

WCRLA BOARD MEETINGS
Summary of Minutes
July 25-27, 1986
Albuquerque, New Mexico

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Gladys Shaw, treasurer.

Others Present: Harold Fillyaw, treasurer, 1984-86; Jane Hopper, Newsletter editor; Juan Flores, Multicultural Affairs Committee (MAC) chairperson; Susan Deese, 1987 Conference on-site manager.

1. Minutes of March, 1986, meetings were corrected and approved.
2. The Board decided to update the membership brochure to include information regarding SIG's (Special Interest Groups) and to solicit information regarding members' school affiliations - specifically whether the schools are two- or four-year institutions.
3. The Board's bonding policy will include the conference registrar and the conference on-site manager.
4. There was discussion regarding shifting the responsibility of the conference from the president-elect to the past-president since the past-president would have had more experience with the organization. Another suggestion was to elect the president-elect a year earlier in order for planning for the conference to begin earlier. No action was taken.
5. Susan Deese, 1987 Conference on-site manager, reported plans for the conference.
6. Gwyn Enright, president-elect, 1987, and Conference manager, reported that the conference theme will be "Back to the Future."
7. The 1987 Conference budget was approved for \$13,500.
8. The Board decided to accept the Scholarship and Awards Committee proposal of March 19, 1986, with the following changes: award \$500 this year with half of the money distributed at the time of the award and half distributed upon completion of the project. The Scholarship and Award Committee should be directed by the president to create an application form and to develop procedures for selecting the award recipient including methods of evaluation and priorities for the applications. These procedures will be submitted to the Board for approval.
9. The Board established an award of \$100 and a plaque to honor outstanding research.

10. Jane Hopper, Newsletter editor announced that she plans to resign after this year.
11. The Nominations and Elections Committee, Carole Bogue, chairperson, Joe Cortina, Helen Gordon, Gene Kerstiens, Vince Orlando, presented the following slate of candidates for office:

president-elect	Susan Deese, University of New Mexico
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secretary	Becky Johnen, Chemeketa Community College
	Marci Matlock, Navajo Community College

12. The Audit Committee, Susan Deese and Kathy Matthews, submitted a report stating that the funds had been accounted for "accurately, consistently, and responsibly."
13. Harold Fillyaw, treasurer reported that the balances on hand as of July 26, 1986, when the 1985-1986 books were closed were as follows:

scholarship fund	\$ 750.45
checking account	\$ 3,768.09
savings	<u>\$36,207.14</u>
total cash on hand	\$40,725.69

14. Wes Brown distributed the 1986 Conference final budget report. Harold Fillyaw presented the following summary of the Conference receipts and expenses:

receipts from registration	
chairperson	\$31,267.15
expenses	
Wes Brown-conference	
manager	4,489.91
Dolores Akins-on-site	
manager	2,363.22
paid by treasurer:	
hotel	7,018.01
stamps	13.20

conference forms	35.00
speakers	2,363.96
refunds	908.50
total expenses	17,191.80
net receipts over expenses	14,075.35

15. The contract for the 1988 Conference in Sacramento will be corrected to include several changes.
16. The board reimbursement policy was reviewed and remains essentially unchanged. Some revisions were made to eliminate ambiguity.
17. The 1987 budget was approved for \$44,075.00.
18. It was moved, seconded, and passed that travel money allotted to a board member can be spent at the board member's discretion, subject to the reimbursement policy and limited to travel as an official representative of WCRLA. Travel expenses in excess of the budgeted amount require prior Board approval
19. Juan Flores, MAC (Multicultural Affairs Committee) chairperson, reported on his goals for the year. He has agreed to work toward finding a new name for the MAC because of the continuing confusion regarding the differences between the MAC and the MAC SIG.
20. The Board approved changes in the treasurer's job description.

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SUMMARY OF MINUTES

WCRLA Board Meetings
Los Angeles, California
March 18-23, 1986

- I. Sue Brown, president, welcomed the new officers, Gwyn Enright, president-elect, 1986, and Gladys Shaw, treasurer, 1986-88.
- II. Carole Bogue, coordinator of state/province directors, reported a two percent increase in membership since the last Conference. Membership is approximately 600. Texas has moved into second place behind Southern California.
- III. President's Report
 - A. Sue Brown's major project this year was to establish a new system with the assistance of the accounting firm of Cooper and Company.
 - B. Sue was the keynote speaker at the Colorado State Conference and plans to co-present with Vince Orlando at the IRA Conference in April.
 - C. Three organizations--Awards, Honors, and Prizes; Encyclopedia of Associations; Alvina Trust Burros Institute, Inc.--have been given permission to include information about WCRLA in their publications.
- IV. 1986 Conference
 - A. Approximately 340 people pre-registered for the Conference and approximately 70 people registered on-site. Special Interest Group (SIG) breakfasts had very good enrollments and three institutes sold out prior to the Conference.
 - B. The Computer Fair, an outgrowth of the Computer SIG has been a popular addition to the program and will remain a program function. It was suggested that procedures for running the Computer Fair be written using the same time lines used by the Program Committee chairperson so that the Computer Fair activities can be included in the program.
- V. Newsletter
 - A. Deadlines will remain the same--January 5, May 1, July 31, October 1.
 - B. Jane Hopper announced that she will retire as editor after this year.

- VI. Theria Beverly, Multicultural Affairs Committee (MAC) chairperson, announced that MAC membership and participation have increased.
- VII. The Board discussed the cost of the mailing service and discussed ways to reduce those costs.
- VIII. Treasurer's Report
 - A. Harold Fillyaw, treasurer, reported \$23,438.86 in the savings account and \$4,096.99 in the checking account as of March 17, 1986.
 - B. The 1985 Conference realized a profit of \$5,292.07.
- IX. Job descriptions will be reviewed and updated by Board members before the summer Board meeting.
- X. A task force was established to create a handbook for use by the conference manager.
- XI.
 - A. Journal advertising was reduced this year to one ad in the Journal of Reading.
 - B. Carol Bogue, presented a marketing plan which recommended that marketing focus on membership and attendance at the Annual Conference.
 - C. Carol Bogue will pursue grant funding that could be used for marketing as well as to support other activities.
- XII. Bylaw Changes
 - A. The membership approved two changes in the bylaws:
 - 1) Article VII., 3.c., was changed to read, "The Election Committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer by OCTOBER 1."
 - 2) Article VII, 3.d., was changed to read, "Information about all candidates, one official ballot and a properly address return envelope will be mailed ON OR BEFORE JANUARY 15."

- XIII. The Nominations and Elections Committee for 1987 is Carole Bogue, chairperson, Gene Kerstiens, Vince Orlando, Joe Cortina, and Helen Gordon. Pat Heard will replace Gene Kerstiens next year.
- XIV. The archives have been moved from Ruth Purdy's residence to New Mexico State University.
- XV. Frank Christ received the Long and Outstanding Member Award.
- XVI. Pat Mulcahy received the WCRLA Scholarship.
- XVII. William Perry, Jr., professor emeritus, Harvard University, was the keynote speaker at the First General Session. His address, "Personal Evolution in Learning to Learn," explained his research with Harvard and Radcliff students which was reported in his book, Forms of Intellectual and Ethical Development in the College Years.
- XVIII. Special Interest Groups (SIG)
- A. Kate Sandberg, SIG coordinator, reported that SIGs are thriving and that SIG leaders are doing a great job.
 - B. The \$3.00 membership fee for SIGS will be collected at the discretion of the SIG leader since the need for funds varies from SIG to SIG.
 - C. The Learning Assistance Center (LAC) Management SIG directory has been completed and was distributed by Dorothy Lee, LAC SIG leader.
 - D. The Learning Disabilities SIG is interested in hosting a summer institute, possibly in Jackson Hole, WY in 1987.
 - E. The Outreach Consulting SIG has disbanded.
 - F. Peer Tutoring SIG has 124 people on a mailing list for a newsletter which is distributed quarterly.
 - G. Critical Thinking/Problem Solving SIG is developing a newsletter.
- XIX. Mike O'Hear, Journal editor, announced that he will leave that post at the end of the year.

- XX. Placement activities will continue to focus on job announcements and possible interviews at the Conference.
- XXI. Sacramento was chosen as the site of the 1988 Conference. Seattle is a possible site for 1989.
- XXII. Spencer Olson, Texas state director, presented \$150 to the scholarship fund from the Texas organization in honor of the Texas Sesquicentennial.
- XXIII. Sue Brown will investigate the issue of changing the at-large designation to a regional designation.
- XXIV. Dr. Jennie Green, associate professor of education, California State Polytechnical University, Pomona, California, was the guest speaker at the Third General Session. Her address was entitled, "Preparing for the Year 2001; Emerging Challenges--Opportunities for Renewal."
- XXV. The 1987 Conference will be April 9-12 at the Marriott in Albuquerque, New Mexico. The theme will be "Back to the Future; WCRLA Celebrates 20 Years."

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WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
July 25, 1986

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Gladys Shaw, treasurer.

Others Present: Harold Fillyaw, treasurer, 1984-86; Jane Hopper, Newsletter editor; Juan Flores, Multicultural Affairs Committee (MAC) chairperson.

President Wes Brown called the meeting to order at 7:30 p.m.

I. Welcome

Wes welcomed everyone and distributed copies of the agenda which was approved with the changes as noted (Att. A). He also distributed copies of addresses of Board members and committee members (Att. B).

II. Minutes of March Meetings

Minutes approved

The minutes from the meetings of March 18-23, 1986, were approved with the following corrections:

A. March 18, 1986, page 3, C. 1; change "New Mexico" to "Arizona."

B. March 18, 1986, page 6, VIII; change "Glen" to "Glenn."

C. March 20, 1986, page 1, IV; change "Radcliff" to "Radcliffe."

D. Attachment W, page 2; mislabeled as Attachment V; change "V" to "W."

(M) Gwyn Enright: the minutes be approved as corrected.

(S) Gladys Shaw

PASSED

III. Treasurer's Report

T-shirts netted \$400.00

Harold Fillyaw, treasurer, 1984-86, distributed his report (Att. C) for examination by the members. Detailed discussion was postponed until after the audit which was to be conducted July 26. Harold reported that the t-shirt sale had made approximately \$400 and that there were 50 t-shirts remaining to be sold. The t-shirts will be taken to various state meetings in an attempt to sell them.

IV. Reimbursement Policy

Board reimbursement
policy reviewed

The policy regarding board reimbursement was reviewed. The Board agreed that the policy was adequate, but that the statement needed some revision to eliminate any ambiguity. Jane Lehmann volunteered to clarify the policy and to present it at the July 26 meeting.

V. Oxford Mailing Service

A. Membership Brochure

Brochure to be updated

Wes Brown distributed a letter from Hal McCune of the Oxford Mailing Service (Att. D) regarding changes in the membership form. The Board decided to change the membership form to solicit information regarding members' school affiliations--specifically, whether the schools are two- or four-year institutions.

The Board agreed that the membership brochure needs to be updated to include information about the Special Interest Groups (SIGs). Information about SIGs could also be included in the member resource form. Gwyn Enright volunteered to rewrite the brochure before the March meetings.

B. Costs and Services

Oxford Mailing Services
costs summarized

The Board had discussed at the March, 1986, meetings the cost of the services provided by Oxford Mailing Service. Jane Lehmann and Karen Smith researched

the minutes and the archives for documents which could help the Board understand the nature of the agreement we have with Hal McCune (Att. E). Wes distributed a summary of the work billed by Oxford (Att. F). After some discussion, Gladys Shaw volunteered to investigate similar services in the El Paso areas for the purpose of comparison.

VI. Board Policy

Board policy to include registrar and conference on-site manager

Gladys Shaw reported that she had written to the insurance company in response to questions raised at the March meetings regarding who was covered by the bonding policy. The policy covers the Board and anyone handling money from the conference, (conference on-site manager, registrar). Since the registrar was inadvertently left off the rider sent to Gladys, she will write to the insurance company again and ask for the rider to be corrected to include the registrar.

VII. At-Large Designation

At-large delegates prefer regional designation

Sue Brown reported on her conversations with the at-large delegates regarding changing the at-large designation to a regional designation. The delegates preferred the regional designation. Sue distributed a map which showed state membership for each state (Att. G). Discussion centered on how to divide the regions and what to call them. Sue will communicate with the at-large membership for feedback on these two issues.

The meeting was adjourned at 10:40 p.m.

Respectfully submitted


Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
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Others Present: Harold Fillyaw, treasurer, 1984-86; Jane Hopper, Newsletter editor; Juan Flores, Multicultural Affairs Committee (MAC) chairperson.

Wes Brown called the meeting to order at 8:50 a.m.

I. Duties of the President-elect and Past-president

It had been suggested at the March, 1986, Board meetings that the role of conference manager be assigned to the immediate past-president rather than to the president-elect. Such a change would allow the person who would eventually become conference manager more time for planning and more time to become knowledgeable about the organization. During the discussion in Albuquerque, it was noted that those advantages could be offset by loss of enthusiasm and changes in the president-elect's personal or professional life that may make it impossible to fulfill a commitment made three years earlier.

Suggestion: elect president-elect a year earlier to have more planning time.

It was suggested that we leave the duty of conference manager with the president-elect, but elect that person one year earlier. During the first year of the president-elect's term, he or she could begin to plan the conference so that theme, keynote speakers, and possibly institutes could be announced to the membership sooner. Also the president-elect could use the first year of his or her term as an apprenticeship for running the conference by observing the proceedings more purposively, conferring with the conference manager regularly, and perhaps, serving as chairperson of the Evaluations Committee. Additional suggestions were that the president-elect not be a voting member of the Board during the first year of the term, not be required to attend board meetings, and not have any official responsibilities for the Annual Conference (except, perhaps, the Evaluations Committee chairmanship). No formal action was taken on these suggestions.

Wes Brown will consult with Carole Bogue, Nominations and Elections Committee chairperson, 1986-87, and Pat Heard, Nominations and Elections Committee chairperson, 1987-88, for their comments and suggestions regarding this proposed change.

Susan Deese and Kathy Matthews joined the meeting at this time.

II. Audit Committee

Susan Deese, 1987 Conference on-site manager, introduced Kathy Matthews, WCRLA member and Hospitality Committee chairperson for the 1987 Conference. Susan Deese and Kathy Matthews will serve as the Audit Committee for the 1986 audit.

III. 1987 Conference Report

A. On-site Manager's Report

Susan Deese, 1987 Conference on-site manager, distributed her letter which will appear in the next Newsletter. The letter summarized her progress on the plans for the 1987 Conference (Att. H).

1987 Conference plans
underway

1. Mary Courtright and Esther Wells of Albuquerque Technical-Vocational Institute are planning campus tours to the University of New Mexico's main campus and Valencia County campus and the Albuquerque Technical-Vocational Institute.
2. Thursday evening will feature a "Night on the Town" with approximately 20 local hosts.
3. A banquet is planned for Friday evening, but prices will not be confirmed until October.
4. Kathy Matthews will be in charge of the hospitality suite.

5. John Garcia is in charge of exhibits and has received commitments from five exhibitors so far.
6. A Leisure Tour is planned for Saturday afternoon to Sante Fe. The proposed charge will be for transportation only.

At this time the Board members accompanied Susan Deese on a tour of the hotel facilities which would be used for the 1987 Conference.

When the Board reconvened, Gladys Shaw, Harold Fillyaw, Susan Deese and Kathy Matthews left the meeting to audit the 1986 treasurer's books.

B. Conference Manager's Report

1987 Conference: "Back to the Future" with a reunion theme

1. Gwyn Enright reported that the theme for the 1987 Conference will be "Back to the Future." It will be a reunion theme in observance of the 20th anniversary of the organization with a keepsake program.
2. Institutes are planned for tutoring, English as a Second Language, and, possibly, political issues.
3. Negotiations for a keynote speaker are underway.
4. Gene Kerstiens will organize a humorous look at some of the events in the organization's history.
5. Margaret Coda-Messerle will develop a professional development session featuring former WCRLA members who have re-directed their careers into administration.
6. JoAnn Carter-Wells will serve as coordinator of the session chairpersons.

7. Don Basil will serve as ombudsman at the registration desk.

The Board adjourned for lunch at 12:30 p.m. and reconvened at 1:30 p.m.

C. 1987 Conference Budget

Conference budget
approved for \$13,500.00

Gwyn Enright presented the 1987 Conference budget in which she requested \$12,000. After some discussion the Board recommended that 1) meal functions such as the state/province director's luncheon and the editorial luncheon be included in the Conference budget and 2) the third call to conference be reestablished. The revised budget totaled \$13,500 (Att. I).

(M) Sue Brown: to accept the proposed 1987 Conference budget for the revised figure of \$13,500.

(S) Jane Lehmann

PASSED

IV. Research Awards

Board establishes award
to encourage research

A. Incentive Awards to Encourage Research

Sue Brown distributed a letter from Karen Smith (Att. J) in which she urged the Board to act on the recommendations made by the Scholarship and Awards Committee at the March 19, 1986, meeting. (Att. K. originally included in March 19, 1986 minutes as Att. S). After much discussion, the Board agreed that the award should serve as an incentive rather than as a reward, that the recipient need not be engaged in a degree program, and that measures should be taken to insure that projects funded by such awards are completed.

(M) Sue Brown: to accept the Scholarship and Awards Committee proposal of March 19, 1986, with the following changes: award \$500 this year with half of the money distributed at the time of the award and half distributed upon

completion of the project. The Scholarship and Award Committee should be directed by the president to create an application form and to develop procedures for selecting the award recipient including methods of evaluation and priorities for the applications. These procedures will be submitted to the Board for approval.

(S) Jane Lehmann

PASSED

Board establishes award
to reward outstanding
research

B. Rewards for Completed Outstanding
Research

The Board decided to establish an award for completed outstanding research related to the field. The Scholarship and Awards Committee will be directed by the president to establish criteria for the award. The Board will approve the criteria and asks that the following issues be considered:

1. Can researchers submit their own applications, or must they be nominated?
2. What time limits will be applied?
3. "Related to the field" should be clarified.
4. Is the award limited to research that has been published?
5. Must the recipient be a member of WCRLA?
6. What obligations for reporting do we want to establish?

(M) Gwyn Enright: to establish an award of \$100 and a plaque to honor outstanding completed research.

(S) Sue Brown

PASSED

V. Newsletter Editor's Report

Newsletter editor needed
for next year

Jane Hopper, Newsletter editor, distributed her interim report (Att. L). She reported that photo quality continues to be a problem and asked that more money be budgeted for photography for the next conference. She also commented that response to calls for copy for Volume X, Issue 2 were not good and urged Board members to submit their copy in time for the next issue.

Fullerton College will provide some support for mailings for the next two issues. Jane reminded the Board that she plans to resign as Newsletter editor and we will need to find a new editor.

Harold Fillyaw and Gladys Shaw returned from the Audit Committee meeting and rejoined the meeting at this time.

VI. Slate of Officers

Slate of officers
accepted

Carole Bogue's memo of June 3, 1986, to the Board was distributed (Att. M). The Nominations and Elections Committee, which included Carole Bogue, chairperson, Joe Cortina, Helen Gordon, Gene Kerstiens, and Vince Orlando, presented the following slate of candidates for office: president-elect -

Susan Deese, University of New Mexico

Dennis Gabriel, Cuyahoga Community College

secretary -

Becky Johnen, Chemeketa Community College

Marci Matlock, Navajo Community College

(M) Sue Brown: to accept the slate of nominees presented by the Nominations and Elections Committee.

(S) Gwyn Enright

PASSED

VII. 1985-86 Financial Report

A. Audit

Audit Committee report
favorable

Susan Deese and Kathy Matthews, Audit Committee members, submitted their report (Att. N). They reported that, "Based on our examination, we feel that Harold has accounted for the organization's funds accurately, consistently, and responsibly."

(M) Sue Brown: to accept the report of the Audit Committee.

(S) Jane Lehmann

PASSED

B. Treasurer's Report

Treasurer's report:
\$40,725.68 on hand

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VIII. 1986-87 Budget

Budget requests reviewed

Wes Brown distributed copies of budget request forms (Att. Q-AC) and the proposed 1986-87 budget (Att. AD). The following notes apply to the 1986-87 budget:

1. Category 1.1, board meetings, covers expenses to summer board meetings including expenses for travel for the Multicultural Affairs Committee (MAC) chairperson and the Newsletter editor.

2. Category 1.5, officer travel, covers expenses for travel by the Board as official representatives of the organization at state meetings and other professional meetings.

3. Meal functions at the Annual Conference (state/province directors luncheon, editorial board luncheon) are included in the Conference budget.

4. Expenses of mailing the Journal and the Newsletter are reflected in their individual budgets rather than in the Oxford Mailing category.

Final approval of the budget was tabled until the July 27, 1986, meeting.

IX. Special Interest Group (SIG) Guidelines

SIG guidelines received

Jane Lehmann distributed copies of the guidelines she had received from various SIG leaders (Att. AE-AJ). The following SIG leaders submitted guidelines:

Dorothy Lee, Learning Assistance Center
Management

Patricia Mulcahy, Cognitive Psychology

Tom Gier, Peer Tutoring

Becky Johnen, Learning Disabilities

Jerry Fishman, Critical and Creative
Thinking

Roberta Delaney, English as a Second
Language (ESL)

X. 1988 Conference--Site Selection Committee
Report

1988 Conference contract
needs clarification

Wes Brown distributed a letter from Carole Bogue regarding the contract for the 1988 Conference (Att. AK). Several items which had been agreed to verbally had been omitted from the written contract. Wes asked the Board members to review the needed corrections. He will contact the hotel and ask that the corrected contract reflect these corrections.

XI. Board Reimbursement Policy

Board reimbursement
policy approved

Jane Lehmann distributed copies of the clarifications made to the Board policy on reimbursement for Board members (Att. AL).

(M) Gwyn Enright: to accept the revised statement of the policy for reimbursement of Board expenses.

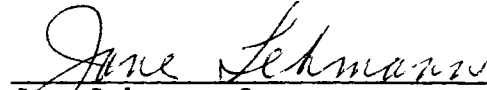
(S) Sue Brown

PASSED

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
July 26, 1986
Page 10

The meeting was adjourned at 6:50 p.m.

Respectfully submitted


Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
July 27, 1986

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehman, secretary; Gladys Shaw, treasurer.

Others Present: Harold Fillyaw, treasurer, 1984-86; Jane Hopper, Newsletter editor; Juan Flores, Multicultural Affairs Committee (MAC) chairperson; Susan Deese, 1987 Conference on-site manager.

Wes Brown called the meeting to order at 9:00 a.m.

I. 1987 Conference Advances

1987 Conference advances approved

The Board approved advances for both the 1987 Conference manager and the on-site manager.

(M) Sue Brown: to approve advances of \$1000.00 to Gwyn Enright, conference manager, and \$1000.00 to Susan Deese, on-site manager.

(S) Gladys Shaw

PASSED

II. 1986-87 Budget

A. Washington State Request

Board approves grant-in-aid to Washington for conference

The Board approved a request from Bernie Rihn, state director from Washington, to help underwrite the expenses of a fall conference featuring Kenneth Goodman, internationally known expert in reading education (Att. Y). The Board felt that we could not approve a reduced membership fee as had been originally requested, but we could help support the conference with a grant-in-aid. The Board sees the state conference as important in terms of gaining new members and will encourage Bernie Rihn to include membership in WCRLA in the registration fee.

(M) Sue Brown: to allot \$350.00 to Washington WCRLA state director to use to defray costs of the fall conference in an effort to increase WCRLA membership.

(S) Gladys Shaw

PASSED

B. Special Interest Group (SIG) Requests

Board approved Learning
Assistance Center (LAC)
SIG request for summer
institute

The Board reviewed two requests from SIG leaders. The Board approved a request from the Learning Assistance Center Management SIG for \$50.00 to help defray the costs of a summer institute in Learning Disabilities (Att. X). The Board reaffirmed the guidelines established at the July 14, 1986, meeting in Los Angeles: SIG projects that serve a broader membership than the individual SIG and which cannot be funded through the \$3.00 membership fee will be considered by the Board. It was the Board consensus that the proposed summer institute met these guidelines.

(M) Gladys Shaw: to approve the request from the Learning Assistance Center Management SIG for \$50.00.

(S) Gwyn Enright

PASSED

Board denied request from
Critical Thinking SIG

The Board denied a request from the Critical and Creative Thinking SIG for \$100.00 to buy materials of interest to their members (Att. Z). It was the consensus of the Board that this request did not meet the criterion of serving a broader membership; furthermore, the Board felt that these materials could be purchased by SIG membership funds if the \$3.00 fee was collected from all members.

(M) Gladys Shaw: to deny the \$100.00 request from the Critical and Creative Thinking SIG on the basis that it does not meet the funding guidelines.

(S) Gwyn Shaw

PASSED

C. Budget Approved

The amounts in the individual categories tentatively approved at the July 26 1986, meeting were reviewed (Att. AD). The budget was approved (Att. AM).

(M) Sue Brown: to approve the 1987 budget for \$44,075.00.

(S) Jane Lehmann

PASSED

III. Board Travel

Board travel policy
clarified

Sue Brown has been asked to be the keynote speaker at the Nebraska state conference and asked for board authorization to attend those meetings (Att. AA). The Board granted its approval. A discussion of Board travel followed. It was the consensus of the Board that once money had been allotted to individual board members for travel and the budget had been approved, there was no further need for the individual to seek Board approval. It was further agreed that travel by Board members which is reimbursed by the organization is limited to travel which is done as an official representative of the organization, for example, travel to be a keynote speaker, to co-sponsor a meeting, or to make a presentation as the WCRLA representative rather than as an individual. If the Board member receives numerous requests to represent WCRLA, he or she is urged to choose on the basis of the benefits to be derived by the organization in terms of membership, good will, publicity, etc.

(M) Gladys Shaw: travel money allotted to a board member can be spent at the board member's discretion, subject to the reimbursement policy and limited to travel as an official representative of WCRLA. Travel expenses in excess of the budgeted amount require prior Board approval.

(S) Gwyn Enright

PASSED

IV. MAC Report

MAC goals presented

Juan Flores, MAC chairperson, reported on his goals for the year. He will survey the membership regarding MAC concerns, will communicate with the MAC SIG chairperson and his committee members, and will gather mailing lists of other related organizations which might yield new members for WCRLA.

The survey will be distributed initially through the Newsletter.

MAC committee and MAC SIG distinction clarified

The distinction between the MAC committee and the MAC SIG was discussed. The members were reminded that the MAC committee is a standing Board committee with the chairperson appointed by the president. The concerns of the MAC committee are professional rather than pedagogical. The committee chairperson serves as a liaison between the Board and the membership in an attempt to respond to professional concerns of members of minority groups. Also, the committee chairperson helps the Board be more aware of ways to attract more minority members and to help them be more aware of ways to fully participate in the organization. The MAC SIG, on the other hand, is a grass roots organization like any other SIG. The SIG chooses its own leader and addresses those issues of interest to the group. These issues could be professional development concerns, but it is more likely that the SIG would address pedagogical or political concerns of interest to minority students. It was felt that the continuing confusion regarding the differences of these two groups is exacerbated by their sharing the same name. Juan agreed to work toward finding a new name for his committee.

V. Job Descriptions

A. Treasurer

Changes in treasurer's job description approved

Gladys Shaw distributed copies of the treasurer's job description (Att. AN) and her proposed changes (Att. AO).

Gladys made several suggestions regarding the conference funds:

- 1) Refunds from the Annual Conference be made by the conference principals (on-site manager, registrar, or conference manager) rather than by the treasurer.
- 2) People receiving advances should account to the treasurer for those funds each month.
- 3) Money received for the Annual Conference should be deposited in an interest bearing account.

On-site manager may shift
no more than 10% of funds
without prior approval

In response to questions regarding how much discretion the on-site manager has in shifting budgeted funds from one category to another, the Board agreed that the on-site manager could shift no more than 10% of the funds without approval from the conference manager. In addition, the on-site manager will be asked to account monthly for her advances to both the treasurer and the conference manager. Wes will inform Susan Deese of these changes in procedure.

(M) Sue Brown: to approve the changes in the treasurer's job description as outlined in the proposal.

(S) Gwyn Enright

PASSED

B. Secretary's Job Description

Jane Lehmann distributed copies of the job description (Att. AP) and her revisions (Att. AQ). The Board was asked to review these changes in preparation for approval during the conference call.

Job descriptions to be
revised

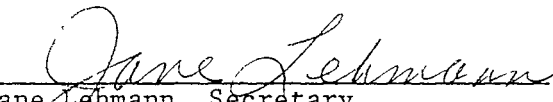
C. President-Elect Job Description

Gwyn Enright reported the job description (Att. AR) needed no major revisions. After discussion, it was decided not to revise the president-elect job description.

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
July 27, 1986
Page 6

The meeting was adjourned at 12:00 noon.

Respectfully submitted


Jane Lehmann, Secretary

WCRLA BOARD MEETING AGENDA
Albuquerque, New Mexico
July 25-27, 1986

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment A
Page 1 of 2

Friday
July 25

7:30-9:30

1 Approval of Agenda/Additions

2 Approval of March Minutes

3 Treasurers Report

4 Other Business

additions

5. At-large/regional designation
Sue Brown

6. Bond policy - *Gladys Shaw*

7. Change in officer duties

8. Conference days

9. Job descriptions

a) Board Compensation

b) Redesigning WCRLA Brouchure

1. condensing information

2. redesigning format

Saturday
July 26

8:30-12:00

1 Final Conference Report-1986

2 President-Elect/On-Site Mgrs
Report Conference 1987
"Back to the Future"

3 Conference Manager's Report
Albuquerque 1987

4 Proposed 1987 Conference Budget

12:00-1:30 Lunch

1:30-6:00

1 Committee/Budget Reports

a) 4.1 Awards

Karen Smith's letter
b) 4.2 Archives

c) 4.4 Site Selection

d) 4.5 Multi-Cultural Affairs

WCRLA BOARD MEETING AGENDA(con't)

e) 4.6 Nominations/Election

f) 4.7 Placement

2. Special Interest Groups

a) 6.4 Critical Thinking

b) 6.5 LAC Management

3. Publications

a) 3.1 Newsletter

b) 3.2 JCRL

4. Oxford Mailing Service

5. Other Budget Business

**Sunday
July 27**

8:30-12:00 1. Remaining Financial Issues

2. Board Budget

3. Final Issues

President

Wes Brown (415) 532-7346
1035 E. 20th Street
Oakland, CA 94606

President-Elect:

Gwyn Enright (619) 265-5477
Academic Skills Center
PSFA 141B
San Diego State University
San Diego, CA 92182-0422

Home: 4270 1615 Street
San Diego, CA 92103 (619) 260-8298

Past-President

Susan Brown (505) 646-3136
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88003

Home: 1825 Wyoming
Las Cruces, NM 88001 (505) 522-4056

Treasurer

Gladys Shaw (915) 747-5366
Study Skills & Tutorial
Services
University of Texas, El Paso
105 West Union
El Paso, TX 79968

Home: 6241 Snow Heights
El Paso, TX 79912

Secretary

Jane Lehmann (312) 697-1000
Elgin Community College
1700 Spartan Dr.
Elgin, IL 60120
ext. 219 or 220

Home: 437 Bowen Ct
Elgin, IL 60120 (312) 888-4164

Newsletter Editor: Jane Hopper (714) 773-3356
Reading Department
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Calif State Univ Fullerton
Fullerton, CA 92634

Home 5231 Thorntree
Irvine, CA 92715 (714) 786-6343

Journal Editor Michael O'Hear (219) 482-5655
Transitional Studies
Indiana University
201 Coliseum Way
Ft Wayne, Ind 46805

Archivist Karen Smith (505) 646-3136
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88001

Home 1020 Laurel (505) 524- 8107
Las Cruces, NM 88001

Election/Site Committee: Carole Bogue (408) 288-3709
Learning Assistance Center
San Jose City College
2100 Moorpark Ave
San Jose, CA 95138

Home 1885 Pacific Ave. #301 (415) 771-3709
San Francisco, CA 94109

Placement Anna-Marie Schlender (415) 786-6824
Chabot College messages
25555 Hesperian Blvd (415) 786-6804
Hayward, CA 94545

Home 1192 Kains Ave (415) 526-7894
Berkeley, CA 94706

**Multicultural Aff.
Committee:**

Juan Flores
Learning Assistance Center
Calif. State Univ., Fresno
Fresno, CA 93740

(209) 294-3052

*Susan Flores,
Director of Education*

Home: 4881 E Washington
Fresno, CA 93727

(209) 252-9582

**Special Interest
Group Coordinator:**

Becky Johnen
Chemeketa Comm College
P.O. Box 14007
Salem, OR 97309

(503) 399-5136

Awards Chair:

Joyce Weinsheimer
Learning & Academic
Skills Center
University of Minnesota
104 Eddy Hall
192 Pillsbury Drive S.E.
Minneapolis, MN 55455

(612) 624-1666

**Conference
On-Site Manager:**

Susan Deese
Skills Center
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

(505) 277-4560
277-7209

**WCRLA Mailing
Service:**

Oxford Mailing Service
c/o Hal McCune
12915 Telegraph Rd. #D
Santa Fe Springs, CA 90607

(213) 946-1422

WCRLA

Mailing Address:

Western College Reading & Learning Association
P.O. Box 4576
Whittier, CA 90607

WCRLA

ANNUAL
TREASURER'S
REPORT

DR. H. FILLYAW
TREASURER

SUMMER BOARD MEETING
ALBUQUERQUE, NEW MEXICO
JULY 25-27, 1986

WESTERN COLLEGE READING AND LEARNING ASSOC.
 TREASURER'S REPORT
 JULY 1, 1985 TO JUNE 30, 1986

CATAGORIES	APPROVED BUDGET PERIOD 85/86	EXPENDED JULY TO MARCH	EXPENDED APRIL TO JUNE	BALANCE
BOARD:				0.00
				0.00
MEETINGS	3000.00	1564.67	496.98	938.35
SECRETARY	200.00	0.00		200.00
TREARSURER	650.00	104.84	48.20	496.96
PRESIDENT	0.00		224.00	-224.00
				0.00
OFFICER TRAVEL:				0.00
				0.00
PRESIDENT	1150.00	551.88		598.12
PRES-ELECT	900.00	0.00	910.23	-10.23
PAST-PRES	500.00	281.78	752.69	-534.47
OTHER	800.00	392.32	0.00	407.68
				0.00
CONFERENCE CALLS	250.00	209.53	0.00	40.47
				0.00
SUPPLIES:				0.00
				0.00
STATIONERY			297.57	-297.57
BROCHURES			185.77	-185.77
PRES-AWARD			110.26	-110.26
				0.00
SPECIAL EXPENSES	650.00	161.96	10483.93	-9995.89
				0.00
ACCOUNTANT	600.00	947.16		-347.16
				0.00
MAIL SERVICES	4000.00	3035.22	2607.59	-1642.81
				0.00
PUBLICATIONS:				0.00
				0.00
NEWSLETTER	5560.00	2958.57	2001.15	600.28
JCRL	5200.00	192.90	5268.46	-261.36
				0.00
COMMITTEES:				0.00
				0.00
AWARDS	100.00		0.00	100.00
ARCHIVES	400.00	323.40	27.67	48.93
BY-LAWS	0.00		0.00	0.00
				0.00
CONF. SITE SELECTION	150.00		115.61	34.39
				0.00
MAC	350.00	210.54	0.00	139.46
				0.00
NOMINATION/ELECTIONS	452.00	264.86	44.69	142.45
				0.00
PLACEMENT	150.00		89.66	60.34
				0.00
SCHOLARSHIP FUNDS	500.00	500.00		0.00

SIG'S ORGANIZATIONS:	20.00		0.00	20.00
				0.00
ADV.RDG.CO	0.00			0.00
BASIC READ	0.00			0.00
COMPUTER	0.00			0.00
CRIT/THIN	0.00			0.00
LAC MGE	0.00			0.00
MAAC	0.00		0.00	0.00
POL/ACT	0.00		0.00	0.00
ESL	0.00		0.00	0.00
LEARN/DISA	67.50	27.32	0.00	40.18
HISP/ASST	0.00		0.00	0.00
PEER/TUTOR	0.00		0.00	0.00
OUTREACH	0.00		0.00	0.00
RESEARCH	0.00		0.00	0.00
			0.00	0.00
STATE/PROVINCE ORG:				0.00
				0.00
COORDINATORS	100.00		91.71	8.29
				0.00
DIRECTOR'S LUNCHEON	350.00		0.00	350.00
				0.00
IND DIR ALLOTMENTS	1300.00	300.16	21.56	978.28
				0.00
				0.00
SPECIAL FUNDING:			0.00	0.00
		457.39		-457.39
SO. CAL.	0.00		0.00	0.00
TX.	0.00		0.00	0.00
OR.	350.00	257.39	0.00	92.61
CO.	180.00	50.00	0.00	130.00
AT-LARGE	2430.00	150.00	0.00	2280.00
				0.00
TOTALS	30359.50	12941.89	23777.73	-6360.12

3-1

WCRLA-CHECKBOOK
MONTH OF JULY 1985

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment C
Page 4 of 16

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1876.95		\$11392.57	\$1057.88
7/13/85	608	LINDA LEE	SCH FUND	\$500.00	\$1376.95		\$61.05	
7/13/85	609	RINA DURON	RUF	\$23.50	\$1353.45		\$20843.54	
7/14/85	610	THERIA BEVERLY	BROC.PRINT	\$29.57	\$5291.88	\$3968.00	(\$3500.00)	
7/14/85	612	CAROLE BOGUE	TR-T/LA/USC	\$157.14	\$6634.74	\$1500.00	(\$1500.00)	
7/14/85	613	THERIA BEVERLY	RT/TUS-USC/B	\$180.97	\$6453.77		\$175.43	
7/14/85	614	NMSU-LGRN	CENT	\$183.00	\$6270.77			
7/14/85	615	SUE BROWN	CLER/POST/CONF	\$30.00	\$6240.77			
7/14/85	616	SUE BROWN	R-T EL PASO/USC	\$194.00	\$6046.77			
7/14/85	617	RENEWAL ST.	CORP-FEE	\$1.00	\$6045.77			
7/14/85	618	JANE LEHMANN	R-T CHI/USC	\$264.06	\$5781.71			
7/14/85	619	USC/HILTON	BD EXPENSES	\$301.10	\$5480.61			
7/15/85	620	WES BROWN	R-T OAK/USC	\$244.77	\$5235.84			
7/15/85	621	WES BROWN	MILES-R-T OAK/US	\$163.60	\$5072.24			
7/22/85	622	H. FILLYAW	R-T HOUS/USC	\$240.00	\$4832.24			
7/24/85	623	MARTHA ROMERO	DEN. SKPER	\$350.00	\$4482.24			
7/24/85	624	RUTH PURDY	ARCH. SERVICE	\$150.00	\$4332.24			
7/24/85	625	ALYCE STEIDLER	DEN REFUND	\$10.00	\$4322.24			
7/24/85	626	PAT MULCAHY	PHOT/SERV	\$13.09	\$4309.15			
7/24/85	627	TIME/BUSINESS	NEWSLET.	\$1096.95	\$3212.20			
7/24/85	628	JOANNE COOPER	R-T EUG.OR	\$50.00	\$3162.20			
7/24/85	629	CHEMEK COM.	COL/OR SIG	\$69.39	\$3092.81			
7/24/85	630	PATTI DOZEN	SURV/SIG LET	\$112.37	\$2980.44			
7/24/85	631	WES BROWN	ADVANC USC CON**	\$1000.00	\$1980.44			
7/24/85	632	OXFORD	MAIL	\$567.74	\$1412.70			
7/26/85	633	US/POSTMASTER	/TRES. STAMPS	\$23.29	\$1389.41			
7/30/85	634	JANE HOPPER	EXP MILES. NEWS	\$100.00	\$1289.41			
7/30/85	XXX	BANK SERV	CHG	\$8.00	\$1281.41			
CURRENT MONTH'S TOTALS:				\$6063.54	\$1281.41	\$5468.00	\$27477.59	\$1057.88

WCRLA-CHECKBOOK
MONTH OF AUGUST 85

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$1281.41		\$27477.59	\$1057.88
				\$0.00	\$2228.41	\$947.00	\$156.07	
CURRENT MONTH'S TOTALS:				\$0.00	\$2228.41	\$947.00	\$27633.66	\$1057.88

WCRLA-CHECKBOOK
MONTH OF SEPTEMBER 1985

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
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DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$2228.41		\$27633.66	\$1057.88
9/10/85	635	PAT MULCAHY	AT-LARG.TRAV	\$50.00	\$3082.04	\$903.63	(\$2.00)	\$21.31
9/10/85	636	JO-ANN MULLEN	EXP.ACC.BANK	\$50.00	\$3032.04		\$151.43	(\$500.00)
9/10/85	637	OXFORD MAIL	SERVICE	\$588.99	\$2443.05			
CURRENT MONTH'S TOTALS:				\$688.99	\$2443.05	\$903.63	\$27783.09	\$579.19

WCRLA-CHECKBOOK
MONTH OF OCTOBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$2443.05			
				\$0.00	\$3134.05	\$691.00	\$27783.09	\$579.19
				\$0.00	\$3134.05		\$157.34	
CURRENT MONTH'S TOTALS:				\$0.00	\$3134.05	\$691.00	\$27940.43	\$579.19

WCRLA-CHECKBOOK
MONTH OF NOVEMBER 1985

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREREVIOUS MONTH		\$0.00	\$3134.05		\$27940.43	\$579.19
11/06/85	638	US POSTAL	BUG.PRES.	\$10.75	\$7823.90	\$4700.60	(\$3500.00)	
11/10/85	639	EMMANUEL PERERAXART	WORK	\$100.00	\$7723.90		\$149.93	
11/11/85	640	* WES BROWN	USC CONF	\$1000.00	\$6723.90			
11/25/85	641	OXFORD MAIL	MEMBER.MAINT	\$221.09	\$6502.81			
11/25/85	642	KATHY NELSON	STATE DIR.	\$50.00	\$6452.81			
11/25/85	643	CTR/RES-HUMAN.LRLUNCH/STUDNTS		\$100.00	\$6352.81			
11/25/85	644	WEIDMAN/CONFMAIL		\$22.00	\$6330.81			
11/25/85	645	COOPER/MILEAGE		\$138.00	\$6192.81			
11/25/85	646	BOGUE/RT-NB		\$281.78	\$5911.03			
11/25/85	647	**AKINS/USC.CONF		\$500.00	\$5411.03			
11/25/85	648	BRDMEETING/COFFE		\$41.32	\$5369.71			
11/25/85	649	BROWN/KEYADDRESS		\$338.88	\$5030.83			
11/25/85	650	CHEM.COM.COL./LD		\$27.32	\$5003.51			
11/25/85	651	O'HEAR/ADVANCE		\$150.00	\$4853.51			
11/25/85	652	O'HEAR/SUPPLS.JR		\$42.90	\$4810.61			
11/25/85	653	CNT.LRN.NMSU		\$46.32	\$4764.29			
	654	USPOST		\$11.00	\$4753.29			
CURRENT MONTH'S TOTALS:				\$3081.36	\$4753.29	\$4700.60	\$24590.36	\$579.19

WCRLA-CHECKBOOK
MONTH OF DECEMBER 1985

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment C

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DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREREVIOUS		\$0.00	\$4753.29		\$24590.36	\$579.19
				\$0.00	\$5269.29	\$516.00		
12/23/85	655	OXFORDMAIL		\$486.68	\$6785.61	\$2003.00	\$138.31	
12/23/85	656	AKINS/CONF.		\$1000.00	\$6110.61	\$325.00		
12/23/85	657	TIME.BUS.FRMS/NL		\$1761.62	\$4348.99			
12/23/85	658	COOPER&CO/SYS		\$947.16	\$3401.83			
12/23/85	659	MULLEN/EX.MGT.CO		\$180.00	\$3221.83			
12/23/85	660	FAULKNER/REIMBUR		\$3.00	\$3218.83			
12/28/85	661	OXFORDMAIL		\$190.00	\$3028.83			
CURRENT MONTH'S TOTALS:				\$4568.46	\$3028.83	\$2844.00	\$22728.67	\$579.19

WCRLA-CHECKBOOK
MONTH OF JANUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3028.43		\$22728.67	\$579.19
1/1/86	662	COLL.BOOK MART	T-SHIRT	\$450.00	\$3953.43	\$1375.00	\$131.00	
CURRENT MONTH'S TOTALS:				\$450.00	\$3953.43	\$1375.00	\$22859.67	\$579.19

WCRLA-CHECKBOOK
MONTH FEBRUARY 1986

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
		BALANCE FROM PREVIOUS MONT		\$0.00	\$3953.43		\$22859.67	\$579.19
2/02/86	663	* WES BROWN	ADVANCE	\$2000.00	\$1953.43			
2/02/86	664	OXFORD MAILING		\$315.83	\$5938.60	\$4301.00		
2/02/86	665	KAREN SMITH	ELECT BALLOT	\$118.80	\$7235.80	\$1416.00		
2/02/86	666	PROFSS.REPRO	ELECT-FLYER	\$99.74	\$7136.06			
2/10/86	667	H. FILLYAW	SUPPLIES	\$50.00	\$7086.06			
2/15/86	668	VOID		\$0.00	\$7086.06			
2/15/86	669	BUSINESS PRODU	FILE CABINE	\$173.40	\$6912.66			
2/15/86	670	OXFORD MAILING		\$20.77	\$6891.89			
2/19/86	671	*WES BROWN	ADVANCE	\$1000.00	\$5891.89			
2/26/86	672	PATTI DOZEN	LAST YR EXP	\$10.00	\$5881.89			
2/26/86	673	NMSU	CONF CALL	\$209.53	\$5672.36			
CURRENT MONTH'S TOTALS:				\$3998.07	\$5672.36	\$5717.00	\$22859.67	\$579.19

WCRLA-CHECKBOOK
MONTH OF MARCH 1986

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment C

Page 7 of 16

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
BALANCE FROM PREVIOUS MONT				\$0.00	\$5672.36		\$22859.67	\$579.19
3/6/86	674	US POST/INS.	T-SHIRTS	\$33.09	\$7139.27	\$1500.00		
3/10/86	675	MARCI MATLOCK	MINI CONF. L	\$48.16	\$7091.11			
3/10/86	676	OXFORD MAILING	SERV	\$477.29	\$6613.82			
3/10/86	677	ADV. DELORES AKINS	-USC	\$2350.00	\$4263.82			
3/17/86	678	OXFORD MAIL	SERVICE	\$166.83	\$4096.99			
CURRENT MONTH'S TOTALS:				\$3075.37	\$4096.99	\$1500.00	\$22859.67	\$579.19

SOURCES OF FUNDS
FOR YEAR ENDING MARCH 1986

MONTH/YEAR	DUES	JOURNALS	ADS	CONF	EXHIBITORS	OTHER	TOTALS
JULY	\$420.00	\$48.00					\$468.00
AUGUST	\$775.00	\$172.00					\$947.00
SEPTEMBER	\$350.00	\$12.00					\$362.00
OCTOBER	\$675.00	\$16.00					\$691.00
NOVEMBER	\$1150.00	\$44.00				\$6.60	\$1200.60
DECEMBER	\$475.00	\$10.00				\$31.00	\$516.00
JANUARY	\$1375.00						\$1375.00
FEBRUARY	\$4816.00				\$850.00	\$16.00	\$5682.00
MARCH	\$1200.00		\$300.00				\$1500.00
TOTALS	\$11236.00	\$302.00	300	0	\$850.00	\$53.60	\$12741.60

Checks written in July 1985 to cover expenses incurred before
June 30, 1985:

608	Linda Lee/Scholarship	\$500.00
609	Rina Duron/ Conf.Refund	23.50
610	Theria Lavery/Printing NAC	29.57
614	Center/Learning (NMSU)	183.00
615	Sue Brown/ Cler.-Post -Conf.	30.00
624	Ruth S. Purdy/ Archives	150.00
625	Alyce Steidler/Conf.Refund	10.00
626	Pat Mulcahy/Photo Sev.	13.09
630	Patti Dozen/ Xeroxing-Survey	112.37
634	Jane Hopper/Mileage-Exp. Newsl.	100.00
		=====
		\$1151.53

WCRLA-CHECKBOOK
 LAST MONTH YTD TOTALS:
 MONTH OF APRIL

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
BALANCE FROM PREVIOUS MONT				\$0.00	\$14118.81	\$10332.99	\$23106.21	\$579.19
4/24/86	679	H.FILLYAW/BD.	EXP.MEALS/USC	\$165.00	\$13953.81			
4/30/86	680	OXFORD	MAILING	\$1142.12	\$12811.69			
4/30/86	681	TIME/BUSINESS		\$850.83	\$11960.86			
4/30/86	682	CUMMINGS PRINT CO., INC.		\$5150.00	\$6810.86			
4/30/86	683	WES BROWN/AIRFARE/HOTEL		\$910.23	\$5900.63			
4/30/86	684	WES BROWN/BD.	MEALS/USC	\$331.98	\$5568.65			
4/30/86	685	WES BROWN/PRES.'S	PLAQUE	\$68.21	\$5500.44			
4/30/86	686	COLL.SURVIVAL, INC.		\$50.00	\$5450.44			
4/30/86	687	JANE HOPPER/ARCHIVES		\$27.67	\$5422.77			
4/30/86	688	JANE HOPPER/EXP. MAIL/CONF		\$21.00	\$5401.77			
4/30/86	689	CAROLE BOGUE/FOLDERS		\$9.09	\$5392.68			
4/30/86	690	SUSAN DEESE/DECOR.BRUNCH		\$46.70	\$5345.98			
4/30/86	691	RITA PHIPPS/DUP/MATERIALS		\$48.56	\$5297.42			
4/30/86	692	CENTER/LERN.NMSU-SUE BROW		\$224.00	\$5073.42			
4/30/86	693	CRECES TROPHY/CENTER		\$42.05	\$5031.37			
4/30/86	694	MARIANNE NORTH/CASPER COLL		\$0.00	\$5031.37			
4/30/86	695	ROBERT PETTY/CONF./FORMS		\$35.00	\$4996.37			
4/30/86	696	SUSAN DEESE/XEXORING/87/CO		\$41.91	\$4954.46			
4/30/86	697	CENTER/LRN/NMSU/SITE SELEC		\$13.70	\$4940.76			
4/30/86	698	CENTER/LRN/NMSU/ELEC.EXP		\$44.69	\$4896.07			
4/30/86	700	DEBBIE DAVIS/N. MONT.COLL.		\$21.56	\$4874.51			
CURRENT MONTH'S TOTALS:				\$9244.30	\$4874.51	\$10332.99	\$23106.21	\$579.19

WCRLA-CHECKBOOK
 LAST MONTH YTD TOTALS:
 MONTH OF MAY

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
BALANCE FROM PREVIOUS MONT				\$0.00	\$14874.51	\$10000.00	\$17224.65	\$579.19
5/27/86	700	UNIV.HILTON/CONF.	EXP.	\$7018.01	\$7856.50			
5/27/86	701	MARTHA MAXWELL/SPEAKER		\$400.00	\$7456.50			
5/27/86	702	WILLIAM PERRY/CONF.	SPKR.	\$825.96	\$6630.54			
5/27/86	703	WILLIAM PERRY/CONF./EXP		\$740.00	\$5890.54			
5/27/86	704	OXFORD MAILING		\$680.86	\$5209.68			
5/27/86	705	JENNIE GREEN/SPKER	SUN.	\$398.00	\$4811.68			
5/27/86	706	SUSAN BROWN/RT/IRA/CONF		\$752.69	\$4058.99			
5/27/86	707	MICHAEL O'HEAR/XEROX/POSTA		\$118.46	\$3940.53			
5/27/86	708	RB PRINTING CO.	LETTERHEAD	\$297.57	\$3642.96			
5/27/86	709	ANNA-MARIE SCHLENDER/PLACE		\$56.40	\$3586.56			
5/27/86	710	VELAINE LENGEFELD	CONF/REF	\$16.00	\$3570.56			
5/28/86	711	US POSTMASTER	STAMPS	\$13.20	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
				\$0.00	\$3557.36			
CURRENT MONTH'S TOTALS:				\$11317.15	\$3557.36		\$17224.65	\$579.19

WCRLA-CHECKBOOK
 LAST MONTH YTD TOTALS:

DATE	CHECK	NAME-ON-CHECK	DESCRIPTION	CHECK AMT	CHECK BAL	DEPOSITS	SAVING/SF	SAV.CERT
BALANCE FROM PREVIOUS MONT				\$0.00	\$3557.36	\$1233.48	\$7307.45	\$750.45
6/30/86	712	OXFORD MAILING		\$648.11	\$2909.25			
6/30/86	713	CAROLE BOGUE/MILES/88-CONF		\$60.00	\$2849.25			
6/30/86	714	PAT MULCAHY/ 86 SCHOLARSHI		\$500.00	\$2349.25			
6/30/86	715	PATTI DOZEN/DUPL/ST.DIR		\$82.62	\$2266.63			
6/30/86	716	TIME BUSINESS/NEWSLETT.		\$914.73	\$1351.90			
6/30/86	717	RB PRINTING/BROCHURES/1000		\$185.77	\$1166.13			
6/30/86	718	H. FILLYAW/PHONES/DISKS/SU		\$35.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
				\$0.00	\$1131.13			
CURRENT MONTH'S TOTALS:				\$2426.23	\$1131.13	\$1233.48	\$7307.45	\$750.45

[illegible]

SOURCES OF FUNDS 1985-86

MONTH/YEAR	DUES	JOURNALS	ADS	CONF.EXHIBITORS	OTHER	TOTALS
JULY	\$275.00	\$33.50		\$500.00	\$75.00	\$883.50
AUGUST	\$450.00	\$64.00		\$100.00	\$24.76	\$638.76
SEPTEMBER	\$750.00	\$151.56		\$100.00		\$1001.56
OCTOBER	\$475.00			\$200.00		\$675.00
NOVEMBER						\$0.00
DECEMBER	\$175.00	\$86.00				\$261.00
JANUARY						\$0.00
FEBRUARY	\$1595.00	\$24.00				\$1619.00
MARCH	\$2920.00	\$8.00		\$100.00		\$3028.00
APRIL						\$0.00
MAY	\$1800.00	\$267.38		\$250.00	\$236.00	\$2553.38
JUNE	\$400.00	\$111.00			\$31042.54	\$31553.54
=====						
TOTALS	\$8840.00	\$745.44	\$0.00	\$0.00	\$1250.00	\$31378.30
=====						

USC/CONF.CHECK-LISTED IN OTHER-\$31042.54

BALANCES SAVINGS ACCOUNTS AT
 JUNE 30, 1986 [16 JULY 86]

SAN FRANCISCO FEDERAL
 SAVINGS & LOAN ASSOC.

* PRINCIPAL	INTEREST	TOTAL
\$37632.90	\$823.79	38,456.69

**3000.00- TRANSFER TO CHECKING - IN TRANSIT

SEARS SAVING BANK \$739.81 10.64 750.45
 [\$500.00 - TO BE TRANSFERRED FROM CHECKING TO SEARS -AT THE END
 OF 3 MONTHS- SEPT.86]

=====

TOTALS	\$38,372.71	834.43	\$39,207.14
--------	-------------	--------	------------------------

=====

\$38,201.14 //

BALANCE IN CHECKING ACCT. AT
 JUNE 30, 1986

SECURITY PACIFIC NATIONAL BANK - \$768.09
 3000.00

 \$3768.09

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

Nineteenth Annual Conference March 20-22, 1986

REPORT ON THE PUBLISHERS' EXHIBITS

INCOME

5 exhibits @ \$100	(1 table)	\$500.00
5 exhibits @ \$150	(2 tables)	\$750.00
2 exhibits complimentary: ERIC and Ricoh*		
*Ricoh provided copier to the On-site Conference Committee free of charge.		

TOTALS

12 exhibits	\$1250.00
-------------	-----------

Checks sent to Hal McCune for deposit. Copies sent to Harold Fillyaw, WCRLA Treasurer.

Submitted by

Nancy Deutsch

Nancy Deutsch, Publishers' Exhibits Chairperson

BUDGET ADDENDUM

<u>Item</u>	<u>Cost</u>	<u>Projected In</u>
Leisure Tour		\$1721.20
Institutes		3108.20
Campus Tours--Buses		522.50
SIG Breakfasts		1717.00
MAAC Lunch		160.00
Brunch		535.00
Banquet		2655.00
Registration.		
298 Full Members @ \$40.00 each		11920.00
55 Full Non-Members @ \$65.00 each		3575.00
27 One Day Members @ \$20.00 each		540.00
25 One Day Non-Members @ \$30.00 each		750.00
TOTAL		\$25077.50

**OXFORD
MAILING
SERVICE**

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

May 2, 1986

Wes Brown
1035 East 20th Street
Oakland CA 94606

Wes:

Enclosed are copies of letters I sent to members who stated they have not received the Journal. Hopefully, you approve of handling the complaints in this manner.

You requested some membership brochures. Enclosed are five copies of the leaflet only. We are out of the application insert which listed WCRLA officers on the reverse. Sue Brown told us approximately a month ago, she was having new inserts printed, and would send them to us. We have some 500 of these leaflets only in stock. As soon as I receive the application inserts, I'll forward more, or if you want more of just this leaflet, let me know.

Regarding putting the WCRLA membership on computer. We will do this at no cost to WCRLA for it will be a time saver for us in future processing, plus the cost saving to WCRLA. My only real question was to ask for your realistic assesment of what specific information is necessary on each member. Enclosed for your reference is a copy of an application blank from a recent Newsletter. Do you need both the home address and college/university address or could we just require a 'mailing' address. If a home address is given as the 'mailing' address, would you have need of the member's college/university name. Do we need separate information on the member's position. We do assume that a home and a work telephone number are important for reference. My reasoning for this questioning is that the more information we must input on a member, the more costly the processing, and, basically, if the information is not used, is there a need for all of it to be maintained on a member.


Hal McCune

July 25-27, 1986

Albuquerque, New Mexico

Attachment E

Page 1 of 25

see p. 113
if p. 113

**OXFORD
MAILING
SERVICE**

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

May 27, 1986

Wes Brown
1035 East 20th Street
Oakland CA 94606

Wes:

Enclosed are the 25 WCRLA brochures you requested.

In regard to your question on what items we mail for WCRLA, we mail the Newsletter and the Journal. A renewal notice is sent to members two months in advance of their expiration date. A second notice is mailed to expiring members the month of their expiration if they haven't renewed by that time. After processing a new or a renewed member, we then mail them a 'thank you' letter and their new membership card.

In regard to an outside party requesting the membership list or pressure-sensitive labels, there was a charge and procedure established during Karen Smith's administration in 1984. The charge for a one-time use of the membership list or for pressure-sensitive labels is a flat charge of \$15.00 to run the list or labels plus a royalty of 5¢ per name for WCRLA. The \$15.00 charge is to cover our labor. Authorization for release of the list is to be in writing or by telephone from the President. Oxford Mailing is to handle the invoicing and collection of the payment for WCRLA. The outside party's check and our invoice are to be sent to the Treasurer with copies of all pertinent paperwork included to give the Treasurer background information on the transaction.

C Hal
Hal McCune

OXFORD MAILING SERVICE - 76

I. Conference Pre-Registration

- A. It appears that if Oxford does not do conference pre-registration, we will actually create more work and more likelihood of error. Either the treasurer should do all things (pre-registration and membership processing) once conference pre-registration begins or Oxford should do all. There is no reasonable way to separate the two functions since conference money and membership money is not separable unless we request two checks from members (not advisable).
- B. Hotel room reservation cards and deposits (if required) will go directly to the hotel. If Oxford or the treasurer gets these or if hotel monies are lumped into membership/conference checks, any such irregular check will be returned for reissue.
- C. Cost of preliminary conference mailings if WCRA prints and Oxford mails:
 Approximately \$50.00 M
 + Postage 84.00 M
 \$134.00 M

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

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

**OXFORD
MAILING
SERVICE**

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

July 18, 1979

PROPOSAL TO HANDLE WCRA CONVENTION PRE-REGISTRATION

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

Cost: 75¢ per registrant

OXFORD MAILING SERVICE

II. Mailing Lists/Services

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

**OXFORD
MAILING
SERVICE**

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

July 18, 1979

WCRA PRICE LIST

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

OXFORD MAILING SERVICE

III. Miscellaneous

A. Proceedings

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

B. Invoicing

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

C. Newsletter

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

SEP 24 1979

Info on
mailing service

Golden West College
Memorandum

Date: 18 September, 1979

To: All Board Members and Those Present at August Mtng.

From: Jim B.

Subject: Attached

Attached is a list of all items I was assigned to discuss with or mention to Hal McCune at Oxford. If any of you detect anything in error or any missing items, please let me know so that I may immediately correct the problem areas.

Hal is so very cooperative. I feel we are very fortunate to have him working with WCRA.

LeClerc

TO: Hal McCune
FROM: Jim Baugh
RE: Points Covered in Recent Phone Conversation
DATE: 17 September, 1979

Per our recent phone conversation, I am indicating below the highlights of what we discussed. If you have any questions, or if I have omitted or incorrectly remembered anything, please let me know.

1. All Membership Resources Forms which you have should include "Minority Affairs" as one of the options available. Please destroy any forms that do not include Minority Affairs.
2. Renewal Letter — Elaine Cohen will contact you regarding this mailing. She will provide: (1) content; (2) info regarding printing, paper to use, and envelopes; and (3) mailing list to be used. The board was hoping for a mid-September mailing.
3. Pre-Conference Mailing — Betty Levinson will work this out with you. Be prepared to mail to everyone whose name you have ever had on a WCRA mailing list. Betty and her staff will do the printing and stuffing of envelopes.
4. Pre-Registration -- To save money, we would like Oxford to perform item numbers 2,3,4, and 8 on your original pre-registration proposal to us. Rose Wassman, the Conference Manager, will handle all other items. In addition, we would like you to:
(a) copy (Xerox) all registration forms, keeping one and sending the other to Rose;
(b) keep track of pre-registration by function for Betty, Rose, and Jim (i.e., membership dues, conference registration, institutes (workshops), meals, tours, prior Proceedings ordered, etc.). Betty, Rose, and Jim will work this out with you as the conference gets closer.
5. Proceedings
 - a. You should have a folder from Gwen Enright indicating "standing orders for the Proceedings." These orders you should automatically fill and invoice each year. If you cannot locate this list, please contact Gwen.
 - b. Do not purchase additional envelopes for mailing the Proceedings until you contact Gwen to see if she can get them less expensively. When you start to run low, please contact her.
6. Stationery and Envelopes — Do not print any more. When you start to run low on your own supply, contact Jo Ann Wells who has the new design and who will determine in conjunction with Elaine Cohen what to do.
7. Membership Cards
 - a. Send 2 current copies to Gwen Enright who may have a good printing deal.
 - b. If Gwen can't arrange the printing, then we would like you to get 3 bids:
 - (1) The card needs to reflect the appropriate color and logo (not like the current one).
 - (2) Card needs to be wallet-insert size (current one is too large).
 - (3) Card needs to indicate the phrase: "Membership Expires _____" (not included on the current card).
 - (4) If you end up doing all this, please itemize the cost of this work separately on your invoice. It will be paid from the President's budget.

WCRA Brochures — You indicated you had about 100 at your office. Elaine will be in touch with you regarding what we will do about new brochures (content, printing, color, logo, and application insert update). Application insert needs to include the new Board-specified info regarding membership year and probably info about non-acceptance of foreign checks and what is an acceptable substitute.

9. Invoices

- a. You indicated you now have about 75 on hand at your office.
- b. Do not print new ones. We will probably buy a minimal number of pre-printed blanks until the new name change issue is settled.
- c. Once we do print invoices, they should reflect appropriate colors, logo, and info regarding "standing orders" and "one-time-only orders."

10. Membership Year

- a. The "Membership Year runs from the first day of the annual conference through the day preceeding the next conference.
- b. Membership dues paid as part of the conference pre-registration (regardless of how early this may be) makes that person a member beginning with the day Oxford receives the money, and this membership continues through the full forthcoming conference year. These individuals are entitled to all mailings, newsletters, etc., from the date you receive their checks.
- c. Those joining within 60 days prior to the conference but not registering for the conference at that time will become a member effective with the first day of the conference.
- d. An individual joining earlier than 60 days prior to the conference will become a member effective immediately, but this membership will expire the day preceeding the forthcoming conference.

11. Membership Card Information/Inclusions

- a. Effective immediately, membership cards should reflect expiration date of membership.
- b. You agreed to order a stamp to indicate "Membership Expires _____ (date) _____."
- c. You agreed to print a note to accompany all membership cards issued on or after December 01 of each year. The note would explain the 60-day-prior-to-the-conference membership rule.

12. Do not accept any foreign checks for WCRA (this includes Canadian checks.) Please return all such checks and indicate that they must be reissued in one of the two ways we discussed. This information should appear on the new membership application blanks in the future.
13. On the same day that you send a deposit to UCB, please send me a copy of the breakdown of that deposit. (I still do not have the \$223.00 breakdown, but that amount appeared on our last bank statement.) Perhaps it was lost or misplaced with my summer mail. Could you please send another copy to me.
14. Attached is the list of 1980-81 membership renewals who paid only \$5.00. You agreed to write these people, explaining that their \$5.00 would be applied to the \$15.00 1980-81 dues. You also indicated that beginning with the post-1979 conference dues, you have been returning all \$5.00 dues and informing people of the new \$15.00 fee.

Page 10 of 25

The additional item I failed to mention in our phone conversation:

15. I noticed on your last invoices that you occasionally use United Parcel to send bulk items (e.g., multiple copies of newsletters to officers, etc.). If this is more expensive than the U.S.P.O., would you please use the P.O., even if items will take a few extra days to arrive.

Hal, the Board of Directors seems quite pleased with the efforts you are extending on behalf of WCRA. I, too, am particularly pleased to be working with you and Billie. Thank you for your patience as we become educated in the use of the mailing service and as we try to save our few precious dollars in a tightly-budgeted year.

PASSED*
et

- 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*
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ailing list
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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 Wassman. 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.

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ailing Ser-
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ailing

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.

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WESTERN COLLEGE READING ASSOCIATION

MEMORANDUM

TO: All Who Attended August Board Meeting

FROM: Jim Baugh

DATE: November 8, 1979

RE: Tasks I Was Asked to Complete

All tasks which resulted from the August board meeting and which were assigned to me have now been completed. Following is that list:

1. Have Oxford update Membership Resources Forms to include "Minority Affairs".
2. Communicate to Hal at Oxford which of the functions on his "Preregistration Proposal" to the board he should actually perform (#'s 2, 3, 4, 8 and keep a duplicate copy of all registration forms forwarded to Rose).
3. Apprise Hal at Oxford of "standing" orders for Proceedings.
4. Ask Hal not to print any more "unofficial" stationery (or any stationery).
5. Obtain membership card info and send to Gwen for printing.
6. How many WCRA brochures does Hal have? (less than 100)
7. Ask Hal to contact Gwen regarding purchase of additional envelopes for mailing of Proceedings.
8. Ask Hal not to print new invoices. (In September he had 75 left).
9. Set up Proceedings purchase record for 1980 Conference to differentiate between those getting 1980 Proceedings and those getting one or more Proceedings from past year(s).
10. Membership/Conference Year
 - a. Inform Hal of clarified dates.
 - b. Inform Hal of 60-days-prior-to-conference regulations.
 - c. Ask Hal to insert membership expiration date on each membership card once a new batch is printed.
 - d. Ask Hal to include a note explaining membership regulations with all memberships processed on or after December 1 of each year.
11. Apprise Hal of how pre-paid members are to be charged in future years. (Anyone who has pre-paid at \$5.00 will get \$5.00 credit toward 1980-81 membership.)
12. Set up checking account to require 2 signatures for amounts over \$500.
13. Set up savings account to require 2 signatures over \$1,000.
14. Place \$5,000 in a 90-day certificate. Return to regular passbook account at end of 90 days.
15. Cancel bond and get refund if possible. (No refund could be obtained, so the current bond will run through 5/1/81 but only covers the Treasurer.)
16. Send Jacquie accounting of her expenditures.
17. Write Newsletter article(s) (4 were sent to Jo Ann for future issues).
18. Work with Hal to update/correct membership application.
19. Adjust fiscal year to run through June 30, 1980, for the current year (Thus, 14 months will be included in the current fiscal year and future years will run July 1 through June 30.)
20. Send past Treasurer's records to the Archivist, keeping only the one most recent past year.

21. Send WCRA banner and other conference related items to Rose Wassman and request that she, in turn, forward the same to the next Conference Manager.
22. Have someone perform a "treasurer's records verification". (Completed and mailed to Board on 26 October, 1979)

All items which I discussed with Hal McCune at Oxford were included in a Memo to the board dated 17 September, 1979.

NOTE: Treasurer's report (non-conference budget) has not been approved as of 9/12/81, pending receipt of additional attachments from Don. Board members are asked to react to important issues when they receive the information. The Board will review the report in the Spring, 1982 Board meeting.

Increasing
Allotment to
State Directors

- C. Ann asked Don to look into the organization's ability to increase the allotment to state directors and report back to the board in Spring 1982. She noted the board's desire for state directors to play a bigger role in the nominations and membership process.

Providing \$50
at beginning
of year.

- D. Mitch questioned if providing the allotment upfront, rather than on a request basis would encourage greater state level activities. Don felt the procedure allowed for easy access of the money.

Budget accounting
of mail services

- E. Ann would like to have a breakdown for mailing service services and costs. Don gave an oral report:

1. Major cost

- a. membership maintenance
- b. mailing for proceedings and newsletter
- c. pre-registration (\$275.00 - Dallas)

Ann asked Don to come back to the Board with a recommendation on whether we should have all mailing service services budgeted to mailing service category or budget those expenses to separate line items (i.e. state directors budget).

Discussion:
Procedure for
use of mailing
services

- F. Don expressed frustration over not knowing all the people who have been approved to order materials from mailing service. This is particularly evident with state directors. Final procedure not determined.

Final Reim-
bursement Form

- G. Don handed out request for reimbursement of Expense Form to be used for final reimbursement of expenses (Attachment #6).

WCRA Board Minutes, March 30, 1982

Treasurer's Report (cont'd)

2. Costs for Coordinator State Director was \$184.30
3. Costs for President was 557.64
4. President Elect 25.03
5. Newsletter 799.54
6. Minority Affairs 66.00
7. Proceedings 257.98

Motion
 Line item
 budgeting of
 mailing services

Moved (Kaman), seconded (Lyman): For the Fall 1982
 the Board should decide which mailing services should
 be charged to appropriate budget categories.

(PASSED)

Motion
 Need to look
 at total line
 item budget

Moved (Kaman), seconded (Levinson) The board directs
 the new treasurer to report at the Fall 1982 meeting
 on the advantages and disadvantages of a line item
 budgeting system in terms of the existing treasurer's
 job description.

(PASSED)

Board support
 of Newsletter

- G. Don noted the Newsletter is overbudget (\$843.56)
 at this time with one more printing this year. It
 was noted that costs have escalated but that the quality
 and quantity of Newsletter has increased. There is
 more in each Newsletter and the board will have to
 budget more money or cut back on the size of the
 Newsletter. The board was proud of the newsletter and

Secretary's Report (cont'd)

Nominations
Chairpersons

- E. Ann noted that Elaine Cohen is the present nominations chairman and Pat Heard will be the chairman of nominations for upcoming year.
- F. Secretary's report accepted.

III. Treasurer's Report

WCRA Accounts

- A. Don handed out the balance sheet ending June 30, 1981 (Attachment #2). Total balance June 30, 1981, in checking \$23,534.00 and savings \$6,703.54.
- B. Don handed out WCRA balance as of September 31, 1981 (Attachment #4).
- C. Don handed out WCRA balance as of December 31, 1981 (Attachment #6).
- D. Don handed out March 31, 1982 balance (Attachment #7) and WCRA accounts as of March 31, 1982 (Att. #8).
- E. The board was concerned that mailing charges be charged to specific accounts. Thus, state directors should be charged for mailing lists, etc.

Mailing Service
costs

- F. The board then reviewed the past year's costs for mailing services and noted the need for a closer accounting of mailing service costs.

1. Maintenance of service by Oxford

a. July	\$371.03
b. August	140.72
c. Sept.	100.88
d. Oct.	237.00
e. Nov/Dec	244.94
f. Jan.	94.75
g. Feb	97.60

The 8-month total of \$1,287.47

Portland, Oregon March 1983 (Attachment G)
WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment E
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**OXFORD
MAILING
SERVICE**

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

March 14, 1983

Mr. Dick Lyman
1650 Verla Lane
Escondido CA 92027

Dick:

This is in reply to your letter of March 3, 1983, letting us know of your concern that our costs have risen to almost \$5,000 per year, and requesting the specifics of what goes into "membership maintenance".

If I were to reply briefly, giving you only basic answers, to your letter, I don't believe anything would be solved, and the 'state of financial panic' on the part of WCRA would still exist.

Therefore, if I may take your time, I've done an analysis of costs for the year 1982 to show you where the large portions of money have been expended, and between you and me, with all due respect to the good job you and the other officers and board are doing, I do have some suggestions for some basic changes in the organizational procedure that will help WCRA finances.

First, here is a breakdown of major expenditures for which WCRA was billed in 1982. The total billing for the year was \$4777.

Membership maintenance and clerical time	\$1780
Newsletter mailing (4 issues)	380
14th Proceedings mailing	107
Annual conference registration	271
Requests for services	729
Outside printing	383
Postage	1127
	<u>\$4777</u>

On the enclosed sheets, I've given you a detailed breakdown of the above costs. And with each category, I've given further details of how costs were calculated.

I've gone through these costs carefully, looking for areas where costs might be cut. I honestly don't see any item which could be further reduced --if WCRA is to continue working with an outside firm. Of course, the immediate reply might be to go back to strictly volunteer help, but as I recall working with only volunteer help, and the problems involved, was the reason WCRA approached Oxford originally. So, on the basis that

(continued)

2 -- Lyman

outside professional help is beneficial, what can be done financially to improve WCRA's economic condition?

I understand dues are being increased next year, and this is justifiable. All costs continue to increase, even with the national economic situation coming under some control. So an increase in dues will help.

But a major new source of income for WCRA would be to separate the collection of renewal dues and payment for Proceedings from the conference registration. Dick, I have to ask why does WCRA literally give away dues/Proceedings just because a member attends the conference?

Perhaps I look at this too simply, but on your current conference registration form, registration fee is \$60 which includes registration, dues and Proceedings, or just \$50 for registration only (no dues or Proceedings). I take this to mean that for only \$10, if I attend the conference, I get my \$15 dues for 1983-84 paid plus an \$8 copy of Proceedings...a normal \$23 value. To me WCRA is losing \$13 from each member when you let that member pay only \$10 for dues/Proceedings at the conference.

In your March 3 letter, you compare our costs of 'almost' \$5000 to an income from 650 members at \$15 annually for dues. That you don't even have. Going back over your April 1982 conference registrations, where you again had the \$10 differential between registration and registration/dues/Proceedings, you had 341 members take advantage of the \$10 dues/Proceedings cost. Therefore, you don't have 650 members currently at \$15 (\$9750). You have 341 at \$10 and 309 at \$15 (\$7045). And if we allot the \$10 entirely to dues, then you have 341 members who are receiving a free copy of the Proceedings. Proceedings sell at \$8, so $341 \times \$8$ equals \$2728. And the \$2728 lost Proceedings income would just about pay our cost for the coming year, or offset your Proceedings printing bill.

It would seem, Dick that WCRA must set up a renewal system for dues that is completely separate from registration. And also, it seems you should charge a full \$8 for Proceedings. At registration you would rightly have a member and non-member rate, but keep the conference registration costs completely separate from the period we send out renewal notices.

Every other organization I know of has this same structure: renewal notices are mailed at one time to obtain full renewal dues, and there is a conference which is at another time offering a discount on registration for members. CATE on their conference registration form has a \$20 differential between the member and non-member registration fee. All non-members must pay the non-member rate, but if a registrant desires, \$20 of the non-member fee may be applied to CATE dues for the coming year. This seems to handle it very well, and no money is lost.

Perhaps now is the time that the board seriously consider a year-to-year membership, rather than the present conference year membership. It would separate "dues collecting" from the conference. This would be an ideal time for us to start as all member files will be revised in April from the renewals from the conference, plus our sending out renewal notices to members who do not attend the conference. Then next year at this time we send out renewal notices to all, and dues will not be involved with registration.

(continued)

Portland, Oregon, March 1983

(Attachment G)

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
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3 -- Lyman

Frankly, as I read your letter, WCRA is questioning whether the organization can afford an outside service. I remember CATE coming to us some 13 years ago with the same internal problems of volunteer help that WCRA had. And CATE is kind enough now to state that Oxford is "the best thing that has happened to the organization". And we constantly strive to achieve that goal with WCRA. An organization cannot run smoothly behind the scenes when volunteers are constantly being changed from year to year. You have to have someone either internally or externally who knows the operation and can keep the important financial functions of membership, renewals, mailings and conference registration running smoothly. These money areas are where an organization lives or dies.

You need someone to care that memberships are processed immediately and membership cards mailed soon, that correspondence is answered quickly, that requests for materials and services are dispatched immediately, that membership problems are handled courteously and promptly, and that all money due is collected, by mailing and following up on invoices for payment, bad checks are made good. All of this constitutes our service, and we wish the board could just sit and observe what actually goes on.

We're sincerely hopeful that the current financial crisis will be resolved and that Oxford may be allowed to serve as your headquarters.

(*Handwritten signature*)
Hal McCune

HLM/h

WCRLA Minutes

July 25-27, 1986

Albuquerque, New Mexico

Attachment E

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**OXFORD
MAILING
SERVICE**

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

BREAKDOWN OF WCRA COSTS FOR THE YEAR 1982A. LABOR

1. Membership maintenance and clerical time -- 111½ hours \$1780
(This consists of the time involved in processing new and renewal members, sending out new membership cards and a 'welcome to WCRA' letter or a 'thank you for your renewal' letter, invoicing when purchase orders are received, or if a member wants to be billed for membership, following up when payment is not received, endorsing checks and depositing to the WCRA account, filling orders for Proceedings and invoicing, answering correspondence regarding membership or requests for membership information, time spent on the telephone with WCRA requests. We billed in 1982 at a rate of \$16 per hour. With our increased costs this will raise to \$17 per hour in 1983. If this seems expensive, I pay the person who primarily handles the above \$9.50 per hour, and have costs for her on top of this of hospitalization, workman's compensation, FIDA. In any business, a rule of thumb for hourly costs is the basic wage times 3. According to this rule, I should be charging WCRA \$27 an hour. We are not making any great profit. And considering the total 111 hours worked on WCRA, it comes to about 9 hours per month with the heaviest periods coming when we process conference renewals, and send out the renewal mailing.)
2. Mail the WCRA Newsletter 4 times during the year \$ 380
(We recently applied for a second-class permit for the Newsletter and when this is approved, postage costs should be cut in half. Postage is listed under the postage category. Due to the Journal going with the Newsletter, we now have to bind the Journal into the Newsletter, which has increased costs, but this is necessary or the postal service would claim the Journal is taking a free postage ride with the Newsletter which has the second-class permit.)
3. Address printouts and pressure-sensitive labels of members on request \$ 316
(The major cost here is the request by the State Director Chair of printouts being sent to State/Province Directors twice a year. The cost for a printout is \$9 per thousand, pressure-sensitive labels at \$15 per thousand)

-- Breakdown of WCRA Costs for 1982

4. Annual Conference Registration (Our cost for processing registrations is \$1 each. We processed 271 mail registrants.)	\$ 271
5. Mail 14th Proceedings (This mailing went to 444 members requesting the publication. Postage is listed under postage.)	\$ 107
6. Mail Learning Center Questionnaire from Miranda Montgomery to 337 Mailing List	\$ 30 - <i>applied to 1983</i>
7. Mail Flyer for Nancy Deutsch (to 216 list)	\$ 19 - <i>applied to 1983</i>
8. Mail LAC Survey Part II to 378 list (Requested by Miranda Montgomery)	\$ 39 - <i>applied to 1983</i>
9. Remove 1981-82 Officer Listing and Application and Replace with 1982-83 Listing and Application in 3,000 WCRA brochures	\$ 74
10. Set up Master Mailing List of Colleges (Per Dick Lyman request)	\$ 114 - <i>not used</i>
11. Mail Renewal Notices to 625 (Postage listed under postage category)	\$ 81
12. Travel Expenses for Hal McCune to San Diego Conference	\$ 37
13. Telephone calls	\$ 19
Total Labor	\$3267

B. PRINTING

1. 3,000 Applications and Typeset	\$ 92
2. 200 "Welcome to WCRA" letters)	
700 "Thank You for Your Renewal" letters)	\$ 40
3. 2,000 #10 regular envelopes	\$ 96
4. 650 Renewal letters)	
650 Application forms)	\$ 113
650 Resources forms)	
5. 1,000 Membership cards	\$ 42 - <i>not printed with Stations in the Area</i>
Total Printing	\$ 383

(continued)

Breakdown of WCRA Costs for 1982

C POSTAGE & SHIPPING

1. Postage Due (from returned mail)	\$ 4
2. Membership Cards Mailed	124
3. Publications Mailed	47
4. PO Box Rental (6 months)	13
5. Newsletter/Journal (4 mailings)	482
6. Printouts and Pressure-sensitive Labels mailed	40
7. Conference Registration Correspondence	15
8. 14th Proceedings mailing	151
9. LAC Survey	41
10. Deutsch Flyer mailing	23
11. Learning Ctr Questionnaire mailing	37
12. Renewal Notice mailing	72
13. Miscellaneous (correspondence, invoicing, etc.)	45
14. UPS Charges (stationery, publications, newsletter quantities, printouts)	<u>33</u>
Total Postage and Shipping	<u>\$1127</u>
Total Labor, Printing, Postage/Shipping	<u>\$4777</u>

OXFORD
MAILING
SERVICE

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

June 8, 1983

Dr. Karen Smith
New Mexico State University
Box 5278
Las Cruces NM 88003

Karen,

this is in reply to your letters of May 20 and May 25.

First, enclosed are copies of the names and addresses of registrants from the 1983 Conference. I hope that these copies are satisfactory for your purpose. It was much less expensive to do it this way rather than have the names/addresses typed for you.

Also enclosed is a sample of a "Renewal" and "Final" notice 2-way remittance envelope. This is what we're proposing to handle the renewal notices to expiring members which we would begin using next year about this time. It's quick and inexpensive from our standpoint, and it's convenient and effective from the recipient's standpoint. If you'd like the Resources Form or some other item to accompany the renewal, it can be folded and inserted inside the envelope. Perhaps I should explain the working of the envelope. It is mailed just as you have it with the members address on the extended mailing flap. When it is received, the member is requested to tear off the extended flap at the perforation, place the extended flap and their check in the envelope below, affix first-class postage and return it to WCRLA. Due to normal procrastination, CATE has found it effective to send a renewal notice two months prior to the member's expiration date, and then, if no reply, to send a final notice the month of their expiration. I'm sure you, like I, have received four or five renewal notices when you've terminated a subscription to a periodical, but it was decided two would be sufficient.

Following are the costs for each monthly renewal mailing. Actually, Karen, we're not really getting into any more money with these relatively small monthly renewal mailings than for the one-time-per-year renewal mailing. With our current renewal mailing, money was expended for the letter, resources form, application and mailing envelope. And with our additional charge for mailing labor and postage, comparing the two methods it just about breaks even. Of course, we would have the small additional cost for the follow-up or final notice, but this would hopefully be minimal. One additional charge for the monthly renewals would be our cost to run the

see call
6/10
7/22/83

K. Smith -- 2

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master list each month to select-out the renewals. This flat charge each month is approximately 1¢ per name. So, considering a 600 membership the flat charge each month would be \$6.00/lot plus our mailing labor and postage. For example, the cost for each renewal mailed would be:

Print 2-way extended flap envelope	8¢
Mailing labor: address envelope, seal, affix postage	8¢
Postage: 1st class	20¢
	<u>36¢</u>
per each renewal plus \$6.00/lot to run master file	

It will be some months before we're ready to start mailing renewal notices, so please discuss this with the board and let us know your reaction. To start, all we'll need is you or your appointee to draft the copy for the envelope, and we'll have the envelopes printed for future use.

On other matters, I spoke with Carrie Walker on the phone ^{6/14/83} She did receive the WCRLA brochures and is forwarding them to me. The shipping cost for the forwarding will be deducted from the printer's invoice.

we'll send quantities as you desire.

I spoke with Jane Hopper about her assuming responsibility for sending quantities of the Newsletter to officers. She will be starting this with the forthcoming issue (due off the press this week). On the subject of sending multiple copies of the Newsletter, last year's State Director Chair had us send 5 copies of each issue to each State/Province Director. For the moment, Karen, we will continue to do this unless we hear different from you or Dick Lyman. OK? And we have updated our State/Province Director list. For your information, we also have a Liason, Advertiser, and Complimentary list of names to receive a copy of the Newsletter. Joanne Wells set this up. Jane is going to review it when she brings in the Newsletter later this week.

The current membership count at this moment is 270. This would just be the people who renewed or joined at the conference. The renewal notices are being mailed tomorrow and this comprises a count of some 423--this is expired 1982-83 members who did not renew at the Conference.

As you and I discussed on the phone, we are planning on sending you and Carole Bogue a current membership list approximately the middle of July--once we have the majority of renewals back. After July, you and Carole will receive a monthly up-date of new members added.

Regarding the summer institute, Dick Lyman told ^{us} approximately two weeks ago that it is being cancelled. Any registrations we might receive are being forwarded to him, and Dick was going to write back with a letter of explanation and return their check. I believe, Karen, that to date we'd only received six registrations, and three came in after Dick's decision to cancel.

I was very pleased at the board's decision that membership would be one year from the month of joining. The bad part of the Conference Year membership was the possible hard feelings incurred by a member joining in the middle of the year and expiring after six months. On this subject, here is how we would propose handling expiration dates, and I'd like to get your reaction to this. Up to July 1, 1983, all members are being given an expiration date of April 4 (the date of next year's conference). During July all members processed will be given an expiration date of June 30, 1984. All members joining in August will be given an expiration date of July 31, 1984. It is our intent that any member joining during a current month will have his membership retroactive to the first of that month, and if we have done a mailing of, perhaps, the Newsletter during that month, the new member will be sent a current copy along with his 'Welcome' letter and membership card. What we hope to prevent happening by handling expiration dates in this manner, and what we learned the hard way with CATE, is that a member could have joined in the month of the Conference--for example April, 1983. If we let the membership run through April 30, 1984, the member says at the April 4, 1984 Conference date, "I'm a current member, so I get into the 1984 conference at the member rate". In other words, if we don't set the expiration date as the last date of the preceding month, a member could attend two Conferences at the member rate without renewing.

I lied when I said above that all current members have an expiration date of April 4, 1984. We are stamping membership cards with a March 31, 1984 expiration date. Do let us know if you're not in agreement with this.

Yes! (Karen, we should have some immediate directive from you regarding \$15.00 applications received after July 1, 1983. There are some \$15.00 applications in circulation, and I'm certain we will have this problem come up. What I'd like to suggest is that you approve our writing them back a nice little letter simply stating that dues were increased as of July 1 and requesting the additional \$10--letting them know that also includes Proceedings, apologizing for the inconvenience, etc.

Lastly, you asked about the cost/time involved in our billing according to budget categories. To a large extent this is being done on an informal basis for Carrie. I was always under the impression that the Treasurer was working with various budget categories, and I've tried in our invoicing to put as much information on our invoices to clarify what the costs were for, and who requested the action. For example, anything other than regular invoice for membership processing, mailing of Newsletter, mailing of Proceedings, Conference registration, we have spelled out what was done, and in the upper right corner of the invoice: "per Karen Smith", or "per Dick Lyman", etc. I foresee no real cost or time involved to do this. It seems it would just be a simple conversation between Carrie and myself to be sure we have all the information on each invoice for her to place the charge in the proper category. Or if she wished to make out some simple account coding system, we could always refer to this and mark the appropriate code on each invoice.

I apologize for this three-page rambling. I'm sure you're saying 'this is enough!...and it is.'

Hal McCune

OXFORD MAILING SUMMARY

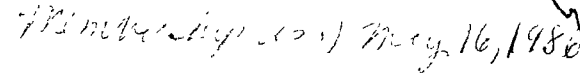
DATE	JOB #	REQUISNR	POST.	PRNTOT	CLERICAL	SUPP.	MAIL	LABELS	PRINT	TAX	TOTAL
5/20	25388	HOPPER	0.73	8							8.73
5/31	25476	WORK	55.89		185.25						241.14
6/28	25609	S. BROWN	1.46	6							7.46
6/28	25609	S. BROWN		6							6
6/28	25610	WORK	11.66				12.4				24.06
6/28	25610	WORK					11.8				11.8
6/28	25613	HOPPER	62.38				58.56				120.94
6/28	25648	WORK	9.86		137.75						147.61
8/12	25812	WORK	9.46		123.5						132.96
8/12	25813	WORK	9.9				14.1				24
8/19	25856	WORK							125	8.13	133.13
8/26	25915	BOGUE	2.4					18.23			20.63
8/26	25918	MULCAHY	5.81				8				13.81
8/30	25956	WORK	17.46		247						264.46
10/31	26317	WORK	6.16				8				14.16
10/31	26318	BOGUE						9			9
10/31	26318	S. BROWN	1.97	4.5							6.47
11/29	26429	HOPPER	55.95				60.9				116.85
11/25	26443	WORK	30.88		237.5						268.38
11/25	26444	WORK	16.94				17.01				33.95
11/25	26445	BOGUE						9.41			9.41
11/25	26445	S. BROWN	1.97	4.71							6.68
12/16	26546	W. BROWN	1.24					9.61		0.63	11.48
12/26	26558	SMITH	1.24					9.68			10.92
12/31	26625	WORK	29.66				38.22				67.88
12/31	26638	BOGUE		6.22							6.22
12/31	26638	S. BROWN	1.97	6.21							8.18
12/31	26639	WORK	12.83		12.83						25.66
1/13	26686	ULRICH	0.73	8							8.73
1/27	26745	WORK	7.7				20.18				27.88
SUB-TOTAL			356.25	49.64	943.83	0	249.17	55.93	125	8.76	1788.6

OXFORD MAILING SUMMARY

Attachment F
Page 2 of 2

DATE	JOB #	REQUISNR	POST.	PRNTOT	CLERICAL	SUPP.	MAIL	LABELS	PRINT	TAX	TOTAL
2/28	26752	WORK	26.1		399				49	3.19	477.29
1/27	26758	BOGUE						9.58			9.58
1/27	26758	S. BROWN	1.97	4.79							6.76
1/31	26788	BOGUE	1.73				6				7.73
1/31	26795	W. BROWN	1.24					11.08		0.72	13.04
3/10	26943	HOPPER	59.04				63.58				122.62
3/10	27005	BOGUE						9.61			9.61
3/10	27005	S. BROWN	1.97	4.84							6.81
3/10	27020	WORK	11.88				15.91				27.79
3/10	27021	LEHMANN	0.9	8							8.9
3/17	27041	ULRICH	2.4	25.11							27.51
3/24	27068	B. LOW	3.21					15			18.21
3/24	27068	L. BUELL		15							15
3/24	27068	MCCARGER						15			15
3/24	27073	OHEAR	159.23			33.74	136.33			2.19	331.49
3/31	27119	WORK	22.88				19.46				42.34
3/31	27120	WORK	56.31		527.25						583.56
3/31	27121	BOGUE						11.32			11.32
3/31	27121	ENRIGHT		6.91							6.91
3/31	27121	S. BROWN	2.7	6.91							9.61
4/21	27244	W. BROWN	2.4					20.95		1.36	24.71
4/21	27245	WORK	8.36				13.46				21.82
4/28	27275	W. BROWN							14	3.25	17.25
4/28	27275	W. BROWN							18		18
4/28	27275	W. BROWN							18		18
5/5	27278	W. BROWN	1.92	15.00							16.92
5/5	27308	WORK	21.15		590				23.5	1.53	636.18
5/30	27336	WORK	83.59	242.25							325.84
5/20	27387	S. BROWN	3.76	8				8			19.76
5/20	27387	S. BROWN		8							8
6/9	27477	WORK	6.16				12.54				18.7
6/23	27565	HOPPER	90.12				77.22				167.34
SUB-TOTAL			569.02	344.81	1516.25	33.74	344.5	100.54	122.5	12.24	3043.6
GRAND TOTAL			925.27	394.45	2460.08	33.74	593.67	156.47	370	33.24	4832.2

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico



FROM THE CONFERENCE COMMITTEE....

Though the 1986-87 academic year is just beginning, now is the time to plan your trip to Albuquerque for the 20th Annual WCRLA Conference. The Conference will take place at the Albuquerque Marriott, April 9 - 12, 1987.

The conference committees are being formed and plans are being made. Mary Courtright and Esther Wells of the Albuquerque Technical-Vocational Institute are planning tours to local campuses and a leisure tour to Santa Fe, New Mexico on April 11. Thursday night will feature a "Night on the Town." A banquet is scheduled for Friday night. Kathy Matthews of the University of New Mexico will be working to make the Hospitality Suite as hospitable as possible. John Garcia of Santa Fe Community College is coordinating the exhibits area. We can expect exciting and interesting displays of materials with John in charge.

The room rates at the Marriott will be \$75.00 for a single and \$85.00 for a double, triple, or quad. Albuquerque is served by most major airlines including American, TWA, Western, United, Delta, Southwest, Frontier, and PSA. A free shuttle runs every 30 minutes from the airport to the hotel.

Submit your travel requests soon and join us in Albuquerque in April.

Susan Deese

WCRLA Conference 1987
 Budget
 July 25, 1986

Conference Promotion

8.11.6	Printing 1st Call	\$ 500
8.11.6	Printing 2nd Call	500
8.11.6	Conference Brochure	500
8.11.4	Telephone	100
8.20.4	Telephone	100
8.11.5	Postage	400
8.11.14	Advertizing	500

PreConference Supplies and Services

8.10.3	Supplies	100
8.20.3	Supplies	200
8.23.19	Student Assist	500
8.23.3	Registration Plts	400

Conference

8.12.9	Honoraria	2000
8.12.7	Spkr Travel	500
8.11.6	Programs	1800
8.13.3	Institutes	400
8.14	Computer Fair	100
8.21.15	Publishers Bfast	1200
8.20.20	Photographer	200
8.25.16	Entertainment	300
8.20.22	Decorations	250
8.26	Decorations	50
8.23.15	Hospitality	700
8.23.3	Hospitality	50
8.28	Audio Visual	200
8.10.10	Student Assist	500
8.223.17	Editorial lunch	100
8.223.17 (7.2)	State Directors	400

Conference Related Travel

8.10.7	Travel	500
8.10.22	Hotel/Food	200
8.20.7	Mileage	150

Post Conference

8.11.5	Postage	100
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Total \$13,500

AUG 11 1986

*Submitted by
 Eugene Guajardo
 8/7/86*



**Western
College
Reading &
Learning
Association**

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment J
Page 1 of 2

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

July 23, 1986

TO: WCRLA Board of Directors

Welcome to enchanting New Mexico! All of the Nuevo Mexicanos are delighted that WCRLA returns to this lovely place this year, and this New Mexican wishes you a fruitful meeting and a wonderful time as you visit Albuquerque in July.

My letter, however, is written because of my concern that we (WCRLA) are moving so slowly with regard to the establishment of a research/scholarship award.

The WCRLA scholarship award was established many years ago (I have yet to discover the actual year), but we've only awarded four. The first was to a young man some years ago who never again joined WCRLA, never apprised the Board as to progress or his whereabouts. We don't even know how he, in fact, used the money from the award. It certainly did nothing for WCRLA. The second scholarship was awarded to Louise Renault in 1983. Louise, with prodding, has reported on her degree progress but has not been active in WCRLA since the award. The third scholarship award was given to Linda Lee in 1985 and the fourth to Pat Mulcahy in 1986. The last two awardees, I have no doubt, will continue to contribute to WCRLA and our field.

I have no quarrel with the scholarship award, per se, as it can certainly provide incentive and assistance to outstanding members working on relevant degrees in our field. However, this association of professionals should offer support in the form of monetary awards and recognition awards for scholarly work other than that done for a degree. We should be encouraging and recognizing scholarship for other reasons as well.

In 1983 the Board discussed the need to look at recognition of scholarship in ways other than just a scholarship toward a degree. Notes from Board meeting minutes reflect the consistent interest in expanding the scholarship award(s), but WCRLA has yet to make a firm decision or implement such a program (attached).

Board of Directors
July 23, 1986
page two

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment J
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3/25/83 Board passed motion: Awards chair (Orlando) to bring guidelines for research award to Summer 83 Board meeting.

9/17/83 President to again direct Awards chair (Orlando) to have recommendations for research award and committee members for Spring 84 Board meeting.

2/22/84 Proposal submitted (Orlando)

4/7/84 Board asked for clarification from Awards chair (Orlando) on 1) budget explanation and 2) publicity of application procedure and grant availability.


3/19/86 Report to Board from Awards chair (Deese) with Proposed Research Award. No Board action taken.

As you can see, the concept accepted by the Board in 1983 is still under consideration but not yet formal.

I am truly dismayed that NADE has beaten us to the punch on this one! WCRLA has been considering it for three years (before NADE), but suddenly NADE has implemented my dream. (attached)

Please act at this summer Board meeting in establishing guidelines and procedures for scholarship awards that extend beyond the parameters of an academic degree program. Let's do something to encourage members to be scholars! And don't forget to consider the Board donation of \$500 for 1986-87 to build the fund... the contribution has been omitted since 1983.

Respectfully,


Karen G. Smith

Proposed WCRLA Research Award

Nature of Awards: Individual one-time grants-in-aid will be awarded for the purchase of supplies, for pertinent travel, and for services specifically required to complete a defined project. The main intent of the review committee is to support new, creative research directions. Support for projects already underway will be considered but not given first priority.

Eligibility: limited to WCRLA members
minimum membership length--1 year

Funding: \$1,000 available each year
The awards will vary up to \$500 dollars. In one year two \$500 awards could be made or several smaller requests could be funded.

Reporting: Each recipient is required to submit a summary report at the annual conference in the form of a workshop or an article for the next Newsletter. The report should contain a brief statement of projected accomplishments with special emphasis on completed work and any new funding or projects generated by the WCRLA award.

Reimbursements: If any remuneration results from work completed by WCRLA funds, the grantee will reimburse WCRLA up to the amount of the award.

Limitations: Travel to meetings, symposia, conferences, and seminars is excluded. The purchase of equipment is also excluded.

Award Period: Funds will be awarded at the Annual Conference and should be expended within a time period set by the Board.

Applications: Applications should be sent to Scholarship and Awards Chairperson by January 1 each year. The application should include:

1. name, address, and phone number of applicant
2. title of proposed research or creative work
3. amount of funds requested and an itemization of expenses

4. brief statement of proposed problem including an explanation of significance of research or work and the ultimate dissemination of information gained or work created

5. other outside sources of support--for example, institutional funds--

Implementation: As the Board modifies and approves a research award, the Scholarship and Awards committee should consider the development of an application form and should develop a method of prioritizing and evaluating applications.

NEWSLETTER INTERIM REPORT

WCRLA SUMMER BOARD MEETING

July 25-27, 1986

Albuquerque, New Mexico

Production

1. Cost of Volume X to date: March \$ 798.90
June 858.90

\$1657.80

2. Conference photos need to be improved. Will the Board consider paying for a professional photographer as part of conference expenses?
3. Responses to calls for copy for Volume X, issue 2 were not good!

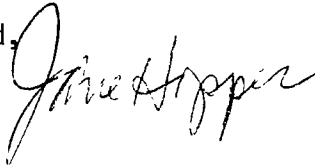
Selection of a new editor

Whom do we have in mind? Can I contribute to the process? I have had no volunteers except Wayne Herlin.

Fullerton College has agreed to give some support services for the next two issues.

Respectfully submitted,

Jane Hopper, Editor
WCRLA Newsletter





**Western
College
Reading &
Learning
Association**

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment M
Page 1 of 1

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

MEMO TO: Board of Directors

DATE: 3 June 1986

FROM: Elections Committee, *C.B.*
Carole Bogue, Chair
Joe Cortina
Helen Gordon
Gene Kerstiens
Vince Orlando

SUBJECT: Slate of Nominees, 1987-88 Office

The Elections Committee enthusiastically presents to you an outstanding slate of nominees for your approval as candidates for office, 1987-88.

President-Elect: Susan Deese, University of New Mexico
Dennis Gabriel, Cuyahoga Community College

Secretary: Becky Johnen, Chemeketa Community College
Marci Matlock, Navajo Community College

All nominees are most enthused about running for office, and all have the support of their institutions. If this slate meets your approval, I will contact each nominee, and early in the fall I will initiate the printing of the elections flyer, the ballot, and envelopes.

CB/gd

cc.: Committee members

Audit Report

We verified all checks and vouchers for Nov. '85 and Apr. and May '86. All checks and vouchers matched, but one check (#645) was ^{mis}recorded in the annual report as \$.40 less than the actual check. In April, check #1694 was recorded as 0 rather than \$53.98. Check #1699 ^{was} recorded as check #1700. Thus, the inaccuracies were in the report rather than in the records.

We verified total deposits for Nov. '85 through Feb. '86 and for June and July '86 but could not find all deposit slips for total deposits in March, April and May. Larger deposits are recorded than we could find.

Susan R. Dase, 7-26-86

Based on our examination,
we feel that Harold has
accounted for the organization's
funds accurately, consistently,
and responsibly.

Susan A. Dreier 7-26-86
Luby Mathews 7-26-86

1985-86 Treasurer's Summary

I. Current balance on hand:

Scholarship Fund	\$ 750.45
Checking	3,768.09
Savings	36,207.14
Total Cash on Hand	<u>\$40,725.68</u>

II. Conference Report

Receipts from Registration Chairman	\$31,267.15
-------------------------------------	-------------

Expenses:

Wes Brown-Conference Chair	\$ 4,489.91
Dolores Akins - Manager	2,363.22
Paid by Treasurer:	
Hotel	7,018.01
Stamps	13.20
Conf. Forms	35.00
Speakers	2,363.96
Refunds	<u>908.50</u>

Total Expenses	<u>17,191.80</u>
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Net Receipts over Expenses	<u>\$14,075.35</u>
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WCRLA CONFERENCE BUDGET
 1986

CATEGORY	APPROVED BUDGET	EXPENSES	OVER/UNDER BUDGET	INCOME
8.0 L.A. CONFERENCE				
8.10 CONFERENCE CHAIR	1200 00			
8.10.3 SUPPLIES		74 49		
8.10.7 TRAVEL		478 75		
8.10.10 CLERICAL		572.5		
8.10.17 HOTEL/FOOD		187.51		
SUB-TOTAL	\$1,200.00	1313.25	-113.25	
8.11 CONFERENCE PROMOTION	\$4,650 00			
8.11.4 TELEPHONE		114 67		
8.11.5 POSTAGE		175 14		
8.11.6 PRINTING		2448 27		
8.11.14 ADVERTISING		250		225
8.11.19 STUDENT ASSISTANCE		248.1		
8.11.23		146 91		
SUB-TOTAL	\$4,650.00	3383.09	1266.91	225
8.12 SPEAKERS	\$2,000			
8.12.7 TRAVEL		825 96		
8.12.9 HONORARIA		1538		
SUB-TOTAL	\$2,000.00	\$2,363.96	-363.96	

WCRLA CONFERENCE BUDGET

CATEGORY	APPROVED BUDGET	EXPENSES	OVER/UNDER BUDGET	INCOME
8.13 INSTITUTES	400			\$3,108.00
8.13.3 SUPPLIES		140.47		
8.13.3 COMP. FAIR	0	0		
SUB-TOTAL	\$400.00	140.47	\$259.30	\$3,108.00
8.20 CONFERENCE ON- SITE MANAGER	\$1,200.00			
8.20.3 SUPPLIES (RIBBONS)		150.17		
8.20.4 TELEPHONE		29.33		
8.20.5 POSTAGE		4.92		
8.20.6 PRINTING		34.08		
8.20.19 STUDENT ASSISTANCE		100		
8.20.21 DECORATIONS		172.54		
8.20.22 FOOD		54.18		
8.20.23 CONFERENCE MGRS. ROOM		287.49		
SUB-TOTAL	\$1,200.00	832.71	367.29	
8.21 PUBLISHERS EXHIBITS	\$1,200.00			\$1,250.00
8.21.22 CONTINENTAL BREAKFAST		\$1,344.40		
SUB-TOTAL	\$1,200.00	\$1,344.40	-144.4	\$1,250.00



WCRLA CONFERENCE BUDGET

CATEGORY	APPROVED BUDGET	EXPENSES	OVER/UNDER BUDGET	INCOME
TOTALS	12100	18233.18	-1537.64	\$11,933
CONF. COST (C - E)			6300.18	
REGISTRATION				
298 FULL MEMBERS @ \$40.00 EACH			11920	
59 FULL NON-MEMBERS @ \$65.00 EACH			3835	
27 ONE DAY MEMBERS @ \$20.00 EACH			540	
25 ONE DAY NON-MEMBERS @ \$30.00 EACH			750	
TOTAL REGISTRATION			17045	
CONFERENCE TOTAL			\$11,038.64	

INDIANA UNIVERSITY • PURDUE UNIVERSITY

AT FORT WAYNE
2101 COLISEUM BOULEVARD EAST
FORT WAYNE, INDIANA 46805

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment Q
Page 1 of 2

TRANSITIONAL STUDIES

June 16, 1986

Wes Brown
CSU, Hayward
1035 E. 29th Street
Oakland, CA 94606

Dear Wes,

Enclosed is the projected budget for JCRL for 1986-1987. Enclosed also is the first bill for the 1986 Journal. I've paid it already, so whenever reimbursement is possible, I'd appreciate it. Also, I'd like to request a cash advance of \$150 to cover bills as they come in. That amount should get me through most bills until the big one next March, which will include postage to Oxford.

Note that the printer's bill will vary depending on the number of copies. If possible, I will try to do the typesetting on our computer here. However, I will probably need funds for secretarial help to do so, since we are in the middle of two major projects at this time. If this effort is successful, the amount of proofreading time required for the Journal will shrink.

Since this will be my last year as editor, I will keep you apprised of possible candidates for editor from among present editorial board members.

I hope for an earlier publication date this year.

Ever Optimistically Yours,



Michael F. O'Hear, Editor
Journal of College Reading
and Learning

rak

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. JOURNAL OF COLLEGE READING AND LEARNING

Total amount of request \$5700.00

Date needed Throughout the year

Funds to cover from September 1986 to August 1987

Statement of purpose for funding request To compile, edit, print and mail the annual volume of conference papers plus other juried manuscripts; to communicate with authors and editors and potential buyers.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

Item	Amount	Date
Printing for JCRL 3.2.6	\$4800	1-87
Oxford Mailing Service 3.2.23	300	1-87
Copies, phone, postage	125	throughout the year
Editorial luncheon 3.2.22	50 <i>change to</i>	4-87
UPS 3.2.5	175 <i>conf budget</i>	1-87
Type-setting assistance 3.2.6	250	Aug/Sept 1986
Name <u>Michael E. O'Hear</u>		
Mailing Address <u>Transitional Studies, IPFW</u>		
<u>2101 Coliseum Blvd</u>		
<u>Ft. Wayne, IN 46805</u>		
Day Phone (219) <u>481-6817</u> Home Phone (219) <u>486-1266</u>		

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

Copies 3.2.6 50
phone 3.2.4 25
postage 3.2.5 50

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. State/ Province Organizations

Total amount of request \$2130

Date needed See Attached

Funds to cover from July 1986 to July 1987

Statement of purpose for funding request

1. To fulfill the duties of Coordinator of State Directors
2. To conduct the State Directors Workshop and Luncheon
3. To provide individual allotments to State Directors

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
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See Attached

Name Susan C. Brown

Mailing Address Center for Learning Assistance
Box 5278

New Mexico State Univ. Las Cruces, N.M. 88003

Day Phone (505) 646-3136 Home Phone (505) 5224056

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

State/ Province Organizations
Funding Request

Coordinator

Phone	75.00	7.1.4
Postage	25.00	7.1.5
Mailing Labels (9 mo. x \$15)	135.00	7.1.23
Membership Printouts (3 mo. x \$15)	45.00	7.1.23
Materials for State Directors' Workshop	<u>100.00</u>	7.1.3
Total	380.00	

Dec. and May
May
Monthly Aug-April

Sept, Jan, May

May

Directors' Luncheon 400.00 7.2

March

Ind. Director Allotments

\$50.00 / Director 1350.00 7.3

As needed

WCRLA FUNDING REQUEST

1. Name of State Province Committee/SIG/task force, etc.: Elections Committee
2. Total amount of request: 521.50
3. Date needed: 1986-87
4. Funds to cover from July 1, 1986 to June 30, 1987
5. Statement of purpose for funding request: Secure candidates as nominees for office for WCRLA and prepare & mail election material to members.

Attach additional explanation if necessary.

6. Itemization of projected expenses and time line:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
4.6.4	1. Long Distance calls	\$100	April '86 - August '86
	1986-87 Chair for 87-88 officers		
4.6.4	2. Long Distance calls	\$100	April '87 - August '87
	1987-88 for 88-89 officers		
4.6.6	3. 600 Elections flyer & ballot	\$ 70	
	4. 600 Envelopes & printed return envelopes	\$101.50	November 1986
4.6.5	5. Mailing labels & stamps (1st class)	\$150	January 1987

7. Name: Carole Bogue

Mailing Address: San Jose City College

2100 Moorpark Avenue

San Jose, CA 95128

Day Phone: (408) 288-3709

Home Phone: (415) 771-5364

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: 9/84

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Archives

Total amount of request \$100.00

Date needed December 1986

Funds to cover from July 1, 1986 to June 30, 1987

Statement of purpose for funding request Archivist wishes to prepare a permanent and transportable archival display board which can be used at WCRLA conferences, both national and state/regional. The displays will not be permanent, but can change to reflect the conference theme or specific interest of the meeting. Displays will be developed from materials and records in the archives.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
4.2.3	Permanent Display Board (one-time only expense)	\$50.00	Dec., 1986
	Art materials & photo reproductions/enlargements	50.00	Dec., 1986

Name Karen G. Smith

Mailing Address Box 5278
New Mexico State University
Las Cruces, NM 88003

Day Phone (505) 646-3136 Home Phone (505) 524-8107

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Awards and Scholarship Committee

Total amount of request \$620.00 +

Date needed Sept./March

Funds to cover from July 1986 to July 1987

Statement of purpose for funding request Funding is needed to print
and mail new WCRLA scholarship application forms. In addition,
funding is needed for the WCRLA Scholarship, the Distinguished
Service Award, and (if approved) the Research Award.

Attach additional explanation if necessary.
Itemize projected expenses and timeline:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
4.5	Postage	\$ 20.00	Sept. '86
4.6	Scholarship Application Forms	50.00	Sept. '86
4.1-18 {	WCRLA Scholarship	500.00	March '86
	Distinguished Service Award (plaque)	50.00	March '86
	Research Award (new item)	??	March '86

Name Joyce Weinsheimer, Director

Mailing Address Learning & Academic Skills Center
104 Eddy Hall - 192 Pillsbury Dr. SE
Minneapolis, MN 55455

Day Phone (612) 624-1666 Home Phone (612) 636-6430

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

WCRLA FUNDING REQUEST

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Name of Committee/SIG/task force, etc: Site Selection

Total amount of request: \$450

Date needed: 1986-87

Funds to cover from July 1, 1986 to June 30, 1987

Statement of purpose for funding request: Phone calls and postage for potential bidders for future conference sites; travel to future sites when necessary.

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
4.4.4	1. Long Distance phone calls & postage	\$100	
4.4.5	2. Travel to future sites Seattle & possibly another site if necessary	\$250	July '86 - April '87
4.4.7	3. Travel for 87-88 chair if necessary	\$100	April '87 - June 30, 1987

Name: Carole Bogue

Mailing Address: San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

Day Phone: (408) 288-3709

Home Phone: (415) 771-5364

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

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Newsletter

Total amount of request \$5872

Date needed fiscal year 1986-87

Funds to cover from 1 July 1986 to 30 June 1987

Statement of purpose for funding request Publication and distribution
WCRLA Newsletter, Board approved editor expenses

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
3.1.6	Printing. 4 issues @ \$1150	\$4600	February, June
1.23	Mailing. 600 copies (est. av.) @.28 (post. & hand.) x 4 issues	672	September, November
3.1.7	Editor. Milage (500 @ .20) (Bd. Mt. Exp. (see below) 500)	100 500	

paid by Treasurer

Name Jane N. Hopper, Editor

Mailing Address 5231 Thorn Tree
Irvine, CA 92715

Day Phone (714) 773-3356 Home Phone (714) 786-6343

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

Board Meeting Expenses, estimated:	Hotel, 3 nights @ \$80	\$240
	Air travel to Albu.	200
	Food, summer, spring	60
		<u>\$500</u>

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Learning Assistance Center Management

Total amount of request \$50.00

Date needed Summer, 1987

Funds to cover from _____ to _____

Statement of purpose for funding request Help pay expenses for a
conference or week long institute for managers about learning disabled
post-secondary students.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
6.5	LD Institute	\$50.00	Summer, 1987

Name Dorothy Lee

Mailing Address Learning Skills Center
University of Puget Sound

1500 No. Warner Tacoma, WA 98416

Day Phone (206) 756-3395 Home Phone (206) 756-9669

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cc: Becky Johnen, S.I.G. Coordinator
File



**Western
College
Reading &
Learning
Association**

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Attachment Y
Page 2 of 2

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Communications Department, Spokane Falls Community College, M.S. 3050
W. 3410 Fort George Wright Drive, Spokane, Washington, 99204, (509) 459-3605.

MEMORANDUM

May 21, 1986

TO: Sue Brown
FROM: Bernie Rihn, *Bernie Rihn* Washington State Director WCRLA
SUBJECT: Proposal for reimbursement for Fall '86 Conference.

Last year at our state-regional conference we had about fifty people in attendance, but we only registered two new members for WCRLA--one from another state. We could do better in 1986 if we included the cost of membership in the conference registration. Since we are having Ken Goodman as a guest speaker, our registration fee is already going to be moderately expensive--particularly if people attend the pre-conference workshop Goodman will give for an entire day to a limited number of participants.

To keep fees reasonable, my suggestion is to discount WCRLA membership by \$10.00 for those who attend the conference by one of two methods. One way to do this would be to offer WCRLA membership with conference registration for an additional \$15.00. A better plan, I feel, is to make WCRLA membership a part of the over all conference registration; that is, build membership into the conference registration fees. I could then send you \$15.00 for each membership I collect and keep my conference fees reasonable. That way everyone who registered for the conference would become a member of WCRLA.

I think there would be a substantial benefit to enrolling fifty new members to WCRLA next year at \$15.00 a head instead of two or three at \$25.00 a head. Let me know what you think.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Washington State

Total amount of request no cash needed

Date needed fall '86

Funds to cover from _____ to _____

Statement of purpose for funding request See attached

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
<u>See attached</u>		

Name Bernie Kihaw

Mailing Address Communications Dept

Spokane Falls Community College
603410 Fort George Wright Dr. Spokane, WA 99204

Day Phone (509) 454-3605 Home Phone (509) 924-6624

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Critical Thinking

Total amount of request \$100 (6.4)

Date needed Sept. 1, 1986

Funds to cover from Sept. 1, 1986 to ? 1987

Statement of purpose for funding request To buy materials
from the new Canadian Critical Thinking Organization
(NET - Network for Effective Thinking) which I will
then distribute to my SIG and to Becky Johnson.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

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

Name Jetty Firkman

Mailing Address 910 Pennsylvania Plce
Davis, California 95616

Day Phone (916) 753-2754 ← Home Phone ()

Summer

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc Officer Travel

Total amount of request \$500

Date needed Oct. 1986

Funds to cover from Oct. 2, 1986 to Oct. 4, 1986

Statement of purpose for funding request To attend the Nebraska/Kansas State Conference and present the

Keynote Address. (See Attached)

Attach additional explanation if necessary.

Itemize projected expenses and timeline.

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
1.53.7	Airfare	350.00	Oct.
1.53.22	Food, Lodging, & ground transportation	150.00	Oct.

Name Susan C. Brown

Mailing Address Center For Learning Assistance

Box 5278 N.M.S.II.

Las Cruces, New Mexico 88003

Day Phone (505) 646-3136 Home Phone (505) 5224056

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**Western
College
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Center, Kearney State College, Kearney, NE 68849 (308) 234-8214

May 6, 1986

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

Dear Sue:

I was delighted to visit with you yesterday and find out that there was a possibility that you could be the Keynote speaker at the Nebraska/Kansas province conference next October 3-4 in McCook, NE. I am enclosing the newsletter that I am sending to all known developmental educators in the two states along with a presentation proposal form, preliminary conference agenda and membership form.

Air service is not the best into McCook, but I know there is a commuter plane that services that community out of Denver. However, if the connections to McCook are not convenient, Frontier flies into North Platte which is only 60 miles north of McCook and right on our way back to Kearney. We would be more than happy to meet you at the airport in either city and return you there for your return flight home.

Elaine Batenhorst and I certainly enjoyed the Los Angeles conference. Congratulations to you for doing such a splendid job. Hope you can now look back at the past year with pleasure. I'm certain that during your year as President you didn't have time to really enjoy the experience.

Let me know if you need any further information. I will be anxious to hear from you.

Sincerely,

Kathy Carpenter, Ph.D.
Nebraska/Kansas Province Director

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. PLACEMENT BUREAU

Total amount of request \$150.00

Date needed _____

Funds to cover from JULY 1 86 to JUNE 30 87

Statement of purpose for funding request FUNDS ARE NEEDED TO SEND JOB INFORMATION TO MEMBERS WANTING JOB DESCRIPTIONS. FUNDS WOULD COVER POSTAGE AND ZEROXING. SUPPLIES ARE FOR CONFERENCE BULLETIN BOARD. THERE ARE 50 MEMBERS ON FILE.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

	<u>Item</u>	<u>Amount</u>	<u>Date</u>
4.7.3	POSTAGE \$50	DEPENDENT ON NUMBER OF JOB	
4.7.4	ZEROXING 50	ANNOUNCEMENTS AND ACTIVE JOB	
4.7.5	SUPPLIES? 50	SEEKERS.	

Name ANNA-MARIE SCHLENDER

Mailing Address 1192 KAINS AVE APT D
BERKELEY CA 94706

Day Phone (415) 786-6804 Home Phone (415) 526-7894

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WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc Oxford Mailing Service

Total amount of request \$4700.00

Date needed _____

Funds to cover from July 1, 1986 to June 30, 1987

Statement of purpose for funding request _____
Proving mailing service for WCRLA

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Labor	\$3500.00	
Postage	\$ 900.00	
Printing	<u>300.00</u>	
	\$4700.00	

Name Hal McCune

Mailing Address Oxford Mailing Service
12915 Telegraph Rd. #D
Santa Fe Springs, CA 90670

Day Phone () _____ Home Phone () _____

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

LIWCRLA BUDGET

Proposed Budget 1986-87 Working Copy

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
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	A	B	C	D	E	F
1	CATEGORY	APPROVED	SPENT	OUTSTANDING	REQUESTED	APPROVED
2		85-86	85-86	85-86	86-87	86-87
4	1.0 BOARD					
5						
6	1.1 MEETINGS	\$3,000.00	2061.65		3500.00	
7						
8	1.2 PRESIDENT	0	224.00		700.00	
9						
10	1.3 SECRETARY	\$200.00	0		200.00	
11						
12	1.4 TREASURER	650	153.04			
13	Total	3850.00	2438.69			
14	1.5 OFFICER TRAVEL					
15						
16	1.51 PRESIDENT	1150	551.88		1200.00	260
17						
18	1.52 PRES.-ELECT	900	910.23		700.00	
19						
20	1.53 PAST-PRESIDENT	500	1034.47		1000.00	500
21						
22	1.54 SECRETARY	0				
23						
24	1.55 TREASURER	0				
25						
26	1.56 OTHER	800.00	392.32			
27	Total	3350.00	2888.90			
28	1.6 CONFERENCE CALS	250				
29						
30	1.7 SUPPLIES	500				
31						
32	1.71 STATIONERY		297.57		300.00	
33						
34	1.72 BROCHURES		185.77			
35						
36	1.73 PRES. AWARDS		110.26			

Total

750.00 593.60

UWCRLA BUDGET

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	A	B	C	D	E	F
1	CATEGORY	APPROVED	SPENT	OUTSTANDING	REQUESTED	APPROVED
2		85-86	85-86	85-86	86-87	86-87
37			161.96			
38	1.8 SPECIAL EXPENSES	650	10524.88			
39			947.16			
40	1.9 ACCOUNTANT	600			3000	
41						
42	2.0 OXFORD MAILING	4000	5642.81		4700	
43						
44	3.0 PUBLICATIONS					
45						
46	3.1 NEWSLETTER	5560	4954.72		5872	
47						
48	3.2 JCRL	5200	5461.36		5700	
49	Total	16010.00	10421.08			
50	4.0 COMMITTEES					
51						
52	4.1 AWARDS	100	0		650	
53						
54	4.2 ARCHIVES	400	351.07		100	
55						
56	4.3 BY-LAWS	0	0		0	
57						
58	4.4 SITE SELECTION	150	115.61		450	450
59						
60	4.5 MAC	350	210.54		0	
61						
62	4.6 ELECTIONS	452	309.55		521.5	
63						
64	4.7 PLACEMENT	150	89.66		150	
65	Total	1602	1076.43			
66	5.0 SCHOLARSHIP FUND	500	500.00		500.00	
67						
68	6.0 SIG'S					
69						

11561

OWCRLA BUDGET

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	A	B	C	D	E	F
1	CATEGORY	APPROVED	SPENT	OUTSTANDING	REQUESTED	APPROVED
2		85-86	85-86	85-86	86-87	86-87
70	6.1 ORGANIZATION	20	0			
71						
72	6.2 ADV. READING				0	
73						
74	6.3 COMPUTER TECH.				0	
75						
76	6.4 CRITICAL THINKING				100	
77						
78	6.5 LAC MANAGEMENT				50	
79						
80	6.6 MAC				0	
81						
82	6.7 ESL				0	
83						
84	6.8 LD STUDENTS	67.5	27.32		0	
85						
86	6.9 HISP. ASSISTANCE				0	
87						
88	6.10 PEER TUTORING				0	
89						
90	6.11 STUDY SKILLS, ETC.				0	
91	Total	67.50	27.32			
92	7.0 STATE/PROV. ORGS.				1750	
93						
94	7.1 COORDINATOR	100	91.71		380	
95						
96	7.2 DIR'S. LUNCHEON	< 350	358.58		400	
97						
98	7.3 DIRS. ALLOTMENT	1300	321.56		1350	
99						
100	7.4 SPECIAL FUNDING					
101						
102	7.43 OREGON	350	257.39			

WCRLA BUDGET

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	A	B	C	D	E	F
1	CATEGORY	APPROVED	SPENT	OUTSTANDING	REQUESTED	APPROVED
2		85-86	85-86	85-86	86-87	86-87
103						
104	7.44 COLORADO	180	50.00		0	
105						
106	7.45 AT-LARGE	150	150.00		0	
107	Total	2080.00	870.66			
108						
109	TOTAL	28579				
110						

4 - 4075.00 (united city)

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

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Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Learning Assistance Center Management

1986-87 Leader: Dorothy Lee, Director of Learning Skills and Testing
Name

Learning Skills Center
Address Tacoma, WA 98416

University of Puget Sound, 1500 N. Warner

(206) 756-3395 (206) 756-9669
Work Phone Home Phone

Special Interest Group Purpose:

To have a management institute at the next WCRLA conference using such persons as Maxwell, Christ, et al

To have an LD week-long institute in Wyoming, summer 1987

To communicate with members information re: good computer software

Goals for 1986-87: integrated services

professional growth

See above

JUN 1 6 1986

-over-

Proposed Activities for 1986-87:

Help plan a management institute at the annual WCRLA conference in April, 1987

Help plan a week-long institute on LD in Wyoming in summer 1987

Quarterly newsletter sharing articles, books, etc. re: common interests

Amount of money to be collected from membership: \$ \$3.00
(\$3.00 per member is recommended)

Please attach a membership list.

Enclosed

(Some have not paid but I will contact them again in the fall)

Sandra Lee
Leader

May 30, 1986
Date

E. Johnson
Coordinator

6-11-86
Date

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

LEARNING ASSISTANCE CENTER MANAGEMENT S.I.G

NAME/INSTITUTION/ADDRESS

PHONE NUMBER

LEARNING ASSISTANCE CENTER MANAGEMENT S.I.G..

AFINS, DELORES
DIRECTOR
LEARNING SKILLS DEVELOPMENT
UNIVERSITY OF SOUTHERN CALIFORNIA
3375 SOUTH HOOVER STREET
SUITE E
LOS ANGELES, CA 90007

213-743-6544

ASHMORE, DR. RHEA
DIRECTOR
READING & STUDY SKILLS CENTER
UNIVERSITY OF MONTANA
SCHOOL OF ED.
MISSOULA, MT 59812

406-243-5415
406-273-2946

AST, HARLEY J.
WASCANA INSTITUTE
P.O. BOX 556
REGINA, SASKATCHEWAN, CANADA S4P3A3

AUSTIN, DR. DELORES A.
DIRECTOR, CASE
CENTER FOR ACADEMIC SKILLS ENRICHMENT
UNIVERSITY OF CALIFORNIA, SANTA BARBARA
SANTA BARBARA, CA 93106

805-961-4248
805-967-5448

BAKER, SHARON
DIRECTOR
INSTRUCTIONAL MEDIA CENTER
MOUNT ST. MARY'S COLLEGE
12001 CHALON ROAD
LOS ANGELES, CA 90049

213-476-2237
EXT. 3235

BARROWS, JANET
DIRECTOR
LEARNING RESOURCE CENTER
FEATHER RIVER COLLEGE
HIGHWAY 70, NORTH
QUINCY, CA 95971

916-283-0202
EXT. 60

BEVERLY, THERIA M.
P.O. BOX 5027
PIMA COLLEGE - DOWNTOWN
TUCSON, AZ 85703

602-884-6017

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WESTERN COLLEGE READING & LEARNING ASSOCIATION

BLATT, MURIEL
DIRECTOR
LEARNING SKILLS CENTER
LOS ANGELES HARBOR COLLEGE
1111 FIGUEROA PLACE
WILMINGTON, CA 90744

213-518-1000

BLECKWEHL, MARY
WARTBURG COLLEGE
222 NINTH STREET NW
WAVERLY, IA 50677

BOVE, LANE
DIRECTOR
LEARNING RESOURCE CENTER
LOYOLA MARYMOUNT UNIVERSITY
LOYOLA BOULEVARD AT WEST BOTH STREET
LOS ANGELES, CA 90045

213-642-2847

BOWMAN, SYLVIA
UNIVERSITY OF HOUSTON
ONE MAIN STREET
HOUSTON, TX 77002

BROWN, CHERYL
P.O. BOX 6035
FLAGSTAFF, AZ 86011

602-523-5524

BULOKOWSKI, CAROLE
LAC DIRECTOR
LEARNING ASSISTANCE CENTER
COLLEGE OF LAPE COUNTY
19351 WEST WASHINGTON
GRAYSLAKE, IL 60030

312-358-5837
312-223-6601
EXT. 446

CASELL, WILLIAM
DIRECTOR
LEARNING RESOURCE CENTER
SANTA MONICA CITY COLLEGE
1900 WEST PICO BOULEVARD
SANTA MONICA, CA 90405

213-450-5150

CLEMENTS, CARLA
DIRECTOR
REGIS LEARNING CENTER
REGIS COLLEGE
WEST 50TH AND LOWELL BLVD.
DENVER, CO 80221

July 25-27, 1986

Albuquerque, NM WESTERN COLLEGE READING & LEARNING ASSOCIATION

Attachment AE

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CUNNINGHAM, PHYLLIS
EAST LOS ANGELES COLLEGE
1301 BROOKLYN AVENUE
MONTEREY PARK, CA 91754

213-265-8650

DAFFRON, MARTHA
P.O. BOX 337
SUMTER, SC 29151

DEESE, SUSAN
ZIMMERMAN LIBRARY
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NM 87131

505-277-4560

DENTON, PEGI
COORDINATOR LEARNING STRATEGIES
JOHNSON COUNTY COMMUNITY COLLEGE
12345 COLLEGE BLVD.
OVERLAND PARK, KS 66214

DOOLEY, KAREN
SCHREINER COLLEGE
KERRVILLE, TX 78028

512-896-5411

DUMLER, GLORIA
C/O ACADEMIC ADVANCEMENT CENTER
CALIFORNIA STATE COLLEGE, BAKERSFIELD
9001 STOCKDALE HIGHWAY
BAKERSFIELD, CA

DUPART, TRISH
SANTA BARBARA CITY COLLEGE
721 CLIFF DRIVE
SANTA BARBARA, CA 93109

805-965-0581
EXT. 422

EDMONDSON, FRED
DIRECTOR OF COUNSELING SERVICES
CAL STATE UNIVERSITY, STANISLAUS
801 WEST MONTE VISTA AVENUE
TURLOCK, CA 95380
ATSS-427-3381

209-667-3381

EDWARDS, LYNERE
ACADEMIC ADVANCEMENT CENTER
CALIFORNIA STATE COLLEGE, BAKERSFIELD
9001 STOCKDALE HIGHWAY
BAKERSFIELD, CA

FELDMAN, PATRICIA
DIRECTOR
CENTER FOR INDEPENDENT STUDY
NORTH LAKE COLLEGE
5001 N. MAC ARTHUR BLVD.
IRVING, TX 75038

FISHER, DR. MICHELE
DIRECTOR
CENTER FOR TEACHING & LEARNING
STANFORD UNIVERSITY
114 SWEET HALL
STANFORD, CA 943057

415-723-1326

FLORES, DR. JUAN
DIRECTOR
LEARNING ASSISTANCE CENTER
CALIFORNIA STATE UNIVERSITY FRESNO
CSU, FRESNO, HEATS BUILDING
FRESNO, CA 93740

209-294-3052

GANZ, BARBARA
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July 25-27, 1986

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WCRLA Minutes
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July 25-27, 1986

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Flores, Dr. Juan - Cal State University, Fresno
Jett, Kay Marie - Azusa Pacific University
(Kusunoki) Sakamoto, Karen E. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C. C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
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Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Menegas, Irene - Diablo Valley College
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PROGRAM MANAGEMENT

Ashmore, Rhea - University of Montana
Bulakowski, Carole - College of Lake County
Johnson, Dr. Robin L. - Georgia Southwestern College
Katz, Dr. Ina - Cal State University, Fullerton
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Tennen, Gail - Santa Barbara City College
Wood, Nancy V. - U.T.E.P.

PEER TUTORING

Bulakowski, Carole - College of Lake County
Cunningham, Phyllis - East Los Angeles College
Fisher, Dr. Michele S. - Stanford University
Gier, Tom - Anchorage C.C.
Leavitt, Virginia - S.M.U.
Lund, Lois - Evergreen Valley College
Maternal, Georgine - University of Pittsburgh
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

4. STUDENT ORIENTATION

Austin, Delores A. - U.C.S.B.
Haig, Joan M. - Anchorage C.C.

STUDENT ORIENTATION (continued)

(Kusunoki) Sakamoto, Karen E. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wood, Nancy V. - U.T.E.P.

CRITICAL READING

Dumler, Gloria - California State College, Bakersfield
Flores, Dr. Juan - Cal State University, Fresno
Katz, Ira - Cal State University, Fullerton
Langer, Margaret - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Tennen, Gail - Santa Barbara City College
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

DEVELOPING MATERIALS

Flores, Dr. Juan - Cal State University, Fresno
Holdredge, Richard - L.A. Valley College
(Kusunoki) Sakamoto, Karen E. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Tennen, Gail - Santa Barbara City College
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

WORKING WITH MINORITIES

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.

WORKING WITH MINORITIES (continued)

Johnson, Dr. Robin L. - Georgia Southwestern College
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Racine, Sharon - Northern Nevada C.C.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

PROGRAM EVALUATION

Bulakowski, Carole - College of Lake County
Katz, Ira - Cal State University, Fullerton
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

5. RAPID READING

Flores, Dr. Juan - Cal State University, Fresno
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Menegas, Irene - Diablo Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

INDIVIDUALIZED INSTRUCTION

Cunningham, Phyllis - East Los Angeles
Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College

INDIVIDUALIZED INSTRUCTION (continued)

Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.

6. READING/WRITING COMBINED

Bulakowski, Carole - College of Lake County
Dumler, Gloria - California State College, Bakersfield
Flores, Dr. Juan Flores - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

OUTREACH

Langer, Margaret A. - University of the Pacific
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Schneiderman, Paula - U.C.L.A.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara City College
Weinsheimer, Joyce - Texas Tech. University
Wood, Nancy V. - U.T.E.P.

7. ANXIETY REDUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Racine, Sharron - Northern Nevada C.C.
Rockler, Debbie - Pima C.C.
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University

DIAGNOSIS

Flores, Dr. Juan - Cal State University, Fresno
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Tennen, Gail - Santa Barbara City College
Wassman, Rose - De Anza College

COGNITIVE MAPPING

Bulatowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

GRANT WRITING

Johnson, Dr. Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wiggins, Anne - Arizona Western College

VOCABULARY

Flores, Dr. Juan - Cal State University, Fresno
Menegas, Irene - Diablo Valley College
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Pryor, Sally. - Western Michigan University
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara City College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

LEARNING DISABLED

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Lee, Dorothy - University of Puget Sound
Menegas, Irene - Diablo Valley College
North, Marianne - Casper College
Pryor, Sally A. - Western Michigan University
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

9. WORKING WITH SCHOOL DISTRICT

Johnson, Robin L. - Georgia Southwestern College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

STANDARDIZED EXAM PREPARATION

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
(Kusunoki) Sakamoto, Karen I. - University of Hawaii - Manoa
Langer, Margaret - University of the Pacific
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

USING VOLUNTEER STAFF

(Kusunoki) Sakamoto, Karen I. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

10. RESEARCH

Katz, Ira - Cal State University, Fullerton
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

COMPUTER ASSISTED INSTRUCTION

Grinius, Sue (Schrimsher) - North Idaho College
North, Marianne - Casper College
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

INTELLECTUAL DEVELOPMENT

Haig, Joan M. - Anchorage C.C.
Motem, Dr. Charlyne H. - Sonoma State University
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College

11. DEVELOPMENT SKILLS

Flores, Dr. Juan - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Motem, Dr. Charlyne H. - Sonoma State University

PEER COUNSELOR TRAINING

Shaw, Gladys R. - U.T.E.P.
Wassman, Rose - De Anza College

ACADEMIC ADVISING

Edwards, Lynce - Cal State University, Bakersfield
Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College
Motem, Dr. Charlyne H. - Sonoma State University

COMPUTER MANAGED INSTRUCTION

Pierce, Dr. Ron - West L.A. College
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wassman, Rose - De Anza College

ENGLISH AS A SECOND LANGUAGE

Flores, Dr. Juan - Cal State University, Fresno
Menegas, Irene - Diablo Valley College
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

12. TECH/OCC LEARNING SKILLS

Pierce, Dr. Ron - West L.A. College
Schulman, Sandra - L.A. Pierce College

BI-CULTURAL EDUCATION

Schulman, Sandra - L.A. Pierce College
Yolesias, Dr. Ken - El Camino C.C.

PERSONAL COUNSELING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - Georgia Southwestern College

HANDICAPPED STUDENTS

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno

PROBLEM SOLVING

Haig, Joan M. - Anchorage C.C.
Smith, Karen G. - New Mexico State University

MANAGEMENT OF PROGRAMS

Fisher, Dr. Michele - Stanford University

INTEGRATING LEARNING AND TEACHING IMPROVEMENT

Fisher, Dr. Michele - Stanford University

WRITING

North, Marianne - Casper College

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AF
Page 1 of 3

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Cognitive Psychology

1986-87 Leader:

Patricia Mulcahy

Name

2136 Fry St. #4

Address

Roseville, MN 55113

(612) 625-4593

Work Phone

(Leave a message.)

(612) 636-3581

Home Phone

Special Interest Group Purpose:

The purpose of the Cognitive Psychology SIG is to share information about research in cognitive psychology, especially in research related to the professional concerns of WCRLA members. In a broad sense, the purpose is the professional development of Cognitive Psychology SIG members in

Goals for 1986-87: research about learning, memory, and theories of instructional systems.

1. Develop membership in this new SIG.
2. Establish a communications network for SIG members; in particular, establish an interactive newsletter in which all SIG members can contribute their ideas,

JUN 1 6 1986

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WP DE220A-7010A

Proposed Activities for 1986-87:

1. Develop membership listing.
2. Develop three issues of the interactive Cognitive Psychology SIG newsletter. Dates of publication are May 15, 1986; October 15, 1986; and February 15, 1987.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ none

Please attach a membership list.
See attached.

Patricia Mulcahy

Leader

Patricia Mulcahy

June 6, 1986

Date

E. Johnson

Coordinator

6-11-86
Date

Ilv Burge
Monroe Hall Rm 206
Eastern Washington Univ
Cheney, WA 99004

Virginia Shraver
Central Oregon Com Col
Bend, OR 97701

Sandra Llovd
North Harris Cnty Col
2700 W W Thorne Blvd
Houston, TX 77073

Marianne North
Casper College
125 College Dr
Casper, WY 82601

Laura Seltzman
744 Coleman Ave #2
Menlo Park, CA 94025

Annette Runquist
1050 W L St
Benicia, CA 94510

Carl Thum
College Hall
Dartmouth College
Hanover, NH 03755

Joan Shulman
California State Univ
Domingues Hills
Carson, CA 90747

Donna Litherland
Bakersfield College
1801 Panorama Dr
Bakersfield, CA 93305

Deborah House
Navajo Community Col
Tsaile, AZ 86556

Karen Agee
Learning Skills Center
Univ of Northern Iowa
Cedar Falls, IA 50614

Lucy McDonald
Chemeketa Com Col
P O Box 14007
Salem, OR 97309

Beverly Bartel
ah Technical Col
1095 Worth 150E
Provo, UT 84604

David Caverly
Metro State College
Box 17 - 1006 Eleventh
Denver, CO 80204

Was Brown
1035 E 20th St
Oakland, CA 94606

Alan Murray
3401 W Marlene St
Tucson, AZ 85741

Sandee Zenger
Bethel College
No Newton, KS 67117

Deanna Martin
UMKC - 100 SASS
5100 Rockhill Rd
Kansas City, MO 64110

Jane Lehmann
Elgin Com College
Elgin, IL 60120

Donna Monske
143 Dunn
Memphis State University
Memphis, TN 38152

Mindy Brooks
1727 S 26th
Lincoln, NE 68502

Iz Rosenberg
Pierce College
6201 Winnetka Bldg
Woodland Hills, CA 91371

Sue Schaefer
Learning Skills Center
University of CA, Irvine
Irvine, CA 92717

Sue Shattuck
Anchorage Com College
2533 Providence Ave
Anchorage, AK 99508

Kate Sandburg
Anchorage Com College
333 Providence Ave
Anchorage, AK 99508

Anna-Marie Schlender
Chabot College
25555 Hesperian Blvd
Hayward, CA 94545

Pat Mulcahy
CRHL - 316 Elliott
University of Minnesota
Minn, MN 55455

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

WCRLA Minutes
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Albuquerque, New Mexico
Attachment AG
Page 1 of 9

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name:

PEER TUTORING

1986-87 Leader:

TOM GIER

Name

ANCHORAGE COMMUNITY COLLEGE

2533 PROVIDENCE AVENUE

Address

ANCHORAGE, AK 99508-4670

(907) 786-1926

Work Phone

(907) 349-7128

Home Phone

Special Interest Group Purpose:

see attachment

Goals for 1986-87:

see attachment

JUN 1 6 1986

-over-

Proposed Activities for 1986-87:

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ _____

Please attach a membership list.

Leader

Date

E. Johnson
Coordinator

6-11-86
Date

**Now for the Purpose and Goals of The Peer Tutoring Special Interest Group
for '85-'87.**

PURPOSE

TO IMPROVE PEER TUTORING PROGRAMS.

GOALS

- 1. TO INCREASE TUTOR RECRUITMENT;**
- 2. TO IMPROVE TUTOR TRAINING;**
- 3. TO IMPROVE TUTOR EVALUATION;**
- 4. TO INCREASE FACULTY INVOLVEMENT;**
- 5. TO IMPROVE TUTOR DELIVERY SYSTEMS;**
- 6. TO EXPLORE DIFFERENT TYPES OF TUTORING PROGRAMS;**
- 7. TO ASSIST IN SETTING-UP NEW TUTORING PROGRAMS; and**
- 8. TO KEEP INFORMED ABOUT THE LATEST RESEARCH CONCERNING TUTORING.**

**PEER TUTORING SIG
MAILING LIST
APRIL 1986**

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AG
Page 4 of 9

1. MICHELE FISHER
CENTER FOR TEACHING & LEARNING
123 MEYER LIBRARY
STANFORD, CA 94305
2. SANDRA BROWN
WAYLAND BAPTIST UNIVERSITY
BOX 320
PLAINVIEW, TEXAS 79072
3. SUZY HAMPTON
SPECIAL SERVICES
UNIVERSITY OF MONTANA
MISSOULA, MT 59812
4. GAIL YOUNGQUIST
MESA COLLEGE
GRAND JUNCTION, CO 81501
5. LINDA D. KHOPP
WESTERN WYOMING COLLEGE
BOX 428
ROCK SPRINGS, WY 82901
6. VIRGINIA LEAVITT
COORDINATOR OF TUTORIAL SERVICES
SOUTHERN METHODIST UNIVERSITY
129 CLEMENTS HALL
DALLAS, TX 75275
7. MEL KRUTZ
HASTINGS COLLEGE
HASTINGS, NE 68901
8. UELAINE LENGEFELD
CAL POLY PAMONA
EOP BLDG 94
PAMONA, CA 91768
9. BECKY JOHNNEN
CHEMEKETA COMMUNITY COLLEGE
P.O. BOX 14007
SALEM, OR 97309
10. GAIL EVANS
COMMUNICATION SKILLS LAB
NATIONAL COLLEGE OF EDUCATION
18 S. MICHIGAN AVE.
CHICAGO, IL 60603
11. ALENE SHOWERS
TUTOR COORDINATOR
CHEMEKETA COMMUNITY COLLEGE
P.O. BOX 14007
SALEM, OR 97309
12. YES BROWN
LEARNING CENTER, LI 2150
CALIFORNIA STATE UNIVERSITY
HAYWARD, CA 94542
13. DEBBIE ROCKER, DIRECTOR
MATH LEARNING CENTER
PIMA COMMUNITY COLLEGE
2202 WEST ANKLAM ROAD
TUSCON, ARIZONA 85709-0001
14. ALYCE STEIDLER
DIRECTOR, LAC/TUTORIAL CENTER
SANTA BARBARA CITY COLLEGE
721 CLIFF DRIVE
SANTA BARBARA, CA 93109-9990
15. KARAN HANCOCK
OMNI COUNSELING SERVICES
8102 HARVEST CIRCLE
ANCHORAGE, ALASKA 99502
16. SPECIAL SERVICES
C/O RICHARD MacKARON
UNIVERSITY OF ALBUQUERQUE
ST. JOSEPH PLACE, NW
ALBUQUERQUE, NEW MEXICO 87140

STUDENT DEVELOPMENT
BLINN COMMUNITY COLLEGE
6500 S. PACIFIC BLVD
ALBANY, OREGON 97321

OPEN LEARNING CENTER
REGIS COLLEGE
3539 W. 10th AVE.
DENVER, CO 80221

WCRLA Minutes
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Attachment AG
Page 5 of 9

19. CAROLINE BAKER
DIRECTOR
SPECIAL SERVICES FOR STUDENTS
ILLIAMS UNIVERSITY
NEW ORLEANS, LOUISIANA 70118

20. MARILYN WHITE
PEER TUTOR COORDINATOR
CENTER FOR INDEPENDENT STUDY
BUTLER COUNTY COMMUNITY COLLEGE
901 S. HAVERHILL ROAD
EL DORADO, KANSAS 67042

21. DOMINIQUE J. JACON CUYE
ASSOCIATE PROFESSOR
DEVELOPMENTAL STUDIES
STAFF TECHNICAL INSTITUTE at MEMPHIS
3901 JACON CUYE
MEMPHIS, TENN 38134

22. GLADYS R. SHAW
ADMINISTRATIVE COORDINATOR, SASS
UNIVERSITY OF TEXAS at EL PASO
105 UNION WEST
EL PASO, TEXAS 79968

23. MAUREEN LOGDANOWICZ
COORDINATOR, LEARNING SKILLS
MOUNT ROYAL COLLEGE
4825 RICHARD ROAD S.W.
CALGARY, ALBERTA
CANADA T2E 6K6

24. GLYNIS BOUQUET
LEARNING ASSISTANCE CENTRE
RED DEER COLLEGE
BOX 5005
RED DEER, ALBERTA
CANADA T4N 5E7

25. MARTHA LUMOFF
TUTORING AND READING INSTRUCTOR
SOUTHWESTERN OREGON COMMUNITY COLLEGE
COOS BAY, OREGON 97420

26. MARY E. DECKERT
HUMANITIES/COMMUNICATIONS
NORTH LAKE COLLEGE
5001 N. MacARTHUR BLVD.
IRVING, TEXAS 75038-3899

27. SUSAN CLARK THAYER, DIRECTOR
LEARNING RESOURCE CENTER
SUFFOLK UNIVERSITY
BEACON HILL
BOSTON, MASS 02144

28. KATHLEEN DEWELL
DEAN OF STUDENT SERVICES
KENAI PENINSULA COMMUNITY COL
P.O. BOX 442
SOLDOTNA, AK 99569

29. JANE L. EVANSON
PROFESSOR AND CHAIRMAN
HUMAN RESOURCE DEVELOPMENT AREA
ALASKA PACIFIC UNIVERSITY
4101 UNIVERSITY DRIVE
ANCHORAGE, AK 99508

30. SANDRA J. FORSYTHE
10801 HIDEAWAY LAKE DR
ANCHORAGE, AK 99516

31. SILVER STANFORD
ENGLISH DEPARTMENT
ANCHORAGE COMMUNITY COLLEGE
2533 PROVIDENCE AVENUE
ANCHORAGE, AK 99508-4670

32. HELEN F. GORDON
TUTOR TRAINING INSTRUCTOR
BAKERSFIELD COLLEGE
1801 PANORAMA DRIVE
BAKERSFIELD, CA 93305

33. ATHABASCA UNIVERSITY LIBRARY
BOX 10,000
ATHABASCA, ALBERTA, CANADA
T6G 2R0

34. CENTER FOR DEVELOPMENTAL
EDUCATION
APPROPRIATE STATE UNIVERSITY
BOONE, NORTH CAROLINA 28608

LEARNING SKILLS CENTER
BROOME COMMUNITY COLLEGE
P.O. 1017
BINGHAMTON, NY 13902

TEXAS TECH UNIVERSITY July 25-27, 1986
C/O ATHLETIC DEPARTMENT Albuquerque, NM
LUBBOCK, TX 79409 Attachment AG
Page 6 of 9

37. SHIRLEY BOWER
TUTORIAL SERVICES COORDINATOR
ORANGE COAST COLLEGE
2701 FAIRVIEW ROAD
COSTA MESA, CA 92626

38. LOREN THOMPSON
UNIV OF HOUSTON-DOWNTOWN
1 MAIN STREET
HOUSTON, TX 77002

39. MILLIE C. LOWRY
UNM-LOS ALAMOS
LOS ALAMOS, NM 87544

40. DEAN MANCINA
GOLDEN WEST COLLEGE
15744 GOLDEN WEST STREET
HUNTINGTON BEACH, CA 92647

41. CARLOS SKEETE
ASST. DIRECTOR LAC
CSU STANISLAUS
801 W. MONTE VISTA
TURLOCK, CA 95380

42. VERA ANN OVENS
TUTOR COORDINATOR
SPECIAL STUDENT SERVICES
BOX 4450/NMSU
LAS CRUCES, NM 88003

43. KAREN AGEE
READING/LEARNING SPECIALIST
UNIVERSITY OF NORTHERN IOWA
37 AUDITORIUM
CEDAR FALLS, IA 50614

44. RICK TURNER
TUTORIAL ASST. PROGRAM
UC IRVINE
IRVINE, CA 92717

45. LAURA SALTZMAN
744 COLEMAN AVE, APT E
MENLO PARK, CA 94025

46. LARRY BRIDGES
207 EMERALD HALL, VO
EUGENE, OR 97403

47. SARAH WALL,
TUTORIAL ASSISTANCE PROGRAM
LEARNING CENTER
2129 LIBRARY SOUTH
UC RIVERSIDE
RIVERSIDE, CA 92521

48. ELAHEK KHEIRKHAHI
TUTORIAL COORDINATOR
UNIVERSITY OF COLORADO, DENVER
1100 14TH ST
BOX 145
DENVER, CO 80202

49. RICHARD AGUIRRE, DIRECTOR
CAL STATE UNIV, LA
5151 STATE UNIV DRIVE
LOS ANGELES, CA 90032

50. THEDA DOUGLAS, Ph.D.
LA COMMUNITY COLLEGE
LA TRADE TECH
400 W. WASHINGTON BLVD
LOS ANGELES, CA 90015

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CAL STATE UNIV, LOS ANGELES
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MEMPHIS, TN 38152

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GLENDALE COMMUNITY COLLEGE
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UNIV OF ARIZONA
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8. SUE SHATTUCK, R/VC
ANCHORAGE COMMUNITY COLLEGE

9. PATTY LINTON, R/VC
ANCHORAGE COMMUNITY COLLEGE

10. BECKY PATTERSON, R/VC
ANCHORAGE COMMUNITY COLLEGE

11. KATE SANDBERG, R/VC
ANCHORAGE COMMUNITY COLLEGE

12. CONNY KATASSE, BLDG B
ANCHORAGE COMMUNITY COLLEGE

13. GRETCHEN BERSCH, TLC
ANCHORAGE COMMUNITY COLLEGE

14. ALICE EASLEY, TLC
ANCHORAGE COMMUNITY COLLEGE

15. NANCY McGEE, TLC
ANCHORAGE COMMUNITY COLLEGE

16. DAVE DAU, BUILDING K
ANCHORAGE COMMUNITY COLLEGE

17. CON BUNDE, BLDG K
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18. DIANA CONWAY, BLDG B
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19. TRUDY RIBACCHI, NEA-ALASKA
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WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AH
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Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: Learning Disabilities

1986-87 Leader: Becky Johnen
Name

P O Box 14007
Address

Salem, OR 97309

(503) 399-5136 (503) 390-4866
Work Phone Home Phone

Special Interest Group Purpose:

To share information and expertise on the learning disabled college student.

Goals for 1986-87:

1. To continue to provide information to the professional working with the LD adult.
2. To coordinate institutes and workshops at Albuquerque.
3. To investigate the possibilities of an institute, summer 1987.

Becky Johnen

JUN 16 1986

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Proposed Activities for 1986-87:

1. Continue to disseminate information through 10 mailings (Sept. - June).
2. A. Design an institute for the Albuquerque conference which would be run by members of the S.I.G.; poll membership on workshop topics and presenters; submit proposals.

B. Submit to Gwyn Enright a list of topics which need to be covered at the conference. This will help in design of the program.
3. Design a needs assessment; distribute and tabulate results. Work with appropriate WCRLA officers on the institute.

Amount of money to be collected from membership: \$ 186.
(\$3.00 per member is recommended)

Please attach a membership list.

Buddy Johnson
Leader

5-19-86
Date

E. Johnson
Coordinator

6-11-86
Date

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Tom Gier
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Rosalind Wild
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CALIFORNIA

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OREGON

WCRLA Minutes
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Attachment AH
Page 8 of 11

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Wenatchee Valley College
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!662-1651 Ext. 256 (until June '83)!

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WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

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Albuquerque, New Mexico
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Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name:

Critical and Creative
Thinking
Jerry Fishman

1986-87 Leader:

Name

Address

910 Pennsylvania Place
Davis, California 95616
(916) 449-7577 (916) 753-2754
Work Phone Home Phone

Special Interest Group Purpose:

To explore the world of
Critical and creative thinking and to determine
what techniques are most effective in teaching
critical thinking and problem solving and
creative thinking-playing
skills.

Goals for 1986-87:

→ To set up conduits for
sharing techniques

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JUN 23 1986

JUN 23 1986

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Proposed Activities for 1986-87:

To link up with NET

(The Network for Effective thinking) in Canada, &
bring the famous problem solver, magician and psychic
nonsense exposé Randi the Magician to the Critical
Thinking SIG breakfast in Albuquerque.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 3.00 per

Please attach a membership list.

Jerry Fishman
Leader

June 1, 1986
Date

E. Johnson
Coordinator

6-16-86
Date



Sacramento City College

3835 Freeport Boulevard, Sacramento, CA 95822

WCRLA

sig contact list june 198

CRITICAL THINKING/CREATIVE THINKING INTEREST GROUP

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Evelyn Shopenn
Santa Ana College
Seventeenth and Bristol Streets
Santa Ana, California 92706 ½

Cynthia Tomes
Des Moines Area Community College
1100 Seventh Street
Des Moines, Iowa 50314



Sacramento City College

3835 Freeport Boulevard, Sacramento, CA 95822

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Martha L. Tips, Director
SMU Reading Center
308 Clements Hall
Dallas, Texas 1/2

Annette Runquist
Language Arts
Solano Community College
4000 Suisun Valley Road
Suisun City, California 94585 1/2

Jackie Valdez
English Department
Casper College
Casper, Wyoming 82601

Joey Wauters
University of Alaska, Juneau
11120 Glacier Highway
Juneau, Alaska 99801

Lupe Villicano
South Mountain Community College
7050 S. 24th Street
Phoenix, Arizona

Carol T. Wills
2825 Juniper Street
San Mateo, California 94403 1/2

Vaun Waddell
Adm. 204
Ricks College
Rexburg, Idaho 83440 1/2

Barbara Dawson
Sierra College
5000 Rocklin Road
Rocklin, California 95608

Karen Willeto
Navajo Community College
Box 762
Tsaile, Arizona 86556

Russ Gregory
Linn-Benton Community College
6500 S.W. Pacific
Albany, Oregon 97321

Jim Williams
Cal Poly Pomona
3801 W. Temple Avenue
Pomona, California 91768

Larry Bridges University of Oregon
207 Emerald Hall,
Eugene, Oregon 97403

Carolyn Young
Special Services Project
University of Idaho
306 Phinney Hall
Moscow, Idaho 83843

Mary F. Muller
San Antonio College/ Reading & Education
Department
1300 San Pedro
San Antonio, Texas 78284

Sue Shattuck
Anchorage Community College
2533 Providence Drive
Anchorage, Alaska 99508 1/2

Judy Kilpatrick
Laramie County Community College
1400 E. College Drive
Cheyenne, Wyoming 82007



Sacramento City College

3835 Freeport Boulevard, Sacramento, CA 95822

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Marie Harris
U.T.--Austin
Learning Skills Center
Jester A332
Austin, Texas 78784

Jeannine Chavez-Porfitt
P.O. Box 316
Saint Mary's College
Moraga, California 94575
(Tutorial Services Program)

Laurie Palmer
Adm. 220
Ricks College
Rexburg, Idaho 83440

Kathy Carmona
Special Education Department
San Jose State University
San Jose, California 95192

Naomi Daggs
Richmond Technical College
P.O. Box 1189
Hamlet, North Carolina 28345

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1986-1987

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AJ
Page 1 of 3

Directions: Please complete this form and return to Becky Johnen, SIG Coordinator, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

Deadline: June 15, 1986

Special Interest Group Name: English as a Second Language (ESL)

1986-87 Leader:

Roberta Delaney

Name

Glendale Community College

Address

6000 W. Olive, Glendale, AZ 85302

(602) 934-2211

Work Phone

(602) 944-8744

Home Phone

Special Interest Group Purpose:

To provide a resource network for professionals in reading and learning assistance programs interested in English as a Second Language.

Goals for 1986-87:

1. Facilitate communication among members.
2. To enhance program offerings in Albuquerque at the conference.

RECEIVED
LEARNING SKILLS CENTER

JUN 23 1986

-over-

WP DE220A-7010A

Proposed Activities for 1986-87:

1. Share information about materials, techniques, resources, etc. through member mailings among the group.
2. Plan two meetings for 1986/87 Conference that will benefit all members of the group.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ I don't know yet because
I think I'd better contact
85/86 members to tell them
to repay.

Please attach a membership list.

Roberta Delaney
Leader

6/6/86
Date

E. Johnson
Coordinator

6-16-86
Date

VUL

ESL SIG MEMBERSHIP 1986/87

Delaney, Roberta
Glendale Community College
Reading Department
6000 W. Olive
Glendale, AZ 85302
(602) 934-2211 work
(602) 944-8744 home
COMMUNICATOR: September, 1986

Doran, Mary L. (Susie)
NMSU-A, Adult Basic Ed
P.O. Box 477
Alamogordo, NM 88310
(505) 437-5015 work
(505) 437-0378 home
COMMUNICATOR: January, 1987

Faulkner, Ann B.
Mountain View College
4849 W. Illinois Ave.
Dallas, TX 75211
(214) 333-8539 work
(214) 296-1019 home
COMMUNICATOR: October, 1986

Norwood, Phyllis K.
4616 Angeles Vista Blvd.
Los Angeles, CA or
Los Angeles City College
855 n. Vermont Ave.
Los Angeles, CA 90029
(213) 669-5522 work
(213) 298-5811 home
COMMUNICATOR: November, 1986

Glazner, Greg
College of Santa Fe
St. Michaels Dr.
Santa Fe, NM 87501
COMMUNICATOR: October, 1986

Hollis, Janice
Los Angeles City College
855 N. Vermont Ave.
Los Angeles, CA 90029
COMMUNICATOR: February, 1987

Lengfeld, Uelaine
2201/2 W. 12th St.
Claremont, CA 91711
(Cal Poly-Pomona)
COMMUNICATOR: November, 1986

Quilling, Howard
3001 Harmony Dr.
Bakersfield, CA 93306
(Bakersfield College)
(805) 395-4433 work
(805) 871-5384 home
COMMUNICATOR: December, 1986

Sanidad, Mary Ann
EOP
San Jose State Univ.
San Jose, CA 95192
(408) 277-2664 work
COMMUNICATOR: January, 1987

Steeber, Sharon
Santa Monica College
1900 Pico Blvd.
Santa Monica, CA 90405
COMMUNICATOR: February, 1987

Stock, Karen
Student Support
Weber State College, 303
Ogden, Utah 84408
(801) 626-6297 w 399-3911 h
COMMUNICATOR: September, 1986

Walvekar, Carol
El Paso Community College
P.O. Box 20500
Valle Verde Campus
El Paso, TX 79999
(915) 594-2650 work
(915) 584-0935 home
COMMUNICATOR: October, 1986

Pottorff, Carol J.
7764 Tobia Way
Fair Oaks, CA
(American River College)
(916) 484-8101 work
(916) 961-4436 home
COMMUNICATOR: November, 1986



**Western
College
Reading &
Learning
Association**

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AK
Page 1 of 12

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

June 12, 1986

Wes Brown, President WCRLA
1035 East 20th Street
Oakland, CA 94606

Dear Wes:

A contract (enclosed) arrived yesterday from the Capitol Plaza Holiday Inn, Sacramento. There were a number of required items included in the original proposal that were omitted from the final contract. In meeting with Carol, it appeared that the Holiday Inn is most willing and capable of meeting our specific needs/requirements. I don't know why so many of the items weren't addressed in the contract, but in my opinion, omission was just an oversight and the contract can be corrected by contacting Carol. Since so many items were missing (see attached list) and since the signature line needs to be changed to read: Wes Brown, President WCRLA instead of Carole Bogue, I recommend that you ask Carol to rewrite the contract rather than to handle changes through an addendum.

At this point, Wes, I think it's time to turn finalization over to you since you'll need to sign and feel comfortable with the specifics. If there's anything else that I can do to help, however, do let me know. Right now, I am pursuing Seattle for '89 and hope to have time to generate interest, if not a bid, for the '90 conference as well.

Sincerely,

Carole Bogue

Carole Bogue, Ph.D.
Site Selection Chair

cc.: Joe Aiello
Carol Morgan

Capitol Plaza



July 16, 1986

Wes Brown, President
WESTERN COLLEGE READING AND
LEARNING ASSOCIATION
1035 East 20th Street
Oakland, CA. 94606

Dear Wes:

Enclosed is a new contract which I hope you will find to your satisfaction. The majority of Carole's requests were addressed, so I reworded some areas to clarify them for her.

All details of meeting layout will be confirmed at the time we receive your itinerary. That addendum will address storage room, placement of telephones at the registration table, and all other details.

In reference to her item number 10, this is subject to our availability. As soon as dates are confirmed, I will issue a separate contract.

Referring to item #12, I'm sure you'll have no problem with credit approval. However, requesting credit applications is a standard procedure and necessary for audit purposes.

Parking "passes" are not available for guests who are not registered for overnight stays. However, as indicated in your contract, if you choose to validate their parking, you may add these charges to your master account.

Please do not hesitate to call if you have further questions.

Sincerely,

Carol Baker Morgan
Director of Sales & Marketing

CBM:ps

Enclosure

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Capitol Plaza



July 16, 1986

Wes Brown, President
WESTERN COLLEGE READING AND
LEARNING ASSOCIATION
1035 East 20th Street
Oakland, CA. 94606

Dear Wes:

This letter of agreement is to cover the definite requirement of housing and/or conference facilities at the CAPITOL PLAZA HOLIDAY INN during the WESTERN COLLEGE READING AND LEARNING ASSOCIATION meeting in March, 1988, based upon our understanding of your needs.

DATES: Arrival: Wednesday, March 23, 1988
 Departure: Sunday, March 27, 1988

ROOMS: 150 rooms-kings and double/doubles

SUITES: We are presently holding all suites for your organization-please
 advise 120 days prior to arrival of your exact requirements.

RATES: \$68 single, \$74 double, triple, or quad occupancy, plus 10% sales
 tax.

COMPLIMENTARY POLICY:

Your group is entitled to one complimentary room for each 50 occupied rooms based on a daily basis. This is based upon actual occupancy and will be determined by the hotel at the time of departure. The number of rooms are to be determined collectively.

Based on a minimum occupancy of 150 guest rooms per night, the hotel will provide 10 complimentary fruit baskets.

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SACRAMENTO, CALIFORNIA 95814 (916)446-0100

Page Two
Wes Brown, President
WESTERN COLLEGE READING AND LEARNING ASSOCIATION

REGISTRATION:

Our check-out time is 12 noon. Check-in time is 3:00 P.M. Your cooperation in adhering to this policy is greatly appreciated. Late check-outs are granted on a first come, first serve basis and are dependent upon the occupancy of the hotel. If late check-outs occur that are not requested or not approved, it is agreed that a late check-out fee of one half of the sleeping room rental charge for one day will be added to their account.

RESERVATIONS:

Reservations for housing shall be accepted by reservation cards or telephone calls submitted by the individual delegates. To receive the group rate, the delegates must identify themselves as being affiliated with the WESTERN COLLEGE READING & LARNING ASSOCIATION. The cut-off date for making reservations is 2 weeks prior to arrival. As of your cut-off date, the unused portion of your room block will be released to public sale. Reservations requested after the cut-off date, will be accepted on a space available basis only and at the prevailing rack rate. If the room block is filled, the hotel will make every effort to accommodate reservation requests.

Please advise us 30 days prior to your needing reservation cards and we will have them printed for your group compliments of the hotel. A maximum of 1,500 cards will be provided.

Guaranteed reservations must be accompanied by a credit card number and expiration date or a cash deposit. Guaranteed reservations must be cancelled prior to 6:00 P.M. on the date of arrival or a no show will be billed to their account. All non-guaranteed reservations are held until 6:00 P.M. only. Rate adjustments cannot be made after departure.

BILLING/CREDIT ARRANGEMENTS:

We understand that the individual delegates are responsible for their own room, tax and incidentals. If the WESTERN COLLEGE READING AND LEARNING ASSOCIATION desires to pay for expenses incurred by certain of it's delegates, these individual names and the specific charges for which the organization shall be responsible must be submitted to the hotel in writing 10 days prior to the date of arrival.

We further understand that your group wishes to be directly billed for your meeting/banquet charges. To receive approved credit, please complete the enclosed credit application, sign the duplicate copy of this contract and return them to the hotel by September 1, 1986. You will be advised of credit approval. The hotel retains the discretion of granting credit approval. If credit is not requested or non-approved, the organization agrees to pay said expenses upon departure.

Page Three

Wes Brown

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SCHEDULE OF EVENTS:

We are holding all space for your meeting on Thursday, March 24th thru Sunday, Noon on March 27th. Additionally, we are holding space for your board's meeting on the Tuesday and Wednesday prior. Details of your space requirements are to be submitted to the CAPITOL PLAZA HOLIDAY INN no later than March 1, 1987.

At the conclusion of your meeting each day, please contact the Banquet or Catering Department to sign for all charges incurred.

In the event your group can not find parking space in the hotel's lot, there is a city garage next door. The CAPITOL PLAZA HOLIDAY INN, however, validates for guests registered in sleeping rooms only.

If you wish to have parking validated for your meeting delegates, please notify the Catering office. Charges can be posted to your Master Account.

CANCELLATION/MEETING & BANQUET SPACE:

ROOM RENTAL:

Based upon your schedule of events and anticipated sleeping room requirements, there shall be no meeting room rental charges for your group. In the event your actual room pick-up drops 25% or more of your original block, if your pick up falls below 100 rooms, if there is a cancellation of a meal function, or if there is an addition of meeting space it will be necessary for us to re-evaluate your new program relative to meeting room rental charges. The hotel reserves the right to charge our standard meeting room rental fees if such a case occurs.

AUDIO VISUAL EQUIPMENT:

Audio visual equipment is rented from a local supplier. Please advise us at least 2 weeks in advance of any audio visual needs you might have. We can provide one microphone per meeting compliments of the hotel and have podiums, lecterns, screens, and easels that can also be secured free of charge based upon availability. Should you choose to bring in your own equipment, the hotel does not assume responsibility for loss, damage or theft of your equipment.

CANCELLATION/SLEEPING ROOMS:

This agreement will bind both the CAPITOL PLAZA HOLIDAY INN and WESTERN COLLEGE READING AND LEARNING ASSOCIATION and may not be totally cancelled without the giving of written notice at least 120 days prior to the dates of the meeting/convention. It is further provided that there shall be no right of termination for the sole purpose of holding the same meeting/ convention in some other city or facility. Should the WESTERN COLLEGE READING AND LEARNING ASSOCIATION fail to advise the hotel of a total rooms commitment cancellation within the above time frame, a cancellation fee amounting to 20% of the first nights room block

Page Four

Wes Brown

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

commitment will be billed to your organization. If only a portion of the room block is cancelled, it is understood that the CAPITOL PLAZA HOLIDAY INN at the time of the cancellation reserves the right to reevaluate your new program relative to room rate structure, complimentary room arrangements and meeting room rental charges and effect a new contract.

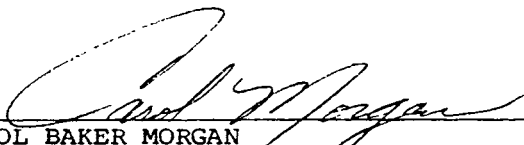
CATERING POLICIES:

During your actual conference, function rooms will be set according to your requested instructions and in accordance with hotel policies. If for any reason a change is requested with 24 hours prior to your event which will involve rearranging the rooms set up, you will be billed for the amount of labor involved in the change.

This writing is intended by the parties as a complete and final statement of the agreement and supercedes any prior oral or written statements or agreements.

We are delighted that you have chosen us as your host hotel. Should the preceding requirements and policies meet with your accord and satisfaction it will be necessary for you as the authority in charge to sign and return the duplicate copy of this agreement to our office by September 1, 1986. At this time your booking will be turned over to Rosetta Burroughs, our Convention Coordinator. The WESTERN COLLEGE READING AND LEARNING ASSOCIATION meeting/convention will be conducted in a manner consistent with the information contained herein.

Sincerely,



CAROL BAKER MORGAN

Director of Sales & Marketing

On behalf of:

CAPITOL PLAZA HOLIDAY INN

CBM:ps

R151

Enclosure: credit application, menus

cc: Carole Bogue

WES BROWN

Approval on behalf of:

WESTERN COLLEGE READING AND LEARNING

Items Which Need To Be Included In The Contract Page 7 of 12

1. Need to change arrival date for Wednesday, March 23 since many attendees will arrive that evening prior to Thursday institutes.
2. Rooms: What about singles? Do they get a king for \$68; I think this is the case.
3. Space does not need to be held thru Sunday other than a couple of rooms for pre brunch meetings on Sunday morning. Board room meeting space needs to be reserved Tuesday, 3-4 p.m. to Sunday, 3 p.m. (both day and evening since Board members must have the opportunity to leave all files, etc., in that room.)
4. We must have 1,000 to 1,500 reservation cards on a complimentary basis from the hotel. We need at least this many cards based on the size of our mailings. (Not discussed since it was in the proposal.)
5. The hotel must provide one guest room complimentary for every 50 occupied (collectively Tuesday thru Saturday), one of which should be the hospitality suite needed each evening. All other hotels have granted us that request, and in my conversation with Carol, this item seemed acceptable.
6. Based on a minimum of 100-150 guest rooms, the hotel must provide 10 complimentary fruit baskets. (Carol agreed to this orally.)
7. If the room block is filled, the Holiday Inn will make reservations for those attempting to book a room with a nearby hotel and inform registrants of the hotel assigned. (Carol agreed to do this if I made myself clear.)
8. A telephone will be provided at no charge to those at the registration table. (I believe Carol agreed to this.)
9. A locked storage area must be provided at no charge for audio-visual equipment. Those moving equipment to and from the storage area to the meeting rooms must have access to that room. (Carol agreed.)
10. The hotel should provide 6-8 guest rooms and coffee break beverages for the Summer '87 Board meeting, to be scheduled Friday to Sunday at 3 p.m. in July or August. (Carol agreed to this request.)
11. Space will be provided at no charge for exhibits. In addition, 20-25 tables with cloths and access to outlets will be provided by the hotel. This room will be locked by the hotel at 5 p.m. each day used. (Carol agreed.)

- Page 2 -

12. If credit isn't granted for the master charge account, we may need to consider another hotel, unless the Treasurer agrees to pay bills prior to departure--a practice I think is atypical and perhaps unacceptable. We should have excellent credit, however; I'd list the names of the last three hotels used (Hyatt, San Jose; Sheraton-Inn, Lakewood, CO; Hilton, LA, but I'd check with Carol to see if this is sufficient. Note that the credit application must be submitted no later than September, '86. (Carol didn't mention this to me.)
13. In terms of AV equipment, it's mandatory that the hotel provide each meeting room with chalkboard, screen, and lectern at no charge. Microphones may not be necessary for section meetings. (I'm sure Carol agreed.)
14. Don't forget to change the signature line.

Look at the contract, Wes and see if you notice any other omissions. I'm sorry the contract was inadequate in terms of specificity, but as I indicated, Carol seems most willing to work with us. I simply don't know why these items weren't addressed since we discussed the majority of them when I visited Sacramento.

Call if you have any questions.

Also, you might ask Carol if we could get parking passes at no charge for those who are speakers but who are not staying overnight. This situation might turn into a hassle if we don't cover this base.

ALBUQUERQUE MARRIOTT CONTRACT

NAME: Western College Reading and Learning Association

Dr. Karen Smith
Conference Site Selection Chairperson
Center for Learning Assistance
NMSU
Las Cruces, New Mexico 88003

DATE: April 7 - 12, 1987

ROOM BLOCK:	Day:	T	W	Th	F	S	S	M
	Date:	7	8	9	10	11	12	13
	Rooms:	25	200	200	200	150	25	0

The above reflects the number of rooms tentatively reserved for your group.

RATES: To be determined one year prior to your program. However had your meeting been held in 1985 your sleeping room rates would have been \$65 a single, \$75 a double, and \$90 for triples and quads. We do not anticipate an increase of more than 8% a year between now and the dates of your program.

RESERVATIONS: To facilitate the handling of reservations, the hotel will provide a reasonable amount of postage paid reservations cards (up to 5 times the number of rooms reserved) for your distribution. The cards must be received no later than March 20, 1987. At that time, any rooms remaining in the block will be released and will be available on a "first-come" basis.

Check-in time is 3:00 p.m. Guests arriving prior to 3:00 p.m. will be accommodated as rooms become available. Check-out time in 12 Noon. We request that guests attending functions on their day of departure check-out by 12 Noon. Our bell captain will arrange to hold their luggage until they are ready to leave the hotel.

BILLING INSTRUCTIONS: All room, tax, and incidental charges are to be billed on an individual basis, with the exception of those specified to be applied to the master account. Authorized group food and beverage functions are to be charged to the master account.

FUNCTION SPACE: As we understand it, your meeting space requirements are as follows:

1) Six to eight meeting room large enough for theater style seating 50 - 75 people available morning and afternoons, available each day of the conference.

Susan C. Brown 11/14/85
Dr. Sue Brown Date
President, WCRLA

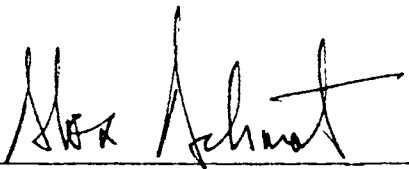
Addendum to Albuquerque Marriott - Western College Attachment Ak
Reading & Learning Association Contract - 1987 Page 11 of 12

FUNCTION SPACE:

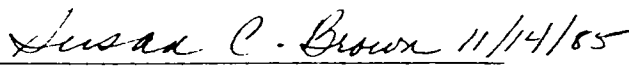
1. Eight meeting rooms for theater style seating 50-75 people available mornings and afternoons, available each day of the conference. One of these rooms must have numerous electrical outlets for 20-25 computer hookups and be able to be secured when not in use.
2. One small room with conference table seating for 20, will be available to WCRLA as a Board Meeting room 24 hours per day, from Tuesday 6:00 pm through Sunday 4:00 pm.
3. Room to be used for 15-25 table top exhibits can be secured when not in use.

SUMMER BOARD
MEETING:

4. Complimentary rooms for the Board meeting to be scheduled in 1986 will be provided by the Albuquerque Marriott with four months lead time.



Alex Achmat Date
Director of Sales



Dr. Sue Brown Date
President, WCRLA

HOSPITALITY SERVICES OFFERED BY MARRIOTT HOTEL IN CONJUNCTION WITH WCRLA 1985

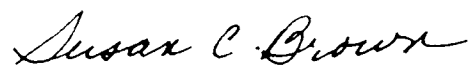
- 1) VIP AMENITIES As a courtesy to conventions held at the Albuquerque Marriott hotel we usually supply a VIP welcome basket to the President or chairperson of the association and to key meeting planners. You can indicate on your VIP room list who would be the appropriate people to receive such amenities, and if the number of VIP greeting gifts required by WCRLA exceeds three people, we would be happy to negotiate a special rate for additional amenities.
- 2) OVERFLOW HOTEL As the Albuquerque Marriott has 410 rooms and six suites we feel confident that we can accommodate your entire group in the hotel. However, if you feel you will require overflow hotel rooms for late registrants, we can contact neighboring hotels and allow them to negotiate with you directly. However, I do not anticipate that this will be required.
- 3) CONFERENCE REGISTRATION AREA Conference registration area has been reserved for your group beginning Wednesday, April the 8th, at 1PM, and will remain available to you until Saturday April the 12th, at 12 Noon.
- 4) AV/STORAGE REQUIREMENTS The Albuquerque Marriott will be happy to supply secured storage area for your AV equipment.
- 5) SUMMER BOARD MEETING The Albuquerque Marriott hotel would be happy to host your Annual Summer Board Meeting by supplying a complimentary meeting room. We would also be happy to consider complimentary rooms for your board when we know the specific dates of the meeting and the number of people that will require accommodations. We certainly would like to host your board as our guests, the only limitation being because of our heavy convention schedule, we would need to know well in advance specific dates that the board intends to meet.
- 6) FUNCTION SPACE REQUIREMENTS Upon receiving a detailed meeting agenda we will be able to specify more clearly the number of rooms to be utilized and the number of people in each meeting or exhibit room area. However, appropriate space has been set aside according to WCRLA's original program outline.

Again, we are looking forward to being a host to WCRLA 1987 Conference, and we'll be happy to address any other questions of situations that come up between now and then.

Sincerely,



Alex Achmat
Director of Sales



Dr. Sue Brown
President, WCRLA

REIMBURSEMENT OF EXPENSES FOR MEETINGS
Revised July, 1986

I. Regular and Special Meetings of the Board of Directors

A. Travel

1. Reimbursement will be made upon written request on a WCRLA Reimbursement Request form for a board member for actual travel expenses as follows:
 - a. Air coach fare (round trip)
 - b. or ground travel at 21 cents per mile, not to exceed coach fare
 - c. plus cost of public transportation from airport, etc., to site of meeting, as necessary.
2. Reimbursement for travel expense is limited to meetings other than more held during the annual conference.

B. Lodging

1. Reimbursement will be made for actual expenses of the usual and typical single-rate lodging for that geographical area for the period of the meeting.
2. Lodging reimbursement is limited to all nights during the summer board meeting and the Tuesday and Wednesday nights prior to the annual conference.

C. Meals

1. Reimbursement will be made upon written request on a WCRLA Reimbursement Request Form of a board member for actual out-of-pocket portal-to-portal expenses for meals not to exceed the approved per diem.
2. Reimbursement for meals applies to all meetings except those held while the annual conference is in session.
3. Expenses incurred while the Board is together as a group can be paid by the Treasurer (or his/her designee) but are not to exceed the approved per diem. Such expenses may not include alcoholic beverages other than wine served with dinner.

- D. Other expenses incidental to conducting the business of the meeting will be paid upon approval of the Board.

The above apply to members of the Board and to all invited participants. Invited participants are individuals who would not normally be at the site at that time, but were invited by the President. This includes but not limited to: Newsletter Editor or Past Conference Managers.

WCRLA BUDGET FOR: 1986-87
YEAR

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AM
Page 1 of 4

TOTAL BUDGETED \$ 44,075

BUDGET CATEGORIES			AMOUNT APPROVED FOR:86-87	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
1.0 BOARD TOTAL			\$ 9,950				
1.1 Meetings	Subtotal		3,500				
1.2 President	"		700				
1.3 Secretary	"		200				
1.4 Treasurer	"		300				
1.5 Officer Travel	"		3,800				
1.51 President			1,000				
1.52 President Elect			1,000				
1.53 Past President			1,000				
1.54 Other			800				
1.6 Conference Calls	"		250				
1.7 Supplies	"		650				
1.71 Stationary			300				
1.72 Brochures			200				
1.73 President Awards			150				
1.8 Special Expenses	"		250				
1.9 Accountant	"		300				
2.0 GENERAL MAIL SERVICES TOTAL			\$ 4,500				
2.0.23 Gen.Mail Svc.							
3.0 PUBLICATIONS TOTAL			\$11,100				
3.1 Newsletter	"		5,400				
3.1.5 Postage & Shipping			700				
3.1.6 Printing & Publications			4,700				
3.1.8 Travel							
3.1.22 Hotel Accom. & Food							
3.2 JCRL	Subtotal		5,700				
3.2.3 Supplies			25				
3.2.4 Telephone							
3.2.6 Printing & Publication			4,800				
3.2.10 Clerical			50				
3.2.22 Hotel Accom. & Food							
3.2.23 Mail Service & Postage			500				

BUDGET CATEGORIES	AMOUNT APPROVED FOR: 86-87	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
4.0 COMMITTEES TOTAL	\$ 2,375				
4.1 Awards Subtotal	800				
4.1.18 Awards					
4.1.3 Supplies					
4.2 Archives "	200				
4.2.3 Supplies					
4.2.10 Secretarial					
4.4 Conference Site Select. "	450				
4.4.7 Travel					
4.4.3 Supplies					
4.5 MAC "	200				
4.5.3 Supplies					
4.5.4 Telephone					
4.5.7 Travel					
4.5.22 Hotel Accom. & Food					
4.6 Nominations/Elect. Subtotal	525				
4.6.3 Supplies					
4.7 Placement "	150				
4.7.3 Supplies					
4.7.5 Postage					
4.7.6 Printing					
4.8 By Laws "	50				
5.0 SCHOLARSHIP FUND TOTAL	\$ 500				
6.0 SPECIAL INTEREST GROUPS TOTAL	\$ 50				
6.1 Organization					
6.2 Adv Rdg Comp					
6.3 Computer Technology					
6.4 Critical Thinking					
6.5 LAC Management "	50				
6.6 MAAC					
6.7 ESL					
6.8 Learning Disabled					
6.9 Hispanic Assistance					
6.10 Peer Tutoring					
6.11 Study Skills & Listening					
7.0 STATE/PROVINCE ORGANIZATION TOTAL	\$ 2,100				
7.1 Coordinator Subtotal	400				
7.2 Directors Luncheon					
7.3 Ind Director Allot. "	1,350				
7.4 Special Funding "	350				
7.4.1 Oregon					
7.4.2 Colorado					
7.4.3 At Large					
7.4.6 Washington	350				

BUDGET CATEGORIES	AMOUNT APPROVED FOR:	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
8.0 CONFERENCE TOTAL	\$13,500				
8.10 CONFERENCE CHAIRPERSON					
8.10.3 Supplies					
8.10.4 Telephone					
8.10.7 Travel					
8.10.10 Clerical/Secretarial					
8.10.17 Miscellaneous					
8.10.22 Hotel & Food					
8.11 CONFERENCE PROMOTIONS & PROGRAM					
8.11.3 Supplies					
8.11.4 Telephone					
8.11.5 Postage & Shipping					
8.11.6 Printing & Publications					
8.11.19 Student Assistance					
8.12 SPEAKERS					
8.12.9 Honoraria					
8.12.7 Travel					
8.13 INSTITUTES					
8.13.3 Supplies					
8.14 COMPUTER FAIR					
8.20 CONFERENCE ON-SITE MANAGER					
8.20.3 Supplies					
8.20.4 Phone					
8.20.7 Miscellaneous Services					
8.20.19 Student Assistance					
8.20.20 Photography					
8.20.22 Decorations					
8.20.23 Hotel Accom. & Food					
8.21 PUBLISHERS CONTINENTAL BREAKFAST					
8.21.15 Hospitality					
8.21.21 Decorations					

BUDGET CATEGORIES	AMOUNT APPROVED FOR: 86-87	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
8.22 CONFERENCE FOOD FUNCTIONS					
8.221 Conference Banquet					
8.221.21 Decorations					
8.222 Conference Brunch					
8.221.21 Decorations					
8.223 Other Food Functions					
8.23 CONFERENCE HOSPITALITY					
8.23.3 Supplies					
8.23.15 Hospitality					
8.24 CONFERENCE REGISTRATION PACKETS					
8.23.3 Supplies					
8.23.4 Telephone					
8.23.19 Student Assistance					
8.25 CONFERENCE ENTERTAINMENT					
8.25.16 Entertainment					
8.26 CONFERENCE DECORATIONS 1987					
8.27 CONFERENCE PHOTOGRAPHY					
8.28 CONFERENCE AUDIO VISUAL					

BUDGET RECAP -86-87

Budget Item	Approved	Spent	Balance
1.0 Board Total	\$ 9,950	\$	\$
2.0 Gen. Mail Service	4,500		
3.0 Publications	11,100		
4.0 Committees	2,375		
5.0 Scholarship	500		
6.0 Special Interest Groups	50		
7.0 State/Province Organization	2,100		
8.0 Conference	13,500		
TOTAL	\$44,075		

Duties of the Treasurer:

A concise overview (from Newsletter dated Winter, 1983)

Treasurer. The treasurer is elected for a two year term of office, and is a voting member of the Board of Directors. The treasurer receives and records all income of the Association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties (by Carrie)

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

No bill should be paid by the WCRLA Treasurer unless it is accompanied by a Request for Reimbursement Form (see attached) signed by that member of that WCRLA Board of Directors authorized to approve the expense in question. The Treasurer should never simply approve and pay a bill him/herself. Note that 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.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm, of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. As of this writing (June, 1984) good investment vehicles for WCRLA money include savings and loan Market Rate Accounts or three or six month deposit accounts. Bank savings accounts are not currently a good alternative because they pay only 5 1/4% interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest

Duties of the Treasurer, contd:

WCRLA Minutes
July 25-27, 1986
Albuquerque, New Mexico
Attachment AN
Page 2 of 3

possible interest rate.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by Hal McCune at Oxford Mailing Service as well as a record of any made by him/herself.

The Association should keep its bank and its mailing service in the same place rather than changing banks every time it changes Treasurers.

The Treasurer is responsible for seeing that the Association files taxes every year by April 30. Our dues are tax exempt. Our IRS employer identification number is 95-3177-158.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with the WCRLA Conference Manager each year to make sure he/she and the Conference Manager keep accurate records of all Conference income and expenditures.

In cases where the Treasurer advances money to individuals he/she must require (and be sure he/she receives): (1) an accounting of how this money is spent; (2) a check for any unused funds.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

Duties of the Treasurer, contd.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the new Treasurer and to the Board. The following year he/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

Duties of the Treasurer:
(Revised July, 1986)

A concise overview

Treasurer. The treasurer is elected for a two year term of office beginning with the Summer Board meeting where the transition will be made, and is a voting member of the Board of Directors. The treasurer receives and records all income of the association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

Routine bills from contracted services such as mailing service, printing and publications may be paid by the treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the board prior to payment.

All other bills must be accompanied by a signed Reimbursement Form (attachment) and the related invoices or receipts plus presidential authorization. All such requests must be made within 90 days after the expense is incurred and no later than two weeks prior to the summer board meeting.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement and reconciliation to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest possible rate of return.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by the Mailing Service as well as a record of any made by the Treasurer.

If applicable, a new Treasurer should advise the mailing service of the new Bank and Account number and send a supply of deposit slips as soon as possible.

The Treasurer is responsible for seeing that the Association files a Federal Income Tax Return every year as required by IRS. Our organization has a tax exempt on Status under Section 501 (c) (6) of the IRS Code. Our IRS employer identification number is 95-3177-158. A copy of the tax return should be sent to the President and the secretary.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with event chairpersons each year to make sure accurate records of all Conference income and expenditures are kept. Advances to event chairpersons should be made in increments of no more than \$1,000 in order not to deplete interest bearing balances more than necessary.

An accounting of advanced funds should be submitted within 60 days after the termination of the event for which the funds were advanced and should be accompanied by a check for unused funds. Any refunds made with regard to the event should be made by the chairman prior to submission of the final accounting.

Event account balances in excess of \$1,500 should be remitted to the treasurer monthly with documentation.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

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The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

Duties of the Secretary:

I. Duties and procedures for keeping the Minutes:

1. The minutes are to be typed with a recall column for easy reference.
2. Each secretary should index the minutes and attachments he or she takes to keep the indexing current.
3. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the top or bottom of the page. Be consistent.
4. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
5. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner (Attachment #_____).
6. Minutes are to be corrected by the Board, signed by the secretary and dated at the time of approval.

II. Records to be kept and brought to Board Meetings:

1. Copy of the By-laws and Constitution.
2. Current list of officers, state directors, and past presidents.
3. Current membership list.
4. One copy of each Newsletter.
5. Copy of the Index.
6. Policies and Procedures Manual.
7. Secretary's Handbook.
8. Copies of IRS forms.
9. Board Blanket Fidelity Bond.

III. Helpful hints for Board Meetings:

1. Bring: tape recorder, extension cord and 12-15 hours of tape.

Duties of the Secretary, contd.

2. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
3. Bring: all minutes and Secretary's Handbook.

IV. Mailings

1. Copies of the minutes are to be sent out as soon as possible to: all Board members, archivist, Newsletter editor, current and future conference managers.
2. Summaries of the minutes are to be written and sent to: state directors, past presidents, committee chairpersons, archivist, Newsletter editor (for publication in the next Newsletter, SIG leaders, next conference manager, Journal editor. Check with Newsletter editor for deadlines. Sign these: "These minutes have not yet been approved."
3. Once a year send an updated copy of the index to Board members and the archivist.
4. Send WCRLA letterhead and second sheets to: new Board members, conference chairperson, liaison; editors. (President sometimes does this.)
5. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

V. Update duties:

1. By-laws when necessary -
2. List of committee members
3. Index
4. List of members receiving awards
5. List of members serving WCRLA
6. Policies and Procedures Manual
7. Lists of Board members
8. Microfiche new additions

VI. Miscellaneous

1. Display copies of the summer Board meeting at the conference.

Duties of the Secretary, contd:

2. Give oral report at conference general session, summarizing the highlights of Board activity since the last conference.
3. File with the New Mexico State Corporation commission before September 15 of each year.
4. Make narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send this to the treasurer before May 31.
5. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing and bank services.
6. Stamp date received and keep in orderly fashion all correspondence for at least five years after end of term of office.

A Job Description--Secretary
Revised July, 1986

I. Duties

- A. Write, distribute, and microfiche official minutes of all Board meetings including telephone conference calls. (See Procedures of details.)
- B. Write, distribute, and microfiche summaries of the minutes of all official meetings.
- C. Keep official records updated and bring them to Board meetings. (See Records for details.)
- D. Maintain A "To Do" list for Board members of pertinent items that are discussed in Board meetings.
- E. Display at the Annual Conference, copies of the minutes from the summer Board meeting and any other meetings that have occurred since the previous Annual Conference.
- F. Present an oral report at the Annual Conference General Session, summarizing the highlights of Board activity since the last conference.
- G. Make a narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send the financial report to the treasurer before May 31.
- H. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing, and bank services.
- I. File renewal forms with the New Mexico State Corporation Commission before September 15 each year.
- J. Stamp date received and keep in orderly fashion all correspondence for at least two years after end of term of office.
- K. Send copy of any newly approved by-laws, signed by the secretary and the president with \$1.00 to Eric P. Serra (1986) Chrm., New Mexico Corporation Committee, P. O. Drawer 1269, Santa Fe, New Mexico, 87501. (There is no special form for sending the by-laws)
- L. Add phone meeting information (other than conference calls) to minutes or write up as unofficial minutes.

II. Procedures for Keeping the Minutes

- A. The minutes are to be typed with a recall column for easy reference.
- B. Each secretary indexes the minutes and attachments he or she writes and keeps the index current.
- C. All pages of the minutes are to be numbered, including each page of all attachments. The page number should appear on the top or bottom of the page. Be consistent.
- D. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
- E. Attachments are to be numbered consecutively at the top, right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner: (Attachment #).
- F. Minutes are to be corrected by the Board, signed by the secretary, and dated at the time of approval.

Job Description--Secretary
Page 2

III. Records to be Kept and Brought to Board Meetings

- A. Hard copies of all minutes from the previous year and the microfiche copies of all minutes
- B. Copy of the by-laws and constitution
- C. Current list of officers, state directors, and past presidents
- D. Current membership list
- E. One copy of each Newsletter
- F. Copy of the index
- G. Policies and Procedures Manual
- H. Secretary's Handbook
- I. Copies of IRS forms
- J. Board Blanket Fidelity Bond

IV. Records to be Updated

- A. By-laws when necessary
- B. List of committee members
- C. Index
- D. List of members receiving awards
- E. Lists of members serving WCRLA
- F. Policies and Procedures Manual
- G. Lists of Board members
- H. Microfiche copies

V. Distribution of Minutes

- A. Copies of the minutes are to be sent out as soon as possible to:
 - 1. all Board members
 - 2. Newsletter editor
 - 3. archivist
 - 4. current and future conference managers
- B. Summaries of the minutes are to be written, signed, "These minutes have not yet been approved," and sent out as soon as possible to:
 - 1. all Board members
 - 2. state and province directors
 - 3. past presidents
 - 4. committee chairpersons
 - 5. archivist
 - 6. Newsletter editor (for publication in the next Newsletter)
 - 7. SIG leaders
 - 8. next conference manager
 - 9. Journal editor
- C. Send an updated copy of the index to Board members and the archivist each year.

Job Description--Secretary
Page 3

- D. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

VI. Helpful Hints for Board Meetings

- A. Bring: tape recorder, extension cord and 12-15 hours of tape
- B. Bring: pencils, paper clips, extra paper, transparent tape, stapler
- C. Bring: calculator, spelling dictionary

Duties of the President-Elect:

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator/Chair of Chairpersons
 - (2) Evaluation Chair - Assist this chair
 - (3) Newcomer Functions Chair
 - e. Appoint Program committee to help review and accept/or reject program proposals; send letters of acceptance and rejection (if the latter is necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager and registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities

Immediately
Following the
Annual Conference

Duties of the President-Elect, contd:

Prior to
Forthcoming
Conference

5. In concert with outgoing President, reappoint and/or appoint new committee chairs for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Multicultural Affairs
 - e. Parliamentarian
 - f. Chair of SIG Leaders
 - g. Editor, JCRL
 - h. Editor, Newsletter
6. Establish file of information for incoming President-Elect
 - a. Fall Board meeting documents (specified above)
 - b. Sample fliers and brochures
 - c. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc.
7. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
8. Determine goals for WCRLA for the forthcoming year and report to membership during the conference