

**Conference Call Agenda
September 13, 2000**

- I. Acceptance of agenda
- II. Approval of minutes
- III. 2000 Conference
- IV. Budget
- V. 2001 Conference
- VI. 2002 Conference
- VII. Symposium Report
- VIII. Web Site
- IX. Membership
- X. States and Regions
- XI. Newsletter
- XII. PDC Committee
- XIII. Open Positions
- XIV. Request for Funding
- XV. Other

COLLEGE READING AND LEARNING ASSOCIATION

CONFERENCE CALL

DATE: September 13, 2000

~~SUMMARY OF MINUTES~~

MEMBERS ON LINE: Pat Jonason, President, Valerie Smith Stephens, Secretary, Tom Dayton, President-Elect, Gretchen Starks-Martin, Treasurer, Vicki Papineau, Membership Coordinator, Michael O'Hear, Past President, Guests: Karen Agee, Incoming President-Elect and Russ Hodges, Incoming Treasurer

Pat called the meeting to order at 1:07 p.m. EDT

1.AGENDA

Pat made a correction to the agenda—POCD should read: PDC. She also added three items: label requests, CASP (College Academic Support Program) and an acknowledgement of a thank you letter.

MOTION: Mike moved that the agenda be accepted with corrections. Tom seconded. PASSED

2.MINUTES

Valerie requested that the minutes be accepted.

MOTION: Mike moved that the minutes be accepted with corrections. Tom seconded. PASSED

3. 2000 CONFERENCE REPORT

Tom reported that one presenter had to cancel. Everything else is on track. Presenters who are not CRLA members did not receive conference information. (NADE, NTA, etc.) Pat recommended that the call to conference include a membership application. Pat asked about

registrations. Tom said that he would check with on-site chair and report more at the next conference call. Tom does know that they are slowly coming in. To make sure that everyone is on the same page Tom asked that the policy on conference expense prior, during and post conference be reviewed. Susan read the requirements for Board members.

4. BUDGET

Gretchen reported the following amounts as of August 2000:

| | |
|-------------|--------------|
| Conference: | \$37,201.33 |
| Debit: | \$ 8,327.24 |
| Credit: | \$ 3,834.57 |
| Total: | \$ 23,888.72 |

Gretchen also reported that there are still some outstanding checks for about \$1,500 that will reduce the operating budget. The budget is very healthy. Gretchen will also turn over the information regarding the CD to Russ. Finally, Gretchen will have a full report regarding all of the expenditures by April. During the Board meeting in February, she also hopes to revamp the budget.

5. 2001 Conference

Karen reported that EGS is very helpful with the conference planning. There will be a new Chairperson of Chairs and the Keynote speaker will be announced at the next conference call in October. The call for papers will be in the next CRLA newsletter (after Reno). There will also calls for papers at the Reno meeting. Pat

will be attending only the NCLCA, but the display boards are being sent to two other regional fall conferences and asked for 200 to 300 calls to conference, Mike will need about 200 for the conference he will attend in Texas and Susan will need 100 for the conference she will attend in Louisiana.

6. 2002 Site

Pat asked the Board if they received the materials from Susan Brown, Site Selection Chair. Pat will send a copy to Molly. Linda Russell will be the on-site chair. Susan went over the 2002 site contract line by line. Pat asked about exhibit space. Tom said that there is a very large exhibit hall and he also presented there and it is a very good facility. Gretchen stressed the need for conference insurance due the recent strike at the hotel. Gretchen also recommended that political figures such as the mayor be included in conference events. Pat asked that a motion be made to accept the site contract be accepted.

| |
|---|
| <p>Tom moved that the contract for the 2002 conference be accepted. Mike seconded. PASSED.</p> |
|---|

7. SYMPOSIUM REPORT

Susan faxed Gladys information about the Symposium's evaluation. The final report has not been submitted. It will be ready by the end of the month. Susan reported that was an approximate profit of \$3000.00. More will be shared at the next conference call. Susan also recommended that the planning committee and site chairs should be

thanked and acknowledged at the business meeting during the Board meetings.

8. WEB SITE

The web site is running well. The officers' photographs may be placed on the site. All of the corrections will be completed by next week. Tom suggested that the Board advertise that a person should be selected for this role. Mike mentioned that there is a possible candidate, Corrine Johnson. Mike will send her information about this position and report about this at the next conference call.

9. MEMBERSHIP

Membership has increased. The reference list was sent to the Board for approval. Vicki asked that the Board approve the list via e-mail. A change was made regarding the web site. Instead of Homepage Editor it will now be called Web Site Manager. Another item of discussion was about the position of By-laws Chair. It was debated whether this position could be assumed by the Past Officers Council. It was also discussed about the position of Parliamentarian. Should this position should be handled by the Executive Assistant? The Board was in agreement about both positions once the by-laws are checked to see if this could be done. The Board will vote on this matter via e-mail. There was

a continued discussion about the availability of the ITCP position. Pat suggested that she make telephone calls to see if could get a member to take this position. The next newsletter is advertising the position as well. Susan recommended that Carmen Springer-Davis be considered. Pat said that she would be the first person she will call. She also asked for suggestions. We still need a chair for the Professional Development Committee. Karen responded that Gwen Enright would be willing to assume this position. Pat will call Gwen to thank her for her willingness to serve in this position. Pat suggested that there only be one listing for the chair of SIGs and that should be with the Past President and Coordinator of States and Regions. The title would read: Past President, Coordinator of States, Regions and Chapters and Coordinator of Special Interest Groups. Molly requested that Jan Swinton's name be listed first for site chair for the Spokane conference. Laura Symons is new chair of the Learning Assistance Center Management SIG. Jan Norton is the new chair of Research. Vicki also announced that a new brochure would be printed. Vicki reported that she received a request from Bill White of Grambling University. He is requesting a list of labels to share information about a Ph.D. program in Developmental Education for on line courses. Mike suggested that the Board approve his request for one time only. Bill White will be charged for the labels at CRLA cost. Pat read a note from Karen Smith about a request from a doctoral student asking for a list of labels as

well. She is doing a study on developmental education. Karen shared that NADE and other similar organizations have given list to this student. Gretchen expressed concern about sending this list without members' permission. Susan suggested that we contact the membership to inform them about the study. Tom stated that he is in favor of sending the labels for educational purposes only and this study will gain information that we could use.

Tom moved that the request for labels be granted with the understanding that it is for a one-time use and for educational purposes only. Mike seconded. PASSED.

10. STATES AND REGIONS

Mike reported that he would be attending the CASP conference in Texas. The annual reports from the chapters, states and regions are slowly coming in. Finally, Mike requested that all Board members attend the Leadership Dinner at the Reno Conference.

11. NEWSLETTER

Newsletter is coming along. An issue will be sent before the Reno conference. Molly gave a summary of the expenses for preparing the newsletter. The first issue cost \$3000.00 to produce and the second issue cost \$1,500 to produce—which is way under budget. Molly presented a request to the Board. She would like to purchase a digital camera and she gave the cost of \$1000.00. This includes the battery

and charger. Pat asked about ongoing expenses. Molly responded that the expenses would remain the same. This camera is also good for the web site.

Tom moved that Molly's request for funding to purchase a digital camera in the amount of \$1000. Mike seconded. PASSED.

12. PDC COMMITTEE

Karen reported on two items: professional development certificate at a CRLA conference—it is still in discussion. Anyone wanting a certificate would present a proposal with the conference registration. The committee will review the proposal and see if it is in line with their standards and respond to the proposal. Within 30 days after the conference, the participant is required to send back a study report, proposal and copy of the acceptance for the proposal from the committee. The committee will then send within 60 days a certificate of participation. The guidelines will be made on-line with the committee members. This process will begin at the Spokane conference. Karen will prepare a report and establish the guidelines. She will inform the Board about the committee's progress at the next conference call.

13. OPEN POSITIONS

Pat asked for suggestions for a replacement for the Awards and Scholarships Chair. Susan suggested Mary Ellen Kurucz from the University of New Mexico. Pat announced a name for the ITCP

chair. Pat asked if there are other possible candidates, and please forward their names to her.

14. REQUEST FOR FUNDING

Mike has been asked to be a featured speaker at the Research Conference. Hunter Boylan invited him. Mike requested \$100.00 to reduce travel expenses. By attending this conference, Mike will be able to promote the book on assessment. This book will be ready for publication by H&H following the conference. Mike will attend the conference as former Past President of CRLA.

Tom moved that Mike's request for funding be approved so that he can attend the Research Conference in the amount of \$100.00. He will be representing CRLA as former Past President. Valerie seconded. PASSED.

15. OTHER

Pat read a thank you note from Becky Patterson expressing her appreciation for the lovely flowers during her recent illness. Pat that CRLA will have an ad in the MCLA newsletter announcing the Reno conference. Vicki asked when the deadline is for the next CRLA newsletter. Molly responded that all items should be in by September 20, 2000.

Pat adjourned the meeting at 3:04 p.m. EDT. The next conference call is scheduled for Wednesday, October 11, 2000 at 1:00 p.m. EDT.