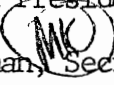


MEMO TO: WCRA Past Presidents  
FROM: Mitch Kaman,  Secretary, WCRA  
DATE: August 14, 1981

I have just received the names and addresses of the past-presidents and thus have not been able to send out a summary of the minutes of the Dallas 1981 meeting prior to this date.

I have recently developed a secretary's handbook with among other items, your addresses in it. I hope this handbook, if kept up-to-date, will facilitate the transfer of job information from one secretary to another.

Just some reminders, the next board meeting will be held on September 11-13 at the Bahia Hotel in San Diego and the deadline for the next WCRA newsletter is August 30, 1981.

*File  
WCRA  
minutes*

SUMMARY OF WCRA BOARD MEETING MINUTES

September 11 - 13, 1981

SAN DIEGO, CALIFORNIA

Board Members Present: Ann Faulkner, President; Dick Lyman, President-Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceeding Editor; JoAnn Carter-Wells, Newsletter Editor; Beryl Brown, Conference Manager.

I. Secretary's Report

- A. Mitch announced that he completed the index.
- B. Mitch developed a secretary's and state directors' handbook.

The board approved funds to produce copies of the state directors handbook for each state/province director.

II. Nominations Committee

- A. The slate of candidates for 1982-83 are:

- 1. President

- Chuck Hunter, San Jose City College

- Karen Smith, New Mexico State University

- 2. Secretary

- Mitch Kaman, Larimer County Voc-Tech Center

- Kate O'Dell, Kenai Peninsula Community College

- 3. Treasurer

- Carrie Walker, Stanford University

- Mary Ellman, Long Beach City College

## Summary of WCRA Board Meeting Minutes

### III. State Director's Report

The board wants the state directors to get more involved in membership and providing names of potential candidates.

### IV. WCRA Liaison

A. The board approved the following motions:

1. The board encourages other organizations with which we have liaison to co-sponsor appropriate activities at the WCRA conference. The responsibility to work with the conference co-sponsorship is with the program chairperson in conjunction with the WCRA liaison.
2. The president has the responsibility to coordinate programs presented as WCRA co-sponsored sessions at other conferences. The president should work with WCRA liaison in such cases.

B. Ann Faulkner will be working with the NARDSPE president to increase liaison on a number of issues including:

1. Shared placement information.
2. Reporting to each others members by newsletter columns.
3. Co-sponsored sessions at each conference.

### V. Summer Institute

Dick Lyman will bring to the board in the Spring of 1982 a proposal for a model for developing a WCRA summer institute.

### VI. Treasurer's Report

- A. 1980-81 budget was \$17,045; ending balance was \$4,315.65 (6/30)
- B. Conference management in Dallas was tight and special commendation was given by the board to Delryn Flemming and the Dallas County Community College District.

## Summary of WCRA Board Meeting Minutes

### VII. Newsletter Report

- A. JoAnn will change the STAR column name to Spotlight and highlight people in the organization.
- B. Denise McGinity was appointed as co-editor with responsibility for getting printing bids and certain columns.

### VIII. WCRA Journal

- A. The editor will be able to accept articles co-authored by a member and non-member.
- B. The Journal is available for members only - not for sale.
- C. The editor has the authority to edit the Journal using his/her guidelines.

### IX. Proceedings

- A. Gwyn Enright will be stepping down as Proceedings editor.
- B. The board adopted the following motion:

One of the benefits of conference attendance for members is the Proceedings. The cost of proceedings for those who do not attend the conference is \$8.00 for Proceedings #14. The package of Proceedings (#4-14) offers all available Proceedings for a total cost of \$55.00. Furthermore, it is recommended that the treasurer will use \$5.00 as the amount credited to the Proceedings from the members registration fee.

### X. Placement

- A. Bob Lundquist has Jane Ballback as placement director

### XI. Conference

- A. Bahia Facilities:
  - 1. 12 meeting rooms.
  - 2. Conference rates: \$44.00 single; \$48.00, double; \$52.00, triple; \$56, quad; \$90, suite to be extended two days prior



## Summary of WCRA Board Meeting Minutes

and after the conference.

### B. Leisure

1. Repeat of dinner on town; Mexican lunch and tour, leisure information booth at registration, college music department entertainment at many events.
2. Brunch to have \$2.00 subsidy per person and major speaker to encourage greater participation.
3. Banquet to include cruise on Bahia Belle.

### C. Tours

1. Two educational tours, hopefully with conference follow-up discussions.

### D. Registration

1. Types of registration approved by the board include:
  - a. Comprehensive registration: \$50.00 includes membership and proceedings.
  - b. Full conference registration: \$40.00, no membership, no proceedings.
  - c. One day registration: \$40.00 with membership, with proceedings.
  - d. One day registration: \$20.00 no membership, no proceedings.
2. \$5.00 late registration fee to be charged.
3. Presentors will have to register for the conference

### E. Budget Highlights

1. Expect 400 comprehensive and 100 single day registrations.
2. Hope to set 20 exhibitors.

## Summary of WCRA Board Meeting Minutes

E. 3. Will advertise in Journal of Remedial Developmental Education .

4. Speakers: honoraria \$800.00, expenses \$800.00.

5. \$50.00 support for each institute.

6. \$500. to cover Audio Visual costs.

F. Conference Schedule (see attached)

## XII. Miscellaneous

A. The board approved adding \$500.00 to presidents budget for travel expenses to promote professional liaison between WCRA and other professional groups.

### B. Other Issues Discussed

1. Membership term.

2. Term of office for secretary and treasurer.

3. Need for a membership director.

TENTATIVE SCHEDULE  
1982 WCRA CONFERENCE

This schedule was presented to the Board at the meeting in San Diego on Saturday, September 12, 1981. It is subject to minor changes.

## Tuesday - March 30

Board Meeting	7:00 - 9:00
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## Wednesday - March 31

Board Meeting	9:00 - 5:00
Registration	1:00 - 9:00
Facilitator Orientation	7:00 - 8:00

## Thursday - April 1

Pre-conference Institutes	8:00 - 12:00
Campus Tours	9:00 - 12:00
Registration	8:00 - 5:00
Opening Session - Major speaker, Introductions and candidates speeches	1:15 - 2:45
Special Interest Sessions	3:00 - 4:30
No Host Reception honoring newcomers and candidates for office	4:30 - 6:00
Hospitality Suite Open	7:00 - 12:00

## Friday - April 1

Chairperson Orientation	8:30 - 9:00
Campus Tours	9:00 - 12:00
Workshops/Panels (A) and Sections (A/B)	9:00 - 11:15
General Session - President's Address and elections	11:30 - 1:00
Workshops/Panels (B) and Sections (C/D)	2:00 - 4:15
No Host Reception	4:30 - 6:00
Pre Banquet Bay Trip - Cocktails	5:30 - 6:30
Banquet	7:00 - 9:00
Friday Night Literary Society (Hospitality Suite)	9:00 - 1:00

## Saturday - April 2

Publisher's Breakfast	7:00 - 9:00
Workshops/Panels (C) and Sections (E/F)	9:00 - 11:15
Tijuana Tour and Luncheon	9:00 - 1:00
State Director & Editorial Bd Luncheons	11:30 - 1:00
Workshops/Panels (D) and Sections (G/H)	1:00 - 3:15
Sections (I)	3:30 - 4:30
Hospitality Suite open	7:00 - 11:00

## Sunday - April 4

Sections (J)	9:00 - 10:00
Board Meeting	9:00 - 10:30
Brunch - Major Speaker and Awards	10:30 - 12:00
Lyman buys celebration/condolance drink for YOU in thanks of great effort and support.	12:00 - 12:10

WCRA BOARD MEETING MINUTES

September 11, 1981

SAN DIEGO, CALIFORNIA

*File  
WCRA  
minutes*

The meeting was called to order at 8:30 p.m. by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceedings Editor

Review of  
Previous Minutes

The following corrections were noted about the minutes from April 12, 1981 in Dallas:

Page 1, Dallas, Texas 1981

Page 5, should read "Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Gwyn Enright.

Page 7, should read "C. Payment - Gwyn requested prompt payment of printing bills because of good and courteous service."

Page 7, should read "D .... Volumes I-III are out of print, but are available through the ERIC system."

Page 10, last line should state (Attachment #27).

List of Attachments

#22 Scholarship criteria should read Attachment 22A-B

#25 Red Lion Letter

#26 A-B Pluses and Minuses and Conference Need Evaluation of Hyatt and LeBaron in San Jose

#27 Establishment of National Council for the Advancement of Standards in Student Services Development.

Motion

Moved (Lyman) seconded (Kaman) to approve minutes.  
(PASSED)

I. Secretary's Report

- Indexing Completed A. Mitch recognized Ann Coil for her job of indexing the minutes and noted that he completed the indexing and a copy has been sent to the archivist.
- Index categories B. Mitch handed out revised index categories and noted changes (Attachment #1)
- Secretary's Handbook C. Mitch developed a Secretary's handbook to be passed to future secretaries. It is sectioned, including an index category.
- State Directors Handbook D. Mitch developed a sample State Directors Handbook and sent a copy to Betty Levinson (Coordinator of State Directors) for input.

Motion Dick suggested adding a section for local procedures. Moved (Lyman) seconded (Kaman) to authorize Mitch to develop the State Directors Notebook and produce it for all directors and if necessary, may use up to \$100.00 additional funds to complete the project.

(PASSED)

- E. Ann recommended an extra notebook for the Coordinator to pass down a sample notebook.
- Secretary to date materials Ann encouraged Secretary to date each piece of information sent to the Board. Mitch should add this suggestion into the Secretary's duties.
- Ann commended last year's board for job descriptions and encouraged the board to review them and make changes if necessary.

II. Nominations Committee Report

- A. Gwyn handed out the report (Attachment #2). The slate of candidates for 1982-83 are:
1. President

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

2. Secretary

Mitchell Kaman, Larimer County Voc-Tech Center  
Kate O'Dell, Kenai Peninsula Community College

3. Treasurer

Carrie Walker, Stanford University  
Mary Ellman, Long Beach City College

Motion Moved (Lyman), seconded (Yamamoto) to approve the slate of candidates.

(PASSED)

Candidates' speeches 2 minutes

Ann will ask Elaine to inform the candidates of pertinent information such as conference speech schedule, Newsletter deadlines, and the need to keep speech to 2 minutes.

Discussion on Nominations Committee Suggestions

B. The board reviewed the Nominations Committee suggestions (Attachment #2 A-B) and noted the following ideas:

Item #2. Meet the candidates at the no host Thursday 4:30 p.m. along with new commers.

#4. The candidates can be at Thursday special interest groups.

Use State Directors to find potential candidates

#8. State Directors should be formally pooled for possible names of candidates.

#10. When candidates are informed of selection, include copies of previous newsletter articles to help candidates compose a newsletter article. Also include a job description.

Motion

Moved (Lyman), seconded (Kaman) The Board commends the Committee for their excellent suggestions. Wherever possible the suggestions will be put into practice.

(PASSED)

Discussion on By-Laws change for term of office

C. Discussed advantages and disadvantages of two year officers.

Advantages:

1. Management team development
2. Fewer candidates to be found each year.

Disadvantages:

1. Slower turnover
2. Hard to get two year commitment

III. State Province Directors Report

- Discussion:  
Up-dated member-  
ship lists
- Annual Report  
to include  
candidates names  
names
- Motion
- A. Ann gave the report (Attachment #3 A-B). Dick felt Bob Rose would be willing to be the Alberta director. He will give Bob's name to Betty.
  - B. The Board agreed that David Lemire could continue as Wyoming director even though he has moved to northern Colorado.
  - C. Board members can get lists from Oxford Mailing Service. Cheapest method is to have Oxford generate labels.
  - D. Ann wants Betty Levinson to be sure of the board's desire to have state/province directors provide names of potential officers. The Annual report would be a good place to include that information. Ann will send directors names from membership resource form.
- Moved (Kaman), seconded (Lyman) to accept report from the coordinator of State Directors.

(PASSED)

IV. Philophical Discussion

- Background
- Problems with  
liaison
- A. WCRA has at least a nominal liaison with the following:  
NRC, CAPE, CCTA, NCDE, NARDSPE, CRA, ACPA Commission 16,  
IRA, ABE/ABC Newsletter.
- Ann only received one response from a letter of inquiry sent to WCRA members identified as liaisons, and thus does not know whether WCRA input is being forwarded on important professional issues.
- Issues of WCRA co-sponsored meetings at our and their conferences.

B. Liaison Contacts

Liaison contacts  
with Ann

1. NRC: did have co-sponsored session in Dallas and asked for WCRA to co-sponsor a session at their conference in Dallas in December.
  - a. must designate a person to represent WCRA
  - b. provide pamphlets and discuss WCRA.
2. IRA: wants WCRA to do a co-sponsored session again.
3. CRA: Dr. Walker, a WCRA member and CRA president might ask us to do a co-sponsored session.
4. NARDSPE: will probably ask us again.

Purpose of  
Co-sponsorship

C. Purpose of Co-sponsorship

1. To get others to publicize WCRA conference.
2. Increase awareness of WCRA
3. Others endorse WCRA
4. Closer relationship with other organizations.
5. Get others to share ideas with WCRA members.
6. Co-sponsorship will enhance our conference.

Motion

Moved (Kaman), seconded (Lyman). The Board encourages other organizations with which we have liaison to co-sponsor appropriate activities at the WCRA conference. The responsibility to work with conference co-sponsorship is with the program chairperson in conjunction with WCRA liaison.

(PASSED)

Co-sponsor  
must register

Co-sponsorship does not waive conference registration requirements.

D. WCRA Sponsoring at other conferences

Motion

President's  
responsibility  
to coordinate  
WCRA co-sponsored  
activities.

Moved (Lyman) seconded (Kaman). The president has the responsibility to coordinate programs presented as WCRA co-sponsored sessions at other conferences. The president should work with WCRA liaison in such cases.

(PASSED)

E. Joint Professional Issues with NARDSPE

NARDSPE ISSUES

Hunter Baylan of NARDSPE intends to put forth the following



issues to the NARDSPE board:

1. If possible, WCRA and NARDSPE should avoid conference date and location conflicts.
2. Efforts to report on each others efforts through Journal and Newsletter.
3. Co-sponsoring joint professional development workshop.
4. Share placement information.
5. Be on each others conference program.
6. Appoint liaison in each organization.

Discussion on  
NARDSPE issues  
(above)

F. Board's Feelings About NARDSPE Issues

1. Ann will communicate with June Dempsey our interest to share with NARDSPE board the facts of our dates for our conferences.
2. Ann will ask June if she would like to write a NARDSPE liaison column in the newsletter.
3. Propose a co-sponsored post-conference professional development workshop in Portland.
4. Ann will ask our placement director to put the NARDSPE placement person on our mailing list..

#5 and #6 already set up.

Motion

Moved (Lyman) seconded (Kaman). To approve cooperative efforts with NARDSPE whenever consistent with the best interests of WCRA; specifically items 1, 2, 4, 5, 6 mentioned above.

(PASSED)

Ann will send a letter to Hunter Baylan summerizing the Board's feelings to the above motion.

Discussion on  
need for regional  
organization/  
future

G. Need for Regional Meeting

Dick feels a regional organization is viable because of limited travel ability of many educators. Feels our focus is correct at the present time, but needs to strengthen our organization.

Mitch feels the need to cooperate with NARDSPE, but also spend time focussing upon WCRA benefits and goals.

Don feels the need for board to discuss growth of organization.

Mitch proposed developing a WCRA "Future" committee to investigate future directors of the organization.

Gwyn explained that a similar discussion was held at Tucson.

Mitch suggested surveying the membership about future needs and desires.

H. ACPA Standards

1. WCRA has not participated in the ACPA Standards study in the past.

Motion

Moved (Kaman) seconded (Lyman). The Board does not seek WCRA co-sponsorship with the ACPA Standards document, but will offer suggestions on an individual basis.

(PASSED)

I. WCRA Co-sponsored Summer Institute

NARDSPE has offered to share their expertise on setting up summer institutes.

Motion

Moved (Kaman) seconded (Yamamoto). The Board would like to have Dick Lyman bring to the Board a proposal for a model for developing a WCRA summer institute.

(PASSED)

The meeting adjourned at 11:30 p.m.

WCRA BOARD MEETING MINUTES

September 12, 1981 A.M.

SAN DIEGO, CALIFORNIA

The meeting was called to order at 9:00 a.m. by President Ann Faulkner.

Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceeding Editor; JoAnn Carter-Wells, Newsletter Editor.

I. Treasurer's Report

- A. Don gave an accounting on the 1981 conference budget (Attachment #4).
- B. Don gave an accounting on the WCRA accounts July 1 - June 30, 1981. (Attachment #5). Some highlights include
  - 1. 1980-81 budget was \$17,045 with ending balance in June 30, 1981 of \$4,315.65.
  - 2. Some accounts were incorrectly charged for mailing services and are now corrected.
  - 3. Approximately \$6,700 are in savings (not documented).
  - 4. Approximately \$22,000 was in checking at the end of June (not documented).
  - 5. Conference management at Dallas was tight and Delryn Flemming and her associates should be commended and special appreciation to Dallas County Community College District.

Highlights of  
Treasurer's  
Report

Motion

Moved (Lyman), seconded (Kaman). To accept the conference budget report. The board wishes to make special commendation to Delryn Flemming and special appreciation to the Dallas County Community College District for their sponsorship. Notation for the Board to look at the categories over budgeted.

(PASSED)

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

Increasing  
Allotment to  
State Directors

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

Providing \$50  
at beginning  
of year.

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

Budget accounting  
of mail services

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

1. Major cost

a. membership maintenance

b. mailing for proceedings and newsletter

c. pre-registration (\$275.00 - Dallas)

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

Discussion:  
Procedure for  
use of mailing  
services

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

Final Reim-  
bursement For

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

II. Newsletter Report

A. JoAnn handed out her report (Attachment #7). The following were notations and suggestions from the board as per specifications:

Procedure for  
billing advertisers

Item #2. Don will send JoAnn billing forms and she will be sending bills directly to advertisers with copies to Don. The board also felt that the organization should actively sell appropriate ads but will not actively sell mailing lists. Requests for mailing lists should go to the President.

Procedure for  
selling mailing  
lists

Item #3. JoAnn will change the "S.T.A.R." column name to "SPOTLIGHT" and still highlight people in the organization.

Item #4. JoAnn will send five (5) copies of the Newsletter to each strand leader until the conference.

Item #5. JoAnn and Denise McGinity should each get bids for future mailings of the Journal.

Item #6. Denise McGinity would like to assume responsibility of co-editor for Newsletter. Among other responsibilities, co-editor should get bids for Journal. Also could have columns assigned to co-editor.

Motion

Moved (Lyman), seconded (Yamamoto). To appoint Denise McGinity co-editor of the Newsletter.

(PASSED)

Discussion of  
membership  
director

Item #7. The board discussed the idea of membership director to help with promotion and recruitment. Problem would be the membership director would be promoting the organization, but not a member of the board. Dick has some ideas for this year to increase membership. Ann wanted Dick to report to the board in April 1982 if he feels it would be beneficial to have another person available for membership, or can the President elect assume those duties as part

of the conference planning.

Newsletter  
Schedule for  
Keynote speakers

Item #8. Change Newsletter schedule to have keynote speakers featured in the winter issue.

Motion

Moved (Yamamoto), seconded (Kaman). To commend JoAnn for her work and to accept her report.

(PASSED)

III. Report on WCRA Journal

A. Gwyn handed out a report on the WCRA Journal from Michael O'Hear (Attachment #8). Michael brought up a number of questions and issues and the board responded to these issues with the following positions:

Non-members  
submitting  
articles to  
Journal

1. The editor should accept articles co-submitted by a member and non-member. If the article is approved for publication, the member author should encourage the non-member author to join WCRA.

Note: This is not a policy change, but rather a clarification.

Verification of  
membership

2. Michael should request an updated membership list from Dick Lyman. If there is a question about membership prior to getting the list, Michael should call Hal at Oxford Mailing Service.

Journal for  
members only

3. The Journal is for members only. Thus non-members should not be allowed to purchase the Journal.

Increasing sub-  
mission of articles

4. The following ideas were given to help increase the number of articles submitted.
  - a. Using the membership resource list, Ann will send Michael the names of members interested in writing.
  - b. Michael could write an article in the Newsletter requesting members to write.
  - c. Michael could suggest issues that need to be discussed in his Newsletter article.
  - d. Michael could go to past proceedings writers and ask them to write.

e. Michael could recruit from State Directors or from State conferences.

Editing Guide-  
lines for  
Journal

4. The editor has the authority to edit manuscripts and thus set his/her own policies and guidelines. Gwyn will send Michael a letter stating her guidelines for editing the Proceedings.

#### IV. Proceedings

A. Gwyn handed out the Proceedings Report (Attachment #9). She noted the following highlights:

1. 37 manuscripts were submitted;
2. about two-thirds of the papers will be published.

Procedure for  
notification of  
acceptance

B. Many writers need to know the date the committee will announce articles which have been accepted for publication. The editor will write a letter stating this information. The letter should be included in the conference chairperson's package of information to presentors. The letter will also remind presentors of the implications of submitting articles to referred journals.

Motion

Moved (Lyman), seconded (Yamamoto). To accept the report and commend Gwyn and the committee for their work, and to adopt the procedures outlined in item #4 of the report.

(PASSED)

Replacement of  
Newsletter  
Editor

C. Gwyn informed the board that she will be stepping down editor. Ann informed the board that she intends to bring before the board Delryn Flemming's name as the next Proceedings editor.

Discussion:  
Payment of  
Proceedings who  
could receive  
them

D. Ann: Proceedings need to be an automatic part of the conference, but not an automatic part of renewal of membership. After a lengthy discussion the board adopted the motion below:

Motion

Proceedings  
part of mem-  
bership and  
conference  
attendance

Moved (Kaman), seconded (Lyman). One of the benefits of conference attendance for members is the Proceedings. The cost of proceedings for those who do not attend the conference is \$8.00 for Proceedings #14. The package of proceedings (#4-14) offers all available proceed-

ings for a total cost of \$55.00. Furthermore, it is recommended that the treasurer will use \$5.00 as the amount credited to the Proceedings from the members registration fee.

(PASSED)

V. Placement

- A. Ann informed the board that Bob Lundquist has replaced Ballback as placement director. She noted that communication between Bob and Jane has been difficult to achieve but expects it to improve.

The meeting adjourned at 12:30 p.m.



# WCRA BOARD MEETING MINUTES

September 12, 1981 P.M.

SAN DIEGO, CALIFORNIA

The meeting was called to order at 1:30 p.m. by President Ann Faulkner.

Board Members Attending: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Attending: Gwyn Enright, Proceeding Editor; Dr. Mary Dohram, San Diego Mesa College; Patricia Johnson, San Diego State University; Shirley D. Sykes, San Diego Mesa College; Nora Y. Werner, San Diego City College; Suzanne McKewon, San Diego Community College; Jan McMullin, Point Loma College; Beryl Brown, University of California, San Diego.

## I. Bahia Facilities

Bahia tour  
& facilities

- A. After introductions the group was given a tour of the Bahia meeting rooms, the Bahia Belle and main ballroom by Sandy Fox of the Bahia staff. The highlights include
1. There are twelve (12) potential meeting rooms. The Bahia Belle and ballrooms do not have screens for audio visual.
  2. 60% of the rooms have kitchen units.
  3. The conference rates per day will be: \$44.00 single; \$48.00 double; \$52.00 triple; \$56.00 quad; \$90.00 suites.
  4. Conference rates will be extended to participants two days prior to and after the conference.
  5. Members are encouraged to identify special needs at registration (handicapped participants).
  6. A copy service is available at the sales office at .15 per copy.

University  
Credit

## II. University Credit

- A. There was discussion about availability of university credit for conference attendance. Beryl will investigate the possibility

of credit with the University of San Diego and/or the University of California, San Diego.

Tours

III. Leisure Activities

- A. Mexican Tours: The board felt that a Mexican tour/lunch should occur Saturday p.m.
  - 1. Price should be kept to maximum of \$15.00 including lunch.
  - 2. The lunch at La Playa, then tour of Tijuana was well received by the board.
  - 3. Mexicoach bus would cost \$25.00 per hour.
- B. Restaurant Evening: The restaurant evening idea at Dallas was a success.
  - 1. The board would like to repeat it.
  - 2. Residents to bring a car load of participants to their favorite restaurant.
  - 3. Must get a firm committment from drivers.
- C. Leisure Time Information
  - 1. Shirley Sykes will have brochures available and will set up a table downstairs in the main building.
  - 2. Shirley will have maps of mission bay and will try to include a map in the call to the conference mailing
  - 3. Will not have leisure tour to zoo, Wild Animal Park, Sea World. Rather have information booth. Circle bus goes to most attractions.
- D. Entertainment
  - 1. Many colleges would be interested in providing entertainment in return for a donation to a department's scholarship account.
  - 2. The entertainment could be arranged around our activities.
  - 3. Beryl wants to have etnertainment at many events not just at the banquet and brunch.

Entertainment

4. Dick concerned about not having entertainment interfere with participants' interaction. Entertainment at events other than banquet and brunch to be background type.
5. Desire to have banquet entertainment kept short.
6. Mary is talking with three schools music departments.
7. Dallas people felt \$300.000 was too little money for entertainment.

E. Brunch

1. Beryl wants to have more people at brunch.
  - a. She will check transportation schedules.
  - b. Will try to have the Portland people help promote brunch as kick off next conference.
  - c. We will have a major speaker at the brunch.
  - d. Encourage hotel to have more than one location to receive food at buffets.

Major speaker  
at brunch

F. Banquet:

1. Have Bahia Belle as part of banquet.
2. Possibly need two Belle cruises; 4:30 - 5:30 and 5:30 - 6:30, then banquet.
3. Banquet will probably be more formal than at Dallas.

G. Educational Tours: Educational tours should be run on Thursday and Friday. Some ideas for educational tours include:

1. Identify and visit most comprehensive programs.
2. Possibly visit an ESL or military lab.
3. Limit one bus per institution.
4. Encourage host institution to have a follow up session at the conference amplifying information at visit.
5. Schedule one long tour on Thursday and one short tour on Friday.

Follow up of  
Tours

IV. Registration

Registration  
Problems

- A. Biggest problem with registration is standing in line,

especially for those who preregistered.

Presenter's  
registration

1. Index pre-registration forms in alphabetical order.
2. Don will have prestamped receipts available. He will encourage the registrar to have receipts in pre-registration packages.
3. Presentors must register for the conference. They will not be allowed to present if they do not register. They will have been informed of that requirement prior to conference.

- a. Dick will provide Beryl a list of presentors prior to the conference.

Late registration  
Fee - \$5.00

4. Beryl should bring a "survival kit" with scissors, tape, stapler, etc.
5. We will continue a \$5.00 late registration fee (or \$5.00 early discount)
6. Beryl assured Don that the hotel will be able to cash a \$200.00 check for petty cash.
7. Registration will be open all days of the conference.

#### V. Conference Schedule

A. Dick handed out the tentative conference schedule. A retyped version is found in attachment #10. Some highlights are noted below:

No Wednesday  
pre-conference  
institutes

1. Wednesday:
  - a. There will not be any pre-conference institutes on Wednesday because it makes the conference too long.
2. Thursday:
  - a. Seven (7) pre-conference institutes Thursday. Time will be 8:00 - 12:00 noon.
  - b. Educational tours Thursday.
  - c. Chairperson's orientation can be moved to Friday.

d. Facilitators Orientation for Special Interest Sessions:

Special Interest Sessions

1. Up to 12 special interest sessions for Thursday p.m. Topics will be facilitated by knowledgeable persons in specific topic/interest areas; possibly the strand areas.
2. Special interest sessions will occur after first general session with group discussions help to make people feel welcome and give a preview of the conference.
3. Friday:
  - a. Workshops will be two hours in length.
  - b. Sections will be 50 minutes in length.
  - c. General session on Friday 11:30-1:00 with elections.
  - d. Friday p.m. tours. Tours back in time for banquet.
4. Saturday
  - A. State Chairman luncheon 11:30 - 1:00.
  - B. Board meetings at conference
    1. Tuesday: after dinner
    2. Wednesday: all day
    3. Sunday: before brunch

The meeting adjourned at 5:30 p.m.

WCRA BOARD MEETING MINUTES

September 13, 1981

San Diego, California

The meeting was called to order at 9:15 a.m. by President Ann Faulkner.

Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Attending: Beryl Brown, Gwyn Enright.

I. Conference Budget (Highlights)

A. Overview: Dick gave an overview of the conference budget (Attachment #11). He based the budget upon:

1. 400 full time participants, paying full fee.
2. 100 additional single day registrations
3. Desire to spend money to promote the conference
4. Need to put all items in the budget, even if he does not expect those items to be expended fully.

B. Publishers:

\$200.00 expense  
to contact  
exhibitors

1. Hope to get 20 exhibitors. Budgeted \$200.00 to use to contact exhibitors.
2. Breakfast cost figures not firm. Budgeted \$3.50 for 250 participants.

C. Printing and Advertising:

1. Expenses include call to conference and preliminary call in November to be spent to regular participants and to new populations through the strand leaders.
2. Will print at least 700 programs.
3. Visitors bureau will give WCRA name tags and large print typewriter.
4. Dick would like the candidates for office to have ribbons.

Advertising in  
J.R.D. Education

5. Dick would like to advertise in the Journal of Remedial/ Developmental Education.

a. Disadvantages

1. Most members are from Mid-West
2. Their conference close to ours
3. Not great response from previous ads
4. We are already sending members of JR/D Ed. information about the conference from their mailing list.

b. Advantages

1. Advertising has benefits beyond just one conference.
2. JR/D Education is the major journal in our field.
3. Some NARDSPE members from the west might not be able to go to the midwest for a NARDSPE conference and would come to WCRA.

D. Mailing

1. Pre-registration: Early registrants send their money directly to Oxford Mailing Service.

E. Promotion

Motion

President to  
promote WCRA

Moved (Lyman), seconded (Kaman). To add \$500.00 to the president's budget for travel expenses to promote professional liaison between WCRA and other professional groups.

(PASSED)

F. Conference meals

Brunch  
subsidy

1. Discussion on increasing turnout for brunch. Felt that price might be a factor.

Motion  
Brunch subsidy

Moved (Kaman), seconded (Lyman). To approve a \$2.00 per person subsidy for the subsidy brunch for San Diego conference.

(PASSED)

G. Hospitality

Order of com-  
plimentary  
rooms

1. The order of complimentary rooms if available is:  
President, President Elect, Past President, Secretary

Treasurer.

2. The WCRA will pay for the hospitality suite at a cost of \$90.00 per night.

H. Speakers

1. Increase speakers' budget to \$800.00 for honoraria and \$800.00 for expenses.

I. Pre-conference Institutes

Pre-conference  
institute  
budget

1. The board favors \$50.00 support for each institute to cover costs of paper and materials.

J. Miscellaneous Expenses

1. A/V

Budget for  
Audio/Visual

- a. We will need 12 overhead projectors. Must try to get a commitment from the Community College District.
- b. Need to tell publishers to bring their own extension cord.
- c. Allow \$500.00 in budget for audio/visual equipment expenses.

K. Types of Registration Allowed

Four types of  
registrations

1. Comprehensive registration: \$50.00 includes membership and proceedings.
2. Full conference registration: \$40.00, no membership, no proceedings.
3. One day registration: \$40.00 with membership, with proceedings.
4. One day registration: \$20.00 no membership, no proceedings.

L. Proceedings Budget

Proceeding  
seperate budget  
item

1. The budget should reflect a separate line item budget and expenditure for the proceedings. (For internal use). For San Diego the anticipated expenses for the proceedings will be \$2,250.00.

Motion

Moved (Kaman), seconded (Yamamoto) to approve the proposed conference budget as amended.

(PASSED)



II. Membership Term

Membership  
Term

- A. Discussion about whether membership term should be from conference year to conference year. Ann will ask State Directors for their ideas about membership term.

Motion

Moved (Kaman), seconded (Yamamoto). Board members to claim actual expenses for this meeting and not to use the \$15.00 per diem.

(PASSED)

The meeting adjourned at 12:30 p.m.

## LIST OF INDEX CATEGORIES

Advising and Evaluation Services  
Affiliation  
Archivist  
Brochure for WCRA  
Business  
By Laws  
Clearinghouse (Readability)  
Committees  
    General Information  
    Nominations  
    Scholarship and Awards  
Conferences  
    Budget  
    Credit for conference  
    Date/length/location  
    Evaluation  
    Exhibitors  
    Fees for conference  
    Hotel arrangements (rooms, etc)  
    Institutes (pre-conference)  
    Mailings for conference  
    Presentations and papers  
    Reports on conferences  
    Site proposals  
    Speakers  
Constitution  
Elections  
ERA  
Exchange Service  
Finances  
Gifts  
Goals and Objectives of WCRA/Policies and Procedures  
Historian  
Insights  
Insurance  
Journal  
Liaison  
Mailing (Non-conference)  
Membership  
Minority Affairs  
Name Change of WCRA  
Newsletter  
Occasional Paper  
Officers/Board Meetings  
Parliamentarian  
Placement Bureau  
Proceedings  
Secretary (Duties, minutes, etc.)  
State Directors  
Treasurer

To the WCRA Board: 1982 Nominations Committee Report  
by Elaine Cohen

The 1982 Nominations Committee was comprised of Gwyn Enright, Ernest Rubi, Craig Mayfield, Jacquie Bonner, Denise McGinty, and Elaine Cohen.

The committee met in a face to face meeting on April 9, 1981 and April 11, 1981, in Dallas, Texas. They reviewed the WCRA By-laws and the qualifications for each office before suggesting candidates. The committee suggested 20 WCRA members as possible candidates for office. The members were ranked, and the chairperson was requested to contact the suggested candidates. The chairperson contacted the following people and received a verbal acceptance in May, 1981. This report is late because of the chairperson's accident, which hospitalized her for two months.

The committee is delighted to present the following candidates for your approval for WCRA office in 1982-83.

For President Elect

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

For Secretary

Mitch Kaman, Larimer County Voc-Tech Center

Kate O'Dell, Kenai Peninsula Community College

For Treasurer

Carrie Walker, Stanford University

Mary Ellman, Long Beach City College

The Nominations Committee also made the following suggestions:

1. The election should be closer in time to the speeches;
2. There should be a "meet the candidates" hospitality suite night;
3. The newsletter with the candidates pictures and statements should be posted around the meeting area (as in Long Beach);
4. The candidates should lead discussions at the newcomers' meeting (as in Long Beach);
5. The election should be on Friday.
6. The nominations committee for 1983 should meet in face-to-face meeting at the San Diego conference. Two meeting periods should be scheduled in the program so the membership could be involved in making suggestions or volunteering their services.
7. There needs to be a way to involve those people who do not win the election in responsible appointed positions.
8. There needs to be a way to involve more people in visible organization work so they may become potential candidates.
9. The nominations committee found that meeting at the conference was a definite advantage because they had an opportunity to talk with potential candidates.
10. As soon as we receive the results of the Board's action, the chairperson will notify the candidates in writing and will inform them of the Newsletter deadline for photos and statements (October 15?). The chairperson will also write the nominations committee report for the Newsletter.

All correspondence should be sent to: Elaine Cohen  
1925 Glencoe Street\*  
Denver, CO 80220  
(303) 321-1067

\*home office in bed. The college is not forwarding my mail on a regular basis and I can't drive yet.

xc: Nominations Committee

## 1981-82 WCRA State/Province Directors

## ALASKA

Rebecca Patterson  
Anchorage Community College  
2533 Providence Ave., Bldg. B  
Anchorage, AK 99504

## ALBERTA

## ARIZONA

Louise Renault  
Reading Department  
Arizona Western College  
Yuma, AZ 85364

## BRITISH COLUMBIA

Sandra Carpenter  
Study Skills  
Kwantlen College  
Box 9030 (9260-140 St.)  
Surrey, B.C. V3T 5H8

## NORTHERN CALIFORNIA

Midori Hiyama  
Sacramento City College  
3835 Freeport Blvd.  
Sacramento, CA 95822

Charles Hunter  
San Jose City College  
2100 Moorpark  
San Jose, CA 95128

## SOUTHERN CALIFORNIA

Sally Garcia  
12621 S. Gabbett Drive  
La Mirada, CA 90638

Mary Dimon  
663 W. Terrylynn Place  
Long Beach, CA 90807

## COLORADO

Patricia Mulcahy  
738 37th Ave. Ct. #1  
Greeley, CO 80631

## HAWAII

## IDAHO

Kenneth Munns  
Boise State University  
1910 University Blvd.  
Boise, Idaho 83725

## MONTANA

Thomas M. Sawyer  
Learning Center/Special Services  
Northern Montana College  
Havre, Montana

## NEVADA

Jacqueline S. Grose  
Western Nevada Community College  
2201 W. Nye Lane  
Carson City, NV 89701

## NEW MEXICO

Sue Brown  
New Mexico State University  
Box 5278  
Las Cruces, NM 88003

## OKLAHOMA

Maybelle Hollingshead  
Southwestern Oklahoma State University  
Weatherford, OK 73096

## OREGON

Dorothy Brehm  
Portland Community College  
12000 S.W. 49th Ave.  
Portland, OR 97219

Russell Gregory  
Linn-Benton College  
6500 S.W. Pacific Blvd.  
Albany, OR 97321

## TEXAS

Denise McGinty  
RASSL Learning Services  
A332 Jester Center  
Austin, TX 78784

Joseph Cortina  
Cedar Valley College  
Division of Communications  
3030 North Dallas Ave.  
Lancaster, TX 75134

## UTAH

Wayne Herlin

3126 HBLL

Brigham Young University

Provo, UT 84602

## WASHINGTON

George Dennis

Lower Columbia College

1600 Maple Street

Longview, WA 98632

## WYOMING

David Lemire

P.O. Box 456

Aspen, CO 81612-0456

## AT-LARGE

Florence Schalle

1700 E. 56th Street

#3603

Chicago, IL 60637

Dorinda McClellan

Hillsborough Community College

P.O. Box 22127

Tampa, FL 33622

Coordinator of State/Province Directors

Betty Levinson

Academic Resources Coordination

University of California, LA

77 Dodd Hall

Los Angeles, CA 90024



STATE/PROVINCE DIRECTOR'S REPORT

Attached please find a list of the State/Province Directors for 1981-82. You will note that we have two Directors in Oregon, but none in Alberta or Hawaii. After discussion with Maxine Byers, former Oregon Director, I appointed co-Directors to begin recruiting members and organizing support for the 1983 conference. I sent a number of letters to former members in Alberta and Hawaii in an attempt to recruit Directors, but to no avail. Possibly some of my letters are lying in empty offices waiting to be opened this Fall. We shall see. Although I have not received an up-dated membership list from Hal McCune (he appears to be waiting for a final conference report from Don), I did receive a list from Karen Smith. If this list is correct, we have two members in Hawaii - already contacted - and none in Alberta. I am open to any and all suggestions.

David Lemire accepted the appointment as Wyoming Director before deciding to move to Aspen. He is still doing course work at the University of Wyoming in Laramie and is more than willing to handle the duties of State Director for the one or two current members, and to try recruiting a few more. I see no problem with this arrangement, do you? David suggested Aspen for a future conference site and said he would be happy to help set it up. Any interest?

Many of the Directors are out of brochures, stationery, and reimbursement forms. If we have enough of these materials, I would appreciate your authorization to get a lump delivery of supplies from Hal and Don (reimbursement forms). Then, if Mitch will send me 25 copies of the "Minutes Summary" I can get a nice package off to the Directors upon my return. It should be just about time to begin planning regional meetings and starting the hype for the conference. If anyone has special news that might not be covered in the Minutes Summary, let me know and I'll include it in my cover letter to the Directors.

Have a productive meeting and good time together. I shall miss seeing you and working with you. I know you will come up with wonderful ideas and plans for strengthening WCRA. I will see you in San Diego in April. Please contact me if I can help in any way during the coming year. I'll be back in the office September 22.

Betty Levinson *BL*

Coordinator of State/Province Directors

AMOUNT  
EXPENDEDINCOME  
PROJECTEDACTUAL  
INCOME

ACCOUNT BALANCE

BDGT.

ACCT. NAME

Publisher's Exhib.			2500.00	1550.00			
Printing Call to Conf.	250.00						250.00
Mailing Call to Conf.	195.00						195.00
Printing Conf. Programs	800.00	126.53					673.47
Conf. Phone Calls	100.00						100.00
Dinner	2,975.00	2576.00	2184.00	2235.00			399.00
Brunch	1,375.00	864.55	1,375.00	792.00			510.45
No Host Cocktails	105.00	120.00					(over) <15.00>
Continental Breakfast	805.00	805.00					
Decorations	200.00	67.49					132.51
Entertainment	200.00	300.00					(over) <100.00>
Hospitality	225.00	320.42					(over) <95.42>
Hospitality Suite	500.00						500.00



#4

9/12/81

San Diego

Conference expenses: \*8,583.96

Conference income: 16,757.00

Conference profit: 8,173.04

\*includes refunds 186.90 under miscellaneous

## WCRA Accounts

July 1, 1980 - June 30, 1981

<u>Budget Category</u>	<u>Amount Budgeted</u>	<u>Expenditures</u>	<u>Balance</u>
1. President	\$ 100.00	\$ 18.00	\$ 82.00
2. Supplies & Expense	600.00	346.67	253.33
3. Nominating Comm.	500.00	145.93	354.07
4. Coord. of State Dtrs.	175.00	43.00	132.00
5. Conf. Site selection	50.00	0	50.00
6. Treasurer	125.00	96.70	28.30
7. Secretary	200.00	196.42	3.58
8. State Directors	500.00	316.54	183.46
9. Newsletter	4,000.00	2,650.00	1,350.00
10. Proceedings	4,200.00	3,577.49	622.51
11. Placement	200.00	158.12	41.88
12. Journal	275.00	71.70	203.30
14. Minority Affairs	200.00	0	200.00
16. Board of Directors	1,340.00	1,218.80	121.20
17. Scholarships/awards	50.00	44.90	5.10
18. Archivist	455.00	200.00	225.00
20. Conference	1,000.00	734.53	265.47
21. Mailing Service	3,000.00	2,910.55	89.45
22. Finance Comm.	75.00	0	75.00
TOTALS	\$17,045.00	\$12,729.35	\$4,315.65

## 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 Dtrs.	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	\$5,089.64	\$4,315.65

## WESTERN COLLEGE READING ASSOCIATION

REQUEST FOR REIMBURSEMENT OF EXPENSES

Date \_\_\_\_\_

Make payment to:

Address:

City/State/Province/Zip:

List below the items for which reimbursement/payment is requested or for which a check is to be issued. Attach receipts or bills whenever possible. Non budgeted expenditures must have prior WCKA Executive Board approval.

Be sure your description is complete enough to assist the Treasurer in assigning your expenditure to the proper budget category.

BUDGET ACCOUNT REIMBURSEMENT/PAYMENT IS REQUESTED

Description:

Signature of Person Submitting Request \_\_\_\_\_

FOR TREASURER'S USE ONLY:

Account Charged: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

WCRA BOARD MEETING  
September 12, 1981

NEWSLETTER REPORT

JoAnn Carter Wells

1. Potential new columns - Research and Networking will appear during this academic year; talked to Dick Lyman regarding conference Strand leaders submitting summary reports and hopefully thereby initiating future regular columns
2. Ads - have a Jamestown full page ad for this issue; need billing and bookkeeping procedure; Bob Kopfstein will help with future ad solicitations - follow-up with publishers exhibits
3. Future S.T.A.R.S. - have been spotlighting state directors and have a recommendation from Dallas; any others???
4. Number of issues - state directors now receive 5 copies; do officers need more??? also will continue with liaison list when revised ; also what about committee chairs???
5. Journal - spoke to Hall McCune of the Oxford Mailing Service on 9/10 who said that the Journal has been received there and will await the newsletter for inclusion and mailing; can submit bids to local printers for future Journal printing and thus reduction in long distance mailing charges
6. Co-Editor - have spoken to Denise McGinty who will assume co-editorship with responsibility for several columns; what other duties would the Board like her to assume? will also contact Membership Resources people
7. Membership Director - what is the potential for a future position for someone who might assume this role in WCRA?? we have too many super ideas and enthusiastic people not to share with the nation....
8. Timetable - will we be able to keep to the conference timetable with information in the newsletter as per the Dallas board meeting decisions and timelines for the Newsletter?

## Report on WCRA Journal

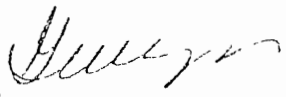
For our first issue, six manuscripts were received. Three were accepted; one was rejected; two were returned to the author for re-working. Typesetting and printing were done by Qualotype of Fort Wayne, Indiana. The Journal logo has been designed and will appear on the first number in the fall. The editorial board worked smoothly. Every article received two reviews. One received four before being returned for re-working. Some considerations for your discussion are as follows:

1. What treatment should be accorded articles co-authored by a WCRA member and a non-member? (For determining membership, the editor should have a listing of present members.)
2. Should non-members be given the opportunity to purchase subscriptions to the Journal? If so, what should subscriptions cost? Who should subscription orders be placed with?
3. What means can be found to encourage submission of additional articles? If none, we might consider a twice yearly publication schedule. Six submissions for our first issue does not reflect adequately the talents and abilities of the WCRA membership.
4. Finally, how much authority to edit manuscripts should the editors have? I found that all of our manuscripts needed moderate revision. Yet, time was too short to allow for sending materials back to authors. I obtained permission for "minor revisions," but feel that some policy on what is meant by "minor" may be needed.

I would be happy to discuss any or all of these considerations with the Board in April.

Michael B. O'Hara  
Editor

To Ann Faulkner  
WCRA President

From Gwyn Enright   
Proceedings Editor

Re Mid Year Board of Directors Report  
September 12, 1981

1. Four members of the Proceedings editorial team met with me in Dallas at the conference to discuss Proceedings publishing criteria, the Proceedings reviewing form, and editor responsibilities. Present were Delryn Fleming, Michael O'Hear, Craig Mayfield, and Elizabeth Howard.
2. Thanks to Craig Mayfield's help, the Proceedings were exhibited during the conference at a manned exhibitor's table. Many volumes were sold and WCRA members took advantage of the opportunity to talk over Proceedings related concerns with Craig or me.
3. In order to inform authors their manuscripts had been received and were being reviewed, letters to all authors submitting papers for possible publication in the fourteenth Proceedings were mailed in May. A copy of this letter is attached. To follow up, JoAnn Wells published a boxed message in Issue 2 of the WCRA Newsletter. Our purpose was to catch any WCRA members who submitted manuscripts that were never received.

Three different people have contacted me regarding receipt of their manuscripts. To my knowledge, there are two instances of papers never being received.

4. I recommended (June 3, 1981) a procedural change in our system for submitting manuscripts for publication in the Proceedings. I suggested to Ann and Dick that next year we instruct authors to mail three copies of their papers to the WCRA Proceedings editor within one week (or, if you prefer, two) of the annual conference. This should be considered a firm deadline and authors should be reminded to send their papers "return receipt requested." That should eliminate the necessity of sending letters informing WCRA members their papers have been received, avoid the loss of papers due to submitting them via chairpersons, and allow the authors to revise their papers or parts of their papers after their WCRA conference presentations.

If authors wish to submit three copies of their papers at the conference, they should give them to the WCRA Proceedings editor in person or leave them for the editor at the hotel desk.

5. Finally, the WCRA Board of Directors should know the hard working Proceedings editorial team received two thoughtful thank-you notes this year: one from Vicki Sanders and one from Irwin Joffe.



Western  
College  
Reading  
Association

#9  
#10

9/12/81

San Diego

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

---

Center for the Study of Evaluation  
Graduate School of Education  
145 Moore Hall  
University of California, Los Angeles  
Los Angeles, CA 90024  
May 14, 1981

Dear Author:

Thank-you for submitting your paper for possible publication in the  
fourteenth volume of the Western College Reading Association  
Proceedings.

We have received your manuscript and it is currently being reviewed.  
In January, you will receive a letter letting you know if your paper  
was accepted for publication.

In all, we have received thirty-four manuscripts this year. If you  
have any general questions about Proceedings policies or any  
specific concerns about your paper, do not hesitate to phone me  
at UCLA. The number is (213) 825-4711.

The strength of WCRA certainly lies in the active participation  
of its membership- thank-you again for your contribution.

Sincerely,

A handwritten signature in cursive script, reading 'Gwyn Enright'. The signature is fluid and elegant, with a prominent 'G' and 'E'.

Gwyn Enright, Editor  
WCRA Proceedings



TENTATIVE SCHEDULE  
1982 WCRA CONFERENCE

This schedule was presented to the Board at the meeting in San Diego on Saturday, September 12, 1981. It is subject to minor changes.

## Tuesday - March 30

Board Meeting	7:00 - 9:00
---------------	-------------

## Wednesday - March 31

Board Meeting	9:00 - 5:00
Registration	1:00 - 9:00
Facilitator Orientation	7:00 - 8:00

## Thursday - April 1

Pre-conference Institutes	8:00 - 12:00
Campus Tours	9:00 - 12:00
Registration	8:00 - 5:00
Opening Session - Major speaker, Introductions and candidates speeches	1:15 - 2:45
Special Interest Sessions	3:00 - 4:30
No Host Reception honoring newcomers and candidates for office	4:30 - 6:00
Hospitality Suite Open	7:00 - 12:00

## Friday - April 1

Chairperson Orientation	8:30 - 9:00
Campus Tours	9:00 - 12:00
Workshops/Panels (A) and Sections (A/B)	9:00 - 11:15
General Session - President's Address and elections	11:30 - 1:00
Workshops/Panels (B) and Sections (C/D)	2:00 - 4:15
No Host Reception	4:30 - 6:00
Pre Banquet Bay Trip - Cocktails	5:30 - 6:30
Banquet	7:00 - 9:00
Friday Night Literary Society (Hospitality Suite)	9:00 - 1:00

## Saturday - April 2

Publisher's Breakfast	7:00 - 9:00
Workshops/Panels (C) and Sections (E/F)	9:00 - 11:15
Tijuana Tour and Luncheon	9:00 - 1:00
State Director & Editorial Bd Luncheons	11:30 - 1:00
Workshops/Panels (D) and Sections (G/H)	1:00 - 3:15
Sections (I)	3:30 - 4:30
Hospitality Suite open	7:00 - 11:00

## Sunday - April 4

Sections (J)	9:00 - 10:00
Board Meeting	9:00 - 10:30
Brunch - Major Speaker and Awards	10:30 - 12:00
Lyman buys celebration/condolance drink for YOU in thanks of great effort and support.	12:00 - 12:10

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	300-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.

7

LIST OF ATTACHMENTS FOR BOARD MINUTES  
APRIL 7-12, 1981 DALLAS, TEXAS

#1a-d	Audit and Treasurer Report
2a-d	Secretary's Report
3a-b	Conference Budget
4	State Directors Luncheon Meeting
5a-c	Duties of State Directors
6a-q	State Director's Packet
7a-b	List of new State Directors
8a-b	Newsletter Report
9	Proceedings Report
10a-h	Conference Site Issues
11	Conference Chairperson Duties
12	Sample Certificate of Appreciation
13a-c	Long and Outstanding Award Nominee
14	Photographer's Budget
15	Placement Bureau Report
16a-c	Liaison List
17a-c	Journal Proposal
18a-o	Northwest Consortium Bid (Portland)
19	Pluses and Minuses of Hotels
20a-b	Hyatt Letter
21	San Jose City College Commitment
22	Scholarship Criteria
23a-c	Treasurer's Report
24a-b	Proposed Budget for 1981-81

## LIST OF INDEX CATEGORIES

- Advising and Evaluation Services
- Affiliation
- Archivist
- Brochure for WCRA
- Business
- By Laws
- Clearinghouse
- Committees
- Conferences
  - Budget
  - Credit for conference
  - Date/length/location
  - Evaluation
  - Exhibitors
  - Fees for conference
  - Hotel arrangements (rooms, etc)
  - Institutes (pre-conference
  - Mailings for conference
  - Presentations and papers
  - Reports on conferences
  - Site proposals
  - Speakers
- Consitution
- Elections
- ERA
- Exchange Service
- Finances
- Gifts
- Goals and Objectives of WCRA / Policies and Procedures
- Historian
- Insights
- Insurance
- Journal
- Liaison
- Mailing
- Membership
- Minority Affairs
- Minutes
- Name Change of WCRA
- Newsletter
- Nominations Committee
- Occasional Paper
- Officers/Board meetings
- Parliamentarian
- Placement Bureau
- Proceedings
- Publishers Exhibits
- Scholarship and Awards Committee
- Secretary
- State Directors
- Treasurer

WCRA BOARD MEETING MINUTES  
APRIL 7-12, 1981  
DALLAS, TEXAS

Corrections of minutes from the August board meeting held in Dallas, Texa, 1981.

- Pg. 6            The name should read "Ladessa" Yuthas
- Pg. 2            The total assets listed here are corrected  
on the auditor's report
- Pg. 13           \$45 fee breakdown should read  
\$25 registration; \$15 membership and  
\$15 Proceedings

Moved (Faulkner) and Seconded (Yamamoto) that the board accept the minutes.

PASSED

WCRA BOARD MEETING MINUTES  
APRIL 7-12, 1981  
DALLAS, TEXAS

The meeting was called to order at 5:30 April 7, 1981 by President Betty Levinson.

Attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Pat Heard, Site Selection Chairperson

Treasurer and  
Finance Report

May 15 will be the deadline for submission of bills by all budget chairpersons, officers, and institute leaders. Officers not present should be notified by mail.

Audit Committee for 1980 submitted a report (Attachment #1) They noted only a few minor errors were found and corrected. The books were reported to be in good order.

The board reiterated its wish to have quarterly treasurer's reports.

Moved (Faulkner), Seconded (Coil) to accept treasurer's report

PASSED

Secretary's  
Report

Indexing

Ann submitted a report explaining the format and function of the minutes indexed for the past five years. She suggested the board work with the indexing and at the next board meeting this summer to suggest any revisions in categories and sub-categories. Conference section needs to be further broken down. (Attachment #2)

Guidelines  
for Record-  
ing of  
minutes

Ann also submitted a report (Attachment #2) suggesting guidelines for the recording of the minutes. This will provide guidance for each new secretary and will standardized the now lengthy minutes.

Minutes should be sent to the archivist, as well as Board members, state directors and past presidents

It was suggested that the suggestion in Ann's report for the secretary to retain a copy of each newsletter be deleted.

The guidelines are only an elaboration of how to keep the minutes; this report is not an exhaustive list of the secretary's duties.

Moved (Yamamoto) and Seconded (Faulkner) that the board accept the Secretary's report.

PASSED

The meeting was adjourned at 7:15.

The meeting was called to order April 8, 1981 by President Betty Levinson.

Voting Members Present: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting Members present: Pat Heard, conference site selection chairperson; Theria Beverly; Jeanette Ross

## I. President-Elect's Report

- |                                |  |
|--------------------------------|--|
| Conference Budget              | A. Conference Budget (Attachment #3 and 3a)<br><br>The budget is less than was expected due to much support from the Dallas County Community College District  |
| Speaker's honorarium           | B. The honorarium for speakers remained at \$150.00. WCRA covers expenses for non-members. The cost was \$700.00   |
|                                | C. Many conference proposals were late in being forwarded.   |
| Encourage more paper proposals | D. There was a suggestion to encourage more variety in presenters; WCRA needs to consider <ol style="list-style-type: none"><li>1. Earlier individual mailing of call-for-papers</li><li>2. Instructions on how to present and prepare a conference paper</li><li>3. Publish calendar of events</li><li>4. Flyer on call-for-papers should be sent no later than end of August</li></ol> |

## II. Format for General Session

- A. Membership resolution - any member wanting to make a resolution before the membership should attend a board meeting first to apprise the board of its intent
- B. Betty will call for new business to give members an opportunity to voice opinions and make resolutions



III. State Directors Report (Attachment #4) and State Directors' Duties (Attachment #5)

Three-person leadership declined

A. Three-person leadership of state suggested

Maxine Byers requested that three people be appointed to lead her state. This means WCRA would have to change procedures. It was suggested that sharing of duties be worked out informally

B. Regional Meetings

Each board member was assigned a regional and state meeting to attend.

State Director Issues

C. State issues are summarized in Attachment #4 and were discussed at the State Director's luncheon

Sample of State Activities

D. Elaine presented a packet (Attachment #6a to 6s) of sample activities and materials sponsored by the state councils.

Utah conference bid

E. Utah requested to have a conference bid. Their request was suggested to be confounded by the fact that they are not an ERA state. It was noted that the board did not act on the ERA boycott (see minutes 3/17/78 Long Beach). The board can still entertain bids from non ERA states.

Pay for State Directors' luncheon

F. It was suggested that WCRA pay for the State Directors' luncheon

Moved (Cohen) seconded (Coil) that WCRA pay for State Directors' luncheons.

PASSED

New list of state directors

G. Elaine presented new list of State Directors (Attachment #7) It is still tentative as not all potential directors have responded to the request that they serve in that capacity.

IV. Conference Manager's Report

Conference Report

A. Contribution of Dallas County Community College District

Delryn noted their substantial contribution to the conference. Betty requested names and addresses of people who supported and assisted from DCCCD so she could send thank you notes.

B. Delryn cautioned that the procedure for determining complementary rooms needs to be carefully monitored and specified to avoid misunderstanding and confusion.

Free rooms for  
board members

- C. The hospitality room was complementary in exchange for free rooms for the board. The \$500 savings will be allotted to board members in descending order: Betty, Ann Faulkner; Elaine Cohen will split her share with Ann Coil and Don Yamamoto.

V. Nominations Report

Nominations  
Report

- A. Committee was composed of: W. Royce Adams, Irwin Joffe; Caroline Turner; Ladessa Yuthas; and Seymour Prog
- B. Elaine Cohen, next years nominations committee chairperson announced that the nominations committee will meet face to face at this conference and, thus, will incur no travel expenses

Face-to-face  
meeting

Absentee Ballots

- C. Absentee Ballots

March 30 deadline is not consistent with the By-Laws which state that absentee ballots must be received 15 days prior to elections. The March 15 deadline listed in the Newsletter was the cause of some concern as to how the ballots should be counted.

Moved (Faulkner) seconded (Cohen) to accept ballots postmarked on or before March 30, 1981

PASSED

Elaine suggested that she would send ballot with a return envelope marked "ballot."

New nominations  
committee

- D. New Committee approved by the President

Gwyn Enright  
Ernest Ruby  
Craig Mayfield  
Jackie Bonner  
Denise McGinty

Elaine would like to have the membership make suggestions for good nominees or indicate their own interest in serving as an officer of WCRA. Betty will announce this at the general session. Pat suggested that the nominee committee be asked to stand up so the membership can recognize them

- The meeting was adjourned at 12:15 p.m.

The meeting was reconvened at 1:30 p.m. Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Jane Ballback.

VI. Newsletter (Attachment #8)

Newsletter

A. Columns - JoAnn asked board for ideas for new columns to cover WCRA major activities and goals

State Directors' Participation

B. State Directors - It was suggested that 3 state directors be given responsibility for making a newsletter contribution each issue (i.e. for each issue three state directors would be responsible for submitting information about activities in their state or region)

State Directors as STARS

Furthermore, it was suggested that a column be done STARRING state directors.

Also, state directors should be asked for suggestions on people in their states who could be introduced in the STAR column.

Deadlines

May 15  
August 31  
October 15  
December 15

C. Deadlines - WCRA needs to back up deadline dates because of the 8 week delay in mailing and preparation.

Extra mailing concerning conference should go out immediately after the August board meeting so it is received in September.

It was suggested that the January 15 deadline be moved back to December 15.

D. Reminders - JoAnn suggested that she send reminders of deadline dates to people writing columns

Journal

E. Journal - The journal will remain a separate pull-out section of the newsletter

Photo bank

F. Photos - A photo bank would help to keep the newsletter a visual entity, one of JoAnn's goals

G. Ads - It is difficult to get ads because publishers feel direct mailing is more effective

Calendar in Newsletter

I. Calendar - The newsletter will have a calendar of the coming year, published in the summer (May 15 deadline) issue.

VII. Proceedings Report (Attachment #9)

Proceedings

A. Policies - 25 out of 36 papers were accepted. The quality has improved; the volume has decreased.

Acceptance procedures

- B. Procedures - Letters were sent to all those who were and were not accepted. Gwyn asked people to call if they wanted to know comments and edits concerning their papers.

- |                             |   |
|-----------------------------|---|
| Payment                     | C. Payment - Gwyn requested prompt payment of printing bills because of good and expensive service.   |
| Sales Report                | D. Sales report - The report of sales now resides with Hal McCune. Gwyn recommended we not pay Hal to give us the information since it costs money and the board does not use it for setting policies. When a volume runs low, he is instructed to send it to ERIC and to notify WCRA that the volume is low and to send the last few to WCRA. Volumes I-III are out of print.                |
| Dissemination               | E. Dissemination of Proceedings - Proceedings will be exhibited periodically at this conference along with paper from the Evaluation Center at UCLA.  |
| Order form in brochure      | The brochure does not have an order form for ordering Proceedings. It needs to be included in the new brochure.   |
| Receipt cards to submitters | F. It was suggested that Gwyn send a post card to people who submit papers indicating that the paper has been received. When presenters give a paper to the chairperson of their section they have no assurance that the paper is in fact delivered to the proper authority. The board decided this should be done and that it will be announced that submitters should expect such a notice. |

Conference Site Selection

VIII. Conference Site Selection (Attachment #10)

- |                             |   |
|-----------------------------|---|
| Meeting Room Fees           | A. Issues - Should WCRA continue alternating conference sites in and out of California? Should the conference be continued through Sunday? Should meeting rooms be paid by increasing registration fees (which would spread the cost out among all members) or should the meeting rooms be allotted on basis of number of sleeping rooms used (cost is carried by those members who stay at the hotel and pay a little higher room rates)? Should the traditional meeting time of the WCRA conference (week before California's Easter vacation) be changed for the 1983-84 conference if it is held in San Jose? |
| Sunday extension            |   |
| Date of San Jose conference | B. Discussion   |
| In/out of Calif.            | 1. Alternating in and out of California - Having the conferences in California insures having good attendance and larger revenues for WCRA. This is off-set however because it places heavy burden on California members to sponsor the conferences; dilutes the variety of the conference; excludes many people from conference participation which draws the people into leadership positions in the organization   |

The consensus seemed to be to alternate the conferences in and out of California when possible.

2. Length of conference - The longer conference is more expensive for those attending. It is enjoyable to have the extra Sunday of conference and there may be some intangible effect in keeping people around; WCRA should perhaps always plan on the Sunday brunch being a smaller, but usually highly involved group of members.

General consensus was to keep the Sunday extension until we have more data to make a decision.

3. Conference Date - It was decided that we will go early to San Jose conference. Still need to check with Portland about their wishes for conference dates.

Moved (Cohen) seconded (Yamamoto) to accept the conference site selection chairperson duties.

PASSED

Awards Committee IX. Scholarship and Awards Committee

- |                        |   |
|------------------------|---|
| Certificate of Apprec. | A. Mitch presented the Certificate of Appreciation form (Attachment #12)  |
| Retirement             | B. Retirement - No one was recommended for retirement award   |
| Sallie Brown           | C. Award for Long and outstanding service - 3 members recommended Sallie Brown for the award. The committee recommended Sallie to the board. (Attachment #13a to 13c) |

Moved (Faulkner) Seconded (Cohen) that Sallie Brown be given the award for Long and Outstanding Service to WCRA.

PASSED

- |                                 |   |
|---------------------------------|---|
| Availability of nomination form | D. Nomination Form - JoAnn suggested that a nomination form be put in the conference packet and/or at the registration desk. The award will be given to Gene Kerstein who can deliver it to Sallie. An article will go in the newsletter. |
|---------------------------------|---|

X. Photographer's Report (Attachment #14)

- |            |  |
|------------|--|
| Photo Bank | A. Photo Bank - Suzanne, WCRA official photographer, is willing to establish the photo bank. Ann F. suggested that Suzanne send letters to various people asking for photos. The board requested photographs of the chairpersons listed in the conference program. |
|------------|--|

- Placement XI. Placement Bureau Report (Attachment #15)
- 160 people are on the mailing list. Jane spent \$152.12.  
She will resign as placement chair.
- Minority Affairs XII. Minority Affairs
- The Minority Affairs committee had nothing to report. It was suggested that the committee be retained and a budget be decided upon when a proposal is submitted.
- XIII. President's Report
- Liaison A. Betty submitted list of WCRA liaisons (Attachment #16)
- B. Selling of WCRA mailing list - Hal McCune charges 5¢ a name with a 2¢ profit for WCRA.
- Moved (Faulkner) and seconded (Cohen) that the president approve selling of mailing to groups as appropriate.
- PASSED
- Scholarship XIV. Scholarship Fund and Award
- A. Generation of Funds - Money can be generated either through return on investment or solicitation of funds.
- Moved (Cohen) and seconded (Faulkner) that WCRA award a \$500 scholarship for next year to a WCRA member.
- PASSED
- \$500 award
- Board agreed that criteria should include service to WCRA
- The meeting was adjourned at 4:45 p.m.
- The meeting was reconvened at 8:00 p.m.  
Non-voting members joining the meeting were Dennis Gabriel and Beryl Brown, who is 1982 conference manager.
- San Diego Conference Report XV. San Diego Conference Report
- Theme - Beryl suggested that the Theme for the conference be on the professional development of WCRA members. Sections might be available on stress reduction, physical exercise; one afternoon might be devoted to sightseeing with the paper sections scheduled for the evening.

XVI. Liaison Report

NARDSPE

- A. NARDSPE - Beryl Brown, liaison, noted that NARDSPE has midwest orientation; attracts practitioners rather than researchers; and has a wider representation of people in developmental education than does WCRA. She suggested a back-to-back conference with NARDSPE

ACPA

- B. ACPA - A request was made for WCRA to participate in "Innovations and Research in Learning Centers Guide." Carol Walvekar submitted papers explaining the project. Further information was needed; no consensus was reached.

The meeting was adjourned at 9:15 p.m.

The meeting was called to order Thursday, April 9, 1981  
by Betty Levinson, President.

Voting members attending: Betty Levinson, President; Ann  
Faulkner, President-elect; Don Yamamoto, Treasurer;  
Elaine Cohen, Coordinator of State Directors

Non-voting members present: Pat Heard, Conference site selection  
Chairperson; Michael O'Hear; Kate O'Dell, Lucy McDonald,  
Gwyn Enright

Journal

I. Journal Report (Attachment #17)

A. General information -

Issues

First issue will be in the fall; we have two articles thus far

Format

There will be different size paper and logo and typesetting  
to distinguish it from the newsletter

Printing can be done either way - at the newsletter end or  
through Mike

It will be 12-16 pages with 6 leafs

Best suggestion seems to have typesetting done at Mike's  
end and send camera-ready copy to JoAnn

Color will vary from issue to issue

Advisory Board

B. Advisory Board

Bruce Cronnell

Virginia Schrauger

David Lemire

Carolyn Simonson

Thrust of Journal

C. Thrust of the journal - Mike noted that the thrust  
of the journal would be historical, philosophical, and  
research oriented, as well as geared to the practitioner

Finances

D. Finances - Don felt that given current WCRA finances  
we can afford the journal, particularly since we can  
anticipate a good attendance at the San Diego conference

Moved (Cohen) and seconded (Faulkner) that we create a  
WCRA journal

PASSED

Betty thanked Mike for all his work. After discussion about  
logo, it was decided that Mike would make those decisions.



Conference Bids

II. Conference Bids

- A. Pat Heard introduced Lucy McDonald who presented the bid for the 1983 conference in Portland, Oregon. (Attachment # 18)

Oregon

- B. Proposal from Oregon Consortium

Seven community college in Oregon and one in Washington and two universities have joined together to plan for the conference. Included in the packet in attachment 18 are letters of support from the colleges.

Pluses and minuses of the two hotels are included in the packet (Attachment #19)

1. The Red Lion is on an island close to Portland
2. The Marriot Hotel is downtown  
single room \$45; double room \$55  
There is a \$5 reduction per room if we pay for meeting rooms

Date

The conference date would be March 24-27 to coincide with Chemeketa's spring vacation

San Jose Bid

- C. San Jose Bid

Carol Bogue presented the bid from San Jose for 1983 or 84.

Carol presented the Hyatt hotel bid (Attachment #20)

Carol presented a letter of support from San Jose City College (Attachment #21) for support of Carol's time and other necessary support for the conference. Carol noted that several other community colleges would also support the conference

Both Pat and Carol felt that the Hyatt bid was the best and most complete bid. The San Jose convention bureau will provide many services

Dates

The question about the 1984 conference date was raised. Carol said there would be no problem, even though the bid was for 1983. The Hyatt is not available the week ending on Palm Sunday. The dates would be April 5-8, 1984.

The meeting was adjourned.

The meeting was called to order by President, Betty Levinson, at 2:50 p.m.

Betty introduced Ann Faulkner who welcomed members to the conference and addressed the conference theme.

Ann then introduced conference manager Delryn Fleming who also welcomed all conference attendees.

Delryn introduced Dr. Holt, President of Brookhaven College, who welcomed all those attending the Dallas conference and acknowledged the hard work of WCRA members.

Ann Coil read highlights of the August 1980 board minutes and the minutes of the 1981 conference.

Don Yamamoto reported on WCRA finances and investments.

Betty Levinson announced the re-establishment of the scholarship fund and the establishment of a WCRA journal

W. Royce Adams introduced the officer candidates who addressed the membership

Dave Hubin introduced the featured speaker, Gene Lyons, who addressed the issue of "Challenge" for WCRA.

Minutes from General Session 4/11/81 Dallas

Betty Levinson called the meeting to order at 10:50.

Betty introduced Royce Adams who conducted the balloting for officers of WCRA

Gwyn Enright introduced the speaker Al Canfield who spoke to the membership on the topic of "Reassessment."

The newly elected officers of WCRA are:

President-elect	Dick Lyman
Secretary	Mitch Kaman
Treasurer	Don Yamamoto

The meeting was adjourned.

The meeting was called to order by President, Betty Levinson,  
at 9:05 a.m.

Voting members attending: Betty Levinson, President; Ann Faulkner,  
President-elect; Ann Coil, Secretary; Don Yamamoto,  
Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting members attending: JoAnn Wells, Lucy McDonald,  
Kate O'Dell, Manual Olguin, Dick Lyman, Mitch Kaman,  
Delryn Fleming, Gwyn Enright, Carol Walvekar, Beryl Brown,  
Jackie Bonner

Report from State  
and Regional  
Meetings

I. Regional and State Meeting Reports

- A. Elaine Cohen attended the members-at-large meeting. She reported that they are an enthusiastic group and very supportive of WCRA activities.
- B. Ann Coil attended the Alaska, Hawaii, Nevada, Oregon, and Washington meeting. Ann reported that these members felt fees for meeting rooms should be spread throughout the membership; they were not opposed to the Sunday extension of the conference; They would like to have membership cards available locally so they could sign someone up and take the money right there. They inquired about available funds to send officers of WCRA to regional meetings as a drawing car.  
  
The board responded that they can take the money and the card will be sent for membership. No funds are available to send WCRA officers to meetings. But if an officer is traveling to a state or region represented by WCRA they might contact the state director and consider visiting.
- C. Ann Faulkner attended the Northern California meeting. She reported a harmonious session with no problems
- D. Pat Heard attended the Colorado, Idaho, Montana, Utah, Wyoming meeting. They like being downtown at a conference. Utah would like to make a conference bid.
- E. Betty Levinson attended the Arizona, New Mexico, Oklahoma, Texas meeting. They felt the proposed conference sites were good. They have a problem with late mail. They were concerned about some people reading their papers; and would like more time to discuss academic issues.

Minority Affairs II. Minority Affairs Committee

A. Meeting - Manuel Olguin reported that the committee met Friday and Saturday and had 14 people in attendance. He regretted the lack of activity by the committee and listed five ways in which the committee could become more involved in WCRA affairs.

Involvement in  
WCRA

1. Will try to be involved in conference planning
2. Will make more effort to make presentations
3. Would like minority column retained in newsletter. Manuel will assume responsibility for follow-up
4. Would like a minority mailing list for communication with other minorities
5. Will investigate new leadership. Two people could volunteer to be co-chairs and work underneath Manuel. Kathy Jackson and Theria Beverly have indicated an interest in co-chairing.

B. Manuel is concerned about lack of participation by Chicanos

Suggestions for  
Involvement

C. Suggestions - It was suggested that Manuel receive extra newsletters and brochures to distribute to interested minorities. Betty asked if Manuel could have an article in the newsletter for one the next two issues.

D. Budget - Manuel requested that the budget remain at \$200.00

Scholarship III. Scholarship Committee (Attachment #22)

A. Changes -

Due dates

1. Due date for nominations upped to Dec. 1
2. Nominations must come to the awards chairperson, not the president-elect
3. Criteria for Scholarship award should hint at WCRA membership

Donations

B. Donations and Tax-exempt status - These need to be pursued to determine our exact status

Procedure for  
mailing check

C. The check should be mailed directly to the applicant and not go through the school channels; however, some proof of registration must be received by WCRA before the check is sent.

Rating sheet

- D. Rating Sheet - The award rating sheet includes research, non-research literature, and media work

Resignation by Mitch

E. Mitch submitted his resignation now that he has been elected secretary of WCRA. Other members interested in serving on the committee include: Pat Mulcahy; Dave Hubin, and Vince Orlando. Suzanne McKeowan and Theria Beverly requested to remain on the committee.

Conference Report

IV. Conference Report

A. 324 people registered for the conference

B. The conference came in under budget

C. 175 registered only a week ago Friday. It is important to let membership know how important pre-registration is.

Conference fee w/o membership

D. Delryn would recommend continuation of conference fee without requiring membership in WCRA

Nominations Committee

V. Nominations Committee

Tentative list

A. Tentative recommendations have been made. They need only to verify by phone a few more people.

B. Elaine reported that meeting at the conference was and excellent suggestion.

Treasurer's Report

VI. Treasurer's Report (Attachment #23)

A. Income from the conference: \$4299.50 receipts  
45.00 Proceedings

B. The board requested a breakdown of the budget

Budget

Moved (Cohen) seconded (Faulkner) to review the budget in detail in August after the accounting by the members (Attachment #24)

PASSED

Moved - Conference Bids

VII. Conference Bid

Moved (Faulkner) and seconded (Cohen) to accept the Portland Conference bid for May 24-27 1983 and to accept the San Jose bid April 5-8 for 1984.

PASSED

- Moved (Cohen) and seconded (Faulkner) that we meet at the Marriot in Portland.

PASSED

Moved (Cohen) and seconded (Faulkner) that we reserve the Hyatt Hotel in San Jose.

PASSED

The board recommended that WCRA pay for meeting room fees through registration and that it be publicized.

August Board  
Mtg. undecided

VIII. August Board Meeting

- A. Location - It has not been decided if the board meeting will be held in Denver closer to most officers or in San Diego at the conference site. The budget has been set to account for the more expensive means.
- B. There was some discussion that the meeting needs to be held earlier in August.

The meeting was adjourned at 10:40.

## LIST OF INDEX CATEGORIES

- Advising and Evaluation Services
- Affiliation
- Archivist
- Brochure for WCRA
- Business
- By Laws
- Clearinghouse (Readability)
- Committees
  - General Information
  - Nominations
  - Scholarship and Awards
- Conferences
  - Budget
  - Credit for conference
  - Date/length/location
  - Evaluation
  - Exhibitors
  - Fees for conference
  - Hotel arrangements (rooms, etc)
  - Institutes (pre-conference)
  - Mailings for conference
  - Presentations and papers
  - Reports on conferences
  - Site proposals
  - Speakers
- Constitution
- Elections
- ERA
- Exchange Service
- Finances
- Gifts
- Goals and Objectives of WCRA/Policies and Procedures
- Historian
- Insights
- Insurance
- Journal
- Liaison
- Mailing (Non-conference)
- Membership
- Minority Affairs
- Name Change of WCRA
- Newsletter
- Occasional Paper
- Officers/Board Meetings
- Parliamentarian
- Placement Bureau
- Proceedings
- Secretary (Duties, minutes, etc.)
- State Directors
- Treasurer

Advising & Evaluation Services

Accreditation of College level  
reading courses

11/3/67 - San Diego 1,2

Ad hoc team to evaluate  
Sierra College

9/10/77 Long B. 7

Further services explored

9/10/77



Affiliation

Proposal of N. Calif. College  
Reading Association to  
affiliate with WCRA - failed  
Discussion

1/2/77 Denver 2

Archivist

Purchase of Camera authorized	9/18/76	L.A.	12
Appointment and establishment of archivist	9/18/76	L.A.	1
Budget	3/15/78	Long B.	5
Requests 3 copies	9/9/78	L.A.	12
Description of how to organize and store materials	3/26/80	S.F.	6
Need Information	8/23/80	Dallas	7

Brochure for WCRA

Historical Brochure	8/8/70	S.F.	1
U.S. Mailing Labels	9/20/76	Tucson	10
New Brochures	4/7/76	Tuscon	5
New Brochure	9/9/78	L.A.	12
- Include insert for membership application, proceedings, and current board	3/15/78	Long B.	5
- not to exceed \$200.00			

Business

Tax planning and deductibility for conferences and participants	9/17/76	L.A.	1
Request attorney Patton to release WCRA as client and if he does, locate a new attorney	3/29/77	Denver	6
Get original charter from H.L. Patton	9/10/77	Long B.	6
File application for non-profit association			
Contact insurance companies			
No need to retain an attorney, although reports on associ- ation business must be reported - Rescinded motion for on 3/9/77 minutes	9/10/77	Long B	5
Retrieve official charter	12/9/77		2
Recommend part time executive secretary and guidelines for job description	12/10/77	Long B.	5
Report on Business	3/15/78	Long B.	5
Manager & delay of voting	3/18/78	Long B.	1
Business Manager Research feasibility of	9/9/78	L.A.	12

By-Laws

Incorporation of WCRA	8/26/72	Las Vegas	1
Concern about proxy vote at board meetings	9/28/74	Anaheim	3
Copy of By-Laws	4/10/76	Tucson	1
Changes	4/7/76	Tucson	3
Reimbursement for Committee			
Establishment of By-Law Committee to review By-Laws	9/9/77	Long B.	3
Changes	12/10/77	Long B.	5
Request By-Laws proposal to deal with issue of quorums	3/19/78	Long B.	3
Changes			
Western location	3/1/78	Long B.	2
No reimbursement without Board approval			
State Directors appointed 30 days prior to annual meeting			
Business Manager Report	3/15/78	Long B.	5
Accept Standing Committee's "Model report".			
Changes	12/1/78	Burlingame	5
	9/8/78	L.A.	48-65
	9/9/78	L.A.	11
To supercede constitution	12/1/78	Burlingame	5

Clearinghouse

Proposal to establish Readability Clearinghouse	3/21/75	Anaheim	2
Readability - Report	4/7/76	Tucson	8
Report of Material Resource and Committee	4/2/77	Denver	6
Material Resource Clearinghouse suggestions	3/30/77	Denver	7
Continue Project	3/31/77	Denver	1
Reimbursement of Report Expenses	9/10/77	Long B.	7
	3/30/77	Denver	3
Readability Clearinghouse Report and question need of the service	9/10/77	Long B.	7

Committees (General Information)

Budget for membership Chairman	3/19/75	Anaheim	3
Readability report	4/7/76	Tuscon	8, Att 2
Change in Committee			
Readings & suggestions for Guidelines			
Change name of standards to Guidelines	4/10/76	Tuscon	5
Suggestions for standards; Summary to Membership	4/7/76	Tuscon	8
Guidelines (standards)	3/10/77	Denver	6
Committee proposal			
- Tutorial Lab			
- Writing Lab			
Alternatives	9/10/77	Long B.	7
Committee - need input			
Advisory Committees function	3/19/78	Long B.	3

Conferences - Budget

Subsidy for host college	3/19/75	Anaheim	2
Pay for conference manager's student aides	4/10/76	Tucson	7
Format for Conference Budget	3/25/80	S.F.	1
Preliminary San Diego Budget Speakers, A/V, hospitality suite.	9/13/81	San Diego	19
\$50.00 budget for each preconference institute	9/13/81	Dan Diego	21



Conferences - Credit for Conference

Transfer of Credit; report by Committee	7/26/72	Las Vegas	3
Discussion on credit	4/12/73	Albuquerque	1
Pre-Conference. Institute credit	9/20/76	Tucson	8
Guidelines for offering credit	4/7/76	Tucson	9
Credit at San Diego Conference	9/12/81	San Diego	14

Conferences - Date/length/location

Pattern for setting up conference (4 year cycle)	8/9/69	L.A.	3
Conference Guidelines by Christ, Kerstiens	3/19/70	Portland Att.	2
San Diego 1982 Schedule	9/12/81	San Diego	17
No pre-conference institute	9/12/81	San Diego	17
Special Interest Session	9/12/81	San Diego	17
1985 Possibilities	3/31/82	San Diego	10

Conferences - Education

Denver Evaluations

9/10/77 Long B. 5

Denver Evaluations

9/10/77 Long B. 5

Conferences - Exhibitors

Procedures for L.A.	8/8/70	S.F.	2
Procedures for Anaheim	9/28/74	Anaheim	5
Thank you letters	9/20/75	Tucson Att.3,	4
Drawing for prizes	9/20/75	Tucson	6
Exhibitors suggestions	4/10.76	Tucson	1
Exhibitors fees \$125. Include \$50 for additional table	4/2/77	Denver	2
Exhibitor's fees	12/10/77	Long B.	6
Creation of formal exhibitor's contract	3/15/78	Long B	4
Exhibitor's cancellation fee	9/8/78	L.A.	5
\$200.00 expense to contact exhibitors	9/13/81	San Diego	19

Conferences - Fees for Conference

Fees for L.A. Conference	8/8/70	S.F.	2
Late registration procedure	3/19/75	Anaheim	1
Para professional/sponsored			
Students half price registration			
Half day and one day registration			
Registration fees expenses	9/10/77	Long B.	7
Conference registration for professionals - non-professionals	3/29/77	Denver	4
Pay Registration fees for conference managers unless district does so	3/19/78	Long B.	3
Refunds for registration fee	3/30/80	S.F.	18
Fee structure	8/24/80	Dallas	12
Late registration	9/12/81	San Diego	17
Four types of registration	9/13/81	San Diego	21

Conferences - Hotel Arrangements (rooms, etc.)

Plans for Sparks	8/20/71 S.F.	3
Plans & needs for Oakland	3/23/72 Sparks	2
Hospitality rooms hotel tabs	9/20/75 Tucson	8
Order of awarding complimentary rooms	12/10/77 Long B.	7
Bahia Facilities special needs (handicapped) costs	9/12/81 San Diego	14
\$2.00 per person subsidiary for brunch	9/13/81 San Diego	20
Order of awarding complimentary rooms at Bahia	9/13/81 San Diego	20
WCRA to pay for hospitality suite	9/13/81 San Diego	21
Portland registration pays for meeting rooms	3/31/82 San Diego	9

Conferences - Institutes (pre conference)

Discussion of procedures for post pre conference Institutes	9/9/77	Long B.	2
Past Conference Institute in S.F.	3/18/78	Long B.	2
\$50.00 per institute budget	9/13/81	San Diego	21

Conferences - Mailings for Conference / Advertising

Information to be mailed	4/4/74	Oakland	3
Mailing registration procedures	9/20/76	Tucson	8
Mailing by Oxford Mailing Service	8/24/79	S.F.	4
Advertising in Journal Remedial/ Developmental Education (Advantages/ disadvantages)	9/13/81	San Diego	19
\$500.00 budgeted to presidents budget for promotion	9/13/81	San Diego	20
Early registration to Oxford	9/13/81	San Diego	20



Conferences - Presentations and Papers

More stringent standards for conference presentations	9/8/78	L.A.	5
Invitation to other organizations to co-sponsor a section	9/8/78	L.A.	5
Presentors must register	9/12/82	San Diego	17
Program Report San Diego	3/31/82	San Diego	13

## Conferences - Reports

Plans for 1969 Conference	12/6/68	L.A.	3
Plans for Portland	8/9/69	L.A.	4
Plans for 1971 conference	3/19/70	Portland	2
Report on Albuquerque conference plans	7/26/72	Las Vegas	2
Procedure to select Program conference and Exhibits chairs	4/14/73	Albuquerque	2
Information on Anaheim	9/28/74	Anaheim	6
Information on Tucson Conference	3/19/75	Anaheim	2
Bid for Denver Conference	4/6/76	Tucson	1
Proposal for Hawaii Conference	9/17/76	L.A.	2
Review of Long Beach Conference	9/10/77	Long B.	6
Conference Report for Long B.	12/9/77	Long B.	3
Conference Report for Hawaii	12/9/77	Long B.	1
Report on L. Beach Conference	3/15/78	Long B.	3
- on site registration			
- students	3/15/78	Long B.	
- include Proceedings Cost			
- \$5 participant institute fee			
- 60 day limit to submit receipts			
- children - no special rate	3/15/78	Long B	
Review of Hawaii Conference	12/1/78	Burlingame	4
	9/8/78	L.A.	3
	9/8/78	L.A.	4
Review of S.F. Conference	4/10/79	Hawaii	12
Review of S.F. Conference	8/24/79	S.F.	3
1981 Conference REport (Advertising; mailing, publishers exhibits; general session)	3/26/80	S.F.	3
Dallas			
Overview - food; A.V.; pub. exhibits, schedule; parties, registration, Institutes;	8/23/80	Dallas	8
	8/24/80	Dallas	9

Conferences - Site Proposals

Simplify Conf. proposal form	12/10/77	Long B.	6
Revised guidelines for submitting a conference	3/19/78	Long B.	2
1983 Conference approval	3/26/80	S.F.	5
1983 Conference	8/24/80	Dallas	16
Revised Contracts			
Prospective Sites			

### Conferences - Speakers

Pay for non-WCRA Keynote Speaker	3/29/77	Denver	5
Limit speakers honorarium to \$150	9/10/77	Long B.	7
No honoraria for seminar leaders, scholarships for conference attendance, limited scholar- ships for student professionals	9/8/78	L.A.	5
Newsletter schedule for keynote speaker	9/11/81	San Diego	11
Speakers expense San Diego	9/13/81	San Diego	21
Presidential Address Coordinator section	3/31/81	San Diego	21
Chairpersons San Diego	3/31/82	San Diego	13
Strand Leaders	3/31/82	San Diego	13

Constitution

Initial meeting of WCRA	11/17/66	RM 227-229 Holiday Inn San Bernardino CA
Adoption of Constitution	3/11/67	College of 1 Desert
Changes	11/4/67	San Diego 2
Changes, role of Executive Committee, nomination of officers	8/8/70 -	S.F. 4
Copy of constitution		Att. 7
Changes	9/28/74	Anaheim 6
Changes	4/10/76	Tucson 3

Elections (see also - Nominations)

Election of charter officers	3/11/67	College of Desert	1
Balloting Report	9/20/75	Tucson Att.	1
Absentee Ballots, Newsletter advertising	9/20/75	Tucson	3
Election Procedures	4/10/76	Tucson	3
Absentee Ballot guidelines	4/8/76	Tucson	2
	4/9/76	Tucson	1
Held at General Session; mail-in ballots	4/10/76	Tucson	3
Procedures for election	4/9/76	Tucson	1
Candidates to recruit Insti- tutional support	8/24/79		6
Election Procedures	8/24/79		6
Criteria for Candidates	8/24/79	S.F.	5
Recruitment of nominees not elected	3/30/80	S.F.	16
Absentee Ballots	3/26/80	S.F.	4
Absentee Ballot guidelines	4/8/81	Dallas	5

ERA

Delay acting on vote

Request to Boycott	12/10/77	Long B.	10
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Much membership concern about boycott	3/19/78	Long B.	1
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Moved not to hold meeting in non-ratified ERA states	3/15/78	Long B.	2
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Membership vote	3/17/78	Long B.	
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Boycott Recommendation vote	9/9/78	L.A.	9
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Exchange Service

Suggestions for service  
example in Alaska

3/29/80

S.F.

12



## Finances

Reimbursement to Aides & President's secretary	4/10/76	Tucson	7
Reimbursement of member for attending ECTIC Meeting	4/2/77	Denver	6
Either current President or Treasurer may sign checks under \$100.00	9/10/77	Long B.	8
Update officers budgets	9/10/77	Long B.	8
Reimbursement for Awards Committee	9/10/77	Long B.	7
Move to reimburse Nominating Committee	9/9/77	Long B.	3
Reimbursement for By-Law Committee	9/9/77	Long B.	3
Travel Reimbursement for Proceeding Editorial Board	9/9/77	Long B.	3
Status of 3 accounts to be continued	9/9/77		
1. Bank interest for speakers			
2. 1977 - \$1,000 annually for scholarship fund			
3. \$1,000 for annual conference			
1977 Conference; lower profit	9/9/77	Long B.	2
Reimbursement to officers for meetings (guidelines)	12/11/77	Long B	12
Official Audit after Long Beach conference	12/9/77	Long B.	2
Savings Account Investment	3/15/78	Long B	2
Request to analyze Annual WCRA Opening costs; average cost of holding a conference			
Revised status of special accounts			
Approve paying Board's expenses	9/9/78	L.A.	12
Tax-Exempt Status	9/8/78	L.A.	3

Finances (cont'd)

Treasurer's Bond	9/8/78	L.A.	2
Developing Budget Guidelines, establish budget categories	9/8/78	L.A.	2
Separation of conference and proceedings	12/1/78	Burlingame	2
Standard reimbursement forms	12/1/78	Burlingame	2
Recommendations for accounting procedures	12/1/78	Burlingame	3
- oxford mailing			
- organizational calendar			
- audit committee			
- increase membership dues			
- insurance acct.			
Audit Committee	4/11/79	Hawaii	13
Budget Preparation	4/7/79	Hawaii	7
- separation of pre-conference and conference fees;			
- two mailings re: conference			
Investment \$5,000	8/24/79	S.F.	2
Conference Budget Categories	8/24/79	S.F.	2
Finance Committee	8/24/80	Dallas	17
Budget guidelines	8/22/80	Dallas	1
Investment \$10,000	8/22/80	Dallas	2
Bank Procedures	8/22/81	Dallas	3

Gift

Rejection of 10.00 gifts to Editorial Advisory Board	4/14/73	Albuquerque	1
Gift of appreciation to students who helped Treasurer	3/19/75	Anaheim	
Gift-for-sale suggestions	12/2/78	Burlingame	11

Historian

Report

12/10/77

Long B.

9

## Insights

Implementation of Insight occasional paper - Budget not to exceed \$1,500	12/10/77	Long B.	8
Plans for first issue	3/15/78	Long B.	8
- cost			
- editors			
- 40 pages			
- standard book size			
- for professional opinions, not research			
Authorization to print 2,000			
1st issues used by ERIC	9/9/78	L.A.	7
\$3 charge per issue	9/9/78	L.A.	7
Changes on inside cover	9/9/78	L.A.	7
Request Manuscripts	12/2/78	Burlingame	8
Tabled	4/7/79	Hawaii	4
Continuing Difficulty	8/24/79	S.F.	7

Insurance

Legality of ERA	12/11/77	Long B.	11
Legal liability	12/11/77	Long B	11
Explore liability insurance	12/9/77	Long B	2
Insurance rider	3/15/78	Long B	2

Journal

Committee appointed to investigate journal. Expense estimates	3/30/77	Denver	5
Recommendations to have a journal	9/9/77	Long B.	5
New editor to present proposal	8/24/79	S.F.	7
State Directors suggestions	3/29/80	S.F.	12
Occasional Journal recommendations	3/26/80	S.F.	6
Journal Proposal: Exploration with Jossey-Bass	3/26/80	S.F.	6
Jossey-Bass; Newsletter pull out	8/24/80	Dallas	18
Journal MSP	4/9/81	Dallas	11
- format			
- issues			
- finances			
- thrust			
Non members submitting articles to Journal	9/12/81	San Diego	11
Journal for members only	9/12/81	San Diego	11
Ideas for increasing submission of articles	9/12/81 4/1/82	San Diego San Diego	11 28
Editing guidelines	9/12/81	San Diego	11
JDRE proposal discussed, rejected	3/31/82	San Diego	19, 28
Board Support	4/1/82	San Diego	28
Editorial Board 1982	4/1/82	San Diego	29

## Liaison

Liaison with NRA Conference	9/7/68	L.A.	1
IRA sponsored meeting	8/9/69	L.A.	4
Directory Project (Identify professionals in field)	8/9/69	L.A.	3
WCRA, NRA, CRA, IRA Professional standards and ethics committee	3/19/70	Portland	2
Co-sponsor simulated visits	9/18/76	L.A.	12
Support & goodwill, help of WCRA to colleagues starting other organizations - in liaison capacity	4/2/77	Denver	3
President authorize a member to attend crucial meetings of other organizations at State Director's request. Reimbursement no more than \$100.00. Written report due within 30 days	3/30/77	Denver	3
President may appoint representatives with no obligation to pay them	3/30/77	Denver	2
Rescind motion of 9/19/76 to pay' delegates' expenses to IRA	3/30/77	Denver	2
Appoint of official WRCA representative to 1977 IRA Conf.	3/30/77	Denver	2
President is charged with responsibility for articulation with other organizations	3/30/77	Denver	2
Complimentary newsletters to presidents of related organizations			
Liaison with other similar groups	9/10/77	Long B	5
- mid-east/east	3/30/77	Denver	1
- IRA in Texas			
- what should relationship be			
Closer ties with CCCTA, NCR, ACPAC, NCDS - Good to establish ties	12/9/77	Long B.	3
IRA request for co-sponsored meeting	9/9/78	L.A.	9



Liaison (cont'd)

Correction to ACPA about erroneous statements re: Learning Asst. Centers	9/9/78	L.A.	8
Liaison with other professional organizations	9/9/78	L.A.	7
Request for Affiliation Assoc. for Adult Basic Education in British Columbia	3/26/80	S.F.	5
ACPA	8/24/80	Dallas	15
IRA co-sponsored meeting	8/24/80	Dallas	15
Alvina Breut Burroues	8/24/80	Dallas	16
LRACCC	8/24/80	Dallas	17
Appointments & Resignations	8/24/80	Dallas	15
Characteristics of NARDSPE; Possibilities of back-to-back conference with NARDSPE	4/8/81	Dallas	10
Discussion on future liaison	9/11/81	San Diego	4
Problems with liaison	9/11/81	San Diego	4
Cosponsorship with other organi- zations (purpose)	9/11/81	San Diego	5
Cosponsor must register at WCRA conference	9/11/81	San Diego	5
NARDESPE issues 1981-82	9/11/81	San Diego	5
No cosponsorship with ACPA Standards document	9/11/81	San Diego	7
\$500.00 budgeted to President	9/13/81	San Diego	20
1982 Liaison Report	3/31/82	San Diego	22
Job description	3/31/82	San Diego	24
Board communication with liaisons	3/31/82	San Diego	24
Newsletter to liaisons	3/31/82	San Diego	24
Minute summary to liaisons	3/31/82	San Diego	25

Mailing

Presidential authority to distribute mailing lists	3/23/72	Sparks	23
Contract with Oxford Mailing Service not to exceed \$1,500	12/1/78	Burlingame	3
Hiring Oxford Mailing Service	8/24/79	S.F.	4
Budget items for Mailing Service	8/24/79	S.F.	4
Selling of WCRA Mailing List	4/8/81	Dallas	9
Discussion on live item budgeting of mailing service	9/12/81	San Diego	9
Treasurer's frustration on approving expenses for Oxford	9/12/81	San Diego	9
Mailing service costs	3/30/82	San Diego	3
Motion live item budgeting	3/30/82	San Diego	4

## Membership

Fee established	3/11/67	College of Desert	1
Change of membership dates, advertising, mailing	9/7/68	L.A.	1
Associate memberships	12/5/68	L.A.	2
	8/9/69	L.A.	2
Term of membership (conference to conference)	8/8/70	S.F.	4
Non-support for institutional membership	9/20/76	Tucson	9
Membership list breakdown discussion	4/7/76	Tucson	2
Responsibility is treasurer's	4/7/76	Tucson	10
	3/30/77	Denver	3
Resource file - professional information file	12/11/77	Long B.	12
Establishing Resource list	12/10/77	Long B.	7
Resources List up-date	9/9/78	L.A.	9
No routinely mailed membership list	12/2/78	Burlingame	11
Membership period and fiscal year	4/7/79	Hawaii	1
Membership period	8/25/79	S.F.	10
Printing of New Cards	8/24/79	S.F.	5
Mailing lists for personal use denied	8/24/79	S.F.	4
Recommendations for welcoming new members	3/30/80	S.F.	16
Renewal Letters	3/25/80	S.F.	1
Period and renewal	8/22/80	Dallas	13
Mailing to Alaska	8/22/80	Dallas	4
New Brochures and renewal letters	8/22/80	Dallas	4

## Minority Affairs

Placement Director to establish minority candidates	4/2/77	Denver	2
Suggestions for soliciting and recruiting minorities	4/2/77	Denver	2
Reimbursement of travel	3/19/78	Long B.	1
Establishment of standing committee on minority affairs	3/19/78	Long B.	1
\$500.00 budget	9/8/78	L.A.	4
Support activities of minority affairs committee to seek institution and funding for sponsoring institutes and training minority learning specialists.	9/8/78	L.A.	4
Design of needs assessment as how minorities deliver learning	12/2/78	Burlingame	9
Questionnaire on number of minorities in L.A. field; up-date on committee	4/7/79	Hawaii	7
Allocation from Budget	4/7/79	Hawaii	8
Internship program	8/24/79	S.F.	
No response to newsletter article			
Sponsor panel	8/23/80	Dallas	8
Suggestions for more involvement in WCRA, Budget, Newsletter column	4/12/81	Dallas	15

Name Change of WCRA

Pro/anti statements	12/10/77	Long B.	5
Straw Ballot response	9/9/78	L.A.	11
Board's Motion to present name change to board	8/25/79	S.F.	9
College Learning Assistance Assoc. Defeated	3/28/80	S.F.	9
Western College Reading and Learning Assistance Association Defeated			

## Newsletter

Establishment of Newsletter	3/11/67	College of Desert	1
Sending newsletter to college Deans & Presidents	4/4/68	Phoenix	1
Ad-Hoc Committee progress report	12/6/68	L.A.	2
Monthly President's newsletter	3/29/69	S.F.	1
Term of office of editor, advisory committee, deadlines	8/8/70	S.F.	1
Expansion, advertising deadlines	4/12/73	Albuquerque	1
Guidelines for submission	9/28/74	Anaheim Att.	2
Emphasis of each newsletter	9/20/75	Tucson	3
Staff job descriptions	4/7/76	Tucson	Att. 1
Suggestions to reduce mailing costs - return address be that of editor	4/7/76	Tucson	6
Review price structure for for Ads annually	4/2/77	Denver	2
New Ad rates	9/10/77	Long B.	8
New "Want Ad" section and page for exhibitors Logos	3/19/78	Long Beach	2
Revised Budget	9/9/78	L.A.	6
Newsletter as Liaison	9/9/78	L.A.	
Calendar of conferences	9/9/78	L.A.	6
Proposal for new format, logo columns	9/9/78	L.A.	6
New columns, advertising	12/2/78	Burlingame	11
Increase of budget	12/2/78	Burlingame	11
Acceptance of new logo & color	12/2/78	Burlingame	11
New columns: Materials, evaluation, ERIC bibliographies; minority affairs	3/29/80	S.F.	14
Minutes highlighted	8/23/80	Dallas	7
State Directors Participation & and featured in STAR column	4/8/81	Dallas	6

Newsletter (cont'd)

Journal Addition	4/8/81	Dallas	6
Photo Bank	4/8/81	Dallas	6
Procedure for billing advertisers and selling ads	9/12/81	San Diego	10
Lack of interest in selling mailing lists	9/12/81	San Diego	10
Change STAR column name to Spotlight	9/12/81	San Diego	10
Newsletter to have keynote speaker in winter issue	9/12/81	San Diego	11
Board support	3/30/82	San Diego	4
Jane Hopper appointed editor	3/31/82	San Diego	17
2nd class mail	3/31/82	San Diego	18
Conference information in newsletter	3/31/82	San Diego	18
Deadlines	3/31/82	San Diego	18
Printing program summary in summer Newsletter	3/31/82	San Diego	19
1982-83 budget	3/31/82	San Diego	19
3 copies to liaisons	3/31/82	San Diego	24

Occasional Paper

Move to appoint Editorial Board  
member to prepare and execute  
plan

9/10/77

Long B.

5



### Officers/Board Meetings

Reimbursement for summer board meetings	8/9/69	L.A.	3
Life-time membership for past-presidents	4/21/71	S.F.	2
Division of Labor	8/20/71	S.F.	1
Transfer of information to new board			2
Rejection of concept of Board Advisory Committee	4/14/73	Albuquerque	2
Proxy vote passed by Board	4/4/74	Oakland	1
Director At Large			
Transfer of responsibility	3/22/75	Anaheim	2
Desire for job descriptions	9/20/75	Tucson	5
Honorary Board Members	4/10/76	Tucson	5
Will reimburse board member for IRA attendance if institution does not	9/18/76	L.A.	12
President may invite special guests when needed - not automatic payment discretionary	4/2/77	Denver	4
Establishment of Past-President as Ex-Officio Member	4/2/77	Denver	3
	9/18/77	L.A.	6
Order of awarding complimentary rooms at conferences	12/10/77	Long B.	7
Recommendation against telephone credit cards	12/10/77	Long B.	7
Deadline for completing duties	3/25/80	S.F.	1
Presidents Travel	3/30/82	San Diego	5
Summer 1982/Winter 1983	3/31/82	San Diego	9
1982 Hospitality	4/4/82	San Diego	38

Parliamentarian

Decision to continue with one

8/25/79 S.F.

9

## Placement Bureau

Appointment of first chairman for Placement	4/4/68	Phoenix	1
Name change, listing names in newsletter	12/6/68	L.A.	2
Placement center activities	12/5/68	L.A.	1
Job clearinghouse idea	4/3/71	L.A.	1
Placement Bureau	4/1/71	L.A.	1
Function of Placement Bureau	8/20/71	S.F.	1
No charge to members; 1976 report; will include job search tech- niques	4/7/76	Tucson	7
Authorize \$150.00 budget	9/18/76	L.A.	3
List of minority candidates	4/2/77	Denver	2
Report and approve budget	3/30/77	Denver	5
\$500.00 Budget	9/10/77	Long B.	6
Concern about legality of setting up minority sublist	9/10/77	Long B.	6
Mini-evaluation form - toss all resumes - send members name to organizations seeking candidates - contact State Directors - Newsletter description of placement bureau	9/9/78	L.A.	10
No fee for service	3/29/80	S.F.	12
List maintenance	8/23/80	Dallas	7
1982 Report	4/1/82	San Diego	27
State directors help			
Director at large college/university	4/1/82	San Diego	27
1982 Director	4/4/82	San Diego	34
Publicity	4/4/82	San Diego	34

## Proceedings

Question about giving proceedings to members	8/8/70	S.F.	2
Establishment of Proceeding Account	4/2/71	L.A.	2
Policies and practices of Editorial Team	8/26/72	Las Vegas	1 Att. 1
Permanent home for proceedings at Cal. State, Long Beach	9/28/74	Anaheim	2
Booth to sell proceedings	3/22/75	Anaheim	1
Recommendations for boosting sales of Proceedings	9/20/75	Tucson	9
Cost and advertising	4/7/76	Tucson	7
Proceedings include list of previous proceedings			
Abstracts			
Need better quality			
New cover			
Increasing in cost, Losing money	9/18/76	L.A.	4
Abstract of article and cover letter sent to a person designated by presenter of WCRA expense	3/30/77	Denver	5
Reported costs and estimates			
Editorial Advisory luncheon increased from \$18 to \$30	3/10/77	Denver	5
Travel reimbursement for editorial board	9/9/77	Long B.	3
Revise Budget up to \$4,200	12/10/77	Long B.	7
ERIC to contact individual contributors	3/15/78	Long B.	4
Complimentary Copies	3/15/78	Long B.	4
Copyright Procedure	9/9/78	L.A.	11

Proceedings (cont'd)

Adjusted Package Price	9/9/78	L.A.	11
Promotion and Advertising	4/7/79	Hawaii	4
Bibliographical listing	4/7/79	Hawaii	4
Use of Oxford Mailing Service	4/7/79	Hawaii	4
No abstracts	3/24/79	S.F.	6
Reviewers of Proceedings	3/24/79	S.F.	
Increase cost of proceedings	3/24/79	S.F.	
Printing of Abstracts	3/29/80	S.F.	14
Suggestions for encouraging sales	3/29/80	S.F.	
Policies - 25 of 36 papers accepted	4/8/81	Dallas	6
Sales Report - with Hal McCune and not needed for policy decisions	4/8/81	Dallas	6
Order form needed in Brochure	4/8/81	Dallas	7
Cards of Receipt to be sent to submitters	4/8/81	Dallas	7
Procedure for notification of acceptance	9/12/81	San Diego	12
Payment of proceeding	9/12/81	San Diego	12
Proceedings part of membership and conference attendance	9/12/81	San Diego	12
Proceedings need line item in budget	9/13/81	San Diego	21
Deryln Flemming appointed editor	3/31/82	San Diego	17

Publishers Exhibits

Increase fee to \$150.00

3/30/80 S.F.

18

## Scholarship & Awards Committee

Formation of a committee for commendations	4/7/76	Tucson	9
Recipients be recommended to make a conference presentation	3/30/77	Denver	4
Establishment of \$1,000.00 Memorial Scholarship	3/30/77	Denver	4
Reimbursement Committee	9/10/77	Long B.	7
Amendments to report; Send report to By-Law - for model	12/9/77	Long B	8
Reimbursement for wxpenses			
Scholarship, long-standing service retirement to begin at Hawaii Conference	12/9/77	Long B.	9
Budget changes	3/15/78	Long B.	6
Correction of 12/9/78 Meeting - Committee Membership - Meetings - Non-voting - Annual Conference - Manager & Editors - Within one month prior to	9/9/78	L.A.	8
Suspended Scholarship for 1 year	4/8/79	Hawaii	8
Distinguished Service Award to S. Prog	4/8/79	Hawaii	6
Scholarship award to K. Munns	4/8/79	Hawaii	6
Scholarship Criteria	4/8/79	Hawaii	2
Long and outstanding award; Retiring member; Certificate of appreciation; Literary & Research Contribution	8/24/80	Dallas	14
Certificate of appreciation	4/8/81	Dallas	8
Award to Sallie Brown	4/8/81	Dallas	8
Nomination forms need to be available particularly at conference	4/8/81	Dallas	8
Establishment of \$500 scholarship to a WCRA member	4/8/81	Dallas	9

Secretary

Decision to mail past-presidents minutes	3/22/75	Anaheim	Att. 1
Abstract of minutes tread to membership & printed in newsletter	3/22/75	Anaheim	2
Budget for typing	4/10/76	Tucson	7
Corrections to minutes listed separately	9/8/78	L.A.	1
Indexing Minutes/Budget	8/22/80	Dallas	1
Who should receive	8/22/80	Dallas	1
Corrections to August 1980 Minutes	4/7/81	Dallas	1
Procedure for Indexing Minutes	4/7/81	Dallas	2
Procedure for recording minutes	4/7/81	Dallas	2
Indexing of minutes for five years	4/7/81	Dallas	2
Guidelines for recording minutes	4/7/81	Dallas	2
Revised Index Categories	9/11/81	San Diego	Att. 1
Secretary's Handbook	9/11/81	San Diego	2
Summary of minutes to liaisons	3/31/82	San Diego	25



## State Directors

Need for year to year continuity	11/4/67	San Diego	2
Plan for State Directors	8/9/69	L.A.	2
Duties of coordinator of State Directors	8/20/71	S.F.	4
Appointment of Assistant State Director	3/24/72	Sparks	1
Appointment by past-president	4/12/76	Albuquerque	1
Budget for State Directors	9/20/76	Tucson	6
Desire for job description/ close communication with Board	9/20/76	Tucson	5
Suggestions/Advice	4/10/76	Tucson	2
Changes in guidelines/duties	8/18/76	L.A.	4
Placement Chairperson to request information re: position from State Directors	9/18/76	L.A.	3
Newsletter Editor to request news from State Directors			
Guidelines	9/18/76	L.A.	3
budget			
mini conf.	9/18/76	L.A.	3
State Directors appointed for one year & renewable by coordinator	4/22/77	Denver	4
May not exceed \$50 without consul- tation with treasurer	12/9/77	Long B.	2
Discussion/Suggestions	3/18/78	Long B	1 & 2
- accreditation			
- contacts with other organizations			
- name change			
- business manag.			
- insights			
- expenses			
- too much "WCRA" agenda			
- more priority to regional meetings			
- Roll states for preference in meeting indiv. or as regions			
- provide information on new members ASAP			
State Directors duties to include report on financial transactions	3/19/78	Long B.	4

# State Directors (cont'd)

Appointed 30 days before conference	9/8/78	L.A.	6
No need for central Calif. director	9/8/78	L.A.	5
Solicited for recommendations to newsletter; increasing membership & sales of proceedings	4/7/79	Hawaii	5
Use of \$50 budget	4/7/79	Hawaii	5
Interests and recommendations - conference support - charging for functions - budget concerns - regional conferences	4/10/79	Hawaii	10
Send Summary of Minutes	8/24/79	S.F.	1
New job description	3/26/80	S.F.	3
Suggestions for communication and term of office	3/30/80	S.F.	17
Change of Directors	8/23/80	Dallas	5
Suggestions for training and communication	8/23/80	Dallas	5
State Bank Accounts	8/23/80	Dallas	6
Sample of States Activities	4/8/81	Dallas	4
Pay for Director's luncheon	4/8/81	Dallas	4
Guidelines for director's \$50 allocation	3/30/82 8/25/81	San Diego S.F.	8 8
Co-directors for southern and eastern states MSP	8/25/81	S.F.	8
State Directors Handbook	9/11/81	San Diego	2
Annual Report to include names of potential officers	9/11/81	San Diego	4
Increased role and funds for State directors	9/12/81	San Diego	9
Concerns about State Directors	3/30/82	San Diego	5
Multiple State Directors	3/30/82	San Diego	5
Pool of money to State directors	3/30/82	San Diego	7

(over)

WCRA BOARD MEETING MINUTES

September 11, 1981

SAN DIEGO, CALIFORNIA

The meeting was called to order at 8:30 p.m. by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceedings Editor

Review of  
Previous Minutes

The following corrections were noted about the minutes from April 12, 1981 in Dallas:

Page 1, Dallas, Texas 1981

Page 5, should read "Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Gwyn Enright.

Page 7, should read "C. Payment - Gwyn requested prompt payment of printing bills because of good and courteous service."

Page 7, should read "D .... Volumes I-III are out of print, but are available through the ERIC system."

Page 10, last line should state (Attachment #27).

List of Attachments

#22 Scholarship criteria should read Attachment 22A-B

#25 Red Lion Letter

#26 A-B Pluses and Minuses and Conference Need Evaluation of Hyatt and LeBaron in San Jose

#27 Establishment of National Council for the Advancement of Standards in Student Services Development.

Motion

Moved (Lyman) seconded (Kaman) to approve minutes.  
(PASSED)

I. Secretary's Report

- Indexing Completed A. Mitch recognized Ann Coil for her job of indexing the minutes and noted that he completed the indexing and a copy has been sent to the archivist.
- Index categories B. Mitch handed out revised index categories and noted changes (Attachment #1)
- Secretary's Handbook C. Mitch developed a Secretary's handbook to be passed to future secretaries. It is sectioned, including an index category.
- State Directors Handbook D. Mitch developed a sample State Directors Handbook and sent a copy to Betty Levinson (Coordinator of State Directors) for input.

Motion Dick suggested adding a section for local procedures. Moved (Lyman) seconded (Kaman) to authorize Mitch to develop the State Directors Notebook and produce it for all directors and if necessary, may use up to \$100.00 additional funds to complete the project.

(PASSED)

- E. Ann recommended an extra notebook for the Coordinator to pass down a sample notebook.
- Secretary to date materials Ann encouraged Secretary to date each piece of information sent to the Board. Mitch should add this suggestion into the Secretary's duties.
- Ann commended last year's board for job descriptions and encouraged the board to review them and make changes if necessary.

II. Nominations Committee Report

- A. Gwyn handed out the report (Attachment #2). The slate of candidates for 1982-83 are:
1. President

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

2. Secretary

Mitchell Kaman, Larimer County Voc-Tech Center  
Kate O'Dell, Kenai Peninsula Community College

3. Treasurer

Carrie Walker, Stanford University  
Mary Ellman, Long Beach City College

Motion Moved (Lyman), seconded (Yamamoto) to approve the slate of candidates.

(PASSED)

Candidates' speeches 2 minutes

Ann will ask Elaine to inform the candidates of pertinent information such as conference speech schedule, Newsletter deadlines, and the need to keep speech to 2 minutes.

Discussion on Nominations Committee Suggestions

B. The board reviewed the Nominations Committee suggestions (Attachment #2 A-B) and noted the following ideas:

Item #2. Meet the candidates at the no host Thursday 4:30 p.m. along with new comers.

#4. The candidates can be at Thursday special interest groups.

Use State Directors to find potential candidates

#8. State Directors should be formally pooled for possible names of candidates.

#10. When candidates are informed of selection, include copies of previous newsletter articles to help candidates compose a newsletter article. Also include a job description.

Motion

Moved (Lyman), seconded (Kaman) The Board commends the Committee for their excellent suggestions. Wherever possible the suggestions will be put into practice.

(PASSED)

Discussion on By-Laws change for term of office

C. Discussed advantages and disadvantages of two year officers.

Advantages:

1. Management team development
2. Fewer candidates to be found each year.

Disadvantages:

1. Slower turnover
2. Hard to get two year commitment

III. State Province Directors Report

- Discussion:  
Up-dated member-  
ship lists
- Annual Report  
to include  
candidates names  
names
- Motion
- A. Ann gave the report (Attachment #3 A-B). Dick felt Bob Rose would be willing to be the Alberta director. He will give Bob's name to Betty.
- B. The Board agreed that David Lemire could continue as Wyoming director even though he has moved to northern Colorado.
- C. Board members can get lists from Oxford Mailing Service. Cheapest method is to have Oxford generate labels.
- D. Ann wants Betty Levinson to be sure of the board's desire to have state/province directors provide names of potential officers. The Annual report would be a good place to include that information. Ann will send directors names from membership resource form.
- Moved (Kaman), seconded (Lyman) to accept report from the coordinator of State Directors.

(PASSED)

IV. Philophical Discussion

- Background
- A. WCRA has at least a nominal liaison with the following:  
NRC, CAPE, CCTA, NCDE, NARDSPE, CRA, ACPA Commission 16,  
IRA, ABE/ABC Newsletter.
- Problems with  
liaison
- Ann only received one response from a letter of inquiry sent to WCRA members identified as liaisons, and thus does not know whether WCRA input is being forwarded on important professional issues.
- Issues of WCRA co-sponsored meetings at our and their conferences.

B. Liaison Contacts

Liaison contacts  
with Ann

1. NRC: did have co-sponsored session in Dallas and asked for WCRA to co-sponsor a session at their conference in Dallas in December.
  - a. must designate a person to represent WCRA
  - b. provide pamphlets and discuss WCRA.
2. IRA: wants WCRA to do a co-sponsored session again.
3. CRA: Dr. Walker, a WCRA member and CRA president might ask us to do a co-sponsored session.
4. NARDSPE: will probably ask us again.

Purpose of  
Co-sponsorship

C. Purpose of Co-sponsorship

1. To get others to publicize WCRA conference.
2. Increase awareness of WCRA
3. Others endorse WCRA
4. Closer relationship with other organizations.
5. Get others to share ideas with WCRA members.
6. Co-sponsorship will enhance our conference.

Motion

Moved (Kaman), seconded (Lyman). The Board encourages other organizations with which we have liaison to co-sponsor appropriate activities at the WCRA conference. The responsibility to work with conference co-sponsorship is with the program chairperson in conjunction with WCRA liaison.

(PASSED)

Co-sponsor  
must register

Co-sponsorship does not waive conference registration requirements.

D. WCRA Sponsoring at other conferences

Motion

President's  
responsibility  
to coordinate  
WCRA co-sponsored  
activities.

Moved (Lyman) seconded (Kaman). The president has the responsibility to coordinate programs presented as WCRA co-sponsored sessions at other conferences. The president should work with WCRA liaison in such cases.

(PASSED)

E. Joint Professional Issues with NARDSPE

NARDSPE ISSUES

Hunter Baylan of NARDSPE intends to put forth the following

issues to the NARDSPE board:

1. If possible, WCRA and NARDSPE should avoid conference date and location conflicts.
2. Efforts to report on each others efforts through Journal and Newsletter.
3. Co-sponsoring joint professional development workshop.
4. Share placement information.
5. Be on each others conference program.
6. Appoint liaison in each organization.

Discussion on  
NARDSPE issues  
(above)

F. Board's Feelings About NARDSPE Issues

1. Ann will communicate with June Dempsey our interest to share with NARDSPE board the facts of our dates for our conferences.
2. Ann will ask June if she would like to write a NARDSPE liaison column in the newsletter.
3. Propose a co-sponsored post-conference professional development workshop in Portland.
4. Ann will ask our placement director to put the NARDSPE placement person on our mailing list.

#5 and #6 already set up.

Motion

Moved (Lyman) seconded (Kaman). To approve cooperative efforts with NARDSPE whenever consistent with the best interests of WCRA; specifically items 1, 2, 4, 5, 6 mentioned above.

(PASSED)

Ann will send a letter to Hunter Baylan summerizing the Board's feelings to the above motion.

Discussion on  
need for regional  
organization/  
future

G. Need for Regional Meeting

Dick feels a regional organization is viable because of limited travel ability of many educators. Feels our focus is correct at the present time, but needs to strengthen our organization.



Mitch feels the need to cooperate with NARDSPE, but also spend time focussing upon WCRA benefits and goals.

Don feels the need for board to discuss growth of organization.

Mitch proposed developing a WCRA "Future" committee to investigate future directors of the organization.

Gwyn explained that a similar discussion was held at Tucson.

Mitch suggested surveying the membership about future needs and desires.

H. ACPA Standards

1. WCRA has not participated in the ACPA Standards study in the past.

Motion

Moved (Kaman) seconded (Lyman). The Board does not seek WCRA co-sponsorship with the ACPA Standards document, but will offer suggestions on an individual basis.

(PASSED)

I. WCRA Co-sponsored Summer Institute

NARDSPE has offered to share their expertise on setting up summer institutes.

Motion

Moved (Kaman) seconded (Yamamoto). The Board would like to have Dick Lyman bring to the Board a proposal for a model for developing a WCRA summer institute.

(PASSED)

The meeting adjourned at 11:30 p.m.

WCRA BOARD MEETING MINUTES

September 12, 1981 A.M.

SAN DIEGO, CALIFORNIA

The meeting was called to order at 9:00 a.m. by President Ann Faulkner.

Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceeding Editor; JoAnn Carter-Wells, Newsletter Editor.

I. Treasurer's Report

- A. Don gave an accounting on the 1981 conference budget (Attachment #4).
- B. Don gave an accounting on the WCRA accounts July 1 - June 30, 1981. (Attachment #5). Some highlights include
  1. 1980-81 budget was \$17,045 with ending balance in June 30, 1981 of \$4,315.65.
  2. Some accounts were incorrectly charged for mailing services and are now corrected.
  3. Approximately \$6,700 are in savings (not documented).
  4. Approximately \$22,000 was in checking at the end of June (not documented).
  5. Conference management at Dallas was tight and Delryn Flemming and her associates should be commended and special appreciation to Dallas County Community College District.

Highlights of  
Treasurer's  
Report

Motion

Moved (Lyman), seconded (Kaman). To accept the conference budget report. The board wishes to make special commendation to Delryn Flemming and special appreciation to the Dallas County Community College District for their sponsorship. Notation for the Board to look at the categories over budgeted.

(PASSED)

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

Increasing  
Allotment to  
State Directors

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

Providing \$50  
at beginning  
of year.

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

Budget accounting  
of mail services

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

1. Major cost

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

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

Discussion:  
Procedure for  
use of mailing  
services

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

Final Reim-  
bursement For

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

II. Newsletter Report

A. JoAnn handed out her report (Attachment #7). The following were notations and suggestions from the board as per specifications:

Procedure for  
billing advertisers

Item #2. Don will send JoAnn billing forms and she will be sending bills directly to advertisers with copies to Don. The board also felt that the organization should actively sell appropriate ads but will not actively sell mailing lists. Requests for mailing lists should go to the President.

Procedure for  
selling mailing  
lists

Item #3. JoAnn will change the "S.T.A.R." column name to "SPOTLIGHT" and still highlight people in the organization.

Item #4. JoAnn will send five (5) copies of the Newsletter to each strand leader until the conference.

Item #5. JoAnn and Denise McGinity should each get bids for future mailings of the Journal.

Item #6. Denise McGinity would like to assume responsibility of co-editor for Newsletter. Among other responsibilities, co-editor should get bids for Journal. Also could have columns assigned to co-editor.

Motion

Moved (Lyman), seconded (Yamamoto). To appoint Denise McGinity co-editor of the Newsletter.

(PASSED)

Discussion of  
membership  
director

Item #7. The board discussed the idea of membership director to help with promotion and recruitment. Problem would be the membership director would be promoting the organization, but not a member of the board. Dick has some ideas for this year to increase membership. Ann wanted Dick to report to the board in April 1982 if he feels it would be beneficial to have another person available for membership, or can the President elect assume those duties as part

of the conference planning.

Newsletter  
Schedule for  
Keynote speakers

Item #8. Change Newsletter schedule to have keynote speakers featured in the winter issue.

Motion

Moved (Yamamoto), seconded (Kaman). To commend JoAnn for her work and to accept her report.

(PASSED)

III. Report on WCRA Journal

A. Gwyn handed out a report on the WCRA Journal from Michael O'Hear (Attachment #8). Michael brought up a number of questions and issues and the board responded to these issues with the following positions:

Non-members  
submitting  
articles to  
Journal

1. The editor should accept articles co-submitted by a member and non-member. If the article is approved for publication, the member author should encourage the non-member author to join WCRA.

Note: This is not a policy change, but rather a clarification.

Verification of  
membership

2. Michael should request an updated membership list from Dick Lyman. If there is a question about membership prior to getting the list, Michael should call Hal at Oxford Mailing Service.

Journal for  
members only

3. The Journal is for members only. Thus non-members should not be allowed to purchase the Journal.

Increasing sub-  
mission of articles

4. The following ideas were given to help increase the number of articles submitted.
  - a. Using the membership resource list, Ann will send Michael the names of members interested in writing.
  - b. Michael could write an article in the Newsletter requesting members to write.
  - c. Michael could suggest issues that need to be discussed in his Newsletter article.
  - d. Michael could go to past proceedings writers and ask them to write.

e. Michael could recruit from State Directors or from State conferences.

Editing Guide-  
lines for  
Journal

4. The editor has the authority to edit manuscripts and thus set his/her own policies and guidelines. Gwyn will send Michael a letter stating her guidelines for editing the Proceedings.

#### IV. Proceedings

A. Gwyn handed out the Proceedings Report (Attachment #9). She noted the following highlights:

1. 37 manuscripts were submitted;
2. about two-thirds of the papers will be published.

Procedure for  
notification of  
acceptance

B. Many writers need to know the date the committee will announce articles which have been accepted for publication. The editor will write a letter stating this information. The letter should be included in the conference chairperson's package of information to presentors. The letter will also remind presentors of the implications of submitting articles to referred journals.

Motion

Moved (Lyman), seconded (Yamamoto). To accept the report and commend Gwyn and the committee for their work, and to adopt the procedures outlined in item #4 of the report.

(PASSED)

Replacement of  
Newsletter  
Editor

C. Gwyn informed the board that she will be stepping down editor. Ann informed the board that she intends to bring before the board Delryn Flemming's name as the next Proceedings editor.

Discussion:  
Payment of  
Proceedings who  
could receive  
them

D. Ann: Proceedings need to be an automatic part of the conference, but not an automatic part of renewal of membership. After a lengthy discussion the board adopted the motion below:

Motion

Moved (Kaman), seconded (Lyman). One of the benefits of conference attendance for members is the Proceedings. The cost of proceedings for those who do not attend the conference is \$8.00 for Proceedings #14. The package of proceedings (#4-14) offers all available proceed-

Proceedings  
part of mem-  
bership and  
conference  
attendance

ings for a total cost of \$55.00. Furthermore, it is recommended that the treasurer will use \$5.00 as the amount credited to the Proceedings from the members registration fee.

(PASSED)

V. Placement

- A. Ann informed the board that Bob Lundquist has replaced Ballback as placement director. She noted that communication between Bob and Jane has been difficult to achieve but expects it to improve.

The meeting adjourned at 12:30 p.m.

## WCRA BOARD MEETING MINUTES

September 12, 1981 P.M.

SAN DIEGO, CALIFORNIA

The meeting was called to order at 1:30 p.m. by President Ann Faulkner.

Board Members Attending: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Attending: Gwyn Enright, Proceeding Editor; Dr. Mary Dohram, San Diego Mesa College; Patricia Johnson, San Diego State University; Shirley D. Sykes, San Diego Mesa College; Nora Y. Werner, San Diego City College; Suzanne McKewon, San Diego Community College; Jan McMullin, Point Loma College; Beryl Brown, University of California, San Diego.

### I. Bahia Facilities

Bahia tour  
& facilities

- A. After introductions the group was given a tour of the Bahia meeting rooms, the Bahia Belle and main ballroom by Sandy Fox of the Bahia staff. The highlights include
1. There are twelve (12) potential meeting rooms. The Bahia Belle and ballrooms do not have screens for audio visual.
  2. 60% of the rooms have kitchen units.
  3. The conference rates per day will be: \$44.00 single; \$48.00 double; \$52.00 triple; \$56.00 quad; \$90.00 suites.
  4. Conference rates will be extended to participants two days prior to and after the conference.
  5. Members are encouraged to identify special needs at registration (handicapped participants).
  6. A copy service is available at the sales office at .15 per copy.

University  
Credit

### II. University Credit

- A. There was discussion about availability of university credit for conference attendance. Beryl will investigate the possibility



of credit with the University of San Diego and/or the University of California, San Diego.

Tours

III. Leisure Activities

- A. Mexican Tours: The board felt that a Mexican tour/lunch should occur Saturday p.m.
  - 1. Price should be kept to maximum of \$15.00 including lunch.
  - 2. The lunch at La Playa, then tour of Tijuana was well received by the board.
  - 3. Mexicocoach bus would cost \$25.00 per hour.
- B. Restaurant Evening: The restaurant evening idea at Dallas was a success.
  - 1. The board would like to repeat it.
  - 2. Residents to bring a car load of participants to their favorite restaurant.
  - 3. Must get a firm commitment from drivers.
- C. Leisure Time Information
  - 1. Shirley Sykes will have brochures available and will set up a table downstairs in the main building.
  - 2. Shirley will have maps of mission bay and will try to include a map in the call to the conference mailing
  - 3. Will not have leisure tour to zoo, Wild Animal Park, Sea World. Rather have information booth. Circle bus goes to most attractions.
- D. Entertainment
  - 1. Many colleges would be interested in providing entertainment in return for a donation to a department's scholarship account.
  - 2. The entertainment could be arranged around our activities.
  - 3. Beryl wants to have entertainment at many events not just at the banquet and brunch.

Entertainment

4. Dick concerned about not having entertainment interfere with participants' interaction. Entertainment at events other than banquet and brunch to be background type.
5. Desire to have banquet entertainment kept short.
6. Mary is talking with three schools music departments.
7. Dallas people felt \$300.000 was too little money for entertainment.

E. Brunch

1. Beryl wants to have more people at brunch.
  - a. She will check transportation schedules.
  - b. Will try to have the Portland people help promote brunch as kick off next conference.
  - c. We will have a major speaker at the brunch.
  - d. Encourage hotel to have more than one location to receive food at buffets.

Major speaker  
at brunch

F. Banquet:

1. Have Bahia Belle as part of banquet.
2. Possibly need two Belle cruises; 4:30 - 5:30 and 5:30 - 6:30, then banquet.
3. Banquet will probably be more formal than at Dallas.

G. Educational Tours: Educational tours should be run on Thursday and Friday. Some ideas for educational tours include:

1. Identify and visit most comprehensive programs.
2. Possibly visit an ESL or military lab.
3. Limit one bus per institution.
4. Encourage host institution to have a follow up session at the conference amplifying information at visit.
5. Schedule one long tour on Thursday and one short tour on Friday.

Follow up of  
Tours

IV. Registration

Registration  
Problems

- A. Biggest problem with registration is standing in line,

especially for those who preregistered.

Presenter's  
registration

1. Index pre-registration forms in alphabetical order.
2. Don will have prestamped receipts available. He will encourage the registrar to have receipts in pre-registration packages.
3. Presentors must register for the conference. They will not be allowed to present if they do not register. They will have been informed of that requirement prior to conference.
  - a. Dick will provide Beryl a list of presentors prior to the conference.
4. Beryl should bring a "survival kit" with scissors, tape, stapler, etc.
5. We will continue a \$5.00 late registration fee (or \$5.00 early discount)
6. Beryl assured Don that the hotel will be able to cash a \$200.00 check for petty cash.
7. Registration will be open all days of the conference.

Late registration  
Fee - \$5.00

#### V. Conference Schedule

- A. Dick handed out the tentative conference schedule. A retyped version is found in attachment #10. Some highlights are noted below:

No Wednesday  
pre-conference  
institutes

1. Wednesday:
  - a. There will not be any pre-conference institutes on Wednesday because it makes the conference too long.
2. Thursday:
  - a. Seven (7) pre-conference institutes Thursday. Time will be 8:00 - 12:00 noon.
  - b. Educational tours Thursday.
  - c. Chairperson's orientation can be moved to Friday.

Special Interest  
Sessions

d. Facilitators Orientation for Special Interest  
Sessions:

1. Up to 12 special interest sessions for Thursday p.m. Topics will be facilitated by knowledgeable persons in specific topic/interest areas; possibly the strand areas.
2. Special interest sessions will occur after first general session with group discussions help to make people feel welcome and give a preview of the conference.
3. Friday:
  - a. Workshops will be two hours in length.
  - b. Sections will be 50 minutes in length.
  - c. General session on Friday 11:30-1:00 with elections.
  - d. Friday p.m. tours. Tours back in time for banquet.
4. Saturday
  - A. State Chairman luncheon 11:30 - 1:00.
  - B. Board meetings at conference
    1. Tuesday: after dinner
    2. Wednesday: all day
    3. Sunday: before brunch

The meeting adjourned at 5:30 p.m.

WCRA BOARD MEETING MINUTES

September 13, 1981

San Diego, California

The meeting was called to order at 9:15 a.m. by President Ann Faulkner.

Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Attending: Beryl Brown, Gwyn Enright.

I. Conference Budget (Highlights)

A. Overview: Dick gave an overview of the conference budget (Attachment #11). He based the budget upon:

1. 400 full time participants, paying full fee.
2. 100 additional single day registrations
3. Desire to spend money to promote the conference
4. Need to put all items in the budget, even if he does not expect those items to be expended fully.

B. Publishers:

\$200.00 expense  
to contact  
exhibitors

1. Hope to get 20 exhibitors. Budgeted \$200.00 to use to contact exhibitors.
2. Breakfast cost figures not firm. Budgeted \$3.50 for 250 participants.

C. Printing and Advertising:

1. Expenses include call to conference and preliminary call in November to be spent to regular participants and to new populations through the strand leaders.
2. Will print at least 700 programs.
3. Visitors bureau will give WCRA name tags and large print typewriter.
4. Dick would like the candidates for office to have ribbons.

Advertising in  
J.R.D. Education

5. Dick would like to advertise in the Journal of Remedial/ Developmental Education.

a. Disadvantages

1. Most members are from Mid-West
2. Their conference close to ours
3. Not great response from previous ads
4. We are already sending members of JR/D Ed. information about the conference from their mailing list.

b. Advantages

1. Advertising has benefits beyond just one conference.
2. JR/D Education is the major journal in our field.
3. Some NARDSPE members from the west might not be able to go to the midwest for a NARDSPE conference and would come to WCRA.

D. Mailing

1. Pre-registration: Early registrants send their money directly to Oxford Mailing Service.

E. Promotion

Motion  
President to  
promote WCRA

Moved (Lyman), seconded (Kaman). To add \$500.00 to the president's budget for travel expenses to promote professional liaison between WCRA and other professional groups.

(PASSED)

F. Conference meals

Brunch  
subsidy

1. Discussion on increasing turnout for brunch. Felt that price might be a factor.

Motion  
Brunch subsidy

Moved (Kaman), seconded (Lyman). To approve a \$2.00 per person subsidy for the subsidy brunch for San Diego conference.

(PASSED)

G. Hospitality

Order of com-  
plimentary  
rooms

1. The order of complimentary rooms if available is:  
President, President Elect, Past President, Secretary

Treasurer.

2. The WCRA will pay for the hospitality suite at a cost of \$90.00 per night.

H. Speakers

1. Increase speakers' budget to \$800.00 for honoraria and \$800.00 for expenses.

I. Pre-conference Institutes

Pre-conference  
institute  
budget

1. The board favors \$50.00 support for each institute to cover costs of paper and materials.

J. Miscellaneous Expenses

1. A/V

Budget for  
Audio/Visual

- a. We will need 12 overhead projectors. Must try to get a commitment from the Community College District.
- b. Need to tell publishers to bring their own extension cord.
- c. Allow \$500.00 in budget for audio/visual equipment expenses.

K. Types of Registration Allowed

Four types of  
registrations

1. Comprehensive registration: \$50.00 includes membership and proceedings.
2. Full conference registration: \$40.00, no membership, no proceedings.
3. One day registration: \$40.00 with membership, with proceedings.
4. One day registration: \$20.00 no membership, no proceedings.

L. Proceedings Budget

Proceeding  
separate budget  
item

1. The budget should reflect a separate line item budget and expenditure for the proceedings. (For internal use). For San Diego the anticipated expenses for the proceedings will be \$2,250.00.

Motion

Moved (Kaman), seconded (Yamamoto) to approve the proposed conference budget as amended.

(PASSED)

II. Membership Term

Membership  
Term

- A. Discussion about whether membership term should be from conference year to conference year. Ann will ask State Directors for their ideas about membership term.

Motion

Moved (Kaman), seconded (Yamamoto). Board members to claim actual expenses for this meeting and not to use the \$15.00 per diem.

(PASSED)

The meeting adjourned at 12:30 p.m.



## LIST OF INDEX CATEGORIES

Advising and Evaluation Services  
Affiliation  
Archivist  
Brochure for WCRA  
Business  
By Laws  
Clearinghouse (Readability)  
Committees  
    General Information  
    Nominations  
    Scholarship and Awards  
Conferences  
    Budget  
    Credit for conference  
    Date/length/location  
    Evaluation  
    Exhibitors  
    Fees for conference  
    Hotel arrangements (rooms, etc)  
    Institutes (pre-conference)  
    Mailings for conference  
    Presentations and papers  
    Reports on conferences  
    Site proposals  
    Speakers  
Constitution  
Elections  
ERA  
Exchange Service  
Finances  
Gifts  
Goals and Objectives of WCRA/Policies and Procedures  
Historian  
Insights  
Insurance  
Journal  
Liaison  
Mailing (Non-conference)  
Membership  
Minority Affairs  
Name Change of WCRA  
Newsletter  
Occasional Paper  
Officers/Board Meetings  
Parliamentarian  
Placement Bureau  
Proceedings  
Secretary (Duties, minutes, etc.)  
State Directors  
Treasurer

To the WCRA Board: 1982 Nominations Committee Report  
by Elaine Cohen

The 1982 Nominations Committee was comprised of Gwyn Enright, Ernest Rubi, Craig Mayfield, Jacquie Bonner, Denise McGinty, and Elaine Cohen.

The committee met in a face to face meeting on April 9, 1981 and April 11, 1981, in Dallas, Texas. They reviewed the WCRA By-laws and the qualifications for each office before suggesting candidates. The committee suggested 20 WCRA members as possible candidates for office. The members were ranked, and the chairperson was requested to contact the suggested candidates. The chairperson contacted the following people and received a verbal acceptance in May, 1981. This report is late because of the chairperson's accident, which hospitalized her for two months.

The committee is delighted to present the following candidates for your approval for WCRA office in 1982-83.

For President Elect

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

For Secretary

Mitch Kaman, Larimer County Voc-Tech Center

Kate O'Dell, Kenai Peninsula Community College

For Treasurer

Carrie Walker, Stanford University

Mary Ellman, Long Beach City College

The Nominations Committee also made the following suggestions:

1. The election should be closer in time to the speeches;
2. There should be a "meet the candidates" hospitality suite night;
3. The newsletter with the candidates pictures and statements should be posted around the meeting area (as in Long Beach);
4. The candidates should lead discussions at the newcomers' meeting (as in Long Beach);
5. The election should be on Friday.
6. The nominations committee for 1983 should meet in face-to-face meeting at the San Diego conference. Two meeting periods should be scheduled in the program so the membership could be involved in making suggestions or volunteering their services.
7. There needs to be a way to involve those people who do not win the election in responsible appointed positions.
8. There needs to be a way to involve more people in visible organization work so they may become potential candidates.
9. The nominations committee found that meeting at the conference was a definite advantage because they had an opportunity to talk with potential candidates.
10. As soon as we receive the results of the Board's action, the chairperson will notify the candidates in writing and will inform them of the Newsletter deadline for photos and statements (October 15?). The chairperson will also write the nominations committee report for the Newsletter.

All correspondence should be sent to: Elaine Cohen  
1925 Glencoe Street\*  
Denver, CO 80220  
(303) 321-1067

\*home office in bed. The college is not forwarding my mail on a regular basis and I can't drive yet.

xc: Nominations Committee

## 1981-82 WCRA State/Province Directors

## ALASKA

Rebecca Patterson  
Anchorage Community College  
2532 Providence Ave., Bldg. B  
Anchorage, AK 99504

## ALBERTA

## ARIZONA

Louise Renault  
Reading Department  
Arizona Western College  
Yuma, AZ 85364

## BRITISH COLUMBIA

Sandra Carpenter  
Study Skills  
Kwantlen College  
Box 9030 (9260-140 St.)  
Surrey, B.C. V3T 5H8

## NORTHERN CALIFORNIA

Midori Hiyama  
Sacramento City College  
3835 Freeport Blvd.  
Sacramento, CA 95822

Charles Hunter  
San Jose City College  
2100 Moorpark  
San Jose, CA 95128

## SOUTHERN CALIFORNIA

Sally Garcia  
12621 S. Gabbett Drive  
La Mirada, CA 90638

Mary Dimon  
663 W. Terrylynn Place  
Long Beach, CA 90807

## COLORADO

Patricia Mulcahy  
738 37th Ave. Ct. #1  
Greeley, CO 80631

## HAWAII

## IDAHO

Kenneth Munns  
Boise State University  
1910 University Blvd.  
Boise, Idaho 83725

## MONTANA

Thomas M. Sawyer  
Learning Center/Special Services  
Northern Montana College  
Havre, Montana

## NEVADA

Jacqueline S. Grose  
Western Nevada Community College  
2201 W. Nye Lane  
Carson City, NV 89701

## NEW MEXICO

Sue Brown  
New Mexico State University  
Box 5278  
Las Cruces, NM 88003

## OKLAHOMA

Maybelle Hollingshead  
Southwestern Oklahoma State University  
Weatherford, OK 73096

## OREGON

Dorothy Brehm  
Portland Community College  
12000 S.W. 49th Ave.  
Portland, OR 97219

Russell Gregory  
Linn-Benton College  
6500 S.W. Pacific Blvd.  
Albany, OR 97321

## TEXAS

Denise McGinty  
RASSL Learning Services  
A332 Jester Center  
Austin, TX 78784

Joseph Cortina  
Cedar Valley College  
Division of Communications  
3030 North Dallas Ave.  
Lancaster, TX 75134

UTAH  
Wayne Herlin  
3126 HBLL  
Brigham Young University  
Provo, UT 84602

WASHINGTON  
George Dennis  
Lower Columbia College  
1600 Maple Street  
Longview, WA 98632

WYOMING  
David Lemire  
P.O. Box 456  
Aspen, CO 81612-0456

AT-LARGE  
Florence Schalle  
1700 E. 56th Street  
#3603  
Chicago, IL 60637

Dorinda McClellan  
Hillsborough Community College  
P.O. Box 22127  
Tampa, FL 33622

Coordinator of State/Province Directors  
Betty Levinson  
Academic Resources Coordination  
University of California, LA  
77 Dodd Hall  
Los Angeles, CA 90024



STATE/PROVINCE DIRECTOR'S REPORT

Attached please find a list of the State/Province Directors for 1981-82. You will note that we have two Directors in Oregon, but none in Alberta or Hawaii. After discussion with Maxine Byers, former Oregon Director, I appointed co-Directors to begin recruiting members and organizing support for the 1983 conference. I sent a number of letters to former members in Alberta and Hawaii in an attempt to recruit Directors, but to no avail. Possibly some of my letters are lying in empty offices waiting to be opened this Fall. We shall see. Although I have not received an up-dated membership list from Hal McCune (he appears to be waiting for a final conference report from Don), I did receive a list from Karen Smith. If this list is correct, we have two members in Hawaii - already contacted - and none in Alberta. I am open to any and all suggestions.

David Lemire accepted the appointment as Wyoming Director before deciding to move to Aspen. He is still doing course work at the University of Wyoming in Laramie and is more than willing to handle the duties of State Director for the one or two current members, and to try recruiting a few more. I see no problem with this arrangement, do you? David suggested Aspen for a future conference site and said he would be happy to help set it up. Any interest?

Many of the Directors are out of brochures, stationery, and reimbursement forms. If we have enough of these materials, I would appreciate your authorization to get a lump delivery of supplies from Hal and Don (reimbursement forms). Then, if Mitch will send me 25 copies of the "Minutes Summary" I can get a nice package off to the Directors upon my return. It should be just about time to begin planning regional meetings and starting the hype for the conference. If anyone has special news that might not be covered in the Minutes Summary, let me know and I'll include it in my cover letter to the Directors.

Have a productive meeting and good time together. I shall miss seeing you and working with you. I know you will come up with wonderful ideas and plans for strengthening WCRA. I will see you in San Diego in April. Please contact me if I can help in any way during the coming year. I'll be back in the office September 22.

Betty Levinson

Coordinator of State/Province Directors

## WESTERN COLLEGE READING ASSOCIATION

REQUEST FOR REIMBURSEMENT OF EXPENSES

Date: \_\_\_\_\_

Make payment to:

Address:

City/State/Province/Zip:

List below the items for which reimbursement/payment is requested or for which a check is to be issued. Attach receipts or bills whenever possible. Non-budgeted expenditures must have prior WCRA Executive Board approval.

Be sure your description is complete enough to assist the Treasurer in assigning your expenditure to the proper budget category.

---

BUDGET ACCOUNT REIMBURSEMENT/PAYMENT IS REQUESTED:

\$ \_\_\_\_\_

Description:\_\_\_\_\_  
Signature of Person Submitting Request

FOR TREASURER'S USE ONLY:

Account Charged: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

WCRA BOARD MEETING  
September 12, 1981

NEWSLETTER REPORT

JoAnn Carter Wells

1. Potential new columns - Research and Networking will appear during this academic year; talked to Dick Lyman regarding conference Strand leaders submitting summary reports and hopefully thereby initiating future regular columns
2. Ads - have a Jamestown full page ad for this issue; need billing and bookkeeping procedure; Bob Kopfsstein will help with future ad solicitations - follow-up with publishers exhibits
3. Future S.T.A.R.S. - have been spotlighting state directors and have a recommendation from Dallas; any others???
4. Number of issues - state directors now receive 5 copies; do officers need more??? also will continue with liasion list when revised ; also what about committee chairs???
5. Journal - spoke to Hall McCune of the Oxford Mailing Service on 9/10 who said that the Journal has been received there and will await the newsletter for inclusion and mailing; can submit bids to local printers for future Journal printing and thus reduction in long distance mailing charges
6. Co-Editor - have spoken to Denise McGinty who will assume co-editorship with responsibility for several columns; what other duties would the Board like her to assume? will also contact Membership Resources people
7. Membership Director - what is the potential for a future position for someone who might assume this role in WCRA?? we have too many super ideas and enthusiastic people not to share with the nation....
8. Timetable - will we be able to keep to the conference timetable with information in the Newsletter as per the Dallas board meeting decisions and timelines for the Newsletter?



## Report on WCRA Journal

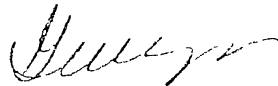
For our first issue, six manuscripts were received. Three were accepted; one was rejected; two were returned to the author for re-working. Typesetting and printing were done by Qualitytype of Fort Wayne, Indiana. The Journal logo has been designed and will appear on the first number in the fall. The editorial board worked smoothly. Every article received two reviews. One received four before being returned for re-working. Some considerations for your discussion are as follows:

1. What treatment should be accorded articles co-authored by a WCRA member and a non-member? (For determining membership, the editor should have a listing of present members.)
2. Should non-members be given the opportunity to purchase subscriptions to the Journal? If so, what should subscriptions cost? Who should subscription orders be placed with?
3. What means can be found to encourage submission of additional articles? If none, we might consider a twice yearly publication schedule. Six submissions for our first issue does not reflect adequately the talents and abilities of the WCRA membership.
4. Finally, how much authority to edit manuscripts should the editors have? I found that all of our manuscripts needed moderate revision. Yet, time was too short to allow for sending materials back to authors. I obtained permission for "minor revisions," but feel that some policy on what is meant by "minor" may be needed.

I would be happy to discuss any or all of these considerations with the Board in April.

Michael D. O'Hara  
Editor

To Ann Faulkner  
WCRA President

From Gwyn Enright   
Proceedings Editor

Re Mid Year Board of Directors Report  
September 12, 1981

1. Four members of the Proceedings editorial team met with me in Dallas at the conference to discuss Proceedings publishing criteria, the Proceedings reviewing form, and editor responsibilities. Present were Delryn Fleming, Michael O'Hear, Craig Mayfield, and Elizabeth Howard.
2. Thanks to Craig Mayfield's help, the Proceedings were exhibited during the conference at a manned exhibitor's table. Many volumes were sold and WCRA members took advantage of the opportunity to talk over Proceedings related concerns with Craig or me.
3. In order to inform authors their manuscripts had been received and were being reviewed, letters to all authors submitting papers for possible publication in the fourteenth Proceedings were mailed in May. A copy of this letter is attached. To follow up, JoAnn Wells published a boxed message in Issue 2 of the WCRA Newsletter. Our purpose was to catch any WCRA members who submitted manuscripts that were never received.

Three different people have contacted me regarding receipt of their manuscripts. To my knowledge, there are two instances of papers never being received.

4. I recommended (June 3, 1981) a procedural change in our system for submitting manuscripts for publication in the Proceedings. I suggested to Ann and Dick that next year we instruct authors to mail three copies of their papers to the WCRA Proceedings editor within one week (or, if you prefer, two) of the annual conference. This should be considered a firm deadline and authors should be reminded to send their papers "return receipt requested." That should eliminate the necessity of sending letters informing WCRA members their papers have been received, avoid the loss of papers due to submitting them via chairpersons, and allow the authors to revise their papers or parts of their papers after their WCRA conference presentations.

If authors wish to submit three copies of their papers at the conference, they should give them to the WCRA Proceedings editor in person or leave them for the editor at the hotel desk.

5. Finally, the WCRA Board of Directors should know the hard working Proceedings editorial team received two thoughtful thank-you notes this year: one from Vicki Sanders and one from Irwin Joffe.



Western  
College  
Reading  
Association

#9  
#12

9/12/81

San Diego

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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Center for the Study of Evaluation  
Graduate School of Education  
145 Moore Hall  
University of California, Los Angeles  
Los Angeles, CA 90024  
May 14, 1981

Dear Author:

Thank-you for submitting your paper for possible publication in the  
fourteenth volume of the Western College Reading Association  
Proceedings.

We have received your manuscript and it is currently being reviewed.  
In January, you will receive a letter letting you know if your paper  
was accepted for publication.

In all, we have received thirty-four manuscripts this year. If you  
have any general questions about Proceedings policies or any  
specific concerns about your paper, do not hesitate to phone me  
at UCLA. The number is (213) 825-4711.

The strength of WCRA certainly lies in the active participation  
of its membership- thank-you again for your contribution.

Sincerely,

Gwyn Enright, Editor  
WCRA Proceedings

## SUMMARY OF WCRA BOARD MEETING MINUTES

September 11 - 13, 1981

SAN DIEGO, CALIFORNIA

Board Members Present: Ann Faulkner, President; Dick Lyman, President-Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceeding Editor; JoAnn Carter-Wells, Newsletter Editor; Beryl Brown, Conference Manager.

### I. Secretary's Report

- A. Mitch announced that he completed the index.
- B. Mitch developed a secretary's and state directors' handbook.

The board approved funds to produce copies of the state directors handbook for each state/province director.

### II. Nominations Committee

- A. The slate of candidates for 1982-83 are:

- 1. President

- Chuck Hunter, San Jose City College

- Karen Smith, New Mexico State University

- 2. Secretary

- Mitch Kaman, Larimer County Voc-Tech Center

- Kate O'Dell, Kenai Peninsula Community College

- 3. Treasurer

- Carrie Walker, Stanford University

- Mary Ellman, Long Beach City College

## Summary of WCRA Board Meeting Minutes

### III. State Director's Report

The board wants the state directors to get more involved in membership and providing names of potential candidates.

### IV. WCRA Liaison

A. The board approved the following motions:

1. The board encourages other organizations with which we have liaison to co-sponsor appropriate activities at the WCRA conference. The responsibility to work with the conference co-sponsorship is with the program chairperson in conjunction with the WCRA liaison.
2. The president has the responsibility to coordinate programs presented as WCRA co-sponsored sessions at other conferences. The president should work with WCRA liaison in such cases.

B. Ann Faulkner will be working with the NARDSPE president to increase liaison on a number of issues including:

1. Shared placement information.
2. Reporting to each others members by newsletter columns.
3. Co-sponsored sessions at each conference.

### V. Summer Institute

Dick Lyman will bring to the board in the Spring of 1982 a proposal for a model for developing a WCRA summer institute.

### VI. Treasurer's Report

- A. 1980-81 budget was \$17,045; ending balance was \$4,315.65 (6/30)
- B. Conference management in Dallas was tight and special commendation was given by the board to Delryn Flemming and the Dallas County Community College District.

## Summary of WCRA Board Meeting Minutes

### VII. Newsletter Report

- A. JoAnn will change the STAR column name to Spotlight and highlight people in the organization.
- B. Denise McGinity was appointed as co-editor with responsibility for getting printing bids and certain columns.

### VIII. WCRA Journal

- A. The editor will be able to accept articles co-authored by a member and non-member.
- B. The Journal is available for members only - not for sale.
- C. The editor has the authority to edit the Journal using his/her guidelines.

### IX. Proceedings

- A. Gwyn Enright will be stepping down as Proceedings editor.
- B. The board adopted the following motion:

One of the benefits of conference attendance for members is the Proceedings. The cost of proceedings for those who do not attend the conference is \$8.00 for Proceedings #14. The package of Proceedings (#4-14) offers all available Proceedings for a total cost of \$55.00. Furthermore, it is recommended that the treasurer will use \$5.00 as the amount credited to the Proceedings from the members registration fee.

### X. Placement

- A. Bob Lundquist has Jane Ballback as placement director

### XI. Conference

#### A. Bahia Facilities:

- 1. 12 meeting rooms.
- 2. Conference rates: \$44.00 single; \$48.00, double; \$52.00, triple; \$56, quad; \$90, suite to be extended two days prior

## Summary of WCRA Board Meeting Minutes

and after the conference.

### B. Leisure

1. Repeat of dinner on town; Mexican lunch and tour, leisure information booth at registration, college music department entertainment at many events.
2. Brunch to have \$2.00 subsidy per person and major speaker to encourage greater participation.
3. Banquet to include cruise on Bahia Belle.

### C. Tours

1. Two educational tours, hopefully with conference follow-up discussions.

### D. Registration

1. Types of registration approved by the board include:
  - a. Comprehensive registration: \$50.00 includes membership and proceedings.
  - b. Full conference registration: \$40.00, no membership, no proceedings.
  - c. One day registration: \$40.00 with membership, with proceedings.
  - d. One day registration: \$20.00 no membership, no proceedings.
2. \$5.00 late registration fee to be charged.
3. Presentors will have to register for the conference

### E. Budget Highlights

1. Expect 400 comprehensive and 100 single day registrations.
2. Hope to set 20 exhibitors.

## Summary of WCRA Board Meeting Minutes

- E. 3. Will advertise in Journal of Remedial Developmental Education .
- 4. Speakers: honoraria \$800.00, expenses \$800.00.
- 5. \$50.00 support for each institute.
- 6. \$500. to cover Audio Visual costs.
- F. Conference Schedule (see attached)

## XII. Miscellaneous

- A. The board approved adding \$500.00 to presidents budget for travel expenses to promote professional liaison between WCRA and other professional groups.
- B. Other Issues Discussed
  - 1. Membership term.
  - 2. Term of office for secretary and treasurer.
  - 3. Need for a membership director.



TENTATIVE SCHEDULE  
1982 WCRA CONFERENCE

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Workshops/Panels (B) and Sections (C/D)	2:00 - 4:15
No Host Reception	4:30 - 6:00
Pre Banquet Bay Trip - Cocktails	5:30 - 6:30
Banquet	7:00 - 9:00
Friday Night Literary Society (Hospitality Suite)	9:00 - 1:00

## Saturday - April 2

Publisher's Breakfast	7:00 - 9:00
Workshops/Panels (C) and Sections (E/F)	9:00 - 11:15
Tijuana Tour and Luncheon	9:00 - 1:00
State Director & Editorial Bd Luncheons	11:30 - 1:00
Workshops/Panels (D) and Sections (G/H)	1:00 - 3:15
Sections (I)	3:30 - 4:30
Hospitality Suite open	7:00 - 11:00

## Sunday - April 4

Sections (J)	9:00 - 10:00
Board Meeting	9:00 - 10:30
Brunch - Major Speaker and Awards	10:30 - 12:00
Lyman buys celebration/condolance drink for YOU in thanks of great effort and support.	12:00 - 12:10

WCRA BOARD MEETING  
September 12, 1981

NEWSLETTER REPORT

JoAnn Carter Wells

1. Potential new columns - Research and Networking will appear during this academic year; talked to Dick Lyman regarding conference Strand leaders submitting summary reports and hopefully thereby initiating future regular columns
2. Ads - have a Jamestown full page ad for this issue; need billing and bookkeeping procedure; Bob Kopfsstein will help with future ad solicitations - follow-up with publishers exhibits
3. Future S.T.A.R.S. - have been spotlighting state directors and have a recommendation from Dallas; any others???
4. Number of issues - state directors now receive 5 copies; do officers need more??? also will continue with liaison list when revised ; also what about committee chairs???
5. Journal - spoke to Hall McCune of the Oxford Mailing Service on 9/10 who said that the Journal has been received there and will await the newsletter for inclusion and mailing; can submit bids to local printers for future Journal printing and thus reduction in long distance mailing charges
6. Co-Editor - have spoken to Denise McGinty who will assume co-editorship with responsibility for several columns; what other duties would the Board like her to assume? will also contact Membership Resources people
7. Membership Director - what is the potential for a future position for someone who might assume this role in WCRA?? we have too many super ideas and enthusiastic people not to share with the nation....
8. Timetable - will we be able to keep to the conference timetable with information in the Newsletter as per the Dallas board meeting decisions and timelines for the Newsletter?

## Report on WCRA Journal

For our first issue, six manuscripts were received. Three were accepted; one was rejected; two were returned to the author for re-working. Typesetting and printing were done by Qualitytype of Fort Wayne, Indiana. The Journal logo has been designed and will appear on the first number in the fall. The editorial board worked smoothly. Every article received two reviews. One received four before being returned for re-working. Some considerations for your discussion are as follows:

1. What treatment should be accorded articles co-authored by a WCRA member and a non-member? (For determining membership, the editor should have a listing of present members.)
2. Should non-members be given the opportunity to purchase subscriptions to the Journal? If so, what should subscriptions cost? Who should subscription orders be placed with?
3. What means can be found to encourage submission of additional articles? If none, we might consider a twice yearly publication schedule. Six submissions for our first issue does not reflect adequately the talents and abilities of the WCRA membership.
4. Finally, how much authority to edit manuscripts should the editors have? I found that all of our manuscripts needed moderate revision. Yet, time was too short to allow for sending materials back to authors. I obtained permission for "minor revisions," but feel that some policy on what is meant by "minor" may be needed.

I would be happy to discuss any or all of these considerations with the Board in April.

Michael B. O'Hara  
Editor

To Ann Faulkner  
WCRA President

From Gwyn Enright *Gwyn Enright*  
Proceedings Editor

Re Mid Year Board of Directors Report  
September 12, 1981

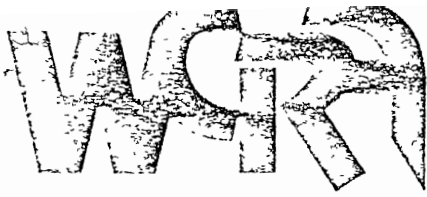
1. Four members of the Proceedings editorial team met with me in Dallas at the conference to discuss Proceedings publishing criteria, the Proceedings reviewing form, and editor responsibilities. Present were Delryn Fleming, Michael O'Hear, Craig Mayfield, and Elizabeth Howard.
2. Thanks to Craig Mayfield's help, the Proceedings were exhibited during the conference at a manned exhibitor's table. Many volumes were sold and WCRA members took advantage of the opportunity to talk over Proceedings related concerns with Craig or me.
3. In order to inform authors their manuscripts had been received and were being reviewed, letters to all authors submitting papers for possible publication in the fourteenth Proceedings were mailed in May. A copy of this letter is attached. To follow up, JoAnn Wells published a boxed message in Issue 2 of the WCRA Newsletter. Our purpose was to catch any WCRA members who submitted manuscripts that were never received.

Three different people have contacted me regarding receipt of their manuscripts. To my knowledge, there are two instances of papers never being received.

4. I recommended (June 3, 1981) a procedural change in our system for submitting manuscripts for publication in the Proceedings. I suggested to Ann and Dick that next year we instruct authors to mail three copies of their papers to the WCRA Proceedings editor within one week (or, if you prefer, two) of the annual conference. This should be considered a firm deadline and authors should be reminded to send their papers "return receipt requested." That should eliminate the necessity of sending letters informing WCRA members their papers have been received, avoid the loss of papers due to submitting them via chairpersons, and allow the authors to revise their papers or parts of their papers after their WCRA conference presentations.

If authors wish to submit three copies of their papers at the conference, they should give them to the WCRA Proceedings editor in person or leave them for the editor at the hotel desk.

5. Finally, the WCRA Board of Directors should know the hard working Proceedings editorial team received two thoughtful thank-you notes this year: one from Vicki Sanders and one from Irwin Joffe.



Western  
College  
Reading  
Association

#9  
~~10~~

9/12/81

San Diego

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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Center for the Study of Evaluation  
Graduate School of Education  
145 Moore Hall  
University of California, Los Angeles  
Los Angeles, CA 90024  
May 14, 1981

Dear Author:

Thank-you for submitting your paper for possible publication in the  
fourteenth volume of the Western College Reading Association  
Proceedings.

We have received your manuscript and it is currently being reviewed.  
In January, you will receive a letter letting you know if your paper  
was accepted for publication.

In all, we have received thirty-four manuscripts this year. If you  
have any general questions about Proceedings policies or any  
specific concerns about your paper, do not hesitate to phone me  
at UCLA. The number is (213) 825-4711.

The strength of WCRA certainly lies in the active participation  
of its membership- thank-you again for your contribution.

Sincerely,

Gwyn Enright, Editor  
WCRA Proceedings

TENTATIVE SCHEDULE  
1982 WCRA CONFERENCE

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## Saturday - April 3

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Workshops/Panels (D) and Sections (G/H)	1:00 - 3:15
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Lyman buys celebration/condolance drink for YOU in thanks of great effort and support.	12:00 - 12:10

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	300-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.



CRITERIA TO BE MET  
BY ALL WCRA SCHOLARSHIP APPLICANTS

1. The application and all appropriate documents must be received by the awards committee chairperson by December 1st.
2. The applicant cannot be a previous recipient of a WCRA scholarship.
3. The applicant must be a graduate student enrolled in or accepted by an accredited institution.
4. The applicant must demonstrate interest in and/or an active professional goal(s) related to college/adult reading, developmental education, learning assistance, and/or tutorial services.
5. The applicant must be a WCRA member to be considered for the scholarship. Special consideration will be given to members who have provided service to WCRA.
6. Proof of registration will be needed before the scholarship will be issued.
7. The applicant must submit:
  - A. "Course of Study" plan which includes -
    1. The goal(s) toward which the applicant is working.
    2. The program and/or department in which the applicant is pursuing his/her goal(s).
    3. The academic courses already completed.
    4. The academic courses to be taken.
  - B. A financial statement.
  - C. Data explaining volunteer community and/or campus service pertinent to the field of learning facilitation.
  - D. Data explaining work history pertinent to the field of learning facilitation.
  - E. Data indicating professional and/or student organizations to which the applicant belongs.
  - F. Documents verifying grade point average for both undergraduate and graduate coursework.
  - G. Three recommendations from faculty and/or supervisory personnel who have knowledge of the applicant's experience in areas related to learning facilitation.
  - H. A fully completed WCRA Scholarship Application.
  - I. Verification of membership in WCRA.

PLEASE MAIL COMPLETED APPLICATION TO:

Due Date Dec. 1, 1981

[illegible]

4 Sources of monthly income:

-Job Earnings \$ \_\_\_\_\_  
-Personal Savings \$ \_\_\_\_\_  
-Veteran's Benefits \$ \_\_\_\_\_  
-Child Support \$ \_\_\_\_\_  
-Welfare \$ \_\_\_\_\_  
-Spouse's Income \$ \_\_\_\_\_  
-Other (SSI, family, etc.) \$ \_\_\_\_\_

TOTAL MONTHLY INCOME

-Other Awards, Scholarships,  
Grants, Loans, Gifts, etc. \$ \_\_\_\_\_  
Total Amount

5. How many are dependent upon you for support? \_\_\_\_\_

6. Please describe succinctly any volunteer community and/or campus service(s) you have performed and which are pertinent to the field of learning facilitation:

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7. Work history data pertinent to the field of learning facilitation:

<u>POSITION</u> (most recent first)	<u>EMPLOYER</u>	<u>INCLUSIVE DATES</u>
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POSITION

EMPLOYER

INCLUSIVE DATES


8. Professional and/or student organizations to which you belong:


9. Please list the years that you were a WCRA member and note contributions you have made to WCRA.


10. Professional meetings you have attended in the last 3 years: Approximate Date


11. Please indicate briefly what you feel WCRA can do for you:

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12. Please indicate briefly what you will contribute to the field of learning assistance/reading/developmental education, and/or tutoring services:

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13. Attached are all documents, transcripts, etc. which verify my grade point average for both undergraduate and graduate work.

\_\_\_\_\_  
Initial here

14. I hereby acknowledge that I am a current WCRA member.

\_\_\_\_\_  
Initial here

15. I have not previously received a WCRA scholarship and understand that if I have, I am not eligible to receive another such award.

\_\_\_\_\_  
Initial here

16. Attached are three recommendations from faculty and/or supervisory personnel who have knowledge of my experience in the areas related to learning facilitation.

\_\_\_\_\_  
Initial here

17. I understand that this application must be fully completed; that all pertinent documents, transcripts, and recommendations must be attached; and that the entire application package must be sent directly to and received by the WCRA awards chairperson by no later than December 1, 1981.

\_\_\_\_\_  
Initial here

Should I be selected as a recipient of a WCRA scholarship, I understand that the announcement will be made at the next spring conference of the organization and the scholarship award will be sent to me upon evidence of enrollment in the graduate program. Furthermore, I agree to submit a written summary of progress in my graduate program to the Board of Directors by March 1 of the following year. I certify that all information herein and attached is correct and complete to the best of my knowledge and belief. I understand that any false or misleading statement or omission of material may be sufficient cause to disqualify this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you are a scholarship recipient, would you like to give a presentation (workshop, paper, etc.) at the next WCRA conference? \_\_\_\_\_ Your response to this question in no way affects your eligibility for a scholarship.

Mail to:

## WESTERN COLLEGE READING ASSOCIATION

REQUEST FOR REIMBURSEMENT OF EXPENSES

Date: \_\_\_\_\_

Make payment to:

Address \_\_\_\_\_

City/State/Province/Zip: \_\_\_\_\_

List below the items for which reimbursement/payment is requested or for which a check is to be issued. Attach receipts or bills whenever possible. Non-budgeted expenditures must have prior WORA Executive Board approval.

Be sure your description is complete enough to assist the Treasurer in assigning your expenditure to the proper budget category.

\_\_\_\_\_

BUDGET ACCOUNT REIMBURSEMENT/PAYMENT IS REQUESTED

Description:\_\_\_\_\_  
Signature of Person Submitting Request

FOR TREASURER'S USE ONLY:

Account Charged: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_