shall require a noticed motion and a majority vote of the membership or a two-thirds (2/3) vote of those present at any annual meeting of the Association.
3. Initiative and referendum actions must also be authorized by a two-thirds (2/3) vote of those present.

Article XII: Affiliations.

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

Article XIII: Parliamentary Authority.

1. The rules contained in Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Articles and By-Laws.
2. In all meetings any member may demand a roll-call vote except for the election of officers.

Article XIV: A choice of methods of voting shall be made at the discretion of the members of the Board of Directors.

Article XV: Amendments.

1. Proposed amendments shall be submitted to the Board of Directors for review and recommendation.
2. These proposed amendments and ballots shall be mailed to the General Membership one month prior to the next General Meeting.
3. An amendment shall be declared passed if it is approved by two-thirds (2/3) of those members present at any annual meeting of the Association.

ARTICLES OF INCORPORATIONWESTERN COLLEGE READING ASSOCIATION
A Nonprofit Corporation

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being three natural persons of full age, have associated, and do hereby associate themselves together, for the purpose of forming a nonprofit corporation pursuant to the authority contained in Chapter 112, Laws of 1957, State of New Mexico (being codified as Sections 51-14-22 through 51-14-40, New Mexico Statutes Annotated 1953 Compilation, said authority hereinafter being designated as "the Act").

ARTICLE I

NAME

The name of the corporation shall be Western College Reading Association.

ARTICLE II

PURPOSES

1. The purposes and objects for which the corporation is formed are:

- a. to exchange ideas and techniques with regard to college reading and study skills programs.
- b. to propose and encourage the adoption of certain specific qualifications for teachers of college reading and study skills programs.

2. The corporation is formed for a purpose which does not involve pecuniary gain to its members, incidentally or otherwise, and the corporation shall pay no dividends or other pecuniary remuneration, directly or indirectly, to its members, and shall have no capital stock. Nothing contained in these articles shall be construed so as to prohibit the corporation from paying to an employee such salary as may, from time to time,

be determined by the board of directors of the corporation, for services actually rendered by the corporation.

ARTICLE III

DURATION

The period of duration of the existence of the corporation shall be one hundred years.

ARTICLE IV

REGISTERED OFFICE

The registered office of the corporation shall be at 716 Mitchell Street, Clovis, New Mexico 88101, and the person in charge thereof, and upon whom process may be served, is Harry L. Patton.

ARTICLE V

INCORPORATORS

The names and addresses of the original incorporators are as follows:

Jerry A. Rainwater, 816 West 10th Street, Portales, New Mexico 88130
Charlotte Gressett, 1304 South Avenue I, Portales, New Mexico 88130
Leroy Montoya, 322 South Avenue E, Portales, New Mexico 88130

ARTICLE VI

MEMBERSHIP

The members of this corporation shall consist of the persons hereinabove named as incorporators, all other persons who are presently members of the Western College Reading Association, an unincorporated nonprofit association, and such other persons as from time to time shall apply for membership and be admitted to membership in the manner provided by the bylaws of the corporation.

ARTICLE VII

BOARD OF DIRECTORS

The first board of directors shall be five in number. The first board shall serve until the first annual general meeting of the membership of

the corporation. The members of the first board of directors shall be as follows:

Gene Kerstiens, El Camino College, Torrence, California 90506
Paul Hollingsworth, University of Nevada, Reno, Nevada 89507
Jerry A. Rainwater, 816 West 16th Street, Portales, New Mexico 88130
Elizabeth A. Holmes, University of Oklahoma, Operation Threshold,
530 Elm Street, Norman, Oklahoma 73069
Midori Hiyama, Sacramento City College, Sacramento, California 95822

ARTICLE VIII

POWERS

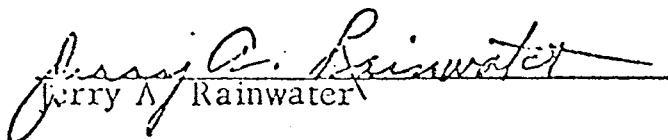
The corporation shall have the corporate powers set out in Section 11 of the Act, and shall have the authority to exercise those powers in any state of the United States of America, or in any province of Canada.

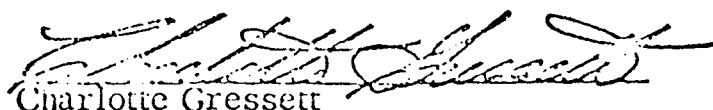
ARTICLE IX

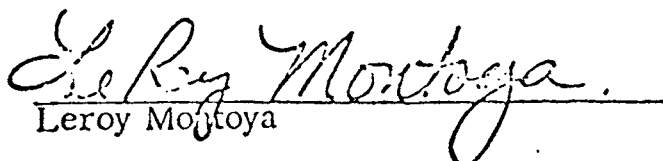
AMENDMENTS

The provisions of these Articles of Incorporation may be amended at any annual general meeting of the membership of the corporation. No amendment may be presented for adoption to the annual meeting unless the proposed amendment shall have been furnished to all of the members of the corporation at least thirty days prior to the annual meeting. Amendments may be adopted by two-thirds of at least ^{not less} twenty-five per cent of the entire membership of the corporation.

IN WITNESS WHEREOF, the original incorporators of Western College Reading Association have executed these Articles of Incorporation this 16th day of October, 1972.

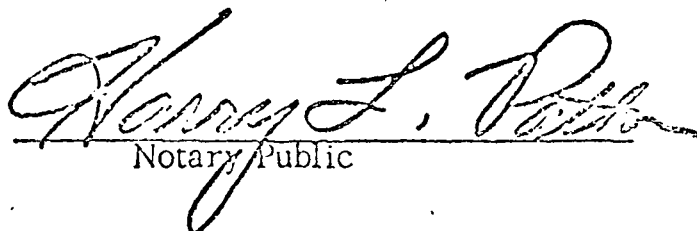

Jerry A. Rainwater


Charlotte Gressett


Leroy Montoya

STATE OF NEW MEXICO)
) ss.
THE COUNTY OF CURRY)

The foregoing instrument was acknowledged before me this 16th day
of October, 1972, by Jerry A. Rainwater, Charlotte Gressett and
Leroy Montoya.


Notary Public

(S E A L)

My Commission Expires:

July 27, 1975

... just "fyi" at the moment.....

RESULTS OF CONFERENCE "STRAW VOTE" RE: WCRA NAME CHANGE (72 returned in all)

Leave it as it is (WCRA) ---- 33

Add sub-titles to the old name -- 16

Change the name ----- 23

Suggested changes: (17 responses)

- Western College Learning Assistance Association (3)
- Western College Reading and Learning Association (2)
- Western Learning Assistance Association
- College Learning Skills Association
- College Reading and Learning Skills Association
- WORLD - Western Organization for Reading and Learning Development
- Western Reading Association (include high school)
- Western College Learning Association
- "need to reflect the wider scope of WCRA - other than reading"
- "3/4 of our conference papers deal with topics other than reading -
so Learning Skills is more appropriate"
- "developmental composition should be included"
- "eliminate Western and add Learning Center"
- "something with learning abilities or learning skills?"
- "something to reflect the Learning Assistance component of the
organization"

WCRA GOALS, PURPOSES, DIRECTIONS

The Western College Reading Association is a group of student-oriented professionals active in the fields of reading, learning-assistance, developmental education, and tutorial services at the college-adult level. Inherently diverse in membership, WCRA's most vital function and over-all purpose is to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.

WCRA members give practical application to their research and work toward the implementation of innovative strategies to enhance student learning. In a spirit of community, members share each other's successful experience so that they can benefit from it and learn from each other's critical research so they will not be condemned to repeat it.

WCRA offers the following services to its diverse membership: opportunities to share research and ideas through publications - the annual Proceedings, the quarterly Newsletter, and the occasional journal WCRA Insights; opportunities for job improvement and professional growth - the annual WCRA conference, regional meetings, conference institutes, publishers' exhibits, a career placement service, and an annual scholarship award; opportunities to adopt and adapt practices - campus program exhibits, on-site tours, program guidelines, and program evaluation services; opportunities to contribute to a growing professional organization through the membership resources directory.

The directions of WCRA are to continue to provide occasions and mediums for dialogue among professionals; to cooperate and, when feasible, coordinate with other professional organizations in these and related fields; to increase the tools available to improve student learning; to provide information and consultants to bodies enacting legislation directly related to members' professional fields; and to act whenever necessary to insure an environment where effective learning can take place.

AGENDA

WCRA Board Meeting - September 8-10, 1978

Los Angeles Marriott Hotel

File with
minutes
9/8-10/78

Friday, September 8

1. Call to Order - 12:00 noon
2. Review of Agenda
3. Secretary's Report (Jacquelyn Bonner)
 - a. Approval of March, 1978 minutes
 - b. Status of policies catalog project
4. Treasurer's Report (John Woolley and Seymour Prog)
 - a. Status of current accounts (including new savings certificates)
 - b. Status of current budget
 - c. Auditor's report and recommendations
 - d. Tax exempt status
 - e. Annual income vs. budget and expenses
 - f. Annual conference costs (including report of previous institutional costs)
 - g. Membership list - possibility of additional codes and breakdowns for state directors, membership resources data, etc.
 - h. Current status of insurance coverage - liability, Proceedings, etc.
5. Program Chairperson's Report (Elaine Cohen)
 - ✓a. Hawaii conference plans and projections
 - ✓b. More stringent standards for conference presentations
 - ✓c. Honoraria for institute leaders
 - ✓d. "Scholarship" for conference attendance
 - ✓e. Limited "scholarships" for student paraprofessionals
 - ✓f. Sections co-sponsored by other organizations
 - ✓g. Exhibitor's contract

BUDGET
GUIDELINES

- ✓6. Coordinator of State Directors Report (Margaret Coda-Messerle)
- 7. Conference Site Chairperson's Report (June Dempsey via Pat Heard) 1981 DALLAS
- ✓8. Minority Affairs Advisory Committee Report (Ernest Gourdine) - Time certain: 4:30pm
 - a. Report on May, 1978 committee meeting to draft statement of purpose and list of recommended tasks
 - b. Recommendations for new committee chairperson

Adjournment planned for around 6:00 PM.

Saturday, September 10, 1978

- 9. Call to Order - 8:00 AM
- ✓10. Newsletter Editor's Report (JoAnn Wells)
- ✓11. Insights Editor's Report (Randy Silverston) - Time certain: 9:00 AM
 - a. Status of first issue
 - b. Statement of editorial policy
 - c. Budget
 - d. Subsequent issues?
- 12. President's Report (Pat Heard)
 - ✓a. Appointments since last board meeting
 - ✓b. Liaison with other organizations
 - ✓1. Publications exchanges
 - ✓2. Use of WCRA members in liaison roles with key organizations
 - ✓3. I.R.A. co-sponsored meeting for 1979
 - 4. Other co-sponsored meetings?
 - 5. Encyclopedia of Associations listing
 - ✓c. Membership Resources lists
 - d. Other ~~ALTERED~~ STANDARDS, GUIDELINES & ALTERNATIVES
PROGRAM EVALUATION SERVICES

✓13. Scholarship and Awards Advisory Committee Report (Donna Davidson) - Time certain:
10:30 AM

a. Scholarship

b. Other awards

✓14. ERA state boycott recommendation from the membership

✓15. Placement Bureau Report (Betty Levinson via Pat Heard)

✓16. Nominating Committee Report (Gene Kerstiens) - Time certain: 1:00 PM

✓17. Proceedings Editor's Report (Gwyn Enright)

— a. Status of 11th Proceedings *Christina 80-60% of those submitted*

✓ b. Possibility of copyrighting the Proceedings

✓ c. Insurance for Proceedings

✓18. Bylaws Advisory Committee Report (Paul Hollingsworth via Pat Heard)

a. Updating and reconciliation of bylaws and constitution

b. Elections via mailed ballots

c. Definition of quorum; date determined; provisions if no quorum

d. Disposal of assets

e. Definition of "Board of Directors"

f. Separate organization for disbursing scholarships (re: tax exempt status)

g. (If no quorum - as currently defined - in Hawaii?)

h. Updated copies of bylaws and constitution

✓19. WCRA Name Change - Follow-up to straw vote at Long Beach conference (Pat Heard)

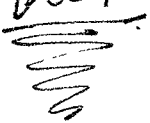
✓20. Goals and Objectives Statement (Gwyn Enright)

✓21. WCRA Brochure (Pat Heard)

✓22. Possibility of part-time business manager for WCRA

✓23. Archivist Report (Ruth Purdy via Pat Heard)

✓24. December board meeting dates and location

Dec 1st S.F.


25. Approval for expenses of this board meeting

Note: Board meeting may have to extend into Sunday morning, September 10.

ADDITIONS TO THE AGENDA:

26. _____

27. _____

28. _____

29. _____

30. _____

Los Angeles, California
September 8, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Hotel Marriott, Los Angeles, California on September 8, 1978. President Pat Heard presided.

Voting Board members present were President Pat Heard, President-Elect Elaine Cohen, Past-President Margaret Coda-Messerle, Secretary Jacquie Bonner and Treasurer John Woolley.

Other ^{WCRA}Board members present at the beginning were Past-Treasurer Seymour Prog, Ex-Officio Parliamentarian Loretta Newman and Newsletter Editor Jo Ann Wells.

WCRA member who participated during the day was Ernest Gourdine.

I. CALL TO ORDER

The meeting was called to order at 12:30 p.m. by President Pat Heard.

II. REVIEW OF THE AGENDA

The agenda was reviewed and no additions were made.

III. SECRETARY'S REPORT

Board members had received the minutes of the March 15-19, 1978 Conference Board meeting in the mail. Margaret requested that corrections be listed separately and not attached to allow recipients of the minutes to easily correct their copies.

The minutes were approved as corrected.

Moved (Coda-Messerle), seconded (Cohen) that the Secretary refer to all previous minutes and make appropriate corrections in official minutes. Motion was lost.

IV. TREASURER'S REPORT

- A. Status of Current Accounts. John Woolley presented his report (Attachment #1) along with a summary of his findings on what to do with the savings accounts. He queried several savings and loan companies about the current certificate and higher yielding accounts and concluded the highest yielding was the six month's Treasury Certificate which is guaranteed a 7.509% for six months. At the end of the six months in February and just prior to conference, we can withdraw the projected conference expenses and decide where to reinvest.

Moved (Woolley), seconded (Cohen) that the Board approve funds of \$88.98 for the By-laws Committee.

PASSED

B. Status of Current Budget. John noted that an income of \$749.00, included in the checking account, has been derived since receiving the budget from Seymour. John next expressed a concern that we develop a budgetary process to project specific regular expenses and regular income. One special concern is the Executive Board expenses. After surveying last year's minutes, John noted that Executive Board expenses were \$4700.00; however, the Board approved only \$3000.00 this year. Second concern is the Hawaii conference expenses. Pat noted that 4 years ago the Board decided to set aside money for three separate expenditures within separate internal accounts. They are as follows: (#1) \$1,000 each year for future conference fees; (#2) bank interest; (#3) \$1,000 for the scholarship fund. Each are listed on Attachment #1 of the March 15, 1978 minutes. For the 1978 conference, John estimated a cost of \$11,500.00. The corresponding income was \$17,130.40. Seymour pointed out that approximately \$8,000.00 was collected on site.

BOARD OF
DIRECTORS

KEY NOTE
SPEAKERS

The internal accounts clarified the scholarships and awards. Margaret reported that the Archivist's expenses were approved. John suggested that we set up specific budget items reflecting actual operational costs plus an undistributed reserve. Only the Board could permit additional expenditures.

Moved (Woolley), seconded (Bonner) that John along with Seymour and others develop general guidelines and policies for building a budget, establish specific categories based on costs from last year, build a calendar for the process, and particularly include the status of current accounts and current budget, annual income vs. budget and expenses and annual conference costs.

PASSED

John said the auditor's expense of \$350.00 listed under Miscellaneous should probably be listed as a Treasurer's expense. Margaret asked that the Proceedings be listed as an inventory asset priced at cost to be reprinted.

Moved (Woolley), seconded (Cohen) to pay \$572.00 to the Phillip B. Putnam Jr. Insurance Company to cover personal property and liability up to \$300,000 at conferences.

PASSED

C. Auditor's Report and Recommendations. Although the auditor had recommended that the Treasurer's bond be increased from \$10,000 at a cost of \$82.00 to \$25,000 at a cost of \$205.00, John believed the lower figure was sufficient because the Treasurer is not handling large sums.

Moved (Woolley), seconded (Coda-Messerle) that withdrawals over \$500.00 from savings require signatures of two officers, the President, President-Elect and/or Treasurer.

PASSED

- D. Tax Exempt Status. For interest bearing accounts, John provided the identification number from IRS:95 - 3177 158 which is the same as the employer identification number. IRS requires WCRA to file Form 990 if gross receipts exceed \$10,000.00. Filing must be completed by the 15th day of the 5th month after the annual accounting period which would be April 30. Pat reported that WCRA is incorporated under 510C6 Business League, which means the dues are tax exempt; however, the status requires that (1) WCRA change its by-laws to allow for disposition of assets upon dissolution of the organization and (2) WCRA set up a separate scholarship organization under 501C3 for accepting tax deductible scholarship monies.
- E. Membership List. During the summer, Margaret updated the membership list by state and sent the list to State Directors plus a copy to John Woolley. Pat expressed concern that WCRA seek a method which would provide an updated list at any time. John volunteered to solicit an estimate from a private vendor for membership by state, 20-40-60 items about members as a resource file, labels for mailing list and list of members to receive proceedings. Included will be the cost for one card with 3 lines or two cards with 4 lines which may include, name, address, area code, telephone number and college.

V. PROGRAM CHAIRPERSON'S REPORT

- A. Hawaii Conference Plans and Projections. (Attachment #2). Elaine described the Hyatt and its convention facilities and explained that the travel agency, GTU, will provide the ground transportation. The activities such as the Polynesian Cultural Center are part of the package; therefore the daily schedule can be changed, not the activities. Regarding the arrangements, members must make a \$75.00 deposit for one night at Hyatt and Kona by January 7, 1979 and will be billed for the balance sixty days before the conference, February 7, 1979. Full payment must be made by March 7, 1979. In order not to pay extra for the conference rooms, WCRA must book 250 rooms and make arrangements through GTU. The \$185.00 for each room with a mountain view includes four nights, ground transportation, the luau, tour of the Polynesian Cultural Center and a barbecue at Kona. Elaine will write a letter to the membership explaining the activities and cultural experiences, the reasons for early reservations, the Kona location, and the cost advantages in the total package. The discussion was suspended while the Board received the Minority Affairs Report.

VI. MINORITY AFFAIRS COMMITTEE REPORT

(Attachment #3). Ernest Gouridine reported on the committee's meeting in Fresno, Calif., April 29, 1978. The committee discussed the need for optional avenues for minorities from allied academic areas to enter the learning skills field. In taking steps to recruit more minorities into the area, the committee recommended gathering data about existing programs, receptive institutions, and funding sources then structuring options which would include summer institutes for an overview of the profession and university internship and fellowships. Ernie pointed out that a large number of minorities are being served by learning centers but few minorities are serving. The Board discussed WCRA's role in facilitating

the objectives of the committee. Pat suggested being a catalyst for a needs assessment and grant proposals and functioning as a clearinghouse for personnel.

Moved (Coda-Messerle), seconded (Cohen) that the Board receive the report.

PASSED

Moved (Woolley), seconded (Cohen) that WCRA support the activities of the Minority Affairs Committee and encourage the committee to seek an institution and funding for sponsoring institutes and training minority learning specialists.

PASSED

Moved (Cohen), seconded (Woolley) that the Minority Affairs Committee submit to the President for her approval a budget not to exceed \$500.00 and a description of activities to accomplish the submitted report.

PASSED

Because of increased job responsibilities, Ernie said he would need to resign as Chairperson of the committee. He recommended Don Yamamoto as his successor.

At 5:30 p.m., the Board resumed discussion of the Hawaii conference.

VII. PROGRAM CHAIRPERSON'S REPORT (cont'd)

In computing funds from the conference, Elaine estimated fees from 15 exhibitors at Hawaii conference, each member attending the conference and four post-conference institutes and 10 courtesy plane fare reimbursements. To publicize the conference, Elaine asked that the WCRA Newsletter containing conference information be sent to all institutions by October 1 and the mailing of the conference brochure plus an insert from Elaine explaining the conference arrangements be sent to members by mid-October to arrive by November 1 because members must return a \$75.00 conference deposit by December 31.

For keynote speakers, Elaine has recruited Harold Herber and is considering other recommendations from the Hawaii WCRA members. Seymour pointed out that expenses for keynoters are paid from the Special Account #2. Regarding other budget items, the Board recommended no-host coffee and fruit punch, eliminating expense item for WCRA brochures, reducing funds for evaluations to \$50.00 and mailings to \$300.00, increasing the miscellaneous to \$500.00.

Last year's evaluations indicated a need for moderate scheduling in the program which would allow members to meet informally with each other; therefore, Elaine plans to allow more flexibility and give the members an option of visiting 1, 2 and 3 islands. The institutes will be held for 2½ days on Kona and during the next 1½ days, members may visit Maui Community College. Pat asked all Board members to share with Elaine the burdens of the Hawaii conference.

- B. More Stringent Standards for Conference Presentations. The Board discussed (1) more complete guidelines for making presentations, (2) clearer descriptions of the audience interested in a presentation, (3) a means for gaining a profile of members attending, (4) the section Chairperson's thoughtful comments about presentations for special audiences, (6) appointment of chairpersons for six major interest groups who would solicit presentations in those interest areas and arrange the times on the program, and (7) assignment of a discussion for a methods report and a reactor for a research report.

Moved (Woolley), seconded (Cohen) that the Board identify areas of professional interest in WCRA through a needs assessment, then appoint persons to assist the Program Chairperson in determining the standards of the presentations.

PASSED

On the topics of C. Honoraria for Institute Leaders, D. "Scholarships" for Conference Attendance and E. Limited "Scholarships" for Student Professionals, the Board agreed not to allow them; however Pat suggested that State organizations might raise monies for student paraprofessionals.

- F. Sections Co-sponsored by Other Organizations.

Moved (Cohen), seconded (Bonner) that the San Francisco Program Chairperson invite other professional organizations to co-sponsor a section at San Francisco and future conferences.

PASSED

- G. Exhibitor's Contract. Concern was expressed that if an exhibitor pays a fee, cancels at a late date and requests a full refund, it may be too late to arrange for another exhibitor.

Moved (Cohen), seconded (Woolley) that an exhibitor notify the conference Chairperson, be assessed a 10% cancellation fee, and allowed a 90% refund up to 30 days before the conference, after which no refund is allowed.

PASSED

VIII. COORDINATOR OF STATE DIRECTOR'S REPORT

Margaret provided an up-to-date list of State Directors; however, some have not been appointed as yet. (Attachment #4). After discussion with others, Margaret reported no need exists for a Central California State Director but rather, Northern and Southern Directors should send information to the Central people.

Moved (Coda-Messerle), seconded (Woolley) that it be up to the discretion of the California Director to appoint a Central California Liaison Director.

Coordinator of State Directors

PASSED

State Directors to be appointed are Northern California (a second person), New Mexico, and Wyoming. Margaret has mailed membership lists to the State Directors. She also will be sending information about the conference and asking Directors to submit articles to the Newsletter about relevant events from their states. Margaret also reminded the Board that the by-laws state that the President will appoint new State Directors 30 days before the next year's conference in order to allow the new Directors to work with state members. Pat asked Margaret to provide recommendations 60 days prior to conference.

IX. CONFERENCE SITE CHAIRPERSON'S REPORT

Pat gave June Dempsey's report which stated that there has been close to an official bid for the 1981 conference at the Dallas Community College. We are now awaiting a formal bid from the District which should arrive before the December meeting. Further, Ann Faulkner is conferring with the Dallas Chamber of Commerce about the number of hotel rooms in keeping with conference guidelines.

Moved (Coda-Messerle), seconded (Bonner) at 7:40 p.m. that Board adjourn until September 9 at 8:00 a.m.

PASSED

Los Angeles, California
September 9, 1978

President Pat Heard called the meeting to order at 8:25 a.m. Voting members present were: Margaret Coda-Messerle, Elaine Cohen, John Woolley and Jacquie Bonner.

Other members present were Seymour Prog, Loretta Newman and Jo Ann Wells. Members who appeared during the day were Randy Silverston, Donna Davidson, Gene Kersteins and Gwyn Enright.

X. NEWSLETTER EDITOR'S REPORT

Editor Jo Ann Wells suggested several format and content changes including a change in masthead with a new logo which may be replicated on the office stationery, a classified section for job openings, and regular columns with guidelines for content. (Attachment #5).

Also suggested was a calendar of conferences. Pat added that the Newsletter could serve as a liaison with related organizations. At the December Board Meeting, Jo Ann will bring several mastheads along with proposed advertising rates and deadlines for submitting materials.

Regarding printing deadlines, two factors were considered: the proposed by-laws changes and the request for absentee ballots must be received by the Treasurer 15 days before the conference; and the April 30 deadline is too early to reflect the conference. The date was changed to May 15.

A revised budget will be submitted at the next Board meeting. In response to questions about a camera, Pat noted that the official photographer is appointed each year prior to the conference.

XI. INSIGHTS EDITOR'S REPORT

- A. Randy Silverston reported delays in finalizing the first issue.
- B. Randy Silverston submitted the proposed inside cover and editorial comment. The board suggested changes which are footnoted on Attachment #6. Pat referred to the previous Board meeting where members expressed concern that articles be restricted to WCRA members.

Moved (Woolley), seconded (Coda-Messerle) to allow persons other than WCRA members to contribute to Insights.

PASSED

- C. Regarding budget, it was suggested that Randy use the same mailing permit Jo Ann uses and mail the first issue to members only.

Moved (Coda-Messerle), seconded (Woolley) that nonmembers and institutions be charged \$3.00 for issues.

PASSED

⁷⁸⁶
Randy was instructed to print 1200 copies. Pat asked for a clarification of the title as it would appear in a bibliography. Gene Kerstiens suggested starting with the number, the title, the month and the topical listing on the cover.

Moved (Woolley), seconded (Coda-Messerle) that WCRA let the first issue of Insights be used by ERIC.

PASSED

- D. A production date will be set in the Fall.

XII. PRESIDENT'S REPORT

- A. Pat submitted a list of appointments since the last Board meeting (Attachment #7).
- B. Pat outlined some alternatives for liaison with other professional associations (Attachment #8) and shared some of previous activities. The major question is what kinds and levels of liaison do we want with what kinds and levels of professional associations? In response to the list of suggestions for consideration . . .
 - a. Although the need exists, the kinds and levels will continue to be discussed.
 - b. It was suggested that State Directors inform their members and the Board of relevant professional meetings in their state.
 - c. Members could also function as resource persons at other conferences.

- d. Delay action.
- e. Completed.
- f. Agreed to send copies of Newsletter with an introductory letter but not the Proceedings to presidents of related associations.
- g. Agreed upon.
- h.i. Delay action.
- j. Agreed upon.

Moved (Woolley), seconded (Coda-Messerle) that the President send the ACPA Commission with copies to Hunter Boylan information about the purpose and history of WCRA to correct the recent erroneous statements about the existence of learning assistance centers.

PASSED

The President's report was resumed after the Scholarship Awards and Advisory Committee's report.

XIII. SCHOLARSHIP AND AWARDS ADVISORY COMMITTEE REPORT

- A. Margaret corrected an attachment to the December 9 minutes regarding Standing Awards and Scholarships as follows:

"I. Committee Membership

- A. Shall consist of not more than seven (7)
- C. Delete

II. Meetings

- A. Shall be held at the annual conference
- B. No reimbursement will be made to the committee

Date for submission of recommendations: February 1."

Donna Davidson reported the members of the Scholarship and Awards Committee are Donna Davidson, Jim Baugh, Shirley Bowen, Jeweleane Whittaker, Manuel Olguin and Louise Renault. To meet the committee's need for the mailing list for higher education institutions, Margaret will give Donna a copy of her list who will mail scholarship information using WCRA envelopes. A scholarship will be given at the Hawaii conference. The By-laws Committee has suggested that a scholarship be given to an institution rather than an individual.

- B. The information on the Distinguished Service Award will be sent to the State Directors through the next Newsletter.

Moved (Coda-Messerle), seconded (Woolley) to amend the Standing Awards and Scholarship Fund Committee guideline on page entitled "Guidelines for Recommending Award Recipients" to read

- "III. 1. Delete non-voting
- 2. Add "annual conference manager and editors"

PASSED

Moved (Coda-Messerle), seconded (Woolley) to amend the last page of the guidelines that "March 1" be changed to

"within one month prior to the annual conference of the year following the award" and delete "possible method of selecting".

PASSED

XIV. ERA STATE BOYCOTT RECOMMENDATION FROM THE MEMBERSHIP

Moved (Coda-Messerle), seconded (Woolley) to distribute a mail ballot to all members to be returned early December in time for the December Board meeting with a yes/no response to ERA resolution acted on at the 1978 conference. The Board will abide by the majority of responses if those tally a quorum. The motion was withdrawn after discussion during which Pat pointed out WCRA would not lose its tax exemption status, some members have written stating ways they will be affected such as they will not be allowed travel funds to meetings of organizations which approve ERA, the IRA Congress defeated a similar recommendation at their May meeting in Houston, and a number of members believe WCRA should not become involved in such political issues.

Pat relinquished the chair to Elaine and expressed a concern that major issues that will affect the organization be left to the Board. If the membership wishes to take matters out of the hands of the Board that they can use the initiative/recall/petition avenue.

Moved (Cohen), seconded (Coda-Messerle) that WCRA take a supportive stand on the Equal Rights Amendment.

PASSED

The Board recessed from 12:00 p.m. until 12:10 p.m.

XV. PRESIDENT'S REPORT (cont'd)

B. 3. IRA's request for a co-sponsored meeting in Atlanta in April 1979.

Moved (Woolley), seconded (Cohen) that the President seek a WCRA member who will represent WCRA at IRA.

PASSED

C. Membership Resources List (Attachment #9). Pat presented up-to-date information on the status including names of members who volunteered to serve on specific committees. The topic will be pursued at the December Board meeting.

D. The Guidelines and Alternative Committee status report by Barbara Tomlinson at the September 10, 1977 Board meeting stated that she was stymied by the lack of membership input. The purpose of the committee was to gain membership input for a WCRA clearinghouse of model programs and techniques in reading and learning assistance. To date, no follow-up recommendations to the Board.

Also no further action has been taken on the Program Evaluation Service since the September 10, 1977 Board meeting, when June Dempsey reported on the Western College and Schools Accreditation Association. The concerns will continue to be pursued.

XVI. PLACEMENT BUREAU REPORT

Betty Levinson sent a report (Attachment #10) to the Board.

Moved (Woolley), seconded (Elaine) to accept the report and adopt the budget.

The Board recommended that Betty move ahead with the mini-evaluation form, toss out old resumes, and send names of members to organizations seeking candidates, that Margaret contact the State Directors regarding Betty's suggestions, that the Newsletter describe the Placement Bureau, and that Seymour send Betty a current membership list.

XVII. NOMINATING COMMITTEE REPORT

Moved (Woolley), seconded (Cohen) to accept Gene Kersteins' report (Attachment #11) on the Nominating Committee.

PASSED

The Candidates' pictures and statements will appear in the November Newsletter and picture only in the February Newsletter. Members may request an absentee ballot which must be received by the Membership Chairperson no later than 15 days prior to annual conference. Confusion arose as to who is the Membership Chairperson. At the Board meeting in Denver, the Board directed the Treasurer to keep the membership files current. Clarification should be made after the next conference. As a practice, the Chairperson of the Nominating Committee carries out the election.

Moved (Woolley), seconded (Cohen) that the Coordinator of State Directors function as the official Membership Chairperson for one year only.

PASSED

Margaret will send absentee ballots upon request. Members will be instructed to write their name on an envelope marked BALLOT. Gene submitted partial expenses of the Nominating Committee. The committee suggested the by-laws be changed not to require that the Chairperson be a past president, that the committee include two past presidents and two other members because of the difficulty in achieving the specified combination. Independent of the committee, Gene presented his own minority report on the by-laws as follows: (1) Article Six, Sections 3a,b,c should be rewritten to state that "knowledgeable persons" be appointed rather than "past presidents"; (2) "not later than 30 days prior to the conference" should be changed to an earlier time; (3) committee not be bound to select a second nominee; (4) the 3.a. section is ambiguous about who meets face-to-face and does what; (5) the results should be announced at the annual conference. The final power should remain with the President.

XVIII. PROCEEDINGS EDITOR'S REPORT

- A. Gwyn Enright reported that the 11th Proceedings containing 44 manuscripts plus James Popham's address should be mailed in December. Bill Carnahan designed the cover.
- B. To copyright the Proceedings, WCRA needs to take the initiative and file the request. The editor is responsible for copyright and may grant permission for reprint. The individual contributor can send his paper to ERIC. Gene recommended keeping the "whole cloth" Proceedings out of ERIC.

Moved (Coda-Messerle), seconded (Woolley) to direct the Proceedings editor to copyright the eleventh and succeeding volumes.

PASSED

- C. The Proceedings Board will gain some new editorial advisors who will assist in editing manuscripts.

Moved (Woolley), seconded (Cohen) that the package price for Proceedings Volumes 4-11 be adjusted to \$35.00.

PASSED

XIX. BY-LAWS ADVISORY COMMITTEE REPORT

Pat reviewed the list of recommendations from Paul Hollingsworth (Attachment #12). A brief discussion followed.

Moved (Woolley), seconded (Cohen) to delay action on By-laws Committee recommendations on the constitution until December Board meeting.

PASSED

Moved (Cohen), seconded (Coda-Messerle) to accept the recommendation on Article IV, Section 6.

PASSED

Moved (Woolley), seconded (Coda-Messerle) to accept the recommendations on Article IV, Section 7.

PASSED

As the Board reviewed the other recommendations, no action was taken but the members agreed to continue discussion at the December 1978 meeting.

XX. WCRA NAME CHANGE - FOLLOW UP

Pat shared the distribution of responses from the straw ballot in Long Beach. (Attachment #13).

XXI. GOALS AND OBJECTIVES STATEMENTS

Moved (Cohen), seconded (Coda-Messerle) to accept the goals and objectives statement (Attachment #14) and to commend Gwyn Enright for her efforts.

PASSED

XXII. WCRA BROCHURE

Pat suggested that a new brochure be designed which would not have to be redesigned each year. The design should accommodate a new, yearly insert which would include membership application, Proceedings request and names of current Board of Directors.

Moved (Woolley), seconded (Coda-Messerle) that a brochure be designed, ready for press, for an amount not to exceed \$200.00

PASSED

XXIII. POSSIBILITY OF PART-TIME BUSINESS MANAGER FOR WCRA

The description of the proposed duties of a part-time business manager as recommended by the By-laws Committee in the March 15, 1978 Board minutes was discussed. The Board did not act on the recommendation but preferred to gain the opinions of the membership in their state meetings at the Long Beach conference. Board members discussed alternatives, some based on practices of other organizations.

Moved (Woolley), seconded (Cohen) that before the December Board meeting, Seymour Prog inquire about and solicit proposals from financially feasible business service agencies in the Los Angeles area to assume some of the responsibilities designated for the recommended business manager.

PASSED

XXIV. ARCHIVIST REPORT

Loretta Newman reported for Ruth Purdy that the group, which includes Ruth, Loretta, Gil Williams, Frank Christ and Gene Kersteins have been unable to meet. Meanwhile, Ruth purchased two locking file cabinets and is ready to receive materials for the archives. She requests that persons submit three copies of each item.

XXV. DECEMBER BOARD MEETING DATES AND LOCATION

Moved (Woolley), seconded (Cohen) that the next Board meeting occur in San Francisco, December 1-2, 1978, the time and site to be determined by the President.

PASSED

XXVI. APPROVAL FOR EXPENSES OF THIS BOARD MEETING

Moved (Coda-Messerle), seconded (Bonner) to approve payment of expenses not to exceed the amount or items budgeted.

PASSED

XXVII. PARLIAMENTARIAN'S REPORT

In response to a previous question about the status of her copy of Robert's Rules of Order, Loretta Newman happily reported that although her copy is not the latest printing, it is the latest edition. Loretta also reported that she gained three volunteers for the Parliamentary Committee.

Meeting was adjourned at 5:50 p.m.



OKB
MAC
SDA

TREASURER'S REPORT

Attachment #1

EXECUTIVE BOARD MEETING, LOS ANGELES

SEPTEMBER 8, 1978

ASSETS

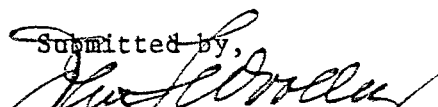
Checking (United California Bank)	\$ 1,768.42
Savings (California Federal Savings)	
6-Month Treasury Certificates 7.509%	20,000.00
Passbook Account 5.25%	<u>1,103.79</u>
TOTAL	\$ 22,872.21

1978-79 WCRA BUDGET (APPROVED MARCH 19, 1978)

<u>BUDGET CATEGORY</u>	<u>AMOUNT BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
President	\$ 200.00	\$	\$ 200.00
Previous President	300.00		300.00
Nominating Committee	830.00		830.00
Coordinator of State Directors	300.00		300.00
Conference Site Selection	300.00		300.00
Treasurer	500.00	22.86	477.14
Secretary	350.00		350.00
State Directors	1,100.00		1,100.00
Newsletter	2,250.00	657.73	1,592.27
Proceedings	3,883.00		3,883.00
Placement	500.00		500.00
Insights	1,500.00		1,500.00
Bylaws Committee	500.00	588.98	- 88.98
Minority Affairs	700.00	559.73	140.27
Preliminary Conference	<u>1,000.00</u>	<u>488.00</u>	<u>512.00</u>
TOTAL	14,213.00	2,317.30	11,895.70

BOARD APPROVED NON-BUDGETED ITEMS

Executive Board	3,000.00		3,000.00
Scholarships & Awards	1,165.00		1,165.00
Archivist	<u>950.00</u>	<u>211.15</u>	<u>738.85</u>
TOTAL	5,115.00	211.15	4,903.85

Submitted by,


Tentative Budget for 1979 Conference
prepared by Elaine Cohen, September, 1978

<u>Debit</u>		<u>Credit</u>	
conference mailings (3 x .30 x 2500)	\$2250	Pres. elect typing & mailing	500
printing of 2 calls to conference	500 ³⁰⁰	exhibitors sales 15 x \$125	1875
conference programs	500	conference registration 250 x \$15	3750
luau & paniolo dinner included in GTU package	---	post conference insti- tutes	500
tour to Polynesian cultural center: included in GTU package	---	\$5 x 100	
tour to Leeward College: included in GTU package	---	courtesy plane fare 1 per 16 10 x \$275	2750
Decorations & enter- tainment: included in GTU package	---		\$9375
Hospitality suite	250		2875
courtesy coffee	750		
4 x 200 x .75			
courtesy aloha punch	250		
10 gals. x \$25			
continental breakfast	625		
\$2.50 x 250			
student workers	310		
\$3.10 per hr. x 100 hr.			
name tags, holders, packets	300		
honoraria for 2 keynoters	300		
travel expenses for keynoters	700		
conference managers room	378		
WCRA brochures	100		

-2-

Debit

Credit

Evaluations ⁵⁰
~~100~~
printing/processing

conference phone calls 400

post-conference institutes 200
4 x \$50

miscellaneous ⁵⁰⁰
~~200~~

\$8113

Adjusted # 7063

WESTERN COLLEGE READING ASSOCIATION
COMMITTEE ON MINORITY AFFAIRS
APRIL 29, 1978
AIRPORT MARINA HOTEL
FRESNO, CALIFORNIA
MINUTES

Members present: Ernest Gourdine, CSU Fullerton, Manuel Olgin, CSU Fresno, Angelina Rodarte, Foothill College-Los Altos, Ca., Ernest Rubi, Pima Community College-Tuscon Arizona, Don Yamamoto, University of Colorado.

Absent: Juan Vasquez, College of Alameda, California.

Ernie Gourdine opened the meeting by summarizing a proposal he submitted to HEW for 15 graduate fellowships in reading with an emphasis on learning skills. Students are to work part time at the Learning Center in California State Fullerton's graduate Reading Program. One half of the \$117,000 budget request will provide each student with a \$3,900.00 stipend. Administration, faculty, and clerical costs take the other half of the budget.

A letter from Pat Heard defining the role of the committee reads as follows:

"We will count on you in the future to bring necessary matters and recommendations to the Board concerning minority interests as they relate to various areas of WCRA programming and member services, placement, scholarships and awards, the annual conference, publications, etc."

The committee's first task, as proposed the the WCRA Board of Directors is to develop and seek funding for an internship program to train minorities in Learning Assistance Centers.

Much discussion was focused on:

1. WCRA's role in relation to the committee
 - A. responsibility for selection of applicants and internship sites
2. Committee member's definition of a Reading Specialist.
3. Laundry list of Learning Specialist qualities:
 - A. familiar with learning theories
 - B. competent in subject area, i.e. math, English
 - C. understanding of instructors world
 - D. expertise in curriculum development
 - E. many need to be bilingual, but not all

Agreed to propose a symposium of the committee's work at the next WCRA conference.

Feasible educational institutions with Tutorial programs already developed would be invaluable in helping the committee identify students for the proposed program. Secondly, these institutions tentatively seem to be the most likely, (or the easiest), educational institutions to start the program at. The following universities were selected as the committee's first contacts to gather information about their tutorial programs.

1. University of Minnesota - Masters and PhD in Learning Specialist, Don Yamamoto to contact them.
2. University of California at Berkeley - Martha Maxwell, Ernie Gourdine to contact Martha for ongoing resources and ongoing reading workshops.
3. University of Texas at El Paso - RASSLE program - Pat Heard, Manuel Olgin to contact Pat.
4. University of Arizona - Ernie Rubi to obtain information.

Committee responsibility for gathering information is delegated in two ways:

1. By systems or areas, examples,
 - A. EOP
 - B. CSUC, four year institutions
 - C. JC's two year institutions.
2. Geographically
 - A. If you are near the source of information, go for it.

Rough Sketch Of Proposed Program

Range of students - 15 to 45 full time only, pay students a stipend.

Students must have college credit and financial security as an incentive.

Possibly have a WCRA sponsored summer institute with graduate level credit.

Have the Federal Government pay tuition, fees, stipend.

Options of program:

1. Open to all students, Junior/Senior entry level. Community agency experience level.
2. Graduate student level.

Three levels of entry:

- A. Para-professional-basic level.
- B. Professional/Reading Specialist emphasis.
- C. Administrative/Learning Center Director emphasis.

Funding possibilities:

- A. Graduate level - HEW
- B. Other - WICHE

It must be recognized that the structure of the tutorial field is generally split into two major areas.

1. FOUR YEAR educational institutions generally are tutorial centers that deal with clarifying course content on the subject matter. Most are understaffed and poorly funded.
2. TWO YEAR educational institution tutorial centers are primarily Reading/Basic study skills programs or courses. These schools are generally very adequately staffed and funded. These funds purchase equipment necessary to operate reading and study skill programs.

Minority skills specialist may be recruited from the staffs of programs such as:

1. Trio Grants
2. Upward Bound
3. Talent Search
4. EOP(s)
5. Other similar programs

Tentative Outline of Summer Institute Program

1. Initial institute would be for graduate students only.
 - A. Pre-requisites include enrollment in internship program.
 - B. First units earned are for the program.
 - C. HEW funded.
2. Second phase would include the undergraduate level. As an undergraduate a participant could:
 - A. Receive academic credit for attendance.
 - B. Gain exposure to skills necessary "in the field."
 - C. Experience the opportunity to use these new skills in a controlled setting.
3. Possible WICHE funding would require matching funds which in turn would require solid institutional support. Ben Cordova in Boulder, Colorado would be our contact person. He earlier referred us to Dr. Alvin Rivera, HEW Washington, D.C.

While it was generally acknowledged that many minorities got their LAC related jobs by being at the right place at the right time, the committee felt that a cross section of institutions should be contacted to see if minorities have gone through their programs, if any are directing LAC's and to find out about the programs themselves.

Two questionnaires are to be developed.

1. EOP tutorial programs are to be contacted by Don Yamamoto. Manuel Olgin is to obtain a mailing list of the CSUC system and forward it to Don.
2. WCRA membership questionnaire is to be distributed by Ernest Gourdine. Additionally, the membership is to be surveyed for their recommendations of other institutions with exceptional tutorial programs.
3. Angelina Rodarte and Manuel Olgin are to explore past questionnaires for any possible information which may assist the committee.

Information and Questions For the Questionnaires

These questions are not necessarily on both questionnaires or in any order.

1. How many learning skills centers in the country?
In centers: (some of this information is available in Margaret Coda-Messerle's survey).
 - A. Size of budget
 - B. Kinds of services offered
 - C. Number of people served
 - D. Number of minorities served
2. In what areas are minorities employed in your office?
3. What kind of training have minorities had in your office?
4. What salary range are minorities in?
5. If you could recommend an institute to send an intern to, what institution would it be?
6. What non-existing training would you recommend to be developed? What could you possibly train students in?
7. What ethnic group do you belong to?
8. What position and role do you have; the entry level for your job?
9. What level of training is necessary at the entry level for your job.
10. Your native language? Other languages?
11. Are you from a two year or four year educational institution?
12. Your profession before you became a reading specialist?
13. Percentage of minorities served in your center?

14. Enrollment of your college?
15. Ethnic makeup of the enrollment?
16. Have you had any LAC in-service training? (Once feedback is obtained we can compare minority/non-minority training in the field).

The committee chose the Holiday Inn, Los Angeles International Airport, as the next meeting site, preferably during September, 1978.

1978-1979 STATE/PROVINCIAL DIRECTORS

ALASKA:

Kate Sandberg, Anchorage Community College, 2533 Providence Avenue,
Anchorage, Alaska 99504 (sch.: 907-279-6602)

ALBERTA:

Bill Pierce (Grant MacEwan Community College) 3643 109 St.,
Edmonton, Alberta, Canada

ARIZONA:

Louise Haugh, Pima Community College, 2202 W. Anklam Road,
Tucson, Arizona 85709 (sch.: 602-884-6666)

BRITISH COLUMBIA:

Perry Franklin, Reading and Study Centre, Simon Fraser University,
Burnaby, Canada V5A 1S6 (sch.: 604-291-3195)

NORTHERN CALIFORNIA:

Midori Hiyama (Sacramento City College) 1117 Swanston Drive,
Sacramento, California 95818 (Home: 916-448-9465)

SOUTHERN CALIFORNIA:

Sallie Brown, Learning Assistance Center, El Camino College,
Via Torrance, California 90506 (Sch.: 213-532-3670)
Dave Fisher, East Los Angeles College, 1301 Brooklyn Avenue,
Monterey Park, California 91754 (Sch.: 213-265-8801/8650)

COLORADO:

Dr. Nancy Steiner, Metropolitan State College, 1006 11th Street,
Denver, Colorado 80204 (Sch.: 303-~~292-5190~~
629-3057)

HAWAII:

Dennis Konshak, Language Arts Division, Maui Community College, Kahului,
IDAHO: Maui, Hawaii 96732 (Sch.: 808-242-5462)

Peggy Federici, Star Route 2, Box 147, Harrison, Idaho 83833

MONTANA:

Dori Nielson (Northern Montana College) 932 6th Avenue,
Havre, Montana 59501 (Home: 406-265-7328)

NEVADA:

Dr. Dan Baxley, Director of Reading Center and Clinic, University of
Nevada, Las Vegas, Nevada 89154 (Sch.: 702-739-3781)

NEW MEXICO:

Not as yet appointed

OKLAHOMA:

Dr. Bessie Jenkins, Central State University, 100 North University
Drive/Edmond, Oklahoma 73034 (Sch.: 405-341-2980)

OREGON:

Valerie Lister, 6921 SW. Capitol Hwy., Portland, Oregon 97219 (Home: 5
246-0039)

TEXAS:

Ann Faulkner, Learning Skills Center, Mountain View College,
4849 West Illinois Avenue, Dallas, Texas 75221 (Sch.: 214-746-4236)

UTAH:

Merlin Chenev. English Department. Weber State College. Ogden.

1978-1979 STATE/PROVINCIAL DIRECTORS

WASHINGTON:

Elizabeth Breen, Ft. Steilacoom Community College, 9401
Farwest Drive SW, Tacoma, Washington 98498 (Sch.: 206-588-3623)

WYOMING:

To be appointed.

AT-LARGE:

Anne Erlebach, Director of Reading, Department of Humanities,
Michigan Technological University, Houghton, Michigan 49931
(Sch.: 906-487-1885)

WCRA Newsletter Items

WCRA Board Meeting

Saturday, September 9, 1978

1. Format and Content Changes

logo
masthead
color
columns with regular responsibility -review of grants,
critical issues, letters to editor (opinion), occasional
paper synposes, spotlight (people, programs), new
(including journals)--materials in the filed, legislative/federal concerns relat
to reading, segment representation - POLL MEMBERSHIP????

2. Advertising Policy with contract

3. Deadlines - November 30 - December printing Jan distrib
January 31 - February printing
April 30 - June printing
July 30 - August/September printing

4. Budget - printing
postage
clerical 15/20 hours per issue
camera
masthead and logo designs

5. Any other items?????

- Inside Cover -

EDITOR

R. A. Silverston,
California State University
Dominguez Hills

MANUSCRIPTS: Submit manuscripts in triplicate to the Editor, R. A. Silverston, Ph.D., Center for Skills and Assessment, California State University Dominguez Hills, Carson, CA. 90747

ASSOCIATE EDITORS

Dorothy Clayton, Los Angeles Harbor College
Gwyn Enright, San Diego City College

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WESTERN COLLEGE READING ASSOCIATION

President: Pat¹ Heard,
University of Texas At Austin
President-Elect: Elaine Cohen,
Metropolitan State College²
Secretary: Jacquelyn³ Bonner,
University of Oregon
Treasurer: John Woolley, Western College⁴

WCRA Insights is a journal published intermittently by the Western College Reading Association

WCRA Insights publishes original manuscripts dealing with the theme of (college level learning and college level learning facilitation.)⁵ Preference is given to articles which integrate theory or philosophical positions with pragmatic methodologies.

Cover design by Mr. Frank Payne,
California State University Dominguez Hills

- 1 Patricia
- 2 Denver
- 3 Jacqueline
- 4 Oxnard College
- 5 Reading - Learning Assistance - Developmental Education

Editorial Comment

WCRA Insights became an official ¹entity at the ~~annual~~ 1978 Western College Reading Association (WCRA) Board Meeting.² It was felt that this sort of endeavor should be started tentatively so that it could be evaluated by the membership and other interested parties. It was agreed that, for this first issue, manuscripts were to be solicited from both members and non-members of WCRA. The results of some of this solicitation, thanks to the efforts of my Associate Editors, Gwyn Enright and Dorothy Clayton, are contained herein.

Being a pioneer in a project like this one is both an exciting and forbidding task. I am exhilarated by the prospects of initiating a publication which might become a catalyst for the profession of college learning assistance. It is, however, a monumental task to try to maintain a publication which is at once pertinent, entertaining, and intellectually stimulating. This issue is an attempt to set a standard for possible future issues of WCRA Insights. I welcome your initial reactions, comments, and criticisms since you, the reader, must be the final judge of this endeavor.

Randall A. Silverston, Editor

¹ publication

² conference

List of Official Appointments of WCRA Officers, Editors, Chairpersons 1978-79

Parliamentarian	- Loretta Newman
<u>Newsletter</u> Editor	- JoAnn Wells
<u>Proceedings</u> Editor	- Gwyn Enright
<u>Insights</u> Editor	- Randy Silverston
Chair, Minority Affairs	- Ernest Gourdine
Chair, Scholarships	- Donna Davidson
Chair, Bylaws	- Paul Hollingsworth
Placement Bureau	- Betty Levinson
Archivist	- Ruth Purdy
Chair, Nominations	- Gene Kerstiens
Official Photographer	- ? (will be appointed shortly before Hawaii conference)

LIAISON WITH OTHER PROFESSIONAL ASSOCIATIONS: Some Alternatives

- a. Need for a conceptual framework for development of liaison - i.e., which organizations, what levels of liaison, what's the objective, etc.
- b. Possible use of WCRA state directors in liaison with state level professional organizations - exchange of info, publicity, joint meetings, etc.
- c. Possible use of WCRA members in official liaison roles with other national, regional (and state?) organizations. Some possible tasks:
 1. Report to WCRA members through Newsletter on significant events, services, publications, etc. in the other organization
 2. Keep WCRA program chairperson informed of possible contributions for annual conference program
 3. Keep other organization's officers and members updated about WCRA conferences, publications, issues, services, etc.
- d. Possible co-sponsored presentations by other organization at WCRA annual conference
- e. A Calendar of Dates in WCRA Newsletter to announce dates of other conferences.
- f. Complimentary copies of Newsletter? Insights? Proceedings? to some officers of other associations - i.e., their President, Editor, etc.
- g. Routine offers to announce publications, upcoming conferences, etc. of other associations upon submission of copy to WCRA Newsletter editor
- h. Joint sponsorship of regional or topical conferences
- i. Joint projects in areas of mutual interest - e.g., influencing legislation on matters of mutual concern
- j. Invite other officers to WCRA board meetings for general liaison and exchange of info

QUESTION: What kinds and levels of liaison do we want with what kinds and levels of professional associations?

WCRA - LIAISON WITH OTHER PROFESSIONAL ASSOCIATIONS

I. National and Regional

A. IRA - International Reading Association

Contact: Ralph Staiger, Executive Secretary
800 Barksdale Road, Newark, Delaware 19711

Status: Have had several official delegates from I.R.A. to WCRA meetings - most recently James Sawyer, Director Membership and Council Relations at Denver conference. Have, for several years, co-sponsored sessions at the I.R.A. annual conference. Current request "in the works."

B. ACPA Commission XVI (of APGA) - American College Personnel Association Commission XVI (Learning Centers in Higher Education), a division of the American Personnel and Guidance Association

Contact: Robbie Nayman, Commission Chairperson
Counseling Center, Colorado State University
Fort Collins, Colorado 80523

Status: No response to Margaret's letter of inquiry last fall; Sue Davidson is a member of the Commission and reports that she may be appointed as official liaison between the Commission and WCRA. Next spring's ACPA conference has been moved to Los Angeles, March 24-29.

C. NARDSPE - National Association for Remedial and Developmental Studies in Post-Secondary Education

Contact: Gary Saretsky, Executive Committee Chairperson
c/o Chicago State University
Academic Skills Development Program
Ninety-Fifth Street at King Drive, Chicago, Illinois 60628

Status: Exchange of letters among Gary, Gene Kerstiens, and Pat late last spring. Suggested exchange of newsletter info and co-sponsored conference presentations. No response to last letter.

D. NCDE - National Conference on Developmental Education

Contact: John Roueche, Coordinator
c/o Community College Leadership Program
Education Building 310
University of Texas at Austin, Austin, Texas 78712

Status: John is now a member of WCRA and receives all Newsletters, etc. Had article about the NCDE conference in WCRA Newsletter last year. Has expressed interest in additional liaison.

E. CRA - College Reading Association

Contact: June B. Ewing, Executive Secretary
Georgia Southwestern College
Americus, Georgia 31709

Status: no contact since Jan. 25, 1977; Long Beach conference
info was sent

F. NRC - National Reading Conference

Contact: Jaap Tuinman, President
Simon Fraser University
Burnaby 2, British Columbia Canada V5A 1S6

Status: "Personal diplomacy" by Margaret and Gwyn at last year's
NRC meeting established good liaison with NRC officers and
editors. No official correspondence. Sent editor a
complimentary Proceedings. Editor has been in recent
contact with Gwyn.

G. AECT - Association for Education Communications and Technology

Contact: Howard Hitchens, Executive Director
1201 16th St. N.W.
Washington, D.C. 20036

Status: no record of previous contact

H. NASPA - National Association of Student Personnel Administrators

Contact: Channing M. Briggs, Controller
Central Office, Portland State University
P.O. Box 751 Portland, Oregon 97207

Status: no record of previous contact

I. NCTE - National Council of Teachers of English (NCTE)

Contact: Robert F. Hogan, Executive Secretary
1111 Kenyon Road
Urbana, Illinois 61801

Status: no record of previous contact

J. EERA - Eastern Educational Research Association

Contact: Mervin D. Lynch, President
Graduate School of Education, Northeastern University
360 Huntington Avenue, Boston, Massachusetts, 02115

Status: 1977 contact between Margaret and Merv

K. NODA -National Orientation Directors Association

Contact: Michael D. Jones , President
State University of New York at Oswego

Status: no record of previous contact

II. California State Organizations

A. CAPED - Cal. Association for Post-Secondary Educators of the Disabled

Contact: Steve Fasteau
Disabled Students Program, El Camino College
16007 S. Crenshaw Blvd. Gray Graham
Torrance, CA 90506 Fresno City College

Status: A visit from CAPEd officers to WCRA board in Long Beach
last spring to establish liaison; follow-up correspondence
between Steve and Pat

B. CCCTA - Cal. Community College Tutorial Association

Contact: ~~John Woolley?~~ Dick Lyman. Sierra Community College

Status: exchange of correspondence between John and Margaret in 1977

C. CRA - California Reading Association

Contact: Dr. John F. Dean, Executive Secretary
Whittier College
3400 Irvine Ave., Suite 211 Newport Beach, CA 92660

Status: no record of correspondence

D. NCCRA - Northern Cal. College Reading Association

Contact: Rose Wassman?

Status: informal liaison through members of both

E. CMLEA - Cal. Media and Library Educators Association

Contact: Jack Blake
618 Tarento Drive, San Diego, CA

Status: no record of previous contact

F. CATE - Cal. Assoc. of Teachers of English

?

III. Listings in Organizational Directories

- A. Resource and Referral Service, Research and Developmental Exchange Project,
National Institute of Education

c/o John C. Peterson, Center for Vocational Education,
Ohio State Univ., 1960 Kenny Road, Columbus, Ohio 43210

- B. Encyclopedia of Associations, Gale Research Company, Book Tower,
Detroit, Michigan, 48226
(WCRA will be listed in October 1978 supplement).

IV. Newsletters and Journals with News Columns, Calendars, Announcements, etc.

- A. Journal of Remedial and Developmental Education

c/o Milton Spann, Editor
Center for Developmental Education
Appalachian State University
Boone, North Carolina 28608

- B. NARDSPE Newsletter

c/o Harold Hild, Editor
English Language Program
Northeastern Illinois University
Chicago, Illinois 60625

- C. ACPA Commission XVI Newsletter

c/o Hunter Boylan, Editor
D.E.P. - 204 Library
Bowling Green State University
Bowling Green, Ohio 43403

- D. IRA Newsletter

WCRA Membership Resources List - 1978

I. No. of forms returned:

- 58 - returned at the Long Beach conference
- 8 - returned from the summer Newsletter
- 2 - letters (rather than forms)

II. At least some members volunteered for all tasks/categories except Photographer, Archivist, and Parliamentarian, and Minority Affairs.

III. Lists of volunteers for each category are attached to this page. Number in parenthesis beside each name indicates no. of years of WCRA membership.

IV. These lists have been/will be shared with respective WCRA officers for their consideration (along with other important factors) in enlisting more membership input into their areas. The lists have already proved a useful resource in making several appointments over the past summer.

V. Possible expansion of this concept to include members' areas of professional expertise and experience was referred to Carol Scarafiotti last winter; she has requested more time to come up with a fairly complex form.

Pat Heard
9/1/78

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)
Eastern 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

WCRA 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

WCRA 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 Herlin (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 Teele
Loma Linda Univ.
(Proceedings only)

Richard Steinacher (1/2)
Austin College, Sherman, TX

Anne Falke 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 Fenner
Governors State Univ., IL
(Proceedings only)

Tom Bean (4)
Cal. State Northridge

Jane McGrath (8)
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

Narcisa Zarate (8)
New Mexico State, Las Cruces

Kim Lampson (1)
Seattle Pacific Univ., WA

Mary Hess (9)
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

E. Sue Saunders (3)
2201 West Nye Lane, Carson City, NV

Jim Karaciewicz (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

WCRA 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

WCRA Member-Volunteers for the Nominating Committee - as of 9/1/78:

Carol Clymer (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

WCRA Member-Volunteers for Design, Art Work, Graphics - as of 9/1/78:

Karen Smith (5)
New Mexico State, Las Cruces, N.M.

? Florence Cohn (7)
UCLA

JoAnn Wells (3)
Cal. State Fullerton, CA

? Bonnié Longnion (3)
College of the Mainland, TX

WCRA Member-Volunteers for Liaison with Other Professional Organizations - as of 9/1,

Richard Duax (0) Bakersfield College, CA	- Cal. Foreign Language Teachers Assoc.; American Council of Teachers of Foreign Languages
Silver Stanfill (4) Anchorage Comm. Coll., AK	- NCTE - College Section
Louise Renault (3) Arizona Western College, AZ	- IRA
Linda Foxworth (2) North Texas State U., TX	- Adult Education Association
Don Ray (1) Eastern New Mexico U., NM	- IRA, Phil Delta Kappa, NEA
Bonnie Longnion (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., IN	- SIG of IRA
Dorinda McClellan (4) Hillsborough Comm. Coll., Tampa	- IRA, NRC, Florida Comm. College Reading Conference
Mary Hess (9) 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 (1) University of Utah, Salt Lake	- Conference of College Composition and Communicatio
Paul Coulter (4) Isosiro Oka Middle School, CA	- Orange County Reading Assoc. (OCRA)
Mary Rubin (3) Cameron Univ., OK	- Oklahoma Reading Council; IRA
Norma Inabinette (5) Cal. State Fullerton, CA	- OCRA, CRA, Cal. Prof. of Rdng.
Marilyn Teele (11) Loma Linda Univ., CA	- CATE, IRA, NCTE, CCC, NEA, 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 Woolley
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

Placement Bureau Report

After several phone conversations and the delivery of a large box of papers, the chairmanship of the Placement Bureau was official transferred from Barbara Tomlinson to me. I plowed through an eight year collection of files looking for something in writing about previous Board decisions and recommendations concerning the Placement Bureau, but I've found nothing. Please allow me to briefly review what I understand to be the purpose and function of the Bureau to be sure we are in agreement.

It seems that the Bureau was originally created to provide a service to WCRA members seeking employment in college level reading, learning assistance and writing programs. The purpose was, and continues to be, to inform members about available positions. What is done with the information is strictly up to the individual receiving it. All that a member needs to do to receive the Bureau announcements is to ask to be on the mailing list. At present, announcements are mailed twice a month to the approximately 165 persons on the list.

I have a large number of resumes that individual WCRA members sent to the Placement Bureau. I assume we have these resumes on file for the purpose of providing a service to institutions that are seeking qualified applicants for positions by supplying their representative with a list of appropriate candidates. I have not been asked to do this as yet, but should I be, I'm not sure how I would go about doing it. More about this later.

The time required to maintain the current activities of the Bureau is minimal. One person, with competent secretarial assistance can handle the task easily. The UCLA Learning Skills Center was able to absorb all the costs for the Bureau during June, July, and August. Beginning September 1, I will have to bill WCRA for labels, envelopes, and postage. These items will be detailed in the budget request.

Now that you know what I know, let me present a few problems I've encountered during the past few months, and ask you to consider some possible solutions. The problems are not gigantic and the ideas for solutions are not spectacular, but I think they are worth considering. I'm anxious to learn what ideas you generate and what decisions you reach.

I know that Pat wants to have broader membership participation in the activities of the Placement Bureau, and I agree with her. I'm not at all sure how to manage this, but for starters I wrote to all the people who expressed an interest in the Placement Bureau on the membership Resources Form. I summarized the current activities requested comments and suggestions for improving the service, and asked each person to let me know how he/she would like to participate. My timing was obviously poor, the beginning of summer, because I have received zero replies. I know WCRA can't pay for travel to a committee meeting, so the only thing I can think of doing is writing again at the beginning of the academic year when energy levels are running higher. Can you think of anything else to do to get people involved?

It's a very strange feeling to send out over 160 pieces of mail every few weeks, and never to know if the information is used, relevant, read, or tossed out. Two people have sent me address corrections and one person asked to be placed on the list, so I know three people are still interested. After each mailing, a few envelopes dribble back with forwarding address unknown. I suspect, although I do not know for a fact, that our mailing list has not been up-date for some time. What do you think about including a mini-evaluation form in one of the Fall mailings with a requirement that the person return the evaluation and/or the address label if he/she wishes to continue receiving the mailings? Of course, I'd be happy to receive the evaluation comments even if the person no longer wants the job listings. We would probably get some good ideas about ways to improve the service, and we would automatically up-date the mailing list. I don't like to sound cheap, but with the cost of postage constantly rising it doesn't make sense to keep mailing things to people who are no longer interested in receiving them. One more

thing, I don't have a current membership list so I'm not even sure that everyone on the list is still a member.

My sources for information about open positions are limited, and there is enough of a delay between my being notified and members receiving the mailings that many of the deadlines for application have passed. I receive the listings from the UCLA and Berkeley Educational Placement Services, the quarterly IRA bulletin, and an occasional piece of direct mail or phone call from an institution. The delay is complicated by the fact that we mail only twice a month any more would be for too costly. It would be great if the WCRA Placement Bureau could be recognized as a source for candidates for positions in the field of education, etc., and could receive direct announcements of openings. I know that in the past requests were sent to personnel offices and related departments asking that WCRA be added to their mailing lists, but we never have been. What about making this a state-by-state project? People in these departments might respond to someone on their own campus even though they've ignored previous requests by mail. There is another advantage, too. Individuals who know of openings in their own departments would be more aware of the WCRA Placement Bureau and might be moved to send an announcement of the position directly. By handling this through the State Chairpersons we might kindle a greater sense of "help thy neighbor" in WCRA. I assume that most states will have a get together this Fall. If the Chairpersons would consider putting the Bureau on the agenda, I would be delighted. Let me know if it is possible, and if there is anything that I can do to facilitate this possibility.

I mentioned the file of resumes that I received with everything else from Barbara. They date back approximately five years. Why do I have this file? Am I really supposed to send a list of candidates names, or copies of resumes, to persons who request them? I would be very uncomfortable using out-dated information in deciding whether a person had the required qualifications for a particular position. If this is a legitimate part of the service, and I need to know that from you, don't you agree that it is time to clean out the files and start anew? If this is not what the resumes are used for, then why do I have them at all?

You've probably read more about the Placement Bureau than you cared to know. You have many areas about which to be concerned; I have one. Now that I've expressed my concerns, I can accept the fact that this may not be the time to answer all my questions and I'm prepared to continue as before. Depending on your answers, decisions, and/or recommendations, it might be appropriate to include an article about the Placement Bureau in the next newsletter.

Placement Bureau Budget Request
1978-1979

Based on two mailings per month, September through March, to approximately 165 persons presently on the mailing list.

Envelopes	\$ 50.00
Xerox Labels	15.00
Postage	350.00
Misc. mailings to State Chairpersons, Institutions, etc.	50.00
Materials for Conference	35.00
	<hr/>
	\$ 500.00

REPORT OF THE 1979 WCRA
NOMINATIONS COMMITTEE

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

On Saturday, August 26, 1978, the 1979 WCRA Nominations Committee met at the Airport Marina Hotel, Los Angeles, at 10 a.m. June Dempsey was unavoidably absent. However, her perceptions concerning nominees and the composition of the slate were provided the Committee via phone conversation prior to the meeting.

Having taken into consideration the direction provided by the 1978 Nominations Committee as well as the information provided by the "informal nominations survey" conducted at the 1978 Conference, the Committee developed a priority listing of potential candidates for each of the three elective offices. Potential candidates were later contacted by the Chairman and according to procedures agreed upon by the Committee, such processes yielded the slate that follows:

President-Elect

Betty Levinson
Karen Smith

Secretary

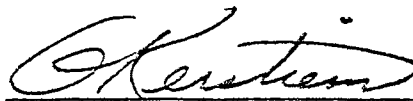
Jacque Bonner
Louise Haugh

Treasurer

Jim Baugh
Jerry Corkran
John Woolley

These nominees have been instructed to (1) submit in writing their willingness to run for office and to (2) submit their pictures together with a biographical sketch to the Newsletter editor no later than October 1, 1978.

Other persons were considered for and/or contacted about candidacy. For possible reference for future Nominations Committees, the following list is provided: Ann Faulkner, Sally Garcia, Mitch Kaman, Carol Scaraffiotti, Rose Wassman, Silver Stanfill, Manuel Olguin, and Ann Coil *and Betty Patterson*


Gene Kerstiens, Chairman



UNIVERSITY OF NEVADA • RENO

RENO, NEVADA 89557 • (702) 784-4951

AUG 28 1978

August 23, 1978

COLLEGE OF EDUCATION
READING STUDY CENTER
RENO CAMPUS

Dear Board of Directors:

Enclosed are several documents that reflect our work in Las Vegas as you so charged our committee. We have listed eleven items that will need to be changed in the Bylaws or Constitution to reflect your charges that you gave our committee. Some of the eleven items are informational in nature and are not needed as amendments.

I am also enclosing a most recent copy of the Bylaws and a copy of the Constitution and a copy of the Articles of Incorporation. These reflect the latest changes as approved at our Long Beach General Meeting.

We are pleased to be of service to Western College Reading Association again. Selma Wilf will represent our committee at your September board meeting if you so desire. I will not be able to attend inasmuch as my wife is so ill and going through so much pain at the present time, and it doesn't look as though she will much relief within the next few months.

Enclosed to the treasurer is our expense charges for the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Paul M. Hollingsworth".

Paul M. Hollingsworth, Chairperson
Bylaws Committee

PMH:ms

CC: Bylaws Committee Members

MEETING OF THE BY-LAWS COMMITTEE

WRCA

Held in Las Vegas, Nevada

August 18, 1978

In attendance: Mary Hess, Selma Wilf, Irwin Joffe and P.M. Hollingsworth

Absent: Jerry Rainwater

The following recommendations were made: .

1. Delete from the constitution - Article IV - 4 h
No longer used - history points out that corresponding secretary has not been appointed.
2. Add to constitution - Article IV, 7a, the words "and the immediate Past President".....
3. Add to the By-Law, Art. IV, 6 - He/She shall act as presiding officer in the absences of the President, President-elect and Immediate Past President.
4. Add to constitution - Article IV, 8 - and to the By-Law Article IV, 7 - " He/She shall act as presiding officer in the absence of all other officers."
5. Change Article VI of By-Laws and Article IX of constitution as follows:
 1. The rules contained in Robert's Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with The Articles of Incorporation or these Bylaws.
 2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot. A choice of methods of voting shall be made at the discretion of the Board of Directors.
 3. Within 30 days following the date of the annual spring conference the president shall appoint a

selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of two (2) most recent available past presidents plus two (2) other members to be approved by the president to proceed as follows:

- a. The nominating committee shall select from the membership at least two (2) members for each of the offices of president-elect, secretary and treasurer.
- b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office.
- c. The candidate for office must consent to run for that office so nominated.
- d. The nominating committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, secretary and treasurer within six months prior to the annual conference.
- e. A ballot and an informational sheet about all candidates nominated will be submitted to the membership by first class mail three months prior to the annual conference. The voting shall be by secret ballot.
- f. A ballot must be returned by the member within 30 days prior to the annual conference to be valid. The exact date for returning the ballot shall be printed on the ballot itself.
- g. When the mailed ballots are received by the Nominating Chairperson, they will be stored unopened. The Nominating Chairperson will bring the ballots to the annual conference. The nominating committee will meet, open, and tally the ballots at the annual conference before the general conference business meeting. The results will be announced at the business meeting.

6. Article VI, Section 4 should be added as follows; to the Bylaws:

4. If a quorum as defined by Article 7 of the Bylaws, is not present at the scheduled general business meetings, business requiring voting shall be concluded by mail ballot sent to the general membership.

7. Article VII of the Bylaws add the following to the quorum statement:
...Association as of ^{Dec. 31st} February 1 prior to the annual conference.

This will tell when the membership should be determined for the 10%.

8. Need to add to the Constitution and Bylaws the following:

Article X - Bylaws

and

Article XVI - Constitution

Upon the dissolution of the association, the Board of Directors shall, ^{why 2/1, why not the end of the fiscal year} after paying or making provision for the payment of all of the liabilities of the association, dispose of all of the assets of the association in the following way:

- a. The monies will be apportioned to the various states/provinces in proportion to the membership in these states/provinces as of Feb. 1 for distribution.
 - b. The state/province director of each state/province will call a meeting of the members in that state/province.
 - c. The state/province membership will determine the distribution of the monies with the stipulation that the monies must go for a tax exempt non-profit educational purpose.
 - d. The distribution of monies must be completed by each state/province group within 90 days of the notice of dissolution.
9. The clarification of the titles of officers of the association are stated in the Bylaws, Article III, 5 members are the Board of Directors and those directors are so named and jobs given in Article IV, Bylaws. They are the only voting members and have control of monies, etc. All other people who attend meetings of the Board are not voting members. We have a open meeting rule so anyone may attend these meetings.
10. The constitution Article IV and V, also make this clear. The editors and other appointive officers are not members of the board.
11. We checked with the Internal Revenue Service and they stated that we may give scholarship money to individuals or tax exempt institutions of learning without violating our exempt status. Therefore, no new organization is required. It is our hope that the scholarship be given to institutions on behalf of the individual so the monies could be more effectively controlled.
12. On page 6 of the bylaws, it states a certified audit. You need not worry about the general audit which costs so much.

By-Laws Committee - Las Vegas 8/8/78
Expenses

Selma Wilf	Transportation	\$90.00
7040 N. 11 th Ave.	Cab (to + from U.)	6.50
Phx, Az. 85021	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
Selma Wilf	Total	\$139.50

Irwin Toffe	Transportation	\$90.00
315 E. Del Rio Drive	Local transp.	6.50
Tempe, Az 85282	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
		\$139.50

Mary Hess	Transportation	\$144.00
275 S. 2nd East	Local transp.	9.00
Reynburg, Idaho 83440	Hotel	21.20
	Meals ($87.20 \div 4$)	21.80
Mary B. Hess		\$186.00

Paul Hollingsworth	Transportation	\$62.48
1601 Byrd Drive	Local transp. ^(cab to + from U.)	6.50
Sparks, Nev. 89431	Hotel	21.20
P.M. Hollingsworth	Meals ($87.20 \div 4$)	21.80
		\$111.98

BYLAWS

WESTERN COLLEGE READING ASSOCIATION

A Nonprofit New Mexico Corporation

ARTICLE I

MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. 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. No person shall become a member of the Association until the full amount of dues, established as provided in the Paragraph 2, shall have been paid.
3. Memberships may be renewed from year to year without submitting any application therefore, by payment of the annual dues. Any member who has not paid his annual dues within sixty days after

Art. I, Section 3 continued

the date they have become payable, shall be deemed to have abandoned membership in the Association.

ARTICLE II

MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president, and shall be called by the president at the written request of any fifty members of the Association.
3. State directors will be encouraged to call an annual state or regional meeting.
4. All members of the Association may have the right to attend all membership meetings, annual, regular or special. They may attend other than general meetings as non-voting observers only.

ARTICLE III

BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors

Art. III, Section 1 continued

shall be the president, the ³⁴immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his term in the office which qualifies him to serve as director. Whenever any director ceases to be a member of the Association, or ceases to hold the office which qualifies him as a director, there shall be created a vacancy as a director. Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president. If a vacancy occurs in the office of president-elect an acting program chairperson will be appointed by the president with the approval of the Board of Directors. In this event an election for the office of president and president-elect shall be held at the annual spring conference.

*with a
majority vote
of the board
? why
not
like this
too?*

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws or any provision of law.
3. The title of all property of the Association shall be vested in the Association; and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.

Art. III continued

4. Meetings of the Board of Directors shall be regular and special.
A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE IV

OFFICERS

1. The officers of the Association shall be a president, a president-elect, a secretary, a treasurer and an immediate past president.
The president-elect, the secretary, and the treasurer shall be elected for a term of one year at each annual meeting of the membership of the Association. The president-elect shall become president of the Association at the next annual meeting of the membership of the Association following his/her election as president-elect, and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president.
2. The five officers of the Association shall constitute its Board of Directors, and shall act in an advisory capacity to the president.

Art. IV continued

3. The president shall act as chairperson and presiding officer of the Board of Directors, and shall act as presiding officer at every meeting of the membership of the Association. In addition the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.
 - c. Approve personnel of committees.
 - d. Call special meetings of Board of Directors.
 - e. Appoint state directors and director(s)-at-large within 30 days prior to the annual meeting.
4. The president-elect shall act as presiding officer in the absence of the president, and shall act as chairperson of the program committee.
5. The immediate past president shall act as presiding officer in the absence of the president and president-elect, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association.
7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors, shall submit the books of the Association to the Board of Directors for a yearly audit, and shall write and sign all checks for all authorized expenditures. There

financial records
review of
now

Art. IV, Section 7 continued

shall be certified audit upon change of the elected treasurer or at the request of the Board of Directors.

review of the financial records by an Executive Board appointed audit committee

NO

8. Each state director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state director shall serve as the membership chairperson for his/her state. Each state director shall submit an annual report of the activities of the Association within his/her state to the Board of Directors not later than February 1 of each year.

ARTICLE V

FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

change to 5/1 - 4/30 to coincide with #990

ARTICLE VI

PARLIAMENTARY PROCEDURE

1. The rules contained in Robert's Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with The Articles of Incorporation or these Bylaws.
2. In all meetings any member may demand a roll call vote except for the election of officers. A choice of methods of voting shall be made at the discretion of the Board of Directors.
3. Not later than 30 days prior to the date of the annual spring conference the president shall appoint a nominating committee chairperson.

Art. VI, Section 3 continued

selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of two (2) most recent available past presidents plus two (2) other members to be approved by the president. The nominating committee shall submit the names of at least two (2) members for each of the offices of president-elect, secretary, and treasurer. The nominating committee will have made absentee ballots available to the membership chairperson who will have issued these upon written request by members. Absentee ballots must have been received by the membership chairperson no later than fifteen (15) days prior to the annual conference. An absentee ballot is a ballot from a member who is absent from the conference. Except as provided in Article III, Section 1, all officers except the president and immediate past president shall be elected at the annual meeting of the membership. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.

- a. After making available to each nominee and his/her institution the duties and responsibilities of the office, the candidate for office must consent to run for that office so nominated.
- b. Results of the voting will be made known at the general business meeting.

Art. VI, Section 3 continued

- c. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the general business meeting of the Association.

ARTICLE VII

QUORUM

A quorum for any regular or special membership meeting shall be at least ten percent (10%) of the membership of the Association.

ARTICLE VIII

AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE IX

INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth ($1/6$) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds ($2/3$) vote of those members present at any annual meeting of the Association.

CONSTITUTION
of the
WESTERN COLLEGE READING ASSOCIATION

- Article I: The name of the association will be the Western College Reading Association. It will be a non-profit organization.
- Article II: The objectives of this association are twofold:
1. To exchange ideas and techniques with regard to college reading and study skills programs.
 2. To propose and encourage the adoption of certain specific qualifications for teachers of college reading and study skills programs.
- Article III: Membership.
1. Any individual who is qualified and is interested in college reading and study skills programs is eligible for membership upon signing a membership application.
 2. The membership shall have one class of membership; the voting privileges shall be equal.
- Article IV: Officers.
1. The elective offices of the Association shall be a President-Elect, Secretary, and Treasurer. The previous President-Elect becomes the President and the previous President becomes the Immediate Past President.
 2. All officers shall be elected for one (1) year, to hold office from conclusion of the spring conference.
 3. General Duties of Elected Officers:
 - a. They shall serve as members of the Western College Reading Association Board of Directors.
 - b. They shall act in an advisory capacity to the President.
 4. Duties of the President
 - a. He/she shall act as chairperson and presiding officer of the Board of Directors.
 - b. He/she shall act as presiding officer of general meetings.

- c. He/she shall appoint the chairperson of standing and special committees.
- d. He/she shall appoint a Parliamentarian to serve for one (1) year.
- e. He/she shall approve the personnel of committees.
- f. He/she shall call special meetings of the Board of Directors.
- g. He/she shall appoint State/Province Director(s) and Director(s)-at-Large, within 30 days prior to the annual meeting.
- h. He/she shall appoint a corresponding secretary for the duration of his/her term.

5. Duties of the President-Elect:

- a. He/she shall act as presiding officer in the absence of the President.
- b. He/she shall act as Chairperson of the Program Committee.

6. Duties of the Immediate Past President:

- a. He/she shall act as presiding officer in the absence of the President and President-Elect.
- b. He/she shall act in a general capacity as adviser to the President upon the affairs of the Association.
- c. He/she shall do other work as assigned by the President.

7. Duties of the Secretary:

- a. He/she shall act as presiding officer in the absence of the President and the President-Elect.
- b. He/she shall record the proceedings of all meetings of the Board of Directors and the General Meetings.
- c. He/she shall carry out the general secretarial duties of the Association.

Why - how can you take minutes and record at the same time?