

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: October 8, 2001

LOCATION: Executive Board Room, Double Tree Hotel, Spokane, WA

SUMMARY OF MINUTES

MEMBERS PRESENT: Tom Dayton, *President*; Karen Agee, *President-Elect*; Pat Jonason, *Past President*; Valerie Smith Stephens, *Secretary*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Molly Widdicombe, *Newsletter Editor*; and Vicki Papinea, *Membership Coordinator*. *Guesst:* Laura Symons, *Incoming President-Elect* & Jann Gardner, *Incoming Secretary*.

Tom called the meeting to order at 8:22 a.m. PDT.

1. AGENDA

Tom added the following items to for the agenda: the Qwest Phone system. He distributed the Committee Reports (Attachment A). At this time there are no request from ACDEA. Russ reminded the about the Board about the printer proposal for publishing the CRLA Journal. Karen asked that Gywn Enright be on the agenda on Saturday for her report on the Professional Development Committee (PDC). Susan relayed Susan Brown's message about Site Selection for 2004. Publicity was added on the agenda and an Elections Report from Pat will be given before lunch.

MOTION: Karen moved that the agenda be accepted with additions. Pat seconded. **PASSED.**

2. MINUTES

Valerie asked the Board to approve the revised minutes from the September 19, 2001 conference call.

MOTION: Russ moved that the minutes be accepted with revisions. Karen seconded. **PASSED.**

3. HOTEL EVALUATON

The Board met with the senior hotel staff to finalize details for the conference. After general introductions of the CRLA Board and hotel staff, Pat, Tom, Karen, Russ Molly, Jan, and Laura continued to met with the Convention Manager to ensure the running of a smooth conference.

4. AWARDS & SCHOLARSHIPS COMMITTEE REPORT

Carolyn Judd was retroactively awarded the Kellogg Scholarship. The Awards and Scholarships committee recommended that Terry Cook be awarded the scholarship to assist her in continuing her graduate education. There was discussion about the number of times a CRLA member can receive a scholarship. Susan remarked that in the Policy and Procedures manual the award is given only once. The Board discussed the disadvantage of not awarding anyone the scholarship--- especially if someone has applied and the only reason that person was not awarded the scholarship was because she/he was a previous recipient. The Board wants to promote professional development. The following motions were made regarding awards and scholarships:

MOTION: Pat moved to accept the Awards and Scholarship Committee's recommendation to award Ms. Carolyn Judd the Kellogg Scholarship and Ms. Terry Cook a scholarship which she will use to pursue a graduate degree. Karen seconded. PASSED.

MOTION: Karen moved that for the intention of providing guidance to the Awards and Scholarship Committee, priority in granting scholarships should be given to applicants who have not received scholarships in the past. Pat seconded. PASSED.

The Board took a break for lunch at 12:00 p.m. PDT.

5. CONFERENCE OVERVIEW

Karen brought to the attention of the Board a request for refund from a conference participant. There was a discussion among the Board about who should receive a refund and when. Tom read the refund policy. The policy states that a refund would be granted if the request comes in before October 3, 2001. The conference participant would be granted a refund less a \$25 handling fee. After that date all refunds would be denied. Jan interjected that the Board give her some guidance regarding the late fee. When does the late fee go into effect? Tom advised Jan to use her best judgement on a case by case basis and the Board will support her decision.

MOTION: Karen moved that the policy established by the on-site registration personnel and the conference chair along with consultation with the Treasurer be confirmed and supported by the Board. Russ seconded. PASSED.

There was additional discussion among the Board regarding the deadline for requesting refunds. In light of the national tragedy, the Board agreed that there should be some flexibility when refunds are requested.

MOTION: Russ moved that due to the political crisis that the deadline for conference participants requesting refunds will be extended until Thursday, October 11, 2001. The request must be in writing. The refund request (less \$25) will be honored by the on-site chair and the Treasurer. Pat seconded. PASSED.

Tom went over the conference program booklet (Attachment B). All officers (in-coming as well) are required to attend the Leadership Dinner, Newcomer's Reception, and general sessions—including the Business meeting. Officers are expected to attend the hospitality suite (room 1502) each evening. Incoming officers are asked to sit in the front row during the General Sessions. An outline of the Scholarship Raffle was reviewed by the Board. POC will be asked to sell raffle tickets and to cover the table in shifts. Shipping boxes and packages can be handled at the registration desk. It was stressed to all Board members that address should be clearly written and properly labeled. All copies for presentations and other items will be made at Kinko's. Presenters should have the master copy available for coping. Presenters will be given an educator's discount. Runners will be available to drop off and pick up copies for conference participants requesting handouts. Molly asked about the remaining CRLA tote bags (if there are any left). Pat suggested that they be sold. The Board praised Karen for the program booklet.

The Board took a fifteen-minute recess.

6. ELECTION COMMITTEE

Pat is the Elections chairperson. The members of her committee are Tom Dayton (CA), Roz Bethke (KS), Dorothy Bonsor (OH) and Joe Milsap, (MO). Pat plans to make an announcement at the General Session to conference participants for nominations to fill open positions. Pat will have more to report on Saturday after she meets with the members of her committee.

7. COMMITTEE REPORTS

Tom distributed the committee report from the committee chairpersons (Attachment C). The Board will consider the recommendations for the committee chairs.

8. OPEN POSITIONS

Susan shared with the Board that there is one open position—Exhibits Chair. However, in 2003 the ex officio Board members will be concluding their terms. Tom asked Susan if she will be willing to ask the officio members if they would be willing to stagger the times that they leave the Board to insure a smooth transition when new Board members begin their terms. An additional benefit to having the ex officio members staggering their departure would be to insure the history of past Board decisions. Finally, all open positions will be published in the CRLA newsletter.

9. SECRETARY'S REPORT

Valerie announced that she has prepared a display copy of all the minutes from her term in office. She will share this information at the Business meeting. The minutes will be left at the registration table at the close of the Board meetings for the 2001 conference,

Valerie will type up the minutes and Jann will review them and send the minutes out to the Board. The Board will then make revisions, corrections or changes. Jann will send the minutes to the committee chairs, SIG Leaders, State Directors and Chapter Presidents. Valerie stressed that one of the most important tasks of her position is make sure that the minutes are clear and quickly prepared. Tom remarked that the "the to do" section at the end of the minutes that Valerie prepared has been very helpful.

10. MEMBERSHIP REPORT

Vicki reported on the success of the Tutor Handbook sales. Three-hundred Tutor Handbooks were sold. She recommends that there be an updated version of the Tutor Handbook. She then went over to over go the membership report line by line. Membership continues to grow. Vicki informed the Board that it is through conference registration that CRLA gets most of its new members. Many are members have renewed their membership through conference registration. Susan asked if CRLA continues to ask members why they are no longer members. Vicki responded that conference location has a direct correlation as to how many members' CRLA gains. For example, for the New Orleans conference, there was a large surge of new memberships. Vicki mentioned that there have been requests to use the CRLA logo. It has been policy that that any certified program (by CRLA) has permission to use the CRLA logo. The Board discussed the possibility of having the logo placed on line via the CRLA web site. Vicki was asked to contact Corrine Johnson, the CRLA web master, to develop a password secured logo for the CRLA web site. Laura cautioned that the CRLA logo must be password protected.

11. NEWSLETTER REPORT

Molly was pleased to report that the fall *NEWSLETTER* was being prepared and that the next deadline for the spring newsletter is January 6, 2002.

12. PUBLICATIONS

The Board went over the proposals submitted by JCL Editor, David Lamire. After reading the proposals, the Board agreed that more information is needed to make the best selection for the publication needs of CRLA. The Board also discussed the printing expenses from Hemlock Publishing since this company operates from Canada. Tom and Russ will contact David to gather more information. The Board agreed to table this discussion until after the meet with David. Tom moved on to discuss a recommendation from Mike O'Hear regarding negotiations on assessment with H&H publishing. Mike is willing to take on this task; however he will need financial support to meet with the publishers and for additional expenses.

<p>MOTION: Russ moved that Mike O'Hear be given reasonable financial support to work on the negotiations with H&H for the book on assessment. Pat seconded. PASSED.</p>
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13. TREASURER'S REPORT

Russ distributed the latest budget (September '01). He went over the report line by line (Attachment D). Russ reported that the Auditor was very pleased. CRLA still needs to be bonded and he is still looking into this. Susan asked Russ when should Committee chairs and others who need to have increases or decreases in the budget. It was agreed that November 30, 2001 would be the deadline for committees and others to submit budget requests to Russ. The Board thanked Russ for all his efforts in keeping CRLA in good fiscal order.

MOTION: Karen moved that the Treasurer's Report be accepted as read. Pat seconded. PASSED.

14. SCHOLARSHIPS REVISITED

The Board discussed awarding the scholarship to Corrine Johnson and Bill Horstman. It was the opinion of the Board that since the funds are available, these applicants should be given the scholarship along with Terry Cook. The Board also discussed that there needs to be a job description for selecting the Tom Pasternack Tutor of the Year Award. Additionally, it would be of great assistance to the ITMP if there was more information about Tom Pasternack. A description of Tom Pasternack's contribution to the field and why the award is named after him. This discussion needs to be continued by the ITMP/ITCP Committee.

MOTION: Pat moved that Corrine Johnson and Bill Horstman be awarded scholarships by the Awards and Scholarships Committee. Karen seconded. PASSED.

15. POC

Kathy Carpenter informed the Board that POC would like to have more to do. It was recommended that a link on the CRLA web site be created in the form of a directory for individuals wanting to have advice from a past or a listening ear from a past officer. The Board readily agreed with this suggestion. Kathy moved on to say that POC is willing to serve again as resource for future bylaws revisions via the Executive Assistant and POC is also willing to serve in any capacity as deemed necessary by the Board. The Board asked Kathy to express appreciation to POC for their assistance in reviewing the bylaws.

16. CAS

Becky Johnen is unable to attend the conference this year. The meeting for CAS will be canceled. However, Becky did send the following suggestions: a link between the CAS web page and the CRLA web page and vice versa. Also, listing of CAS standards should be published in the CRLA Journal. Tom suggested sending Becky and Karen Smith CRLA conference tote bags. He also recommended that Becky be given a written acknowledgement recognizing her hard work in representing CRLA in CAS.

Tom adjourned the first day of Board meetings at 5:02 p.m. PDT. The Board meetings will resume on Tuesday, October 9, 2001 at 8:30 a.m. PDT.

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BOARD MEETING

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SUMMARY OF MINUTES

MEMBERS PRESENT: Karen Agee, *President*; Laura Symons, *President-Elect*; Tom Dayton, *Past President*; Jann Gardner, *Secretary*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Molly Widdicombe, *Newsletter Editor* and Vicki Papineau, *Membership Coordinator*. *Guests:* Valerie Smith Stephens, *Past Secretary*; Pat Jonason, *Former Past President*. Karen called the meeting to order at 1: 06 p.m. PDT

1. ACDEA

Tom reported the calendar of events that will streamline the Fellow process. He also announced the names of individuals who will assist in the process: Charlotte Short and Linda Thompson. Tom is also a member of this group. It was recommended that Fellows not communicate with other Fellows during the nomination process. Tom also shared that he is still waiting for the report regarding the archives. It is hoped that there will be sufficient space to house the CRLA archives when they are ready to be moved. In closing Tom remarked that it was a very positive meeting and all motions were passed unanimously. Laura echoed Tom's remarks that was a great spirit of collegiality.

2. JOURNAL UPDATE

David began his remarks that the printing costs of publishing the journal are very expensive. David there would be a considerable saving if the journal were printed in California. He has contacted Verna at ESG and she will be able to give the exact cost and she will provide this information to David soon. Tom requested that this item be continued at future conference calls. David will gather additional bids and prices and present the information to the Board at future conference calls. Laura presented the Board information about a printer that she used in Virginia. She will pass this information to David. David announced that the fall journal is at the printers getting ready for distribution. Tom asked David to include the CAS standards in the next issue of the Journal. David will contact Becky Johnen to get the necessary information. David asked the Board to consider the possibility of having an on line journal. The members of his editing committee is eager to pursue this option. David will contact the CRLA web master, Corrine Johnson for guidance in how to arrange the journal in an on line format. There was a discussion among the Board that the CRLA journal needs to be included with ERIC. David will investigate and report back to the Board about his findings. David moved on to discuss monographs in addition to the journal. Karen asked if there was enough information to produce a monograph. The Board discussed the possibility of producing a monograph twice a year and perhaps it can be developed on line. The monograph may be tied in to the SIGs. David will be searching for background information. David shared an idea from Kate O'Dell regarding the Teaching Excellence

Award. The idea is to name the award after Karen Smith or Mike O'Hear. The Board will discuss this suggestion at a later date. David will try to locate the names of possible authors for Distinguished Research. David announced that the deadline for the spring issue is March 1, 2002. David will also inform the Board of changes in the editorial board. David also announced that he will be seeking individuals for editors and reviewers. Acknowledgements were given to David's assistant for her excellent proofreading skills. David closed his remarks by saying that in the future an institute for writing APA style to assist future writers for the journal. To show appreciation to David and to discuss journal issues, Tom took David to lunch. The Board expressed gratitude to David for his work on the journal.

3. NEW EXHIBITS CHAIR

Bill Horstman has agreed to serve as Exhibits chair immediately. The Board accepted his offer to serve. Bill had some ideas to encourage more participation from conference participants. He will gather information and share them with the Board. One possible change is to reschedule the Grand Opening reception.

MOTION: Tom moved that Bill Hortsman be approved to become the new Exhibits Chair, effective immediately for three years. Laura seconded. PASSED.
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4. REQUESTS FROM STATES AND REGIONS

There were two requests for funding from states and regions. They will be tabled until the January conference call to be eligible for the increased funding that will go into effect on January 1, 2002. It was agreed by the Board that it is very possible that these requests will be funded. Russ cautioned that these requests be evaluated after the budget is reviewed at the February Board meeting.

5. ESG PROPOSAL

Tom read a proposal and letter for Debbie Sipe of ESG. The Board reviewed the letter and Karen stated that she wanted to make sure that the services that the proposal states will be done. Tom responded by reading the service list and said that he feels that ESG will complete the services that they are willing to offer. The Board then discussed the telephone charge of \$25 per month. The telephone will have an answering machine until a voice mail system can be activated. Russ voiced concern about having calls going to ESG. He wanted to know if Vicki could handle those telephone calls. Laura asked how much is CRLA billed for handling phone calls. Tom gave an example of a CRLA phone line answered by ESG. Vicki inquired about how this telephone line should be used. Will it be an 800 number? Tom responded that it would be a regular telephone number and the caller would incur the cost of making the call. Russ pointed out that it very difficult to make a decision without bids from other service providers. Tom also informed the Board that all billable hours in the contract were hours that ESG provided. Tom continued the discussion regarding the cost phone line and made the following motions:

MOTION: Tom moved that a telephone line be installed at ESG to serve CRLA members. Laura seconded. Russ voted "no" PASSED.

Tom moved that the ESG contract be accepted for one year—2001 to 2002. Laura seconded. Russ voted "no" PASSED.

Karen will sign the contract. Jann will remind Susan to report back to the Board other mailing services with the cost of each service provided.

6. PROFESSIONAL DEVELOPMENT COMMITTEE

Gwyn Enright submitted an annual report from her committee. The Board reviewed the report. PDC recommended that it begin investigating options for individual certification in the area of Learning Assistance. Russ interjected that he is willing to work with PDC on this project. On a related note, Tom informed the Board of his conversation with Kathy Bartels Angus on the rights of Adult Learners. CRLA may want to incorporate this information when it becomes final. A printing of this document may also be considered for publication in the CRLA journal. Tom hopes to have it approved and to go on record supporting adult learners.

Tom moved that the Board investigate individual certification in Learning Assistance. Laura seconded. PASSED.

7. CONFERENCE REPORT

Jan Swinton reported that the CRLA store had an income of \$273. 24 tee shirts were sold. The scholarship raffled raised \$914. Jan stated that there more money to come for the scholarship fund. Russ also reminded the Board about the \$500 check from the OR chapter. The savings account has \$52,547.94—this amount does not include the charges from MasterCard and Visa. Russ wanted to go on record to praise Jan and Molly. The Board congratulated Jan and Molly for their excellent work.

8. AUDITOR'S REPORT

Russ informed the Board that Gladys Shaw has divided her report into two sections: a formal report and she prepared a list of problems. Russ read the report. The problem read by Russ is that the auditor can't prove that the income accurately reflects the individual activities in the account. The auditor can't account for \$40,000.00 in income. The auditor's opinion is that unless this is resolved, it would be highly unlikely to have CRLA bonded. Russ read each concern from the auditor (Attachment A). fifteen percent of the income could not be traced. Karen stressed that it is important that CRLA become bonded. Russ recommended that Gladys and Gretchen meet again to resolve this matter. Gretchen should have the opportunity to correct the report. The acceptance of the report will be table until both Gladys and Gretchen can work on correcting the report. Karen

will ask Gladys to contact Gretchen to send another disk with the necessary information and any other additional information needed to complete and correct the report.

9. RECOGNITION OF AWARDS FOR 2001

The following individuals were given recognition at CRLA's 34th Annual Conference. Fellows awarded this year are John Rouche; Claire Ellen Wienstien, and Kathy Carpenter. Kathy Carpenter was inducted at the conference. The other fellows were unable to attend the induction ceremony. The Tom Pasternack Tutor of the Year Award was given to Jeff Child of Wayne State College in Nebraska. CRLA Scholarship recipients were: Bill Hortsman of CO, Corrine Johnson, of CO and Terry Cook of New Mexico. CRLA Special Recognition Awardees: Lucy MacDonald, of OR, Sue Brown of NM, and Vicki Papineau of NE. The Long and Outstanding Service Award was presented to Vince Orlando of CO. Molly will write a press release announcing the awardees accomplishments. Karen will write a letter of congratulations. A note from Kathy Carpenter was read thanking CRLA for a wonderful induction ceremony at the conference.

The next conference call is scheduled for Wednesday, November 14, 2001 at 12:00 p.m. PST.

Karen adjourned the meeting at 4:11 p.m. PDT.