

Summary of minutes for State Directors

The Board met August 24 and 25, 1979. President Elaine Cohen was unable to attend because of the recent death of her father.

Voting members present: Pat Heard, Past-president
Betty Levinson, President-elect
Jacquie Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Margaret Coda-Messerle, Past-president
Gwyn Enright, Proceedings editor

I. Budget monitoring

Monitoring
of budget
expenses

The Board continued to address a major concern, that of budgeting, and in particular the expenditures for WCRA business. Line items will be monitored closely and persons responsible for those line items will not be permitted to exceed budgeting amounts without prior approval of the President and Treasurer.

II. Savings investment

Investment

The savings account currently has a balance in excess of \$12,000. Treasurer Jim Baugh will invest \$5,000 of the amount for 90 days at an interest rate higher than we are currently receiving.

III. San Francisco conference

S.F.
Conference
theme and
speakers

A. Betty Levinson presented the conference logo, theme, and format for Board consideration. The theme is 'The 1980's: New Sources of Energy for Learning.' The speakers will be Dr. Rosemary Park, who will speak on the future of higher education; Mike McHargue, a WCRA member, will discuss how to get the most from the conference; and Dr. John C. Ries will present a global picture of students of the 1980s and what their learning needs will be.

B. Some modifications were made to allow more time for State Directors to meet with their constituents and to welcome new members attending the conference for the first time.

Conference
fees

C. The conference fees, which include membership, registration, and Proceedings, will be \$45.00.

D. Conference manager Rose Wasson from DeAnza College also met with the Board and listed the names of members who have volunteered to assist at the conference. Carrie Walker from Stanford will collect a list of alternative hotels in San Francisco, with rates and procedures for making reservations.

Conference
advertising

E. Instead of mailing conference announcements to institutions, WCRA will advertise in the Journal of Developmental and Remedial Education, which should reach more persons interested in attending.

IV. Minority Affairs Committee report

Co-chairpersons Don Yamamoto and Manuel Olgin reported the results of the committee's meeting the day prior to the Board members. Members in attendance were Manuel, Don, and Jacquie Bonner. The chairpersons divided their responsibilities: Don will work closely with Elaine Cohen on committee matters and also supply the Newsletter with information of importance to minority WCRA members. Manuel will monitor budget expenditures and work with Jacquie on disseminating information to the Board and committee members.

Don would appreciate receiving information which he could disseminate through the Newsletter.

Don and Manuel presented the following items from the committee meeting:

Minority
Affairs
Committee
concerns

- A. The committee agreed that their priority was to seek full-time internships with stipends for minority personnel for administration and faculty positions in learning assistance programs at the college level.
- B. Among the reasons for needing internships are: few minorities in front line staff positions; minority personnel frequently do not have training for upward mobility; minority students not encouraged into LAC training; and lack of networking about matters relevant to minorities and minority programs.
- C. The committee will recruit more members. Persons interested should contact Don Yamamoto.
- D. Committee members will query several funding agencies about monies for minority internships in the field of learning assistance and report to the Board at the next conference.

V. Membership lists

Use of
mailing list
for commercial use
denied

- A. Persons have requested use of the WCRA membership list. After discussion, the Board ruled that requests for the use of the WCRA mailing list for personal or commercial use will be denied. Instead, the person or firm will be solicited to place an ad in the WCRA Newsletter to reach the members.
- B. The State Directors will receive membership lists in mid-September and can check the list with the previous year's list to determine who has not renewed his/her membership. State Directors can encourage those persons to renew. In addition, renewal letters will be sent through the Oxford Mailing Service at the same time. Lists of former members will be used for conference mailings for now.

VI. Complimentary copies

Requests for complimentary copies of Newsletters and Proceedings will be forwarded to the editors.

VII. Membership cards

The new membership cards will be printed soon, and will use the recently adopted new WCRA colors.

VIII. Brochures

Elaine will review the brochure copy before re-ordering more. Requests for more copies can be channeled through Pat Heard.

IX. Nominations Committee Report

Nominating
Committee
makeup

A. The Nominations Committee, selected on the basis of their knowledge of WCRA membership and representing two- and four-year colleges, met Thursday before the Board meeting to review procedures and list names of prospective officers. Committee members are Gwyn Enright, Pat Heard, Midori Hiyama and Manuel Olgin. The committee is chaired by Margaret Coda-Messerle.

B. Margaret will call WCRA members recommended for offices once the persons have agreed to be candidates. Elaine will solicit the Board's approval. Candidates will submit in writing their intent to run for office and send a picture and a statement to the Newsletter by November 15, 1979.

C. The Board voted that potential candidates for WCRA offices be urged, but not required, to gain institutional support for time and costs for holding their respective offices.

Nominating
by-laws
change
proposed

D. The Board voted to submit a change in the By-Laws, Article VI, Section 3A, to read that the Nominations Committee select for each of the offices at least one (rather than two) candidate.

X. Further Nominations

The Nominations Committee Chairperson at the urging of the Board will recommend to persons planning to nominate from the floor at the general sessions at the conference find out the responsibilities of the office when making the nomination.

XI. Future Conference Sites

Conference
sites
needed

Future Conference Sites are needed. State Directors in Oregon and Washington are encouraged to contact their constituents and colleges for conference support. Pat Heard will be contacting State Directors generally for recommendations. Margaret, conference site selection person, would like to present site options at the San Francisco conference.

XII. Proceedings

A. Gwyn Enright reported that the publisher will start the printing the middle of September. Several other journal editors have been asked to review the publication.

B. The Board agreed to raise the post-publication price of the Proceedings to \$8.00 for Volume 12 and the cost of a set of nine (Vol. 4-12) to \$45.00. Volumes 1-3 are available through ERIC and were announced in the Resources in Education, July issue.

XIII. Newsletter

JoAnn set a goal to make at least one issue financially independent of WCRA budget. Please send her a list of publishers to contact for adver-

tising relevant to members. Also, she needs recommendations for candidates for the STAR column - Soon To Achieve Recognition - for members who are achieving professionally but not receiving adequate recognition.

XIIII. Insights

The Board voted that the concept of a WCRA journal continue to be pursued and the president appoint a new editor who will present a detailed proposal and budget to the next Board meeting at the San Francisco conference.

XV. State Directors

Use of
State
Directors'
\$50.00
allocation

- A. The coordinator of State Directors, Pat Heard, presented some considerations for guidelines for the \$50.00 allocation. The Board recommended that the amount be used for recruitment and communicating but not for subsidizing travel.
- B. Because of growing interest among professionals on other areas to join WCRA and have a regional coordinator, the Board agreed to appoint a co-director-at-large for coordinating potential WCRA members from the eastern and southern states.

XVI. President's Report

Appointments

Pat Heard, reporting for Elaine, announced the appointment of Placement Chairperson Jane Ballback at Cal State Fullerton and co-Chairperson for Minority Affairs Manuel Olgin at Cal State Fresno.

XVII. Name Change

Name
change to
be voted
on

After considerable discussion, the Board agreed that "to more accurately reflect the current scope of its membership and programming, the Board will present to the membership at the 1980 conference the necessary motion to amend the WCRA By-Laws, Constitution, and Articles of Incorporation to change the name of the association to College Learning Assistance Association (CLAA)."

XVIII. Fiscal Year

The Board voted that the fiscal year run from July 1 through June 30 effective with the current year.

XIX. Membership Year

The Board further voted that the membership year run from the first day of the annual conference to the day preceeding the next annual conference. The meeting was adjourned at noon, Saturday August 25, 1979.

* * * * *

Reminder to State Directors: If you would prefer a complete set of Board minutes, you may request those from the Secretary, J.R. Bonner.

The meeting was called to order at 8:50 am, August 24, by President-elect Betty Levinson.*

Voting members present: Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Margaret Coda-Messerle, Past-president
Gwyn Enright, Proceedings editor

I. Review of agenda

The agenda was accepted, and no new items added.

II. Secretary's report -- J.R. Bonner

- A. Moved (Heard), seconded (Baugh), that minutes be approved as corrected and attached.
PASSED.
- B. Status of policies catalog project: No developments have been made on the project. Pat Heard suggested that the project be referred to a parliamentarian, or to someone who is interested in the project.
- C. Summary of minutes for state directors: Pat Heard pointed out that state directors would like summaries of Board meetings as soon as possible after the meetings. The Secretary will meet their needs.

III. Treasurer's Report -- Jim Baugh

- A. Jim distributed John Woolley's report (attachment #1), then distributed an update (attachment #2) necessary to reflect accounting procedures for the IRS. Pat was concerned that we be able to clearly distinguish conference receipts and expenses, excluding Proceedings and dues. John Wooley had set up accounting forms for the President to track conference expenses. Pat recommended that we account for expenses and receipts on each conference, and further separate out membership, Proceedings, and registration fees.
- B. Jim distributed an accounting (attachment #3) of the 1978-79 expenditures recorded in the 1979-80 fiscal year. The figures represent adjustments which included amounts reconsidered and approved by the Board. The Board desired to seek additional ways to monitor the expenses incurred in various line items. To assist in the monitoring, Jim will xerox the expenses incurred on a line item when the expenditures are nearing the maximum allowed.
- C. Moved (Heard), seconded (Baugh) that no WCRA account managers can exceed their budgets without prior approval of the President and the Treasurer.
PASSED.

Board monitoring of
line items

PASSED
Budget approval needed for
account managers

* President Elaine Cohen was unable to attend because of the recent death of her father.

D. Jim distributed copies of the IRS Form 990 for 1978 (attachment #4).

E. Jim also distributed the budget report through July 23 for 1979-80 (attachment #5).

F. Further clarifications of budget items:

Account
items

1. All conference expenses will be placed in category #20. The Board estimated that pre-conference expenses would not exceed \$1000 before conference income would be realized.
2. For this year, the Past president's account (2) is synonymous with the Coordinator of state directors' account (#4).
3. "Special Accounts" were eliminated as a category.

G. Savings account

PASSED
Savings
account
signatures

1. Moved (Baugh), seconded (Bonner) to require the President's signature in addition to the Treasurer's signature on a savings account withdrawal of more than \$1000.
PASSED.

Savings
investment

2. Jim will immediately invest \$5,000 of WCRA savings for 90 days at a higher rate of interest than we are currently earning.

H. Bond for the Treasurer: The bond is for \$10,000 currently, and covers the current Treasurer and no one else. This means the bond would not cover the second signature. Jim will inquire about how much would be refunded if we cancelled the bond, which is paid through May 1, 1981.

PASSED
Treasurer's
bond cancelled

Moved (Heard), seconded (Bonner) to cancel the Treasurer's bond and request a refund of the balance of the premium.

I. Memberships

1. Pre-paid: Jim reported that 15 persons have varying lengths of paid memberships.

PASSED
Pre-paid dues

Moved (Heard), seconded (Bonner), that those amounts will apply through membership year 1979-80 unless they have paid more than \$15, in which event they will be given the dollar amount credit.

2. Registration for conferences

PASSED
Pre-conference
registration

Moved (Heard), seconded (Baugh) to instruct Oxford Mailing Service that any pre-conference registration is effective immediately and the dues are applied to the next fiscal year.
PASSED.

PASSED
Budget

- B. Moved (Heard), seconded (Bonner) that we accept the budget as presented by Betty Levinson as a tentative budget with changes and recommendations as needed.

PASSED.

VII. Treasurer's report (cont'd)

PASSED
Use of WCRA
mailing list
denied

- A. Membership list requests: Jim reported that he had received requests for membership lists and requests to distribute information to members.

Moved (Baugh), seconded (Bonner) that requests for use of WCRA mailing list for personal or commercial use be denied. Instead, the person or firm will be solicited to place an ad in the WCRA Newsletter in order to reach the membership.

- B. Membership renewal notices: Jim will request that the Oxford Mailing Service send one renewal letter by mid-September. The state directors will receive membership lists at approximately the same time, can check their lists against the previous year's list, and contact persons in their area to renew. The Oxford Mailing Service will also send a thank-you letter for membership renewals.

- C. Conference mailings

Oxford
Mailing Ser-
vice hired
for conference
mailing

1. Jim presented the Oxford Mailing Service's proposal for conference mailing (attachment #9).
2. The Board agreed to hire the Oxford Mailing Service for items #2, 3, 4, and 8. The Service will xerox copies of registrations and forward them to the conference manager, Rose Wasson. Jim agreed, as Treasurer, to work registration during the conference and to call Hal at the Service daily to learn if he has received more registration fees. Betty will obtain labels for envelopes from Hal, organize the labor force for conference mailings, and use the bulk rate for mailing.

- D. Report on Oxford Mailing Service (attachment #10a and #10b)

Budgeting
procedures
related to
Oxford Mail-
ing Service

1. Membership lists: Pat noted that in section II-C, the state directors would not receive the member's college address. Further, state directors needed a membership list by mid-September. Pat recommended that, given that membership list requests cost \$7.00 per thousand, she will request a list immediately, then request a second list at her discretion.
2. Budgeting procedures for items that are related to the Mailing Service:
 - a) From the President's budget: membership resources, postage for membership renewal, and printing of letters for membership renewal.
 - b) From the Proceedings: the mailing of the Proceedings.
 - c) From the conference budget: conference registration functions.
 - d) From the treasurer's budget: the invoices.
 - e) From the Newsletter budget: the mailings.

3. The Mailing Service will be paid for its handling costs.
4. Requests for complimentary copies of Newsletters and Proceedings will be forwarded to the editors.

- E. Invoices: Jim will design invoices after looking at the Proceedings invoices as a model, and have them printed in a format consistent with the new colors.
- F. Membership cards: Since the supply is almost depleted, it was suggested that the cards be printed in the adopted WCRA colors. Gwyn will make arrangements with the Proceedings printer, or with someone else if he cannot. The cost will be derived from the President's budget.
- Treasurer's records
- H. Treasurer's records: The records from the previous year should be kept by the current Treasurer. The previous records can be filed with the archivist. The outgoing Treasurer will file the IRS form.
- I. Expenses: All expenses should be submitted within 30 days after the event.

VIII. Nominations Committee report -- Margaret Coda-Messerle

Nomina-
tions
Comm.
make-up

- A. Committee members are Gwyn Enright, Pat Heard, Midori Hiyama, Manuel Olgin, and Margaret Coda-Messerle. Members were selected from 2- and 4-year college programs on the basis of their knowledge of WCRA members.

Candidate
criteria

- B. Criteria considered for candidates
1. Management experience
 2. Past experience in WCRA
 3. Experience in leadership
 4. Demonstrated commitment to WCRA
 5. Professional visibility outside one locale
 6. Indication of institutional commitment

Nomination
procedures

- C. Committee procedure
1. Considered names of prospective officers.
 2. Placed names in categories of offices.
 3. Bank ordered the listings.
 4. Chairperson will call persons recommended by the committee.
- D. Other procedures
1. President will solicit the Board's approval of the slate.
 2. Candidates will submit in writing their intent to run for the office.
 3. Candidates will submit picture and copy for Newsletter by November 15, 1979.
 4. Candidates will make available to their institutions the responsibilities of the office.

Election
procedures

- E. Election procedures during the conference
1. During the first general session on Thursday, candidates will be introduced and give their speeches. The President will entertain nominations from the floor.
 2. Friday, the candidates will be introduced again, and the members will vote by secret ballot.
- F. Absentee ballots can be requested from the Nominating Committee chairperson and must be returned within 15 days prior to the conference.

PASSED
Candidates'
institutional
support

Moved (Heard), seconded (Bonner) that potential candidates for WCRA be urged but not required to gain institutional support for time and costs for holding their respective offices.
PASSED

PASSED
Number of
candidates
nominated

- G. Moved (Baugh), seconded (Bonner) that the By-laws, Article VI, Section 3-A, be changed to read that the Nominating Committee will select for each of the offices at least one candidate, and the change be proposed for balloting at the next conference.
- H. Floor nominations: Pat suggested that the Nominations Committee chairperson recommend to persons planning to nominate from the floor of the general session at the conference that they learn the responsibilities of the office before making the nomination.

IX. Conference site selection report -- Margaret Coda-Messerle

- A. Margaret is exploring a Portland or Seattle site with David Hubin from the University of Oregon. She will suggest that he contact Oregon and Washington state directors.
- B. Margaret recommended that Pat encourage state directors to seriously consider conferences in their area. Margaret would like to be able to present conference site options at the San Francisco conference.
- C. Hotel contract (attachment #11): The Board reviewed the recommended guidelines prepared by June Dempsey. Elaine will follow up to find out if the Dallas contract has been signed. Betty will check with Elaine to determine if the San Francisco contract has been signed.

PASSED
Conference
hotel guide-
lines

Moved (Baugh), seconded (Bonner) to adopt June Dempsey's hotel agreement as a set of guidelines for conference site hotel contracts.
PASSED

X. Proceedings report -- Gwyn Enright

A. Twelfth annual Proceedings

1. Approximately 31 manuscripts were submitted, and two-thirds of those will be printed. The publisher will start printing September 10. The title will be "Multicultural Diversity in Learning". No abstracts will be published this year. At least three people will have read each manuscript, and at least two people will have done editing on each manuscript.

2. Those asked to review the manuscripts are the Journal of Developmental and Remedial Education, IRA, and NRC. Sam Weintraub of Reading Research Quarterly also asked to review. The ads are camera-ready.

B. All previous Proceedings were turned over to the Oxford Mailing Service at a cost of \$110, for which we did not budget.

C. Gwyn requested that bulk mailing be done through the Oxford Mailing Service.

D. The Board considered pricing of Proceedings.

PASSED
Proceedings
price, Vol.12

Moved (Heard), seconded (Bonner) to raise post-publication price of Proceedings to \$8.00 for Volume 12.
PASSED.

E. Volumes 1-3 are available through ERIC and were announced in the July issue of Resources in Education.

XI. Insights

A. Continuing editorial difficulties: Elaine contacted Randy, who said he had incurred no expenses prior to being instructed by the Board not to proceed with publishing. He may have mailed the manuscripts to Pat Heard when he left Cal State Dominguez Hills, and they were lost in the mails.

B. The Board recommended continuation, but under another name.

PASSED
Board to
pursue WCRA
journal

Moved (Heard), seconded (Bonner), that the concept of a WCRA journal continue to be pursued; the President should appoint a new editor who will present a detailed proposal and budget to the next Board meeting at the San Francisco conference.
PASSED.

The meeting was adjourned at 7:55 pm.

The meeting was called to order at 8:45 am August 25, by President-elect Betty Levinson.

Voting members present: Betty Levinson, President-elect
Pat Heard, Past president
J.R. Bonner, Secretary
Jim Baugh, Secretary

Non-voting members: Margaret Coda-Messerle, Past president
Gwyn Enright, Proceedings editor

I. Coordinator of state directors' report -- Pat Heard

A. Guidelines for directors' \$50 allocation

1. Pat has received requests to use the monies for a state publication relevant to members. It was decided that the state director could assist because of the need to facilitate communication among professional members.
2. Pat has also received a request to use monies to buy refreshments at a related professional meeting to stimulate interest among potential new members.
3. She has received a request to subsidize travel for new members.
4. Conclusion: The intent of the Board was to allot the monies for recruiting and communicating with members. The money can be spent for refreshments if recruiting new members, but it is inappropriate to spend the money to subsidize travel.

Clarification
of state
directors'
budget

- B. Directors of states where few members are registered: In Wyoming, for example, WCRA has so few members, the question arose about the advisability of appointing a state director. Between now and the San Francisco conference, Lyle Miller has agreed to ask some of the members if they should be combined with another state or retain their own state director.
- C. Directors for eastern and southern states: At the IRA conference in Atlanta, a person from Florida expressed an interest in establishing a state WCRA group. Pat and Elaine are concerned about encroaching on territories of other professional organizations.

PASSED
Co-director-
at-large for
south & east

Moved (Baugh), seconded (Bonner) that we appoint a co-director-at-large for coordinating potential WCRA members in the southern and eastern states.
PASSED.

II. President's report -- Pat Heard for Elaine Cohen

A. Appointments

1. Placement chairperson: Jane Ballback of Cal State Fullerton
2. Minority Affairs co-chairperson: Manuel Olgin

B. Liaisons with other organizations

1. IRA conference in St. Louis: Elaine will act as coordinator of a program. Plans are due October 15. IRA has expressed an interest in displaying books at the San Francisco conference.
2. NARDSPE: Saretsky expressed an interest in the S.F. conference, but the dates conflict with their annual conference. He is interested in a co-sponsored annual conference at some time or a regional co-sponsored meeting. (Margaret recommended that another member have the opportunity to continue the established liaison with NARDSPE).
3. ACPA Commission XVI: Robbie Nayman met with Elaine in Denver.
4. CRA's current president has corresponded with Elaine.
5. AERA: Margaret recommended that Elaine contact the special interest group for learning centers in American Education Research Association.

C. By-laws: The changes accepted at Honolulu should be included in the minutes (attachment #12).

D. Name change proposal

PASSED
Name change
to be pre-
sented at
S.F. confer-
ence

Moved (Heard), seconded (Bonner) to more accurately reflect the current scope of its membership and programming, the Board will present to the membership at the 1980 conference the necessary motions to amend the WCRA By-laws, Constitution, and Articles of Incorporation to change the name of the Association to College Learning Assistance Association (CLAA).
PASSED.

E. Resource forms: Those which have been completed by members will be forwarded to persons needing the information.

F. Membership list: The current membership list of approximately 900 names for state directors includes name, home address, telephone, school and address. Jim will instruct Oxford Mailing Service to make one extra card per member which lists the data.

G. Parliamentarian: Loretta Newman had recommended that because of travel expenses, parliamentarians be recruited and appointed in geographic areas where the Board tends to meet. However, the Board agreed that since the greatest need for the parliamentarian is at the annual conference, we will continue with just one parliamentarian.

III. Treasurer's report (cont'd)

A. Membership and fiscal years

1. The membership cards should be printed to read "Membership expires ____". The date could be filled in by the Treasurer or the Oxford Mailing Service and an explanation attached.

PASSED
Fiscal year

2. Moved (Baugh), seconded (Heard) that the fiscal year run from July 1 through June 30, effective with the current year.
PASSED.

PASSED
Membership
year

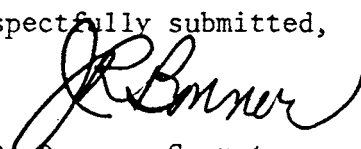
3. Moved (Heard), seconded (Bonner) that the membership year run from the day of the annual conference to the day preceeding next annual conference.
PASSED.
- B. S & E Budget: Betty suggested we set up an S & E budget to accommodate expenses between the conference and the end of the fiscal year.

IV. Newsletter editor's report -- Betty Levinson for JoAnn Wells

- A. Betty presented a list of items (attachment #13).
- B. JoAnn attended a meeting at IRA, where it was recommended that organizations need a publicity person independent of the news publication person. The publicity person should have camera-ready photos of logos to use with the publicity. Also, for publicity, state directors need to take photographs at state conferences.
- C. STAR column: JoAnn asked for names. Two were suggested: Gordon Cox of Berkely and Anne Eisenberg of Brooklyn.
- D. Board recommendations: The order blank for the Proceedings and the mailing address in the ad for the Proceedings needs to be changed. On the membership resources form, Insights should be removed.

The meeting adjourned at 12:00 noon.

Respectfully submitted,


J.R. Bonner, Secretary

The meeting was called to order at 8:50 am, August 24, by President-elect Betty Levinson.*

Voting members present: Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Margaret Coda-Messerle, Past-president
Gwyn Enright, Proceedings editor

I. Review of agenda

The agenda was accepted, and no new items added.

II. Secretary's report -- J.R. Bonner

- A. Moved (Heard), seconded (Baugh), that minutes be approved as corrected and attached.
PASSED.
- B. Status of policies catalog project: No developments have been made on the project. Pat Heard suggested that the project be referred to a parliamentarian, or to someone who is interested in the project.
- C. Summary of minutes for state directors: Pat Heard pointed out that state directors would like summaries of Board meetings as soon as possible after the meetings. The Secretary will meet their needs.

III. Treasurer's Report -- Jim Baugh

- A. Jim distributed John Woolley's report (attachment #1), then distributed an update (attachment #2) necessary to reflect accounting procedures for the IRS. Pat was concerned that we be able to clearly distinguish conference receipts and expenses, excluding Proceedings and dues. John Wooley had set up accounting forms for the President to track conference expenses. Pat recommended that we account for expenses and receipts on each conference, and further separate out membership, Proceedings, and registration fees.
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- C. Moved (Heard), seconded (Baugh) that no WCRA account managers can exceed their budgets without prior approval of the President and the Treasurer.
PASSED.

Board monitoring of
line items

PASSED
Budget approval needed for
account managers

* President Elaine Cohen was unable to attend because of the recent death of her father.

D. Jim distributed copies of the IRS Form 990 for 1978 (attachment #4).

E. Jim also distributed the budget report through July 23 for 1979-80 (attachment #5).

F. Further clarifications of budget items:

Account
items

1. All conference expenses will be placed in category #20. The Board estimated that pre-conference expenses would not exceed \$1000 before conference income would be realized.
2. For this year, the Past president's account (2) is synonymous with the Coordinator of state directors' account (#4).
3. "Special Accounts" were eliminated as a category.

G. Savings account

PASSED
Savings
account
signatures

1. Moved (Baugh), seconded (Bonner) to require the President's signature in addition to the Treasurer's signature on a savings account withdrawal of more than \$1000.
PASSED.

Savings
investment

2. Jim will immediately invest \$5,000 of WCRA savings for 90 days at a higher rate of interest than we are currently earning.

H. Bond for the Treasurer: The bond is for \$10,000 currently, and covers the current Treasurer and no one else. This means the bond would not cover the second signature. Jim will inquire about how much would be refunded if we cancelled the bond, which is paid through May 1, 1981.

PASSED
Treasurer's
bond cancelled

Moved (Heard), seconded (Bonner) to cancel the Treasurer's bond and request a refund of the balance of the premium.

I. Memberships

1. Pre-paid: Jim reported that 15 persons have varying lengths of paid memberships.

PASSED
Pre-paid dues

Moved (Heard), seconded (Bonner), that those amounts will apply through membership year 1979-80 unless they have paid more than \$15, in which event they will be given the dollar amount credit.

2. Registration for conferences

PASSED
Pre-conference
registration

Moved (Heard), seconded (Baugh) to instruct Oxford Mailing Service that any pre-conference registration is effective immediately and the dues are applied to the next fiscal year.
PASSED.

PASSED
Budget

- B. Moved (Heard), seconded (Bonner) that we accept the budget as presented by Betty Levinson as a tentative budget with changes and recommendations as needed.

PASSED.

VII. Treasurer's report (cont'd)

PASSED
Use of WCRA
mailing list
denied

- A. Membership list requests: Jim reported that he had received requests for membership lists and requests to distribute information to members.

Moved (Baugh), seconded (Bonner) that requests for use of WCRA mailing list for personal or commercial use be denied. Instead, the person or firm will be solicited to place an ad in the WCRA Newsletter in order to reach the membership.

- B. Membership renewal notices: Jim will request that the Oxford Mailing Service send one renewal letter by mid-September. The state directors will receive membership lists at approximately the same time, can check their lists against the previous year's list, and contact persons in their area to renew. The Oxford Mailing Service will also send a thank-you letter for membership renewals.

C. Conference mailings

Oxford
Mailing Ser-
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for conference
mailing

1. Jim presented the Oxford Mailing Service's proposal for conference mailing (attachment #9).
2. The Board agreed to hire the Oxford Mailing Service for items #2, 3, 4, and 8. The Service will xerox copies of registrations and forward them to the conference manager, Rose Wasson. Jim agreed, as Treasurer, to work registration during the conference and to call Hal at the Service daily to learn if he has received more registration fees. Betty will obtain labels for envelopes from Hal, organize the labor force for conference mailings, and use the bulk rate for mailing.

D. Report on Oxford Mailing Service (attachment #10a and #10b)

Budgeting
procedures
related to
Oxford Mail-
ing Service

1. Membership lists: Pat noted that in section II-C, the state directors would not receive the member's college address. Further, state directors needed a membership list by mid-September. Pat recommended that, given that membership list requests cost \$7.00 per thousand, she will request a list immediately, then request a second list at her discretion.
2. Budgeting procedures for items that are related to the Mailing Service:
 - a) From the President's budget: membership resources, postage for membership renewal, and printing of letters for membership renewal.
 - b) From the Proceedings: the mailing of the Proceedings.
 - c) From the conference budget: conference registration functions.
 - d) From the treasurer's budget: the invoices.
 - e) From the Newsletter budget: the mailings.

3. The Mailing Service will be paid for its handling costs.
4. Requests for complimentary copies of Newsletters and Proceedings will be forwarded to the editors.

- E. Invoices: Jim will design invoices after looking at the Proceedings invoices as a model, and have them printed in a format consistent with the new colors.
- F. Membership cards: Since the supply is almost depleted, it was suggested that the cards be printed in the adopted WCRA colors. Gwyn will make arrangements with the Proceedings printer, or with someone else if he cannot. The cost will be derived from the President's budget.
- Treasurer's records H. Treasurer's records: The records from the previous year should be kept by the current Treasurer. The previous records can be filed with the archivist. The outgoing Treasurer will file the IRS form.

- I. Expenses: All expenses should be submitted within 30 days after the event.

VIII. Nominations Committee report -- Margaret Coda-Messerle

- Nomina-
tions
Comm.
make-up A. Committee members are Gwyn Enright, Pat Heard, Midori Hiyama, Manuel Olgin, and Margaret Coda-Messerle. Members were selected from 2- and 4-year college programs on the basis of their knowledge of WCRA members.
- Candidate
criteria B. Criteria considered for candidates
1. Management experience
 2. Past experience in WCRA
 3. Experience in leadership
 4. Demonstrated commitment to WCRA
 5. Professional visibility outside one locale
 6. Indication of institutional commitment
- Nomination
procedures C. Committee procedure
1. Considered names of prospective officers.
 2. Placed names in categories of offices.
 3. Bank ordered the listings.
 4. Chairperson will call persons recommended by the committee.
- D. Other procedures
1. President will solicit the Board's approval of the slate.
 2. Candidates will submit in writing their intent to run for the office.
 3. Candidates will submit picture and copy for Newsletter by November 15, 1979.
 4. Candidates will make available to their institutions the responsibilities of the office.

Election
procedures

- E. Election procedures during the conference
 - 1. During the first general session on Thursday, candidates will be introduced and give their speeches. The President will entertain nominations from the floor.
 - 2. Friday, the candidates will be introduced again, and the members will vote by secret ballot.
- F. Absentee ballots can be requested from the Nominating Committee chairperson and must be returned within 15 days prior to the conference.

PASSED
Candidates'
institutional
support

Moved (Heard), seconded (Bonner) that potential candidates for WCRA be urged but not required to gain institutional support for time and costs for holding their respective offices.
PASSED

PASSED
Number of
candidates
nominated

- G. Moved (Baugh), seconded (Bonner) that the By-laws, Article VI, Section 3-A, be changed to read that the Nominating Committee will select for each of the offices at least one candidate, and the change be proposed for balloting at the next conference.
- H. Floor nominations: Pat suggested that the Nominations Committee chairperson recommend to persons planning to nominate from the floor of the general session at the conference that they learn the responsibilities of the office before making the nomination.

IX. Conference site selection report -- Margaret Coda-Messerle

- A. Margaret is exploring a Portland or Seattle site with David Hubin from the University of Oregon. She will suggest that he contact Oregon and Washington state directors.
- B. Margaret recommended that Pat encourage state directors to seriously consider conferences in their area. Margaret would like to be able to present conference site options at the San Francisco conference.
- C. Hotel contract (attachment #11): The Board reviewed the recommended guidelines prepared by June Dempsey. Elaine will follow up to find out if the Dallas contract has been signed. Betty will check with Elaine to determine if the San Francisco contract has been signed.

PASSED
Conference
hotel guide-
lines

Moved (Baugh), seconded (Bonner) to adopt June Dempsey's hotel agreement as a set of guidelines for conference site hotel contracts.
PASSED

X. Proceedings report -- Gwyn Enright

A. Twelfth annual Proceedings

- 1. Approximately 31 manuscripts were submitted, and two-thirds of those will be printed. The publisher will start printing September 10. The title will be "Multicultural Diversity in Learning". No abstracts will be published this year. At least three people will have read each manuscript, and at least two people will have done editing on each manuscript.

2. Those asked to review the manuscripts are the Journal of Developmental and Remedial Education, IRA, and NRC. Sam Weintraub of Reading Research Quarterly also asked to review. The ads are camera-ready.

- B. All previous Proceedings were turned over to the Oxford Mailing Service at a cost of \$110, for which we did not budget.
- C. Gwyn requested that bulk mailing be done through the Oxford Mailing Service.
- D. The Board considered pricing of Proceedings.

PASSED
Proceedings
price, Vol.12

Moved (Heard), seconded (Bonner) to raise post-publication price of Proceedings to \$8.00 for Volume 12.
PASSED.

- E. Volumes 1-3 are available through ERIC and were announced in the July issue of Resources in Education.

XI. Insights

- A. Continuing editorial difficulties: Elaine contacted Randy, who said he had incurred no expenses prior to being instructed by the Board not to proceed with publishing. He may have mailed the manuscripts to Pat Heard when he left Cal State Dominguez Hills, and they were lost in the mails.
- B. The Board recommended continuation, but under another name.

PASSED
Board to
pursue WCRA
journal

Moved (Heard), seconded (Bonner), that the concept of a WCRA journal continue to be pursued; the President should appoint a new editor who will present a detailed proposal and budget to the next Board meeting at the San Francisco conference.
PASSED.

The meeting was adjourned at 7:55 pm.

The meeting was called to order at 8:45 am August 25, by President-elect Betty Levinson.

Voting members present: Betty Levinson, President-elect
Pat Heard, Past president
J.R. Bonner, Secretary
Jim Baugh, Secretary

Non-voting members: Margaret Coda-Messerle, Past president
Gwyn Enright, Proceedings editor

I. Coordinator of state directors' report -- Pat Heard

A. Guidelines for directors' \$50 allocation

1. Pat has received requests to use the monies for a state publication relevant to members. It was decided that the state director could assist because of the need to facilitate communication among professional members.
2. Pat has also received a request to use monies to buy refreshments at a related professional meeting to stimulate interest among potential new members.
3. She has received a request to subsidize travel for new members.
4. Conclusion: The intent of the Board was to allot the monies for recruiting and communicating with members. The money can be spent for refreshments if recruiting new members, but it is inappropriate to spend the money to subsidize travel.

Clarification
of state
directors'
budget

- B. Directors of states where few members are registered: In Wyoming, for example, WCRA has so few members, the question arose about the advisability of appointing a state director. Between now and the San Francisco conference, Lyle Miller has agreed to ask some of the members if they should be combined with another state or retain their own state director.
- C. Directors for eastern and southern states: At the IRA conference in Atlanta, a person from Florida expressed an interest in establishing a state WCRA group. Pat and Elaine are concerned about encroaching on territories of other professional organizations.

PASSED
Co-director-
at-large for
south & east

Moved (Baugh), seconded (Bonner) that we appoint a co-director-at-large for coordinating potential WCRA members in the southern and eastern states.
PASSED.

II. President's report -- Pat Heard for Elaine Cohen

A. Appointments

1. Placement chairperson: Jane Ballback of Cal State Fullerton
2. Minority Affairs co-chairperson: Manuel Olgin

B. Liaisons with other organizations

1. IRA conference in St. Louis: Elaine will act as coordinator of a program. Plans are due October 15. IRA has expressed an interest in displaying books at the San Francisco conference.
2. NARDSPE: Saretsky expressed an interest in the S.F. conference, but the dates conflict with their annual conference. He is interested in a co-sponsored annual conference at some time or a regional co-sponsored meeting. (Margaret recommended that another member have the opportunity to continue the established liaison with NARDSPE).
3. ACPA Commission XVI: Robbie Nayman met with Elaine in Denver.
4. CRA's current president has corresponded with Elaine.
5. AERA: Margaret recommended that Elaine contact the special interest group for learning centers in American Education Research Association.

C. By-laws: The changes accepted at Honolulu should be included in the minutes (attachment #12).

D. Name change proposal

PASSED
Name change
to be pre-
sented at
S.F. confer-
ence

Moved (Heard), seconded (Bonner) to more accurately reflect the current scope of its membership and programming, the Board will present to the membership at the 1980 conference the necessary motions to amend the WCRA By-laws, Constitution, and Articles of Incorporation to change the name of the Association to College Learning Assistance Association (CLAA).
PASSED.

E. Resource forms: Those which have been completed by members will be forwarded to persons needing the information.

F. Membership list: The current membership list of approximately 900 names for state directors includes name, home address, telephone, school and address. Jim will instruct Oxford Mailing Service to make one extra card per member which lists the data.

G. Parliamentarian: Loretta Newman had recommended that because of travel expenses, parliamentarians be recruited and appointed in geographic areas where the Board tends to meet. However, the Board agreed that since the greatest need for the parliamentarian is at the annual conference, we will continue with just one parliamentarian.

III. Treasurer's report (cont'd)

A. Membership and fiscal years

1. The membership cards should be printed to read "Membership expires _____". The date could be filled in by the Treasurer or the Oxford Mailing Service and an explanation attached.

PASSED
Fiscal year

2. Moved (Baugh), seconded (Heard) that the fiscal year run from July 1 through June 30, effective with the current year.
PASSED.

PASSED
Membership
year

3. Moved (Heard), seconded (Bonner) that the membership year run from the day of the annual conference to the day preceeding next annual conference.
PASSED.

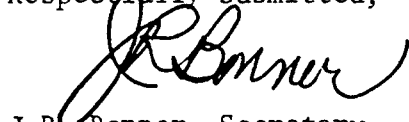
- B. S & E Budget: Betty suggested we set up an S & E budget to accommodate expenses between the conference and the end of the fiscal year.

IV. Newsletter editor's report -- Betty Levinson for JoAnn Wells

- A. Betty presented a list of items (attachment #13).
- B. JoAnn attended a meeting at IRA, where it was recommended that organizations need a publicity person independent of the news publication person. The publicity person should have camera-ready photos of logos to use with the publicity. Also, for publicity, state directors need to take photographs at state conferences.
- C. STAR column: JoAnn asked for names. Two were suggested: Gordon Cox of Berkely and Anne Eisenberg of Brooklyn.
- D. Board recommendations: The order blank for the Proceedings and the mailing address in the ad for the Proceedings needs to be changed. On the membership resources form, Insights should be removed.

The meeting adjourned at 12:00 noon.

Respectfully submitted,



J.R. Bonner, Secretary

The meeting was called to order at 8:50 am, August 24, by President-elect Betty Levinson.*

Voting members present: Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Margaret Coda-Messerle, Past-president
Gwyn Enright, Proceedings editor

I. Review of agenda

The agenda was accepted, and no new items added.

II. Secretary's report -- J.R. Bonner

A. Moved (Heard), seconded (Baugh), that minutes be approved as corrected and attached.
PASSED.

B. Status of policies catalog project: No developments have been made on the project. Pat Heard suggested that the project be referred to a parliamentarian, or to someone who is interested in the project.

C. Summary of minutes for state directors: Pat Heard pointed out that state directors would like summaries of Board meetings as soon as possible after the meetings. The Secretary will meet their needs.

III. Treasurer's Report -- Jim Baugh

A. Jim distributed John Woolley's report (attachment #1), then distributed an update (attachment #2) necessary to reflect accounting procedures for the IRS. Pat was concerned that we be able to clearly distinguish conference receipts and expenses, excluding Proceedings and dues. John Wooley had set up accounting forms for the President to track conference expenses. Pat recommended that we account for expenses and receipts on each conference, and further separate out membership, Proceedings, and registration fees.

B. Jim distributed an accounting (attachment #3) of the 1978-79 expenditures recorded in the 1979-80 fiscal year. The figures represent adjustments which included amounts reconsidered and approved by the Board. The Board desired to seek additional ways to monitor the expenses incurred in various line items. To assist in the monitoring, Jim will xerox the expenses incurred on a line item when the expenditures are nearing the maximum allowed.

C. Moved (Heard), seconded (Baugh) that no WCRA account managers can exceed their budgets without prior approval of the President and the Treasurer.
PASSED.

Board monitoring of line items

PASSED
Budget approval needed for account managers

* President Elaine Cohen was unable to attend because of the recent death of her father.

D. Jim distributed copies of the IRS Form 990 for 1978 (attachment #4).

E. Jim also distributed the budget report through July 23 for 1979-80 (attachment #5).

F. Further clarifications of budget items:

Account
items

1. All conference expenses will be placed in category #20. The Board estimated that pre-conference expenses would not exceed \$1000 before conference income would be realized.
2. For this year, the Past president's account (2) is synonymous with the Coordinator of state directors' account (#4).
3. "Special Accounts" were eliminated as a category.

G. Savings account

PASSED
Savings
account
signatures

1. Moved (Baugh), seconded (Bonner) to require the President's signature in addition to the Treasurer's signature on a savings account withdrawal of more than \$1000.
PASSED.

Savings
investment

2. Jim will immediately invest \$5,000 of WCRA savings for 90 days at a higher rate of interest than we are currently earning.

H. Bond for the Treasurer: The bond is for \$10,000 currently, and covers the current Treasurer and no one else. This means the bond would not cover the second signature. Jim will inquire about how much would be refunded if we cancelled the bond, which is paid through May 1, 1981.

PASSED
Treasurer's
bond cancelled

Moved (Heard), seconded (Bonner) to cancel the Treasurer's bond and request a refund of the balance of the premium.

I. Memberships

1. Pre-paid: Jim reported that 15 persons have varying lengths of paid memberships.

PASSED
Pre-paid dues

Moved (Heard), seconded (Bonner), that those amounts will apply through membership year 1979-80 unless they have paid more than \$15, in which event they will be given the dollar amount credit.

2. Registration for conferences

PASSED
Pre-conference
registration

Moved (Heard), seconded (Baugh) to instruct Oxford Mailing Service that any pre-conference registration is effective immediately and the dues are applied to the next fiscal year.
PASSED.

PASSED
Budget

- B. Moved (Heard), seconded (Bonner) that we accept the budget as presented by Betty Levinson as a tentative budget with changes and recommendations as needed.

PASSED.

VII. Treasurer's report (cont'd)

- A. Membership list requests: Jim reported that he had received requests for membership lists and requests to distribute information to members.

PASSED
Use of WCRA
mailing list
denied

Moved (Baugh), seconded (Bonner) that requests for use of WCRA mailing list for personal or commercial use be denied. Instead, the person or firm will be solicited to place an ad in the WCRA Newsletter in order to reach the membership.

- B. Membership renewal notices: Jim will request that the Oxford Mailing Service send one renewal letter by mid-September. The state directors will receive membership lists at approximately the same time, can check their lists against the previous year's list, and contact persons in their area to renew. The Oxford Mailing Service will also send a thank-you letter for membership renewals.

C. Conference mailings

1. Jim presented the Oxford Mailing Service's proposal for conference mailing (attachment #9).
2. The Board agreed to hire the Oxford Mailing Service for items #2, 3, 4, and 8. The Service will xerox copies of registrations and forward them to the conference manager, Rose Wasson. Jim agreed, as Treasurer, to work registration during the conference and to call Hal at the Service daily to learn if he has received more registration fees. Betty will obtain labels for envelopes from Hal, organize the labor force for conference mailings, and use the bulk rate for mailing.

Oxford
Mailing Ser-
vice hired
for conference
mailing

D. Report on Oxford Mailing Service (attachment #10a and #10b)

1. Membership lists: Pat noted that in section II-C, the state directors would not receive the member's college address. Further, state directors needed a membership list by mid-September. Pat recommended that, given that membership list requests cost \$7.00 per thousand, she will request a list immediately, then request a second list at her discretion.
2. Budgeting procedures for items that are related to the Mailing Service:
 - a) From the President's budget: membership resources, postage for membership renewal, and printing of letters for membership renewal.
 - b) From the Proceedings: the mailing of the Proceedings.
 - c) From the conference budget: conference registration functions.
 - d) From the treasurer's budget: the invoices.
 - e) From the Newsletter budget: the mailings.

Budgeting
procedures
related to
Oxford Mail-
ing Service

3. The Mailing Service will be paid for its handling costs.
4. Requests for complimentary copies of Newsletters and Proceedings will be forwarded to the editors.

- E. Invoices: Jim will design invoices after looking at the Proceedings invoices as a model, and have them printed in a format consistent with the new colors.
- F. Membership cards: Since the supply is almost depleted, it was suggested that the cards be printed in the adopted WCRA colors. Gwyn will make arrangements with the Proceedings printer, or with someone else if he cannot. The cost will be derived from the President's budget.
- Treasurer's records
- H. Treasurer's records: The records from the previous year should be kept by the current Treasurer. The previous records can be filed with the archivist. The outgoing Treasurer will file the IRS form.
- I. Expenses: All expenses should be submitted within 30 days after the event.

VIII. Nominations Committee report -- Margaret Coda-Messerle

Nomina-
tions
Comm.
make-up

- A. Committee members are Gwyn Enright, Pat Heard, Midori Hiyama, Manuel Olgin, and Margaret Coda-Messerle. Members were selected from 2- and 4-year college programs on the basis of their knowledge of WCRA members.

B. Criteria considered for candidates

Candidate
criteria

1. Management experience
2. Past experience in WCRA
3. Experience in leadership
4. Demonstrated commitment to WCRA
5. Professional visibility outside one locale
6. Indication of institutional commitment

Nomination
procedures

C. Committee procedure

1. Considered names of prospective officers.
2. Placed names in categories of offices.
3. Bank ordered the listings.
4. Chairperson will call persons recommended by the committee.

D. Other procedures

1. President will solicit the Board's approval of the slate.
2. Candidates will submit in writing their intent to run for the office.
3. Candidates will submit picture and copy for Newsletter by November 15, 1979.
4. Candidates will make available to their institutions the responsibilities of the office.

Election
procedures

- E. Election procedures during the conference
 - 1. During the first general session on Thursday, candidates will be introduced and give their speeches. The President will entertain nominations from the floor.
 - 2. Friday, the candidates will be introduced again, and the members will vote by secret ballot.
- F. Absentee ballots can be requested from the Nominating Committee chairperson and must be returned within 15 days prior to the conference.

PASSED
Candidates'
institutional
support

Moved (Heard), seconded (Bonner) that potential candidates for WCRA be urged but not required to gain institutional support for time and costs for holding their respective offices.
PASSED

PASSED
Number of
candidates
nominated

- G. Moved (Baugh), seconded (Bonner) that the By-laws, Article VI, Section 3-A, be changed to read that the Nominating Committee will select for each of the offices at least one candidate, and the change be proposed for balloting at the next conference.
- H. Floor nominations: Pat suggested that the Nominations Committee chairperson recommend to persons planning to nominate from the floor of the general session at the conference that they learn the responsibilities of the office before making the nomination.

IX. Conference site selection report -- Margaret Coda-Messlerle

- A. Margaret is exploring a Portland or Seattle site with David Hubin from the University of Oregon. She will suggest that he contact Oregon and Washington state directors.
- B. Margaret recommended that Pat encourage state directors to seriously consider conferences in their area. Margaret would like to be able to present conference site options at the San Francisco conference.
- C. Hotel contract (attachment #11): The Board reviewed the recommended guidelines prepared by June Dempsey. Elaine will follow up to find out if the Dallas contract has been signed. Betty will check with Elaine to determine if the San Francisco contract has been signed.

PASSED
Conference
hotel guide-
lines

Moved (Baugh), seconded (Bonner) to adopt June Dempsey's hotel agreement as a set of guidelines for conference site hotel contracts.
PASSED

X. Proceedings report -- Gwyn Enright

A. Twelfth annual Proceedings

- 1. Approximately 31 manuscripts were submitted, and two-thirds of those will be printed. The publisher will start printing September 10. The title will be "Multicultural Diversity in Learning". No abstracts will be published this year. At least three people will have read each manuscript, and at least two people will have done editing on each manuscript.

2. Those asked to review the manuscripts are the Journal of Developmental and Remedial Education, IRA, and NRC. Sam Weintraub of Reading Research Quarterly also asked to review. The ads are camera-ready.

B. All previous Proceedings were turned over to the Oxford Mailing Service at a cost of \$110, for which we did not budget.

C. Gwyn requested that bulk mailing be done through the Oxford Mailing Service.

D. The Board considered pricing of Proceedings.

PASSED
Proceedings
price, Vol.12

Moved (Heard), seconded (Bonner) to raise post-publication price of Proceedings to \$8.00 for Volume 12.
PASSED.

E. Volumes 1-3 are available through ERIC and were announced in the July issue of Resources in Education.

XI. Insights

A. Continuing editorial difficulties: Elaine contacted Randy, who said he had incurred no expenses prior to being instructed by the Board not to proceed with publishing. He may have mailed the manuscripts to Pat Heard when he left Cal State Dominguez Hills, and they were lost in the mails.

B. The Board recommended continuation, but under another name.

PASSED
Board to
pursue WCRA
journal

Moved (Heard), seconded (Bonner), that the concept of a WCRA journal continue to be pursued; the President should appoint a new editor who will present a detailed proposal and budget to the next Board meeting at the San Francisco conference.
PASSED.

The meeting was adjourned at 7:55 pm.

The meeting was called to order at 8:45 am August 25, by President-elect Betty Levinson.

Voting members present: Betty Levinson, President-elect
Pat Heard, Past president
J.R. Bonner, Secretary
Jim Baugh, Secretary

Non-voting members: Margaret Coda-Messerle, Past president
Gwyn Enright, Proceedings editor

I. Coordinator of state directors' report -- Pat Heard

A. Guidelines for directors' \$50 allocation

1. Pat has received requests to use the monies for a state publication relevant to members. It was decided that the state director could assist because of the need to facilitate communication among professional members.
2. Pat has also received a request to use monies to buy refreshments at a related professional meeting to stimulate interest among potential new members.
3. She has received a request to subsidize travel for new members.
4. Conclusion: The intent of the Board was to allot the monies for recruiting and communicating with members. The money can be spent for refreshments if recruiting new members, but it is inappropriate to spend the money to subsidize travel.

Clarification
of state
directors'
budget

- B. Directors of states where few members are registered: In Wyoming, for example, WCRA has so few members, the question arose about the advisability of appointing a state director. Between now and the San Francisco conference, Lyle Miller has agreed to ask some of the members if they should be combined with another state or retain their own state director.
- C. Directors for eastern and southern states: At the IRA conference in Atlanta, a person from Florida expressed an interest in establishing a state WCRA group. Pat and Elaine are concerned about encroaching on territories of other professional organizations.

PASSED
Co-director-
at-large for
south & east

Moved (Baugh), seconded (Bonner) that we appoint a co-director-at-large for coordinating potential WCRA members in the southern and eastern states.
PASSED.

II. President's report -- Pat Heard for Elaine Cohen

A. Appointments

1. Placement chairperson: Jane Ballback of Cal State Fullerton
2. Minority Affairs co-chairperson: Manuel Olgin

B. Liaisons with other organizations

1. IRA conference in St. Louis: Elaine will act as coordinator of a program. Plans are due October 15. IRA has expressed an interest in displaying books at the San Francisco conference.
2. NARDSPE: Saretsky expressed an interest in the S.F. conference, but the dates conflict with their annual conference. He is interested in a co-sponsored annual conference at some time or a regional co-sponsored meeting. (Margaret recommended that another member have the opportunity to continue the established liaison with NARDSPE).
3. ACPA Commission XVI: Robbie Nayman met with Elaine in Denver.
4. CRA's current president has corresponded with Elaine.
5. AERA: Margaret recommended that Elaine contact the special interest group for learning centers in American Education Research Association.

C. By-laws: The changes accepted at Honolulu should be included in the minutes (attachment #12).

D. Name change proposal

PASSED
Name change
to be pre-
sented at
S.F. confer-
ence

Moved (Heard), seconded (Bonner) to more accurately reflect the current scope of its membership and programming, the Board will present to the membership at the 1980 conference the necessary motions to amend the WCRA By-laws, Constitution, and Articles of Incorporation to change the name of the Association to College Learning Assistance Association (CLAA).
PASSED.

E. Resource forms: Those which have been completed by members will be forwarded to persons needing the information.

F. Membership list: The current membership list of approximately 900 names for state directors includes name, home address, telephone, school and address. Jim will instruct Oxford Mailing Service to make one extra card per member which lists the data.

G. Parliamentarian: Loretta Newman had recommended that because of travel expenses, parliamentarians be recruited and appointed in geographic areas where the Board tends to meet. However, the Board agreed that since the greatest need for the parliamentarian is at the annual conference, we will continue with just one parliamentarian.

III. Treasurer's report (cont'd)

A. Membership and fiscal years

1. The membership cards should be printed to read "Membership expires _____". The date could be filled in by the Treasurer or the Oxford Mailing Service and an explanation attached.

PASSED
Fiscal year

2. Moved (Baugh), seconded (Heard) that the fiscal year run from July 1 through June 30, effective with the current year.
PASSED.

PASSED
Membership
year

3. Moved (Heard), seconded (Bonner) that the membership year run from the day of the annual conference to the day preceeding next annual conference.
PASSED.

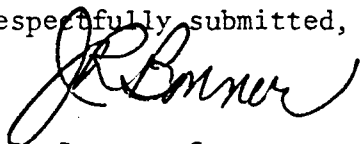
- B. S & E Budget: Betty suggested we set up an S & E budget to accommodate expenses between the conference and the end of the fiscal year.

IV. Newsletter editor's report -- Betty Levinson for JoAnn Wells

- A. Betty presented a list of items (attachment #13).
- B. JoAnn attended a meeting at IRA, where it was recommended that organizations need a publicity person independent of the news publication person. The publicity person should have camera-ready photos of logos to use with the publicity. Also, for publicity, state directors need to take photographs at state conferences.
- C. STAR column: JoAnn asked for names. Two were suggested: Gordon Cox of Berkely and Anne Eisenberg of Brooklyn.
- D. Board recommendations: The order blank for the Proceedings and the mailing address in the ad for the Proceedings needs to be changed. On the membership resources form, Insights should be removed.

The meeting adjourned at 12:00 noon.

Respectfully submitted,



J.R. Bonner, Secretary

The meeting was called to order at 8:50 am, August 24, by President-elect Betty Levinson.*

Voting members present: Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Margaret Coda-Messerle, Past-president
Gwyn Enright, Proceedings editor

I. Review of agenda

The agenda was accepted, and no new items added.

II. Secretary's report -- J.R. Bonner

- A. Moved (Heard), seconded (Baugh), that minutes be approved as corrected and attached.
PASSED.
- B. Status of policies catalog project: No developments have been made on the project. Pat Heard suggested that the project be referred to a parliamentarian, or to someone who is interested in the project.
- C. Summary of minutes for state directors: Pat Heard pointed out that state directors would like summaries of Board meetings as soon as possible after the meetings. The Secretary will meet their needs.

III. Treasurer's Report -- Jim Baugh

- A. Jim distributed John Woolley's report (attachment #1), then distributed an update (attachment #2) necessary to reflect accounting procedures for the IRS. Pat was concerned that we be able to clearly distinguish conference receipts and expenses, excluding Proceedings and dues. John Wooley had set up accounting forms for the President to track conference expenses. Pat recommended that we account for expenses and receipts on each conference, and further separate out membership, Proceedings, and registration fees.
- B. Jim distributed an accounting (attachment #3) of the 1978-79 expenditures recorded in the 1979-80 fiscal year. The figures represent adjustments which included amounts reconsidered and approved by the Board. The Board desired to seek additional ways to monitor the expenses incurred in various line items. To assist in the monitoring, Jim will xerox the expenses incurred on a line item when the expenditures are nearing the maximum allowed.
- C. Moved (Heard), seconded (Baugh) that no WCRA account managers can exceed their budgets without prior approval of the President and the Treasurer.
PASSED.

Board monitoring of
line items

PASSED
Budget approval needed for
account managers

* President Elaine Cohen was unable to attend because of the recent death of her father.

D. Jim distributed copies of the IRS Form 990 for 1978 (attachment #4).

E. Jim also distributed the budget report through July 23 for 1979-80 (attachment #5).

F. Further clarifications of budget items:

Account
items

1. All conference expenses will be placed in category #20. The Board estimated that pre-conference expenses would not exceed \$1000 before conference income would be realized.
2. For this year, the Past president's account (2) is synonymous with the Coordinator of state directors' account (#4).
3. "Special Accounts" were eliminated as a category.

G. Savings account

PASSED
Savings
account
signatures

1. Moved (Baugh), seconded (Bonner) to require the President's signature in addition to the Treasurer's signature on a savings account withdrawal of more than \$1000.
PASSED.

Savings
investment

2. Jim will immediately invest \$5,000 of WCRA savings for 90 days at a higher rate of interest than we are currently earning.

H. Bond for the Treasurer: The bond is for \$10,000 currently, and covers the current Treasurer and no one else. This means the bond would not cover the second signature. Jim will inquire about how much would be refunded if we cancelled the bond, which is paid through May 1, 1981.

PASSED
Treasurer's
bond cancelled

Moved (Heard), seconded (Bonner) to cancel the Treasurer's bond and request a refund of the balance of the premium.

I. Memberships

1. Pre-paid: Jim reported that 15 persons have varying lengths of paid memberships.

PASSED
Pre-paid dues

Moved (Heard), seconded (Bonner), that those amounts will apply through membership year 1979-80 unless they have paid more than \$15, in which event they will be given the dollar amount credit.

2. Registration for conferences

PASSED
Pre-conference
registration

Moved (Heard), seconded (Baugh) to instruct Oxford Mailing Service that any pre-conference registration is effective immediately and the dues are applied to the next fiscal year.
PASSED.

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:

Conference
speakers

- 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.

Board
meetings

- 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.

PASSED
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.

Minority
Affairs
Committee

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
internship
program

VI. San Francisco Conference (cont'd)

Conference
adver-
tising

- 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.

PASSED
Budget

- B. Moved (Heard), seconded (Bonner) that we accept the budget as presented by Betty Levinson as a tentative budget with changes and recommendations as needed.

PASSED.

VII. Treasurer's report (cont'd)

- A. Membership list requests: Jim reported that he had received requests for membership lists and requests to distribute information to members.

PASSED
Use of WCRA
mailing list
denied

Moved (Baugh), seconded (Bonner) that requests for use of WCRA mailing list for personal or commercial use be denied. Instead, the person or firm will be solicited to place an ad in the WCRA Newsletter in order to reach the membership.

- B. Membership renewal notices: Jim will request that the Oxford Mailing Service send one renewal letter by mid-September. The state directors will receive membership lists at approximately the same time, can check their lists against the previous year's list, and contact persons in their area to renew. The Oxford Mailing Service will also send a thank-you letter for membership renewals.

C. Conference mailings

Oxford
Mailing Ser-
vice hired
for conference
mailing

1. Jim presented the Oxford Mailing Service's proposal for conference mailing (attachment #9).
2. The Board agreed to hire the Oxford Mailing Service for items #2, 3, 4, and 8. The Service will xerox copies of registrations and forward them to the conference manager, Rose Wasson. Jim agreed, as Treasurer, to work registration during the conference and to call Hal at the Service daily to learn if he has received more registration fees. Betty will obtain labels for envelopes from Hal, organize the labor force for conference mailings, and use the bulk rate for mailing.

D. Report on Oxford Mailing Service (attachment #10a and #10b)

Budgeting
procedures
related to
Oxford Mail-
ing Service

1. Membership lists: Pat noted that in section II-C, the state directors would not receive the member's college address. Further, state directors needed a membership list by mid-September. Pat recommended that, given that membership list requests cost \$7.00 per thousand, she will request a list immediately, then request a second list at her discretion.
2. Budgeting procedures for items that are related to the Mailing Service:
 - a) From the President's budget: membership resources, postage for membership renewal, and printing of letters for membership renewal.
 - b) From the Proceedings: the mailing of the Proceedings.
 - c) From the conference budget: conference registration functions.
 - d) From the treasurer's budget: the invoices.
 - e) From the Newsletter budget: the mailings.

3. The Mailing Service will be paid for its handling costs.
4. Requests for complimentary copies of Newsletters and Proceedings will be forwarded to the editors.

E. Invoices: Jim will design invoices after looking at the Proceedings invoices as a model, and have them printed in a format consistent with the new colors.

F. Membership cards: Since the supply is almost depleted, it was suggested that the cards be printed in the adopted WCRA colors. Gwyn will make arrangements with the Proceedings printer, or with someone else if he cannot. The cost will be derived from the President's budget.

Treasurer's records

H. Treasurer's records: The records from the previous year should be kept by the current Treasurer. The previous records can be filed with the archivist. The outgoing Treasurer will file the IRS form.

*tabbed -
need a
motion
?*

I. Expenses: All expenses should be submitted within 30 days after the event.
Audit Committee appointed? follow-up?

VIII. Nominations Committee report -- Margaret Coda-Messerle

Nomina-
tions
Comm.
make-up

A. Committee members are Gwyn Enright, Pat Heard, Midori Hiyama, Manuel Olgin, and Margaret Coda-Messerle. Members were selected from 2- and 4-year college programs on the basis of their knowledge of WCRA members.

B. Criteria considered for candidates

Candidate
criteria

1. Management experience
2. Past experience in WCRA
3. Experience in leadership
4. Demonstrated commitment to WCRA
5. Professional visibility outside one locale
6. Indication of institutional commitment

Nomination
procedures

C. Committee procedure

1. Considered names of prospective officers.
2. Placed names in categories of offices.
3. Bank ordered the listings.
4. Chairperson will call persons recommended by the committee.

D. Other procedures

1. President will solicit the Board's approval of the slate.
2. Candidates will submit in writing their intent to run for the office.
3. Candidates will submit picture and copy for Newsletter by November 15, 1979.
4. Candidates will make available to their institutions the responsibilities of the office.

Election
procedures

- E. Election procedures during the conference
1. During the first general session on Thursday, candidates will be introduced and give their speeches. The President will entertain nominations from the floor.
 2. Friday, the candidates will be introduced again, and the members will vote by secret ballot.
- F. Absentee ballots can be requested from the Nominating Committee chairperson and must be returned within 15 days prior to the conference.

PASSED
Candidates'
institutional
support

Moved (Heard), seconded (Bonner) that potential candidates for WCRA be urged but not required to gain institutional support for time and costs for holding their respective offices.
PASSED

PASSED
Number of
candidates
nominated

- G. Moved (Baugh), seconded (Bonner) that the By-laws, Article VI, Section 3-A, be changed to read that the Nominating Committee will select for each of the offices at least one candidate, and the change be proposed for balloting at the next conference.
- H. Floor nominations: Pat suggested that the Nominations Committee chairperson recommend to persons planning to nominate from the floor of the general session at the conference that they learn the responsibilities of the office before making the nomination.

IX. Conference site selection report -- Margaret Coda-Messlerle

- A. Margaret is exploring a Portland or Seattle site with David Hubin from the University of Oregon. She will suggest that he contact Oregon and Washington state directors.
- B. Margaret recommended that Pat encourage state directors to seriously consider conferences in their area. Margaret would like to be able to present conference site options at the San Francisco conference.
- C. Hotel contract (attachment #11): The Board reviewed the recommended guidelines prepared by June Dempsey. Elaine will follow up to find out if the Dallas contract has been signed. Betty will check with Elaine to determine if the San Francisco contract has been signed.

?
? →
PASSED
Conference
hotel guide-
lines

Moved (Baugh), seconded (Bonner) to adopt June Dempsey's hotel agreement as a set of ~~contracts~~ ^{guidelines} for conference site hotel ^{negotiations}.
~~contracts~~
PASSED

X. Proceedings report -- Gwyn Enright

A. Twelfth annual Proceedings

1. Approximately 31 manuscripts were submitted, and two-thirds of those will be printed. The publisher will start printing September 10. The title will be "Multicultural Diversity in Learning". No abstracts will be published this year. At least three people will have read each manuscript, and at least two people will have done editing on each manuscript.

2. Those asked to review the manuscripts are the Journal of Developmental and Remedial Education, IRA, and NRC. Sam Weintraub of Reading Research Quarterly also asked to review. The ads are camera-ready.

B. All previous Proceedings were turned over to the Oxford Mailing Service at a cost of \$110, for which we did not budget.

C. Gwyn requested that bulk mailing be done through the Oxford Mailing Service.

D. The Board considered pricing of Proceedings.

PASSED
Proceedings
price, Vol.12

Moved (Heard), seconded (Bonner) to raise post-publication price of Proceedings to \$8.00 for Volume 12.
PASSED.

E. Volumes 1-3 are available through ERIC and were announced in the July issue of Resources in Education.

XI. Insights

A. Continuing editorial difficulties: Elaine contacted Randy, who said he had incurred no expenses prior to being instructed by the Board not to proceed with publishing. He may have mailed the manuscripts to Pat Heard when he left Cal State Dominguez Hills, and they were lost in the mails.

B. The Board recommended continuation, but under another name.

PASSED
Board to
pursue WCRA
journal

Moved (Heard), seconded (Bonner), that the concept of a WCRA journal continue to be pursued; the President should appoint a new editor who will present a detailed proposal and budget to the next Board meeting at the San Francisco conference.
PASSED.

The meeting was adjourned at 7:55 pm.

The meeting was called to order at 8:45 am August 25, by President-elect Betty Levinson.

Voting members present: Betty Levinson, President-elect
Pat Heard, Past president
J.R. Bonner, Secretary
Jim Baugh, Secretary

Non-voting members: Margaret Coda-Messerle, Past president
Gwyn Enright, Proceedings editor

I. Coordinator of state directors' report -- Pat Heard

A. Guidelines for directors' \$50 allocation

1. Pat has received requests to use the monies for a state publication relevant to members. It was decided that the state director could assist because of the need to facilitate communication among professional members.
2. Pat has also received a request to use monies to buy refreshments at a related professional meeting to stimulate interest among potential new members.
3. She has received a request to subsidize travel for new members.
4. Conclusion: The intent of the Board was to allot the monies for recruiting and communicating with members. The money can be spent for refreshments if recruiting new members, but it is inappropriate to spend the money to subsidize travel.

Clarification
of state
directors'
budget

- B. Directors of states where few members are registered: In Wyoming, for example, WCRA has so few members, the question arose about the advisability of appointing a state director. Between now and the San Francisco conference, Lyle Miller has agreed to ask some of the members if they should be combined with another state or retain their own state director.
- C. Directors for eastern and southern states: At the IRA conference in Atlanta, a person from Florida expressed an interest in establishing a state WCRA group. Pat and Elaine are concerned about encroaching on territories of other professional organizations.

PASSED
Co-director-
at-large for
south & east

Moved (Baugh), seconded (Bonner) that we appoint a co-director-at-large for coordinating potential WCRA members in the southern and eastern states.
PASSED.

II. President's report -- Pat Heard for Elaine Cohen

A. Appointments

1. Placement chairperson: Jane Ballback of Cal State Fullerton
2. Minority Affairs co-chairperson: Manuel Olgin

B. Liaisons with other organizations

1. IRA conference in St. Louis: Elaine will act as coordinator of a program. Plans are due October 15. IRA has expressed an interest in displaying books at the San Francisco conference.
2. NARDSPE: Saretsky expressed an interest in the S.F. conference, but the dates conflict with their annual conference. He is interested in a co-sponsored annual conference at some time or a regional co-sponsored meeting. (Margaret recommended that another member have the opportunity to continue the established liaison with NARDSPE).
3. ACPA Commission XVI: Robbie Nayman met with Elaine in Denver.
4. CRA's current president has corresponded with Elaine.
5. AERA: Margaret recommended that Elaine contact the special interest group for learning centers in American Education Research Association.

C. By-laws: The changes accepted at Honolulu should be included in the minutes (attachment #12).

D. Name change proposal

PASSED
Name change
to be pre-
sented at
S.F. confer-
ence

Moved (Heard), seconded (Bonner) to more accurately reflect the current scope of its membership and programming, the Board will present to the membership at the 1980 conference the necessary motions to amend the WCRA By-laws, Constitution, and Articles of Incorporation to change the name of the Association to College Learning Assistance Association (CLAA).
PASSED.

E. Resource forms: Those which have been completed by members will be forwarded to persons needing the information.

F. Membership list: The current membership list of approximately 900 names for state directors includes name, home address, telephone, school and address. Jim will instruct Oxford Mailing Service to make one extra card per member which lists the data.

G. Parliamentarian: Loretta Newman had recommended that because of travel expenses, parliamentarians be recruited and appointed in geographic areas where the Board tends to meet. However, the Board agreed that since the greatest need for the parliamentarian is at the annual conference, we will continue with just one parliamentarian.

III. Treasurer's report (cont'd)

A. Membership and fiscal years

1. The membership cards should be printed to read "Membership expires ____". The date could be filled in by the Treasurer or the Oxford Mailing Service and an explanation attached.

PASSED
Fiscal year

2. Moved (Baugh), seconded (Heard) that the fiscal year run from July 1 through June 30, effective with the current year.
PASSED.

PASSED
Membership
year

3. Moved (Heard), seconded (Bonner) that the membership year run from the day of the annual conference to the day preceeding next annual conference.
PASSED.

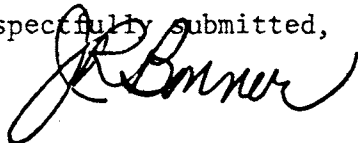
- B. S & E Budget: Betty suggested we set up an S & E budget to accommodate expenses between the conference and the end of the fiscal year.

IV. Newsletter editor's report -- Betty Levinson for JoAnn Wells

- A. Betty presented a list of items (attachment #13).
B. JoAnn attended a meeting at IRA, where it was recommended that organizations need a publicity person independent of the news publication person. The publicity person should have camera-ready photos of logos to use with the publicity. Also, for publicity, state directors need to take photographs at state conferences.
C. STAR column: JoAnn asked for names. Two were suggested: Gordon Cox of Berkely and Anne Eisenberg of Brooklyn.
D. Board recommendations: The order blank for the Proceedings and the mailing address in the ad for the Proceedings needs to be changed. On the membership resources form, Insights should be removed.

The meeting adjourned at 12:00 noon.

Respectfully submitted,



J.R. Bonner, Secretary

AGENDA

WCRA Board Meeting - August 24 - 25, 1979

Hyatt at Union Square, San Francisco, California

Friday, August 24

Call to order - 8:30 am Governor's Suite #6

A. Review of Agenda

B. Secretary's Report (Jacquelyn Bonner)

Approval of April, 1979 minutes

Status of Policies catalog project

Summary of minutes for state directors and newsletter

C. Treasurer's Report (Jim Baugh)

1. Current financial status
 - 1978-79 year end report
 - 1978-79 year end revision
 - 1979-80 report through July 23
2. Clarifications
 - a. Clarification of Account #15 vs. Account #20
(Preliminary Conference/Pre-Conference, Conference)
 - b. Past President's account
 - c. "Special Accounts"
 - d. Savings Account, bond
3. Memberships
 - a. pre-paid memberships
 - b. membership list availability to "outside"
sources and to members; fee
 - c. membership renewal notices and proposals
from Oxford
 - d. Membership card printing
4. Oxford Mailing Service
 - a. Report on meeting with Hal McCune
 - b. Budget items not included in John's estimate
of costs
 - c. Pre-registration costs -- proposal
5. Invoicing through Oxford
Need to print invoices
6. Other printing and mailing needs
 - a. Stationery (with new logo...estimate from Jo Ann)
 - b. WCRA brochure and update of application insert
 - c. envelopes for Proceedings
 - d. Membership cards with new logo

*Table: when should
membership year
begin & end?*

*Governor's
Suite #6*

Table:

7. "Requests for Reimbursement" reminder
spring, 1980, deadline
 8. Handling carryover of one year's expenses into the
next fiscal year.
 - a. possible need to modify budgeting procedures to
account for this
 - b. IRS
 9. Requests for complimentary and lost copies of
Newsletter and Proceedings
 10. Insurance Renewals
- D. President Elect and Program Chairperson's Report
(Betty Levinson)
1. San Francisco Conference Plans
Theme, speakers, events, schedule, board meetings
agenda for general sessions, packets - forms
 2. Budget request
 - a. Conference fees - issues:
 - 1) should non-members be charged a higher rate
for conference registration than members?
 - 2) what should the registration fee be?
 - b. Estimated expenses and income
 - c. Mailing and preregistration plans

Lunch reservations, noon, hotel buffet

- ✓ E. Minority Affairs Committee Report (Manuel Olgin, Don
Yamamoto) time certain - 1:30
- ✓ F. Nominations Committee Report (Margaret Coda-Messerle)
 1. slate of candidates
 2. election procedures
- ✓ G. Conference Site Selection (Margaret Coda-Messerle)
 1. Possible site for 1982
 2. Hotel Contract and plans for Dallas
- ✓ H. Proceedings Editor's Report (Gwyn Enright)
 1. Twelfth Proceedings
 - a. Proposed publication date
 - b. Contents, Title
 - c. Handling by Oxford
 2. Ads, reviews?
 3. Future needs/ requests

- I. Newsletter Editor's Report (JoAnn Wells via Elaine Cohen)
- J. Insights Reports, issues (Elaine Cohen)

Adjournment planned for around 5:00 pm

Saturday, August 25, 1979

Call fo order - 8:30 am

Fiscal Year

→ K. Coordinator of State Directors (Patricia Heard)

- 1. availability of state membership lists
- 2. guidelines for \$50 allocation (also see April minutes)
- 3. abolishing state directors in small states (Wyoming)
- 4. establishing state directors in eastern states (Florida request)
- 5. Earlier distribution of board minutes summary to state directors.
- 6. Other issues
- 7. Plans for state directors meeting at 1980 conference

L. President's Report (Elaine Cohen)

- 1. Appointments: Placement, Awards,
- 2. Liaisons
 - a. IRA conference: cosponsered session...plans due October 15
 - b. IRA interest in displaying books at our conference.
 - c. NARDSPE interest in cosponsering a session
 - d. Meetings with Robbie Nayman, ACPA Commission XVI
 - e. CRA correspondence, brochures
- 3. ByLaws - no changes this year? ~~Have new~~ Have new changes been typed up?
- 4. Name change
- 5. Awards, Scholarships (award given from this year's budget)

6. Resource forms
7. parliamentarian
8. Idea's from JoAnn for organization:
 - a. Publicity chairperson
 - b. Photos at state conferences
 - c. Fundraising! bookmarks, calendars
 - d. Send logos to state directors
 - e. publicize officers' duties in newsletter
9. What happened to the readability clearinghouse?

ADDITIONS TO THE AGENDA:

M. _____

N. _____

O. _____

Adjournment planned for around noon.



THE UNIVERSITY OF TEXAS AT AUSTIN
COUNSELING-PSYCHOLOGICAL SERVICES CENTER

ADDRESS MAIL TO:

RASSL/Learning Services
(Reading and Study Skills Laboratory)
A332 Jester Center, Austin, Texas 78784
Area Code 512, Phone: 471-3614

August 31, 1979

Dear Elaine:

After all the recent discussions of how much of what kinds of WCRA stationery are floating around and to be used for which purposes, I find myself settling down to type this tome at home with only RASSL stationery in the house ... hence the letterhead....

I'm herewith going to attempt to provide you a reasonably accurate summary of discussions/transactions/dispositions, etc. at the recent board meeting so that you can follow up as needed as if you had been there. However, since I make no claim to total accuracy (!), I'm sending a copy to Betty so that she can chime in with her own perceptions as needed. This is going to be really informal, so be sure to phone me if you have questions after reading through it. I'll just go through each agenda item as numbered, so you may want to get a copy of the agenda to have alongside as you read. I'm also enclosing copies of all the handouts.

A. Agenda reviewed - no additions.

B. Secretary's Report

1. Minutes approved - 7 corrections.
2. Policies catalog - decided President should find a volunteer from membership resources form to tackle this much-needed task; Jackie thought that's what had been decided at last board meeting
3. Requested secretary to get out minutes to board and state directors summaries sooner - she said she thought she could

C. Treasurer's Report

1. Current financial status (see handouts 1,2,3,4,5)
motion passed: change fiscal year (again) to July 1 - June 30 so that all conference expenses, etc., from budget will appear in appropriate year
motion passed: account managers cannot exceed budgeted figure without prior approval of President and Treasurer
discussed and agreed: future budgets should include a general office expenses, miscellaneous item rather than including that in President's budget
2. Clarifications
 - a, b. wiped out accounts #2,15,19
 - c. discussed and agreed: the former "special accounts" reflected on past treasurers' reports no longer exist with our new annual budgeting processes

- d. (1) President should be co-signer with Treasurer on any Savings Account withdrawal over \$1,000; withdrawals under \$1,000 should be either Pres. or Treas. Pres. signature is required for checking account over \$500, too.. Elaine and Jim need to get appropriate signatures straightened out on these accounts; by mistake Betty's signature has been on one of the cards.
- (2) Bond: currently have 2 years to go, about \$82, on a 3-yr. bond. Asked Jim to cancel it all together and get refund if possible.

3. Memberships

- a. pre-paid members (who pre-paid ahead at old \$5 rate) will receive letters indicating that their pre-payment will be honored through the '79-80 year but not after that - unless the prepayments amount to more than \$15

(Note: then ensued BIG, hard-to-resolve discussion of when the membership year should begin and end. Finally tabled it to reflect on it overnight. Discussion resumed Saturday, and I think the final resolution was approximately as follows: Membership year will run from the first day of the conference to the last day preceding the next conference. New members who are clearly pre-registering for the annual conference will go on active rolls and begin receiving all mailings immediately - even though their membership doesn't become effective until the first day of the conference. Membership applications - wherever they appear in Newsletter, brochures, etc- should be changed to include a statement "Membership expires on the day preceding the next annual conference" so that potential members are clearly aware when they pay their dues how much they're paying for. Membership card should contain a statement "Membership expires: _____"..
This will mean that the WCRS fiscal year and budget year are lined up more closely together July-June; but the membership year will stay separately conference to conference. CHECK WITH JIM FOR COMPLETE INTERPRETATION OF ALL THIS, THOUGH, CUZ IT GOT A LITTLE FUZZY THERE AT THE END.....) Someone - I guess you - needs to have membership form in Newsletter changed - and on brochure.

- b. Membership list availability - decided possible legal problems in giving the membership to anyone, even publishers, and that those who want to reach our membership should buy Newsletter ads instead
- c. renewal notices: approved sending one renewal letter only - in mid-Sept.; decided that the big conference mailing each year would go to all members for last two years and would thereby by serve as a second invitation to renew; there was some uncertainty about whether renewal letters were already being sent and under whose budget; Jim thought Hal was on hold until approval from the board meeting; left it that Elaine would follow-up with Hal about this

- d. Membership card printing - Jim and Gwyn will handle this; look into using the graphics people who print the Proceedings - will take from president's budget for now, but in future budgets should be covered in a separate office expenses category
4. Oxford Mailing Service
- a. see handouts 6,7,8
 - b. Oxford Mailing Service costs above the budgeted \$1500 will be assigned to other budget categories as appropriate (e.g., president, coordinator of state directors, etc.) until at the end of this year our Oxford experiences will help us more accurately predict that expense for next year
 - c. conference pre-registration tasks/costs will be shared between Rose and Oxford ; we will not use Hal for everything he proposed; will get Rose's crews to stuff packets, etc. ; but pre-registration forms and \$ will go to Hal and be processed by him, etc. - cost will come from conference budget
5. Invoices - Jim will handle this in Treasurer's budget
6. Other printing and mailing needs
- a. stationery - decision was to hold off on this; use old stationery when writing "in-house" ; Jim and Hal have 1500 sheets of some plain non-logo stuff for answering routine business inquiries; between Margaret, Jim, and Betty it was decided there's enough new stationery to handle Betty's needs
 - b. WCRA brochure; it was assumed that Elaine is following up on this; membership form in the brochure needs to include the member's school which was somehow left out ; also needs the statement about membership expiration as mentioned in 3.a.
 - c. envelopes for Proceedings : I think it was decided that those were included in the Proceedings budget and that Gwyn would handle it; not sure, tho
 - d. membership cards - see 3.d. above
7. requests for reimbursement --- should be before the end of the newly established fiscal year ---- we actually tabled this item when we came to it because of the membership year discussion also tabled; I'm not sure that we ever precisely came back to it, but I think there's general agreement that requests should be in well enough before the end of the fiscal year that expenses can be accurately reflected and summarized in the appropriate budget year - if there wasn't a motion, may need to bring this up again in March
8. a. changed fiscal/budget year to accommodate this
- b. IRS - outgoing treasurer should file IRS report; Jim had to do it this time and it was hard because of reporting someone else's records, etc. He'll do it next year.

9. requests for copies should be referred to the appropriate editor
10. bond refund requested; no need for other insurance
11. odds and ends:
- a. treasurer will keep financial records two years back - but all other financial records, etc., will be given to the archives for storage - Jim said a mountain of stuff from years back was passed on to him, etc.
 - b. Audit Committee - new by-laws state that president will appoint audit committee; Jim says that he and John could be considered 2 of the 3 persons and that he'll get someone from the southern California area to go over the books as soon as he gets them in better order early this fall; Elaine should follow up on this, make official appointment so it will eventually appear in minutes, etc.
- D. Program Chairperson's Report (it was decided that Betty will be in touch with you about all of the conference details and ~~XX~~ decisions, a revised budget, revised program schedule, etc., so that I wouldn't report them here) --- but you can see handouts 9,10,11,12
- E. Minority Affairs *times for board meetings,*
- only 3 committee members attended --- Don, Manuel, Jacque
- Don will be responsible for reporting to and keeping in touch with Elaine. Oral summary of report to board: Major focus on staff recruitment through encouraging internship opportunities; objective is first to see which institutional sources would be seriously interested in seeking funding and to provide them with info about how to get the funds; then to be catalyst between the funding sources and the institution; might at some point need a letter from WCRA president to encourage college administrator to support grant request, etc. - but WCRA would not become directly involved as a sponsor, etc. Jackie will include a written committee report in the minutes.
- Other items:
- (1) Don will submit a Newsletter article for next issue
 - (2) They requested an Interest/Issues group topic at S.F.
 - (3) Elaine needs to check that anywhere a membership resources form now appears that it has the option of Minority Affairs committee included (some versions do and some don't)
- F. Nominations Committee
- Committee met and decided upon a prioritized list of preferred candidates for each position; Margaret will call nominees in order and come up with a slate which will have to be accepted by phone approval of the board. Margaret will arrange Newsletter publicity for candidates and publicize absentee ballots. ~~XXXXXXXXXXXXXXXXXX~~ There was some discussion about the advisability of promoting or encouraging nominations from the floor; it was decided that spontaneous nominations from the floor without prior consent of the candidate and his institution, etc., are not helpful though they are legal. Decided that Margaret would write a Newsletter article describing the responsibilities of all offices; and suggest that anyone wishing to add nominees to the committee's slate first check with the nominee, advise him of the full responsibilities of office; ~~XX~~ check with Margaret who would be glad to fill him/her in, etc.

motion approved: institutional support will be urged and requested from all ~~candidates~~ for office, but not required; at least must be able to time off for board meetings, etc. if not financial support

motion approved: to change article VI 3 a of the by-laws to read that committee shall nominate at least one candidate ... also member(s) should be changed to member..... Elaine, I don't have the by-laws here at home so can't interpret the exact wording changes which would be needed in that but rationale is just to allow the committee the option of nominating only one person for an office depending upon the circumstances, availability of good candidates, incumbents, etc. --- might very well nominate two or three if good candidates available (note: you'll need to follow up this and the other by-laws change recommended with Newsletter notification, etc., as we did with those last year)

recommended: candidates for office should not be asked to be keynote speaker ~~XXXXXX~~ at same time they're running for office cuz gives undue advantage (Mike McHargue is on list of possible presidential candidates; if that is ultimately the case, Betty will have to find another keynoter)

G. Conference Site Selection

1. Only a few very tentative possibilities at this point; possibly Portland, Seattle area; British Columbia might co-sponsor or something; San Jose people have nibbled; San Diego would be great but no interested members there now especially since June has come and gone; Margaret will pursue more actively when schools reconvene in fall....
MOVED/SECONDED/PASSED: that Elaine Cohen would hold the 1982 conference in Aspen, Colorado.

2. Hotel contract: decided to use June's model guidelines as guidelines for discussion, negotiation only; not as formal required contract cuz needs for each conference site differ so much

Question: what is the status of a contract with Dallas hotel - Elaine should be the president to sign, needs to check into that

Question: is there a contract with S.F. hotel? Betty didn't know ...
Elaine and Betty should pursue

H. Proceedings

1. 12th Proceedings: going along OK; about same size, same time as last year; no abstracts; *breakfast with mail*
2. will correct Hal McCune's name, address in Newsletter ad so just to WCRA; complimentary copies for review to various journals
3. volumes I-III now in ERIC
4. raised cost of complete set of Proceedings to \$45
5. Elaine: Gwyn wants to know if you know where Hawaii conference registration blanks are - she needs that in order to know who is eligible to receive the Proceedings when they are ready

(hang in there: I can tell the quality of this summary is deteriorating rapidly! ... not much longer.....)

- I. Newsletter -- no report, but brief last-minute phone conversation between Betty and JoAnn Saturday: she'll try to get Newsletter out on time from now on; recommends that president appoint conference photographer well in advance; requests columns from secretary and treasurer for Newsletter;

XXI.

J. Insights

motion passed: to ask president to appoint a new editor to re-look at the project, come up with proposal/format/budget to present to board at next conference; should consider pros and cons of a new name more descriptive of contents; should consider theme-oriented issues (but would contain opinions-program description-research - a variety) should not duplicate the new Jossey-Bass New Directions series being edited by Kurt Laurensen at Berkeley abandon the former concept of a journal that would just highlight a particular issue with ~~XXXXXX~~ articles being just mostly opinions ... WCRA members are more practically oriented, want a ~~XXXXXX~~ Journal that gives lots of practical help all of these are just varied recommendations from the bard, should give editor free-hand to come up with proposal.... I think the motion was actually to appoint editor and editorial advisors

also: remove "Insights" from publicity, membership, resumes form as such, etc.

K. State Directors

1. availability of state membership list (see attached letter)
2. \$50 allocation to state directors should be pretty much confined to "communication" expenses or to specifically membership recruitment activities (e.g. donuts for recruitment coffee OK; Colorado Newsletter not OK)
4. don't establish state directors in eastern states right now - pending name change, etc. but do ease into the needs of our eastern membership by establishing a co-director for memers at large --- in the southeast -- and make that the woman from Florida; then we'd have two member-at-large co-directors, one usually from northeast and one from southeast. Motion made and passed. Pat will follow up.
3. Wyoming decision awaits our state director there sounding out the membership during the year and reporting by the S.F. conference.
5. Secretary will try to get minutes out earlier.
7. Will combine the former state director's luncheon and meeting with their board into one non-food function at S.F.

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THE UNIVERSITY OF TEXAS AT AUSTIN
COUNSELING-PSYCHOLOGICAL SERVICES CENTER



over - I'm running out of paper.

L. President's Report

1. announced your appointment of placement and minority co-chair; you should initiate a blurb in Newsletter about Distinguished Service Award nominees if no Scholarship chairperson this year
2. a. board agreed that they'd like you to have some sort of format that was a potpourri or panel like the Alaskans did at IRA this year ... smorgasbord concept
b. Betty will contact IRA and other organizations about display space
c. Agreed that President (Elaine) should write to NARDSPE president now to have more about co-meeting times in writing
... Margaret asked me to tell you she wants to resign her NARDSPE liaison role; has no recommendations for successor; "good 'ol Margaret" will however keep the role if you beg her and if you can't come up with anyone else.....
d.e. I reported K your reports
f. Margaret thinks we should have official liaison with the new special interest grup on learning centers for AERA; contact Margaret for the name of the appropriate person
3. I relayed your news that you would have a complete set of revised byk-laws typed up.
4. motion passed: to present to the membership at the S.F. conference the necessary motions to amend the WCRA by-laws, constitution, and articles of incorporation to change the name of the association to College Learning Assistance Association.

vote was unanimous; major rationale was to make the name of the association more accurately reflect the current scope of its membership and programming. (however, will keep in the by-laws the requirement that the association's annual conference remain in the western region)

An aside: we haven't ruled out the possibility of coming up with a better name, but all of us are agreed that this is the best we can come up with now. We left it that there could be a last-minute phone check before the motion is actually publicized XX if anyone has come up with better name. Hope graphic artist can make CLAA look spiffier.

President will need to follow-up with appropriate ~~XXXX~~ publicity, etc., for by-laws amendment. (one thing we were uncertain about: will the motion as stated suffice, or do the actual changes by article, section, etc., of each document need to be printed when the formal vote is taken; hopefully, not, but needs to be checked)
5. covered elsewhere 6. report delayed
7. decided no need for parliamentarian at board meetings, but board recommended the President appoint a parliamentarian early for conference and prepare ahead for possible parliamentary procedures needed for what may be vigorous discussion of name change issue; will be several opportunities built into conference for members and board to get together -- should urge that people ask questions, clarify issues, ahead of time so vote will be as smooth as possible, etc.

8

8. JoAnn's ideas:

- a. recs for conference publicity chairperson relayed to Betty
- b. Pat will mention same to state directors; request photos.
- c. nixed the bookmarks, calendars, ideas
- d. Margaret will write Newsletter column about officers' duties in connection with publicizing candidates, etc.

9. Readability clearinghouse was officially buried when Margaret was presidnet - not enough member interest, other computer alternatives becoming available, etc. Margaret wrote a thank-you to Bob Williams and Jon Hagstrom for their exploratory venture in this area.

Whew! I think that's it..... took almost as long to write this as to be at the board meetings! Hope all is going OK for you ----

Pat

xc: Betty