

Heard

AGENDA

WCRA Board Meetings, April 7-11, 1979

Hyatt Regency Waikiki

Elua Room

Saturday, April 7 (8:00AM - 12:00 noon)

1. Call to Order - 8:00 AM
2. Review of Agenda
3. Secretary's Report (Jacquelyn Bonner)
 - a. Approval of December, 1978 minutes
 - b. Summarizing highlights of current board meetings for members during conference?
 - c. Budget request
4. Treasurer's Report (John Woolley)
 - a. Current financial status
 - b. Preliminary budget projections for 1979-80 budget
 - c. Report on "trial period" with Oxford Mailing Service
 - d. Organizational calendar proposal
 - e. Current membership count(s) - and number needed for a quorum at the Honolulu conference
 - f. Budget request
5. President-Elect and Program Chairperson's Report (Elaine Cohen)
 - a. Update on Honolulu conference
 - b. Revision in conference budget
 - c. Plans for general sessions
 - d. Budget request
6. Scholarship and Awards (Donna Davidson)
 - a. Scholarship
 - b. Distinguished Service Award
 - c. Budget request for scholarhsip and award(s)
7. By-laws Committee Report (Paul Hollingsworth) TIME CERTAIN: 11:00 AM
 - a. Presenting by-laws recommendations to membership
 - b. Availability of board members for dicussion prior to vote?
 - c. Recommendations for next year (and budget request)

d. Status of tax exempt scholarship foundation

- ✓ 8. Newsletter Editor's Report (JoAnn Wells)
 - a. Current status and future plans
 - b. Budget request *extra issues for next year's scholarship*
- ✓ 9. President's Report (Pat Heard)
 - a. Appointment since last board meeting
 - b. Liaison with other organizations
 - (1) New liaisons appointed
 - (2) Response from other organizations
 - c. Budget request
- ✓ 10. Coordinator of State Directors Report #1 (Margaret Coda-Messerle)
 - a. Plans/issues for state directors' breakfast *ask for nominations?*
 - b. Budget request *is Tues 2:30-5 a good time?*

RECESS 12:00-4:00 PM

Saturday, April 7 (4:00-8:00 PM)

- ✓ 11. Parliamentarian's Report (Loretta Newman)
- ✓ 12. Placement Bureau Report (Betty Levinson) TIME CERTAIN: 4:15 PM
 - a. Status/issues
 - b. Budget request
- 13. Minority Affairs Advisory Committee (Don Yamamoto via Manuel Olgin) *Denver 4/2 II p.1*
 - a. Requested clarification of committee's purpose *LB 3/19 II p.1*
 - b. Budget request *LA 9/8 p.3rd*
+ attached p.16
SF 1/12 p.9
- ✓ 14. Nominations Committee Report, 1979-80 elections (Gene Kerstiens)
 - a. Election procedures
 - b. Budget request
- ✓ 15. Archivist Report (Ruth Purdy via Gene Kerstiens)
 - a. Status
 - b. Budget request
- ✓ 16. Proceedings Editor's Report (Gwyn Enright)
 - a. Financial report
 - b. Oxford Mailing Service needs
 - c. Titles of future Proceedings
 - d. Budget request

✓ 17. Insights

- a. Status and future
- b. Budget request

✓ 18. Conference Site Selection Report (June Dempsey)

- a. Dallas conference dates
- b. WCRA hotel contract?
- c. Budget request

✓ 19. 1979-80 WCRA budget

- a. (final recommendations from old board to new board)

1:30 - Nominating Comm.

* → DECIDE SCHOLARSHIP

Sunday, April 8 (3:30-5:00 PM)

(will use this time for continuing unfinished business from previous day if necessary)

Tuesday, April 10 (3:30-5:00 PM)

- 20. Coordinator of State Directors Report #2 (Margaret Coda-Messerle)
- 21. Reports from State and Province Directors
- 22. Announcement of new 1979-80 State and Province Directors (Pat Heard)

Wednesday, April 11 (8:00 - 10:00 AM) WITH NEW BOARD

23. San Francisco conference preliminaries

- a. Set publishers' exhibit fees
- b. Other professional associations display free?
- c. Hotel/conference dates through Sunday?
- d. Preliminary conference budget for President-Elect?

24. Formal adoption of 1979-80 WCRA budget

25. Dates/place for August mid-year board meeting

26. Info for new directory of WCRA officers

+ nominating & minority affairs committee
23rd Thursday
24th Fri & 25th Sat

ADDITIONS TO THE AGENDA:

27. approval of expenses for this board meeting (beyond budget)

28. Nominations Committee

29.

30.

1

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
EXECUTIVE BOARD MEETING, HONOLULU
APRIL 7, 1979

ASSETS

Checking (United California Bank)	\$ 628.47
Savings (California Federal Savings)	<u>13,473.15</u>
TOTAL	\$ 14,101.62

CASH RECEIPTS

Membership Dues	\$ 1,450.00
Proceedings	1,228.50
Conference	<u>4,756.50</u>
TOTAL	\$ 7,435.00

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	118.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	819.85	30.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	2,962.11	37.89
17. Scholarships/Awards	1,165.00	-0-	1,165.00
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	2,518.89	3,651.11
21. Mailing Service **	1,000.00	842.14	157.86
TOTALS	\$ 28,570.00	\$ 18,957.38	\$ 9,170.98

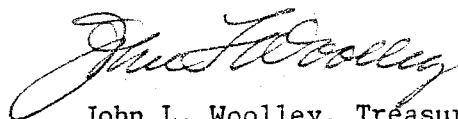
Total memberships as of December 31, 1978: 821

" " " " April 6, 1979: 974

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

mjl

II. Budget for 1980-81

- A. A budget of \$13,200 was recommended with \$5,000 in savings if 1979-80 expenses are as anticipated.
- B. Due to a succession of editorial difficulties, publication of Insights has been suspended for one year while the board explores options at their August meeting.
- C. MOVED (Levinson), seconded (Heard) to adopt the recommended budget (attachment #7).
PASSED.

PASSED
1980-81
Budget

III. August Board Meeting

Members will arrive August 23 and meet on August 24 and 25 at the Hyatt on Union Square. The nominations and Minority Affairs Committees will meet August 23. Board members will be allowed \$15 a day for meals.

IV. Nominating Committee

Concern was expressed about how to explore creative ways to acquire institutional support for WCRA officers, particularly the president, to allow organizational and travel time to perform obligations. Margaret Coda-Messerle agreed to send a description of duties and responsibilities to candidates who will negotiate with their institutions.

V. Audit Committee

Audit
Committee

It was agreed that the committee would be comprised of two WCRA members from Southern California and Treasurer Jim Baugh. The committee will meet the first part of June to review the treasurer's books.

VI. State Directors

To assist state directors in creating and sustaining interest of the members, it was suggested that board members, if traveling, contact state directors and attend their regional meetings or assist in other ways. The president will provide news from the board through the Newsletter.

The meeting was adjourned at 9:35 pm.

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT
April 30, 1979

1a

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	13,126.41

CASH RECEIPTS

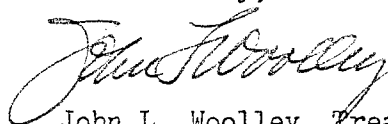
Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL \$	9,209.08
to open new Treasurer's Acc't		<u>5.00</u>
	\$	9,214.08

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	196.19	968.81
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,815.77	1,524.23
21. Mailing Service **	1,000.00	985.76	14.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,593.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

Report to the Executive Board of the
Western College Reading Association

Submitted by
Gwyn Enright, Editor
WCRA Proceedings
March 1, 1979

I. Proceedings sales for March 1, 1978 to February 28, 1979

A. Individual Volumes

4	<u>Proceedings</u> #4	@ \$5.00	= \$ 20.00
5	<u>Proceedings</u> #5	@ 5.00	= 25.00
3	<u>Proceedings</u> #6	@ 5.00	= 15.00
4	<u>Proceedings</u> #7	@ 6.00	= 24.00
7	<u>Proceedings</u> #8	@ 7.00	= 49.00
11	<u>Proceedings</u> #9	@ 7.00	= 77.00
24	<u>Proceedings</u> #10	@ 7.00	= 168.00
7	<u>Proceedings</u> #11	@ 7.00	= 49.00

594 Proceedings #11 @ \$5.00 = \$2,970.00
(sold as part of conference registration)

Individual Proceedings sold \$3,397.00

B. Sets

2	<u>Proceedings</u> #4-8	@ \$20.00	= \$ 40.00
1	<u>Proceedings</u> #4-9	@ 25.00	= 25.00
19	<u>Proceedings</u> #4-10	@ 30.00	= 570.00
3	<u>Proceedings</u> #4-11	@ 35.00	= 105.00

Sets of Proceedings sold \$ 740.00

C. Proceedings purchased for which payment has not been received - 2/28/79

3	<u>Proceedings</u> #10	@ \$ 7.00	= \$21.00
6	<u>Proceedings</u> #11	@ 7.00	= 42.00
2	<u>Proceedings</u> #4-11	@ 35.00	= 70.00

Proceedings for which payment
should be received \$ 133.00

TOTAL PROCEEDINGS SALES \$4,270.00

D. Sales by Volume

<u>Volume</u>	<u>Number Sold</u>
<u>Proceedings 4</u>	31
<u>Proceedings 5</u>	32
<u>Proceedings 6</u>	30
<u>Proceedings 7</u>	31
<u>Proceedings 8</u>	34
<u>Proceedings 9</u>	36
<u>Proceedings 10</u>	51
<u>Proceedings 11</u>	612
TOTAL VOLUMES	857

E. Sales by purchaser (excluding conference sales)

	<u>Individuals</u>	<u>Institutions</u>
<u>Proceedings sets</u>	7	21
<u>Proceedings individual volumes</u>	30	20
	37	41
TOTAL PURCHASERS		78

II. Rough Estimate of Proceedings Assets

<u>Volume</u>	<u>Estimated Number</u>
<u>Proceedings 4</u>	295
<u>Proceedings 5</u>	293
<u>Proceedings 6</u>	612
<u>Proceedings 7</u>	760
<u>Proceedings 8</u>	531
<u>Proceedings 9</u>	489
<u>Proceedings 10</u>	485
<u>Proceedings 11</u>	488

3953 Volumes or approximately 49 boxes of 80 books.

Expenditures of WCRA Proceedings

1978-1979

March 1, 1979

Proceedings

typeset, printed and perfect bound with 2 color slick cover	\$3150.00
additional corrections	\$ 150.00
additional paper charge due to strike	\$ 75.00

Postage

to mail 594 <u>Proceedings</u> 4th class-special rate	\$ 311.10
manuscripts to Don Girard registered mail	\$ 10.75

TOTAL	\$3696.85
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Proposed Budget for WCRA Proceedings

1979-1980

Submitted by

Gwyn Enright

Editor

March 1, 1979

Composition, paste up, printing 1000 perfect bound volumes	\$3155.00	
Two color, cover design, slick cover	\$ 145.00	
Mailers	\$ 30.00	
Postage	\$ 150.00	
Advertising	\$ 100.00	
Handling	\$ 200.00	
Storage	\$ 180.00	
TOTAL		<u>\$ 3,960.00</u>

APPOINTMENTS SINCE LAST BOARD MEETING

Pat Heard

Chairperson, 1979-80 Nominating Committee Margaret Coda-Messerle

Official Conference Photographers David Hubin
Jack Pond

Organizational Liaisons

Dennis Gabriel
College Reading Association

Ladessa Yuthas
National Reading Conference

Deborah Hancock
International Reading Association

Mike McHargue
American College Personnel Association
Commission XVI

Margaret Coda-Messerle
National Association for Remedial and Developmental
Studies in Post-Secondary Education

John Woolley
California Community College Tutorial Association
California Association of Post-Secondary
Educators of the Disabled

Suanne Roueche
National Conference on Developmental Education

WCRA STATE/PROVINCE DIRECTORS, 1979-80

(tentative - 4/1/79)

ALASKA

Kate Sandberg
Anchorage Community College
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Sch.: 907-279-6602
Home: 907-344-9305

ALBERTA

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Edmonton, Alberta, Canada T5J 2P2
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Sch.: 403-425-8810

ARIZONA

Louise Renault
(Arizona Western College)
831 Ash
Yuma, AZ 85364
Sch.: 602-726-1000 #267
Home: 602-726-6871

BRITISH COLUMBIA

Diane Luu
(Fraser Valley College)
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Burnaby, B.C. Canada Z5C 2X5
Sch.: 604-792-0025
Home:

NORTHERN CALIFORNIA

Midori Hiyama
(Sacramento City College)
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Sacramento, CA 95818
Sch.: 916-449-7111
Home: 916-448-9465

Charles Hunter
(San Jose City College)
20846 Meadow Oak
Saratoga, CA 95070
Sch.: 408-298-2181 #293
Home: 408-257-3944

SOUTHERN CALIFORNIA

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Home: 213-765-2985

Sally Garcia
EOP Tutorial Services
Cal. Poly - Pomona
Pomona, CA 91768
Sch.: 714-488-3369
Home:

COLORADO

Sally Conway
(Community College of Denver)
8262 Surrey Drive
Morrison, CO 80465
Sch.: 303-629-2497
Home: 303-697-9862

HAWAII

Dennis Konshak
Language Arts Division
Maui Community College
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Home: 808-877-4848

IDAHO

Mary Hess
Reading Center
Ricks College
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Sch.: 208-356-2011
Home: 208-356-5674

MONTANA

Donna Robbins
Reading Center
Eastern Montana College
Billings, Montana 59101
Sch.:
Home:

NEVADA

Dan Baxley
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NEW MEXICO

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 Home: 502-522-7587

OKLAHOMA

Bessie Jenkins
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 Home: 401-262-4306

OREGON:

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 Bend, OR 97701
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 Home: 503-389-2580

TEXAS:

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 Home: 14-296-1019

Bette Wise
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 Sch.:
 Home:

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WASHINGTON

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 Tacoma, Washington 98498
 Sch.: 206-588-3623
 Home:

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Lyle Miller
 (University of Wyoming)
 1944 Sheridan
 Laramie, WY 82070
 Sch.:
 Home: 307-745-9027

AT-LARGE

Anne Erlebach
 Director of Reading
 Dept. of Humanities
 Michigan Tech University
 Houghton, Michigan 49931
 Sch.: 906-487-1885
 Home: 906-482-4129

WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership dues	\$ 5,250.00
Proceedings	2,500.00
Conference - Hawaii	--
Interest	250.00
Advertising	200.00
TOTAL	<u>\$ 8,200.00</u>

ESTIMATED ASSETS

Savings	\$ 5,000.00
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ESTIMATED/REQUESTED EXPENDITURES

<u>Budget Accounts</u>	<u>Current</u>	<u>1979-80</u>
1. President	200.00	670.00
2. Past President	300.00	-0-
3. Nominating Committee	830.00	250.00
4. Coordinator of State Directors	300.00	240.00
5. Conference Site Selection	300.00	50.00
6. Treasurer	850.00	250.00
7. Secretary	700.00	300.00
8. State Directors	1,100.00	400.00
9. Newsletter (4 issues)	2,850.00	3,000.00
10. Proceedings	3,883.00	3,960.00
11. Placement Bureau	500.00	50.00
12. Insights	1,500.00	-0-
13. Bylaws Committee	500.00	10.00
14. Minority Affairs	700.00	150.00
15. Preliminary Conference	1,000.00	-0-
16. Board of Directors	3,000.00	1,320.00
17. Scholarships/Awards	1,165.00	50.00
18. Archivist	950.00	-0-
19. Insurance	572.00	572.00
20. Pre-Conference	6,370.00	1,000.00
21. Mailing Service	<u>1,000.00</u>	<u>1,500.00</u>
	\$28,570.00	\$13,200.00

Corrections to Minutes, December 1978

- p. 7 Pat asked about the written ballot regarding the by-laws at the Hawaii conference. No one objected to eliminating the written ballot.

Corrections for WCRA Board Minutes at Honolulu, Hawaii, April 1979

Page 1, section I: change in the motion "to ask the secretary to send...."

Page 2, section E: "the membership as of Dec. 31, which was 820, resulting in a quorum of 82!"

Page 3, section VII: "Paul asked to be replaced...."

Page 6, section II B: "President presented...."

Page 9, section I: "President introduced the candidates: Karen Smith...."

Page 9, section II: ".... explained the changes. (Attachment # in August minutes)"

Page 11, "non-voting members: Margaret Coda-Messerle"

Page 12, "non-voting: Margaret Coda-Messerle"

Proposed Changes in WCRA By-laws

After consultation with the By-laws Advisory Committee, the WCRA Board of Directors has recommended that the following changes and additions to the WCRA By-laws be presented to the membership for a vote at the Honolulu conference. Though some are just minor "house-keeping" changes, others are more substantial and are accompanied by the Board's rationale for the recommendation. If you would like a copy of the current By-laws, write to WCRA President, Pat Heard. The Board also decided not to attempt corresponding revisions of the WCRA Constitution, but to follow the option of considering the By-laws the updated, dynamic guidelines for the Association, while keeping the Constitution a more stable, historical document.

Article IV — Officers

6. (The secretary) add: He/she shall act as presiding officer in the absences of the President, President-elect, and Immediate Past-President.

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 and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president. *(Rationale: eliminates the requirement for an increasingly expensive annual certified audit; substitutes the concept of membership audit committee more appropriate for an association of WCRA's size and assets. This approach was recommended by a consultant to the Board.)*

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 By-laws.

2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and 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 thirteen (13) months prior to the election of officers, the president shall appoint a nomination committee chairperson selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the president to proceed as follows:

(Rationale: Substitutes two members for two past-presidents on the nominating committee primarily to reduce the large number of continuing organizational obligations of past-presidents; also ensures that the committee will have a chance at the preceding annual conference to begin scouting and interviewing potential candidates.)

- a. The nominating committee shall confer in face-to-face meeting and 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. The candidate for office must give his/her written consent to run for that office so nominated.
- c. The nominating committee shall submit to the Board of Directors the names of at least (2) members for each of the offices of president-elect, secretary, and treasurer six months prior to the annual conference.
- d. Information about all candidates will be submitted to the membership three months prior

to the annual conference and provisions for absentee voting will be publicized concurrently.

- e. The nominating committee chairperson will issue absentee ballots upon written request by members.
- f. Absentee ballots must have been received 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.
- g. 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.
- h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.
- i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.
- j. 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 election.

4. If a quorum as defined by Article VII of the By-laws is not present at the scheduled general business meetings, business requiring voting — including the election of officers — shall be concluded by mail ballot sent to the general membership. *(Rationale: In the event that no quorum is present at the general session where the election of officers and other important business is to be conducted, there must be some provision for completing the election and other business requiring voting rather than waiting another full year until the next annual conference.)*

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 as of December 31st prior to the annual conference. *(Rationale: Keeps the current 10% quorum but adds a specific date on which it is to be determined. Late December represents the baseline membership figure for the Association — no longer includes non-renewals from the previous conference and doesn't yet include new pre-registrants for the next conference.)*

Article X — Dissolution

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 exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine. *(Rationale: Recently acquired tax exempt status of WCRA requires that this provision for dissolution be added to our By-laws. It ensures that WCRA's assets would go only to other non-profit, educational purposes as decided by the Board of Directors if WCRA dissolved. Specific wording is taken from publication 557 of I.R.S.)*

Article XI — Amendments

1. These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendment shall have been included in the notice calling the meeting.

2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast. *(Rationale: Brings this provision in line with the standard parliamentary interpretation of majorities determined on the basis of "votes cast" rather than "members present"; a 10% quorum is already assured by Article VII.)*



WESTERN COLLEGE READING ASSOCIATION

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

April 7, 1979

TO: WCRA Executive Board
FROM: John Woolley, Treasurer
SUBJECT: 1979-80 Budget

Please find attached a preliminary working draft of the 1979-80 WCRA Budget with accompanying individual budget requests to assist us in our deliberations. Included is the estimated income with proposed expenditures.

mjl
Attach

WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership Dues
Proceedings
179 Conference *profit*
Interest
Advertising

13,200
12,750
450

1250 *4000*
750 *1750*
5000

5,250
~~\$ 8,000.00~~ *6,000*
3,600.00 *2500*
300.00 *250*
200

TOTAL \$ *13,200* *8,200*

ESTIMATED ASSETS

Savings

~~\$ 5,000.00~~ *9780* *4,780*

ESTIMATED/REQUESTED EXPENDITURES

BUDGET ACCOUNTS

CURRENT

1979-80

1. President	\$ 200.00 <i>450</i>	\$ 300.00 <i>220</i>
2. Past President	300.00	-0-
3. Nominating Committee	830.00	500.00 <i>250</i>
4. Coordinator of State Directors	300.00	350.00 <i>240</i>
5. Conference Site Selection	300.00	210.00 <i>100 50</i>
6. Treasurer	850.00	350.00 <i>250</i>
7. Secretary	700.00	850.00 <i>300</i>
8. State Directors	1,100.00	1,100.00 <i>500 400</i>
9. Newsletter	2,850.00	2,250.00 * <i>3000 raised</i>
10. Proceedings	3,883.00	3,645.00 <i>3960</i>
11. Placement Bureau	500.00	300.00 <i>200 50</i>
12. Insights	1,500.00	1500.00 <i>1500</i>
13. Bylaws Committee	500.00	10.00 <i>10</i>
14. Minority Affairs	700.00	700.00 <i>150</i>
15. Preliminary Conference	1,000.00	
16. Board of Directors	3,000.00	1,900.00 <i>1320</i>
17. Scholarships/Awards	1,165.00	1,165.00 <i>1285.50</i>
18. Archivist	950.00	0
19. Insurance	572.00	572.00 <i>0</i>
20. Conference <i>Pre-conf. bills paid</i>	6,370.00	<i>1,200</i> <i>(1000)</i>
21. Mailing Service <i>(membership only)</i>	1,000.00	1,800.00 <i>1500</i>
	\$ 28,570.00	\$ 16,002.00 <i>17,050</i>

* 3 issues of the Newsletter @ \$750, postage included.

4070

8,200
4,780
12,980
1,150
14,130

485
1500
1115
40
2615
1,215

#1

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: President's

AMOUNT BUDGETED: \$200.00

CURRENT BALANCE: ~~\$177.48~~ -92.34* (2/20/

I am requesting \$300 for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

- \$150 - phone calls; Elaine can't make a lot of hers
through her office phone as I did
- 70 - new inserts for remaining two-year supply of
WCRA brochures - to update Proceedings
price list and officers
- 80 - miscellaneous; may need new supply of stationery
(\$60), etc.

\$300

+ 100

400

Patricia Seal
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

* I CHARGED THE BROCHURES (\$269.82) TO THIS ACC'T ALONG
WITH TWO MINOR ITEMS (\$22.52) LEFT OVER FROM LONG BEACH.

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Past President's Acc

AMOUNT BUDGETED: \$300.00

CURRENT BALANCE: \$300.00

I am requesting \$ for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

*Do not see the necessity of a budget for
past president since when immediate
past president performs any duties
requiring reimbursement it is
as Coordinator of State Directors or
member of Board - both of which
have funds allocated in separate
accounts.*

Margaret L. DeMesserle
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Nominating Committee

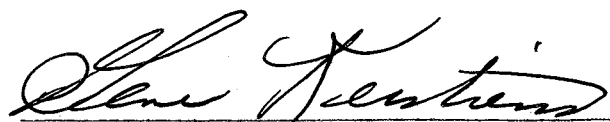
AMOUNT BUDGETED: \$830.00

CURRENT BALANCE: \$320.76

I am requesting \$500.00 [⊕] for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

⊕ John, Obviously it's the By-Laws that mandate a four-to-four meeting of the Committee, and most of the money is spent in transportation to that meeting. Selecting a chairman who will in turn select a committee that is in geographical proximity will save money, although representation on the committee will suffer from their limitation. But unless we change the By-Laws, you'd better plan on \$500.



Signature of Person Submitting Request

3/5/79

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Coordinator of State Directors

AMOUNT BUDGETED: \$300.00

CURRENT BALANCE: ~~\$210.00~~ 118

200

250

I am requesting \$350.00 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Suggest increase of \$50.00 if Pat in assuming these duties does not foresee zeroing, mailing, and telephone costs being picked up by her institution. Most mailing to State directors because of weight I could not put through my campus mails and had to charge to WCRA though all zeroing, some mailing and some telephone I was able to get through my institution. Budget Pat needs will depend upon institutional support she can get.

Margaret L. Cate-Ness
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Conference Site Selection

AMOUNT BUDGETED: \$300.00

CURRENT BALANCE: \$210.00

I am requesting *0 additional* for the above WCRA budget account
 for the 1979-80 year. *\$210.00*

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
 the Board of Directors in their deliberations.)

It seems in view of our current financial status, or, rather, our impending status, that the \$210⁰⁰ balance should be sufficient for the coming year. Further, we have conference sites for '80 and '81. Since we should probably return to California in '82, \$210⁰⁰ should be enough to explore this possibility. There's a large number of WCRA members in ^{the} Sacramento and the San Jose areas; either of these sites would not require much in the way of cost for site inspection visits.

Jane Dempsey
 Signature of Person Submitting Request

Please return to: John Woolley
 Oxnard College
 P. O. Box 1600
 Oxnard, CA. 93032

P.S. Ced will be joining us in Hawaii. I wouldn't think of leaving him home - 2 kids also, 1 can't come.

see you there.

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Treasurer


AMOUNT BUDGETED: \$850.00

CURRENT BALANCE: \$136.50

I am requesting \$350.00 for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

Bond	\$ 82.00
Supplies	43.00
Postage	75.00
Audit Committee	150.00



Signature of Person Submitting Request
John L. Woolley

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Secretary

(\$488.00 expenditures were carried over from

AMOUNT BUDGETED: \$700.00 the last fiscal year)

CURRENT BALANCE: \$ 78.20

I am requesting 850⁰⁰ for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

Quick copy and mailing of board minutes
will run approx 150⁰⁰ per mailing.

I'm requesting enough to include the
mailing of the minutes of the Conference Board
meetings, also.

Jacquie Smner
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

John, how will that \$488⁰⁰ be resolved? We won't just continue
to "roll over" that amount, will we? If we're looking at printing
and postage, we can figure 150⁰⁰ per mailing which would be \$600⁰⁰.

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: State/Provincial Directors

AMOUNT BUDGETED: \$1,100.00

CURRENT BALANCE: \$1,065.00

I am requesting \$1,100.00* for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

* Amount Budgeted for 1978-79 based on \$50.00 Budget
allowed each state director - 22 state directors.
Obviously, most do not use their monies
though they could. I don't know how you
want to work this since all \$1100.00
could be expended in this year & coming
year though majority of amount usually
is not expended. I do not suggest
raising present \$50.00 Budget per
state director since we really can't afford
to do so.

Margaret L. Coda-Messere
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032



#9
California State University, Fullerton
Fullerton, California 92634

School of Human Development
and Community Services
Reading Program
(714) 773-3356

March 30, 1979

John Woolley
Oxnard College
P.O. Box 1600
Oxnard, CA 93032

Dear John,

I am submitting a budget for the WCRA Newsletter. And I think that I have found a better and cheaper printer. I went to different printers with this last issue to get estimates for the future and have found a printer who will run around \$600-650 per issue based on 10 pages with a 1200 run. That's much better than I've done until now and possibly then we won't need to consider only 3 issues during the coming year. I plan to submit this amount to the Board on April 7, 1979.

Hope that this is enough information for your planning needs.

See you in Hawaii!!!!

Sincerely,

JoAnn C. Wells

JoAnn C. Wells
Reading Program- EC 544

*2 small issues
2 large issues*

4x 750 - \$3000

RECEIVED
APR 2 1979
OXNARD COLLEGE
ADMISSIONS

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Proceedings

AMOUNT BUDGETED: \$3,883.00

CURRENT BALANCE: \$ ~~497.25~~ \$210.45 (2/20/79)

I am requesting \$3,645.00 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Composition, paste up, printing 1000 perfect bound volumes	\$3,155.00
Two-color, cover design, slick cover	145.00
Mailers	30.00
Postage	315.00 \$150.00
TOTAL	\$3,645.00

mailing service \$1 x 200

*insurance \$180
storage
delivered
stock
order*

\$100 - add

\$3,960

\$15 conference building

/s/ GWYN ENRIGHT
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

#11

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: "WCRA Placement Bureau"

AMOUNT BUDGETED: \$500.00

CURRENT BALANCE: \$365.00

I am requesting \$300.00 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Preparing and mailing bulletins once each month to 125 members.

Dittos, paper, envelopes	\$ 40.00
Xerox labels	10.00
Postage	225.00
Misc.*	25.00
	<hr/>
	\$300.00

* Special materials for the conference;
extra mailing; phone.

Betty Levinson
Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

RECEIVED

MAR 19 1979

OXNARD COLLEGE
ADMISSIONS

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: By Laws Committee

AMOUNT BUDGETED: \$500.00

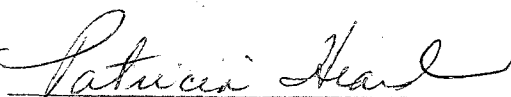
CURRENT BALANCE: \$ -88.98

I am requesting \$10 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Because there have been extensive by-laws revisions the past three years, and because the most recent by-laws committee feels it has completed its charge of completely updating the by-laws (including "housekeeping" changes), and because I know of no other major proposed by-laws changes at the moment, I propose no funding of a by-laws committee meeting for next year, especially in light of WCRA's limited income for 1979-80.

The \$10 is requested to cover the possible cost of any mail-phone costs for minor by-laws revisions if necessary (e.g., determining the issue of who is "membership chairperson"), though I think even those things could be delayed a year if necessary. By-laws revisions can always be proposed by the Board of Directors without referring to a by-laws committee, and that should be sufficient for minor changes.



Signature of Person Submitting Request

Note: I'm submitting this request because Paul Hollingsworth has asked not to continue in this role next year.

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

#14

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Minority Affairs

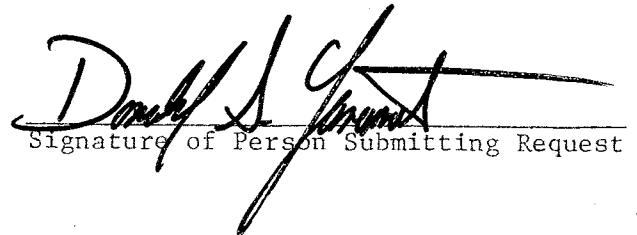
AMOUNT BUDGETED: \$700.00

CURRENT BALANCE: \$140.27

I am requesting 700.00 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Money used would cover the cost of travel to a yet to be designated meeting place, long distance calls, mailing, and the cost of reproducing materials for committee members. I regret that I have recieved no materials from Dr. Gourdine of the expenditures made during the 1978-79 period.


Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Board of Directors

AMOUNT BUDGETED: \$3,000.00

CURRENT BALANCE: \$ 37.89

John: The cost of our pre-conference meeting in Honolulu is going to have to come from this account, too, so it will end up a deficit. B.

I am requesting \$1900 for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

August San Francisco Board Meeting - ¹⁰⁰⁰ \$1200 airfare (but depends on election)
180 300 per diem (2 days; 6 board members)
0 hotel rooms complimentary
\$1500

March pre-conference meeting in S.F.- \$ 250 (1 night, 4 hotel rooms if not complimentary)
90 150 (6 board members; 1 day per diem)
\$ 400

I propose no mid-year December meeting.

Patricia Heard

Signature of Person Submitting Request

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

01V3033

#19

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Insurance

AMOUNT BUDGETED: \$572.00

CURRENT BALANCE: ~~0~~

I am requesting \$572.00 for the above WCRA budget account
for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist
the Board of Directors in their deliberations.)

A \$150 savings would be realized if the Proceedings were handled
by the Oxford Mailing Service (storage).



Signature of Person Submitting Request

John L. Woolley

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION

BUDGET ACCOUNT: Mailing Service

AMOUNT BUDGETED: \$1,000.00

CURRENT BALANCE: \$ 816.01

I am requesting \$1,800.00 * for the above WCRA budget account for the 1979-80 year.

DESCRIPTION OF PROPOSED EXPENDITURES (Your detailed description will assist the Board of Directors in their deliberations.)

Maintain WCRA Membership Roster:

\$150 x 12 months = \$1,800.00

* For additional services to handle the Newsletter and Proceedings, the following estimated costs would be incurred:

Newsletter

\$130 handling and postage per edition (1,000 copies).

Proceedings

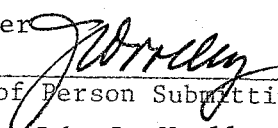
~~1200~~ \$1.00 per copy to handle, invoice and mail individual copies/orders.

Conference Mailing:

\$68.00 per thousand for handling costs

0.14 postage per item if over 3½ oz.

0.084 postage per item if 3½ oz. or under



Signature of Person Submitting Request

John L. Woolley

Please return to: John Woolley
Oxnard College
P. O. Box 1600
Oxnard, CA. 93032

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
EXECUTIVE BOARD MEETING, HONOLULU
APRIL 7, 1979

ASSETS

Checking (United California Bank)	\$	628.47
Savings (California Federal Savings)		<u>13,473.15</u>
TOTAL	\$	14,101.62

CASH RECEIPTS

Membership Dues	\$	1,450.00
Proceedings		1,228.50
Conference		<u>4,756.50</u>
TOTAL	\$	7,435.00

EXPENSES

	AMOUNT BUDGETED	EXPENDITURES	BALANCE	
<u>BUDGET CATEGORY</u>				
1. President	\$ 200.00	\$ 333.84	\$ - 133.84	
2. Previous President	300.00	-0-	300.00	300
3. Nominating Committee	830.00	509.24	320.76	310
4. Coordinator of State Directors	300.00	111.77	118.23	100
5. Conference Site Selection	300.00	90.00	210.00	210
6. Treasurer	850.00 *	819.85	30.15	20
7. Secretary	700.00 *	722.96	- 22.96	0
8. State Directors	1,100.00	158.74	941.26	900
9. Newsletter	2,850.00 *	3,787.07	- 937.07	
10. Proceedings	3,883.00	3,672.55	210.45	210
11. Placement	500.00	180.00	320.00	260
12. Insights	1,500.00	-0-	1,500.00	1500
13. Bylaws Committee	500.00	588.98	- 88.98	
14. Minority Affairs	700.00	559.73	140.27	140
15. Preliminary Conference	1,000.00	488.00	512.00	512
16. Board of Directors	3,000.00	2,962.11	-210 37.89	
17. Scholarships/Awards	1,165.00	-0-	1,165.00	
18. Archivist	950.00	215.15	738.85	738
19. Insurance	572.00	572.00	-0-	
20. Conference	6,370.00	2,518.89	3,651.11	
21. Mailing Service **	1,000.00	842.14	157.86	
TOTALS	\$ 28,570.00	\$ 18,957.38	\$ 9,170.98	

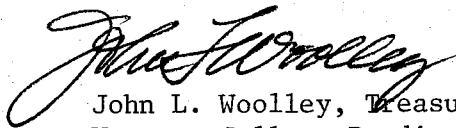
Total memberships as of December 31, 1978: 821

" " " " April 6, 1979: 974

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco meeting 12/1/78.

Submitted by,


John L. Woolley, Treasurer

Western College Reading Association

NEWSLETTER REPORT

WCRA BOARD MEETING

APRIL 7, 1979

JoAnn Wells

1. New newsletter format - comments and suggestions please.....
2. Proposed budget - have found a new printer who gave me a bid for around \$600 - 1200 copies of 10 pages - like the most recent issue; need to run at least 200 more for board members and other requests including extras for Hall McCune - Oxford Mailing Service for new members, etc.
 - is there a need for only 3 issues for the next fiscal year? - Sept., January, May????
 - am concerned about the length of the newsletter - 10-12 pages would seem to be maximum....
3. Advisory Board for the Newsletter
 - would like to formalize the newsletter advisory board; at this time fairly loose; and Carol Scarafiotti has requested that her name not be included in the newsletter
 - recommendations please -
 - past-president, regional representation???????
4. Hawaii Conference - photographer? need to include many photos in the summer issue

WESTERN COLLEGE READING ASSOCIATION

ADVERTISING INSERTION REQUEST

To: JoAnn Wells
Western College Reading Association Newsletter Editor
Reading Program - EC 544
California State University, Fullerton
Fullerton, CA 92634
(714) 773-3356

From: _____

Date: _____

(Signature)

We are hereby requesting the insertion of our attached camera ready copy for your newsletter. We have checked the appropriate size below and have included a check made out to Western College Reading Association for the proper amount. Any additional comments or requests are entered below.

_____	5" X 2 1/2 "	\$30
_____	5" X 5"	\$60
_____	5" X 7 3/8"	\$90
_____	7 3/8" X 10"	\$180

Additional comments or requests _____

Report to the Executive Board of the
Western College Reading Association

Submitted by
Gwyn Enright, Editor
WCRA Proceedings

March 1, 1979

I. Proceedings sales for March 1, 1978 to February 28, 1979

A. Individual Volumes

4	<u>Proceedings</u> #4	@ \$5.00	= \$ 20.00
5	<u>Proceedings</u> #5	@ 5.00	= 25.00
3	<u>Proceedings</u> #6	@ 5.00	= 15.00
4	<u>Proceedings</u> #7	@ 6.00	= 24.00
7	<u>Proceedings</u> #8	@ 7.00	= 49.00
11	<u>Proceedings</u> #9	@ 7.00	= 77.00
24	<u>Proceedings</u> #10	@ 7.00	= 168.00
7	<u>Proceedings</u> #11	@ 7.00	= 49.00

594 Proceedings #11 @ \$5.00 = \$2,970.00
(sold as part of conference registration)

Individual Proceedings sold \$3,397.00

B. Sets

2	<u>Proceedings</u> #4-8	@ \$20.00	= \$ 40.00
1	<u>Proceedings</u> #4-9	@ 25.00	= 25.00
19	<u>Proceedings</u> #4-10	@ 30.00	= 570.00
3	<u>Proceedings</u> #4-11	@ 35.00	= 105.00

Sets of Proceedings sold \$ 740.00

C. Proceedings purchased for which payment has not been received - 2/28/79

3	<u>Proceedings</u> #10	@ \$ 7.00	= \$21.00
6	<u>Proceedings</u> #11	@ 7.00	= 42.00
2	<u>Proceedings</u> #4-11	@ 35.00	= 70.00

Proceedings for which payment
should be received \$ 133.00

TOTAL PROCEEDINGS SALES \$4,270.00

D. Sales by Volume

<u>Volume</u>	<u>Number Sold</u>
<u>Proceedings 4</u>	31
<u>Proceedings 5</u>	32
<u>Proceedings 6</u>	30
<u>Proceedings 7</u>	31
<u>Proceedings 8</u>	34
<u>Proceedings 9</u>	36
<u>Proceedings 10</u>	51
<u>Proceedings 11</u>	<u>612</u>
TOTAL VOLUMES	857

E. Sales by purchaser (excluding conference sales)

	<u>Individuals</u>	<u>Institutions</u>
<u>Proceedings sets</u>	7	21
<u>Proceedings individual volumes</u>	<u>30</u>	<u>20</u>
	37	41
TOTAL PURCHASERS		78

II. Rough Estimate of Proceedings Assets

<u>Volume</u>	<u>Estimated Number</u>
<u>Proceedings 4</u>	295
<u>Proceedings 5</u>	293
<u>Proceedings 6</u>	612
<u>Proceedings 7</u>	760
<u>Proceedings 8</u>	531
<u>Proceedings 9</u>	489
<u>Proceedings 10</u>	485
<u>Proceedings 11</u>	<u>488</u>

3953 Volumes or approximately 49 boxes of 80 books.

Proposed Budget for WCRA Proceedings

1979-1980

Submitted by

Gwyn Enright

Editor

March 1, 1979

Composition, paste up,
printing 1000 perfect
bound volumes

\$3155.00

Two color, cover design,
slick cover

\$ 145.00

Mailers

\$ 30.00

Postage

\$ 315.00

TOTAL

\$3645.00

Expenditures of WCRA Proceedings

1978-1979

March 1, 1979

Proceedings

typeset, printed and perfect bound with 2 color slick cover	\$3150.00
additional corrections	\$ 150.00
additional paper charge due to strike	\$ 75.00

Postage

to mail 594 <u>Proceedings</u> 4th class-special rate	\$ 311.10
manuscripts to Don Girard registered mail	\$ 10.75

TOTAL

\$3696.85

for State Directors

Pat

In the order of action, the Board discussed the following issues and, where appropriate, made the following decisions: (April 7, 1979)

PASSED
Summary of
minutes

1. Because of budget reductions, the Board voted to send summaries of actions, rather than complete minutes, to state directors. If a state director should prefer a full copy, the copy will be sent by the secretary.

Membership
& fiscal
year

2. The Board voted to establish the membership and fiscal year from May 1 to April 30. The April 30 date will allow the treasurer to itemize operational costs after the conference; therefore, expenditures must be submitted by that date. The informal change of officers, however, will occur during the conference.

PASSED
Scholarship
criteria

3. The scholarship committee reviewed 52 applicants. Following the review process, the committee recommended and the Board accepted two revisions in criteria:
 - a. The applicant for the WCRA scholarship must be a graduate student enrolled in an accredited university; and
 - b. The applicant must demonstrate interest in and/or an active professional goal related to reading, developmental education, learning assistance, and/or tutorial services at the college adult level.

By-laws
Committee

4. Paul Hollingsworth asked to be replaced as chairperson of the By-laws Committee. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

Newsletters

5. Editor JoAnn Wells and the Board agreed on four issues and deadlines for the Newsletter:

June 15; deadline May 15
Sept. 15; deadline July 30
Dec. 15; deadline Nov. 15
Feb. 15; deadline Jan. 15

JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret Coda-Messerle agreed to recruit board members from among state directors.

Proceedings

6. Bibliographical listings for the Proceedings will be indicated by number rather than by conference theme.
7. The publishing of Insights will be suspended for a year.
8. The Dallas conference dates are April 9-11, 1980.
9. Chairperson for the 1979-80 nominating committee is past president, Margaret Coda-Messerle.

State
Directors'
budget

10. The Board agreed that state directors should use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.

General Session April 8, 1979

Awards

1. The Distinguished Service Award was presented to Seymour Prog. The recipient of the WCRA scholarship was Kenneth Munns, University of Idaho.
2. Liz D'Argy introduced Chancellor Igi who in turn introduced the first keynote speaker, Ah Quon McElrath from the ILWU.

General Session April 9, 1979

1. The members voted to accept the by-laws changes.
2. Dr. Catherine Warrick, Dean of the Center for Experimental Studies at Metropolitan State College, spoke on "The Academic Seven Year Itch: Can Learning Assistance Programs Offer a Remedy?"
3. Officers selected were:
Treasurer: Jim Baugh
Secretary: Jacquie Bonner
President-elect: Betty Levinson

State Directors' Meeting April 10, 1979

State
Directors'
concerns

1. Jack Merlin, Utah, described problems working with a conference travel agency, which was not a local agency.
2. Bill Pierce, Alberta, stated that he has requested his college host the 1983 WCRA.
3. Chuck Hunter, Northern California, said Northern California members will be involved in the San Francisco conference. He also said San Jose could accommodate a conference, perhaps in 1982. For meetings during the year, the Northern California group has a budget of approximately \$200. Margaret Coda-Messerle asked state directors to consider charging for their functions.
4. Diane Luu, British Columbia, reported that Perry Franklin had asked that the conference be hosted at Simon Fraser College. June Dempsey responded, noting a new president had been hired at Simon Fraser. Further, she described problems of hotel rates, international travel, and restrictions on exhibits. Diane announced a regional conference September 28 at University of British Columbia.
5. Liz D'Argy, Hawaii, explained that the conference made WCRA "real" for the Hawaii group, as well as pulled them together.
6. Nancy Steiner, Colorado, expressed budget concerns. The members are reluctant to travel. Nancy wants to communicate with other state directors and suggested listing the date of state meetings in the Newsletter.

7. Carol Clymer, New Mexico, asked what the New Mexico involvement should be at the Dallas conference. She announced a fall conference in Las Cruces, New Mexico, and asked if a Board member would be able to attend. She also said she may plan a WCRA meeting in conjunction with the IRA regional meeting in February at Albuquerque. Finally, the New Mexico group requested less expensive conference accommodations.
8. Loretta Newman, Dave Fisher, and Sallie Brown of Southern California reported that their fall conference would be held at Mt. San Antonio College. To Sallie's request for a checklist for setting up conferences, Margaret Coda-Messerle said WCRA has such checklists available to state directors for regional and annual conferences.
9. Ann Faulkner, Texas, said she was pleased with the offers of assistance for the annual conference in Dallas. For the fall conference, the Texas group is considering a north Texas meeting site.
10. Paul Hollingsworth for Dan Baxley, Nevada, reported that their group has added Las Vegas members. Although they do not plan a formal meeting this year, they intend to schedule several informal meetings.
- Name Change 11. Pat reported the straw vote at the Long Beach conference indicated approximately equal number of members for and against a change. Some preferred the subtitles to describe the scope of interests. The issue will be added to the agenda of the next Board meeting.
- Mailing list 12. Pat will ask the mailing service for an updated list late August after the service has determined which members have renewed their membership. Chuck Hunter preferred a list before the fall conference.
13. Margaret Coda-Messerle summarized her activities with the state directors by expressing her pleasure in working with the group.

State Directors' Meeting, continuation of April 10, 1979

1. Pat Heard presented a list of state directors (Attachment #6).
- Dallas Conference site 2. June reported that Ann Faulkner had recommended the North Park Inn, Dallas, as the 1981 conference site. June will send the contract to Elaine, Pat, and Margaret for suggestions because the Inn will need the contract soon.

Board Meeting April 11, 1979

SF
Conference

1. The publishers' exhibit fees for the San Francisco Conference will remain the same as the Hawaii Conference.
2. WCRA will offer free display space at the conference to other professional organizations.
3. The SF conference will be March 27-28, 1981, and can be extended into Sunday.
4. Because of members' concerns about the high cost of accommodations, the Board discussed alternative sites; however, the Board preferred to remain at the Hyatt on Union Square and offer a list of alternate hotels for the members.
5. The initial request for papers should be more specific and provide an information form for the presenters.
6. State directors should consider charter flight fares and explain the savings to the members.

1980-81
Budget

7. The recommended budget of \$13,200 was adopted. (Attachment #7)

WCRA STATE/PROVINCE DIRECTORS, 1979-80

(tentative - 4/1/79)

ALASKA

Kate Sandberg
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99504
Sch.: 907-279-6602
Home: 907-344-9305

ALBERTA

Bill Pierce
(Grant MacEwan Community College)
3643 109 St.
Edmonton, Alberta, Canada T5J 2P2
Home: 403-435-4248
Sch.: 403-425-8810

ARIZONA

Louise Renault
(Arizona Western College)
831 Ash
Yuma, AZ 85364
Sch.: 602-726-1000 #267
Home: 602-726-6871

BRITISH COLUMBIA

Diane Luu
(Fraser Valley College)
4373 Union Street
Burnaby, B.C. Canada Z5C 2X5
Sch.: 604-792-0025
Home:

NORTHERN CALIFORNIA

Midori Hiyama
(Sacramento City College)
1117 Swanston Drive
Sacramento, CA 95818
Sch.: 916-449-7111
Home: 916-448-9465

Charles Hunter
(San Jose City College)
20846 Meadow Oak
Saratoga, CA 95070
Sch.: 408-298-2181 #293
Home: 408-257-3944

SOUTHERN CALIFORNIA

Dave Fisher
East Los Angeles College
1301 Brooklyn Ave
Monterey Park, CA 91754
Sch.: 213-265-8650
Home: 213-765-2985

Sally Garcia
EOP Tutorial Services
Cal. Poly - Pomona
Pomona, CA 91768
Sch.: 714-488-3369
Home:

COLORADO

Sally Conway
(Community College of Denver)
8262 Surrey Drive
Morrison, CO 80465
Sch.: 303-629-2497
Home: 303-697-9862

HAWAII

Dennis Konshak
Language Arts Division
Maui Community College
Kahalui, Maui, Hawaii 96732
Sch.: 808-242-5462
Home: 808-877-4848

IDAHO

Mary Hess
Reading Center
Ricks College
Rexburg, ID 83440
Sch.: 208-356-2011
Home: 208-356-5674

MONTANA

Donna Robbins
Reading Center
Eastern Montana College
Billings, Montana 59101
Sch.:
Home:

NEVADA

Dan Baxley
Reading Center
University of Nevada, Las Vegas
Las Vegas, Nevada 89154
Sch.: 702-739-3781
Home:

NEW MEXICO

Carol Clymer
 University Drop-In Lab
 Box 5278
 New Mexico State Univ. - Las Cruces
 Las Cruces, N.M. 88003
 Sch.: 505-646-3136
 Home: 502-522-7587

OKLAHOMA

Bessie Jenkins
 El Reno Junior College
 1300 Country Club
 El Reno, OK 73036
 Sch.: 405-262-2552
 Home: 401-262-4306

OREGON:

Virginia Shrauger
 Central Oregon Community College
 Bend, OR 97701
 Sch.: 503-382-6112 #244
 Home: 503-389-2580

TEXAS:

Ann Faulkner
 Learning Skills Center
 Mountain View College
 4849 W. Illinois Avenue
 Dallas, Texas 75211
 Sch.: 214-746-4236
 Home: 14-296-1019

Bette Wise
 St. Mary's University
 One Camion Santa Maria
 San Antonio, Texas 78284
 Sch.:
 Home:

UTAH

Merlin Cheney
 English Department
 Weber State College
 Ogden, Utah 84408
 Sch.: 801-399-5941
 Home: 801-394-2053

WASHINGTON

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

WYOMING

Lyle Miller
 (University of Wyoming)
 1944 Sheridan
 Laramie, WY 82070
 Sch.:
 Home: 307-745-9027

AT-LARGE

Anne Erlebach
 Director of Reading
 Dept. of Humanities
 Michigan Tech University
 Houghton, Michigan 49931
 Sch.: 906-487-1885
 Home: 906-482-4129

WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership dues	\$ 5,250.00
Proceedings	2,500.00
Conference - Hawaii	--
Interest	250.00
Advertising	200.00
TOTAL	<u>\$ 8,200.00</u>

ESTIMATED ASSETS

Savings	\$ 5,000.00
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ESTIMATED/REQUESTED EXPENDITURES

<u>Budget Accounts</u>	<u>Current</u>	<u>1979-80</u>
1. President	200.00	670.00
2. Past President	300.00	-0-
3. Nominating Committee	830.00	250.00
4. Coordinator of State Directors	300.00	240.00
5. Conference Site Selection	300.00	50.00
6. Treasurer	850.00	250.00
7. Secretary	700.00	300.00
8. State Directors	1,100.00	400.00
9. Newsletter (4 issues)	2,850.00	3,000.00
10. Proceedings	3,883.00	3,960.00
11. Placement Bureau	500.00	50.00
12. Insights	1,500.00	-0-
13. Bylaws Committee	500.00	10.00
14. Minority Affairs	700.00	150.00
15. Preliminary Conference	1,000.00	-0-
16. Board of Directors	3,000.00	1,320.00
17. Scholarships/Awards	1,165.00	50.00
18. Archivist	950.00	-0-
19. Insurance	572.00	572.00
20. Pre-Conference	6,370.00	1,000.00
21. Mailing Service	<u>1,000.00</u>	<u>1,500.00</u>
	\$28,570.00	\$13,200.00

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT

~~MAY 1, 1979~~

APRIL 30,

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	13,126.41

CASH RECEIPTS

Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL	\$ 9,209.08
to open new Treasurer's Acc't		<u>5.00</u>
	\$	9,214.08

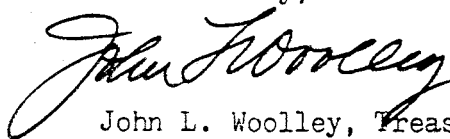
EXPENSES

<u>BUDGET CATEGORY</u>	<u>AMOUNT BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.11	183.89
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	182.64	917.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	196.19	968.81
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,215.77	1,554.23
21. Mailing Service **	1,000.00	285.76	714.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,589.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT REVISED ***

APRIL 30, 1979

ASSETS

Checking (United California Bank -- 2 accounts)	\$ 2,019.37
Savings (California Federal Savings)	<u>13,571.60</u>
TOTAL	\$ 15,590.97

CASH RECEIPTS

Membership Dues	\$ 1,735.00
Proceedings	1,326.50
Conference	<u>6,147.58</u>
TOTAL	\$ 9,209.08
Transfer of funds to open new treasurer's acct.	<u>5.00</u>
	\$ 9,214.08

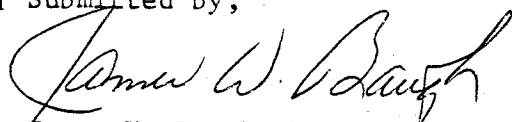
<u>EXPENSES</u>	<u>AMOUNT</u>		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	188.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00*	824.85	25.15
7. Secretary	700.00*	722.96	-22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00*	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards	1,165.00	145.63	1,019.37
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	3,067.66	3,302.34
21. Mailing Service**	<u>1,000.00</u>	<u>633.41</u>	<u>366.59</u>
TOTAL	\$ 28,570.00	\$ 19,979.20	\$ 8,590.80

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12.1.78.

** New budget account approved at San Francisco Meeting 12.1.78.

*** See attachment for explanation of revision.

Revised and Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION

NOTES FOR REVISED VERSION OF TREASURER'S YEAR-END REPORT DATED APRIL 30, 1979

Because the fiscal year for IRS reporting purposes ends on April 30, it is necessary to have the year-end report figures reflect accounts as of that date. Although the original year-end report was dated April 30, it included amounts through the end of May. This would prevent a balancing of the books at the end of the next fiscal year and would not reflect the correct figures for balancing on the IRS report.

Additional changes in the year-end report were necessitated as follows:

1. Deposits had been made to the checking account by Oxford Mailing Service without the knowledge of the treasurer. Thus, the figures reflected on the uncorrected books and on the year-end report would not agree with the bank statement for that same period (\$401.00 + \$35.00).
2. Four incorrect figures were entered on the original report. The corrections listed below do not include the additional adjustments for the correction to the fiscal year ending date which appear in the revised **year**-end report.

Savings: Should have read \$13,571.60, not \$12,571.60.

Account #8: The original "Expenditures" amount should have read \$175.39, not \$183.64.

Account #18: Balance should read \$734.85, not \$738.85.

Account #20: The original "Expenditures" amount should have read \$4,845.77, not \$4,815.77

Account #21: The original "Expenditures" amount should have read \$777.03, not \$985.76.

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
REFLECTING 1978-79 EXPENDITURES RECORDED IN THE 1979-80 FISCAL YEAR
MAY 1 TO JULY 16, 1979

ASSETS

Checking	\$	
Savings		
TOTAL	\$	

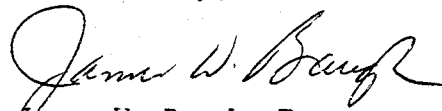
CASH RECEIPTS

Membership Dues	\$	
Proceedings		
Conference		
TOTAL	\$	

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors *	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00	824.85	25.15
7. Secretary	700.00	722.96	-22.96
8. State Directors *	1,100.00	175.39	924.61
9. Newsletter	2,850.00	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards *	1,165.00	1,196.19	-31.19
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference *	6,370.00	4,897.77	1,472.23
21. Mailing Service *	1,000.00	777.03	222.97
TOTAL	\$ 28,570.00	\$ 23,029.51	\$ 5,545.49

* Expenditures occurred in these accounts during the period from May 1, 1979 to July 16, 1979 and were drawn against the 1978-79 budgeted amounts.

Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

Return of Organization Exempt from Income Tax

Under section 501(c) of the Internal Revenue Code (Except Private Foundation)

4
1978

For the calendar year 1978, or fiscal year beginning May 01, 1978 and ending April 30, 1979

Please type, print or attach label. See instruction O.	FD 95-3177158 990 04 4 00 06 WESTERN COLLEGE READING ASSOCIATION KRIO MONDO COLLEGE c/o JAMES W. BAUGH 3600 WORKMAN MILL RD 15744 GOLDEN WEST STREET WHITTIER CA 90608 HUNTINGTON BEACH, CA. 92647	A Employer identification number (see instruction O) 95 3177158
		B If gross receipts are not normally more than \$10,000 (see general instruction A(5)) check here and do not complete Parts I and II. <input type="checkbox"/> NA
		C If exemption application is pending, check here. <input type="checkbox"/> NA
		D If address changed, check here. <input type="checkbox"/> X

E Exempt under section 501(c) (.....6.....). Check appropriate box, if applicable—Exempt under section <input type="checkbox"/> 501(e) OR <input type="checkbox"/> 501(f).	F Fair market value of assets at end of year (see instruction P). <input type="checkbox"/> \$15,591
---	---

Part I All Organizations With Gross Receipts of More Than \$10,000—Complete Part I and Lines 1 Through 8, Part II. If Line 8, Part I is Over \$25,000 Also Complete Lines 9 Through 43, Part II. For rounding off money items to whole dollar amounts see instructions.

Revenues	1 Gross sales and receipts (from line 8, Part II), other than shown on lines 5 and 6		
	2 Cost of goods sold		
	3 Cost or other basis and sales expenses of assets sold		
	4 Gross income (line 1 minus sum of lines 2 and 3)		
	5 Gross dues and assessments from members and affiliates		
	6 Gross contributions, gifts, grants and similar amounts received (see instruction 6)		
	7 Total (add lines 4, 5 and 6)		
	8 Gross receipts for filing requirements tests (add lines 1, 5 and 6)		
Expenditures	9 Expenses attributable to amount on line 4		
	10 Expenses attributable to amount on line 6		
	11 Other program-related expenditures		
	12 Excess of receipts over expenditures (line 7 minus sum of lines 9, 10 and 11) Increase or (Decrease) in net worth (see instruction 12)		
Assets and Liabilities		Beginning of year	End of year
	13 Total assets		
	14 Total liabilities		
	15 Net worth		

16 Have you engaged in any activities not previously reported to the Internal Revenue Service? If "Yes," attach a detailed description of these activities	Yes	No
17 Have any changes not previously reported to the Internal Revenue Service been made in your organizing or governing documents? If "Yes," attach a copy of the changes		
18 (a) Is this a group return filed for affiliated organizations covered by a group exemption letter? (See instruction G.)		
(b) Is this a separate return filed by an organization covered by a group exemption letter?		
If "Yes" to either, enter your central or parent organization's four-digit group exemption number (GEN). (See instruction G.)		
19 Have you filed a tax return on Form 990-T, "Exempt Organization Business Income Tax Return," for this year?		
20 Was there a liquidation, dissolution, termination or substantial contraction during the year? (See instruction N.) If "Yes," attach a schedule of the dispositions for the year showing type of assets disposed of, the dates disposed, the cost or other basis, the fair market value on dates of disposition and the names and addresses of the recipients of the assets distributed		
21 (a) Enter amount expended directly or indirectly for political purposes	\$	
(b) Did you file Form 1120-POL, "U.S. Income Tax Return of Certain Political Organizations," for this year?		
22 Clubs exempt under section 501(c)(7): (a) Enter initiation fees and capital contributions included in line 5		
(b) Enter gross receipts from general public for use of club facilities included in line 1. (See instruction 22.)		
(c) Does your governing instrument or any written policy statement provide for discrimination against any person because of race, color or religion?	Yes	No
23 Organizations exempt under section 501(c)(12) enter: (a) The total amount of gross income received from members or shareholders.		
(b) The total amount of gross income received from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)		
24 If you operate a school (see instructions for Part VI, Schedule A), do you certify that you have complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	Yes	No
25 The books are in care of James W. Baugh Telephone No. (714) 892-7714 X633 Located at 15744 Golden West Street, Huntington Beach, California 92647		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which the preparer has any knowledge.

Signature of officer <i>James W. Baugh</i>	Date 7/16/79	Paid preparer's signature (see instruction I)
Title TREASURER		Paid preparer's address (or employer's name and address)

TREASURER'S REPORT

May - 23 JULY, 1979ASSETS

Checking	\$ 681.97
Savings	<u>11,762.61</u>
TOTAL	\$12,444.58

CASH RECEIPTS

Membership Dues	\$ 390.00
Proceedings	163.00
Conference	<u>25.00</u>
TOTAL	\$ 578.00

EXPENSES

	AMOUNT		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 670.00	\$ 55.12	\$ 614.88
2. Past President	-0-	-0-	-0-
3. Nominating Committee	250.00	-0-	250.00
4. Coordinator of State Directors	240.00	-0-	240.00
5. Conference Site Selection	50.00	-0-	50.00
6. Treasurer	250.00	19.12	230.88
7. Secretary	300.00	-0-	300.00
8. State Directors	400.00	20.59	379.41
9. Newsletter	3,000.00	300.00	2,700.00
10. Proceedings	3,960.00	-0-	3,960.00
11. Placement	50.00	-0-	50.00
12. Insights	-0-	-0-	-0-
13. Bylaws Committee	10.00	-0-	10.00
14. Minority Affairs	150.00	-0-	150.00
15. Preliminary Conference	-0-	-0-	-0-
16. Board of Directors	1,320.00	147.00	1,173.00
17. Scholarships/Awards	50.00	-0-	50.00
18. Archivist	-0-	-0-	-0-
19. Insurance	-0-	-0-	-0-
20. Conference	1,000.00	-0-	1,000.00
21. Mailing Service	<u>1,500.00</u>	<u>276.26</u>	<u>1,223.74</u>
TOTAL	\$13,200.00	\$ 818.09	\$12,381.91

Submitted by,

James W. Baugh

James W. Baugh, Treasurer

Western College Reading Association

8/29/79
BKL

THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

6

	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00		Continental Breakfast with Publishers		
8:30	State Director ----- Chairpersons' Orientation		Chairpersons' Orientation	
9:00				Meet with the New Board
9:30	State/Region with Newcomers	GENERAL SESSION Mike McHargue Elections	Section Meetings VI	INSTITUTE
10:00				
10:30				
11:00	GENERAL SESSION Rosemary Park Intro Candidates	Section Meetings III	Section Meetings VII	Section Meetings IX
11:30				
12:00				
12:30		CAMPUS TOURS		BRUNCH John Ries
1:00				
1:30				
2:00			State/Region with Board	BOARD MEETING
2:30	Section Meetings I		Section Meetings VIII	
3:00				
3:30				
4:00	Section Meetings II		Interest & Issues	
4:30				
5:00				
5:30				
6:00	No-host - meet the candidates informally	No-host - Board Reception	Hospitality	
6:30				
7:00				
7:30	DINNER with Entertainment Hospitality	Hospitality		
8:00				
8:30				
9:00				

WESTERN COLLEGE READING ASSOCIATION
THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

Program Summary

Tuesday, March 25

7:00pm - 9:00pm	Board of Directors Meeting	Governors #6	18 people
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Wednesday, March 26

8:30am - 9:00pm	Board of Directors Meeting	Governors #6	18 "
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6:00pm - 9:00pm	Registration	Plaza Square Foyer	
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7:00pm - 11:00pm	Hospitality		50 "
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Thursday, March 27

8:00am - 5:00pm	Registration	Plaza Square Foyer	
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8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
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8:00am - 8:45am	Chairpersons' Orientation	Merced A	60 people
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8:00am - 8:45am	State Directors Meeting	Merced B	60 "
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9:00am - 10:30am	State and Regional Meetings with Newcomers	*San Miguel	75 "
		*Potrero	75 "
		*Butron	75 "
		*San Francisco A	60 "
		*San Francisco B	60 "
		*Merced A	60 "
		*Merced B	60 "

10:45am - 12:30pm	GENERAL SESSION Introduce Candidates Dr. Rosemary Park	Plaza Square Ballroom West	500 "
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2:00pm - 5:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
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2:00pm - 3:30pm	Section Meetings I (7)	*****	
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3:45pm - 5:15pm	Section Meetings II (7)	*****	
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6:30pm - 7:30pm	No-host cocktails - Meet the Candidates Informally		
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7:30pm -	DINNER/Entertainment		325 "
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9:00pm - 11:00pm	Hospitality		
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Friday, March 28

7:30am - 8:45am	Publishers' Exhibits	Dolores Room	20 tables
7:30am - 8:45am	Continental Breakfast	Dolores Room	350 people
8:00am - 4:00pm	Registration	Plaza Foyer	
9:00am - 10:45am	GENERAL SESSION Elections Mike McHargue	Plaza Square Ballroom West	500 "
10:45 am -	Campus Tours		
11:00am - 12:30pm	Section Meetings III (7)	*****	
2:00pm - 3:15pm	Section Meetings IV (7)	*****	
3:30pm - 5:00pm	Section Meetings V (7)	*****	
6:00pm - 7:30pm	No-host cocktails Board Reception		
8:30pm - 11:00pm	Hospitality (BYOB)		

Saturday, March 29

8:00am - 4:00pm	Registration	Plaza Foyer	
8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
8:15am - 8:45am	Chairpersons' Orientation (alternate)	Merced A	60 people
9:00am - 12:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
9:00am - 10:30am	Section Meetings VI (7)	*****	
10:45am - 12:00pm	Section Meetings VII (7)	*****	
12:30pm - 2:30pm	Editorial Board No-host Lunch		
1:30pm - 2:30pm	State and Regional Directors Meeting with Board	Merced A	60 "
2:30pm - 3:45pm	Section Meetings VIII(7)	*****	
4:00pm - 5:30pm	Interest & Issues Meetings (7)	*****	
5:30pm -	Hospitality		

Sunday, March 30

8:30am - 9:45am	Meet with the New Board Ideas for the Future	Merced A and B	125 "
9:00am - 11:30am	Institute	Governors #1 San Francisco C	60 " 60 "
10:00am - 11:30am	Section Meetings IX (7)	*****	
11:30am - 1:30pm	BRUNCH Awards - Farewells Dr. John C. Ries		
1:30pm -	Board Meeting		

1980 WCRA Conference

Sample Costs

Membership	\$15.00	
Registration	20.00	
Proceedings	5.00	
Institute	5.00	
		<hr/>
		\$ 45.00
Thursday Dinner	18.00	
Sunday Brunch	12.00	
		<hr/>
		30.00
Room - Medium Double x 4		
		<hr/>
		151.20
Additional Meals		
2 breakfast, 3 lunch, 2 dinner & BYOB		
		<hr/>
		73.80
		<hr/>
Total	\$ 300.00*	

*Not including transportation

1980 WCRA Conference

7

BUDGET

DEBITCREDIT

Printing and Ads (1 Call; 1 Journal)	- \$ 700.00	Conference Registration* (600 x \$25.00)	- \$15,000.00
Mailing - 1 Call to Conference	- 300.00	Exhibitor's Fees (18 x \$200.00)	- 3,600.00
Printing Conference Program (850)	- 1,000.00	Institutes (200 x \$5.00)	- 1,000.00
Conference Phone Calls	- 250.00	Dinner Tickets (320 x \$18.00)	- 5,760.00
Dinner - (325 x \$19.00) includes 5 complimentary	- 6,175.00	Brunch Tickets (200 x \$11.00)	- 2,200.00
Brunch - (205 x \$11.00) includes 5 complimentary	- 2,765.00	Tours and tour buses to cover costs	- 2,777.??
No-host Cocktails (2 x 2 Bartenders)	- 180.00		
Continental Breakfast (350 x \$3.50 ++)	- 1,500.00		\$27,560.00
Decorations	- 75.00		
Entertainment for Dinner	- 250.00		
Hospitality (Set-ups, munchies, etc.)	- 250.00		
Hospitality Suite (possible room charge)	- 700.00		
Keynoters (3) Honoraria	- 450.00		
Keynoters (2) Expenses	- 335.00		
Conference Manager's Room (4 nights x \$45.00)	- 180.00		
Misc. Printing (guides, evaluations, etc.)	- 300.00		
Packets to hold reg materials	- 150.00		
Institutes (4 x \$50.00)	- 200.00		
Student Workers (75 hours x \$3.50)	- 250.00		
Miscellaneous	- 350.00		
Oxford - partial pre-registration	- 300.00		
Tours and tour buses at cost	- 2,777.??		
	<u>\$16,660.00</u>		

* \$25.00 registration fee
does not include membership
dues, Proceedings, or
Institutes.

IV. San Francisco Conference Report -- Betty Levinson

- A. Conference logo was approved by the Board.
- B. The theme will be "The 1980's: New Sources of Energy for Learning". The conference will be held four days, March 27-30, 1980.
- C. The schedule for the conference is attached (attachment #6).
- D. Speakers for the conference:
 - 1. Dr. Rosemary Park, who will speak on the future of higher education.
 - 2. Mike McHargue, a WCRA member, will discuss how to benefit most from the conference.
 - 3. Dr. John C. Ries will present a global picture of the students of the 1980's and what their learning needs will be.
- E. Newcomers will meet in the state/region meetings at 9:00 am on the first day, and Board members will attend those meetings.
- F. Board meetings are scheduled for Tuesday, March 25 at 7:00 pm and Wednesday, March 26 at 8:30 am (see attachment #6 again).
- G. Budget request (attachment #7): In presenting the budget request, Betty recommended that we first consider how much the Board wanted to net on the conference. After reviewing the activities and expenses, the Board increased conference fees.
Moved (Heard), seconded (Bonner) that combined membership, registration, and Proceedings fees be \$45.00.
PASSED.
- H. Conference manager report (Rose Wasson): Rose listed the names of persons who have volunteered to assist at the conference. Carrie Walker from Stanford has agreed to make available a list of alternative hotels for members, the price range, and how to make reservations.

Conference speakers

Board meetings

PASSED
Increased conference fees

Minority Affairs Committee

Minority internship program

V. Minority Affairs Committee report -- Manual Olgin and Don Yamamoto

- A. The committee co-chairpersons presented a summary of their meeting the prior day at the Hyatt (attachment #8).
- B. Responsibilities for the committee will be shared by both.
- C. The immediate objective of the committee is to seek full-time internships with stipends for minority personnel in learning assistance programs at the college level. The reasons, the outcomes, proposed sites, and other resources especially relevant to minority personnel were discussed and listed in the report.
- D. Additional members for the committee will be recruited through the minority affairs column in the Newsletter.

VI. San Francisco Conference (cont'd)

- A. Institutional mailings: Instead of mailing to institutions, Pat suggested we advertise the conference in the Journal of Developmental and Remedial Education. Members also recommended promotion through NARDSPE, the AERA Newsletter, and the TRIO newsletters.

Conference advertising

The Minority Affairs Committee met Thursday, August 23, 1979, at 3:30 pm in the Governor's Suite meeting room of the Hyatt on Union Square. Members present were Manuel Olgin, Don Yamamoto, and J.R. Bonner. Absent were Angelina Rodarte and Ernie Ruby.

I. Objective

The committee agreed that the immediate objective was to establish full-time internships with stipends for minority personnel for administrative and faculty positions in learning assistance programs at the college level.

II. Problem Identification

In discussing some of the problems facing minority personnel in learning assistance work, the following seemed important for further consideration:

1. In some instances LAC and EOP programs are separated on college campuses, sometimes to the detriment of the minority students.
2. Out of the Western LAC programs survey by Olgin, only 1/3 of the respondents served minorities.
3. Minority personnel in EOP programs frequently do not have training for upward mobility.
4. Minorities frequently are not hired or promoted into front line staff positions.
5. Sufficient numbers of minority college students are not being counseled into LAC careers.
6. Western minority personnel need more information about successful EOP and LAC models relevant to minority students.
7. Minority personnel need information about existing training or fellowship programs.
8. Minority personnel need more networking about relevant resources.

III. Survey Results

Manuel reviewed the survey sent to approximately 75 WCRA members who represent two and four year institutions. Of those responding, approximately 37.5% served minorities. Manuel will review the surveys to determine the number of minority personnel and their titles serving minority students. (It is most important to distinguish between EOP and LAC programs.)

IV. Areas of Competencies Needed

The committee listed administrative, teaching, and counseling expertise needed:

1. Administrative
 - a. Program design
 - b. Personnel training and supervision
 - c. Evaluation methods
 - d. Records systems
 - e. Grant writing
 - f. Political action approaches
2. Teaching
 - a. Training for transfer of learning skills to other college courses
 - b. Training as content area specialists, especially in mathematics and science.
3. Counseling
 - a. Academic advising
 - b. Career counseling
 - c. Personal counseling, especially self-management approaches

V. Training Options

The committee recommended seeking funding for both a degree program and a two-year program which would include an internship of one year in administrative training and one year in teaching and counseling services.

For greatest mobility, the person should be training in using hardware and software, and teaching individualized and group classes.

Locations suggested for administrative training were UC Berkeley, Cal State Long Beach, Portland State, and Oberlin. For teaching and counseling, UC Berkeley, Cal State Fullerton, Oberlin, University of Iowa, Northern Colorado, and Marquette were recommended.

VI. Funding sources to explore

By mid-December, the committee agreed to query the following funding sources:

1. Exxon Corporation - Don Yamamoto
2. Kellogg Foundation - Manuel Olgin
3. J.A. Macy Foundation - Manuel Olgin
4. FIPSE - J.R. Bonner will contact Felicia Caplan
5. Education Profession Development Act for Junior College Reading Fellowships - J.R. Bonner will contact Karen Smith
6. Los Angeles Mission College's internship for graduate students - Manuel Olgin

Each committee person including those not present are asked to consult the federal grants officer at his/her campus and query other funding agencies.

VII. Other associations and their conferences

Several other associations were suggested as resources for conferences, ideas, and contact persons:

1. MAEOPP, Mid-America Educational Opportunity, c/o Paul Spaggins, 600 Walnut Suite 40, 2nd Floor, Milwaukee, Wi. 53212 - (newsletter)
2. Networks, Bronx Community College, Bronx, N.Y. 10453 - (newsletter)
3. The Ten Regional TRIO associations
4. Society of Ethnic and Special Studies, Box 21, Edwardsville, Ill. 62026 - (newsletter)

VIII. Publications

1. ACPA Commission XVI Newsletter
2. Journal for Developmental and Remedial Education, Appalachian State University, Boone, North Carolina 28608
3. PSI Newsletter, Journal of Personalized Instruction, Georgetown University, Washington D.C. 20057
4. Community College Frontiers, Sangamon State University, Springfield, Ill. 62708

IX. Committee membership

The committee which functions in an advisory capacity has three vacancies. Don will recruit additional members through the Newsletter.

X. Minority Affairs column

To facilitate an information exchange, Don will write a regular column for the WCRA Newsletter. To assist him, other members should send him information relevant to minorities such as conferences, publications, model programs, names of resource persons, and a description of their expertise. Don will also publish requests for information as well, to encourage other WCRA members to respond with their knowledge.

XI. Co-chairpersons' Responsibilities

1. Don's responsibilities include working closely with President Elaine Cohen and supplying the Newsletter with minority affairs information.
2. Manuel's responsibilities include coordinating the committee's budget and working with J.R. Bonner to disseminate information to the Board and to committee members.

Meeting adjourned at 7:00 pm

Respectfully submitted,

J.R. Bonner

OXFORD MAILING SERVICE

I. Conference Pre-Registration

- A. It appears that if Oxford does not do conference pre-registration, we will actually create more work and more likelihood of error. Either the treasurer should do all things (pre-registration and membership processing) once conference pre-registration begins or Oxford should do all. There is no reasonable way to separate the two functions since conference money and membership money is not separable unless we request two checks from members (not advisable).
- B. Hotel room reservation cards and deposits (if required) will go directly to the hotel. If Oxford or the treasurer gets these or if hotel monies are lumped into membership/conference checks, any such irregular check will be returned for reissue.
- C. Cost of preliminary conference mailings if WCRA prints and Oxford mails:

Approximately	\$50.00 M
+ Postage	<u>84.00 M</u>
	\$134.00 M

WCRA, of course, could handle its own mailings and simply purchase the labels from Oxford.

- D. See attached cost estimate submitted by Oxford for handling conference pre-registration. Hal at Oxford indicated that we could probably add a few additional duties to this list at no additional cost.
- E. Hal recommends that he place in a registration envelope only those items unique to an individual, not general items such as pencils, programs, city maps and info, etc. All such general items could be less expensively packaged by WCRA. Thus, each attendee would receive two envelopes: (1) a specific one with his/her own materials enclosed, and (2) a general one which would go to all attendees.

July 18, 1979

PROPOSAL TO HANDLE WCRA CONVENTION PRE-REGISTRATION

- 1) WCRA to provide all necessary printed materials and envelopes (or Oxford may provide based upon a separate agreement and budget).
- ✓ 2) Receive all monies and registration forms at Whittier Box 4576. Any incomplete registration forms, unsigned checks, irregularities to be returned immediately with explanation letter.
- ✓ 3) Reference on registration form amount paid and check number.
- ✓ 4) Endorse all checks and deposit in WCRA bank account. Forward deposit receipt and recap of monies received by function to treasurer periodically during pre-registration period.
- 5) Type registrant's name on registration envelope. Place in envelope all items requested which may consist of:
 - typed name badge for each registrant
 - meal tickets
 - tickets for separate functions
 - name badge ribbons as specified; i.e., speakers, participants
 - receipt for convention registration (or we will return by mail to each registrant if preferred)
 - other specified items
- 6) File all registration envelopes in alpha order
- 7) File all convention registration forms in alpha order for historical file
- ✓ 8) Provide final recap of registration by function or as requested

Cost: 75¢ per registrant

OXFORD MAILING SERVICE

II. Mailing Lists/Services

- A. Handling day-to-day membership additions, address changes, routine inquiries is charged at an hourly rate of \$12.00.
- B. Currently there are two (2) mailing list set-ups at Oxfoxd:
 1. Zip code sequence -- names of members' colleges and their phone numbers are not included in this set-up
 2. Alpha sequence -- includes college name and members' phone numbers
- C. To set up a new (additional) type of list (e.g., alpha list by zip) -- \$.07 per card/\$77.00 for 1100 names. If additional lists were created, there would now be additional cards to make each time we added a new member. Therefore, there would be a slight increase in the number of hours required to process memberships at the hourly rate (probably negligible).
- D. Initial cost-of-service estimates received from Oxford via John Wooley are included on the attached sheet from Oxford. Note that these costs do not include:
 1. Any printing
 2. A "flat" monthly fee -- instead all costs are based on an hourly rate or on a job rate (as with membership printouts)
 3. Periodic generation of membership lists or updates of same
- E. Total membership lists for board members, etc. -- available at costs indicated on attached sheet from Oxford. The Alpha and zip code lists are set up; the only cost is for running.
- F. Updates of membership lists
 1. Available at any time at costs indicated on attached sheet
 2. Lists of updates only, not including previous members, would be charged at an hourly rate for pulling these specific cards + a run charge per M. Doing this is probably not worth the cost.
 3. If updates were issued monthly, would they really be used that often? If not used, they are definitely not worth the cost. Hal at Oxford indicates that his experience tells him they would not be used that regularly.
- G. Lists of former members
 1. State Directors could get old membership cards (these are not the scan cards used for generating mailing lists) from Oxford at no cost, but this would eliminate any "master" list of who belonged and for how long. Once Oxford gave up a card, any returning member would be classified as "new" since no previous record would be available.
 2. State Directors could get old scan cards (instead of membership master cards) but then new ones (at hourly rate) would have to be made if people renewed.
 3. For years prior to the immediately preceding year, old scan cards could be used to generate lists of non-renewals. Hal plans to keep old scan cards anyway in case someone does renew (this avoids the time required to make new scan cards).
- H. No arrangements have been made with Hal for handling/sending renewal notices. This was not included in projected budget figures. He has a proposal for a new method of handling renewals. Jim will present this at the board meeting.
- I. Last membership list went to State Directors in February, 1979. No additions or updates have been sent. These were never requested.
- J. Outside requests for membership lists
 1. Elaine has asked that all such requests be approved by her
 2. Hal suggests a charge of \$35.00 per M names. Oxford would make \$15.00 and WCRA would get a \$20.00 royalty.
 3. Should we release names and addresses without members' permissions? Hal also has a suggestion of a way to avoid the possible resale of a list we send out.

OXFORD MAILING SERVICE

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

July 18, 1979

WCRA PRICE LIST

Clerical: process memberships, correspondence, filling individual requests for Proceedings, invoicing	\$12.00 per hour
Address print-out of membership	\$ 7.00 M
Address pressure-sensitive labels of membership	\$12.00 M
Outside request for print-out of pressure-sensitive labels of membership (cost consists of \$20.00M WCRA royalty, \$15.00 Oxford labor)	\$35.00 M
Address, sort, tie, bag and mail WCRA Newsletter \$10.00 set-up plus...	\$24.00 M
Minimum cost per job \$1.50	

OXFORD MAILING SERVICE

III. Miscellaneous

A. Proceedings

1. Oxford stores and insures at no cost to us.
 2. \$1.00 to handle, invoice, mail individual copies/orders.
 3. For those mailed as a result of conference registration (because no invoicing is needed), the following rates prevail:
 - \$10.00 -- set-up charge when the big batch from the conference goes out
 - 87.00 -- M (8.7¢ per if fewer than M)
 - \$97.00 -- Total
- + postage (41¢ per pound; about 28¢ each if same as last year when each one weighed 11 ounces including envelopes)

B. Invoicing

1. We have no WCRA invoices but need to have some printed at \$12.00 per 500. Three copies are used at a time -- 2 sent with the order and 1 kept by Oxford.
2. The cost of invoicing is part of the hourly rate charged by Oxford except in the case of the Proceedings where it is part of the \$1.00-per-copy rate.

C. Newsletter

1. On Oxford's price list which indicates, "Address, sort, tie, bag and mail WCRA Newsletter, \$10.00 set-up plus...\$24.00 M," this means:
 - a. The \$10.00 set-up is per issue
 - b. Postage is not included

MAY 30 1979 11

WESTERN
COLLEGE
READING
ASSOCIATION

May 22, 1979

To: WCRA Board of Directors
From: June Dempsey *JD*
Subject: WCRA Hotel Agreement

The attached proposed agreement for the conference hotel is ready for your perusal at the August Board meeting. Those of you who have been involved in arranging conferences may have suggestions for additions or changes. You may wish to have an attorney examine it.

It would be helpful to have this agreement (I think "contract" is not an appropriate term) signed by the sales manager at the North Park Inn, Dallas, Texas for our 1981 Conference as soon as it has been approved.

CC: Ann Faulkner

Attachment

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

AGREEMENT WITH _____ HOTEL

FOR ITS ANNUAL CONFERENCE

_____, _____ TO _____, _____

This agreement requires the _____ Hotel,
_____, _____ to provide the following
requirements for Western College Reading Association's Annual Conference
_____, _____ TO _____, _____ with no charge:

- (1) Six to eight meeting rooms approximately 450 to 500 square feet or large enough for thirty to fifty people available mornings and afternoons each day of the conference. One (1) small room for Board meetings one day prior to, during, and one afternoon after the conference. More meeting rooms may be required due to increased attendance.
- (2) A room of approximately 3000 square feet which can be secured. This room should accommodate fifteen to twenty-five 2-1/2' X 8' tables for exhibitors. A chair and electrical outlet should be provided for each exhibitor.
- (3) A 4500-5000 square foot room for two or three general sessions, times to be arranged by the Program Chairperson.
- (4) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (5) One (1) complimentary room for every fifty (50) rooms occupied by the Association or one (1) suite for every one hundred (100) rooms occupied by the Association. The suite may be used as a hospitality suite with no corkage fee for Association members; the Association will provide napkins, glasses, mix and ice. Members will furnish their own alcohol.

WESTERN COLLEGE READING ASSOCIATION

- (6) The complimentary rooms should be available each night beginning with the evening before the conference opening and ending the evening before the end of the conference. Up to ten (10) V.I.P. courtesy baskets, boxes or trays, depending on the usual hotel courtesy, will be needed. The V.I.P. list will be submitted by the Program Chairperson in advance of the conference.
- (7) Transportation to nearby hotels for members who must stay at another hotel due to lack of hotel space.
- (8) Room rates must be available one (1) year prior to the conference dates.
- (9) A two-week prior to the conference cut-off date for reservations.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference.
- (11) Free or reduced parking charges for Association members during the conference dates.
- (12) A registration table in the lobby, or another agreed upon location, to be staffed by the Association conference registration personnel.
- (13) Complimentary lodging and meeting space for the Board of Directors of Western College Reading Association for the two and a half day Board meeting the fall prior to the conference. The maximum number of rooms required would be ten (10).

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least two (2) meal functions open to the entire membership.
- (3) Two (2) or three (3) mailings and at least two (2) Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

If you are willing to accept the terms of this agreement on behalf of the hotel you represent, please sign this agreement and return to the President of Western College Reading Association:

WESTERN COLLEGE READING ASSOCIATION

On behalf of _____ Hotel I agree to the
terms described above for Western College Reading Association's
Annual Conference _____, _____ to

_____, _____.

Signature

Title

Hotel

Date

On behalf of Western College Reading Association I agree to the terms
described above for Western College Reading Association's Annual
Conference _____, _____ to _____

_____, _____ to be held in _____

Hotel, _____, _____.

President
Western College Reading Association

Date

WESTERN COLLEGE READING ASSOCIATION

Proposed Changes in WCRA By-laws

After consultation with the By-laws Advisory Committee, the WCRA Board of Directors has recommended that the following changes and additions to the WCRA By-laws be presented to the membership for a vote at the Honolulu conference. Though some are just minor "house-keeping" changes, others are more substantial and are accompanied by the Board's rationale for the recommendation. If you would like a copy of the current By-laws, write to WCRA President, Pat Heard. The Board also decided not to attempt corresponding revisions of the WCRA Constitution, but to follow the option of considering the By-laws the updated, dynamic guidelines for the Association, while keeping the Constitution a more stable, historical document.

Article IV — Officers

6. (The secretary) add: He/she shall act as presiding officer in the absences of the President, President-elect, and Immediate Past-President.

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 and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president. *(Rationale: eliminates the requirement for an increasingly expensive annual certified audit; substitutes the concept of membership audit committee more appropriate for an association of WCRA's size and assets. This approach was recommended by a consultant to the Board.)*

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 By-laws.

2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and 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 thirteen (13) months prior to the election of officers, the president shall appoint a nomination committee chairperson selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the president to proceed as follows:

(Rationale: Substitutes two members for two past-presidents on the nominating committee primarily to reduce the large number of continuing organizational obligations of past-presidents; also ensures that the committee will have a chance at the preceding annual conference to begin scouting and interviewing potential candidates.)

- a. The nominating committee shall confer in face-to-face meeting and 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. The candidate for office must give his/her written consent to run for that office so nominated.
- c. The nominating committee shall submit to the Board of Directors the names of at least (2) members for each of the offices of president-elect, secretary, and treasurer six months prior to the annual conference.
- d. Information about all candidates will be submitted to the membership three months prior

to the annual conference and provisions for absentee voting will be publicized concurrently.

- e. The nominating committee chairperson will issue absentee ballots upon written request by members.
- f. Absentee ballots must have been received 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.
- g. 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.
- h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.
- i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.
- j. 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 election.

4. If a quorum as defined by Article VII of the By-laws is not present at the scheduled general business meetings, business requiring voting — including the election of officers — shall be concluded by mail ballot sent to the general membership. *(Rationale: In the event that no quorum is present at the general session where the election of officers and other important business is to be conducted, there must be some provision for completing the election and other business requiring voting rather than waiting another full year until the next annual conference.)*

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 as of December 31st prior to the annual conference. *(Rationale: Keeps the current 10% quorum but adds a specific date on which it is to be determined. Late December represents the baseline membership figure for the Association — no longer includes non-renewals from the previous conference and doesn't yet include new pre-registrants for the next conference.)*

Article X — Dissolution

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 exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine. *(Rationale: Recently acquired tax exempt status of WCRA requires that this provision for dissolution be added to our By-laws. It ensures that WCRA's assets would go only to other non-profit, educational purposes as decided by the Board of Directors if WCRA dissolved. Specific wording is taken from publication 557 of I.R.S.)*

Article XI — Amendments

1. These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendment shall have been included in the notice calling the meeting.

2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast. *(Rationale: Brings this provision in line with the standard parliamentary interpretation of majorities determined on the basis of "votes cast" rather than "members present"; a 10% quorum is already assured by Article VII.)*

WCRA NEWSLETTER REPORT

August, 1979

J. Wells

1. Number of issues - ran 1350 with last issue, included old members and 50 scholarship applicants as well as other organizations and multiple issues to board members. Current members for the next issue only??? Who else would like multiple copies?
2. Advertising - have \$180 commitment from Jamestown for the next 2 issues with a goal to make at least one issue self-sufficient for the year; would like list of potential publishers' exhibitors to contact them for 1-2 issues before the conference; also would like some invoices (have already spoken to Jim and Hal about this) - I currently have Ad Insertion Request Forms but an invoice would be more appropriate for billing purposes, etc.
3. Insights - Gwyn and I had discussed the possible inclusion of the Insights articles in the newsletter with a separate colored foldout type of set up as an alternative - reduced mailing and printing costs, etc. but still retain a separate editor with the joint publishing???
4. STAR Column - would like recommendations for candidates for this column - Soon To Achieve Recognition - WCRA members who are doing interesting things professionally but not receiving an appropriate limelight - the last two have been via recommendations from WCRA members - does the Board have any nominees???
5. Columns from Secretary and Treasurer - regular columns or as needed from the Treasurer but the Board Highlights from the Secretary as she is working with the minutes regularly???
6. Board Duties Column/Articles - in next 2-3 issues and before the conferences some discussion of the various responsibilities and the roles of the board members; might help the Nomination Committee with its communication to potential nominees and give membership an increased understanding of complex role of board members and amount of work and dedication necessary - comments please????
7. Regular Photographer - have had difficulty with obtaining photos - any possibility of official all year photographer who could handle conference as well as obtain them from state/province directors-meetings, officers, etc. - to be funneled to the newsletter on a regular basis. Photos enhance the newsletter, can increase membership reading, and make people more familiar when seen at the conference, etc. We need to show the people that make WCRA what it is!!! Also, column editors photos will be included in the future...
8. Stationery - estimate of \$50 for 1500 sheets - gray w/brown similar to masthead but reduced somewhat
9. Thank you for all your comments and suggestions. Hope that the newsletter is beginning to move in the direction that the Board feels is appropriate as a potentially powerful communication vehicle in our profession... See you in the Spring....

JW

Corrections for WCRA Board Minutes at Honolulu, Hawaii, April 1979

Page 1, section I: change in the motion "to ask the secretary to send...."

Page 2, section E: "the membership as of Dec. 31, which was 820, resulting in a quorum of 82!"

Page 3, section VII: "Paul asked to be replaced...."

Page 6, section II B: "President presented...."

Page 9, section I: "President introduced the candidates: Karen Smith...."

Page 9, section II: ".... explained the changes. (Attachment # in August minutes)"

Page 11, "non-voting members: Margaret Coda-Messerle"

Page 12, "non-voting: Margaret Coda-Messerle"

President Pat Heard called the meeting to order at 8:30 am, April 7, 1979, at the Hyatt Regency, Honolulu, Hawaii.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting Member: JoAnn Wells

I. Board Summary

Pat requested that the secretary briefly summarize the highlights of today's board meeting at the first general meeting Sunday, April 8.

PASSED
Summary of
Minutes

MOVED (Woolley), seconded (MCM) to ask the past-president to send board highlights to the state directors and a letter explaining that because of budget reductions, the directors will receive only the summaries unless they prefer a full copy. In that event, they can request the copy from the secretary.
PASSED.

II. Review of Agenda

The agenda was reviewed.

III. Secretary's Report -- Jacquie Bonner

The minutes were accepted with one correction.

IV. Treasurer's Report -- John Woolley

A. Current financial status: John presented the treasurer's report (attachment #1), then recommended the board prioritize its projected needs and plan a balanced budget by not spending more than the income.

B. John recommended that non-members be charged a higher rate for conference registration. The board agreed to decide the matter at their August meeting.

C. MOVED (Woolley), seconded (Bonner) that the membership and fiscal year extend from May 1 to April 30.

PASSED

Dues will not be pro-rated, but members will be informed about the privileges their dues offer, such as Newsletters and placement service bulletins. The informal change of officers will happen during the conference. The April 30 date will allow the treasurer to itemize operational costs after the conference; therefore, expenditures will be submitted by that date.

PASSED
Membership
& fiscal year

- D. Oxford Mailing Service: John described the scope and efficiency of the mailing service during the "trial period" and recommended continuation of its use.
- E. Current membership count and number needed for a quorum: MOVED (Cohen), seconded (Bonner) that the quorum for the Honolulu conference be based on the membership as of Dec. 31, which was 82. PASSED.
- F. Budget request: The final decision was delayed for action by the next board.

PASSED
Quorum date,
Dec. 31

V. President-elect and Program Chairperson's Report -- Elaine Cohen

- A. Update on Honolulu conference: Elaine reported that the final count of sessions was 34. Only three speakers were forced to cancel because of the airlines strike. Those persons attending only post-conference institutes will also pay the membership and proceedings fees.
- B. Plans for general sessions: Elaine outlined the order -- introduction of officers; chancellor; keynote address; business meeting; reports from secretary and treasurer; scholarships and awards; nominations for office and introduction of nominating chairperson; and by-laws.

Conference
Fees

VI. Scholarships and Awards -- Donna Davidson

A. Scholarships:

- 1. Donna asked if WCRA is a public or private organization.
 - a. If WCRA does not set up a private foundation, then persons donating scholarship monies cannot deduct the items from their taxes.
 - b. If private, an attorney must be hired. If WCRA accepts tax-exempt income, it must set up a private foundation.
 - c. If public, the IRS can assist in setting up the funding.
- 2. The committee reviewed 52 scholarship applicants. After the review, the committee recommended two revisions in criteria.
 - a. MOVED (Woolley), seconded (Cohen) that an applicant for the WCRA scholarship must be a graduate student enrolled in an accredited university. PASSED.
 - b. MOVED (Cohen), seconded (Woolley) that the applicant must demonstrate interest in and/or an active professional goal related to reading, developmental education, learning assistance, and/or tutorial services at the college adult level. PASSED.
- 3. Donna further recommended that the board send Newsletters to all of the scholarship applicants. The recommendation was relayed to the Newsletter editor for budget consideration. Meanwhile, Donna will send a letter and a WCRA brochure to all of the applicants.

IRS
Classifica-
tion

PASSED
Scholarship
Criteria

B. Distinguished Service Award

PASSED
Service Award
Procedures

1. MOVED (Woolley), seconded (Cohen) to change procedural guidelines to read that the awards chairperson and the President will determine the recipient from the recommendations.
PASSED.
2. MOVED (MCM), seconded (Cohen) to give the Distinguished Service Award to Seymour Prog.
PASSED.
3. Donna announced that she would take a sabbatical during the next academic year.

VII. By-Laws Committee Report -- Paul Hollingsworth

Paul asked to be placed next year as chairperson. Budget for the committee will be unnecessary, unless the board requests the chairperson to report at a board meeting. The committee could meet at the annual conference if the tasks were assigned in advance. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

The board recessed at noon.

Pat Heard called the board to order at 4:10 pm.

Members present: Margaret Coda-Messerle, Past-President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting members: June Dempsey, Past-President
Loretta Newman, Parliamentarian
Betty Levinson
Gwyn Enright
Gene Kirsteins

VIII. Placement Bureau Report -- Betty Levinson

Betty reported that fewer jobs were available; thus, the budget request was less. Current jobs have been posted at the conference registration area.

IX. Newsletter Editor's Report -- JoAnn Wells

Newsletter
deadlines

- A. Deadline dates and issues:
- a. Deadline May 15; publish June 15
 - b. Deadline July 30; publish Sept. 15
 - c. Deadline Nov. 15; publish Dec. 15
 - d. Deadline Jan. 15; publish Feb. 15

Advisory
Board

- B. Advisory Board: JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret agreed to recruit board members from among the state directors.

X. Parliamentarian's Report -- Loretta Newman

Loretta recommended that the board recruit and assign regional parliamentarians who can attend board meetings in their location.

XI. Nominations Committee Report -- Gene Kerstiens

The nominations committee will meet Tuesday, April 10. Gene will announce the candidates and the committee will count the ballots.

XII. Proceedings Editor's Report -- Gwyn Enright

- A. Current status: Gwyn provided a report on the current inventory, sales, and assets (attachment #2).

Proceedings:
-advertising

- B. Promotion: It was suggested that the Proceedings be advertised in the Journal of Developmental Education and its editorial board be encouraged to review it. Gwyn will find out the cost of advertising in the Journal and survey other appropriate publications' advertising costs. Also, the WCRA treasurer will send a letter to unpaid members about information and cost of the Proceedings.

- C. Budget: Gwyn submitted expenditures (attachment #3) and proposed 1979-80 budget (attachment #4).

-mailing

- D. Oxford Mailing Service: Projected costs through the service include \$68.00 per 1000 for conference mailing and \$1.00 per copy per individual mailings for handling and invoicing, plus storage cost. Gwyn agreed to handle the first bulk mailing and orders, after which Oxford Mailing Service will fill requests. The board suggested adding 200 orders for handling after the conference. The Service will store approximately 600 copies.

- E. Gwyn will be taking a leave of absence next year from her college, but will pass along the mailing task to a colleague.

PASSED
Listing for
Proceedings

- F. Bibliographical listings:
MOVED (Woolley), seconded (Cohen), that the bibliographical listings be furnished by the Proceedings number rather than by conference theme.
PASSED.

XIII. Insights

PASSED
Insights
tabled

- A. MOVED (Woolley), seconded (Bonner) that the president write a letter to Randy Silverston, relieving him of editorial responsibilities for the first issue of Insights, and specifying that he not transfer the responsibilities to another person and that he should return the manuscripts to the President.
PASSED.

- B. The board agreed to review the matter of publishing at the August meeting. Letters will be sent to the Insights advisory board regarding the current status.

XIV. Conference Site Selection Report -- June Dempsey

Dallas
conference:

- dates
- contract

A. The Dallas conference dates are April 9-11, 1980.

B. June has started to develop a model hotel contract, which the site selection chairperson and conference president could present to a prospective hotel as a guide for the management.

XV. President's Report

New
appoint-
ments

A. New appointments: The chairperson for the 1979-80 nominating committee is Margaret Coda-Messerle. Other appointments are listed on attachment #5.

B. Professional associations interested in 1980 conference: Three associations have indicated an interest in co-sponsoring a meeting at the San Francisco conference: NARDSPE, National Reading Conference, and IRA. In addition, Dennis Gabriel of the College Reading Association said they would like to have a display table at the conference.

XVI. Coordinator of State Directors

PASSED
State
Directors'
Budget

A. Current issues: The state directors will be asked for recommendations for the Newsletter Advisory Board, ideas for increasing membership and sales of the Proceedings, and nominations for officers.

B. MOVED (MCM), seconded (Woolley) that state directors use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.
PASSED.

XVII. Nominating Committee

The committee will meet 10:15 Tuesday, April 10, and again in the summer.

The board recessed at 8:30 pm.

President Pat Heard called the general business meeting of the Western College Reading Association to order at 10:10 am. The meeting was held at the Hyatt Regency Hotel in Honolulu, Hawaii, April 8, 1979.

I. Introductions

- A. President-elect Elaine Cohen introduced Liz D'Argy, Hawaii conference manager, who welcomed members to the conference.
- B. Liz D'Argy introduced the Chancellor, Dr. E. Igi.
- C. Dr. Igi introduced the first keynote speaker, Ah Quon McElrath, ILWU.

II. Awards

Awards

- A. Committee chairperson Donna Davidson announced the WCRA scholarship award to Kenneth Munns, University of Idaho.
- B. President-elect presented the Distinguished Service award to Seymour Prog, past treasurer.

III. Nominating Committee

Candidates

- A. Gene Kersteins listed the slate of candidates. Nominations from the floor for each office were requested. There were none.
MOVED (Jack Pond), seconded (Bill Pierce) the nominations be closed.
PASSED.
- B. President Heard introduced the candidates in alphabetical order. Each candidate then gave his/her nomination speech with the exception of Gerald Corkran, who was not present and did not submit a written statement. Louise Haugh's statement was read by Gene Kersteins.
Nominees for treasurer: Jim Baugh, Gerald Corkran, John Woolley
Nominees for secretary: Jacquie Bonner, Louise Haugh
Nominees for president-elect: Betty Levinson, Karen Smith

IV. By-Laws

President Heard reminded members of the changes in by-laws and the corresponding explanations of the five major ones which appeared in conference packets. Members will vote on changes Monday, April 9.

The general meeting adjourned at 11:30 am.

President Pat Heard called the meeting to order at 1:47 pm, April 8, 1979.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary
June Dempsey, Past President

Committee member: Manuel Olgin, who joined the board at 3:30 pm.

I. Budget Preparation

- A. The board began discussion with income figures, including annual dues, Proceedings sales, and conference income. June said that it is anticipated that DeAnza College will assist in the cost of mailings for the San Francisco conference. On other sources of income, John recommended that we place the maximum amount in certificates to gain interest. He also projected \$200 advertising income for the Newsletter.
- B. The board moved on to expenses, called for outstanding bills, and projected future costs.

Expense
Items

In preparing the estimate of expenditures, Pat asked what the balance should be after the San Francisco conference or at the end of the fiscal year. Keeping the questions in mind, the board discussed expenses, and agreed to distinguish pre-conference costs -- which include telephone, printing, and postage -- from conference costs. The board agreed on two mailings. Elaine pointed out disadvantages of mailing to institutions. Further, she noted that the Canadian postal service would not accept stapled notifications, but required envelopes.

II. Minority Affairs Committee -- Manuel Olgin

Manuel Olgin represented the committee for Don Yamamoto at 3:50 pm. He reported that the committee met in April, and the transition of committee chairperson slowed activities. Questionnaires were mailed randomly in January to WCRA members to find out the number of minorities in the learning assistance field. Manuel agreed to contact funding sources during the summer and to identify schools for an internship program. Elaine asked Manuel to write a summary for the next Newsletter and to follow up with the progress on a regular basis.

The board recessed at 4:33 pm.

The board resumed discussion of the budget at 7:55 pm.

III. Budget

PASSED
Minority
Affairs
Committee
allocation

- A. MOVED (Woolley), seconded (Cohen) that \$300 be considered by the new board for allocation to the Minority Affairs Committee. Jacquie Bonner will be the committee liaison with the board during the year and will recommend to the President appointment of a chairperson and committee guidelines.
PASSED.

Scholarships
tabled

- B. The board agreed to suspend the scholarships for a year. The scholarship chairperson will be on sabbatical.

The board recessed at 8:45 pm.

Corrections for WCRA Board Minutes at Honolulu, Hawaii, April 1979

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Page 2, section E: "the membership as of Dec. 31, which was 820, resulting in a quorum of 82!"

Page 3, section VII: "Paul asked to be replaced...."

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Page 9, section II: ".... explained the changes. (Attachment # in August minutes)"

Page 11, "non-voting members: Margaret Coda-Messerle"

Page 12, "non-voting: Margaret Coda-Messerle"

President Pat Heard called the meeting to order at 8:30 am, April 7, 1979, at the Hyatt Regency, Honolulu, Hawaii.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting Member: JoAnn Wells

I. Board Summary

Pat requested that the secretary briefly summarize the highlights of today's board meeting at the first general meeting Sunday, April 8.

→
PASSED
Summary of
Minutes

MOVED (Woolley), seconded (MCM) to ask the ^{secretary?} ~~past-president~~ to send board highlights to the state directors and a letter explaining that because of budget reductions, the directors will receive only the summaries unless they prefer a full copy. In that event, they can request the copy from the secretary.
PASSED.

II. Review of Agenda

The agenda was reviewed.

III. Secretary's Report -- Jacquie Bonner

The minutes were accepted with one correction.

IV. Treasurer's Report -- John Woolley

A. Current financial status: John presented the treasurer's report (attachment #1), then recommended the board prioritize its projected needs and plan a balanced budget by not spending more than the income.

B. John recommended that non-members be charged a higher rate for conference registration. The board agreed to decide the matter at their August meeting.

C. MOVED (Woolley), seconded (Bonner) that the membership and fiscal year extend from May 1 to April 30.

PASSED
Membership
& fiscal year

PASSED

Dues will not be pro-rated, but members will be informed about the privileges their dues offer, such as Newsletters and placement service bulletins. The informal change of officers will happen during the conference. The April 30 date will allow the treasurer to itemize operational costs after the conference; therefore, expenditures will be submitted by that date.

D. Oxford Mailing Service: John described the scope and efficiency of the mailing service during the "trial period" and recommended continuation of its use.

PASSED
Quorum date,
Dec. 31

E. Current membership count and number needed for a quorum: MOVED (Cohen), seconded (Bonner) that the quorum for the Honolulu conference be based on the membership as of Dec. 31, which was 820. PASSED.

F. Budget request: The final decision was delayed for action by the next board.

V. President-elect and Program Chairperson's Report -- Elaine Cohen

Conference
Fees

A. Update on Honolulu conference: Elaine reported that the final count of sessions was 34. Only three speakers were forced to cancel because of the airlines strike. Those persons attending only post-conference institutes will also pay the membership and proceedings fees.

B. Plans for general sessions: Elaine outlined the order -- introduction of officers; chancellor; keynote address; business meeting; reports from secretary and treasurer; scholarships and awards; nominations for office and introduction of nominating chairperson; and by-laws.

VI. Scholarships and Awards -- Donna Davidson

A. Scholarships:

IRS
Classifica-
tion

1. Donna asked if WCRA is a public or private organization.

a. If WCRA does not set up a private foundation, then persons donating scholarship monies cannot deduct the items from their taxes.

b. If private, an attorney must be hired. If WCRA accepts tax-exempt income, it must set up a private foundation.

c. If public, the IRS can assist in setting up the funding.

2. The committee reviewed 52 scholarship applicants. After the review, the committee recommended two revisions in criteria.

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Scholarship
Criteria

a. MOVED (Woolley), seconded (Cohen) that an applicant for the WCRA scholarship must be a graduate student enrolled in an accredited university. PASSED.

b. MOVED (Cohen), seconded (Woolley) that the applicant must demonstrate interest in and/or an active professional goal related to reading, developmental education, learning assistance, and/or tutorial services at the college adult level. PASSED.

3. Donna further recommended that the board send Newsletters to all of the scholarship applicants. The recommendation was relayed to the Newsletter editor for budget consideration. Meanwhile, Donna will send a letter and a WCRA brochure to all of the applicants.

B. Distinguished Service Award

PASSED
Service Award
Procedures

1. MOVED (Woolley), seconded (Cohen) to change procedural guidelines to read that the awards chairperson and the President will determine the recipient from the recommendations.
PASSED.
2. MOVED (MCM), seconded (Cohen) to give the Distinguished Service Award to Seymour Prog.
PASSED.
3. Donna announced that she would take a sabbatical during the next academic year.

VII. By-Laws Committee Report -- Paul Hollingsworth

→ re placed

Paul asked to be placed next year as chairperson. Budget for the committee will be unnecessary, unless the board requests the chairperson to report at a board meeting. The committee could meet at the annual conference if the tasks were assigned in advance. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

The board recessed at noon.

Pat Heard called the board to order at 4:10 pm.

Members present: Margaret Coda-Messerle, Past-President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting members: June Dempsey, Past-President
Loretta Newman, Parliamentarian
Betty Levinson
Gwyn Enright
Gene Kirsteins

VIII. Placement Bureau Report -- Betty Levinson

→ Betty reported that fewer jobs were available; thus, the budget request was less. Current jobs have been posted at the conference registration area.

IX. Newsletter Editor's Report -- JoAnn Wells

Newsletter
deadlines

A. Deadline dates and issues:

- a. Deadline May 15; publish June 15
- b. Deadline July 30; publish Sept. 15
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Advisory
Board

- B. Advisory Board: JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret agreed to recruit board members from among the state directors.

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Loretta recommended that the board recruit and assign regional parliamentarians who can attend board meetings in their location.

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The nominations committee will meet Tuesday, April 10. Gene will announce the candidates and the committee will count the ballots.

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- A. Current status: Gwyn provided a report on the current inventory, sales, and assets (attachment #2).

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- B. Promotion: It was suggested that the Proceedings be advertised in the Journal of Developmental Education and its editorial board be encouraged to review it. Gwyn will find out the cost of advertising in the Journal and survey other appropriate publications' advertising costs. Also, the WCRA treasurer will send a letter to unpaid members about information and cost of the Proceedings.

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- D. Oxford Mailing Service: Projected costs through the service include \$68.00 per 1000 for conference mailing and \$1.00 per copy per individual mailings for handling and invoicing, plus storage cost. Gwyn agreed to handle the first bulk mailing and orders, after which Oxford Mailing Service will fill requests. The board suggested adding 200 orders for handling after the conference. The Service will store approximately 600 copies.

- E. Gwyn will be taking a leave of absence next year from her college, but will pass along the mailing task to a colleague.

PASSED
Listing for
Proceedings

- F. Bibliographical listings:
MOVED (Woolley), seconded (Cohen), that the bibliographical listings be furnished by the Proceedings number rather than by conference theme.
PASSED.

XIII. Insights

PASSED
Insights
tabled

- A. MOVED (Woolley), seconded (Bonner) that the president write a letter to Randy Silverston, relieving him of editorial responsibilities for the first issue of Insights, and specifying that he not transfer the responsibilities to another person and that he should return the manuscripts to the President.
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- B. The board agreed to review the matter of publishing at the August meeting. Letters will be sent to the Insights advisory board regarding the current status.

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Dallas
conference:

- dates
- contract

- A. The Dallas conference dates are April 9-11, 1980.
- B. June has started to develop a model hotel contract, which the site selection chairperson and conference president could present to a prospective hotel as a guide for the management.

XV. President's Report

New
appoint-
ments

- A. New appointments: The chairperson for the 1979-80 nominating committee is Margaret Coda-Messerle. Other appointments are listed on attachment #5.
- B. Professional associations interested in 1980 conference: Three associations have indicated an interest in co-sponsoring a meeting at the San Francisco conference: NARDSPE, National Reading Conference, and IRA. In addition, Dennis Gabriel of the College Reading Association said they would like to have a display table at the conference.

XVI. Coordinator of State Directors

PASSED
State
Directors'
Budget

- A. Current issues: The state directors will be asked for recommendations for the Newsletter Advisory Board, ideas for increasing membership and sales of the Proceedings, and nominations for officers.
- B. MOVED (MCM), seconded (Woolley) that state directors use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.
PASSED.

XVII. Nominating Committee

The committee will meet 10:15 Tuesday, April 10, and again in the summer.

The board recessed at 8:30 pm.


President Pat Heard called the general business meeting of the Western College Reading Association to order at 10:10 am. The meeting was held at the Hyatt Regency Hotel in Honolulu, Hawaii, April 8, 1979.

I. Introductions

- A. President-elect Elaine Cohen introduced Liz D'Argy, Hawaii conference manager, who welcomed members to the conference.
- B. Liz D'Argy introduced the Chancellor, Dr. E. Igi.
- C. Dr. Igi introduced the first keynote speaker, Ah Quon McElrath, ILWU.

II. Awards

Awards

- A. Committee chairperson Donna Davidson announced the WCRA scholarship award to Kenneth Munns, University of Idaho.
-  B. ^{Pat Heard} President-elect presented the Distinguished Service award to Seymour Prog, past treasurer.

III. Nominating Committee

Candidates

- A. Gene Kersteins listed the slate of candidates. Nominations from the floor for each office were requested. There were none.
MOVED (Jack Pond), seconded (Bill Pierce) the nominations be closed.
PASSED.
- B. President Heard introduced the candidates in alphabetical order. Each candidate then gave his/her nomination speech with the exception of Gerald Corkran, who was not present and did not submit a written statement. Louise Haugh's statement was read by Gene Kersteins.
Nominees for treasurer: Jim Baugh, Gerald Corkran, John Woolley
Nominees for secretary: Jacquie Bonner, Louise Haugh
Nominees for president-elect: Betty Levinson, Karen Smith

IV. By-Laws

President Heard reminded members of the changes in by-laws and the corresponding explanations of the five major ones which appeared in conference packets. Members will vote on changes Monday, April 9.

The general meeting adjourned at 11:30 am.

President Pat Heard called the meeting to order at 1:47 pm, April 8, 1979.

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Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary
June Dempsey, Past President

Committee member: Manuel Olgin, who joined the board at 3:30 pm.

I. Budget Preparation

- A. The board began discussion with income figures, including annual dues, Proceedings sales, and conference income. June said that it is anticipated that DeAnza College will assist in the cost of mailings for the San Francisco conference. On other sources of income, John recommended that we place the maximum amount in certificates to gain interest. He also projected \$200 advertising income for the Newsletter.
- B. The board moved on to expenses, called for outstanding bills, and projected future costs.

Expense
Items

In preparing the estimate of expenditures, Pat asked what the balance should be after the San Francisco conference or at the end of the fiscal year. Keeping the questions in mind, the board discussed expenses, and agreed to distinguish pre-conference costs -- which include telephone, printing, and postage -- from conference costs. The board agreed on two mailings. Elaine pointed out disadvantages of mailing to institutions. Further, she noted that the Canadian postal service would not accept stapled notifications, but required envelopes.

II. Minority Affairs Committee -- Manuel Olgin

Manuel Olgin represented the committee for Don Yamamoto at 3:50 pm. He reported that the committee met in April, and the transition of committee chairperson slowed activities. Questionnaires were mailed randomly in January to WCRA members to find out the number of minorities in the learning assistance field. Manuel agreed to contact funding sources during the summer and to identify schools for an internship program. Elaine asked Manuel to write a summary for the next Newsletter and to follow up with the progress on a regular basis.

The board recessed at 4:33 pm.

The board resumed discussion of the budget at 7:55 pm.

III. Budget

PASSED
Minority
Affairs
Committee
allocation

- A. MOVED (Woolley), seconded (Cohen) that \$300 be considered by the new board for allocation to the Minority Affairs Committee. Jacquie Bonner will be the committee liaison with the board during the year and will recommend to the President appointment of a chairperson and committee guidelines.
PASSED.

Scholarships
tabled

- B. The board agreed to suspend the scholarships for a year. The scholarship chairperson will be on sabbatical.

The board recessed at 8:45 pm.

President Pat Heard called the WCRA general business meeting to order at 9:15 am, April 9, 1979.

I. Candidates

President Heard introduced the candidates:

Candidates

Rare
Betty Smith and Betty Levinson for President;
Louise Hough (not present) and Jacqueline Bonner for Secretary;
John Woolley, Jim Baugh, and Gerald Corkran (not present) for Treasurer.

Gene Kersteins and the nominating committee distributed ballots to members.

II. By-Laws Changes

President Heard introduced Paul Hollingsworth, by-laws chairperson, who briefly explained the changes.

MOVED (Hollingsworth), seconded (Woolley) to accept by-laws changes.
PASSED.

Should be attached?
PASSED
By-laws
Changes

IV. Keynote Speaker

President-Elect Elaine Cohen expressed the regret that Harold Herber could not attend the conference because of weather conditions which closed Eastern and Midwestern airports. However, Elaine expressed pleasure in being able to present as an exciting alternative, Dr. Catherine Warrick, Dean of the Center for Experimental Studies, at Metropolitan State College, who spoke on "The Academic Seven Year Itch: Can Learning Assistance Programs Offer a Remedy?"

V. Election Results

Because of close balloting for Treasurer between Jim Baugh and John Woolley, members were asked to vote again.

Election
Results

Officers elected were: Treasurer -- Jim Baugh
Secretary -- Jacqueline Bonner
President -- Betty Levinson

VI. President's Award

President Heard then presented the gavel and the framed traditional president's business card to President-Elect Cohen. Elaine acknowledged Pat Heard's contributions to WCRA and presented her a plaque.

The meeting adjourned at 10:25 am.

President Elaine Cohne called the meeting to order at 3:40 pm, April 10, 1979, at the Hyatt Regency Hotel, Honolulu, Hawaii.

Members present: June Dempsey
Margaret Coda-Messerle - Past Presidents
Pat Heard
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary
Jim Baugh, Treasurer
John Woolley, Past Treasurer

State Directors:	Sallie Brown	Chuck Hunter
	Carol Clymer	Diane Luu
	Liz D'Argy	Jack Merlin
	Ann Faulkner	Bill Pierce
	Dave Fisher	Virginia Shrauger
	Paul Hollingsworth	Nancy Steiner
	for Dan Baxley	

I. State Directors' Interests

- A. Past President Pat Heard opened the meeting by asking for concerns and comments.
- B. Jack Merlin, Utah, described problems working with a conference travel agency, which was not a local agency.
- C. Bill Pierce, Alberta, stated that he has requested his college host the 1983 WCRA.
- D. Chuck Hunter, Northern California, said Northern California members will be involved in the San Francisco conference. He also said San Jose could accommodate a conference, perhaps in 1982. For meetings during the year, the Northern California group has a budget of approximately \$200. Margaret Coda-Messerle asked state directors to consider charging for their functions.
- E. Diane Luu, British Columbia, reported that Perry Franklin had asked that the conference be hosted at Simon Fraser College. June Dempsey responded, noting a new president had been hired at Simon Fraser. Further, she described problems of hotel rates, international travel, and restrictions on exhibits. Diane announced a regional conference September 28 at University of British Columbia.
- F. Liz D'Argy, Hawaii, explained that the conference made WCRA "real" for the Hawaii group as well as pulled them together.
- G. Nancy Steiner, Colorado, expressed budget concerns. The members are reluctant to travel. Nancy wants to communicate with other state directors and suggested listing the date of state meetings in the Newsletter.
- H. Carol Clymer, New Mexico, asked what the New Mexico involvement should be at the Dallas conference. She announced a Fall conference in Las Cruces, New Mexico, and asked if a board member would be able to attend. She also said she may plan a WCRA meeting in conjunction with the IRA regional meeting in February at Albuquerque. Finally, the New Mexico group requested less expensive conference accommodations.

State
Directors'
Concerns

State
Directors'
Concerns
cont'd

- I. Loretta Newman, Dave Fisher, and Sallie Brown of Southern California reported that their Fall conference would be held at Mt. San Antonio College. To Sallie's request for a checklist for setting up conferences, Margaret Coda-Messerle said WCRA has such checklists available to state directors for regional and annual conferences.
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- K. Paul Hollingsworth for Dan Baxley, Nevada, reported that their group has added Las Vegas members. Although they do not plan a formal meeting this year, they intend to schedule several informal meetings.
- L. Virginia Shrauger, Oregon, would like to exchange information on activities with other state directors. Virginia has scheduled a state meeting May 4 and 5 in Portland.

II. Name Change

Pat reported the straw vote at the Long Beach conference indicated approximately equal number of members for and against a change. Some preferred the subtitles to describe the scope of interests. The issue will be added to the agenda of the next board meeting.

III. Mailing List

Pat will ask the mailing service for an updated list late August after the service has determined which members have renewed their memberships. Chuck Hunter preferred a list before the fall conference.

IV. Appreciation

Margaret Coda-Messerle summarized her activities with the state directors by expressing her pleasure in working with the group.

The meeting was adjourned at 4:50 pm.

The meeting was resumed at 4:55 pm, April 10, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jim Baugh, Treasurer
Jacqueline Bonner, Secretary

Non-voting member: John Wooley
June Dempsey, Past President

Margaret Coda-Messerle

I. State Directors

Pat presented a list of state directors (attachment #6).

II. Dallas Conference

June reported that Ann Faulkner had recommended the North Park Inn, Dallas, as the 1981 conference site. June will send the contract to Elaine, Pat, and Margaret for suggestions because the Inn will need the contract soon.

The board recessed at 5:25 pm.

The board meeting resumed at 8:07 am, April 11, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary

Non-voting: John Woolley
June Dempsey, Past President

Margaret Coda-Messule

I. San Francisco Preliminaries

A. Room Guarantee: June confirmed that the Hyatt on Union Square is asking a 125-room guarantee in exchange for free meeting rooms.

PASSED
Exhibit fees

B. Publishers' exhibit fees:
MOVED (Heard), seconded (Bonner) that publishers' exhibit fees for the San Francisco conference remain the same as the Hawaii conference.
PASSED.

PASSED
Display space

C. Other professional organizations:
MOVED (Heard), seconded (Bonner) that WCRA offer free display space to other professional organizations.
PASSED.

SF Conference
Dates

D. Conference dates: The conference will be held March 27-29, 1981, and can be extended into Sunday.

E. Board meeting: The board will meet one day in advance; therefore, June will need complete information to send to the manager of Hyatt on Union Square.

F. Alternatives for accommodations: Because of members' concerns about the high cost of accommodations, the board discussed alternative sites; however, the board preferred to remain at the Hyatt on Union Square and offer a list of alternative hotels for the members.

G. Preliminary conference budget: The amount allocated was \$1,000 for postage and telephone.

H. First call for papers: The initial request should be more specific and provide an information form for the presenters.

I. Conference liaison: June asked that the president communicate with Rose Wassman about the responsibilities and ask her to meet with the board at the August meeting.

J. Charter fares: State directors should consider charter fares and explain the savings to the members.

II. Budget for 1980-81

- A. A budget of \$13,200 was recommended with \$5,000 in savings if 1979-80 expenses are as anticipated.
- B. Due to a succession of editorial difficulties, publication of Insights has been suspended for one year while the board explores options at their August meeting.
- C. MOVED (Levinson), seconded (Heard) to adopt the recommended budget (attachment #7).
PASSED.

PASSED
1980-81
Budget

III. August Board Meeting

Members will arrive August 23 and meet on August 24 and 25 at the Hyatt on Union Square. The nominations and Minority Affairs Committees will meet August 23. Board members will be allowed \$15 a day for meals.

IV. Nominating Committee

Concern was expressed about how to explore creative ways to acquire institutional support for WCRA officers, particularly the president, to allow organizational and travel time to perform obligations. Margaret Coda-Messerle agreed to send a description of duties and responsibilities to candidates who will negotiate with their institutions.

V. Audit Committee

It was agreed that the committee would be comprised of two WCRA members from Southern California and Treasurer Jim Baugh. The committee will meet the first part of June to review the treasurer's books.

Audit
Committee

VI. State Directors

To assist state directors in creating and sustaining interest of the members, it was suggested that board members, if traveling, contact state directors and attend their regional meetings or assist in other ways. The president will provide news from the board through the Newsletter.

The meeting was adjourned at 9:35 pm.

President Pat Heard called the meeting to order at 8:30 am, April 7, 1979, at the Hyatt Regency, Honolulu, Hawaii.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting Member: JoAnn Wells

I. Board Summary

Pat requested that the secretary briefly summarize the highlights of today's board meeting at the first general meeting Sunday, April 8.

PASSED
Summary of
Minutes

MOVED (Woolley), seconded (MCM) to ask the past-president to send board highlights to the state directors and a letter explaining that because of budget reductions, the directors will receive only the summaries unless they prefer a full copy. In that event, they can request the copy from the secretary.
PASSED.

II. Review of Agenda

The agenda was reviewed.

III. Secretary's Report -- Jacquie Bonner

The minutes were accepted with one correction.

IV. Treasurer's Report -- John Woolley

A. Current financial status: John presented the treasurer's report (attachment #1), then recommended the board prioritize its projected needs and plan a balanced budget by not spending more than the income.

B. John recommended that non-members be charged a higher rate for conference registration. The board agreed to decide the matter at their August meeting.

C. MOVED (Woolley), seconded (Bonner) that the membership and fiscal year extend from May 1 to April 30.

PASSED

Dues will not be pro-rated, but members will be informed about the privileges their dues offer, such as Newsletters and placement service bulletins. The informal change of officers will happen during the conference. The April 30 date will allow the treasurer to itemize operational costs after the conference; therefore, expenditures will be submitted by that date.

PASSED
Membership
& fiscal year

- D. Oxford Mailing Service: John described the scope and efficiency of the mailing service during the "trial period" and recommended continuation of its use.
- E. Current membership count and number needed for a quorum: MOVED (Cohen), seconded (Bonner) that the quorum for the Honolulu conference be based on the membership as of Dec. 31, which was 82. PASSED.
- F. Budget request: The final decision was delayed for action by the next board.

PASSED
Quorum date,
Dec. 31

V. President-elect and Program Chairperson's Report -- Elaine Cohen

- A. Update on Honolulu conference: Elaine reported that the final count of sessions was 34. Only three speakers were forced to cancel because of the airlines strike. Those persons attending only post-conference institutes will also pay the membership and proceedings fees.
- B. Plans for general sessions: Elaine outlined the order -- introduction of officers; chancellor; keynote address; business meeting; reports from secretary and treasurer; scholarships and awards; nominations for office and introduction of nominating chairperson; and by-laws.

Conference
Fees

VI. Scholarships and Awards -- Donna Davidson

A. Scholarships:

- 1. Donna asked if WCRA is a public or private organization.
 - a. If WCRA does not set up a private foundation, then persons donating scholarship monies cannot deduct the items from their taxes.
 - b. If private, an attorney must be hired. If WCRA accepts tax-exempt income, it must set up a private foundation.
 - c. If public, the IRS can assist in setting up the funding.
- 2. The committee reviewed 52 scholarship applicants. After the review, the committee recommended two revisions in criteria.
 - a. MOVED (Woolley), seconded (Cohen) that an applicant for the WCRA scholarship must be a graduate student enrolled in an accredited university. PASSED.
 - b. MOVED (Cohen), seconded (Woolley) that the applicant must demonstrate interest in and/or an active professional goal related to reading, developmental education, learning assistance, and/or tutorial services at the college adult level. PASSED.
- 3. Donna further recommended that the board send Newsletters to all of the scholarship applicants. The recommendation was relayed to the Newsletter editor for budget consideration. Meanwhile, Donna will send a letter and a WCRA brochure to all of the applicants.

IRS
Classifica-
tion

PASSED
Scholarship
Criteria

B. Distinguished Service Award

PASSED
Service Award
Procedures

1. MOVED (Woolley), seconded (Cohen) to change procedural guidelines to read that the awards chairperson and the President will determine the recipient from the recommendations.
PASSED.
2. MOVED (MCM), seconded (Cohen) to give the Distinguished Service Award to Seymour Prog.
PASSED.
3. Donna announced that she would take a sabbatical during the next academic year.

VII. By-Laws Committee Report -- Paul Hollingsworth

Paul asked to be placed next year as chairperson. Budget for the committee will be unnecessary, unless the board requests the chairperson to report at a board meeting. The committee could meet at the annual conference if the tasks were assigned in advance. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

The board recessed at noon.

Pat Heard called the board to order at 4:10 pm.

Members present: Margaret Coda-Messerle, Past-President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting members: June Dempsey, Past-President
Loretta Newman, Parliamentarian
Betty Levinson
Gwyn Enright
Gene Kirsteins

VIII. Placement Bureau Report -- Betty Levinson

Betty reported that fewer jobs were available; thus, the budget request was less. Current jobs have been posted at the conference registration area.

IX. Newsletter Editor's Report -- JoAnn Wells

Newsletter
deadlines

A. Deadline dates and issues:

- a. Deadline May 15; publish June 15
- b. Deadline July 30; publish Sept. 15
- c. Deadline Nov. 15; publish Dec. 15
- d. Deadline Jan. 15; publish Feb. 15

Advisory
Board

- B. Advisory Board: JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret agreed to recruit board members from among the state directors.

X. Parliamentarian's Report -- Loretta Newman

Loretta recommended that the board recruit and assign regional parliamentarians who can attend board meetings in their location.

XI. Nominations Committee Report -- Gene Kerstiens

The nominations committee will meet Tuesday, April 10. Gene will announce the candidates and the committee will count the ballots.

XII. Proceedings Editor's Report -- Gwyn Enright

- A. Current status: Gwyn provided a report on the current inventory, sales, and assets (attachment #2).
- B. Promotion: It was suggested that the Proceedings be advertised in the Journal of Developmental Education and its editorial board be encouraged to review it. Gwyn will find out the cost of advertising in the Journal and survey other appropriate publications' advertising costs. Also, the WCRA treasurer will send a letter to unpaid members about information and cost of the Proceedings.
- C. Budget: Gwyn submitted expenditures (attachment #3) and proposed 1979-80 budget (attachment #4).
- D. Oxford Mailing Service: Projected costs through the service include \$68.00 per 1000 for conference mailing and \$1.00 per copy per individual mailings for handling and invoicing, plus storage cost. Gwyn agreed to handle the first bulk mailing and orders, after which Oxford Mailing Service will fill requests. The board suggested adding 200 orders for handling after the conference. The Service will store approximately 600 copies.
- E. Gwyn will be taking a leave of absence next year from her college, but will pass along the mailing task to a colleague.
- F. Bibliographical listings:
MOVED (Woolley), seconded (Cohen), that the bibliographical listings be furnished by the Proceedings number rather than by conference theme.
PASSED.

XIII. Insights

- A. MOVED (Woolley), seconded (Bonner) that the president write a letter to Randy Silverston, relieving him of editorial responsibilities for the first issue of Insights, and specifying that he not transfer the responsibilities to another person and that he should return the manuscripts to the President.
PASSED.
- B. The board agreed to review the matter of publishing at the August meeting. Letters will be sent to the Insights advisory board regarding the current status.

Proceedings:
-advertising

-mailing

PASSED
Listing for
Proceedings

PASSED
Insights
tabled

XIV. Conference Site Selection Report -- June Dempsey

Dallas
conference:
- dates
- contract

- A. The Dallas conference dates are April 9-11, 1980.
- B. June has started to develop a model hotel contract, which the site selection chairperson and conference president could present to a prospective hotel as a guide for the management.

XV. President's Report

New
appoint-
ments

- A. New appointments: The chairperson for the 1979-80 nominating committee is Margaret Coda-Messerle. Other appointments are listed on attachment #5.
- B. Professional associations interested in 1980 conference: Three associations have indicated an interest in co-sponsoring a meeting at the San Francisco conference: NARDSPE, National Reading Conference, and IRA. In addition, Dennis Gabriel of the College Reading Association said they would like to have a display table at the conference.

XVI. Coordinator of State Directors

PASSED
State
Directors'
Budget

- A. Current issues: The state directors will be asked for recommendations for the Newsletter Advisory Board, ideas for increasing membership and sales of the Proceedings, and nominations for officers.
- B. MOVED (MCM), seconded (Woolley) that state directors use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.
PASSED.

XVII. Nominating Committee

The committee will meet 10:15 Tuesday, April 10, and again in the summer.

The board recessed at 8:30 pm.

President Pat Heard called the general business meeting of the Western College Reading Association to order at 10:10 am. The meeting was held at the Hyatt Regency Hotel in Honolulu, Hawaii, April 8, 1979.

I. Introductions

- A. President-elect Elaine Cohen introduced Liz D'Argy, Hawaii conference manager, who welcomed members to the conference.
- B. Liz D'Argy introduced the Chancellor, Dr. E. Igi.
- C. Dr. Igi introduced the first keynote speaker, Ah Quon McElrath, ILWU.

II. Awards

Awards

- A. Committee chairperson Donna Davidson announced the WCRA scholarship award to Kenneth Munns, University of Idaho.
- B. President-elect presented the Distinguished Service award to Seymour Prog, past treasurer.

III. Nominating Committee

Candidates

- A. Gene Kersteins listed the slate of candidates. Nominations from the floor for each office were requested. There were none.
MOVED (Jack Pond), seconded (Bill Pierce) the nominations be closed.
PASSED.
- B. President Heard introduced the candidates in alphabetical order. Each candidate then gave his/her nomination speech with the exception of Gerald Corkran, who was not present and did not submit a written statement. Louise Haugh's statement was read by Gene Kersteins.
Nominees for treasurer: Jim Baugh, Gerald Corkran, John Woolley
Nominees for secretary: Jacquie Bonner, Louise Haugh
Nominees for president-elect: Betty Levinson, Karen Smith

IV. By-Laws

President Heard reminded members of the changes in by-laws and the corresponding explanations of the five major ones which appeared in conference packets. Members will vote on changes Monday, April 9.

The general meeting adjourned at 11:30 am.

President Pat Heard called the meeting to order at 1:47 pm, April 8, 1979.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary
June Dempsey, Past President

Committee member: Manuel Olgin, who joined the board at 3:30 pm.

I. Budget Preparation

- A. The board began discussion with income figures, including annual dues, Proceedings sales, and conference income. June said that it is anticipated that DeAnza College will assist in the cost of mailings for the San Francisco conference. On other sources of income, John recommended that we place the maximum amount in certificates to gain interest. He also projected \$200 advertising income for the Newsletter.
- B. The board moved on to expenses, called for outstanding bills, and projected future costs.

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II. Minority Affairs Committee -- Manuel Olgin

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The board recessed at 4:33 pm.

The board resumed discussion of the budget at 7:55 pm.

III. Budget

PASSED
Minority
Affairs
Committee
allocation

- A. MOVED (Woolley), seconded (Cohen) that \$300 be considered by the new board for allocation to the Minority Affairs Committee. Jacquie Bonner will be the committee liaison with the board during the year and will recommend to the President appointment of a chairperson and committee guidelines.
PASSED.

Scholarships
tabled

- B. The board agreed to suspend the scholarships for a year. The scholarship chairperson will be on sabbatical.

The board recessed at 8:45 pm.

President Pat Heard called the WCRA general business meeting to order at 9:15 am, April 9, 1979.

I. Candidates

President Heard introduced the candidates:

Candidates

Betty Smith and Betty Levinson for President;
Louise Hough (not present) and Jacqueline Bonner for Secretary;
John Woolley, Jim Baugh, and Gerald Corkran (not present) for
Treasurer.

Gene Kersteins and the nominating committee distributed ballots to members.

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By-laws
Changes

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Officers elected were: Treasurer -- Jim Baugh
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State
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PASSED
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Dates

D. Conference dates: The conference will be held March 27-29, 1981, and can be extended into Sunday.

E. Board meeting: The board will meet one day in advance; therefore, June will need complete information to send to the manager of Hyatt on Union Square.

F. Alternatives for accommodations: Because of members' concerns about the high cost of accommodations, the board discussed alternative sites; however, the board preferred to remain at the Hyatt on Union Square and offer a list of alternative hotels for the members.

G. Preliminary conference budget: The amount allocated was \$1,000 for postage and telephone.

H. First call for papers: The initial request should be more specific and provide an information form for the presenters.

I. Conference liaison: June asked that the president communicate with Rose Wassman about the responsibilities and ask her to meet with the board at the August meeting.

J. Charter fares: State directors should consider charter fares and explain the savings to the members.

II. Budget for 1980-81

- A. A budget of \$13,200 was recommended with \$5,000 in savings if 1979-80 expenses are as anticipated.
- B. Due to a succession of editorial difficulties, publication of Insights has been suspended for one year while the board explores options at their August meeting.
- C. MOVED (Levinson), seconded (Heard) to adopt the recommended budget (attachment #7).
PASSED.

PASSED
1980-81
Budget

III. August Board Meeting

Members will arrive August 23 and meet on August 24 and 25 at the Hyatt on Union Square. The nominations and Minority Affairs Committees will meet August 23. Board members will be allowed \$15 a day for meals.

IV. Nominating Committee

Concern was expressed about how to explore creative ways to acquire institutional support for WCRA officers, particularly the president, to allow organizational and travel time to perform obligations. Margaret Coda-Messerle agreed to send a description of duties and responsibilities to candidates who will negotiate with their institutions.

V. Audit Committee

Audit
Committee

It was agreed that the committee would be comprised of two WCRA members from Southern California and Treasurer Jim Baugh. The committee will meet the first part of June to review the treasurer's books.

VI. State Directors

To assist state directors in creating and sustaining interest of the members, it was suggested that board members, if traveling, contact state directors and attend their regional meetings or assist in other ways. The president will provide news from the board through the Newsletter.

The meeting was adjourned at 9:35 pm.

1

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
EXECUTIVE BOARD MEETING, HONOLULU
APRIL 7, 1979

ASSETS

Checking (United California Bank)	\$	628.47
Savings (California Federal Savings)		<u>13,473.15</u>
TOTAL	\$	14,101.62

CASH RECEIPTS

Membership Dues	\$	1,450.00
Proceedings		1,228.50
Conference		<u>4,756.50</u>
TOTAL	\$	7,435.00

EXPENSES

	AMOUNT BUDGETED	EXPENDITURES	BALANCE
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	118.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	819.85	30.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	2,962.11	37.89
17. Scholarships/Awards	1,165.00	-0-	1,165.00
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	2,518.89	3,651.11
21. Mailing Service **	1,000.00	842.14	157.86
TOTALS	\$ 28,570.00	\$ 18,957.38	\$ 9,170.98

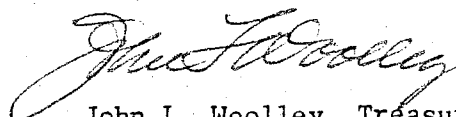
Total memberships as of December 31, 1978: 821

" " " " April 6, 1979: 974

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

mjl

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT
April 30, 1979

1a

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	<u>13,126.41</u>

CASH RECEIPTS

Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL	\$ 9,209.08
to open new Treasurer's Acc't		<u>5.00</u>
	\$	<u>9,214.08</u>

<u>EXPENSES</u> <u>BUDGET CATEGORY</u>	<u>AMOUNT</u> <u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	196.19	968.81
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,815.77	1,524.23
21. Mailing Service **	<u>1,000.00</u>	<u>985.76</u>	<u>14.24</u>
TOTAL	\$ <u>28,570.00</u>	\$ <u>21,980.76</u>	\$ <u>6,593.24</u>

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

Report to the Executive Board of the
Western College Reading Association

Submitted by
Gwyn Enright, Editor
WCRA Proceedings

March 1, 1979

I. Proceedings sales for March 1, 1978 to February 28, 1979

A. Individual Volumes

4	<u>Proceedings</u> #4	@ \$5.00 - \$	20.00
5	<u>Proceedings</u> #5	@ 5.00 =	25.00
3	<u>Proceedings</u> #6	@ 5.00 =	15.00
4	<u>Proceedings</u> #7	@ 6.00 =	24.00
7	<u>Proceedings</u> #8	@ 7.00 =	49.00
11	<u>Proceedings</u> #9	@ 7.00 =	77.00
24	<u>Proceedings</u> #10	@ 7.00 =	168.00
7	<u>Proceedings</u> #11	@ 7.00 =	49.00

594 Proceedings #11 @ \$5.00 = \$2,970.00
(sold as part of conference registration)

Individual Proceedings sold \$3,397.00

B. Sets

2	<u>Proceedings</u> #4-8	@ \$20.00 = \$	40.00
1	<u>Proceedings</u> #4-9	@ 25.00 =	25.00
19	<u>Proceedings</u> #4-10	@ 30.00 =	570.00
3	<u>Proceedings</u> #4-11	@ 35.00 =	105.00

Sets of Proceedings sold \$ 740.00

C. Proceedings purchased for which payment has not been received - 2/28/79

3	<u>Proceedings</u> #10	@ \$ 7.00 = \$21.00
6	<u>Proceedings</u> #11	@ 7.00 = 42.00
2	<u>Proceedings</u> #4-11@	35.00 = 70.00

Proceedings for which payment
should be received \$ 133.00

TOTAL PROCEEDINGS SALES \$4,270.00

D. Sales by Volume

<u>Volume</u>	<u>Number Sold</u>
<u>Proceedings 4</u>	31
<u>Proceedings 5</u>	32
<u>Proceedings 6</u>	30
<u>Proceedings 7</u>	31
<u>Proceedings 8</u>	34
<u>Proceedings 9</u>	36
<u>Proceedings 10</u>	51
<u>Proceedings 11</u>	<u>612</u>
TOTAL VOLUMES	857

E. Sales by purchaser (excluding conference sales)

	<u>Individuals</u>	<u>Institutions</u>
<u>Proceedings sets</u>	7	21
<u>Proceedings individual volumes</u>	<u>30</u>	<u>20</u>
	37	41
TOTAL PURCHASERS		78

II. Rough Estimate of Proceedings Assets

<u>Volume</u>	<u>Estimated Number</u>
<u>Proceedings 4</u>	295
<u>Proceedings 5</u>	293
<u>Proceedings 6</u>	612
<u>Proceedings 7</u>	760
<u>Proceedings 8</u>	531
<u>Proceedings 9</u>	489
<u>Proceedings 10</u>	485
<u>Proceedings 11</u>	<u>488</u>

3953 Volumes or approximately 49 boxes of 80 books.

Expenditures of WCRA Proceedings

1978-1979

March 1, 1979

Proceedings

typeset, printed and perfect bound with 2 color slick cover	\$3150.00
additional corrections	\$ 150.00
additional paper charge due to strike	\$ 75.00

Postage

to mail 594 <u>Proceedings</u> 4th class-special rate	\$ 311.10
manuscripts to Don Girard registered mail	\$ 10.75

TOTAL	\$3696.85
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Proposed Budget for WCRA Proceedings

1979-1980

Submitted by

Gwyn Enright

Editor

March 1, 1979

Composition, paste up, printing 1000 perfect bound volumes	\$3155.00	
Two color, cover design, slick cover	\$ 145.00	
Mailers	\$ 30.00	
Postage	\$ 150.00	
Advertising	\$ 100.00	
Handling	\$ 200.00	
Storage	\$ 180.00	
TOTAL		<u>\$ 3,960.00</u>

APPOINTMENTS SINCE LAST BOARD MEETING

Pat Heard

Chairperson, 1979-80 Nominating Committee Margaret Coda-Messerle

Official Conference Photographers David Hubin
Jack Pond

Organizational Liaisons

Dennis Gabriel
College Reading Association

Ladessa Yuthas
National Reading Conference

Deborah Hancock
International Reading Association

Mike McHargue
American College Personnel Association
Commission XVI

Margaret Coda-Messerle
National Association for Remedial and Developmental
Studies in Post-Secondary Education

John Woolley
California Community College Tutorial Association
California Association of Post-Secondary
Educators of the Disabled

Suanne Roueche
National Conference on Developmental Education

WCRA STATE/PROVINCE DIRECTORS, 1979-80

~~(tentative~~ - 4/1/79)ALASKA

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ARIZONA

Louise Renault
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 Home: 602-726-6871

BRITISH COLUMBIA

Diane Luu
 (Fraser Valley College)
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 Home: 916-448-9465

Charles Hunter
 (San Jose City College)
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 EOP Tutorial Services
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 Home:

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 (Community College of Denver)
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 Home: 303-697-9862

HAWAII

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 Home: 808-877-4848

IDAHO

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 Rexburg, ID 83440
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 Home: 208-356-5674

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Donna Robbins
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 Sch.:
 Home:

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Dan Baxley
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 University of Nevada, Las Vegas
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 Home:

NEW MEXICO

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 Home: 502-522-7587

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 Home: 401-262-4306

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 Home: 503-389-2580

TEXAS:

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 Home: 14-296-1019

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 Sch.:
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 Home: 801-394-2053

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 Home:

WYOMING

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 Sch.:
 Home: 307-745-9027

AT-LARGE

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 Dept. of Humanities
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WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership dues	\$ 5,250.00
Proceedings	2,500.00
Conference - Hawaii	--
Interest	250.00
Advertising	200.00
TOTAL	<u>\$ 8,200.00</u>

ESTIMATED ASSETS

Savings	\$ 5,000.00
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ESTIMATED/REQUESTED EXPENDITURES

<u>Budget Accounts</u>	<u>Current</u>	<u>1979-80</u>
1. President	200.00	670.00
2. Past President	300.00	-0-
3. Nominating Committee	830.00	250.00
4. Coordinator of State Directors	300.00	240.00
5. Conference Site Selection	300.00	50.00
6. Treasurer	850.00	250.00
7. Secretary	700.00	300.00
8. State Directors	1,100.00	400.00
9. Newsletter (4 issues)	2,850.00	3,000.00
10. Proceedings	3,883.00	3,960.00
11. Placement Bureau	500.00	50.00
12. Insights	1,500.00	-0-
13. Bylaws Committee	500.00	10.00
14. Minority Affairs	700.00	150.00
15. Preliminary Conference	1,000.00	-0-
16. Board of Directors	3,000.00	1,320.00
17. Scholarships/Awards	1,165.00	50.00
18. Archivist	950.00	-0-
19. Insurance	572.00	572.00
20. Pre-Conference	6,370.00	1,000.00
21. Mailing Service	<u>1,000.00</u>	<u>1,500.00</u>
	\$28,570.00	\$13,200.00

Corrections to Minutes, December 1978

- p. 7 Pat asked about the written ballot regarding the by-laws at the Hawaii conference. No one objected to eliminating the written ballot.

B. Distinguished Service Award

PASSED
Service Award
Procedures

1. MOVED (Woolley), seconded (Cohen) to change procedural guidelines to read that the awards chairperson and the President will determine the recipient from the recommendations.
PASSED.
2. MOVED (MCM), seconded (Cohen) to give the Distinguished Service Award to Seymour Prog.
PASSED.
3. Donna announced that she would take a sabbatical during the next academic year.

VII. By-Laws Committee Report -- Paul Hollingsworth

Paul asked to be placed next year as chairperson. Budget for the committee will be unnecessary, unless the board requests the chairperson to report at a board meeting. The committee could meet at the annual conference if the tasks were assigned in advance. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

The board recessed at noon.

Pat Heard called the board to order at 4:10 pm.

Members present: Margaret Coda-Messerle, Past-President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting members: June Dempsey, Past-President
Loretta Newman, Parliamentarian
Betty Levinson
Gwyn Enright
Gene Kirsteins

VIII. Placement Bureau Report -- Betty Levinson

Betty reported that fewer jobs were available; thus, the budget request was less. Current jobs have been posted at the conference registration area.

IX. Newsletter Editor's Report -- JoAnn Wells

Newsletter
deadlines

A. Deadline dates and issues:

- a. Deadline May 15; publish June 15
- b. Deadline July 30; publish Sept. 15
- c. Deadline Nov. 15; publish Dec. 15
- d. Deadline Jan. 15; publish Feb. 15

Advisory
Board

- B. Advisory Board: JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret agreed to recruit board members from among the state directors.

X. Parliamentarian's Report -- Loretta Newman

Loretta recommended that the board recruit and assign regional parliamentarians who can attend board meetings in their location.

XI. Nominations Committee Report -- Gene Kerstiens

The nominations committee will meet Tuesday, April 10. Gene will announce the candidates and the committee will count the ballots.

XII. Proceedings Editor's Report -- Gwyn Enright

- A. Current status: Gwyn provided a report on the current inventory, sales, and assets (attachment #2).

Proceedings:
-advertising

- B. Promotion: It was suggested that the Proceedings be advertised in the Journal of Developmental Education and its editorial board be encouraged to review it. Gwyn will find out the cost of advertising in the Journal and survey other appropriate publications' advertising costs. Also, the WCRA treasurer will send a letter to unpaid members about information and cost of the Proceedings.

- C. Budget: Gwyn submitted expenditures (attachment #3) and proposed 1979-80 budget (attachment #4).

-mailing

- D. Oxford Mailing Service: Projected costs through the service include \$68.00 per 1000 for conference mailing and \$1.00 per copy per individual mailings for handling and invoicing, plus storage cost. Gwyn agreed to handle the first bulk mailing and orders, after which Oxford Mailing Service will fill requests. The board suggested adding 200 orders for handling after the conference. The Service will store approximately 600 copies.

- E. Gwyn will be taking a leave of absence next year from her college, but will pass along the mailing task to a colleague.

PASSED
Listing for
Proceedings

- F. Bibliographical listings:
MOVED (Woolley), seconded (Cohen), that the bibliographical listings be furnished by the Proceedings number rather than by conference theme.
PASSED.

XIII. Insights

PASSED
Insights
tabled

- A. MOVED (Woolley), seconded (Bonner) that the president write a letter to Randy Silverston, relieving him of editorial responsibilities for the first issue of Insights, and specifying that he not transfer the responsibilities to another person and that he should return the manuscripts to the President.
PASSED.

- B. The board agreed to review the matter of publishing at the August meeting. Letters will be sent to the Insights advisory board regarding the current status.

XIV. Conference Site Selection Report -- June Dempsey

Dallas
conference:

- A. The Dallas conference dates are April 9-11, 1980.
- B. June has started to develop a model hotel contract, which the site selection chairperson and conference president could present to a prospective hotel as a guide for the management.

- dates
- contract

XV. President's Report

New
appoint-
ments

- A. New appointments: The chairperson for the 1979-80 nominating committee is Margaret Coda-Messerle. Other appointments are listed on attachment #5.
- B. Professional associations interested in 1980 conference: Three associations have indicated an interest in co-sponsoring a meeting at the San Francisco conference: NARDSPE, National Reading Conference, and IRA. In addition, Dennis Gabriel of the College Reading Association said they would like to have a display table at the conference.

XVI. Coordinator of State Directors

- A. Current issues: The state directors will be asked for recommendations for the Newsletter Advisory Board, ideas for increasing membership and sales of the Proceedings, and nominations for officers.
- B. MOVED (MCM), seconded (Woolley) that state directors use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.
PASSED.

PASSED
State
Directors'
Budget

XVII. Nominating Committee

The committee will meet 10:15 Tuesday, April 10, and again in the summer.

The board recessed at 8:30 pm.

President Pat Heard called the general business meeting of the Western College Reading Association to order at 10:10 am. The meeting was held at the Hyatt Regency Hotel in Honolulu, Hawaii, April 8, 1979.

I. Introductions

- A. President-elect Elaine Cohen introduced Liz D'Argy, Hawaii conference manager, who welcomed members to the conference.
- B. Liz D'Argy introduced the Chancellor, Dr. E. Igi.
- C. Dr. Igi introduced the first keynote speaker, Ah Quon McElrath, ILWU.

II. Awards

Awards

- A. Committee chairperson Donna Davidson announced the WCRA scholarship award to Kenneth Munns, University of Idaho.
- B. President-elect presented the Distinguished Service award to Seymour Prog, past treasurer.

III. Nominating Committee

Candidates

- A. Gene Kersteins listed the slate of candidates. Nominations from the floor for each office were requested. There were none.
MOVED (Jack Pond), seconded (Bill Pierce) the nominations be closed.
PASSED.
- B. President Heard introduced the candidates in alphabetical order. Each candidate then gave his/her nomination speech with the exception of Gerald Corkran, who was not present and did not submit a written statement. Louise Haugh's statement was read by Gene Kersteins.
Nominees for treasurer: Jim Baugh, Gerald Corkran, John Woolley
Nominees for secretary: Jacquie Bonner, Louise Haugh
Nominess for president-elect: Betty Levinson, Karen Smith

IV. By-Laws

President Heard reminded members of the changes in by-laws and the corresponding explanations of the five major ones which appeared in conference packets. Members will vote on changes Monday, April 9.

The general meeting adjourned at 11:30 am.

President Pat Heard called the meeting to order at 1:47 pm, April 8, 1979.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary
June Dempsey, Past President

Committee member: Manuel Olgin, who joined the board at 3:30 pm.

I. Budget Preparation

- A. The board began discussion with income figures, including annual dues, Proceedings sales, and conference income. June said that it is anticipated that DeAnza College will assist in the cost of mailings for the San Francisco conference. On other sources of income, John recommended that we place the maximum amount in certificates to gain interest. He also projected \$200 advertising income for the Newsletter.
- B. The board moved on to expenses, called for outstanding bills, and projected future costs.

Expense
Items

In preparing the estimate of expenditures, Pat asked what the balance should be after the San Francisco conference or at the end of the fiscal year. Keeping the questions in mind, the board discussed expenses, and agreed to distinguish pre-conference costs -- which include telephone, printing, and postage -- from conference costs. The board agreed on two mailings. Elaine pointed out disadvantages of mailing to institutions. Further, she noted that the Canadian postal service would not accept stapled notifications, but required envelopes.

II. Minority Affairs Committee -- Manuel Olgin

Manuel Olgin represented the committee for Don Yamamoto at 3:50 pm. He reported that the committee met in April, and the transition of committee chairperson slowed activities. Questionnaires were mailed randomly in January to WCRA members to find out the number of minorities in the learning assistance field. Manuel agreed to contact funding sources during the summer and to identify schools for an internship program. Elaine asked Manuel to write a summary for the next Newsletter and to follow up with the progress on a regular basis.

The board recessed at 4:33 pm.

The board resumed discussion of the budget at 7:55 pm.

III. Budget

PASSED
Minority
Affairs
Committee
allocation

- A. MOVED (Woolley), seconded (Cohen) that \$300 be considered by the new board for allocation to the Minority Affairs Committee. Jacquie Bonner will be the committee liaison with the board during the year and will recommend to the President appointment of a chairperson and committee guidelines.
PASSED.

Scholarships
tabled

- B. The board agreed to suspend the scholarships for a year. The scholarship chairperson will be on sabbatical.

The board recessed at 8:45 pm.

President Pat Heard called the WCRA general business meeting to order at 9:15 am, April 9, 1979.

I. Candidates

President Heard introduced the candidates:

Candidates

Betty Smith and Betty Levinson for President;
Louise Hough (not present) and Jacqueline Bonner for Secretary;
John Woolley, Jim Baugh, and Gerald Corkran (not present) for
Treasurer.

Gene Kersteins and the nominating committee distributed ballots to members.

II. By-Laws Changes

President Heard introduced Paul Hollingsworth, by-laws chairperson, who briefly explained the changes.

PASSED
By-laws
Changes

MOVED (Hollingsworth), seconded (Woolley) to accept by-laws changes.
PASSED.

IV. Keynote Speaker

President-Elect Elaine Cohen expressed the regret that Harold Herber could not attend the conference because of weather conditions which closed Eastern and Midwestern airports. However, Elaine expressed pleasure in being able to present as an exciting alternative, Dr. Catherine Warrick, Dean of the Center for Experimental Studies, at Metropolitan State College, who spoke on "The Academic Seven Year Itch: Can Learning Assistance Programs Offer a Remedy?"

V. Election Results

Because of close balloting for Treasurer between Jim Baugh and John Woolley, members were asked to vote again.

Election
Results

Officers elected were: Treasurer -- Jim Baugh
Secretary -- Jacqueline Bonner
President -- Betty Levinson

VI. President's Award

President Heard then presented the gavel and the framed traditional president's business card to President-Elect Cohen. Elaine acknowledged Pat Heard's contributions to WCRA and presented her a plaque.

The meeting adjourned at 10:25 am.

President Elaine Cohn called the meeting to order at 3:40 pm, April 10, 1979, at the Hyatt Regency Hotel, Honolulu, Hawaii.

Members present: June Dempsey
Margaret Coda-Messerle - Past Presidents
Pat Heard
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary
Jim Baugh, Treasurer
John Woolley, Past Treasurer

State Directors:	Sallie Brown	Chuck Hunter
	Carol Clymer	Diane Luu
	Liz D'Argy	Jack Merlin
	Ann Faulkner	Bill Pierce
	Dave Fisher	Virginia Shrauger
	Paul Hollingsworth	Nancy Steiner
	for Dan Baxley	

I. State Directors' Interests

- A. Past President Pat Heard opened the meeting by asking for concerns and comments.
- B. Jack Merlin, Utah, described problems working with a conference travel agency, which was not a local agency.
- C. Bill Pierce, Alberta, stated that he has requested his college host the 1983 WCRA.
- D. Chuck Hunter, Northern California, said Northern California members will be involved in the San Francisco conference. He also said San Jose could accommodate a conference, perhaps in 1982. For meetings during the year, the Northern California group has a budget of approximately \$200. Margaret Coda-Messerle asked state directors to consider charging for their functions.
- E. Diane Luu, British Columbia, reported that Perry Franklin had asked that the conference be hosted at Simon Fraser College. June Dempsey responded, noting a new president had been hired at Simon Fraser. Further, she described problems of hotel rates, international travel, and restrictions on exhibits. Diane announced a regional conference September 28 at University of British Columbia.
- F. Liz D'Argy, Hawaii, explained that the conference made WCRA "real" for the Hawaii group as well as pulled them together.
- G. Nancy Steiner, Colorado, expressed budget concerns. The members are reluctant to travel. Nancy wants to communicate with other state directors and suggested listing the date of state meetings in the Newsletter.
- H. Carol Clymer, New Mexico, asked what the New Mexico involvement should be at the Dallas conference. She announced a Fall conference in Las Cruces, New Mexico, and asked if a board member would be able to attend. She also said she may plan a WCRA meeting in conjunction with the IRA regional meeting in February at Albuquerque. Finally, the New Mexico group requested less expensive conference accommodations.

State
Directors'
Concerns

State
Directors'
Concerns
cont'd

- I. Loretta Newman, Dave Fisher, and Sallie Brown of Southern California reported that their Fall conference would be held at Mt. San Antonio College. To Sallie's request for a checklist for setting up conferences, Margaret Coda-Messerle said WCRA has such checklists available to state directors for regional and annual conferences.
- J. Ann Faulkner, Texas, said she was pleased with the offers of assistance for the annual conference in Dallas. For the fall conference, the Texas group is considering a north Texas meeting site.
- K. Paul Hollingsworth for Dan Baxley, Nevada, reported that their group has added Las Vegas members. Although they do not plan a formal meeting this year, they intend to schedule several informal meetings.
- L. Virginia Shrauger, Oregon, would like to exchange information on activities with other state directors. Virginia has scheduled a state meeting May 4 and 5 in Portland.

II. Name Change

Pat reported the straw vote at the Long Beach conference indicated approximately equal number of members for and against a change. Some preferred the subtitles to describe the scope of interests. The issue will be added to the agenda of the next board meeting.

III. Mailing List

Pat will ask the mailing service for an updated list late August after the service has determined which members have renewed their memberships. Chuck Hunter preferred a list before the fall conference.

IV. Appreciation

Margaret Coda-Messerle summarized her activities with the state directors by expressing her pleasure in working with the group.

The meeting was adjourned at 4:50 pm.

The meeting was resumed at 4:55 pm, April 10, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jim Baugh, Treasurer
Jacqueline Bonner, Secretary

Non-voting member: John Wooley
June Dempsey, Past President

I. State Directors

Pat presented a list of state directors (attachment #6).

II. Dallas Conference

June reported that Ann Faulkner had recommended the North Park Inn, Dallas, as the 1981 conference site. June will send the contract to Elaine, Pat, and Margaret for suggestions because the Inn will need the contract soon.

The board recessed at 5:25 pm.

The board meeting resumed at 8:07 am, April 11, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary

Non-voting: John Woolley
June Dempsey, Past President

I. San Francisco Preliminaries

A. Room Guarantee: June confirmed that the Hyatt on Union Square is asking a 125-room guarantee in exchange for free meeting rooms.

PASSED
Exhibit fees

B. Publishers' exhibit fees:
MOVED (Heard), seconded (Bonner) that publishers' exhibit fees for the San Francisco conference remain the same as the Hawaii conference.
PASSED.

PASSED
Display space

C. Other professional organizations:
MOVED (Heard), seconded (Bonner) that WCRA offer free display space to other professional organizations.
PASSED.

SF Conference
Dates

- D. Conference dates: The conference will be held March 27-29, 1981, and can be extended into Sunday.
- E. Board meeting: The board will meet one day in advance; therefore, June will need complete information to send to the manager of Hyatt on Union Square.
- F. Alternatives for accommodations: Because of members' concerns about the high cost of accommodations, the board discussed alternative sites; however, the board preferred to remain at the Hyatt on Union Square and offer a list of alternative hotels for the members.
- G. Preliminary conference budget: The amount allocated was \$1,000 for postage and telephone.
- H. First call for papers: The initial request should be more specific and provide an information form for the presenters.
- I. Conference liaison: June asked that the president communicate with Rose Wassman about the responsibilities and ask her to meet with the board at the August meeting.
- J. Charter fares: State directors should consider charter fares and explain the savings to the members.

II. Budget for 1980-81

- A. A budget of \$13,200 was recommended with \$5,000 in savings if 1979-80 expenses are as anticipated.
- B. Due to a succession of editorial difficulties, publication of Insights has been suspended for one year while the board explores options at their August meeting.
- C. MOVED (Levinson), seconded (Heard) to adopt the recommended budget (attachment #7).
PASSED.

PASSED
1980-81
Budget

III. August Board Meeting

Members will arrive August 23 and meet on August 24 and 25 at the Hyatt on Union Square. The nominations and Minority Affairs Committees will meet August 23. Board members will be allowed \$15 a day for meals.

IV. Nominating Committee

Concern was expressed about how to explore creative ways to acquire institutional support for WCRA officers, particularly the president, to allow organizational and travel time to perform obligations. Margaret Coda-Messerle agreed to send a description of duties and responsibilities to candidates who will negotiate with their institutions.

V. Audit Committee

Audit
Committee

It was agreed that the committee would be comprised of two WCRA members from Southern California and Treasurer Jim Baugh. The committee will meet the first part of June to review the treasurer's books.

VI. State Directors

To assist state directors in creating and sustaining interest of the members, it was suggested that board members, if traveling, contact state directors and attend their regional meetings or assist in other ways. The president will provide news from the board through the Newsletter.

The meeting was adjourned at 9:35 pm.

1

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
EXECUTIVE BOARD MEETING, HONOLULU
APRIL 7, 1979

ASSETS

Checking (United California Bank)	\$ 628.47
Savings (California Federal Savings)	<u>13,473.15</u>
TOTAL	\$ 14,101.62

CASH RECEIPTS

Membership Dues	\$ 1,450.00
Proceedings	1,228.50
Conference	<u>4,756.50</u>
TOTAL	\$ 7,435.00

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	118.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	819.85	30.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	2,962.11	37.89
17. Scholarships/Awards	1,165.00	-0-	1,165.00
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	2,518.89	3,651.11
21. Mailing Service **	1,000.00	842.14	<u>157.86</u>
TOTALS	\$ 28,570.00	\$ 18,957.38	\$ 9,170.98

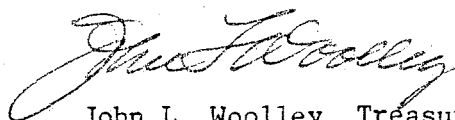
Total memberships as of December 31, 1978: 821

" " " " April 6, 1979: 974

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

mjl

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT
April 30, 1979

1a

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	13,126.41

CASH RECEIPTS

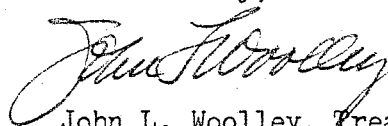
Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL	\$ 9,209.08
to open new Treasurer's Acc't		<u>5.00</u>
	\$	9,214.08

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	196.19	968.81
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,815.77	1,524.23
21. Mailing Service **	1,000.00	985.76	14.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,593.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

Report to the Executive Board of the
Western College Reading Association

Submitted by
Gwyn Enright, Editor
WCRA Proceedings

March 1, 1979

I. Proceedings sales for March 1, 1978 to February 28, 1979

A. Individual Volumes

4	<u>Proceedings</u> #4	@ \$5.00 - \$	20.00
5	<u>Proceedings</u> #5	@ 5.00 =	25.00
3	<u>Proceedings</u> #6	@ 5.00 =	15.00
4	<u>Proceedings</u> #7	@ 6.00 =	24.00
7	<u>Proceedings</u> #8	@ 7.00 =	49.00
11	<u>Proceedings</u> #9	@ 7.00 =	77.00
24	<u>Proceedings</u> #10	@ 7.00 =	168.00
7	<u>Proceedings</u> #11	@ 7.00 =	49.00

594 Proceedings #11 @ \$5.00 = \$2,970.00
(sold as part of conference registration)

Individual Proceedings sold \$3,397.00

B. Sets

2	<u>Proceedings</u> #4-8	@ \$20.00 = \$	40.00
1	<u>Proceedings</u> #4-9	@ 25.00 =	25.00
19	<u>Proceedings</u> #4-10	@ 30.00 =	570.00
3	<u>Proceedings</u> #4-11	@ 35.00 =	105.00

Sets of Proceedings sold \$ 740.00

C. Proceedings purchased for which payment has not been received - 2/28/79

3	<u>Proceedings</u> #10	@ \$ 7.00 = \$21.00
6	<u>Proceedings</u> #11	@ 7.00 = 42.00
2	<u>Proceedings</u> #4-11	@ 35.00 = 70.00

Proceedings for which payment
should be received \$ 133.00

TOTAL PROCEEDINGS SALES

\$4,270.00

D. Sales by Volume

<u>Volume</u>	<u>Number Sold</u>
<u>Proceedings 4</u>	31
<u>Proceedings 5</u>	32
<u>Proceedings 6</u>	30
<u>Proceedings 7</u>	31
<u>Proceedings 8</u>	34
<u>Proceedings 9</u>	36
<u>Proceedings 10</u>	51
<u>Proceedings 11</u>	<u>612</u>
TOTAL VOLUMES	857

E. Sales by purchaser (excluding conference sales)

	<u>Individuals</u>	<u>Institutions</u>
<u>Proceedings sets</u>	7	21
<u>Proceedings individual volumes</u>	<u>30</u>	<u>20</u>
	37	41
TOTAL PURCHASERS	78	

II. Rough Estimate of Proceedings Assets

<u>Volume</u>	<u>Estimated Number</u>
<u>Proceedings 4</u>	295
<u>Proceedings 5</u>	293
<u>Proceedings 6</u>	612
<u>Proceedings 7</u>	760
<u>Proceedings 8</u>	531
<u>Proceedings 9</u>	489
<u>Proceedings 10</u>	485
<u>Proceedings 11</u>	<u>488</u>

3953 Volumes or approximately 49 boxes of 80 books.

Expenditures of WCRA Proceedings

1978-1979

March 1, 1979

Proceedings

typeset, printed and perfect bound with 2 color slick cover	\$3150.00
additional corrections	\$ 150.00
additional paper charge due to strike	\$ 75.00

Postage

to mail 594 <u>Proceedings</u> 4th class-special rate	\$ 311.10
manuscripts to Don Girard registered mail	\$ 10.75

TOTAL	\$3696.85
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Proposed Budget for WCRA Proceedings

1979-1980

Submitted by

Gwyn Enright

Editor

March 1, 1979

Composition, paste up, printing 1000 perfect bound volumes	\$3155.00	
Two color, cover design, slick cover	\$ 145.00	
Mailers	\$ 30.00	
Postage	\$ 150.00	
Advertising	\$ 100.00	
Handling	\$ 200.00	
Storage	\$ 180.00	
TOTAL		<u>\$ 3,960.00</u>

APPOINTMENTS SINCE LAST BOARD MEETING

Pat Heard

Chairperson, 1979-80 Nominating Committee Margaret Coda-Messerle

Official Conference Photographers David Hubin
Jack Pond

Organizational Liaisons

Dennis Gabriel
College Reading Association

Ladessa Yuthas
National Reading Conference

Deborah Hancock
International Reading Association

Mike McHargue
American College Personnel Association
Commission XVI

Margaret Coda-Messerle
National Association for Remedial and Developmental
Studies in Post-Secondary Education

John Woolley
California Community College Tutorial Association
California Association of Post-Secondary
Educators of the Disabled

Suanne Roueche
National Conference on Developmental Education

WCRA STATE/PROVINCE DIRECTORS, 1979-80

~~(tentative~~ - 4/1/79)ALASKA

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 Home:

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 EOP Tutorial Services
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 Pomona, CA 91768
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 Home:

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 (Community College of Denver)
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 Home: 303-697-9862

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 Home: 808-877-4848

IDAHO

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 Home: 208-356-5674

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 Home:

NEVADA

Dan Baxley
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 University of Nevada, Las Vegas
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 Home:

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 Home: 503-389-2580

TEXAS:

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WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership dues	\$ 5,250.00
Proceedings	2,500.00
Conference - Hawaii	--
Interest	250.00
Advertising	200.00
TOTAL	<u>\$ 8,200.00</u>

ESTIMATED ASSETS

Savings	\$ 5,000.00
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ESTIMATED/REQUESTED EXPENDITURES

<u>Budget Accounts</u>	<u>Current</u>	<u>1979-80</u>
1. President	200.00	670.00
2. Past President	300.00	-0-
3. Nominating Committee	830.00	250.00
4. Coordinator of State Directors	300.00	240.00
5. Conference Site Selection	300.00	50.00
6. Treasurer	850.00	250.00
7. Secretary	700.00	300.00
8. State Directors	1,100.00	400.00
9. Newsletter (4 issues)	2,850.00	3,000.00
10. Proceedings	3,883.00	3,960.00
11. Placement Bureau	500.00	50.00
12. Insights	1,500.00	-0-
13. Bylaws Committee	500.00	10.00
14. Minority Affairs	700.00	150.00
15. Preliminary Conference	1,000.00	-0-
16. Board of Directors	3,000.00	1,320.00
17. Scholarships/Awards	1,165.00	50.00
18. Archivist	950.00	-0-
19. Insurance	572.00	572.00
20. Pre-Conference	6,370.00	1,000.00
21. Mailing Service	<u>1,000.00</u>	<u>1,500.00</u>
	\$28,570.00	\$13,200.00

Corrections to Minutes, December 1978

- p. 7 Pat asked about the written ballot regarding the by-laws at the Hawaii conference. No one objected to eliminating the written ballot.

President Pat Heard called the meeting to order at 8:30 am, April 7, 1979, at the Hyatt Regency, Honolulu, Hawaii.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting Member: JoAnn Wells

I. Board Summary

Pat requested that the secretary briefly summarize the highlights of today's board meeting at the first general meeting Sunday, April 8.

PASSED
Summary of
Minutes

MOVED (Woolley), seconded (MCM) to ask the past-president to send board highlights to the state directors and a letter explaining that because of budget reductions, the directors will receive only the summaries unless they prefer a full copy. In that event, they can request the copy from the secretary.
PASSED.

II. Review of Agenda

The agenda was reviewed.

III. Secretary's Report -- Jacquie Bonner

The minutes were accepted with one correction.

IV. Treasurer's Report -- John Woolley

A. Current financial status: John presented the treasurer's report (attachment #1), then recommended the board prioritize its projected needs and plan a balanced budget by not spending more than the income.

B. John recommended that non-members be charged a higher rate for conference registration. The board agreed to decide the matter at their August meeting.

C. MOVED (Woolley), seconded (Bonner) that the membership and fiscal year extend from May 1 to April 30.
PASSED

PASSED
Membership
& fiscal year

Dues will not be pro-rated, but members will be informed about the privileges their dues offer, such as Newsletters and placement service bulletins. The informal change of officers will happen during the conference. The April 30 date will allow the treasurer to itemize operational costs after the conference; therefore, expenditures will be submitted by that date.

- D. Oxford Mailing Service: John described the scope and efficiency of the mailing service during the "trial period" and recommended continuation of its use.
- E. Current membership count and number needed for a quorum: MOVED (Cohen), seconded (Bonner) that the quorum for the Honolulu conference be based on the membership as of Dec. 31, which was 82. PASSED.
- F. Budget request: The final decision was delayed for action by the next board.

PASSED
Quorum date,
Dec. 31

V. President-elect and Program Chairperson's Report -- Elaine Cohen

- A. Update on Honolulu conference: Elaine reported that the final count of sessions was 34. Only three speakers were forced to cancel because of the airlines strike. Those persons attending only post-conference institutes will also pay the membership and proceedings fees.
- B. Plans for general sessions: Elaine outlined the order -- introduction of officers; chancellor; keynote address; business meeting; reports from secretary and treasurer; scholarships and awards; nominations for office and introduction of nominating chairperson; and by-laws.

Conference
Fees

VI. Scholarships and Awards -- Donna Davidson

A. Scholarships:

1. Donna asked if WCRA is a public or private organization.
 - a. If WCRA does not set up a private foundation, then persons donating scholarship monies cannot deduct the items from their taxes.
 - b. If private, an attorney must be hired. If WCRA accepts tax-exempt income, it must set up a private foundation.
 - c. If public, the IRS can assist in setting up the funding.
2. The committee reviewed 52 scholarship applicants. After the review, the committee recommended two revisions in criteria.
 - a. MOVED (Woolley), seconded (Cohen) that an applicant for the WCRA scholarship must be a graduate student enrolled in an accredited university. PASSED.
 - b. MOVED (Cohen), seconded (Woolley) that the applicant must demonstrate interest in and/or an active professional goal related to reading, developmental education, learning assistance, and/or tutorial services at the college adult level. PASSED.
3. Donna further recommended that the board send Newsletters to all of the scholarship applicants. The recommendation was relayed to the Newsletter editor for budget consideration. Meanwhile, Donna will send a letter and a WCRA brochure to all of the applicants.

IRS
Classifica-
tion

PASSED
Scholarship
Criteria

B. Distinguished Service Award

PASSED
Service Award
Procedures

1. MOVED (Woolley), seconded (Cohen) to change procedural guidelines to read that the awards chairperson and the President will determine the recipient from the recommendations.
PASSED.
2. MOVED (MCM), seconded (Cohen) to give the Distinguished Service Award to Seymour Prog.
PASSED.
3. Donna announced that she would take a sabbatical during the next academic year.

VII. By-Laws Committee Report -- Paul Hollingsworth

Paul asked to be placed next year as chairperson. Budget for the committee will be unnecessary, unless the board requests the chairperson to report at a board meeting. The committee could meet at the annual conference if the tasks were assigned in advance. At this point, no tasks have been assigned; therefore, the committee can disband for the year.

The board recessed at noon.

Pat Heard called the board to order at 4:10 pm.

Members present: Margaret Coda-Messerle, Past-President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary

Non-voting members: June Dempsey, Past-President
Loretta Newman, Parliamentarian
Betty Levinson
Gwyn Enright
Gene Kirsteins

VIII. Placement Bureau Report -- Betty Levinson

Betty reported that fewer jobs were available; thus, the budget request was less. Current jobs have been posted at the conference registration area.

IX. Newsletter Editor's Report -- JoAnn Wells

Newsletter
deadlines

A. Deadline dates and issues:

- a. Deadline May 15; publish June 15
- b. Deadline July 30; publish Sept. 15
- c. Deadline Nov. 15; publish Dec. 15
- d. Deadline Jan. 15; publish Feb. 15

Advisory
Board

- B. Advisory Board: JoAnn recommended an advisory board be established with the function of assisting in selecting articles and content for columns. Margaret agreed to recruit board members from among the state directors.

X. Parliamentarian's Report -- Loretta Newman

Loretta recommended that the board recruit and assign regional parliamentarians who can attend board meetings in their location.

XI. Nominations Committee Report -- Gene Kerstiens

The nominations committee will meet Tuesday, April 10. Gene will announce the candidates and the committee will count the ballots.

XII. Proceedings Editor's Report -- Gwyn Enright

Proceedings:
-advertising

- A. Current status: Gwyn provided a report on the current inventory, sales, and assets (attachment #2).

- B. Promotion: It was suggested that the Proceedings be advertised in the Journal of Developmental Education and its editorial board be encouraged to review it. Gwyn will find out the cost of advertising in the Journal and survey other appropriate publications' advertising costs. Also, the WCRA treasurer will send a letter to unpaid members about information and cost of the Proceedings.

- C. Budget: Gwyn submitted expenditures (attachment #3) and proposed 1979-80 budget (attachment #4).

-mailing

- D. Oxford Mailing Service: Projected costs through the service include \$68.00 per 1000 for conference mailing and \$1.00 per copy per individual mailings for handling and invoicing, plus storage cost. Gwyn agreed to handle the first bulk mailing and orders, after which Oxford Mailing Service will fill requests. The board suggested adding 200 orders for handling after the conference. The Service will store approximately 600 copies.

- E. Gwyn will be taking a leave of absence next year from her college, but will pass along the mailing task to a colleague.

PASSED
Listing for
Proceedings

- F. Bibliographical listings:
MOVED (Woolley), seconded (Cohen), that the bibliographical listings be furnished by the Proceedings number rather than by conference theme.
PASSED.

XIII. Insights

PASSED
Insights
tabled

- A. MOVED (Woolley), seconded (Bonner) that the president write a letter to Randy Silverston, relieving him of editorial responsibilities for the first issue of Insights, and specifying that he not transfer the responsibilities to another person and that he should return the manuscripts to the President.
PASSED.

- B. The board agreed to review the matter of publishing at the August meeting. Letters will be sent to the Insights advisory board regarding the current status.

XIV. Conference Site Selection Report -- June Dempsey

Dallas
conference:

- dates
- contract

- A. The Dallas conference dates are April 9-11, 1980.
- B. June has started to develop a model hotel contract, which the site selection chairperson and conference president could present to a prospective hotel as a guide for the management.

XV. President's Report

New
appoint-
ments

- A. New appointments: The chairperson for the 1979-80 nominating committee is Margaret Coda-Messerle. Other appointments are listed on attachment #5.
- B. Professional associations interested in 1980 conference: Three associations have indicated an interest in co-sponsoring a meeting at the San Francisco conference: NARDSPE, National Reading Conference, and IRA. In addition, Dennis Gabriel of the College Reading Association said they would like to have a display table at the conference.

XVI. Coordinator of State Directors

PASSED
State
Directors'
Budget

- A. Current issues: The state directors will be asked for recommendations for the Newsletter Advisory Board, ideas for increasing membership and sales of the Proceedings, and nominations for officers.
- B. MOVED (MCM), seconded (Woolley) that state directors use their \$50.00 budgeted from WCRA for postage, duplicating, xeroxing, and phone calls unless otherwise approved by the coordinator of state directors.
PASSED.

XVII. Nominating Committee

The committee will meet 10:15 Tuesday, April 10, and again in the summer.

The board recessed at 8:30 pm.

President Pat Heard called the general business meeting of the Western College Reading Association to order at 10:10 am. The meeting was held at the Hyatt Regency Hotel in Honolulu, Hawaii, April 8, 1979.

I. Introductions

- A. President-elect Elaine Cohen introduced Liz D'Argy, Hawaii conference manager, who welcomed members to the conference.
- B. Liz D'Argy introduced the Chancellor, Dr. E. Igi.
- C. Dr. Igi introduced the first keynote speaker, Ah Quon McElrath, ILWU.

II. Awards

Awards

- A. Committee chairperson Donna Davidson announced the WCRA scholarship award to Kenneth Munns, University of Idaho.
- B. President-elect presented the Distinguished Service award to Seymour Prog, past treasurer.

III. Nominating Committee

Candidates

- A. Gene Kersteins listed the slate of candidates. Nominations from the floor for each office were requested. There were none.
MOVED (Jack Pond), seconded (Bill Pierce) the nominations be closed.
PASSED.
- B. President Heard introduced the candidates in alphabetical order. Each candidate then gave his/her nomination speech with the exception of Gerald Corkran, who was not present and did not submit a written statement. Louise Haugh's statement was read by Gene Kersteins.
Nominees for treasurer: Jim Baugh, Gerald Corkran, John Woolley
Nominees for secretary: Jacquie Bonner, Louise Haugh
Nominees for president-elect: Betty Levinson, Karen Smith

IV. By-Laws

President Heard reminded members of the changes in by-laws and the corresponding explanations of the five major ones which appeared in conference packets. Members will vote on changes Monday, April 9.

The general meeting adjourned at 11:30 am.

President Pat Heard called the meeting to order at 1:47 pm, April 8, 1979.

Members present: Margaret Coda-Messerle, Past President
Pat Heard, President
Elaine Cohen, President-Elect
John Woolley, Treasurer
Jacqueline Bonner, Secretary
June Dempsey, Past President

Committee member: Manuel Olgin, who joined the board at 3:30 pm.

I. Budget Preparation

A. The board began discussion with income figures, including annual dues, Proceedings sales, and conference income. June said that it is anticipated that DeAnza College will assist in the cost of mailings for the San Francisco conference. On other sources of income, John recommended that we place the maximum amount in certificates to gain interest. He also projected \$200 advertising income for the Newsletter.

B. The board moved on to expenses, called for outstanding bills, and projected future costs.

Expense
Items

In preparing the estimate of expenditures, Pat asked what the balance should be after the San Francisco conference or at the end of the fiscal year. Keeping the questions in mind, the board discussed expenses, and agreed to distinguish pre-conference costs -- which include telephone, printing, and postage -- from conference costs. The board agreed on two mailings. Elaine pointed out disadvantages of mailing to institutions. Further, she noted that the Canadian postal service would not accept stapled notifications, but required envelopes.

II. Minority Affairs Committee -- Manuel Olgin

Manuel Olgin represented the committee for Don Yamamoto at 3:50 pm. He reported that the committee met in April, and the transition of committee chairperson slowed activities. Questionnaires were mailed randomly in January to WCRA members to find out the number of minorities in the learning assistance field. Manuel agreed to contact funding sources during the summer and to identify schools for an internship program. Elaine asked Manuel to write a summary for the next Newsletter and to follow up with the progress on a regular basis.

The board recessed at 4:33 pm.

The board resumed discussion of the budget at 7:55 pm.

III. Budget

PASSED
Minority
Affairs
Committee
allocation

- A. MOVED (Woolley), seconded (Cohen) that \$300 be considered by the new board for allocation to the Minority Affairs Committee. Jacquie Bonner will be the committee liaison with the board during the year and will recommend to the President appointment of a chairperson and committee guidelines.
PASSED.

Scholarships
tabled

- B. The board agreed to suspend the scholarships for a year. The scholarship chairperson will be on sabbatical.

The board recessed at 8:45 pm.

Corrections for WCRA Board Minutes at Honolulu, Hawaii, April 1979

Page 1, section I: change in the motion "to ask the secretary to send...."

Page 2, section E: "the membership as of Dec. 31, which was 820, resulting in a quorum of 82!"

Page 3, section VII: "Paul asked to be replaced...."

Page 6, section II B: "President presented...."

Page 9, section I: "President introduced the candidates: Karen Smith...."

Page 9, section II: ".... explained the changes. (Attachment # in August minutes)"

Page 11, "non-voting members: Margaret Coda-Messerle"

Page 12, "non-voting: Margaret Coda-Messerle"

President Pat Heard called the WCRA general business meeting to order at 9:15 am, April 9, 1979.

I. Candidates

President Heard introduced the candidates:

Candidates

Betty Smith and Betty Levinson for President;
Louise Hough (not present) and Jacqueline Bonner for Secretary;
John Woolley, Jim Baugh, and Gerald Corkran (not present) for
Treasurer.

Gene Kersteins and the nominating committee distributed ballots to members.

II. By-Laws Changes

President Heard introduced Paul Hollingsworth, by-laws chairperson, who briefly explained the changes.

PASSED
By-laws
Changes

MOVED (Hollingsworth), seconded (Woolley) to accept by-laws changes.
PASSED.

IV. Keynote Speaker

President-Elect Elaine Cohen expressed the regret that Harold Herber could not attend the conference because of weather conditions which closed Eastern and Midwestern airports. However, Elaine expressed pleasure in being able to present as an exciting alternative, Dr. Catherine Warrick, Dean of the Center for Experimental Studies, at Metropolitan State College, who spoke on "The Academic Seven Year Itch: Can Learning Assistance Programs Offer a Remedy?"

V. Election Results

Because of close balloting for Treasurer between Jim Baugh and John Woolley, members were asked to vote again.

Election
Results

Officers elected were: Treasurer -- Jim Baugh
Secretary -- Jacqueline Bonner
President -- Betty Levinson

VI. President's Award

President Heard then presented the gavel and the framed traditional president's business card to President-Elect Cohen. Elaine acknowledged Pat Heard's contributions to WCRA and presented her a plaque.

The meeting adjourned at 10:25 am.

President Elaine Cohne called the meeting to order at 3:40 pm, April 10, 1979, at the Hyatt Regency Hotel, Honolulu, Hawaii.

Members present: June Dempsey
Margaret Coda-Messerle - Past Presidents
Pat Heard
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary
Jim Baugh, Treasurer
John Woolley, Past Treasurer

State Directors:	Sallie Brown	Chuck Hunter
	Carol Clymer	Diane Luu
	Liz D'Argy	Jack Merlin
	Ann Faulkner	Bill Pierce
	Dave Fisher	Virginia Shrauger
	Paul Hollingsworth	Nancy Steiner
	for Dan Baxley	

I. State Directors' Interests

- A. Past President Pat Heard opened the meeting by asking for concerns and comments.
- B. Jack Merlin, Utah, described problems working with a conference travel agency, which was not a local agency.
- C. Bill Pierce, Alberta, stated that he has requested his college host the 1983 WCRA.
- D. Chuck Hunter, Northern California, said Northern California members will be involved in the San Francisco conference. He also said San Jose could accommodate a conference, perhaps in 1982. For meetings during the year, the Northern California group has a budget of approximately \$200. Margaret Coda-Messerle asked state directors to consider charging for their functions.
- E. Diane Luu, British Columbia, reported that Perry Franklin had asked that the conference be hosted at Simon Fraser College. June Dempsey responded, noting a new president had been hired at Simon Fraser. Further, she described problems of hotel rates, international travel, and restrictions on exhibits. Diane announced a regional conference September 28 at University of British Columbia.
- F. Liz D'Argy, Hawaii, explained that the conference made WCRA "real" for the Hawaii group as well as pulled them together.
- G. Nancy Steiner, Colorado, expressed budget concerns. The members are reluctant to travel. Nancy wants to communicate with other state directors and suggested listing the date of state meetings in the Newsletter.
- H. Carol Clymer, New Mexico, asked what the New Mexico involvement should be at the Dallas conference. She announced a Fall conference in Las Cruces, New Mexico, and asked if a board member would be able to attend. She also said she may plan a WCRA meeting in conjunction with the IRA regional meeting in February at Albuquerque. Finally, the New Mexico group requested less expensive conference accommodations.

State
Directors'
Concerns

State
Directors'
Concerns
cont'd

- I. Loretta Newman, Dave Fisher, and Sallie Brown of Southern California reported that their Fall conference would be held at Mt. San Antonio College. To Sallie's request for a checklist for setting up conferences, Margaret Coda-Messerle said WCRA has such checklists available to state directors for regional and annual conferences.
- J. Ann Faulkner, Texas, said she was pleased with the offers of assistance for the annual conference in Dallas. For the fall conference, the Texas group is considering a north Texas meeting site.
- K. Paul Hollingsworth for Dan Baxley, Nevada, reported that their group has added Las Vegas members. Although they do not plan a formal meeting this year, they intend to schedule several informal meetings.
- L. Virginia Shrauger, Oregon, would like to exchange information on activities with other state directors. Virginia has scheduled a state meeting May 4 and 5 in Portland.

II. Name Change

Pat reported the straw vote at the Long Beach conference indicated approximately equal number of members for and against a change. Some preferred the subtitles to describe the scope of interests. The issue will be added to the agenda of the next board meeting.

III. Mailing List

Pat will ask the mailing service for an updated list late August after the service has determined which members have renewed their memberships. Chuck Hunter preferred a list before the fall conference.

IV. Appreciation

Margaret Coda-Messerle summarized her activities with the state directors by expressing her pleasure in working with the group.

The meeting was adjourned at 4:50 pm.

The meeting was resumed at 4:55 pm, April 10, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jim Baugh, Treasurer
Jacqueline Bonner, Secretary

Non-voting member: John Wooley
June Dempsey, Past President

I. State Directors

Pat presented a list of state directors (attachment #6).

II. Dallas Conference

June reported that Ann Faulkner had recommended the North Park Inn, Dallas, as the 1981 conference site. June will send the contract to Elaine, Pat, and Margaret for suggestions because the Inn will need the contract soon.

The board recessed at 5:25 pm.

The board meeting resumed at 8:07 am, April 11, 1979.

Members present: Pat Heard, Past President
Elaine Cohen, President
Betty Levinson, President-Elect
Jacqueline Bonner, Secretary

Non-voting: John Woolley
June Dempsey, Past President

I. San Francisco Preliminaries

A. Room Guarantee: June confirmed that the Hyatt on Union Square is asking a 125-room guarantee in exchange for free meeting rooms.

PASSED
Exhibit fees

B. Publishers' exhibit fees:
MOVED (Heard), seconded (Bonner) that publishers' exhibit fees for the San Francisco conference remain the same as the Hawaii conference.
PASSED.

PASSED
Display space

C. Other professional organizations:
MOVED (Heard), seconded (Bonner) that WCRA offer free display space to other professional organizations.
PASSED.

SF Conference
Dates

- D. Conference dates: The conference will be held March 27-29, 1981, and can be extended into Sunday.
- E. Board meeting: The board will meet one day in advance; therefore, June will need complete information to send to the manager of Hyatt on Union Square.
- F. Alternatives for accommodations: Because of members' concerns about the high cost of accommodations, the board discussed alternative sites; however, the board preferred to remain at the Hyatt on Union Square and offer a list of alternative hotels for the members.
- G. Preliminary conference budget: The amount allocated was \$1,000 for postage and telephone.
- H. First call for papers: The initial request should be more specific and provide an information form for the presenters.
- I. Conference liaison: June asked that the president communicate with Rose Wassman about the responsibilities and ask her to meet with the board at the August meeting.
- J. Charter fares: State directors should consider charter fares and explain the savings to the members.

II. Budget for 1980-81

- A. A budget of \$13,200 was recommended with \$5,000 in savings if 1979-80 expenses are as anticipated.
- B. Due to a succession of editorial difficulties, publication of Insights has been suspended for one year while the board explores options at their August meeting.
- C. MOVED (Levinson), seconded (Heard) to adopt the recommended budget (attachment #7).
PASSED.

PASSED
1980-81
Budget

III. August Board Meeting

Members will arrive August 23 and meet on August 24 and 25 at the Hyatt on Union Square. The nominations and Minority Affairs Committees will meet August 23. Board members will be allowed \$15 a day for meals.

IV. Nominating Committee

Concern was expressed about how to explore creative ways to acquire institutional support for WCRA officers, particularly the president, to allow organizational and travel time to perform obligations. Margaret Coda-Messerle agreed to send a description of duties and responsibilities to candidates who will negotiate with their institutions.

V. Audit Committee

Audit
Committee

It was agreed that the committee would be comprised of two WCRA members from Southern California and Treasurer Jim Baugh. The committee will meet the first part of June to review the treasurer's books.

VI. State Directors

To assist state directors in creating and sustaining interest of the members, it was suggested that board members, if traveling, contact state directors and attend their regional meetings or assist in other ways. The president will provide news from the board through the Newsletter.

The meeting was adjourned at 9:35 pm.

1

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
EXECUTIVE BOARD MEETING, HONOLULU
APRIL 7, 1979

ASSETS

Checking (United California Bank)	\$ 628.47
Savings (California Federal Savings)	<u>13,473.15</u>
TOTAL	\$ 14,101.62

CASH RECEIPTS

Membership Dues	\$ 1,450.00
Proceedings	1,228.50
Conference	<u>4,756.50</u>
TOTAL	\$ 7,435.00

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	118.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	819.85	30.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	2,962.11	37.89
17. Scholarships/Awards	1,165.00	-0-	1,165.00
18. Archivist	950.00	215.15	738.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	2,518.89	3,651.11
21. Mailing Service **	1,000.00	842.14	157.86
TOTALS	\$ 28,570.00	\$ 18,957.38	\$ 9,170.98

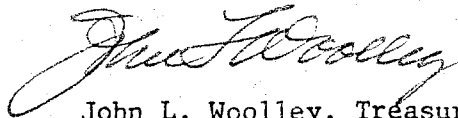
Total memberships as of December 31, 1978: 821

" " " " April 6, 1979: 974

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

mjl

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT
April 30, 1979

1a

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	13,126.41

CASH RECEIPTS

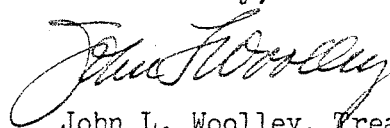
Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL \$	9,209.08
to open new Treasurer's Acc't		<u>5.00</u>
	\$	9,214.08

<u>EXPENSES</u>	<u>AMOUNT</u>		<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>			
1. President	\$ 200.00		\$ 333.84	\$ - 133.84
2. Previous President	300.00		-0-	300.00
3. Nominating Committee	830.00		509.24	320.76
4. Coordinator of State Directors	300.00		116.14	183.86
5. Conference Site Selection	300.00		90.00	210.00
6. Treasurer	850.00 *		824.85	25.15
7. Secretary	700.00 *		722.96	- 22.96
8. State Directors	1,100.00		183.64	916.36
9. Newsletter	2,850.00 *		3,787.07	- 937.07
10. Proceedings	3,883.00		3,672.55	210.45
11. Placement	500.00		180.00	320.00
12. Insights	1,500.00		-0-	1,500.00
13. Bylaws Committee	500.00		588.98	- 88.98
14. Minority Affairs	700.00		559.73	140.27
15. Preliminary Conference	1,000.00		488.00	512.00
16. Board of Directors	3,000.00		3,108.89	- 108.89
17. Scholarships/Awards	1,165.00		196.19	968.81
18. Archivist	950.00		215.15	738.85
19. Insurance	572.00		572.00	-0-
20. Conference	6,370.00		4,815.77	1,524.23
21. Mailing Service **	1,000.00		985.76	14.24
TOTAL	\$ 28,570.00		\$ 21,980.76	\$ 6,593.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

Report to the Executive Board of the
Western College Reading Association

Submitted by
Gwyn Enright, Editor
WCRA Proceedings

March 1, 1979

I. Proceedings sales for March 1, 1978 to February 28, 1979

A. Individual Volumes

4	<u>Proceedings</u> #4	@ \$5.00 - \$	20.00
5	<u>Proceedings</u> #5	@ 5.00 =	25.00
3	<u>Proceedings</u> #6	@ 5.00 =	15.00
4	<u>Proceedings</u> #7	@ 6.00 =	24.00
7	<u>Proceedings</u> #8	@ 7.00 =	49.00
11	<u>Proceedings</u> #9	@ 7.00 =	77.00
24	<u>Proceedings</u> #10	@ 7.00 =	168.00
7	<u>Proceedings</u> #11	@ 7.00 =	49.00

594 Proceedings #11 @ \$5.00 = \$2,970.00
(sold as part of conference registration)

Individual Proceedings sold \$3,397.00

B. Sets

2	<u>Proceedings</u> #4-8	@ \$20.00 = \$	40.00
1	<u>Proceedings</u> #4-9	@ 25.00 =	25.00
19	<u>Proceedings</u> #4-10	@ 30.00 =	570.00
3	<u>Proceedings</u> #4-11	@ 35.00 =	105.00

Sets of Proceedings sold \$ 740.00

C. Proceedings purchased for which payment has not been received - 2/28/79

3	<u>Proceedings</u> #10	@ \$ 7.00 = \$21.00
6	<u>Proceedings</u> #11	@ 7.00 = 42.00
2	<u>Proceedings</u> #4-11	@ 35.00 = 70.00

Proceedings for which payment
should be received \$ 133.00

TOTAL PROCEEDINGS SALES \$4,270.00

D. Sales by Volume

<u>Volume</u>	<u>Number Sold</u>
<u>Proceedings 4</u>	31
<u>Proceedings 5</u>	32
<u>Proceedings 6</u>	30
<u>Proceedings 7</u>	31
<u>Proceedings 8</u>	34
<u>Proceedings 9</u>	36
<u>Proceedings 10</u>	51
<u>Proceedings 11</u>	<u>612</u>
TOTAL VOLUMES	857

E. Sales by purchaser (excluding conference sales)

	<u>Individuals</u>	<u>Institutions</u>
<u>Proceedings sets</u>	7	21
<u>Proceedings individual volumes</u>	<u>30</u>	<u>20</u>
	37	41
TOTAL PURCHASERS		78

II. Rough Estimate of Proceedings Assets

<u>Volume</u>	<u>Estimated Number</u>
<u>Proceedings 4</u>	295
<u>Proceedings 5</u>	293
<u>Proceedings 6</u>	612
<u>Proceedings 7</u>	760
<u>Proceedings 8</u>	531
<u>Proceedings 9</u>	489
<u>Proceedings 10</u>	485
<u>Proceedings 11</u>	<u>488</u>

3953 Volumes or approximately 49 boxes of 80 books.

Expenditures of WCRA Proceedings

1978-1979

March 1, 1979

Proceedings

typeset, printed and perfect bound with 2 color slick cover	\$3150.00
additional corrections	\$ 150.00
additional paper charge due to strike	\$ 75.00

Postage

to mail 594 <u>Proceedings</u> 4th class-special rate	\$ 311.10
manuscripts to Don Girard registered mail	\$ 10.75

TOTAL	\$3696.85
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Proposed Budget for WCRA Proceedings

1979-1980

Submitted by

Gwyn Enright

Editor

March 1, 1979

Composition, paste up, printing 1000 perfect bound volumes	\$3155.00	
Two color, cover design, slick cover	\$ 145.00	
Mailers	\$ 30.00	
Postage	\$ 150.00	
Advertising	\$ 100.00	
Handling	\$ 200.00	
Storage	\$ 180.00	
TOTAL		<u>\$ 3,960.00</u>

APPOINTMENTS SINCE LAST BOARD MEETING

Pat Heard

Chairperson, 1979-80 Nominating Committee Margaret Coda-Messerle

Official Conference Photographers David Hubin
Jack Pond

Organizational Liaisons

Dennis Gabriel
College Reading Association

Ladessa Yuthas
National Reading Conference

Deborah Hancock
International Reading Association

Mike McHargue
American College Personnel Association
Commission XVI

Margaret Coda-Messerle
National Association for Remedial and Developmental
Studies in Post-Secondary Education

John Woolley
California Community College Tutorial Association
California Association of Post-Secondary
Educators of the Disabled

Suanne Roueche
National Conference on Developmental Education

WCRA STATE/PROVINCE DIRECTORS, 1979-80

(tentative - 4/1/79)

ALASKA

Kate Sandberg
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ALBERTA

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ARIZONA

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BRITISH COLUMBIA

Diane Luu
(Fraser Valley College)
4373 Union Street
Burnaby, B.C. Canada Z5C 2X5
Sch.: 604-792-0025
Home:

NORTHERN CALIFORNIA

Midori Hiyama
(Sacramento City College)
1117 Swanston Drive
Sacramento, CA 95818
Sch.: 916-449-7111
Home: 916-448-9465

Charles Hunter
(San Jose City College)
20846 Meadow Oak
Saratoga, CA 95070
Sch.: 408-298-2181 #293
Home: 408-257-3944

SOUTHERN CALIFORNIA

Dave Fisher
East Los Angeles College
1301 Brooklyn Ave
Monterey Park, CA 91754
Sch.: 213-265-8650
Home: 213-765-2985

Sally Garcia
EOP Tutorial Services
Cal. Poly - Pomona
Pomona, CA 91768
Sch.: 714-488-3369
Home:

COLORADO

Sally Conway
(Community College of Denver)
8262 Surrey Drive
Morrison, CO 80465
Sch.: 303-629-2497
Home: 303-697-9862

HAWAII

Dennis Konshak
Language Arts Division
Maui Community College
Kahalui, Maui, Hawaii 96732
Sch.: 808-242-5462
Home: 808-877-4848

IDAHO

Mary Hess
Reading Center
Ricks College
Rexburg, ID 83440
Sch.: 208-356-2011
Home: 208-356-5674

MONTANA

Donna Robbins
Reading Center
Eastern Montana College
Billings, Montana 59101
Sch.:
Home:

NEVADA

Dan Baxley
Reading Center
University of Nevada, Las Vegas
Las Vegas, Nevada 89154
Sch.: 702-739-3781
Home:

NEW MEXICO

Carol Clymer
 University Drop-In Lab
 Box 5278
 New Mexico State Univ. - Las Cruces
 Las Cruces, N.M. 88003
 Sch.: 505-646-3136
 Home: 502-522-7587

OKLAHOMA

Bessie Jenkins
 El Reno Junior College
 1300 Country Club
 El Reno, OK 73036
 Sch.: 405-262-2552
 Home: 401-262-4306

OREGON:

Virginia Shrauger
 Central Oregon Community College
 Bend, OR 97701
 Sch.: 503-382-6112 #244
 Home: 503-389-2580

TEXAS:

Ann Faulkner
 Learning Skills Center
 Mountain View College
 4849 W. Illinois Avenue
 Dallas, Texas 75211
 Sch.: 214-746-4236
 Home: 14-296-1019

Bette Wise
 St. Mary's University
 One Camion Santa Maria
 San Antonio, Texas 78284
 Sch.:
 Home:

UTAH

Merlin Cheney
 English Department
 Weber State College
 Ogden, Utah 84408
 Sch.: 801-399-5941
 Home: 801-394-2053

WASHINGTON

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

WYOMING

Lyle Miller
 (University of Wyoming)
 1944 Sheridan
 Laramie, WY 82070
 Sch.:
 Home: 307-745-9027

AT-LARGE

Anne Erlebach
 Director of Reading
 Dept. of Humanities
 Michigan Tech University
 Houghton, Michigan 49931
 Sch.: 906-487-1885
 Home: 906-482-4129

WESTERN COLLEGE READING ASSOCIATION
1979-80 BUDGET PROPOSAL

ESTIMATED INCOME

Membership dues	\$ 5,250.00
Proceedings	2,500.00
Conference - Hawaii	--
Interest	250.00
Advertising	200.00
TOTAL	<u>\$ 8,200.00</u>

ESTIMATED ASSETS

Savings	\$ 5,000.00
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ESTIMATED/REQUESTED EXPENDITURES

<u>Budget Accounts</u>	<u>Current</u>	<u>1979-80</u>
1. President	200.00	670.00
2. Past President	300.00	-0-
3. Nominating Committee	830.00	250.00
4. Coordinator of State Directors	300.00	240.00
5. Conference Site Selection	300.00	50.00
6. Treasurer	850.00	250.00
7. Secretary	700.00	300.00
8. State Directors	1,100.00	400.00
9. Newsletter (4 issues)	2,850.00	3,000.00
10. Proceedings	3,883.00	3,960.00
11. Placement Bureau	500.00	50.00
12. Insights	1,500.00	-0-
13. Bylaws Committee	500.00	10.00
14. Minority Affairs	700.00	150.00
15. Preliminary Conference	1,000.00	-0-
16. Board of Directors	3,000.00	1,320.00
17. Scholarships/Awards	1,165.00	50.00
18. Archivist	950.00	-0-
19. Insurance	572.00	572.00
20. Pre-Conference	6,370.00	1,000.00
21. Mailing Service	<u>1,000.00</u>	<u>1,500.00</u>
	\$28,570.00	\$13,200.00

Corrections to Minutes, December 1978

- p. 7 Pat asked about the written ballot regarding the by-laws at the Hawaii conference. No one objected to eliminating the written ballot.

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S YEAR-END REPORT

~~MAY 1, 1979~~

APRIL 30,

ASSETS

Checking (United California Bank)	\$ 554.81
Savings (California Federal Savings)	12,571.60
TOTAL	\$ 13,126.41

CASH RECEIPTS

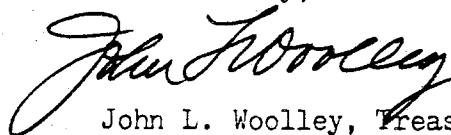
Membership Dues	\$ 1,735.00
Proceedings	1,326.50
Conference	6,147.58
Transfer of funds	TOTAL \$ 9,209.08
to open new Treasurer's Acc't	5.00
	\$ 9,214.08

<u>BUDGET CATEGORY</u>	<u>AMOUNT BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.17	183.83
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	106.19	1,058.81
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,215.77	2,154.23
21. Mailing Service **	1,000.00	985.76	14.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,589.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT REVISED ***

APRIL 30, 1979

ASSETS

Checking (United California Bank -- 2 accounts)	\$	2,019.37
Savings (California Federal Savings)		<u>13,571.60</u>
TOTAL	\$	<u>15,590.97</u>

CASH RECEIPTS

Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
TOTAL	\$	<u>9,209.08</u>
Transfer of funds to open new treasurer's acct.		<u>5.00</u>
	\$	<u>9,214.08</u>

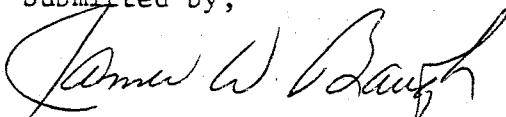
<u>EXPENSES</u>	<u>AMOUNT</u>		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	188.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00*	824.85	25.15
7. Secretary	700.00*	722.96	-22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00*	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards	1,165.00	145.63	1,019.37
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	3,067.66	3,302.34
21. Mailing Service**	<u>1,000.00</u>	<u>633.41</u>	<u>366.59</u>
TOTAL	\$ 28,570.00	\$ 19,979.20	\$ 8,590.80

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12.1.78.

** New budget account approved at San Francisco Meeting 12.1.78.

*** See attachment for explanation of revision.

Revised and Submitted by,


James W. Baugh, Treasurer
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION

NOTES FOR REVISED VERSION OF TREASURER'S YEAR-END REPORT DATED APRIL 30, 1979

Because the fiscal year for IRS reporting purposes ends on April 30, it is necessary to have the year-end report figures reflect accounts as of that date. Although the original year-end report was dated April 30, it included amounts through the end of May. This would prevent a balancing of the books at the end of the next fiscal year and would not reflect the correct figures for balancing on the IRS report.

Additional changes in the year-end report were necessitated as follows:

1. Deposits had been made to the checking account by Oxford Mailing Service without the knowledge of the treasurer. Thus, the figures reflected on the uncorrected books and on the year-end report would not agree with the bank statement for that same period (\$401.00 + \$35.00).
2. Four incorrect figures were entered on the original report. The corrections listed below do not include the additional adjustments for the correction to the fiscal year ending date which appear in the revised **year**-end report.

Savings: Should have read \$13,571.60, not \$12,571.60.

Account #8: The original "Expenditures" amount should have read \$175.39, not \$183.64.

Account #18: Balance should read \$734.85, not \$738.85.

Account #20: The original "Expenditures" amount should have read \$4,845.77, not \$4,815.77.

Account #21: The original "Expenditures" amount should have read \$777.03, not \$985.76.

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
REFLECTING 1978-79 EXPENDITURES RECORDED IN THE 1979-80 FISCAL YEAR
MAY 1 TO JULY 16, 1979

ASSETS

Checking	\$	
Savings		
TOTAL	\$	

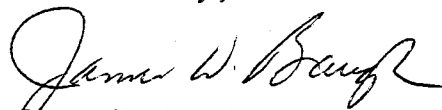
CASH RECEIPTS

Membership Dues	\$	
Proceedings		
Conference		
TOTAL	\$	

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors *	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00	824.85	25.15
7. Secretary	700.00	722.96	-22.96
8. State Directors *	1,100.00	175.39	924.61
9. Newsletter	2,850.00	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards *	1,165.00	1,196.19	-31.19
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference *	6,370.00	4,897.77	1,472.23
21. Mailing Service *	1,000.00	777.03	222.97
TOTAL	\$ 28,570.00	\$ 23,029.51	\$ 5,545.49

* Expenditures occurred in these accounts during the period from May 1, 1979 to July 16, 1979 and were drawn against the 1978-79 budgeted amounts.

Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

May 1 - 23 JULY, 1979ASSETS

Checking	\$ 681.97
Savings	<u>11,762.61</u>
TOTAL	\$12,444.58

CASH RECEIPTS

Membership Dues	\$ 390.00
Proceedings	163.00
Conference	<u>25.00</u>
TOTAL	\$ 578.00

EXPENSES

	AMOUNT		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 670.00	\$ 55.12	\$ 614.88
2. Past President	-0-	-0-	-0-
3. Nominating Committee	250.00	-0-	250.00
4. Coordinator of State Directors	240.00	-0-	240.00
5. Conference Site Selection	50.00	-0-	50.00
6. Treasurer	250.00	19.12	230.88
7. Secretary	300.00	-0-	300.00
8. State Directors	400.00	20.59	379.41
9. Newsletter	3,000.00	300.00	2,700.00
10. Proceedings	3,960.00	-0-	3,960.00
11. Placement	50.00	-0-	50.00
12. Insights	-0-	-0-	-0-
13. Bylaws Committee	10.00	-0-	10.00
14. Minority Affairs	150.00	-0-	150.00
15. Preliminary Conference	-0-	-0-	-0-
16. Board of Directors	1,320.00	147.00	1,173.00
17. Scholarships/Awards	50.00	-0-	50.00
18. Archivist	-0-	-0-	-0-
19. Insurance	-0-	-0-	-0-
20. Conference	1,000.00	-0-	1,000.00
21. Mailing Service	<u>1,500.00</u>	<u>276.26</u>	<u>1,223.74</u>
TOTAL	\$13,200.00	\$ 818.09	\$12,381.91

Submitted by,

James W. Baugh

James W. Baugh, Treasurer

Western College Reading Association

8/29/79
BKL

THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

6

	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00		Continental Breakfast with Publishers		
8:30	State Director ----- Chairpersons' Orientation		Chairpersons' Orientation	
9:00				Meet with the New Board
9:30	State/Region with Newcomers	GENERAL SESSION Mike McHargue Elections	Section Meetings VI	Section Meetings IX
10:00				
10:30				
11:00	GENERAL SESSION Rosemary Park Intro Candidates	Section Meetings III	Section Meetings VII	BRUNCH John Ries
11:30				
12:00				
12:30		CAMPUS TOURS		BOARD MEETING
1:00				
1:30				
2:00			State/Region with Board	
2:30	Section Meetings I		Section Meetings IV	
3:00			Section Meetings VIII	
3:30				
4:00	Section Meetings II		Interest & Issues	
4:30				
5:00				
5:30				
6:00			Hospitality	
6:30	No-host - meet the candidates informally	No-host - Board Reception		
7:00				
7:30	DINNER with Entertainment Hospitality	Hospitality		
8:00				
8:30				
9:00				

WESTERN COLLEGE READING ASSOCIATION
THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

Program Summary

Tuesday, March 25

7:00pm - 9:00pm	Board of Directors Meeting	Governors #6	18 people
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Wednesday, March 26

8:30am - 9:00pm	Board of Directors Meeting	Governors #6	18 "
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6:00pm - 9:00pm	Registration	Plaza Square Foyer	
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7:00pm - 11:00pm	Hospitality		50 "
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Thursday, March 27

8:00am - 5:00pm	Registration	Plaza Square Foyer	
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8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
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8:00am - 8:45am	Chairpersons' Orientation	Merced A	60 people
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8:00am - 8:45am	State Directors Meeting	Merced B	60 "
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9:00am - 10:30am	State and Regional Meetings with Newcomers	*San Miguel	75 "
		*Potrero	75 "
		*Butron	75 "
		*San Francisco A	60 "
		*San Francisco B	60 "
		*Merced A	60 "
		*Merced B	60 "

10:45am - 12:30pm	GENERAL SESSION Introduce Candidates Dr. Rosemary Park	Plaza Square Ballroom West	500 "
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2:00pm - 5:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
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2:00pm - 3:30pm	Section Meetings I (7)	*****	
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3:45pm - 5:15pm	Section Meetings II (7)	*****	
-----------------	-------------------------	-------	--

6:30pm - 7:30pm	No-host cocktails - Meet the Candidates Informally		
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7:30pm -	DINNER/Entertainment		325 "
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9:00pm - 11:00pm	Hospitality		
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Friday, March 28

7:30am - 8:45am	Publishers' Exhibits	Dolores Room	20 tables
7:30am - 8:45am	Continental Breakfast	Dolores Room	350 people
8:00am - 4:00pm	Registration	Plaza Foyer	
9:00am - 10:45am	GENERAL SESSION Elections Mike McHargue	Plaza Square Ballroom West	500 "
10:45 am -	Campus Tours		
11:00am - 12:30pm	Section Meetings III (7)	*****	
2:00pm - 3:15pm	Section Meetings IV (7)	*****	
3:30pm - 5:00pm	Section Meetings V (7)	*****	
6:00pm - 7:30pm	No-host cocktails Board Reception		
8:30pm - 11:00pm	Hospitality (BYOB)		

Saturday, March 29

8:00am - 4:00pm	Registration	Plaza Foyer	
8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
8:15am - 8:45am	Chairpersons' Orientation (alternate)	Merced A	60 people
9:00am - 12:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
9:00am - 10:30am	Section Meetings VI (7)	*****	
10:45am - 12:00pm	Section Meetings VII (7)	*****	
12:30pm - 2:30pm	Editorial Board No-host Lunch		
1:30pm - 2:30pm	State and Regional Directors Meeting with Board	Merced A	60 "
2:30pm - 3:45pm	Section Meetings VIII(7)	*****	
4:00pm - 5:30pm	Interest & Issues Meetings (7)	*****	
5:30pm -	Hospitality		

Sunday, March 30

8:30am - 9:45am	Meet with the New Board Ideas for the Future	Merced A and B	125 "
9:00am - 11:30am	Institute	Governors #1 San Francisco C	60 " 60 "
10:00am - 11:30am	Section Meetings IX (7)	*****	
11:30am - 1:30pm	BRUNCH Awards - Farewells Dr. John C. Ries		
1:30pm -	Board Meeting		

1980 WCRA Conference
Sample Costs

Membership	\$15.00	
Registration	20.00	
Proceedings	5.00	
Institute	5.00	
		<hr/>
		\$ 45.00
Thursday Dinner	18.00	
Sunday Brunch	12.00	
		<hr/>
		30.00
Room - Medium Double x 4		
		<hr/>
		151.20
Additional Meals		
2 breakfast, 3 lunch, 2 dinner & BYOB		
		<hr/>
		73.80
		<hr/>
Total	\$ 300.00*	

*Not including transportation

BUDGET

DEBIT

Printing and Ads (1 Call; 1 Journal)	- \$ ²³⁵ 700.00
Mailing - 1 Call to Conference	- ¹³⁵⁻⁶⁵ 300.00
Printing Conference Program (850)	- ¹¹⁰⁰ 1,000.00
Conference Phone Calls	- 250.00
Dinner - (325 x \$19.00) includes 5 complimentary	^{125 at \$20} - 6,175.00
Brunch - (205 x \$11.00) includes 5 complimentary	⁹⁰ - 2,765.00
No-host Cocktails (2 x 2 Bartenders)	- 180.00
Continental Breakfast (350 x \$3.50 ++)	- 1,500.00
Decorations	- 75.00
Entertainment for Dinner	- ³⁰⁰ 250.00
Hospitality (Set-ups, munchies, etc.)	- 250.00
Hospitality Suite (possible room charge)	- ⁸⁵⁰ 700.00
Keynoters (3) Honoraria	- 450.00
Keynoters (2) Expenses	- 335.00
Conference Manager's Room (4 nights x \$45.00)	- 180.00
Misc. Printing (guides, evaluations, etc.)	- 300.00
Packets to hold reg materials	- ²⁴⁰ 150.00
Institutes (4 x \$50.00) ⁵	- ²⁵⁰ 200.00
Student Workers (75 hours x \$3.50)	- 250.00
Miscellaneous	- 350.00
Oxford - partial pre-registration	- 300.00
Tours and tour buses at cost	- ? , ??? . ??

\$16,660.00

11,823

CREDIT

Conference Registration* (600 x \$25.00) ⁵⁵⁰	- ^{13,750} \$15,000.00
Exhibitor's Fees (18 x \$200.00) ¹²	- ^{2,600} 3,600.00
Institutes (200 x \$5.00)	- 1,000.00
Dinner Tickets (320 x \$18.00)	- ^{2,375} 5,760.00
Brunch Tickets (200 x \$11.00) ¹⁵⁰	- ^{1,650} 2,200.00
Tours and tour buses to cover costs	- ? , ??? . ??
	<hr/> \$27,560.00
	^{21,375}

* \$25.00 registration fee
does not include membership
dues, Proceedings, or
Institutes.

The Minority Affairs Committee met Thursday, August 23, 1979, at 3:30 pm in the Governor's Suite meeting room of the Hyatt on Union Square. Members present were Manuel Olgin, Don Yamamoto, and J.R. Bonner. Absent were Angelina Rodarte and Ernie Ruby.

I. Objective

The committee agreed that the immediate objective was to establish full-time internships with stipends for minority personnel for administrative and faculty positions in learning assistance programs at the college level.

II. Problem Identification

In discussing some of the problems facing minority personnel in learning assistance work, the following seemed important for further consideration:

1. In some instances LAC and EOP programs are separated on college campuses, sometimes to the detriment of the minority students.
2. Out of the Western LAC programs survey by Olgin, only 1/3 of the respondents served minorities.
3. Minority personnel in EOP programs frequently do not have training for upward mobility.
4. Minorities frequently are not hired or promoted into front line staff positions.
5. Sufficient numbers of minority college students are not being counseled into LAC careers.
6. Western minority personnel need more information about successful EOP and LAC models relevant to minority students.
7. Minority personnel need information about existing training or fellowship programs.
8. Minority personnel need more networking about relevant resources.

III. Survey Results

Manuel reviewed the survey sent to approximately 75 WCRA members who represent two and four year institutions. Of those responding, approximately 37.5% served minorities. Manuel will review the surveys to determine the number of minority personnel and their titles serving minority students. (It is most important to distinguish between EOP and LAC programs.)

IV. Areas of Competencies Needed

The committee listed administrative, teaching, and counseling expertise needed:

1. Administrative
 - a. Program design
 - b. Personnel training and supervision
 - c. Evaluation methods
 - d. Records systems
 - e. Grant writing
 - f. Political action approaches
2. Teaching
 - a. Training for transfer of learning skills to other college courses
 - b. Training as content area specialists, especially in mathematics and science.
3. Counseling
 - a. Academic advising
 - b. Career counseling
 - c. Personal counseling, especially self-management approaches

V. Training Options

The committee recommended seeking funding for both a degree program and a two-year program which would include an internship of one year in administrative training and one year in teaching and counseling services.

For greatest mobility, the person should be training in using hardware and software, and teaching individualized and group classes.

Locations suggested for administrative training were UC Berkeley, Cal State Long Beach, Portland State, and Oberlin. For teaching and counseling, UC Berkeley, Cal State Fullerton, Oberlin, University of Iowa, Northern Colorado, and Marquette were recommended.

VI. Funding sources to explore

By mid-December, the committee agreed to query the following funding sources:

1. Exxon Corporation - Don Yamamoto
2. Kellogg Foundation - Manuel Olgin
3. J.A. Macy Foundation - Manuel Olgin
4. FIPSE - J.R. Bonner will contact Felicia Caplan
5. Education Profession Development Act for Junior College Reading Fellowships - J.R. Bonner will contact Karen Smith
6. Los Angeles Mission College's internship for graduate students - Manuel Olgin

Each committee person including those not present are asked to consult the federal grants officer at his/her campus and query other funding agencies.

VII. Other associations and their conferences

Several other associations were suggested as resources for conferences, ideas, and contact persons:

1. MAEOPP, Mid-America Educational Opportunity, c/o Paul Spaggins, 600 Walnut Suite 40, 2nd Floor, Milwaukee, Wi. 53212 - (newsletter)
2. Networks, Bronx Community College, Bronx, N.Y. 10453 - (newsletter)
3. The Ten Regional TRIO associations
4. Society of Ethnic and Special Studies, Box 21, Edwardsville, Ill. 62026 - (newsletter)

VIII. Publications

1. ACPA Commission XVI Newsletter
2. Journal for Developmental and Remedial Education, Appalachian State University, Boone, North Carolina 28608
3. PSI Newsletter, Journal of Personalized Instruction, Georgetown University, Washington D.C. 20057
4. Community College Frontiers, Sangamon State University, Springfield, Ill. 62708

IX. Committee membership

The committee which functions in an advisory capacity has three vacancies. Don will recruit additional members through the Newsletter.

X. Minority Affairs column

To facilitate an information exchange, Don will write a regular column for the WCRA Newsletter. To assist him, other members should send him information relevant to minorities such as conferences, publications, model programs, names of resource persons, and a description of their expertise. Don will also publish requests for information as well, to encourage other WCRA members to respond with their knowledge.

XI. Co-chairpersons' Responsibilities

1. Don's responsibilities include working closely with President Elaine Cohen and supplying the Newsletter with minority affairs information.
2. Manuel's responsibilities include coordinating the committee's budget and working with J.R. Bonner to disseminate information to the Board and to committee members.

Meeting adjourned at 7:00 pm

Respectfully submitted,

J.R. Bonner

OXFORD MAILING SERVICE

I. Conference Pre-Registration

A. It appears that if Oxford does not do conference pre-registration, we will actually create more work and more likelihood of error. Either the treasurer should do all things (pre-registration and membership processing) once conference pre-registration begins or Oxford should do all. There is no reasonable way to separate the two functions since conference money and membership money is not separable unless we request two checks from members (not advisable).

B. Hotel room reservation cards and deposits (if required) will go directly to the hotel. If Oxford or the treasurer gets these or if hotel monies are lumped into membership/conference checks, any such irregular check will be returned for reissue.

C. Cost of preliminary conference mailings if WCRA prints and Oxford mails:

Approximately	\$50.00 M
+ Postage	<u>84.00 M</u>
	\$134.00 M

WCRA, of course, could handle its own mailings and simply purchase the labels from Oxford.

D. See attached cost estimate submitted by Oxford for handling conference pre-registration. Hal at Oxford indicated that we could probably add a few additional duties to this list at no additional cost.

E. Hal recommends that he place in a registration envelope only those items unique to an individual, not general items such as pencils, programs, city maps and info, etc. All such general items could be less expensively packaged by WCRA. Thus, each attendee would receive two envelopes: (1) a specific one with his/her own materials enclosed, and (2) a general one which would go to all attendees.

July 18, 1979

PROPOSAL TO HANDLE WCRA CONVENTION PRE-REGISTRATION

- 1) WCRA to provide all necessary printed materials and envelopes (or Oxford may provide based upon a separate agreement and budget).
- 2) Receive all monies and registration forms at Whittier Box 4576. Any incomplete registration forms, unsigned checks, irregularities to be returned immediately with explanation letter.
- 3) Reference on registration form amount paid and check number.
- 4) Endorse all checks and deposit in WCRA bank account. Forward deposit receipt and recap of monies received by function to treasurer periodically during pre-registration period.
- 5) Type registrant's name on registration envelope. Place in envelope all items requested which may consist of:
 - typed name badge for each registrant
 - meal tickets
 - tickets for separate functions
 - name badge ribbons as specified; i.e., speakers, participants
 - receipt for convention registration (or we will return by mail to each registrant if preferred)
 - other specified items
- 6) File all registration envelopes in alpha order
- 7) File all convention registration forms in alpha order for historical file
- 8) Provide final recap of registration by function or as requested

Cost: 75¢ per registrant

OXFORD MAILING SERVICE

II. Mailing Lists/Services

- A. Handling day-to-day membership additions, address changes, routine inquiries is charged at an hourly rate of \$12.00.
- B. Currently there are two (2) mailing list set-ups at Oxfoxd:
 1. Zip code sequence -- names of members' colleges and their phone numbers are not included in this set-up
 2. Alpha sequence -- includes college name and members' phone numbers
- C. To set up a new (additional) type of list (e.g., alpha list by zip) -- \$.07 per card/\$77.00 for 1100 names. If additional lists were created, there would now be additional cards to make each time we added a new member. Therefore, there would be a slight increase in the number of hours required to process memberships at the hourly rate (probably negligible).
- D. Initial cost-of-service estimates received from Oxford via John Wooley are included on the attached sheet from Oxford. Note that these costs do not include:
 1. Any printing
 2. A "flat" monthly fee -- instead all costs are based on an hourly rate or on a job rate (as with membership printouts)
 3. Periodic generation of membership lists or updates of same
- E. Total membership lists for board members, etc. -- available at costs indicated on attached sheet from Oxford. The Alpha and zip code lists are set up; the only cost is for running.
- F. Updates of membership lists
 1. Available at any time at costs indicated on attached sheet
 2. Lists of updates only, not including previous members, would be charged at an hourly rate for pulling these specific cards + a run charge per M. Doing this is probably not worth the cost.
 3. If updates were issued monthly, would they really be used that often? If not used, they are definitely not worth the cost. Hal at Oxford indicates that his experience tells him they would not be used that regularly.
- G. Lists of former members
 1. State Directors could get old membership cards (these are not the scan cards used for generating mailing lists) from Oxford at no cost, but this would eliminate any "master" list of who belonged and for how long. Once Oxford gave up a card, any returning member would be classified as "new" since no previous record would be available.
 2. State Directors could get old scan cards (instead of membership master cards) but then new ones (at hourly rate) would have to be made if people renewed.
 3. For years prior to the immediately preceding year, old scan cards could be used to generate lists of non-renewals. Hal plans to keep old scan cards anyway in case someone does renew (this avoids the time required to make new scan cards).
- H. No arrangements have been made with Hal for handling/sending renewal notices. This was not included in projected budget figures. He has a proposal for a new method of handling renewals. Jim will present this at the board meeting.
- I. Last membership list went to State Directors in February, 1979. No additions or updates have been sent. These were never requested.
- J. Outside requests for membership lists
 1. Elaine has asked that all such requests be approved by her
 2. Hal suggests a charge of \$35.00 per M names. Oxford would make \$15.00 and WCRA would get a \$20.00 royalty.
 3. Should we release names and addresses without members' permissions? Hal also has a suggestion of a way to avoid the possible resale of a list we send out.

OXFORD MAILING SERVICE

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

July 18, 1979

WCRA PRICE LIST

Clerical: process memberships, correspondence, filling individual requests for Proceedings, invoicing	\$12.00 per hour
Address print-out of membership	\$ 7.00 M
Address pressure-sensitive labels of membership	\$12.00 M
Outside request for print-out of pressure-sensitive labels of membership (cost consists of \$20.00M WCRA royalty, \$15.00 Oxford labor)	\$35.00 M
Address, sort, tie, bag and mail WCRA Newsletter \$10.00 set-up plus...	\$24.00 M
Minimum cost per job \$1.50	

OXFORD MAILING SERVICE

III. Miscellaneous

A. Proceedings

1. Oxford stores and insures at no cost to us.
 2. \$1.00 to handle, invoice, mail individual copies/orders.
 3. For those mailed as a result of conference registration (because no invoicing is needed), the following rates prevail:
 - \$10.00 -- set-up charge when the big batch from the conference goes out
 - 87.00 -- M (8.7¢ per if fewer than M)
 - \$97.00 -- Total
- + postage (41¢ per pound; about 28¢ each if same as last year when each one weighed 11 ounces including envelopes)

B. Invoicing

1. We have no WCRA invoices but need to have some printed at \$12.00 per 500. Three copies are used at a time -- 2 sent with the order and 1 kept by Oxford.
2. The cost of invoicing is part of the hourly rate charged by Oxford except in the case of the Proceedings where it is part of the \$1.00-per-copy rate.

C. Newsletter

1. On Oxford's price list which indicates, "Address, sort, tie, bag and mail WCRA Newsletter, \$10.00 set-up plus...\$24.00 M," this means:
 - a. The \$10.00 set-up is per issue
 - b. Postage is not included

MAY 30 1979 11

WESTERN
COLLEGE
READING
ASSOCIATION

May 22, 1979

To: WCRA Board of Directors
From: June Dempsey *JD*
Subject: WCRA Hotel Agreement

The attached proposed agreement for the conference hotel is ready for your perusal at the August Board meeting. Those of you who have been involved in arranging conferences may have suggestions for additions or changes. You may wish to have an attorney examine it.

It would be helpful to have this agreement (I think "contract" is not an appropriate term) signed by the sales manager at the North Park Inn, Dallas, Texas for our 1981 Conference as soon as it has been approved.

CC: Ann Faulkner

Attachment

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

AGREEMENT WITH _____ HOTEL

FOR ITS ANNUAL CONFERENCE

_____, _____ TO _____, _____

This agreement requires the _____ Hotel,
_____, _____ to provide the following
requirements for Western College Reading Association's Annual Conference
_____, _____ TO _____, _____ with no charge:

- (1) Six to eight meeting rooms approximately 450 to 500 square feet or large enough for thirty to fifty people available mornings and afternoons each day of the conference. One (1) small room for Board meetings one day prior to, during, and one afternoon after the conference. More meeting rooms may be required due to increased attendance.
- (2) A room of approximately 3000 square feet which can be secured. This room should accommodate fifteen to twenty-five 2-1/2' X 8' tables for exhibitors. A chair and electrical outlet should be provided for each exhibitor.
- (3) A 4500-5000 square foot room for two or three general sessions, times to be arranged by the Program Chairperson.
- (4) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (5) One (1) complimentary room for every fifty (50) rooms occupied by the Association or one (1) suite for every one hundred (100) rooms occupied by the Association. The suite may be used as a hospitality suite with no corkage fee for Association members; the Association will provide napkins, glasses, mix and ice. Members will furnish their own alcohol.

WESTERN COLLEGE READING ASSOCIATION

- (6) The complimentary rooms should be available each night beginning with the evening before the conference opening and ending the evening before the end of the conference. Up to ten (10) V.I.P. courtesy baskets, boxes or trays, depending on the usual hotel courtesy, will be needed. The V.I.P. list will be submitted by the Program Chairperson in advance of the conference.
- (7) Transportation to nearby hotels for members who must stay at another hotel due to lack of hotel space.
- (8) Room rates must be available one (1) year prior to the conference dates.
- (9) A two-week prior to the conference cut-off date for reservations.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference.
- (11) Free or reduced parking charges for Association members during the conference dates.
- (12) A registration table in the lobby, or another agreed upon location, to be staffed by the Association conference registration personnel.
- (13) Complimentary lodging and meeting space for the Board of Directors of Western College Reading Association for the two and a half day Board meeting the fall prior to the conference. The maximum number of rooms required would be ten (10).

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least two (2) meal functions open to the entire membership.
- (3) Two (2) or three (3) mailings and at least two (2) Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

If you are willing to accept the terms of this agreement on behalf of the hotel you represent, please sign this agreement and return to the President of Western College Reading Association:

WESTERN COLLEGE READING ASSOCIATION

On behalf of _____ Hotel I agree to the
terms described above for Western College Reading Association's
Annual Conference _____, _____ to
_____, _____.

Signature

Title

Hotel

Date

On behalf of Western College Reading Association I agree to the terms
described above for Western College Reading Association's Annual
Conference _____, _____ to _____

_____, _____ to be held in _____
Hotel, _____, _____.

President
Western College Reading Association

Date

WESTERN COLLEGE READING ASSOCIATION

WCRA NEWSLETTER REPORT

August, 1979
J. Wells

1. Number of issues - ran 1350 with last issue, included old members and 50 scholarship applicants as well as other organizations and multiple issues to board members. Current members for the next issue only??? Who else would like multiple copies?
2. Advertising - have \$180 commitment from Jamestown for the next 2 issues with a goal to make at least one issue self-sufficient for the year; would like list of potential publishers' exhibitors to contact them for 1-2 issues before the conference; also would like some invoices (have already spoken to Jim and Hal about this) - I currently have Ad Insertion Request Forms but an invoice would be more appropriate for billing purposes, etc.
3. Insights - Gwyn and I had discussed the possible inclusion of the Insights articles in the newsletter with a separate colored foldout type of set up as an alternative - reduced mailing and printing costs, etc. but still retain a separate editor with the joint publishing???
4. STAR Column - would like recommendations for candidates for this column - Soon To Achieve Recognition - WCRA members who are doing interesting things professionally but not receiving an appropriate limelight - the last two have been via recommendations from WCRA members - does the Board have any nominees???
5. Columns from Secretary and Treasurer - regular columns or as needed from the Treasurer but the Board Highlights from the Secretary as she is working with the minutes regularly???
6. Board Duties Column/Articles - in next 2-3 issues and before the conferences some discussion of the various responsibilities and the roles of the board members; might help the Nomination Committee with its communication to potential nominees and give membership an increased understanding of complex role of board members and amount of work and dedication necessary - comments please????
7. Regular Photographer - have had difficulty with obtaining photos - any possibility of official all year photographer who could handle conference as well as obtain them from state/province directors-meetings, officers, etc. - to be funneled to the newsletter on a regular basis. Photos enhance the newsletter, can increase membership reading, and make people more familiar when seen at the conference, etc. We need to show the people that make WCRA what it is!!! Also, column editors photos will be included in the future...
8. Stationery - estimate of \$50 for 1500 sheets - gray w/brown similar to masthead but reduced somewhat
9. Thank you for all your comments and suggestions. Hope that the newsletter is beginning to move in the direction that the Board feels is appropriate as a potentially powerful communication vehicle in our profession... See you in the Spring....

J. Wells

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S YEAR-END REPORT

~~MAY 1, 1979~~

APRIL 30,

ASSETS

Checking (United California Bank)	\$ 554.81
Savings (California Federal Savings)	12,571.60
TOTAL	\$ 13,126.41

CASH RECEIPTS

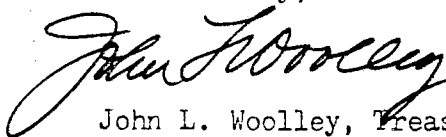
Membership Dues	\$ 1,735.00
Proceedings	1,326.50
Conference	6,147.58
Transfer of funds	TOTAL \$ 9,209.08
to open new Treasurer's Acc't	5.00
	\$ 9,214.08

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.11	183.89
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	106.19	1,058.81
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,215.77	1,554.23
21. Mailing Service **	1,000.00	985.76	14.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,589.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT REVISED ***

APRIL 30, 1979

ASSETS

Checking (United California Bank -- 2 accounts)	\$	2,019.37
Savings (California Federal Savings)		<u>13,571.60</u>
TOTAL	\$	15,590.97

CASH RECEIPTS

Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
TOTAL	\$	9,209.08
Transfer of funds to open new treasurer's acct.		<u>5.00</u>
	\$	9,214.08

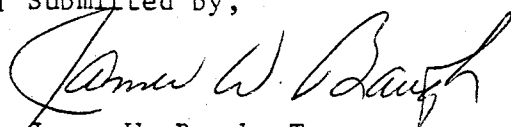
<u>EXPENSES</u>	<u>AMOUNT</u>		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	188.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00*	824.85	25.15
7. Secretary	700.00*	722.96	-22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00*	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards	1,165.00	145.63	1,019.37
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	3,067.66	3,302.34
21. Mailing Service**	<u>1,000.00</u>	<u>633.41</u>	<u>366.59</u>
TOTAL	\$ 28,570.00	\$ 19,979.20	\$ 8,590.80

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12.1.78.

** New budget account approved at San Francisco Meeting 12.1.78.

*** See attachment for explanation of revision.

Revised and Submitted by,


James W. Baugh, Treasurer
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION

NOTES FOR REVISED VERSION OF TREASURER'S YEAR-END REPORT DATED APRIL 30, 1979

Because the fiscal year for IRS reporting purposes ends on April 30, it is necessary to have the year-end report figures reflect accounts as of that date. Although the original year-end report was dated April 30, it included amounts through the end of May. This would prevent a balancing of the books at the end of the next fiscal year and would not reflect the correct figures for balancing on the IRS report.

Additional changes in the year-end report were necessitated as follows:

1. Deposits had been made to the checking account by Oxford Mailing Service without the knowledge of the treasurer. Thus, the figures reflected on the uncorrected books and on the year-end report would not agree with the bank statement for that same period (\$401.00 + \$35.00).
2. Four incorrect figures were entered on the original report. The corrections listed below do not include the additional adjustments for the correction to the fiscal year ending date which appear in the revised **year**-end report.

Savings: Should have read \$13,571.60, not \$12,571.60.

Account #8: The original "Expenditures" amount should have read \$175.39, not \$183.64.

Account #18: Balance should read \$734.85, not \$738.85.

Account #20: The original "Expenditures" amount should have read \$4,845.77, not \$4,815.77

Account #21: The original "Expenditures" amount should have read \$777.03, not \$985.76.

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
REFLECTING 1978-79 EXPENDITURES RECORDED IN THE 1979-80 FISCAL YEAR
MAY 1 TO JULY 16, 1979

ASSETS

Checking	\$	
Savings		
TOTAL	\$	

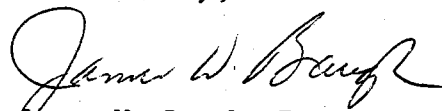
CASH RECEIPTS

Membership Dues	\$	
Proceedings		
Conference		
TOTAL	\$	

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors *	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00	824.85	25.15
7. Secretary	700.00	722.96	-22.96
8. State Directors *	1,100.00	175.39	924.61
9. Newsletter	2,850.00	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards *	1,165.00	1,196.19	-31.19
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference *	6,370.00	4,897.77	1,472.23
21. Mailing Service *	1,000.00	777.03	222.97
TOTAL	\$ 28,570.00	\$ 23,029.51	\$ 5,545.49

* Expenditures occurred in these accounts during the period from May 1, 1979 to July 16, 1979 and were drawn against the 1978-79 budgeted amounts.

Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

Return of Organization Exempt from Income Tax

Under section 501(c) of the Internal Revenue Code (Except Private Foundation)

4
1978

For the calendar year 1978, or fiscal year beginning May 01, 1978 and ending April 30, 1979

Please type, print or attach label. See instruction 0.	FD 95-3177158 990 04 4 00 06 WESTERN COLLEGE READING ASSOCIATION ERIC MONDO COLLEGE c/o JAMES W. BAUGH 3600 WORKMAN MILL RD 15744 GOLDEN WEST STREET WHITTIER CA 90608 HUNTINGTON BEACH, CA 92647	A Employer identification number (see instruction 0) 95 3177158
		B If gross receipts are not normally more than \$10,000 (see general instruction A(5)) check here and do not complete Parts I and II. <input type="checkbox"/> X
		C If exemption application is pending, check here. <input type="checkbox"/> X
		D If address changed, check here. <input type="checkbox"/> X

E Exempt under section 501(c) (.....6.....). Check appropriate box, if applicable—Exempt under section <input type="checkbox"/> 501(e) OR <input type="checkbox"/> 501(f).	F Fair market value of assets at end of year (see instruction P) <input type="checkbox"/> \$15,591
---	--

Part I All Organizations With Gross Receipts of More Than \$10,000—Complete Part I and Lines 1 Through 8, Part II. If Line 8, Part I is Over \$25,000 Also Complete Lines 9 Through 43, Part II. For rounding off money items to whole dollar amounts see instructions.

Revenues	1 Gross sales and receipts (from line 8, Part II), other than shown on lines 5 and 6		
	2 Cost of goods sold		
	3 Cost or other basis and sales expenses of assets sold		
	4 Gross income (line 1 minus sum of lines 2 and 3)		
	5 Gross dues and assessments from members and affiliates		
	6 Gross contributions, gifts, grants and similar amounts received (see instruction 6)		
	7 Total (add lines 4, 5 and 6)		
	8 Gross receipts for filing requirements tests (add lines 1, 5 and 6)		
Expenditures	9 Expenses attributable to amount on line 4		
	10 Expenses attributable to amount on line 6		
	11 Other program-related expenditures		
	12 Excess of receipts over expenditures (line 7 minus sum of lines 9, 10 and 11) Increase or (Decrease) in net worth (see instruction 12)		
Assets and Liabilities		Beginning of year	End of year
	13 Total assets		
	14 Total liabilities		
	15 Net worth		

16 Have you engaged in any activities not previously reported to the Internal Revenue Service? If "Yes," attach a detailed description of these activities	Yes	No
17 Have any changes not previously reported to the Internal Revenue Service been made in your organizing or governing documents? If "Yes," attach a copy of the changes		
18 (a) Is this a group return filed for affiliated organizations covered by a group exemption letter? (See instruction G.)		
(b) Is this a separate return filed by an organization covered by a group exemption letter?		
If "Yes" to either, enter your central or parent organization's four-digit group exemption number (GEN). (See instruction G.)		
19 Have you filed a tax return on Form 990-T, "Exempt Organization Business Income Tax Return," for this year?		
20 Was there a liquidation, dissolution, termination or substantial contraction during the year? (See instruction N.) If "Yes," attach a schedule of the dispositions for the year showing type of assets disposed of, the dates disposed, the cost or other basis, the fair market value on dates of disposition and the names and addresses of the recipients of the assets distributed		
21 (a) Enter amount expended directly or indirectly for political purposes	\$	
(b) Did you file Form 1120-POL, "U.S. Income Tax Return of Certain Political Organizations," for this year?		
22 Clubs exempt under section 501(c)(7): (a) Enter initiation fees and capital contributions included in line 5		
(b) Enter gross receipts from general public for use of club facilities included in line 1. (See instruction 22.)		
(c) Does your governing instrument or any written policy statement provide for discrimination against any person because of race, color or religion?	Yes	No
23 Organizations exempt under section 501(c)(12) enter: (a) The total amount of gross income received from members or shareholders.		
(b) The total amount of gross income received from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)		
24 If you operate a school (see instructions for Part VI, Schedule A), do you certify that you have complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	Yes	No
25 The books are in care of <u>James W. Baugh</u> Telephone No. <u>(714) 892-7714 X633</u> Located at <u>15744 Golden West Street, Huntington Beach, California 92647</u>		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which the preparer has any knowledge.

Signature of officer <u>James W. Baugh</u> TREASURER	Date <u>7/16/79</u>	Paid preparer's signature (see instruction I)	
		Paid preparer's address (or employer's name and address)	

TREASURER'S REPORT

May - 23 JULY, 1979ASSETS

Checking	\$ 681.97
Savings	<u>11,762.61</u>
TOTAL	\$12,444.58

CASH RECEIPTS

Membership Dues	\$ 390.00
Proceedings	163.00
Conference	<u>25.00</u>
TOTAL	\$ 578.00

	<u>EXPENSES</u>		<u>BALANCE</u>
	<u>BUDGET CATEGORY</u>	<u>AMOUNT</u> <u>BUDGETED</u>	
1. President	\$ 670.00	\$ 55.12	\$ 614.88
2. Past President	-0-	-0-	-0-
3. Nominating Committee	250.00	-0-	250.00
4. Coordinator of State Directors	240.00	-0-	240.00
5. Conference Site Selection	50.00	-0-	50.00
6. Treasurer	250.00	19.12	230.88
7. Secretary	300.00	-0-	300.00
8. State Directors	400.00	20.59	379.41
9. Newsletter	3,000.00	300.00	2,700.00
10. Proceedings	3,960.00	-0-	3,960.00
11. Placement	50.00	-0-	50.00
12. Insights	-0-	-0-	-0-
13. Bylaws Committee	10.00	-0-	10.00
14. Minority Affairs	150.00	-0-	150.00
15. Preliminary Conference	-0-	-0-	-0-
16. Board of Directors	1,320.00	147.00	1,173.00
17. Scholarships/Awards	50.00	-0-	50.00
18. Archivist	-0-	-0-	-0-
19. Insurance	-0-	-0-	-0-
20. Conference	1,000.00	-0-	1,000.00
21. Mailing Service	<u>1,500.00</u>	<u>276.26</u>	<u>1,223.74</u>
TOTAL	\$13,200.00	\$ 818.09	\$12,381.91

Submitted by,

James W. Baugh

James W. Baugh, Treasurer

Western College Reading Association

8/29/79
BKL

THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

6

	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00	State Director ----- Chairpersons' Orientation	Continental Breakfast with Publishers	Chairpersons' Orientation	
8:30				
9:00				Meet with the New Board
9:30	State/Region with Newcomers	GENERAL SESSION Mike McHargue Elections	Section Meetings VI	INSTITUTE
10:00				
10:30				Section Meetings IX
11:00	GENERAL SESSION Rosemary Park Intro Candidates	Section Meetings III	Section Meetings VII	INSTITUTE
11:30				
12:00				
12:30				BRUNCH John Ries
1:00				
1:30				
2:00			State/Region with Board	BOARD MEETING
2:30	Section Meetings I	Section Meetings IV	Section Meetings VIII	
3:00				
3:30				
4:00	Section Meetings II	Section Meetings V	Interest & Issues	
4:30				
5:00				
5:30				
6:00	No-host - meet the candidates informally	No-host - Board Reception	Hospitality	
6:30				
7:00				
7:30	DINNER with Entertainment Hospitality	Hospitality		
8:00				
8:30				
9:00				

WESTERN COLLEGE READING ASSOCIATION
THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

Program Summary

Tuesday, March 25

7:00pm - 9:00pm	Board of Directors Meeting	Governors #6	18 people
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Wednesday, March 26

8:30am - 9:00pm	Board of Directors Meeting	Governors #6	18 "
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6:00pm - 9:00pm	Registration	Plaza Square Foyer	
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7:00pm - 11:00pm	Hospitality		50 "
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Thursday, March 27

8:00am - 5:00pm	Registration	Plaza Square Foyer	
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8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
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8:00am - 8:45am	Chairpersons' Orientation	Merced A	60 people
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8:00am - 8:45am	State Directors Meeting	Merced B	60 "
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9:00am - 10:30am	State and Regional Meetings with Newcomers	*San Miguel	75 "
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*Potrero	75 "
----------	------

*Butron	75 "
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*San Francisco A	60 "
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*San Francisco B	60 "
------------------	------

*Merced A	60 "
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*Merced B	60 "
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10:45am - 12:30pm	GENERAL SESSION Introduce Candidates Dr. Rosemary Park	Plaza Square Ballroom West	500 "
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2:00pm - 5:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
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2:00pm - 3:30pm	Section Meetings I (7)	*****	
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3:45pm - 5:15pm	Section Meetings II (7)	*****	
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6:30pm - 7:30pm	No-host cocktails - Meet the Candidates Informally		
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7:30pm -	DINNER/Entertainment		325 "
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9:00pm - 11:00pm	Hospitality		
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Friday, March 28

7:30am - 8:45am	Publishers' Exhibits	Dolores Room	20 tables
7:30am - 8:45am	Continental Breakfast	Dolores Room	350 people
8:00am - 4:00pm	Registration	Plaza Foyer	
9:00am - 10:45am	GENERAL SESSION Elections Mike McHargue	Plaza Square Ballroom West	500 "
10:45 am -	Campus Tours		
11:00am - 12:30pm	Section Meetings III (7)	*****	
2:00pm - 3:15pm	Section Meetings IV (7)	*****	
3:30pm - 5:00pm	Section Meetings V (7)	*****	
6:00pm - 7:30pm	No-host cocktails Board Reception		
8:30pm - 11:00pm	Hospitality (BYOB)		

Saturday, March 29

8:00am - 4:00pm	Registration	Plaza Foyer	
8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
8:15am - 8:45am	Chairpersons' Orientation (alternate)	Merced A	60 people
9:00am - 12:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
9:00am - 10:30am	Section Meetings VI (7)	*****	
10:45am - 12:00pm	Section Meetings VII (7)	*****	
12:30pm - 2:30pm	Editorial Board No-host Lunch		
1:30pm - 2:30pm	State and Regional Directors Meeting with Board	Merced A	60 "
2:30pm - 3:45pm	Section Meetings VIII(7)	*****	
4:00pm - 5:30pm	Interest & Issues Meetings (7)	*****	
5:30pm -	Hospitality		

Sunday, March 30

8:30am - 9:45am	Meet with the New Board Ideas for the Future	Merced A and B	125 "
9:00am - 11:30am	Institute	Governors #1 San Francisco C	60 " 60 "
10:00am - 11:30am	Section Meetings IX (7)	*****	
11:30am - 1:30pm	BRUNCH Awards - Farewells Dr. John C. Ries		
1:30pm -	Board Meeting		

1980 WCRA Conference
Sample Costs

Membership	\$15.00
Registration	20.00
Proceedings	5.00
Institute	5.00

\$ 45.00

Thursday Dinner	18.00
Sunday Brunch	12.00

30.00

Room - Medium Double x 4

151.20

Additional Meals

2 breakfast, 3 lunch, 2 dinner & BYOB

73.80

Total \$ 300.00*

*Not including transportation

1980 WCRA Conference

7

BUDGET

<u>DEBIT</u>		<u>CREDIT</u>	
Printing and Ads (1 Call; 1 Journal)	- \$ 700.00	Conference Registration* (600 x \$25.00)	- \$15,000.00
Mailing - 1 Call to Conference	- 300.00	Exhibitor's Fees (18 x \$200.00)	- 3,600.00
Printing Conference Program (850)	- 1,000.00	Institutes (200 x \$5.00)	- 1,000.00
Conference Phone Calls	- 250.00	Dinner Tickets (320 x \$18.00)	- 5,760.00
Dinner - (325 x \$19.00) includes 5 complimentary	- 6,175.00	Brunch Tickets (200 x \$11.00)	- 2,200.00
Brunch - (205 x \$11.00) includes 5 complimentary	- 2,765.00	Tours and tour buses to cover costs	- 7,777.77
No-host Cocktails (2 x 2 Bartenders)	- 180.00		\$27,560.00
Continental Breakfast (350 x \$3.50 ++)	- 1,500.00		
Decorations	- 75.00		
Entertainment for Dinner	- 250.00		
Hospitality (Set-ups, munchies, etc.)	- 250.00		
Hospitality Suite (possible room charge)	- 700.00		
Keynoters (3) Honoraria	- 450.00		
Keynoters (2) Expenses	- 335.00		
Conference Manager's Room (4 nights x \$45.00)	- 180.00		
Misc. Printing (guides, evaluations, etc.)	- 300.00		
Packets to hold reg materials	- 150.00		
Institutes (4 x \$50.00)	- 200.00		
Student Workers (75 hours x \$3.50)	- 250.00		
Miscellaneous	- 350.00		
Oxford - partial pre-registration	- 300.00		
Tours and tour buses at cost	- 7,777.77		
	\$16,660.00		

* \$25.00 registration fee
does not include membership
dues, Proceedings, or
Institutes.

IV. San Francisco Conference Report -- Betty Levinson

- A. Conference logo was approved by the Board.
- B. The theme will be "The 1980's: New Sources of Energy for Learning". The conference will be held four days, March 27-30, 1980.
- C. The schedule for the conference is attached (attachment #6).
- D. Speakers for the conference:
 - 1. Dr. Rosemary Park, who will speak on the future of higher education.
 - 2. Mike McHargue, a WCRA member, will discuss how to benefit most from the conference.
 - 3. Dr. John C. Ries will present a global picture of the students of the 1980's and what their learning needs will be.
- E. Newcomers will meet in the state/region meetings at 9:00 am on the first day, and Board members will attend those meetings.
- F. Board meetings are scheduled for Tuesday, March 25 at 7:00 pm and Wednesday, March 26 at 8:30 am (see attachment #6 again).
- G. Budget request (attachment #7): In presenting the budget request, Betty recommended that we first consider how much the Board wanted to net on the conference. After reviewing the activities and expenses, the Board increased conference fees.
Moved (Heard), seconded (Bonner) that combined membership, registration, and Proceedings fees be \$45.00.
PASSED.
- H. Conference manager report (Rose Wasson): Rose listed the names of persons who have volunteered to assist at the conference. Carrie Walker from Stanford has agreed to make available a list of alternative hotels for members, the price range, and how to make reservations.

Conference speakers

Board meetings

PASSED
Increased conference fees

V. Minority Affairs Committee report -- Manual Olgin and Don Yamamoto

- A. The committee co-chairpersons presented a summary of their meeting the prior day at the Hyatt (attachment #8).
- B. Responsibilities for the committee will be shared by both.
- C. The immediate objective of the committee is to seek full-time internships with stipends for minority personnel in learning assistance programs at the college level. The reasons, the outcomes, proposed sites, and other resources especially relevant to minority personnel were discussed and listed in the report.
- D. Additional members for the committee will be recruited through the minority affairs column in the Newsletter.

Minority Affairs Committee

Minority internship program

VI. San Francisco Conference (cont'd)

- A. Institutional mailings: Instead of mailing to institutions, Pat suggested we advertise the conference in the Journal of Developmental and Remedial Education. Members also recommended promotion through NARDSPE, the AERA Newsletter, and the TRIO newsletters.

Conference advertising

The Minority Affairs Committee met Thursday, August 23, 1979, at 3:30 pm in the Governor's Suite meeting room of the Hyatt on Union Square. Members present were Manuel Olgin, Don Yamamoto, and J.R. Bonner. Absent were Angelina Rodarte and Ernie Ruby.

I. Objective

The committee agreed that the immediate objective was to establish full-time internships with stipends for minority personnel for administrative and faculty positions in learning assistance programs at the college level.

II. Problem Identification

In discussing some of the problems facing minority personnel in learning assistance work, the following seemed important for further consideration:

1. In some instances LAC and EOP programs are separated on college campuses, sometimes to the detriment of the minority students.
2. Out of the Western LAC programs survey by Olgin, only 1/3 of the respondents served minorities.
3. Minority personnel in EOP programs frequently do not have training for upward mobility.
4. Minorities frequently are not hired or promoted into front line staff positions.
5. Sufficient numbers of minority college students are not being counseled into LAC careers.
6. Western minority personnel need more information about successful EOP and LAC models relevant to minority students.
7. Minority personnel need information about existing training or fellowship programs.
8. Minority personnel need more networking about relevant resources.

III. Survey Results

Manuel reviewed the survey sent to approximately 75 WCRA members who represent two and four year institutions. Of those responding, approximately 37.5% served minorities. Manuel will review the surveys to determine the number of minority personnel and their titles serving minority students. (It is most important to distinguish between EOP and LAC programs.)

IV. Areas of Competencies Needed

The committee listed administrative, teaching, and counseling expertise needed:

1. Administrative
 - a. Program design
 - b. Personnel training and supervision
 - c. Evaluation methods
 - d. Records systems
 - e. Grant writing
 - f. Political action approaches
2. Teaching
 - a. Training for transfer of learning skills to other college courses
 - b. Training as content area specialists, especially in mathematics and science.
3. Counseling
 - a. Academic advising
 - b. Career counseling
 - c. Personal counseling, especially self-management approaches

V. Training Options

The committee recommended seeking funding for both a degree program and a two-year program which would include an internship of one year in administrative training and one year in teaching and counseling services.

For greatest mobility, the person should be training in using hardware and software, and teaching individualized and group classes.

Locations suggested for administrative training were UC Berkeley, Cal State Long Beach, Portland State, and Oberlin. For teaching and counseling, UC Berkeley, Cal State Fullerton, Oberlin, University of Iowa, Northern Colorado, and Marquette were recommended.

VI. Funding sources to explore

By mid-December, the committee agreed to query the following funding sources:

1. Exxon Corporation - Don Yamamoto
2. Kellogg Foundation - Manuel Olgin
3. J.A. Macy Foundation - Manuel Olgin
4. FIPSE - J.R. Bonner will contact Felicia Caplan
5. Education Profession Development Act for Junior College Reading Fellowships - J.R. Bonner will contact Karen Smith
6. Los Angeles Mission College's internship for graduate students - Manuel Olgin

Each committee person including those not present are asked to consult the federal grants officer at his/her campus and query other funding agencies.

VII. Other associations and their conferences

Several other associations were suggested as resources for conferences, ideas, and contact persons:

1. MAEOPP, Mid-America Educational Opportunity, c/o Paul Spaggins, 600 Walnut Suite 40, 2nd Floor, Milwaukee, Wi. 53212 - (newsletter)
2. Networks, Bronx Community College, Bronx, N.Y. 10453 - (newsletter)
3. The Ten Regional TRIO associations
4. Society of Ethnic and Special Studies, Box 21, Edwardsville, Ill. 62026 - (newsletter)

VIII. Publications

1. ACPA Commission XVI Newsletter
2. Journal for Developmental and Remedial Education, Appalachian State University, Boone, North Carolina 28608
3. PSI Newsletter, Journal of Personalized Instruction, Georgetown University, Washington D.C. 20057
4. Community College Frontiers, Sangamon State University, Springfield, Ill. 62708

IX. Committee membership

The committee which functions in an advisory capacity has three vacancies. Don will recruit additional members through the Newsletter.

X. Minority Affairs column

To facilitate an information exchange, Don will write a regular column for the WCRA Newsletter. To assist him, other members should send him information relevant to minorities such as conferences, publications, model programs, names of resource persons, and a description of their expertise. Don will also publish requests for information as well, to encourage other WCRA members to respond with their knowledge.

XI. Co-chairpersons' Responsibilities

1. Don's responsibilities include working closely with President Elaine Cohen and supplying the Newsletter with minority affairs information.
2. Manuel's responsibilities include coordinating the committee's budget and working with J.R. Bonner to disseminate information to the Board and to committee members.

Meeting adjourned at 7:00 pm

Respectfully submitted,

J.R. Bonner

OXFORD MAILING SERVICE

I. Conference Pre-Registration

- A. It appears that if Oxford does not do conference pre-registration, we will actually create more work and more likelihood of error. Either the treasurer should do all things (pre-registration and membership processing) once conference pre-registration begins or Oxford should do all. There is no reasonable way to separate the two functions since conference money and membership money is not separable unless we request two checks from members (not advisable).
- B. Hotel room reservation cards and deposits (if required) will go directly to the hotel. If Oxford or the treasurer gets these or if hotel monies are lumped into membership/conference checks, any such irregular check will be returned for reissue.
- C. Cost of preliminary conference mailings if WCRA prints and Oxford mails:

Approximately	\$50.00 M
+ Postage	<u>84.00 M</u>
	\$134.00 M

WCRA, of course, could handle its own mailings and simply purchase the labels from Oxford.

- D. See attached cost estimate submitted by Oxford for handling conference pre-registration. Hal at Oxford indicated that we could probably add a few additional duties to this list at no additional cost.
- E. Hal recommends that he place in a registration envelope only those items unique to an individual, not general items such as pencils, programs, city maps and info, etc. All such general items could be less expensively packaged by WCRA. Thus, each attendee would receive two envelopes: (1) a specific one with his/her own materials enclosed, and (2) a general one which would go to all attendees.

July 18, 1979

PROPOSAL TO HANDLE WCRA CONVENTION PRE-REGISTRATION

- 1) WCRA to provide all necessary printed materials and envelopes (or Oxford may provide based upon a separate agreement and budget).
- 2) Receive all monies and registration forms at Whittier Box 4576. Any incomplete registration forms, unsigned checks, irregularities to be returned immediately with explanation letter.
- 3) Reference on registration form amount paid and check number.
- 4) Endorse all checks and deposit in WCRA bank account. Forward deposit receipt and recap of monies received by function to treasurer periodically during pre-registration period.
- 5) Type registrant's name on registration envelope. Place in envelope all items requested which may consist of:
 - typed name badge for each registrant
 - meal tickets
 - tickets for separate functions
 - name badge ribbons as specified; i.e., speakers, participants
 - receipt for convention registration (or we will return by mail to each registrant if preferred)
 - other specified items
- 6) File all registration envelopes in alpha order
- 7) File all convention registration forms in alpha order for historical file
- 8) Provide final recap of registration by function or as requested

Cost: 75¢ per registrant

OXFORD MAILING SERVICE

II. Mailing Lists/Services

- A. Handling day-to-day membership additions, address changes, routine inquiries is charged at an hourly rate of \$12.00.
- B. Currently there are two (2) mailing list set-ups at Oxfoxrd:
 1. Zip code sequence -- names of members' colleges and their phone numbers are not included in this set-up
 2. Alpha sequence -- includes college name and members' phone numbers
- C. To set up a new (additional) type of list (e.g., alpha list by zip) -- \$.07 per card/\$77.00 for 1100 names. If additional lists were created, there would now be additional cards to make each time we added a new member. Therefore, there would be a slight increase in the number of hours required to process memberships at the hourly rate (probably negligible).
- D. Initial cost-of-service estimates received from Oxford via John Wooley are included on the attached sheet from Oxford. Note that these costs do not include:
 1. Any printing
 2. A "flat" monthly fee -- instead all costs are based on an hourly rate or on a job rate (as with membership printouts)
 3. Periodic generation of membership lists or updates of same
- E. Total membership lists for board members, etc. -- available at costs indicated on attached sheet from Oxford. The Alpha and zip code lists are set up; the only cost is for running.
- F. Updates of membership lists
 1. Available at any time at costs indicated on attached sheet
 2. Lists of updates only, not including previous members, would be charged at an hourly rate for pulling these specific cards + a run charge per M. Doing this is probably not worth the cost.
 3. If updates were issued monthly, would they really be used that often? If not used, they are definitely not worth the cost. Hal at Oxford indicates that his experience tells him they would not be used that regularly.
- G. Lists of former members
 1. State Directors could get old membership cards (these are not the scan cards used for generating mailing lists) from Oxford at no cost, but this would eliminate any "master" list of who belonged and for how long. Once Oxford gave up a card, any returning member would be classified as "new" since no previous record would be available.
 2. State Directors could get old scan cards (instead of membership master cards) but then new ones (at hourly rate) would have to be made if people renewed.
 3. For years prior to the immediately preceding year, old scan cards could be used to generate lists of non-renewals. Hal plans to keep old scan cards anyway in case someone does renew (this avoids the time required to make new scan cards).
- H. No arrangements have been made with Hal for handling/sending renewal notices. This was not included in projected budget figures. He has a proposal for a new method of handling renewals. Jim will present this at the board meeting.
- I. Last membership list went to State Directors in February, 1979. No additions or updates have been sent. These were never requested.
- J. Outside requests for membership lists
 1. Elaine has asked that all such requests be approved by her
 2. Hal suggests a charge of \$35.00 per M names. Oxford would make \$15.00 and WCRA would get a \$20.00 royalty.
 3. Should we release names and addresses without members' permissions? Hal also has a suggestion of a way to avoid the possible resale of a list we send out.

OXFORD MAILING SERVICE

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

July 18, 1979

WCRA PRICE LIST

Clerical: process memberships, correspondence, filling individual requests for Proceedings, invoicing	\$12.00 per hour
Address print-out of membership	\$ 7.00 M
Address pressure-sensitive labels of membership	\$12.00 M
Outside request for print-out of pressure-sensitive labels of membership (cost consists of \$20.00M WCRA royalty, \$15.00 Oxford labor)	\$35.00 M
Address, sort, tie, bag and mail WCRA Newsletter \$10.00 set-up plus...	\$24.00 M
Minimum cost per job \$1.50	

OXFORD MAILING SERVICE

III. Miscellaneous

A. Proceedings

1. Oxford stores and insures at no cost to us.
 2. \$1.00 to handle, invoice, mail individual copies/orders.
 3. For those mailed as a result of conference registration (because no invoicing is needed), the following rates prevail:
 - \$10.00 -- set-up charge when the big batch from the conference goes out
 - 87.00 -- M (8.7¢ per if fewer than M)
 - \$97.00 -- Total
- + postage (41¢ per pound; about 28¢ each if same as last year when each one weighed 11 ounces including envelopes)

B. Invoicing

1. We have no WCRA invoices but need to have some printed at \$12.00 per 500. Three copies are used at a time -- 2 sent with the order and 1 kept by Oxford.
2. The cost of invoicing is part of the hourly rate charged by Oxford except in the case of the Proceedings where it is part of the \$1.00-per-copy rate.

C. Newsletter

1. On Oxford's price list which indicates, "Address, sort, tie, bag and mail WCRA Newsletter, \$10.00 set-up plus...\$24.00 M," this means:
 - a. The \$10.00 set-up is per issue
 - b. Postage is not included

WESTERN
COLLEGE
READING
ASSOCIATION

MAY 30 1979 11

May 22, 1979

To: WCRA Board of Directors
From: June Dempsey *JD*
Subject: WCRA Hotel Agreement

The attached proposed agreement for the conference hotel is ready for your perusal at the August Board meeting. Those of you who have been involved in arranging conferences may have suggestions for additions or changes. You may wish to have an attorney examine it.

It would be helpful to have this agreement (I think "contract" is not an appropriate term) signed by the sales manager at the North Park Inn, Dallas, Texas for our 1981 Conference as soon as it has been approved.

CC: Ann Faulkner

Attachment

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

WESTERN COLLEGE READING ASSOCIATION

AGREEMENT WITH _____ HOTEL

FOR ITS ANNUAL CONFERENCE

_____, _____ TO _____, _____

This agreement requires the _____ Hotel,
_____, _____ to provide the following
requirements for Western College Reading Association's Annual Conference
_____, _____ TO _____, _____ with no charge:

- (1) Six to eight meeting rooms approximately 450 to 500 square feet or large enough for thirty to fifty people available mornings and afternoons each day of the conference. One (1) small room for Board meetings one day prior to, during, and one afternoon after the conference. More meeting rooms may be required due to increased attendance.
- (2) A room of approximately 3000 square feet which can be secured. This room should accommodate fifteen to twenty-five 2-1/2' X 8' tables for exhibitors. A chair and electrical outlet should be provided for each exhibitor.
- (3) A 4500-5000 square foot room for two or three general sessions, times to be arranged by the Program Chairperson.
- (4) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (5) One (1) complimentary room for every fifty (50) rooms occupied by the Association or one (1) suite for every one hundred (100) rooms occupied by the Association. The suite may be used as a hospitality suite with no corkage fee for Association members; the Association will provide napkins, glasses, mix and ice. Members will furnish their own alcohol.

WESTERN COLLEGE READING ASSOCIATION

- (6) The complimentary rooms should be available each night beginning with the evening before the conference opening and ending the evening before the end of the conference. Up to ten (10) V.I.P. courtesy baskets, boxes or trays, depending on the usual hotel courtesy, will be needed. The V.I.P. list will be submitted by the Program Chairperson in advance of the conference.
- (7) Transportation to nearby hotels for members who must stay at another hotel due to lack of hotel space.
- (8) Room rates must be available one (1) year prior to the conference dates.
- (9) A two-week prior to the conference cut-off date for reservations.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference.
- (11) Free or reduced parking charges for Association members during the conference dates.
- (12) A registration table in the lobby, or another agreed upon location, to be staffed by the Association conference registration personnel.
- (13) Complimentary lodging and meeting space for the Board of Directors of Western College Reading Association for the two and a half day Board meeting the fall prior to the conference. The maximum number of rooms required would be ten (10).

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least two (2) meal functions open to the entire membership.
- (3) Two (2) or three (3) mailings and at least two (2) Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

If you are willing to accept the terms of this agreement on behalf of the hotel you represent, please sign this agreement and return to the President of Western College Reading Association:

WESTERN COLLEGE READING ASSOCIATION

On behalf of _____ Hotel I agree to the
terms described above for Western College Reading Association's
Annual Conference _____, _____ to
_____, _____.

Signature

Title

Hotel

Date

On behalf of Western College Reading Association I agree to the terms
described above for Western College Reading Association's Annual
Conference _____, _____ to _____

_____, _____ to be held in _____
Hotel, _____, _____.

President
Western College Reading Association

Date

WESTERN COLLEGE READING ASSOCIATION

Proposed Changes in WCRA By-laws

After consultation with the By-laws Advisory Committee, the WCRA Board of Directors has recommended that the following changes and additions to the WCRA By-laws be presented to the membership for a vote at the Honolulu conference. Though some are just minor "house-keeping" changes, others are more substantial and are accompanied by the Board's rationale for the recommendation. If you would like a copy of the current By-laws, write to WCRA President, Pat Heard. The Board also decided not to attempt corresponding revisions of the WCRA Constitution, but to follow the option of considering the By-laws the updated, dynamic guidelines for the Association, while keeping the Constitution a more stable, historical document.

Article IV — Officers

6. (The secretary) add: He/she shall act as presiding officer in the absences of the President, President-elect, and Immediate Past-President.

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 and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president. *(Rationale: eliminates the requirement for an increasingly expensive annual certified audit; substitutes the concept of membership audit committee more appropriate for an association of WCRA's size and assets. This approach was recommended by a consultant to the Board.)*

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 By-laws.

2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and 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 thirteen (13) months prior to the election of officers, the president shall appoint a nomination committee chairperson selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the president to proceed as follows:

(Rationale: Substitutes two members for two past-presidents on the nominating committee primarily to reduce the large number of continuing organizational obligations of past-presidents; also ensures that the committee will have a chance at the preceding annual conference to begin scouting and interviewing potential candidates.)

- a. The nominating committee shall confer in face-to-face meeting and 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. The candidate for office must give his/her written consent to run for that office so nominated.
- c. The nominating committee shall submit to the Board of Directors the names of at least (2) members for each of the offices of president-elect, secretary, and treasurer six months prior to the annual conference.
- d. Information about all candidates will be submitted to the membership three months prior

to the annual conference and provisions for absentee voting will be publicized concurrently.

- e. The nominating committee chairperson will issue absentee ballots upon written request by members.
- f. Absentee ballots must have been received 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.
- g. 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.
- h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.
- i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.
- j. 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 election.

4. If a quorum as defined by Article VII of the By-laws is not present at the scheduled general business meetings, business requiring voting — including the election of officers — shall be concluded by mail ballot sent to the general membership. *(Rationale: In the event that no quorum is present at the general session where the election of officers and other important business is to be conducted, there must be some provision for completing the election and other business requiring voting rather than waiting another full year until the next annual conference.)*

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 as of December 31st prior to the annual conference. *(Rationale: Keeps the current 10% quorum but adds a specific date on which it is to be determined. Late December represents the baseline membership figure for the Association — no longer includes non-renewals from the previous conference and doesn't yet include new pre-registrants for the next conference.)*

Article X — Dissolution

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 exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine. *(Rationale: Recently acquired tax exempt status of WCRA requires that this provision for dissolution be added to our By-laws. It ensures that WCRA's assets would go only to other non-profit, educational purposes as decided by the Board of Directors if WCRA dissolved. Specific wording is taken from publication 557 of I.R.S.)*

Article XI — Amendments

1. These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendment shall have been included in the notice calling the meeting.

2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast. *(Rationale: Brings this provision in line with the standard parliamentary interpretation of majorities determined on the basis of "votes cast" rather than "members present"; a 10% quorum is already assured by Article VII.)*

WCRA NEWSLETTER REPORT

August, 1979

J. Wells

1. Number of issues - ran 1350 with last issue, included old members and 50 scholarship applicants as well as other organizations and multiple issues to board members. Current members for the next issue only??? Who else would like multiple copies?
2. Advertising - have \$180 commitment from Jamestown for the next 2 issues with a goal to make at least one issue self-sufficient for the year; would like list of potential publishers' exhibitors to contact them for 1-2 issues before the conference; also would like some invoices (have already spoken to Jim and Hal about this) - I currently have Ad Insertion Request Forms but an invoice would be more appropriate for billing purposes, etc.
3. Insights - Gwyn and I had discussed the possible inclusion of the Insights articles in the newsletter with a separate colored foldout type of set up as an alternative - reduced mailing and printing costs, etc. but still retain a separate editor with the joint publishing???
4. STAR Column - would like recommendations for candidates for this column - Soon To Achieve Recognition - WCRA members who are doing interesting things professionally but not receiving an appropriate limelight - the last two have been via recommendations from WCRA members - does the Board have any nominees???
5. Columns from Secretary and Treasurer - regular columns or as needed from the Treasurer but the Board Highlights from the Secretary as she is working with the minutes regularly???
6. Board Duties Column/Articles - in next 2-3 issues and before the conferences some discussion of the various responsibilities and the roles of the board members; might help the Nomination Committee with its communication to potential nominees and give membership an increased understanding of complex role of board members and amount of work and dedication necessary - comments please????
7. Regular Photographer - have had difficulty with obtaining photos - any possibility of official all year photographer who could handle conference as well as obtain them from state/province directors-meetings, officers, etc. - to be funneled to the newsletter on a regular basis. Photos enhance the newsletter, can increase membership reading, and make people more familiar when seen at the conference, etc. We need to show the people that make WCRA what it is!!! Also, column editors photos will be included in the future...
8. Stationery - estimate of \$50 for 1500 sheets - gray w/brown similar to masthead but reduced somewhat
9. Thank you for all your comments and suggestions. Hope that the newsletter is beginning to move in the direction that the Board feels is appropriate as a potentially powerful communication vehicle in our profession... See you in the Spring....

J. Wells

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT

~~MAY 1, 1979~~

APRIL 30,

ASSETS

Checking (United California Bank)	\$	554.81
Savings (California Federal Savings)		<u>12,571.60</u>
TOTAL	\$	13,126.41

CASH RECEIPTS

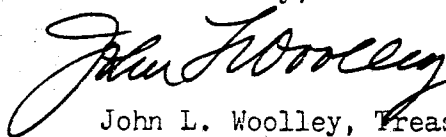
Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
Transfer of funds	TOTAL	\$ 9,209.08
to open new Treasurer's Acc't		5.00
	\$	<u>9,214.08</u>

<u>BUDGET CATEGORY</u>	<u>AMOUNT BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 333.84	\$ - 133.84
2. Previous President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	116.11	183.89
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00 *	824.85	25.15
7. Secretary	700.00 *	722.96	- 22.96
8. State Directors	1,100.00	183.64	916.36
9. Newsletter	2,850.00 *	3,787.07	- 937.07
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	- 88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	- 108.89
17. Scholarships/Awards	1,165.00	106.19	1,058.81
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	4,215.77	1,504.23
21. Mailing Service **	1,000.00	985.76	14.24
TOTAL	\$ 28,570.00	\$ 21,980.76	\$ 6,589.24

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12/1/78.

** New budget account approved at San Francisco Meeting 12/1/78.

Submitted by,



John L. Woolley, Treasurer
Western College Reading Association

JLW:pc

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S YEAR-END REPORT REVISED ***

APRIL 30, 1979

ASSETS

Checking (United California Bank -- 2 accounts)	\$	2,019.37
Savings (California Federal Savings)		<u>13,571.60</u>
TOTAL	\$	15,590.97

CASH RECEIPTS

Membership Dues	\$	1,735.00
Proceedings		1,326.50
Conference		<u>6,147.58</u>
TOTAL	\$	9,209.08
Transfer of funds to open new treasurer's acct.		<u>5.00</u>
	\$	9,214.08

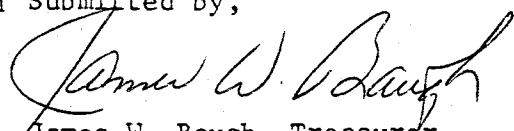
<u>EXPENSES</u>	<u>AMOUNT</u>		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors	300.00	111.77	188.23
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00*	824.85	25.15
7. Secretary	700.00*	722.96	-22.96
8. State Directors	1,100.00	158.74	941.26
9. Newsletter	2,850.00*	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards	1,165.00	145.63	1,019.37
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference	6,370.00	3,067.66	3,302.34
21. Mailing Service**	<u>1,000.00</u>	<u>633.41</u>	<u>366.59</u>
TOTAL	\$ 28,570.00	\$ 19,979.20	\$ 8,590.80

* Amounts budgeted were increased at San Francisco Board of Directors Meeting 12.1.78.

** New budget account approved at San Francisco Meeting 12.1.78.

*** See attachment for explanation of revision.

Revised and Submitted by,


James W. Baugh, Treasurer
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION

NOTES FOR REVISED VERSION OF TREASURER'S YEAR-END REPORT DATED APRIL 30, 1979

Because the fiscal year for IRS reporting purposes ends on April 30, it is necessary to have the year-end report figures reflect accounts as of that date. Although the original year-end report was dated April 30, it included amounts through the end of May. This would prevent a balancing of the books at the end of the next fiscal year and would not reflect the correct figures for balancing on the IRS report.

Additional changes in the year-end report were necessitated as follows:

1. Deposits had been made to the checking account by Oxford Mailing Service without the knowledge of the treasurer. Thus, the figures reflected on the uncorrected books and on the year-end report would not agree with the bank statement for that same period (\$401.00 + \$35.00).
2. Four incorrect figures were entered on the original report. The corrections listed below do not include the additional adjustments for the correction to the fiscal year ending date which appear in the revised **year**-end report.

Savings: Should have read \$13,571.60, not \$12,571.60.

Account #8: The original "Expenditures" amount should have read \$175.39, not \$183.64.

Account #18: Balance should read \$734.85, not \$738.85.

Account #20: The original "Expenditures" amount should have read \$4,845.77, not \$4,815.77

Account #21: The original "Expenditures" amount should have read \$777.03, not \$985.76.

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S REPORT
REFLECTING 1978-79 EXPENDITURES RECORDED IN THE 1979-80 FISCAL YEAR
MAY 1 TO JULY 16, 1979

ASSETS

Checking	\$	
Savings		
TOTAL	\$	

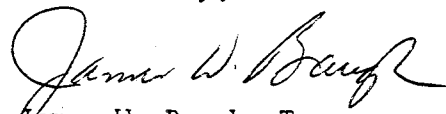
CASH RECEIPTS

Membership Dues	\$	
Proceedings		
Conference		
TOTAL	\$	

<u>EXPENSES</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>		
1. President	\$ 200.00	\$ 338.84	\$ -133.84
2. Past President	300.00	-0-	300.00
3. Nominating Committee	830.00	509.24	320.76
4. Coordinator of State Directors *	300.00	116.14	183.86
5. Conference Site Selection	300.00	90.00	210.00
6. Treasurer	850.00	824.85	25.15
7. Secretary	700.00	722.96	-22.96
8. State Directors *	1,100.00	175.39	924.61
9. Newsletter	2,850.00	3,995.80	-1,145.80
10. Proceedings	3,883.00	3,672.55	210.45
11. Placement	500.00	180.00	320.00
12. Insights	1,500.00	-0-	1,500.00
13. Bylaws Committee	500.00	588.98	-88.98
14. Minority Affairs	700.00	559.73	140.27
15. Preliminary Conference	1,000.00	488.00	512.00
16. Board of Directors	3,000.00	3,108.89	-108.89
17. Scholarships/Awards *	1,165.00	1,196.19	-31.19
18. Archivist	950.00	215.15	734.85
19. Insurance	572.00	572.00	-0-
20. Conference *	6,370.00	4,897.77	1,472.23
21. Mailing Service *	1,000.00	777.03	222.97
TOTAL	\$ 28,570.00	\$ 23,029.51	\$ 5,545.49

* Expenditures occurred in these accounts during the period from May 1, 1979 to July 16, 1979 and were drawn against the 1978-79 budgeted amounts.

Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt from Income Tax

Under section 501(c) of the Internal Revenue Code (Except Private Foundation)

1978

For the calendar year 1978, or fiscal year beginning May 01, 1978 and ending April 30, 1979

Please type, print or attach label. See instruction O.	FD 95-3177158 990 04 4 00 06	A Employer identification number (see instruction O)	95 3177158
	WESTERN COLLEGE READING ASSOCIATION	B If gross receipts are not normally more than \$10,000 (see general instruction A(5)) check here and do not complete Parts I and II.	<input checked="" type="checkbox"/>
	KRISO MONDO COLLEGE c/o JAMES W. BAUGH	C If exemption application is pending, check here.	<input checked="" type="checkbox"/>
	3600 WORKMAN MILL RD 15744 GOLDEN WEST STREET	D If address changed, check here.	<input checked="" type="checkbox"/>
	WHITTIER CA 90608		
 HUNTINGTON BEACH, CA 92642		
E Exempt under section 501(c) (.....6.....). Check appropriate box, if applicable—Exempt under section <input type="checkbox"/> 501(e) OR <input type="checkbox"/> 501(f).	F Fair market value of assets at end of year (see instruction P).	\$15,591	

Part I All Organizations With Gross Receipts of More Than \$10,000—Complete Part I and Lines 1 Through 8, Part II. If Line 8, Part I is Over \$25,000 Also Complete Lines 9 Through 43, Part II. For rounding off money items to whole dollar amounts see instructions.

Revenues	1 Gross sales and receipts (from line 8, Part II), other than shown on lines 5 and 6		
	2 Cost of goods sold		
	3 Cost or other basis and sales expenses of assets sold		
	4 Gross income (line 1 minus sum of lines 2 and 3)		
	5 Gross dues and assessments from members and affiliates		
	6 Gross contributions, gifts, grants and similar amounts received (see instruction 6)		
	7 Total (add lines 4, 5 and 6)		
	8 Gross receipts for filing requirements tests (add lines 1, 5 and 6)		
Expenditures	9 Expenses attributable to amount on line 4		
	10 Expenses attributable to amount on line 6		
	11 Other program-related expenditures		
	12 Excess of receipts over expenditures (line 7 minus sum of lines 9, 10 and 11) Increase or (Decrease) in net worth (see instruction 12)		
Assets and Liabilities		Beginning of year	End of year
	13 Total assets		
	14 Total liabilities		
	15 Net worth		

16 Have you engaged in any activities not previously reported to the Internal Revenue Service? If "Yes," attach a detailed description of these activities	Yes	No
17 Have any changes not previously reported to the Internal Revenue Service been made in your organizing or governing documents? If "Yes," attach a copy of the changes		
18 (a) Is this a group return filed for affiliated organizations covered by a group exemption letter? (See instruction G.)		
(b) Is this a separate return filed by an organization covered by a group exemption letter?		
If "Yes" to either, enter your central or parent organization's four-digit group exemption number (GEN). (See instruction G.)		
19 Have you filed a tax return on Form 990-T, "Exempt Organization Business Income Tax Return," for this year?		
20 Was there a liquidation, dissolution, termination or substantial contraction during the year? (See instruction N.) If "Yes," attach a schedule of the dispositions for the year showing type of assets disposed of, the dates disposed of, the cost or other basis, the fair market value on dates of disposition and the names and addresses of the recipients of the assets distributed		
21 (a) Enter amount expended directly or indirectly for political purposes	\$	
(b) Did you file Form 1120-POL, "U.S. Income Tax Return of Certain Political Organizations," for this year?		
22 Clubs exempt under section 501(c)(7): (a) Enter initiation fees and capital contributions included in line 5		
(b) Enter gross receipts from general public for use of club facilities included in line 1. (See instruction 22.)		
(c) Does your governing instrument or any written policy statement provide for discrimination against any person because of race, color or religion?	Yes	No
23 Organizations exempt under section 501(c)(12) enter: (a) The total amount of gross income received from members or shareholders.		
(b) The total amount of gross income received from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)		
24 If you operate a school (see instructions for Part VI, Schedule A), do you certify that you have complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	Yes	No
25 The books are in care of James W. Baugh Telephone No. (714) 892-7714 X633 Located at 15744 Golden West Street, Huntington Beach, California 92647		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which the preparer has any knowledge.

Signature of officer *James W. Baugh* Date *7/16/79*

Paid preparer's signature (see instruction I)

TREASURER

Paid preparer's address (or employer's name and address)

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

May - 23 JULY, 1979

5

ASSETS

Checking	\$ 681.97
Savings	<u>11,762.61</u>
TOTAL	\$12,444.58

CASH RECEIPTS

Membership Dues	\$ 390.00
Proceedings	163.00
Conference	<u>25.00</u>
TOTAL	\$ 578.00

EXPENSES

	AMOUNT		
<u>BUDGET CATEGORY</u>	<u>BUDGETED</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. President	\$ 670.00	\$ 55.12	\$ 614.88
2. Past President	-0-	-0-	-0-
3. Nominating Committee	250.00	-0-	250.00
4. Coordinator of State Directors	240.00	-0-	240.00
5. Conference Site Selection	50.00	-0-	50.00
6. Treasurer	250.00	19.12	230.88
7. Secretary	300.00	-0-	300.00
8. State Directors	400.00	20.59	379.41
9. Newsletter	3,000.00	300.00	2,700.00
10. Proceedings	3,960.00	-0-	3,960.00
11. Placement	50.00	-0-	50.00
12. Insights	-0-	-0-	-0-
13. Bylaws Committee	10.00	-0-	10.00
14. Minority Affairs	150.00	-0-	150.00
15. Preliminary Conference	-0-	-0-	-0-
16. Board of Directors	1,320.00	147.00	1,173.00
17. Scholarships/Awards	50.00	-0-	50.00
18. Archivist	-0-	-0-	-0-
19. Insurance	-0-	-0-	-0-
20. Conference	1,000.00	-0-	1,000.00
21. Mailing Service	<u>1,500.00</u>	<u>276.26</u>	<u>1,223.74</u>
TOTAL	\$13,200.00	\$ 818.09	\$12,381.91

Submitted by,

James W. Baugh

James W. Baugh, Treasurer

Western College Reading Association

8/29/79
BKL

THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

6

	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00	State Director - - - - -	Continental Breakfast with Publishers		
8:30	Chairpersons' Orientation		Chairpersons' Orientation	
9:00				Meet with the New Board
9:30	State/Region with Newcomers	GENERAL SESSION Mike McHargue Elections	Section Meetings VI	Section Meetings IX
10:00				
10:30				
11:00	GENERAL SESSION	Section Meetings III	Section Meetings VII	BRUNCH John Ries
11:30	Rosemary Park Intro Candi- dates			
12:00				
12:30		C A M P U S T O U R S		BOARD MEETING
1:00				
1:30				
2:00		Section Meetings IV	State/Region with Board	BOARD MEETING
2:30	Section Meetings I		Section Meetings VIII	
3:00				
3:30		Section Meetings V		BOARD MEETING
4:00	Section Meetings II		Interest & Issues	
4:30				
5:00				Hospitalsity
5:30				
6:00	No-host - meet the candidates informally	No-host - Board Reception		
6:30				
7:00				
7:30	DINNER with Entertain- ment			
8:00		Hospitalsity		
8:30				
9:00	Hospitalsity			

WESTERN COLLEGE READING ASSOCIATION
THE 1980's: NEW SOURCES OF ENERGY FOR LEARNING

Program Summary

Tuesday, March 25

7:00pm - 9:00pm	Board of Directors Meeting	Governors #6	18 people
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Wednesday, March 26

8:30am - 9:00pm	Board of Directors Meeting	Governors #6	18 "
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6:00pm - 9:00pm	Registration	Plaza Square Foyer	
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7:00pm - 11:00pm	Hospitality		50 "
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Thursday, March 27

8:00am - 5:00pm	Registration	Plaza Square Foyer	
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8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
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8:00am - 8:45am	Chairpersons' Orientation	Merced A	60 people
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8:00am - 8:45am	State Directors Meeting	Merced B	60 "
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9:00am - 10:30am	State and Regional Meetings with Newcomers	*San Miguel	75 "
		*Potrero	75 "
		*Butron	75 "
		*San Francisco A	60 "
		*San Francisco B	60 "
		*Merced A	60 "
		*Merced B	60 "

10:45am - 12:30pm	GENERAL SESSION Introduce Candidates Dr. Rosemary Park	Plaza Square Ballroom West	500 "
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2:00pm - 5:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
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2:00pm - 3:30pm	Section Meetings I (7)	*****	
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3:45pm - 5:15pm	Section Meetings II (7)	*****	
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6:30pm - 7:30pm	No-host cocktails - Meet the Candidates Informally		
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7:30pm -	DINNER/Entertainment		325 "
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9:00pm - 11:00pm	Hospitality		
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Friday, March 28

7:30am - 8:45am	Publishers' Exhibits	Dolores Room	20 tables
7:30am - 8:45am	Continental Breakfast	Dolores Room	350 people
8:00am - 4:00pm	Registration	Plaza Foyer	
9:00am - 10:45am	GENERAL SESSION Elections Mike McHargue	Plaza Square Ballroom West	500 "
10:45 am -	Campus Tours		
11:00am - 12:30pm	Section Meetings III (7)	*****	
2:00pm - 3:15pm	Section Meetings IV (7)	*****	
3:30pm - 5:00pm	Section Meetings V (7)	*****	
6:00pm - 7:30pm	No-host cocktails Board Reception		
8:30pm - 11:00pm	Hospitality (BYOB)		

Saturday, March 29

8:00am - 4:00pm	Registration	Plaza Foyer	
8:00am - 5:00pm	Publishers' Exhibits	Dolores Room	20 tables
8:15am - 8:45am	Chairpersons' Orientation (alternate)	Merced A	60 people
9:00am - 12:00pm	Institute	Governors #1 San Francisco C	60 " 60 "
9:00am - 10:30am	Section Meetings VI (7)	*****	
10:45am - 12:00pm	Section Meetings VII (7)	*****	
12:30pm - 2:30pm	Editorial Board No-host Lunch		
1:30pm - 2:30pm	State and Regional Directors Meeting with Board	Merced A	60 "
2:30pm - 3:45pm	Section Meetings VIII(7)	*****	
4:00pm - 5:30pm	Interest & Issues Meetings (7)	*****	
5:30pm -	Hospitality		

Sunday, March 30

8:30am - 9:45am	Meet with the New Board Ideas for the Future	Merced A and B	125 "
9:00am - 11:30am	Institute	Governors #1 San Francisco C	60 " 60 "
10:00am - 11:30am	Section Meetings IX (7)	*****	
11:30am - 1:30pm	BRUNCH Awards - Farewells Dr. John C. Ries		
1:30pm -	Board Meeting		

1980 WCRA Conference
Sample Costs

Membership	\$15.00	
Registration	20.00	
Proceedings	5.00	
Institute	5.00	
		<hr/>
		\$ 45.00
Thursday Dinner	18.00	
Sunday Brunch	12.00	
		<hr/>
		30.00
Room - Medium Double x 4		
		<hr/>
		151.20
Additional Meals		
2 breakfast, 3 lunch, 2 dinner & BYOB		
		<hr/>
		73.80
		<hr/>
Total	\$ 300.00*	

*Not including transportation

1950 WCRA Conference

7

BUDGET

<u>DEBIT</u>		<u>CREDIT</u>	
Printing and Ads (1 Call; 1 Journal)	- \$ 700.00	Conference Registration* (600 x \$25.00)	- \$15,000.00
Mailing - 1 Call to Conference	- 300.00	Exhibitor's Fees (18 x \$200.00)	- 3,600.00
Printing Conference Program (850)	- 1,000.00	Institutes (200 x \$5.00)	- 1,000.00
Conference Phone Calls	- 250.00	Dinner Tickets (320 x \$18.00)	- 5,760.00
Dinner - (325 x \$19.00) includes 5 complimentary	- 6,175.00	Brunch Tickets (200 x \$11.00)	- 2,200.00
Brunch - (205 x \$11.00) includes 5 complimentary	- 2,765.00	Tours and tour buses to cover costs	- ?,???.
No-host Cocktails (2 x 2 Bartenders)	- 150.00		\$27,560.00
Continental Breakfast (350 x \$3.50 ++)	- 1,500.00		
Decorations	- 75.00		
Entertainment for Dinner	- 250.00		
Hospitality (Set-ups, munchies, etc.)	- 250.00		
Hospitality Suite (possible room charge)	- 700.00		
Keynoters (3) Honoraria	- 450.00		
Keynoters (2) Expenses	- 335.00		
Conference Manager's Room (4 nights x \$45.00)	- 180.00		
Misc. Printing (guides, evaluations, etc.)	- 300.00		
Packets to hold reg materials	- 150.00		
Institutes (4 x \$50.00)	- 200.00		
Student Workers (75 hours x \$3.50)	- 250.00		
Miscellaneous	- 350.00		
Oxford - partial pre-registration	- 300.00		
Tours and tour buses at cost	- ?,???.		
	<u>\$16,660.00</u>		

* \$25.00 registration fee
does not include membership
dues, Proceedings, or
Institutes.

IV. San Francisco Conference Report -- Betty Levinson

- A. Conference logo was approved by the Board.
- B. The theme will be "The 1980's: New Sources of Energy for Learning". The conference will be held four days, March 27-30, 1980.
- C. The schedule for the conference is attached (attachment #6).
- D. Speakers for the conference:
 - 1. Dr. Rosemary Park, who will speak on the future of higher education.
 - 2. Mike McHargue, a WCRA member, will discuss how to benefit most from the conference.
 - 3. Dr. John C. Ries will present a global picture of the students of the 1980's and what their learning needs will be.
- E. Newcomers will meet in the state/region meetings at 9:00 am on the first day, and Board members will attend those meetings.
- F. Board meetings are scheduled for Tuesday, March 25 at 7:00 pm and Wednesday, March 26 at 8:30 am (see attachment #6 again).
- G. Budget request (attachment #7): In presenting the budget request, Betty recommended that we first consider how much the Board wanted to net on the conference. After reviewing the activities and expenses, the Board increased conference fees.
Moved (Heard), seconded (Bonner) that combined membership, registration, and Proceedings fees be \$45.00..
PASSED.
- H. Conference manager report (Rose Wasson): Rose listed the names of persons who have volunteered to assist at the conference. Carrie Walker from Stanford has agreed to make available a list of alternative hotels for members, the price range, and how to make reservations.

Conference speakers

Board meetings

PASSED
Increased conference fees

V. Minority Affairs Committee report -- Manual Olgin and Don Yamamoto

- A. The committee co-chairpersons presented a summary of their meeting the prior day at the Hyatt (attachment #8).
- B. Responsibilities for the committee will be shared by both.
- C. The immediate objective of the committee is to seek full-time internships with stipends for minority personnel in learning assistance programs at the college level. The reasons, the outcomes, proposed sites, and other resources especially relevant to minority personnel were discussed and listed in the report.
- D. Additional members for the committee will be recruited through the minority affairs column in the Newsletter.

Minority Affairs Committee

Minority internship program

VI. San Francisco Conference (cont'd)

- A. Institutional mailings: Instead of mailing to institutions, Pat suggested we advertise the conference in the Journal of Developmental and Remedial Education. Members also recommended promotion through NARDSPE, the AERA Newsletter, and the TRIO newsletters.

Conference advertising

The Minority Affairs Committee met Thursday, August 23, 1979, at 3:30 pm in the Governor's Suite meeting room of the Hyatt on Union Square. Members present were Manuel Olgin, Don Yamamoto, and J.R. Bonner. Absent were Angelina Rodarte and Ernie Ruby.

I. Objective

The committee agreed that the immediate objective was to establish full-time internships with stipends for minority personnel for administrative and faculty positions in learning assistance programs at the college level.

II. Problem Identification

In discussing some of the problems facing minority personnel in learning assistance work, the following seemed important for further consideration:

1. In some instances LAC and EOP programs are separated on college campuses, sometimes to the detriment of the minority students.
2. Out of the Western LAC programs survey by Olgin, only 1/3 of the respondents served minorities.
3. Minority personnel in EOP programs frequently do not have training for upward mobility.
4. Minorities frequently are not hired or promoted into front line staff positions.
5. Sufficient numbers of minority college students are not being counseled into LAC careers.
6. Western minority personnel need more information about successful EOP and LAC models relevant to minority students.
7. Minority personnel need information about existing training or fellowship programs.
8. Minority personnel need more networking about relevant resources.

III. Survey Results

Manuel reviewed the survey sent to approximately 75 WCRA members who represent two and four year institutions. Of those responding, approximately 37.5% served minorities. Manuel will review the surveys to determine the number of minority personnel and their titles serving minority students. (It is most important to distinguish between EOP and LAC programs.)

IV. Areas of Competencies Needed

The committee listed administrative, teaching, and counseling expertise needed:

1. Administrative
 - a. Program design
 - b. Personnel training and supervision
 - c. Evaluation methods
 - d. Records systems
 - e. Grant writing
 - f. Political action approaches
2. Teaching
 - a. Training for transfer of learning skills to other college courses
 - b. Training as content area specialists, especially in mathematics and science.
3. Counseling
 - a. Academic advising
 - b. Career counseling
 - c. Personal counseling, especially self-management approaches

V. Training Options

The committee recommended seeking funding for both a degree program and a two-year program which would include an internship of one year in administrative training and one year in teaching and counseling services.

For greatest mobility, the person should be training in using hardware and software, and teaching individualized and group classes.

Locations suggested for administrative training were UC Berkeley, Cal State Long Beach, Portland State, and Oberlin. For teaching and counseling, UC Berkeley, Cal State Fullerton, Oberlin, University of Iowa, Northern Colorado, and Marquette were recommended.

VI. Funding sources to explore

By mid-December, the committee agreed to query the following funding sources:

1. Exxon Corporation - Don Yamamoto
2. Kellogg Foundation - Manuel Olgin
3. J.A. Macy Foundation - Manuel Olgin
4. FIPSE - J.R. Bonner will contact Felicia Caplan
5. Education Profession Development Act for Junior College Reading Fellowships - J.R. Bonner will contact Karen Smith
6. Los Angeles Mission College's internship for graduate students - Manuel Olgin

Each committee person including those not present are asked to consult the federal grants officer at his/her campus and query other funding agencies.

VII. Other associations and their conferences

Several other associations were suggested as resources for conferences, ideas, and contact persons:

1. MAEOPP, Mid-America Educational Opportunity, c/o Paul Spaggins, 600 Walnut Suite 40, 2nd Floor, Milwaukee, Wi. 53212 - (newsletter)
2. Networks, Bronx Community College, Bronx, N.Y. 10453 - (newsletter)
3. The Ten Regional TRIO associations
4. Society of Ethnic and Special Studies, Box 21, Edwardsville, Ill. 62026 - (newsletter)

VIII. Publications

1. ACPA Commission XVI Newsletter
2. Journal for Developmental and Remedial Education, Appalachian State University, Boone, North Carolina 28608
3. PSI Newsletter, Journal of Personalized Instruction, Georgetown University, Washington D.C. 20057
4. Community College Frontiers, Sangamon State University, Springfield, Ill. 62708

IX. Committee membership

The committee which functions in an advisory capacity has three vacancies. Don will recruit additional members through the Newsletter.

X. Minority Affairs column

To facilitate an information exchange, Don will write a regular column for the WCRA Newsletter. To assist him, other members should send him information relevant to minorities such as conferences, publications, model programs, names of resource persons, and a description of their expertise. Don will also publish requests for information as well, to encourage other WCRA members to respond with their knowledge.

XI. Co-chairpersons' Responsibilities

1. Don's responsibilities include working closely with President Elaine Cohen and supplying the Newsletter with minority affairs information.
2. Manuel's responsibilities include coordinating the committee's budget and working with J.R. Bonner to disseminate information to the Board and to committee members.

Meeting adjourned at 7:00 pm

Respectfully submitted,

J.R. Bonner

OXFORD MAILING SERVICE

I. Conference Pre-Registration

- A. It appears that if Oxford does not do conference pre-registration, we will actually create more work and more likelihood of error. Either the treasurer should do all things (pre-registration and membership processing) once conference pre-registration begins or Oxford should do all. There is no reasonable way to separate the two functions since conference money and membership money is not separable unless we request two checks from members (not advisable).
- B. Hotel room reservation cards and deposits (if required) will go directly to the hotel. If Oxford or the treasurer gets these or if hotel monies are lumped into membership/conference checks, any such irregular check will be returned for reissue.
- C. Cost of preliminary conference mailings if WCRA prints and Oxford mails:

Approximately	\$50.00 M
+ Postage	<u>84.00 M</u>
	\$134.00 M

WCRA, of course, could handle its own mailings and simply purchase the labels from Oxford.

- D. See attached cost estimate submitted by Oxford for handling conference pre-registration. Hal at Oxford indicated that we could probably add a few additional duties to this list at no additional cost.
- E. Hal recommends that he place in a registration envelope only those items unique to an individual, not general items such as pencils, programs, city maps and info, etc. All such general items could be less expensively packaged by WCRA. Thus, each attendee would receive two envelopes: (1) a specific one with his/her own materials enclosed, and (2) a general one which would go to all attendees.

July 18, 1979

PROPOSAL TO HANDLE WCRA CONVENTION PRE-REGISTRATION

- 1) WCRA to provide all necessary printed materials and envelopes (or Oxford may provide based upon a separate agreement and budget).
- ✓ 2) Receive all monies and registration forms at Whittier Box 4576. Any incomplete registration forms, unsigned checks, irregularities to be returned immediately with explanation letter.
- ✓ 3) Reference on registration form amount paid and check number.
- ✓ 4) Endorse all checks and deposit in WCRA bank account. Forward deposit receipt and recap of monies received by function to treasurer periodically during pre-registration period.
- 5) Type registrant's name on registration envelope. Place in envelope all items requested which may consist of:
 - typed name badge for each registrant
 - meal tickets
 - tickets for separate functions
 - name badge ribbons as specified; i.e., speakers, participants
 - receipt for convention registration (or we will return by mail to each registrant if preferred)
 - other specified items
- 6) File all registration envelopes in alpha order
- 7) File all convention registration forms in alpha order for historical file
- ✓ 8) Provide final recap of registration by function or as requested

Cost: 75¢ per registrant

OXFORD MAILING SERVICE

II. Mailing Lists/Services

- A. Handling day-to-day membership additions, address changes, routine inquiries is charged at an hourly rate of \$12.00.
- B. Currently there are two (2) mailing list set-ups at Oxfoxd:
 1. Zip code sequence -- names of members' colleges and their phone numbers are not included in this set-up
 2. Alpha sequence -- includes college name and members' phone numbers
- C. To set up a new (additional) type of list (e.g., alpha list by zip) -- \$.07 per card/\$77.00 for 1100 names. If additional lists were created, there would now be additional cards to make each time we added a new member. Therefore, there would be a slight increase in the number of hours required to process memberships at the hourly rate (probably negligible).
- D. Initial cost-of-service estimates received from Oxford via John Wooley are included on the attached sheet from Oxford. Note that these costs do not include:
 1. Any printing
 2. A "flat" monthly fee -- instead all costs are based on an hourly rate or on a job rate (as with membership printouts)
 3. Periodic generation of membership lists or updates of same
- E. Total membership lists for board members, etc. -- available at costs indicated on attached sheet from Oxford. The Alpha and zip code lists are set up; the only cost is for running.
- F. Updates of membership lists
 1. Available at any time at costs indicated on attached sheet
 2. Lists of updates only, not including previous members, would be charged at an hourly rate for pulling these specific cards + a run charge per M. Doing this is probably not worth the cost.
 3. If updates were issued monthly, would they really be used that often? If not used, they are definitely not worth the cost. Hal at Oxford indicates that his experience tells him they would not be used that regularly.
- G. Lists of former members
 1. State Directors could get old membership cards (these are not the scan cards used for generating mailing lists) from Oxford at no cost, but this would eliminate any "master" list of who belonged and for how long. Once Oxford gave up a card, any returning member would be classified as "new" since no previous record would be available.
 2. State Directors could get old scan cards (instead of membership master cards) but then new ones (at hourly rate) would have to be made if people renewed.
 3. For years prior to the immediately preceding year, old scan cards could be used to generate lists of non-renewals. Hal plans to keep old scan cards anyway in case someone does renew (this avoids the time required to make new scan cards).
- H. No arrangements have been made with Hal for handling/sending renewal notices. This was not included in projected budget figures. He has a proposal for a new method of handling renewals. Jim will present this at the board meeting.
- I. Last membership list went to State Directors in February, 1979. No additions or updates have been sent. These were never requested.
- J. Outside requests for membership lists
 1. Elaine has asked that all such requests be approved by her
 2. Hal suggests a charge of \$35.00 per M names. Oxford would make \$15.00 and WCRA would get a \$20.00 royalty.
 3. Should we release names and addresses without members' permissions? Hal also has a suggestion of a way to avoid the possible resale of a list we send out.

OXFORD MAILING SERVICE

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

July 18, 1979

WCRA PRICE LIST

Clerical: process memberships, correspondence, filling individual requests for Proceedings, invoicing	\$12.00 per hour
Address print-out of membership	\$ 7.00 M
Address pressure-sensitive labels of membership	\$12.00 M
Outside request for print-out of pressure-sensitive labels of membership (cost consists of \$20.00M WCRA royalty, \$15.00 Oxford labor)	\$35.00 M
Address, sort, tie, bag and mail WCRA Newsletter \$10.00 set-up plus...	\$24.00 M
Minimum cost per job \$1.50	

OXFORD MAILING SERVICE

III. Miscellaneous

A. Proceedings

1. Oxford stores and insures at no cost to us.
 2. \$1.00 to handle, invoice, mail individual copies/orders.
 3. For those mailed as a result of conference registration (because no invoicing is needed), the following rates prevail:
 - \$10.00 -- set-up charge when the big batch from the conference goes out
 - 87.00 -- M (8.7¢ per if fewer than M)
 - \$97.00 -- Total
- + postage (41¢ per pound; about 28¢ each if same as last year when each one weighed 11 ounces including envelopes)

B. Invoicing

1. We have no WCRA invoices but need to have some printed at \$12.00 per 500. Three copies are used at a time -- 2 sent with the order and 1 kept by Oxford.
2. The cost of invoicing is part of the hourly rate charged by Oxford except in the case of the Proceedings where it is part of the \$1.00-per-copy rate.

C. Newsletter

1. On Oxford's price list which indicates, "Address, sort, tie, bag and mail WCRA Newsletter, \$10.00 set-up plus...\$24.00 M," this means:
 - a. The \$10.00 set-up is per issue
 - b. Postage is not included

WESTERN
COLLEGE
READING
ASSOCIATION

MAY 30 1979 11

May 22, 1979

To: WCRA Board of Directors
From: June Dempsey *JD*
Subject: WCRA Hotel Agreement

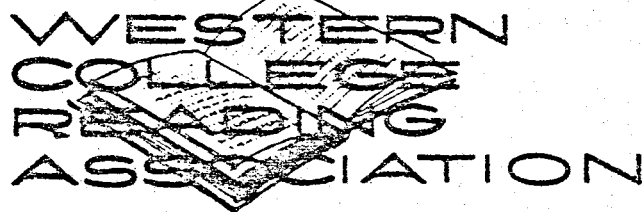
The attached proposed agreement for the conference hotel is ready for your perusal at the August Board meeting. Those of you who have been involved in arranging conferences may have suggestions for additions or changes. You may wish to have an attorney examine it.

It would be helpful to have this agreement (I think "contract" is not an appropriate term) signed by the sales manager at the North Park Inn, Dallas, Texas for our 1981 Conference as soon as it has been approved.

CC: Ann Faulkner

Attachment

WESTERN COLLEGE READING ASSOCIATION



WESTERN COLLEGE READING ASSOCIATION

AGREEMENT WITH _____ HOTEL

FOR ITS ANNUAL CONFERENCE

_____, _____ TO _____, _____

This agreement requires the _____ Hotel,
_____, _____ to provide the following
requirements for Western College Reading Association's Annual Conference
_____, _____ TO _____, _____ with no charge:

- (1) Six to eight meeting rooms approximately 450 to 500 square feet or large enough for thirty to fifty people available mornings and afternoons each day of the conference. One (1) small room for Board meetings one day prior to, during, and one afternoon after the conference. More meeting rooms may be required due to increased attendance.
- (2) A room of approximately 3000 square feet which can be secured. This room should accommodate fifteen to twenty-five 2-1/2' X 8' tables for exhibitors. A chair and electrical outlet should be provided for each exhibitor.
- (3) A 4500-5000 square foot room for two or three general sessions, times to be arranged by the Program Chairperson.
- (4) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (5) One (1) complimentary room for every fifty (50) rooms occupied by the Association or one (1) suite for every one hundred (100) rooms occupied by the Association. The suite may be used as a hospitality suite with no corkage fee for Association members; the Association will provide napkins, glasses, mix and ice. Members will furnish their own alcohol.

WESTERN COLLEGE READING ASSOCIATION

- (6) The complimentary rooms should be available each night beginning with the evening before the conference opening and ending the evening before the end of the conference. Up to ten (10) V.I.P. courtesy baskets, boxes or trays, depending on the usual hotel courtesy, will be needed. The V.I.P. list will be submitted by the Program Chairperson in advance of the conference.
- (7) Transportation to nearby hotels for members who must stay at another hotel due to lack of hotel space.
- (8) Room rates must be available one (1) year prior to the conference dates.
- (9) A two-week prior to the conference cut-off date for reservations.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference.
- (11) Free or reduced parking charges for Association members during the conference dates.
- (12) A registration table in the lobby, or another agreed upon location, to be staffed by the Association conference registration personnel.
- (13) Complimentary lodging and meeting space for the Board of Directors of Western College Reading Association for the two and a half day Board meeting the fall prior to the conference. The maximum number of rooms required would be ten (10).

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least two (2) meal functions open to the entire membership.
- (3) Two (2) or three (3) mailings and at least two (2) Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

If you are willing to accept the terms of this agreement on behalf of the hotel you represent, please sign this agreement and return to the President of Western College Reading Association:

WESTERN COLLEGE READING ASSOCIATION

On behalf of _____ Hotel I agree to the
terms described above for Western College Reading Association's
Annual Conference _____, _____ to
_____, _____.

Signature

Title

Hotel

Date

On behalf of Western College Reading Association I agree to the terms
described above for Western College Reading Association's Annual
Conference _____, _____ to _____

_____, _____ to be held in _____
Hotel, _____, _____.

President
Western College Reading Association

Date

WESTERN COLLEGE READING ASSOCIATION

Proposed Changes in WCRA By-laws

After consultation with the By-laws Advisory Committee, the WCRA Board of Directors has recommended that the following changes and additions to the WCRA By-laws be presented to the membership for a vote at the Honolulu conference. Though some are just minor "house-keeping" changes, others are more substantial and are accompanied by the Board's rationale for the recommendation. If you would like a copy of the current By-laws, write to WCRA President, Pat Heard. The Board also decided not to attempt corresponding revisions of the WCRA Constitution, but to follow the option of considering the By-laws the updated, dynamic guidelines for the Association, while keeping the Constitution a more stable, historical document.

Article IV — Officers

6. (The secretary) add: He/she shall act as presiding officer in the absences of the President, President-elect, and Immediate Past-President.

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 and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year, there shall be a review of the financial records by a committee of three members to be appointed by the president. *(Rationale: eliminates the requirement for an increasingly expensive annual certified audit; substitutes the concept of membership audit committee more appropriate for an association of WCRA's size and assets. This approach was recommended by a consultant to the Board.)*

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 By-laws.

2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and 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 thirteen (13) months prior to the election of officers, the president shall appoint a nomination committee chairperson selected from the available past presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the president to proceed as follows:

(Rationale: Substitutes two members for two past-presidents on the nominating committee primarily to reduce the large number of continuing organizational obligations of past-presidents; also ensures that the committee will have a chance at the preceding annual conference to begin scouting and interviewing potential candidates.)

- a. The nominating committee shall confer in face-to-face meeting and 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. The candidate for office must give his/her written consent to run for that office so nominated.
- c. The nominating committee shall submit to the Board of Directors the names of at least (2) members for each of the offices of president-elect, secretary, and treasurer six months prior to the annual conference.
- d. Information about all candidates will be submitted to the membership three months prior

to the annual conference and provisions for absentee voting will be publicized concurrently.

- e. The nominating committee chairperson will issue absentee ballots upon written request by members.
- f. Absentee ballots must have been received 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.
- g. 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.
- h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.
- i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.
- j. 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 election.

4. If a quorum as defined by Article VII of the By-laws is not present at the scheduled general business meetings, business requiring voting — including the election of officers — shall be concluded by mail ballot sent to the general membership. *(Rationale: In the event that no quorum is present at the general session where the election of officers and other important business is to be conducted, there must be some provision for completing the election and other business requiring voting rather than waiting another full year until the next annual conference.)*

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 as of December 31st prior to the annual conference. *(Rationale: Keeps the current 10% quorum but adds a specific date on which it is to be determined. Late December represents the baseline membership figure for the Association — no longer includes non-renewals from the previous conference and doesn't yet include new pre-registrants for the next conference.)*

Article X — Dissolution

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 exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine. *(Rationale: Recently acquired tax exempt status of WCRA requires that this provision for dissolution be added to our By-laws. It ensures that WCRA's assets would go only to other non-profit, educational purposes as decided by the Board of Directors if WCRA dissolved. Specific wording is taken from publication 557 of I.R.S.)*

Article XI — Amendments

1. These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendment shall have been included in the notice calling the meeting.

2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast. *(Rationale: Brings this provision in line with the standard parliamentary interpretation of majorities determined on the basis of "votes cast" rather than "members present"; a 10% quorum is already assured by Article VII.)*

WCRA NEWSLETTER REPORT

August, 1979
J. Wells

1. Number of issues - ran 1350 with last issue, included old members and 50 scholarship applicants as well as other organizations and multiple issues to board members. Current members for the next issue only??? Who else would like multiple copies?
2. Advertising - have \$180 commitment from Jamestown for the next 2 issues with a goal to make at least one issue self-sufficient for the year; would like list of potential publishers' exhibitors to contact them for 1-2 issues before the conference; also would like some invoices (have already spoken to Jim and Hal about this) - I currently have Ad Insertion Request Forms but an invoice would be more appropriate for billing purposes, etc.
3. Insights - Gwyn and I had discussed the possible inclusion of the Insights articles in the newsletter with a separate colored foldout type of set up as an alternative - reduced mailing and printing costs, etc. but still retain a separate editor with the joint publishing???
4. STAR Column - would like recommendations for candidates for this column - Soon To Achieve Recognition - WCRA members who are doing interesting things professionally but not receiving an appropriate limelight - the last two have been via recommendations from WCRA members - does the Board have any nominees???
5. Columns from Secretary and Treasurer - regular columns or as needed from the Treasurer but the Board Highlights from the Secretary as she is working with the minutes regularly???
6. Board Duties Column/Articles - in next 2-3 issues and before the conferences some discussion of the various responsibilities and the roles of the board members; might help the Nomination Committee with its communication to potential nominees and give membership an increased understanding of complex role of board members and amount of work and dedication necessary - comments please????
7. Regular Photographer - have had difficulty with obtaining photos - any possibility of official all year photographer who could handle conference as well as obtain them from state/province directors-meetings, officers, etc. - to be funneled to the newsletter on a regular basis. Photos enhance the newsletter, can increase membership reading, and make people more familiar when seen at the conference, etc. We need to show the people that make WCRA what it is!!! Also, column editors photos will be included in the future...
8. Stationery - estimate of \$50 for 1500 sheets - gray w/brown similar to masthead but reduced somewhat
9. Thank you for all your comments and suggestions. Hope that the newsletter is beginning to move in the direction that the Board feels is appropriate as a potentially powerful communication vehicle in our profession... See you in the Spring....

John