

Portland Oregon, March 1983 (Attachment A)

WCPA BOARD MEETING SCHEDULE
Portland, Oregon March 22-27, 1983

Tuesday, March 24	6:00- 9:00 PM	General Business A. Secretary's Report-Kaman B. Treasurer's Report-Walker C. Action per diem/other Board expenses D. President's Report-Lyman E. Site Selection Report-Levinson F. Leadership/Revenue Generating Projects
	9:00- ? PM	Long Term Planning
Wednesday, March 23	9:00-12:00 AM	General Business A. Special Interest Networks-Smith B. Placement Network/Taskforce-Lyman/Smith C. Oxford Mailing Service Costs D. Other Business
	1:30- 2:00 PM	Liaison Reports
	2:00- 5:00 PM	General Business A. Publication Reports-Hopper/Flaming/O'Hear B. Publication Projects-Smith/Lyman C. Liaison Relations-Smith/Lyman D. 1980/82 Treasurer Report-Lyman E. Nomination Committee Report-Heard
	7:00- 9:00 PM	General Business A. Affiliation/Co-Sponsorship B. Target States/Mini Conferences C. Expertise Network/Local Publications D. Site Selection Report-Levinson
	9:00- ? PM	President's Reception Honoring Board Members/Conference Attendees Invited 9-12 St. Albans - meeting - luncheon Salem Rm
Thursday, March 24	3:30- 5:00 PM <i>read minutes</i>	General Business A. Discussion/Planning - Name Change B. Liaison Reports C. Scholarship/Awards Committee-Orlando D. Research Scholarship/Minority Internships <i>Summer Institute</i>
Friday, March 25	8:00-10:00 AM	Breakfast Meeting - General Business - Salem Rm Coordinator of State Director's Report
Saturday, March 26	5:30- 9:00 PM	Dinner - Old and New Board Members
Sunday, March 27	1:00- 3:00 PM	General Business 1983/84-Smith Presiding A. Preliminary Conference Report B. Minority Affairs Comm. Report C. Other 1983/84 Business

MEMBERS ARE WELCOME TO ATTEND BOARD MEETINGS. CANDIDATES FOR OFFICE ARE
SPECIALLY ENCOURAGED TO DO SO.

NOTE:

ATTACHMENT B & C INCLUDED IN MINUTES, BUT NOT SENT TO

BOARD MEMBERS BECAUSE:

1. Handed out at conference
2. Very long and expensive to duplicate

Portland, Oregon, March 1983 (Attachment D)

WCRA Treasurer's Report

July 1, 1982 - March 11, 1983

Prepared for Board of Directors'

Meeting at the Annual Conference in Portland

by

Carolyn Walker

Portland, Oregon. March 1983

(Attachment D).

To : Ann Faulkner - Past President, WCRA
 Mitch Kaman - Secretary, WCRA
 Dick Lyman - President, WCRA
 Karen Smith - President-Elect, WCRA

DATE July 25, 1982
 Notes from Board of
 Directors meeting in
 Portland.

FROM : Carrie Walker - Treasurer, WCRA

SUBJECT. WCRA Proposed Budget for 1982-83.

Dear Ann, Mitch, Dick, Karen,

Here is what I have as our budget for next year. Please let me know if you have any notations in any category that I don't have.

81-82	<u>20,615</u> 3,289	original balance		
	<u>Budgeted</u> 81-82	<u>Spent</u> 81-82	<u>Budgeted</u> 82-83	
<u>Board of Directors</u>				
Meetings	2,500	1,900	2,500	
Phone/Mail	--	--	--	
Secretary (Kaman)	225	100	200	
Treasurer (phone, stamps, bookkeeping consultant) (Walker)	100	0	200	
President (Dick Lyman)	500	465	700	
<u>State Activities</u>				
Directors (\$50 per state)	500	123	500	
Activities/Speakers	0	0	2,000	
Past Pres. (Coord. of State Directors)	175	180	620	
<u>Mailing Services/Supplies</u>				
Mail (Oxford)	4,000	4,100	5,000	
Supplies (brochures; stationery)	500	410	500	
<u>Committees</u>				
Site (Conference and Institute)	50	0	100	
Placement	200	0	200	
Minority	200	200	200	
Bylaws/Archives	100	0	100	
Nominations	100	0	100	
Awards	600	35	600	
<u>Publications</u>				
Newsletter	3,000	3,843	4,100	
Proceedings	4,200	3,860	4,200	
Journal	3,000	1,490	3,000	
Subtotal		\$19,950	\$24,820	
Summer Institute	0	0	1,000	
		TOTAL:	\$25,820	
On hand as of 7/25/82:	\$31,062.47		Reserves after spending 1982-83 budget: \$5242.47	

Expenditures:
 July 1, 1982-March 11, 1983
1982-83 WCRA Operating Budget

Board of Directors

	Budgeted	Spent (through March 11)	Balance
<u>Meetings</u>	\$2,500	<u>Reimbursement for travel & other expenses--Portland Board Meeting July 23-25, 82</u> 1) D. Lyman, Pres.: \$277.85 2) K. Smith, P-Elect: \$449.65 3) M. Kaman, Secty: \$385.87 4) C. Walker, Tres.: \$221.05 5) A. Faulkner, P-Pres. ^{oo} 6) B. Brown, Conf. Dir. 82: \$364.59 7) L. MacDonald, Conf. Dir. 83: \$77.50 *9/14/82 \$164 to Paul Sykes as additional payment for his work as WCRA photographer in San Diego. 10/4/82 \$62.10 to Marriott Hotels for coffee at July Board Meeting. *10/27/82 Dr. Emmett Casey \$300 for last year's conf. °12/18/82 \$451.85 to Ann Faulkner as reimbursement for travel and meals at Portland Board Meeting July 23-25, 82. 12/12/82 \$64.05-two back bills from San Diego conf. (\$23 + 41.05).	\$145.49
<u>Secretary</u> (Kaman)	\$200	9/8/82 \$47.95 for typing of minutes and index 2/2/83 \$62.56-1500 sheets of WCRA letterhead.	\$ 89.49
<u>Treasurer</u> (Walker)	\$200	11/30/82 \$33.94 to Stanford's LAC for postage, copying, and phone.	\$166.06

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

	Budgeted	Spent (through March 11)	Balance
<u>President</u> (Lyman)	\$700 { \$500 for travel } { \$200 for phone }	<u>9/8/82</u> \$81.34 for phone bills (March 20-June 9, 82)	\$500.00 travel \$118.66 phone
TOTALS	\$3600	\$2580.30	\$1019.70

Mailing Service/Supplies

	Budgeted	Spent (through March 11)	Balance
<u>Mail (Oxford)</u>	\$5000	8/6/82 \$125.55 for Newsletter mailing. 8/10/82 \$248.00 for July Membership Maintenance. 9/8/82 \$39.76 9/8/82 \$24.17 9/8/82 \$95.61 10/13/82 \$132.37 to cover 3 bills (\$115.32; \$8.00; \$9.05) *10/27/82 \$985.64 for bills Don Yamamoto failed to pay Spring 82. (See Hal's letter of 9/17/82) 9/14/82 \$74.20 for inserting new officer listing on WCRA brochures. 11/16/82 \$431.19 (includes 2 bills: (1) 10/18/82-\$262.68-Jane Hopper and (2) 10/29/82-\$168.51). 11/30/82 \$80.01-Miranda Montgomery. 12/7/82 \$172.04 12/8/82 \$230.49 -Jane Hopper 12/8/82 \$59.09- Ann Faulkner 1/17/83 \$104.85-Dec. Membership Maintenance. 2/7/83 \$81.38 (includes two bills: (1) 1/31/83-\$68.64 Jan. Membership Maintenance (2) 1/31/83 \$12.74 address labels for Karen Smith.)	\$3101.29
<u>Supplies</u>	\$500	8/13/82 \$98.33 to R.B. Printing Las Cruces, NM for inserts for WCRA brochure. 9/8/82 \$4.11 to Beryl Brown for postage.	\$397.56
TOTALS	\$5500	\$2001.15	\$3498.85

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

Committees

	Budgeted	Spent (through March 11)	Balance
<u>Site</u> (Conference and Institute)	\$100	0	\$100
<u>Placement</u>	\$200	3/7/83 \$85.88 to Anna-Maria Schlender for supplies, postage, printing, subscription services.	\$114.12
<u>Minority</u>	\$200	0	\$200
<u>Bylaws/Ar-</u> <u>chives</u>	\$100	0	\$100
<u>Nominations</u>	\$100	9/14/82 to Pat Heard \$35.08 for phone calls.	\$64.92
<u>Awards</u>	\$600	0	\$600
TOTALS	\$1300	\$120.96	\$1179.04

Publications

	Budgeted	Spent (through March 11)	Balance
<u>Newsletter</u>	\$4,100	8/3/82 \$1093 to Langdon Press 10/29/82 \$900 to Langdon Press requested by Jane Hopper 12/20/82 \$530 to Langdon Press Jane Hopper 3/7/82 \$700.75 Airport Center Printing--Jane Hopper	\$876.25
<u>Proceedings</u>	\$4200	11/30/82 \$1800 to Don Girard for <u>Proceedings</u> (authorized by Delryn Fleming)	\$2400
<u>Journal</u>	\$3000	9/14/82 \$1000 advance to Mike O'Hear (he keeps a record of his expenditures). 11/2/82 \$500 advance to Mike O'Hear as per his letter of Oct. 26 requesting it. 12/20/82 check for \$500 to Mike O'Hear for 3rd <u>Jrnl</u> issue, the last for this budget year.	\$1000
TOTALS	\$11,300	\$7023.75	\$4276.25

Summer Institute

	Budgeted	Spent (through March 11)	Balance
	\$1000	0	\$1000
TOTALS	\$1000	0	\$1000

Expenditures:

Conference 1983 Portland

	Budgeted	Spent (through March 11)	Balance
		<p data-bbox="808 310 1214 405">8/3/82 \$70.00 airfare to Phoenix to meet with Dick Lyman (Karen Smith)</p> <p data-bbox="808 443 1243 600">8/3/82 \$259.36 airfare to Houston to meet with Ann Faulkner; hotel two nights; NARDSPE registration (Karen Smith)</p> <p data-bbox="808 638 1240 732">8/6/82 to Karen Smith: \$1000 advance for Pre-Conf. expenses (Portland '83)</p> <p data-bbox="808 770 1240 865">8/6/82 to Lucy MacDonald: \$1000 advance for Pre-Conf. expenses (Portland '83)</p> <p data-bbox="808 903 1211 955">2/14/83 \$1000 advance to Karen Smith for Conf.</p> <p data-bbox="808 993 1195 1056">3/8/83 \$1000 advance to Lucy MacDonald.</p>	
TOTALS	0	\$4329.36	-\$4329.36
			(to come out of external income; not planned for in the Operating Budget.)

External Income: 1982-83
(excluding interest income)

Deposits (beginning 8/6/82)

8/6/82	Dues:	825.00	
	Proceedings:	258.00	
		<u>1083.00</u>	subtotal
8/13/82	Dues:	375.00	
	Proceedings:	170.30	
		<u>545.30</u>	subtotal
9/14/82	Dues:	165.00	
	Proceedings:	31.00	
		<u>196.00</u>	subtotal
10/4/82	Dues:	315.00	
	Proceedings:	40.00	
		<u>355.00</u>	subtotal
10/29/82	Dues:	435.00	
	Proceedings:	77.00	
		<u>512.00</u>	subtotal
11/11/82	Dues:	195.00	subtotal
11/19/82	Dues:	270.00	
	Proceedings:	36.00	
		<u>306.00</u>	subtotal
12/16/82	Dues:	60.00	
	Proceedings:	139.48	
		<u>199.48</u>	subtotal
12/16/82	Dues:	120.00	subtotal
12/29/82	Dues:	45.00	
	Proceedings:	24.00	
		<u>69.00</u>	subtotal
1/26/83	Dues:	120.00	
	Proceedings:	112.00	
	Conference:	303.00	
		<u>535.00</u>	subtotal
1/27/83	Conference:	183.32	subtotal
	(Pat Heard, Ann Faulkner)		
2/2/83	Oregon Dev. Studies:	100.00	subtotal
	(Cynthia Pucci)		
3/1/83	Dues:	75.00	
	Proceedings:	55.00	
	Conference:	7059.00	
		<u>7189.00</u>	subtotal

3/2/83	Dues:	30.00	
	Conference:	950.50	
		<u>980.50</u>	subtotal
3/3/83	Conference:	1192.50	subtotal
3/4/83	Conference:	1503.00	subtotal
3/7/83	Mailing List:	15.56	subtotal
	(Hal McCune)		
3/7/83	Conference:	605.50	subtotal
3/8/83	Conference:	477.00	subtotal
3/9/83	Conference:	145.00	subtotal
3/10/83	Conference:	92.00	subtotal

TOTAL: \$16,599.16

Following is the itemized list of mailing service expenses 1980/1981

7/23/80 Stationary mailed	70.13 (Should be 79/80)
7/23/80 June membership maintenance	119.61 (Should be 79/80)
7/23/80 Newsletter mailing	166.26 (Should be 79/80)
8/16/80 July membership maintenance	126.54
12/3/80 August membership maintenance	33.04 (See check 1020)
12/3/80 Sept/Oct membership maintenance	95.69
12/3/80 Newsletter mailing	137.90
1/8/81 November membership maintenance	36.81 (See check 1022)
1/8/81 Newsletter mailing	146.60 (See check 1022)
1/8/81 December membership maintenance	130.75
3/3/81 January membership maintenance	85.29
4/3/81 February membership maintenance	60.73
4/3/81 Newsletter mailing	228.92
4/4/81 Mail Proceedings	310.10
5/4/81 Apr/May membership maintenance	545.13
6/4/81 June membership maintenance	313.35
6/4/81 Flyer to Calif. members-Conf.	81.89
6/4/81 Membership list - State dir.	29.79 (See check 1020)
6/4/81 Membership list - Nom. Comm.	25.45
6/4/81 Brochure to State Directors	50.23
6/4/81 Membership list	14.29
5/25/81 March membership maintenance	369.20

(Note: Expenditure above - \$369.20
was not listed on original books as
80/81 expenditure.)

TOTAL EXPENDITURES FOR MAILING SERVICE \$3,177.70

Total Amount Expended \$3,177.70

Total Amount budgetted 3,000.00

Amount Over Budget 177.70

Record of Activity - Oxford Mailing Service 1981/82

Invoice #	Itemized Listing	Amount
18414	Print 1,000 envelopes	\$ 43.50
	Print renewal letter/appl./resources form	66.00
	Tax	6.57
	Mail renewal mailing to 728 expired members	109.36
	Postage	77.96
	Total Invoice #18414	\$303.39
18557	Mail Newsletter - Summer 537 members	51.57
	Quantity Newsletter to officers	29.14
	Postage	65.83
	Total Invoice #18557	\$146.54
18629	July membership maintenance (19-3/4 hrs)	296.25
	Galley membership - Lyman/Faulkner 1-2	6.03
	Postage - postage due, membership cards, Proceedings, brochures to Board & State Directors, miscellaneous	68.75
	Total Invoice #18629	\$371.03
18734	August membership maintenance (8-hours)	120.00
	Postage - postage due, membership cards, publications, miscellaneous	20.72
	Total Invoice #18734	\$140.72
18805	Print 2nd renewal letter, Proceedings explanation letter, resource form, appli- cation, #10 envelopes	92.95
	Tax	5.57
	Mail above to 579 member expired list	93.24
	Postage - Usual (See above #18734)	62.69
	Total Invoice #18805	\$254.25
18847	Address 881 labels - current/expired members (Beryl Brown - Conference)	16.70
18888	September membership maintenance (6-1/4 hrs)	93.75
	Postage - Usual	7.13
	Total Invoice #18888	\$100.88
18964	Address 22 printouts of members for state directors and mail with stationery and membership forms	146.04
	UPS: 15 packages	19.20
	Postage	9.87
	Total Invoice #18964	\$175.11

19078	Mail Newsletter - Fall 676 members	87.24
	UPS quantities to Board	28.11
	Postage for above mailing	90.19
	Total Invoice #19078	\$205.54
19079	October membership maintenance (14-hours)	210.00
	Postage - Usual	27.55
	Total Invoice #19079	\$237.55
19334	Mail Newsletter - Winter 725 members	75.13
	UPS to Officers/Brown/L.MacDonald	21.53
	Postage for above	94.28
	Total Invoice #19334	\$190.94
19335	November/December member maint. (12-1/4 hrs)	183.75
	Print 100 renewal letters	10.97
	Tax	.66
	Postage - Usual + P.O. Box rental (\$26.00)	49.56
	Total Invoice #19335	\$244.94
19403	Address - 618 labels -Members (Lyman - Conference)	\$ 12.14
19464	Address - 616 labels - Members (Levinson - State Coordinator)	\$ 9.19
19518	Address - 623 labels - members (Lyman - Conference)	\$ 12.89
19519	January membership maintenance (5-3/4 hrs)	86.25
	UPS - Proceedings	2.01
	Postage - Usual	6.49
	Total Invoice #19519	\$ 94.75
19553	Mail 14th Proceedings to 444 paid list	107.05
	Postage (\$.32 @)	150.93
	Total Invoice #19553	\$257.98
19669	Mail Newsletter - Spring 743 members	98.71
	UPS to Board	13.45
	Postage - Mail above + 1982 Bulk Mail Fee(\$40)	144.36
	Total Invoice #19669	\$256.52
19670	February membership maintenance (4-1/2 hrs)	72.00
	Address member printout - Brown (Conference)	5.62
	Address labels of members for NARDSPE	9.35
	Postage - Usual	10.63
	Total Invoice #19670	\$ 97.60
19721	Type Addresses & mail Lng Cntr Questionnaire	66.82

(Montgomery - Minority Affairs) + Postage

19853	March membership maintenance (1-hour)	16.00
	Print 1,000 membership cards + Tax (\$2.40)	42.40
	Postage - Usual	6.75
	Total Invoice #19853	\$ 65.15
19953	Convention registration - Process 271 reg.	271.00
	Mileage - H. McCune to S.Diego (208 mi x .18)	37.44
	Telephone re. registration	7.60
	Postage - Forms to McMillan, correspondence	14.85
	Total Invoice #19953	\$330.89
20084	April membership maintenance (31-hours)	496.00
	Print 200 renewal letters & 1,000 #10 env.	57.25
	Tax	3.44
	Telephone re. Conference	11.73
	Postage - membership cards (76.80), Misc.	78.40
	Total Invoice #20084	\$646.82
20261	Print 1,000 #10 reg. envelopes	45.00
	Print renewal letter & application	40.80
	Print resources form	20.40
	Tax	6.37
	Mail renewal letter, etc. to 625 expired list	81.09
	Postage for above	71.77
	Total Invoice #20261	\$265.43
20262	May membership maintenance (17-1/4 hrs)	276.00
	Address printout of membership for CAPEd	8.75
	Postage - Usual	20.27
	Total Invoice #20262	\$305.02
20329	Set up 136 name College mailing list-Lyman	\$ 16.32
20378	Add 632 names to College mailing list-Lyman	\$ 75.84
20411	June membership maintenance (7-hours)	126.00
	Print 200 welcome & 500 renewal letters	28.25
	Tax	1.70
	Postage - Usual	9.71
	Total Invoice #20411	\$165.66
20447	Print 3,000 Applications & Officer listings for WCRA brochures + type and paste-up	\$ 92.22
SUB TOTAL - INCLUDES ALL ACTIVITIES		\$5,158.93
Less Conference Charges		<u>482.13</u>
TOTAL CHARGED TO ACCOUNT CATEGORY 21		\$4,676.70

Above are the total of activities for the period 7/1/81 through 6/30/82

Although traditionally all have been charged to the Mailing Service budget category, some are clearly related to specific budget categories (ie. Conference, State Directors, and Minority Affairs) and should be charged to the appropriate category rather than being lumped together. This would provide for appropriate accountability.

WCRA: Oxford Mailing Expenses
Listed by Date of Payment

<u>Invoice #</u>	<u>Date</u>	<u>Charges</u>		<u>Requested by</u>
20565	7-26-82	Mail Newsletter (Issue 2)	49.49	Jane Hopper
		Postage	76.06	
20598	7-30-82	Clerical (July Membership Maintenance, 15 1/2 hrs.)	248.00	-
		Postage	24.17	
20669	8-16-82	Address Printouts (for state/province directors of their members, 22 total)	72.00	Ann Faulkner
		Postage	23.61	
20706	8-23-82	Address labels (1983 conference)	21.93	Karen Smith
		Postage	2.56	
		Tax	1.43	
20707	8-23-82	Additions to mailing list	13.84	Dick Lyman
20756	8-30-82	Brochure (Remove 81-82 officer listing, put in 82-83 listing)	74.20	-
20930	9-27-82	"Prospect" List	8.00	Karen Smith
20931	9-27-82	Address labels	8.00	N. Deutsch
		Postage	1.05	
20989	9-30-82	Clerical (Sept. Membership Maintenance, 6 1/2 hrs.)	100.00	-
		UPS	8.52	
		Postage	6.80	
21039	10-18-82	Mail Fall Newsletter	148.20	Jane Hopper
		UPS (quantities to 7 board members)	22.03	
		Postage	92.45	
21135	10-29-82	Clerical (Oct. Membership Maintenance, 9 1/4 hrs.)	148.00	-
		Postage	20.51	
21242	11-22-82	Mail LAC Survey (to 378 colleges: CA, OR, TX)	38.81	Miranda Montgomery
		Postage	41.20	
21280	11-29-82	Clerical (Nov. Membership Maintenance, 8 hrs.)	132.00	-
		Postage	40.04	

WCRA: Oxford Mailing Expenses
Page two

<u>Invoice #</u>	<u>Date</u>	<u>Charges</u>		<u>Requested by</u>
21312	12-6-82	Mailing (Newsletter)	61.10	Jane Hopper
		Postage (2nd class permit application)	169.39	
21313	12-6-82	Address galley (of membership by state)	52.25	Ann Faulkner
		Postage	6.84	
21467	1-11-83	Clerical (Dec. Membership Maintenance, 6 hrs.)	96.00	-
		Postage	8.85	
		TOTAL	\$1817.33	

Summary of Expenses by Category

Mailing Newsletter	\$ 258.79
Clerical	724.00
Postage	513.53

<u>Other</u>	
Address Galley	52.25
Mail LAC Survey	38.81
UPS	30.55
"Prospect" List	8.00
Address labels	29.93
Change listing in brochure	74.20
Address printouts	72.00
Additions to mailing list	13.84
Tax	1.43

<u>TOTAL</u>	<u>\$ 1,817.33</u>
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Note: The \$1817.33 total above does not include the \$985.64 I had to send to Oxford Mailing because Don Yamamoto, they said, had failed to pay back bills. (I have, of course, no way to verify this amount.)

Ideas to Re-structure Mailing Costs for Improved Accountability

<u>Category</u>	<u>Expended 1981/82</u>	<u>Budget Proposed 83/84</u>
4. Coordinator State Directors	\$ 183.18	\$ 50
9. <u>Newsletter</u>	667.31	500
10. <u>Proceedings</u>	257.98	250
12. <u>Journal</u>	0	300
16. Board of Directors	184.30	100
19. Membership	1,137.02	800
20. Conference	465.43	400
21. Mailing Service - General	<u>2,263.71</u>	<u>2,300</u>
TOTAL MAILING EXPENSES	\$5,158.93	\$4,700

COMMENTS:

1. Category 4 - (Reduced) The initial cost of mailing to State Directors can be greatly reduced by looking at what is sent out and by the Coordinator sending some items personally. (Monitored by Past-president)
2. Category 9 - (Reduced) The change to second class mailing should reduce costs, as should mailing the Journal separately. (Monitored by Treasurer/ Newsletter Editor)
3. Category 10 - (No Change) (Monitored by Treasurer/Editor Proceedings)
4. Category 12 - (Added) This assumes that changes are to be made in the handling of the Journal. Costs were included in the Newsletter mailing last year. (Monitored by Treasurer/Editor Journal)
5. Category 16 - (Reduced) Savings could be made by having Editor of Newsletter mail copies, or by mailing extra copies only on request. Board communications with membership may require extra mailing costs. (Monitored by President)
6. Category 19 - (Reduced) A Budget category for membership should be added to the Association general budget. The costs for such activities should be carefully scrutinized. A membership chairperson could save money by finding different ways to solicit membership. (Monitored by President/Membership Chairperson)
7. Category 20 - (Reduced) In 1981/82 over \$100 was spent on the one-time only cost of setting up a general mailing list to publicize the Conference to non-members and conferences in future years. This cost should not be repeated. (Monitored by President-elect)
8. Category 21 - (No Change) (Monitored by Treasurer)

Oxford Mailing Service 1981/82 Expenditures by Budget Category

1.	President - Category 1		
	Board of Directors - Category 4		\$ 183.18
	Newsletters to Board	\$ 92.23	
	Committees/Liaison, etc.	90.95	
2.	Publications		925.29
	Newsletter/Journal - Categories 9 & 12	667.31	
	Proceedings - Category 10	257.98	
	Note: This includes \$505.59 Postage and 419.70 mailing costs.		
3.	Monthly Maintenance Costs - General		2,263.71
	Hourly Handling Charge	1,976.00	
	Postage	206.17	
	Permits for Mailing	66.00	
	Miscellaneous	15.54	
4.	Costs of Membership Solicitation		1,137.02
	Miscellaneous Printing	537.34	
	Tax on Printing	26.71	
	Handling	283.69	
	Postage	289.28	
5.	Conference		465.43
	Conference Registration Costs	330.89	
	Other	184.30	
6.	Coordinator of State Directors - Category 4		184.30
	State Directors - Category 8		
	TOTAL MAILING SERVICE COSTS		\$5,158.93

**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)

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.


Hal McCune

HLM/h

**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)

2 -- 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
7. Mail Flyer for Nancy Deutsch (to 216 list)	\$ 19
8. Mail LAC Survey Part II to 378 list (Requested by Miranda Montgomery)	\$ 39
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
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) 650 Resources forms)	\$ 113
5. 1,000 Membership cards	\$ 42
Total Printing	\$ 383

(continued)

3 -- 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><u>\$4777</u></u>

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

November 15, 1982

Ms. Carol Bogue
Local Chairperson
Western College
Reading Association
2100 Moorpark Avenue
San Jose, CA 95128

Dear Carol,

On behalf of everyone here at the Hyatt San Jose, may I say thank you for taking time out of your busy schedule to join me yesterday to further discuss the details involving the 1984 Annual Conference. It certainly was a pleasure to meet the face that goes with the voice. I am sure I speak for the entire hotel when I say how excited we are that the Hyatt San Jose has been selected as the host hotel for this very important Conference.


Carol, as we discussed, in that the 1982 August Board Meeting was not held in San Jose, we would be delighted to extend for the August Board Meeting in 1983 not only all of your meeting space and sleeping rooms, on a complimentary basis, but would be delighted to provide all of your coffee breaks and morning continental breakfasts each day, with our compliments. This is simply our way of expressing how excited the Hyatt San Jose is to be hosting your fine organization.

Carol, naturally as time draws nearer, we will begin to detail the program for the 1984 Annual Conference and certainly hope you will feel free to contact me personally if there is ever anything I can do for either yourself or for the Western College Reading Association.

Carol, we simply want to let you know how anxious we are to be of service to your fine organization both now and in the future. I look forward to hearing from you very soon.

Kindest personal regards,

HYATT SAN JOSE


Steve Steinhart
Director of Sales
SJS:lcv
cc: Pat Heard

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

March 2, 1983

Ms. Carol Bogue
Local Chairperson
Western College
Reading Association
2100 Moorpark Avenue
San Jose, CA 95128

Dear Carol,

To review our discussion of the other day regarding options A and B for the 1984 Conference, please find the following information. Option A will be a \$56.00 single rate and a \$64.00 double rate. Included in this option is a \$600.00 per day meeting room rental fee with a \$4.00 credit for every sleeping room actually occupied per night to be applied toward the \$600.00 per day meeting room rental. Thus, if you were to occupy an average of 150 rooms each night for three nights, there would be no meeting room rental charge.

Option B would have the guaranteed rate of \$52.00 single and \$58.00 double. Because of the increased discount on room rates we would out of necessity charge and \$1800.00 meeting room rental for the entire conference and all its space that you will utilize with no credit for guest rooms occupied.

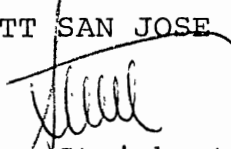
It should be noted that there in either case will be a 6% city tax on each sleeping room per night. Additionally, in either case there will be a \$5.00 charge for every additional person occupying a sleeping room.

Carol, I certainly hope this information will prove useful to you in your presentation to the Board of Directors at the March of 1983 annual conference.

Please feel free to contact me should you have any other questions. We simply want to let you know how anxious the Hyatt San Jose is to be of service to the Western Reading Association both now and in the future. I look forward to hearing from you very soon.

Kindest personal regards,

HYATT SAN JOSE


Steve Steinhart
Director of Sales

Dear Carol,

It looks like Sam
Jose is finally completely
in the bag. Congratulations
on a big task well
done. If I can be of
any assistance in the
planning, please let
me know.

AF
6/15

These copies are for your
files. Pat has the originals



Ann Faulkner
LEARNING SKILLS
CENTER

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

May 7, 1981

Ms. Carol Bogue
Local Chairperson
Western College Reading
Association
c/o Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, California 95128

Dear Carol,

All of us at the Hyatt San Jose are delighted and complimented that you have selected us to host your 1984 Annual Conference of the Western College Reading Association. At the beginning, I want to assure you that all of us at the Hyatt will do everything in our power to make your 1984 Conference the finest you have ever held.

As you can see, I am enclosing a meeting confirmation form with each copy of this contract letter and that confirmation covers items such as total rooms reserved, method of reservations and billing, and meeting facilities reserved. The additional items not covered on the confirmation will be covered in this contract letter. If everything is in order and meets with your approval, please sign one copy of the confirmation form and one copy of the contract letter and return them to me as soon as possible. Of course, if you have any questions whatsoever, you need only to call at your convenience.

ADDITIONAL CONFIRMED ARRANGEMENTS

1. Complimentary Policy: The Hyatt San Jose will be pleased to compliment one guest room for each 50 rooms occupied by your membership. In addition to that complimentary policy, we will be pleased to reserve our Presidential Suite for the President of your organization or for whomever you designate. This suite includes a large living room with an efficiency kitchen and three bedrooms. It will prove to be ideal for small parties or Board Meetings.

2. Corkage Charges: The Hyatt San Jose does not charge a corkage fee for liquor brought into private guest rooms. You can obtain bar set-ups and brand name liquor through Room Service should you wish. However, should any liquor be brought into public meeting rooms then a corkage fee will be charged.
3. The Hyatt San Jose will provide ten (10) V.I.P. guest gifts to be placed in the rooms of attendees designated by your President Elect. In the past, we have found that a gift of wine and cheese is very much appreciated and is appropriate for the situation.
4. The Hyatt San Jose is pleased to guarantee that if any of your members fail to receive a room that has been confirmed prior to the cut-off date, we will provide transportation and a reservation at a nearby hotel. Not only that, but we will also pay for their first night's stay at that hotel and bring them back to the Hyatt the following evening.
5. Parking: The Hyatt San Jose provides just over 1,000 complimentary parking spaces for your membership.
6. We will allow registration tables to be placed in our lobby for early registration for your Conference attendees. However, during the main registration we would suggest that the Foyer of the Mediterranean Center be used as it provides a larger area and privacy.
7. The Hyatt San Jose has agreed to provide seven (7) complimentary guest rooms for your two day weekend Board Meeting in late August of both 1982 and 1983. In addition, we will be happy to provide complimentary meeting space for those twelve Board Members.
8. Guest Room Rates: The Hyatt San Jose is pleased to offer the Western College Reading Association the following two (2) options for room rates and meeting room rental. However, we do require that W.C.R.A. select one (1) of the two options at least one year prior to your Annual Conference. *These rates apply to attendees arriving prior to or departing after stated conference dates. (per phone conversation with Bill Allison)*

4-15-81)

OPTION A

While we cannot guarantee definite room rates at this time, we will be pleased to offer 15% discount on our prevailing room rates in 1984 to your attendees including early arrivals and late departures. Included in this option is a \$600.00 per day meeting room rental fee with a \$4.00 credit per guest room occupied per night. Thus, if you were to occupy an average of 150 rooms for three nights, there would be no meeting room rental charge.

OPTION B

Should the above option be unacceptable, we would like to offer a 20% discount on our regular rates for 1984, but the meeting room rental charges would then change. Because of the increased discount on room rates we would out of necessity charge an \$1,800.00 meeting room rental for the entire conference with no credit for guest rooms occupied.

9. The Additional Guest Rooms: The Hyatt San Jose will be happy to reserve additional blocks of guest rooms at nearby hotels should your attendance increase in the ensuing two or three years. These hotels would include Howard Johnson's, the Red Lion or the Le Baron Hotel.
10. Airport Shuttle: The Hyatt San Jose will be happy to provide 24-hour complimentary shuttle service to and from the San Jose Airport.
11. Banquet Prices: We will be in a position to confirm exact banquet prices six (6) months prior to your Conference. Of course, we can provide current banquet menus at anytime you wish so that you may make judgements as to budget in advance of that six month time frame.
12. Exhibits: The Woodside Room, where your table top exhibits will be located, has more than adequate power outlets for your use. We do not charge drayage fees for table top exhibits with standard draping and we will be happy to provide twenty (20) extension cords at no charge.

13. Convention Services: At the present time, Ms. Linda Lloyd is our Convention Services Manager and she will be your contact in making all final arrangements here at the Hyatt San Jose. Linda will act as your liaison between the Front Desk, Reservations, Catering and Accounting in the months leading up to the Conference.

Carol, I believe that covers everything we discussed during your visit and that was of concern to the W.C.R.A. Board of Directors. If you have any questions on the above information, please call me as quickly as possible so that we may avoid any misunderstandings. Thanks again for your visit and we look forward to making your 1984 Conference a great success.

Sincerely,

HYATT SAN JOSE

Bill

Bill Allison
Director of Sales and Marketing

WHA:dc
enclosure
R-03938

I/We agree that the foregoing arrangements are correct, and it is agreed that these facilities are to be held on a definite basis, *stipulations in my letter of 6/3/81 to be included in arrangements.*

FOR HYATT SAN JOSE

FOR W. C. R. A.

NAME: *Bill Allison*
TITLE: *Director of Sales*
DATE: *May 8, 1981*

NAME: *Ann B. Faulkner*
TITLE: *President*
DATE: *6/3/81*


HYATT SAN JOSE
MEETING CONFIRMATION

☒ DEFINITE/CUT OFF 2/25/84 DATE CONFIRMED 5/14/81
☐ TENTATIVE/DECISION _____ FILE NUMBER R-03938
 ORGANIZATION NAME WESTERN COLLEGE READING ASSOCIATION
 FUNCTION NAME 1984 Annual Conference
 MEETING PLANNER Ms. Carol Bogue TITLE Local Chairperson
 ADDRESS c/o Learning Assistance - San Jose City College
2100 Moorpark Ave. - San Jose, California 95128
 PHONE (408) 298-2181 (dc) ARRIVAL FORECAST 4/4/84 DEPARTURE FORECAST 4/8/84

ROOM ARRANGEMENTS

71	2	32
----	---	----

1984

DATE	4/4	4/5	4/6	4/7	4/8			
DAY	WED	THU	FRI	SAT	SUN			
SINGLES	90	180	180	60				
DOUBLE	45	60	60	40				
SUITES	5	10	10	10				
TOTAL	150	250	250	110	Checkout			

ROOM RATES: SGL SEE CONTRACT TPL _____ QUAD _____ SUITES _____ TO _____
 PLUS 6% CITY TAX X
 BILLING: M=MASTER ROOM & TAX I INCIDENTALS I BANQUET M
 I=INDIVIDUALS PAY

RESERVATIONS

☒ Reservation Cards ☐ Rooming List ☐ Housing Bureau ☐ Individual

Reservations must be received by hotel no later than 14 days prior to arrival. Late requests will be accommodated on a space available basis. Check-in and check-out time is 2:00 p.m.

COMMENTS Convention Room Rates will be extended before and after the
actual Convention dates.

COMPLIMENTARY ROOM POLICY/SUITES: One (1) complimentary room for each fifty
(50) rooms actually occupied. Reserve the Presidential Suite for
arrival April 4th with departure on April 8th...Complimentary.

SPECIAL GUEST ROOM REQUIREMENTS. Room rates established one (1) year
prior to arrival. See options in contract letter.

CANCELLATION POLICY

- A) Groups reserving 200 or more rooms will be subject to a cancellation fee of one night's room and tax revenue should space be released between 360 and 180 days of scheduled arrival. For cancellations received within 180 days of arrival full payment of total room nights and tax will be required.
- B) Groups with more than 100 rooms but less than 200 rooms reserved will be subject to a cancellation fee of one night's room and tax revenue should space be released between 180 and 90 days of scheduled arrival. For cancellations received within 90 days of arrival full payment of total room nights and tax will be required.
- C) Groups with less than 100 rooms reserved will be subject to a cancellation fee of one night's room and tax revenue should space be released between 90 and 30 days in advance of scheduled arrival. For cancellations received within 30 days of arrival full payment of total room nights and tax will be required.

Portland, Oregon, March 1983

(Attachment H)

Western College Reading Assn.

GROUP	<u>Western Col</u>
CONTACT	<u>Carol Bogue</u>

PHONE (408) 298-2181 ext. 3709

MEETING/BANQUET ARRANGEMENTS 1

1984

DATE	DAY	TIME	FUNCTION/ATTENDANCE/SET-UP	RENTAL
4/4	WED	9am - 10pm	Board Meeting - 30people.	
4/4	WED	2pm		
TO		24-Hours	Exhibits, 20 table tops	
4/7	SAT	5pm		
4/5	THU	8am - 5pm	General Session & (3) Workshops - 600people.	
"	"	1pm - 5pm	(4) Additional Workshops- 75people each.	
"	"	6pm - 11pm	Banquet (tent.) - 600people.	
4/6	FRI	7am - 9am	Continental Breakfast- 300 people.	
"	"	9am - 5pm	General Session & (7) Workshops-600people.	
4/7	SAT	8am - 5pm	General Session & (7) Workshops-600people.	
4/8	SUN	8am - 1pm	General Session & Brunch (tent)-300people.	

TOTAL RENTAL See Contract

SPECIAL MEETING/BANQUET REQUIREMENTS. Rental depends on option selected in Contract Letter.

CONVENTION SERVICES/CATERING DEPARTMENT

A member of our Convention Services/Catering Department will be contacting you to review all details relative to your group's requirements. Any changes or additions you may care to make may be reviewed with your Conventions Services Coordinator.

AUTHORIZED SIGNATURES: WE AGREE THE FOREGOING AGREEMENT IS CORRECT AS WRITTEN
AND IS BINDING BETWEEN THE UNDERSIGNED PARTIES.

FOR HYATT SAN JOSE

NAME: Bill Allison
TITLE: Sir. & Sales
DATE: May 15, 1981

FQR GROUP/AGENCY

NAME: Ann D. Faulkner
TITLE: President, WCRA
DATE: 6/3/81



**Western
College
Reading
Association**

4849 West Illinois
Dallas, TX 75211
June 3, 1981

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Mr. Bill Allison
Hyatt San Jose
1740 North First St.
San Jose, CA 95112

Dear Bill:

Having conferred with Carol Bogue and Pat Heard, I am pleased to add an official signature to the agreements concerning WCRA's 1984 annual conference at the San Jose Hyatt. On behalf of the WCRA Board of Directors, I have signed both the confirmation form and the additional contract letter, but with the following revisions and clarifications:

The Confirmation Form:

- (a) Room arrangements: Block 10 rooms on the night of April 3 for those arriving for pre-conference board meetings.
- (b) Meeting/banquet arrangements:
 - (1) Reserve the room for board meetings throughout the conference from Tuesday evening, April 3, through Sunday noon, April 8, as indicated in your original proposal.
 - (2) Thursday, 4/5 should read "General Session and Seven (7) workshops - 600 people - 8:00 am - 5:00 pm" as do Friday and Saturday. Maximum at the banquet will probably be 300-400 rather than the entire 600.
 - (3) Sunday, 4/8 should read "Seven (7) workshops - 300 people - and Brunch (tent)". We're much more likely to have workshops than a general session on Sunday. Maximum number at the brunch will probably be 200 rather than 300.
 - (4) Of course, as you and Carol have discussed, the final decisions about times of specific meeting/banquet arrangements await the election of the 1983 president-elect, one year before the conference date. These preliminary schedules are, however, quite representative of our conferences in recent years.

The Contract Letter:

- (a) Your original proposal had agreed that the Hyatt will provide reservation cards at no charge to be mailed with conference publicity to Association members. This is still agreed.
- (b) Your original proposal had agreed that the Hyatt will provide an 8' x 8' storage locker for audio-visual equipment. This is still agreed.

We very much appreciate your extending the option of an additional complimentary board meeting in August of 1982 if we need it. That decision can be made at our San Diego conference next April (1982), and Carol can let you know for sure immediately thereafter.

If these revisions and clarifications now meet with your approval, please sign and return the original to me, and we'll consider it an addendum to the other two documents I've signed.

Sincerely,

Ann B. Faulkner

Ann B. Faulkner, President
Western College Reading Association

For Hyatt San Jose.

Signed *Bill Allison*

Title *Dir. of Sales*

Date *June 5, 1981*

NEWSLETTER EDITOR'S REPORT

WCRA BOARD MEETING

Portland, Oregon

March 23, 1983

1. Publication:

Deadlines - function of the newsletter

Printers - recent, future

Editing - suggestions? complaints?

2. Distribution:

Number of copies sent, method

Oxford Mailing Service - accolades

3. Column Directors:

Vacancies - Evaluation (Carol Walvekar)

Materials (June Dempsey)

Additional columns

4. Correspondence:

Gale Research - Directory of Newsletters and Reporting Services,
3rd ed.

General

5. Expenses:

Bids for 1000 copies, 8-12 pages.

Editor's expenses

6. Deadline dates:

Jan. ~~15~~⁵ May ~~15~~¹ Aug. ~~15~~^{Jul 31} (Jul 31?) Oct. ~~15~~¹

Please see attached page.

Respectfully submitted,

Jane Hopper

NEWSLETTER EDITOR'S REPORT, WCRA BOARD MEETING, Portland, Oregon
March 23, 1983

Page 2.

Deadline dates and copy per issue

Issue #1 - Winter - January ⁵/~~15~~ Conference information.

Issue #2 - Spring - May ¹/~~15~~ Post conference: Board meeting highlights
Conference photos
Conference highlights
Next conference information

Issue #3 - Summer - ^{July 31}/~~August 15~~ (July 31?). Board meeting highlights
(Nomination information?)

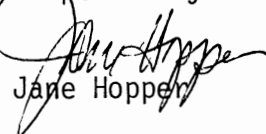
Issue #4 - Fall - October ¹/~~15~~ Pre conference information
Statements from nominees for office
(with photos)
Absentee ballot
Outstanding service nomination form
Call for proposals

Regular columns: Awards
Eric
Materials
Nontraditional and Minority Affairs
Officers
Placement
Proceedings
Spotlight
State and Province Directors
Tutorial

Suggestions?

Special Interest Groups

Respectfully submitted,


Jane Hopper

WCRA Journal Report

1. The number of contributions has risen enough this year to permit publication of three issues rather than two. We also have a backlog of four contributions, which are presently being considered.
2. Despite the extra manuscripts in hand, I feel it is better to hold these manuscripts, even if all are accepted, for a fall 1983 issue because we have had such a small number of manuscripts in the past that receipt of enough additional quality material before fall is uncertain.
3. Over fifty requests for submission guidelines have been received as a result of announcement of Journal start-up in a number of professional journals.
4. The Journal has come in under budget because printing charges have averaged under \$600 per issue. I would think that a reasonable budget figure for next year would be around \$2200 for printing, postage and assorted related supply expenses.

Recommendations

1. Budget should be set at \$2200 for a projected three issues in 1983-84.
2. The Journal should still continue as a Newsletter insert.
3. Because we are getting some research articles at this point, I would like to suggest that a university person familiar with research technique and validity be added to the editorial board.
4. Mr. Steven Hollander, the University Editor at Indiana-Purdue, Fort Wayne, has done much excellent, unpaid work as final editor of Journal submissions. Steve has an eye for structural flaw and never misses a misplaced comma or spelling error. Because of his contribution, I would like to recommend that the WCRA Board send him a letter of appreciation with a copy to Dr. Joseph Giusti, our Chancellor. The address is: Mr. Steven Hollander, Editing Services, University Relations, Indiana University-Purdue University, 2101 Coliseum Blvd. East, Fort Wayne, Indiana 46805.
5. Because we still need more manuscripts, I would suggest that both at the conference and in the Newsletter, WCRA members be again urged to contribute to the Journal.

Portland, Oregon, March 1983 (Attachment K)

Attachment #2, San Diego, March 30, 1982

WCRA 'BALANCE SHEET

JUNE 30, 1981

CHECKING ACCOUNT:	Beginning balance from end of last report	20,837.40
	Deposits (includes 10,000 money mkt. certificate)	24,679.97
	Subtotal	45,517.37
	Expenditures Non conference related	-5,089.64
	Conference related	-16,892.74
	Balance as of June 30, 1981	23,534.99

SAVINGS ACCOUNT:	Beginning balance from end of last report	6,623.56
	Deposits	0
	Withdrawals	0
	Interest earned	79.98
	Balance as of June 30, 1981	6703.54

RECEIPTS:	Dues	3,141.98
	Proceedings	1,020.52
	Conference	8,967.47
	Publishers exhibits	1,550.00
	Total	14,679.97

Portland, Oregon, March 1983 (Attachment K)

#5B

9/12/81

San Diego

(Not approved)

WCRA Accounts

June 30, 1981

<u>Budget Category</u>	<u>Amount Budgeted</u>	<u>Balance April 7, 1981</u>	<u>Expenditures</u>	<u>Balance</u>
1. President	\$ 100.00	\$ 100.00	\$ 18.00	\$ 82.00
2. Supplies & Expenses	600.00	253.33	- 0 -	253.33
3. Nominating Committee	500.00	345.07	- 0 -	354.07
4. Coord. of State Dirs.	175.00	175.00	43.00	132.00
5. Conf. Site Selection	50.00	50.00	- 0 -	50.00
6. Treasurer	125.00	81.30	53.00	28.30
7. Secretary	200.00	200.00	196.42	3.58
8. State Directors	500.00	305.49	122.03	183.46
9. Newsletter	4,000.00	1,350.00	- 0 -	1,350.00
10. Proceedings	4,200.00	2,700.00	2,077.49	622.51
11. Placement	200.00	200.00	158.12	41.88
12. Journal	275.00	275.00	71.70	203.30
14. Minority Affairs	200.00	200.00	- 0 -	200.00
16. Board of Directors	1,340.00	456.00	334.80	121.20
18. Archivist	455.00	455.00	200.00	255.00
20. Conference	1,000.00	873.47	608.00	265.47
21. Mailing Service	3,000.00	1,251.63	1,162.18	89.45
22. Finance Committee	75.00	75.00	- 0 -	75.00
TOTALS	\$17,045.00	\$9,405.29	\$5,039.64	\$4,315.65

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

JULY 1, 1980 - JUNE 30, 1981

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 100	\$ 18.00	\$ 82.00
2. Supplies/General Expenses	600	346.67	253.33
3. Nominating Committee	500	145.93	354.07
4. Coordinator of State Directors	175	43.00	132.00
5. Conference Site Selection	50	0	50.00
6. Treasurer	125	96.70	28.30
7. Secretary	200	196.42	3.58
8. State Directors	500	316.54	183.46
9. Newsletter	4,000	2,650.00	1,350.00
10. Proceedings	4,200	3,577.49	622.51
11. Placement	200	158.12	41.88
12. Journal	275	71.70	203.30
13. No Account in This Category			
14. Minority Affairs	200	0	200.00
15. No Account in This Category			
16. Board of Directors	1,340	1,655.80	< 315.80 >
17. Scholarship/Awards	50	44.90	5.10
18. Archivist	455	200.00	225.00
19. No Account in This Category			
20. Conference	1,000	734.53	265.47
21. Oxford Mailing Service	3,000	3,177.70	< 177.70 >
22. Finance Committee	75	0	75.00
TOTAL EXPENDITURES	\$17,045	\$13,433.50	\$3,611.50

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

- Itemized Statement -
JULY 1, 1980 - JUNE 30, 1981

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 100	\$ 18.00	\$ 82.00
Conference Gifts (18.00)			
2. Supplies/General Expenses	600	346.67	253.33
R&B Printing - Brochures (145.57)			
Don Girard - Membership Cards (63.60)			
R&B Printing - Brochures (137.50)			
3. Nominating Committee	500	145.93	354.07
Airfare - Caroline Turner (125.00)			
Phone - Ladessa Yuthas (20.93)			
4. Coordinator of State Directors	175	43.00	132.00
Luncheon (43.00)			
5. Conference Site Selection	50	0	50.00
6. Treasurer	125	96.70	28.30
Jim Baugh - Follow up expenses - 1979/80 (15.84)			
Check Printing (27.86)			
Stamps - Yamamoto (18.00)			
Xeroxing - Yamamoto (35.00)			
7. Secretary	200	196.42	3.58
Cassette Tapes - A. Coil (20.13)			
Duplicating Minutes (40.65)			
Typing of Index (24.00)			
Duplicating Index (15.58)			
Duplicating Minutes (40.28)			
Duplicating - Miscellaneous (55.78)			
8. State Directors	500	316.54	183.46
D. McGinty - Mail Texas Newsletter (26.03)			
M. Hess - Expenses for Regional Meeting - Idaho (67.48)			
M. Byers - Oregon Coordinating Expenses (50.00)			
D. Luu - B.C. Expenses (51.00)*			
S. Brown - New Mexico Expenses (35.89)			
D. McClellan - At-large Expenses (22.95)*			
L. Renault - Arizona Expenses (48.70)			
D. McGinty - Texas Expenses (14.49)			

*The checks for these were never sent

9.	Newsletter	4,000	2,650.00	1,350.00
	Langdon Press - 800 copies - Summer (475.00)			
	Langdon Press - 975 copies - Fall (708.00)			
	Langdon Press - 975 copies - Winter (742.00)			
	Langdon Press - 1,000 copies - Sprint (725.00)			
10.	Proceedings	4,200	3,577.49	622.51
	Don Girard - Type Set, etc. (1,500)			
	Don Girard - Print Proceedings (2,050)			
	Editorial Luncheon (55.27)			
11.	Placement	200	158.12	41.88
	Xerox Copies & Stamped Envelopes (158.12)			
12.	Journal	275	71.70	203.30
	Logo Design (50.00)			
	Postage, etc. (11.34/3.76/6.60)			
13.	No Account in This Category			
14.	Minority Affairs	200	0	200.00
15.	No Account in This Category			
16.	Board of Directors	1,340	1,655.80	< 315.80 >

Fall Meeting

Air Fare - Yamamoto/Cohen (232.00)
 Per diem/Travel - P. Heard (62.00)
 Per diem/Travel - A. Faulkner (50.00)
 Per diem/Air fare - B. Levinson (240.00)
 Per diem/Air fare - A. Coil (240.00)
 Per diem - Yamamoto (30.00)
 Per diem - Cohen (30.00)

Conference Board Meeting

Per diem - Cohen (55.00)
 Per diem - Heard (57.80)
 Per diem - Levinson (57.00)
 Per diem - Faulkner (55.00)
 Per diem - Coil (55.00)
 Per diem - Yamamoto (55.00)

Conference Board Meeting Expenses not on Original Books

Cohen (145.00)
 Coil (145.00)
 Yamamoto (155.00)

Note: Amount of Yamamoto Check Was Altered from \$200 to 208.

Note: Different figures were shown for Cohen/Coil/Faulkner/Yamamoto in the original statement (attached) for the conference Board Meeting (above). The original amount was \$55.00 each. Later figures are \$53.00 each.

17. Scholarship/Awards	50	44.90	5.10
Larimer County Voc/Tech - Plaques (39.90) Kaman - Engraving (5.00)			
18. Archivist	455	200.00	225.00
Note: Check made out to R. Purdy and not sent (200.00)			
19. No Account in This Category			
20. Conference	1,000	734.53	265.47
President's Room for Conference (168.00) President-elect's Room for Conference (160.00) Conference Mgr's Room for Conference (280.0) Two-color Printing of Program (126.53)			
21. Oxford Mailing Service	3,000	3,177.70	< 177.70>
See Itemized List Attached			
22. Finance Committee	75	0	75.00
<hr/>			
TOTAL EXPENDITURES	\$17,045	\$13,433.50	\$3,611.50

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S ANNUAL REPORT

July 1, 1981 - June 30, 1982

ASSETS

Funds in Checking Account	\$24,000.00
Funds in Savings	7,062.47
Total Assets	\$31,062.47

EXPENDITURES

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
2. Supplies/Expenses	500	406.14	93.86
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99>
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
8. State Directors	500	225.36	274.64
9. Newsletter	3,000	3,843.56	< 843.56>
10. Proceedings	4,200	3,855.27	344.73
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94
13. By-laws	50	0	50.00
14. Minority Affairs	200	200.00	0
15. Photographer	65	214.95	< 149.95>
16. Board of Directors	2,500	1,908.70	591.30
17. Scholarship/Awards	600	35.00	565.00
18. Archivist	50	0	50.00
19. No Account in This Category			
20. Conference	1,000	0	1,000.00
21. Mailing Service	4,000	4,676.70	< 676.70>
22. Finance Committee	0	0	0
Total Expenditures	\$21,015	\$17,551.32	\$3,463.68

INCOME

Assets - June 30, 1982	\$31,062.47
Assets - June 30, 1981	<u>-30,238.54</u>
Difference	823.93
Total Expenditures	<u>17,551.32</u>
Sub Total	\$18,375.25
Less Amount for Late Bills	<u>1,449.64</u>
Total Income	\$16,375.25

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

July 1, 1981 - June 30, 1982

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
2. Supplies/Expenses	500	406.14	93.86
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99>
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
8. State Directors	500	225.36	274.64
9. Newsletter	3,000	3,843.56	< 843.56>
10. Proceedings	4,200	3,855.27	344.73
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94
13. By Laws	50	0	50.00
14. Minority Affairs	200	200.00	0
15. Photographer	65	214.95	< 149.95>
16. Board of Directors	2,500	1,908.70	591.30
17. Scholarship/Awards	600	35.00	565.00
18. Archivist	50	0	50.00
19. No Account in This Category			
20. Conference -	1,000	0*	1,000.00
21. Mailing Service	4,000	4,676.70	< 676.70>
22. Finance Committee	0	0	0
*All conference expenditures reflected in Conference Budget			
TOTAL EXPENDITURES	\$21,015	\$17,551.32	\$3,463.68

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

July 1, 1981 - June 30, 1982

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
NARDSPE Conference Trip (465.59)			
2. Supplies/Expenses	500	406.14	93.86
R&B Printing - Brochures (353.50)			
Larimer County Voc/Tech - Stationery (52.64)			
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99 >
State Director's Luncheon (179.99)			
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
Kaman - State Director's Books (72.75)			
F. Kasomekera - Type Minutes (53.00)			
Kaman - State Director's Books (16.25)			
8. State Directors	500	225.36	274.64
P. Mulcahy - Colorado Expenses (50.00)			
Louise Renault - Arizona Expenses (50.00)			
Diane Luu - B.C. Expenses (51.00)*			
Denise McGinty - Texas Expenses (50.00)			
Denise McGinty - Postage (3.65/20.71)			
9. Newsletter	3,000	3,843.56	< 843.56 >
Langdon Printers - Summer Edition (1,299.56)			
Langdon Printers - Fall Edition (771.00)			
Langdon Printers - Winter Edition (850.00)			
Langdon Printers - Spring Edition (923.00)			
10. Proceedings	4,200	3,855.27	344.73
Don Girard - Printing (1,800)			
Don Girard - Printing (2,000)			
Bahia Hotel - Editorial Luncheon (55.27)			
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94

Postage/Clerical - Purdue/Indiana (54.06)
 Cummins Printers - Printing (800.00)
 Cummins JPrinters - Printing (544.00)

13.	By Laws	50	0	50.00
14.	Minority Affairs	200	200.00	0
	M. Montgomery Survey (200.00)			
15.	Photographer	65	214.95	< 149.95>
	P. Sykes - Supplies (50.95)			
	P. Sykes - Conference photographs (164.00)			
16.	Board of Directors	2,500	1,908.70	591.30
	Fall Board Meeting (San Diego)			
	M. Kaman - Airfare/Per diem (337.25)			
	A. Faulkner - Airfare/Per diem (478.00)			
	G. Enright - Travel Expenses/Per diem (58.81)			
	D. Lyman - Airfare/Per diem (317.00)			
	D. Yamamoto - Airfare/Per diem (250.00)*			
	Conference Board Meetings			
	M. Kaman (171.00)			
	B. Levinson (176.64)			
	A. Faulkner (10.00)			
	D. Lyman (10.00)			
	*Original records show Yamamoto Fall expenses as \$350.00; however, the check was for only \$250.00.			
17.	Scholarship/Awards	600	35.00	565.00
	V. Orlando - Plaques (35.00)			
18.	Archivist	50	0	50.00
19.	No Account in This Category			
20.	Conference -	1,000	0*	1,000.00
	See Conference Budget for all records			
21.	Mailing Service	4,000	4,676.70	< 676.70>
22.	Finance Committee	0	0	0

*Conference expenditures reflected in Conference Budget

TOTAL EXPENDITURES	\$21,015	\$17,551.32	\$3,463.68
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NOTE: The following expenditures were paid during 1982/83

Emmett Casey (Reflected in Conference Budget)	\$300.00
Paul Sykes - Photographer (Category 15)	164.00
Oxford Mailing Service	985.64
Category 21 - Mailing Service (\$893.48)	
Conference Budget (\$92.16)	

The sum of \$1,449.64 should, therefore be deducted from the amount shown as forwarded to the Treasurer to start the fiscal year, 1982/83.

Portland, Oregon, March 1983 (Attachment K)

PROJECTED BUDGET
1982 WCRA CONFERENCE

		<u>Expenses</u>	<u>Income</u>
Pre Conference Expenses		\$1,000	
Publisher's Exhibits		1,075	\$2,500
20 exhibitors - \$150@	\$2,500-I		
Publishers Breakfast - 250-\$3.50@	875-E		
Phone/mail expenses	200-E		
Printing/Advertising		4,500	
Call for Conference	450-E		
Program Printing	1,200-E		
Miscellaneous Printing	200-E		
Advertising - Journals	300-E		
Preliminary flyer - October	100-E		
Proceedings - 450-\$5.00@	2,250-E		
Mailing		1,625	
Call to Conference	350-E		
Strand leaders mailing - \$100@	600-E		
Pre Registration (Oxford)	425-E		
Miscellaneous mailing	100-E		
Preliminary Flyer	150-E		
Conference Meals		5,000	5,000
Dinner - 200-\$15.00@	3,000-I		
Miscellaneous Dinner Expenses	3,000-E		
Brunch - 200-\$8.00@	1,600-I		
Miscellaneous Brunch Expenses	2,000-E		
Board contribution to Brunch	400-I		
Hospitality		960	
Hospitality Suite - 4 days-\$90@	360-E		
No host cocktails	200-E		
Hospitality - Miscellaneous	400-E		
Speakers - Two keynote speakers		1,600	
Honoraria	800-E		
Expenses	800-E		
Institutes		350	875
7 Institutes - 25@-\$5.00@	875-I		
Miscellaneous Expenses - \$50@	350-E		
Miscellaneous Expenses		2,580	
Student workers - 60 hrs-\$5.00@	300-E		
Conference Mgr Room - 4 days-\$45@	180-E		
Conference phone calls	100-E		
Decorations	250-E		
Registration packets	250-E		
Audio-Visual Expenses	500-E		
Entertainment	400-E		
Board Brunch Contribution - 200-\$2@	400-E		
Miscellaneous expenses	200-E		

Projected WCRA Budget
1982 Conference - Page 2

	<u>Expenses</u>	<u>Income</u>
Summary of Expenses/Income-Page 1		
Pre Conference Expenses	\$1,000	
Publishers Exhibits	1,075	\$2,500
Printing/Advertising	4,500	
Mailing	1,625	
Conference Meals	5,000	5,000
Hospitality	960	
Speakers	1,600	
Institutes	350	875
Miscellaneous Expenses	<u>2,580</u>	<u> </u>
Sub Total	\$18,690	\$3,375
Registration		
400 Full Registration (Proceedings and \$50@ WCRA membership)		\$20,000
100 Registration w/o membership - 40@		4,000
100 Registration w/o membership - \$20@ (One day registration only)		2,000
50 Registration - Incl. membership and Proceedings - 40@		2,000
Other Income/Expenses	3,400	3,400
Leisure Tours	\$1,000-I	
Leisure Tour Expenses	1,000-E	
Campus Tours	1,400-I	
Campus Tour Expenses	1,400-E	
Conference Credit	1,000-I	
Conference Credit Expenses	1,000-E	
Grand Totals of Expenses and Income	<u>\$22,090</u>	<u>\$39,775</u>

Budget approved by WCRA Board at Board meeting in San Diego, California on Sunday, September 13, 1981.

NOTE: Pre Conference Expenses should be divided into two sub categories. President-elect Expenses \$700 and Manager Exp. \$300.

FINAL ACCOUNTING
1982 WCRA CONFERENCE

EXPENSES

	BUDGETTED	EXPENDED
Pre Conference Expenses	\$ 1,000	\$ 649.77
Publisher's Exhibits	1,075	827.04
Publisher's Breakfast (850)*	\$ 827.04	
Phone/Mail Expenses (200)	0	
*Budget Figures in Parentheses		
Printing/Advertising	2,250	1,531.46
Brochure #1 Print (100)	102.34	
Brochure #2 Print (450)	202.35	
Program Printing (1,200)	1,103.25	
Advertising-Journals (300)	0	
Miscellaneous Printing (200)	123.52*	
*Includes \$80.00 for use of copy machine at conference		
Proceedings for Registrant members	2,250	1,705.00
(341 memberships x \$5)		
Mailing	1,625	818.29
Mailing Brochure #1 (150)	124.00	
Mailing Brochure #2 (350)	223.89	
Pre registration - Oxford (425)	470.40	
Miscellaneous Mailing (100)	0	
Strand Leader Mailing	0	
Conference Meals	5,000	3,854.68
Banquet (3,000)	2,729.38	
Brunch (2,000)	1,125.30	
Hospitality	960	423.95
Hospitality Suite (360)	0	
No Host Cocktails (200)	152.46	
Miscellaneous (400)	271.49	

Speakers		1,600	1,557.75
Honoraria (800)	800.00		
Expenses (800)	957.75		
Institutes		350	140.40
Miscellaneous Expenses		2,580	1,544.96
Officer's Rooms (0)	101.76		
Student Workers (300)	25.00		
Conference Mgr's Room (180)	212.53		
Conference Phone Calls (100)	27.73		
Board Contrib. to Brunch (400)	260.00		
Decorations (250)	104.98		
Registration (250)	23.00		
A/V - Rental, etc. (500)	213.75		
Entertainment (400)	400.00		
Copier (0)	128.07		
Other Expenses (200)	48.14		
Summary of Expenses			
Pre Conference Expenses	\$ 649.77		
Publisher's Exhibits	827.04		
Printing/Advertising	1,531.46		
Proceedings for Members	1,705.00		
Mailing	818.29		
Conference Meals	3,854.68		
Hospitality	423.95		
Speakers	1,557.75		
Institutes	140.40		
Miscellaneous	1,544.96		
SUB TOTAL		\$18,690	\$13,053.30
Tour Expenses		3,400	789.78
Southwest CC Tour (1,000)	100.00		
UCSD Tour (1,000)	120.00		
Tijuana Tour (1,400)	569.78		
FINAL TOTAL EXPENSES		\$22,090	\$13,843.08

INCOME	PREDICTED	ACTUAL
Registration	\$28,000	\$21,635.00*
Publisher's Exhibits	2,500	2,050.00
Institutes	875	1,160.00
Conference Meals	5,000	4,450.00
Tours	3,400	763.00
Other	0	289.00
Copier	\$103.00	
Oregon Donation	18.00	
Book Sale	168.00	
TOTAL INCOME	\$39,775	\$30,347.00*

*These figures are approximations due to the fact that twelve registration forms didn't include information as to total fees paid.

GRAND TOTALS

Expenses Budgetted	\$22,090.00
Actual Expenses	13,843.08
Income Budgetted	\$39,775.00
Actual Income	30,347.00
Predicted Surplus (39,775 - 22,090)	\$17,685.00
Actual Surplus (30,347.00 - 13843.08)	\$16,503.92

*In past years, this has been referred to as Conference Profit. Since it includes memberships for some registrants, this is not appropriate. Also, it should be noted that a change was made this year. the cost of Proceedings for registrant members is listed as an expense of the conference; and therefore, it can be listed elsewhere as income.



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 28, 1983

Dr. Karen Smith, President-elect
Western College Reading Association
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88003

Dear Karen:

I have directed Carrie Walker to adjust her records to show that \$1,449.64 was deducted from the amount sent originally to her by Don Yamamoto and to eliminate from the 1982/83 budget expenditure figures, the charges of \$300.00 to Emmet Casey, \$985.64 to Oxford Mailing Service and, \$164.00 to Paul Sykes for photographs. Each of these expenditures is reflected in the records for 1981/82 which you will find enclosed. They should not come out of the 1982/83 budget.

This in no way reduces our need to be careful in our expenditures. While it reduces the amount spent on budgetary items for 1982/83, it also reduces the amount in reserve - already rather slim.

I've spent at least a full week trying to sort out the books that Don sent me. I'm reasonably certain that I've identified and accounted for all expenditures and that I have an accurate accounting of the San Diego Conference. Unfortunately, Don kept no detailed record of income. Therefore, I have adopted the expedient of figuring that income each year consists of the difference between the preceding year-end balance, and the current year-end balance plus any budget expenditures for the year.

It doesn't seem to me to be all Don's fault. The method used in the past to account for and report income was very crude. There seems to be no clear separation of the various different elements of income in the Conference receipts, with all surplus from the Conference being lumped into "Conference Profit," which is a clear misnomer. Further, there are fews identified budget categories for income and, as indicated above, dues are not placed into one individual category. I'll have some

recommendations for a better procedure when we meet at the Conference. In the meantime, please look over the attached 1980/81 and 1981/82 figures. If you have any questions let me know.

I've asked some San Diego WCRA people to serve as a Finance Committee to go over the records and evaluate their accuracy. This is the customary procedure. I've also asked that this committee make a recommendation as to a formal audit of the books for Don's term of office. My personal recommendation is that no audit is either necessary or appropriate. First, I'm reasonably certain that Don was merely careless and neither lost nor misappropriated significant amounts. Second, the income records are so incomplete that I doubt that an auditor could arrive at any clear understanding of what total income we took in. Third, an audit would cost a significant amount of money that should not be spent unless there is a likelihood of worthwhile information emerging.

I hope the attached records are acceptable and that, as soon as the Finance Committee verifies their accuracy, this issue is settled. If not, I'm turning the problem over to anyone else who wants to take responsibility. I have completed a totally accurate accounting of the 1982 Conference. Beyond that, the shortcomings of Don as Treasurer in 1980/81 and 1981/82 no longer seem to be my responsibility.

Sincerely

Dick

Dick Lyman

Portland, Oregon, March 1983 (Attachment L)

TO: WCRA Board of Directors

FROM: 1983-84 Nominations Committee

Pat Heard, University of Texas at Austin, Chairperson
Sue Brown, New Mexico State University
David Hubin, University of Oregon
Maranda Montgomery, Compton College
Pat Mulcahey, University of Northern Colorado
Seymour Prog, Rio Hondo College

Pat Heard

DATE: August 9, 1982

The 1983-84 WCRA Nominations Committee met several times during the April, 1982 WCRA Annual Conference in San Diego. We reviewed the WCRA By-laws and qualifications for each office, considered the reports and recommendations from previous nominating committees, and decided upon basic operating procedures for the committee.

Prior to these meetings, suggestions for nominations from the WCRA membership had been solicited in several ways: (1) an article in the WCRA Newsletter requested that all members submit names of potential nominees to the committee; (2) letters requesting potential nominees were mailed to approximately 75 past and present WCRA officers, editors, chairpersons, and state directors; and (3) forms soliciting nominees were placed in the registration folders of all who attended the San Diego conference. In addition, committee members were introduced during the first general session in San Diego and made an effort to be around as many conference events as possible to talk with members on an informal basis. Twelve responses were received from the letters mailed to WCRA leaders; only 2 responses were received from the forms in the conference registration folders; and no responses were received to the Newsletter request.

These suggestions were carefully considered along with other names submitted by the committee members. Approximately 30 members were finally considered as possible candidates for office. Names were ranked for each of the three offices, and the chairperson was requested to begin contacting potential candidates on behalf of the committee. With time for individual candidates to consider the request and consult with their institutions and families, this process lasted for several months after the conference, and the committee was in touch several times by mail and phone during this time.

The committee is pleased to present the following candidates for your approval on the WCRA slate of officers for 1983-84:

For President-elect

Carol Bogue, San Jose City College
Craig Mayfield, Brigham Young University

For Secretary

Sally Conway, Community College of Denver
Suzanne McKewon, San Diego Community College District

For Treasurer

Larry Bridges, University of Oregon
Carolyn Walker, Stanford University

In addition to recommending this slate of officers, the committee also makes the following requests, suggestions, and observations for consideration by the WCRA Board of Directors:

- (1) As the report of the 1982-83 nominating committee also indicated, we feel there need to be more ways to involve members in substantive organization work and give them visible recognition for it so they may become potential candidates.
- (2) Again, as did the 1982-83 committee, we feel that the opportunity for candidates who do not win the election to assume other important roles in the organization should become almost automatic - e.g., the president-elect candidate who does not win should become the chairperson of _____. If such were the case, perhaps the nominating committee should be elected rather than appointed, of course.
- (3) Care should be taken in scheduling conference events that no other activities will interfere with members' attendance at the general session during which the election is held. If this can't be done, then perhaps the method of voting should be changed - e.g., a ballot in every conference registration folder to be dropped in a box at the registration desk?

We didn't have time to fully consider all of the alternatives and implications of all of the above, but simply want to identify the problems from our perspectives and refer them to the Board for more in-depth consideration.

As soon as we receive notice of the Board's action on this proposed slate of officers, the chairperson will notify the candidates in writing and will inform them about subsequent steps in the election process. We'll therefore need to be informed about Newsletter deadlines, conference schedules for the candidates' speeches and the election, and the times of any other conference events the candidates are expected to attend.

xc: Dick Lyman	Sue Brown
Karen Smith	David Hubin
Mitch Kaman	Maranda Montgomery
Carolyn Walker	Pat Mulcahey
Ann Faulkner	Seymour Prog
Betty Levinson	

Portland, Oregon, March 1983 (Attachment M)



Western
College
Reading
Association

4849 West Illinois
Dallas, TX 75211
October 29, 1982

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Ms. Jane Hopper
Reading Program EC544
California State University
Fullerton, CA 92634

Dear Jane:

The following Board members approved this wording for the Newsletter via telephone on October 28, 1982: Dick Lyman, Karen Smith, Ann Faulkner.

The other nominee for Treasurer resigned his candidacy with less than six months before the elections. Since WCRA By-Laws require approval of the slate six months in advance, the Board has agreed to forward only one name for Treasurer. Nominations may, of course, be made from the floor at the annual meeting, and the names of candidates may be written-in on absentee ballots available to those not attending the Portland conference.

Sincerely,

Ann B. Faulkner
Past-President

ABF:dt

cc: Dick Lyman
Karen Smith
Carrie Walker
Mitch Kaman

NOMINATIONS COMMITTEE CHAIRPERSON - Job Description

- January -- WCRA By-laws indicate that Nominating Committee Chairperson is to be appointed "13 months prior to the election" (at least; but earlier is preferable in terms of remaining Newsletter deadlines, etc.)
- Jan./Feb. -- Review WCRA By-laws re: the nominating/election process.
Select Committee members - and have President approve it.
Write brief article for Newsletter requesting names of potential nominees - if deadlines permit before conference.
Solicit names in other ways - most effective has been a letter to present and past WCRA officers, state directors, etc.
- Ask conference manager to insert request for nominees in conference packets.
Arrange a meeting room for Committee unless your own room will do.
Arrange to have Committee introduced during first general session at conference.
- During the conference - Meet with Committee at least once before first general session - to determine procedures, guidelines, etc., (up to each Committee).
Will probably have to meet several times thereafter during the conference.
Caution Committee members re: (1) confidentiality of the process; and (2) if they ask potential nominees about their interest in running for office, be sure they indicate that this is an inquiry only and only the chairperson will ultimately make a definite "offer"
Remind the Coordinator of State Directors to ask State Directors to solicit potential nominees in their state meetings.
Committee's objective during conference should be at least to leave the Chairperson with a rank-ordered list of potential candidates for each office, even though much of the follow-up may have to occur after the conference since potential candidates may have to check with their institutions, families, etc.
- August -- Try to have the slate finalized and a report made to the WCRA Board of Directors in time for their late summer Board meeting. If that's not possible, the report can be approved via a mail or phone vote of the Board.
- September -- When Board has accepted the report of the Committee, write the candidates about Newsletter deadlines and a general idea of conference activities which will involve them.
Write Committee report for Newsletter to accompany candidates' statements.... usually a mid-October deadline for an early December issue.
Draft absentee ballot request form for the same Newsletter. (Don't wait or try to re-run this request in the February Newsletter; it may not get out in time for ballots to be returned, etc.)
- Dec./Jan./-- Feb. Handle absentee ballot requests; ballots must be returned at least 15 days before the annual conference (By-laws), so requests should be required at least two weeks prior to that.

February -- Write candidates final details re: election plans, other conference activities requiring their presence.
Remind President to invite candidates to drop in on Board meetings and to send them an agenda of the Board meetings.
Write WCRA Past-presidents to request their help with the election and ballot-counting.
Send a copy of the ballot to the Conference Manager to have copies run off for the number expected in attendance at the conference.
Ask Conference Manager to arrange a display of the Newsletter pages with candidates photos and statements - on some bulletin board in the conference registration area.... or have these same pages reproduced for each conference packet.

AT THE

CONFERENCE - Attend Board meeting to help plan general session election procedures.
Check with Conference Manager to be sure ballots have been printed.
Introduce candidates at first general session.
Coordinate Past-presidents to conduct election at second general session.
Give ballots to incoming WCRA President to be kept for 30 days following the election (By-laws). By WCRA tradition, only those who counted the ballots know the exact count; ballots should be given to incoming President in a sealed envelope.

GIVE THE NOMINATIONS COMMITTEE NOTEBOOK TO YOUR SUCCESSOR AND "FADE AWAY" -- this is the last official responsibility of WCRA Past-presidents!

WCRA MEMBERSHIP 1979-1982

State/Province	1979 N=1095 post Long Beach	1980 N=612 post Hawaii	12/81 N=617 post Dallas	8/82 N=543 post San Diego	12/82 N=634	17% Growth Rate 8-12/82
Alaska	17	11	10	8	10	25%
Arizona	39	29	24	21	21	-
So. Calif.	343	158	(227)	178	182	2%
No. Calif.	116	76	(227)	81	90	11%
Colorado	39	21	26	20	28	40%
Hawaii	58	48	13	15	25	67%
Idaho	15	8	7	6	8	33%
Montana	6	3	2	1	3	200%
Nevada	12	7	4	7	7	-
New Mexico	34	30	27	22	22	-
Oklahoma	7	4	8	3	5	67%
Oregon	47	25	29	23	37	61%
Texas	97	45	112	61	84	38%
Utah	23	14	12	18	18	-
Washington	33	26	23	11	14	27%
Wyoming	5	4	3	4	4	-
Alberta	15	10	(19)	5	4	25%
British Columbia	23	13	()	9	10	11%
at large	116	90	67	50	62	24%
Alabama	-	-	-	-	1	
Arkansas	-	-	-	-	1	
Connecticut			1	1	1	
Florida			2	2	2	
Georgia			-	-	2	
Illinois			11	8	8	
Indiana			5	4	4	
Kansas			-	2	2	
Kentucky			3	-	-	
Louisiana			4	2	2	
Maine			-	-	1	
Maryland			2	2	2	
Massachusetts			1	-	-	
Michigan			3	3	3	
Minnesota			1	-	-	
Mississippi			3	-	1	
Missouri			2	2	2	
Nebraska			3	2	3	
New Jersey			2	1	2	
New York			6	4	3	
North Carolina			1	1	-	
North Dakota			1	2	2	
Ohio			3	3	4	
Pennsylvania			1	2	3	
Rhode Island			2	-	-	
South Carolina			4	3	3	
South Dakota			-	2	2	
Tennessee			4	3	3	
Virginia			2	-	-	
Wisconsin			1	-	-	
Mexico			1	-	-	

* Post San Francisco figures not available

Portland, Oregon, March 1983 (Attachment 0)



**Western
College
Reading
Association**

4849 West Illinois
Dallas, TX 75211
March 14, 1983

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dear State and Province Directors:

The conference with its workshop for current and new Directors is almost here. Please take a minute to include the following in your briefcase or suitcase:

1. Copies of letters you've used in recruitment this year.
2. Programs, budgets, etc., for your local conferences.
3. Details of the banking arrangements you've made for locally raised funds. (Don't forget that you've also agreed to give the Board an accounting of those funds at the conference.)
4. Anything else that you'd like to share with your colleagues.

If you can swing it, 23 copies of anything notebookable would be nice. On Thursday morning, the agenda will include these items:

1. An opening sharing session on anything you did that you want to crow (or cry) about with fellow Directors.
2. "How to Do a Conference," led by Denise McGinty
3. "Membership and team building techniques that work," brainstorming and discussion by all.
4. Discussion of Association issues, such as
 - responses to the growth of state developmental studies organizations
 - By-Laws and policy changes proposed by the Board
 - Other
5. Planning session for Regional Meetings - Regional subgroups

During the luncheon, at which you're guests of the Board, Dick will lead a discussion of goals and objectives for next year. If there is any change in your plans to attend, please let me know immediately. I'll leave for Portland on Tuesday, March 22. See you there.

Sincerely,

Ann B. Faulkner
Coordinator of State Directors

Portland, Oregon, March 1983 (Attachment P)

DENVER AURARIA COMMUNITY COLLEGE

WCRA 1985 CONFERENCE BID
DENVER, COLORADO

COST:

TO WCRA

Meeting Rooms are Free
One Complimentary Room per 50 Rooms

TO PARTICIPANT

Air Fare--\$200 to \$300
Lodging--\$40 per night (double occupancy)
Ground Transportation--\$3.50 one way
\$7.00 round trip
(for group of 5 or more)

FOR MEALS

Dinner--range from \$10.95 to \$17.00
Brunch--range from \$4.95 to \$14.50 for champagne brunch
Luncheon--range from \$5.75 to \$9.95

HOST INSTITUTIONS:

Denver Auraria Community College (currently Community College of Denver--Auraria)
Metropolitan State College
Auraria Higher Education Center
University of Northern Colorado
Red Rocks Community College (currently Community College of Denver--North

TOURS:

EDUCATIONAL:

To Auraria Higher Education Center
(DACC, MSC, UCD)

To University of Northern Colorado and
Aims Community College

To Community College of Denver System Colleges
(Denver--Auraria, Red Rocks, Front Range, Aurora)

LEISURE:

Coors Brewery--for tour of facility, late dinner, games, movies, and
free beer

Heritage Opera House--for dinner and melodrama

Skiing--to ski the summit (Loveland Basin, Arapahoe Basin,
Breckenridge, Copper Mountain)

SJC/pm
(3/21/83)

FACT SHEET

PROPERTY NAME: SHERATON INN LAKEWOOD (303) 987-2000

ADDRESS: 360 Union Boulevard, Lakewood, Colorado

LOCATION: Lakewood, Colorado/Union Square
U.S. 6 and Union Boulevard
18 Miles From Stapleton Airport
8 Miles From Downtown Denver

TRANSPORTATION: Golden West Limousine Service (to and from Airport)
Taxi
Hertz Rental Car (on property)
Bus RTD (within walking distance)

ACCOMMODATIONS: 245 Sleeping Rooms
13,000 Square Feet of Meeting and Convention Space
18 Suites on 12th Floor (Concierge Service)

DINING & ENTERTAINMENT: Two Restaurants: CAFE GENESSE (Family Restaurant)
EVERGREEN RESTAURANT & BISTRO (Specialty & Lounge)
One Nightclub: CITY LIGHTS

SERVICE/FACILITIES/SHOPS: Hair Salon
Gift Shop
Travel Agency
In-House Audio-Visual
Hertz Car Rental

RECREATIONAL/
AMUSEMENT FACILITIES: Game Room: Pinball, Pool Table, Video Games
Full Health Club: Pool, Private Hot Tubs, Whirlpool,
Exercise Equipment, Sauna, Steam,
Tanning Booths, Masseurs, Aerobic Classes,
1/6 Mile Running Track

MEETING FACILITIES:

Grand Ballroom 600 People (Banquet Style) - Divisible by Three
450 People (Classroom Style)

Conference Rooms Four
50 to 100 People (Banquet Style)
40 to 75 People (Classroom Style)
75 Fixed Seats with disappearing side desks
20 People (Featuring advance audio-visual capabilities
and wet bar)

Theatre
Executive Boardroom
Hospitality Suites Three on 3rd floor all equipped with Murphy beds

POINTS OF INTEREST: Heritage Square Opera House and specialty shops
Adolph Coors Company
Rocky Mountains (1 hour from skiing)
Seven Restaurants within walking distance
Six theaters within walking distance
Railroad Museum
Red Rocks Amphitheater
Elitch Gardens
Area Public Golf Courses (8 Miles from Hotel)

Portland, Oregon, March 1983 (Attachment P)

WESTERN COLLEGE OF READING

ASSOCIATION

MARCH 27 - 31, 1985

<u>DATE</u>	<u>FUNCTION</u>	<u>ROOM</u>
<u>Wednesday, March 27, 1985</u> All Day	Hospitality Suite	
<u>Thursday, March 28, 1985</u> 8AM - 5PM	Board Meeting 10-15 People General Session 400 People Eight Breakouts 40 People	 Theatre Theatre/Classroom
<u>Friday, March 29, 1985</u> 8AM - 5PM	No General Session Eight Breakouts 40 People	 Theatre/Classroom
Eve	Dinner 200 People	Rounds
<u>Saturday, March 30, 1985</u> 8AM - 5PM 12 Noon	Eight Breakouts State Directors Luncheon 40 People	 Theatre/Classroom
<u>Sunday, March 31, 1983</u>	Sunday Brunch 100 - 125 People	

SHERATON INN LAKEWOOD

DEPOSIT AND CANCELLATION POLICIES

I. Sleeping Rooms (Group/Tour/Conventions)

1. A deposit of one night's lodging, tax inclusive, is due 60 days prior to arrival. (This includes master billing or individual payment where credit card is acceptable.)
2. Cancellations made 30 to 60 days prior to arrival will receive full deposit refund if rooms are rebooked. If rooms are not rebooked, a 50% forfeiture of deposit is applicable. Cancellation of 29 days or less will result in forfeiture of entire deposit.
3. All credit procedures must be completed in order to bill Group/Tour/Conventions. If credit cannot be arranged prior to arrival, full payment of rooms is due upon arrival.

II. Food and Beverage and Meeting Rooms

1. A deposit equal to 50% estimated food and beverage/meeting room cost is due 60 days prior to function.
2. Cancellation of Food and Beverage function and/or meeting room use 30 to 60 days prior to function will result in 50% forfeiture of deposit. If original estimated Food and Beverage/Meeting is cancelled in 29 days or less of the booked function, a full forfeiture of deposit will result.
3. All credit procedures must be completed in order to bill Group/Tour/Convention functions. If credit cannot be arranged prior to arrival, full payment of Food/Beverage/Meeting rooms is due upon arrival.

The SHERATON INN LAKEWOOD has the right to request payments in full prior to weddings/political Groups or any other Food/Beverage/Meeting Room function.

CREDIT APPLICATION

Groups, Tours, Conventions and Banquet Functions

Name Western College Reading Assoc.
Individual or Organization Responsible for Payment
Address 1111 W. Colfax Ave.; Denver, CO 80204
For Billing Purposes Zip Code _____
Contact Sally Conway Telephone # 629-2891
Person Requesting Booking
Booked By Patricia Jones Date February 3, 1983
Hotel Employee
Type of Event conference Date of Event 3/27 - 4/1, 1985
Amount of Credit Requested open Deposit Required To Be Determined

Credit References:

1. Bank: _____ Account # _____
Address: _____ Zip Code: _____
Telephone: _____
2. Company: _____
Address: _____ Zip Code: _____
Telephone: _____ Years Doing Business with Company: _____
3. Company: _____
Address: _____ Zip Code: _____
Telephone: _____ Years Doing Business with Company: _____

Credit is being established for: _____
(Company Name)

or _____ for use of Sheraton Inn Lakewood facilities
(Individual name)

from _____, 19____ through _____, 19____

_____ agrees to pay for charges incurred during the
(Company or Individual Name)

above mentioned dates.

It is agreed that after receipt of our first bill, ALL CHARGES WILL BE PAID WITHIN 30 DAYS.

Signature: _____ Title: _____ Date: _____

Any balance outstanding over 30 days will be charged 1½% interest compounded monthly.

FOR HOTEL USE ONLY

CREDIT APPROVED: _____

CREDIT LIMIT: _____

CREDIT MANAGER'S SIGNATURE _____

Portland, Oregon, March 1983 (Attachment P)



Sheraton Inn Lakewood

SHERATON HOTELS & INNS, WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

RESTAURANTS NEAR THE SHERATON INN LAKEWOOD

Jonathan's
146 Van Gordon
989-7280
Continental cuisine, piano bar & dancing, Sunday brunch

Jose' O'Shea's
384 Union Blvd.
988-7333
Mexican food, casual

Chad's Union Street Cafe
275 Union Blvd.
988-5666
Finger foods and unique sandwiches

The Old Country
134 Union Blvd..
986-5531
Italian food, antipasto bar, Sunday brunch

Spinnaker Run
240 Union Blvd.
989-7388
Seafood, barbequed ribs



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

LIGHT LUNCHEONS

CHEF'S SALAD BOWL

LL-1

Fresh tossed Salad with Julienne of Turkey, Ham
Salami, Cheeses and Choice of Dressing

STUFFED TOMATO "MONACO"

LL-2

Beefsteak Tomato filled with Tuna Salad on shredded
lettuce, garnished with Deviled Eggs and Asparagus

PINEAPPLE BOAT "SULTAN"

LL-3

Fresh Pineapple filled with Chicken Salad, topped with
toasted almonds, garni

TRIO - SALAD

LL-4

Crabmeat, Chicken, and Ham Salad, surrounded by fresh
Fruits, Tomatoes and Egg Quarters

* * *

All Light Luncheons are served with: Crackers, Rolls and Butter and Beverages

* * *

COLD DUTCH BUFFET

LL-5

Tray of Cold Cuts and Luncheon Meats
Assorted Cheese Tray

* * *

Relish Tray

* * *

Fresh Fruit Salad
Cottage Cheese
German Potato Salad
Three Bean Salad
Macaroni Salad
Fruit Jello Mold
Tossed Salad and Dressings

* * *

Breads, Rolls and Butter

* * *

Choice of Beverages



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD COLORADO 80228
(303) 987-2000

BRUNCH BUFFET

B-9

(minimum 100 guests)

Assorted Chilled Juices
Cottage Cheese
Fruit Salad Bowl
Sliced Fresh Melon Tray
Marinated Mushroom and Artichoke Hearts
Smoked Nova Lox with Cream Cheese and Bagels
Scrambled Eggs with Bacon, Ham and Sausage
Beef Stroganoff with Butter Noodles
Strawberry Crepes with Vanilla Sauce
Fresh Vegetable Medley
Lyonnais Potatoe
Broiled Spiced Peaches
Assorted Breakfast Pastries
Butter and Preserves
Choice of Beverages

* * *

THE ESQUIRE SALAD BAR

B-10

A balanced Combination of Tossed Salad
with Choice of Dressing, Croutons,
Parmesan Cheese, Bacon Bits, Sliced
Mushrooms and Chopped Eggs
Waldorf Salad
Pepper and Onion Salad
Lyonnais Sausage Salad
Jockey Club Salad
Cottage Cheese
Jello Fruit Mold
Fresh Fruit Platter
Assorted Breads and Butter
Choices of Beverage



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

ENTREES

Seafood:

Filet of Sea Bass "PROVENCALE"	DE-1
Rocky Mountain Rainbow Trout "ALMONDINE"	DE-2
Shrimp Scampi, sauteed with Butter, Chablis and Cognac, served with Lobster Sauce and Asparagus Spears	DE-3

* * *

Poultry:

Breast of Turkey Cutlet "CORDON BLEU" with Pignolien Sauce	DE-4
Boneless Breast of Chicken "MADRAS" with Curry Sauce, Banana and Pineapple Garni	DE-5
One Half Baked Chicken with Orange Glaze and Bing Cherries	DE-6

* * *

Beef:

Tender Strips of Beef "BOURGUIGNONNE" with Mushroom and Pearl Onions	DE-7
Braised Pepper Steak "DON CARLOS" with Peppers, Mushroom, Madera	DE-8
Beef a la Mode "JARDENIERE" with Fresh Vegetable Julienne	DE-9
Roast Top Round of Beef, au Jus	DE-10
Roast Prime Rib of Choice Beef, au Jus	DE-11
Roast New York Strip Loin, Madera Sauce	DE-12
Broiled New York Strip Steak with Onion Rings	DE-13
Bacon Wrapped Filet Mignon with Mushroom Cap	DE-14
Beef Tournedos a la Oscar with Crablegs and Asparagus	DE-15

* * *

Veal:

Veal Steak "WAIKIKI" with a Curried Fruit Sauce and Almond Rice	DE-16
Medallions of Veal "PARISIENNE", dipped in egg, sauteed and topped with Mushrooms and a rich Cream Sauce	DE-17
Escalopes of Veal "TROCADERO" with Ham Slice, Mushrooms a la Cream and Swiss Cheese au Gratin	DE-18



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

BANQUET MENU PRICES

(Prices do not include 15% gratuity and applicable sales tax.)

Breakfast

B-1	\$ 4.95
B-2	8.25
B-3	5.50
B-4	3.75
B-5	4.95
B-6	5.75
B-7	6.50
B-8	14.50

Brunch Buffet

B-9	\$12.90
B-10	8.25

Luncheons

L-1	\$.75
L-2	1.50
L-3	1.35
L-4	4.85
L-5	1.25
L-6	1.25
L-7	1.25
L-8	6.25
L-9	6.25
L-10	6.50
L-11	8.75
L-12	5.75
L-13	7.25
L-14	7.50
L-15	7.50
L-16	7.25
L-17	6.75
L-18	7.25
L-19	8.50
L-20	8.25
L-21	9.95
L-22	8.75
L-23	7.50
L-24	6.25
L-25	7.25
L-26	7.25
L-27	7.50
L-28	7.50

Light Luncheons

LL-1	\$ 5.95
LL-2	6.25
LL-3	6.50
LL-4	6.95
LL-5	9.25

Desserts

E-1	\$ 1.50
E-2	1.50
E-3	1.50
E-4	1.50
E-5	2.00
E-6	2.00
E-7	1.85

Dinner

D-1	\$ 1.50
D-2	5.25
D-3	5.25
D-4	4.25
D-5	1.50
D-6	1.50
D-7	1.50

Entrees

DE-1	\$11.50
DE-2	12.00
DE-3	13.50
DE-4	10.50
DE-5	10.95
DE-6	11.25
DE-7	10.95
DE-8	12.50
DE-9	11.00
DE-10	11.00
DE-11	15.95
DE-12	15.95
DE-13	16.25
DE-14	16.25
DE-15	17.00
DE-16	12.50
DE-17	12.50
DE-18	13.25
DE-19	12.50
DE-20	13.50
DE-21	12.50
DE-22	16.00

Desserts

DD-1	\$ 1.75
DD-2	1.75
DD-3	2.25
DD-4	2.00
DD-5	2.00
DD-6	2.50
DD-7	2.00

Dinner Buffet # 1	\$15.50
Dinner Buffet # 2	\$21.00

SUNDAY THRU FRIDAY

WEST DENVER TO
STAPLETON AIRPORT

DENVER WEST
OFFICE
PARK

DENVER
FEDERAL
CENTER

STAPLETON AIRPORT
TO WEST DENVER

COUNTER ON
BAGGAGE LEVEL
DOOR 7

<u>*6:30 - 7:15 a.m. Available Monday - Friday*</u>		<u>8:00 a.m.</u>
7:55	8:05	9:00
8:55	9:05	10:00
9:55	10:05	11:00
10:55	11:05	12:00 noon
11:55	12:05 p.m.	1:00
12:55	1:05	2:00
1:55	2:05	3:00
2:55	3:05	4:00
3:55	4:05	5:00
4:55	5:05	6:00
5:55	6:05	7:00
6:55	7:05	8:00
7:55	8:05	9:00
8:55	9:05	10:00

Reservations required from
all west side locations.
(See locations listed below)
Allow 45 minutes travel time
from top of the hour.

SATURDAY

AND HOLIDAYS

WEST DENVER
DEPARTURES

* CLOSED THANKSGIVING and CHRISTMAS

STAPLETON AIRPORT
DEPARTURES

8:00 a.m.		9:00 a.m.
9:00		10:00
10:00		11:00
11:00	Reservations required from all west side locations.	12:00 noon
12:00 noon		2:00
1:00	(See locations listed below)	4:00
3:00		6:00
5:00		

PROVIDING SERVICE TO:

- * Royal Inn
- * Kipling Inn
- * D & N Motel
- * Holland House
- * Days Inn (Golden)
- * Holiday Inn (Golden)
- * Country Village Inn
- * Ramada Inn Foothills
- * Ramada Inn I-70 & Kipling
- * American Family Motor Lodge
- * Sheraton - Union Square
- * Denver Federal Center (All Bldgs.)
- * Denver West Office Park (All Bldgs.)
- * Colorado School of Mines Campus
- * Coors (Brewery and 9th & Ford Office)
- * Other west side hotels/motels/offices

* F A R E S *

1 person	one-way	\$ 8.00
* 2 people	" "	7.00
* 3 people	" "	5.00
* 4 people	" "	4.00
* 5 or more	" "	3.50
1 Senior citizen	" "	6.00
Round trip - one person		14.00
Home pick up or drop off in certain areas		3.00 Add'l
*GROUP RATES APPLY ONLY WHEN RESERVED AS A GROUP		

INFORMATION * RESERVATIONS * SCHEDULES

4 2 2 - 1 2 7 7

COUNTER ON BAGGAGE LEVEL NEAR DOOR NO. 7

Portland, Oregon, March 1983 (Attachment P)

March 10, 1983

Dr. Betty Levinson
147 S. Detroit Street
Los Angeles, CA 90036

Dear Dr. Levinson:

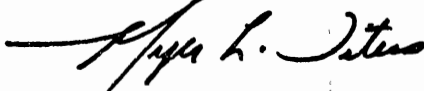
As the Chief Executive of Community College of Denver--Auraria (soon to be Denver Auraria Community College) I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

I know that members of the faculty and staff have offered their assistance in planning and implementing the conference.

In addition, I would like to extend an invitation to all WCRA members to visit our campus. Our college has an active and growing Developmental Studies Division and a highly successful Learning Development Center.

I am pleased that WCRA is interested in Denver, Colorado, as a conference site; I hope to be welcoming you to our campus in 1985.

Sincerely,



Myer L. Titus
Vice-President

SJ/pm

March 22, 1983

Dr. Betty Levinson
Site Chairperson
Western Collegiate Reading Association

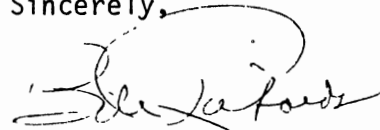
Dear Betty,

The faculty and staff of the Developmental Studies Division enthusiastically support Sally Conway's proposal to host the 1985 WCRA Conference in Denver. We are within walking distance from downtown Denver and enjoy the instructional the recreational advantages of a multi-institution urban campus.

Specifically, we offer our services for chairing or serving on committees responsible for tours, hospitality, program correlation, or conference organization. I can also commit divisional space and equipment resources for special meetings, in addition to sponsoring specific events connected with the convention.

Denver is an excellent location for conventions and I can offer you the efforts of a dedicated and professional staff to assist with whatever tasks your committee deems appropriate.

Sincerely,



W. R. Richards
Director
Developmental Studies

WR/1b

Community
College of
Denver

Portland, Oregon, March 1983 (Attachment P)



North
Campus

March 21, 1983

Dr. Betty Levinson
WCRA Site Chairperson

Dear Dr. Levinson:

If selected as a site for the National WCRA Convention, the Community College of Denver, North Campus is committed to offering the best possible services to all participants. The Learning Development Center/Developmental Studies staff will be available to chair or act as members of any committees necessary to organize the conference; the staff is also available for program committees (prior to or during the conference week).

Practical aid with audiovisual material, demonstrations and overall assistance with institutes or workshops can be easily arranged. Further, tours of the campus and facilities are a pleasure for the staff, as well as short tours of the surrounding area (information on "where to go" and "what to do").

In short, the Learning Development Center will do anything necessary to make the national convention a success. If I can answer any questions specific to the North Campus, please let me know.

Sincerely, ~

Tim Rizzuto
Coordinator
Learning Development Center

s

Community
College of
Denver

Portland, Oregon, March 1983 (Attachment P)



Red Rocks
Campus

G. C. ...
Vice President

March 21, 1983

Dr. Betty Levison
WCRA Site Chairperson

Dear Dr. Levison:

Denver, Colorado, the "Mile High City of the Plains" would be an ideal site for the 1985 WCRA Convention.

Many college campuses are located in Denver - Metro State, CU, Denver, and Loretto Heights. My own institution is the Community College of Denver. This system includes three campuses which offer a complete range of reading and developmental studies, including study skills and ESL programs. Instructors from these programs would be available as facilitators and presenters.

The developmental studies model at Community College combines credit courses, tutoring, adjunct programs with content areas, programs in concert with JTPA, unique approaches to GED prep, AVT instruction, and a vital and concerned faculty.

I would suggest tours of the Community College of Denver campuses. Denver Auraria Community College, in an urban setting, shares a campus with Metro State College and the University of Colorado at Denver. A feature of the campus is a block of restored Victorian houses located in the center of the campus.

Front Range College is the solar-heated campus. It is the site of a national model-Center for the Physically Disadvantaged - and of several audio-visual instructional features.

Red Rocks Community College is located in the Rocky Mountain foothills and offers several unique occupational programs and many self-paced courses in both general studies and occupational courses.

The city itself offers ample facilities for conventions, including several large downtown hotels with restaurant and meeting rooms.

Shopping in downtown Denver is eased by the unique new 16th Street Mall. Shuttle buses run every three minutes to whisk riders to Larimer Square with its unique shops and restaurants, and to Writer Square, where culinary treats of many cultures are available.

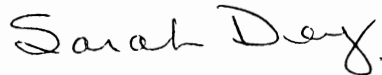
-2-

Denver, the "energy city", is experiencing a building boom. Sky-scrapers of a variety of color and design are constantly in progress. Walking tours of downtown Denver would integrate these locations into an extra-curricular opportunity for delegates.

Within busing distance are Central City, a real mining town restored to life, and Heritage Square, which includes a theatre of melodrama among its businesses.

I know the value and contributions of WCRA and believe that Denver would be the perfect background for your deliberations. I would definitely be available for active involvement in making such an event a reality.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Dey".

Sarah Dey, Coordinator
Learning Development Center

SDck

Portland, Oregon, March 1983 (Attachment P)

Auraria Higher Education Center



Office of Executive Director
Historic Ninth Street Park
1027 Ninth Street
P O Box 4615
Denver, Colorado 80204
(303) 629-3291

Community College of Denver/Auraria • Metropolitan State College • University of Colorado at Denver

March 16, 1983

Dr. Betty Levinson
147 South Detroit Street
Los Angeles, CA 90036


Dear Dr. Levinson:

On behalf of the Auraria Higher Education Center, I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

I am pleased that WCRA is considering Denver as a conference site. I would like to invite WCRA members to visit our campus during their conference here.

The Auraria Higher Education Center is a unique concept, home of three separate and distinct colleges, Community College of Denver-Auraria, Metropolitan State College, and the University of Colorado at Denver, with a combined headcount enrollment of over 30,000 students. The convenient downtown location of the 169 acre campus with its many historic buildings I'm sure would be of interest to WCRA members.

Sincerely,


Jerome F. Wartgow
Executive Director

JFW/LA/evw

Portland, Oregon, March 1983 (Attachment P)



Greeley, Colorado 80639
(303) 351-2303

February 16, 1983

Ms. Betty Levinson
Academic Resource Center
University of California
80 Powell Library
Los Angeles, CA 90024

Dear Ms. Levinson:

On behalf of the University of Northern Colorado and the Division of Student Affairs, I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

We are pleased that WCRA is interested in Denver, Colorado, as the host conference site. Members of our faculty and staff have pledged support in the conference planning efforts as well as active participation in the conference. We wish you and your organization success in the association's professional endeavors.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Gerald E. Tanner'.

Gerald E. Tanner
Vice President for
Student Affairs

GET:jlh

cc: Sally Conway
Pat Mulcahy

Portland, Oregon, March 1983 (Attachment Q)

*David Moore
Carol Walvekar*

*may change to grant
9:30 Salem*

March 14, 1983

Dick Lyman
1650 Verla Lane
Escondido, CA 92027

Dear Dick,

Enclosed you will find the scholarship applications which I received for consideration for the WCRA Scholarship. These were forwarded to me by Grant Kelly, Virginia Regelman, and Louise Renault.

The applications were reviewed by me and my committee which includes David Moore, a member of the Metropolitan State College Learning Assistance Center staff, and Carol Walvekar from UTEP. In reviewing these applications, we considered the following:

- a) evidence of scholarship;
- b) service to WCRA; and
- c) service to the field of learning assistance/reading.

Upon independent review, all members of the committee chose Louise Renault and I am recommending that she be awarded the scholarship.

Louise has been a member of WCRA for seven years, serving as a state director for three years. She has also been active in other professional groups over the years. Of greatest significance to the committee is the main thrust of her work (ESL/Community College). This, along with her excellent academic performance being nearest to completion and the excellent preparation of her application, placed Louise above the other candidates.

You should be aware that I'll be arriving in Portland on Friday and leaving on Sunday morning before the brunch. I must apologize for appearing to drop in and out of this year's conference, but commitments both during and after the conference make staying longer impossible.

I look forward to seeing you and the group in Portland. If you have any questions, please give me a call.

Sincerely,

Vincent Orlando, Chairman
WCRA Awards and Scholarship Committee

cc: Karen Smith, WCRA President-Elect

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 25, 1983

Members Present:

Richard Lyman, President; Ann Faulkner, Past President; Karen Smith, President Elect; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present:

Pat Benner, Pat Mulcahy, Ladessa Yuthas

The meeting was called to order by President Dick Lyman at 8:10 a.m.

I. By-Laws Changes

Dick discussed the procedure for the by-laws changes at the general business meeting.

II. Proceedings Report

1. Carrie believes the name Proceedings does not reflect the fact that the Proceedings is a referred journal. Thus, she feels some individuals hesitate to publish in the Proceedings.
2. Jane Hopper concurred.
3. Ann believes the name should be Learning Assistance.
4. Dick asked Carrie and Deryl Flemming to bring a recommendation on the name of the Proceedings to the Board at its Summer 1983 meeting.
5. Dick brought back issues of the Proceedings to sell at the conference.
6. WCRA has 4,300 copies of the Proceedings in storage and Dick recommends:
 1. To raise the price of all Proceedings to \$8.00.
 2. To do a selling campaign to sell the Proceedings.
7. Ann believed we should set a low package price and include the indexed Proceedings.

Moved (Smith) Seconded Faulkner). To raise the package price of Proceedings 4-16 to 75.00

(PASSED)

Moved (Kaman) Seconded (Faulkner). To commend Delryn Flemming for her fine effort and hard work on indexing the Proceedings.

(PASSED)

8. Mitch recommended that Carrie and Delryn's Proceedings committee make a recommendation to the Board at its July 1983 Board meeting on a plan to market the Proceedings.

III. Journal

1. The Journal is put out of its infancy and the Board need to review its scope and design.
2. Karen wants to see the Journal removed from the newsletter. She believes that the Journal is not considered quality. She recommends two publications one in Spring reflecting conference and one in Fall, made up of referred articles.
3. Carrie suggested:
 1. Proceedings with new name that accepts non-conference papers.
 2. Journal has good name, but poorly packaged.
4. Karen and Betty believe it should be taken out of the Newsletter and would opposed going into JDRE.
5. Karen believes we need one name with two volumes, Vol. 1 - papers from the conference, Vol. 2 - solicited.
6. Dick asked Delryn to investigate costs of printing a second publication analogous to the Proceedings.
7. Karen will report Mike O'Hear on the decisions of the Board.
8. Karen stated the need to have a mechanism for individuals and librarys to subscribe to the publications without membership.
9. Monographs
 - A. Karen believes we should consider monographs but we are involved in too many publication concerns at this time to implement a monograph.

- B. Carrie believes that monographs have less prestige and should not be considered.
- C. Karen would like to see a member approach the Board with the idea of a monograph and the Board could then consider discussing a monograph at that time.

IV. State Directors Report

- 1. Ann thanked Board members for attending the state directors workshop.
- 2. Projects of past year include:
 - A. N. California conference
 - B. S. California conference
 - C. Colorado conference
 - D. Texas conference
 - E. Oregon had a conference
 - F. Colorado has a 60.00 balance and approved travel money for their state director if institutional funds not available..
 - G. Ann will get a final copy of Expertise Network to the newsletter.

Additional requests:

- A. Directors want names of new members as soon as they join. Hal suggested that it is not a cost effective method.
- B. Ann suggests that the Board will consider at its Summer 1983 meeting requests for additional mailing service. Ann feels that we should not make a blanket policy of asking Oxford to send names of new members routinely to state directors.
- C. The present system is to send mailing lists in September and December.
- D. Did not discuss WCRA in terms of other local organizations.

- E. Some state directors were concerned about raising the dues. However, there was no great concern.
- F. The group at large was very enthusiastic.
- 3. Mitch feels that the Board should look at helping some state organizations become more formalized. This is particularly important with states developing large treasuries.
- 4. Pat Mulcahy was concerned about raising the dues.
- 5. Karen suggested the Board provide a \$2.00 rebate to each state for each member as an incentive, or to budget \$2.00 per member for state expenditures.
- 6. Mitch felt that the \$50.00 per state is too small. Rather, there should be a total fund which states can draw upon.
- 7. Dick will bring a recommendation on funding state organizations to the July 1983 Board meeting.
- 8. Ann feels that there should be some baseline of support because some directors would be afraid to request.
- 9. Karen sees the \$50.00 as yearly maintenance of effort that should remain in effect and not penalize on state for earning money.
- 10. Pat is looking into foundations for state level support.

V. Summer Institute Final Report

- 1. Dick feels very good about the institute at this point.
- 2. Dick felt he would have to keep close control over the institute.
- 3. The following will make presentation.
 - A. Carol Bogue
 - B. Karen Smith
 - C. Dick Lyman
 - D. Jerry Johnson
 - E. Lucy McDonald
 - F. Bill Broderick

4. Karen is concerned that Garr Granny is being paid as the directors and that Dick Lyman is doing all the work.
5. Karen suggested a Newsletter article for 1984 summer institute.

VI. Scholarship and Awards

1. Ladess Yuthas reported for Vince Orlando (Attachment O).
2. Recommended Louise Renalt to receive the WCRA scholarship.

Moved (Faulkner) Seconded (Smith). To accept the recommendation of scholarship committee to award Louise Renault the \$500.00 WCRA scholarship.

(PASSED)

3. The committee would like to have the Board consider guidelines for an award for scholarship or research of a member.
4. Karen wants the Board to change the procedure for Long and Outstanding Award to one letter to nominate a member for the award.

Moved (Kaman), Seconded (Faulkner). To have the scholarship and award committee bring to the Board at its July meeting recommendations for:

1. Change procedure for the selection process for long and outstanding award.
2. guidelines for research grant.

(PASSED)

VII. Political Action

- N. California state director Pat Benner reported to the Board (Attachment R).
- A. California community colleges have been cut, tuition will go into effect and funding will be based upon academic floor.
- B. Pat would like to form a committee within WCRA for political action.

Moved (Smith) Seconded (Walker) To include Jane Hopper in the reimbursement procedures for Portland.

(PASSED)

The meeting adjourned at 10:15

WCRA 2ND GENERAL SESSION

Portland, Oregon

March 25, 1983

- I. The meeting was called to order by President Dick Lyman at 1:15 p.m.

1. Introductions
2. Secretary's Report
3. Treasurer's Report
4. Election of Officers
5. Introduction of Speaker by Garr Granney
6. Presidential Address

II. By-Laws Report

1. Mitch Kaman, Secretary, reported on the By-Laws proposals.
 - a. Resolved, that Article IV of the WCRA By-Laws be amended to read as follows:

Article IV - Officers

1. The officers of the Association shall be a President, a President Elect, a Past President, a Secretary and a Treasurer. The President-Elect shall be elected for a one year term at each annual meeting of the membership of the Association. The President-Elect shall become the President of the Association at the next annual meeting of the membership of the Association following his/her election as President-Elect, and shall serve a term of one year as President. The President shall, at the expiration of his/her term as President, serve an additional term of one year as immediate Past President. The Secretary's and Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.

The motion passed without discussion.

- b. "Resolved, that Article I of the WCRA By-Laws be amended to read:
 1. The name in the Association shall be College Learning Assistance and Reading Association. Be it further resolved that the numbering of the Articles in the By-Laws be adjusted to reflect the amendment".

2. After a second, Betty Levinson moved to amend the motion in order to split the motion into two parts; part one (1) to change the name of the Association, and part two (2) to accept the name CLARA.
 3. Mitch accepted the amendment.
 4. The membership passed the amendment without discussion.
 5. Ann Faulkner spoke on the need to change the name.
 6. The membership passed part one of the amendment to change the name.
 7. Pat Heard discussed the need to change the name and moved to change the name of the Association to Western College Reading and Learning Association. A member in the audience seconded the motion.
 8. George Archelota, Felton Williams and Jim Brager spoke about the name.
 9. A member in the audience called for the question.
 10. The ammendment passed.
 11. The motion passed.
- III. Karen Smith discussed her goals as the next President. They included:
1. Commitment to membership through our publications, awards, state organizations.
 2. Commitment through special interest groups.
 3. Revaluation to publications.
 4. Regular communication to all committees, etc.
 5. Stronger relationships with sister organizations.
- IV. The election results were read:
1. Carol Bogue President Elect

2. Suzanne McKowen, Secretary

3. Carrie Walker, Treasurer

The business meeting adjourned at 2:20 p.m.

WCRA 3RD GENERAL SESSION

Portland, Oregon

March 27, 1983

Presiding: Dick Lyman, WCRA President

Awards: Dick Lyman, Chair WCRA Awards Committee
Lucy MacDonald, WCRA Portland Conference Manager
Karen Smith, WCRA Conference Program Chair

Introduction
of Speaker: Sharon Wooden, New Mexico State University

Speaker: Dr. Bradley Blake, New Mexico State University
"I Know You're Alive: I Can Hear You Breathing".

Installation of
Officers: 1983-84 Dick Lyman, 1982-83 President

Hello, San Jose!: Carol Bogue, San Jose City College

Uncorrected, not indexed 4/7

WCRA BOARD OF DIRECTORS MINUTES

March 22, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 6:30 pm.

Members Present: Dick Lyman, President; Karen Smith, President-Elect; Mitch Kaman, Secretary; Ann Faulkner, Past President; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Conference Manager; Carol Bogue, San Jose Conference Manager; Jane Hopper, Newsletter Editor.

Agenda: Dick reviewed the agenda (Attachment A).

I. Secretary's Report

1. Mitch presented the Minority Affairs Advisory Committee and Coordinator of Chairpersons Handbooks he developed.
2. Mitch presented the Colorado State Directory (Attachment B).
3. Mitch handed out the listing he developed indicating members who served WCRA (Att. C).

Moved (Faulkner) Seconded (Smith) Commended Mitch for putting together listings of members who served WCRA.

(PASSED)

II. Per Diem/Board Expenses

1. Dick wants to have the Board establish a per diem policy.

Moved (Faulkner) Seconded (Smith) For the Portland 1983 conference the Board should cover the costs of the: room and per diem for the Board, conference manager and newsletter editor prior to convening the conference (Tue. Wed. 3/22, 3/23) and due to the fact that the hotel is not "comping" rooms, pay for the president's and conference manager's room during the conference.

(PASSED)

Moved (Kaman) Seconded (Faulkner). The Board should look at the conference budget at the end of the conference to determine if the association can pay for room expenses of other board members. *

(PASSED)

2. Mitch will report back with a per diem policy. Carrie Walker arrived at this time (7:10 pm).

III. Treasurer's Report

1. Carrie handed out her report (Attachment D).
2. Carrie suggests hiring an accounting service for bills and record keeping because of the time involved. Carrie estimated she spends 8 or more hours per week on bookkeeping. She suggests treasurer should spend more time in investments, answering correspondence, etc. *
3. The report included the preliminary budget plus actual expenses spent until 3/11/83.
4. Carrie feels that she should not pay bills at the conference but rather collect the bills and then mail checks later. Also, all bills must have appropriate reimbursement form.
5. IRS indicated WCRA needs to fill out form 990 if our income was less than \$10,000. Carrie will go to the IRS to determine what our responsibility is. Karen Smith will take care of any previous reporting if that needs to be done. Carrie will report for her year(s) as treasurer. Carrie investigating

Moved (Smith) Seconded (Kaman) To commend Carrie for an outstanding job of organizing the accounting system for 1982-83.

(PASSED)

6. Dick suggested the treasurer itemize income. Carrie suggested that we separate conference income from dues and Proceedings.
7. Karen will send a WCRA Certificate of Appreciation to Carrie's secretary. *
8. Dick suggested that the external income budget categories should be:

dues, Proceedings, interest, conference profit, other.

9. Ann suggested that the conference manager should report conference income in the same categories as above.
10. Carrie suggested a yearly professional audit by a committee of members reviewing the books. Dick stated that WCRA uses the procedure of the committee.
11. Karen suggested WCRA provide an honorarium to pay an outside person help with the audit team.
12. Mitch suggested that Carrie develop an audit procedure that the Board could adopt.
13. Board wants Carrie to get cost estimates for bookkeeping services and report by mail to Board. *

IV. Leadership Issues

1. There is concern about the lack of transfer of information from board to board. Mitch suggested that board members develop handbooks..
2. Discussed asking institutions to provide release time to President and President Elect to get out and lead the organization. Ann noted that it is hard to get good people to run for office and institutions are relevant to release people.
3. Discussed having the association buy a portion of the president's salary.
4. Discussed WCRA support a member to write grants, research, etc., to help support the organization.
5. Karen feels the need for more travel money for president to go out and lead.

The meeting adjourned at 9:15 pm.

WCRA BOARD OF DIRECTORS MINUTES

March 23, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 9:05 a.m.

Members Present: Dick Lyman, President; Karen Smith, President Elect; Ann Faulkner, Past President; Mitch Kaman, Secretary; Carrie Walker, Treasurer; Jim Walker; Craig Mayfield.

Others Present: Lucy McDonald, Conference Manager; Carol Bogue, San Jose Conference Manager; Jane Hopper, Newsletter Editor.

I. Special Interest Networks

1. Sunday morning has been scheduled for special interest groups. Kate Sandberg will be coordinator of special interest groups. The groups are:
 - A. CAI - Individuals who are writing programs
 - B. Learning Assistance Managers
 - C. Political Action Task Force
 - D. Other
2. The structure is informal at this time but Kate will attempt to develop a more formal structure.
3. Ann was concerned about incorporating the special interest network with the expertise network.

II. Placement Network/Task Force

- A. ~~Dick~~ ^{Karen} discussed with NARDSPE the possibility of a national job network. Thus, our placement director would work with NARDSPE and provide nationwide jobs.
- B. Karen discussed the possibility of CSULB putting the placement listings on their computer and be the coordinator for the network.

After hearing the placement report, the Board established a task force.

- C. Moved (Smith) Seconded (Faulkner) To determine the feasibility of a WCRA/NARDSPE Placement Network.

agreed with the

corrections

(PASSED)

III. Oxford Mailing Service

1. Dick discussed the 80-81, 81-82 Oxford charges (Attachment E).
2. Dick suggested that Oxford should not send out multiple copies of Newsletter to Board members but the Newsletter Editor should provide that service.
3. Dick will talk to Oxford about our tax exempt status.
4. Presently do not have mailing lists of colleges in Canadian provinces and Hawaii.
5. Dick discussed ideas for restructuring Oxford costs (Attachment F).

Dick suggested WCRA have a membership chairperson. He believes that Oxford does much membership work and may be it would be more cost effective to have a member handle that correspondence.

6. The Board discussed the Oxford letter on 3/14/83 (Attachment G).

The Board discussed Hal's recommendation that WCRA should charge separately for Proceedings. Dick asked Gwyn Enright about that policy and it was her feeling that members would not purchase the Proceedings.

Moved (Kaman) Seconded (Walker) To separate dues from conference registration with a reduced conference registration for members.

(PASSED)

7. Future boards should consider making the reduced rate equal to the membership fee as an incentive to join.

Moved (Smith) Seconded (Kaman) Beginning with conference year 83-84, Proceedings will be a benefit of membership.

(PASSED)

* include in letter to members and potential members

8. The Board felt the above motion would help with membership recruitment and retention and would justify the \$10.00 membership dues increase. The Board understands that it costs \$5.00 per Proceedings to print and mail but the increase is justified.
9. Dick suggested the future budgets be designed so Oxford costs other than general maintenance be assigned to appropriate categories rather than the general budgeting presently done. Further Dick suggested using budget categories 4, 9, 10, 12, 16, 20, 21, on Attachment F. *

A. Budget categories:

- (4) Coordinator State Directors
 - (9) Newsletter
 - (10) Proceedings
 - (12) Journal
 - (16) Board of Directors
 - (19) Membership
 - (20) Conference
 - (21) Mailing Service - General
- *

10. The Board wants to keep Oxford and gain a greater control of accountability. The Board felt membership maintenance is much too involved to have a member handle it alone. *

IV. Conference Call

The Board felt the conference call was very effective and all future boards should have at least one conference prior to the meeting. *

V. San Jose Contract

1. Carol Bogue handed out the copy of the San Jose contract (Attachment H).
2. Carol felt the Hyatt met all WCRA requests.

Moved (Smith) Seconded (Faulkner) To accept plan A \$56.00 single ; \$64.00 double for the San Jose Hyatt for the 1984 conference.

VI. Liaison Report from College Reading Association

Jim Walker, WCRA liaison with CRA gave his report which included:

- A. CRA has not had as strong tradition of liaison.

- B. Next CRA conference is in Atlanta, Oct. 19-22 and Jim will make an effort to do a cosponsored meeting if the Board desires.
- C. Jim is the chair elect for the Adult Learners division of CRA.
- D. Jim noted that CRA is mostly college professors.
- E. CRA is looking toward implementing a mailing service.
- F. CRA membership is around 350 this year.

VII. Newsletter Report

- 1. Jane handed out a report (Attachment I).
- 2. Jane was concerned about the purpose of the Newsletter. Is it to inform members about Board decisions or is it for quarterly information? If former, then she will hold deadlines for officers.
- 3. Betty stated that one purpose is ^{to} provide information from officers but deadlines should not be held for officers.
- 4. Deadlines for Newsletter should be adhered to and the members should receive it within six (6) weeks.
- 5. Jane will notify members receiving multiple mailings that they must notify her if they want multiple copies next year. The president elect should get 15, all other Board members to get 5. Jane will do the multiple mailings instead of Oxford.
- 6. Karen will direct Hal at Oxford to stop sending multiple mailings of the Newsletter. *

Moved (Kaman) Seconded (Faulkner). The Board established an \$8.00 per year cost for the Newsletter consistent with postal service regulations.

(PASSED)

- 7. Dick commended Jane on her efforts.

Viii. Journal Report/Publications

- 1. Dick handed out Mike O'Hears report (Att. J).

2. Betty suggested one Journal per year sent separately from the Newsletter to increase prestige.
3. Jane suggested putting Journal into Proceedings.
4. Dick will send a letter of appreciation to Steven Hollander. *
5. The editor should appoint a university research person to the Journal editorial board. Mike should be informed that he can choose all members of the editorial board.
6. Dick discussed major publication issues including:

Newsletter - Link with Journal
Proceedings - Name change
Journal - Change - eliminate
Monographs - Add
New Directions - Jossy Bass

IX. Liaison Relationships

1. NARDSPE and WCRA - exchanged conference registration exemption of presidents.
2. At the NARDSPE conference, ^{and Karen} WCRA was highly visible as Dick was invited to their board meetings and our conference was mentioned.
3. NARDSPE believes that a state organization could affiliate with both organizations.
4. Dick feels there is a good working relationship with some tension.
5. Ann feels that NARDSPE has gotten a good grass roots. Organization in Texas and state members get a reduction of NARDSPE dues.
6. Ann feels WCRA should look to giving reduced rate to state organizations.

Moved (Faulkner) Seconded (Smith). Increase allocation for state directors luncheon to 27.

7. The Board consensus is that the liaison coordinator is a presidential responsibility. *

X. 1980-82 Treasurer's Report

Dick handed out his report (Attachment K).

Moved (Smith) Seconded (Kaman). To accept Dick's report in lieu of the treasurer's annual report in 80-81, 81-82. Karen commended Dick for his time and energy for pulling together the report.

(PASSED)

The meeting adjourned at 5:30 pm.

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 23, 1983 7:00 p.m.

Members Present:


Dick Lyman, President; Karen Smith, President Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer

Others Present:

Pat Heard, Nominations Chairperson; Suzanne McKowen,
Carol Bogue, Betty Levinson, Hane Hopper, Craig
Mayfield, Kate O'Dell, Mary Hess, Garr Granney

I. Nominations Report

1. Pat handed out the nominations report (Attachment L).
2. Larry Bridges candidate for treasurer withdrew and there was no time for another candidate to get information to the Newsletter (see Attachment M).
3. Pat suggested that we only change the By-Laws and there is no need to change the Constitution.
4. Pat handed out a job description of the chairperson of Nomination Committee (Att. N).

Moved (Faulkner) Seconded (Kaman). To receive from Pat Heard with deep appreciation the draft job description and to have Betty Levinson to bring a final job description to the Board at its July meeting. 

(PASSED)

5. Pat was concerned about costs of long distance telephone and was assured that \$200.00 was budgeted.

Moved (Faulkner) Seconded (Kaman). To accept the Nomination Committee report dated 9/28/82

(PASSED)

II. State Director's Report

1. Ann handed out the membership report (Attachment N).

2. The emphasis for the past year was to develop the expertise network and for membership recruitment.
3. Publication of the expertise network will be forthcoming this Spring.
4. The directors pledged themselves to a 15% growth rate and the actual growth was 17%.
5. Betty feels that we need to invest more time and money for state directors for their own development.
6. Ann discussed the state directors agenda (Attachment 0).
7. Karen believes that the state directors should talk to the Board to give them more recognition.

III. Affiliation and Cosponsorship

1. WCRA can affiliate with other organizations but it takes a 25% vote of the membership.
2. The organization does encourage cosponsorship.

IV. Target States

1. Dick as coordinator of state directors will target N.Calif., Oregon.
2. Karen supported the need to target Oregon after the conference to maintain momentum.

V. Mini Conferences

Dick will look at putting together a mini conference to generate profit and membership. These conferences would focus on one topic and be a one day workshop. *

VI. Local Publications

Dick will encourage state directors to put out state newsletters.

VII. By-Laws Change

The secretary will give a report of the By-Laws committee (Board) moves for the adoption of the motion.

No ? —

VIII. Summer Institute

Garr Granny discussed the summer institute.
Highlights included:

- A. Garr's feeling of strong institutional support.
- B. A brochure will be coming out in the next few weeks.

Moved (Smith) Seconded (Kaman). To present to WCRA Membership the 1983 Summer Institute at a cost of \$300.00 with a \$20.00 reduction for WCRA members.

The meeting adjourned at 10:10 p.m.

WCRA

1ST GENERAL SESSION

Portland, Oregon March 24, 1983

The meeting was called to order by President Dick Lyman at 1:40 p.m.

Dick introduced the individuals at the dais and welcomed them.

Karen welcomed the group and extended thanks.

Lucy welcomed the group and introduced Dr. Nickelson.

Pat Heard discussed the nominations procedure and introduced the office.

There were no floor nominations for any office.

Chuck Hunter introduced the speaker Keith Thomas

WCRA BOARD MINUTES

Portland, Oregon

March 24, 1983

Members Present: Dick Lyman, President; Ann Faulkner, Past President; Karen Smith, President Elect; Mitch Kaman, Secretary; Carrie Walker, Treasurer

Others Present: Betty Levinson, Pat Mulcahy, Jane Hopper, Ladessa Yuthas, Delyrn Flemming, Curtis Miles.

The meeting was called to order by President Dick Lyman at 3:35 p.m.

I. Name Change

1. Pat Heard addressed the Board. Her concerns were:
 - A. Pat has felt the name should be changed
 - B. She feels that we should retain its original roots and recommendation to change the name to include: Western, College and Reading and to include the word Learning "WCRLA".
2. Ann supported the name CLARA.
3. Karen does not support CLARA, but supports Pat Heard's idea
4. Mitch supports the name CLARA, but feels the membership does not support the name change and thus cannot support the name change.
5. Dick can firmly support CLARA. His choice would be WCRLA or WCRLAA.
6. Consensus is WCRLA

II. Liaison Reports

No reports at the present time.

III. Site Selection

1. Betty Levinson reported on the Colorado bit. She indicated the support of Metro State College and Denver Auraria Community College.
2. Sally Conway presented the Denver 85 bid (Attachment P).

Moved (Kaman) Seconded (Smith). To accept the Denver bid for 1985.

(PASSED)

IV. NARDSPE/WCRA DISCUSSION

Curtis Miles joined the Board to discuss meaningful issues:

A. Issues/Priorities Curtis noted:

1. Computer issues relating to hardware, software.
2. To get developmental education decisions made with input from professional organizations.

The meeting adjourned at 5:00 p.m.

NEWSLETTER EDITOR'S REPORT

WCRA BOARD MEETING

Portland, Oregon

March 23, 1983

1. Publication:

Deadlines - function of the newsletter

Printers - recent, future

Editing - suggestions? complaints?

2. Distribution:

Number of copies sent, method

Oxford Mailing Service - accolades

3. Column Directors:

Vacancies - Evaluation (Carol Walvekar)

Materials (June Dempsey)

Additional columns

4. Correspondence:

Gale Research - Directory of Newsletters and Reporting Services,
3rd ed.

General

5. Expenses:

Bids for 1000 copies, 8-12 pages.

Editor's expenses

6. Deadline dates:

#1 Winter
Jan. 5 15

May 15

Aug. 15 (Jy 31?)

Oct 1.
Oct. 15

Please see attached page.

*communication
officers to memb.
purpose -
comm. on quarterly basis -
deadlines actual*

Call for proposals

*arrive
6 weeks*

Respectfully submitted,

Jane Hopper

WCRA Journal Report

1. The number of contributions has risen enough this year to permit publication of three issues rather than two. We also have a backlog of four contributions, which are presently being considered.
2. Despite the extra manuscripts in hand, I feel it is better to hold these manuscripts, even if all are accepted, for a fall 1983 issue because we have had such a small number of manuscripts in the past that receipt of enough additional quality material before fall is uncertain.
3. Over fifty requests for submission guidelines have been received as a result of announcement of Journal start-up in a number of professional journals.
4. The Journal has come in under budget because printing charges have averaged under \$600 per issue. I would think that a reasonable budget figure for next year would be around \$2200 for printing, postage and assorted related supply expenses.

Recommendations

1. Budget should be set at \$2200 for a projected three issues in 1983-84.
2. The Journal should still continue as a Newsletter insert.
3. Because we are getting some research articles at this point, I would like to suggest that a university person familiar with research technique and validity be added to the editorial board. *President*
4. Mr. Steven Hollander, the University Editor at Indiana-Purdue, Fort Wayne, has done much excellent, unpaid work as final editor of Journal submissions. Steve has an eye for structural flaw and never misses a misplaced comma or spelling error. Because of his contribution, I would like to recommend that the WCRA Board send him a letter of appreciation with a copy to Dr. Joseph Giusti, our Chancellor. The address is: Mr. Steven Hollander, Editing Services, University Relations, Indiana University-Purdue University, 2101 Coliseum Blvd. East, Fort Wayne, Indiana 46805.
5. Because we still need more manuscripts, I would suggest that both at the conference and in the Newsletter, WCRA members be again urged to contribute to the Journal.

NEWSLETTER EDITOR'S REPORT, WCRA BOARD MEETING, Portland, Oregon
March 23, 1983

Page 2.

Deadline dates and copy per issue

Issue #1 - Winter - January ⁵~~15~~. Conference information.

Issue #2 - Spring - May ¹~~15~~. Post conference: Board meeting highlights
Conference photos
Conference highlights
Next conference information

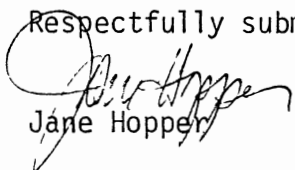
Issue #3 - Summer - August 15 (July 31?). Board meeting highlights
(Nomination information?)

Issue #4 - Fall - October 15. Pre conference information
Statements from nominees for office
(with photos)
Absentee ballot
Outstanding service nomination form
Call for proposals

Regular columns: Awards
Eric
Materials
Nontraditional and Minority Affairs
Officers
Placement
Proceedings
Spotlight
State and Province Directors
Tutorial

Suggestions?

Respectfully submitted,


Jane Hopper

OPEN LETTER TO THE CALIFORNIA CONTINGENT OF W.C.R.A.

State deficits threaten many of our programs. Recent California Post-Secondary Education Commission recommendations raise serious questions regarding basic skills instruction. We believe these are serious questions that deserve informed responses and that W.C.R.A. members are experts devoted to serving the very population whose presence in community college is challenged.

The purpose of this letter is to identify some of the issues, as we perceive them, and to request that a political action committee be formed to respond to the state legislators, the governor, the Chancellor, and to the California Post-Secondary Education Commission.

Issue I: State deficits and consequent budget cuts threaten Community College programs. Planning from year to year is impossible as Community Colleges never know how much money they will receive.

Possible Solution: Education must have a solid tax base from which to operate. There may be worse consequences than raising taxes.

Issue II: The proposed tuition may affect those populations most in need of free education: minorities, women, economically disadvantaged, unemployed.

Possible Solution: Press for a return to free education at the Community College level. Again, provide a solid tax base.

Issue III: A California Post-Secondary Education Commission report dated January 17, 1983, recommendation #6 stated, " . . . that the Board of Governors of the California Community College establish an academic floor below which instruction will not be offered. That they redirect students below this level to the adult basic education program operated either by the local community college or school district. A reasonable period of time should be allowed before this floor is instituted." A sixth grade level ability to read, write and compute is suggested as a possibility (p. 112).

At first glance, this appears quite reasonable and logical, but we believe it raises some other issues:

- A. Adult Education has reached the year of its "sunset clause." These clauses are built into certain appropriation bills so that money is not automatically budgeted but the need for the program must be reassessed. We have no guarantee that Adult Education will be funded.

Possible Solution: Community College could take over the role of adult education in educating those below sixth grade, or Community College could recommend to the legislature that adult education should continue to be funded.

- B. Adult Education programs are divided almost equally in being under the auspices of either a K-12 district or a community college district. In addition funding levels are different. Also the California Post-Secondary Education Commission report (P. 115) suggested "non credit courses funded at a lower ADA rate by the state (\$1100 on the average) . . . "

MEMO FROM....
Suzanne

Karen -

Maranda dropped
me a note, too late to
add to minutes, but worthy
of addition to MAAK Committee
list.

Dr. June Brewer

XXXXXX
XXXXXX
XXXXXX

WCRLA BOARD MINUTES

March 27, 1983

Portland, Oregon

Board Members Present:

Karen Smith, President; Carol Bogue, President Elect; Dick Lyman, Past President; Suzanne McKewon, Secretary; Carrie Walker, Treasurer.

Others Present:

Miranda Montgomery, Chairperson, Minority Affairs Advisory Committee; Felton Williams, Member, Minority Affairs Advisory Committee; Patti Dozen, California State University, Long Beach; Lucy McDonald, Portland Conference Manager; Anna Marie Schlender, Placement Bureau Chairperson.

The meeting was called to order by President Karen Smith at 1:00 p.m.

I. Preliminary Portland Conference Report:

Portland Conference
Report

A. Lucy reported that there will be no final accounting until all receipts are in, but that registration and room rentals were \$570.00 over projections. Lucy stated that her committee members stayed well within their budget. She reported a total of 270 attendants at conference. (Attachment A)

(M) Lyman: Special commendation go to Jerry Johnson for his organization and support of the hospitality suite.

(S) Bogue:

PASSED

Institute Closure
and Attendance

B. Carrie requested names of those whose institutes were cancelled. Karen suggested Carrie send cover letter with reimbursements explaining closures. Lucy reported institute attendance as follows:

#1 - 30	#5 - 28
#2 - 10	#6 - 33
#3 - 14	#7 - 18
#4 - 7	#9 - 30

Total income from institutes was \$1980. Karen praised good attendance. Lucy stated that members told her they appreciated having institutes and sessions overlapping.

President-Elect's
Accounting

- C. Karen offered her accounting of conference spending as Program Committee Chairperson. (Attachment B). Dick reminded board of unexpected income to occur throughout the year from members who did not attend conference.

II. Minority Affairs Advisory Committee (MAAC) Report:

MAAC
Suggestions for
1984 Conference

- A. Miranda distributed report. (Attachment C)
- B. Suggestions: (3)
1. Karen asked that suggestions for 1984 conference be made directly to Carol. Deadlines for institutes are earlier than those for other activities.
 2. Miranda asked to be advised of all changes in deadlines as early as possible.
 3. Suggestions for speakers, institute directors were made.

MAAC
Membership List

- C. Miranda announced that Theria Beverly has agreed to update MAAC membership list. Karen asked updated list to go to Carol; 2 copies to Karen, 1 copy to Dick.
- D. Karen encouraged Miranda to submit her presentation paper to WCRLA Journal. Topic is LAC impact on minorities.

Funding
Allocation

- E. Karen advised MAAC to submit detailed request for increased allocation of money to committee's fund. (Present allocation = \$200)

MAAC Committee
Chair invited
to next board
meeting

- (M) Lyman: Miranda Montgomery, as chair of MAAC be invited to the next board meeting as invited board guest to discuss minority affairs in order to develop a clear direction for WCRLA in regard to minority relations.

(S) Bogue

PASSED

F. Karen reappointed Miranda as MAAC chairperson until the next board meeting. She accepted position.

(M) Lyman: Miranda Montgomery and Felton Williams be commended for outstanding service to WCRA.

(S) Bogue:

PASSED

III. Other 1983/84 Business

Next Board
Meeting

A. Date for next board meeting.

1. Dick requested date be late August. Carrie requested it not be last 2 weeks of August or first 2 weeks of September. Carol requested after August 15.

(M) Lyman: The next board meeting be held Saturday prior to Summer Institute at site; if Institute cancelled, meeting be held in San Jose, CA.

(S) McKewon:

PASSED

B. Dick asked MAAC to give oral presentation at next board meeting.

(M) Walker: Regular fall board meeting be September 16, 17, 18, 1983, in San Jose, CA.

(S) Lyman:

PASSED

Placement Bureau
Director's Report

C. Anna-Marie requested direction from the board.

1. She has started a clearinghouse for jobs including 3 LAC staff, 2 reading staff, and 10 combined staff members.

New Directions for
Job Placement

2. Anna-Marie reported that she presented a workshop on how to change jobs at the Portland Conference. She offered to do another.

3. The request for reimbursement of funds was approved. Expenses were \$85.88.

4. Anna-Marie asked if jobs activated during this period should remain active. Questions were raised regarding fees for placement services. A need for further information was noted.
5. A letter will be sent to State Directors for job coordination.
6. Karen offered information to committee from member resource form.
7. Karen offered current membership address for coordination and liaison with other organizations.
8. Karen asked that all jobs be included in listing. She advised Anna-Marie not to discriminate between temporary and permanent jobs, but to include all.
9. Lucy thanked Anna-Marie for her judgment in placing the job board so advantageously at conference.
10. Karen announced that a job placement task force selection will be postponed until a later date.

Placement Bureau
Task Force

D. Learning Center Manager's Network Special Interest Group (SIG)

Learning Center Manager's
Network Special Interest
Group

1. Patti thanked Dick and Karen for their support in her endeavors. She reported the activities of the Network SIG and its purpose, which is to provide professional development and emotional support to learning assistance center managers.
2. Patti offered the names of 4 people who were interested in starting their own Network in other areas. They are Manuel Olgin, California State University, Fresno; Ann Forczon, University of New Orleans; Marianne North, Casper College, Wyoming; and Kevin Lyons, Suffolk University, Boston.
3. A post-conference meeting of the Southern Calif. Network is planned.

4. Patti reported that Jim Prager of Yuba College sought presenters from the Network for the Community College Tutorial Association meeting in Los Angeles.

5. Patti made these requests:

- a. official recognition by board as a SIG.
- b. operating expenses of \$200 to cover mailings.
- c. posted meeting times at next Conference and Institute.
- d. space in Newsletter.

(M) Lyman: Patti Dozen be declared chairperson of Learning Center Managers Special Interest Group.

(S) Walker:

PASSED

Funding for
SIG's

(M) Lyman: Supplementary budget of \$500 be set aside to be used at the discretion of the President to promote Special Interest Group activities, contingent on funds.

(S) Bogue:

PASSED

Newsletter
Format Change

E. Karen noted that the typical Newsletter format will be replaced by a double page spread of pictures of the conference. Also, two new members will be writing columns (Becky Johnens and Kevin Lyons) describing the conference.

New WCRLA Logo

F. New WCRLA logo will be ordered for stationery, programs, and banner. Karen reported that Alan Frankel offered his father's business to make new banner. Dick requested it be in brown and beige to match stationery.

Proceedings Price
and Format

G. Karen discussed new price of Proceedings as \$8.00 each and total Proceedings as \$75.00 effective immediately after conference. There followed discussion about combining Journal and Proceedings into one publication with both editors remaining as senior and assistant editors. This would allow inclusion of more articles.

- H. Karen requested information for board meetings to be sent to her three weeks prior to meeting, with copies sent to all board members. Copies could be sent twice monthly or more often, if necessary.

Summer Institute

I. Summer Institute

- (M) Lyman: Summer Institute be moved to New Mexico State University or cancelled at discretion of President.

(S) Bogue:

PASSED

1. Dick invited Secretary and Treasurer to attend Summer Institute if board meeting were held there.

Discussion followed.

1984 San Jose
Conference

J. 1984 Conference

- (M) Lyman: Advanced funding of \$1,000 be sent to President-Elect for 1983-84 Conference business.

(S) McKewon:

PASSED

The meeting was adjourned at 3:20 p.m.

SMK/bi
Attachments

Presenters 5:1
West: Eastern

279

205
24
229
231
260

1983 Conference Statistics
270 attendees
75 first timers

(28 one day) (31) one day

States (28) + Canada

5 Alaska
11 Arizona
64 California
17 Colorado
1 Florida
9 Idaho
5 Illinois
2 Indiana
1 Iowa
1 Louisiana
2 Massachusetts
1 Missouri
1 Montana

2 Nevada
10 New Mexico
2 New York
1 North Dakota
1 Ohio
1 OK
63 Oregon
2 South Carolina
2 South Dakota
19 Texas
9 Utah
20 Washington
1 Wisconsin
2 Wyoming
3 Hawaii

Canada { 2 B.C.
2 Alberta

Members by sheet

219 She registers
51 on-site

WCRA 1983 CONFERENCE ADVANCE REGISTRATION FORM

NAME _____ renewal: ☐ new: ☐

Send mail to: (check appropriate box) ☐ My first time at a WCRA conference

☐ HOME ADDRESS _____
(street)

(city) (state) (zip) PHONE () _____

☐ INSTITUTION _____
ADDRESS _____ PHONE () _____

(city) (state) (zip)

CONFERENCE FEES - Check appropriate box(es) and fill in the amount:

☐ COMPREHENSIVE REGISTRATION FEE
(Includes 1983-1984 dues and Proceedings as well as
conference registration.) 1. \$60.00

☐ FULL REGISTRATION FEE
(This does NOT convey membership in WCRA, voting
privileges or Proceedings.) 2. \$30.00

☐ ONE DAY PLUS MEMBERSHIP
(Registration will be for one specific date.)
Date requested: 3. \$40.00

☐ ONE DAY - NO MEMBERSHIP
(Registration will be for one specific date.)
Date requested: 4. \$25.00

☐ LATE REGISTRATION FEE
*After March 1 5. \$ 5.00

☐ INSTITUTES * *
(Check program listings for descriptions.
Preregistration required. \$10.00 per Institute.)

☐ INSTITUTE #1 - Thursday 9 a.m.-12
"Combining Study Skills Instruction w/Subject Matter Teaching & Tutoring"

☐ INSTITUTE #2 - Thursday 9 a.m.-12
"Grantsmanship & Grantwriting"

☐ INSTITUTE #3 - Thursday 9 a.m.-12
"Intro. to a Science of Tchg: A Tchg. Method based on Piaget's Theory..."

☐ INSTITUTE #4 - Thursday 9 a.m.-12
"Winning Friends & Supporters for Developmental Skills Programs"

☐ INSTITUTE #5 - Thursday 9 a.m.-12
"Hands-On Software Tutorial" (computers)

☐ INSTITUTE #6 - Friday 9 a.m.-12
"Three Steps Toward Tchg. Analytical Thinking & Problem Solving" (computers)

☐ INSTITUTE #7 - Friday 3 p.m.-6
"Visicalc: Vanguard of the Calculating Frontier" (computers)

☐ INSTITUTE #8 - Saturday 9 a.m.-12
"Learning Cycles in the College Classroom"

☐ INSTITUTE #9 - Saturday 1:30 p.m. 4:30 Closed
"The Computer as Diagnostician: Individualization Made Practical" (computers)

Total Institute Fees \$ _____

☐ WOODCHOPPERS' BALL: Lumberjack and Jill's Happy Hour
☐ Salmon Bake \$18.00

☐ HUNTERS' DELIGHT (Steak & Chicken). \$18.00

☐ SUNDAY BRUNCH: "Goodbye Portland -- Hello San Jose" \$ 9.00

☐ LEISURE TOURS:
☐ Thursday a.m. Pendleton Woolen Factory & Mill End Store \$ 8.00

☐ Thursday a.m. Scenic Tour Through Columbia Gorge \$16.00

☐ Sunday p.m. (after Brunch) Mount St. Helens \$20.00

☐ CAMPUS VISITS
(Students are on vacation. Emphasis will be
instructional materials.) \$ 3.50

TOTAL . . . \$ _____

SEND: Registration Form and Fees to: Pat John, Study Skills Director
Lane Community College, 4000 E. 30th, Eugene, OR 97405

*** ALL CONFERENCE PARTICIPANTS MUST REGISTER FOR THE CONFERENCE ***

Attachment B

WESTERN COLLEGE NURSING ASSO.

NMSN Acc # 1-9-92316

Prepared By	Initials	Date
Approved By		

		1	2	3	4
		Expenses	Income	Balance	
1	9 82	Balance forward (NM-WCRA)		28142	1
2		Deposit (Board Advance)	1000-		2
3		Master postage } 1st call to	648		3
4		3rd class postage } Conf.	6621		4
5			7269	1000-	5
6				120873	6
7	11 82	Transfer NM-WCRA funds - UNM	28142		7
8			28142	92731	8
9				11/30/82	9
10	12 82	Prog. Committee - meals	2360		10
11		" - motel	14722		11
12		Ad./Journal Rem/Dew. Ed.	24490		12
13			41572	51159	13
14				12/31/82	14
15	2 83	Deposit (Board Advance)	1000-		15
16		Postage	407		16
17		Board (WCRA mem. labels)	(3) 10-		17
18			1407	1000-	18
19				149752	19
20	3 83	Printing - Conference Brochures	240-		20
21		Postage (WCRA + 700)	(3) 140-		21
22		Printing - Programs	450-		22
23		Shipping Prog. to 107land	126-		23
24		Conf. Fund. - Walworth	(3) 100-		24
25			1056-	49152	25
26				3/18/83	26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

4804 (84804) - Buff
8804 (88804) - Green

ACCOUNT	ACCOUNT NAME <i>from in org budget</i>	BUDGETED	EXPENDED	INCOME PROJECTED	ACTUAL INCOME	HOW PAID	EXPENSES UNDER/⟨OVER⟩ PROJECTION	ACCOUNT BALANCE EXPENSE UNDER/ ⟨OVER⟩ INCOME
P.C. <i>Program Chair</i>	Travel	500.	329.36				170.64	
(C.L.A.) (N.M.S.U.)	Travel	.	(803)	(WCRA-Portland)				
(V.P.) (N.M.S.U.)	Travel		(2362)	CO-WCRA-Denver, TX-WCRA-Austin, NASPA-Denver, NARDSPE-Little Rock, IRA-Anaheim				
(C.L.A.) (N.M.S.U.)	Printing- Call to Conf.	75.	(60)				75.00	
(C.L.A.) (N.M.S.U.)	Printing- Call for Prop.	75.	(93)				75.00	
P.C.	Printing- Conf. Brochure	400.	240.				160.00	
P.C.	Printing- 2nd Call Conf.	250.	0				250.00	
P.C.	Printing- Programs	1000.	450.				550.00	
P.C.	Proceedings	900.						
(G.L.A.) (N.M.S.U.)	Printing- Misc.	100.	(130.)				100.00	
P.C.	Adv./Journals	350.	244.90				105.10	
(C.L.A.) (N.M.S.U.)	Postage Mailing labels	0	(23.79)					
P.C.	Postage- Call to Conf.	100.	72.89				27.11	
(C.L.A.) (N.M.S.U.)	Postage- Call for Prop.	100.	(60.)				100.00	

() - put ACRP items

ACCOUNT	ACCOUNT NAME	BUDGETED	EXPENDED	INCOME PROJECTED	ACTUAL INCOME	HOW PAID	EXPENSES UNDER/⟨OVER⟩ PROJECTION	ACCOUNT BALANCE EXPENSES UNDER/ ⟨OVER⟩ INCOME
P.C.	Postage- 2nd Call Conf	250.	0				250.00	
P.C.	Postage- Conf. Brochure	220.	140 (?)				80.00(?)	
P.C.	Postage- Post-Conf.	20.	0				20.00	
P.C.	Postage- Misc.	100.	60 (?)				40.00 (?)	
P.C.	Postage-Oxford Pre-regis.	425.						
P.C.	Postage Prog to Portland	100.	126.				⟨26.00⟩	<i>Shipped on Tuesday Various things</i>
P.C.	Prog. Comm Meeting	0	170.82				⟨170.82⟩	
P.C.	Speakers' Honoraria	800.						<i>1000 + expenses</i>
P.C.	Speakers' Expenses	800.						
P.C.	Misc. Student Typists	270.	0				270.00	
P.C.	Inst.	400.		1600.				
(C.L.A.) (N.M.S.U.)	Phone	0	(300.)					
(C.L.A.) (N.M.S.U.)	Postage	0	(600.)					

Attachment C

WCRA Board Report

March 24-27/1983

From: The Minority Affairs Advisory Committee Membership: Number 14 and open	
Committee Activities - 1982-83/ Projected Activities-1983-84	Action Taken
1. A. Keynote speaker-1982-83 1. Lin Hilburn suggested by Betty Levinson	none
B. Keynote Speaker -1983-83 1. contact World Affairs Speakers Bureau 1250 South La Cienega Blvd. No 317 Los Angeles, Ca. 90035 2. 3. 4.	open
2. A. Pre-Conference Institutes -1982-83 B. Pre-Conference Institutes-1983-84 1. 2. 3. 4.	none open
3. A. Planning for Portland Conference-1982-83 committee member Felton Williams was actively involved evaluating and selecting proposals for conference presentations and other program related activities. B. Persons needed for Program and Site Committees-1983-84 1. (site) 2. (program)	completed Open
4. A. Newsletter Articles-1982-83 1. WCRA Newsletters issues 2 and 3 contained articles from MAAC B. Person needed to continue contributions must keep in close contact with newsletter editor and meet deadlines for articles	completed open
5. A. Distribution to WCRA, MAAC's mailing list-1982-83 B. Person to: update list, recruit for WCRA and MAAC 1.	completed open
6. A. Resource file compiled by Theria Beverly-1982-83 B. Person to update file and distribute information 1.	completed open

Report Cont.

<p>7. A. LAC influences the Minority Student-1982-83</p> <p>B. Data collection and evaluation continue -1983-84</p>	<p>completed stage I</p> <hr/> <p>stage II</p>
<p>8. A status of Administrative Intern Positions 1982-83</p> <p>I. rational for project: 1 Minorities become more actively involved in the executive operation of WCRA 2. Project can offer more WCRA member experience in leadership roles, and 3. Interns should provide worthwhile assistance and service to officers of the organization as they carry out their duties.</p> <p>II position titles- for Interns-1. President; President-elect; Secretary; -Treasury; Coordinator of State Directors; others</p> <p>III. Responsibility of WRCA Board:</p> <ol style="list-style-type: none"> 1. approve job list for interns for each year 2. evaluate and approve list for positions 3. a. two person's names will be submitted for each position b. criteria that will influence selection <ol style="list-style-type: none"> 1. proximity of intern with nominated candidate 2. member of WCRA for 2 years and MAAC for 1 year <p>IV. Responsibility of MAAC:</p> <ol style="list-style-type: none"> 1. get selection list to Board prior to or at the onset of conferences 2. selected persons according to; membership in WRCA and MAAC, ability to perform the job, and proximity of intern to nominated candidate 3. monitor internship project <p>V. Responsibility of Officer to Interns:</p> <ol style="list-style-type: none"> 1. clearly define job responsibility 2. get job list to Intern early in term of office 3. express desire to work with Intern <p>VI. Responsibility of Intern:</p> <ol style="list-style-type: none"> 1. attend board meetings schedule at conferences 2. correspond regularly with officer to whom you are assigned 3. prepare annual report of activities to MAAC at Conferences 	<p>incomplete</p>
<p>9. A. Request to WCRA Board - 1983-84</p> <ol style="list-style-type: none"> 1. appoint new chairperson for MAAC 2. former chair become director of Internship Project 3. complete guidelines and set into action the administration internship project 4. increase MAAC fund allocation 	<p>incomplete</p> <p>completed</p>

WCRA 3RD GENERAL SESSION

Portland, Oregon

March 27, 1983

Presiding: Dick Lyman, WCRA President

Awards: Dick Lyman, Chair WCRA Awards Committee
Lucy MacDonald, WCRA Portland Conference Manager
Karen Smith, WCRA Conference Program Chair

Introduction
of Speaker: Sharon Wooden, New Mexico State University

Speaker: Dr. Bradley Blake, New Mexico State University
"I Know You're Alive: I Can Hear You Breathing".

Installation of
Officers: 1983-84 Dick Lyman, 1982-83 President

Hello, San Jose!: Carol Bogue, San Jose City College

Sunday 3/27

X 6. August Board Meeting - dates

4. Preliminary Conference report
Lucy - ^{count} tapes finances

} to Newsletter

Karen

- X 1. Minority Affairs Advt Comm. Report 1 hr.

- X 2. Placement Report

- X 3. S.I.G. report

3b. Summer Inst. guidelines (Dick)

- X 7. New stationery

brochure

logo

- banner

awards certificate

pub. of Proceedings price & package change

8. ~~Can~~ Board approval of Journal/Proceedings change
to WCLRA Journal, Vol. 1 and Vol 2

? when
ea. vol - \$2
pack 4-16 \$75

conf.
editor

all others
editor

2 boards w/ senior editor

Subscription price - Journal
inst. membership - all inst.

- Pres.
5. Copy all corresp. to Board - mail out 2 times p. mo / 1st & 15th
Board please copy to me / and others as relevant

reports 3 wks prior to mtg

WCRA BOARD OF DIRECTORS MINUTES

March 22, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 6:30 pm.

Members Present: Dick Lyman, President; Karen Smith, President-Elect; Mitch Kaman, Secretary; Ann Faulkner, Past President; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Conference Manager; Carol Bogue, San Jose Conference Manager; Jane Hopper, Newsletter Editor.

Agenda: Dick reviewed the agenda (Attachment A).

I. Secretary's Report

Membership
Resources

1. Mitch presented the Minority Affairs Advisory Committee and Coordinator of Chairpersons Handbooks he developed.
2. Mitch presented the Colorado State Directory (Attachment B).
3. Mitch handed out the listing he developed indicating members who served WCRA (Att. C).

Moved (Faulkner) Seconded (Smith) Commended Mitch for putting together listings of members who served WCRA.

(PASSED)

II. Per Diem/Board Expenses

Board Per Diem
Portland 3/83
including editor
and conference
manager

1. Dick wants to have the Board establish a per diem policy.

Moved (Faulkner) Seconded (Smith) For the Portland 1983 conference the Board should cover the costs of the: room and per diem for the Board, conference manager and newsletter editor prior to convening the conference (Tue. Wed. 3/22, 3/23) and due to the fact that the hotel is not "comping" rooms, pay for the president's and conference manager's room during the conference.

(PASSED)

Moved (Kaman) Seconded (Faulkner). The Board should look at the conference budget at the end of the conference to determine if the association can pay for room expenses of other board members.

(PASSED)

2. Mitch will report back with a per diem policy. (Carrie Walker arrived at this time (7:10 pm)).

III. Treasurer's Report

Treasurer
requested
hiring book-
keeper

1. Carrie handed out her report (Attachment D).
2. Carrie suggests hiring an accounting service for bills and record keeping because of the time involved. Carrie estimated she spends 8 or more hours per week on bookkeeping. She suggests treasurer should spend more time in investments, answering correspondence, etc.

1982-83 preliminary
expense accounting

3. The report included the preliminary budget plus actual expenses spent until 3/11/83.
4. Carrie feels that she should not pay bills at the conference but rather collect the bills and then mail checks later. Also, all bills must have appropriate reimbursement form.

Need to file Form
990 with IRS

5. IRS indicated WCRA needs to fill out form 990 if our income was less than \$10,000. Carrie will go to the IRS to determine what our responsibility is. Karen Smith will take care of any previous reporting if that needs to be done. Carrie will report for her year(s) as treasurer.

Moved (Smith) Seconded (Kaman) To commend Carrie for an outstanding job of organizing the accounting system for 1982-83.

(PASSED)

Line item budgeting
suggestions

6. Dick suggested the treasurer itemize income. Carrie suggested that we separate conference income from dues and Proceedings.
7. Karen will send a WCRA Certificate of Appreciation to Carrie's secretary.
8. Dick suggested that the external income budget categories should be:

dues, Proceedings, interest, conference profit, other.

Treasurer to
develop audit
procedures

9. Ann suggested that the conference manager should report conference income in the same categories as above.
10. Carrie suggested a yearly professional audit by a committee of members reviewing the books. Dick stated that WCRA uses the procedure of the committee.
11. Karen suggested WCRA provide an honorarium to pay an outside person help with the audit team.
12. Mitch suggested that Carrie develop an audit procedure that the Board could adopt.
13. Board wants Carrie to get cost estimates for bookkeeping services and report by mail to Board.

IV. Leadership Issues

Board Leader-
ship and
transfer of
information

1. There is concern about the lack of transfer of information from board to board. Mitch suggested that board members develop handbooks..
2. Discussed asking institutions to provide release time to President and President Elect to get out and lead the organization. Ann noted that it is hard to get good people to run for office and institutions are relevant to release people.
3. Discussed having the association buy a portion of the president's salary.
4. Discussed WCRA support a member to write grants, research, etc., to help support the organization.
5. Karen feels the need for more travel money for president to go out and lead.

Need for more
travel money for
President

The meeting adjourned at 9:15 pm.

WCRA BOARD OF DIRECTORS MINUTES

March 23, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 9:05 a.m.

Members Present: Dick Lyman, President; Karen Smith, President Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer;
Others Present: Jim Walker; Craig Mayfield
Lucy McDonald, Conference Manager; Carol Bogue, San
Jose Conference Manager; Jane Hopper, Newsletter Editor.

I. Special Interest Networks

Special Interest
Networks

1. Sunday morning has been scheduled for special interest groups. Kate Sandberg will be coordinator of special interest groups. The groups are:
 - A. CAI - Individuals who are writing programs
 - B. Learning Assistance Managers
 - C. Political Action Task Force
 - D. Other
2. The structure is informal at this time but Kate will attempt to develop a more formal structure.
3. Ann was concerned about incorporating the special interest network with the expertise network.

II. Placement Network/Task Force

Placement Network
with NARDSPE

- A. Dick discussed with NARDSPE the possibility of a national job network. Thus, our placement director would work with NARDSPE and provide nationwide jobs.
- B. Karen discussed the possibility of CSULB putting the placement listings on their computer and be the coordinator for the network.

After hearing the placement report, the Board established a task force.

- C. Moved (Smith) Seconded (Faulkner) To determine the feasibility of a WCRA/NARDSPE Placement Network.

(PASSED)

III. Oxford Mailing Service

Discussion:
Oxford Costs

1. Dick discussed the 80-81, 81-82 Oxford charges (Attachment E).
2. Dick suggested that Oxford should not send out multiple copies of Newsletter to Board members but the Newsletter Editor should provide that service.
3. Dick will talk to Oxford about our tax exempt status.
4. Presently do not have mailing lists of colleges in Canadian provinces and Hawaii.

Ideas for restructuring
Oxford costs

5. Dick discussed ideas for restructuring Oxford costs (Attachment F).

Need to have Oxford
maintain membership

Dick suggested WCRA have a membership chairperson. He believes that Oxford does much membership work and may be it would be more cost effective to have a member handle that correspondence.

6. The Board discussed the Oxford letter on 3/14/83 (Attachment G).

The Board discussed Hal's recommendation that WCRA should charge separately for Proceedings. Dick asked Gwyn Enright about that policy and it was her feeling that members would not purchase the Proceedings.

Motion: To separate dues
from conference
registration

Moved (Kaman) Seconded (Walker) To separate dues from conference registration with a reduced conference registration for members.

(PASSED)

7. Future boards should consider making the reduced rate equal to the membership fee as an incentive to join.

Motion:
Proceedings benefit of
membership

Moved (Smith) Seconded (Kaman) Beginning with conference year 83-84, Proceedings will be a benefit of membership.

(PASSED)

Budget categories
for Oxford

8. The Board felt the above motion would help with membership recruitment and retention and would justify the \$10.00 membership dues increase. The Board understands that it costs \$5.00 per Proceedings to print and mail but the increase is justified.

9. Dick suggested the future budgets be designed so Oxford costs other than general maintenance be assigned to appropriate categories rather than the general budgeting presently done. Further Dick suggested using budget categories 4, 9, 10, 12, 16, 20, 21, on Attachment F.

A. Budget categories:

- (4) Coordinator State Directors
- (9) Newsletter
- (10) Proceedings
- (12) Journal
- (16) Board of Directors
- (19) Membership
- (20) Conference
- (21) Mailing Service - General

Board reaffirmation
of Oxford

10. The Board wants to keep Oxford and gain a greater control of accountability. The Board felt membership maintenance is much too involved to have a member handle it alone.

Conference call
beneficial

IV. Conference Call

The Board felt the conference call was very effective and all future boards should have at least one conference prior to the meeting.

Approval
San Jose Contract

V. San Jose Contract

1. Carol Bogue handed out the copy of the San Jose contract (Attachment H).
2. Carol felt the Hyatt met all WCRA requests.

Moved (Smith) Seconded (Faulkner) To accept plan A \$56.00 single ; \$64.00 double for the San Jose Hyatt for the 1984 conference.

Liaison: CRA

VI. Liaison Report from College Reading Association

Jim Walker, WCRA liaison with CRA gave his report which included:

A. CRA has not had as strong tradition of liaison.

- B. Next CRA conference is in Atlanta, Oct. 19-22 and Jim will make an effort to do a cosponsored meeting if the Board desires.
- C. Jim is the chair elect for the Adult Learners division of CRA.
- D. Jim noted that CRA is mostly college professors.
- E. CRA is looking toward implementing a mailing service.
- F. CRA membership is around 350 this year.

VII. Newsletter Report

Newsletter report
1983

- 1. Jane handed out a report (Attachment I).
- 2. Jane was concerned about the purpose of the Newsletter. Is it to inform members about Board decisions or is it for quarterly information? If former, then she will hold deadlines for officers.
- 3. Betty stated that one purpose is provide information from officers but deadlines should not be held for officers.
- 4. Deadlines for Newsletter should be adhered to and the members should receive it within six (6) weeks.
- 5. Jane will notify members receiving multiple mailings that they must notify her if they want multiple copies next year. The president elect should get 15, all other Board members to get 5. Jane will do the multiple mailings instead of Oxford.
- 6. Karen will direct Hal at Oxford to stop sending multiple mailings of the Newsletter.

Need for Board members
to adhere to Newsletter
deadlines

Newsletter editor, not
Oxford to mail multiple
copies

Postal regulation for
mailing Newsletter

Moved (Kaman) Seconded (Faulkner). The Board established an \$8.00 per year cost for the Newsletter consistent with postal service regulations.

(PASSED)

- 7. Dick commended Jane on her efforts.

Viii. Journal Report/Publications

- 1. Dick handed out Mike O'Hears report (Att. J).

Board desire to
separate Journal
from Newsletter

Journal editor to
appoint its own
board

2. Betty suggested one Journal per year sent separately from the Newsletter to increase prestige.
3. Jane suggested putting Journal into Proceedings.
4. Dick will send a letter of appreciation to Steven Hollander.
5. The editor should appoint a university research person to the Journal editorial board. Mike should be informed that he can choose all members of the editorial board.
6. Dick discussed major publication issues including:

Newsletter - Link with Journal
Proceedings - Name change
Journal - Change - eliminate
Monographs - Add
New Directions - Jossy Bass

IX. Liaison Relationships

Liaison with
NARDSPE at 3/83

1. NARDSPE and WCRA - exchanged conference registration exemption of presidents.
2. At the NARDSPE conference, WCRA was highly visible as Dick was invited to their board meetings and our conference was mentioned.
3. NARDSPE believes that a state organization could affiliate with both organizations.
4. Dick feels there is a good working relationship with some tension.
5. Ann feels that NARDSPE has gotten a good grass roots. Organization in Texas and state members get a reduction of NARDSPE dues.
6. Ann feels WCRA should look to giving reduced rate to state organizations.

Moved (Faulkner) Seconded (Smith). Increase allocation for state directors luncheon to 27.

Liaison coordination
is presidential
responsibility

7. The Board consensus is that the liaison coordinator is a presidential responsibility.

9180-82 Final
Treasurer's Report

X. 1980-82 Treasurer's Report

Dick handed out his report (Attachment K).

Moved (Smith) Seconded (Kaman). To accept Dick's report in lieu of the treasurer's annual report in 80-81, 81-82. Karen commended Dick for his time and energy for pulling together the report.

(PASSED)

The meeting adjourned at 5:30 pm.

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 23, 1983 7:00 p.m.

Members Present:

Dick Lyman, President; Karen Smith, President Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer

Others Present:

Pat Heard, Nominations Chairperson; Suzanne McKowen,
Carol Bogue, Betty Levinson, Hane Hopper, Craig
Mayfield, Kate O'Dell, Mary Hess, Garr Granney

Nominations Report
1983

I. Nominations Report

Need only to change
By-Laws not Constitution

Chairperson of Nomination
Committee Job description

1. Pat handed out the nominations report (Attachment L).
2. Larry Bridges candidate for treasurer withdrew and there was no time for another candidate to get information to the Newsletter (see Attachment M).
3. Pat suggested that we only change the By-Laws and there is no need to change the Constitution.
4. Pat handed out a job description of the chairperson of Nomination Committee (Att. N).

Moved (Faulkner) Seconded (Kaman). To receive from Pat Heard with deep appreciation the draft job description and to have Betty Levinson to bring a final job description to the Board at its July meeting.

(PASSED)
5. Pat was concerned about costs of long distance telephone and was assured that \$200.00 was budgeted.

Moved (Faulkner) Seconded (Kaman). To accept the Nomination Committee report dated 9/28/82

(PASSED)

II. State Director's Report

1982-83 membership by
State

1. Ann handed out the membership report (Attachment N).

State director's
1982-83 priority

2. The emphasis for the past year was to develop the expertise network and for membership recruitment.

3. Publication of the expertise network will be forthcoming this Spring.

4. The directors pledged themselves to a 15% growth rate and the actual growth was 17%.

Need to invest more money
in states

5. Betty feels that we need to invest more time and money for state directors for their own development.

6. Ann discussed the state directors agenda (Attachment O).

Need to give more recognition
to state directors

7. Karen believes that the state directors should talk to the Board to give them more recognition.

III. Affiliation and Cosponsorship

25% vote to affiliate
with other organiza-
tions

1. WCRA can affiliate with other organizations but it takes a 25% vote of the membership.

2. The organization does encourage affiliation.

IV. Target States

1983-84 Coordinator
State director's
priority

1. Dick as coordinator of state directors will target N. Calif., Oregon.

2. Karen supported the need to target Oregon after the conference to maintain momentum.

V. Mini Conferences

Mini conference

Dick will look at putting together a mini conference to generate profit and membership. These conferences would focus on one topic and be a one day workshop.

VI. Local Publications

Dick will encourage state directors to put out state newsletters.

VII. By-Laws Change

The secretary will give a report of the By-Laws committee (Board) moves for the adoption of the motion.

Summer institute
1983 concerns and
costs

VIII. Summer Institute

Garr Granny discussed the summer institute.
Highlights included:

- A. Garr's feeling of strong institutional support.
- B. A brochure will be coming out in the next few weeks.

Moved (Smith) Seconded (Kaman). To present to WCRA Membership the 1983 Summer Institute at a cost of \$300.00 with a \$20.00 reduction for WCRA members.

The meeting adjourned at 10:10 p.m.

WCRA

1ST GENERAL SESSION

Portland, Oregon March 24, 1983

The meeting was called to order by President Dick Lyman at 1:40 p.m.

Dick introduced the individuals at the dais and welcomed them.

Karen welcomed the group and extended thanks.

Lucy welcomed the group and introduced Dr. Nickelson.

Pat Heard discussed the nominations procedure and introduced the nominees.

There were no floor nominations for any office.

Chuck Hunter introduced the speaker Keith Thomas

WCRA BOARD MINUTES

Portland, Oregon

March 24, 1983

Members Present: Dick Lyman, President; Ann Faulkner, Past President; Karen Smith, President Elect; Mitch Kaman, Secretary; Carrie Walker, Treasurer

Others Present: Betty Levinson, Pat Mulcahy, Jane Hopper, Ladessa Yuthas, Delyrn Flemming, Curtis Miles.

The meeting was called to order by President Dick Lyman at 3:35 p.m.

I. Name Change

Name change
discussion Portland

1. Pat Heard addressed the Board. Her concerns were:

- A. Pat has felt the name should be changed
- B. She feels that we should retain its original roots and recommended to change the name to include: Western, College and Reading and to include the word Learning "WCRLA".

2. Ann supported the name CLARA.

3. Karen does not support CLARA, but supports Pat Heard's idea

4. Mitch supports the name CLARA, but feels the membership does not support the name change and thus cannot support the name.

5. Dick can firmly support CLARA. His choice would be WCRLA or WCRLAA.

6. Consensus is WCRLA

II. Liaison Reports

No reports at the present time.

III. Site Selection

Colorado 1985
conference bid

1. Betty Levinson reported on the Colorado bit. She indicated the support of Metro State College and Denver Auraria Community College.

2. Sally Conway presented the Denver 85 bid (Attachment P).

Moved (Kaman) Seconded (Smith). To accept the Denver bid for 1985.

(PASSED)

IV. NARDSPE/WCRA DISCUSSION

NARDSPE/WCRA
issues

Curtis Miles joined the Board to discuss meaningful issues:

A. Issues/Priorities Curtis noted:

1. Computer issues relating to hardware, software.
2. To get developmental education decisions made with input from professional organizations.

The meeting adjourned at 5:00 p.m.

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 25, 1983

Members Present:

Richard Lyman, President; Ann Faulkner, Past President; Karen Smith, President Elect; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present:

Pat Benner, Pat Mulcahy, Ladessa Yuthas

The meeting was called to order by President Dick Lyman at 8:10 a.m.

I. By-Laws Changes

Dick discussed the procedure for the by-laws changes at the general business meeting.

II. Proceedings Report

Discussion on changing name of Proceedings to improve its prestige

1. Carrie believes the name Proceedings does not reflect the fact that the Proceedings is a referred journal. Thus, she feels some individuals hesitate to publish in the Proceedings.
2. Jane Hopper concurred.
3. Ann believes the name should be Learning Assistance.
4. Dick asked Carrie and Deryl Flemming to bring a recommendation on the name of the Proceedings to the Board at its Summer 1983 meeting.
5. Dick brought back issues of the Proceedings to sell at the conference.
6. WCRA has 4,300 copies of the Proceedings in storage and Dick recommends:
 1. To raise the price of all Proceedings to \$8.00.
 2. To do a selling campaign to sell the Proceedings.
7. Ann believed we should set a low package price and include the indexed Proceedings.

4,300 back copies of Proceedings

Raise Proceedings package price

Moved (Smith) Seconded Faulkner). To raise the package price of Proceedings 4-16 to 75.00

(PASSED)

Moved (Kaman) Seconded (Faulkner). To commend Delryn Flemming for her fine effort and hard work on indexing the Proceedings.

(PASSED)

8. Mitch recommended that Carrie and Delryn's Proceedings committee make a recommendation to the Board at its July 1983 Board meeting on a plan to market the Proceedings.

III. Journal

Journal to be
removed from
Newsletter

1. The Journal is put out of its infancy and the Board need to review its scope and design.
2. Karen wants to see the Journal removed from the newsletter. She believes that the Journal is not considered quality. She recommends two publications one in Spring reflecting conference and one in Fall, made up of referred articles.
3. Carrie suggested:
 1. Proceedings with new name that accepts non-conference papers.
 2. Journal has good name, but poorly packaged.
4. Karen and Betty believe it should be taken out of the Newsletter and would opposed going into JDRE.
5. Karen believes we need one name with two volumes, Vol. 1 - papers from the conference, Vol. 2 - solicited.
6. Dick asked Delryn to investigate costs of printing a second publication analogous to the Proceedings.
7. Karen will report Mike O'Hear on the decisions of the Board.
8. Karen stated the need to have a mechanism for individuals and librarians to subscribe to the publications without membership.
9. Monographs

Need to have institutions subscribe to Proceedings without membership

Monographs put on hold until other publication issues settled

- A. Karen believes we should consider monographs but we are involved in too many publication concerns at this time to implement a monograph.

- B. Carrie believes that monographs have less prestige and should not be considered.
- C. Karen would like to see a member approach the Board with the idea of a monograph and the Board could then consider discussing a monograph at that time.

IV. State Directors Report

State director's reports

- 1. Ann thanked Board members for attending the state directors workshop.
- 2. Projects of past year include:
 - A. N. California conference
 - B. S. California conference
 - C. Colorado conference
 - D. Texas conference
 - E. Oregon had a conference
 - F. Colorado has a 60.00 balance and approved travel money for their state director if institutional funds not available..
 - G. Ann will get a final copy of Expertise Network to the newsletter.

Colorado approved their director's travel

Additional requests:

Some directors want more Oxford services. Felt blanket policy unwise.

- A. Directors want names of new members as soon as they join. Hal suggested that it is not a cost effective method.
- B. Ann suggests that the Board will consider at its Summer 1983 meeting requests for additional mailing service. Ann feels that we should not make a blanket policy of asking Oxford to send names of new members routinely to state directors.
- C. The present system is to send mailing lists in September and December.
- D. Did not discuss WCRA in terms of other local organizations.

E. Some state directors were concerned about raising the dues. However, there was no great concern.

F. The group at large was very enthusiastic.

Need to help state organizations become more formalized

3. Mitch feels that the Board should look at helping some state organizations become more formalized. This is particularly important with states developing large treasurys.

4. Pat Mulcahy was concerned about raising the dues.

\$2.00 rebate to each state for each member

5. Karen suggested the Board provide a \$2.00 rebate to each state for each member as an incentive, or to budget \$2.00 per member for state expenditures.

6. Mitch felt that the \$50.00 per state is too small. Rather, there should be a total fund which states can draw upon.

7. Dick will bring a recommendation on funding state organizations to the July 1983 Board meeting.

8. Ann feels that there should be some baseline of support because some directors would be afraid to request.

\$50.00 state yearly baseline supported

9. Karen sees the \$50.00 as yearly maintenance of effort that should remain in effect and not penalize on state for earning money.

10. Pat is looking into foundations for state level support.

V. Summer Institute Final Report

Summer institute presentors

1. Dick feels very good about the institute at this point.

2. Dick felt he would have to keep close control over the institute.

3. The following will make presentation.

A. Carol Bogue

B. Karen Smith

C. Dick Lyman

D. Jerry Johnson

E. Lucy McDonald

F. Bill Broderick

4. Karen is concerned that Garr Granny is being paid as the directors and that Dick Lyman is doing all the work.
5. Karen suggested a Newsletter article for 1984 summer institute.

VI. Scholarship and Awards

1. Ladess Yuthas reported for Vince Orlando (Attachment Q).
- Louise Renault to receive \$500.00 scholarship
2. Recommended Louise Renalt to receive the WCRA scholarship.

Moved (Faulkner) Seconded (Smith). To accept the recommendation of scholarship committee to award Louise Renault the \$500.00 WCRA scholarship.

(PASSED)

Board desires guidelines for scholarship or research

3. The committee would like to have the Board consider guidelines for an award for scholarship or research of a member.
4. Karen wants the Board to change the procedure for Long and Outstanding Award to one letter to nominate a member for the award.

Moved (Kaman), Seconded (Faulkner). To have the scholarship and award committee bring to the Board at its July meeting recommendations for:

Board desires changes in method of awarding long and outstanding service award

1. Change procedure for the selection process for long and outstanding award.
2. guidelines for research grant.

(PASSED)

VII. Political Action

Political action

- N. California state director Pat Benner reported to the Board (Attachment R).
- A. California community colleges have been cut, tuition will go into effect and funding will be based upon academic floor.
- B. Pat would like to form a committee within WCRA for political action.

Moved (Smith) Seconded (Walker) To include Jane Hopper in the reimbursement procedures for Portland.

(PASSED)

The meeting adjourned at 10:15

WCRA 2ND GENERAL SESSION

Portland, Oregon

March 25, 1983

- I. The meeting was called to order by President Dick Lyman at 1:15 p.m.

1. Introductions
2. Secretary's Report
3. Treasurer's Report
4. Election of Officers
5. Introduction of Speaker by Garr Granney
6. Presidential Address

II. By-Laws Report

1. Mitch Kaman, Secretary, reported on the By-Laws proposals.
 - a. Resolved, that Article IV of the WCRA By-Laws be amended to read as follows:

Article IV - Officers

By-Laws change
Terms of Office

1. The officers of the Association shall be a President, a President Elect, a Past President, a Secretary and a Treasurer. The President-Elect shall be elected for a one year term at each annual meeting of the membership of the Association. The President-Elect shall become the President of the Association at the next annual meeting of the membership of the Association following his/her election as President-Elect, and shall serve a term of one year as President. The President shall, at the expiration of his/her term as President, serve an additional term of one year as immediate Past President. The Secretary's and Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.

The motion passed without discussion.

- b. "Resolved, that Article I of the WCRA By-Laws be amended to read:

By-Laws change
Name change

1. The name in the Association shall be College Learning Assistance and Reading Association. Be it further resolved that the numbering of the Articles in the By-Laws be adjusted to reflect the amendment".

2. After a second, Betty Levinson moved to amend the motion in order to split the motion into two parts; part one (1) to change the name of the Association, and part two (2) to accept the name CLARA.
3. Mitch accepted the amendment.
4. The membership passed the amendment without discussion.
5. Ann Faulkner spoke on the need to change the name.
6. The membership passed part one of the amendment to change the name.
7. Pat Heard discussed the need to change the name and moved to change the name of the Association to Western College Reading and Learning Association. A member in the audience seconded the motion.
8. George Archelota, Felton Williams and Jim Brager spoke about the name.
9. A member in the audience called for the question.
10. The ammendment passed.
11. The motion passed.

1983-84 Presi-
dential goals

III. Karen Smith discussed her goals as the next President. They included:

1. Commitment to membership through our publications, awards, state organizations.
2. Commitment through special interest groups.
3. Revaluation to publications.
4. Regular communication to all committees, etc.
5. Stronger relationships with sister organizations.

IV. The election results were read:

New officers

1. Carol Bogue President Elect

2. Suzanne McKowen, Secretary

3. Carrie Walker, Treasurer

The business meeting adjourned at 2:20 p.m.

WCRA BOARD OF DIRECTORS MINUTES

March 22, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 6:30 pm.

Members Present: Dick Lyman, President; Karen Smith, President-Elect; Mitch Kaman, Secretary; Ann Faulkner, Past President; Carrie Walker, Treasurer.

Others Present: Lucy McDonald, Conference Manager; Carol Bogue, San Jose Conference Manager; Jane Hopper, Newsletter Editor.

Agenda: Dick reviewed the agenda (Attachment A).

I. Secretary's Report

Membership
Resources

1. Mitch presented the Minority Affairs Advisory Committee and Coordinator of Chairpersons Handbooks he developed.
2. Mitch presented the Colorado State Directory (Attachment B).
3. Mitch handed out the listing he developed indicating members who served WCRA (Att. C).

Moved (Faulkner) Seconded (Smith) Commended Mitch for putting together listings of members who served WCRA.

(PASSED)

II. Per Diem/Board Expenses

Board Per Diem
Portland 3/83
including editor
and conference
manager

1. Dick wants to have the Board establish a per diem policy.

Moved (Faulkner) Seconded (Smith) For the Portland 1983 conference the Board should cover the costs of the: room and per diem for the Board, conference manager and newsletter editor prior to convening the conference (Tue. Wed. 3/22, 3/23) and due to the fact that the hotel is not "comping" rooms, pay for the president's and conference manager's room during the conference.

(PASSED)

Moved (Kaman) Seconded (Faulkner). The Board should look at the conference budget at the end of the conference to determine if the association can pay for room expenses of other board members.

(PASSED)

2. Mitch will report back with a per diem policy. (Carrie Walker arrived at this time (7:10 pm)).

III. Treasurer's Report

Treasurer
requested
hiring book-
keeper

1. Carrie handed out her report (Attachment D).
2. Carrie suggests hiring an accounting service for bills and record keeping because of the time involved. Carrie estimated she spends 8 or more hours per week on bookkeeping. She suggests treasurer should spend more time in investments, answering correspondence, etc.

1982-83 preliminary
expense accounting

3. The report included the preliminary budget plus actual expenses spent until 3/11/83.
4. Carrie feels that she should not pay bills at the conference but rather collect the bills and then mail checks later. Also, all bills must have appropriate reimbursement form.

Need to file Form
990 with IRS

5. IRS indicated WCRA needs to fill out form 990 if our income was less than \$10,000. Carrie will go to the IRS to determine what our responsibility is. Karen Smith will take care of any previous reporting if that needs to be done. Carrie will report for her year(s) as treasurer.

Moved (Smith) Seconded (Kaman) To commend Carrie for an outstanding job of organizing the accounting system for 1982-83.

(PASSED)

Line item budgeting
suggestions

6. Dick suggested the treasurer itemize income. Carrie suggested that we separate conference income from dues and Proceedings.
7. Karen will send a WCRA Certificate of Appreciation to Carrie's secretary.
8. Dick suggested that the external income budget categories should be:

dues, Proceedings, interest, conference profit, other.

Treasurer to
develop audit
procedures

9. Ann suggested that the conference manager should report conference income in the same categories as above.
10. Carrie suggested a yearly professional audit by a committee of members reviewing the books. Dick stated that WCRA uses the procedure of the committee.
11. Karen suggested WCRA provide an honorarium to pay an outside person help with the audit team.
12. Mitch suggested that Carrie develop an audit procedure that the Board could adopt.
13. Board wants Carrie to get cost estimates for bookkeeping services and report by mail to Board.

IV. Leadership Issues

Board Leader-
ship and
transfer of
information

1. There is concern about the lack of transfer of information from board to board. Mitch suggested that board members develop handbooks..
2. Discussed asking institutions to provide release time to President and President Elect to get out and lead the organization. Ann noted that it is hard to get good people to run for office and institutions are relevant to release people.
3. Discussed having the association buy a portion of the president's salary.
4. Discussed WCRA support a member to write grants, research, etc., to help support the organization.
5. Karen feels the need for more travel money for president to go out and lead.

Need for more
travel money for
President

The meeting adjourned at 9:15 pm.

WCRA BOARD OF DIRECTORS MINUTES

March 23, 1983

Portland, Oregon

The meeting was called to order by President Dick Lyman at 9:05 a.m.

Members Present: Dick Lyman, President; Karen Smith, President Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer;
Others Present: Jim Walker; Craig Mayfield
Lucy McDonald, Conference Manager; Carol Bogue, San
Jose Conference Manager; Jane Hopper, Newsletter Editor.

I. Special Interest Networks

Special Interest
Networks

1. Sunday morning has been scheduled for special interest groups. Kate Sandberg will be coordinator of special interest groups. The groups are:
 - A. CAI - Individuals who are writing programs
 - B. Learning Assistance Managers
 - C. Political Action Task Force
 - D. Other
2. The structure is informal at this time but Kate will attempt to develop a more formal structure.
3. Ann was concerned about incorporating the special interest network with the expertise network.

II. Placement Network/Task Force

Placement Network
with NARDSPE

- A. Dick discussed with NARDSPE the possibility of a national job network. Thus, our placement director would work with NARDSPE and provide nationwide jobs.
- B. Karen discussed the possibility of CSULB putting the placement listings on their computer and be the coordinator for the network.

After hearing the placement report, the Board established a task force.

- C. Moved (Smith) Seconded (Faulkner) To determine the feasibility of a WCRA/NARDSPE Placement Network.

(PASSED)

III. Oxford Mailing Service

Discussion:
Oxford Costs

1. Dick discussed the 80-81, 81-82 Oxford charges (Attachment E).
2. Dick suggested that Oxford should not send out multiple copies of Newsletter to Board members but the Newsletter Editor should provide that service.
3. Dick will talk to Oxford about our tax exempt status.
4. Presently do not have mailing lists of colleges in Canadian provinces and Hawaii.

Ideas for restructuring
Oxford costs

5. Dick discussed ideas for restructuring Oxford costs (Attachment F).

Need to have Oxford
maintain membership

Dick suggested WCRA have a membership chairperson. He believes that Oxford does much membership work and may be it would be more cost effective to have a member handle that correspondence.

6. The Board discussed the Oxford letter on 3/14/83 (Attachment G).

The Board discussed Hal's recommendation that WCRA should charge separately for Proceedings. Dick asked Gwyn Enright about that policy and it was her feeling that members would not purchase the Proceedings.

Motion: To separate dues
from conference
registration

Moved (Kaman) Seconded (Walker) To separate dues from conference registration with a reduced conference registration for members.

(PASSED)

7. Future boards should consider making the reduced rate equal to the membership fee as an incentive to join.

Motion:
Proceedings benefit of
membership

Moved (Smith) Seconded (Kaman) Beginning with conference year 83-84, Proceedings will be a benefit of membership.

(PASSED)

Budget categories
for Oxford

8. The Board felt the above motion would help with membership recruitment and retention and would justify the \$10.00 membership dues increase. The Board understands that it costs \$5.00 per Proceedings to print and mail but the increase is justified.

9. Dick suggested the future budgets be designed so Oxford costs other than general maintenance be assigned to appropriate categories rather than the general budgeting presently done. Further Dick suggested using budget categories 4, 9, 10, 12, 16, 20, 21, on Attachment F.

A. Budget categories:

- (4) Coordinator State Directors
- (9) Newsletter
- (10) Proceedings
- (12) Journal
- (16) Board of Directors
- (19) Membership
- (20) Conference
- (21) Mailing Service - General

Board reaffirmation
of Oxford

10. The Board wants to keep Oxford and gain a greater control of accountability. The Board felt membership maintenance is much too involved to have a member handle it alone.

Conference call
beneficial

IV. Conference Call

The Board felt the conference call was very effective and all future boards should have at least one conference prior to the meeting.

Approval
San Jose Contract

V. San Jose Contract

1. Carol Bogue handed out the copy of the San Jose contract (Attachment H).
2. Carol felt the Hyatt met all WCRA requests.

Moved (Smith) Seconded (Faulkner) To accept plan A \$56.00 single ; \$64.00 double for the San Jose Hyatt for the 1984 conference.

Liaison: CRA

VI. Liaison Report from College Reading Association

Jim Walker, WCRA liaison with CRA gave his report which included:

A. CRA has not had as strong tradition of liaison.

- B. Next CRA conference is in Atlanta, Oct. 19-22 and Jim will make an effort to do a cosponsored meeting if the Board desires.
- C. Jim is the chair elect for the Adult Learners division of CRA.
- D. Jim noted that CRA is mostly college professors.
- E. CRA is looking toward implementing a mailing service.
- F. CRA membership is around 350 this year.

VII. Newsletter Report

Newsletter report
1983

- 1. Jane handed out a report (Attachment I).
- 2. Jane was concerned about the purpose of the Newsletter. Is it to inform members about Board decisions or is it for quarterly information? If former, then she will hold deadlines for officers.
- 3. Betty stated that one purpose is provide information from officers but deadlines should not be held for officers.
- 4. Deadlines for Newsletter should be adhered to and the members should receive it within six (6) weeks.
- 5. Jane will notify members receiving multiple mailings that they must notify her if they want multiple copies next year. The president elect should get 15, all other Board members to get 5. Jane will do the multiple mailings instead of Oxford.
- 6. Karen will direct Hal at Oxford to stop sending multiple mailings of the Newsletter.

Need for Board members
to adhere to Newsletter
deadlines

Newsletter editor, not
Oxford to mail multiple
copies

Postal regulation for
mailing Newsletter

Moved (Kaman) Seconded (Faulkner). The Board established an \$8.00 per year cost for the Newsletter consistent with postal service regulations.

(PASSED)

- 7. Dick commended Jane on her efforts.

Viii. Journal Report/Publications

- 1. Dick handed out Mike O'Hears report (Att. J).

Board desire to
separate Journal
from Newsletter

Journal editor to
appoint its own
board

Liaison with
NARDSPE at 3/83

Liaison coordination
is presidential
responsibility

2. Betty suggested one Journal per year sent separately from the Newsletter to increase prestige.
3. Jane suggested putting Journal into Proceedings.
4. Dick will send a letter of appreciation to Steven Hollander.
5. The editor should appoint a university research person to the Journal editorial board. Mike should be informed that he can choose all members of the editorial board.
6. Dick discussed major publication issues including:

Newsletter - Link with Journal
Proceedings - Name change
Journal - Change - eliminate
Monographs - Add
New Directions - Jossy Bass

IX. Liaison Relationships

1. NARDSPE and WCRA - exchanged conference registration exemption of presidents.
2. At the NARDSPE conference, WCRA was highly visible as Dick was invited to their board meetings and our conference was mentioned.
3. NARDSPE believes that a state organization could affiliate with both organizations.
4. Dick feels there is a good working relationship with some tension.
5. Ann feels that NARDSPE has gotten a good grass roots. Organization in Texas and state members get a reduction of NARDSPE dues.
6. Ann feels WCRA should look to giving reduced rate to state organizations.

Moved (Faulkner) Seconded (Smith). Increase allocation for state directors luncheon to 27.

7. The Board consensus is that the liaison coordinator is a presidential responsibility.

9180-82 Final
Treasurer's Report

X. 1980-82 Treasurer's Report

Dick handed out his report (Attachment K).

Moved (Smith) Seconded (Kaman). To accept Dick's report in lieu of the treasurer's annual report in 80-81, 81-82. Karen commended Dick for his time and energy for pulling together the report.

(PASSED)

The meeting adjourned at 5:30 pm.

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 23, 1983 7:00 p.m.

Members Present:

Dick Lyman, President; Karen Smith, President Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer

Others Present:

Pat Heard, Nominations Chairperson; Suzanne McKowen,
Carol Bogue, Betty Levinson, Hane Hopper, Craig
Mayfield, Kate O'Dell, Mary Hess, Garr Granney

Nominations Report
1983

I. Nominations Report

1. Pat handed out the nominations report
(Attachment L).
2. Larry Bridges candidate for treasurer
withdrew and there was no time for another
candidate to get information to the
Newsletter (see Attachment M).
3. Pat suggested that we only change the By-Laws
and there is no need to change the Constitu-
tion.
4. Pat handed out a job description of the
chairperson of Nomination Committee (Att. N).

Need only to change
By-Laws not Constitution

Chairperson of Nomination
Committee Job description

Moved (Faulkner) Seconded (Kaman). To
receive from Pat Heard with deep appreciation
the draft job description and to have Betty
Levinson to bring a final job description to
the Board at its July meeting.

(PASSED)

5. Pat was concerned about costs of long distance
telephone and was assured that \$200.00 was
budgeted.

Moved (Faulkner) Seconded (Kaman). To accept
the Nomination Committee report dated 9/28/82

(PASSED)

II. State Director's Report

1982-83 membership by
State

1. Ann handed out the membership report
(Attachment N).

State director's
1982-83 priority

2. The emphasis for the past year was to develop the expertise network and for membership recruitment.

3. Publication of the expertise network will be forthcoming this Spring.

4. The directors pledged themselves to a 15% growth rate and the actual growth was 17%.

Need to invest more money
in states

5. Betty feels that we need to invest more time and money for state directors for their own development.

6. Ann discussed the state directors agenda (Attachment O).

Need to give more recognition
to state directors

7. Karen believes that the state directors should talk to the Board to give them more recognition.

III. Affiliation and Cosponsorship

25% vote to affiliate
with other organizations

1. WCRA can affiliate with other organizations but it takes a 25% vote of the membership.

2. The organization does encourage affiliation.

IV. Target States

1983-84 Coordinator
State director's
priority

1. Dick as coordinator of state directors will target N. Calif., Oregon.

2. Karen supported the need to target Oregon after the conference to maintain momentum.

V. Mini Conferences

Mini conference

Dick will look at putting together a mini conference to generate profit and membership. These conferences would focus on one topic and be a one day workshop.

VI. Local Publications

Dick will encourage state directors to put out state newsletters.

VII. By-Laws Change

The secretary will give a report of the By-Laws committee (Board) moves for the adoption of the motion.

Summer institute
1983 concerns and
costs

VIII. Summer Institute

Garr Granny discussed the summer institute.
Highlights included:

- A. Garr's feeling of strong institutional support.
- B. A brochure will be coming out in the next few weeks.

Moved (Smith) Seconded (Kaman). To present to WCRA Membership the 1983 Summer Institute at a cost of \$300.00 with a \$20.00 reduction for WCRA members.

The meeting adjourned at 10:10 p.m.

WCRA

1ST GENERAL SESSION

Portland, Oregon March 24, 1983

The meeting was called to order by President Dick Lyman at 1:40 p.m.

Dick introduced the individuals at the dais and welcomed them.

Karen welcomed the group and extended thanks.

Lucy welcomed the group and introduced Dr. Nickelson.

Pat Heard discussed the nominations procedure and introduced the nominees.

There were no floor nominations for any office.

Chuck Hunter introduced the speaker Keith Thomas

WCRA BOARD MINUTES

Portland, Oregon

March 24, 1983

Members Present: Dick Lyman, President; Ann Faulkner, Past President;
Karen Smith, President Elect; Mitch Kaman, Secretary;
Carrie Walker, Treasurer

Others Present: Betty Levinson, Pat Mulcahy, Jane Hopper, Ladessa
Yuthas, Delyrn Flemming, Curtis Miles.

The meeting was called to order by President Dick Lyman at 3:35 p.m.

I. Name Change

Name change
discussion Portland

1. Pat Heard addressed the Board. Her concerns were:
 - A. Pat has felt the name should be changed
 - B. She feels that we should retain its original roots and recommended to change the name to include: Western, College and Reading and to include the word Learning "WCRLA".
2. Ann supported the name CLARA.
3. Karen does not support CLARA, but supports Pat Heard's idea
4. Mitch supports the name CLARA, but feels the membership does not support the name change and thus cannot support the name.
5. Dick can firmly support CLARA. His choice would be WCRLA or WCRLAA.
6. Consensus is WCRLA

II. Liaison Reports

No reports at the present time.

III. Site Selection

Colorado 1985
conference bid

1. Betty Levinson reported on the Colorado bit. She indicated the support of Metro State College and Denver Auraria Community College.
2. Sally Conway presented the Denver 85 bid (Attachment P).

Moved (Kaman) Seconded (Smith). To accept the Denver bid for 1985.

(PASSED)

IV. NARDSPE/WCRA DISCUSSION

NARDSPE/WCRA
issues

Curtis Miles joined the Board to discuss meaningful issues:

A. Issues/Priorities Curtis noted:

1. Computer issues relating to hardware, software.
2. To get developmental education decisions made with input from professional organizations.

The meeting adjourned at 5:00 p.m.

WCRA BOARD OF DIRECTORS MINUTES

Portland, Oregon

March 25, 1983

Members Present: Richard Lyman, President; Ann Faulkner, Past President; Karen Smith, President Elect; Mitch Kaman, Secretary; Carrie Walker, Treasurer.

Others Present: Pat Benner, Pat Mulcahy, Ladessa Yuthas

The meeting was called to order by President Dick Lyman at 8:10 a.m.

I. By-Laws Changes

Dick discussed the procedure for the by-laws changes at the general business meeting.

II. Proceedings Report

Discussion on changing name of Proceedings to improve its prestige

1. Carrie believes the name Proceedings does not reflect the fact that the Proceedings is a referred journal. Thus, she feels some individuals hesitate to publish in the Proceedings.
2. Jane Hopper concurred.
3. Ann believes the name should be Learning Assistance.
4. Dick asked Carrie and Deryl Flemming to bring a recommendation on the name of the Proceedings to the Board at its Summer 1983 meeting.
5. Dick brought back issues of the Proceedings to sell at the conference.
6. WCRA has 4,300 copies of the Proceedings in storage and Dick recommends:
 1. To raise the price of all Proceedings to \$8.00.
 2. To do a selling campaign to sell the Proceedings.
7. Ann believed we should set a low package price and include the indexed Proceedings.

4,300 back copies of Proceedings

Raise Proceedings package price

Moved (Smith) Seconded Faulkner). To raise the package price of Proceedings 4-16 to 75.00

(PASSED)

Moved (Kaman) Seconded (Faulkner). To commend Delyrn Flemming for her fine effort and hard work on indexing the Proceedings.

(PASSED)

8. Mitch recommended that Carrie and Delryn's Proceedings committee make a recommendation to the Board at its July 1983 Board meeting on a plan to market the Proceedings.

III. Journal

Journal to be
removed from
Newsletter

1. The Journal is put out of its infancy and the Board need to review its scope and design.
2. Karen wants to see the Journal removed from the newsletter. She believes that the Journal is not considered quality. She recommends two publications one in Spring reflecting conference and one in Fall, made up of referred articles.
3. Carrie suggested:
 1. Proceedings with new name that accepts non-conference papers.
 2. Journal has good name, but poorly packaged.
4. Karen and Betty believe it should be taken out of the Newsletter and would opposed going into JDRE.
5. Karen believes we need one name with two volumes, Vol. 1 - papers from the conference, Vol. 2 - solicited.
6. Dick asked Delryn to investigate costs of printing a second publication analogous to the Proceedings.
7. Karen will report Mike O'Hear on the decisions of the Board.
8. Karen stated the need to have a mechanism for individuals and librarys to subscribe to the publications without membership.
9. Monographs

Need to have institutions subscribe to Proceedings without membership

Monographs put on hold until other publication issues settled

- A. Karen believes we should consider monographs but we are involved in too many publication concerns at this time to implement a monograph.

- B. Carrie believes that monographs have less prestige and should not be considered.
- C. Karen would like to see a member approach the Board with the idea of a monograph and the Board could then consider discussing a monograph at that time.

IV. State Directors Report

State director's reports

- 1. Ann thanked Board members for attending the state directors workshop.
- 2. Projects of past year include:
 - A. N. California conference
 - B. S. California conference
 - C. Colorado conference
 - D. Texas conference
 - E. Oregon had a conference
 - F. Colorado has a 60.00 balance and approved travel money for their state director if institutional funds not available..
 - G. Ann will get a final copy of Expertise Network to the newsletter.

Colorado approved their director's travel

Additional requests:

Some directors want more Oxford services. Felt blanket policy unwise.

- A. Directors want names of new members as soon as they join. Hal suggested that it is not a cost effective method.
- B. Ann suggests that the Board will consider at its Summer 1983 meeting requests for additional mailing service. Ann feels that we should not make a blanket policy of asking Oxford to send names of new members routinely to state directors.
- C. The present system is to send mailing lists in September and December.
- D. Did not discuss WCRA in terms of other local organizations.

E. Some state directors were concerned about raising the dues. However, there was no great concern.

F. The group at large was very enthusiastic.

Need to help state organizations become more formalized

3. Mitch feels that the Board should look at helping some state organizations become more formalized. This is particularly important with states developing large treasuries.

4. Pat Mulcahy was concerned about raising the dues.

\$2.00 rebate to each state for each member

5. Karen suggested the Board provide a \$2.00 rebate to each state for each member as an incentive, or to budget \$2.00 per member for state expenditures.

6. Mitch felt that the \$50.00 per state is too small. Rather, there should be a total fund which states can draw upon.

7. Dick will bring a recommendation on funding state organizations to the July 1983 Board meeting.

8. Ann feels that there should be some baseline of support because some directors would be afraid to request.

\$50.00 state yearly baseline supported

9. Karen sees the \$50.00 as yearly maintenance of effort that should remain in effect and not penalize on state for earning money.

10. Pat is looking into foundations for state level support.

V. Summer Institute Final Report

Summer institute presentors

1. Dick feels very good about the institute at this point.

2. Dick felt he would have to keep close control over the institute.

3. The following will make presentation.

A. Carol Bogue

B. Karen Smith

C. Dick Lyman

D. Jerry Johnson

E. Lucy McDonald

F. Bill Broderick

4. Karen is concerned that Garr Granny is being paid as the directors and that Dick Lyman is doing all the work.
5. Karen suggested a Newsletter article for 1984 summer institute.

VI. Scholarship and Awards

1. Ladess Yuthas reported for Vince Orlando (Attachment Q).
2. Recommended Louise Renalt to receive the WCRA scholarship.

Louise Renault to receive \$500.00 scholarship

Moved (Faulkner) Seconded (Smith). To accept the recommendation of scholarship committee to award Louise Renault the \$500.00 WCRA scholarship.

(PASSED)

Board desires guidelines for scholarship or research

3. The committee would like to have the Board consider guidelines for an award for scholarship or research of a member.
4. Karen wants the Board to change the procedure for Long and Outstanding Award to one letter to nominate a member for the award.

Moved (Kaman), Seconded (Faulkner). To have the scholarship and award committee bring to the Board at its July meeting recommendations for:

Board desires changes in method of awarding long and outstanding service award

1. Change procedure for the selection process for long and outstanding award.
2. guidelines for research grant.

(PASSED)

VII. Political Action

Political action

- N. California state director Pat Benner reported to the Board (Attachment R).
- A. California community colleges have been cut, tuition will go into effect and funding will be based upon academic floor.
- B. Pat would like to form a committee within WCRA for political action.

Moved (Smith) Seconded (Walker) To include Jane Hopper in the reimbursement procedures for Portland.

(PASSED)

The meeting adjourned at 10:15

WCRA 2ND GENERAL SESSION

Portland, Oregon

March 25, 1983

- I. The meeting was called to order by President Dick Lyman at 1:15 p.m.

1. Introductions
2. Secretary's Report
3. Treasurer's Report
4. Election of Officers
5. Introduction of Speaker by Garr Granney
6. Presidential Address

II. By-Laws Report

1. Mitch Kaman, Secretary, reported on the By-Laws proposals.
 - a. Resolved, that Article IV of the WCRA By-Laws be amended to read as follows:

Article IV - Officers

By-Laws change
Terms of Office

1. The officers of the Association shall be a President, a President Elect, a Past President, a Secretary and a Treasurer. The President-Elect shall be elected for a one year term at each annual meeting of the membership of the Association. The President-Elect shall become the President of the Association at the next annual meeting of the membership of the Association following his/her election as President-Elect, and shall serve a term of one year as President. The President shall, at the expiration of his/her term as President, serve an additional term of one year as immediate Past President. The Secretary's and Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.

The motion passed without discussion.

- b. "Resolved, that Article I of the WCRA By-Laws be amended to read:

By-Laws change
Name change

1. The name in the Association shall be College Learning Assistance and Reading Association. Be it further resolved that the numbering of the Articles in the By-Laws be adjusted to reflect the amendment".

2. After a second, Betty Levinson moved to amend the motion in order to split the motion into two parts; part one (1) to change the name of the Association, and part two (2) to accept the name CLARA.
3. Mitch accepted the amendment.
4. The membership passed the amendment without discussion.
5. Ann Faulkner spoke on the need to change the name.
6. The membership passed part one of the amendment to change the name.
7. Pat Heard discussed the need to change the name and moved to change the name of the Association to Western College Reading and Learning Association. A member in the audience seconded the motion.
8. George Archelota, Felton Williams and Jim Brager spoke about the name.
9. A member in the audience called for the question.
10. The ammendment passed.
11. The motion passed.

1983-84 Presidential goals

- III. Karen Smith discussed her goals as the next President. They included:
 1. Commitment to membership through our publications, awards, state organizations.
 2. Commitment through special interest groups.
 3. Revaluation to publications.
 4. Regular communication to all committees, etc.
 5. Stronger relationships with sister organizations.
- IV. The election results were read:
 1. Carol Bogue President Elect

New officers

2. Suzanne McKowen, Secretary

3. Carrie Walker, Treasurer

The business meeting adjourned at 2:20 p.m.

WCRA 3RD GENERAL SESSION

Portland, Oregon

March 27, 1983

Presiding: Dick Lyman, WCRA President

Awards: Dick Lyman, Chair WCRA Awards Committee
Lucy MacDonald, WCRA Portland Conference Manager
Karen Smith, WCRA Conference Program Chair

Introduction of Speaker: Sharon Wooden, New Mexico State University

Speaker: Dr. Bradley Blake, New Mexico State University
"I Know You're Alive: I Can Hear You Breathing".

Installation of Officers: 1983-84 Dick Lyman, 1982-83 President

Hello, San Jose!: Carol Bogue, San Jose City College

Portland Oregon, March 1983 (Attachment A)

WCPA BOARD MEETING SCHEDULE
Portland, Oregon March 22-27, 1983

Tuesday, March 24	6:00- 9:00 PM	General Business A. Secretary's Report-Kaman B. Treasurer's Report-Walker C. Action per diem/other Board expenses D. President's Report-Lyman E. Site Selection Report-Levinson F. Leadership/Revenue Generating Projects
	9:00- ? PM	Long Term Planning
Wednesday, March 23	9:00-12:00 AM	General Business A. Special Interest Networks-Smith B. Placement Network/Taskforce-Lyman/Smith C. Oxford Mailing Service Costs D. Other Business
	1:30- 2:00 PM	Liaison Reports
	2:00- 5:00 PM	General Business A. Publication Reports-Hopper/Flaming, O'Hear B. Publication Projects-Smith/Lyman C. Liaison Relations-Smith/Lyman D. 1980/82 Treasurer Report-Lyman E. Nomination Committee Report-Heard
	7:00- 9:00 PM	General Business A. Affiliation/Co-Sponsorship B. Target States/Mini Conferences C. Expertise Network/Local Publications D. Site Selection Report-Levinson
	9:00- ? PM	President's Reception Honoring Board Members/Conference Attendees Invited 9-12 State Bureau meetings - luncheon Salem Rm
Thursday, March 24	<u>3:30- 5:00 PM</u> <i>read minutes</i>	General Business A. Discussion/Planning - Name Change B. Liaison Reports C. Scholarship/Awards Committee-Orlando D. Research Scholarship/Minority Internships <i>Summer Institute</i>
Friday, March 25	8:00-10:00 AM	Breakfast Meeting - General Business - Salem Rm Coordinator of State Director's Report
Saturday, March 26	5:30- 9:00 PM	Dinner - Old and New Board Members
Sunday, March 27	1:00- 3:00 PM	General Business 1983/84-Smith Presiding A. Preliminary Conference Report B. Minority Affairs Comm. Report C. Other 1983/84 Business

MEMBERS ARE WELCOME TO ATTEND BOARD MEETINGS. CANDIDATES FOR OFFICE ARE
SPECIALLY ENCOURAGED TO DO SO.

NOTE:

ATTACHMENT B & C INCLUDED IN MINUTES, BUT NOT SENT TO
BOARD MEMBERS BECAUSE:

1. Handed out at conference
2. Very long and expensive to duplicate

Portland, Oregon, March 1983 (Attachment D)

WCRA Treasurer's Report

July 1, 1982 - March 11, 1983

Prepared for Board of Directors'

Meeting at the Annual Conference in Portland

by

Carolyn Walker

Portland, Oregon. March 1983

(Attachment D).

Don
(copy)

To : Ann Faulkner - Past President, WCRA
Mitch Kaman - Secretary, WCRA
Dick Lyman - President, WCRA
Karen Smith - President-Elect, WCRA

DATE: July 25, 1982
Notes from Board of
Directors meeting in
Portland.

FROM : Carrie Walker - Treasurer, WCRA

SUBJECT: WCRA Proposed Budget for 1982-83.

Dear Ann, Mitch, Dick, Karen,

Here is what I have as our budget for next year. Please let me know if you have any notations in any category that I don't have.

81-82 20,615 original balance
 3,289

	Budgeted 81-82	Spent 81-82	Budgeted 82-83
<u>Board of Directors</u>			
Meetings	2,500	1,900	2,500
Phone/Mail	--	--	--
Secretary (<i>Kaman</i>)	225	100	200
Treasurer (phone, stamps, bookkeeping consultant) (<i>Walker</i>)	100	0	200
President (<i>Dick Lyman</i>)	500	465	700
<u>State Activities</u>			
Directors (\$50 per state)	500	123	500
Activities/Speakers	0	0	2,000
Past Pres. (Coord. of State Directors)	175	180	620
<u>Mailing Services/Supplies</u>			
Mail (Oxford)	4,000	4,100	5,000
Supplies (brochures; stationery)	500	410	500
<u>Committees</u>			
Site (Conference and Institute)	50	0	100
Placement	200	0	200
Minority	200	200	200
Bylaws/Archives	100	0	100
Nominations	100	0	100
Awards	600	35	600
<u>Publications</u>			
Newsletter	3,000	3,843	4,100
Proceedings	4,200	3,860	4,200
Journal	3,000	1,490	3,000
Subtotal		\$19,950	\$24,820
Summer Institute	0	0	1,000
		TOTAL:	\$25,820

On hand as of 7/25/82: \$31,062.47

Reserves after
spending 1982-83
budget: \$5242.47

• STANFORD UNIVERSITY • OFFICE MEMORANDUM • STANFORD UNIVERSITY • OFFICE MEMORANDUM • STANFORD UNIVERSITY • OFFICE MEMORANDUM • STANFORD UNIVERSITY • OFFICE MEMORANDUM

Expenditures:
 July 1, 1982-March 11, 1983
1982-83 WCRA Operating Budget

Board of Directors

	Budgeted	Spent (through March 11)	Balance
<u>Meetings</u>	\$2,500	<u>Reimbursement for travel & other expenses--Portland Board Meeting July 23-25, 82</u> 1) D. Lyman, Pres.: \$277.85 2) K. Smith, P-Elect: \$449.65 3) M. Kaman, Secty: \$385.87 4) C. Walker, Tres.: \$221.05 5) A. Faulkner, P-Pres. ^{oo} 6) B. Brown, Conf. Dir. 82: \$364.59 7) L. MacDonald, Conf. Dir. 83: \$77.50 *9/14/82 \$164 to Paul Sykes as additional payment for his work as WCRA photographer in San Diego. 10/4/82 \$62.10 to Marriott Hotels for coffee at July Board Meeting. *10/27/82 Dr. Emmett Casey \$300 for last year's conf. *12/18/82 \$451.85 to Ann Faulkner as reimbursement for travel and meals at Portland Board Meeting July 23-25, 82. 12/12/82 \$64.05--two back bills from San Diego conf. (\$23 + 41.05).	\$145.49
<u>Secretary</u> (Kaman)	\$200	9/8/82 \$47.95 for typing of minutes and index 2/2/83 \$62.56--1500 sheets of WCRA letterhead.	\$ 89.49
<u>Treasurer</u> (Walker)	\$200	11/30/82 \$33.94 to Stanford's LAC for postage, copying, and phone.	\$166.06

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

	Budgeted	Spent (through March 11)	Balance
<u>President</u> (Lyman)	\$700 { \$500 for travel } { \$200 for phone }	<u>9/8/82</u> \$81.34 for phone bills (March 20-June 9, 82)	\$500.00 travel \$118.66 phone
TOTALS	\$3600	\$2580.30	\$1019.70

State Activities

	Budgeted	Spent (through March 11)	Balance
<u>Directors</u> (\$50 per state)	\$500	0 (changed as per Ann Faulkner's request 11/15/82)	\$500
<u>Activities/ Speakers/ Special Pro- jects</u>	\$2000 + 183.32 (1/13/83- Texas Conf, returned WCRA in- vestments because it was so successful- A. Faulkner)	9/8/82 advance of \$250 author- ized by A. Faulkner, Coordina- tor of State Directors, sent to Pat Mulcahy, State Dir., CO 9/14/82 \$183.32 to Denise McGinty: part of \$200 special grant for TX Conf., endorsed by A. Faulkner. 12/8/82 { \$399 to Jane Lehman { \$399 to Lee Kolzow Travel to Oregon WCRA Conf. for Institute. Special grant authorized by Board, request signed by A. Faulkner. 1/24/83 Nancy Deutsch-\$80- expenditures for So. Cal. Fall Conf.	\$872
<u>Past President</u> (Coordinator of State Directors)	\$620 { \$350 for travel } { \$220 for lunch } { \$50 for phone }	0	\$620
TOTALS	\$3303.32	\$1311.32	\$1992.00

Mailing Service/Supplies

	Budgeted	Spent (through March 11)	Balance
<u>Mail (Oxford)</u>	\$5000	<u>8/6/82</u> \$125.55 for Newsletter mailing. <u>8/10/82</u> \$248.00 for July Membership Maintenance. <u>9/8/82</u> \$39.76 <u>9/8/82</u> \$24.17 <u>9/8/82</u> \$95.61 <u>10/13/82</u> \$132.37 to cover 3 bills (\$115.32; \$8.00; \$9.05) <u>*10/27/82</u> \$985.64 for bills Don Yamamoto failed to pay Spring 82. (See Hal's letter of 9/17/82) <u>9/14/82</u> \$74.20 for inserting new officer listing on WCRA brochures. <u>11/16/82</u> \$431.19 (includes 2 bills: (1) 10/18/82-\$262.68-Jane Hopper and (2) 10/29/82-\$168.51). <u>11/30/82</u> \$80.01-Miranda Montgomery. <u>12/7/82</u> \$172.04 <u>12/8/82</u> \$230.49 -Jane Hopper <u>12/8/82</u> \$59.09- Ann Faulkner <u>1/17/83</u> \$104.85-Dec. Membership Maintenance. <u>2/7/83</u> \$81.38 (includes two bills: (1) 1/31/83-\$68.64 Jan. Membership Maintenance (2) 1/31/83 \$12.74 address labels for Karen Smith.)	\$3101.29
<u>Supplies</u>	\$500	<u>8/13/82</u> \$98.33 to R.B. Printing Las Cruces, NM for inserts for WCRA brochure. <u>9/8/82</u> \$4.11 to Beryl Brown for postage.	\$397.56
TOTALS	\$5500	\$2001.15	\$3498.85

*Not included in this year's budget totals. They are expenses for last year and are taken out of 1981-82 reserves.

Committees

	Budgeted	Spent (through March 11)	Balance
<u>Site</u> (Conference and Institute)	\$100	0	\$100
<u>Placement</u>	\$200	3/7/83 \$85.88 to Anna-Maria Schlender for supplies, postage, printing, subscription services.	\$114.12
<u>Minority</u>	\$200	0	\$200
<u>Bylaws/Archives</u>	\$100	0	\$100
<u>Nominations</u>	\$100	9/14/82 to Pat Heard \$35.08 for phone calls.	\$64.92
<u>Awards</u>	\$600	0	\$600
TOTALS	\$1300	\$120.96	\$1179.04

Publications

	Budgeted	Spent (through March 11)	Balance
<u>Newsletter</u>	\$4,100	8/3/82 \$1093 to Langdon Press 10/29/82 \$900 to Langdon Press requested by Jane Hopper 12/20/82 \$530 to Langdon Press Jane Hopper 3/7/82 \$700.75 Airport Center Printing--Jane Hopper	\$876.25
<u>Proceedings</u>	\$4200	11/30/82 \$1800 to Don Girard for <u>Proceedings</u> (authorized by Delryn Fleming)	\$2400
<u>Journal</u>	\$3000	9/14/82 \$1000 advance to Mike O'Hear (he keeps a record of his expenditures). 11/2/82 \$500 advance to Mike O'Hear as per his letter of Oct. 26 requesting it. 12/20/82 check for \$500 to Mike O'Hear for 3rd <u>Jrnl</u> issue, the last for this budget year.	\$1000
TOTALS	\$11,300	\$7023.75	\$4276.25

Summer Institute

	Budgeted	Spent (through March 11)	Balance
	\$1000	0	\$1000
TOTALS	\$1000	0	\$1000

Expenditures:

Conference 1983 Portland

	Budgeted	Spent (through March 11)	Balance
		8/3/82 \$70.00 airfare to Phoenix to meet with Dick Lyman (Karen Smith)	
		8/3/82 \$259.36 airfare to Houston to meet with Ann Faulkner; hotel two nights; NARDSPE registration (Karen Smith)	
		8/6/82 to Karen Smith: \$1000 advance for Pre-Conf. expenses (Portland '83)	
		8/6/82 to Lucy MacDonald: \$1000 advance for Pre-Conf. expenses (Portland '83)	
		2/14/83 \$1000 advance to Karen Smith for Conf.	
		3/8/83 \$1000 advance to Lucy MacDonald.	
TOTALS	0	\$4329.36	-\$4329.36 (to come out of external income; not planned for in the Operating Budget.)

External Income: 1982-83
(excluding interest income)

Deposits (beginning 8/6/82)

8/6/82	Dues:	825.00	
	Proceedings:	258.00	
		<u>1083.00</u>	subtotal
8/13/82	Dues:	375.00	
	Proceedings:	170.30	
		<u>545.30</u>	subtotal
9/14/82	Dues:	165.00	
	Proceedings:	31.00	
		<u>196.00</u>	subtotal
10/4/82	Dues:	315.00	
	Proceedings:	40.00	
		<u>355.00</u>	subtotal
10/29/82	Dues:	435.00	
	Proceedings:	77.00	
		<u>512.00</u>	subtotal
11/11/82	Dues:	195.00	subtotal
11/19/82	Dues:	270.00	
	Proceedings:	36.00	
		<u>306.00</u>	subtotal
12/16/82	Dues:	60.00	
	Proceedings:	139.48	
		<u>199.48</u>	subtotal
12/16/82	Dues:	120.00	subtotal
12/29/82	Dues:	45.00	
	Proceedings:	24.00	
		<u>69.00</u>	subtotal
1/26/83	Dues:	120.00	
	Proceedings:	112.00	
	Conference:	303.00	
		<u>535.00</u>	subtotal
1/27/83	Conference:	183.32	subtotal
	(Pat Heard, Ann Faulkner)		
2/2/83	Oregon Dev. Studies:	100.00	subtotal
	(Cynthia Pucci)		
3/1/83	Dues:	75.00	
	Proceedings:	55.00	
	Conference:	7059.00	
		<u>7189.00</u>	subtotal

3/2/83	Dues:	30.00	
	Conference:	950.50	
		<u>980.50</u>	subtotal
3/3/83	Conference:	1192.50	subtotal
3/4/83	Conference:	1503.00	subtotal
3/7/83	Mailing List:	15.56	subtotal
	(Hal McCune)		
3/7/83	Conference:	605.50	subtotal
3/8/83	Conference:	477.00	subtotal
3/9/83	Conference:	145.00	subtotal
3/10/83	Conference:	92.00	subtotal

TOTAL: \$16,599.16

Summary of Banking Activity

Checking Account

Initial deposits (7/28/82)	\$24,000.00
	\$ 7,062.47
	<u>\$31,062.47</u>

Withdrawal to establish savings account at Capital Preservation Fund (11/23/82)	(\$20,000)
--	------------

Deposit from savings (12/22/82)	\$ 5,000
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Transfer of funds to San Francisco Federal Savings 3/7/83	(\$10,000)
--	------------

External income	\$16,599.16
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Subtotal	\$22,661.63
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Expenditures -- operating budget	(\$13,037.48)
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Expenditures -- conference	(\$ 4,329.36)
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Expenses from 1981-82 budget	(\$ 1,449.64)
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Bank charges	(\$ 37.51)
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Subtotal	(\$18,853.99)
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TOTAL (checking account balance as of 3/11/83)	\$ 3,807.64
--	-------------

Savings Account

Initial deposit (11/23/83 to Capital Preservation Fund	\$20,000
--	----------

Funds transferred to cover checking account needs (12/22/82)	(\$ 5,000)
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Interest income: 11/23/82-12/31/82	\$ 141.38
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Interest income: 1/1/83-1/31/83	\$ 95.46
---------------------------------	----------

Savings transferred to San Francisco Federal Savings (2/10/83)	\$15,236.84	Subtotal
---	-------------	----------

Interest accrued while money transferred to SF Federal Savings	\$ 38.82
---	----------

Interest earned: 2/10/83-2/28/83	\$ 74.63
----------------------------------	----------

Transferred from checking account at Security Pacific to savings at SF Federal Savings (3/7/83)	\$10,000
--	----------

Total interest accrued	\$ 350.288
------------------------	------------

Total in savings account as of 3/11/83	\$25,350.29
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Portland, Oregon, March 1983 (Attachment D)

Balance Sheet

Operating budget	\$25,820.00
Expenditures to date (non-conference)	(\$13,037.48)
Bank charges	(\$ 37.51)

Balance of operating budget	\$12,745.01
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Reserves (1981-82)	\$ 5,242.47
Expenses from last year	(\$ 1,449.64)

Balance of last year's reserves	\$ 3,792.83
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External income	\$16,599.16
Interest income	\$ 350.29
Conference expenditures	(\$ 4,329.36)

Balance of this year's reserves (82-83)	\$12,620.09
---	-------------

Total Assets (sum of the above)	\$29,157.93
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Distribution of Assets:

Checking Account:	\$ 3,807.64
Savings Account:	\$25,350.29

TOTAL	\$29,157.93
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Following is the itemized list of mailing service expenses 1980/1981

7/23/80 Stationary mailed	70.13	(Should be 79/80)
7/23/80 June membership maintenance	119.61	(Should be 79/80)
7/23/80 Newsletter mailing	166.26	(Should be 79/80)
8/16/80 July membership maintenance	126.54	
12/3/80 August membership maintenance	33.04	(See check 1020)
12/3/80 Sept/Oct membership maintenance	95.69	
12/3/80 Newsletter mailing	137.90	
1/8/81 November membership maintenance	36.81	(See check 1022)
1/8/81 Newsletter mailing	146.60	(See check 1022)
1/8/81 December membership maintenance	130.75	
3/3/81 January membership maintenance	85.29	
4/3/81 February membership maintenance	60.73	
4/3/81 Newsletter mailing	228.92	
4/4/81 Mail Proceedings	310.10	
5/4/81 Apr/May membership maintenance	545.13	
6/4/81 June membership maintenance	313.35	
6/4/81 Flyer to Calif. members-Conf.	81.89	
6/4/81 Membership list - State dir.	29.79	(See check 1020)
6/4/81 Membership list - Nom. Comm.	25.45	
6/4/81 Brochure to State Directors	50.23	
6/4/81 Membership list	14.29	
5/25/81 March membership maintenance	369.20	

(Note: Expenditure above - \$369.20
was not listed on original books as
80/81 expenditure.)

TOTAL EXPENDITURES FOR MAILING SERVICE \$3,177.70

Total Amount Expended \$3,177.70

Total Amount budgetted 3,000.00

Amount Over Budget 177.70

Record of Activity - Oxford Mailing Service 1981/82

Invoice #	Itemized Listing	Amount
18414	Print 1,000 envelopes	\$ 43.50
	Print renewal letter/appl./resources form	66.00
	Tax	6.57
	Mail renewal mailing to 728 expired members	109.36
	Postage	77.96
	Total Invoice #18414	\$303.39
18557	Mail Newsletter - Summer 537 members	51.57
	Quantity Newsletter to officers	29.14
	Postage	65.83
	Total Invoice #18557	\$146.54
18629	July membership maintenance (19-3/4 hrs)	296.25
	Galley membership - Lyman/Faulkner 1-2	6.03
	Postage - postage due, membership cards, Proceedings, brochures to Board & State Directors, miscellaneous	68.75
	Total Invoice #18629	\$371.03
18734	August membership maintenance (8-hours)	120.00
	Postage - postage due, membership cards, publications, miscellaneous	20.72
	Total Invoice #18734	\$140.72
18805	Print 2nd renewal letter, Proceedings explanation letter, resource form, appli- cation, #10 envelopes	92.95
	Tax	5.57
	Mail above to 579 member expired list	93.24
	Postage - Usual (See above #18734)	62.69
	Total Invoice #18805	\$254.25
18847	Address 881 labels - current/expired members (Beryl Brown - Conference)	16.70
18888	September membership maintenance (6-1/4 hrs)	93.75
	Postage - Usual	7.13
	Total Invoice #18888	\$100.88
18964	Address 22 printouts of members for state directors and mail with stationery and membership forms	146.04
	UPS: 15 packages	19.20
	Postage	9.87
	Total Invoice #18964	\$175.11

19078	Mail Newsletter - Fall 676 members	87.24
	UPS quantities to Board	28.11
	Postage for above mailing	90.19
	Total Invoice #19078	\$205.54
19079	October membership maintenance (14-hours)	210.00
	Postage - Usual	27.55
	Total Invoice #19079	\$237.55
19334	Mail Newsletter - Winter 725 members	75.13
	UPS to Officers/Brown/L.MacDonald	21.53
	Postage for above	94.28
	Total Invoice #19334	\$190.94
19335	November/December member maint. (12-1/4 hrs)	183.75
	Print 100 renewal letters	10.97
	Tax	.66
	Postage - Usual + P.O. Box rental (\$26.00)	49.56
	Total Invoice #19335	\$244.94
19403	Address - 618 labels -Members (Lyman - Conference)	\$ 12.14
19464	Address - 616 labels - Members (Levinson - State Coordinator)	\$ 9.19
19518	Address - 623 labels - members (Lyman - Conference)	\$ 12.89
19519	January membership maintenance (5-3/4 hrs)	86.25
	UPS - Proceedings	2.01
	Postage - Usual	6.49
	Total Invoice #19519	\$ 94.75
19553	Mail 14th Proceedings to 444 paid list	107.05
	Postage (\$.32 @)	150.93
	Total Invoice #19553	\$257.98
19669	Mail Newsletter - Spring 743 members	98.71
	UPS to Board	13.45
	Postage - Mail above + 1982 Bulk Mail Fee(\$40)	144.36
	Total Invoice #19669	\$256.52
19670	February membership maintenance (4-1/2 hrs)	72.00
	Address member printout - Brown (Conference)	5.62
	Address labels of members for NARDSPE	9.35
	Postage - Usual	10.63
	Total Invoice #19670	\$ 97.60
19721	Type Addresses & mail Lng Cntr Questionnaire	66.82

(Montgomery - Minority Affairs) + Postage

19853	March membership maintenance (1-hour)	16.00
	Print 1,000 membership cards + Tax (\$2.40)	42.40
	Postage - Usual	6.75
	Total Invoice #19853	\$ 65.15
19953	Convention registration - Process 271 reg.	271.00
	Mileage - H. McCune to S.Diego (208 mi x .18)	37.44
	Telephone re. registration	7.60
	Postage - Forms to McMillan, correspondance	14.85
	Total Invoice #19953	\$330.89
20084	April membership maintenance (31-hours)	496.00
	Print 200 renewal letters & 1,000 #10 env.	57.25
	Tax	3.44
	Telephone re. Conference	11.73
	Postage - membership cards (76.80), Misc.	78.40
	Total Invoice #20084	\$646.82
20261	Print 1,000 #10 reg. envelopes	45.00
	Print renewal letter & application	40.80
	Print resources form	20.40
	Tax	6.37
	Mail renewal letter, etc. to 625 expired list	81.09
	Postage for above	71.77
	Total Invoice #20261	\$265.43
20262	May membership maintenance (17-1/4 hrs)	276.00
	Address printout of membership for CAPEd	8.75
	Postage - Usual	20.27
	Total Invoice #20262	\$305.02
20329	Set up 136 name College mailing list-Lyman	\$ 16.32
20378	Add 632 names to College mailing list-Lyman	\$ 75.84
20411	June membership maintenance (7-hours)	126.00
	Print 200 welcome & 500 renewal letters	28.25
	Tax	1.70
	Postage - Usual	9.71
	Total Invoice #20411	\$165.66
20447	Print 3,000 Applications & Officer listings for WCRA brochures + type and paste-up	\$ 92.22
SUB TOTAL - INCLUDES ALL ACTIVITIES		\$5,158.93
Less Conference Charges		<u>482.13</u>
TOTAL CHARGED TO ACCOUNT CATEGORY 21		\$4,676.70

Above are the total of activities for the period 7/1/81 through 6/30/82

Portland, Oregon. March 1983

(Attachment E)

Although traditionally all have been charged to the Mailing Service budget category, some are clearly related to specific budget categories (ie. Conference, State Directors, and Minority Affairs) and should be charged to the appropriate category rather than being lumped together. This would provide for appropriate accountability.

WCRA: Oxford Mailing Expenses
Listed by Date of Payment

<u>Invoice #</u>	<u>Date</u>	<u>Charges</u>		<u>Requested by</u>
20565	7-26-82	Mail Newsletter (Issue 2)	49.49	Jane Hopper
		Postage	76.06	
20598	7-30-82	Clerical (July Membership Maintenance, 15 1/2 hrs.)	248.00	-
		Postage	24.17	
20669	8-16-82	Address Printouts (for state/ province directors of their members, 22 total)	72.00	Ann Faulkner
		Postage	23.61	
20706	8-23-82	Address labels (1983 conference)	21.93	Karen Smith
		Postage	2.56	
		Tax	1.43	
20707	8-23-82	Additions to mailing list	13.84	Dick Lyman
20756	8-30-82	Brochure (Remove 81-82 officer listing, put in 82-83 listing)	74.20	-
20930	9-27-82	"Prospect" List	8.00	Karen Smith
20931	9-27-82	Address labels	8.00	N. Deutsch
		Postage	1.05	
20989	9-30-82	Clerical (Sept. Membership Maintenance, 6 1/2 hrs.)	100.00	-
		UPS	8.52	
		Postage	6.80	
21039	10-18-82	Mail Fall Newsletter	148.20	Jane Hopper
		UPS (quantities to 7 board members)	22.03	
		Postage	92.45	
21135	10-29-82	Clerical (Oct. Membership Maintenance, 9 1/4 hrs.)	148.00	-
		Postage	20.51	
21242	11-22-82	Mail LAC Survey (to 378 colleges: CA, OR, TX)	38.81	Miranda Montgomery
		Postage	41.20	
21280	11-29-82	Clerical (Nov. Membership Maintenance, 8 hrs.)	132.00	-
		Postage	40.04	

WCRA: Oxford Mailing Expenses
Page two

<u>Invoice #</u>	<u>Date</u>	<u>Charges</u>		<u>Requested by</u>
21312	12-6-82	Mailing (Newsletter)	61.10	Jane Hopper
		Postage (2nd class permit application)	169.39	
21313	12-6-82	Address galley (of membership by state)	52.25	Ann Faulkner
		Postage	6.84	
21467	1-11-83	Clerical (Dec. Membership Maintenance, 6 hrs.)	96.00	-
		Postage	8.85	
		TOTAL	\$1817.33	

Summary of Expenses by Category

Mailing Newsletter	\$ 258.79
Clerical	724.00
Postage	513.53

<u>Other</u>	
Address Galley	52.25
Mail LAC Survey	38.81
UPS	30.55
"Prospect" List	8.00
Address labels	29.93
Change listing in brochure	74.20
Address printouts	72.00
Additions to mailing list	13.84
Tax	1.43

<u>TOTAL</u>	<u>\$ 1,817.33</u>
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Note: The \$1817.33 total above does not include the \$985.64 I had to send to Oxford Mailing because Don Yamamoto, they said, had failed to pay back bills. (I have, of course, no way to verify this amount.)

Ideas to Re-structure Mailing Costs for Improved Accountability

Category	Expended 1981/82	Budget Proposed 83/34
4. Coordinator State Directors	\$ 183.18	\$ 50
9. <u>Newsletter</u>	667.31	500
10. <u>Proceedings</u>	257.98	250
12. <u>Journal</u>	0	300
16. Board of Directors	184.30	100
19. Membership	1,137.02	800
20. Conference	465.43	400
21. Mailing Service - General	<u>2,263.71</u>	<u>2,300</u>
TOTAL MAILING EXPENSES	\$5,158.93	\$4,700

COMMENTS:

1. Category 4 - (Reduced) The initial cost of mailing to State Directors can be greatly reduced by looking at what is sent out and by the Coordinator sending some items personally. (Monitored by Past-president)

2. Category 9 - (Reduced) The change to second class mailing should reduce costs, as should mailing the Journal separately. (Monitored by Treasurer/ Newsletter Editor)

3. Category 10 - (No Change) (Monitored by Treasurer/Editor Proceedings)

4. Category 12 - (Added) This assumes that changes are to be made in the handling of the Journal. Costs were included in the Newsletter mailing last year. (Monitored by Treasurer/Editor Journal)

5. Category 16 - (Reduced) Savings could be made by having Editor of Newsletter mail copies, or by mailing extra copies only on request. Board communications with membership may require extra mailing costs. (Monitored by President)

6. Category 19 - (Reduced) A Budget category for membership should be added to the Association general budget. The costs for such activities should be carefully scrutinized. A membership chairperson could save money by finding different ways to solicit membership. (Monitored by President/Membership Chairperson)

7. Category 20 - (Reduced) In 1981/82 over \$100 was spent on the one-time only cost of setting up a general mailing list to publicize the Conference to non-members and conferences in future years. This cost should not be repeated. (Monitored by President-elect)

8. Category 21 - (No Change) (Monitored by Treasurer)

Oxford Mailing Service 1981/82 Expenditures by Budget Category

1.	President - Category 1		
	Board of Directors - Category 4		\$ 183.18
	Newsletters to Board	\$ 92.23	
	Committees/Liaison, etc.	90.95	
2.	Publications		925.29
	Newsletter/Journal - Categories 9 & 12	667.31	
	Proceedings - Category 10	257.98	
	Note: This includes \$505.59 Postage and 419.70 mailing costs.		
3.	Monthly Maintenance Costs - General		2,263.71
	Hourly Handling Charge	1,976.00	
	Postage	206.17	
	Permits for Mailing	66.00	
	Miscellaneous	15.54	
4.	Costs of Membership Solicitation		1,137.02
	Miscellaneous Printing	537.34	
	Tax on Printing	26.71	
	Handling	283.69	
	Postage	289.28	
5.	Conference		465.43
	Conference Registration Costs	330.89	
	Other	184.30	
6.	Coordinator of State Directors - Category 4		184.30
	State Directors - Category 8		
	TOTAL MAILING SERVICE COSTS		\$5,158.93

**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.

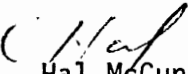
(continued)

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.


Hal McCune

HLM/h

**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)

2 -- 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
7. Mail Flyer for Nancy Deutsch (to 216 list)	\$ 19
8. Mail LAC Survey Part II to 378 list (Requested by Miranda Montgomery)	\$ 39
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
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	<u>\$ 19</u>
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	<u>\$ 42</u>
Total Printing	\$ 383

(continued)

3 -- 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>

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

November 15, 1982

Ms. Carol Bogue
Local Chairperson
Western College
Reading Association
2100 Moorpark Avenue
San Jose, CA 95128

Dear Carol,

On behalf of everyone here at the Hyatt San Jose, may I say thank you for taking time out of your busy schedule to join me yesterday to further discuss the details involving the 1984 Annual Conference. It certainly was a pleasure to meet the face that goes with the voice. I am sure I speak for the entire hotel when I say how excited we are that the Hyatt San Jose has been selected as the host hotel for this very important Conference.


Carol, as we discussed, in that the 1982 August Board Meeting was not held in San Jose, we would be delighted to extend for the August Board Meeting in 1983 not only all of your meeting space and sleeping rooms, on a complimentary basis, but would be delighted to provide all of your coffee breaks and morning continental breakfasts each day, with our compliments. This is simply our way of expressing how excited the Hyatt San Jose is to be hosting your fine organization.

Carol, naturally as time draws nearer, we will begin to detail the program for the 1984 Annual Conference and certainly hope you will feel free to contact me personally if there is ever anything I can do for either yourself or for the Western College Reading Association.

Carol, we simply want to let you know how anxious we are to be of service to your fine organization both now and in the future. I look forward to hearing from you very soon.

Kindest personal regards,

HYATT SAN JOSE


Steve Steinhart
Director of Sales
SJS:lcv
cc: Pat Heard

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

March 2, 1983

Ms. Carol Bogue
Local Chairperson
Western College
Reading Association
2100 Moorpark Avenue
San Jose, CA 95128

Dear Carol,

To review our discussion of the other day regarding options A and B for the 1984 Conference, please find the following information. Option A will be a \$56.00 single rate and a \$64.00 double rate. Included in this option is a \$600.00 per day meeting room rental fee with a \$4.00 credit for every sleeping room actually occupied per night to be applied toward the \$600.00 per day meeting room rental. Thus, if you were to occupy an average of 150 rooms each night for three nights, there would be no meeting room rental charge.

Option B would have the guaranteed rate of \$52.00 single and \$58.00 double. Because of the increased discount on room rates we would out of necessity charge and \$1800.00 meeting room rental for the entire conference and all its space that you will utilize with no credit for guest rooms occupied.


It should be noted that there in either case will be a 6% city tax on each sleeping room per night. Additionally, in either case there will be a \$5.00 charge for every additional person occupying a sleeping room.

Carol, I certainly hope this information will prove useful to you in your presentation to the Board of Directors at the March of 1983 annual conference.

Please feel free to contact me should you have any other questions. We simply want to let you know how anxious the Hyatt San Jose is to be of service to the Western Reading Association both now and in the future. I look forward to hearing from you very soon.

Kindest personal regards,

HYATT SAN JOSE


Steve Steinhart
Director of Sales

Dear Carol,

It looks like Sam
Josi is finally completely
in the bag. Congratulations
on a big task well
done. If I can be of
any assistance in the
planning, please let
me know.

AF-
6/15-

These copies are for your
files. Pat has the originals



Ann Faulkner
LEARNING SKILLS
CENTER

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

Portland, Oregon, March 1983 (Attachment H)

408 298 0300 TELEX 357408

May 7, 1981

Ms. Carol Bogue
Local Chairperson
Western College Reading
Association
c/o Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, California 95128

Dear Carol,

All of us at the Hyatt San Jose are delighted and complimented that you have selected us to host your 1984 Annual Conference of the Western College Reading Association. At the beginning, I want to assure you that all of us at the Hyatt will do everything in our power to make your 1984 Conference the finest you have ever held.

As you can see, I am enclosing a meeting confirmation form with each copy of this contract letter and that confirmation covers items such as total rooms reserved, method of reservations and billing, and meeting facilities reserved. The additional items not covered on the confirmation will be covered in this contract letter. If everything is in order and meets with your approval, please sign one copy of the confirmation form and one copy of the contract letter and return them to me as soon as possible. Of course, if you have any questions whatsoever, you need only to call at your convenience.

ADDITIONAL CONFIRMED ARRANGEMENTS

1. Complimentary Policy: The Hyatt San Jose will be pleased to compliment one guest room for each 50 rooms occupied by your membership. In addition to that complimentary policy, we will be pleased to reserve our Presidential Suite for the President of your organization or for whomever you designate. This suite includes a large living room with an efficiency kitchen and three bedrooms. It will prove to be ideal for small parties or Board Meetings.

2. Corkage Charges: The Hyatt San Jose does not charge a corkage fee for liquor brought into private guest rooms. You can obtain bar set-ups and brand name liquor through Room Service should you wish. However, should any liquor be brought into public meeting rooms then a corkage fee will be charged.
3. The Hyatt San Jose will provide ten (10) V.I.P. guest gifts to be placed in the rooms of attendees designated by your President Elect. In the past, we have found that a gift of wine and cheese is very much appreciated and is appropriate for the situation.
4. The Hyatt San Jose is pleased to guarantee that if any of your members fail to receive a room that has been confirmed prior to the cut-off date, we will provide transportation and a reservation at a nearby hotel. Not only that, but we will also pay for their first night's stay at that hotel and bring them back to the Hyatt the following evening.
5. Parking: The Hyatt San Jose provides just over 1,000 complimentary parking spaces for your membership.
6. We will allow registration tables to be placed in our lobby for early registration for your Conference attendees. However, during the main registration we would suggest that the Foyer of the Mediterranean Center be used as it provides a larger area and privacy.
7. The Hyatt San Jose has agreed to provide seven (7) complimentary guest rooms for your two day weekend Board Meeting in late August of both 1982 and 1983. In addition, we will be happy to provide complimentary meeting space for those twelve Board Members.
8. Guest Room Rates: The Hyatt San Jose is pleased to offer the Western College Reading Association the following two (2) options for room rates and meeting room rental. However, we do require that W.C.R.A. select one (1) of the two options at least one year prior to your Annual Conference. *Rates apply to*

*Attendees arriving prior to or departing after stated
conference dates. (per phone conversation with Bill Allison
4-15-81)*

OPTION A

While we cannot guarantee definite room rates at this time, we will be pleased to offer 15% discount on our prevailing room rates in 1984 to your attendees including early arrivals and late departures. Included in this option is a \$600.00 per day meeting room rental fee with a \$4.00 credit per guest room occupied per night. Thus, if you were to occupy an average of 150 rooms for three nights, there would be no meeting room rental charge.

OPTION B

Should the above option be unacceptable, we would like to offer a 20% discount on our regular rates for 1984, but the meeting room rental charges would then change. Because of the increased discount on room rates we would out of necessity charge an \$1,800.00 meeting room rental for the entire conference with no credit for guest rooms occupied.

9. The Additional Guest Rooms: The Hyatt San Jose will be happy to reserve additional blocks of guest rooms at nearby hotels should your attendance increase in the ensuing two or three years. These hotels would include Howard Johnson's, the Red Lion or the Le Baron Hotel.
10. Airport Shuttle: The Hyatt San Jose will be happy to provide 24-hour complimentary shuttle service to and from the San Jose Airport.
11. Banquet Prices: We will be in a position to confirm exact banquet prices six (6) months prior to your Conference. Of course, we can provide current banquet menus at anytime you wish so that you may make judgements as to budget in advance of that six month time frame.
12. Exhibits: The Woodside Room, where your table top exhibits will be located, has more than adequate power outlets for your use. We do not charge drayage fees for table top exhibits with standard draping and we will be happy to provide twenty (20) extension cords at no charge.

13. Convention Services: At the present time, Ms. Linda Lloyd is our Convention Services Manager and she will be your contact in making all final arrangements here at the Hyatt San Jose. Linda will act as your liaison between the Front Desk, Reservations, Catering and Accounting in the months leading up to the Conference.

Carol, I believe that covers everything we discussed during your visit and that was of concern to the W.C.R.A. Board of Directors. If you have any questions on the above information, please call me as quickly as possible so that we may avoid any misunderstandings. Thanks again for your visit and we look forward to making your 1984 Conference a great success.

Sincerely,

HYATT SAN JOSE

Bill

Bill Allison
Director of Sales and Marketing

WHA:dc
enclosure
R-03938

I/We agree that the foregoing arrangements are correct, and it is agreed that these facilities are to be held on a definite basis, *stipulations in my letter of 6/3/81 to be included in arrangements.*

FOR HYATT SAN JOSE

FOR W. C. R. A.

NAME: *Bill Allison*

NAME: *Ann B. Faulkner*

TITLE: *Director of Sales*

TITLE: *President*

DATE: *May 8, 1981*

DATE: *6/3/81*

"REVISED"

HYATT  SAN JOSE

MEETING CONFIRMATION

☒ DEFINITE/CUT OFF 2/25/84 DATE CONFIRMED 5/14/81
☐ TENTATIVE/DECISION _____ FILE NUMBER R-03938
 ORGANIZATION NAME WESTERN COLLEGE READING ASSOCIATION
 FUNCTION NAME 1984 Annual Conference
 MEETING PLANNER Ms. Carol Bogue TITLE Local Chairperson
 ADDRESS c/o Learning Assistance - San Jose City College
2100 Moorpark Ave. - San Jose, California 95128
 PHONE (408) 298-2181 (dc) ARRIVAL FORECAST 4/4/84 DEPARTURE FORECAST 4/8/84

ROOM ARRANGEMENTS

71	2	32
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1984

DATE	4/4	4/5	4/6	4/7	4/8			
DAY	WED	THU	FRI	SAT	SUN			
SINGLES	90	180	180	60				
DOUBLE	45	60	60	40				
SUITES	5	10	10	10				
TOTAL	150	250	250	110	Checkout			

ROOM RATES: SGL SEE CONTRACT TPL _____ QUAD _____ SUITES _____ TO _____
 PLUS 6% CITY TAX X
 BILLING: M=MASTER ROOM & TAX I INCIDENTALS I BANQUET M
 I=INDIVIDUALS PAY

RESERVATIONS

☒ Reservation Cards ☐ Rooming List ☐ Housing Bureau ☐ Individual

Reservations must be received by hotel no later than 14 days prior to arrival. Late requests will be accommodated on a space available basis. Check-in and check-out time is 2:00 p.m.

COMMENTS Convention Room Rates will be extended before and after the
actual Convention dates.

COMPLIMENTARY ROOM POLICY/SUITES: One (1) complimentary room for each fifty
(50) rooms actually occupied. Reserve the Presidential Suite for
arrival April 4th with departure on April 8th...Complimentary.

SPECIAL GUEST ROOM REQUIREMENTS. Room rates established one (1) year
prior to arrival. See options in contract letter.

CANCELLATION POLICY

- A) Groups reserving 200 or more rooms will be subject to a cancellation fee of one night's room and tax revenue should space be released between 360 and 180 days of scheduled arrival. For cancellations received within 180 days of arrival full payment of total room nights and tax will be required.
 B) Groups with more than 100 rooms but less than 200 rooms reserved will be subject to a cancellation fee of one night's room and tax revenue should space be released between 180 and 90 days of scheduled arrival. For cancellations received within 90 days of arrival full payment of total room nights and tax will be required.
 C) Groups with less than 100 rooms reserved will be subject to a cancellation fee of one night's room and tax revenue should space be released between 90 and 30 days in advance of scheduled arrival. For cancellations received within 30 days of arrival full payment of total room nights and tax will be required.

Portland, Oregon, March 1983 (Attachment H)
GROUP Western College Reading Assn.

CONTACT: Carol Bogue

PHONE (408) 298-2181 ext. 3709

MEETING/BANQUET ARRANGEMENTS 1

1984

DATE	DAY	TIME	FUNCTION/ATTENDANCE/SET-UP	RENTAL
4/4	WED	9am - 10pm	Board Meeting - 30people.	
4/4	WED	2pm		
TO		24-Hours	Exhibits, 20 table tops	
4/7	SAT	5pm		
4/5	THU	8am - 5pm	General Session & (3) Workshops - 600people.	
"	"	1pm - 5pm	(4) Additional Workshops- 75people each.	
"	"	6pm - 11pm	Banquet (tent.) - 600people.	
4/6	FRI	7am - 9am	Continental Breakfast- 300 people.	
"	"	9am - 5pm	General Session & (7) Workshops-600people.	
4/7	SAT	8am - 5pm	General Session & (7) Workshops-600people.	
4/8	SUN	8am - 1pm	General Session & Brunch (tent)-300people.	

TOTAL RENTAL See Contract

SPECIAL MEETING/BANQUET REQUIREMENTS: Rental depends on option selected in Contract Letter.

CONVENTION SERVICES/CATERING DEPARTMENT

A member of our Convention Services/Catering Department will be contacting you to review all details relative to your group's requirements. Any changes or additions you may care to make may be reviewed with your Conventions Services Coordinator.

AUTHORIZED SIGNATURES: WE AGREE THE FOREGOING AGREEMENT IS CORRECT AS WRITTEN AND IS BINDING BETWEEN THE UNDERSIGNED PARTIES.

FOR HYATT SAN JOSE

NAME: Bill Allison

TITLE: Exp. of Julius

DATE: May 15, 1981

FQR GROUP/AGENCY

NAME: Ann D. Faulkner

TITLE: President, WCKA

DATE: 6/3/91

Portland, Oregon, March 1983 (Attachment H)



**Western
College
Reading
Association**

4849 West Illinois
Dallas, TX 75211
June 3, 1981

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Mr. Bill Allison
Hyatt San Jose
1740 North First St.
San Jose, CA 95112

Dear Bill:

Having conferred with Carol Bogue and Pat Heard, I am pleased to add an official signature to the agreements concerning WCRA's 1984 annual conference at the San Jose Hyatt. On behalf of the WCRA Board of Directors, I have signed both the confirmation form and the additional contract letter, but with the following revisions and clarifications:

The Confirmation Form:

- (a) Room arrangements: Block 10 rooms on the night of April 3 for those arriving for pre-conference board meetings.
- (b) Meeting/banquet arrangements:
 - (1) Reserve the room for board meetings throughout the conference from Tuesday evening, April 3, through Sunday noon, April 8, as indicated in your original proposal.
 - (2) Thursday, 4/5 should read "General Session and Seven (7) workshops - 600 people - 8:00 am - 5:00 pm" as do Friday and Saturday. Maximum at the banquet will probably be 300-400 rather than the entire 600.
 - (3) Sunday, 4/8 should read "Seven (7) workshops - 300 people - and Brunch (tent)". We're much more likely to have workshops than a general session on Sunday. Maximum number at the brunch will probably be 200 rather than 300.
 - (4) Of course, as you and Carol have discussed, the final decisions about times of specific meeting/banquet arrangements await the election of the 1983 president-elect, one year before the conference date. These preliminary schedules are, however, quite representative of our conferences in recent years.

The Contract Letter:

- (a) Your original proposal had agreed that the Hyatt will provide reservation cards at no charge to be mailed with conference publicity to Association members. This is still agreed.
- (b) Your original proposal had agreed that the Hyatt will provide an 8' x 8' storage locker for audio-visual equipment. This is still agreed.

We very much appreciate your extending the option of an additional complimentary board meeting in August of 1982 if we need it. That decision can be made at our San Diego conference next April (1982), and Carol can let you know for sure immediately thereafter.

If these revisions and clarifications now meet with your approval, please sign and return the original to me, and we'll consider it an addendum to the other two documents I've signed.

Sincerely,



Ann B. Faulkner, President
Western College Reading Association

For Hyatt San Jose.

Signed Bill Allison
Title Dir. of Sales
Date June 5, 1981

NEWSLETTER EDITOR'S REPORT, WCRA BOARD MEETING, Portland, Oregon
March 23, 1983

Page 2.

Deadline dates and copy per issue :

Issue #1 - Winter - January ⁵/~~15~~. Conference information.

Issue #2 - Spring - May ¹/~~15~~. Post conference: Board meeting highlights
Conference photos
Conference highlights
Next conference information

Issue #3 - Summer - ^{July 31}~~August 15~~ (July 31?). Board meeting highlights
(Nomination information?)

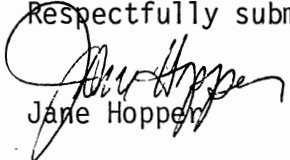
Issue #4 - Fall - October ¹/~~15~~. Pre conference information
Statements from nominees for office
(with photos)
Absentee ballot
Outstanding service nomination form
Call for proposals

Regular columns: Awards
Eric
Materials
Nontraditional and Minority Affairs
Officers
Placement
Proceedings
Spotlight
State and Province Directors
Tutorial

Suggestions?

Special Interest Groups

Respectfully submitted,


Jane Hopper

NEWSLETTER EDITOR'S REPORT

WCRA BOARD MEETING

Portland, Oregon

March 23, 1983

1. Publication:

Deadlines - function of the newsletter

Printers - recent, future

Editing - suggestions? complaints?

2. Distribution:

Number of copies sent, method

Oxford Mailing Service - accolades

3. Column Directors:

Vacancies - Evaluation (Carol Walvekar)

Materials (June Dempsey)

Additional columns

4. Correspondence:

Gale Research - Directory of Newsletters and Reporting Services,
3rd ed.

General

5. Expenses:

Bids for 1000 copies, 8-12 pages.

Editor's expenses

6. Deadline dates:

Jan. ⁵~~15~~ May ¹~~15~~ Aug. ^{Jul 31}~~15 (Jy 31?)~~ Oct. ¹~~15~~

Please see attached page.

Respectfully submitted,

Jane Hopper

WCRA Journal Report

1. The number of contributions has risen enough this year to permit publication of three issues rather than two. We also have a backlog of four contributions, which are presently being considered.
2. Despite the extra manuscripts in hand, I feel it is better to hold these manuscripts, even if all are accepted, for a fall 1983 issue because we have had such a small number of manuscripts in the past that receipt of enough additional quality material before fall is uncertain.
3. Over fifty requests for submission guidelines have been received as a result of announcement of Journal start-up in a number of professional journals.
4. The Journal has come in under budget because printing charges have averaged under \$600 per issue. I would think that a reasonable budget figure for next year would be around \$2200 for printing, postage and assorted related supply expenses.

Recommendations

1. Budget should be set at \$2200 for a projected three issues in 1983-84.
2. The Journal should still continue as a Newsletter insert.
3. Because we are getting some research articles at this point, I would like to suggest that a university person familiar with research technique and validity be added to the editorial board.
4. Mr. Steven Hollander, the University Editor at Indiana-Purdue, Fort Wayne, has done much excellent, unpaid work as final editor of Journal submissions. Steve has an eye for structural flaw and never misses a misplaced comma or spelling error. Because of his contribution, I would like to recommend that the WCRA Board send him a letter of appreciation with a copy to Dr. Joseph Giusti, our Chancellor. The address is: Mr. Steven Hollander, Editing Services, University Relations, Indiana University-Purdue University, 2101 Coliseum Blvd. East, Fort Wayne, Indiana 46805.
5. Because we still need more manuscripts, I would suggest that both at the conference and in the Newsletter, WCRA members be again urged to contribute to the Journal.

Portland, Oregon, March 1983 (Attachment K)

Attachment #2, San Diego, March 30, 1982

WCRA 'BALANCE SHEET

JUNE 30, 1981

CHECKING ACCOUNT:	Beginning balance from end of last report	20,837.40
	Deposits (includes 10,000 money mkt. certificate)	24,679.97
	Subtotal	45,517.37
	Expenditures Non conference related	-5,089.64
	Conference related	-16,892.74
	Balance as of June 30, 1981	23,534.99

SAVINGS ACCOUNT:	Beginning balance from end of last report	6,623.56
	Deposits	0
	Withdrawals	0
	Interest earned	79.98
	Balance as of June 30, 1981	6703.54

RECEIPTS:	Dues	3,141.98
	Proceedings	1,020.52
	Conference	8,967.47
	Publishers exhibits	1,550.00
	Total	14,679.97

Portland, Oregon, March 1983 (Attachment K)

#5B

9/12/81

San Diego

(Not approved)

WCRA Accounts

June 30, 1981

<u>Budget Category</u>	<u>Amount Budgeted</u>	<u>Balance April 7, 1981</u>	<u>Expenditures</u>	<u>Balance</u>
1. President	\$ 100.00	\$ 100.00	\$ 18.00	\$ 82.00
2. Supplies & Expenses	600.00	253.33	- 0 -	253.33
3. Nominating Committee	500.00	345.07	- 0 -	354.07
4. Coord. of State Dirs.	175.00	175.00	43.00	132.00
5. Conf. Site Selection	50.00	50.00	- 0 -	50.00
6. Treasurer	125.00	81.30	53.00	28.30
7. Secretary	200.00	200.00	196.42	3.58
8. State Directors	500.00	305.49	122.03	183.46
9. Newsletter	4,000.00	1,350.00	- 0 -	1,350.00
10. Proceedings	4,200.00	2,700.00	2,077.49	622.51
11. Placement	200.00	200.00	158.12	41.88
12. Journal	275.00	275.00	71.70	203.30
14. Minority Affairs	200.00	200.00	- 0 -	200.00
16. Board of Directors	1,340.00	456.00	334.80	121.20
18. Archivist	455.00	455.00	200.00	255.00
20. Conference	1,000.00	873.47	608.00	265.47
21. Mailing Service	3,000.00	1,251.63	1,162.18	89.45
22. Finance Committee	75.00	75.00	- 0 -	75.00
TOTALS	\$17,045.00	\$9,405.29	\$5,039.64	\$4,315.65

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

JULY 1, 1980 - JUNE 30, 1981

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 100	\$ 18.00	\$ 82.00
2. Supplies/General Expenses	600	346.67	253.33
3. Nominating Committee	500	145.93	354.07
4. Coordinator of State Directors	175	43.00	132.00
5. Conference Site Selection	50	0	50.00
6. Treasurer	125	96.70	28.30
7. Secretary	200	196.42	3.58
8. State Directors	500	316.54	183.46
9. Newsletter	4,000	2,650.00	1,350.00
10. Proceedings	4,200	3,577.49	622.51
11. Placement	200	158.12	41.88
12. Journal	275	71.70	203.30
13. No Account in This Category			
14. Minority Affairs	200	0	200.00
15. No Account in This Category			
16. Board of Directors	1,340	1,655.80	< 315.80 >
17. Scholarship/Awards	50	44.90	5.10
18. Archivist	455	200.00	225.00
19. No Account in This Category			
20. Conference	1,000	734.53	265.47
21. Oxford Mailing Service	3,000	3,177.70	< 177.70 >
22. Finance Committee	75	0	75.00
 TOTAL EXPENDITURES	 \$17,045	 \$13,433.50	 \$3,611.50

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

- Itemized Statement -
JULY 1, 1980 - JUNE 30, 1981

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 100	\$ 18.00	\$ 82.00
Conference Gifts (18.00)			
2. Supplies/General Expenses	600	346.67	253.33
R&B Printing - Brochures (145.57)			
Don Girard - Membership Cards (63.60)			
R&B Printing - Brochures (137.50)			
3. Nominating Committee	500	145.93	354.07
Airfare - Caroline Turner (125.00)			
Phone - Ladessa Yuthas (20.93)			
4. Coordinator of State Directors	175	43.00	132.00
Luncheon (43.00)			
5. Conference Site Selection	50	0	50.00
6. Treasurer	125	96.70	28.30
Jim Baugh - Follow up expenses - 1979/80 (15.84)			
Check Printing (27.86)			
Stamps - Yamamoto (18.00)			
Xeroxing - Yamamoto (35.00)			
7. Secretary	200	196.42	3.58
Cassette Tapes - A. Coil (20.13)			
Duplicating Minutes (40.65)			
Typing of Index (24.00)			
Duplicating Index (15.58)			
Duplicating Minutes (40.28)			
Duplicating - Miscellaneous (55.78)			
8. State Directors	500	316.54	183.46
D. McGinty - Mail Texas Newsletter (26.03)			
M. Hess - Expenses for Regional Meeting - Idaho (67.48)			
M. Byers - Oregon Coordinating Expenses (50.00)			
D. Luu - B.C. Expenses (51.00)*			
S. Brown - New Mexico Expenses (35.89)			
D. McClellan - At-large Expenses (22.95)*			
L. Renault - Arizona Expenses (48.70)			
D. McGinty - Texas Expenses (14.49)			

*The checks for these were never sent

9.	Newsletter	4,000	2,650.00	1,350.00
	Langdon Press - 800 copies - Summer (475.00)			
	Langdon Press - 975 copies - Fall (708.00)			
	Langdon Press - 975 copies - Winter (742.00)			
	Langdon Press - 1,000 copies - Sprint (725.00)			
10.	Proceedings	4,200	3,577.49	622.51
	Don Girard - Type Set, etc. (1,500)			
	Don Girard - Print Proceedings (2,050)			
	Editorial Luncheon (55.27)			
11.	Placement	200	158.12	41.88
	Xerox Copies & Stamped Envelopes (158.12)			
12.	Journal	275	71.70	203.30
	Logo Design (50.00)			
	Postage, etc. (11.34/3.76/6.60)			
13.	No Account in This Category			
14.	Minority Affairs	200	0	200.00
15.	No Account in This Category			
16.	Board of Directors	1,340	1,655.80	< 315.80 >
	Fall Meeting			
	Air Fare - Yamamoto/Cohen (232.00)			
	Per diem/Travel - P. Heard (62.00)			
	Per diem/Travel - A. Faulkner (50.00)			
	Per diem/Air fare - B. Levinson (240.00)			
	Per diem/Air fare - A. Coil (240.00)			
	Per diem - Yamamoto (30.00)			
	Per diem - Cohen (30.00)			
	Conference Board Meeting			
	Per diem - Cohen (55.00)			
	Per diem - Heard (57.80)			
	Per diem - Levinson (57.00)			
	Per diem - Faulkner (55.00)			
	Per diem - Coil (55.00)			
	Per diem - Yamamoto (55.00)			
	Conference Board Meeting Expenses not on Original Books			
	Cohen (145.00)			
	Coil (145.00)			
	Yamamoto (155.00)			

Note: Amount of Yamamoto Check Was Altered from \$200 to 208.

Note: Different figures were shown for Cohen/Coil/Faulkner/Yamamoto in the original statement (attached) for the conference Board Meeting (above). The original amount was \$55.00 each. Later figures are \$53.00 each.

17. Scholarship/Awards	50	44.90	5.10
Larimer County Voc/Tech - Plaques (39.90) Kaman - Engraving (5.00)			
18. Archivist	455	200.00	225.00
Note: Check made out to R. Purdy and not sent (200.00)			
19. No Account in This Category			
20. Conference	1,000	734.53	265.47
President's Room for Conference (168.00) President-elect's Room for Conference (160.00) Conference Mgr's Room for Conference (280.0) Two-color Printing of Program (126.53)			
21. Oxford Mailing Service	3,000	3,177.70	< 177.70 >
See Itemized List Attached			
22. Finance Committee	75	0	75.00
<hr/>			
TOTAL EXPENDITURES	\$17,045	\$13,433.50	\$3,611.50

WESTERN COLLEGE READING ASSOCIATION
TREASURER'S ANNUAL REPORT

July 1, 1981 - June 30, 1982

ASSETS

Funds in Checking Account	\$24,000.00
Funds in Savings	7,062.47
Total Assets	\$31,062.47

EXPENDITURES

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
2. Supplies/Expenses	500	406.14	93.86
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99>
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
8. State Directors	500	225.36	274.64
9. Newsletter	3,000	3,843.56	< 843.56>
10. Proceedings	4,200	3,855.27	344.73
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94
13. By-laws	50	0	50.00
14. Minority Affairs	200	200.00	0
15. Photographer	65	214.95	< 149.95>
16. Board of Directors	2,500	1,908.70	591.30
17. Scholarship/Awards	600	35.00	565.00
18. Archivist	50	0	50.00
19. No Account in This Category			
20. Conference	1,000	0	1,000.00
21. Mailing Service	4,000	4,676.70	< 676.70>
22. Finance Committee	0	0	0
Total Expenditures	\$21,015	\$17,551.32	\$3,463.68

INCOME

Assets - June 30, 1982	\$31,062.47
Assets - June 30, 1981	<u>30,238.54</u>
Difference	823.93
Total Expenditures	<u>17,551.32</u>
Sub Total	\$18,375.25
Less Amount for Late Bills	<u>1,449.64</u>
Total Income	\$16,375.25

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

July 1, 1981 - June 30, 1982

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
2. Supplies/Expenses	500	406.14	93.86
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99>
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
8. State Directors	500	225.36	274.64
9. Newsletter	3,000	3,843.56	< 843.56>
10. Proceedings	4,200	3,855.27	344.73
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94
13. By Laws	50	0	50.00
14. Minority Affairs	200	200.00	0
15. Photographer	65	214.95	< 149.95>
16. Board of Directors	2,500	1,908.70	591.30
17. Scholarship/Awards	600	35.00	565.00
18. Archivist	50	0	50.00
19. No Account in This Category			
20. Conference -	1,000	0*	1,000.00
21. Mailing Service	4,000	4,676.70	< 676.70>
22. Finance Committee	0	0	0
*All conference expenditures reflected in Conference Budget			
TOTAL EXPENDITURES	\$21,015	\$17,551.32	\$3,463.68

WESTERN COLLEGE READING ASSOCIATION
STATEMENT OF EXPENDITURES

July 1, 1981 - June 30, 1982

<u>Budget Category</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
1. President	\$ 500	\$ 465.59	\$ 34.41
NARDSPE Conference Trip (465.59)			
2. Supplies/Expenses	500	406.14	93.86
R&B Printing - Brochures (353.50)			
Larimer County Voc/Tech - Stationery (52.64)			
3. Nominating Committee	100	0	100.00
4. Coord. of State Directors	175	179.99	< 4.99 >
State Director's Luncheon (179.99)			
5. Site Selection	50	0	50.00
6. Treasurer	100	0	100.00
7. Secretary	225	142.00	83.00
Kaman - State Director's Books (72.75)			
F. Kasomekera - Type Minutes (53.00)			
Kaman - State Director's Books (16.25)			
8. State Directors	500	225.36	274.64
P. Mulcahy - Colorado Expenses (50.00)			
Louise Renault - Arizona Expenses (50.00)			
Diane Luu - B.C. Expenses (51.00)*			
Denise McGinty - Texas Expenses (50.00)			
Denise McGinty - Postage (3.65/20.71)			
9. Newsletter	3,000	3,843.56	< 843.56 >
Langdon Printers - Summer Edition (1,299.56)			
Langdon Printers - Fall Edition (771.00)			
Langdon Printers - Winter Edition (850.00)			
Langdon Printers - Spring Edition (923.00)			
10. Proceedings	4,200	3,855.27	344.73
Don Girard - Printing (1,800)			
Don Girard - Printing (2,000)			
Bahia Hotel - Editorial Luncheon (55.27)			
11. Placement	200	0	200.00
12. Journal	3,000	1,398.06	1,601.94

Postage/Clerical - Purdue/Indiana (54.06)
 Cummins Printers - Printing (800.00)
 Cummins JPrinters - Printing (544.00)

13.	By Laws	50	0	50.00
14.	Minority Affairs	200	200.00	0
	M. Montgomery Survey (200.00)			
15.	Photographer	65	214.95	< 149.95>
	P. Sykes - Supplies (50.95)			
	P. Sykes - Conference photographs (164.00)			
16.	Board of Directors	2,500	1,908.70	591.30
	Fall Board Meeting (San Diego)			
	M. Kaman - Airfare/Per diem (337.25)			
	A. Faulkner - Airfare/Per diem (478.00)			
	G. Enright - Travel Expenses/Per diem (58.81)			
	D. Lyman - Airfare/Per diem (317.00)			
	D. Yamamoto - Airfare/Per diem (250.00)*			
	Conference Board Meetings			
	M. Kaman (171.00)			
	B. Levinson (176.64)			
	A. Faulkner (10.00)			
	D. Lyman (10.00)			
	*Original records show Yamamoto Fall expenses as \$350.00; however, the check was for only \$250.00.			
17.	Scholarship/Awards	600	35.00	565.00
	V. Orlando - Plaques (35.00)			
18.	Archivist	50	0	50.00
19.	No Account in This Category			
20.	Conference -	1,000	0*	1,000.00
	See Conference Budget fbr all records			
21.	Mailing Service	4,000	4,676.70	< 676.70>
22.	Finance Committee	0	0	0
	*Conference expenditures reflected in Conference Budget			

TOTAL EXPENDITURES	\$21,015	\$17,551.32	\$3,463.68
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NOTE: The following expenditures were paid during 1982/83

Emmett Casey (Reflected in Conference Budget)	\$300.00
Paul Sykes - Photographer (Category 15)	164.00
Oxford Mailing Service	985.64
Category 21 - Mailing Service (\$893.48)	
Conference Budget (\$92.16)	

The sum of \$1,449.64 should, therefore be deducted from the amount shown as forwarded to the Treasurer to start the fiscal year, 1982/83.

Portland, Oregon, March 1983 (Attachment K)

PROJECTED BUDGET
1982 WCRA CONFERENCE

		<u>Expenses</u>	<u>Income</u>
Pre Conference Expenses		\$1,000	
Publisher's Exhibits		1,075	\$2,500
20 exhibitors - \$150@	\$2,500-I		
Publishers Breakfast - 250+\$3.50@	875-E		
Phone/mail expenses	200-E		
Printing/Advertising		4,500	
Call for Conference	450-E		
Program Printing	1,200-E		
Miscellaneous Printing	200-E		
Advertising - Journals	300-E		
Preliminary flyer - October	100-E		
Proceedings - 450-\$5.00@	2,250-E		
Mailing		1,625	
Call to Conference	350-E		
Strand leaders mailing - \$100@	600-E		
Pre Registration (Oxford)	425-E		
Miscellaneous mailing	100-E		
Preliminary Flyer	150-E		
Conference Meals		5,000	5,000
Dinner - 200-\$15.00@	3,000-I		
Miscellaneous Dinner Expenses	3,000-E		
Brunch - 200-\$8.00@	1,600-I		
Miscellaneous Brunch Expenses	2,000-E		
Board contribution to Brunch	400-I		
Hospitality		960	
Hospitality Suite - 4 days-\$90@	360-E		
No host cocktails	200-E		
Hospitality - Miscellaneous	400-E		
Speakers - Two keynote speakers		1,600	
Honoraria	800-E		
Expenses	800-E		
Institutes		350	875
7 Institutes - 25@-\$5.00@	875-I		
Miscellaneous Expenses - \$50@	350-E		
Miscellaneous Expenses		2,580	
Student workers - 60 hrs-\$5.00@	300-E		
Conference Mgr Room - 4 days-\$45@	180-E		
Conference phone calls	100-E		
Decorations	250-E		
Registration packets	250-E		
Audio-Visual Expenses	500-E		
Entertainment	400-E		
Board Brunch Contribution - 200-\$2@	400-E		
Miscellaneous expenses	200-E		

Projected WCRA Budget
1982 Conference - Page 2

	<u>Expenses</u>	<u>Income</u>
Summary of Expenses/Income-Page 1		
Pre Conference Expenses	\$1,000	
Publishers Exhibits	1,075	\$2,500
Printing/Advertising	4,500	
Mailing	1,625	
Conference Meals	5,000	5,000
Hospitality	960	
Speakers	1,600	
Institutes	350	875
Miscellaneous Expenses	<u>2,580</u>	<u> </u>
Sub Total	\$18,690	\$3,375
Registration		
400 Full Registration (Proceedings and \$50@ WCRA membership)		\$20,000
100 Registration w/o membership - 40@		4,000
100 Registration w/o membership - \$20@ (One day registration only)		2,000
50 Registration - Incl. membership and Proceedings - 40@		2,000
Other Income/Expenses	3,400	3,400
Leisure Tours	\$1,000-I	
Leisure Tour Expenses	1,000-E	
Campus Tours	1,400-I	
Campus Tour Expenses	1,400-E	
Conference Credit	1,000-I	
Conference Credit Expenses	1,000-E	
Grand Totals of Expenses and Income	<u>\$22,090</u>	<u>\$39,775</u>

Budget approved by WCRA Board at Board meeting in San Diego, California on Sunday, September 13, 1981.

NOTE: Pre Conference Expenses should be divided into two sub categories. President-elect Expenses \$700 and Manager Exp. \$300.

FINAL ACCOUNTING
1982 WCRA CONFERENCE

EXPENSES

	BUDGETTED	EXPENDED
Pre Conference Expenses	\$ 1,000	\$ 649.77
Publisher's Exhibits	1,075	827.04
Publisher's Breakfast (850)*	\$ 827.04	
Phone/Mail Expenses (200)	0	
*Budget Figures in Parentheses		
Printing/Advertising	2,250	1,531.46
Brochure #1 Print (100)	102.34	
Brochure #2 Print (450)	202.35	
Program Printing (1,200)	1,103.25	
Advertising-Journals (300)	0	
Miscellaneous Printing (200)	123.52*	
*Includes \$80.00 for use of copy machine at conference		
Proceedings for Registrant members	2,250	1,705.00
(341 memberships x \$5)		
Mailing	1,625	818.29
Mailing Brochure #1 (150)	124.00	
Mailing Brochure #2 (350)	223.89	
Pre registration - Oxford (425)	470.40	
Miscellaneous Mailing (100)	0	
Strand Leader Mailing	0	
Conference Meals	5,000	3,854.68
Banquet (3,000)	2,729.38	
Brunch (2,000)	1,125.30	
Hospitality	960	423.95
Hospitality Suite (360)	0	
No Host Cocktails (200)	152.46	
Miscellaneous (400)	271.49	

Speakers		1,600	1,557.75
Honoraria (800)	600.00		
Expenses (800)	957.75		
Institutes		350	140.40
Miscellaneous Expenses		2,580	1,544.96
Officer's Rooms (0)	101.76		
Student Workers (300)	25.00		
Conference Mgr's Room (180)	212.53		
Conference Phone Calls (100)	27.73		
Board Contrib. to Brunch (400)	260.00		
Decorations (250)	104.98		
Registration (250)	23.00		
A/V - Rental, etc. (500)	213.75		
Entertainment (400)	400.00		
Copier (0)	128.07		
Other Expenses (200)	48.14		
Summary of Expenses			
Pre Conference Expenses	\$ 649.77		
Publisher's Exhibits	827.04		
Printing/Advertising	1,531.46		
Proceedings for Members	1,705.00		
Mailing	818.29		
Conference Meals	3,854.68		
Hospitality	423.95		
Speakers	1,557.75		
Institutes	140.40		
Miscellaneous	1,544.96		
SUB TOTAL		\$18,690	\$13,053.30
Tour Expenses		3,400	789.78
Southwest CC Tour (1,000)	100.00		
UCSD Tour (1,000)	120.00		
Tijuana Tour (1,400)	569.78		
FINAL TOTAL EXPENSES		\$22,090	\$13,843.08

INCOME	PREDICTED	ACTUAL
Registration	\$28,000	\$21,635.00*
Publisher's Exhibits	2,500	2,050.00
Institutes	875	1,160.00
Conference Meals	5,000	4,450.00
Tours	3,400	763.00
Other	0	289.00
Copier	\$103.00	
Oregon Donation	18.00	
Book Sale	168.00	
TOTAL INCOME	\$39,775	\$30,347.00*

*These figures are approximations due to the fact that twelve registration forms didn't include information as to total fees paid.

GRAND TOTALS

Expenses Budgetted	\$22,090.00
Actual Expenses	13,843.08
Income Budgetted	\$39,775.00
Actual Income	30,347.00
Predicted Surplus	\$17,685.00
(39,775 - 22,090)	
Actual Surplus	\$16,503.92
(30,347.00 - 13843.08)	

*In past years, this has been referred to as Conference Profit. Since it includes memberships for some registrants, this is not appropriate. Also, it should be noted that a change was made this year. the cost of Proceedings for registrant members is listed as an expense of the conference; and therefore, it can be listed elsewhere as income.



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 28, 1983

Dr. Karen Smith, President-elect
Western College Reading Association
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88003

Dear Karen:

I have directed Carrie Walker to adjust her records to show that \$1,449.64 was deducted from the amount sent originally to her by Don Yamamoto and to eliminate from the 1982/83 budget expenditure figures, the charges of \$300.00 to Emmet Casey, \$985.64 to Oxford Mailing Service and, \$164.00 to Paul Sykes for photographs. Each of these expenditures is reflected in the records for 1981/82 which you will find enclosed. They should not come out of the 1982/83 budget.

This in no way reduces our need to be careful in our expenditures. While it reduces the amount spent on budgetary items for 1982/83, it also reduces the amount in reserve - already rather slim.

I've spent at least a full week trying to sort out the books that Don sent me. I'm reasonably certain that I've identified and accounted for all expenditures and that I have an accurate accounting of the San Diego Conference. Unfortunately, Don kept no detailed record of income. Therefore, I have adopted the expedient of figuring that income each year consists of the difference between the preceding year-end balance, and the current year-end balance plus any budget expenditures for the year.

It doesn't seem to me to be all Don's fault. The method used in the past to account for and report income was very crude. There seems to be no clear separation of the various different elements of income in the Conference receipts, with all surplus from the Conference being lumped into "Conference Profit," which is a clear misnomer. Further, there are fews identified budget categories for income and, as indicated above, dues are not placed into one individual category. I'll have some

recommendations for a better procedure when we meet at the Conference. In the meantime, please look over the attached 1980/81 and 1981/82 figures. If you have any questions let me know.

I've asked some San Diego WCRA people to serve as a Finance Committee to go over the records and evaluate their accuracy. This is the customary procedure. I've also asked that this committee make a recommendation as to a formal audit of the books for Don's term of office. My personal recommendation is that no audit is either necessary or appropriate. First, I'm reasonably certain that Don was merely careless and neither lost nor misappropriated significant amounts. Second, the income records are so incomplete that I doubt that an auditor could arrive at any clear understanding of what total income we took in. Third, an audit would cost a significant amount of money that should not be spent unless there is a likelihood of worthwhile information emerging.

I hope the attached records are acceptable and that, as soon as the Finance Committee verifies their accuracy, this issue is settled. If not, I'm turning the problem over to anyone else who wants to take responsibility. I have completed a totally accurate accounting of the 1982 Conference. Beyond that, the shortcomings of Don as Treasurer in 1980/81 and 1981/82 no longer seem to be my responsibility.

Sincerely



Dick Lyman

Portland, Oregon, March 1983 (Attachment L)

TO: WCRA Board of Directors

FROM: 1983-84 Nominations Committee

Pat Heard, University of Texas at Austin, Chairperson
Sue Brown, New Mexico State University
David Hubin, University of Oregon
Maranda Montgomery, Compton College
Pat Mulcahey, University of Northern Colorado
Seymour Prog, Rio Hondo College



DATE: August 9, 1982

The 1983-84 WCRA Nominations Committee met several times during the April, 1982 WCRA Annual Conference in San Diego. We reviewed the WCRA By-laws and qualifications for each office, considered the reports and recommendations from previous nominating committees, and decided upon basic operating procedures for the committee.

Prior to these meetings, suggestions for nominations from the WCRA membership had been solicited in several ways: (1) an article in the WCRA Newsletter requested that all members submit names of potential nominees to the committee; (2) letters requesting potential nominees were mailed to approximately 75 past and present WCRA officers, editors, chairpersons, and state directors; and (3) forms soliciting nominees were placed in the registration folders of all who attended the San Diego conference. In addition, committee members were introduced during the first general session in San Diego and made an effort to be around as many conference events as possible to talk with members on an informal basis. Twelve responses were received from the letters mailed to WCRA leaders; only 2 responses were received from the forms in the conference registration folders; and no responses were received to the Newsletter request.

These suggestions were carefully considered along with other names submitted by the committee members. Approximately 30 members were finally considered as possible candidates for office. Names were ranked for each of the three offices, and the chairperson was requested to begin contacting potential candidates on behalf of the committee. With time for individual candidates to consider the request and consult with their institutions and families, this process lasted for several months after the conference, and the committee was in touch several times by mail and phone during this time.

The committee is pleased to present the following candidates for your approval on the WCRA slate of officers for 1983-84:

For President-elect

Carol Bogue, San Jose City College
Craig Mayfield, Brigham Young University

For Secretary

Sally Conway, Community College of Denver
Suzanne McKewon, San Diego Community College District

For Treasurer

Larry Bridges, University of Oregon
Carolyn Walker, Stanford University

In addition to recommending this slate of officers, the committee also makes the following requests, suggestions, and observations for consideration by the WCRA Board of Directors:

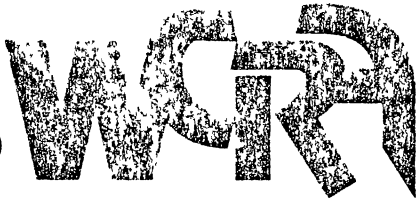
- (1) As the report of the 1982-83 nominating committee also indicated, we feel there need to be more ways to involve members in substantive organization work and give them visible recognition for it so they may become potential candidates.
- (2) Again, as did the 1982-83 committee, we feel that the opportunity for candidates who do not win the election to assume other important roles in the organization should become almost automatic - e.g., the president-elect candidate who does not win should become the chairperson of _____. If such were the case, perhaps the nominating committee should be elected rather than appointed, of course.
- (3) Care should be taken in scheduling conference events that no other activities will interfere with members' attendance at the general session during which the election is held. If this can't be done, then perhaps the method of voting should be changed - e.g., a ballot in every conference registration folder to be dropped in a box at the registration desk?

We didn't have time to fully consider all of the alternatives and implications of all of the above, but simply want to identify the problems from our perspectives and refer them to the Board for more in-depth consideration.

As soon as we receive notice of the Board's action on this proposed slate of officers, the chairperson will notify the candidates in writing and will inform them about subsequent steps in the election process. We'll therefore need to be informed about Newsletter deadlines, conference schedules for the candidates' speeches and the election, and the times of any other conference events the candidates are expected to attend.

xc: Dick Lyman	Sue Brown
Karen Smith	David Hubin
Mitch Kaman	Maranda Montgomery
Carolyn Walker	Pat Mulcahey
Ann Faulkner	Seymour Prog
Betty Levinson	

Portland, Oregon, March 1983 (Attachment M)



Western
College
Reading
Association

4849 West Illinois
Dallas, TX 75211
October 29, 1982

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Ms. Jane Hopper
Reading Program EC544
California State University
Fullerton, CA 92634

Dear Jane:

The following Board members approved this wording for the Newsletter via telephone on October 28, 1982: Dick Lyman, Karen Smith, Ann Faulkner.

The other nominee for Treasurer resigned his candidacy with less than six months before the elections. Since WCRA By-Laws require approval of the slate six months in advance, the Board has agreed to forward only one name for Treasurer. Nominations may, of course, be made from the floor at the annual meeting, and the names of candidates may be written-in on absentee ballots available to those not attending the Portland conference.

Sincerely,

Ann B. Faulkner
Past-President

ABF:dt

cc: Dick Lyman
Karen Smith
Carrie Walker
Mitch Kaman

NOMINATIONS COMMITTEE CHAIRPERSON - Job Description

- January -- WCRA By-laws indicate that Nominating Committee Chairperson is to be appointed "13 months prior to the election" (at least; but earlier is preferable in terms of remaining Newsletter deadlines, etc.)
- Jan./Feb. -- Review WCRA By-laws re: the nominating/election process.
Select Committee members - and have President approve it.
Write brief article for Newsletter requesting names of potential nominees - if deadlines permit before conference.
Solicit names in other ways - most effective has been a letter to present and past WCRA officers, state directors, etc.
- Ask conference manager to insert request for nominees in conference packets.
Arrange a meeting room for Committee unless your own room will do.
Arrange to have Committee introduced during first general session at conference.
- During the conference - Meet with Committee at least once before first general session - to determine procedures, guidelines, etc., (up to each Committee).
Will probably have to meet several times thereafter during the conference.
Caution Committee members re: (1) confidentiality of the process; and (2) if they ask potential nominees about their interest in running for office, be sure they indicate that this is an inquiry only and only the chairperson will ultimately make a definite "offer"
Remind the Coordinator of State Directors to ask State Directors to solicit potential nominees in their state meetings.
Committee's objective during conference should be at least to leave the Chairperson with a rank-ordered list of potential candidates for each office, even though much of the follow-up may have to occur after the conference since potential candidates may have to check with their institutions, families, etc.
- August -- Try to have the slate finalized and a report made to the WCRA Board of Directors in time for their late summer Board meeting. If that's not possible, the report can be approved via a mail or phone vote of the Board.
- September -- When Board has accepted the report of the Committee, write the candidates about Newsletter deadlines and a general idea of conference activities which will involve them.
Write Committee report for Newsletter to accompany candidates' statements.... usually a mid-October deadline for an early December issue.
Draft absentee ballot request form for the same Newsletter. (Don't wait or try to re-run this request in the February Newsletter; it may not get out in time for ballots to be returned, etc.)
- Dec./Jan./-- Feb. Handle absentee ballot requests; ballots must be returned at least 15 days before the annual conference (By-laws), so requests should be required at least two weeks prior to that.

February -- Write candidates final details re: election plans, other conference activities requiring their presence.
Remind President to invite candidates to drop in on Board meetings and to send them an agenda of the Board meetings.
Write WCRA Past-presidents to request their help with the election and ballot-counting.
Send a copy of the ballot to the Conference Manager to have copies run off for the number expected in attendance at the conference.
Ask Conference Manager to arrange a display of the Newsletter pages with candidates photos and statements - on some bulletin board in the conference registration area.... or have these same pages reproduced for each conference packet.

AT THE

CONFERENCE - Attend Board meeting to help plan general session election procedures.
Check with Conference Manager to be sure ballots have been printed.
Introduce candidates at first general session.
Coordinate Past-presidents to conduct election at second general session.
Give ballots to incoming WCRA President to be kept for 30 days following the election (By-laws). By WCRA tradition, only those who counted the ballots know the exact count; ballots should be given to incoming President in a sealed envelope.

GIVE THE NOMINATIONS COMMITTEE NOTEBOOK TO YOUR SUCCESSOR AND "FADE AWAY" -- this is the last official responsibility of WCRA Past-presidents!

WCRA MEMBERSHIP 1979-1982

State/Province	1979 N=1095 post Long Beach	1980 N=612 post Hawaii	12/81 N=617 post Dallas	8/82 N=543 post San Diego	12/82 N=634	17% Growth Rate 8-12/82
Alaska	17	11	10	8	10	25%
Arizona	39	29	24	21	21	-
So. Calif.	343	158	(227)	178	182	2%
No. Calif.	116	76	(227)	81	90	11%
Colorado	39	21	26	20	28	40%
Hawaii	58	48	13	15	25	67%
Idaho	15	8	7	6	8	33%
Montana	6	3	2	1	3	200%
Nevada	12	7	4	7	7	-
New Mexico	34	30	27	22	22	-
Oklahoma	7	4	8	3	5	67%
Oregon	47	25	29	23	37	61%
Texas	97	45	112	61	84	38%
Utah	23	14	12	18	18	-
Washington	33	26	23	11	14	27%
Wyoming	5	4	3	4	4	-
Alberta	15	10	(19)	5	4	25%
British Columbia	23	13	()	9	10	11%
at large	116	90	67	50	62	24%
Alabama	-	-	-	-	1	
Arkansas	-	-	-	-	1	
Connecticut			1	1	1	
Florida			2	2	2	
Georgia			-	-	2	
Illinois			11	8	8	
Indiana			5	4	4	
Kansas			-	2	2	
Kentucky			3	-	-	
Louisiana			4	2	2	
Maine			-	-	1	
Maryland			2	2	2	
Massachusetts			1	-	-	
Michigan			3	3	3	
Minnesota			1	-	-	
Mississippi			3	-	1	
Missouri			2	2	2	
Nebraska			3	2	3	
New Jersey			2	1	2	
New York			6	4	3	
North Carolina			1	1	-	
North Dakota			1	2	2	
Ohio			3	3	4	
Pennsylvania			1	2	3	
Rhode Island			2	-	-	
South Carolina			4	3	3	
South Dakota			-	2	2	
Tennessee			4	3	3	
Virginia			2	-	-	
Wisconsin			1	-	-	
Mexico			1	-	-	

* Post San Francisco figures not available

Portland, Oregon, March 1983 (Attachment 0)



**Western
College
Reading
Association**

4849 West Illinois
Dallas, TX 75211
March 14, 1983

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dear State and Province Directors:

The conference with its workshop for current and new Directors is almost here. Please take a minute to include the following in your briefcase or suitcase:

1. Copies of letters you've used in recruitment this year.
2. Programs, budgets, etc., for your local conferences.
3. Details of the banking arrangements you've made for locally raised funds. (Don't forget that you've also agreed to give the Board an accounting of those funds at the conference.)
4. Anything else that you'd like to share with your colleagues.

If you can swing it, 23 copies of anything notebookable would be nice. On Thursday morning, the agenda will include these items:

1. An opening sharing session on anything you did that you want to crow (or cry) about with fellow Directors.
2. "How to Do a Conference," led by Denise McGinty
3. "Membership and team building techniques that work," brainstorming and discussion by all.
4. Discussion of Association issues, such as
 - responses to the growth of state developmental studies organizations
 - By-Laws and policy changes proposed by the Board
 - Other
5. Planning session for Regional Meetings - Regional subgroups

During the luncheon, at which you're guests of the Board, Dick will lead a discussion of goals and objectives for next year. If there is any change in your plans to attend, please let me know immediately. I'll leave for Portland on Tuesday, March 22. See you there.

Sincerely,

Ann B. Faulkner
Coordinator of State Directors

Portland, Oregon, March 1983 (Attachment P)

DENVER AURARIA COMMUNITY COLLEGE

WCRA 1985 CONFERENCE BID
DENVER, COLORADO

COST:

TO WCRA

Meeting Rooms are Free
One Complimentary Room per 50 Rooms

TO PARTICIPANT

Air Fare--\$200 to \$300
Lodging--\$40 per night (double occupancy)
Ground Transportation--\$3.50 one way
\$7.00 round trip
(for group of 5 or more)

FOR MEALS

Dinner--range from \$10.95 to \$17.00
Brunch--range from \$4.95 to \$14.50 for champagne brunch
Luncheon--range from \$5.75 to \$9.95

HOST INSTITUTIONS:

Denver Auraria Community College (currently Community College of Denver--Auraria)
Metropolitan State College
Auraria Higher Education Center
University of Northern Colorado
Red Rocks Community College (currently Community College of Denver--North

TOURS:

EDUCATIONAL:

To Auraria Higher Education Center
(DACC, MSC, UCD)

To University of Northern Colorado and
Aims Community College

To Community College of Denver System Colleges
(Denver--Auraria, Red Rocks, Front Range, Aurora)

LEISURE:

Coors Brewery--for tour of facility, late dinner, games, movies, and
free beer

Heritage Opera House--for dinner and melodrama

Skiing--to ski the summit (Loveland Basin, Arapahoe Basin,
Breckenridge, Copper Mountain)

SJC/pm
(3/21/83)

FACT SHEET

PROPERTY NAME: SHERATON INN LAKEWOOD (303) 987-2000

ADDRESS: 360 Union Boulevard, Lakewood, Colorado

LOCATION: Lakewood, Colorado/Union Square
U.S. 6 and Union Boulevard
18 Miles From Stapleton Airport
8 Miles From Downtown Denver

TRANSPORTATION: Golden West Limousine Service (to and from Airport)
Taxi
Hertz Rental Car (on property)
Bus RTD (within walking distance)

ACCOMMODATIONS: 245 Sleeping Rooms
13,000 Square Feet of Meeting and Convention Space
18 Suites on 12th Floor (Concierge Service)

DINING & ENTERTAINMENT: Two Restaurants: CAFE GENESSE (Family Restaurant)
EVERGREEN RESTAURANT & BISTRO (Specialty & Lounge)
One Nightclub: CITY LIGHTS

SERVICE/FACILITIES/SHOPS: Hair Salon
Gift Shop
Travel Agency
In-House Audio-Visual
Hertz Car Rental

RECREATIONAL/
AMUSEMENT FACILITIES: Game Room: Pinball, Pool Table, Video Games
Full Health Club: Pool, Private Hot Tubs, Whirlpool,
Exercise Equipment, Sauna, Steam,
Tanning Booths, Masseurs, Aerobic Classes,
1/6 Mile Running Track

MEETING FACILITIES:

Grand Ballroom 600 People (Banquet Style) - Divisible by Three
450 People (Classroom Style)
Four
50 to 100 People (Banquet Style)
40 to 75 People (Classroom Style)
75 Fixed Seats with disappearing side desks
Executive Boardroom 20 People (Featuring advance audio-visual capabilities
and wet bar)
Hospitality Suites Three on 3rd floor all equipped with Murphy beds

POINTS OF INTEREST: Heritage Square Opera House and specialty shops
Adolph Coors Company
Rocky Mountains (1 hour from skiing)
Seven Restaurants within walking distance
Six theaters within walking distance
Railroad Museum
Red Rocks Amphitheater
Elitch Gardens
Area Public Golf Courses (8 Miles from Hotel)

Portland, Oregon, March 1983 (Attachment P)

WESTERN COLLEGE OF READING

ASSOCIATION

MARCH 27 - 31, 1985

<u>DATE</u>	<u>FUNCTION</u>	<u>ROOM</u>
<u>Wednesday, March 27, 1985</u> All Day	Hospitality Suite	
<u>Thursday, March 28, 1985</u> 8AM - 5PM	Board Meeting 10-15 People General Session 400 People Eight Breakouts 40 People	 Theatre Theatre/Classroom
<u>Friday, March 29, 1985</u> 8AM - 5PM Eve	No General Session Eight Breakouts 40 People Dinner 200 People	 Theatre/Classroom Rounds
<u>Saturday, March 30, 1985</u> 8 - 5PM 12 Noon	Eight Breakouts State Directors Luncheon 40 People	 Theatre/Classroom
<u>Sunday, March 31, 1983</u>	Sunday Brunch 100 - 125 People	

Portland, Oregon, March 1983

(Attachment P)



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 Union Blvd
Lakewood, Colorado 80228
(303) 989-8514

CONFIRMATION CONTRACT

DATE February 3, 1983 HOTEL CONTACT Patricia Jones
ORGANIZATION Western College of Reading
NAME OF MEETING _____
CONTACT S. Conway TITLE _____
ADDRESS 1111 W. Colfax Ave TELEPHONE 629-2891
CITY Denver STATE Colorado ZIP 30204

Thank you for selecting Sheraton Inn Lakewood for your function. We certainly appreciate your fine business and hope to work with you on many future occasions. The following arrangements have been made:

ROOM BLOCK

DAY	DATE	YEAR	# ROOM	# SUITES
Wed	3/27	1985	20	
Thu	3/28	1985	100	
Fri	3/29	1985	100	
Sat	3/30	1985	75	
Sun	3/31	1985	20	
Mon	4/1	1985	checkout	

RATES

SINGLE	\$70.00
DOUBLE	\$80.00
TRIPLE	\$90.00
QUAD	\$100.00
SUITES	

BILLING INSTRUCTION

(M) MASTER ACCOUNT
(I) INDIVIDUAL ACCOUNT
(X) AS SPECIFIED ON RESERVATION

ROOM (I)
INCIDENTALS (I)
BANQUET F&B (M)
MEETING ROOM (M)
OTHER needs 1000 reservation cards

CHECKOUT TIME: 11 00 a.m.

CHECK-IN TIME: 3 00 p.m.

TOTAL ROOM NIGHTS 315NUMBER OF PEOPLE 400COMPLIMENTARY 2 compsDEPOSIT 50% Food & Bev; 60 days outRESERVATIONS MADE BY IndividualCUT-OFF DATE 3/13/85

SECTOR _____

AUTHORIZED TO CHARGE
TO MASTER ACCOUNT:

BILL MASTER TO

Tax exempt

TENTATIVE PROGRAM OUTLINE

DAY	DATE/YEAR	TIME	FUNCTION	ATTEND	ROOM	RENTAL	EQUIPMENT
			(SEE ATTACHED AGENDA)				

EQUIP. CODE: HT — Head Table; S — Staging; SP — Standing Podium; TP — Table Podium; OH — Overhead Projector; 16 — 16mm Projector; 35 — 35mm Projector; SC — Projection Screen; M — Microphone; FC — Flipchart; E — Easel; BB — Blackboard; RT — Registration Table.

These arrangements are agreed upon subject to the terms and conditions on the reverse side of this agreement:

Patricia Jones Feb 4, 83
SHERATON INN LAKEWOOD (date) FOR THE GROUP (date)

Please sign and return the enclosed copy to the hotel within (7) days.

THE SHERATON INN LAKEWOOD, IS OWNED BY UNION SQUARE HOTEL COMPANY AND OPERATED UNDER A LICENSE ISSUED BY SHERATON INNS INC
DISTRIBUTION WHITE-CUSTOMER/CANARY-SALES/PINK-CATERING/GOLD-FILE

SHERATON INN LAKEWOOD
DEPOSIT AND CANCELLATION POLICIES

I. Sleeping Rooms (Group/Tour/Conventions)

1. A deposit of one night's lodging, tax inclusive, is due 60 days prior to arrival. (This includes master billing or individual payment where credit card is acceptable.)
2. Cancellations made 30 to 60 days prior to arrival will receive full deposit refund if rooms are rebooked. If rooms are not rebooked, a 50% forfeiture of deposit is applicable. Cancellation of 29 days or less will result in forfeiture of entire deposit.
3. All credit procedures must be completed in order to bill Group/Tour/Conventions. If credit cannot be arranged prior to arrival, full payment of rooms is due upon arrival.

II. Food and Beverage and Meeting Rooms

1. A deposit equal to 50% estimated food and beverage/meeting room cost is due 60 days prior to function.
2. Cancellation of Food and Beverage function and/or meeting room use 30 to 60 days prior to function will result in 50% forfeiture of deposit. If original estimated Food and Beverage/Meeting is cancelled in 29 days or less of the booked function, a full forfeiture of deposit will result.
3. All credit procedures must be completed in order to bill Group/Tour/Convention functions. If credit cannot be arranged prior to arrival, full payment of Food/Beverage/Meeting rooms is due upon arrival.

The SHERATON INN LAKEWOOD has the right to request payments in full prior to weddings/political Groups or any other Food/Beverage/Meeting Room function.

CREDIT APPLICATION

Groups, Tours, Conventions and Banquet Functions

Name Western College Reading Assoc.
Individual or Organization Responsible for Payment
Address 1111 W. Colfax Ave.; Denver, CO 80204
For Billing Purposes Zip Code _____
Contact Sally Conway Telephone # 629-2891
Person Requesting Booking
Booked By Patricia Jones Date February 3, 1983
Hotel Employee
Type of Event conference Date of Event 3/27 - 4/1, 1985
Amount of Credit Requested open Deposit Required To Be Determined

Credit References:

1. Bank: _____ Account # _____
Address: _____ Zip Code: _____
Telephone: _____
2. Company: _____
Address: _____ Zip Code: _____
Telephone: _____ Years Doing Business with Company: _____
3. Company: _____
Address: _____ Zip Code: _____
Telephone: _____ Years Doing Business with Company: _____

Credit is being established for: _____
(Company Name)

or _____ for use of Sheraton Inn Lakewood facilities
(Individual name)
from _____, 19__ through _____, 19__
_____ agrees to pay for charges incurred during the
(Company or Individual Name)
above mentioned dates.

It is agreed that after receipt of our first bill, ALL CHARGES WILL BE PAID WITHIN 30 DAYS.

Signature: _____ Title: _____ Date: _____

Any balance outstanding over 30 days will be charged 1½% interest compounded monthly.

FOR HOTEL USE ONLY

CREDIT APPROVED: _____

CREDIT LIMIT: _____

CREDIT MANAGER'S SIGNATURE _____

Portland, Oregon, March 1983 (Attachment P)



Sheraton Inn Lakewood
SHERATON HOTELS & INNS, WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

RESTAURANTS NEAR THE SHERATON INN LAKEWOOD

Jonathan's
146 Van Gordon
989-7280
Continental cuisine, piano bar & dancing, Sunday brunch

Jose' O'Shea's
384 Union Blvd.
988-7333
Mexican food, casual

Chad's Union Street Cafe
275 Union Blvd.
988-5666
Finger foods and unique sandwiches

The Old Country
134 Union Blvd..
986-5531
Italian food, antipasto bar, Sunday brunch

Spinnaker Run
240 Union Blvd.
989-7388
Seafood, barbequed ribs



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

LIGHT LUNCHEONS

CHEF'S SALAD BOWL

LL-1

Fresh tossed Salad with Julienne of Turkey, Ham
Salami, Cheeses and Choice of Dressing

STUFFED TOMATO "MONACO"

LL-2

Beefsteak Tomato filled with Tuna Salad on shredded
lettuce, garnished with Deviled Eggs and Asparagus

PINEAPPLE BOAT "SULTAN"

LL-3

Fresh Pineapple filled with Chicken Salad, topped with
toasted almonds, garni

TRIO - SALAD

LL-4

Crabmeat, Chicken, and Ham Salad, surrounded by fresh
Fruits, Tomatoes and Egg Quarters

* * *

All Light Luncheons are served with: Crackers, Rolls and Butter and Beverages

* * *

COLD DUTCH BUFFET

LL-5

Tray of Cold Cuts and Luncheon Meats
Assorted Cheese Tray

* * *

Relish Tray

* * *

Fresh Fruit Salad
Cottage Cheese
German Potato Salad
Three Bean Salad
Macaroni Salad
Fruit Jello Mold
Tossed Salad and Dressings

* * *

Breads, Rolls and Butter

* * *

Choice of Beverages



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

BRUNCH BUFFET

B-9

(minimum 100 guests)

Assorted Chilled Juices
Cottage Cheese
Fruit Salad Bowl
Sliced Fresh Melon Tray
Marinated Mushroom and Artichoke Hearts
Smoked Nova Lox with Cream Cheese and Bagels
Scrambled Eggs with Bacon, Ham and Sausage
Beef Stroganoff with Butter Noodles
Strawberry Crepes with Vanilla Sauce
Fresh Vegetable Medley
Lyonnais Potatoes
Broiled Spiced Peaches
Assorted Breakfast Pastries
Butter and Preserves
Choice of Beverages

* * *

THE ESQUIRE SALAD BAR

B-10

A balanced Combination of Tossed Salad
with Choice of Dressing, Croutons,
Parmesan Cheese, Bacon Bits, Sliced
Mushroom and Chopped Eggs
Waldorf Salad
Pepper and Onion Salad
Lyonnais Sausage Salad
Jockey Club Salad
Cottage Cheese
Jello Fruit Mold
Fresh Fruit Platter
Assorted Breads and Butter
Choices of Beverage



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD, COLORADO 80228
(303) 987-2000

ENTREES

Seafood:

Filet of Sea Bass "PROVENCALE"	DE-1
Rocky Mountain Rainbow Trout "ALMONDINE"	DE-2
Shrimp Scampi, sauteed with Butter, Chablis and Cognac, served with Lobster Sauce and Asparagus Spears	DE-3

* * *

Poultry:

Breast of Turkey Cutlet "CORDON BLEU" with Pignolien Sauce	DE-4
Boneless Breast of Chicken "MADRAS" with Curry Sauce, Banana and Pineapple Garni	DE-5
One Half Baked Chicken with Orange Glaze and Bing Cherries	DE-6

* * *

Beef:

Tender Strips of Beef "BOURGUIGNONNE" with Mushroom and Pearl Onions	DE-7
Braised Pepper Steak "DON CARLOS" with Peppers, Mushroom, Madera	DE-8
Beef a la Mode "JARDENIERE" with Fresh Vegetable Julienne	DE-9
Roast Top Round of Beef, au Jus	DE-10
Roast Prime Rib of Choice Beef, au Jus	DE-11
Roast New York Strip Loin, Madera Sauce	DE-12
Broiled New York Strip Steak with Onion Rings	DE-13
Bacon Wrapped Filet Mignon with Mushroom Cap	DE-14
Beef Tournedos a la Oscar with Crablegs and Asparagus	DE-15

* * *

Veal:

Veal Steak "WAIKIKI" with a Curried Fruit Sauce and Almond Rice	DE-16
Medallions of Veal "PARISIENNE", dipped in egg, sauteed and topped with Mushrooms and a rich Cream Sauce	DE-17
Escalopes of Veal "TROCADERO" with Ham Slice, Mushrooms a la Cream and Swiss Cheese au Gratin	DE-18



Sheraton Inn Lakewood

SHERATON HOTELS & INNS WORLDWIDE

360 UNION BOULEVARD
LAKEWOOD COLORADO 80228
(303) 987-2000

BANQUET MENU PRICES

(Prices do not include 15% gratuity and applicable sales tax.)

Breakfast

B-1	\$ 4.95
B-2	8.25
B-3	5.50
B-4	3.75
B-5	4.95
B-6	5.75
B-7	6.50
B-8	14.50

Brunch Buffet

B-9	\$12.90
B-10	8.25

Luncheons

L-1	\$.75
L-2	1.50
L-3	1.35
L-4	4.85
L-5	1.25
L-6	1.25
L-7	1.25
L-8	6.25
L-9	6.25
L-10	6.50
L-11	8.75
L-12	5.75
L-13	7.25
L-14	7.50
L-15	7.50
L-16	7.25
L-17	6.75
L-18	7.25
L-19	8.50
L-20	8.25
L-21	9.95
L-22	8.75
L-23	7.50
L-24	6.25
L-25	7.25
L-26	7.25
L-27	7.50
L-28	7.50

Light Luncheons

LL-1	\$ 5.95
LL-2	6.25
LL-3	6.50
LL-4	6.95
LL-5	9.25

Desserts

E-1	\$ 1.50
E-2	1.50
E-3	1.50
E-4	1.50
E-5	2.00
E-6	2.00
E-7	1.85

Dinner

D-1	\$ 1.50
D-2	5.25
D-3	5.25
D-4	4.25
D-5	1.50
D-6	1.50
D-7	1.50

Entrees

DE-1	\$11.50
DE-2	12.00
DE-3	13.50
DE-4	10.50
DE-5	10.95
DE-6	11.25
DE-7	10.95
DE-8	12.50
DE-9	11.00
DE-10	11.00
DE-11	15.95
DE-12	15.95
DE-13	16.25
DE-14	16.25
DE-15	17.00
DE-16	12.50
DE-17	12.50
DE-18	13.25
DE-19	12.50
DE-20	13.50
DE-21	12.50
DE-22	16.00

Desserts

DD-1	\$ 1.75
DD-2	1.75
DD-3	2.25
DD-4	2.00
DD-5	2.00
DD-6	2.50
DD-7	2.00

Dinner Buffet # 1	\$15.50
Dinner Buffet # 2	\$21.00

SUNDAY THRU FRIDAY

WEST DENVER TO
STAPLETON AIRPORT

DENVER WEST
OFFICE
PARK

DENVER
FEDERAL
CENTER

STAPLETON AIRPORT
TO WEST DENVER

COUNTER ON
BAGGAGE LEVEL
DOOR 7

<u>*6:30 - 7:15 a.m. Available Monday - Friday*</u>		<u>8:00 a.m.</u>
7:55	8:05	9:00
8:55	9:05	10:00
9:55	10:05	11:00
10:55	11:05	12:00 noon
11:55	12:05 p.m.	1:00
12:55	1:05	2:00
1:55	2:05	3:00
2:55	3:05	4:00
3:55	4:05	5:00
4:55	5:05	6:00
5:55	6:05	7:00
6:55	7:05	8:00
7:55	8:05	9:00
8:55	9:05	10:00

Reservations required from
all west side locations.
(See locations listed below)

Allow 45 minutes travel time
from top of the hour.

SATURDAY

AND HOLIDAYS

WEST DENVER
DEPARTURES

* CLOSED THANKSGIVING and CHRISTMAS

STAPLETON AIRPORT
DEPARTURES

8:00 a.m.		9:00 a.m.
9:00		10:00
10:00		11:00
11:00		12:00 noon
12:00 noon		2:00
1:00		4:00
3:00		6:00
5:00		

Reservations required from
all west side locations.
(See locations listed below)

PROVIDING SERVICE TO:

- * Royal Inn
- * Kipling Inn
- * D & N Motel
- * Holland House
- * Days Inn (Golden)
- * Holiday Inn (Golden)
- * Country Village Inn
- * Ramada Inn Foothills
- * Ramada Inn I-70 & Kipling
- * American Family Motor Lodge
- * Sheraton - Union Square
- * Denver Federal Center (All Bldgs.)
- * Denver West Office Park (All Bldgs.)
- * Colorado School of Mines Campus
- * Coors (Brewery and 9th & Ford Office)
- * Other west side hotels/motels/offices

* F A R E S *

1 person	one-way	\$ 8.00
* 2 people	" "	7.00
* 3 people	" "	5.00
* 4 people	" "	4.00
* 5 or more	" "	3.50
1 Senior citizen	" "	6.00
Round trip - one person		14.00
Home pick up or drop off in certain areas		3.00 Add'l
*GROUP RATES APPLY ONLY WHEN RESERVED AS A GROUP		

INFORMATION * RESERVATIONS * SCHEDULES

4 2 2 - 1 2 7 7

COUNTER ON BAGGAGE LEVEL NEAR DOOR NO. 7

Portland, Oregon, March 1983 (Attachment P)

March 10, 1983

Dr. Betty Levinson
147 S. Detroit Street
Los Angeles, CA 90036

Dear Dr. Levinson:

As the Chief Executive of Community College of Denver--Auraria (soon to be Denver Auraria Community College) I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

I know that members of the faculty and staff have offered their assistance in planning and implementing the conference.

In addition, I would like to extend an invitation to all WCRA members to visit our campus. Our college has an active and growing Developmental Studies Division and a highly successful Learning Development Center.

I am pleased that WCRA is interested in Denver, Colorado, as a conference site; I hope to be welcoming you to our campus in 1985.

Sincerely,



Myer L. Titus
Vice-President

SJ/pm

March 22, 1983

Dr. Betty Levinson
Site Chairperson
Western Collegiate Reading Association

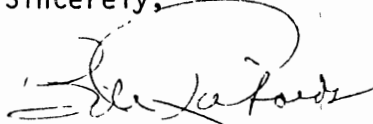
Dear Betty,

The faculty and staff of the Developmental Studies Division enthusiastically support Sally Conway's proposal to host the 1985 WCRA Conference in Denver. We are within walking distance from downtown Denver and enjoy the instructional the recreational advantages of a multi-institution urban campus.

Specifically, we offer our services for chairing or serving on committees responsible for tours, hospitality, program correlation, or conference organization. I can also commit divisional space and equipment resources for special meetings, in addition to sponsoring specific events connected with the convention.

Denver is an excellent location for conventions and I can offer you the efforts of a dedicated and professional staff to assist with whatever tasks your committee deems appropriate.

Sincerely,



W. R. Richards
Director
Developmental Studies

WR/lb

Community
College of
Denver

Portland, Oregon, March 1983 (Attachment P)



North
Campus

March 21, 1983

Dr. Betty Levinson
WCRA Site Chairperson

Dear Dr. Levinson:

If selected as a site for the National WCRA Convention, the Community College of Denver, North Campus is committed to offering the best possible services to all participants. The Learning Development Center/Developmental Studies staff will be available to chair or act as members of any committees necessary to organize the conference; the staff is also available for program committees (prior to or during the conference week).

Practical aid with audiovisual material, demonstrations and overall assistance with institutes or workshops can be easily arranged. Further, tours of the campus and facilities are a pleasure for the staff, as well as short tours of the surrounding area (information on "where to go" and "what to do").

In short, the Learning Development Center will do anything necessary to make the national convention a success. If I can answer any questions specific to the North Campus, please let me know.

Sincerely, ~

Tim Rizzuto
Coordinator
Learning Development Center

s

Community
College of
Denver
Portland, Oregon, March 1983 (Attachment P)



Red Rocks
Campus

G. C. Smith
Vice President

March 21, 1983

Dr. Betty Levison
WCRA Site Chairperson

Dear Dr. Levison:

Denver, Colorado, the "Mile High City of the Plains" would be an ideal site for the 1985 WCRA Convention.

Many college campuses are located in Denver - Metro State, CU, Denver, and Loretto Heights. My own institution is the Community College of Denver. This system includes three campuses which offer a complete range of reading and developmental studies, including study skills and ESL programs. Instructors from these programs would be available as facilitators and presenters.

The developmental studies model at Community College combines credit courses, tutoring, adjunct programs with content areas, programs in concert with JTPA, unique approaches to GED prep, AVT instruction, and a vital and concerned faculty.

I would suggest tours of the Community College of Denver campuses. Denver Auraria Community College, in an urban setting, shares a campus with Metro State College and the University of Colorado at Denver. A feature of the campus is a block of restored Victorian houses located in the center of the campus.

Front Range College is the solar-heated campus. It is the site of a national model-Center for the Physically Disadvantaged - and of several audio-visual instructional features.

Red Rocks Community College is located in the Rocky Mountain foothills and offers several unique occupational programs and many self-paced courses in both general studies and occupational courses.

The city itself offers ample facilities for conventions, including several large downtown hotels with restaurant and meeting rooms.

Shopping in downtown Denver is eased by the unique new 16th Street Mall. Shuttle buses run every three minutes to whisk riders to Larimer Square with its unique shops and restaurants, and to Writer Square, where culinary treats of many cultures are available.

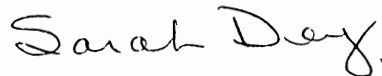
-2-

Denver, the "energy city", is experiencing a building boom. Sky-scrapers of a variety of color and design are constantly in progress. Walking tours of downtown Denver would integrate these locations into an extra-curricular opportunity for delegates.

Within busing distance are Central City, a real mining town restored to life, and Heritage Square, which includes a theatre of melodrama among its businesses.

I know the value and contributions of WCRA and believe that Denver would be the perfect background for your deliberations. I would definitely be available for active involvement in making such an event a reality.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Dey".

Sarah Dey, Coordinator
Learning Development Center

SDck

Portland, Oregon, March 1983 (Attachment P)

Auraria Higher Education Center



Office of Executive Director
Historic Ninth Street Park
1027 Ninth Street
P O. Box 4615
Denver, Colorado 80204
(303) 629-3291

Community College of Denver/Auraria • Metropolitan State College • University of Colorado at Denver

March 16, 1983

Dr. Betty Levinson
147 South Detroit Street
Los Angeles, CA 90036

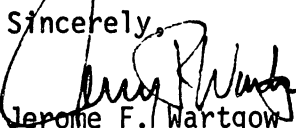
Dear Dr. Levinson:

On behalf of the Auraria Higher Education Center, I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

I am pleased that WCRA is considering Denver as a conference site. I would like to invite WCRA members to visit our campus during their conference here.

The Auraria Higher Education Center is a unique concept, home of three separate and distinct colleges, Community College of Denver-Auraria, Metropolitan State College, and the University of Colorado at Denver, with a combined headcount enrollment of over 30,000 students. The convenient downtown location of the 169 acre campus with its many historic buildings I'm sure would be of interest to WCRA members.

Sincerely,


Jerome F. Wartgow
Executive Director

JFW/LA/evw

Portland, Oregon, March 1983 (Attachment P)



Greeley, Colorado 80639
(303) 351-2303

Vice President for Student Affairs

February 16, 1983

Ms. Betty Levinson
Academic Resource Center
University of California
80 Powell Library
Los Angeles, CA 90024

Dear Ms. Levinson:

On behalf of the University of Northern Colorado and the Division of Student Affairs, I would like to endorse Colorado's bid for the 1985 National Conference of the Western College Reading Association.

We are pleased that WCRA is interested in Denver, Colorado, as the host conference site. Members of our faculty and staff have pledged support in the conference planning efforts as well as active participation in the conference. We wish you and your organization success in the association's professional endeavors.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Gerald E. Tanner'.

Gerald E. Tanner
Vice President for
Student Affairs

GET:jlh

cc: Sally Conway
Pat Mulcahy

Portland, Oregon, March 1983 (Attachment Q)

*David Moore
Carol Walveker*

*may change to grant
9:30 Salem*

March 14, 1983

Dick Lyman
1650 Verla Lane
Escondido, CA 92027

Dear Dick,

Enclosed you will find the scholarship applications which I received for consideration for the WCRA Scholarship. These were forwarded to me by Grant Kelly, Virginia Regelman, and Louise Renault.

The applications were reviewed by me and my committee which includes David Moore, a member of the Metropolitan State College Learning Assistance Center staff, and Carol Walveker from UTEP. In reviewing these applications, we considered the following:

- a) evidence of scholarship;
- b) service to WCRA; and
- c) service to the field of learning assistance/reading.

Upon independent review, all members of the committee chose Louise Renault and I am recommending that she be awarded the scholarship.

Louise has been a member of WCRA for seven years, serving as a state director for three years. She has also been active in other professional groups over the years. Of greatest significance to the committee is the main thrust of her work (ESL/Community College). This, along with her excellent academic performance being nearest to completion and the excellent preparation of her application, placed Louise above the other candidates.

You should be aware that I'll be arriving in Portland on Friday and leaving on Sunday morning before the brunch. I must apologize for appearing to drop in and out of this year's conference, but commitments both during and after the conference make staying longer impossible.

I look forward to seeing you and the group in Portland. If you have any questions, please give me a call.

Sincerely,

Vincent Orlando, Chairman
WCRA Awards and Scholarship Committee

cc: Karen Smith, WCRA President-Elect

OPEN LETTER TO THE CALIFORNIA CONTINGENT OF W.C.R.A.

State deficits threaten many of our programs. Recent California Post-Secondary Education Commission recommendations raise serious questions regarding basic skills instruction. We believe these are serious questions that deserve informed responses and that W.C.R.A. members are experts devoted to serving the very population whose presence in community college is challenged.

The purpose of this letter is to identify some of the issues, as we perceive them, and to request that a political action committee be formed to respond to the state legislators, the governor, the Chancellor, and to the California Post-Secondary Education Commission.

Issue I: State deficits and consequent budget cuts threaten Community College programs. Planning from year to year is impossible as Community Colleges never know how much money they will receive.

Possible Solution: Education must have a solid tax base from which to operate. There may be worse consequences than raising taxes.

Issue II: The proposed tuition may affect those populations most in need of free education: minorities, women, economically disadvantaged, unemployed.

Possible Solution: Press for a return to free education at the Community College level. Again, provide a solid tax base.

Issue III: A California Post-Secondary Education Commission report dated January 17, 1983, recommendation #6 stated, " . . . that the Board of Governors of the California Community College establish an academic floor below which instruction will not be offered. That they redirect students below this level to the adult basic education program operated either by the local community college or school district. A reasonable period of time should be allowed before this floor is instituted." A sixth grade level ability to read, write and compute is suggested as a possibility (p. 112).

At first glance, this appears quite reasonable and logical, but we believe it raises some other issues:

- A. Adult Education has reached the year of its "sunset clause." These clauses are built into certain appropriation bills so that money is not automatically budgeted but the need for the program must be reassessed. We have no guarantee that Adult Education will be funded.

Possible Solution: Community College could take over the role of adult education in educating those below sixth grade, or Community College could recommend to the legislature that adult education should continue to be funded.

- B. Adult Education programs are divided almost equally in being under the auspices of either a K-12 district or a community college district. In addition funding levels are different. Also the California Post-Secondary Education Commission report (P. 115) suggested "non credit courses funded at a lower ADA rate by the state (\$1100 on the average) . . . "

Open Letter to the California
Contingent of W.C.R.A. (continued)
Page 2

Adult Ed	\$964 per ADA
Community College	\$1930 per ADA
Suggested non-credit	\$1100 per ADA

This financial difference implies to us that basic level students are somehow less worthy of the educational dollar. At least one adult education program, under the auspices of a K-12 district, has already given layoff notices to all its full-time teachers in favor of replacing them with part-time personnel -- certainly a financial savings but what of the effect on basic skills students? Another adult education program under the auspices of a community college district does not fare much better. The Community College collects a higher rate of ADA from the state but budgets its adult education component at a lower rate, thus making a "profit" on its basic education program.

Possible Solution: We believe these financial inequities must be stopped. If adult education is to be the server of basic skills students, it should either be autonomous or placed under the Community College umbrella. In either case, it must be funded at parity. To do otherwise is to create an educational underclass. An alternative is to keep basic skills within the Community College, especially if adult education is not funded, but we question differential funding within the Community College umbrella.

Issue IV. Related programs such as learning disabilities are also threatened with extinction despite the fact that learning disabled adults need special help to succeed in college.

Possible Solution: Contact and coordinate our efforts with CAPED or similar organizations.

In conclusion, we hope we have raised some issues that W.C.R.A. will address. The solutions listed are suggested only as openings for discussion. Further, we hope that we can form a political action committee committed to communicating these concerns with all state agencies that are involved in decision making. As one basic skills student, Robert, said, "If these classes didn't exist, I'd be condemned to pick up paper in the park with an idiot stick, and I'm better than that! I can learn." We couldn't have said it better!

Sincerely,

Patricia Ann Benner, Instructor
Evergreen Valley College

Ina Gard, President, Academic Senate
Mission College

Kay Gardner, Department Head,
West Valley College

Shirley Sloan, Instructor
Evergreen Valley College

Portland, Oregon, March 1983 (Attachment C)

WCRA Presidential Certificates Issued

1981

Gwyn Enright

JoAnn Wells

Delryn Flemming

Spencer Oleson

Diane Tharp

1982

Nora Werner

Jan McMillan

Suzanne McKewon

Wayne Herlin

Michael O'Hear

Beryl Brown

Listing of Members Serving WCRA

Archivist - Ruth Purdy

1978 Committee

Ruth Purdy	Frank Christ
Loretta Newman	Gene Kerstiens
Gil Williams	

Mary Cunningham 1976

Elizabeth Johnson 1976

Portland, Oregon. March 1983 (Attachment C)

Listing of Members Serving WCRA

Awards

Gene Kerstiens, Tucson

Bob Williams, Tucson

Bill Carnahan, Tucson

Listing of Members Serving WCRA

Awards Committee

Vince Orlando 1982

Mitch Kaman 1981

Donna Davidson 1979

Committee Members: Theria Beverly, Suzanne
McKewon, Kate O'Dell

Committee Members: Jeweleane Whittaker,
Manuel Olguin, Louise
Renault, Jim Baugh,
Shirley Bowen

Portland, Oregon. March 1983 (Attachment C)

Listing of Members Serving WCRA

Bylaws 1978

Paul Hollingsworth, Chair

Mary Hess

Selma Wilf

Irwin Joffe

Jerry Rainwater

Portland, Oregon. March 1983 (Attachment C)

Listings of Members Serving WCRA

Conference Evaluation

Carol Clymer Walvekar 1982

Richard Arndt 1977

Listings of Members Serving WCRA

Conference Managers

Lucy McDonald
Beryl Brown
Delryn Flemming
Rose Wasserman
Liz D'Argy
Nancy Hisa
Betty Levinson
Barbara Tomlinson
Sally Garcia
Sally Brown
Barbara Oakman
Elaine Cohen
Natalie Hoffman
Chris Vesper
John Geyer
Debbie Olsen
Bill Carnahan

Portland, Oregon. March 1983 (Attachment C)

Listings of Members Serving WCRA

Constitution Committee

Elizabeth Johnson	1975
Frank Christ	1975
Mike McHargue	1975

Portland, Oregon. March 1983

(Attachment C)

Listing of Members Serving WCRA

Coordinator Section Chairpersons

Wayne Herlin

Karen Smith

Portland, Oregon. March 1983 (Attachment C)

Listings of Members Serving WCRA

Guidelines (Standards) Committee

Barbara Tomlinson 1977

Dave Hubelin 1977

Jim Arnold 1975

Gil Williams 1975

Listing of Members Serving WCRA

Insights

1978 Randy Silverston, Editor
Gwyn Enright, Editorial Board
Dorothy Clayton, Editorial Board

Portland, Oregon, March 1983 (Attachment C)

Listing of Members Serving WCRA

Journal

Mike O'Hear, Editor

Editorial Board
Carolyn Sym
Virginia Cremial
Bruce Cronnel
Virginia Shrauger
Dave Lemire
Carolyn Simonson

Listings of Members Serving WCRA

Liason (1981)

Marilyn Fairbands IRA
Jim Walker CRA
Carol Clymer Walvedar Commission XVI (ACPA)

(1979)

Margaret Coda-Messerle (NARDSPE)
Dennis Gabriel (CRA)
Deborah Hancock (IRA)
Mike McHargue (ACPA)
Suzanne Rouche (NCDE)
John Woolley (CCCTA & CAPED)
Ladessa Yuthas (NRC)

Liason

Jim Walker, CRA
Lynn Frady, CAPED
Ann Leeds, TESOL
Ladessa Yuthas, NRC
Gennie Rounds, CCCTA
Carol Clymer Walvekar, ACPA

Listing of Members Serving WCRA

Minority Affairs

Miranda Montgomery 1982 Chair

Manuel Olguin 1981 Chair

Don Yamamoto, Manuel Olguin, J. R. Bonner 1980

Don Yamamoto, Manuel Olguin 1979 Co-Chairs

Ernest Goudine 1978 Chair

1978 Committee

Ernest Goudine	Ernest Rubi
Manuel Olguin	Don Yamamoto
Angelina Rodarte	Juan Vasquez

Listing of Members Serving WCRA

Newsletter Editor

Jane Hopper 1982
JoAnn Wells 1981
Carol Scarafiotti
Bob Williams
Gil Williams

1974 Editorial Board

Dave Capuzzi
Mike Erickson
Barbara Oakman

Listing of Members Serving WCRA

Nominations Committee

Gene Kerstiens, Chair 1975

Frank Christ

Robert Griffin

Paul Hollingsworth

Irwin Joffee

Elizabeth Johnson

Jerry Rainwater

Gene Kerstiens, Chair 1979

Margaret Coda-Messerle

Carolyn Crider

June Dempsey

Mike McHargue

Margaret Coda-Messerle, Chair 1980

Gwyn Enright

Pat Heard

Midori Hiyama

Manuel Olguin

Royce Adams, Chair 1981

Irwin Joffee

Caroline Turner

Ladessa Yuthas

Seymour Prog

Rhonda Casey

Listing of Members Serving WCRA

Nominations Committee (continued)

Elaine Cohen, Chair 1982

Gwyn Enright

Ernest Rubi

Craig Mayfield

J.R. Bonner

Denise McGinty

Pat Heard, Chair 1983

Sue Brown

Dave Hubelin

Pat Mulcahy

Miranda Montgomery

Seymour Prog

Portland, Oregon, March 1983 (Attachment C)

Listing of Members Serving WCRA

Parliamentarian

Kate O'Dell

Loretta Newman 1979

Portland, Oregon. March 1983

(Attachment C)

Listing of Members Serving WCRA

Photographer

Suzanne McKewon 1980 - 1981

Paul Sykes 1982

Bob Williams 1980

Portland, Oregon. March 1983 (Attachment C)

Listing of Members Serving WCRA

Placement Bureau

Bob Lundquist

Jane Ballback

Betty Levinson

Barbara Tomlinson

Luanne King

Listing of Members Serving WCRA

President

Karen Smith

Dick Lyman

Betty Levinson

Pat Heard

Elaine Cohen

Margaret Coda-Messerle

Royce Adams

June Dempsey

Frank Christ

Gene Kerstiens

Elizabeth Johnson

Ruth Purdy

Ned Marksheffel

Paul Hollingsworth

Portland, Oregon. March 1983 (Attachment C)

Listing of Members Serving WCRA

Proceedings Editor

Delryn Flemming 1982

Gwyn Enright 1981

Roy Sugimoto

Gene Kerstiens

Proceedings Committee

Roy Sugimoto, Chair

Margaret Denirian

Seymour Prog

Portland, Oregon. March 1983. (Attachment C)

Listing of Members Serving WCRA

Secretary

Mitch Kaman

Ann Coil

J. R. Bonner

Mike McHargue

Barbara Oakman

Margaret Denirian

E. Ann Homes

Mary Hess

Midori Hiyama

Portland, Oregon. March 1983

(Attachment C)

Listing of Members Serving WCRA

Treasurer

Carole Walker 1983

Don Yamamoto 1982

Jim Baugh 1980

John Woolley 1979

Seymour Prog 1978

Avis Agin

Mary Cunningham

Portland, Oregon. March 1983 (Attachment C)

WORA Member-Volunteers for the Placement Bureau as of 9/1/78:

Richard Duax (1/2)
Bakersfield College, CA

Sue Brown (6)
New Mexico State, Las Cruces
(assistance only)

Carol Clymer (3)
New Mexico State, Las Cruces
(assistance only)

David Fisher (2)
East Los Angeles College

Don Ray (1)
Eastern New Mexico State, Portales

Bonnie Longnion (3)
College of the Mainland, TX

JoAnn Wells (3)
Cal. State Fullerton

Chuck Hunter (8)
San Jose City College

Petty Levinson (9)
UCLA

Jim Karaciewicz (1/2)
Kansas State Univ.
(assistance only)

Dorothy Snozak (1/2)
Youngstown State Univ., Ohio
(assistance only)

Anne Falke Erlebach (3)
Michigan Tech. Univ.
(assistance only)

Gay Snavelly (4)
321 E. Chapman, Fullerton CA
(assistance only)

Donna Wood
State Technical Institute, Memphis, TN

Portland, Oregon. March 1983 (Attachment C)

Member-Volunteers for the Awards and Scholarship Committee - as of 9/1/78

Louise Renault (3)
Arizona Western College, AZ

Bonnie Longnion (3)
College of the Mainland, TX

Chuck Hunter (8)
San Jose City College, CA

Bill Pierce (3)
Grant MacEwan College, CA

Mary Hess (9)
Ricks College, ID

Bessie Jenkins (5)
El Reno Junior College, OK

Bobby Jones (7)
South Plains College, TX

Marjanne Linaldo Woods (2)
San State Millerton, CA

Portland, Oregon. March 1983 (Attachment C)

ICRA Member-Volunteers for the Newsletter - as of 9/1/78

Silver Stanfill (4)
Anchorage Comm. College, AK

Jocan Wells (3)
Cal. State Fullerton, CA

Bill Pierce (3)
Grant MacEwan CC., Alberta

Wayne Herlin (1)
Brigham Young Univ., UT

Ruby Wallace (4)
Los Angeles Southwest College

Delryn Cookston (2)
Eastfield College, TX

Marianne Rinaldo Woods (2)
Cal. State Fullerton, CA

Nor L. Labinette (5)
Cal. State Fullerton

Don Bean (4)
Cal. State Northridge, CA

John Corata (3)
Scottsdale Comm. College, AZ

Portland, Oregon. March 1983. (Attachment C)

URA Member-Volunteers for Proceedings and/or Insights as of 9/1/78:

Linda Martin (4)
U.C.-Irvine

Silver Stanfill (4)
Anchorage Comm. College

Merlin Cheney (4)
Weber State College, Utah

Don Ray (1)
Eastern New Mexico St., Portales
(Proceedings only)

Bonnie Longnion (3)
College of the Mainland, Texas City
(Insights only)

Bill Pierce (3)
Grant MacEwan College, Alberta

Robert Kopfstein (2)
Rio Hondo College

Waine Herlin (1)
Cognam Young Univ., UT

Paul Schoenbeck (11)
Mira Costa College, CA
(Insights only)

Delryn Cookston (2)
Eastfield College, TX

William Wenick (8)
11110 E. Alondra, Norwalk, CA
(Insights only)

Ralph G. Voss (1)
Univ. of Utah
(Insights only)

Virginia Shrauger (7)
Central Oregon Comm. College
(Insights only)

Martianne Rinaldo Woods (2)
Ca. State Fullerton, CA

Norma Inabinette (5)
Cal. State Fullerton, CA

Marilyn Leve
Long Beach Univ.
(Proceedings only)

Richard Steinhauer (1/2)
Austin College, Sherman, TX

Anne Fiske Griebach (3)
Michigan Tech. Univ.

Suzanne McKewon
U.C. San Diego

Caroline Turner (4)
U.C. - Davis
(Proceedings only)

Dennis Konsnak
Main Community College, MA
(Proceedings only)

Henry O'Leary (2)
Indiana Purdue Univ., Ft. Wayne IN

Peter Jones
Governors State Univ., IL
(Proceedings only)

John Deane (4)
Cal. State Northridge

Janet McGrath (3)
Scottsdale Comm. College, AZ

Portland, Oregon. March 1983 (Attachment C)

ACRA Member-Volunteers for State Director (or Assistant) - as of 9/1/78

Linda Martin (4)
C.C. Irvine, CA

Sue Brown (6)
New Mexico State, Las Cruces
(assistance only)

Carol Clymer (3?)
New Mexico State, Las Cruces

Dave Fisher (2)
East Los Angeles College, CA

Merline Caneey (4)
Weber State College, UT

Linda Fomworth (2)
North Texas State U., TX

Joe Cordina (1/2)
Cedar Valley College, TX
(assistance only)

Don Ray (1)
Eastern New Mexico U., Portales

Donnie L. Linton (3)
College of the Mainland, TX

Chuck Hunter (5)
San Jose City College, CA

Spencer Oleson (1)
Mountain View College, TX

Bill Pierce (3)
Grant MacEwan CC, Alberta

Debra Larate (3)
New Mexico State, Las Cruces

Kim Larpson (1)
Seattle Pacific Univ., WA

Mary Hess (1)
Ricks College, ID

Delryn Cookston (2)
Eastfield College, TX
(assistance only)

Jelen Lindson (3)
West Hills College, CA

Georgine Payne (6)
Northeast Oklahoma State, Miami

Virginia Shrauger (7)
Central Oregon College, OR

Bessie Jenkins (5)
El Reno Junior College, OK

Mary Rubin (3)
Cameron University, OK
(assistance only)

Norma Inabinette (5)
Cal. State Univ. Fullerton, CA

Bill Conway (2)
Community College of Denver, CO

Bill Conway (2)
Community College of Denver, CO

Bill Conway (2)
Community College of Denver, CO

Bill Conway (2)
Community College of Denver, CO

George Demais (1)
1600 Maple Street, Longview, Washington

Anne Falke Erlebach (3)
Michigan Tech. Univ.

Florence Ann (7)
UCLA
(assistance only)

Donna Wood (1)
State Tech. Institute at Memphis, TN

Abb. James (7)
South Plains College
Duvall, Texas 79036

Linda Higgins (1)
Univ. of Alaska, AK

Portland, Oregon. March 1983 (Attachment C)

WPA Member-Volunteers for the Constitution and By-Laws Committee - as of 9/1/78:

Dave Fisher (2)
East Los Angeles College, CA

Mary Hess (9)
Ricks College, ID

Kate O'Dell (1/2)
Univ. of Oregon, OR

WPA Member-Volunteers for the Nominating Committee - as of 9/1/78:

Carol Oliver (3)
New Mexico State Univ., Las Cruces

Betty Robinson (9)
UCLA

Bill Pierce (3)
Grant MacEwan College, CAN

Mary Hess (9)
Ricks College, ID

Bobby James (7)
South Plains College, TX

Jane McGrath (6)
Scottsdale Comm. College, AZ

WPA Member-Volunteers for Design, Art Work, Trifolds - as of 9/1/78:

Baron Smith (5)
New Mexico State, Las Cruces, N.M.

Florence Colia (7)
UCLA

JoAnn Wells (3)
Cal. State Fullerton, CA

Bonnie Longmire (3)
College of the Mainland, TX

ACRA Member-Volunteers for Liaison with Other Professional Organizations - as of 9/1/78 :

Richard Duax (0) Sakersfield College, CA	- Cal. Foreign Language Teachers Assoc.; American Council of Teachers of Foreign Languages
Silver Stanfil (4) Anchorage Comm. Coll., AK	- NCTE - College Section
Louise Renault (3) Arizona Western College, AZ	- IRA
Linda Foxworth (2) North Texas State U., TX	- Adult Education Association
Don Ray (1) Eastern New Mexico U., NM	- IRA, Phil Delta Kappa, NEA
Bonnie Langston (3) College of the Mainland, TX	- IRA
Bill Pierce (3) Grant MacEwan Coll., Alberta	- Association of Canadian Comm. Colleges, A.C.C., TESOL, IRA, Chin. Assoc. for Adult Ed.
Martha Thompson (1) Vincennes U.,	- SIC of IRA
Dorinda McMillan (4) Hillsborough Comm. Coll., Tampa	- IRA, IRC, Florida Comm. College Reading Conference
Mary ... (1) Richs College, ID	- IPA
Delryn ... (2) Eastfield College, TX	- Southwest Regional Conference on English (S-RCE)
Helen Gladson (3) West Hills College, CA	- AAUW
Ralph ... (1) University of Utah, Salt Lake	- Conference of College Composition and Communication
Paul ... (4) Essex ... Middle School, CA	- Orange County Reading Assoc. (OCRA)
Mary Rubin (3) Cameron Univ., OK	- Oklahoma Reading Council; IRA
Norma Indabnette (5) Cal. State Fullerton, CA	- OCRA, CRA, Cal. Prof. of Ling.
Marilyn ... (11) CA	- CAIE, IRA, NCTE, ... , ... , ...

Portland, Oregon. March 1983. (Attachment C)

Coll. of Denver - (6)

- OLIVER, PAUL, MCT., Colorado Language Arts Society;

... and ... ()

- No. 121. - Building Assoc. ; CRA

at Plains College

- Texas Jr. Coll. Tchrs. Assoc; Texas Assoc. for Community Service and Continuing Ed.

Tom Bean (4)
Cal. State Northridge, CA

- VRC

Other Members "Mentioned" for Liaison with Other Professional Organizations:

John Woolley
Harvard College

- California Association of Post-Secondary Educators of the Deaf (CAPED),

Joe Davidson
C.I. Stat - San Luis Obispo

- (1) Session XVI (Learning Centers in Higher Education)
- (2) Session XVII (Higher Personnel Association)

file

WCRA BOARD MINUTES
January 27, 1983
Conference Telephone Call

Board Members Present: Dick Lyman, President; Karen Smith, President-Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer.

Others Present: None

The meeting was called to order at 7:05 Pacific time. Each member listed his/her agenda items.

Name Change I. Name Change

- A. Mitch suggested the need for a name change in his 1/3/83 letter. He suggested Western College Reading and Learning Assistance Association.
- B. Carrie supported the idea, but believed the name should be College Reading and Learning Assistance Association to broaden our appeal.
- C. Dick felt some members would be concerned about dropping the Western reference.
- D. Carrie felt that we could still limit our conferences to the Western in most states.
- E. Ann suggested CLARA - College Learning Assistance and Reading Association.

Motion (Moved) Smith, (Seconded) Walker: To change the name of the organization from Western College Reading Association to College Learning Assistance and Reading Association.

(PASSED)

- Letter to members
- F. The board asked Dick to draft a special letter to the members explaining the board's position and rationale. The letter will be signed by all board members. This is in lieu of the proposal being advertised in the Newsletter.
 - G. Ann suggested that Dick contact Kate O'Dell, the Parliamentarian to assure that the board uses the correct procedures in proposing and voting on the by-laws change.

Dues II. Dues Increase
Increase

(Moved) Kaman, (Seconded) Smith: Effective July 1, 1983, the dues of the organization will be \$25.00 and membership term shall be one year from the month of joining the organization.

Kaman, yes; Smith, yes; Faulkner, no; Walker, yes; Lyman, yes.

(PASSED)

WCRA BOARD MINUTES

Concerns about
mailing service
costs

III. Mailing Service

- A. Mitch was concerned about the costs and effectiveness of the mailing service.
- B. Carrie was concerned that members were using the service without regard to cost and wondered if there were ways to cut cost.
- C. Dick stated that he will ask JoAnn Wells and Gwyn Enright to work with him in exploring cost savings and alternatives to the present system.
- D. Ann asked Carrie to present a report about costs to the board.
- E. Dick will bring a historical record to the board.
- F. Dick will write Hal a letter informing him of the board's position on reimbursement and letting him know that Carrie will not pay any bills in which Oxford did not follow that procedure.

Investment of
Funds

IV. Investment of Funds

(Moved) Kaman, (Seconded) Faulkner: To authorize the treasurer to transfer the organization's funds from the Capital Preservation Fund to a Super Now Account.

(PASSED)

Clarification of
agreements with
NARDSPE

V. NARDSPE Issues

- A. Karen received a letter and call from Hunter Boylan and wanted clarification on apparent agreements between WCRA and NARDSPE. The issues were:
 - 1. Publicity in each others newsletters. Dick indicated that publicity was agreed to, but we have not received any from NARDSPE yet. Karen stated she will attempt to do that.
 - 2. Reserve program slots in each others conference. That concept has been done.
 - 3. Conference registration waiver for each others presidents. The WCRA board never approved this concept and does not approve it now.
 - 4. Sharing of membership lists. WCRA has given NARDSPE its list, but has yet to receive NARDSPE list. Karen will request it.

(over)

WCRA BOARD MINUTES

5. State and local chapter affiliation. Ann feels that it is alright for states to affiliate with both organizations. Hunter feels the same way.

IV. Budget

Carrie is concerned about over expenditures in certain categories. Also, there is a one time overbudget expense of \$1,500 from the previous year. Karen indicated that her school has "comped" many items and thus she will not need at least \$1,500 in her account. Mike O'Hear indicated that he will not be using his entire budget.

Request to
endorse
advertising in
a state
directors

VII. State Director's Report

Travel to
conference by
state directors

- A. Pat Mulcahy, state director from Colorado wants board sanction to provide advertising in the Colorado membership directory. The board is not uncomfortable with discrete professional advertising.
- B. Pat Mulcahy, Colorado State director wants board sanction to use Colorado WCRA state funds to help defer her expenses to the Portland conference. Most of the funds would come from selling advertising.
- C. The board felt that the state directors need to establish guidelines for use of state generated funds. Since there was no time for state established guidelines they did not act on Pat's request, but rather asked Mitch Kaman to work with Pat on seeking Colorado members consensus on the issue and let the Colorado people decide. The board also felt that Colorado would probably not need seed money from the national organization next year and that national organization money not be used.
- D. Ann recommended that the expertise network printing be held until the Portland meeting.

Dick Lyman got off the line at this point (8:00 am Pacific Time).

VIII. Miscellaneous

- A. The board talked about the future possibility of a permanent housing of the organization in a school.
- B. Carrie raised the possibility of a permanent headquarters with paid part-time help.
- C. Discussed the possibility of having the organization pay for some release time

The meeting ended at 8:15 Pacific Time.

SUMMARY

WCRLA BOARD OF DIRECTORS MEETING

March 22-25, 1983

Portland, Oregon

- Treasurer's Report: The treasurer has developed a line budget procedure to improve handling of money.
- Placement: The Board approved establishing a task-force to determine the feasibility of a joint WCRLA/NARDSPE Placement Network.
- Mailing Service: The Board reaffirmed the need for the present mailing service. The Board will implement cost savings as it relates to this service, but believes that membership maintenance should be handled by the service.
- Proceedings: Beginning with the conference year 1983-84, Proceedings will be a benefit of membership. The package price of Proceedings 4-16 will be \$75.00. There are approximately 4,000 Proceedings available for sale.
- Conference Registration: Conference registration will be separated from membership, dues, with a reduced conference registration for members.
- San Jose: The Board approved the San Jose contract for 1984. Room rates will be:
- \$56.00 single
\$64.00 double
- Journal: The Board felt that the Journal should be separated from the Newsletter. The Board was very happy with the quality of the Journal.
- Coordinator
State Directors: Goals for 1982-83 were met with 17% increase in members. The Board felt the need for stronger state organizations.
- Summer Institute: The Board approved the WCRLA summer institute. The cost will be \$300.00 with \$20.00 reduction for WCRLA members.
- Colorado Conference: The Board approved the Colorado bid for 1985.

Scholarship:

Louise Renault received the WCRLA \$500.00 scholarship.

The Board is looking into expanding the scholarship into a research award.

The Board wants to revise the guidelines for long and outstanding award.

Political Action:

The Board heard a report from Pat Bennér, North California State Director. Pat will try to form a political action special interest group.

By-Laws Changes:

Term of Office:

The members approved changing the secretary's and treasurer's terms of office from one year to two years' period.

Name Change:

The members approved changing the name of the organization to:

Western College Reading and Learning Association (WCRLA).

SUMMARY

WCRLA BOARD OF DIRECTORS MEETING

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ARTICLES OF AMENDMENT

TO THE

ARTICLES OF INCORPORATION

Pursuant to the provisions of Section 53-8-37 NMSA 1978 of the Nonprofit Corporation Act the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

FIRST: The name of the corporation is Western College Reading Association.

SECOND: The following amendment to the Articles of Incorporation was adopted by the corporation on March 25, 1983, in the manner prescribed by the New Mexico Nonprofit Corporation Act:

AMENDMENT:

ARTICLE I - NAME

The name of the Association shall be Western College Reading and Learning Association.

THIRD: 1) The annual business meeting of the Association was held on March 25, 1983, in Portland, Oregon. A quorum was present at that meeting, and over two-thirds of the votes cast were for passage of the amendment.

FOURTH: Not applicable.

Dated: July 19, 1983

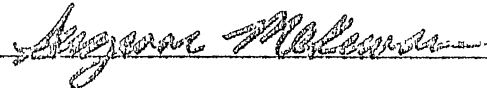
Western College Reading Association

By


Karen C. Smith

President

And



Suzanne McKewon

Secretary

To: WCRLA Board of Directors
From: 1984-85 Nominations Committee

Betty Levinson, University of California, Los Angeles,
Chairperson
Theria Beverly, Pima College
Mary Hess, Ricks College
Chuck Hunter, San Jose City College
Kate O'Dell, Kenai Penninsula Community College
Mary Rubin, Cameron University
Eleanor Szaszy, Monterey Penninsula College

Date: June 24, 1983

Members of the 1984-85 Nominations Committee were selected from a group of State Directors who volunteered to serve. I was particularly pleased to work with this group of acknowledged WCRLA leaders. The Committee met three times during the March, 1983 Annual Conference in Portland. We reviewed the WCRLA By-laws and qualifications for each office, and considered the recommendations from previous committees, in order to establish a framework for determining procedures and standards for our Committee.

My appointment as chairperson came too late to solicit suggestions for candidates from the membership prior to the Annual Conference. However, Committee members were introduced at the First General Session and the membership was encouraged to bring recommendations to them. In addition, individual Committee members actively solicited recommendations from the membership throughout the conference.

The names submitted by Committee members along with recommendations given to them by other WCRLA members were carefully evaluated against our established criteria. The criteria parallel those of previous Committees. Thirty-five individuals were considered for the two officers to be elected at the 1984 Annual Conference: President-elect and Treasurer. At our last Meeting, we rank-ordered nine top candidates for each office. As chairperson, I contacted potential candidates on behalf of the Committee in the order of our rankings. I have not had to contact Committee members since the conference because individuals from among our top ranked candidates agreed to run for office.

The Committee is pleased to present the following candidates for your approval on the 1984-85 WCRLA slate of officers:

For President-elect

Beryl Brown, University of California at San Diego
Ladessa Yuthas, Metropolitan State College

For Treasurer

Patti Dozen, California State University, Long Beach
Harold Fillyou, Prairie View A & M University

I'm sure you remember, the Membership approved a By-laws change before the 1983 election increasing the Secretary's term in office to two years. Suzanne McKewon, San Diego Community College District, will continue to serve in this office during 1984-85.

We support the recommendations made by previous Nominations Committees regarding 1) the need to involve more members in substantive Association work in order to provide opportunities for developing leadership potential, and 2) the need to immediately involve candidates who do not win the election in important Association activities to sustain their interest in and commitment to the organization.

Although I did not fully discuss the following proposal with Committee Members during our meetings in Portland, I believe they would support it. Issues regarding the manner in which we nominate and elect officers emerged throughout our deliberations. We propose that the Board appoint an ad hoc Elections Committee and charge it with responsibility for reviewing current WCRLA elections policies and procedures, and for presenting alternatives which will improve the way we conduct elections in the future. Each year, candidates prepare campaign articles for the Fall Newsletter and the Nomination Committee Chairperson urges members to request absentee ballots. If the Members read the articles, and I'm not sure they do, very few respond. Each year, we attempt to discover creative ways to orchestrate meetings so people will attend, pay attention and vote. Most candidates find it difficult to say anything worthwhile in a two-minute speech, few members in the audience really listen to the speakers, and fewer exercise their right to vote.

To date, WCRLA has been extremely fortunate in discovering and electing qualified, talented and professional leaders, despite our antiquated procedures. But, as the Association continues to grow, we believe it will become more difficult to make the process work for us. Let's at least make the effort to determine if there is a better, more professional way to handle this important activity and to achieve our goals.

We will not amend the Nominations Committee Chairperson's job description at this time. The duties and time line developed by Pat Heard are satisfactory for the present system. Should the Board appoint the ad hoc Elections Committee and decide to change the procedures, the duties of the Chairperson are likely to be quite different. It would be more appropriate to revise the job description at that time.

We await the Board's action on this proposed slate of officers. As soon as we receive approval, we will notify the candidates in writing and inform them about subsequent steps in the election process. Please keep us informed about all Newsletter deadlines and conference activities that involve the candidates.

cc. Karen Smith
Carole Bogue
Suzanne McKewon
Carolyn Walker
Dick Lyman

Theria Beverly
Mary Hess
Chuck Hunter
Kate O'Dell
Mary Rubin
Eleanor Szaszy

95 Red Barn Lane
East Greenwich, R.I. 02818
July 15, 1983

Dick Lyman
1650 Verla Lane
Escondido, CA 92027

Dear Dick,

During the hubbub of the summer, I've been trying to find some time to plan for the Colorado WCRLA conference in October. A few weeks ago I sent to you the basic outline of the workshop speakers and topics; however, missing from that list was the name of a guest speaker who would be able to address both theories and practices in the teaching of reading and writing on the college level.

In my travels from Colorado to Rhode Island for the summer, I met Dr. Robert Tierney at the Center for the Study of Reading at the University of Illinois. Dr. Tierney agreed to serve as our guest speaker, providing I receive Board approval for an allocation covering his fees, transportation, and lodging. Therefore, I am writing this letter to request those monies from the Board.

I believe that Dr. Tierney would be an excellent choice for our guest speaker: he is currently researching an area that has a great significance for anyone concerned with the teaching of reading and writing; in addition, he is familiar with the goals and concerns of WCRLA and would be able to specifically address those concerns; finally, he was willing to reduce his speaking fee from \$450 to \$300 and request transportation one-way from Denver to Urbana. He also strikes me as a down-to-earth person and would be able to deliver his ideas clearly and in a way that would challenge the audience.

His topic for the presentation is "Toward a Composing Model of Reading;" enclosed with this letter is a copy of the article that outlines his address. He is currently involved in a series of research projects with David Pearson at the Center for the Study of Reading; this article reflects the research of one of those projects. The central theme in this research is the interrelationship of the reading and writing processes.

Since the Colorado conference will be trying a new program design this year (specifically the day-and-a-half conference instead of our usual day program), we wanted to find a guest speaker who would be able to attract many conference participants for the main address on Saturday. I feel that Dr. Tierney is an excellent choice for us.

I would appreciate your response as soon as possible regarding the request; I will be at the above address until Aug. 5 and can be reached at (617) 999-8704 during the 9-5 business day. Please write or call before that time so that I may know your decision. Attached is a description of the budget request.

Thank-you for this consideration.

Sincerely,
Patricia Mulcahy
Patricia Mulcahy
Colorado State Director

cc: Karen Smith, Carole Bogue, Suzanne McKewon, Carrie Walker, Mitch Kaman

To: WCRLA Board
From: Patricia Mulcahy
Date: July 15, 1983
Re: Request for funds for Colorado Conference guest speaker

This request concerns funds for Dr. Robert Tierney from the University of Illinois to serve as the guest speaker at the WCRLA Colorado Conference in October. His topic for the presentation is "Toward a Composing Model of Reading." The following lists a break-down of the total request:

SPEAKER FEES	\$300	(Note: his usual fee is \$450.)
TRANSPORTATION	276	(Airfare one-way from Denver to Urbana)
LODGING	44	
FOOD	30	
<hr/>		
TOTAL	\$650	

Any changes in this request (specifically lower airfare) will be noted and forwarded to the Board.

Please notify me of your decision as soon as possible. Thank-you.

WCRA BOARD MINUTES
January 27, 1983
Conference Telephone Call

Board Members Present: Dick Lyman, President; Karen Smith, President-Elect;
Ann Faulkner, Past President; Mitch Kaman, Secretary;
Carrie Walker, Treasurer.

Others Present: None

The meeting was called to order at 7:05 Pacific time. Each member listed his/her agenda items.

Name Change

I. Name Change

- A. Mitch suggested the need for a name change in his 1/3/83 letter. He suggested Western College Reading and Learning Assistance Association.
- B. Carrie supported the idea, but believed the name should be College Reading and Learning Assistance Association to broaden our appeal.
- C. Dick felt some members would be concerned about dropping the Western reference.
- D. Carrie felt that we could still limit our conferences to the Western in most states.
- E. Ann suggested CLARA - College Learning Assistance and Reading Association.

Motion

(Moved) Smith, (Seconded) Walker: To change the name of the organization from Western College Reading Association to College Learning Assistance and Reading Association.

(PASSED)

Letter to
members

- F. The board asked Dick to draft a special letter to the members explaining the board's position and rationale. The letter will be signed by all board members. This is in lieu of the proposal being advertised in the Newsletter.
- G. Ann suggested that Dick contact Kate O'Dell, the Parliamentarian to assure that the board uses the correct procedures in proposing and voting on the by-laws change.

Dues
Increase

II. Dues Increase

(Moved) Kaman, (Seconded) Smith: Effective July 1, 1983, the dues of the organization will be \$25.00 and membership term shall be one year from the month of joining the organization.

Kaman, yes; Smith, yes; Faulkner, no; Walker, yes; Lyman, yes.

(PASSED)

WCRA BOARD MINUTES

Concerns about
mailing service
costs

III. Mailing Service

- A. Mitch was concerned about the costs and effectiveness of the mailing service.
- B. Carrie was concerned that members were using the service without regard to cost and wondered if there were ways to cut cost.
- C. Dick stated that he will ask JoAnn Wells and Gwyn Enright to work with him in exploring cost savings and alternatives to the present system.
- D. Ann asked Carrie to present a report about costs to the board.
- E. Dick will bring a historical record to the board.
- F. Dick will write Hal a letter informing him of the board's position on reimbursement and letting him know that Carrie will not pay any bills in which Oxford did not follow that procedure.

Investment of
Funds

IV. Investment of Funds

(Moved) Kaman, (Seconded) Faulkner: To authorize the treasurer to transfer the organization's funds from the Capital Preservation Fund to a Super Now Account.

(PASSED)

Clarification of
agreements with
NARDSPE

V. NARDSPE Issues

- A. Karen received a letter and call from Hunter Boylan and wanted clarification on apparent agreements between WCRA and NARDSPE. The issues were:
 - 1. Publicity in each others newsletters. Dick indicated that publicity was agreed to, but we have not received any from NARDSPE yet. Karen stated she will attempt to do that.
 - 2. Reserve program slots in each others conference. That concept has been done.
 - 3. Conference registration waiver for each others presidents. The WCRA board never approved this concept and does not approve it now.
 - 4. Sharing of membership lists. WCRA has given NARDSPE its list, but has yet to receive NARDSPE list. Karen will request it.

(over)

WCRA BOARD MINUTES

5. State and local chapter affiliation. Ann feels that it is alright for states to affiliate with both organizations. Hunter feels the same way.

IV. Budget

Carrie is concerned about over expenditures in certain categories. Also, there is a one time overbudget expense of \$1,500 from the previous year. Karen indicated that her school has "comped" many items and thus she will not need at least \$1,500 in her account. Mike O'Hear indicated that he will not be using his entire budget.

Request to
endorse
advertising in
a state
directors

VII. State Director's Report

Travel to
conference by
state directors

- A. Pat Mulcahy, state director from Colorado wants board sanction to provide advertising in the Colorado membership directory. The board is not uncomfortable with discrete professional advertising.
- B. Pat Mulcahy, Colorado State director wants board sanction to use Colorado WCRA state funds to help defer her expenses to the Portland conference. Most of the funds would come from selling advertising.
- C. The board felt that the state directors need to establish guidelines for use of state generated funds. Since there was no time for state established guidelines they did not act on Pat's request, but rather asked Mitch Kaman to work with Pat on seeking Colorado members consensus on the issue and let the Colorado people decide. The board also felt that Colorado would probably not need seed money from the national organization next year and that national organization money not be used.
- D. Ann recommended that the expertise network printing be held until the Portland meeting.

Dick Lyman got off the line at this point (8:00 am Pacific Time).

VIII. Miscellaneous

- A. The board talked about the future possibility of a permanent housing of the organization in a school.
- B. Carrie raised the possibility of a permanent headquarters with paid part-time help.
- C. Discussed the possibility of having the organization pay for some release time

The meeting ended at 8:15 Pacific Time.