

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Saturday, June 17, 2006

LOCATION: Austin, Texas

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past-President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Anne-Marie Schlender, *NewsNotes* Editor. **GUEST:** David Arendale, Retreat Facilitator

1. Call to Order: Valerie called the meeting to order at 8:40 am CST.

2. 2006 Conference Report:

a. Sharon gave Board Members copies of her report, registration information, and a draft of "Conference at a Glance" and asked Russ to make suggestions on the scheduled times for SIG meetings. A SIG luncheon has been scheduled from 12:00-1:30 p.m. Friday, October 20, and Russ asked the Board to suggest additional options. The options agreed on and which Russ will forward to the SIG chairs are 5:15-6:30 p.m. Thursday, October 19 and 7:00-8:00 a.m. Friday, October 20.

It was noted that for future conferences SIG meetings might be held during concurrent session times.

b. Sharon reported that the conference will include 20 institutes and 150 concurrent sessions, these selected from the 207 submitted proposals. It was suggested that for future conferences, there be an effort to select institutes with a different focus and new presenters. Sharon noted that many of the presenters at the 2006 have not presented before.

c. She will work with Pat Jonason, Conference Registrar, to work out the NADE Institute registration. It was also noted that we should be sensitive for having separate registration areas for TxCRLA, NADE, TADE, and CRLA.

d. Anne-Marie suggested that a make-your-own sandwich feature replace the "Grab and Go Lunches" on Thursday to reduce the \$25.00 price of each box lunch.

e. Sharon will check with TADE to see if they want to meet with the other State/Region/Chapter groups 12:15-1:30 Thursday, and she will work with Linda Russell to place the booths for author signings in the exhibit hall.

f. Karen made the suggestion that the name of the breakfast on Friday be changed from "Publishers' Continental Breakfast" to "Continental Breakfast" as this function is paid for by CRLA, not publishers.

To give the hotel staff more time to break down the room after the Continental Breakfast, the time of the breakfast was moved to 7:00 – 8:00 am. The day's events were rescheduled to accommodate the change, and Thursday's schedule was modified to match

Friday's concurrent session starting times. Sharon will send Board Members and Conference Committee Members an updated version of the schedule.

g. The suggestion was made to have all of the awards made at the First General Session. Since this means moving CASP awards from the Third General Session, Sharon will check with CASP for their approval of the change.

MOTION: To accept the conference at a glance pending the approval of SIG meeting options and CASP awards time change. Russ/Ann. Motion passed.

h. Sharon noted that the remodeling of the hotel will be completed by the time of the conference and that a room on the second floor, the Board Room, will be used by registration personnel and conference chairs as a rest and refreshment area and will be used for a meeting room for conference chairs each conference day at 10:15.

i. After discussion of the hotel representative's request that only a limited number of people attend the DEO meeting (Mary Ann Greenlees and Alan Constant were selected by the conference chairs), the Board agreed that it is imperative to have the Conference Treasurer, the CRLA Treasurer, the Program Chair, and the On-site Chair represent CRLA at all DEO meetings.

MOTION: The CRLA Treasurer, the Program Chair, the Conference Treasurer, and the On-site Chair should be present at all DEO meetings. Ann/Dorothy. Motion passed.

Valerie will email Rosemary Karr to inform her of the Board's decision.

j. The drayage contract has been signed with Freeman Solutions.

k. Sharon reported that six or seven LCDs are available for use: three from Alan Constant's campus and three (purchased by CRLA last year) will be sent to Anne-Marie by Rick Stepp-Bolling. She will contact Rick to find out where the fourth CRLA LCD is. Mary Ann Greenlees may bring two additional LCDs.

l. The schedule of all of the sessions will be completed by July 14 and a hard copy will be made available by August 15, 2006. The University of Texas printers presented the lowest bid for printing the program. Sharon will contact Amy Dugan to have her prepare updated information that needs to be given to Corrine Johnson in PDF format to be placed on the CRLA website. That information includes designating the "2006 CRLA/CASP Conference" when registering to receive the conference rate and adding the hot link www.austin.com under "What To Do in Austin." Sharon will make sure that Amy knows the schedule of deadlines. Sharon will ask Corrine to create a conference website, and she will remind Corrine that the registration information and conference schedule need to be put online. A copy of the conference program schedule will be sent to Anna Crockett so that she can secure session chair assignments by August 25. The online registration form will be available August 1, 2006.

The Austin Chamber of Commerce is willing to set up and man an information booth in the registration area for a fee of \$40.00 per day. Conference chairs agreed that they would like to use this service, and Alan Constant will talk with the Chamber of

Commerce further about the arrangements. The Board expressed concern about the charge for this service. Sharon will take that concern back to the committee.

m. Karon Mathews will lead a morning walk on the Town Lake Trail October 19, 20, and 21.

n. Because of expense, there will be no campus tours.

o. Alan Constant needs to have all materials to place in the conference bags by October 2, 2006. Karen suggested to Sharon that a reminder be sent to exhibitors who wish to have items put into the bags and that the exhibits chairs send Alan a list of exhibitors who have paid for this service since only advertising paid for by exhibitors should be placed into the bags.

Valerie thanked Sharon for her report.

3. SIG/Chapter, States and Regions Report

a. The Ohio Valley Region has requested \$600 to support their collaboratively sponsored conference with OADE October 21. Concern about granting the funding was expressed as the Ohio Valley conference was scheduled concurrently with the national CRLA conference.

MOTION: To approve the request of the Ohio Valley Region for \$600 to support their October 2006 conference. Dorothy/Ann. Motion passed.

b. Russ informed the Board that Bobbi Lightle has resigned as the New Mexico Chapter Leader and that he has two people who will step in to be the math SIG leaders. Karen asked that he send the Board their email addresses and that this information be announced in the newsletter.

4. Adjournment: President Valerie Smith Stephens adjourned the meeting at 10:20.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Saturday, June 17, 2006

LOCATION: Austin, Texas

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past-President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Anne-Marie Schlender, *NewsNotes* Editor, and (by telephone) Rick Sheets, Incoming President-Elect.

1. **Call to Order:** Valerie called the meeting to order at 5:05 pm CST.
2. The Board, after completing the day's activities with David Arendale who coordinated the retreat activities, agreed that he should be compensated more than just his travel expenses for his work. Ann noted that the suggested \$500 would fall well within the budgeted amount for the retreat.

MOTION: To approve a \$500 stipend to David Arendale for conducting the Board retreat. This will be presented to him after the conclusion of the retreat Sunday, June 18, 2006. Russ/Ann. Motion passed.

3. **Adjournment:** Valerie adjourned the meeting at 5:15.