



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128

Date: August 22, 1984

To: Board Members

From: Carole Bogue

Subject: Conference Call

The following items need to be discussed during our forthcoming conference call scheduled September 13 at 2:00 PM CA time. As you will notice, action will be required in some cases.

1. Approval of '85-86 Candidates
2. IRS penalty
3. Guidelines for Funding Requests and Reimbursement
4. Special Election Status
5. 1984-85 President-elect's Job Description
6. Site Selection 1986
7. NADE-WCRLA Placement Service
8. Oregon's Request for Funding

If any of you wish to add further items which need our immediate attention, please let me know. I hope things are going well for each of you. The Denver photos turned out well; I wish I had taken more. Take care!

ld



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128

August 15, 1984

Patti Glenn
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Patti:

Enclosed are the revised By-laws reflecting the changes approved at the '84 Conference in San Jose. At the July Board meeting in Denver, the Board of Directors carefully reviewed the revised copy and agreed that it may be safely distributed. Could you make copies available to Karen who can then distribute them to State/Province Directors? Handling the matter this way will eliminate the cost of printing revised By-laws in the Newsletter until further changes deemed necessary have been made.

There are several Articles the Board would like you to review carefully in order to recommend changes which need to be presented to the members via the Newsletter prior to the Denver Conference at which time members can vote on them at the annual business meeting. Consider the following:


1. Article IV, Section 1, addressing the procedure to follow in the event of officer vacancy. The procedure recommended, particularly for replacing a President-elect, is cumbersome and actually quite vague. In fact, in our attempt to follow the directives provided following Beryl's resignation, the inadequacy of this section became most apparent. Problems discovered may be summarized as follows:
 - a. Directives in Section 1 disallow replacement of the President-elect until the regular election period; the member elected does not take office, however, until the forthcoming conference. As a result, the person has no opportunity to prepare him/herself for the Presidency and WCRLA is required to function with one less Board member for what in this case would be an entire year; such a lengthy vacancy could have debilitating effects on the organization. In order to secure immediate replacement for Beryl, we are presently required to ask the members to approve suspension of rules prior to asking them to vote for a new candidate, an expensive, cumbersome, and possibly confusing procedure.

- b. Section 1 also directs the president to appoint an acting program chair upon notification of the president-elect's resignation. Additional directives, however, are not provided and this leaves much open to question:
 1. Should the candidate who lost to the vacating President-elect be the first member asked to be program chair?
 2. Should the person appointed reside near the site of the forthcoming conference?
 3. Should the person appointed be automatically considered for candidacy in replacing the vacating officer or at least offered that option?
2. Article V, Section 5, addressing officers. This section does not indicate that a major role of the Past-President is to serve as Coordinator of State/Province Directors. Our present Board of Directors thinks this insertion needs to be made in Section 5.
3. Article X, addressing officer removal. Referral to ousting an officer is made, but procedures are not specified, reasons permitting such action are not suggested, etc., etc. Our present Board of Directors feel that if such action were necessary at some point, this article gives no direction to those assuming responsibility for initiation of such action.
4. Article XII, Section 1, addressing amendment of By-laws. The 1983-84 Election Process Task Force recommended that Section 1 be changed to read: These By-laws may also be amended by mail ballot at the discretion of the Board. At the San Jose Conference, however, Kate O'Dell, Parliamentarian at that time, advised the Board that the issue in question involved only changes in the elections process; since Article XII does not refer to election of officers, it was inappropriate for members to vote on that recommended change. The present Board thinks this final recommendation, however, should be made and would like you to include it with the list of changes you recommend this year.

Finally, Patti, could you also read all other Articles carefully and try to determine for us what is unclear, less than pragmatic, etc. and make recommendation for change when necessary. I've asked that the person who replaces Beryl assist you with this most demanding project. Feel free to appoint committee members to work with you as well.

Thank you so much, Patti, for your dedication to WCRLA. Please call or write if you have any questions regarding any part of the above discussion.

Sincerely yours,


Carole Bogue, Ph.D.
President

cc: Board members



Western
College
Reading &
Learning
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

August 16, 1984

M E M O R A N D U M

TO: Carole Bogue
Harold Fillyaw
Suzanne McKewen

FROM: Karen Smith *Karen*

RE: IRS - Again!

The attached enclosure is a copy of correspondence with the IRS that went into the mail today. You'll note the IRS letter is dated *July* June 30 with a deadline for return of August 9. I received the memo on August 13 and gave it to our accountant on the 14th.

Keep your fingers crossed--again!

KGS:mp-4

Department of the Treasury
Internal Revenue Service
FRESNO, CA 93888

If you have any questions, refer to this information:

Date of This Notice: JULY 30, 1984
Taxpayer Identifying Number: 95-3177158
Document Locator Number: 89490-056-00047-4
Form: 990 Tax Period: JJNE 30, 1983

Call:

or 1-800-424-1040 ST OF CALIFORNIA

Write: Chief, Taxpayer Assistance Section
Internal Revenue Service Center

FRESNO, CA 93888

If you write, be sure to attach the bottom part of this notice.

REQUEST FOR PAYMENT

ORGANIZATION EXEMPT FROM INCOME TAX

OUR RECORDS SHOW YOU OWE \$660.00 ON YOUR RETURN FOR THE TAX AND TAX PERIOD SHOWN ABOVE. IF YOU BELIEVE OUR RECORDS ARE NOT CORRECT, PLEASE SEE THE INFORMATION ABOUT THE AMOUNT YOU OWE ON THE BACK OF THIS NOTICE. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THE INTERNAL REVENUE SERVICE. PLEASE WRITE YOUR TAXPAYER IDENTIFYING NUMBER ON YOUR PAYMENT AND MAIL IT WITH THE BOTTOM PART OF THIS NOTICE. AN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE. YOU SHOULD ALLOW ENOUGH MAILING TIME TO BE SURE WE RECEIVE YOUR PAYMENT BY AUG. 9, 1984.

THANK YOU FOR YOUR COOPERATION.

TAX STATEMENT

TAX ON RETURN.....	\$0.00
TOTAL CREDITS.....	\$0.00
OVERPAID TAX.....	\$0.00
*PENALTY.....	660.00
*INTEREST.....	.00
AMOUNT YOU OWE.....	\$660.00

See codes

10

on the back of this notice that provide further explanations and instructions.



**Western
College
Reading &
Learning
Association**

Suzanne

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128

Date: August 15, 1984

To: Board of Directors

From: Carole Bogue, President *CB*

Subject: Guidelines for Funding

I hope that each of you has had an opportunity to relax a bit before plunging into Fall semester. Although not with a great degree of swiftness, I have been trying to attend to some WCRLA matters that I promised to handle in Denver. One of my first tasks was to draft general guidelines for funding WCRLA groups and/or individuals, primarily committee heads and SIG leaders; as you'll note, that which I prepared (enclosed) is quite similar to Karen's guidelines for State/Province Directors, particularly some sections in which deviation in both direction and wording seemed unnecessary.

Could each of you peruse this draft carefully and make suggestions and/or corrections if deemed necessary? Do you think it is general enough for a wide spectrum of WCRLA committee heads/groups/individuals? Should this document speak more directly to officers? On the second page of the draft, you'll notice that direction to officers is included in two instances. Or should such a set of guidelines exclude mention of officers entirely since their procedures for requesting funds varies somewhat from that of committee heads, etc.?

Also enclosed is a copy of the Funding Request Form and the Request for Reimbursement Form containing suggestions for a couple of minor changes. See what you think. Return both forms and draft of guidelines with suggestions as soon as possible.

Sometime during the second week in September, I think we should have a "brief" conference call. At that time, names of the '85-86 candidates will be in hand for Board approval, sufficient information to make a decision regarding the '86 Conference site should be available, etc., etc.

I'll advance you as much information as possible regarding important issues and provide you a brief agenda. How about Thursday, September 13 at 2:00 PM California time? Please let me know soon if this date and time are appropriate.

Take care for now!

WCRLA

WESTERN COLLEGE READING & LEARNING ASSOCIATION

GUIDELINES FOR FUNDING WCRLA COMMITTEE CHAIRS/SIG'S

The following set of guidelines for requesting funds, requesting reimbursement, maintaining records, and preparing end-of-year reports has been developed in conjunction with the guidelines established for State/Province Directors, March '84. All funds will be allocated by the Board based on the best interests of WCRLA and the general membership as determined by the Board. Requests for funds should be made with consideration for the needs of one's area of responsibility as well as for the best interests of the organization as a whole.

Except in emergency cases, all funding requests shall be submitted prior to the Summer/Fall WCRLA Board meeting when the annual budget is established. Requests should be submitted to the President prior to July 1 of each year; however, specific deadlines may be set some years based on the timing of the Summer/Fall Board meetings.

Requesting Funds

1. A request for funds for each year should be submitted on a "WCRLA Funding Request Form," available from the President or the Past President. The request must include a clear statement of the specific purpose(s) for which funds will be used and an itemized budget of expected expenses. When supplementary funds from other sources will be used also, notation should be made in the itemized budget.
2. It is expected that most committee chairs appointed by the President will incur some operating expenses in fulfilling the demands of the position. Whenever practical and possible, however, alternative sources of funds should be utilized. Participation in professional organizations such as WCRLA is a legitimate function of professional development and as such is frequently included in college departmental budgets. Such institutional funds/support should be used before WCRLA funds are expended.
3. WCRLA funds should not be used as compensation for the services of any member. Such services should be considered as voluntary, professional responsibilities.

Requesting Reimbursement

1. Amounts approved by the Board of Directors should not be considered as an advance. The WCRLA procedure for payment is to submit a "WCRLA Request for Reimbursement Form," with receipts to the President who will authorize the request and forward it to the Treasurer. In special situations, however, funding for special projects can be advanced prior to the activity itself. The need for an advance must be clearly stated on the Funding Request Form, and accurate, detailed records and receipts for expenditures must be submitted following the conclusion of the special project.

Requesting Reimbursement can't

2. No reimbursement will be made unless receipts or other appropriate verification of expense is included. This point applies to all officers as well.

Maintaining Records & Preparing End-of-the-Year Reports

1. Whenever an allocation has been made, the person submitting requests for reimbursement should keep records of expenditures including the date and amount of each reimbursement received. Prior to the annual Spring Conference when most expenditures have already been made, an end-of-the-year report should be prepared for the Board based on the records maintained. The report if possible should be duplicated and presented at one of the scheduled Board meetings either by the person preparing it or by an appointed designee. Included in the report must be an accounting of funds used and, when appropriate, the number of members benefiting from the special project as well as the project's evaluation. This procedure applies to all officers as well.

Additional Points for SIG Leaders

1. SIG leaders are encouraged to communicate with SIG members, of course, and when appropriate/feasible to host meetings. To fund the latter SIG leaders are asked to create local funding sources for such gatherings as are State/Province Directors. WCRLA special project funds, however, may be considered "seed money." All things being equal, proposals for "seed money" will be given priority over requests for grants.
2. Special projects eligible for funding may include but are not limited to the following:
 - a. Special expenses for local meetings, especially "seed money" to plan or initiate such meetings to expedite/facilitate formation of active SIG's.
 - b. Special expenses of communicating with the membership.

Drafted 8/15/84

WCRLA FUNDING REQUEST

State/Province
Name of ~~/~~Committee/SIG/task force, etc:

Total amount of request:

Date needed:

Funds to cover from _____ to _____

Statement of purpose for funding request:

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
-------------	---------------	-------------

Name:

Mailing Address:

Day Phone: ()

Home Phone: ()

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

To: WCRA Treasurer

From: _____

Subject: Request for Reimbursement of Expenses and/or Payment of Bills

Date: _____

Make payment to: _____

Address: _____

City/State/Province/Zip: _____

Amount: _____

List below the items for which reimbursement/payment is requested or for which a check is to be issued. Be sure your description is complete enough to assist the Treasurer in assigning your expenditure to the proper budget category. Attach receipts or bills whenever possible.

Please note that the ^{WCRA} President must sign all requests from ^{Officers & from} Committee Heads for Committee expenditures and the Coordinator of State Directors must sign all requests pertaining to State Activities. The President and the Coordinator are responsible for these two budgets and without their authorization the Treasurer cannot issue a check.

All requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

Description: _____

Signature of Person Submitting Request_____
Signature of Officer Authorizing Request

FOR TREASURER'S USE ONLY:

Account Charged: _____

Check Number: _____

Date Issued: _____

(revised 9/82)