

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
April 6, 1992**

Board Members Present: Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

April 6, 1992

1. Becky Johnen reported on new program features added for the 25th Anniversary Conference and the trial use of staggered-length sessions.
2. Becky Johnen reported that over \$10,000 was donated by corporations and publishers.
3. CRLA's first president was recognized by renaming the Long and Outstanding Service Award, the Robert Griffin Award for Long and Outstanding Service.
4. Minutes of the 1991 summer Board meeting and January 1992 conference call were approved as amended.
5. It was reaffirmed that states/regions may not keep part of the CRLA membership fee, and state members must be CRLA members, but states may charge membership and conference fees and can choose whether to require local conference attenders to join state/regional/chapter CRLA.
6. Users of the display board must sign up formally and send on the board promptly (within 48 hours of the conference).
7. New Mexico state group was granted up to \$75 for expenses usually funded by institutional support.
8. The \$500, when granted by the Board to a state/region/chapter, provides "seed money" for outside speakers; requests for Board speakers at local conferences--a separate issue--should be made by a state/region before the summer Board meeting.
9. Early transfer was authorized of \$300 by Kathy Carpenter, *Treasurer*, to Rosa Hall, *Treasurer-Elect*, for establishment of new bank accounts before the summer Board meeting.

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### April 7, 1992

10. Kathy Carpenter reported \$76,228.35 in pre-conference assets, with \$7,650.30 in regular checking, \$20,809.72 in regular savings, \$47,763.00 in conference checking, and \$5.33 in conference savings.
11. Having all moneys sent to the Treasurer requires extra assistance at the Treasurer's institution from January through March.
12. Awards for outstanding programs and practices were suggested to complement research awards already granted.
13. The \$500 gift from the Texas chapter will be used for production of a promotional video.
14. Tom Pasternack reported on changes to the *Newsletter*, both accomplished and planned.
15. The *Newsletter* Editor will have his expenses paid to the 1992 summer Board meeting.
16. A new timetable was approved for elections: the Elections Chair will send out ballots by September 15, receive them by November 1, and notify candidates of results by November 10.
17. Patti Glenn reported that Special Interest Groups had submitted guidelines, described their programs in the *Newsletter*, produced newsletters, and arranged conference meetings and meals; that report was accepted as amended.
18. Kathy Carpenter and Gladys Shaw devised a conference session for state/regional/chapter treasurers on keeping books.
19. The position of Membership Coordinator was established to take care of membership concerns for a multi-year commitment.
20. The contract for a joint conference with NADE in 1995 in Seattle was discussed and numerous revisions listed.
21. Becky Johnen and Carol Clymer Spradling will have expenses paid to represent CRLA at the National Conference on Research in Developmental Education in November of 1992.

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22. Further discussion of revising the job descriptions and sequence of duties for President-Elect and Past-President was tabled until the 1993 spring Board meeting.
23. Questions were raised about Phoenix as the 1996 conference site because Arizona has not yet passed legislation respecting Martin Luther King, Jr., Day.

### April 9, 1992

24. Gene Kerstiens and Michael O'Hear requested funding for a proposed study of Hooked on Phonics.
25. Reducing the number of credit hours per semester required for individuals applying for scholarship awards did not increase the number of applications received.
26. Kate Sandberg will seek funding from ARCO for rewarding outstanding programs and practices.
27. Tom Gier reported that the tutor certification program is very successful, with 95 programs now certified. It has been endorsed by NADE and ACPA.
28. JoAnn Carter-Wells reported on the useful and expanding evaluation forms she has produced and agreed to continue as Evaluations Chair.
29. Subscriptions to the *Journal of Developmental Education* and *Review of Research in Developmental Education* have nearly doubled. The Board signed a new, three-year contract with the National Center for Developmental Education for reduced-price subscriptions for CRLA members.
30. Vince Orlando and Jo-Ann Mullen described changes to the *JCRL* and announced a special 25th anniversary issue of *JCRL*.
31. The process for selecting new *JCRL* editors will be as follows: current *JCRL* editors will design a proposal form; interested individuals should obtain a proposal form from the current editors by April 30 and send the completed proposal to the Board by May 31; special consideration will be given to individuals who have served on a *JCRL* Editorial Advisory Board.
32. Boxes of assorted, back-issue *Journals* are available from Vince Orlando.

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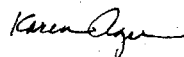
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April 12, 1992

33. The summer Board meeting at the Overland Park Marriott was set for July 10-12, 1992.
34. The slate of candidates put forth by the Elections Committee was accepted: Tom Gier and Sandra Ross, President-Elect; and Nancy Moreland and James Prager, Secretary.
35. Karen Smith proposed a three-part plan to build and manage the archives.
36. Certificates of appreciation will be given only to those who have faithfully performed their duties.
37. The promotional video will be produced at Chemeketa Community College.
38. Kathy Carpenter was given permission to use the \$100 remaining in her travel budget to travel to the IRA conference (spring 1992) to promote CRLA.
39. Funding for the Hooked on Phonics research project supported by Gene Kerstiens and Michael O'Hear was not approved.
40. Sponsorship of research projects and guidelines for future support will be explored at the 1992 summer Board meeting.
41. A drawing was held from names of those who had submitted evaluations of the conference: Joanne Cullison of Salem won the 5-year membership in CRLA; Ann Faulkner of Dallas won free conference registration for the 1993 conference.
42. Plans for a 1996 conference in Phoenix were placed on hold until Arizona decides the Martin Luther King, Jr., Day issue.

Respectfully submitted,



Karen Agee, Secretary 1991-93

*(These minutes have not been approved.)*



*College Reading and Learning Association  
25th Annual Conference*

*Celebrating the Diversity  
in Teaching and Learning  
Styles, Strategies, and Services*

*April 9-12, 1992*

*Held at the  
San Francisco Airport  
Marriott Hotel  
in  
Burlingame, California*

*On-Site Conference Manager Report  
June 1992*

*Shirley Sloan*

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# *Part I*

## *On-Site Chair Overview*

### *Pre-Conference*

#### I. Three Years Before Conference

- A. Procure written administrative support for school to be host college and support the activities and needs of an On-Site Chair. Be sure of what support you must have and what can be provided. Know what facilities can be used with tacit approval and what must be brought under budget constraints.
- B. Meet with Chamber of Commerce to see what assistance can be provided.
- C. Explore special travel arrangements/possible tours. Research area hotels for appropriate sites for hotel. Choose appropriate site that can handle a CRLA conference:
  - Approximately 500-600 participants
  - Large Hall--up to 350 (Banquet and CRLA business meeting)
  - 8-10 break out rooms
  - Area for Publishers, Computer Lab
  - Convenient to transportation
  - Reasonable rates
- D. Stay in close contact with CRLA Site Chair and provide written data on each hotel.
- E. Have on-site inspection with CRLA Site Chair. Choose three possibilities.
- F. Site Bid presentation to Board with three hotel choices.
- G. Site and hotel approval by Board.

## II. Two Years Before

- A. Contact appropriate schools, professional organizations, and the disciplines within your school to choose people as Chair for each committee and develop a list of people willing to help.
- B. Choose committee chairs and set up guideline for responsibilities of each committee.
- C. Day dream! This is a fun time to think about decorations, special activities, and events that can make this conference special.
- D. Meet with Chamber of Commerce again to finalize the assistance that they can provide. Often they can recommend specific tours, travel carriers, or agents to help with conference activities.

## III. One Year Before

- A. Meet with current On-Site Chair and committee chairs at CRLA convention. Have questions ready and inquire about problems of present conference. The current organizers can offer suggestions, but each conference is unique.
- B. Keep contact with Program Chair on progress of Call to Conference about on-site schedules and activities.
  - 1. Make sure Registration Chair has provided times for registration area to be open.
  - 2. Finalize travel and tour needs, leisure, and/or school. Include information in Call to Conference.
  - 3. Include notice of roommate service.
- C. Prepare write-up for CRLA newsletter to advertise and provide pertinent information to membership regarding the upcoming conference.

## IV. Nine Months Before (The Time For Work Has Really Come!)

- A. Time to show off the site to CRLA Board members!
- B. Many details of conference will be voted on and finalized at this Summer Board meeting as they visit the site.

- C. Be ready with a brief progress report on the conference and questions that you might have for the Board.
- D. Meet with CRLA Program Chair and hotel to finalize room usage, event needs, exact timing of events and activities (i.e., computer room, publisher's tables, head tables, luncheons, room to store AV equipment, etc.).
- E. AV Chair develops methods to procure needed AV equipment including computers, overheads, and VCR's.
- F. Publishers Exhibits Chair and On-Site Chair finalize letter to publishers. This might include times or other information that need to be in program.
- G. Send out letter to publishers. Try to have on a data base.
- H. Order and buy ribbons.
- I. The Program Chair will choose the presentations. Presenters will be notified and, with their acceptance, their AV needs will be given which will be passed on to the AV Chair. AV Chair organizes AV needs.
- J. Make arrangements to buy or have folders donated for on-site enclosures.
- K. Prepare another write-up for CRLA newsletter to advertise and provide pertinent information to membership.

V. Six Months Before

- A. The completion of the Call to Conference by the Program Chair will allow tickets to be produced for all activities and events.
- B. Develop computer program for computer generated name tags and data base management.
- C. Check publishers' responses and send out invitations again.
- D. Begin finalizing procurement of AV needs and developing usage charts. Follow up with Hotel on what they can provide free of charge, what the charges are for AV equipment, and exact procedures to use.

VI. Five Months and Less

- A. Meet with Program Chair (preferably at Hotel) for final arrangements.
- B. Meet with Program Chair at Hotel and provide them with final times of all functions, room needs, AV needs, and food needs.
- C. Provide list of main helpers to CRLA President for CRLA certificates to be awarded at Conference Brunch or at your school.
- D. Communicate and keep track of committee chairs and committee work. See individual committee reports in Part II.
- E. Receive registration forms from treasures. Develop data base for registration.
- F. Coordinate with Program Chair any needs of SIG groups, lunch with mentor, on- and off-site lunches, etc.

VII. One Week and Less

- A. Meet with Hotel Management and get to know all key personnel you will be working with. This is extremely valuable later when you need someone to solve a particular problem.
- B. Finalize all committee work. See overview of individual committee responsibilities.

VIII. Post-Conference

- A. Help with general close down/close out of registration, AV, rooms, etc.
- B. Send out registration form to CRLA auditor.
- C. Write thank you notes to all individuals involved.
- D. Prepare report. Get input from Committee Chairs.
- E. Finalize budget. Send to treasurer for final accounting.

## *Part II*

### *Committee Overview*

#### *Registration*

##### I. Pre-Conference Registration Materials/Supplies

- A. Folders: These are used to hold on-site conference information and mementos, tourist information, letters of welcome, and empty name tag holders; can be ordered or purchased as soon as theme and/or colors are set.
- B. Folder graphic: For the last two years, large (quarter page) label paper have been used to print out the desired graphic and then stuck on folders. If ordered far enough in advance, the host school can usually print them up. If they do not have the label paper, it is available at most paper supply stores.
- C. Plastic name tag holders: Be sure to match up size of computer generated name tag and the size of the holder.
- D. Ribbons: The previous On-Site Chair usually has ribbons left over. Be sure to get them before having additional ones printed. Listed below are the ribbons, colors, and suggested numbers of each that will be needed. Follow the format examples of the ribbons from the year before with the association name, a design or logo, and the title.

President	Royal Blue	1
President-Elect	Kelly Green	2
Past-President	Light Blue	16
Secretary	Pink	1
Treasurer	Light Green	1
Editor	Brown	4
SIG Coordinator	Gold	1
Tutor Certification Chair	Gray	1
Chapter President	Purple	5
State/Region Director	Tan	30
SIG Leader	Salmon	15
Program Committee	Lavender	50
Local Arrangements	Maroon	50
Local Arrangements Chair	Multi-Colored	20
Newcomer	White	200
Presenter	Orange	150
Publisher	Yellow	50
Mentor	Turquoise	20
Author	Black	(?) 50
Chair	Red	150

- E. Tickets: All functions of the conference that are indicated on the registration form must have a ticket to place inside the envelope of the registrant. San Francisco 1992 had different colors for each of the 38 different activities.

Put tickets in separately marked envelopes indicating total number of tickets on outside. (We taped a ticket to the outside of envelope for easy identification.) Even though events are full at pre-registration, there is still need to have extra tickets. California 1992 had institute rooms that were enlarged in number to accommodate additional individuals, mentors that asked for additional people, etc.

Have tickets numbered numerically. This is especially needed for accurate on-site counts. (e.g., for hotel staff meal counts, institute counts, luncheon reservations, breakfast numbers, etc.)

Small tickets with "Refund Due" and "Payment Due" were made for inclusion in the registrants' envelopes.

- F. CRLA Conference Forms: Various CRLA forms must be duplicated and made available for on-site registration.

- On-Site Registration Form: This can be duplicate of advance registration form in the CRLA Call to Conference. Be sure to have the pre-conference institutes listed separately as the list will not be needed as part of the form after the pre-conference institutes are over.
- Membership Form: Many people will want to pay their membership dues at the conference.
- Conference Refund Request: Need to keep record and to write out receipts. Check with treasurer to decide what form is desired.
- Conference Receipt Request: San Francisco 1992 used the Refund Request Form as this was a new duty/procedure for the on-site registration committee.
- Evaluation Forms: Provided by Evaluation Chair.

- G. Conference Site Folder Inserts: These are items developed by the On-Site Chair and the local arrangements committees. Also included are any notices/additions to program that did not get into the Conference Program and any special announcements from



the Program Chair. Arrange with the Program Chair to get last minute changes so they can be included in the final packet. Know who is responsible for the "set up" of each flyer or article to be included. The following were included in the California 1992 folders:

- Letters of Welcome
- Evaluations
- News and Updates
- Computer Lab Demonstrations
- Sessions Cancellations
- Menus for Hotel Meals
- Hospitality Suite Notice
- Sightseeing and Transportation
- Walking Restaurant Guide
- Local Restaurant Guide
- CRLA Night in the City
- CRLA 25th Anniversary Trivia
- Publishers' Hours and Raffle Tickets
- Evaluation Forms

H. CRLA Programs: The Program for the Conference is compiled and developed by the Program Chair with input from the On-Site Chair and Program Committees. For California 1992, the Programs were printed at the Program Chair's site and sent down to the Conference site the weekend before the conference. Be sure to clarify if this is what will be done or if the On-Site Chair will have the Programs printed in the site area.

I. Membership List: An up-to-date membership list is needed to check if participants are members or not. Many will not remember if they have paid or not. The President will provide this list upon request.

## II. Pre-Conference Receipt of Completed Advance Registration Forms

A. Advance Registration Forms will be sent by each registrant to the CRLA treasurer who will verify the amount paid and will contact or return registration forms that are not accompanied by full payment or not properly filled out. All registration forms received late will be returned to the sender. The On-Site Manager does not handle any of the money for advance registration. After official registration with the treasurer, the forms will be sent to the On-Site Chair.

B. Plan to have these original registration forms on-site in binders (or any other method of organization) so they are readily available at the registration area at

the conference. These forms are extremely important and provide needed numbers for planning as well as on-site verification of the registrant's actual sign ups.

### III. Pre-Conference Registration Data Base Entry

- A. Data Base Information: All information from the registration forms must be entered into a data base to provide you with name listings for activities, name tags, and an ability to sort data. The data base will be large. Utilize any system that is appropriate for your school situation. This activity cannot be finalized until after the closing date of registration for the conference and all registration forms are received, usually about three weeks before the conference. However, it would be wise to have the data base and procedure set up ahead of time using the information on the CRLA Call to Conference form as the guide.
- B. Capacity Tracking of Activities:
  - 1. The CRLA treasurer will track functions that have capacity limits until the closing date. Registrants will be informed when activities are filled so they have an opportunity to change or request a refund. After the pre-registration closing date, the On-Site Chair will be expected to take late reservations for those institutes or other limited capacity functions that have not filled. Have a method to add and incorporate these into your overall listing. In 1992, approximately 25 people called to request information and/or reservations for particular events. Names should be put on waiting lists and flagged so payment can be made on-site.
  - 2. Print out an alphabetical list of registrants who have signed up for activities such as each food function, leisure tour, institute, meeting, etc. (anything that is checked off on the advance registration form). This listing should also include the number of participants and a place or way to add additional names at the conference site even if the event is filled. This needs to be readily available at the registration counter, but only one copy should be used to add names so as not to throw off the count. These lists should also have copies go to the appropriate individuals (SIG

luncheon list to SIG Chairman, Newcomers list to Newcomer Chair, etc.).

C. Name Tags:

1. You will need plastic name tag holders that match the name tag size of your computer generated name tags. The graphics can be done ahead of time on the name tags. In San Francisco 1992, we matched the graphics of the program to the name tag.
2. According to your particular printer situation, you can generate the name tags on a sheet of paper or on a continuous roll. The name tag will include the institution, the city, and the state of the person. The name of the person should be larger.
3. Make approximately 250 blank name tags to have ready for walk-on site registration. Prepare a way to have the walk-on participants have their names written on the name tag either handwritten, computer-generated, typed, or whatever. Whatever you decide, it cannot take long amounts of time at the registration desk. Perhaps there could be an area off to the side of the actual registration area to provide special preparation of name tags.
4. Have name tags for all presenters, publishers, and VIP's ready even if they do not pre-register. You want to have printed name tags for these people. California 1992 had over 50 presenters that had not registered.

D. Comprehensive Registration Lists

1. Prepare an alphabetical listing of all pre-registered attendees and have several copies available at the registration desk, plus one for the Program Chair and the President. This list was extremely useful for quick reference to see if someone was pre-registered.
2. Provide an alphabetical list of registrants to affix to registration envelopes (mailing labels) or have someone write names of registrants on envelopes. This worked best for the registration committee as an aide had them ready for stuffing before the computer list was totally compiled. Do what is easiest for the committee.

#### IV. Pre-Conference Registration Work Session

- A. Arrange to have a large work crew (we had 20 people) meet on a day before the Conference to stuff both the registrant's envelopes and the folders. It took about 6 hours with all parts ready to go.
- B. Prepare letter size envelopes with the name of each pre-registered participant. Complete envelopes for all presenters and VIP's even if they are not pre-registered. There are always some who do not know they must register even if they are presenting at the conference.
- C. Insert all appropriate conference materials into envelopes for each person using the registration forms or the data base information lists.
  - Name tag: We put plastic name tag holders in generic folders, not in each envelope.
  - Tickets: From conference registration forms or data base lists including meal tickets for VIP's.
  - Ribbons: Conference program has listings for most of the ribbons. The Program Chair and Site Chair compiled a list for the author ribbons. The Program Chair will have the list of those who attend the past board luncheon.
  - Special Notations: Usually from the treasurer, notification that they are due a refund or owe money. San Francisco 1992 made up "Refund Due" and "Payment Due" tickets. Both indicated to check at registration. Also included was a notification that membership was due.
- D. Stuff folders with all flyers, information sheets, maps, guides, etc. Usually the Evaluation Chair will send copies of the Evaluation form to include in the folders.

#### V. On-Site Registration

- A. Registration Area Activity/Needs
  1. Registration Area: This is the central area and "known" place for the attendees and will serve many functions besides registration. Be prepared to give information, take complaints, give first aid, provide support, deliver messages, sell CRLA goods,

provide greetings to a haggled traveler, etc. This is the place where most will get their first impression of the conference. Be kind, take time, and provide a warm smile for each and everyone!

2. Display Space: An area for easels and tables must be provided for various activities and events that have need to display and/or announce their ware. Some requests will come from the Program Chair and some from the specific chairs or leaders of the activities.

1992 Registration Area Displays:

- SIG Sign-up and Information Table
  - Dinner on the Town
  - Tours
  - Job Announcements
  - Scholarship Sale of CRLA Memorabilia
  - Scholarship Prize Display
  - Bulletin Board for General Announcements
  - CRLA Display Table
  - CRLA Publication Sale
  - CRLA Past Journal Give Away
  - Large Welcome Sign
  - NADE Display Table
  - Next Year Conference Display
3. Communications: Make sure you request a house phone at the registration area. Any problems with AV, help needed, panic presentation needs, etc. will come to the registration area first. Know how to get help and who to contact. In California 1992, the AV Chair and Program Chair wore beepers, but these did not seem to be too useful since almost all the activities were on the same floor. Make sure the Program Chair or the On-site Chair is available at all times. These two have the background and in-depth knowledge that is often needed to solve a problem. The Marriott Hotel staff was exceptional in their promptness, availability, and response to our calls.
  4. Announcement Information: Signs are needed for informing the participants of changes, sales, special events, hours, etc. Some will be handouts and some should be made ahead of time by the Sign Committee. Table top sign holders with plastic casing worked well for quick display and quick changes.

5. Supplies needed at registration desk:

- schedule of registration work assignments
- decorations, signs to welcome and give directions
- boxes with envelopes in alphabetical order
- registration folders
- registration program
- program errata sheets
- on-site registration forms
- blank name tags
- ribbons
- extra tickets for activities, numbered
- blank receipts
- large supply of extra envelopes
- money change box
- box to deposit completed registrations, refund requests, etc. for later pick-up by treasurer
- large envelope to hold completed material when picked up by treasurer
- refund request forms
- receipt request forms
- envelope or box to hold refund checks from treasurer
- felt pens (small) for on-site name tags
- felt pens (large) for quick signs and messages
- calculator
- gobs of ball point pens
- plain white paper (8 1/2" x 11" is fine)
- gobs of paper clips

- rubber bands
- scissors
- small note pads
- thumb tacks (for messages on bulletin board)
- scotch tape, used to attach ribbons and many other uses (get plenty)
- tablets
- post-it notes
- staplers, several and extra staples
- alphabetical list of pre-registrants
- file of actual original registration forms
- CRLA membership list
- Listing of all activities with numbers, names, and empty lines to add additional participants

#### B. Registration Coverage

1. Confirm registration hours so that Conference Program, Hotel events schedule, and the registration committee schedule all correspond.

There is usually a need for about 15-20 minutes to open the registration area after the first set-up. Be ready to have people asking questions and wanting materials THE MINUTE they see you in the area. It usually begins with, "I know you are not open yet, but....."

Wednesday	9:00am - 3:00pm	5:30pm - 8:00pm
Thursday	7:45am - 7:30pm	
Friday	7:45am - 9:00am	10:30am - 6:00pm
Saturday	8:00am - 6:00pm	
Sunday	8:00am - 9:00am	11:30am - 1:00pm

2. Line up volunteers prior to the conference. Let them decide what times would be best to work. Have four workers for the heavy times: the evening before the institute, the morning of the institute, and the morning of first sessions. Set up a schedule and get out to workers before the conference. Post at registration area.

3. Decide if additional clerical help is needed for the registration area. This is sometimes provided by the host college or the convention bureau.
4. Registration and selling of CRLA materials should be assigned as separate duties, especially during the heavy registration times. Also, people can then be trained for one thing quickly when they report to work and learn or help out with other duties as needed later. All workers should report to the registration area at least 15 minutes early.
5. People in charge of Activities and Events not directly run by the Registration Committee (SIGS, Scholarship, Tours, Dinner sign-up) should provide detailed information for the registration workers who need to provide information on these events. It is the recommendation of the San Francisco 1992 committee that signs be posted providing times when the person in charge will be in the registration area and/or a hotel number where the person can be reached for further clarification of any questions of the attendees.

#### C. On-Site Registration Procedures

1. Receipts: Both pre-registered and on-site registered can ask for a receipt. In the past and at San Francisco, we had the participants fill out a form and then completed the receipt at a less busy time. They were told to pick it up later in the day or the next day. This was also announced at meetings as many requested and then forgot to pick up their receipts.
2. Refunds: Refunds are only given for events that were paid for and cancelled or closed by CRLA. Refunds are not given if people change their mind about an activity. It is acceptable and desirable to try to help people sell their tickets at the registration desk or by posting on the CRLA Bulletin Board.

The refund forms must be filled out by the individual and signed by a registration worker. The treasurer will come by the registration area periodically to pick up all conference registration, membership, and refund request forms. Refund checks will be written out and returned to the registration desk area for disbursement. Both refund and receipts should be placed in an envelope



with the name on the front and placed in a specified box or area for return.

3. Cash: Determine if money will be needed for cash payments of registration or goods that are sold at registration. Require the exact amount or a check whenever possible. If you have a change policy, be sure to have a cash box and get funds from the treasurer to start.
4. Registration Envelopes: Attendees who have registered in advance should have envelopes that are alphabetically grouped in boxes divided appropriately for ease of retrieval. When giving the envelope to the individual, it is useful to have him/her look over the contents of their envelope for accuracy. Also, see if any other questions need to be answered before the next person is called up. Presenters, Computer Reps, Publishers, and VIP's should also have envelopes made up.
5. Folders and Program: These should be stacked for easy access to hand out with an ample supply. These are generic and quickly handed out with each envelope or to those who register on-site.
6. Membership Renewal: Some CRLA members will wish to renew their membership. Have membership applications available to fill out. Attach payment and include in box that goes to treasurer.
7. Walk-on Registration: In California 1992, we did not designate separate areas for walk-on and pre-registered (this has been done in the past and might be something to consider) nor did we have alphabetical divisions. We started to do so but found with the arrangement of the registration area, it was easier to just help whoever was next. The following is what is needed for the on-site registration:
  - Have individual fill out a conference form. Designate any events desired that are not closed.
  - Pay conference fees, the late fee, and any fee for extra activities. This should be indicated on the on-site registration form. MANY people will insist that their institution sent the money already. Do not waive any payment. The individual must pay the conference fees, get a

receipt, and then get reimbursed by their institution. All late registration checks will be returned to the institution by the treasurer and are not brought to the conference.

- Collect the exact amount. Be sure the money is congruent with the items checked on the registration form. If they want to pay cash, try to get the exact amount. The hotel will usually provide change for those who need it. Attach it to the registration form. This seems to be the best way as there is no need to keep track of amounts in the cash box or on a separate list.
- If a walk-on registrant is a non-member, his/her conference fee is included in the price of the membership. Have the individual fill out a membership application form and attach it to the registration form.
- Provide a blank name tag, any appropriate tickets, ribbons, the registration folder packet, and the program.

## VI. Post-Conference

- A. Have committee help with after hours clean-up. There tends to be multiple items to gather up, disseminate, take down, and clean up.
- B. Original registration forms must be packed up and sent to the CRLA auditor for review. Treasurer will provide name and address.
- C. Final numbers of membership, attendees, hotel rooms, travel accommodation, etc. should be reviewed with President-elect at the end of the conference.

## *Publishers Exhibits*

### I. Pre-Conference Activity

- A. The duty of the Publisher's Exhibits Chair is to invite and make all arrangements for publishers to exhibit at the conference. The goal is to procure as many exhibits as possible limited only by the capacity of the exhibits display area in the hotel.

1. Final cost of tables for publishers is decided at the Summer Board meeting. If possible, the Publisher's Chair should try to attend this meeting to clarify costs for publishers and any other activities that are to be associated with the publishers exhibits such as author's night, raffle tickets, etc.
2. Initial contacts with the publishers should be made by mid-summer. Early Spring is even desirable as they are preparing budgets for next year but difficult because of need to have costs for tables approved by the Board. Some footwork needs to be done to determine who the local contact for each major company is. Letters sent to publishing houses have been known not to reach the appropriate person.
3. The letter to the publisher's needs to be developed using the example of previous conference letters incorporating all specifics concerning room, rates, time, and any other particulars to the specific conference.
4. Follow-up phone calls and/or letters will have to be sent to companies from whom you do not hear. The final contracts need to be received by early January to insure that the exhibitors' names will appear in the conference program.
5. The Exhibits Chair and On-Site Manager will communicate with the hotel to define the table arrangements in the display room and will let each exhibitor know where they are to set up. The majority of our exhibitors wanted two tables; one wanted three. Space limitations precluded our being able to meet these requests. Make a map of tables to include with final letter.
6. Prepare a list of publishers that are attending with name of contact person, name of person(s) attending conference (often not the name), address, and phone numbers.
7. We want to make publishers feel welcome; thus, the chair of this committee needs to arrange with the registration packet committee to make a packet for each publisher so they will know what is going on in the conference. Name tags included in the publishers' packets would have the company name and name of individuals scheduled to work.

## B. On-Site Activity

1. Have several maps showing appropriate table set-up for each publisher. Have one available at the registration desk.
2. The chair of this committee needs to be on-site when publishers are setting up to assist and answer any questions that arise and to give them a personal welcome to the conference.
3. It would be very helpful to the next Exhibitor Chair if the current one asks each publisher's representative for the contact person for the geographical region in which the next CRLA conference will be held and then compiles a list.
4. Check with Sign Chair to develop a large display sign for outside the area and small signs for each publisher's table.

## Audio Visual

### I. Pre-Conference

- A. Program Chair will send an AV request form to presenters that will be returned directly to the AV Chair. Obtain information on presenter needs from these forms and determine total AV needs. Expect responses after the deadline. Make a tally chart.
- B. Organize and decide how you can accommodate AV needs of conference. Can host school or other provide all needs? Can both overhead and stand be donated? It is especially important to decide how VCR's and computers for the Computer Lab will be obtained. Request letters went to IBM and Apple, and both provided computers for Convention use free of charge at the Conference. IBM provided their own computer transport, but we had to provide pick-up and return for the Apple computers.
- C. Work with the hotel to accurately know the costs, what is provided free of charge, and their charges/needs/procedures for providing AV equipment. Rental of any equipment is very expensive, so procure at least all easily transportable equipment. Make Room Needs Chart for the Hotel including days and times.
- D. Work closely with Program Chair to schedule sessions using the same equipment sequentially in the same

rooms. This is invaluable as a time saver and much cheaper for must-rent equipment.

- E. Plan usage of Computer Lab including layout of computers in room, times open, and presenters. In San Francisco, we felt the need for more than just a drop-in lab, but did not want to have one of our members be the "Lab Authority" or on call at all times as in the past. Input was requested from the Computer SIG for advice and volunteers but no suggestions or help was given. We then decided to follow the lead of IBM who had requested presentation time and developed other computer lab presentations. Calls were made to individuals known to have computer expertise to give one hour presentations in the Lab. All accepted! Letters of confirmation of times and equipment were hastily prepared and a Computer Room Program was born. (Although these presentations were new for CRLA and were not in the program, they were well-attended and well-received by our conferees.)
- F. Arrange transportation of AV equipment. Usually school vans are available. (The On-site Chair borrowed a family van and made many trips to and from.) This also can include pick-up of computers.
- G. Arrange for delivery of AV materials at Hotel. Know where to take it to get into the hotel (not usually through the front door), where it will be stored before and during the conference.
- H. Arrange set up times for the computers. This is very important as the computers are often needed for an institute and must be set up the day or night before the Conference.
- I. Decide how AV equipment failure will be handled both for the computer room and other types of AV. Hotel service fees are very expensive. Often a school technician can be used at least part of the time but have/hire a person that can be available for technical AV problems.
- J. Arrange for volunteers to help with moving AV equipment for the sessions. Make a chart and provide to all involved.
- K. Have items presenters might need such as overhead pens, felt pens, extension cords, poster size paper, and chalk.

- L. Follow up, follow up. Check and recheck what is needed where and when.

## II. On-Site

- A. Have the logistic chart available for your committee. Post one in presenter work room or registration area so registration and presenters can "check" on their equipment needs.
- B. Make sure equipment is in room as soon as possible as presenters are worried if it is not "seen" in position early. Check for hotel equipment and equipment CRLA is providing.
- C. The Chair and/or committee volunteer moved most of the equipment into the rooms in the early morning and left it there all day. Overheads were provided for every room and did not need to be moved. The committee did an exceptional job as there were NO complaints in regard to AV.
- D. At end of day, move AV equipment to a secure room.

## III. Post-Conference

- A. Know when rooms can be cleaned for end of function and must be cleaned for the hotel's next function. Sometimes the Hotel turn-around time is short.
- B. Arrange with Hotel to have a place to store AV equipment for later pick-up if needed.
- C. Make sure you have plenty of help to "break-down" computers.
- D. Arrange for AV equipment return, personnel, time, and transportation.

## *Conference Signs*

### I. Pre-Conference:

- A. The Sign Chair is responsible for providing all the signs needed for the conference from daily session signs to large announcement signs.

## B. Signs Needed for Meeting Rooms

1. The time, title of presentation, and name of presenters for the entire day of the conference should be on one sign. This sign will be changed each day of the conference. Special events and their times should also be listed on the outside of the room signs.
2. Signs Needed for Registration Area: Listed below are examples of signs that were needed:
  - Special Diet Needs? Ask Here.
  - Welcome to the 25th Annual Conference, etc. (include theme, place, date)
  - Lunch with a Mentor. Sign up Here.
  - Dinner in the Town. Sign up Here.
  - Want to go to that special event? Buy your ticket here.
  - Special Interest Groups. Sign up and Information.
  - Daily conference-at-a-glance with special events and sectional times for display on tripod.
  - Conference tote bags on sale \$3.00 each or 2 for \$5.00.
  - "The Skillful Teacher" by Stephen Brookfield on sale for \$22.95.
  - Thank you to individual publishers who donated for Hospitality Suite.
  - General thanks to publishers.
  - Banner, "Welcome Newcomers!"
  - Tent signs (to place at head tables at general sessions).
3. Bring materials to make signs on-site.

C. On-Site Activity

1. Get easel, post signs for Conference Welcome, Exhibit Area, Computer Room, and any directional sign needed.
2. Late in the evening, change room signs to be ready for early morning groups.
3. Have materials available to make up signs—pens, paper, etc.

D. Post-Conference

1. Clean up all signs.

*Hospitality Suite*

I. Pre-Conference

- A. Responsibility: The Hospitality Suite committee is responsible for supplying, organizing, and operating the Hospitality Suite. The suite is open on Wednesday, Thursday, and Friday nights of the conference (or for conferences that begin with institutes on Thursday, Friday, and Saturday nights). This involves buying the food, munchies, and drinks and having a host and clean up for each evening.
- B. Signs: Work cooperatively with the Publishers' Exhibits Chair and the Sign Chair to post signs in the Hospitality Suite honoring the Publishers at appropriate times and thanking them for donations. Make sure that an extra flyer is added to the conference folder giving the suite room and times plus any other announcements.
- C. Bedroom Suite: If the contract negotiation with the conference hotel included the gratis use of bedrooms attached to the Hospitality Suite, these may be used as lodging by the Hospitality Chair and/or any of his/her designated workers.

II. On-Site Activities

- A. Attendance: On the night that follows the institutes and precedes the official opening of the conference, attendance is usually largest followed by the next two nights respectively. If the conference hotel is isolated, the Hospitality Suite function may be more



heavily attended. The first night was by far the biggest night. There were probably between 100-125 people who came to the Hospitality Suite. On the second night, the attendance dropped to 60-75, and on the last night with dinner in the town and liquid sunshine, the number dropped to 30-50.

- B. Host for the Evening: The Hospitality Committee can be the official host each evening or ask others to get involved. Having a specific school be host for an evening can be a big help and be an easy way to get more people involved as they usually don't mind helping for one evening of the conference.
- C. Hospitality Suite Inventory: Some years, the Hospitality Suite Chair has been able to solicit donations from local or regional businesses for hospitality "goodies." However one gets the inventory, it is important to know how to get it to the room, where the excess will be stored, where to get the ice each evening, and how to heat items (hot popcorn went over great!). Listed below is an inventory of food and beverages used at the 25th Conference:

#### **WINE/BEER**

12 bottles of Sebastiani Cabernet  
12 bottles of Beringer White Zinfandel  
36 bottles of Glen Ellen Chardonnay  
2 cases of Light Budweiser  
1 case of Miller Light  
2 cases of Henry Weinhardt  
1 case of Budweiser Beer

#### **SODA (1 case each)**

Diet Coke  
Classic Coke  
7-up  
Dr. Pepper  
Diet Pepsi  
Pepsi  
New York Seltzer  
Geyser Spring Water  
Calistoga Spring Water

#### **CRACKERS**

1 large box of Wheat Thins/Goldfish Crackers  
2 4 packets of Carrs Crackers  
1 6 packets of Granny Goose Potato Chips  
1 box (12 bags) of Jolly Time Popcorn  
2 large bags of Tortilla Chips  
1 lb each of Peanuts, Almonds, Honey roasted nuts

**CHEESE ET CETERA**

3 Swiss Cheese  
1 Monterey  
1 Hunter's Cheese  
1 Gouda

**DIPS**

1 Salsa  
1 Onion  
2 Spinach Dips  
1 Guacamole

**HOT FOODS**

Mini-quiche  
Flautas

**VEGETABLES**

Broccoli  
Asparagus  
Dakon Radish  
Carrots  
Peppers  
Tomatoes  
Radishes

**FRUIT**

Apples  
Strawberries  
Kiwi  
Grapes  
Oranges

**PAPER GOODS**

2 large bags (250 each) Cocktail Napkins  
1 package of Chinnet  
300 Tumblers  
2 large and 2 small Serving Trays

**MISCELLANEOUS**

Wine Bottle opener  
Plastic Spoons  
Plastic Bags  
Garbage Bags  
Paper Towels  
Plastic Wrap  
Ice Chest  
Knives for cutting fruit/cheese

- D. Clean-up: The Hospitality Committee is responsible for cleaning the Hospitality Suite each evening.

### III. Post-Conference:

- A. The Hospitality Committee must remove all food and beverages remaining at the end of the conference.
- B. Find out what CRLA wants to do with any large number of leftover beverages.

### *Transportation*

- I. Contact the Chamber of Commerce or Travel Agent to develop a Special Rate Fares Package for the participants that will fly to the Conference. This package can be through a specific air carrier or an agency but must be finalized before the Summer Board Meeting as the specific carrier, rates, and procedure must be approved by the Board at that meeting.
- II. If the Conference is to have any tours that require transportation, these should be handled by the Transportation Chair.

### *Leisure Tours/Entertainment (Activities)*

#### I. Pre-Conference

##### A. Leisure Tour

- 1. Contact Chamber of Commerce for helpful tour suggestions.
- 2. Make arrangements for all details of tour including working with the Transportation Chair.
- 3. Schedule tours before, after, or on an evening of the conference.
- 4. Check with Program Chair to see what times are most appropriate and to have tours posted in Call to Conference.
- 5. Historically, sign up for leisure tours has been completed with mail-in registration. This has often resulted in tours being cancelled for lack of pre-signed numbers, but many conferees wanting the tour once they get to the conference site.

## B. . Entertainment

1. If there is a conference theme, it is nice if the banquet entertainment can reflect this theme. If not, the banquet can have its own theme with appropriate entertainment or there need not be a theme. (The theme was obvious for our 25th year!)
2. Stay within the budget allocation for banquet entertainment. Some groups will perform free as a public service.
3. Develop an advertising flyer for the banquet that highlights the entertainment. Send one copy to Program Chair for inclusion in the Call to Conference and one copy for duplication to the Registration Packet Committee.
4. Banquet tickets are sold at the conference and members should be encouraged to attend this official function of the conference.

## C. Unstructured Leisure-Time Activity

1. Self-guided walking tours on nearby area sites for shopping and eating are good items to include in the registration portfolio. Obviously, all locations do not lend themselves well to walking tours, but if the site does offer that possibility, it is highly recommended that the tradition be observed. Any information about fitness activities should be included such as gym hours, swimming, tennis, etc.
2. Any suggestions for other leisure-time activities that are accessible from the hotel should be provided for our members. Provide any logistic suggestions that are appropriate.
3. Have copies made up for inclusion in registration packet.

## *Dinner on the Town*

(Historically, this event has been a special evening with a local host taking a small to medium sized group to a favorite restaurant in their own private transportation. This arrangement was changed to fit the particular circumstances of the San Francisco location.)

## I. Pre-Conference

### A. Dinner on the Town

1. Several months prior to conference, contact registrants who live close to the conference and might be driving to volunteer for dinner leaders to drive to restaurants. Confirm close to conference date.
2. Contact restaurants and confirm availability, numbers, and when reservations should be made.

### B. Dinner in the City

1. Decide on approximate cost for transportation for individual to city tourist areas. Know numbers needed for bus sizes and what is latest to notify for additional booking.
2. Include purchase of ticket for dinner transportation in the Call to Conference. Be sure to have plenty of tickets made up for purchase on-site.
3. Write up a lively description of a variety of restaurants (style, ethnic flavor, ambiance, etc.) Call and check out each restaurant to confirm prices, reservation, policy, etc.
4. Order bus/vans to match number of participants. Don't over-book or over-estimate. Many will not show! (However, we did have many go into the city early and catch the dinner bus back to the hotel.)

## II. On-Site

### A. Dinner on the Town

1. Have a sign-up area in registration area for several restaurants varying in price and style of food. Work with Registration Committee to assist as where to put sign-up sheets, who to contact for questions, and where to meet for the trip.
2. Make an announcement of sign-up at first General Session.
3. Have "Dinner" leader in sign-up area at departure time to answer questions, find strays, assign empty slots, make go or stay decisions, etc.

4. Finalize reservations for each restaurant.
- B. Dinner in the City
1. Have sign up for restaurants at registration area.
  2. Make announcements in General Sessions.
  3. Have Dinner Transportation Leader in area at departure time to answer questions and make final decisions.
  4. Make reservations for each restaurant.

### *Hotel/Roommate Service*

#### I. Pre-Conference

- A. Arrange with the Program Chair to have the advance registration form include a section for a request of a roommate. The form should include information such as male/female, smoking/non-smoking, 2/4, etc.
- B. Anyone requesting a roommate should contact the on-site person in charge of roommates directly. Each will then be provided with addresses and phone numbers of any others that are interested in roommates.
- C. The individuals should reserve their room at the hotel immediately and then cancel when they have confirmed a roommate. Emphasize that no one should wait until a roommate match is available to make reservations.

### *Budget Report*

#### I. Pre-Conference

- A. The On-Site Chair usually receives the first advance at the summer board meeting before the conference. Opening a separate bank account is usually the best policy, but changes are usually involved because of the limited amount involved.
- B. Funding is provided under specific categories. The On-Site Chair can give amounts to Committee Chairs or provide reimbursement as items are bought.

II. On-Site

- A. Keep track of any expenses accrued during conference from any Committee Chairs or on-site activities.

III. Post-Conference

- A. Collect receipts and prepare budget report indicating all expenses with each category of budget.
- B. Send budget report to current CRLA President and Treasurer and new On-Site Chair.

## *Part III*

### *Recommendations*

#### I. On-Site Chair

- A. Choose your chairmen carefully.
- B. You don't always have to have meetings. Letters, phone calls, and fax can often suffice. Don't overburden your time in this way.
- C. Have student aides that can do the myriad of organizational tasks.
- D. With today's computer programs, graphic on flyers, tickets, etc. can be very professional. Arrange to have person knowledgeable in computer work be available for you.
- E. There are always duplicating needs. Arrange for a method, whether it is on-site or out at the Hotel. Discuss options with CRLA Board.
- F. It's really a day-by-day process from year one on. Relax. It can be fun!
- G. Give this report to the next year's Chair at convention and then take some time to revise, upgrade, and develop your own report.

#### II. Registration

- A. Number activities on the CRLA Call to Conference and use those numbers on your tickets.
- B. Put name and identifying number of activity at top of ticket instead of in the middle or at the bottom.
- C. Number tickets sequentially.
- D. Have a different form in a different color for the Refund Request and for the Receipt Request Forms.
- E. Use a particular color of binder for the Master List of registrants. (Our San Francisco registration committee members knew to look for the brown binder for name and number listings for all activities.)



- F. It was helpful to have "Presenter" envelopes. These could be kept separately or with the rest of the registrants' envelopes. We put red dots on the outside of the presenters' envelopes who had not pre-registered.
- G. The early hours and late hours provided at the registration area were appreciated by the attendees. Also, even though registration is basically over by the middle of the third conference day, the registration committee of San Francisco 1992 highly recommends that the registration area be kept open until the end of the conference, up to an hour after the final brunch. Even on the last day, the registration desk stayed very busy with a myriad of last minute details.
- H. The registration committee and the treasurer recommend that receipts be made out before the conference as soon as registrations are received by the on-site committee. These could be included in the envelope with the other items. Receipt request should be included on the Call to Conference Registration form.

### III. Publishers Exhibits

- A. Send out letter in summer, but don't be afraid to send out letters later and follow up. Sometimes it takes a long time for decisions to be made and responses to be returned.
- B. Have publisher promise to stay open the entire time of posted hours. Many started breaking down after the last morning session and were gone before the noon session.
- C. Have a suggestion form for the publishers to fill out providing information on times to be open, arrangement, etc.

### IV. Audio Visual

- A. Have Computer Lab as a separate committee. Be use chair has computer knowledge. Try to get help/input from CRLA Computer SIG.
- B. Have an AV technician available the entire time during the sessions and while the Computer Lab are open at San Francisco. EVC donated the lab assistants time for regular hours and CRLA paid any overtime hours

(after 5:00pm and weekend). The AV technician's aid was invaluable before (setting up computers), during (help in computer area and with AV problems), and after (help in break-down and final returns).

V. Conference Signs

- A. The plastic holders for the daily room schedule worked well as they were easy to change and read.

VI. Hospitality

- A. Having a particular school be "Host for the Evening" seemed a good idea. Some went all out and others almost did a no-show. Be ready for either.
- B. If started soon enough, free items could be donated to CRLA.

VII. Transportation

- A. There were only 51 that used the official CRLA Travel Agent. This should be much higher in the 1993 Conference as it is located outside of California.

VIII. Leisure Tours/Entertainment

- A. Generally, the leisure tours were well-received. Be ready to try to help the individuals who are late or want something different. Our Chair even gave some individual tours of the city!
- B. The entertainment will always thrill and please most everyone, but a few always find something to complain about. Dancing seems to be tried every few years. Sometimes it is wonderful and sometimes it is a bust. So, this area is wide open for selections.
- C. Two suggestions to remediate the problem of pre-conference leisure tours not filling and being cancelled:
  - 1. Have a tour when there is great flexibility, a sign up with low numbers still allowed to go, not paid in advance to CRLA and/or
  - 2. See if you can make arrangements with a tourist/travel agency or bureau to handle the

tours and sign up. This was done in San Francisco and, although there were a few problems, more tours and a wider variety of tours were offered with limited hassle for CRLA.

IX. Dinner on the Town

- A. Have fun with this one! Be sure to include an inexpensive option or there will be complaints!

***Part IV***  
***Illustrations/Examples/Forms***

***On-Site Chair***

CRLA Conference 1992 - Committees  
April 9 - 12, 1992

San Francisco Airport Marriot

REGISTRATION

Rose Wassman

PUBLISHERS EXHIBITS

Lois Janowski

HOSPITALITY

Barbara Travis

DINNER ON THE TOWN

Suzanne Stevens

CAMPUS TOUR

Pat Benner

PROGRAM SIGNS

Lonnie Smith

LEISURE EXCURSIONS/ENTERTAINMENT

Chuck Hunter

AUDIO-VISUAL

Rita Karlsten

COLLEGE READING AND LEARNING ASSOCIATION

25TH ANNIVERSARY CONFERENCE

APRIL 9-11, 1991

SAN FRANCISCO AIRPORT MARRIOTT

JOIN IN TO HELP THIS 25TH ANNIVERSARY NORTHERN CALIFORNIA CRLA  
CONFERENCE TO BE THE BEST EVER. JUST WRITE NAME, CONTACT NUMBER  
AND IN WHAT AREA YOU WOULD LIKE TO HELP.

*Barbara Dawson - I'd like to work on hospitality  
w/ Carol Bellhoff.*

# Evergreen Valley College

3095 Yerba Buena Road  
San Jose, CA 95135-1598  
(408) 274-7900  
FAX 408-238-3179

President  
Richard G. Carpenter

Chancellor  
Ronald A. Kong

Governing Board  
Charles R. Blackmore  
René Bloch  
Richard A. Bowers  
Bobby R. Dixon  
Tony Estremera  
Maria Fuentes Lucero  
Charlotte Powers

February 5, 1992

Rose Wassman  
De Anza College  
212550 Stevens Creek  
Cupertino, CA 95014

Dear Registration Chairs:

I met with Becky Johnen, CRLA president elect and program chair, at the San Francisco Marriott Hotel on the week-end of January 25-26 to finalize the CRLA conference particulars. Of course, that involved registration for the conference. For your information, I've listed some aspects which the registration committee must be aware.

## 1. Registration for Participants

I believe we've discussed this, but something like:

Wednesday	April 8	6:00 am - 8:00 pm (maybe 4 or 5 pm?)
(another place it was also put as 9-3, 6-9 for Wednesday)		
Thursday	April 9	8:00 am - 8:00 pm
Friday	April 10	8:00 am - 8:00 pm
Saturday	April 11	8:00 am - 6:00 pm (4 pm?)
Sunday	April 12	8:00 am - 12:00 pm

Of course, there are peak hours. Remember if we want someone there, but not necessarily a CRLA member (such as during Alex Halley's speech), we can get volunteers through the San Mateo Convention Bureau.

## 2. Name Tags

Requests have been made to make name tags in large print and include school and state. Anyone know a good place to get plastic holders for name tags? How these get typed both before and during conference is important to settle. It has also been requested that we give a different color for one day registration.



## 3. Packet/Handouts

Becky has gotten wonderful TOTE BAGS and pens with CRLA 25th Anniversary. Folders are our responsibility -- our choice. Packet for each participant should include the following plus anymore things you would see as useful!

- Envelope with participant's tickets and ribbons
- Map of San Mateo County
- Welcome Letters from ????
- Air Porter Brochure
- Tourist Information
- I KNOW A PLACE BROCHURES
- I KNOW A PLACE PINS
- Restaurant Guide -- Local and for San Francisco
- Printing Information
- Coupons for Publishers

## 4. Tickets/Ribbons

I will be responsible for having tickets and ribbons made up. We will have to decide on how we want to sort, include, and deliver these to participants. We will have a master list at the Registration Table.

## 5. Registration Area -- Responsibilities

- Registration Brookfields
- Sell Haley's Books
- Information on College Credit
- Tutor Registry
- Monograph
- Sell Extra Tote Bags
- Evaluation Box
- Raffle Tickets
- General Information
- Membership
- Extra Tickets
- Messages
- Signature Tables
- Decorations for 25th Anniversary!!
- NADE
- Message Board

Well, I believe that gives us some areas to think about between now and when we get the actual registration numbers after March 15th. Our contact has been minimal up to now, and although I don't think we'll have to actually meet for awhile, regular communication is necessary from this point forward.

Warmly,



Shirley Sloan  
Site Manager  
1992 Conference



February 4, 1992

## Evergreen Valley College

3095 Yerba Buena Road  
San Jose, CA 95135-1598  
(408) 274-7900  
FAX 408-238-3179

President  
Richard G. Carpenter

Chancellor  
Ronald A. Kong

Governing Board  
Charles R. Blackmore  
René Bloch  
Richard A. Bowers  
Bobby R. Dixon  
Tony Estremera  
Maria Fuentes Lucero  
Charlotte Powers

Anna Marie Schlerder  
Hospitality Chair, CRLA  
International School of English  
5000 McCarther Blvd.  
Oakland, CA 94613

Dear Anna Marie,

May I be one of the last to wish you a Happy New Year! It's amazing how fast the time has passed since the last CRLA Conference. Plans have been developing for the 1992 Conference and the time has come for all 1992 Site Chairmen to become active. So, as Hospitality Chair, your very important role is beginning.

First is the Hospitality Suite and your lodging. The Hospitality Suite is beautiful—one of the largest and nicest I've seen. It has been traditional that the Hospitality Chair stays free in the Hospitality Suite. Obviously that is good news, bad news. You have a suite free for the Conference, but you also do not go to bed until the end of the Hospitality gathering each evening—usually at 12 p.m. I need to know immediately if this arrangement is acceptable to you (and a roommate I would assume?) I must know immediately, because if you would rather have your own room (at your expense) we need to assign this room to another.

The second item that needs immediate attention is the selection of Host Colleges for each evening. American River College has already volunteered for an evening. Please contact Carol Potteroff 916 484 8130 What that means is they would be responsible for the refreshments and drinks for one evening. You would have to see if they had enough people to staff the room for their evening. There are only 3 evenings—Thursday, Friday and Saturday! Do you want to make the contacts? I would think San Mateo/Canada/Skline would want to sponsor a night—Carol Wills would be a great contact. She really wanted to help at CRLA.

Anna Marie, thank you for volunteering to be Chair of this important aspect of the Conference. I know it was over a year ago when you first volunteered, so if your circumstance have changed and you prefer not to have such an active role, please let me know as soon as possible. Otherwise, I will assume you can get started immediately to finalize plans.

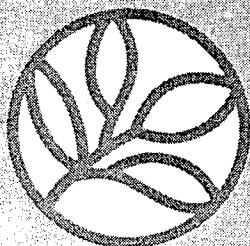
I've also enclosed the brief Hospitality Room segment of the CRLA San Antonio Conference Report. So you can prepare, I'd like to have a post report also.

I have made minimal contact in the past, but now the time has come to keep in touch on a regular basis. I'm sure you will have additional question as will I as time progresses so I will try to call this next week.

Warmly,

*Shirley A. Sloan*

Shirley Sloan  
Site Manager  
CRLA 1992





College  
Reading &  
Learning  
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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February 13, 1992

Dr. Richard Carpenter  
Evergreen Valley College  
San Jose California 95135

Dear Dr. Carpenter,

Evergreen Valley College is site host college for the national College Reading and Learning Association's 25th annual Conference being held at the San Francisco Airport Marriott Hotel in Burlingame, April 9-12, 1992. It would seem most appropriate and the organization would consider it a great honor if you would be part of the opening activities of the conference and give a welcome speech to the participants.

The opening activities occur on the morning of Thursday, April 9 at 9:00 AM. Between 9:00 and 9:30 AM, you would join the officers of the organization and me to welcome the conferees and to officially begin the conference. The Keynote address by Alex Haley was to follow at 9:30. Unfortunately, as you know Alex Haley has cancelled all earthly assignments. However, we have procured a replacement Keynoter who comes with glowing credentials, Dennis Watson. While he does not have the name recognition of Alex Haley, he is recognized as an outstanding speaker (described as being a combination of Jesse Jackson and Bill Cosby) with special interest in advancement of learning.

You had previously indicated an interest, but could you please let me know for sure if you could join us on April 9? Our conference program is now in draft form, but will go into print soon. I would like to be able to include your name as part of opening activities. I have included a copy of our call to conference so you can have an overview of the conference activities.

Sincerely,

Shirley Sloan  
CRLA 1992 Conference  
Site Chair



College  
Reading &  
Learning  
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department  
Chemeketa Community College, P.O. Box 14007  
Salem, OR 97309

February 17, 1992

TO: Pat Johanson  
/Shirley Sloan  
Jo-Ann Mullen  
Maggie McBride/Ginny McConville, Newcomer's Co-Chairs  
June Benson, Lunch With A Mentor Chair  
Louanne Whitton, Chairpersons Chair  
JoAnn Carter-Wells, Evaluations Chair

FR: Becky Johnen, Program Chair

RE: The 1992 Annual Conference

In keeping with a tradition started at the 1991 conference, I have scheduled a time for the conference organizers and committee chairs to gather to exchange planning notebooks and to share helpful hints learned at the 1992 conference. This event will take place on SUNDAY, APRIL 12 from 7:00 AM until 7:50 AM in the hotel's restaurant, ORCHIDS. I will have made a reservation for us under my name, JOHNEN, so all you'll need to do is announce that you are part of my "party" and you'll be directed to our assigned area. I will be hosting this breakfast planning session.

Shirley and Pat, please share this note with your committee chairs and let me know, by April 1, the names of individuals who will be attending this meeting.

\* For the 1992 conference planners, bring with you your planning "notebooks" that you can give to your 1993 counterpart. 1993 planners should bring those "burning questions".

I look forward to seeing you at the conference. Contact me if you should have any questions.

P.S. Jo-Ann or Pat, have either of you or any of your committee members requested a meeting space at the hotel the afternoon of April 12? In reviewing arrangements, someone has requested a room from 2-5 PM on Sunday for 10 people. Please let me know one way or the other so if it is a need we have I can formalize it on the master arrangement's list.



**College  
Reading &  
Learning  
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

SIG  
Info

Developmental Education Department  
Chemeketa Community College, P.O. Box 14007  
Salem, OR 97309

February 24, 1992

TO: Shirley Sloan

FR: Becky *but*

RE: The Conference

Signs  
places

Would you or an appropriate committee member please make luncheon reservations for the following SIGs on Friday, April 10 from 12:15 - 1:15? All should be made for a non-smoking section of the restaurant. If a small room or a quiet corner is available, that would probably be best.

SIG	In the name of	For	At
Cognitive Psychology	Patricia Mulcahy-Ernt	25 (10)	Gulliver's <i>ok</i>
Critical Thinking	Craig Stern	25 (25)	El Torito <i>ok</i>
Emotional/Motivational Aspects of Learning	Glenn Hirsch	15 (25)	Doro's
Learning Disabilities	Loraine Peniston	25 (25)	Charley Brown's <i>ok</i>
Liberal Arts Colleges and Universities	Carol Lyon	15 (15)	Doro's
Mathematics Tutorial	Margaret Rogers	15 (10)	El Torito <i>ok</i>
Workplace Literacy	Binda Slagle	25 (20)	Doro's

*415-692-7325*

*\* One Check \*  
gratitudo if service ok*

*697-6565*

*692-7325*

Thanks. As we get closer to the conference, I'll let you know if these numbers change.

Jack Bourla *Jack*

9

I'd also like your sign committee to make something for each of these luncheons that we can post on the doors of the rooms the groups will be meeting in prior to walking to their luncheon location. Something like:

FRIDAY, APRIL 10  
WORKPLACE LITERACY LUNCHEON  
DORO'S RESTAURANT (ALONG THE BAYWALK)  
NOON - 1:15

The hotel meeting rooms for each SIG is as follows:

Cognitive Psychology - Salon G  
Critical Thinking - Salon H  
Emotional/Motivational Aspects of Learning - Salon I  
Learning Disabilities - Salon J  
Liberal Arts Colleges and Universities - Marina del Rey  
Mathematics Tutorial - Monterey  
Workplace Literacy - Santa Clara

Contact me if you have any questions. Keep me posted...

March 20, 1992

Rose Wassman  
DeAnza College  
212550 Stevens Creek Blvd.  
Cupertino, CA 95014

Dear Rose:

As a 1992 CRLA Conference Chair, you are an important resource for the 1993 CRLA Conference Chairs. Last year, for the first time, there was a breakfast meeting to share concerns, ideas, and revelations between the "old" and the "new" conference organizers. The ones that were able to attend last year found the breakfast a pleasant gathering and a very valuable planning experience. Please consider attending this 1992 Conference Planning session and providing your expertise for the organizers of next year.

Attached is the letter from Becky Johnen providing details. She has requested you to bring your planning notebooks to exchange. To be honest, I have told Becky that I will only bring a brief outline to this meeting. My conference report will be given to my counterpart within a month after the conference. For that report, I will include a segment on each activity and will be requesting input on concerns and do's and don'ts from you. Please do not worry about having a report ready for the breakfast meeting. Just be there as a consultant for your counterpart.

The breakfast meeting will take place at the following time and place: Sunday, April 12 from 7:00a.m. - 7:50a.m. at Orchid's Restaurant. By April 1, I do need to know if you will be able to attend the meeting. Let me know by calling 408-274-7900, extension 6607 (W) or 408-378-4023 (H).

Warmly,

Shirley Sloan  
CRLA 1992 Conference Site Manager

SS:lcw

attachment

March 20, 1992

Dear Joyce:

Following is the list of names for certificates of appreciation:

Rita Karlsten	Audio Visual
Pat Benner	Registration
Jane Wyman	Registration
Rose Wassman	Registration
Lois Janowski	Publishers Exhibit
Norma Spalding	Publishers Exhibit
Suzanne Stevens	Dinner in the City
Joanne Carter Wells	Evaluation
Lonna Smith	Conference Sign
Chuck Hunter	Entertainment/Leisure Tours
Margaret Hyde	Transportation
Anna-Marie Schlender	Hospitality
Carol Wills	Local Area Restaurants

The above are all CRLA members or will be at the conference. The following will not be at the conference but helped "above and beyond" with various chores and/or duties of conference planning at the College:

Andy McFarlin	Drafting, Technician, Doer
Francis Lau	Computer Graphics
Val Vlahakis	DataBase/IBM Consultant
Pat Huber	Audio Visual Advisor
Carl Fisher	Audio Visual Advisor
Steve Patience	Name Tag Graphics/DataBase

Some of these have not fulfilled their roles, but I am positive all will, and I will be thrilled with the results!

Thank you for providing this service for me. Also, may I add another name or two if they come up and when is my deadline?

Warmly,

Shirley Sloan  
CRLA 1992 On-Site Manager

SS:lcw

February 6, 1992

Dear Frank,

Enclosed you will find the brochure that the San Mateo Convention Bureau sent me. I've indicated lodging that is closest to the Marriott Hotel, but those are not the cheapest. The less expensive lodging is far enough away that you would need some sort of transportation. The Marriott has a shuttle from the airport to the hotel, and if any of the off-site hotels have a shuttle to the air port, you might try that method.

If you would want to try to match up with a room-mate, the rate at the Marriott would only be half of \$78.00 or \$39.00, which is about what a single is in the less expensive hotels. The San Francisco Bay Area is an expensive area for lodging...that is just a fact of our area.

In case your are interested, the Chair for Roommate referral is Charlotte Simpson, San Jose City College, 2100 Moorpark Avenue, San Jose, California 95128, Telephone (408) 298-2181.

I will still try to get an AAA Lodging Book for the Area. It might give additional options.

Sincerely,

Shirley Sloan  
Site Manager  
CRLA 1992

fpentosy.1tr1



✓  
April 28, 1992

Lois Janowski  
San Jose City College  
2100 Moorpark Avenue  
San Jose, CA 95128

Dear Lois:

On behalf of the College Reading and Learning Association, I wish to thank you for your significant part in the success of the 25th Anniversary Conference, April 9-12, in Burlingame, California.

Of course, your part really started the summer before when you made such a fine presentation to the Board on behalf of the publishers. Your words were heeded to change prices and procedures. As a result of that positive beginning and your continued follow through with a professional, detailed, and comprehensive letter to the publishers, the publishers exhibit this year was outstanding. The attendees of the conference had only positive comments about the publishers area. And I am not using hyperbole when I say that the publishers were thrilled with the opening night activity for the exhibit area. This was only one of the activities that you suggested/or initiated that will now be a part of the publisher exhibit for each CRLA conference.

Thank you again for being the Publishers Cochair. It was people like you that made this conference fun for me and a worthwhile and pleasant experience for the attendees.

Sincerely,

Shirley Sloan  
On-Site Chair  
CRLA 1992 Conference

SS:lcw

April 21, 1992

Rita Karlsten  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135

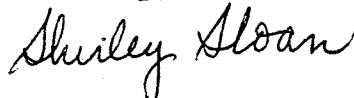
Dear Rita:

On behalf of the College Reading and Learning Association, I wish to express sincere appreciation for your exceptional contribution as Audiovisual Chair to the success of the 25th Anniversary Conference, April 9-12, in Burlingame, California. Your organization and follow through on this important and absolutely essential element of the conference was apparent and resulted in a smoothly coordinated, error free, and complaint free segment of the conference. In a conference of this size, this is not often accomplished. Congratulations.

The audiovisual coordination of a conference, and especially of this one, was no small feat as there were over 90 sessions and activities over the 4 day period. This involved not only a great deal of pre-conference planning but on-site and post-conference coordinating activities. All was accomplished with aplomb.

Your commitment, time, and effort is acknowledged. I, especially, am aware and appreciative of all that went into your role--pre, post, and during. You were a major contributing factor to the "best ever" reputation and results of this conference. Thank you.

Sincerely,



Shirley Sloan  
On-Site Chair  
CRLA 1992 Conference

SS:low

c: Richard Carpenter  
Mauro Chavez  
Rose Higashi

June 5, 1992

Garden City Chorus  
c/o Chuck Hunter  
San Jose City College  
2100 Moorpark Avenue  
San Jose, CA 95128

Dear Gentlemen:

The 25th Anniversary Conference of the College Reading and Learning Association held between April 9-12 has been declared an unqualified success.

As I review the activities and happenings of those days, your performance at the Anniversary Banquet stands out as a marvelous and joyous addition and fitting ending to the celebratory evening. What a professional and talented group! The energy and enthusiasm of the performers were obvious as were the enjoyment and complete attention of the audience. A standing ovation is not to be taken lightly. It is high praise indeed!

Thank you for providing the entertainment for the membership of CRLA. Your time, your talent, your professionalism, your efficiency (set up and take down), your performance—all are acknowledged and deeply appreciated.

So, finally on behalf of the On-Site Team of the College Reading and Learning Association, I thank you for the outstanding contribution to the overall success of the conference.

Sincerely,

Shirley Sloan  
On-Site Chair  
CRLA 1992 Conference

SS:lcw

## *Registration*

# REGISTRATION DESK SCHEDULE

1 of 3

TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:30 A.M.	I	Carol Wills	Diane Davies	I
		Ann Roberts	Rose Wassman	
		Rose/Bob Wassman	Jane Weidman	
8:00		Carol Wills	Diane Davies	Carol Wills
		Ann Roberts	Rose Wassman	Rose/Bob Wassman
		Charlotte Simpson	Jane Weidman	
		Rose/Bob Wassman		
8:30		Carol Wills	Debbie de La Rosa	Carol Wills
		Ann Roberts	Rose Wassman	Rose/Bob Wassman
		Charlotte Simpson	Jane Weidman	
		Rose/Bob Wassman		
9:00		Charlotte Simpson	Debbie de La Rosa	Carol Wills
		Pat & Alex Benner	Rose Wassman	Norma Spalding
		Rose/Bob Wassman	Jane Weidman	Rose/Bob Wassman
9:30		Charlotte Simpson	Debbie de La Rosa	Carol Wills
		Pat & Alex Benner	Rose Wassman	Norma Spalding
		Rose Wassman	Jane Weidman	Rose/Bob Wassman
		Jane Weidman		
10:00		Charlotte Simpson	Debbie de La Rosa	Carol Wills
		Pat & Alex Benner	Rose Wassman	Norma Spalding
		Rose Wassman	Jane Weidman	Rose/Bob Wassman
		Jane Weidman		
10:30		Charlotte Simpson	Lois Janowski	Pat & Alex Benner
		Pat & Alex Benner	Pat & Alex Benner	Jane Weidman
		Rose Wassman		Rose/Bob Wassman
		Jane Weidman		
11:00		Charlotte Simpson	Lois Janowski	Pat & Alex Benner
		Pat & Alex Benner	Pat & Alex Benner	Jane Weidman
		Rose Wassman		
		Jane Weidman		
11:30		Charlotte Simpson	Lois Janowski	Pat & Alex Benner
		Pat & Alex Benner	Jane Weidman	Jane Weidman
		Jane Weidman		

# REGISTRATION DESK SCHEDULE

2 of 3

TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12:00 NOON		Carol Wills	Heather Roth	Pat & Alex Benner
		Pat & Alex Benner	Pat & Alex Benner	Jane Weidman
		Jane Weidman	Jane Weidman	
12:30 P.M.		Carol Wills	Heather Roth	Pat & Alex Benner
		Rose Wassman	Jane Weidman	Jane Weidman
		Jane Weidman		
1:00		Carol Wills	Heather Roth	Pat & Alex Benner
		Nancy Tooker	Jamie Marron	Rose/Bob Wassman
		Sue McKee	Jane Weidman	
		Rose Wassman		
1:30		Nancy Tooker	Heather Roth	Rose/Bob Wassman
		Sue McKee	Jamie Marron	
		Rose Wassman		
2:00		Nancy Tooker	Heather Roth	Debbie de La Rosa
		Sue McKee	Jamie Marron	Rose/Bob Wassman
		Rose Wassman		
2:30	Nancy Tooker	Jamie Marron	Debbie de La Rosa	
	Sue McKee	Rose Wassman	Rose/Bob Wassman	
	Jean Mach			
	Rose Wassman			
3:00	Jean Mach	Jamie Marron	Gretchen Cupp	
	Pat & Alex Benner	Debbie de La Rosa	Rose/Bob Wassman	
	Bob Wassman	Rose Wassman		
	Jane Weidman			
3:30	Jean Mach	Jamie Marron	Gretchen Cupp	
	Pat & Alex Benner	Debbie de La Rosa	Rose/Bob Wassman	
	Bob Wassman	Rose Wassman		
	Jane Weidman			
4:00	Jean Mach	Jamie Marron	THAT'S ALL FOLKS!	
	Pat & Alex Benner	Debbie de La Rosa	THANKS FOR ALL	
	Bob Wassman	Rose Wassman	YOUR HELP!	

# REGISTRATION DESK SCHEDULE

3 of 3

TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4:30 P.M.		Jean Mach	Susan Smith	
		Pat & Alex Benner	Debbie de La Rosa	
		Bob Wassman	Rose Wassman	
		Jane Weidman		
5:00		Carol Wills	Susan Smith	
		Margaret Hyde	Diane Davies	
		Bob Wassman	Lois Lund	
		Jane Weidman		
5:30	Ann Roberts	Carol Wills	Susan Smith	
	Rose/Bob Wassman	Margaret Hyde	Diane Davies	
		Bob Wassman	Lois Lund	
		Jane Weidman	Jane Weidman	
6:00	Ann Roberts	Carol Wills	Susan Smith	
	Rose/Bob Wassman	Pat & Alex Benner	Lois Lund	
6:30	Ann Roberts	Pat & Alex Benner	Lois Lund	
	Carol Wills			
	Rose/Bob Wassman			
7:00	Ann Roberts	Bob Wassman	Lois Lund	
	Carol Wills	Jane Weidman		
	Rose/Bob Wassman			
7:30	Ann Roberts	Margaret Hyde	Lois Lund	
	Carol Wills	Rose/Bob Wassman		
	Rose/Bob Wassman	Jane Weidman		
8:00	Ann Roberts	Margaret Hyde		
	Carol Wills	Rose/Bob Wassman		
	Rose/Bob Wassman			
8:30	Ann Roberts	Margaret Hyde		
	Carol Wills	Rose/Bob Wassman		
	Rose/Bob Wassman			

## College Reading and Learning Association 1992 Conference

## ADVANCED REGISTRATION FORM

F-Name	Last Name	MBR	Non MBR	INSTITUTION	Mailing Address	City	ST	Zip
Susan M.	Abbott		Y	Long Beach City College	8391 Furman Ave.	Westminster	California	92683
Mary Kaye	Adams	Y		The University of Texas at Dal	P. O. Box 830688	Richardson	Texas	75083
Karen	Agee	Y		University of Northern Iowa	8342 Northview Dr.	Cedar Falls	Iowa	50613
William	Agopsowicz	Y		San Joaquin Delta College	5151 Pacific Ave.	Stockton	California	95207
Jean Carol	Ahrens	Y		Western Nebraska Community Col	621 e. 28th St	Scottsbluff	Nebraska	69361
Delores	Akins		Y	Univ of So. California (Univ P	Std Union, Room 301	Los Angeles	California	90089
Sandra D.	Allen		Y	Oxnard Community College	939 West Doris Ave.	Oxnard	California	93030
Dr. Barbara	Allen	Y		Southeastern Louisiana Univers	P. O. Box 565, SLU	Hammond	Louisiana	70402
Kathleen M.	Allison	Y		Chemeketa Community College	4000 Lancaster Dr NE	Salem	Oregon	97305
Francois	Alvarado		Y	Chemeketa Community College	476 n. 2nd st.	Woodburn	Oregon	97071
Kathi Bartle	Angus	Y		CSU Fullerton	5525 Ave Del Tren	Yerba Linda	California	92687
Dr. Freddie L	Anttila		Y	Paradise Valley Com College	2621 East Earll Dr	Phoenix	Arizona	85016
David	Arendale	Y		Univ of Missouri (Kansas City)	210 Sass	Kansas City	Missouri	64110
Dr. Rhea	Ashmore	Y		Univ of Montana	School of Education	Missoula	Montana	59812
Toni Denison	Aurinen	Y		California State University, H	3046-2 Lakemont Dr.	San Ramon	California	94583
Rose	Austin	Y		Kingwood College	20000 Kingwood Dr.	Kingwood	Texas	77339
Sonia	Avila	Y		El Paso Community College	P.O. Box 20500	El Paso	Texas	79998
Barbara J.	Baird		Y	El Paso Community College	P.O. Box 20500	El Paso	Texas	79998
August R.	Banks		Y	South Suburban College	15800 South State St.	South Holland	Illinois	60473
Helen	Baril		Y	Quinnipiac College	Mt. Carmel Ave	Hamden	Connecticut	06518
Elaine V	Batenhorst	Y		Univ of Nebraska at Kearney	3507 Ave M	Kearney	Nebraska	68847
Mary	Bazigos		Y	College of San Mateo	2624 Sequoia Way	Belmont	California	94002
Sally	Beck	Y		Chemeketa Community College	P.O. Box 14,007	Salem	Oregon	97309
Barbara	Bekis	Y		Memphis State University	10930 Meadowburch Ln.	Collierville	Tennessee	38017
Pat	Benner	Y		Everygreen Valley College	23405 Deerfield	Los Gatos	California	95030
June	Benson	Y		Chemeketa Community College	P.O. Box 14,007	Salem	Oregon	97309
Mary Jo	Berger	Y		Randolph-Macon College		Ashland	Virginia	23005
Roz	Bethke	Y		Johnson County Com College	12345 College-Quiuiira	Overland Park	Kansas	66210
Dr. Theria M.	Beverly	Y		Pima Community College	P.O. Box 18529	Tucson	Arizona	85731
Julia	Beyeler		Y	University of Akron	10470 Smucker Rd.	Orrville	Ohio	44667
Robin	Bischof		Y	Chemeketa Community College	P.O. Box 14,007	Salem	Oregon	97309
Juele	Blankenburg	Y		Oakton Community College	1600 E. GOLF ROAD	Des Plaines	Illinois	60016
Judy	Billings		Y	Chemeketa Community College	4000 Lancaster Dr NE	Salem	Oregon	97309
Staryl	Bolen		Y	Chemeketa Community College	P.O. Box 14,007	Salem	Oregon	97309
Dr. Barbara S.	Bonham	Y		Appalachian State University	Ntl. Ctr. for Developmental	EBoone	North Carolina	28608
Dr. Stefan	Bosworth	Y		Lehman College/CUNY	250 Bedford Park Blvd. West	Bronx	New York	10468
Glynis Wilson	Boutbee	Y		Red Deer College	PO Box 5005 Red Deer	Alberta Canada	Canada T4N 5H5	
Suzannah	Bray			Glendale College				
Sue	Britton	Y		Cypress College	9200 Valley View	Cypress	California	90630
Bill	Broderick	Y		Corritos College	32405 Windsong Rd	Wildomar	California	92595
Linda K.	Broker		Y	Quinnipiac College	Mt. Carmel Ave.	Hamden	Connecticut	06518
Laurie	Brooks		Y	Chemeketa Community College	4000 Lancaster Dr NE	Salem	Oregon	97309
Wes	Brown	Y		Univ of No Carolina Chapel Hil	15 Shasta Ct	Durham	North Carolina	27713
Susan C.	Brown	Y		New Mexico State University	PO Box 5278	Las Cruces	New Mexico	88003
Sibyl M.	Brownlee		Y	Mount Wachusett Com College	444 Green St.	Gardner	Mass	01440
Mary Ann	Buchanan	Y		Chemeketa Community College	4574 Colony Ct	Salem	Oregon	97302
Heather	Buda	Y		Tulane University	1st Flr Mech Engr Bldg	New Orleans	Louisiana	70118
Karen Irene	Burell	Y		Southwest Texas State Universi	5303 Peacedale Lane	Austin	Texas	78723
Dr. Marie Elai	Burns	Y		Hartnell Community College	156 Homestead Ave.	Salinas	California	93901
Maxine	Byers	Y		Chemeketa Community College	P.O. Box 14007	Salem	Oregon	97309
Elaine	Byrd		Y	Utah Valley Community College		Overn	Utah	84003
Barbara	Calderwood		Y	Appalachian St. University	1	Boone	North Carolina	28608
Nico	Cameron	Y		E New Mexico University	Station #34	Portales	New Mexico	88130
Denise	Campos	Y		Hartnell Community College	156 Homestead Ave.	Salinas	California	93901
Kathy	Carpenter, PhY			University of Nebraska, Kearne	905 West 25th	Kearney	Nebraska	68849
William E.	Carrick	Y		Chaffey College	864 W. Yale St.	Ontario	California	91762



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/fsCRLABPER.WK1~r

College Reading and Learning Association 1992 Conference

F-Name	Last Name	INSTITUTION	Peer Tutoring	14.00
Mary Kaye	Adams	The University of Texas at Dallas	1	14.00
Kathleen M.	Allison	Chemeketa Community College	1	14.00
David	Arendale	Univ of Missouri (Kansas City)	1	14.00
Mary Jo	Berger	Randolph-Macon College	1	14.00
Juele	Blankenburg	Oakton Community College	1	14.00
Kathy	Carpenter, Ph	University of Nebraska, Kearney	1	14.00
Barbara	DeLaire	Guam Community College	1	14.00
Kathleen	Engstrom	Fullerton College	1	14.00
Debra	Gaul	Chemeketa Community College	1	14.00
Dr. Tom	Gier	University of Alaska, Anchorage	1	14.00
Dr. Karan Hanc	Gier	University of Alaska, Anchorage	1	14.00
Dr. Monica M.	Greco	Univ. of Nevada, Reno	1	14.00
Judi L.	Haney	McCook Community College	1	14.00
Larry D.	Harred	University of Wisconsin, River Fall	1	14.00
Dr. Bess	Jenkins	Redlands Community College	1	14.00
Dr. Jerome A.	Johnson	Mngant Planning & Rsrch Cnslt.	1	14.00
Dr. Jamie	Marron	College of San Mateo	1	14.00
Audrey Mike	Parker	Navajo Community College	1	14.00
Lawrence	Pedroza	Rutgers University	1	14.00
Dr. Pauline J.	Perahia	Dowling College	1	14.00
Anna-Marie	Schlender	International School of English	1	14.00
Gladys R	Shaw	U.T. El Paso	1	14.00
Alene	Showers	Chemeketa Community College	1	14.00
Carmen	Sprngr-Davis	Casper College	1	14.00
Marion	Von	Chaminade University of Honolulu	1	14.00
Carol	Wills	College of San Mateo	1	14.00

26 364.00

**College Reading and Learning Association  
1992 Conference**

**Institute**  
1:30 - 4:30 P.M.

**Developing Participatory Assessment Processes**  
Carol Clymer-Spradling, Kay Taggard

30 \$12.00

**College Reading and Learning Association  
1992 Conference**

**Institute**  
9:00 A.M. - 12:00 noon

**Instructional Adventures With HyperCard, Part I**  
Richard Holdredge

29

\$15.00

**College Reading and Learning Association  
1992 Conference**

**Special Interest Group Function\***

**Luncheon--Friday, 12:15 - 1:15 P.M.**

Luncheons are off-site at restaurants along the bay walk.  
Each person will be responsible for his/her own meal cost.  
Doro's

7 Workplace Literacy

**College Reading and Learning Association  
1992 Conference**

**Lunch With a Mentor**

**Saturday, April 11, noon-1:15 P.M., along the bay walk**  
Enrollment per lunch group will be limited and slots will be filled as registrations are received. \$3.00 covers registration fee only. Individuals will be responsible for the cost of their own meal.  
Carolyn Walker--Writing Centers

\$3.00

**College Reading and Learning Association  
1992 Conference**

**Dinner in the City**  
(round trip bus fee-dinner not included)  
Saturday, April 11, 7:00-11:00 P.M.

2/3

\$10.00

**\*REFUND DUE\***

**PLEASE COLLECT AT REGISTRATION**



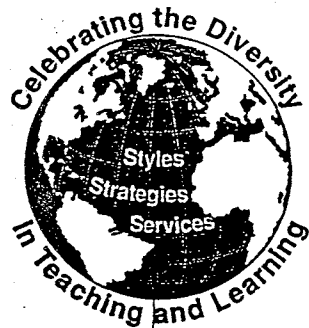
College  
Reading &  
Learning  
Association

25th Annual Conference  
April 9 - 12, 1992  
The San Francisco Airport  
Marriott Hotel  
Burlingame, California



College  
Reading &  
Learning  
Association

25th Annual Conference  
April 9 - 12, 1992  
The San Francisco Airport  
Marriott Hotel  
Burlingame, California



College  
Reading &  
Learning  
Association

25th Annual Conference  
April 9 - 12, 1992  
The San Francisco Airport  
Marriott Hotel  
Burlingame, California



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Reading &  
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Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
Burlingame, CA 1992



Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
Burlingame, CA 1992



Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
Burlingame, CA 1992



Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
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Name \_\_\_\_\_  
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City and State \_\_\_\_\_

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Name \_\_\_\_\_  
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Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
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Name \_\_\_\_\_  
Institution \_\_\_\_\_  
City and State \_\_\_\_\_

**CRH** 25th Annual Conference  
Burlingame, CA 1992



College Reading and Learning Association  
1992 Conference Registration Form

San Francisco Airport Marriott ☆ Thursday, April 9 - Sunday, April 12

**Registrant Information**

Name \_\_\_\_\_ Member \_\_\_\_\_  
(Note: Print name and institution as you want them to appear on your name tag.) Non-member \_\_\_\_\_

Institution \_\_\_\_\_

Mailing address \_\_\_\_\_  
Street City/State Zip

Work Phone \_\_\_\_\_  
Area Code

\_\_\_\_\_ I have attended \_\_\_\_\_ CRLA conferences since 1967.

\_\_\_\_\_ This is my first CRLA conference.

\_\_\_\_\_ I plan to attend the Newcomers' Reception on Thursday, April 9, from 7:30 to 9:00 P.M.

**Conference Registration**

Check the appropriate lines and fill in the correct amounts.

Anything postmarked after March 15, 1992 will be returned.

\* On-site registration will be accepted—member \$90; non-member \$130.

Note: You **must** remit the **full amount** of conference fees with your registration form. Make checks payable to CRLA. Canadians must make payment with a money order in U.S. dollars or a check in U.S. dollars drawn from a bank that has an exchange agreement with a U.S. bank and whose address is printed on the check.

\* \_\_\_\_\_ Member (~~\$75~~ postmarked by March 15, 1992) **\$90.00** \$ \_\_\_\_\_

\* \_\_\_\_\_ Non-member (~~\$115~~ postmarked by March 15, 1992; **\$130.00**  
includes membership fee) \$ \_\_\_\_\_

\_\_\_\_\_ One day only (\$60 postmarked by March 15, 1992) \$ \_\_\_\_\_

**Special Events**

\_\_\_\_\_ Anniversary Celebration Banquet, Friday, April 10, 6-9 P.M. \$38.00 \$ \_\_\_\_\_

\_\_\_\_\_ Third General Session/Bennett Address/Brunch, Sunday,  
April 12, 9:15-11:30 A.M. \$16.25 \$ \_\_\_\_\_

\_\_\_\_\_ Dinner in the City (round trip bus fee-dinner not included),  
Saturday, April 11, 7-11 P.M. \$10.00 \$ \_\_\_\_\_



# College Reading and Learning Association 1992 Conference Registration Form

San Francisco Airport Marriott ☆ Thursday, April 9 - Sunday, April 12

## Institutes

No on-site registration. Registration closes March 15, 1992.

*All institutes will be held Thursday, April 9.*

Institutes have limited enrollment and slots will be filled as registrations are received. Indicate first and second choices on the line provided. If an institute for which you register is closed, you will receive a refund. If you are willing to serve as the chairperson in the institute for which you are registering, please place a "C" in the parentheses preceding the registration fee.

### 9:00 A.M. - 12:00 noon Sessions

- \_\_\_\_\_ Impostership, Lost Innocence, and Cultural Suicide:  
How Adult Students Experience Adult Classrooms—  
Stephen Brookfield ( ) \$25.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Cooperative Learning—Sue Johnston ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Energizing the College Reading Classroom—John Langan ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ The State of the Art in Developmental Education: Findings  
from a National Research Project—Hunter Boylan,  
Barbara Bonham, Charles Claxton ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Teaching At-Risk Adult Readers to Take Risks—Maggi  
Miller, Dorothy Martinez, Joan Davis ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Adjunct Classes: The Ultimate Academic Support for  
Students—Roberta McKenna ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Instructional Adventures With HyperCard, Part I—  
Richard Holdredge ( ) \$15.00 \$ \_\_\_\_\_

### All Day Session (9:00 A.M. - 12:00 noon and 1:30 - 4:30 P.M.)

- \_\_\_\_\_ Effective Tutoring Behavior: Tutor Training Curriculum From the  
California Tutor Project—Ross MacDonald, Felix Perez,  
Dorothy Williams, Anita Dark ( ) \$25.00 \$ \_\_\_\_\_

### 1:30 - 4:30 P.M. Sessions

- \_\_\_\_\_ Intercultural Communication—Janet Bennett ( ) \$25.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Developing Participatory Assessment Processes—Carol  
Clymer-Spradling, Kay Taggard ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Instructional Adventures With HyperCard, Part II—  
Richard Holdredge ( ) \$15.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Whole Language in the College Classroom? A Course Rationale,  
Description, and Assessment—Margaret McLaughlin,  
Patricia T. Price ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Strategies for Cultural Awareness Training—Kathleen Allison,  
Debra Gaul ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Ways of Knowing and Ways of Knowing—Rita Phipps-Smilkstein ( ) \$12.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Humanistic Management by Teamwork—Susan Deese ( ) \$12.00 \$ \_\_\_\_\_



# College Reading and Learning Association 1992 Conference Registration Form

San Francisco Airport Marriott ☆ Thursday, April 9 - Sunday, April 12

## Special Interest Group Functions\*

### Breakfasts—Friday, 7:00 - 8:15 A.M.

<input type="checkbox"/> English As a Foreign/Second Language	\$14.00	\$	<input type="text"/>
<input type="checkbox"/> Peer Tutoring	\$14.00	\$	<input type="text"/>
<input type="checkbox"/> Whole Language	\$14.00	\$	<input type="text"/>

### Luncheons—Friday, 12:15 - 1:15 P.M.

Luncheons will be held off-site at restaurants along the bay walk. Each person will be responsible for his/her own meal cost.

- ☐ Cognitive Psychology
- ☐ Critical Thinking
- ☐ Emotional/Motivational Aspects of Learning
- ☐ Learning Disabilities
- ☐ Liberal Arts Colleges and Universities
- ☐ Mathematics Tutorial

## Lunch With a Mentor

Saturday, April 11, noon-1:15 P.M., along the bay walk

Enrollment per lunch group will be limited and slots will be filled as registrations are received. \$3.00 covers registration fee only. Individuals will be responsible for the cost of their own meal.

<input type="checkbox"/> Janet Bennett—Intercultural Communication	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Carol Bogue—Integrating Study Skills With Vocational Courses	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> JoAnn Carter-Wells—Informal Research in the Classroom	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Mary Gravina—Fostering Multicultural Education Through Academic Assistance	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Jane Hopper—Process for Publishing a Text	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Sue Johnston—Collaborative Learning	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Gene Kersteins—Computer Adaptive Assessment	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Debbie Longman—Whole Language Reading Program for Developmental Students	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Martha Maxwell—Evaluating Learning Centers and Tutoring Programs	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Craig Stern—Critical and Affective Awareness	\$3.00	\$	<input type="text"/>
<input type="checkbox"/> Carolyn Walker—Writing Centers	\$3.00	\$	<input type="text"/>

\* Anyone with special dietary needs should notify staff at the conference registration booth.

Grand Total Enclosed \$

Mail completed registration form and full payment to:

Dr. Kathy Carpenter  
Learning Skills Center  
University of Nebraska-Kearney  
Kearney, NE 68849



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

### NOTIFICATION OF REIMBURSEMENT DUE

Reason for Reimbursement:

\_\_\_\_ Overpayment of Conference Registration Fees

\_\_\_\_ Institute Closed

\_\_\_\_ Cancellation of Conference Registration

\_\_\_\_ Other (Explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Reimbursement: \$ \_\_\_\_\_

Provide Reimbursement to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature/On-Site Registration: \_\_\_\_\_



# APPLICATION FOR 1992 MEMBERSHIP

Name: Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Dr. \_\_\_\_\_

\* ☐ Home Address \_\_\_\_\_  
No. \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name of College/University \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

\* ☐ College/University Address \_\_\_\_\_  
No. \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current position/title \_\_\_\_\_

\*Send mail to ☐ Dues are \$40 per year, which includes subscription to the Newsletter (3 issues) and the Journal of College Reading and Learning (2 issues)

\_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_ This is a new mailing address

CRLA provides members a way to network on selected topics throughout the year with its Special Interest Groups (SIGs). Through quality newsletters or mailings you will be kept "On The Cutting Edge" of issues in the field. Dues for each SIG are \$5.00 per year. (Must be a member of CRLA to join SIGs.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Cognitive Psychology                       | <input type="checkbox"/> English as a Foreign/Second Language  | <input type="checkbox"/> Multicultural Issues |
| <input type="checkbox"/> College Reading                            | <input type="checkbox"/> Evaluation/Research                   | <input type="checkbox"/> Peer Tutoring        |
| <input type="checkbox"/> Computer Technology                        | <input type="checkbox"/> Learning Assistance Center Management | <input type="checkbox"/> Placement Bureau     |
| <input type="checkbox"/> Counseling and Guidance Support            | <input type="checkbox"/> Learning Disabilities                 | <input type="checkbox"/> TRIO                 |
| <input type="checkbox"/> Critical Thinking and Problem Solving      | <input type="checkbox"/> Liberal Arts Univ/Colleges            | <input type="checkbox"/> Whole Language       |
| <input type="checkbox"/> Developmental/Basic Writing                | <input type="checkbox"/> Mathematics Tutorial                  | <input type="checkbox"/> Workplace Literacy   |
| <input type="checkbox"/> Emotional/Motivational Aspects of Learning |  |   |

CRLA Scholarship Fund \_\_\_\_\_ \$1.00 \_\_\_\_\_ \$5.00 \_\_\_\_\_ \$10.00 \$ \_\_\_\_\_ (specify other)

Date \_\_\_\_\_ Signature \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_  
(DUES, SIGs, Publications)

Please make check payable to CRLA and mail to: CRLA, c/o Kathy Carpenter, Learning Skills Center, University of Nebraska-Kearney, Kearney, NE 68849. Funds drawn on non-U.S. banks must be remitted in U.S. dollars on a FOREIGN DRAFT or an INTERNATIONAL MONEY ORDER.

## CRLA OFFICERS 1991-1992

### PRESIDENT

Joyce Weinsheimer  
Learning & Academic Skills Ctr.  
108 Eddy Hall  
192 Pillsbury Dr. S.E.  
University of Minnesota  
Minneapolis, MN 55455

### PRESIDENT-ELECT

Becky Johnen  
Developmental Education Dept.  
Chemeketa Community College  
P.O. Box 14007  
Salem, OR 97309

### SECRETARY

Karen Agee  
Academic Advising Services  
125 Student Services Center  
University of Northern Iowa  
Cedar Falls, IA 50614-0383

### TREASURER

Kathy Carpenter  
Learning Skills Center  
University of Nebraska-Kearney  
Kearney, NE 68849

### NEWSLETTER EDITOR

Thomas Pasternack  
Randolph-Macon Woman's College  
Box 843  
Lynchburg, VA 24503

### COORDINATOR OF STATE DIRECTORS

Dee Tadlock  
SE 32 Bay East Drive  
Shelton, WA 98584

### JOURNAL EDITORS

Jo-Ann Mullen  
Department of Education  
University of Northern Colorado  
Greeley, CO 80639

Vince Orlando  
Reading Department  
Metropolitan State College  
Box 17  
P.O. Box 173362  
Denver, CO 80217-3362

### CONFERENCE SITE CHAIRPERSON

Shirley Sloan  
Honors Program Coordinator  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135

### COORDINATOR OF SPECIAL INTEREST GROUPS

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

## JOURNAL OF COLLEGE READING AND LEARNING (formerly WCRLA Annual Conference Proceedings)

- ☐ Library Subscription - 1 year (current year) .. \$10.00
  - ☐ Twenty Fourth (1991) Volume ..... \$14.00
  - ☐ Package 4th-24th (Journal/Proceedings) ... \$128.00
- Back Issues of the Journal are available

Send requests to JoAnn Mullen (address listed above).

## OTHER CRLA PROFESSIONAL PUBLICATIONS

- ☐ A Learning Assistance Glossary: Report of the CRLA Task Force on Professional Language for College Reading and Learning ..... \$ 5.00
- ☐ Tutor Registry ..... \$ 5.00

**TOTAL \$** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## SPECIAL INTEREST GROUP LEADERS

### Cognitive Psychology

Pat Mulcahy-Ernt  
Rutgers University  
Dept. of Learning & Training  
Graduate School of Education  
10 Seminary Place  
New Brunswick, NJ 08903

### College Reading

Jeweleana Whittaker  
3535 Kilkeny  
Houston, TX 77047

### Computer Technology

Loren Thompson  
Washington State University  
Student Advising and Learning Center  
Cleveland Hall, 57  
Pullman, WA 99164-2105

### Counseling and Guidance Support

Fred Deaton  
Jackson State Community  
College  
2046 N. Parkway  
Jackson, TN 38301-3797

### Critical Thinking and Problem Solving

Craig Stern Learning Assistance Center  
Northern Arizona University  
Box 6035  
Flagstaff, AZ 86011

### Developmental / Basic Writing

Paul Berau  
North Harris County College  
Developmental Studies Division  
2700 WW Throne  
Houston, TX 77108

### Emotional/Motivational Aspects of Learning

Glen Hirsch  
109 Eddy Hall  
192 Pillsbury Dr. S.E.  
University of Minnesota  
Minneapolis, MN 55455

### English as a Foreign/Second Language

Anna-Marie Schlender  
EF International School of English  
Mills College  
Mary Morse Hall  
5000 Macarthur Blvd.  
Oakland, CA 94613

### Evaluation/Research

Michale O'Hear  
Transition Studies  
Indiana-Purdue  
Ft. Wayne, IN 46805

### Learning Disabilities

Barbara Witkowski  
Texas Southwest College  
Brownsville, TX 78521

Lorraine Cherista  
University of New Mexico  
CAPS

Zimmerman Library  
Albuquerque, NM 87131

### Liberal Arts Universities & College

Carol Lyon  
Academic Support Center  
St. Ambrose University  
518 West Locust  
Davenport, IA 52803

### Mathematics Tutorial Programs

Margaret Rogers  
Shoreline Community College  
16101 Greenwood Avenue North  
Seattle, WA 98133

### Multicultural Issues

N. Tobaa  
Wm. Rainey Harper College  
Algonquin & Roselles Roads  
Palatine, IL 60067

### Peer Tutoring SIG

Karan Hancock  
8102 Harvest Circle  
Anchorage, AK 99502

### Placement Bureau

Anna-Marie Schlender  
EF International School of English  
Mills College  
Mary Morse Hall  
5000 Macarthur Boulevard  
Oakland, CA 94613

### Trlo

Suzy Hampton  
Special Services  
University of Montana  
Missoula, MT 59812

### Whole Language

Lonna Smith  
117 Winsted Court  
San Jose, CA 95139

### Workplace Literacy

Sinda Slagle  
1745 Peavine Road  
Reno, NV 89503

## Learning Assistance Center Management

John Lowry  
SAS Learning Support  
Eastern New Mexico Univ.  
Station 34  
Portales, NM 88130

Sue Cross  
Community Division  
Brookhaven College  
3939 Valley View Lane  
Farmer's Branch, TX 75244

**\*PAYMENT DUE\***

PLEASE REMIT AT REGISTRATION

**\*PAYMENT DUE\***

PLEASE REMIT AT REGISTRATION

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PLEASE REMIT AT REGISTRATION

**CRLA 25th Anniversary Conference, April 9 - 11, 1992**  
**San Francisco Airport Marriott Hotel**

The College Reading and Learning Association  
1967 - 1992  
25th Anniversary "Trivia"

1. Where was CRLA founded?
2. What was the original name of the Association?
3. What was the name of and the author of the Pulitzer Prize fiction winner in 1967?
4. What medical procedure, that is now routinely performed, made its successful debut in 1967?
5. What would you have paid in annual dues if you had joined CRLA in 1968?
6. What was the original name of the Journal of College Reading and Learning?
7. Which picture won the Academy Award in 1967?
8. Which periodical, described as "sort of a magazine, sort of a newspaper," was founded in San Francisco in 1967?
9. In what year did CRLA institute state chapter status? Which state was the first to have a CRLA chapter?
10. At which conference did SIGs meet for the first time? Who was the first SIG Coordinator?
11. What was noteworthy about the 1967 Superbowl?
12. Who won the 1967 Kentucky Derby?
13. When did local police visit the CRLA hospitality suite?
14. Mary Rubin headed what task force for CRLA?
15. Who won the Nobel Peace Prize in 1967?
16. Who was TIME magazine's "Man of the Year" in 1967?
17. In what year did the Association begin formation of the National Tutor Certification Project? Who spearheaded this project?
18. Who was the first CRLA president to participate in an exchange of newsletter columns with NADE?
19. Who won the 1967 best actress Academy Award?
20. Who won the 1967 best actor Academy Award?
21. How many editors has the CRLA Newsletter had? Extra points if you can name them.
22. Which CRLA secretary announced she was running for CRLA president by mistake?
23. For which picture did #19 win?
24. For which picture did #20 win?
25. How many names has the Association had? What were they?

\*\*\*\*\*  
Answer key is available at registration when you turn in your conference evaluation.

## News and Updates

### College Board and Josten Learning Corporation Added to Exhibits

CRLA welcomes The College Board and Josten Learning Corporation as exhibitors to this year's conference. Stop by to visit with these two publishers and find out the latest resources they have to offer.

Representative **Doug Barker** is the director of State Services out of the Sacramento Office for The College Board, 915 L Street, Suite 1200, Sacramento, California 95814, 916-444-6262. **Marilyn Lewis**, representative of the Josten Learning Corporation, will be pleased to tell you all about Josten's materials. Her home office address is 818 Wilson Road, Humble, Texas 77338.

### Program Updates

Page 54 - Caroly Lym instead of Carol

Page 72 - JoAnne Carter-Wells instead of JoAnn

Page 63 - Pat Jonasen instead of Pat Jonason

### Chairperson Changes

- Session #21 Cathy Bertle Angus is of California State University, Fullerton rather than Yuba College
- Session #30 Agnes H. Duran is replacing Lucy MacDonald
- Session #35 Elaine Ruskin is replacing Harvey F. Nelson
- Session #56 Isabel DeLa Torre is replacing Ann Lehman
- Session #63 Bonnie Easley of Los Angeles Harbor College is replacing Alene Showers
- Session #71 Carolyn S. Smith of the University of Southern Indiana is replacing Becky Johnen
- Session #73 Pegi Denton of Johnson County Community College is replacing Maggie McBride
- Session #78 Sandra Karnei of Blinn College is replacing Staryl Bolen
- Session #80 Barbara Bayerkohler of Blinn College is replacing Laurie Brooks
- Session #81 Cynthia Linton of California State University, San Bernardino is replacing Mary Ann Buchanan

### Cancelled Sessions

- Sunday 8-9:00a.m. Session #76, Blending Departments for Pre-Registration Orientation (PRO-gram Diversity) by GwynEllen Anderson (Monterey)

# *MENUS FOR HOTEL MEALS*

## *Anniversary Banquet*

*Napa Valley Chicken*  
*Lasagna*  
*Rice*  
*Vegetables*  
*Marinated Vegetable salad*  
*Marinated mushrooms with red pepper*  
*Fresh fruit*  
*Salad bar*  
*Petite pastries*  
*Rolls*  
*Beverage*

## *SIG Breakfast*

*Orange, apple, or grapefruit juice*  
*Fresh fruits and berries*  
*Croissants*  
*Brioche*  
*Pastries*  
*Muffins*  
*Coffee, Tea*

## *Brunch*

*Scrambled eggs with herbs*  
*Fresh fruit cup*  
*Lyonnais potatoes*  
*Sausage links*  
*Croissants, brioche, muffins*  
*Coffee, Tea*



## 1991-92 CRLA Officers

### President

Joyce Weinsheimer✓  
University of Minnesota

### President-Elect

Becky Johnen✓  
Chemeketa Community College

### Secretary

Karen Agee✓  
University of Northern Iowa

### Treasurer ✓

Kathy Carpenter  
University of Nebraska-Kearney

### Coordinator of State/Regional Directors

Dee Tadlock  
READ WRIGHT Systems

### Newsletter Editor

Tom Pasternack✓  
Randolph Macon Woman's College

### The Journal of College Reading and Learning Editors

Vincent Orlando, Executive Editor✓  
Metropolitan State College

JoAnn Mullen, Editor✓  
University of Northern Colorado

### Conference Site Chairperson

Becky Patterson  
University of Alaska, Anchorage

### Past Presidents

Dee Tadlock	1990-91✓	Becky Patterson	1989-90✓
Susan Deese	1988-89✓	Gwyn Enright	1987-88✓
Wes Brown	1986-87✓	Susan Brown	1985-86✓
Carole Bogue	1984-85✓	Karen Smith	1983-84✓
Dick Lyman	1982-83✓	Ann B. Faulkner	1981-82✓
Betty Levinson	1980-81✓	Elaine Cohen	1979-80✓
Patricia Heard	1978-79✓	Margaret Coda-Messerle	1977-78✓
Royce Adams	1976-77✓	June Dempsey	1975-76✓
Elizabeth Johnson	1974-75✓	Jerry Rainwater	1973-74✓
Paul Hollingsworth	1972-73✓	Gene Kerstiens	1971-72✓
Ned Marksheffel	1970-71✓	Irwin Joffe	1969-70✓
Frank Christ	1968-69✓	Robert Griffin	1967-68✓

## 1991-1992 Special Interest Groups (SIG) Leaders



Please see a CRLA Newsletter for the complete address of each SIG Leader. Also, plan to attend a SIG business meeting Friday or Saturday. Check the program for details.

### SIG Coordinator

Cognitive Psychology

College Reading

Computer Technology

Counseling and Helping Relationships

Critical Thinking and Problem Solving

Developmental/Basic Writing

Emotional/Motivational Aspects of Learning

English as a Foreign/Second Language

Learning Assistance Center Management

Learning Disabilities

Liberal Arts Colleges and Universities

Mathematics Tutorial Programs

Multicultural Issues

Peer Tutoring

Placement Bureau

Research and Evaluation

TRIO

Whole Language

Workplace Literacy

- ✓ Patti Glenn, New Mexico State University
- ✓ Pat Mulcahy-Ernt, Rutgers University
- ✓ Jeweleane Whittaker, Texas Southern University
- ✓ Loren Thompson, Washington State University
- ✓ Gary Brown, Washington State University
- ✓ Fred Deaton, Jackson State Community College
- ✓ Craig Stern, Northern Arizona University
- ✓ Paul Berau, North Harris County College
- ✓ Glenn Hirsch, University of Minnesota
- ✗ Anna-Marie Schlender, EF International School of English
- ✓ Sue Cross, Brookhaven College
- ✓ John Lowry, Eastern New Mexico State University
- ✓ Lorraine Peniston, University of New Mexico
- Barb Witkowski, Brownsville, TX
- ✓ Carol Lyon, St. Ambrose University
- ✓ Margaret Rogers, Shoreline Community College
- ✓ Nimi Tobaa, William Rainey Harper College
- ✓ Karan Hancock, University of Alaska, Anchorage
- ✓ Anna-Marie Schlender, EF International School of English
- ✓ Michael F. O'Hear, Indiana University-Purdue Univ.
- ✓ Suzy Hampton, University of Montana
- ✓ Lonna Smith, San Jose State University
- ✓ Sinda Slagle, Truckee Meadows Community College and Nevada State Department of Education

## 1991-1992 Committee Chairpersons

Please see a CRLA Newsletter for the complete address of \* chairpersons.

Archivist

Awards and Scholarships

By-Laws

Parliamentarian

Elections Chair

Tutor Certification

Karen Smith, Rutgers University\*

Kate Sandberg, University of Alaska, Anchorage

Patti Glenn, New Mexico State University\*

Martha Jones, Victoria College

Susan Deese, University of New Mexico\*

Tom Gier, University of Alaska, Anchorage\*



## *Publishers*



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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Dear Publisher,

On April 9-12 (Thursday through Sunday), 1992 at the San Francisco Airport Marriott Hotel, the College Reading and Learning Association (CRLA) will be holding its 25th annual conference, and we'd like you to be there with us to celebrate our silver anniversary!

CRLA is a group of professionals teaching adult students in the areas of reading, writing, learning assistance, tutorial services, mathematics, and study skills. CRLA members teach at community colleges, four-year state colleges or universities, and private institutions. In addition to the above areas, the Association supports special interests which focus on areas such as whole language instruction, learning disabilities, evaluation and research, multicultural issues, cognitive psychology, computer technology, English as a Foreign/Second Language, adult basic education and workplace literacy. Members come from all regions of the United States, the Canadian provinces and several European and Asian countries. At our 1991 annual conference in San Antonio, we had approximately 500 in attendance; we expect to exceed this number in 1992 because it is our 25th anniversary.

CRLA's most vital function and over-all purpose is to provide a forum at the yearly conference for the exchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members. Institutes with internationally known personalities are included along with workshops conducted by members. Three General Sessions are held at the conference, the first to include a keynote speaker, the second to conduct the business of the organization, and the third to provide a kick-off of the following year's conference. In addition, 15 institutes and approximately 75 presentations are provided during the four-day conference. Many of us depend on the conference to maintain connections and get the latest research on recent developments in our disciplines. The publishers and computer exhibits, therefore, are vital to the function and purpose of this conference. It is through your displays that our members can preview the latest texts and materials for possible adoption and talk with publishers about needs and trends.

On behalf of CRLA, I want to extend an invitation to you to exhibit at our 1992 conference. The cost per 6' table with skirt will be \$235, and at each table power will be provided should you need it for your display. Information about drayage services will be available so that you can

resale of used books

where texts fit in today's educational delivery systems

• **Meet the authors forum** where member-authors with their publishers could answer questions about their texts and upcoming publications informally. We are proud that CRLA includes among its members nationally known authors in developmental studies and basic skills areas, and we want to give members an opportunity to meet these accomplished colleagues.

We are open to suggestions as we are anxious to make the exhibit area productive for you. We really feel your participation is essential to the success of our conference. Please return your check and application to me at the address below to reserve your space early. See you next April!

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois", with a small smiley face drawn above the final flourish.

Lois Janowski

Chairman, Publishers Exhibits

Attachments: hotel map (meeting room levels)  
exhibit room map  
application for exhibit space  
invoice for electrical services (Marriott)

## Exhibitor's Application

Due: December 15, 1991 with Payment

Name of Organization \_\_\_\_\_  
Department or Division \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Person, Title \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Name of Organization as you want it to appear on the booth identification sign and program book:  
\_\_\_\_\_

Name of personnel to be issued exhibitors' badges. Please list individual in charge of exhibit first.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make check payable to: College Reading and Learning Association. Please complete the following as appropriate.

\_\_\_\_\_ Yes! I want to reserve a table at the CRLA conference. My preference of table assignment is (list numbers): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ at a cost of \$235 (check attached), but if those are already assigned, I will take whatever is available.

\_\_\_\_\_ Yes! I would like a second table if one is still available after the deadline for applications (December 15, 1991). I understand that I will be notified and billed for this at an additional cost of \$150.

\_\_\_\_\_ Yes! I would like to participate in the Publisher's Panel. The name of the participant is \_\_\_\_\_

\_\_\_\_\_ Yes! I want a coupon placed in the program for a drawing in my booth. I realize that I must supply the prize(s), conduct the drawing, and post the winner's name.

# INVOICE FOR ELECTRICAL SERVICES

SAN FRANCISCO  
AIRPORT **Marriott**

ALL CORRESPONDENCE TO THE ATTENTION OF MARRIOTT ENGINEERING

1800 OLD BAYSHORE HWY.

BURLINGAME, CA 94010

(415) 692-9100 X-6742

## PAYMENT MUST BE RECEIVED WITH THIS APPLICATION/INVOICE

Electrical Service is Priced For 4 Days

### CURRENT AVAILABLE

110 Volt, AC, Single phase (φ), 60 cycle  
208 Volt, AC, Single phase 60 cycle  
208 Volt, AC, Three phase 60 cycle

### GENERAL CONDITIONS

All wiring and other electrical installations must conform to the City and County of Burlingame Building Code and National Electric Code, with special attention to the grounding of equipment (this also requires all extension cords to be 3-wire).

Each exhibit will be inspected by the Engineers of the Marriott.

All material furnished is on Rental Basis Only.

### ELECTRICAL CONNECTIONS

To prevent overloading of circuits, exhibitors will not be permitted to connect into the building's electrical system. All electrical current must be previously ordered through, and connected by, Marriott Engineering.

### RATES

The charge for outlets includes installation of service to the rear of the booth, current used, proper fusing, and removal at the close of the show. Other wiring will be on a time-and-material basis.

24 hour service - Double Regular Rates

Orders received less than 24 hours before show opening are subject to double regular rates.

All connections are priced per single plug in.

Refunds will be issued only on cancellations received in writing 24 hours prior to show opening.

### 110 VOLTS (Amps X 110 Volts = Watts)

Quantity

(Number of Outlets)

\_\_\_\_\_ up to 500 watts @ \$23.50 \_\_\_\_\_  
\_\_\_\_\_ up to 1000 watts @ \$24.50 \_\_\_\_\_  
\_\_\_\_\_ up to 2000 watts @ \$25.50 \_\_\_\_\_  
\_\_\_\_\_ up to 3000 watts @ \$26.50 \_\_\_\_\_  
\_\_\_\_\_ above 3000 watts - \$26.50 + \$10.00 per 1000 watts \_\_\_\_\_

### 208 VOLTS

(Same Rate as Above)

208 Volts 1φ (Amps X 208 Volts = Watts)

208 Volts 3φ (Amps X 208 Volts X 1.732 = Watts)

_____	amps	_____	_____
_____	watts	1φ	3φ
_____	amps	_____	_____
_____	watts	1φ	3φ
_____	amps	_____	_____
_____	watts	1φ	3φ
_____	amps	_____	_____
_____	watts	1φ	3φ

### 24 Hour Service Required (freezers, refrigerators, etc.)

\_\_\_\_\_ amps \_\_\_\_\_  
\_\_\_\_\_ watts \_\_\_\_\_ volts \_\_\_\_\_ phase \_\_\_\_\_

\_\_\_\_\_ Extension Cord (3 wire) @ \$ 4.00 \_\_\_\_\_

### FLOOD LIGHTS

\_\_\_\_\_ 150 watt (installed) @ \$24.50 \_\_\_\_\_

\_\_\_\_\_ 300 watt (installed) @ \$25.50 \_\_\_\_\_

\_\_\_\_\_ 75 watt (installed) @ \$22.50 \_\_\_\_\_

\_\_\_\_\_ Replacement Lamps & Special Lighting  
(Provided at cost + 30%) \_\_\_\_\_

\_\_\_\_\_ Floor Order \_\_\_\_\_

Labor - For Other Than Above  
(MINIMUM - 1 Hr. per Man)

\_\_\_\_\_ Hours straight time @ \$25.50 \_\_\_\_\_  
(Weekdays : 8:00 a.m. to 4:30 p.m.) per hour

\_\_\_\_\_ Hours double time @ \$36.50 \_\_\_\_\_  
(Weekdays before 8:00 a.m. & after 4:30 p.m. Saturdays, Sundays, Holidays) per hour

\_\_\_\_\_ TOPAZ Available upon Request @ \$150.00 \_\_\_\_\_  
(Provides power for Dedicated per day  
Circuits up to 40 amp - 3 phase)

**TOTAL**

### PLEASE TYPE

Firm Name \_\_\_\_\_

Attention \_\_\_\_\_

Billing \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_

Zip \_\_\_\_\_

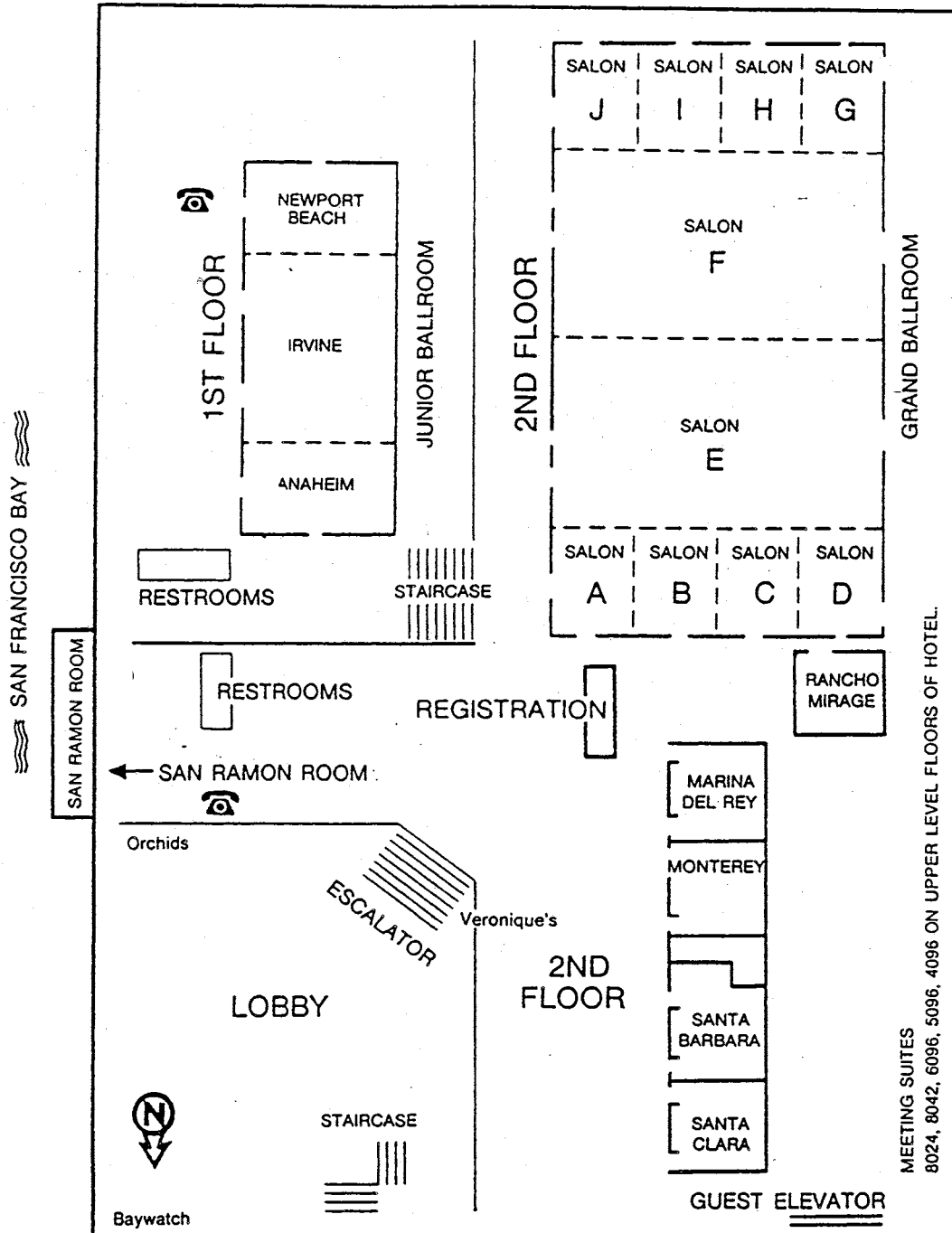
Name of  
Convention/Trade Show \_\_\_\_\_

Booth No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Authorized by \_\_\_\_\_

# Hotel Map



Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Academic Success Press, Inc.	(305) 785-2034				
P.O. Box 2567, Dept. O	(800) 223-6108 (Fax)				
Pompano Beach, FL 33072					
Academic Therapy Publications	(415) 883-3314				
20 Commerical Blvd.	800-422-1249				
Novato, CA 94949	Arleta Quesada				
Contact: Wilfred Washburn					
Act Educational Services Division	(391) 337-1566				
P.O. Box 168					
Iowa City, Iowa 52243					
Addison-Wesley Publishing Co.	(415) 594-4410				
Western Regional Office					
390 Bridge Parkway					
Redwood City, CA 94065					
Contact: Roger Vaughn					
Aleman Press	NF				
2501 Industrial Parkway West					
Hayward, CA 94545					
Alta Book Center	1 (800) ALTA - ESL				
14 Adrian St.					
Burlingame, CA 94010					
American Language Academy	1 (800) 346-3469				
Executive Offices, Dept, DE					
1401 Rockville Pike					
Rockville, ND 20852					

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Amsco	NF				
315 Hudson St.					
New York, NY 10013					
Andre Jude & Co.	(415) 949-4279				
374 W. Edith Ave.					
Los Altos, CA 94022					
Contact: John T. Maloney					
Arco Books	(212) 383-8931				
15 Columbus Circle					
New York, NY 10023					
Balard & Tighe	(206) 829-6638				
3303 S. 359th. Pl.					
Kent, WA 98032					
Contact: Warren Beecraft					
Charles E. Merrill Publishing Co.	NF				
Bell & Howell Co.					
Columbus, Ohio 43216					
Contact: Arthur W. Helman					
College Survival, Inc.	1 (800) 538-8323				
2650 Jackson Blvd.	(408) 739-3041				
Rapid City, SD 57702-3474					
Collier MacMillan International	NF				
866 Third Ave.					
New York, NY 10022					
Contact: Horace H. Rice					
David Waldherr					
Cambridge Testing					

57 West 43rd St. 6D

NY, NY 10025

212 866 8399

715 341 7559

FAX



Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Computer Networking Specialists, Inc	1 (800) 372-3277				
P.O. Box 2075	1 (215) 796-1491 Fax				
61 E. Main St.					
Walla Walla, WA 99362					
Contact: David Dressler					
Contemporary Books Inc.	NF				
180 North Michigan Ave.					
Chicago, IL					
Contact: Lillian J. Fleming					
Crisp Publications, Inc.	(415) 949-4888	bill 1 se	yes	235.00	
95 First St.					
Los Altos, CA 94022					
Contact: W. Philip Gerould					
Davis & Clark Publishing Co.	NF				
P.O. Box 99					
Metamora, IL 61548					
Dell	1 (800) 223-5780				
666 5th. Ave.	1 (212) 492-9862				
New York, NY 10103					
Contacts: Goodman/Lewin					
Delta Systems	1 (800) 323-8270				
570 Rock Road Dr.					
Dundee, IL 60118					
D.C., Heath & Co.	(415) 897-9900				
Western Regional Office	617				
1450 Grant Ave., Suite 204	800-1314				
Navato, CA 94947					
Contact: Stephen G. Reinhart	Andrew Stein				

125 Spring St.  
Boston, Mass  
02110

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Dormac/Linmor/Prolingua	NF				
Dominte Press					
8440 S.W. Murdock St.					
Tigard, OR 97224					
Contact: Vince Coleman					
Edson Software	(206) 635-4705				
P.O. Box 831	1 (605) 343-7553 Fax				
Mercer Island, WA 98040					
Contact: Dave Edson					
Educational Activity Inc. (Rose Falco)	1937 Grand Ave. Baldwin N.Y. 11510			8006452796	
ESL Publications	NF				
5761 Buckingham Parkway					
Culver City, CA 90230					
Contacts: Drobnic/Abrams/Morray					
Florence Schae Ph.D	NF				
Northwestern University					
339 E. Chicago Ave.					
Chicago, IL 60611					
Gorsuch Sacarisbrick, Publishers	(602) 991-7881				
8233 Via Paeo Del Norte, Suite F400					
Scottsdale, AZ 85258					
Contact: Sylvia E. Roshkow					
H & H Publishing Co., Inc.	1 (800) 366-4079	wants table (2)	no	—	
1231 Kapp Dr.		16,17 ✓ on			
Clearwater, FL 23625					
Harper Collins Publishers	(415) 593-1139				
10 E. 23rd. St.					
New York, NY 10022-5299					
Contact: Michelle Beese					

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Holt Rienhart & Winston 577 Airport Blvd., Suite 180 Burlingame, CA 94010 Contact: Claire D'Ecsery Willmore	(415) 738-1735				
✓ Houghton Miffling co. Western Region 925 E. Meadow Dr. Palo Alto, CA 94303 Contact: Dale Hastings	(408) 459-0157	10/30/91 1, 7, 2	yes	\$235.00	
How to Study P.O. Box 6133 Montgomery, AL 36106 Contact: Tomas F. Staton, Ph.D	NF				
Innovative Sciences, Inc. 300 Broad St. Stanford, Conn. 06901 Contact: Arthur Whimbey	NF				
✓ Jamestown Publishers, Inc. P.O. Box 9168 Providence, RI 02940	1 (800) USA-READ	1 table Dale Hastings will add end. table 2 ok	yes	\$235.00	
Kendall/Hunt Publishing Co. 2460 Keeper Blvd. Dubuque, IA 92001 Contact: Gary Probst	NF				
Lakeshore Curriculum P.O. Box 6261 Carson, CA	1 (800) 421-5354				

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Learning Trends	NF				
175 Fifth Ave.					
New York, NY 10010					
Contacts: Rauch/Clements					
Little, Brown & Co.	NF				
34 Beacon St.					
Boston, MA 02108					
Contacts: Kathleen T. McWhorter					
Cosby/Emery					
Macmillan Publishing Co.	NF				
866 Third Ave.					
New York, NY 10022					
Contacts: Spache & Berg					
Mayfield Publishing Co.	(415) 961-3222				
1240 Villa St.					
Mountain View, CA 94041					
Contact: G. Michael Queen					
McGraw-Hill Inc.	(415) 962-8032				
55 Francisco, St., Suite 738					
San Francisco, CA 94133					
Contact: Tracy Simon					
McGraw-Hill	NF				
College Division					
1221 Avenue of the Americas					
New York, NY 10020					
National Textbook Co.	NF				
4255 W. Touhy Ave.					
Lincolnwood, IL 60646					

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Newbury House	NF				
10 E. 53rd. St.					
New York, NY 1002-5299					
Newsweek	1 (800) 526-2595				
P.O. Box 414					
Livingston, NJ 07039					
Northwest Educational Associates	1 (206)722-3002				
3114 37th Place South					
Seattle, WA 98144					
Oxford University Press	(206) 389-6638				
3303 S. 359th. Place					
Kent, WA 98032					
Contact: Warren Beecraft					
Peek Publications	(503) 829-6849				
P.O. Box 184					
Molau, OR 97039					
Contacts: Goodgar/Mehaffy					
Personal Efficiency Programs	NF				
P.O. Box 3448					
Seal Beach, CA 90740					
Contacts: Rossi/Gasser					
Prentice Hall	(512) 458-2022				
RT. 9, W					
Englewood Cliffs, NJ 07632					
Contact: Martin Tenney					

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Prentice Hall	(512) 458-2022				
College Division					
2700 Kerrybrook LN.					
Austin, TX 78758					
PWS-Kent Publishing Co.	1 (800) 343-2204				
20 Park Plaza					
Boston, MA 02116					
Random House	NF				
201 E 50th. St.					
New York, NY 10022					
Contact: Deanne K. Milan					
Reader Digest	NF				
Educational Division					
Pleasantville, NY 10570					
Contact: Natalie Moreda					
Regents Publishing Co.	NF				
Route 9 W.					
Englewood Cliffs, NJ 07632					
Contact: Sol Goshack					
Research & Education Assoc.	(201) 819-8880				
61 Ethel Rd., West.					
Piscataway, NJ 98854					
Contact: Dr. M. Fogiel					
Scholastic Inc.	(414) 462-8624				
4460 Black Ave. #J					
Pleasanton, CA 94566					

Publisher's Mailing Check-In List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Scott, Foresman, & Co. 1900 E. Lake Ave., M-300 glenview, IL 60025 Contact: Julie Law	(321) 729-3000 X2050				
Simon & Schuster 1230 Avenue of the Americas New York, NY 10020 Contacts: Smith/Culyer	(212) 698-7000				
South-West Publishing Co. 5101 Madison Rd. Cincinnati, OH 45227 Contacts: Burtness/Hulbert/ Aliven R. Brown	NF				
Special Service Supply P.O. Box 705 Huntington, NY 11743	NF				
Steck-Vaughn Co. 17833 93rd. Place N.E. Bothel, WA 98011 Contact: Paul Skeeter	(206) 776-7054				
The College Board 45 Columbus Ave. New York, NY 10023-6992 Contact: L.J. Abernathy	(212) 713-8057				
The Franklin Institute Press 365 Broadway Hillsdale, NJ 07642-1418	NF				

Publisher's Mailing Check-in List/10/4/91

Publisher's Name/Address	Phone Numbers	Publisher's Requests	Ck End	Ck Amount	Confirmation
Townsend Press	(215) 796-0929		yes	385.00	
RD #11 Box 192A	(215) 796-1491 Fax	2 tables			
Mt. Penn Rd.		3,4 Sh			
Reading, PA 19607					
Contact: George Henry					
Video Language Products	1 (800) 367-3806				
P.O. Box 30675					
Los Angeles, CA 90030					
Wadsworth Publishing Co.	(415) 595-2350	2 tables	yes	470.00	
10 Davis Dr.	1-800-876-2350	Side by Side			
Belmont, CA 94002	4258	20,28			
Contact: Tina Allen Geo Ota					
Winthrop Publishers Inc.	NF				
17 Dunster St.					
Cambridge, MA 02138					
Contacts: Miller/Steeber/Ladd					
WM.C. Brown Publishers	(415) 482-9042				
District Office					
4650 San Sevastian					
Oakland, CA 94602					
Contact: Licia Capron					



# San Jose City College MEMORANDUM

**Date:** 12/06/91  
**To:** Shirley Sloan  
**From:** Lynda Grant & Lois Janowski  
**Subject:** CRLA Conference

Here's a list of publishers that have responded to the CRLA Conference. I've enclosed the check amounts received to date:

*H & H Publishing Co.	_____
Crisp Publications, Inc.	\$235.00
Townsend Press	\$385.00
Jamestown Publishers, Inc.	\$235.00
Wadsworth, Inc.	\$470.00
Houghton Mifflin Co.	\$235.00

Please note that H & H Publishing has not sent any money. They put a note on their application: "Exhibit Fee Waived Due to Speaker Sponsorship. Check sent to Becky Johnen" I'm enclosing that one for you to see because I didn't know if you were aware of it.

If you need further information, call me (Lynda) ext. 3677.

Thank you.

lmg



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

January 2, 1992

Dear Publisher:

In reviewing the records from the publisher's requests for space at the College Reading and Learning Association Conference April 9-12, 1992, in Burlingame, California, we noticed that we had not received a reply or application from your company. Since the deadline date may have been overlooked and your participation is important to us, we have extended the deadline for you until February 1, 1992.

Please join us for this important and only national College Reading and Learning Association Conference which draws educators from throughout the nation and Canada. Our preregistration results indicate this will be our largest conference ever with close to 1000 participants.

Included with this letter are copies of the original application materials. Remember, the Exhibitor's Application due date has been extended to February 1, 1992. We hope to hear from you by this date.

Sincerely,

*Norma V. Spalding*

Norma V. Spalding  
Co-chair, Publisher's Committee

*Lois Janowski*

Lois Janowski  
Co-chair, Publisher's Committee

*Shirley Sloan*

Shirley Sloan  
Site Manager

## List of Publisher's Addresses

T.H. Peek  
T.H. Peek, Representative  
P.O. Box 50123  
Palo Alto, CA 94303

Contemporary Books, Inc.  
Jim Casper, Representative  
Adult Education Division  
180 N. Michigan Avenue  
Chicago, IL 60601

South-Western Publishing Co.  
Karen Schneider, Representative  
Education Division  
5101 Madison Road  
Cincinnati, OH 45227

South-Western Publishing Co.  
Gayle Entrup, Representative  
Education Division  
5101 Madison Road  
Cincinnati, OH 45227

South-Western Publishing Co.  
Penny Shank, Representative  
Education Division  
5101 Madison Road  
Cincinnati, OH 45227

H. & H. Publishing, Co.  
Karen H. Davis, Representative  
1231 Kapp Drive  
Clearwater, FL 34625

H. & H. Publishing, Co.  
Robert D. Hackworth, Representative  
1231 Kapp Drive  
Clearwater, FL 34625

Natl Cntr for Dev Education  
Hunter Boylan, Contact  
Reich College of Education  
Appalachian State University  
Boone, NC 28608

Crisp Publications, Inc.  
Phil Gerould, Representative  
95 First Street  
Los Altos, CA 94022

Townsend Press  
Judy Nadell, Representative  
Book Center  
Road #11, Box 192A, Mt. Penn Road  
Reading, PA 19607

Townsend Press  
George Henry, Representative  
Book Center  
Road #11, Box 192A, Mt. Penn Road  
Reading, PA 19607

Jamestown Publishers  
Dale Rettinger, Representative  
P.O. Box 9168  
Providence, RI 02940

Jamestown Publishers  
Juan Marquez, Representative  
P.O. Box 9168  
Providence, RI 02940

Wadsworth Publishing  
Lea Ota, Representative  
10 Davis Drive  
Belmont, CA 94002

Houghton Mifflin Co.  
Beth Berghofer, Representative  
Western Regional Office  
925 E. Meadow Drive  
Palo Alto, CA 94303

Houghton Mifflin Co.  
Rodel Miguel, Representative  
Western Regional Office  
925 E. Meadow Drive  
Palo Alto, CA 94303

Houghton Mifflin Co.  
Barbara Ild, Representative  
Western Regional Office  
925 E. Meadow Drive  
Palo Alto, CA 94303

Newsweek Magazine  
Tess Greenup, Representative  
Education Program  
2280 Grass Valley Hwy #308  
Auburn, CA 95603

Lakeshore Learning Materials  
Doug Gross  
2695 East Dominguez Street  
P.O. Box 6261  
Carson, CA 90749

Personal Efficiency Program  
Frank Christ  
P.O. Box 249  
Sierra Vista, AZ 85636-0249

Prentice Hall College Division  
Delores Guiliano, Convention Mgr  
College Exhibits Division  
Engle Cliffs, NJ 07632

Educational Development Laboratory  
Carolyn Norman  
P.O. Box 210226  
Columbia, SC 29221

IBM  
Ros Bollinger  
202 West Ridge Drive  
Santa Clara, CA 95050

Apple Computer  
Rebecca Duncan  
1 Bush Street, 10th Floor  
San Francisco, CA 95704

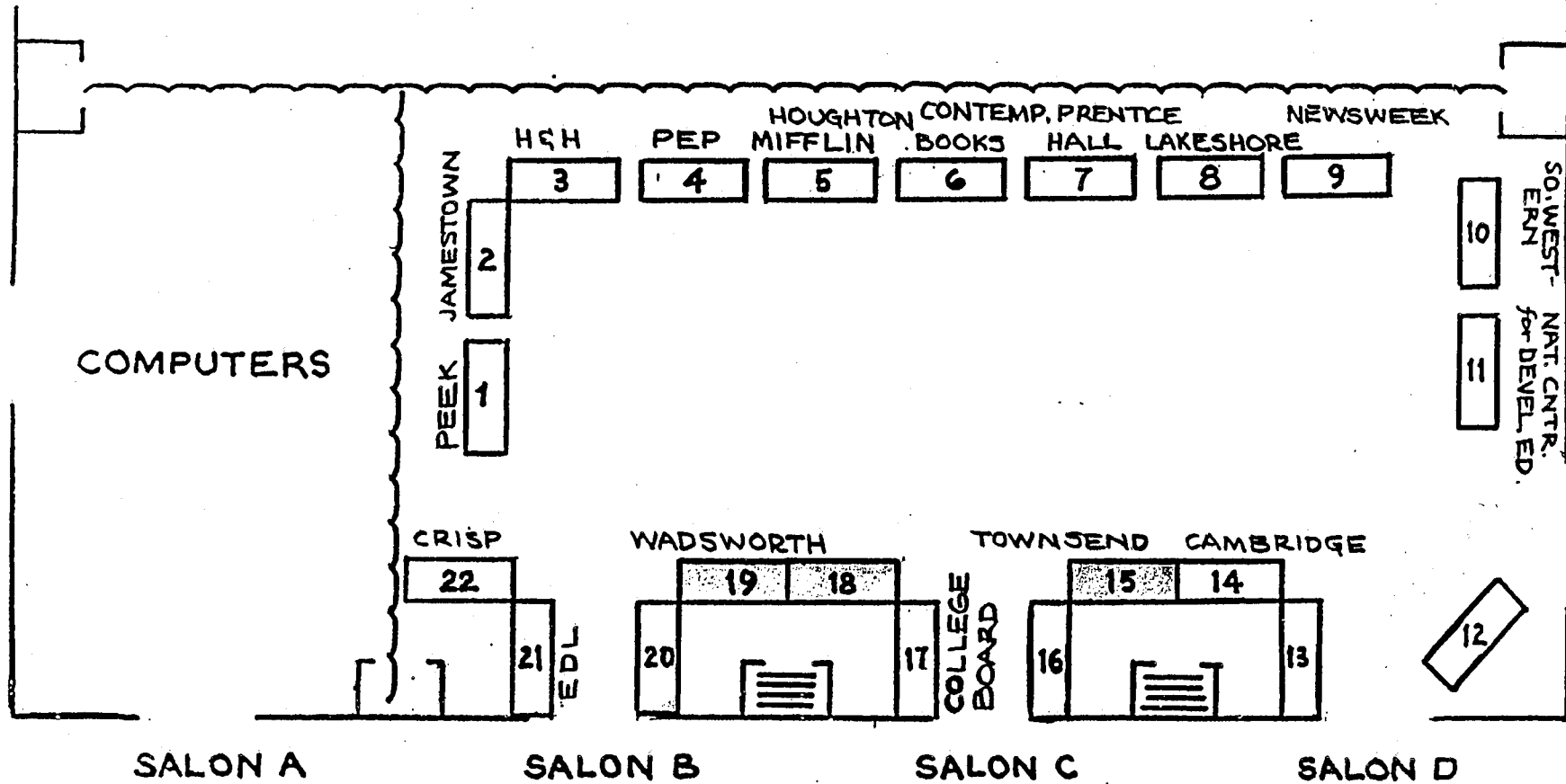
College Board  
Bruce Deal  
45 Columbus Avenue  
New York, NY 10023

Cambridge Educational Services  
David Waldherr, Representative  
Seven Penn Plaza, Suite 200  
New York, NY 10001

# SAN FRANCISCO AIRPORT **Marriott.**

SALON E

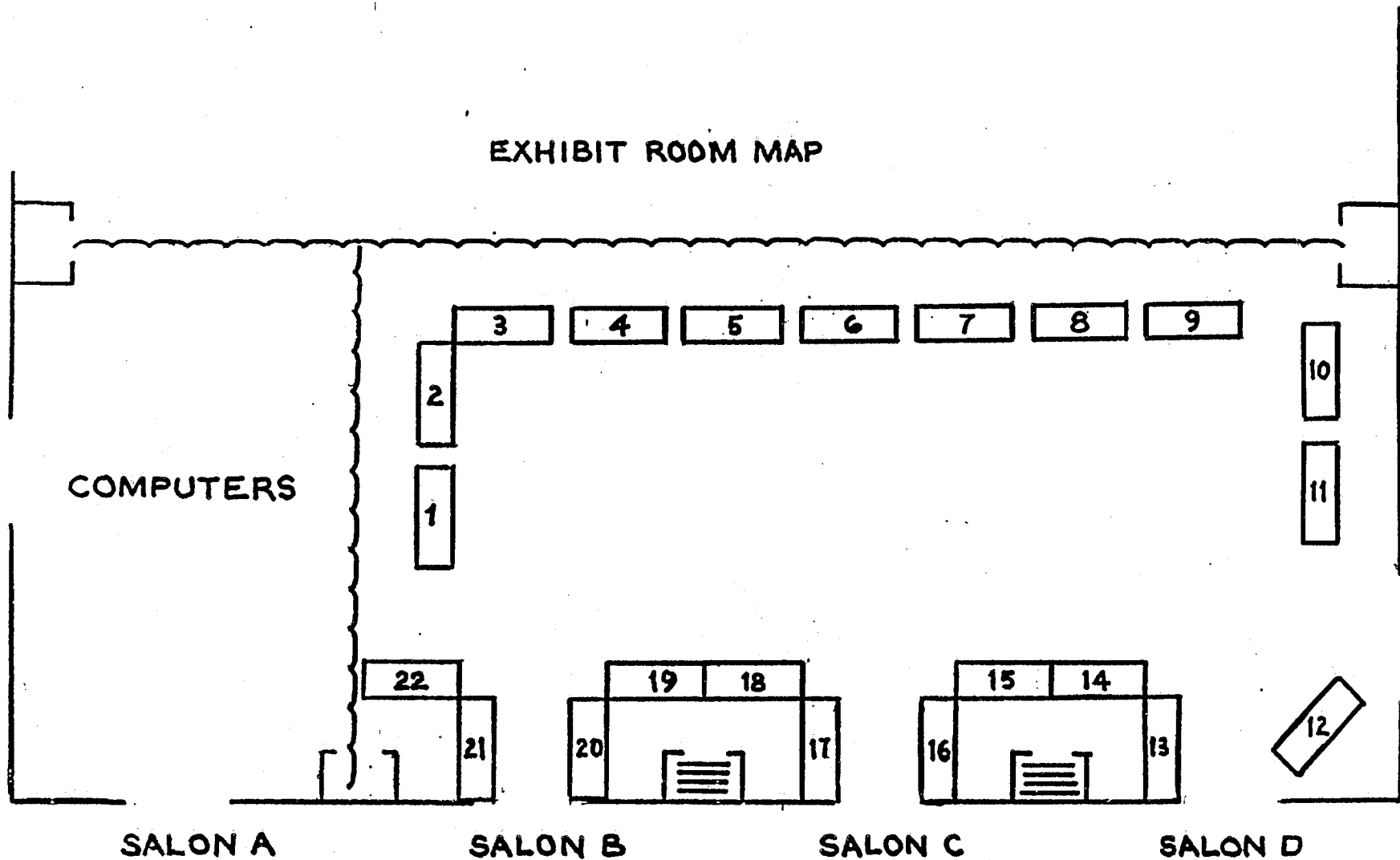
## EXHIBIT ROOM MAP



SAN FRANCISCO  
AIRPORT **Marriott.**

SALON E

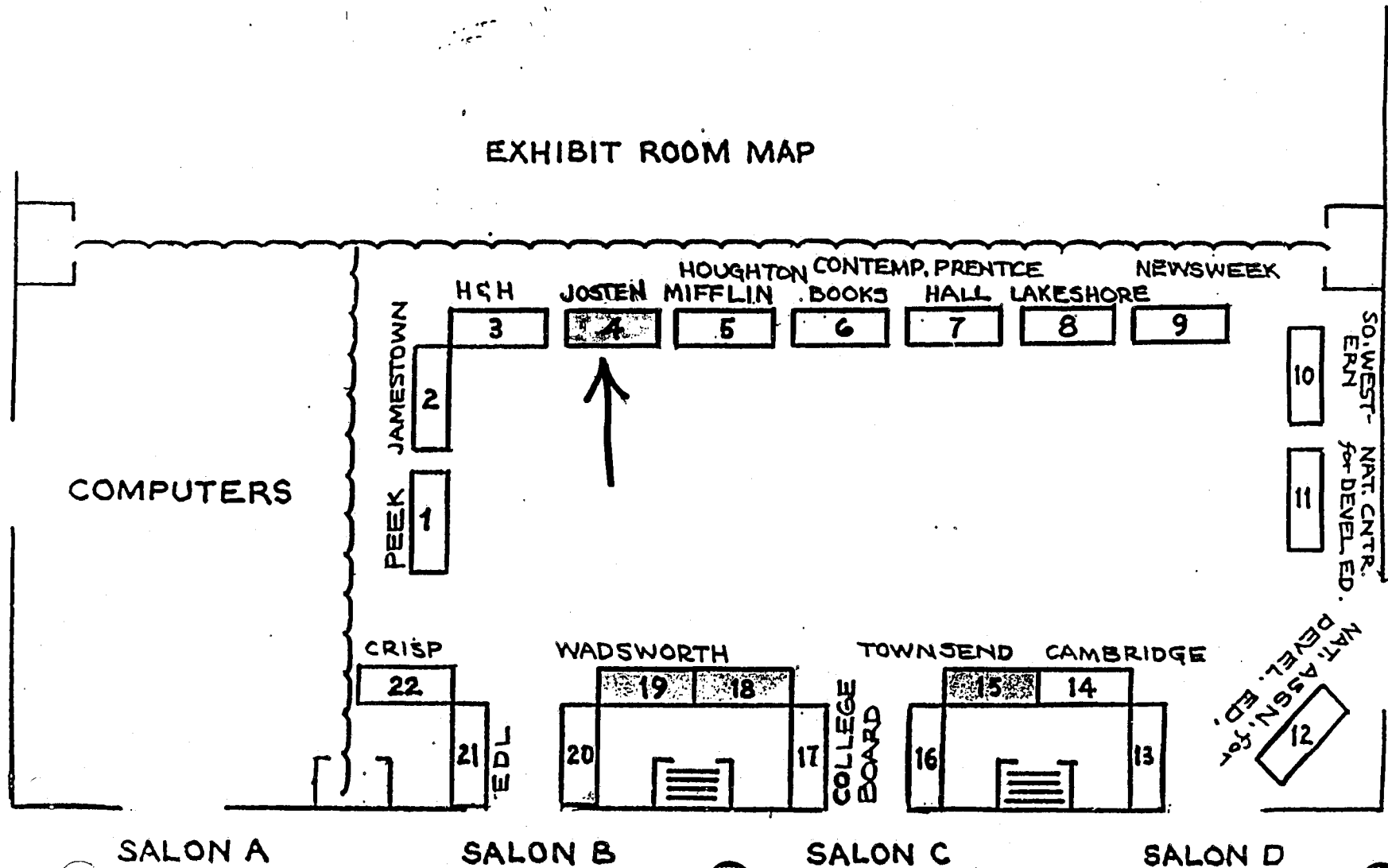
EXHIBIT ROOM MAP



# SAN FRANCISCO AIRPORT **Marriott.**

SALON E

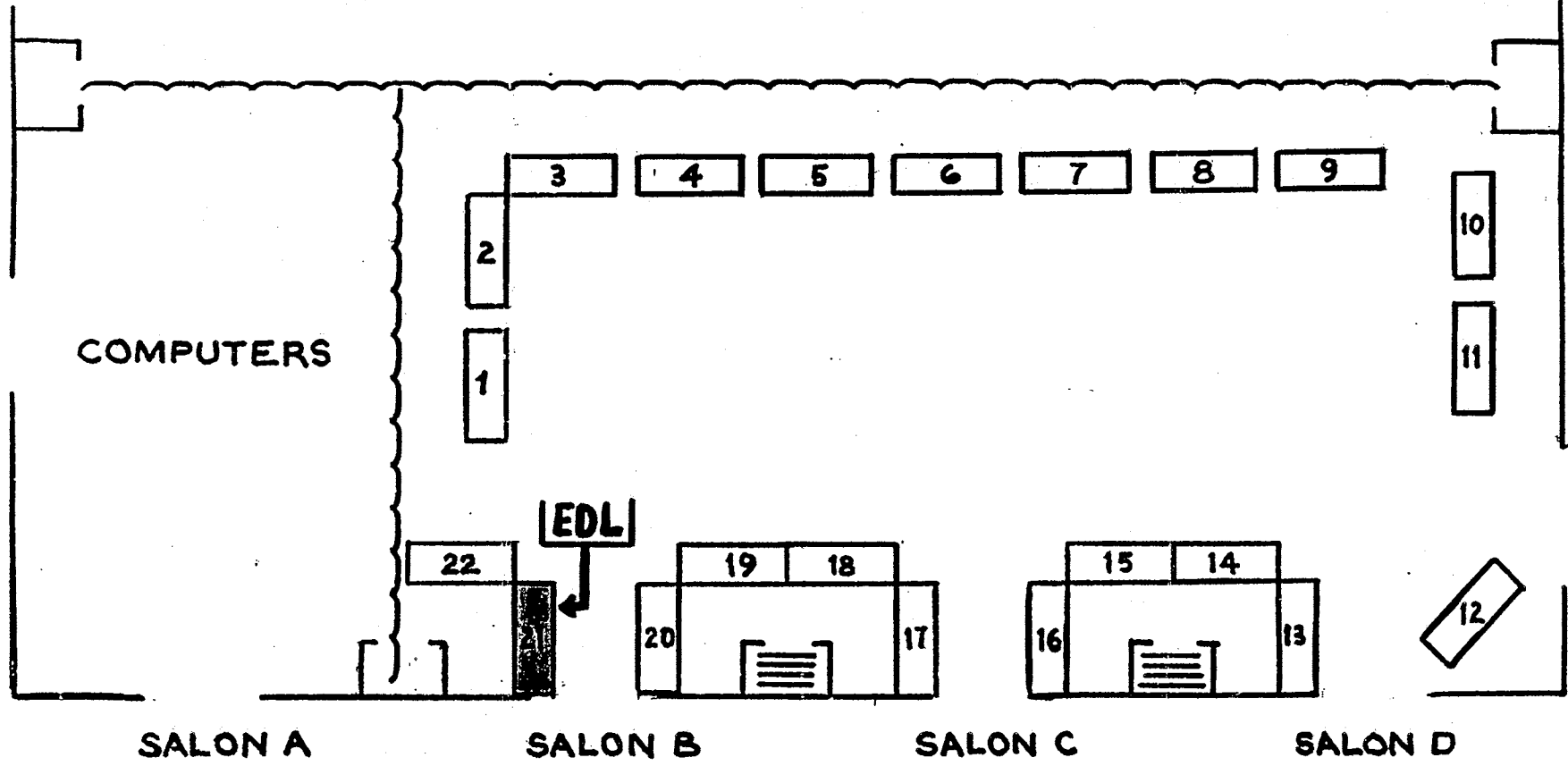
## EXHIBIT ROOM MAP



**EDL, Inc**  
**TABLE LOCATION**

EXHIBIT ROOM MAP

SALON E





February 25, 1992

# Evergreen Valley College

3095 Yerba Buena Road  
San Jose, CA 95135-1598  
(408) 274-7900  
FAX 408-238-3179

**President**  
Richard G. Carpenter

**Chancellor**  
Ronald A. Kong

**Governing Board**  
Charles R. Blackmore  
René Bloch  
Richard A. Bowers  
Bobby R. Dixon  
Tony Estremera  
Maria Fuentes Lucero  
Charlotte Powers

Kendal-Hunt Publishing  
Chuck Borquist  
2460 Keeper Blvd.  
Dubuque, IA 92001

Dear Chuck:

This letter is to inform you of the times and procedure for your exhibit at the College Reading and Learning Association Conference, April 9-12, in Burlingame, California at the San Francisco Airport Marriott Hotel.

The exhibit area will be open and available for you to set up your displays on Thursday, April 9 after 9:00a.m. You need to have your display ready for the Grand Opening of the Exhibits at 4:30p.m. that same day. The exhibit area is scheduled to be open from 4:30p.m. until 7:30p.m. During most of that time and directly in front of the exhibit area, we will also have a reception for our keynote speaker.

On Friday, April 10, exhibits will open at 7:00a.m. and close at 9:00a.m. Exhibits are closed during the General Session. They will be open again from 11:45a.m. until 1:30p.m. and from 2:15p.m. until 5:30p.m.

Saturday, April 11, will begin with a Publishers Breakfast from 7:00a.m. until 8:00a.m. The exhibits will be open from 7:00a.m., closing at 9:30a.m. for the General Session, then opening again at 10:50a.m. through 2:00p.m., the closing time for the exhibit area.

We have this staggered time to provide you with maximum participation and limited interruption or conflict from other conference activities. These times are summarized below.

## Thursday, April 9

9:00a.m. - Exhibit area open for set up  
(Salons A, B, C)

4:30p.m. - 7:30p.m. Grand Opening of Exhibits

## Friday, April 10

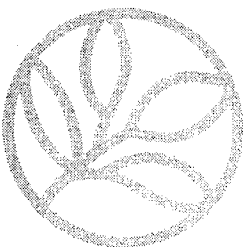
7:00a.m. - 9:00a.m. Exhibits Open

9:00a.m. - 11:45a.m. Exhibits Closed

11:45a.m. - 1:30p.m. Exhibits Open

1:30p.m. - 2:15p.m. Exhibits Closed

2:15p.m. - 5:30p.m. Exhibits Open



**Saturday, April 11**

7:00a.m. - 8:00a.m. Publishers Breakfast  
7:00a.m. - 9:30a.m. Exhibits Open  
9:30a.m. - 10:50a.m. Exhibits Closed  
10:50a.m. - 2:00p.m. Exhibits Open  
2:00p.m. Closing of Exhibit Area; Take Down of Displays

If you have a special electrical need, please contact Terry Haney directly at the Marriott Hotel, 415-692-9100.

We sincerely appreciate your contribution to the success of our 25th Anniversary Conference. If there are still any questions, please call Norma Spalding at 408-287-1699 or Shirley Sloan at 408-274-7900, extension 6607.

Sincerely,

Norma Spalding  
Norma Spalding, Chair

Shirley Sloan  
Shirley Sloan, On-Site Chair

SS:lcw

# Evergreen Valley College

3095 Yerba Buena Road  
San Jose, CA 95135-1598  
(408) 274-7900  
FAX 408-238-3179

President  
Richard G. Carpenter

Chancellor  
Ronald A. Kong

Governing Board  
Charles R. Blackmore  
René Bloch  
Richard A. Bowers  
Bobby R. Dixon  
Tony Estremera  
Maria Fuentes Lucero  
Charlotte Powers

March 23, 1992

Educational Development Laboratory  
Carolyn Horman  
P.O. Box 210226  
Columbia, SC 29221

Dear Carolyn:

Thank you once again for agreeing to be part of the College Reading and Learning Association's 25th Anniversary Conference, April 9-12, at the San Francisco Marriott Hotel in Burlingame, California.

Attached is the map of your assigned table in the Publishers Exhibit Area. As you can see, all exhibits are openly visible upon entry to the Salon area. Also, the Salons are directly across the hall from our registration area--easily seen and easily accessed by our conference participants.

We have given everyone their choice of table placement, even though there was a slight room revision. Your table will be draped by Marriott. However, if you have any electrical needs, be sure to contact the Marriott Hotel at 415-692-9100. For your convenience, the listing of times as provided in the last letter are summarized below:

## Thursday, April 9

9:00a.m. - Exhibit area open for set up  
(Salons A, B, C)

4:30p.m. - 7:30p.m. Grand Opening of Exhibits

## Friday, April 10

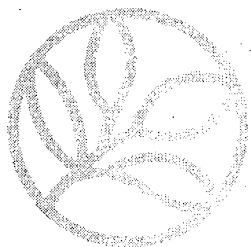
7:00a.m. - 9:00a.m. Exhibits Open

9:00a.m. - 11:45a.m. Exhibits Closed

11:45a.m. - 1:30p.m. Exhibits Open

1:30p.m. - 2:15p.m. Exhibits Closed

2:15p.m. - 5:30p.m. Exhibits Open



Saturday, April 11

7:00a.m. - 8:00a.m. Publishers Breakfast  
7:00a.m. - 9:30a.m. Exhibits Open  
9:30a.m. - 10:50a.m. Exhibits Closed  
10:50a.m. - 2:00p.m. Exhibits Open  
2:00p.m. Closing of Exhibit Area; Take Down of Displays

This will be our last correspondence before the conference, so if you have any further questions, please contact Norma Spalding at 408-287-1699 or Shirley Sloan at 408-274-7900, extension 6607.

Sincerely,

*Norma Spalding*  
Norma Spalding, Publishers Exhibit Chair

*Shirley Sloan*  
Shirley Sloan, On-Site Chair

SS:lcw

attachment

**CRLA 25th Anniversary Conference, April 9 - 11, 1992**

**San Francisco Airport Marriott Hotel**

**Publisher's Exhibits - Salons B-D**

**HOURS**

Thursday 4:30 pm - 7:30 pm

Friday 7:00 am - 9:00 am

11:45 am - 1:30 pm

2:15 pm - 5:30 pm

Saturday 7:00 am - 9:30 am

10:50 am - 2:00 pm

Write your name on each ticket, tear apart and deposit at the publisher's table indicated on the ticket. While there, be sure to browse and review the latest offerings of our publishers.

**RAFFLE TICKET**

**PUBLISHER'S DRAWING**

Deposit this ticket at the table of

**\* H & H Publishing Co \***

Publisher Exhibits - Salons B-D

Name \_\_\_\_\_

School \_\_\_\_\_

**RAFFLE TICKET**

**PUBLISHER'S DRAWING**

Deposit this ticket at the table of

**\* CAMBRIDGE EDUCATIONL  
SERVICES \***

Publisher Exhibits - Salons B-D

Name \_\_\_\_\_

School \_\_\_\_\_

**RAFFLE TICKET**

**PUBLISHER'S DRAWING**

Deposit this ticket at the table of

**\* Personal Efficiency Program  
( PEP ) \***

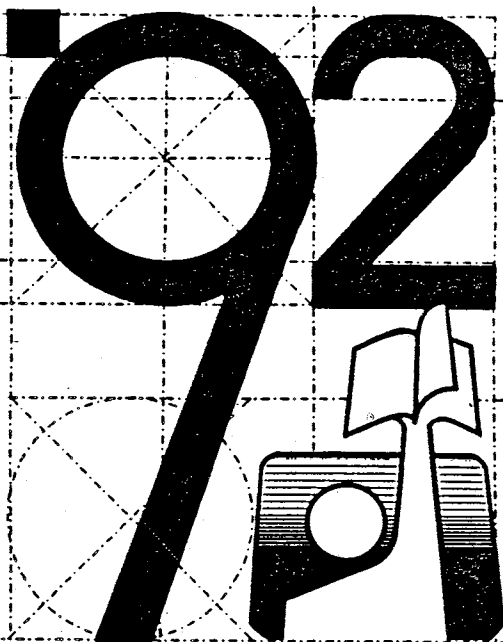
Publisher Exhibits - Salons B-D

Name \_\_\_\_\_

School \_\_\_\_\_

post

**BREAKTHROUGH**



# The Sixth Annual Adult Literacy and Technology Conference

July 15-18, 1992  
Tulsa, Oklahoma  
Sheraton Kensington Hotel

*Sponsored by the  
Office of the Tulsa County  
Superintendent of Schools*

*2-4-92  
Shirley  
Something to  
keep up the  
interest in  
pgl  
Buck*

## ***AN INVITATION TO EXHIBIT . . .***

. . . to publishers, software companies, hardware providers, non-profits, businesses, schools, organizations and others interested in the field of adult basic education and literacy at home, in school and on the workplace. Conference strands are listed below.

### **Getting Started/Going Strong**

Help for Beginners  
Lab Equipment  
Management Tools  
Staff Development  
Funding Sources and Initiatives

### **Client Focus**

Corporate/Business Workplace  
Correctional Institutions  
ESL and Basic Literacy  
Community/School Centers  
Disabled and Special Needs

### **Breakthrough '92**

Innovations  
New Vendor Products  
Research

## *Audio Visual*

### III Audio-visual /computer equipment

#### A. Prior to conference - audio visual equipment

1. Send out request forms to presenters (see attached) in summer. Ask for early returns but expect some late responses.
2. make a list of all needed equipment. Obtain as much as possible from your school or any source outside of the hotel. We rented only the following equipment from the hotel:
  - a. VCR's and monitors
  - b. viewing screens
  - c. easels
  - d. chalkboards
3. Besides large pieces of equipment, also procure several extension cords, transparencies, acetate pens, chalk, felt pens, and extra bulbs.
4. Ask program chairperson to schedule presenters in rooms back to back with others who have similar av requests to eliminate moving of equipment.
5. Solicit help. Hire one person to be available at all time for technical problems. Detail responsibilities and ask for commitment (see attached from.) Also ask for volunteers to help in moving equipment in and out of rooms during conference.
6. Make arrangements for the transportation of equipment.
7. Ask for a room in which to store equipment before conference begins and each night during the conference.
8. Submit room set-up forms for rooms to hotel. (See attached.)
9. Develop a master schedule that includes times, rooms, and equipment needs for the entire conference. (See attached.)

#### B. Prior to conference - computer room

1. Procure computers. We borrowed ten computers from Apple and seven from IBM. If going through companies, start making contacts six to nine months prior to conference.
2. Contact software companies for loans also six to nine months before conference.
3. Hire one technical person to be in attendance throughout the conference to set up, take down, and to assist attendees.
4. Get room dimensions from hotel to determine placement of computers.
5. Contact members of CRLA to do informal software demonstrations.
6. Develop a schedule for these demonstrations. (See attached.)
7. Provide transportation of computers to and from hotel if necessary.
8. Obtain a secured room in hotel for computers.



- C. During conference - audio visual equipment
  - 1. Move necessary equipment to rooms each morning.
  - 2. Check to see that hotel has provided their equipment.
  - 3. Stay in constant contact with front desk to receive information on special needs or problems.
  - 4. Check rooms before each new session.
  - 5. Remove equipment at end of day to a secure room.
- D. During conference - computer room
  - 1. Limit hours that attendees may use this room. Be sure these times are in program and posted on door of room.
  - 2. Post schedule of demonstration times on door.
  - 3. Label all software.
  - 4. List prominently names of software that has been loaded and is ready for previewing.
  - 5. Be sure someone with computer expertise is in attendance at all times.
- E. After conference - audio visual equipment
  - 1. Provide transportation and assistance to return all equipment.
  - 2. Write thank you notes to all who helped at any point in the process.
- F. After conference - computer
  - 1. Close up this room on Saturday around 4:00.
  - 2. Provide transportation and assistance to return machines and software.
  - 3. Write thank you notes.

## THURSDAY

	9:00 - 12:00	1:30 - 4:30
SANTA CLARA	1/2" VCR/monitor Overhead/screen Chalkboard Effective Tutoring Behavior/Mac Donald	Same as 9:00 - 12:00
MONTEREY	Chalkboard Energizing the College/Langan	1/2" VCR/2 monitors Overhead & screen Easel&extention cord Statgies For Cultural/ Allison
MARINA DEL REY	Chalkboard Easel & flipchart Overhead & screen Aud.Cassette player Collaborative Learning/Johnston	Overhead with transparents, roll & screen,- chalkboard Easel 7 flipchart Wags of Knowings/ Smilstein
SALON G	Overhead/transparen roll & screen Impostership/ Brookfield	Overhead/ transparents roll & screen International/Bennett
SALON H	Overhead & screen Teaching At-Risk Johnson	Overhead & screen Whole Language/ Mclaghlin
SALON I	Overhead & screen Easel & flipchart The State of The Art/Boylan	Overhead & screen Easel & flipchart Humanistic/Deese
SALON J	1/2" VCR/monitor Overhead & screen Clakboard,color chalk,35m.sl.proj. Adjunct Class/ McKenna	1/2" VCR/monitor Overhead & screen Easel, 5 flipcharts & markers Developing Participatory/Clymer
SALON A	Overhead & screens Computer/projection Panels for MAC Instructional Adventures/ Holdredge	Same as 9:00 - 12:00
SALON G		
SALON H-J		

## FRIDAY

	10:45 - 11.45	10:45 - 1130	1:30 - 2:30
SANTA CLARA	Overhead/screen Chalkboard Tch. Excellence Program, Sandberg		Overhead/screen Fostering Critical Reading, Tyson
MONTEREY	Overhead/screen MacIntosh/ Project Panel Navigation Thru Text, Mulcahy- Ernt		Overhead/screen MacIntosh/ Project Panel Easel/flipchart HyperCard:tutor Center, Hall
MARINA DEL RAY	Overhead/screen Transitioning the ESL Reader, Cupp		
SALON G	Overhead/screen VCR/monitor Achieving Peak Perfor., Praeger		
SALON H	Overhead/screen 5 easels & Flip- charts, Playing Games, Gerardy		
SALON I		Overhead/screen Tchg.byComputer Gabriel	Overhead/screen Developmental Ed., Caverly
SALON J		Chalkboard Audio cassette player Verbilization in LD math Heuvers	
RANCHO MIRAGE	VCR & monitor Overhead/screen Rdg/Writ Connect, Pottorff		VCR & monitor Overhead/screen/ flip, Celebrating Div. on Campus, Bekis
8024		Overhead/screen FacingAffective Domain, Grossman	
8042	Overhead/screen Learning or Winning, Johnson		

## FRIDAY

	1:30 - 2:15	1:30 - 3:00	2:45 - 3:45
SANTA CLARA			Overhead/screen Easel/flipchart Dimensions of Workplace, Slagle
MONTEREY			Overhead/screen IBM computer projection panel Helpg Noncomputer, Dillner
MARINA DEL RAY		Overhead/screen tape recorder Use of Protocol Carter	
SALON G	VCR & Monitor Overhead/screen Intergrated Rdg. and Writ., Howard		
SALON H	Overhead/screen Vm podium Celebrating Diversity, Austin		
SALON I			Overhead/screen What Makes, Olsen
SALON J	Overhead/screen audiocassette player I Want to Learn, Cristiano		Overhead/screen Author's Workshop, Calerwood
RANCHO MIRAGE			Overhead/screen Math - Engl., Mendez
8024		Overhead/screen Classrm Resrch Messing	
8042		Easel & flip- chart pens Let's Do Away de Fossard	

## FRIDAY

	3:15 - 4:45	4:00 - 5:00	
SANTA CLARA		Overhead/screen Reading/ Writing Murray	
MONTEREY		Chalkboard Learning Math Rogers	
MARINA DEL RAY	CRLA Tutor, Gier, nothing needed		
SALON G	VCR & monitor Overhead/screen Hands On-Gonzales		
SALON H	Overhead/screen Promoting Academic, Crary		
SALON I		Overhead/screen Adapting Treisman's Georgakis	
SALON J		Audiocassette, 35 mm slide screen The Learning Center, Lloyd	
RANCHO MIRAGE		VCR & monitor Overhead/screen easel & flipchart Study Groups, Payne	
8024	Overhead/screen White board or easel & flipchart Seven & A Half, Pike		
8042	easel & flipchart & pens How Do I Teach, de Fossard		

SATURDAY

	10:50 - 11:50	1:50 - 2:50	1:50 - 3:20
SANTA CLARA	Overhead&screen Supporting a Diversity, Willis		Overhead & screen Easel&flipchart Markers&chalkbd Dualison & Deutsch
MONTEREY	Overhead&screen Chalkboard Use of Intensive Eddy		Overhead&screen Chalkboard VCR
MARINA DEL RAY	Overhead&screen Addressing the Diversity, Nicholson		Overhead&screen Implementing McCarthy's Rings
SALON G	Overhead&screen Induced anxiety, Rudy K	Overhead&screen Learning Factor Swain	
SALON H	Overhead&screen Easel&flipchart Cassetterecorder VCR Effective Tutor/MacDonald	Overhead&screen Insuring Std. Pasternack	
SALON I	Overhead&screen Seeing Diversity Fowler		Overhead&screen Chalkboard Learning Disabilities Drennan
SALON J	Overhead&screen When Good Readers Glenn		Overhead&screen Chalkboard Freshmen Sampler, Clennon
RANCHO MIRAGE	Overhead&screen Reasearch & Eval. O'Hear	Overhead&screen Easel&flipchart Markers Let's Not Hirsch	
8024			
8042			

## SATURDAY

	3:00 - 4:00	3:30 - 4:30	
SANTA CLARA		Overhead&screen Intergration of Reading, De Armond	
MONTEREY		Easle&flipchart Towards a Know/ Brown	
MARINA DEL RAY		Overhead&screen How Teachers Benifit/Allen	
SALON G		Overhead&screen Chalkboard Learning Strategies Pintozzi	
SALON H	Overhead&screen Together at Last/Smith		
SALON I		Overhead&screen Combinding Grove/Talor	
SALON J		Overhead&screen Overhead pens Mapping the Clueless/ Connolly	
RANCHO MIRAGE	Overhead&screen Apprentice Reading/Fritz		
8024			
8042			

## SUNDAY

	8:00 - 9:00		
SANTA CLARA	Overhead&screen Easel&flipchart Equal Accees/ Showers		
MONTEREY			
MARINA DEL RAY	Overhead&screen Study(teaching)/ Hackworth		
SALON G	Overhead&screen VCR/monitor Project Leap/ Tricamo		
SALON H	Overhead&screen VCR/monitor Arc/Sinagra		
SALON I	Overhead&screen VCR/Monitor Language Immersion/Parker		
SALON J	VCR/monitor Chalkboard Classroom Assess. Evans		
RANCHO MIRAGE	Overhead&screen Teaching All Standards/ Fleshman		
SANTA BARBARA	Overhead&screen Diversity in Teaching/Morgan		



**Demonstrations**  
Computer Lab -- Salon A

**Thursday, April 9**

9:00 - 4:30p.m.      Instructional Adventures with HyperCard  
(Preregistration      Richard E. Holdrege  
required)              Los Angeles Valley College

**Friday, April 10**

10:45 - 11:45a.m.    IBM Desk Lab Software  
                        Julia Briggs  
                        Saint Phillips Community College

12:30 - 1:30p.m.    Macintosh Spell It Plus Software  
                        Tom Dayton  
                        American River College

1:30 - 2:30p.m.    Interactive Tutorial - Seven Areas of Study Skills  
                        Bill Broderick  
                        Cerritos College

2:30 - 3:30p.m.    E.D.L. Software  
                        Carolyn Norman  
                        E.D.L. Consultant

3:30 - 4:30p.m.    Macintosh Software Applications  
                        Dave Caverly  
                        Southwest Texas State University

**Saturday, April 11**

10:45 - 11:45a.m.    IBM Desk Lab Software  
                        Julia Briggs  
                        Saint Phillips Community College

12:30 - 1:30p.m.    Computer Adaptive Assessment  
                        Study Behavior Inventory  
                        Gene Kersteins  
                        Scottsdale Community College

1:30 - 2:30p.m.    HyperCard Demonstration  
                        Richard E. Holdrege  
                        Los Angeles Valley College

2:30 - 3:30p.m.    IBM Critical Thinking Software  
                        Margaret Hyde  
                        Evergreen Valley College

3:30 - 4:30p.m.    IBM Skill Banks  
                        Debbie De La Rosa  
                        Evergreen Valley College

## ROOM SET-UP SHEET

NAME OF CONVENTION \_\_\_\_\_

NAME OF MEETING/FUNCTION \_\_\_\_\_

DAY/DATE \_\_\_\_\_ START/FINISH TIME \_\_\_\_\_

ROOM \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

.....

### MEETING ROOM LAYOUT/STYLE

- \_\_\_ Conference
- \_\_\_ U-Shape Outside Seating
- \_\_\_ U-Shape Inside/Outside
- \_\_\_ Hollow Square
- \_\_\_ Theater
- \_\_\_ Schoolroom
- \_\_\_ Special set-up (Diagram)
- \_\_\_ Smoking/Non-Smoking

Ice Water, Glasses, Pads,  
and Pens provided

### EQUIPMENT IN MEETING ROOM

- \_\_\_ Headtable for #\_\_ on risers
- \_\_\_ Standing Lecturn (Lighted)
- \_\_\_ Table Lecturn (Lighted)
- \_\_\_ Easle outside room #\_\_
- \_\_\_ Easle inside room #\_\_
- \_\_\_ Blackboard/Chalk/Eraser
- \_\_\_ Messge Board
- \_\_\_ Flipchart and Marker @ \$20.00+
- \_\_\_ Chairs #\_\_
- \_\_\_ Wastebaskets #\_\_
- \_\_\_ Extra 6' tables in room #\_\_
- \_\_\_ Size \_\_\_\_\_
- Height - 16" \_\_\_\_\_
- 24" \_\_\_\_\_
- 32" \_\_\_\_\_
- \_\_\_ Easles #\_\_

### AUDIO VISUAL EQUIPMENT

- \_\_\_ Overhead Projector
- \_\_\_ 35m Slide Projector
- \_\_\_ Remote from Projector
- \_\_\_ 16mm Film Projector
- \_\_\_ Podium Microphone
- \_\_\_ Table Microphone
- \_\_\_ Lavalier Microphone
- \_\_\_ Standing Microphone
- \_\_\_ Audio Cassette Recorder
- \_\_\_ 1/2" VHS Player
- \_\_\_ 3/4" VHS Player
- \_\_\_ 25" Color Monitor
- \_\_\_ Screen
- \_\_\_ Fast Fold
- \_\_\_ Rear Screen
- \_\_\_ Laser Pointer
- \_\_\_ Cordless Microphone
- \_\_\_ 6' Registration Table #\_\_
- \_\_\_ Message Board
- \_\_\_ House Telephone
- \_\_\_ Staging (6'x 8' Sections)

Special Requests (excluding food) - Include freight arrival,  
banners/signs, power needs, special points about the set-up, etc.

Memo

To: Eugene Canoy

From: Rita Karlsten X 6514

Re: Assistance at CRLA Conference

Thank your for agreeing to work for us during the conference.

Please review the following schedule and assignments and return the bottom portion of this memo to me, via my mailbox, confirming these arrangements.

Both Lois and Carl have agreed to release you from your responsibilities at IBM and EVC for this time. The organization will pay you for Saturday, additional hours beyond your normal work commitment, and travel expenses.

**Wednesday, 4/8** - At approximately 1:00, drive the school van, loaded with EVC audio-visual equipment, to the Airport Marriott. With Rita, drive to Apple Computer in San Francisco to obtain nine Macintosh computers. Return to the Marriott. After 5:00 PM, set up the Macintosh computers in Salon A. Return van to EVC.

**Thursday, 4/9** - If necessary, arrive at the Marriott sometime between 6:00 and 9:00 AM to finish installing Macintoshes. If already installed the evening before, arrive by 9:00 to be available to help in any technological capacity. Leave for class. Return until 5:00 PM.

**Friday, 4/10** - Be on premises from 9:00 - 5:00 to be available for assistance on all technology.

**Saturday, 4/11** - From 10:00 until 4:00, assist in same capacity as on Thursday and Friday. After 4:00, take down and store Macintosh computers.

---

\_\_\_\_\_ I agree to this schedule and work assignments.

\_\_\_\_\_ This schedule and/or the assignments is not acceptable for the following reasons.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Signature

---

Date

# COLLEGE READING AND LEARNING ASSOCIATION

## AUDIO-VISUAL EQUIPMENT REQUEST

Return this form, by December 1, 1991, to:

Rita Karlsten  
Reading/Staff Development  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135

Requests for audio-visual equipment received after December 1 will not be honored. Presenters who miss this deadline will be responsible for furnishing their own audio-visual equipment.

Name: \_\_\_\_\_

Title of  
Presentation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

\*\*\*\*\*

### PLEASE REQUEST ONLY EQUIPMENT YOU WILL USE!

_____	Chalkboard
_____	Flipboard and paper
_____	Overhead Projector with Screen
_____	Video Cassette Recorder and Monitor
_____	___ 1/2" VHS ___ 1/2" Beta ___ 3/4" Player ___ 3/4" Player/Recorder
_____	Audio Cassette Tape Recorder
_____	35mm Slide Projector
_____	Computer Projection Panel (Data Projector)
_____	Other _____

We will attempt to fulfill these additional requests. Notification will be sent if we cannot provide or satisfy special equipment needs.

# COLLEGE READING AND LEARNING ASSOCIATION

## AUDIO-VISUAL EQUIPMENT REQUEST

Return this form, by December 1, 1991, to:

Rita Karlsten  
Reading/Staff Development  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135

Requests for audio-visual equipment received after December 1 will not be honored. Presenters who miss this deadline will be responsible for furnishing their own audio-visual equipment.

Name: \_\_\_\_\_

Title of  
Presentation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

\*\*\*\*\*

### PLEASE REQUEST ONLY EQUIPMENT YOU WILL USE!

\_\_\_\_\_ Chalkboard  
\_\_\_\_\_ Flipboard and paper  
\_\_\_\_\_ Overhead Projector with Screen  
\_\_\_\_\_ Video Cassette Recorder and Monitor  
\_\_\_\_\_ 1/2" VHS \_\_\_\_\_ 1/2" Beta \_\_\_\_\_ 3/4" Player \_\_\_\_\_ 3/4" Player/Recorder  
\_\_\_\_\_ Audio Cassette Tape Recorder  
\_\_\_\_\_ 35mm Slide Projector  
\_\_\_\_\_ Computer Projection Panel (Data Projector)  
\_\_\_\_\_ Other \_\_\_\_\_

We will attempt to fulfill these additional requests. Notification will be sent if we cannot provide or satisfy special equipment needs.

20 FEB 92

SUBJECT: COMPUTERS FOR 'CRLA' CONFERENCE IN APRIL 1992

TO: S. SLOAN ✓  
R. KARLSTEN  
W. BRASHARES

CC: S. SANDERSON  
IBM Marketing Support

FROM: V. Vlahakis. IBM Faculty Campus Rep.

Here it the follow-up actions after our meeting on Tuesday.

1. SF Airport Marriott Hotel - Mr. Terry Haney (415) 259-6643:  
Mr. Haney stated that he has a Dinner in Salon-D from 6-10PM on Wed, 8 April 92.

You could install computers after that time-frame or as early as  
6 AM Thurs, 9 April.

He has no storage space for the computers in Hotel over-night  
storage before installed on Thurs, 9 April.

2. IBM Computers - Ms Ross Bollinger (415) 545-4523.  
Ms Bollinger is out of town, will return next week.

A message was left to contact me, ASAP to follow-up on status of  
the IBM Computers for the CRLA Conference.

You can count on my checking next week with Bollinger about status,  
installation, and number (specs) of IBM Computers for your conference.

3. Apple Computers - Ms Rebecca Duncan (415-616-2203)  
Apple Computer Inc.  
1 Bush Street 10th Floor  
San Francisco, CA 94104

Ms Duncan informed me that she had not received anything in writing

from Ms Karlsten as to: Number of Computers  
Specifications - Operating System 7 + 5 RAM of memory  
When Computers will be picked up from Apple Computers, Inc in  
When Computers will be returned to Apple Computers Inc. in SF  
Who will SIGN for the Computers.

Computers are in a pool - she would have to find out what is actual available  
for that time frame.

Suggestion: Please see Wendy Brashares in the LRC - Phone Ext: 6438  
Wendy has graciously agreed to help you solve your Apple Computer  
Spec Problems.

4. So, the Apple Computer baton has been passed by me to Wendy, thus  
Val will "Exit" from Apple Computer Concerns.

IBM Computers will be my concern - O.K. - I'll keep you posted.

24 FEB 92  
Monday

SUBJECT: COMPUTERS FOR 'CRLA' CONFERENCE IN APRIL 1992

TO: S. SLOAN  
R. KARLSTEN

CC: L. CARBAJAL  
S. SANDERSON  
IBM Marketing Support

FROM: V. Vlahakis. IBM Faculty Campus Rep.

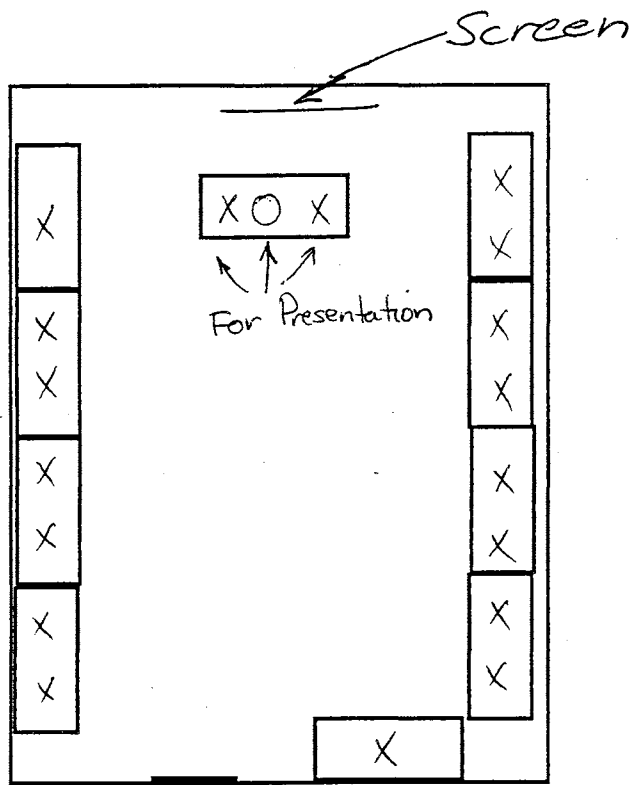
Here it the follow-up actions on IBM Computers:

IBM - Ms Roz Bolinger (415) 545-4523.  
Contacted Roz Bolinger, IBM Academic Section.

1. Mr. Jim Kirby will install Computers which will come from Atlanta, GA directly to SF Airport Marriott arriving 8th April.
2. 10 IBM PS/2 Computers (see attached Xerox with Model 57 SLC Specs) will be furnished by IBM.
3. IBM PS/2 Computers - Model 57 - IBM's Multimedia Computer will contain  
Software: DOS 5.0 Microsoft  
Windows 3.0 with Multimedai Extensions OS/2 2.0  
Academic Software  
Tool Book
4. Rita - Please call Roz Bolinger to confirm: When & Where of:  
IBM's Desk-Lab Software by Julia Brings, Mgr Learning Center  
DEMO St. Phillips San Antonio, Texas  
It is Roz's understanding: both @ 10:30 Fri and Sat  
What Room # \_\_\_?\_\_\_ - IBM will bring Computer, Software, and Viewgraph.
5. Perhaps, 5 of PS/2 Computers will be Networked so Conferee's can see how Desk-Lab works in the Salon D. Also, Roz will try to have some Demo Disks available. If they have enough Token-Ring Cards at SF-IBM, then they will be able to network the computers.  
  
If possible, she would like to know what other types of Software those attending the conference will try to put on IBM PS/2.  
They can use Drive A to 'load' their programs from on to IBM PS/2's.  
  
IBM will have some one in attendance in Salon <sup>A</sup> - to assist anyone with questions about How Desk-Lab Works.
6. Val has volunteered to assist IBM in the installation at Salon <sup>A</sup> at 6:00 AM on the Friday, April 8.

Mr. S. Sanderson  
IBM Marketing Support  
2077 Gateway Place

P.S. Steve route this copy to Roz Bolinger  
thru your network or mail same.



X = Computers  
O = Overhead

COMPUTER LAB  
SALON A

Terry — Jennifer

\* Need additional information for  
electrical need!



# ROOM SET-UP SHEET

NAME OF CONVENTION CALA

NAME OF MEETING/FUNCTION \_\_\_\_\_

DAY/DATE Th 4/9 START/FINISH TIME 9/12

ROOM Marina Del Rey ATTENDANCE \_\_\_\_\_

## MEETING ROOM LAYOUT/STYLE

- ☐ Conference
- ☐ U-Shape Outside Seating
- ☐ U-Shape Inside/Outside
- ☐ Hollow Square
- ☐ Theater
- ☐ Schoolroom
- ☐ Special set-up (Diagram)
- ☐ Smoking/Non-Smoking

Ice Water, Glasses, Pads,  
and Pens provided

## EQUIPMENT IN MEETING ROOM

- ☐ Headtable for #\_\_ on risers
- ☐ Standing Lecturn (Lighted)
- ☐ Table Lecturn (Lighted)
- ☐ Easle outside room #\_\_
- ☒ Easle inside room # 1
- ☒ Blackboard/Chalk/Eraser
- ☐ Messge Board
- ☐ Flipchart and Marker @ \$20.00+
- ☐ Chairs #\_\_
- ☐ Wastebaskets #\_\_
- ☐ Extra 6' tables in room #\_\_
- ☐ Size \_\_\_\_\_
- Height - 16" \_\_\_\_\_
- 24" \_\_\_\_\_
- 32" \_\_\_\_\_
- ☐ Easles #\_\_

## AUDIO VISUAL EQUIPMENT

- ☐ Overhead Projector
- ☐ 35m Slide Projector
- ☐ Remote from Projector
- ☐ 16mm Film Projector
- ☐ Podium Microphone
- ☐ Table Microphone
- ☐ Lavalier Microphone
- ☐ Standing Microphone
- ☐ Audio Cassette Recorder
- ☐ 1/2" VHS Player
- ☐ 3/4" VHS Player
- ☐ 25" Color Monitor
- ☒ Screen
- ☐ Fast Fold
- ☐ Rear Screen
- ☐ Laser Pointer
- ☐ Cordless Microphone
- ☐ 6' Registration Table #\_\_
- ☐ Message Board
- ☐ House Telephone
- ☐ Staging (6'x 8' Sections)

Special Requests (excluding food) - Include freight arrival,  
banners/signs, power needs, special points about the set-up, etc.

# ROOM SET-UP SHEET

NAME OF CONVENTION CRLA

NAME OF MEETING/FUNCTION \_\_\_\_\_

DAY/DATE Fri 7/10 START/FINISH TIME 10:45 - 11:30

ROOM Santa Clara ATTENDANCE \_\_\_\_\_

## MEETING ROOM LAYOUT/STYLE

- ☐ Conference
- ☐ U-Shape Outside Seating
- ☐ U-Shape Inside/Outside
- ☐ Hollow Square
- ☐ Theater
- ☐ Schoolroom
- ☐ Special set-up (Diagram)
- ☐ Smoking/Non-Smoking

Ice Water, Glasses, Pads,  
and Pens provided

## EQUIPMENT IN MEETING ROOM

- ☐ Headtable for #\_\_ on risers
- ☐ Standing Lecturn (Lighted)
- ☐ Table Lecturn (Lighted)
- ☐ Easle outside room #\_\_
- ☐ Easle inside room #\_\_
- ☒ Blackboard/Chalk/Eraser
- ☐ Messge Board
- ☐ Flipchart and Marker @ \$20.00+
- ☐ Chairs #\_\_
- ☐ Wastebaskets #\_\_
- ☐ Extra 6' tables in room #\_\_
- ☐ Size \_\_\_\_\_
- Height - 16" \_\_\_\_\_
- 24" \_\_\_\_\_
- 32" \_\_\_\_\_
- ☐ Easles #\_\_

## AUDIO VISUAL EQUIPMENT

- ☐ Overhead Projector
- ☐ 35m Slide Projector
- ☐ Remote from Projector
- ☐ 16mm Film Projector
- ☐ Podium Microphone
- ☐ Table Microphone
- ☐ Lavalier Microphone
- ☐ Standing Microphone
- ☐ Audio Cassette Recorder
- ☐ 1/2" VHS Player
- ☐ 3/4" VHS Player
- ☐ 25" Color Monitor
- ☒ Screen
- ☐ Fast Fold
- ☐ Rear Screen
- ☐ Laser Pointer
- ☐ Cordless Microphone
- ☐ 6' Registration Table #\_\_
- ☐ Message Board
- ☐ House Telephone
- ☐ Staging (6'x 8' Sections)

Special Requests (excluding food) - Include freight arrival,  
banners/signs, power needs, special points about the set-up, etc.

Memo

To: Eugene Canoy

From: Rita Karlsten X 6514

Re: Assistance at CRLA Conference

Thank your for agreeing to work for us during the conference.

Please review the following schedule and assignments and return the bottom portion of this memo to me, via my mailbox, confirming these arrangements.

Both Lois and Carl have agreed to release you from your responsibilities at IBM and EVC for this time. The organization will pay you for Saturday, additional hours beyond your normal work commitment, and travel expenses.

**Wednesday, 4/8** - At approximately 1:00, drive the school van, loaded with EVC audio-visual equipment, to the Airport Marriott. With Rita, drive to Apple Computer in San Francisco to obtain nine Macintosh computers. Return to the Marriott. After 5:00 PM, set up the Macintosh computers in Salon A. Return van to EVC.

**Thursday, 4/9** - If necessary, arrive at the Marriott sometime between 6:00 and 9:00 AM to finish installing Macintoshes. If already installed the evening before, arrive by 9:00 to be available to help in any technological capacity. Leave for class. Return until 5:00 PM.

**Friday, 4/10** - Be on premises from 9:00 - 5:00 to be available for assistance on all technology.

**Saturday, 4/11** - From 10:00 until 4:00, assist in same capacity as on Thursday and Friday. After 4:00, take down and store Macintosh computers.

---

\_\_\_\_\_ I agree to this schedule and work assignments.

\_\_\_\_\_ This schedule and/or the assignments is not acceptable for the following reasons.

---

Signature

---

Date

**Demonstrations**  
Computer Lab — Salon A

**Thursday, April 9**

9:00 - 4:30p.m.      Instructional Adventures with HyperCard  
(Preregistration      Richard E. Holdrege  
required)              Los Angeles Valley College

**Friday, April 10**

10:45 - 11:45a.m.    IBM Desk Lab Software  
                         Julia Briggs  
                         Saint Phillips Community College

12:30 - 1:30p.m.    Macintosh Spell It Plus Software  
                         Tom Dayton  
                         American River College

1:30 - 2:30p.m.    Interactive Tutorial - Seven Areas of Study Skills  
                         Bill Broderick  
                         Cerritos College

2:30 - 3:30p.m.    E.D.L. Software  
                         Carolyn Norman  
                         E.D.L. Consultant

3:30 - 4:30p.m.    Macintosh Software Applications  
                         Dave Caverly  
                         Southwest Texas State University

**Saturday, April 11**

10:45 - 11:45a.m.    IBM Desk Lab Software  
                         Julia Briggs  
                         Saint Phillips Community College

12:30 - 1:30p.m.    Computer Adaptive Assessment  
                         Study Behavior Inventory  
                         Gene Kersteins  
                         Scottsdale Community College

1:30 - 2:30p.m.    HyperCard Demonstration  
                         Richard E. Holdrege  
                         Los Angeles Valley College

2:30 - 3:30p.m.    IBM Critical Thinking Software  
                         Margaret Hyde  
                         Evergreen Valley College

3:30 - 4:30p.m.    IBM Skill Banks  
                         Debbie De La Rosa  
                         Evergreen Valley College

## "USING TECHNOLOGY TO ADDRESS THE NEEDS OF THE UNDERPREPARED STUDENT"

Julia W. Briggs, Assoc. Director Student Learning Center, St. Philip's College

Elisa Bartell, Instructional Computing, IBM Academic Information Systems

According to the National Center for Educational Statistics, approximately 30% of all entering college freshmen need remediation in one or more subjects. The presenter will discuss this growing concern and how St. Philip's College in San Antonio, Texas, has completely restructured their developmental education program to include a networked lab for reading, writing and math courseware; testing and assessment software; and productivity tools for both faculty and students. The purposes of this concurrent session are to:

- 1) Identify the scope of the remediation problem in the US;
- 2) Provide specific examples of the use of technology in assisting underprepared students;
- 3) Demonstrate the Developmental Education Skills System (DESKlab) which features "Best of Breed" from the College Board for assesment and placement as well as over 63 courseware modules for instruction.

This solution should also be of interest to institutions that have vocational, continuing education, or community service programs.

WHEN: FRIDAY FROM 10:45 AM TO 12.00 NOON

SATURDAY FROM 10.50 AM TO 12.00 NOON

LOCATION: SALON A - 2nd Floor

Note: Salon A will also be open from 1:30 pm - 4:30 pm Friday and Saturday to give you an opportunity for "hands-on" with the DESK lab software as well as preview other software available for IBM computers.

February 25, 1992

name

Dear name :

This letter is to inform you of the times and procedure for your exhibit at the College Reading and Learning Association Conference, April 9-12, in Burlingame, California at the San Francisco Airport Marriott Hotel.

The exhibit area will be open and available for you to set up your displays on Thursday, April 9. After 9:00a.m., you need to have your display ready for the Grand Opening of the Exhibits at 4:30p.m. that same day. The exhibit area is scheduled to be open from 4:30p.m. until 7:30p.m. During most of that time and directly in front of the exhibit area, we will also have a reception for our keynote speaker.

On Friday, April 10, exhibits will open at 7:00a.m. and close at 9:00a.m. Exhibits are closed during the General Session. They will be open again from 11:45a.m. until 6:00p.m.

Saturday, April 11, will begin with a publisher breakfast from 7:00a.m. until 8:00a.m. with the exhibit open until 12:00p.m., the closing time for the exhibit area.

We have this staggered time to provide you with maximum participation and limited interruption or conflict from other conference activities. These times are summarized below.

Thursday, April 9

*Computers*

9:00a.m. - Exhibit area open for set up  
(Salons A, B, C)

4:30p.m. - 7:30p.m. Grand Opening of Exhibits

Friday, April 10

~~10:45~~ ~~5:00~~ *Computer*  
7:00a.m. - 9:00a.m. Exhibits Open

~~9:00a.m. - 11:45a.m.~~ Closed

~~11:45a.m. - 6:00p.m.~~ Exhibits Open  
5:00

Saturday, April 11

*Computer*

~~10:50 - 4:00~~  
~~7:00a.m. - 8:00a.m.~~ Publishers Breakfast

~~7:00a.m. - 12:00p.m.~~ Exhibits Open

~~12:00p.m.~~

4 0 0

~~Closing of Exhibit Area; Take Down of Displays~~

## *Conference Signs*

**CRLA 25th Anniversary Conference**  
**Saturday, April 11, 1992**

**Salon J**

- |                         |  |
|-------------------------|--|
| <b>8:00-8:25 A.M.</b>   | <b>Northern California, Southern California<br/>State Meeting</b>                |
| <b>10:50-11:50 A.M.</b> | <b>#57 When Good Readers Spell Poorly</b>  |
| <b>Noon-1:15 P.M.</b>   | <b>Lunch With a Mentor: Carolyn Walker<br/>Writing Centers</b>                   |
| <b>1:15-1:45 P.M.</b>   | <b>Open Nominations for 1992-93 Officers</b>                                     |
| <b>1:50-3:20 P.M.</b>   | <b>#66 Freshman Sampler: A Content Approach<br/>to Reading Intensive Courses</b> |
| <b>3:30-4:30 P.M.</b>   | <b>#74 Mapping the Clueless Texts: A Strategy<br/>for Science Text Anxiety</b>   |



## SIGNS NEEDED

1. Banner reads, "Welcome Newcomers!"
2. Tent signs (to place at headtables at general sessions) with the following names on each:

Karan Hancock ✓  
Kathy Carpenter ✓  
Shirley Sloan ✓  
Dennis Watson ✓  
Sandra Ross ✓  
Bertha Murray  
Pat Jonaseh ✓  
Rosa Hall ✓  
Janet Bennett ✓

Becky Johnen ✓  
Joyce Weinsheimer ✓  
Dee Tadlock ✓  
Karen Agee ✓  
Becky Patterson ✓  
Martha Jones ✓  
Jo-Ann Mullen ✓  
Kate Sandberg ✓  
Tom Pasternack ✓  
Tom Gier  
Patti Glenn

## *Hospitality*

## ***HOSPITALITY SUITE***

### ***Presidential Suite - Room 7004***

**Going to CRLA is not complete  
Without a visit to the Hospitality Suite**

**CRLA members from the following colleges have volunteered to be your special hosts and help make each evening a special time for you. Look for the flower that indicates a Hospitality Suite volunteer.**

#### **THURSDAY**

**College of San Mateo  
San Mateo, California**

#### **FRIDAY**

**American River  
Sacramento, California**

#### **SATURDAY**

**Yuba College  
Yuba City, California**

**Meet new colleagues and mingle with your CRLA friends for informal and relaxed evening sessions of conversation from 9:00p.m. until midnight.**

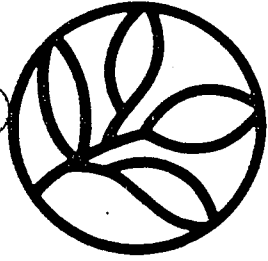
**COLLEGE OF  
SAD DATED**

**THURSDAY'S HOST  
WELCOMES YOU**

**TO THE  
1992 CALA  
HOSPITALITY SUITE**

## *Transportation*

# Evergreen Valley College



3095 Yerba Buena Road  
San Jose, California 95135  
(408) 274-7900

August 27, 1991

Hobbit International  
2400 East Devon Avenue  
Des Plaines, IL 60018

Dear Sirs:

I am writing in response to your letter of March 22, 1991, to Ms. Sloan and our recent conversation in early August about The College Reading and Learning Association, 1992, Conference to be held from April 9-12, 1992, at The San Francisco Airport Marriot, 1800 Old Bayshore Hwy, Burlingame, CA 94010, (415) 692-9100.

We would prefer flight dates from Saturday, April 4 through April 15, 1992.

As we understand your program, our delegates would receive a special airfare of 45% off full coach or 5% off the lowest airfare available at the time they call for a reservation. Our question is, "Must we elect either option at this time or will our delegates be able to elect either option (i.e., whichever is lower) at the time they book their flights?" Also, will we be able to utilize more than one airline for scheduling convenience?

Finally, I understand that your company will provide us with "flyers" and other promotional material in time for us to include these in our conference announcements. Please contact me as soon as possible so that we may make final arrangements.

I can be reached at Evergreen Valley College, 3095 Yerba Buena Road, San Jose, CA 95135-1598, FAX (408) 223-9291, or at 1809 Deep Creek Court, San Jose, CA 95148; Phone Nos. are: Office 274-7900 x6644; Home 274-4637.

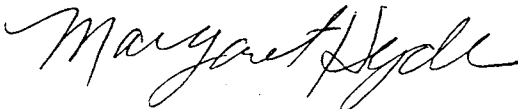
The following CRLA officers are in charge of the conference.

Shirley Sloan, Site Chair  
Evergreen Valley College  
1035 Yerba Buena Road  
San Jose, CA 95135-1598  
(408) 274-7900 x 6607 FAX (408) 223-9291

Becky Johnen, President Elect & Program Chair  
Director of Developmental Education  
Chemeketa Community College  
P. O. Box 14007  
Salem, Oregon 97309  
(503) 399-2556 FAX (503) 399-5214

Dr. Joyce Weinsheimer, President  
Learning & Academic Skill Center  
108 Eddy Hall - 192 Pellsbury Dr. S.E.  
University of Minnesota  
Minneapolis, MN 55455  
(612) 624-1666 FAX (612) 624-0207

Truly yours,

A handwritten signature in cursive script, reading "Margaret Hyde".

Margaret Hyde, Ed.D.  
Transportation Chair  
CRLA Conference, 1992

***hobbit***  
***international***  
**THE TRAVEL PROFESSIONALS** →

September 16, 1991

Ms. Shirley Sloan, Site Chair  
Evergreen Valley College  
1035 Yerba Buena Road  
San Jose CA 95135-1598

Dear Ms. Sloan:

On behalf of Hobbit Travel and the San Mateo County Convention & Visitors Bureau, we are pleased to acknowledge and confirm that a meeting fare contract has been set up for immediate use with United Airlines for your travelers to the College Reading and Learning Association, 1992, Conference, April 9 thru 12, 1992, to be held in San Francisco for travel on the following dates:

Travel dates: April 3 -16, 1992

United Airlines has been selected as the preferred carrier due to the schedule it has for servicing other California cities with San Francisco. If required, Hobbit Travel will contract with other carriers with similar discounts.

The United Airlines contract offers 45% off of full coach airfares or 5% off the lowest applicable, available published airfares, during the dates of your meeting, from any U.S. city to San Francisco. It is important to note that these contract fares are based on a minimum of ten (10) travelers per contracted carrier. Your organization will be able to earn one (1) free ticket for every forty (40) United Airlines tickets issued on the contract and to bank them for use at a later date.

Your travelers will be offered the lowest available fare whether it be with a contracted airline or alternate airline. The decision will be left to the traveler. Additional carriers will be contracted should the need arise.

Travel Requirements

- \* Travelers must travel between April 3 and April 16, 1992

CORPORATE OFFICES

2400 East Devon Avenue  
Des Plaines, Illinois 60018  
(708) 296-1391



Ms. Shirley Sloan, Site Chair  
September 16, 1991  
Page 2

- \* All travel must be based on a round trip with no stopovers permitted

#### Ticketing Requirements

The 45% discount off of full coach carries the following restrictions:

- \* 3 day advance purchase is required
- \* seats are capacity controlled
- \* changes to the outbound segment require a 3 day advance

The 5% discount is off of any available and applicable published discounted fare in effect when tickets are purchased and are subject to all applicable restrictions.

#### To Make a Reservation

- \* Call Hobbit Travel at:

(800) 736-5742

During the hours of 8:30 a.m. to 6:30 p.m. (CST)

We are located at:

Suite 2340  
55 West Monroe Street  
Chicago, IL 60603

- \* State that you are attending the College Reading and Learning Association, 1992, Conference
- \* Give your origin city

#### Form of Payment

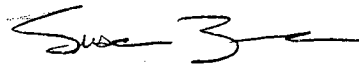
Payment will be by credit card on an individual basis. Hobbit Travel accepts all major credit cards, as well as Air Travel cards. Each transaction will require a signed credit card authorization form permitting Hobbit Travel to charge the ticket to the individual's credit card.

Ms. Shirley Sloan, Site Chair  
September 16, 1991  
Page 3

Hobbit Travel would appreciate any information regarding your meeting which would enable our agents to better assist your attendees with respect to scheduling their arrivals and departures, or to answer any general questions they may have.

Together with the San Mateo County Convention & Visitors Bureau, Hobbit Travel wishes you success with your meeting.

Sincerely,



Susan Zivkovic  
Supervisor

SZ:sb  
cc: Ms. Michele Holbrook  
San Mateo County Convention  
& Visitors Bureau

Via Fax # (408) 223-9291

# Letter of Agreement

Sponsoring Organization College Reading & Learning Association

Phone Local Contact Shirley Sloan (408) 274-7900 x6607 Fax (408) 223-9291

Address Evergreen Valley College, 3095 Yerba Buena Rd., San Jose, CA 95135-1598

Meeting or Conference Name College Reading & Learning Association  
(Official Name)

Contact Name Becky Johnen Title President-Elect  
(Chairperson in charge of meeting)

Phone (business) (503) 399-2556 Extension \_\_\_\_\_

Fax (503) 399-5214 Home Phone (503) 390-4866

Address PO Box 14007  
Salem, OR 97309

Officer Joyce Weinsheimer Title President Phone (612) 624-1666

Officer Kathy Carpenter Title Treasurer Phone (308) 234-8214

Meeting Dates April 9, 1992 to April 12, 1992

Requested Travel Dates (Optional) April 4, 1992 to April 15, 1992 No. of Attendees 500-600

No. of Attendees Requiring Air Transportation 300-400 Senior Citizens (yes) (no)

Top 6 Originating Cities Denver, Seattle, Portland, Chicago, Dallas, Houston, Los Angeles

I hereby authorize Habbitt Travel and/or the San Mateo County Convention & Visitors Bureau to contract on behalf of our organization with the appropriate airline industry personnel to negotiate a preferred airline rate.

Authorizing Signature E. Johnen Title President-Elect

Date 9-26-91

Please Fax and mail the completed form to:

Michele Halbrook  
San Mateo County Convention & Visitors Bureau  
111 Anza Boulevard, Suite 410  
Burlingame, CA 94010  
FAX: 415/348-7687

# Sample Coupon

## Special Air Fares . . . Call 1-800-736-5742

The San Mateo County Convention and Visitors Bureau and Hobbit Travel are offering special group rates which afford a 40% to 45% discount off the full coach airfare or a 5% discount off the lowest applicable airfare at the time the reservation is made. With advance purchase and group discounts, up to 70% off the full coach airfare can be obtained. These special rates are for round-trip airfare within the U.S.A. Certain restrictions may apply.

To take advantage of these discounts, follow these simple steps:

1. Call 1-800-736-5742 for your reservations 8:30a.m. - 6:00p.m. Central Time - Daily.
2. Refer to your group name followed by CODE #7747.

## for Discount Air Travel

Save

Up to 70%\*

Special Air Fares...Call

1-800-736-5742

Refer to your Group name  
followed by #7747



\* Certain restrictions may apply. Markets may vary. Seats are limited.

# SAN FRANCISCO BY NIGHT INCLUDING CHINATOWN

Tour #3  
Departures: Nightly  
8PM

Cost: \$23.50 per person  
Duration: Approximately 3 hours  
.....

- Enjoy a guided walking tour of Chinatown by night - see and learn about Chinese markets, stores, schools, temples and the fortune cookie factory
- Drive past the glittering lights of Fisherman's Wharf and view Telegraph Hill, Coit Tower, the Broadway "strip" and the historic Ferry Building
- Savor a breathtaking view of the City by Night from Treasure Island
- Conclude the tour with a stroll through the atrium lobby of the spectacular Hyatt Regency Hotel

## CALIFORNIA WINE COUNTRY TOUR

Tour #6  
Departures: Daily  
9AM

Cost: \$39.50 per person  
Duration: Approximately 9 hours  
.....

- Enjoy the beauty of the world famous California Wine Country
- Visit and tour either Charles Krug, Inglenook OR Sunny St. Helena winery in Napa Valley
- In Sonoma Valley, visit and tour either Mont St. John or Sebastiani
- Discover how wine is made and enjoy complimentary wine tasting at each winery visited
- Stop at Vintage 1870, a unique converted winery, for shopping and lunch (meals not included in price of tour)
- Absorb the charm of historic Sonoma and the Mission
- Cross both the Golden Gate and San Francisco Oakland Bay Bridges by days end

## MUIR WOODS & SAUSALITO/ALCATRAZ

Tour #12A  
Departures: Daily  
9AM

Cost: \$33.00 per person - 1991  
\$35.00 per person - 1992  
.....

- Cross the spectacular Golden Gate Bridge
- Wind along picturesque Highway 1
- Stroll through Muir Woods - a 550 Acre National Monument
- Admire the fabled Giant Coastal Redwood Trees
- Drive by Sausalito's unique houseboats
- Enjoy the Mediterranean atmosphere of Sausalito's boat harbor
- Wander through the unique boutiques and galleries of Sausalito

Return to San Francisco's Fisherman's Wharf to go over to Alcatraz.

- Board a sightseeing ferry boat for a short 15 minute ride to Alcatraz
- Visit cell block and prison yard and listen to an informative audio taped tour available in these languages:  
English, French, Italian, Japanese, Spanish & German
- Wander about the island at your leisure and enjoy breathtaking views of San Francisco

**Please Note:** You must have a special Alcatraz Tour Ticket to board the Red & White ferry to the Island. Tickets are distributed the morning of the tour. Walking shoes and warm clothing are advised. A Shuttle bus will leave Pier 41 to return you to your hotel.

Rates are valid through December 1992. Prices may be subject to change at time of booking.

To reserve your tour, call

Hobbit Travel

1-800-736-5742

Mention Code #7747

## *Leisure Tours/Entertainment*

**WEDNESDAY, APRIL 8**

**SAN FRANCISCO BY NIGHT WITH DINNER (Tour #30)**

Enjoy a guided walking tour of Chinatown by night. Have a wonderful dinner at a Chinese restaurant in the heart of Chinatown. See and learn about Chinese markets, stores, schools, temples and the fortune cookie factory. Drive past the glittering lights of Fisherman's Wharf and view Telegraph Hill, Coit Tower, the Broadway "strip" and the historic Ferry Building. Savor a breathtaking view of the City by Night from Treasure Island.

**Pickup at the Marriott at 7:00 P.M.**

**Duration: Approximately 4 hours**

**Cost: \$36.50**

**(Minimum needed is 10 passengers)**

\*\*\*\*\*

**SUNDAY, APRIL 12**

**SAN FRANCISCO CITY TOUR (Tour #1)**

**(Same as Tour #1 above)**

**Pickup at the Marriott at 7:45 A.M.**

**Tour begins at 9:00 A.M.**

**Duration: Approximately 3 1/2 hours**

**Cost: \$23.50**

\*\*\*\*\*

**SUNDAY, APRIL 12**

**MUIR WOODS/SAUSALITO (Tour #12)**

**DOES NOT INCLUDE ALCATRAZ**

**Pickup at the Marriott at 7:45 A.M.**

**Tour begins at 9:00 A.M.**

**Duration: Approximately 3 1/2 hours**

**Cost: \$23.50**

**TO PLACE RESERVATIONS FOR ANY OF THESE TOURS  
TELEPHONE HOBBIT RESERVATIONS**

**1-800-736-5742**

**PLEASE INDICATE YOU ARE WITH THE CRLA  
AND GIVE THE CODE #7747**

**If you have questions about these tours call Chuck Hunter  
at San Jose City College (408-298-2182 ext. 3856)**

# **SAN FRANCISCO AMERICA'S FAVORITE CITY**

We're delighted you'll be with us in San Francisco. There will be fantastic presentations and workshops, but be certain to take the time to see some of the sights as well. The following tours will make you leave your heart in San Francisco

**WEDNESDAY, APRIL 8**

## **SAN FRANCISCO CITY TOUR (Tour #1)**

See views of San Francisco from Treasure Island in the middle of the Bay. Pass by the Civic Center, Opera House, Davies Symphony Hall, Old Mission Dolores. Stop atop Twin Peaks for a fantastic view of the City and the Bay. Drive through Golden Gate Park and stop to visit the incomparable Japanese Tea Garden. Cross the Golden Gate Bridge and see San Francisco from a different perspective. Visit Fisherman's Wharf. A marvelous way to see why San Francisco will capture your heart.

**Pickup at the Marriott at 7:45 A.M.**

**Tour begins at 9:00 A.M.**

**Duration: Approximately 3 1/2 hours**

**Cost: \$23.50**

\*\*\*\*\*

**WEDNESDAY, APRIL 8**

## **MUIR WOODS/SAUSALITO/ALCATRAZ (Tour #12a)**

Cross the Golden Gate and stroll through Muir Woods, a 550 acre National Monument with gigantic coastal redwood trees, some of which are 300 feet tall and 2,000 years old. A breathtaking sight! Then drive to picturesque Sausalito, a Mediterranean atmosphere complete with yachts and houseboats. Wander through the unique boutiques and art galleries, and then board a sightseeing ferry boat for a short ride to Alcatraz, where you will visit the cell block and prison yard. You will be given leisure time to enjoy breathtaking views of San Francisco, the Golden Gate Bridge, and San Francisco Bay. Walking shoes and warm clothing are advised.

**Pickup at the Marriott at 7:45 A.M.**

**Tour begins at 9:00 A.M.**

**Duration: Approximately 7 hours**

**Cost: \$35.00**



This evening you will thrill to the sounds of the SAN JOSE GARDEN CITY CHORUS, a performing unit of the 38,000 member international SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT OF BARBERSHOP QUARTET SINGING IN AMERICA, INC. The San Jose Chapter has 143 members, and this evening their performing chorus of 85 men will demonstrate the versatility and power of four-part harmony.

For the past five years the Garden City Chorus has won the divisional championship, and their scores rank them as one of the top 25 barbershop choruses in the world. To put this in perspective, there are currently 973 registered barbershop choruses world-wide in the United States, Canada, Australia, New Zealand, England, Sweden, Holland, Germany, South Africa, and Austria.

Sit back, relax, and enjoy music sung in the barbershop style!!!

IBM PRESENTATION: TIME - REQUESTED

2 times > F 10:45 - 11:45 S 10:50 - 11:50

Presentor Julia Briggs: Coordinator for Student Learning Center, Saint Phillip's Com. Col., San Antonio

Demonstration: Ed Musenheimer,  
IBM Academic Information Systems Group.

- ① Here's description of entertainment.
- ② I need additional Call to Conference Booklets - could you send me some?
- ③ Do we want Publishers' Exhibits open Sat 11:45 → straight through to 6 pm? We had discussed that as a possibility. Norma & I wrote up draft of letter today!

# CRLA 25th Anniversary Conference, April 9 - 11, 1992

San Francisco Airport Marriott Hotel

## ***CRLA'S NIGHT IN SAN FRANCISCO***

***Saturday, April 11 -- 7:00-11:00 P.M.***

### **Area #1: FISHERMAN'S WHARF & GHIRADELLI SQUARE:**

The bus will deposit you in the midst of Fisherman's Wharf, the home of San Francisco's fishing fleet. For an inexpensive evening, stroll the streets to enjoy food from the street vendors (clam chowder, sourdough bread, shrimp cocktails, etc.) and the tacky-tacky tourist shops in the wharf area.

Recommended restaurants at Fisherman's Wharf:

**SCOMA'S**, Pier 47 - Wonderful seafood; moderately priced (for SF); no reservations are accepted; always packed with tourists and locals; put your name in early if you want to eat there.

**ALIOTO'S**, #8 Fisherman's Wharf - Owned by a relative of the former, famous Mayor Joseph Alioto; moderately expensive; reservations are accepted (673-0183).

Pier 39 is a short walk away from the wharf area, has nicer shopping and quaint attractions, and has a number of fine restaurants-- among them are:

**NEPTUNE'S PALACE**, Pier 39 - Moderately priced seafood; reservations are accepted (434-2260).

**DANTE'S SEA CATCH**, Pier 39 - Moderately expensive seafood; award-winning cioppino and clam chowder; lovely water view; reservations are accepted (421-5782).

**YET WAH**, Pier 39 - Very good Mandarin Chinese cuisine; reservations are accepted (434-4430).

**A Culinary Gem:** Take a short cab ride (or a bicycle-powered rickshaw ride) to Pier 7's **THE WATERFRONT** for some of the best seafood and continental cuisine in the area at a moderately expensive price. Enjoy a marvelous view of the San Francisco Bay and the lights of the Bay Bridge from almost any table. Reservations are definitely recommended (391-2696).

In the other direction from Pier 7 and within walking distance of Fisherman's Wharf is famous Ghiradelli Square with its quaint shops

(OVER)

and beautiful lights. There are several good restaurants there: THE MANDARIN Chinese Cuisine (673-8812) and MC CORMICK & KULETO'S featuring seafood and pastas (929-1730). Both restaurants have magnificent water views.

If you visit Ghiradelli, consider having a hot fudge sundae (or other ice cream delicacy) at the GHIRADELLI CHOCOLATE FACTORY or having a night-cap of Irish Coffee at the BUENA VISTA (2765 Hyde Street--always packed with locals and tourists who love to chat about and raise a toast to San Francisco) on the way back to Fisherman's Wharf for the bus pick up.

Area #2: NOB HILL, CHINA TOWN, OR UNION SQUARE:

The bus will deposit you on Nob Hill, the locale of the elegant hotels of San Francisco: THE MARK HOPKINS, THE FAIRMONT, THE HUNTINGTON. All have excellent but expensive restaurants. After-dinner entertainment is also available at all the hotels of Nob Hill.

Enjoy a drink and the view from the TOP OF THE MARK (at the Mark Hopkins).

For dining with a view try the CROWN ROOM AT THE FAIRMONT, which is expensive. Reservations are recommended (772-5131).

For less expensive fare, walk downhill on the steep grade of California Street to CHINA TOWN, which begins at California Street and Grant Avenue. There are restaurants in every block and reservations are generally not needed--so take your pick. Famous for Chinese cuisine are JOHNNY KAN'S (708 Grant Avenue) and the EMPRESS OF CHINA (838 Grant Avenue). Take the California Street Cable Car back up the hill at the end of the evening.

If seeing UNION SQUARE is a must, walk on block downhill on California Street from the Mark Hopkins to catch the POWELL STREET CABLE CAR to Union Square. Less than half a block off the square are these recommended restaurants:

KULETO'S, 221 Powell - An upscale Italian seafood and pasta restaurant just off Union Square; reservations are recommended (397-7720).

LEFTY O'DOUL'S, 333 Geary - The baseball player's hofbrau which is moderately priced and basic beef!

A night-cap at the STARLIGHT ROOF OF THE SIR FRANCIS DRAKE HOTEL (450 Powell) is recommended before you take the Powell Street Cable Car (don't try to walk it!) back up the hill for a Nob Hill bus pick up.

# CRLA 25th Anniversary Conference, April 9 - 11, 1992

San Francisco Airport Marriott Hotel

## WALKING RESTAURANT GUIDE

- Across Street - directly across from Marriott Hotel
  - Gulliver's English Tavern - Tutor Style--casual
    - Lunch -- \$ 5.95 - \$10.95
    - Dinner -- \$11.95 - \$26.50
  
- Across Street - turn right .3 miles ( 3-5 minutes ) - Inside Westin Hotel
  - Benchmark Bar and Grill
    - Lunch -- \$ 4.50 - \$ 9.75
    - Dinner -- \$16.55 - \$24.95
  
  - Bayshore Diner - casual, 40-50's soda fountain style
    - Lunch -- \$ 3.00 - \$11.95
    - Dinner -- \$ 8.50 - \$11.95
  
- Bayside Walkway - bayside, turn right from hotel .2 miles ( 3-5 minutes )
  - DOROS by the Bay - Beautiful view - semi formal
    - Lunch -- \$3.95 - \$ 9.95
    - Dinner -- \$9.95 - \$15.95
  
  - El Torito - Typical colorful - casual - Mexican
    - Lunch -- \$4.75 - \$ 8.95
    - Dinner -- \$5.95 - \$11.95
  
- Bayside Walkway - bayside, turn right .4 miles ( 5-10 minutes )
  - Benihana - Bay view - Japanese Steak House
    - Lunch -- \$ 7.15 - \$17.75
    - Dinner -- \$13.25 - \$25.50
  
  - The Fisherman - semi - formal - Fantastic Bay view
    - Lunch -- \$ 7.95 - \$14.95
    - Dinner -- \$11.95 - \$29.95
  
  - Charley Brown's - Bay view - casual
    - Lunch -- \$ 5.95 - \$10.95
    - Dinner -- \$10.95 - \$24.95
  
  - Max's Opera Cafe - Cafe Style - casual - fun/noisy
    - Lunch -- \$ 6.00 - 12.50
    - Dinner -- \$ 6.00 - 12.50
  
- Across Street - turn left - .5 miles ( 6 -12 minutes ) - Inside Hyatt Regency
  - Sclini - Formal Italian Dining
    - Dinner -- \$12.95 - \$24.95
  
  - Swift Water Cafe - Informal
    - Breakfast -- \$ 4.95 - \$12.95
    - Lunch -- \$ 8.95 - \$15.95
    - Dinner -- \$14.95 - \$25.95

\* All price listing subject to change.

# CRLA 25th Anniversary Conference, April 9 - 11, 1992

## San Francisco Airport Marriott Hotel

### ADDITIONAL RESTAURANTS ALONG THE BAY (3-5 minutes by car from the Marriott Hotel)

#### Kincaid's Bay House (Fish, Chops, and Oysters) (Complete Bar)

\*\* Fabulous location on edge of Bay/Congenial atmosphere/Unusual fresh fish/Great steaks, chops, and ribs/Specialty—Rosemary Pan Bread

Lunch: Mon - Fri 11:30a.m. - 2:30p.m. / Dinner: Mon - Fri 5:30p.m. - 11:00p.m.  
Sat 5:00p.m. - 11:00p.m.  
Sun 5:00p.m. - 10:00p.m.

Reservations Recommended, 60 Bayview Place, Burlingame, 342-9844

#### Jin Jiang Penthouse Restaurant - Cuisine of China

\*\* On 5th floor at edge of Bay/Panoramic views/Furnished with authentic art/Tranquil and elegant/Excellent Szechwan, Cantonese plus Shanghai food/Complete bar where "Karaoke" (Empty Orchestra) or "Sing-Along" is offered for a \$4.00 cover charge from 9:00p.m. - 1:00a.m. every night. Cantonese, Mandarin, and American songs from the 1960s, 1970s, and 1980s are sung by the audience.

Lunch: Mon - Fri 11:00a.m. - 2:30p.m. / Dinner: Sun - Thurs 5:30p.m. - 10:00p.m.  
Fri - Sat 5:30p.m. - 10:30p.m.

433 Airport Boulevard, Burlingame, 348-1122

#### Bobby McGee's Restaurant

\*\* Fun and lively setting on edge of Bay/Waitresses and waiters dress in costume and "play the characters" (Example: Robin Hood, Zoro, Cinderella, etc.)/Variety of food at reasonable prices/Complete bar with Happy Hour Mon - Fri, 5:00p.m. - 8:00p.m./Dancing - 8:00p.m. - 2:00a.m., top 40 plus Oldies by request

Lunch: Daily 11:00a.m. - 2:30p.m. / Dinner: Sun - Thurs 5:00p.m. - 10:00p.m.  
Brunch: Sun 10:30a.m. - 2:30p.m. Fri - Sat 5:00p.m. - 11:00p.m.

Located in the Crown Sterling Suites, Reservations Recommended  
150 Anza Boulevard, Burlingame, 579-7897

#### Vanessi's Restaurant

\*\* Famous San Francisco North Beach restaurant in new location/Old favorites plus lighter menu options/Friendly, comfortable setting with open grill

Lunch: Mon - Fri 11:30a.m. - 4:00p.m. / Dinner: Sun - Thurs 4:00p.m. - 10:00p.m.  
Fri - Sat 4:00p.m. - 11:00p.m.

On opposite (West) side of Highway 101 near Broadway  
1095 Rollins Road, Burlingame, 342-4922

#### Chutney Grill (in the Doubletree Hotel)

\*\* Pleasant setting with "Old English Library" atmosphere/Convenient and reasonable for breakfast, lunch, and dinner

Lunch: Mon - Fri 10:30a.m. - 2:00p.m. / Dinner: Sun - Thurs 5:00p.m. - 10:00p.m.  
Fri - Sat 11:00a.m. - 2:00p.m. Fri - Sat 5:00p.m. - 11:00p.m.

835 Airport Boulevard, Burlingame, 344-3533

# CRLA 25th Anniversary Conference, April 9 - 11, 1992

## San Francisco Airport Marriott Hotel

Sightseeing, Attractions, and Transportation  
Made Easy . . . All From the Front Door of Our CRLA Conference

### Sightseeing and Shopping

Weather in San Francisco, particularly during the early morning and evening, can be quite cool. So, bring a sweater or an all weather coat or jacket and bring a good pair of comfortable walking shoes. You seem to walk to sightsee and to shop. So, here's a little information on how you can get around San Francisco by Public Transportation and save your feet a bit!

### Transportation to Places of Interest in the City

#### 1. Public Transportation - SAMTRANS (No transfers on this bus)

7B - San Francisco: Catch the bus just down from the Marriott. This bus will take you downtown in about 45 minutes. Get off at Mission and 5th Street and walk one block NORTH, and you are in the center of San Francisco at Market Street and Powell.

When you get off the 7B bus at MISSION AND 5TH STREET, walk one block NORTH on 5th Street. This will put you at Powell and Market Street, the center of downtown San Francisco at Hallidie Plaza. THE TOURIST BUREAU is located downstairs at Hallidie Plaza. It is also the entrance to BART (Bay Area Rapid Transit). If you are interested in using BART, you can pick up information at this station.

Do visit the Tourist Bureau. There you can pick up a free San Francisco Recreation Map and Visitors Guide plus brochures describing various sightseeing and shopping attractions and an excellent book, The San Francisco Book. Also, ask for "SAN FRANCISCO - GUIDE TO PUBLIC TRANSPORTATION."

"The San Francisco Municipal Railway" MUNI provides transportation to all points of interest within San Francisco. The MUNI system includes cable cars, trains, (MUNI Metro) buses, and electric buses.

#### 2. Downtown

Take the Hotel Free Shuttle to the Airport and board a SFO Airporter which takes you into the City.

#### 3. Rent a Car

Hertz Counter in Hotel offers a very reasonable rate. However, parking in the City is extremely limited and very expensive.

#### 4. Ferry Service

(Directions assume that you are starting from the Tourist Bureau)

- a. Golden Gate Ferries: Ferry Building is at the foot of Market Street (Take any bus that travels along Market Street; there appears to be many.)

Ferries depart from the SOUTH END of the Ferry Building to Sausalito and Larkspur. The M.V. Golden Gate makes a one-half hour crossing to Sausalito.

- b. Red & White Fleet: Departs from Pier 43 1/2 Fisherman's Wharf for Sausalito.

5. Chinatown

Walk EAST to Market Street for two blocks to GRANT AVENUE. Walk NORTH on Grant Avenue approximately four blocks to "Chinatown Gateway."

6. Fisherman's Wharf

Fisherman's Wharf is the center for seafood restaurants, fishing boats, harbor cruises (such as a visit to Alcatraz - Pier 41), gift shops, and numerous attractions.

Take a CABLE CAR outside the Tourist Bureau or you can walk 2 blocks EAST on Market to KEARNY and take #15 bus to the end of the line or #30 bus to Columbus and North Point.

There are several restaurant shopping complexes very close to Fisherman's Wharf. WEST of the Cable Car Stop is GHIRADELLI SQUARE, which at one time served as a Chocolate Factory. Across the street from Fisherman's Wharf is THE CANNERY; originally, it was a canning factory. Right beside The Cannery is the ANCHORAGE. At the end of your walk along Fisherman's Wharf is Pier 39 built on a 1,000 foot long pier resembling turn-of-the-century San Francisco.

7. Japan Center/Japantown

Many shops, restaurants, several theaters, and two hotels are here. The Peace Plaza is the focal point for Japanese festivals. Walk NORTH 3 blocks on Powell Street to GEARY STREET and take #38 bus to LAGUNA STREET, approximately 14 blocks along Geary Street.

8. Golden Gate Bridge

Walk 2 blocks WEST on Market Street to 7TH STREET. Take any Golden Gate Transit Bus to Toll Plaza. GOLDEN GATE TRANSIT #10 bus stops at the Vista Point on the other side of the bridge and continues on to Sausalito.

To reach the bridge via MUNI (public transportation), walk 3 blocks East on Market Street to KEARNY STREET. Take #30 STOCKTON JEFFERSON LOOP bus to CHESTNUT AND LAGUNA STREET; TRANSFER SOUTHBOUND onto #28 bus.

9. Shopping

Serious shoppers should concentrate on the blocks bounded by Geary, Powell, Post, and Stockton Streets and surrounding blocks between Market and Sutter Street, Kearny to Sutter.

10. Discount Outlet

To get to Yerba Buena Square, 899 Howard Street, walk 2 blocks SOUTH on 5th Street to HOWARD STREET

This discount shopper's heaven encompasses 6 floors of national and international retailers and manufacturers offering quality merchandise at value prices. Open 9:30a.m. - 8:00p.m.; Sunday, 11:30a.m. - 6:00p.m.

Yerba Buena Square features such stores as Burlington Coat Factory, Career Clothing, D.C. Outlets, The Newport Trading Company, Shoesie Outlet, and Toy Liquidators.

Transportation to Nearby Shopping

1. Public Transportation

7B - Redwood City: Catch the bus across the street from the Marriott. There are no convenient stores located around the hotel. However, along the route of this bus, you will find HILLTOP LIQUORS, 501A San Mateo Drive, and further on SAFEWAY, El Camino and Barel Avenue (where you can replenish your "liquids" and also have a Deli), and on to the HILLSDALE SHOPPING CENTER, which features Macy's, Nordstrom, Sears, and at least another 100 stores. The trip takes about 30 minutes.

2. Courtesy Van

Nordstrom offers free rides to Hillsdale Shopping Center. However, you must reserve a seat going and coming back with the Hotel Concierge as this van only carries 10 passengers.



**MAX'S OPERA CAFE**  
1250 Old Bayshore Hwy.  
Burlingame 342-MAXS



One of Max's mottoes is "Everything you always wanted to eat." That well describes the menu...overstuffed sandwiches, bountiful salads, seafood, chicken and seasonal entrees. The food is delicious and is served in generous portions. And save room for Max's homemade desserts - they are large enough to share and are a major part of Max's mottoes: "This is a bad place for a diet." Open for breakfast, lunch, dinner and late night.

AM-MC-V

**BAYSHORE DINER**

Westin Hotel San Francisco Airport  
1 Old Bayshore Hwy.  
Millbrae 872-8141

*Bayshore Diner*

Bacon and eggs, three-scoop milkshakes, 8 oz. chuck char-broiled burgers, fresh salmon or swordfish, vegetable lasagna plus scrumptious desserts. Get this and more in our classic 50's diner complete with jukeboxes and rollerskating greeters! Join us for breakfast, lunch and dinner. Open daily at 6 a.m.

AM-CB-DC-MC-V-HF

**CHARLEY BROWN'S**

1550 Old Bayshore Hwy.  
Burlingame 697-6907

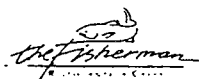


Here you'll dine under a high beamed ceiling as you peacefully gaze out into a one-of-a-kind waterfront setting. Specialties are prime rib, steak and seafood or entree of the day. Lunch Mon. thru Fri. 11 a.m. - 3 p.m. Dinners are served Sun. thru Thurs. 4:30 - 10 p.m., Fri. and Sat. 4:30 - 11 p.m. Sunday Brunch 9:30 a.m. - 2:30 p.m. Incidentally, the cocktail lounge has its own view. Reservations accepted.

AM-MC-V

**THE FISHERMAN RESTAURANT**

1492 Old Bayshore Hwy.  
Burlingame 697-1490



Located just minutes away from the S.F. Airport, the Fisherman offers one of the most spectacular views of the bay. Featuring the finest and freshest in Italian seafood and specialties such as: Crab Cloppino, Prawns Saute, Broiled Northern Salmon, and Angel Hair Pasta with Shrimp as some of the consistent favorites. Two beautiful banquet rooms which can accommodate parties from 20 - 150. Open daily for lunch and dinner also serving Sunday Brunch. Reservations are recommended.

AM-MC-V-HF

**BENCHMARK BAR & GRILL**

Westin Hotel San Francisco Airport  
1 Old Bayshore Hwy.  
Millbrae 872-8148



The Benchmark provides a casual, friendly atmosphere for fine quality foods, all broiled to perfection in our open grill. We feature prime USDA beef. Enjoy a choice of a 16 oz. New York sirloin, 20 oz. porter-house, 10 oz. filet or some fantastic fresh seafood. Open nightly at 5:30 p.m. Reservations highly recommended.

AM-CB-DC-MC-V-HF

**GULLIVER'S**

1699 Old Bayshore Hwy.  
Burlingame 692-6060



GULLIVER'S

In an old English pub atmosphere, Gulliver's serves entrees with the same great quality as their famed "Prime Rib of Beef". Included are duck, chicken, seafood and steak specialties. The homemade desserts are delicious. The pub offers generous drinks from a premium well: English beers and ales are also ample. Business lunches, a children's menu, and facilities for banquets and parties are available. Gulliver's is located across from the Marriott Hotel. Lunch Mon. thru Fri. 11:30 a.m. - 2:30 p.m., limited menu 2:30 - 5 p.m. Dinners Mon. thru Thurs. 5:30 - 10 p.m. and Fri. thru Sun. 5 - 10:30 p.m.

AM-DC-MC-V-HF



1496 Bayshore Highway  
Burlingame, CA 94010

For Reservations  
Phone 342-5202

Lunch Monday through Saturday  
Dinner daily, including holidays

Dancing Friday & Saturday  
from 9 PM in the Bayview Lounge

We'd like to invite you to Benihana, the Japanese steakhouse. Like any other great steak place, we start with tender, choice filets of beef. After that, Benihana and the West quickly part company. Every meal at our steakhouse comes with your own personal chef, a master of the ancient Japanese art of hibachi cooking.



**EL TORITO**  
RESTAURANTS, INC.

Robert C. Fletcher  
Department Manager  
(415) 692-3113  
FAX (415) 697-9238

1590 Old Bayshore Hwy.

Burlingame, CA 94010

## *Budget*

FILENAME: BUDCRLA1.WK1

ITEMS	APPROVED	ALLOCATED	EXPENSES	UNDER/ (OVER) ALLOCATION
=====				
II. A.2. ON SITE MANAGER	1,500.00		583.42	936.58
TRAVEL		100.00		
HOTELS AND FOOD		500.00		
TELEPHONE EXPENSES		25.00	23.92	
POSTAGE		25.00	38.35	
PRINT & PUBLISH		0.00		
WAGES		300.00		
CK. #102 CATHY KOST			26.00	
CK. #115 CATHY KOST			90.00	
CK. #107 PAUL DE ROSI			100.00	
CK. #2258 SUSAN ATUNES			27.50	
CK. #2260 CATHY KOST			52.00	
ADVERTISE & PROMOTION		400.00		
CK. #109 ALL AMERICA COPY			67.39	
CK. #113 COSTCO			67.71	
CK. #114 LONGS			7.96	
CK. #2170 COSTCO			26.45	
CK. #2159 COSTCO			17.45	
CASH-TCHR HLPR-STAR STMP			1.89	
CASH-BALLOONS			11.84	
OTHER - COMMITTEE EXP		150.00		
CASH-AVERY			2.98	
CASH-CURRENT STORE			1.98	
II. A.3 EXHIBITS	1,175.00		25.00	1,150.00
TELEPHONE EXPENSE		25.00	25.00 *	
(FOR NORMA SPALDING)				
POSTAGE		50.00		
MISCELLANEOUS		50.00		
PRINTING		50.00		
DECORATIONS		1,000.00		
			0.00	
			0.00	
			0.00	
			0.00	
II. B.2 REGISTRATION PACKETS	850.00		990.07	(140.07)
SUPPLIES		300.00		
CK# 101 OFF CLB FOLD/BADS			344.13	
PRINTING		250.00		
CK. #103 ALL AMERICA			137.42	
CK. #106 ALL AMERICA			38.10	
CK. #112 ADVANTAGE GRAPHICS			156.90	
RIBBONS		300.00	313.52	
			0.00	

		0.00	
		0.00	
		0.00	
II. B.4 OTHER GEN. EXPENSES 3,975.00		2,492.06	1,482.94
(\$3,025+BUS INCOME-\$950)			
SUPPLIES	200.00		
POSTAGE	50.00	29.00	
PRINTING	25.00		
OTHER			
XEROX RENTAL	200.00		
DECORATIONS			
CK. # 105 PAPER FACTORY		12.26	
CK. # 108 MICHAELS		7.45	
CK. # 110 MICHAELS		11.13	
CK. # 111 MICHAELS		12.75	
CASH-LET'S PARTY		2.89	
CASH-LET'S PARTY		5.06	
CASH-PAPER FACTORY		2.17	
CASH-PAPER FACTORY		3.16	
CASH-KIRKWOOD		4.54	
PHOTOGRAPHY	100.00	111.92	
CK. # 2237 MARION WRONSKY			
ENTERTAINMENT	600.00		
AUDIO VISUAL	1,000.00		
VCR(2-T,2-F,2-S,3-S)		1,665.00 *	
EVALUATION	600.00		
CASH-REPO UNLIMITED		10.93	
CASH-MARRIOTT		8.80	
PHONE EQUIPMENT	250.00		
SF DINNER/CITY BUS TOUR (INCOME)	950.00	605.00 *	
		0.00	
		0.00	
		0.00	
II.C.4. COMPUTER FAIR	200.00	228.60	(28.60)
WAGES	200.00	0.00	
EUGENE CANOY		183.60 *	
GEORGE BORZEK		45.00 *	
		0.00	
		0.00	
III. HOSPITALITY	1,000.00	621.35	378.65
MISCELLANEOUS	1,000.00		
CK. #104 ANNE MARIE SCHLENDER		500.00	
CK. #2235 ANNE MARIE SCHLENDER		121.35	

8,700.00 8,700.00 4,920.50 3,779.50

BALANCE CHECK: 8,700.00

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DN-SITE EXPENSES                                $ 4,920.50
*PAID BY CRLA TREASURER                        - 2,523.00
  (AV RENTAL, WAGES-COMPUTER ROOM, SAN FRANCISCO
  BUS TRIP, EXHIBITS TELEPHONE)                -----
                                           2,397.50
ADVANCE RECEIVED BY ON SITE CHAIR              - 2,000.00
                                           -----
AMOUNT DUE ON-SITE CHAIR                       $ 397.50
=====

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**Lawrence Fehrlingetti**

College of Life  
New York, NY



*Our 25th Year*  
**Burlingame, CA 1992**



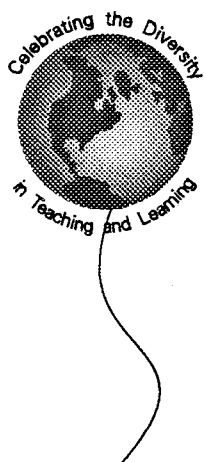
**25**  
**years**

***Shirley Sloane***

*Evergreen Valley College*  
*San Jose, CA*

**1992**

**Burlingame, CA**



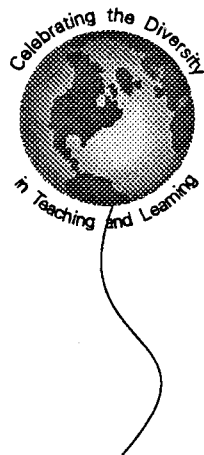
**Becky Johnen**

Chemetka Community College

Salem, OR

*Burlingame, CA 1992 Anniversary*

Our  
**25<sup>th</sup>**



*Shirley Sloane*

*Evergreen Valley College  
San Jose, CA*

*Burlingame, CA 1992 Anniversary*

Our  
**25<sup>th</sup>**

CRLA 5



**Lawrence Fehrlingetti**

College of Life  
New York, NY

*Our 25th Year*

**Burlingame, CA 1992**



**Burlingame, CA**

***Shirley Sloane***

*Evergreen Valley College  
San Jose, CA*

**25 years**

**1992**

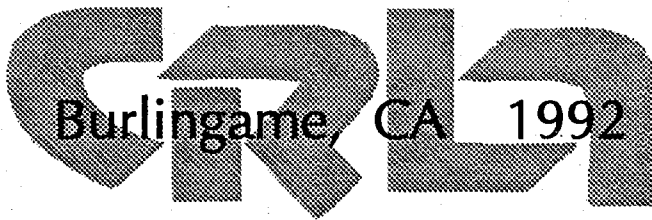
CRLA DEM 7



*Our 25th Year*

**Lawrence Fehrlingetti**

College of Life  
New York, NY



College  
Reading &  
Learning  
Association



**Burlingame, CA 1992**



Lawrence Fehrlingetti (1) Name

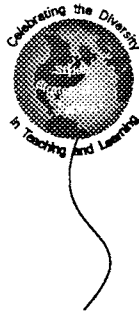
College of Life (2) - UNIV  
New York, NY (3) Home Town ST

Full Name ~~James~~



Our 25th Year

Burlingame, CA 1992



1992 Burlingame, CA

25  
years

*Shirley Sloane*

*Evergreen Valley College  
San Jose, CA*



Burlingame  
CA 1992

Becky Johnen

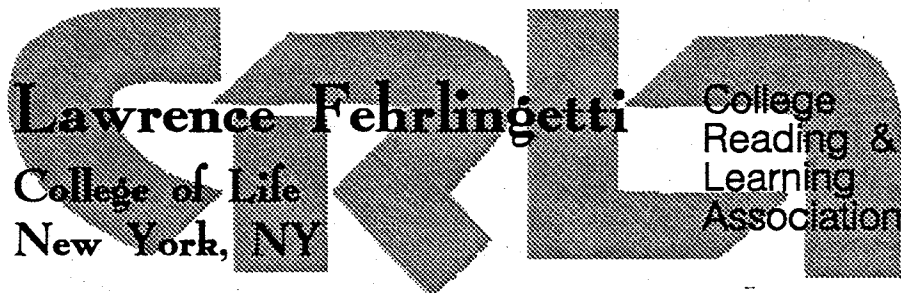
Chemetka Community College  
Salem, OR



Burlingame  
CA 1992

Becky Johnen

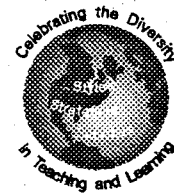
Chemetka Community College  
Salem, OR



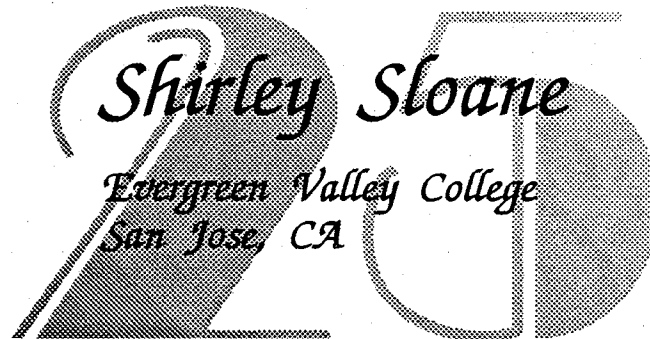
**Lawrence Fehrlingetti**  
College of Life  
New York, NY

College  
Reading &  
Learning  
Association

*Our 25th Year*  
**Burlingame, CA 1992**

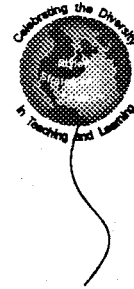


**Burlingame, CA**  
**1992**



*Shirley Sloane*

*Evergreen Valley College*  
*San Jose, CA*



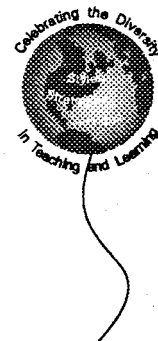
**Becky Johnen**

Chemetka Community College

Salem, OR

Our  
**25<sup>th</sup>**  
Anniversary

*Burlingame, CA 1992*



**Ralph Emerson**

**Chico State University  
Chico, CA**

Our  
**25<sup>th</sup>**  
Anniversary

*Burlingame, CA 1992*

SLIDE 4.CDR

# III Hospitality

## CHEESE ET CETERA

3 Swiss Cheese  
1 Monterey  
1 Hunter's Cheese  
1 Gouda

## DIPS

1 Salsa  
1 Onion  
2 Spinach Dips  
1 Guacamole

## HOT FOODS

Mini quiche  
Flautas  
Flautas

VEGETABLES: Broccoli, Asparagus, Dakon Radish, Carrots, Peppers, Tomatoes, and Radishes

FRUIT: Apples, Strawberries, Kiwi, Grapes, and Oranges

## PAPER GOODS

2 large bags (250 each) off Cocktail Napkins  
1 package of Chinnet  
300 Tumblers  
2 large Serving Trays  
2 small Servidng Trays

## MISCELLANEOUS

Wine Bottle opener  
Plastic Spoons  
Plastsic Bags  
Garbage Bags  
Knoves for cutting fruit and chees  
Paper Towels  
Plastic Wrap  
Ice Chest

## ATTENDANCE

The first night was by far the biggest night. There were probably between 100-125 people who came to the Hospitality Suite. On the second night, the attendance dropped to 60-75. And on the last night with dinner in the town and liquid sunshine, the number dropped to 30-50.

## EXPENSES

Costco:	490.41
Trader Joe's	43.28
Andronico's	41.85
Lucky's	28.78
Party America	17.03
	-----
TOTAL	621.35
minus advance	500.00
	-----
	121.35

Pay To Eugene Canoy  
for technical consultant at the  
Computer Fair at the CRLA  
Convention (4/9/92 - 4/12/92)  
in San Francisco, Ca.

8 hours @ \$15 <sup>00</sup> per hr	\$120.00
Mileage - 265 miles @ 24¢ per mile	<u>63.60</u>
Total	\$183.60

Paid 4/12/92 by  
Lucky Carpenter  
CRLA Treasurer

\$40.00 Hour 4 1/2 hours / AV  
George Bonzek





04-06-92  
249909

348.2  
13-02

04-06-92  
249909

02 \*385 F  
\*385  
\*032  
\*417  
\*2000 S  
\*1583 8  
3483  
13-17

ORE  
87 192 050

ORE  
18 192 050

8.54  
8.36  
8.12  
8.54  
8.33  
6.05  
47.94

3.96  
51.90

RE IN TOWN\*  
9:59 AM

Community College District  
1st choice...

14.84  
8.50

14.84

17.67

4.17

51.90  
111.92

San Jose City College

2100 Moorpark Avenue  
San Jose, Ca 95128  
298-2181

Evergreen Valley College

3095 Yerba Buena Road  
San Jose, Ca 95135  
274-7900

IB. 4  
PAPER FACTORY  
LAMPRELL  
04/04/92  
Silver  
KIDS 1.20 0.85  
PARTY OBJECT 1.70  
SUBTTL 0.30  
TAX 1 2.00  
TOTAL 0.17  
CASH 2.17  
CHANGE 50.02 47.85  
3 ITEMS  
0219A 15:04  
THANK YOU

PAPER FACTORY  
LAMPRELL  
04/05/92  
Silver  
KIDS 1.20 1.47  
SUBTTL 2.94  
TAX 1 2.94  
CASH 3.18  
2 ITEMS  
0265A 13:21  
THANK YOU

IB. 2  
THANK YOU FOR SHOPPING AT  
KIRKWOOD ACE HARDWARE & GIFTS  
(408) 379-7800  
2/09/92 4:41 PM  
PAINT, SUPPLIES & CLEANERS 4.19 /EA 4.19  
SUB-TOTAL 4.19  
CASH TEND: 5.00 CHANGE  
TOTAL 4.19  
JAN 20 1992  
Silver  
25 numbers

II 834

REPRODUCTIONS

UNLIMITED

1290

OLD BAYSHORE RD.

BURLINGAME

THANKS YOU

04/10/92 10:30AM

000A#2857

B/L T1 \$10.10

ST \$10.10

TAX 1 \$0.83

CASH \$10.93

II B.4

Let us extend our thanks for choosing the San Francisco Airport Marriott Hotel for your trip to the San Francisco area. We trust your experience with our hotel has included warm and gracious service, and the type of accommodations you would expect at a Marriott Hotel. Your candid critique of our performance is always welcome.

ROOM	8082 SLOAN/SHIRLEY	RATE	26.00	04/12/92	ACCT#
NAME		DEPART		TIME	11153
ROOM	0803 EVERGREEN VALLEY CUL	PLAN		04/06/92	10:53
FIRM OR GROUP		ARRIVE		TIME	GROUP
TYPE	70 3095 VERBA BUENA RD				8220

BK ROOM & TAX

ROOM SAN JOSE CA 93135  
CLERK ADDRESS

PAYMENT

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
04/07	LOCAL	3512-DIK	\$ .75	
04/07	ACCESS	3709-408	\$ .75	
04/07	ACCESS	3715-408	\$ .75	
04/07	ACCESS	3723-408	\$ .75	
04/07	ACCESS	3729-408	\$ .75	
04/07	ACCESS	4078-415	\$ .75	
04/07	ACCESS	4526-408	\$ .75	
04/08	COPIES		\$ .50	
04/10	COPIES		\$3.00	

\$14.00

II B.2

①

OFFICE CLUB

3951 STEVENS CREEK BLVD.  
SANTA CLARA, CA. 950519  
(408) 241-9382

40 SALE 5516 0803 002

MEMBER # 523442211

303529 BADGE HOLDERS 99.90  
10 @ \$9.99  
MFG. LIST \$20.00  
433649 AMBERG 10PK PORT 109.00  
30 @ \$2.18  
MFG. LIST \$5.06  
433649 AMBERG 10PK PORT 109.00  
30 @ \$2.18  
MFG. LIST \$5.06  
SUBTOTAL 317.90  
CA 8.25% SALES TAX 26.23  
TOTAL 344.13

ACCOUNT NUMBER 0193043  
CHECK 344.13  
APPROVAL CODE

\*\*\*\*\* YOUR PURCHASES \*\*\*\*\*

CATALOG LIST PRICES  
WOULD HAVE COST YOU \$706.00

OFFICE CLUB'S LOW  
EVERYDAY PRICES = \$317.90

\*\*\*\*\*

YOU SAVED \$388.10

\*\*\*\*\*

THAT'S A SAVINGS OF 55%

THANK YOU FOR SAVING AT OFFICE CLUB

3/06/92 18:50

2

**ALL AMERICAN**  
**COPY INC.**  
Printing Center

Check # 103  
II B.2  
Registration

COMPANY NAME SHIRLEY A. SLOAN  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( 408 ) 274 7900 X6607 CONTACT \_\_\_\_\_  
Order Taken By \_\_\_\_\_

DATE OF ORDER 3/17/92  
DUE DATE 3/19/92  
P. O. # \_\_\_\_\_  
RESALE # \_\_\_\_\_  
☒ CALL WHEN COMPLETE ☐ DELIVER

ITEM	NO. ORIG.	QTY	PRINT		SIZE			PAPER COLOR		INK COLOR		PAPER					BINDERY SERVICES										AMOUNT		
			1-SIDE	2-SIDE	8 1/2 x 11	8 1/2 x 14	11 x 17	WHITE	OTHER	BLACK	OTHER	20#	60#	70#	CUST STOCK	CARD STOCK	CARBON-LESS	DRILL	PAD	CUT	COLLATE	STAPLE	FOLD	BIND	OTHER				
1		1 250	-		-															-						126 95			
	SPECIAL INSTRUCTIONS																												
	Gloss Labels PMS 320																												
2																													
	SPECIAL INSTRUCTIONS																												
3																													
	SPECIAL INSTRUCTIONS																												
4																													
	SPECIAL INSTRUCTIONS																												
COMPOSITION			<input type="checkbox"/> TYPESETTING										<input type="checkbox"/> LAYOUT					<input type="checkbox"/> PASTE-UP					PROOF <input type="checkbox"/> YES <input type="checkbox"/> NO						
PRODUCTION MATERIALS			<input type="checkbox"/> LINE PAPER										<input type="checkbox"/> HALFTONE FILM					<input type="checkbox"/> LINE FILM											
			<input type="checkbox"/> HALFTONE PAPER										<input type="checkbox"/> METAL PLATE					<input type="checkbox"/> OTHER											

SPECIAL INSTRUCTIONS		SUB TOTAL	126 95
		SALES TAX	10 45
		TOTAL	137 40
		DEPOSIT	
		BALANCE	

check # 103



④

# II A.2

# Telephone

# II A.2

①

Let us extend our thanks for choosing the San Francisco Airport Marriott Hotel for your trip to the San Francisco area. We trust your experience with our hotel has included warm and gracious service, and the type of accommodations you would expect at a Marriott Hotel. Your candid critique of our performance is always welcome.

## GUEST FOLIO

8082 HYDE/MARGARET  
ROOM NAME  
DBDB  
TYPE

26.00 04/12/92  
RATE DEPART  
04/09/92  
ARRIVE

12:56 ACCT#  
TIME 6939  
17:10  
TIME  
GROUP  
8220

24 1809 DEEP CREEK CT

BK ROOM AND TAX

SAN JOSE CA 95148  
ROOM CLERK ADDRESS

PAYMENT

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
04/09	LNG DIST 2034-	\$2.12		
04/09	PARKING	\$10.00		
04/09	LNG DIST 2275-	\$2.62		
04/09	ROOM. 8082, 1	\$26.00		LT
04/09	RM.TX 8082, 1	\$2.60		LT
04/10	LNG DIST 1697-408	\$4.00		
04/10	PARKING	\$10.00		
04/10	ROOM. 8082, 1	\$26.00		LT
04/10	RM.TX 8082, 1	\$2.60		LT
04/11	LOCAL 0680-LOC	\$1.89		
04/11	LOCAL 0713-LOC	\$1.88		
04/11	PARKING 26	\$10.00		
04/11	ROOM. 8082, 1	\$26.00		LT
04/11	RM.TX 8082, 1	\$2.60		LT
04/09	ROOM. GL 8220	\$26.00		LT
04/09	TO: COLLEGE GL 8220	\$2.60		LT
04/10	ROOM. GL 8220	\$26.00		LT
04/10	TO: COLLEGE GL 8220	\$2.60		LT
04/11	ROOM. GL 8220	\$26.00		LT
04/11	TO: COLLEGE GL 8220	\$2.60		LT
04/12	TRANSFER GL 11158	\$40.51		
	TO: SLOAN/SH			
				\$ .00

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. [The credit card company will bill in the usual manner.] If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

SAN FRANCISCO AIRPORT  
**Marriott**

1800 Old Bayshore Highway, Burlingame, California 94010 (415) 692-9100

II A.2  
Po

17:08  
110 POST OFC METER 1.79  
TOTAL 1.79  
CASH T 1.79  
CHANGE .00

U.S. POSTAL SERVICE

EASTRIDGE 051  
UNIT FIN 056834  
ZIP CODE 95186  
SANDY # 5  
05-26-92 17:08:45  
VERSION 15.00

Package

To: Becky

CUSTOMER RECEIPT

110 POST OFC METER 1.79  
TOTAL 1.79  
CASH T 1.79  
CHANGE .00

THANK YOU

Registration  
Sent to  
Cydrus

U.S. VIDEO  
2.0  
1994  
15131

U.S. POSTAL SERVICE

EASTRIDGE 051  
UNIT FIN 056834  
ZIP CODE 95122  
TONI # 9  
02-18-92 17:43:36  
VERSION 14.00

CRLA

CUSTOMER RECEIPT

To: Becky Johnson  
110 P O METER 2.90  
TOTAL 2.90  
CASH T 2.90  
CHANGE .00

THANK YOU

UNIT FIN

U.S. POSTAL SERVICE

EASTRIDGE 051  
UNIT FIN 056834  
ZIP CODE 95122  
RENA # 2  
01-31-92 16:20:14  
VERSION 14.00

CUSTOMER RECEIPT

110 P O METER 2.94  
TOTAL 2.94  
CASH T 2.94  
CHANGE .00

CRLA

(Brunner)

THANK YOU



# U.S. POSTAL SERVICE

EASTRIDGE 051  
UNIT FIN 056834  
ZIP CODE 95122  
SANDY # 5  
03-16-92 18:18:00  
VERSION 14.00

## CUSTOMER RECEIPT

110 P O METER 9.95  
110 P O METER 2.12  
TOTAL 12.07  
CHECK #019 12.07  
CHANGE .00

THANK YOU

# ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE



GB219656976U

Postage \$9.95  
Return Receipt \$  
C.O.D. \$

Total Postage & Fees \$9.95

Agency No.:

**Service Guarantee:** If this shipment is mailed at designated USPS Express Mail service facilities on or before the specified deposit time for overnight delivery to the addressee, it will be delivered to the addressee or agent before noon or 3:00 p.m. the next day. Upon application by the mailer, USPS will refund the postage for this shipment if it is not delivered before noon or 3:00 p.m. of the next day, unless delivery was attempted, but could not be made, or because this shipment was delayed by strike or work stoppage. Consult your local Express Mail directory for morning and afternoon delivery areas. See The Domestic Mail Manual, Chapter 2, for details. Signature of the addressee, addressee's agent, or delivery employee is required upon delivery. Express Mail International Service mailings are not covered by this service guarantee. See the International Mail Manual for details.

**Insurance Coverage:** (See section 295 of the Domestic Mail Manual for exclusions of coverage, such as negotiable items and consequential loss.)  
(1) **Merchandise Insurance:** Merchandise is insured against loss, damage or rifting up to a maximum of \$500. Indemnity will not be paid for spoilage of perishable items.  
(2) **Document Reconstruction Insurance:** Non-negotiable documents are insured against loss, damage or rifting up to \$50,000 per piece subject to a limit of \$500,000 per occurrence.  
(3) The maximum indemnity payable for negotiable items, cash, currency, or bullion is \$15.

**Claims:**  
• Claims for delay, loss, damage or rifting must be made within 90 days.  
• Claim forms may be obtained and filed at any post office.  
• The Customer Receipt must be presented when a claim is filed.

**Waiver of Signature and Indemnity (Domestic Only)**

I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent (if in the judgement of the delivery employee, the article can be left in a secure location) and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

SIGNED:

## CUSTOMER RECEIPT

**TO:** Telephone Number: \_\_\_\_\_  
Dr. Kathy Carpenter  
Learning Skills Center  
University of Nebraska  
Kearney, NE. 68849

Thank You For Using Express Mail Service

# U.S. POSTAL SERVICE

WESTGATE 014  
UNIT FIN 056834  
ZIP CODE 95117-9998  
ERIC # 3  
03-05-92 16:10:02  
VERSION 14.00

## CUSTOMER RECEIPT

090 POSTAGE 9.95  
TOTAL 9.95  
CASH T 9.95  
CHANGE .00

THANK YOU

To whom it may concern:

I worked with Shirley Sloan on the following dates to make preparations for the 1992 CRLA Conference:

April 1, 1992 - 7 hours @ 6.00 per hour  
April 3, 1992 - 3.4 hours @ 6.00 per hour  
April 4, 1992 - 4 hours @ 6.00 per hour  
April 14, 1992 - 5 hours @ 6.00 per hour  
April 16, 1992 - 8 hours @ 6.50 per hour

Ad

Check # 102

# 115

# 2260

Catherine & Kat

5

405 000 929

11-24/405  
1210(8)

Wells Fargo Bank

EVERGREEN OFFICE 3331 SAN FELIPE ROAD SAN JOSE, CA 95135

102

RECEIVED

PAY TO THE ORDER OF Cathy Kost \$ 26.00

Twenty six and no/100 DOLLARS

SHIRLEY A. SLOAN  
CDL #H0193043  
4297 MC KINNON DR.  
SAN JOSE, CA 95130

MEMO: (Aide/Help) Shirley Sloan

⑆121000248⑆102 0405 216599⑆ ⑈0000002600⑈

11-24/405  
1210(8)

EVERGREEN OFFICE 3331 SAN FELIPE ROAD SAN JOSE, CA 95135

Check Here if Tax Deductible Item ☐

115

April 22 92

Cathy Kost

Nine ty and no/100

SHIRLEY A. SLOAN  
CDL #H0193043  
4297 MC KINNON DR.  
SAN JOSE, CA 95130

15 hours/clerkial

This Payment	90.00
Balance	
Other	
Balance Forward	

⑆121000248⑆115 0405 216599⑆

NOT NEGOTIABLE

11-24/405  
1210(8)

Wells Fargo Bank

EVERGREEN OFFICE 3331 SAN FELIPE ROAD SAN JOSE, CA 95135

107

April 3 92

PAY TO THE ORDER OF Paul de Rosier \$ 100.00

One hundred and no/100 DOLLARS

SHIRLEY A. SLOAN  
CDL #H0193043  
4297 MC KINNON DR.  
SAN JOSE, CA 95130

MEMO: Shirley Sloan

⑆121000248⑆107 0405 216599⑆ ⑈0000010000⑈

PA deRosier

286-5634

Wages

1257

6

DEPT.

DATE

4-2 19 92

NAME

E. V. C. / SHIRLEY SLOAN

ADDRESS

3095 YERBA BUENA Rd.

CITY

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	
QUAN.	DESCRIPTION				PRICE	AMOUNT	
20 hrs	1	DATA ENTRY				5.00	100 -
	2	(Registration)					
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						

*Handwritten:* OK, check #107

*Handwritten:* 100 -

CUSTOMER'S ORDER NO. 032-58-0582 REC'D BY

REDIFORM

KEEP THIS SLIP FOR REFERENCE

5S 330

POLY PAK (50 SETS) 5P330

7

INSTRUCTIONAL LABORATORIES  
EVERGREEN VALLEY COLLEGE

II A.2

MESSAGE

REPLY

ms. Sloan

DATE 3/28/92

Susan

Thank you. You did a great job & just what I wanted!

Attached are the lists you requested to be made. Let me know if you need anything changed.

I have your time card with 2:43 hours. What is your per hour rate so I can write out a check.

Thanks It was Fun!

2:43 X 10.00 \$22.50

SIGNED Shirley Sloan

1 # NR73 The Drawing Board, Dallas, Texas 75266-0429  
Vheeler

Antunes Susan 039443093 CRLA  
Last Name First Name Social Security # Course # Section #

PLEASE PUNCH IN ON OTHER SIDE

2.43  
X 10.00  
\$ 22.50

(In) 5:09 MAR26

(Out) 1:52 MAR26

A-2 On Site Manager  
Check #109



8

COMPANY NAME CKLA / EVERGREEN College  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE (408) 274-7900 CONTACT \_\_\_\_\_  
Order Taken By \_\_\_\_\_

DATE OF ORDER \_\_\_\_\_  
DUE DATE 4/3/92 MORN  
P.O.# \_\_\_\_\_  
RESALE # \_\_\_\_\_  
☐ CALL WHEN COMPLETE ☐ DELIVER

ITEM	NO. ORIG.	QTY	PRINT		SIZE			PAPER COLOR		INK COLOR		PAPER						BINDERY SERVICES								AMOUNT								
			1-SIDE	2-SIDE	8" x 11"	8" x 14"	11 x 17"	WHITE	OTHER	BLACK	OTHER	20#	50#	70#	CUST STOCK	CARD STOCK	CARBON-LESS	DRILL	PAD	CUT	COLLATE	STAPLE	FOLD	BIND	OTHER									
1		1000		X	X						X	X																						
SPECIAL INSTRUCTIONS																																		
<del>TURBO</del> TURBO																																		
2																																		
SPECIAL INSTRUCTIONS																																		
3																																		
SPECIAL INSTRUCTIONS																																		
4																																		
SPECIAL INSTRUCTIONS																																		
COMPOSITION: <input type="checkbox"/> TYPESETTING <input type="checkbox"/> LAYOUT <input type="checkbox"/> PASTE-UP PROOF <input type="checkbox"/> YES <input type="checkbox"/> NO																																		
PRODUCTION MATERIALS: <input type="checkbox"/> LINE PAPER <input type="checkbox"/> HALFTONE FILM <input type="checkbox"/> LINE FILM <input type="checkbox"/> HALFTONE PAPER <input type="checkbox"/> METAL PLATE <input type="checkbox"/> OTHER																																		

SPECIAL INSTRUCTIONS

check 109  
62.25  
5.14  
67.39

SUB TOTAL	67.39
SALES TAX	5.14
TOTAL	72.53
DEPOSIT	
BALANCE	

413 East Santa Clara Street • San Jose, California 95113 • (408) 295-6600 • FAX: (408) 295-0301

IIA.2

COSTCO  
WHOLESALE  
SAN BRUNO

04/09/92

9 5119535  
7

MINI QUICHE 9.89N

4859  
KISSES 41.88N

4616  
1283.49

CHIX FLAUTAS 6.19N

98628

CHIX FLAUTAS 6.19N

98628

CHIX FLAUTAS 6.19N

98628

ERROR

CHIX FLAUTAS -6.19N

98628

IIA.2

COSTCO  
WHOLESALE  
SD. SAN JOSE

04/04/92

POSIT+SUNSCR 7.79

54075

POSIT+SUNSCR 7.79

54075

TAX 4.74E

TOTAL 84.47

CASH 20.00

\*CHECK 67.61

CHANGE 3.14

#ITEMS 17

8186 3 3 5.43PM

~~COSTCO~~  
WHOLESALE  
SD. SAN JOSE

03/25/92

IIA.2

9 5119535  
7

VARIETY 4.49N

24311  
CHOC KISSES 13.96

4616  
483.49

CHOC KISSES 3.49

4616  
LIGHTDAYS 4.35

13580

IIA.2

CURRENT STORE  
(303) 594-4100  
03/26/92 23364  
03:29PM STEVE  
CURRENT V2.0

Colored paper

2

8 0.99

00770UTB 1.98N

TAX 0.16

CASH 2.14

FOR A FREE

CATALOG CALL

800-648-2848

THANK YOU

FROM CURRENT

FACTORY OUTLET

17.45

TAX 1.80E

TOTAL 28.09

CHECK 28.09

CHANGE .00

#ITEMS 7

8783 1010 7.56PM

# A.2

Teachers' Helper

SUSAN 12:47pm 3/29/92 431224

25090 STAR STAMP 1 @ 1.75

Merchandise 1.75  
Sales tax .14  
TOTAL 1.89

Cash 2.00  
Change Given .11

THANK YOU FOR SHOPPING AT TEACHERS' HELPER!

KEEP THIS RECEIPT

SAFEWAY CRYSTAL SPRINGS  
100 CRYSTAL SPRINGS  
SAN MATEO, CA 94402

CARD=4833610115933  
EXPIRES 01/93  
#0492 T=06390023 E=438  
04/08/92 00:20:20  
CREDIT CARD PURCHASE  
TOTAL PAYMENT \$11.84  
AUTH=097078 REF=6694160  
WEIDMAN JANE C

Balloons

PLEASE SIGN BELOW:

*Jane C Weidman*

THANK YOU FOR SHOPPING  
YOUR NEIGHBORHOOD SAFEWAY

10

**ARVEY**  
PAPER & OFFICE PRODUCTS

# A.2

1381 NORTH 10TH ST SAN JOSE, CA 95112 (408)288-9280

ORIGINAL INVOICE

PAGE 1  
Invoice# 0702-245782  
DATE 03/06/92

CUSTOMER P.O. #

SHIP VIA

SKU NUMBER	DESCRIPTION	U/M	QUANTITY			UNIT PRICE	EXTENDED AMOUNT
			ORDERED	BACK ORDERED	SHIPPED		
094230	SINGLE SHEET	SH	55			0.05	2.75
CASH							
2.98							
All Claims And Returned Goods Must Be Accompanied by This Invoice.			TOTAL TAXABLE AMOUNT	TAX	FREIGHT CHARGES	OTHER CHARGES	TOTAL INVOICE AMOUNT
Received By			2.75	0.23			2.98
X						2.98	0.00



FILENAME: BUDCRLA1.WK1

ITEMS	APPROVED	ALLOCATED	EXPENSES	UNDER/ (OVER) ALLOCATION
II. A.2. ON SITE MANAGER	1,500.00		563.42	936.58
TRAVEL		100.00		
HOTELS AND FOOD		500.00		
TELEPHONE EXPENSES		25.00	23.92	
POSTAGE		25.00	38.35	
PRINT & PUBLISH		0.00		
WAGES		300.00		
CK. #102 CATHY KOST			26.00	
CK. #115 CATHY KOST			90.00	
CK. #107 PAUL DE ROSI			100.00	
CK. #2258 SUSAN ATUNES			27.50	
CK. #2260 CATHY KOST			52.00	
ADVERTISE & PROMOTION		400.00		
CK. #109 ALL AMERICA COPY			67.39	
CK. #113 COSTCO			67.71	
CK. #114 LONGS			7.96	
CK. #2170 COSTCO			26.45	
CK. #2159 COSTCO			17.45	
CASH-TCHR HLPR-STAR STMP			1.89	
CASH-BALLOONS			11.84	
OTHER - COMMITTEE EXP		150.00		
CASH-AVERY			2.98	
CASH-CURRENT STORE			1.98	
II. A.3 EXHIBITS	1,175.00		25.00	1,150.00
TELEPHONE EXPENSE		25.00	25.00	
(FOR NORMA SPALDING)				
POSTAGE		50.00		
MISCELLANEOUS		50.00		
PRINTING		50.00		
DECORATIONS		1,000.00		
			0.00	
			0.00	
			0.00	
			0.00	
II. B.2 REGISTRATION PACKETS	850.00		990.07	(140.07)
SUPPLIES		300.00		
CK# 101 OFF CLB FOLD/BADG			344.13	
PRINTING		250.00		
CK. #103 ALL AMERICA			137.42	
CK. #106 ALL AMERICA			38.10	
CK. #112 ADVANTAGE GRAPHICS			156.90	
RIBBONS		300.00	313.52	
			0.00	

0.00  
0.00  
0.00

II. B.4 OTHER GEN. EXPENSES 3,975.00 2,492.06 1,482.94  
(\$3,025+BUS INCOME-\$950)

SUPPLIES	200.00		
POSTAGE	50.00	29.00	
PRINTING	25.00		
OTHER			
XEROX RENTAL	200.00		
DECORATIONS			
CK. # 105 PAPER FACTORY		12.26	
CK. # 108 MICHAELS		7.45	
CK. # 110 MICHAELS		11.13	
CK. # 111 MICHAELS		12.75	
CASH-LET'S PARTY		2.89	
CASH-LET'S PARTY		5.06	
CASH-PAPER FACTORY		2.17	
CASH-PAPER FACTORY		3.16	
CASH-KIRKWOOD		4.54	
PHOTOGRAPHY	100.00	111.92	
CK. # 2237 MARION WRONSKY			
ENTERTAINMENT	600.00		
AUDIO VISUAL	1,000.00		
VCR(2-T,2-F,2-S,3-S)		1,665.00	*
EVALUATION	600.00		
CASH-REPO UNLIMITED		10.93	
CASH-MARRIOTT		8.80	
PHONE EQUIPMENT	250.00		
SF DINNER/CITY BUS TOUR (INCOME)	950.00	605.00	*
		0.00	
		0.00	
		0.00	

II.C.4. COMPUTER FAIR	200.00	228.60	(28.60)
WAGES	200.00	0.00	
EUGENE CANOY		183.60	*
GEORGE BORZEK		45.00	*
		0.00	
		0.00	

III.HOSPITALITY	1,000.00	621.35	378.65
MISCELLANEOUS	1,000.00		
CK. #104 ANNE MARIE SCHLENDER		500.00	
CK. #2235 ANNE MARIE SCHLENDER		121.35	

8,700.00 8,700.00 4,920.50 3,779.50

=====

BALANCE CHECK: 8,700.00

=====

=====	
ON-SITE EXPENSES	\$ 4,920.50
*PAID BY CRLA TREASURER	- 2,523.00
(AV RENTAL, WAGES-COMPUTER ROOM, SAN FRANCISCO BUS TRIP, EXHIBITS TELEPHONE)	-----
	2,397.50
ADVANCE RECEIVED BY ON SITE CHAIR	- 2,000.00
	-----
AMOUNT DUE ON-SITE CHAIR	\$ 397.50
=====	

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
April 6, 1992**

Board Members Present: Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

April 6, 1992

1. Becky Johnen reported on new program features added for the 25th Anniversary Conference and the trial use of staggered-length sessions.
2. Becky Johnen reported that over \$10,000 was donated by corporations and publishers.
3. CRLA's first president was recognized by renaming the Long and Outstanding Service Award, the Robert Griffin Award for Long and Outstanding Service.
4. Minutes of the 1991 summer Board meeting and January 1992 conference call were approved as amended.
5. It was reaffirmed that states/regions may not keep part of the CRLA membership fee, and state members must be CRLA members, but states may charge membership and conference fees and can choose whether to require local conference attenders to join state/regional/chapter CRLA.
6. Users of the display board must sign up formally and send on the board promptly (within 48 hours of the conference).
7. New Mexico state group was granted up to \$75 for expenses usually funded by institutional support.
8. The \$500, when granted by the Board to a state/region/chapter, provides "seed money" for outside speakers; requests for Board speakers at local conferences--a separate issue--should be made by a state/region before the summer Board meeting.
9. Early transfer was authorized of \$300 by Kathy Carpenter, *Treasurer*, to Rosa Hall, *Treasurer-Elect*, for establishment of new bank accounts before the summer Board meeting.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

April 6-12, 1992

Page 2

April 7, 1992

10. Kathy Carpenter reported \$76,228.35 in pre-conference assets, with \$7,650.30 in regular checking, \$20,809.72 in regular savings, \$47,763.00 in conference checking, and \$5.33 in conference savings.
11. Having all moneys sent to the Treasurer requires extra assistance at the Treasurer's institution from January through March.
12. Awards for outstanding programs and practices were suggested to complement research awards already granted.
13. The \$500 gift from the Texas chapter will be used for production of a promotional video.
14. Tom Pasternack reported on changes to the *Newsletter*, both accomplished and planned.
15. The *Newsletter* Editor will have his expenses paid to the 1992 summer Board meeting.
16. A new timetable was approved for elections: the Elections Chair will send out ballots by September 15, receive them by November 1, and notify candidates of results by November 10<sup>th</sup>. *The Pres. will notify the candidates by Nov. 10.*
17. Patti Glenn reported that Special Interest Groups had submitted guidelines, described their programs in the *Newsletter*, produced newsletters, and arranged conference meetings and meals; that report was accepted as amended.
18. Kathy Carpenter and Gladys Shaw devised a conference session for state/regional/chapter treasurers on keeping books.
19. The position of Membership Coordinator was established to take care of membership concerns for a multi-year commitment.
20. The contract for a joint conference with NADE in 1995 in Seattle was discussed and numerous revisions listed.
21. Becky Johnen and Carol Clymer Spradling will have expenses paid to represent CRLA at the National Conference on Research in Developmental Education in November of 1992.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

April 6-12, 1992

Page 3

22. Further discussion of revising the job descriptions and sequence of duties for President-Elect and Past-President was tabled until the 1993 spring Board meeting.
23. Questions were raised about Phoenix as the 1996 conference site because Arizona has not yet passed legislation respecting Martin Luther King, Jr., Day.

### April 9, 1992

24. Gene Kerstiens and Michael O'Hear requested funding for a proposed study of Hooked on Phonics.
25. Reducing the number of credit hours per semester required for individuals applying for scholarship awards did not increase the number of applications received.
26. Kate Sandberg will seek funding from ARCO for rewarding outstanding programs and practices.
27. Tom Gier reported that the tutor certification program is very successful, with 95 programs now certified. It has been endorsed by NADE and ACPA.
28. JoAnn Carter-Wells reported on the useful and expanding evaluation forms she has produced and agreed to continue as Evaluations Chair.
29. Subscriptions to the *Journal of Developmental Education* and *Review of Research in Developmental Education* have nearly doubled. The Board signed a new, three-year contract with the National Center for Developmental Education for reduced-price subscriptions for CRLA members.
30. Vince Orlando and Jo-Ann Mullen described changes to the *JCRL* and announced a special 25th anniversary issue of *JCRL*.
31. The process for selecting new *JCRL* editors will be as follows: current *JCRL* editors will design a proposal form; interested individuals should obtain a proposal form from the current editors by April 30 and send the completed proposal to the Board by May 31; special consideration will be given to individuals who have served on a *JCRL* Editorial Advisory Board.
32. Boxes of assorted, back-issue *Journals* are available from Vince Orlando.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
April 6-12, 1992  
Page 4

April 12, 1992

33. The summer Board meeting at the Overland Park Marriott was set for July 10-12, 1992.
34. The slate of candidates put forth by the Elections Committee was accepted: Tom Gier and Sandra Ross, President-Elect; and Nancy Moreland and James Prager, Secretary.
35. Karen Smith proposed a three-part plan to build and manage the archives.
36. Certificates of appreciation will be given only to those who have faithfully performed their duties.
37. The promotional video will be produced at Chemeketa Community College.
38. Kathy Carpenter was given permission to use the \$100 remaining in her travel budget to travel to the IRA conference (spring 1992) to promote CRLA.
39. Funding for the Hooked on Phonics research project supported by Gene Kerstiens and Michael O'Hear was not approved.
40. Sponsorship of research projects and guidelines for future support will be explored at the 1992 summer Board meeting.
41. A drawing was held from names of those who had submitted evaluations of the conference: Joanne Cullison of Salem won the 5-year membership in CRLA; Ann Faulkner of Dallas won free conference registration for the 1993 conference.
42. Plans for a 1996 conference in Phoenix were placed on hold until Arizona decides the Martin Luther King, Jr., Day issue.

Respectfully submitted,



Karen Agee, Secretary 1991-93

*(These minutes have not been approved.)*

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
April 6, 1992

Board Members Present: Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

Others Present: Shirley Sloan, Tom Pasternack, Jo-Ann Mullen, Rosa Hall.

Joyce called the meeting to order at 1:28.

Joyce welcomed Jo-Ann and Rosa to the Board meeting as officers-elect.

I. Approval of Agenda.

Additions were made to the agenda for the week (Attachment A).

Joyce adjourned the meeting at 1:58 so that Becky, Shirley, and Kathy could meet with hotel staff and recalled the meeting to order at 4:28 for conference reports.

II. Conference On-Site Chair: Shirley Sloan. Shirley indicated that conference folders were prepared and this year contained menus for meal functions. Mentor and Author ribbons have been added to the usual ribbons. Throughout the conference Board members should encourage authors to identify themselves to Shirley. Presentations in the computer room will occur nearly hourly. Twenty-two publishers will be exhibiting. Becky indicated her deep appreciation for Shirley's work with the conference.

Shirley left the meeting at 5:20.

III. Conference Chair: Becky Johnen.

A. As of March 20, 381 preregistrations had been received. The meal functions and institutes are already filling. As of March 26, 1069 hotel room



nights had been booked, providing the Board with 21 complimentary room nights so far.

B. One presenter called this morning to cancel her session, saying institutional support was not forthcoming. Becky will write to her and to her institution.

*New program features added*

C. Program. New features include a table of contents, new concurrent session layout, listing of chairpersons by assignment, quotes from past presidents, and photos of all keynoters. Sessions are listed by number, with strands indicated and an overview-by-strand provided. Chemeketa Community College did all the typesetting for the call to conference and program, and CRLA will pay only for printing. New conference features include meetings with Exxon researchers, a chat with the Newsletter Editor, and reminiscing with the Archivist during Hospitality hours. Newcomer orientation will be creative. Every mentor has received a list of those signed up for lunch. All keynote expenses were covered by donations.

*Staggered-length sessions tried*

D. Sessions. The staggered (45-, 60-, 90-minute) sessions are an experiment this year to give participants time to see publishers' exhibits. This program offers perhaps 15 fewer concurrent sessions than usual. Becky used SIG leaders to review proposals in their strands. She also looked at session evaluations from last year: someone who failed to show up two years in a row was not considered this year as a presenter.

E. Evaluations. The regular conference evaluation form focuses on changes (e.g., general sessions in the morning), and a separate evaluation form is for suggestions for future conferences. Session evaluation forms are unchanged. Three new forms this year are for newcomers, presenters, and the computer room.

*Over \$10,000 in donations  
raised from corporations and  
publishers*

F. Donations. Becky raised \$10,960 in donations, with 75% coming from corporate donors, including anonymous donors, primarily from Oregon, and 25% from publishers. She suggested communicating directly with editors when requesting donations from publishers. Each donor received a full- or half-page ad. Some bought ads for \$75-200.

G. Publicity. Becky put notice of the conference in 11 journals; she received 73 calls as a result of these ads. Jo-Ann noted that the call to conference for 1993 will be printed in JCRL for the first time.

H. Conference Planning System. Becky presented her planning system to Jo-Ann, with a back-up copy for the Secretary and another for the Archivist. The Board praised the clear organization of this system.

*Long and Outstanding Service  
Award becomes Robert Griffin  
Award for Long and  
Outstanding Service*

I. Gene Kerstiens had written to Becky that CRLA should somehow recognize Bob Griffin, the first president, at this anniversary celebration; it had been agreed at the January telephone conference call that Becky would contact Bob's widow. She was unable to reach her. It was agreed that, effective next year, **CRLA will recognize its first president by renaming the Long and Outstanding Service Award, the Robert Griffin Award for Long and Outstanding Service.**

(M) Becky Johnen

(S) Kathy Carpenter

PASSED

*Summer 1991 and January  
1992 minutes of Board meetings  
approved as amended*

IV. Approval of Minutes.

Becky suggested corrections to spellings of names and clarifications of the minutes. **The Summer 1991 Board meeting minutes were approved as amended.**

(M) Kathy Carpenter

(S) Becky Johnen

PASSED

**The January 1992 Board Conference Call minutes were approved as amended.**

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

V. Past-President Report: Dee Tadlock.

A. States/Regions and Chapters. Dee gave the Board a list of states and regions (Attachment B) and reported that six directors/presidents were new. The Board discussed the question proposed by the Texas chapter--whether state/regional membership dues could be kept in part by the state/region. It was reaffirmed by the Board that state membership fees belong to CRLA and state members must be CRLA members, but states may charge membership and conference fees and can choose whether to require conference attenders to join state/regional/chapter CRLA.

*States/regions may not keep part of CRLA membership fee*

B. Display Board. Dee reported that although the display board had been in greater demand and had traveled to more states/regions, it was not always sent on to the next site on time. For next year, Dee suggested a new sign-up form (Attachment C). It was agreed that each user of the board must send it on within 48 hours of the end of the meeting or conference to the next site.

*Users of the display board should sign up formally and send on the board promptly (within 48 hours of conference)*

C. Expense Request. New Mexico requested \$75 for expenses usually funded by institutional support that this year unexpectedly were not supported. **The Board agreed to pay up to \$75 in expenses to the New Mexico group if the Treasurer receives receipts by May 31.**

*New Mexico granted up to \$75 for expenses*

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

*\$500 speaker stipend clarified*

D. Clarification of Intent for \$500 Stipend. State/regional directors have expressed confusion because their handbook suggests they may have \$500 for a speaker and yet the Board officers will speak at no charge. It was clarified that the \$500, when granted, provides "seed money" for outside speakers, and immediate reimbursement of that money is not expected. Requesting a Board speaker for a state/regional conference is a separate issue; requests should be made before the summer Board meeting.

E. Travel Guidelines. Dee provided guidelines for approved travel (Attachment D) to be added to policies and procedures.

Joyce adjourned the meeting at 8:40 p.m. and called the meeting back to order at 9:15 p.m. during dinner.

*Early transfer of funds for establishment of new bank accounts approved*

VI. On the request of Kathy Carpenter, outgoing Treasurer, the Board agreed that **the Treasurer should advance to Rosa Hall, Treasurer-elect, a check for \$300 as an early transfer of funds, to be used for opening savings and checking accounts and obtaining officer-signature cards** to be brought to the 1992 summer Board meeting.


(M) Kathy Carpenter

(S) Karen Agee

PASSED

Joyce adjourned the meeting at 9:18 p.m.

Respectfully submitted,



Karen Agee, Secretary 1991-93

*(These minutes have not been approved.)*

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
April 7, 1992

Board Members Present: Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

Others Present: Tom Pasternack, Jo-Ann Mullen, Rosa Hall.

Joyce brought the meeting to order at 8:35 a.m.

I. Treasurer's Report: Kathy Carpenter.

A. Kathy has been sending quarterly reports to Board members and monthly reports to the President only; she will suggest this change to the job description. She passed her report (Attachment F) to the Board, indicating that as of March 15 a balance of \$10,634.54 remained in the regular checking account.

*Treasurer reports \$76,228 in pre-conference assets*

B. Kathy also provided the Board with a financial summary (Attachment G) listing April 1 assets as \$7,650.30 in regular checking, \$20,809.72 in regular savings, \$47,763.00 in conference checking, and \$5.33 in conference savings; assets total \$76,228.35. She provided an historical overview of general account assets, showing that these declined \$20,000 from 1988 to 1991. Gladys Shaw has advised her that it is dangerous to rely on conference receipts for running an organization. Joyce recalled that \$30,000 in a CD was necessary to negotiate contracts with hotels. Although disbursements are in excess of receipts more than \$6,500 as of April 1 (Attachment G, p. 2) and 2/5 of the budget has already been spent (p. 3), \$21,000 more was received this year before the conference than last, because of increased fees.

C. Last spring Kathy sent budget request sheets to both outgoing and incoming officers and suggested that she do so again and revise the job description in that regard. The Board concurred.

D. Kathy reported that \$2,343.34 was earned in interest on checking accounts.

*Treasurer duties require extra  
help January-March*

*New awards suggested*

*\$500 gift from Texas chapter  
will be used for promotional  
video production*

E. Kathy had not reinvested the CD, because savings account earnings were within one-half percent of CD earnings, and because the CD will be transferred to Rosa's bank this summer.

F. Having all moneys sent to the Treasurer does require extra help between January and March; future treasurers should plan to request assistance at their institution. Kathy has been xeroxing the front page of each registration form and mailing the copy to Joyce for membership information.

II. President's Report: Joyce Weinsheimer.

A. Announcement of Awards and Scholarships. Awards will be given in every category. The committee received several good nominations for the Long and Outstanding Service award; it will be granted to Sue Brown. According to Kate Sandberg, chair, the committee was uncertain whether the Outstanding Research award was to be given for a proven track record of research or for one outstanding research study. There were no applicants of the former type; it was agreed that the latter was intended, and the description of this award should be clarified. Ross MacDonald was chosen to receive this award. Tom Pasternack noted that an award for excellent program would be appropriate, since most CRLA members are practitioners, not researchers. He has already suggested to Kate that an award be given to the best article in JCRL. The Board will consider these ideas in the summer.

B. Announcement of Gift from Texas Chapter. Joyce asked the Board to consider how to use the \$500 to be given by the Texas chapter during the First General Session. It was agreed that it would not be added to the general account but dedicated to a single purpose. **The Board decided to recognize the Texas chapter and their gift of \$500 to CRLA by using the funds for production costs of a video to promote the Association.**

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

C. Update on Membership. Joyce reported that our in-house membership service seems to be efficient; right now she has 577 names and hopes for 900-1000 members by summer. After the conference Joyce will send a flyer to every unpaid (former) member by (zip-code sorted) First Class mail, so that membership dues can be received by the Treasurer by May 31.

D. Publication of CRLA Monographs. Mary Rubin will be honored with a plaque. She will be recommending to the Board how she wants to use the \$300 budgeted for advertising her monograph. Tom Gier reported to Joyce that he still has sufficient numbers of his monograph. Joyce sent him the "boards" for the cover when he does the next printing.

*Changes to Newsletter reported*

III. Update from Newsletter Editor: Tom Pasternack. Tom reported that the newsletter is the "proudest professional accomplishment of the past year" for him, with innovations like the "CRLA Closeup," "Personal Perspectives," reference guide (in fall issue), and coming events calendar. He hopes to get more members involved in the newsletter and groom his successor. He suggested that when back-page names and addresses are changed, he print the revisions in CRLA turquoise so they will be noticed. He has found it necessary to shrink the ERIC contribution by half, edit book reviews, and eliminate membership and chair forms; classified ads and articles replaced these. Tom would like to include more articles on individual programs and software reviews. By request, he mails Hawaii-bound newsletters First Class. He has been printing about 1000 copies.

Tom reported that he receives requests to publish announcements from other organizations. He puts this information into "We've Been Invited." He wondered

*Newsletter Editor will have expenses paid to summer 1992 Board meeting*

whether to continue with "Ample Sample," because response has been low, but the Board urged him to give it more time because it provides good opportunity for interaction. The Board suggested some future Ample Sample topics.

Joyce and the Board thanked Tom for his work on the newsletter; Dee noted that Tom would make valuable contributions during the summer Board meeting. **The Board agreed to pay expenses for the Newsletter Editor to participate in the 1992 summer Board meeting.**

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

*Election Chair should send ballots by Sept. 15, receive by Nov. 1, notify candidates by Nov. 10, and notify Newsletter editor and Board*

IV. Reports from Standing Committees.  
A. Elections Committee. A written report was sent by Susan Deese (Attachment H). The Board considered her recommendations about the timeline necessary to bring officers-elect to pre-conference Board meetings and considered also allowing time for announcing election winners through the Newsletter; it was agreed that **the Election Chair should send out ballots by September 15, have them returned by November 1, and notify candidates by November 10.**

(M) Becky Johnen  
(S) Dee Tadlock

PASSED

Discussion of Susan's suggestion to change the 5-year commitment and order of presidential jobs was postponed until the afternoon.

*SIG report received and amended*

B. Coordinator of Special Interest Groups. A written report was sent by Patti Glenn (Attachment I). Joyce noted that although Oxford Mailing Service had



not been able to generate membership lists for each SIG, using the same software Joyce has been able to do that, and a SIG-table membership list could be produced for next year. Kathy reported that \$1520 has been received for SIG memberships to date. **The SIG report was amended to include Peer Tutoring in the list of SIGs producing a newsletter.**

(M) Kathy Carpenter

(S) Dee Tadlock

**Workplace Literacy also produced a newsletter.**

(M Amend) Becky Johnen

(S) Kathy Carpenter

**PASSED AS AMENDED**

Kathy noted that SIG leaders can obtain \$50 for expenses by writing and requesting it from the Treasurer; only after the initial \$50 do they need to submit receipts for expenses; each SIG leader should be sent a reimbursement form for that purpose.

*Kathy Carpenter and Gladys  
Shaw to teach treasurer skills to  
state/region treasurers*

V. Treasurer's Report: Addendum.

Kathy reported that during the conference, on Sunday morning, she and Gladys Shaw would present a session for state/region/chapter treasurers on keeping books. She noted the importance of having formal systems in place, in the event of a formal audit.

VI. Mailing Service vs. Membership Chair.

A. Recommendations. Joyce recommended that a membership chair be chosen for a three-year term for stability. The position probably requires fewer than two hours per week most weeks and more during the membership drive. Joyce has purchased Database IV for IBM compatible, for \$190, and the new chair should be someone able to work with that software. She suggested that the Seattle joint conference in 1995 might make it feasible for the membership chair to be someone located in that region, and near Becky Johnen. (Becky suggested that Robin Bischoff, who did database work for the conference, would be

*Position of Membership  
Coordinator established*

suitable.) **The Board established the position of Membership Coordinator to take care of membership concerns for a multi-year commitment.**

(M) Kathy Carpenter

(S) Dee Tadlock

**PASSED**

B. Duties of Membership Coordinator. Kathy recommended that the membership chair let the Treasurer know, when bills are sent out for mailing labels, so that when payment is rendered to the Treasurer, she knows what payment is for. Joyce suggested that decentralized mailing of journals, monographs, and newsletters continue, but that the Membership Coordinator keep on hand materials for new members, including a few of these publications. She also suggested that the Membership Coordinator could take over annual printing responsibilities for membership brochures and inserts; Sue Brown has been burdened with this job for several years.

C. Timeline for Implementation. Joyce suggested that she follow through on mailing to "tardy" members and write a job description for Membership Coordinator for consideration at the summer Board meeting. After applications have been received, she will notify each applicant's institution of the support and work-study assistance necessary. The new Coordinator should be chosen at the summer meeting and begin duties as soon as possible.

Joyce adjourned the meeting at 12:40 p.m. for lunch and called the meeting back to order at 1:55 p.m.

**VII. Joint Conference with NADE in 1995.**

A. Proposed Contract from NADE. Bonnie Orr had presented Becky with a draft Project Agreement for Event Joint Sponsorship (Attachment J) at the NADE annual conference and urged her to sign it on behalf of CRLA. Becky brought it to the Board for consideration. Becky advised that the contract was

drawn up on the advice of Joan Eisenstodt, NADE's professional conference planner. The Board was distressed by apparent unfairness in the contract and by the fact that two principles that should guide a joint conference with NADE were not mentioned: a single, shared conference site and a single, shared conference theme.

*Revisions to joint-conference  
contract listed*

The Board worked through the proposed contract section by section, proposing revisions for Becky to take back to NADE before summer board meetings.

*Becky Johnen and Carol  
Clymer Spradling to have fees  
paid to Natl Conf on Research  
in Developmental Education*

VIII. Co-Sponsorship of National Conference on Research in Developmental Education. Fees have been waived for two persons to represent CRLA at this conference, November 11-14, 1992, in Charlotte, NC. Minutes indicate that CRLA is not liable for partial costs of this conference. Joyce received a letter from Hunter Boylan indicating that CRLA and NADE are both invited to help select presenters, with at least six presentation slots reserved for CRLA. Free exhibit space will also be available. The Board agreed to recommend this conference to the membership (deadline June 1) and send two representatives. Carol Clymer Spradling was on the advising board for the group. **The Board will pay room, board and transportation for Becky Johnen and Carol Clymer Spradling to represent CRLA at the National Conference on Research in Developmental Education, November 1992.**

(M) Kathy Carpenter

(S) Dee Tadlock

PASSED

IX. Revision of Duties for President-Elect and Past-President.

A. Effect of changes in election timeline for President-Elect. In 1986 Wes Brown had written to Pat Heard about the problem of having the President-Elect begin with the difficult job of producing a conference. Susan Deese brought up the question in

*Discussion of revising job duties/sequence for president-elect and past president tabled until spring 1993*

*Questions raised about 1996 conference site*

her report (Attachment H). The Board discussed the concerns but decided institutional support and personal energy are higher and more certain in the first year than the third, the new timeline for elections permits the President-Elect to get an earlier start on conference planning, and Becky's new conference-planning system eliminates some problems.

B. Consideration of Volunteer Executive Secretary Concept. Gene Kerstiens had suggested a paid executive secretary to manage the conference; a three-year term would work to the credit of the institution housing the organization. The Board was reluctant, however, to leave the tradition of unpaid leadership.

C. Perspectives of Current Officers.

Dee, Becky and Joyce discussed the current order of duties and saw no urgency for immediate change. **The Board tabled discussion of revision of duties of president-elect and past-president until next spring.**

(M) Kathy Carpenter  
(S) Dee Tadlock

PASSED

X. Site Selection.

The Board had previously agreed that the 1994 conference will be held in San Diego's Red Lion Inn, and Phoenix has been approved for 1996. It was agreed to discuss with the membership Arizona's failure to honor Martin Luther King, Jr. Day to judge the state's acceptability for a conference. If a joint conference with NADE in Seattle cannot be arranged, Phoenix may be the 1995 site. Canada has requested a conference in Vancouver or Banff. The Board urged Dee to make contractual arrangements this spring for the 1995 and 1996 sites and present strong possibilities for a 1997 conference site as well.

Joyce adjourned the meeting at 6:05 p.m.

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Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Agee".

Karen Agee, *Secretary 1991-93*

*(These minutes have not been approved.)*

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
April 9, 1992

Board Members Present: Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

Others Present: Tom Pasternack, Jo-Ann Mullen, Rosa Hall, Gene Kerstiens and Michael O'Hear (1:30-2:10), Kate Sandberg (1:45-2:40), Tom Gier (2:25-3:05), JoAnn Carter-Wells (2:55-3:40), Barbara Calderwood (3:30-3:55), Vince Orlando (3:50-5:03).

Joyce brought the meeting to order at 1:32 p.m.

*Gene Kerstiens and Michael O'Hear requested funding for proposed study of Hooked on Phonics*

I. Request for Research Support: Gene Kerstiens. Gene passed out copies of a March draft of a research proposal and offered a history of the proposed study of the efficacy of Hooked on Phonics materials. IRA did preliminary research but decided not to investigate and gave its file to Gene. About 25 professionals are interested in pursuing the study, and about 10 are ready to begin research. Gene requested \$16,000 and explained the particulars of the proposed study. Members of the Board inquired about subjects and forum of report of study and decided it needed time to consider the proposal. Michael offered support for the need for this and similar research. The Board offered to have the proposal up for discussion at the conference plenary session and to make a decision on April 12.

*No increase in applications for scholarship and awards*

II. Report from Awards and Scholarships Committee: Kate Sandberg. Kate reported that she had incorporated into the award/scholarship applications the changes and suggestions made during summer Board meeting. Reducing credit hours required to apply for the scholarship award did not increase the number of applications. She asked if the research assistance award should be raised to \$750 to promote more research. The Board deferred discussion of an increase to the summer Board meeting.

*Funding will be sought from ARCO for rewarding outstanding programs and practices*

Kate reported also that ARCO will not grant funds to provide scholarships for individuals; she would be willing to apply for grant funds this summer if we have a CRLA project in mind. Tom Pasternack's earlier suggestion to recognize outstanding practice as well as research was put forward again; grant funds could be sought from ARCO to provide a monetary award for exemplary programs. Those submitting their programs for consideration would propose to what purpose they would apply prize funds. CRLA-published monograph descriptions of excellent programs/practices would provide standards of excellence. Kate will investigate the possibility with ARCO, and Dee will offer the idea at the state/regional directors' meeting.

It was agreed that the raffle would be conducted during Sunday's brunch rather than afterward, to finish on time. Kate will continue to mail announcements to all state/regional directors but will be studying at Boston University during the fall semester, 1992.

*Tutor certification program very successful, endorsed by NADE and ACPA, 95 programs certified*

III. Report from Tutor Certification Committee: Tom Gier.

There are now 95 programs certified, Tom reported--two since he sent his written report (Attachment K) to the Board. He is pleased that Karan Hancock offered her services as assistant, and the advisory board continues to serve, ensuring continuity. Kathy noted that tutor certification raised \$1,390 in the last year. Tom observed that, despite his earlier fears, raising fees did not inhibit institutions from applying for certification. Tom gave credit to Gladys Shaw for endorsements of the tutor certification program by NADE and the American College Personnel Association. NADE and Kellogg endorsements have stimulated certification of programs in the eastern U.S. Tom had Becky sign enough certificates to provide a two-year supply.

Tom advised that he expected to sell the last of the Tutor Registries during the conference; he estimated a cost of about \$500 for printing 200 more, with some revisions to the contact guide. The Board will consider changes to the monograph at the summer Board meeting and urged Tom to gather recommendations from his advisory board at their conference luncheon.

*Evaluations useful, expanding;  
JoAnn Carter-Wells asked to  
continue as Evaluations chair*

IV. Report from Evaluations Committee: JoAnn Carter-Wells.

JoAnn reviewed her May 1991 report, showed the 5 evaluation forms to be used at this conference, and agreed to continue as Evaluations Committee chair. Joyce and Becky will send to the Archivist the old evaluations; they have been useful for planning conference speakers, accepting proposals, and even providing a formal letter of evaluation for a tenure decision. JoAnn suggested a topic for the evaluation form next year: audiotaping conference sessions for sale.

*Subscriptions to JDE and  
RrIDE up*

V. Update from JDE: Barbara Calderwood, Managing Editor.

A. Progress Report. Barbara reported that severing ties with Oxford Mailing has probably been a factor in the number of subscriptions, which has nearly doubled to 81 for the *Journal* and 89 for *RrIDE*.

*Board agreed to new contract  
with NCDE for three years*

B. New Contract. Barbara offered a new contract (Attachment L), with prices based on a three-year estimate. The old contract limited CRLA's promotional mailing costs to \$100; the new contract asks for 1/2 of costs. Postage costs for promotional mailings are high now because NCDE's bulk rate permit cannot be used for mailings that include CRLA's cover letter and logo. Postage costs are also high if NCDE continues to send a sample issue of the



*Journal* with every promotional mailing. **The Board agreed to renew its contract with NCDE for a three-year cycle, paying half the cost of promotional mailings; for the first year of the cycle, promotional mailings will include a bulk-rate letter only, with this policy to be reevaluated in one year.**

(M) Dee Tadlock

(S) Kathy Carpenter

PASSED

*25th Anniversary JCRL  
announced*

VI. Report from *JCRL*: Vince Orlando and Jo-Ann Mullen.

A. Yearly Update. Vince and Jo-Ann announced plans for coming issues: each page will have citation information; next year's silver anniversary issue of the *Journal* will have a silver cover; that issue will include 25-year theme perspectives from each past editor and the Archivist. That will be the sixth year -- and last *Journal* -- for Vince and Jo-Ann.

*Selection process established for  
new JCRL editors*

B. New Editors. Jo-Ann wrote letters to current advisory board members inviting proposals to serve as editor, and one person has expressed interest. Proposals should be submitted because the cost of printing varies around the country. It was agreed that anyone who had served on the editorial advisory board would be invited to offer a proposal to edit *JCRL*. It was agreed by the Board that **the process for selecting new *JCRL* editors will be as follows: current *JCRL* editors will design a proposal form; interested individuals should obtain a proposal form from the current editors by April 30 and send the completed proposal to the Board by May 31; special consideration will be given to individuals who have served on a *JCRL* Editorial Advisory Board.**

(M) Kathy Carpenter

(S) Becky Johnen

PASSED

C. Subscription Services. Vince reported that Oxford Mailing had apparently not responded to numerous angry letters from libraries' subscription services. He attempted to communicate with all, sent the issues they requested, and does not know what further communication may be necessary. He and Jo-Ann will talk with Susan Deese about this concern.

*Old copies of JCRL available*

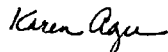
D. Storage. Despite the large number of journals being given away near the registration desk, Vince is still storing 17 large boxes of journals in his basement. He will investigate before summer Board meeting the costs of microfiching all old journals and determine whether ERIC would be interested in preserving them for reproduction. It was agreed that state/regional directors who want boxes of assorted *Journals* for their conferences should request them from Vince; Vince will send boxes to Becky and Kathy for the Kansas City conference next year and find missing volumes for the Archives; and Vince should utilize work-study assistance, if necessary, and send listing of expenses to the Board.

VII. Date of Summer Board Meeting.

The Board agreed to meet July 17-19 at the Overland Park Marriott. Jo-Ann will confirm with Pat Jonason. (See minutes for April 12, page 1, for revised dates.)

Joyce adjourned the meeting at 5:03 p.m.

Respectfully submitted,



Karen Agee, Secretary 1991-93

*(These minutes have not been approved.)*

CRLA  
First General Session  
San Francisco Airport Marriott  
April 10, 1992

President Joyce Weinsheimer brought the First General Session to order at 9:10 a.m.

Joyce Weinsheimer welcomed all members and recognized Becky Johnen, *President-Elect and Program Chair*, Kathy Carpenter, *Treasurer*, Karen Agee, *Secretary*, and Dee Tadlock, *Coordinator of State/Regional Directors*. She also announced the two newly-elected officers, Jo-Ann Mullen, *President-Elect 1992-93*, and Rosa Hall, *Treasurer 1992-94*.

I. Recognition: Joyce Weinsheimer.

Joyce asked all newcomers to stand to applause, then those who had attended 20 or more conferences, and those who had attended 10-20 conferences. She noted the geographical diversity of attendees, from all sections of the U.S. and Canada and several locations outside North America.

Joyce introduced and asked to stand the producers of CRLA's publications: Vince Orlando and Jo-Ann Mullen, *JCRL Editors*, Tom Pasternack, *Newsletter Editor*, Tom Gier and Mary Rubin, *monograph authors*. Joyce asked all SIG leaders to stand, then all state/regional directors and chapter officers and chairs and members of all committees. She also introduced Bertha Murray, *President of NADE*.

II. Formal welcome: Becky Johnen.

Becky welcomed all to the 25th Anniversary celebration of CRLA and gave thanks to the committees and SIGs assisting with the conference. She also recognized the corporations and publishers who donated more than \$10,000 to the conference and IBM and Apple, donors of equipment in the computer room.

III. On-Site Announcements: Shirley Sloan.

Becky introduced Shirley Sloan, *On-Site Chair*, who welcomed all to the sharing experience of this conference, with thanks to the founders of CRLA 25 years ago. Shirley described procedures for the computer lab and Dinner in the City.

IV. Presentation from Texas: Sandra Ross.  
Joyce introduced Sandra Ross, *President of Texas Chapter*, who invited all Texas members to stand. Sandra announced that at their October meeting in Amarillo Spencer Olsen and Ann Faulkner had moved and seconded making a donation to CRLA in thanks and recognition for the work of the Association. She presented a framed check to Joyce, who accepted for the Board and described the promotional videotape it would be used to produce.

V. Elections Committee: Becky Patterson.  
Joyce introduced Becky Patterson, chair of the Elections Committee, who invited attendees to participate in nominating candidates for President-Elect and Secretary. Becky introduced the members of her committee: Dee Tadlock, Chuck Hunter, Sue Brown, and Sue Shattuck.

VI. Keynote Speaker: Dennis R. Watson.  
Becky Johnen introduced the keynote speaker, Dennis Rahim Watson, Executive Director of the National Black Youth Leadership Council, who spoke and interacted with participants on the topic, "The Challenges Facing Students, Staff, and Administrators in the 1990s: Celebrating Diversity and Multiculturalism."

VII. Announcements.  
Becky Johnen thanked Dennis Watson for his energetic and enthusiastic talk, then introduced Karan Hancock, who urged the purchase of raffle tickets for the scholarship fund. Becky announced the drawing to be held Sunday and prizes to be awarded from those completing an overall conference evaluation.

Becky also announced off-the-map rooms to be used for some conference sessions, the scheduled time for open dialogue with Exxon research project personnel, and one session change. She explained the staggered session times she was piloting and announced

CRLA First General Session  
San Francisco Airport Marriott  
April 10, 1992  
Page 3

refreshments in foyers between sessions as well as cash bars for breakfast and lunch for convenience.

Becky announced the ribbons for authors to wear and special activities planned for authors at the 1993 conference. She concluded by explaining the process for submitting a proposal to become editor of *JCRL*. President Joyce Weinsheimer adjourned the First General Session at 10:20 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Agee".

Karen Agee, *Secretary 1991-93*

*(These minutes have not been approved.)*

CRLA  
Second General Session  
San Francisco Airport Marriott  
April 11, 1992

President Joyce Weinsheimer called the Second General Session to order at 9:50 a.m.

I. Announcements: Joyce Weinsheimer.

A. Joyce announced to the membership that she had undertaken the Association's membership and mailing services at the summer Board meeting but that the Board had decided to entrust these duties to a Membership Coordinator with a three-year term, to begin in August after the 1992 summer Board meeting. Persons interested in the position should have access to IBM-compatible computer with printer and would need to invest one to two hours per week most of the year, with more hours needed January to March; contact Joyce for more information.

B. Joyce announced also the Board's pride in the work of Mary Rubin and her committee, presenting a plaque to Mary in recognition of the work required to produce the glossary of terms.

*Bylaws V.7 changed--review of records to be made by auditor*

II. Proposed Changes to Bylaws.

Joyce introduced Martha Jones, *Parliamentarian*, and brought to the membership two proposed changes to the Bylaws. Article V, Section 7, listing the duties of the Treasurer, specifies that "at the end of each fiscal year there shall be a review of the financial records by a committee of three members to be appointed by the president." Current and accepted practice require that the records be reviewed by an auditor. **Article V, Section 7, is revised to specify that end-of-year review of the financial records should be made by a professional auditor.**

(M) Jerry Ludeke

(S) Madelaine Crockett

PASSED

Article VII, Section 3, Paragraph d, specifies that "information about all candidates, one official ballot, and a properly addressed return envelope will be

*Bylaws VII, 3, d revised--"good standing" of members not determined by Dec. 31 limit*

mailed by January 3 to all members in good standing as of December 31," but the timeline now used for elections would require that mailing lists of members in good standing be compiled before December 31.

**Article VII, Section 3, Paragraph d is revised to read, "information about all candidates, one official ballot, and a properly addressed return envelope will be mailed by January 3 to all members in good standing."**

(M) Unidentified member

(S) Gwyn Enright

PASSED

III. Secretary's Report: Karen Agee.  
See Attachment E of these minutes.

IV. Treasurer's Report: Kathy Carpenter.  
Kathy prefaced her report with announcements concerning availability of refund checks at registration, due date for bills, problems with institutional payment to the former mailing service's address, and the planned workshop for state/regional treasurers next day.

Kathy gave a brief historical overview of depletion of Association funds and an explanation of cost flow that made increased dues and conference fees necessary. She reported that \$28,465.35 is currently at the disposal of the Association; conference funds are separately accounted for.

V. Report From States/Regions: Dee Tadlock.  
Dee announced three vacant directorships (Northeast US, North and South Dakota, and Pennsylvania/New Jersey). She congratulated Nevada and New Mexico on their greatly increased membership within the past few years. Seven state/regional conferences were held last year, alone or with other organizations. She encouraged others to connect and conference for professional development and to invite other CRLA members to their institutions.

VI. Elections Committee Report: Becky Patterson. Becky invited members to suggest nominations for President-Elect and Secretary to her or to any member of her committee. She introduced her committee: Dee Tadlock, Chuck Hunter, Sue Brown, and Sue Shattuck.

VII. Tutor Certification Committee: Tom Gier. Tom thanked his committee for assistance with the tutor certification program, which has now certified 95 programs. He recognized Gladys Shaw for endorsement of the program by NADE and ACPA. Over 400 programs to date have gone through at least part of the certification process, and the monograph--Tutor Certification Registry & Guide--is available for \$5. Tom also announced, at the request of Karan Hancock, the availability for sale of raffle tickets for scholarship and awards.

VIII. Presidential Address: Joyce Weinsheimer. Tom Gier introduced Joyce, who spoke on the topic, "To Tell Our Story," explaining how it happens that we work within the powerful myth that differences detract from learning. This address will be printed in the summer *Newsletter*. Joyce also asked attendees to participate in an interactive activity, answering questions on sheets she had provided; the answers will be collated and presented in a *JCRL* article.

Joyce adjourned the Third General Session at 10:47 a.m.

Respectfully submitted,



Karen Agee, *Secretary 1991-93*

*(These minutes have not been approved.)*



CRLA  
Third General Session  
San Francisco Airport Marriott  
April 12, 1992

President Joyce Weinsheimer called the Third General Session to order at 9:25 a.m. and outlined the events of the morning.

I. Keynote Address: Janet Bennett.

Becky Johnen introduced Janet Bennet, who spoke for celebrating diversity on campuses in her talk, "Teaching: Gatekeeping or Facilitating."

II. Raffle: Karan Hancock.

Becky Johnen introduced Karan Hancock to conduct during brunch the awards/scholarships raffle, the Kansas/Nebraska Chapter raffle, and the publishers' drawing.

III. Awards and Scholarships: Kate Sandberg.

Joyce introduced Kate Sandberg, chair of Awards and Scholarships, who thanked her committee and all SIG leaders for their assistance during the year. She announced winners of the following awards:

\$500 Scholarships: Elaine Batenhorst

and Connie Katasse;

\$500 Research Assistance Award: Carolyn Smith;

Distinguished Research Award: Ross MacDonald;

Long and Outstanding Service Award: Sue Brown.

IV. Board's Special Recognition Awards: Joyce Weinsheimer.

Joyce announced the two recipients of the Special Recognition Awards for exemplary service: Mary Rubin (who received her plaque the previous day) for work on the glossary of terms, and JoAnn Carter-Wells, for work on the evaluation forms.

Joyce also announced a special CRLA Silver Anniversary Award, and lifetime CRLA membership, to the individual who contributed the most to both the Association and to the profession: Martha Maxwell. Participants gave Martha a standing ovation of appreciation.

V. Certificates of Appreciation.

The following officers and committee chairs awarded certificates of appreciation and many thanks to those who contributed time, assistance, and labor this year:

- A. Dee Tadlock: to State/Regional Directors and Chapter Presidents.
- B. Tom Gier: to Tutor Certification Committee members.
- C. Patti Glenn: to SIG Leaders.
- D. Shirley Sloan: to On-Site Committee Members.
- E. Becky Johnen: to Program Committee members.
- F. Joyce Weinsheimer: to Editors of the *Newsletter* and *Journal*, to the Archivist, and to the Elections Committee members.

VI. Induction of Officers.

Joyce noted that only the Secretary this year kept her job. Dee Tadlock, leaving the Board, received from Joyce a box of bonbons to nibble in her new leisure hours. Dee thanked Karen Smith and Gwyn Enright, who mentored her, and gave the president's permanent plaque to Joyce.

Joyce then inducted Becky Johnen into the Presidency with the calling card plaque. Becky inducted Jo-Ann Mullen as President-Elect with a puzzle of San Francisco. Kathy Carpenter inducted Rosa Hall as Treasurer with a new ledger book and adding machine.

VII. Introduction to 1993 CRLA Conference: Pat Jonason.

Joyce introduced Pat Jonason, who invited all to attend the 1993 conference in Overland Park, Kansas. She noted the many amenities Kansas City will provide and announced the theme of the conference: Collaborating, Reflecting, Leading, Adapting.

VIII. Announcements: Becky Johnen.

Becky announced that, on a suggestion from Gene

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San Francisco Airport Marriott  
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Kerstiens to in some way honor the Association's first president, next year the Long and Outstanding Service Award would become the Robert Griffin Award for Long and Outstanding Service.

Becky also announced that, to give everyone time to complete their conference evaluation form, the drawing for prizes would be held during the Board meeting later in the day.

Newly-inducted President Becky Johnen adjourned the Third General Session at 11:45 a.m.

Respectfully submitted,



Karen Agee, *Secretary 1991-93*

*(These minutes have not been approved.)*

CRLA Board Minutes  
San Francisco Airport Marriott  
April 12, 1992

Members Present:

Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Kathy Carpenter, *Treasurer*.

Others Present:

Rosa Hall, *Treasurer-Elect*; Tom Pasternack, *Newsletter Editor*; Karen Smith, *Archivist (12:35 to 1:05)*.

Becky Johnen called the meeting to order at 12:27 p.m.

*Reset summer Board meeting dates*

I. Planning for Summer Board Meeting.

Jo-Ann Mullen announced that the summer meeting dates set at the end of the April 9 Board meeting need to be revised because of Pat Jonason's schedule. The summer Board meeting was reset to Friday, July 10 at 1:00 through Sunday, July 12, noon. Kathy Carpenter and Rosa Hall will meet together on the afternoon of Thursday, July 9 and the morning of July 10, as well.

*Slate of candidates accepted for 1992-93 elections*

II. Report from Elections Committee.

Becky Johnen reported that Becky Patterson was ill and could not report in person. Her elections committee has identified and talked with candidates for the offices of President-Elect and Secretary; each has given verbal assurances that school support will be forthcoming. **The Board accepted the slate of candidates proposed by the Elections Committee: Tom Gier and Sandra Ross, President-Elect; and Nancy Moreland and James Prager, Secretary.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

**PASSED**

Kathy thought it useful for institutions to produce letters of commitment and support for Board officers on their staffs. Karen Smith agreed, noting that the request for letters of support from institutions, and especially supervisors, has been important historically for ensuring both support and respect from institutions. The Board decided that each candidate

should provide a letter demonstrating the institution's or supervisor's support.

Becky Patterson had reported to Becky Johnen that many other members expressed interest in running for office. Karen Smith reminded the Board that the Elections Committee is supposed to keep a continuing list of all members interested in running for office.

III. Archivist's Report: Karen Smith.

A. Display Board. Karen intends to take the display board with her, prepare it, and send it to Joyce. She requested whether she should add three more panels on the back (tutor certification, 25th Anniversary conference, and publications) or leave one or more panels blank for local conferences. The Board asked Karen to fill the panels as she proposed.

*Board agrees to Archivist's  
three-part plan to manage  
archives*

B. Archives. Karen now has two more filing cabinets at Rutgers. She would like to keep copies of publications but reduce minutes to smaller space. Microfiche is inappropriate, and she has been discussing the problem with Karen Agee. She referred the Board to last year's report, essentially the same as the year before. She requested a three-part program of systematic mailing of correspondence, brochures, etc. to her:

1. Continue sending materials to Karen and let her decide which to keep; put her name on mailing list for all Board correspondence;
2. She will send letter to each committee chair, SIG leader, and state/regional director indicating that she has received no materials from any of them and requesting copies of correspondence, programs from fall conferences, etc.; and
3. She wants to write an article for the *Newsletter* for ideas of what should be retained in the archives. (Tom Pasternack suggested she write a Personal Perspectives article.)

Becky Johnen thanked Karen for her diligence in keeping CRLA's story and promised to write letters of her own to key committee people urging them to send

*Certificates of appreciation  
should be send only to those  
who have performed duties*

copies of correspondence and materials to Karen. The Board agreed to send correspondence and forward materials.

Becky suggested that the CRLA banner be kept and used with the display board, that she send Karen an unedited copy of all videotape shot at the 25th conference, and that she send one copy of all photographs taken at the conference to Karen and one to Tom Pasternack. Karen agreed to send to Becky one copy of photographs she had taken. Karen asked for updated forms for scholarships and awards and SIG lists. She also suggested withholding certificates of appreciation from those who agreed to serve as SIG leaders or state/regional directors but who failed to do their job. The Board concurred.

#### IV. Update of Quick Reference List.

Officers updated the list of addresses, telephone numbers, and fax numbers; Becky will send everyone copies of the new Quick Reference List.

#### V. New Officers.

Becky obtained from new and retiring officers the names and addresses for sending congratulations and thanks to their institutions.

#### VI. Projects for Summer Board Meeting.

A. Joyce agreed to produce a job description for Membership Coordinator.

B. Joyce will organize plenary session information for the summer meeting.

C. Karen Agee will investigate management and storage methods for minutes and attachments.

*Video to be produced at  
Chemeketa Community College*

#### VII. Conference Video.

Becky can produce a promotional video at her campus, where an award-winning videographer is on staff. The Board agreed that the video would need to be updated in several years; it should be about five minutes long. Becky will try to have the video completed by the summer Board meeting.

*Use of unused \$100 in travel  
funds approved for Kathy  
Carpenter to represent CRLA at  
IRA*

VIII. Officer Travel and Liaison.

A. Kathy reported that she had \$100 left in travel funds and asked to use it to supplement private funding to the IRA conference this spring, where she would set up a CRLA exhibit and represent the Association. **It was agreed that Kathy should use the \$100 remaining in her travel budget to travel to the IRA conference this spring and represent CRLA.**

(M) Karen Agee

(S) Jo-Ann Mullen

PASSED

B. Jo-Ann reported that she is supposed to represent CRLA at the NADE conference in Washington, DC, in mid-March next year but may have difficulty getting there because of family obligations. She suggested sending Tom Pasternack because of his proximity. The Board decided CRLA should be represented at NADE by a Board member; Jo-Ann and Becky will discuss which of them will attend the conference.

C. Jo-Ann reported that Texas has requested a Board member at their fall 1992 meeting. Joyce suggested that all states and regions put in requests before May 31 to be considered at summer Board meeting.

D. Becky announced that she has been invited to a four-hour conference of Montana CRLA on May 1 but will need to stay Thursday through Sunday because of airfare.

*Funding for Hooked on  
Phonics research project not  
approved*

IX. Financial Request for Research Project.

Board members reported that concerns about funding negative research (research to discredit a program) were aired at the plenary session, especially to discredit a program not seriously regarded by professionals. At Past Board Luncheon, seed money rather than project funding was suggested for research projects. <sup>Becky</sup> Joyce volunteered to write to Gene Kerstiens, thanking him for bringing to the Board's attention the real need for doing research and sharing

with him concerns about the project's design. **The Board agreed not to fund Gene Kerstien's proposal for Hooked on Phonics research and will communicate with him by letter the rationale for this decision.**

(M) Karen Agee

(S) Joyce Weinsheimer

#### PASSED

*Sponsorship of research projects to be discussed at 1992 summer Board meeting*

**At the 1992 summer Board meeting, the Board will explore CRLA's sponsorship of research projects and determine guidelines for future support.**

(M) Karen Agee

(S) Jo-Ann Mullen

#### PASSED

#### X. Discussion of Lunch With Mentor and SIG Luncheons.

Some mentors and SIG leaders were overwhelmed with more persons than had signed up before the conference. Various strategies were suggested to resolve the problem in 1993: limit sale of tickets by registration table personnel; sign up and charge fees at conference; find more mentors; establish chairs and restrict enrollment for each session; hold evening sessions; order food into the hotel meeting room.

#### XI. Drawing for Prizes.

Names of those who had submitted evaluations of the conference were gathered, and Jo-Ann drew: Joanne Cullison of Salem won the 5-year membership in CRLA; Ann Faulkner of Dallas won free conference registration for the 1993 conference. Becky will notify them of their prizes.

*Prizes announced for drawing:  
Joanne Cullison--5-year  
membership; Ann Faulkner--  
free conference registration 1993*

#### XII. Liaisons.

Becky reminded the Board that determination of members to serve as liaisons with other organizations had been tabled at the summer Board meeting until the Board could hear from Gladys Shaw about an interagency council. She suggested waiting until the



1992 summer Board meeting and seeking a report from Gladys concerning linkages with other organizations (in which case our task is to identify the person) and collaborative ventures with other organizations. The Board should discuss "retiring" former liaisons and establishing systematic reporting from liaisons.

**XIII. Unsold Glossaries.**

More than 300 glossary monographs remain unsold. Joyce volunteered to take them, then give to Membership Coordinator.

*Plans for Phoenix conference  
on hold until Martin Luther  
King, Jr., Day issue decided*

**XIV. Phoenix as Conference Site.**

Arizona members are eager to host the 1996 conference, but most plenary session attenders felt strongly the conference should not be held there if Martin Luther King, Jr., Day is not observed yet. The question will come to a vote again this fall, apparently. **The Board put on hold its plans for siting the 1996 conference at Phoenix until Arizona determines its stand on Martin Luther King, Jr., Day.**

(M) Joyce Weinsheimer

(S) Karen Agee

**PASSED**

**XV. Unclaimed 25th Anniversary Pins.**

Kathy noted that a number of pins had not been claimed at the registration desk, though all had been paid for. Karen agreed to hold the pins for their owners and send them on request.

Becky adjourned the meeting at 3:00 p.m.

Respectfully submitted,



Karen Agee, Secretary 1991-93

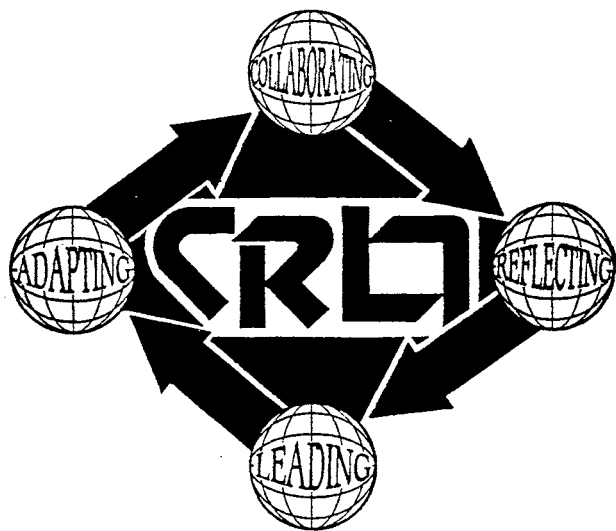
*(These minutes have not been approved.)*

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
April 6-12, 1992

**LIST OF ATTACHMENTS**

- A. Agenda
- B. Coordinator of States/Regions Report
- C. Display Board Sign-Up Sheet
- D. Guidelines for Approved Travel
- E. Secretary's Report
- F. Bank Statement Reconciliations
- G. CRLA Financial Summary
- H. Elections Chairperson Report, 1991-1992
- I. Report, Special Interest Groups
- J. Project Agreement for 1995 Conference with NADE
- K. CRLA Tutor Certification Committee Report: Spring 1992
- L. Agreement Renewing Discounted Subscriptions to NCDE Publications for CRLA Members: Subscription Agreement Between Appalachian State University and College Reading and Learning Association

CALL TO CONFERENCE



**26th Annual Conference**

**April 1 - 4, 1993  
Overland Park Marriott  
Overland Park, Kansas**

**For information contact:  
Jo - Ann Mullen  
President - Elect, CRLA  
University of Northern Colorado**

**McKee 213  
Greeley, Colorado 80639  
(303) 351-2189 Fax (303) 351-2312**



## College Reading and Learning Association

1992 Presenters' Evaluation: San Francisco, California

CRLA seeks your assistance in helping the conference program chair improve communications with and support for presenters at future conferences. Please respond to the following questions and return to the PRESENTER'S EVALUATION box located in the Santa Barbara room. THANKS FOR YOUR HELP.

1. My presentation was \_\_\_\_\_an institute  
\_\_\_\_\_a session
2. I was the \_\_\_\_\_ lead presenter (the one who submitted the proposal)  
\_\_\_\_\_ co-presenter
3. Lead presenters: describe how you would classify the pre-conference communication (post card notification of proposal receipt; timeliness of acceptance/alternate letter; response paperwork - letter of acceptance, letter of acknowledgement, AV request, bio information for chairs, Journal guidelines; update letter in mid-January; room confirmation and program draft in early February; final update with final program page in early March)

Co-presenters: did you receive copies of the information listed above from your lead presenter?

Should CRLA change its practice of only sending information to the lead presenter to sending pertinent letters to all presenters?

As a co-presenter, do you have any general comments on pre-conference communication?

(over)

4. List your thoughts on the presenter's work area (the Santa Barbara room). Was it useful to you? What ideas do you have to make such an area more beneficial?

5. What are your thoughts on having chairpersons assigned to institutes and sessions?

Did you find your assigned chairperson to be of assistance?

6. Did you experience any problems or challenges as a presenter at this conference? ( Confirmed equipment not available; difficulties with malfunctioning equipment, etc.)

7. What communications/assistance/support was most helpful to you?

8. What type(s) of support would you have liked to have available or received but did not?

9. General comments...

THANK YOU! Remember to return to the PRESENTER'S EVALUATION box located in the Santa Barbara room.

SESSION STATISTICS  
COLLEGE READING & LEARNING ASSOCIATION  
1992 CONFERENCE PRESENTATION PROPOSAL

This proposal is for: a section meeting (circle length 45, 60, or 90 minutes)  
an institute

TITLE OF PRESENTATION Received 113 proposals

50-WORD DESCRIPTION 19 - 45 minute; 48 - 60 minute; 22 - 90 minute  
22 - no preference; 2 - 60 or 90 minute

<u># proposals from first call - 12</u>	<u>Accepted - 67</u>
<u># proposals from second call - 101</u>	<u>Alternates - 30</u>
<u># proposals faxed - 33</u>	<u>Non-Accepted - 16</u>

(If the presentation is selected, this description will be printed in the conference program.)

CHECK THE PROGRAM STRAND WHICH BEST DESCRIBES YOUR PRESENTATION:

<u>0</u> assessment	<u>6</u> integrated curricula
<u>7</u> classroom research	<u>5</u> learning disabilities
<u>3</u> cognitive/instructional psychology	<u>4</u> mathematics tutorial
<u>3</u> collaborative learning	<u>14</u> learning strategies/learning styles
<u>6</u> computer assisted instruction/technology	<u>0</u> legislative impact/public policy
<u>15</u> critical literacy: reading, writing	<u>11</u> program/learning center management
<u>3</u> critical thinking/problem solving	<u>3</u> professional development
<u>11</u> diversity (responses to race, class, gender, special population & multicultural issues)	<u>2</u> research and evaluation
<u>5</u> emotional/motivational aspects of learning	<u>5</u> tutoring
<u>3</u> English as a foreign/second language	<u>4</u> workplace basics/literacy
	<u>other study skills - 2</u>

LIST SUPPLIES AND EQUIPMENT NEEDED FOR PRESENTATION: outreach - 1

(If your presentation is accepted, you will be notified if needed equipment will be available.)

**PRESENTER** (If there will be more than one presenter, please attach an additional sheet with the following information for each presenter. The name listed on this form will be the person to whom all correspondence is sent):

Name 454 cancellations

Address 1 in Nov

1 in Dec

2 in Feb

Work Phone 1 in March

Home Phone

Institution (if not included in address) 1 in April (4-6-92)

A 250-WORD SUMMARY MUST ACCOMPANY THIS FORM. THIS SUMMARY SHOULD INCLUDE THE OBJECTIVES, CONTENT, FORMAT AND TECHNIQUES, AND RELATIONSHIP TO CONFERENCE THEME. INDICATE TARGET AUDIENCE AND PRESENTATION FOCUS (INTRODUCTORY, ADVANCED, ETC.)

Send three copies of each proposal to:

Becky Johnen  
Chemeketa Community College  
Developmental Education Department  
P.O. Box 14007  
Salem, OR 97309  
(503) 399-2556 or home (503) 390-4866  
FAX (503) 399-5214

*INSTITUTE STATISTICS*  
**COLLEGE READING & LEARNING ASSOCIATION**  
**1992 CONFERENCE PRESENTATION PROPOSAL**

This proposal is for: \_\_\_\_\_ a section meeting (circle length 45, 60, or 90 minutes)  
\_\_\_\_\_ an institute

TITLE OF PRESENTATION \_\_\_\_\_

*TOTAL 22*

50 -WORD DESCRIPTION *Received 19 proposals (2 requested 6 hr. sessions)*  
*2 invited speakers - BROOKFIELD, BENNETT*  
*1 guest - BOYLAN*

*Accepted 12 proposals (includes 1 all day session)*  
*w/ invited 1 guest speakers → offered 16 institutes*

(If the presentation is selected, this description will be printed in the conference program.)

*3 alternates*

CHECK THE PROGRAM STRAND WHICH BEST DESCRIBES YOUR PRESENTATION:

- |   |   |                     |
|---|---|---------------------|
| <input checked="" type="checkbox"/> 1 assessment  | <input checked="" type="checkbox"/> 1 integrated curricula                | <i>4 non-accept</i> |
| <input type="checkbox"/> classroom research   | <input type="checkbox"/> learning disabilities                            |                     |
| <input type="checkbox"/> cognitive/instructional psychology   | <input checked="" type="checkbox"/> 1 mathematics tutorial                |                     |
| <input checked="" type="checkbox"/> 2 collaborative learning  | <input checked="" type="checkbox"/> 3 learning strategies/learning styles |                     |
| <input checked="" type="checkbox"/> 2 computer assisted instruction/technology  | <input type="checkbox"/> legislative impact/public policy                 |                     |
| <input checked="" type="checkbox"/> 3 critical literacy: reading, writing   | <input checked="" type="checkbox"/> 1 program/learning center management  |                     |
| <input type="checkbox"/> critical thinking/problem solving  | <input checked="" type="checkbox"/> 1 professional development            |                     |
| <input checked="" type="checkbox"/> 2 diversity (responses to race, class, gender, special population & multicultural issues) | <input checked="" type="checkbox"/> 2 research and evaluation             |                     |
| <input checked="" type="checkbox"/> 1 emotional/motivational aspects of learning  | <input checked="" type="checkbox"/> 2 tutoring                            |                     |
| <input type="checkbox"/> English as a foreign/second language   | <input type="checkbox"/> workplace basics/literacy                        |                     |
|   | <input type="checkbox"/> other  |                     |

LIST SUPPLIES AND EQUIPMENT NEEDED FOR PRESENTATION: \_\_\_\_\_

(If your presentation is accepted, you will be notified if needed equipment will be available.)

**PRESENTER** (If there will be more than one presenter, please attach an additional sheet with the following information for each presenter. The name listed on this form will be the person to whom all correspondence is sent):

Name \_\_\_\_\_

*1 cancellation in Nov.*

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Institution (if not included in address) \_\_\_\_\_

A 250-WORD SUMMARY MUST ACCOMPANY THIS FORM. THIS SUMMARY SHOULD INCLUDE THE OBJECTIVES, CONTENT, FORMAT AND TECHNIQUES, AND RELATIONSHIP TO CONFERENCE THEME. INDICATE TARGET AUDIENCE AND PRESENTATION FOCUS (INTRODUCTORY, ADVANCED, ETC.)

Send three copies of each proposal to:

Becky Johnen  
Chemeketa Community College  
Developmental Education Department  
P.O. Box 14007  
Salem, OR 97309  
(503) 399-2556 or home (503) 390-4866  
FAX (503) 399-5214

*2/50*

Reich College of Education  
National Center for  
Developmental Education  
(704)262-3057

M E M O R A N D U M

TO: CRLA Executive Board members

FROM: Barbara J. Calderwood, Managing Editor JDE/RRiDE

RE: Agreement renewing discounted subscriptions to NCDE  
publications for CRLA members

DATE: March 18, 1992

A copy of a proposed agreement between Appalachian State University's (ASU) National Center for Developmental Education (NCDE) and the College Reading and Learning Association (CRLA) to provide NCDE publications to CRLA members at discounted subscription rates is enclosed for your review. This latest agreement required the approval of our recently appointed campus attorney and, therefore, contains a few more legal terms than the former agreement. In discussing the changes he deemed manditory, we tried to compromise on language that would be understandable to "real people." I hope we were successful.

The only real changes in the agreement include making the agreement cover a three-year/three-volume period rather than a two-year period, having subscribers send information and subscription fees directly to us thereby moving responsibility for maintaining CRLA subscriber lists and labels to the NCDE, and having CRLA bear half the postal costs for promotional mailings. (We have experienced a tremendous increase in postal costs over the past year making this change necessary.) Printing and other production costs also continue to rise, even affecting our on-campus printing of RRiDE, but we remain dedicated to keeping these increases to a minumum. Prices for the next three volumes are delineated on the attached tables.

Discussion of this agreement is on the agenda for the CRLA Executive Board meeting on Thursday, April 9th. I hope we might be able to answer any questions and possibly complete the agreement at that time. If you have inquiries you would like to bring up with me prior to that time, you may contact me at the National Center for Developmental Education.



# SUBSCRIPTION AGREEMENT

BETWEEN

APPALACHIAN STATE UNIVERSITY

AND

COLLEGE READING AND LEARNING ASSOCIATION

This Agreement is made by and between APPALACHIAN STATE UNIVERSITY, a state-supported institution of higher education and constituent member of The University of North Carolina (hereinafter referred to as "the School"), and COLLEGE READING AND LEARNING ASSOCIATION (hereinafter referred to as "CRLA").

The School, through its National Center for Developmental Education (hereinafter "NCDE"), desires to provide copies of the publications, Journal of Developmental Education (hereinafter "JDE") and/or Review of Research in Developmental Education (hereinafter "RRiDE"), to participating members of the CRLA and provide certain other services to CRLA as specified in this agreement.

The CRLA desires to provide benefits to its members in the form of discounted subscription rates for NCDE publications.

For and in consideration of the mutual promises and covenants expressed herein, the parties have agreed and do agree as follows:

1. The term of this agreement shall be a period during which the parties shall conduct all activities related to the JDE, Volumes 16-18, and RRiDE, Volumes 10-12, as specified in this agreement.
2. NCDE agrees to provide the JDE and/or RRiDE to CRLA members on an annual, voluntary subscription basis. Subscription prices will be based upon the attached tables for percentage over base price cost resulting from the previous year's percentage of CRLA members subscribing to each publication.
3. CRLA subscriber information will be sent directly to the NCDE, with payments made payable to the NCDE. NCDE publications offices will process forms, maintain lists, and generate mailing labels for CRLA subscribers to the JDE and RRiDE.
4. In the event an issue of either publication is not received by a CRLA subscriber, and the subscription is verified on the in-house list or by cancelled check, the NCDE will send a replacement issue or provide a credit for an additional issue should replacement be impossible. If the mailing of all copies of a given issue is untimely, the NCDE will send written communication to subscribers about the delay.

5. CRLA shall receive a preferred discount of ten percent (10%) according to JDE's published advertising rates if CRLA enters into a standard JDE advertising contract to purchase advertising space of at least 1/6 page for a given volume (three-time insertion) and does so on or before June 1 of each year during the term of this agreement. If CRLA desires specific preferred placement (not already under contract) for the ad, commitment must be received in writing no later than April 15 of each year during the term of this agreement. Specific content of the ad need not be determined at that time; however, CRLA must meet camera-ready deadlines for each issue of the publication.

6. The NCDE shall cooperate with the promotional efforts of CRLA in the following ways:

- a. upon request, supervise the production of insert cards aimed at prospective members of CRLA and insert them into one issue per year of the JDE. CRLA shall bear the cost of producing the cards but will not be charged for the labor of inserting them;
- b. provide up to 1/2 page of space under the heading "CRLA News" or a similar title in one issue per volume of the JDE if participation falls between the minimum and 66%; in two issues per volume if participation falls between 67% and 99%; and in all three issues per volume if 100% of the membership subscribes. This space shall be used to report news from the organization and will not overlap with or have any bearing on any CRLA advertising. CRLA shall provide copy for the space by the column deadline (Issue 1: June 1; Issue 2: July 15; and Issue 3: September 15) but will incur no cost for production. Written commitment to use this space on a volume basis shall be made by CRLA on or before June 1 of each year during the term of this agreement; and
- c. include CRLA on the JDE Readers' Service Card without charge so long as CRLA advertising appears in the volume in which the card is produced.

7. CRLA shall include references to discounted JDE and RRiDE subscriptions in literature distributed to CRLA members.

8. At least one promotional packet for NCDE publications shall be sent each year to CRLA members with mailing labels provided by CRLA at no charge. The NCDE shall provide labor at no charge for assembling said mailing and shall bill CRLA for 1/2 of the postal charges for mailing of such promotions within thirty (30) days after mailing. CRLA shall pay to NCDE the invoice amount within thirty (30) days after the date of each such invoice.

9. In the event of the dissolution of the CRLA, publications will be sent to subscribers included on the paid annual list to complete the volume year in which the dissolution is announced.

10. No covenant or condition of this agreement can be waived except by written consent of the parties hereto. A waiver of any covenant or condition on one occasion shall not be deemed a waiver of said covenant or condition on any subsequent occasion unless such fact is specifically stated in the waiver. Forbearance or indulgence by one party in any regard whatsoever shall not constitute a waiver of any covenant or condition to be performed by the other party.

11. Time is of the essence relating to any deadlines specified in this agreement.

12. This is the complete and entire agreement of the parties. There are no other promises, understandings, or agreements of any kind than those herein set forth.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates set forth opposite their signatures below.

APPALACHIAN STATE UNIVERSITY

By: \_\_\_\_\_

Dr. Harvey R. Durham  
Provost and Vice Chancellor  
for Academic Affairs

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Dr. Hunter R. Boylan, Director  
National Center for Developmental  
Education

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Dr. Milton G. Spann, Jr.  
Editor, Journal of Developmental  
Education

\_\_\_\_\_  
Date

COLLEGE READING & LEARNING ASSOCIATION

By: \_\_\_\_\_

Ms. Becky Johnen, President

\_\_\_\_\_  
Date

TABLE 1

Journal of Developmental Education

Published 3 times per year  
Academic Years 1992-93 through 1994-95

Participation Rate		Vol. 16	Vol. 17	Vol. 18
75% plus	base cost + 5%	\$5.37	\$5.71	\$6.09
51-74%	base cost + 7%	\$5.47	\$5.82	\$6.21
50% or less	base cost + 9%	\$5.57	\$5.93	\$6.32
		*base cost \$5.11 issue	*base cost \$5.44 issue	*base cost \$5.80 issue

\*NOTE: NADE agreement states base cost plus +5% to any other organization.  
NADE base cost increases annually.

TABLE 2

Review of Research in Developmental Education

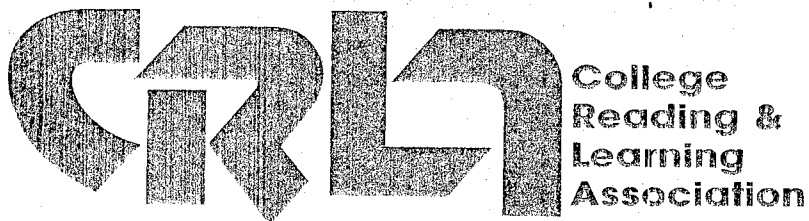
Published 5 times per year  
Academic year 1992-93

Participation Rate		Unit Cost Volume
75% plus	cost or	\$1.48
51-74%	cost +5%	\$1.55
50% or less	cost +7%	\$1.58

NOTE: Base price of Volume is \$1.48 per issue.

NOTE: Retail Journal of Developmental Education for academic years 1992-1994: \$21.00 (Volumes 16 and 17)

Retail Review of Research in Developmental Education for academic years 1992-1994: \$11.00 (Volumes 10 and 11)



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning & Academic Skills Center, 108 Eddy Hall, University of Minnesota  
Minneapolis, MN 55455

March 6, 1992

To: Dee Tadlock  
Karen Agee  
Kathy Carpenter  
Rosa Hall  
Jo-Ann Mullen

From: Joyce Weinsheimer *Joyce*

Enclosed is a copy of the contract that NADE is proposing for our joint conference for 1995. Please read it over carefully and come to the spring board meeting ready to discuss it in detail!

I have contacted CRLA committee chairs to find out if and when they would like to meet with us in San Francisco, and I hope to have their responses by March 16. If you have items that you've not yet told me should be on the agenda, please let me know as soon as possible. I'd like to set the agenda and mail you a copy by March 27.

I'm looking forward to seeing you on April 6!

Sending Secretary: Sylvia Fischer

Phone Extension: 237

**COLLIER, SHANNON & SCOTT**

3050 K Street, N.W.  
Washington, D.C. 20007

Main Telephone: (202) 342-8400  
Telecopier: (202) 338-5534 or (202) 338-1871

TO: Joan Eisenstodt

FAX NUMBER: (202) 232-0016

CONFIRMATION  
NUMBER: (202) 745-0904

CLIENT NO.: 3165-900

FROM: Martin A. Wright

DATE: February 21, 1992

MESSAGE: \_\_\_\_\_

NUMBER OF PAGES (INCLUDING THIS COVER PAGE) 2 1

**PLEASE DELIVER IMMEDIATELY**

**CALL OFFICE SERVICES AT (202) 342-8463 IF YOU DO NOT RECEIVE ALL OF THIS TRANSMISSION.**

**This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination or distribution of this communication to other than the intended recipient is strictly prohibited. If you have received this communication in error, please notify us immediately by collect telephone at (202) 342-8463/8464, and return the original message to us at the above address via the U.S. Postal Service. Thank you.**

Fax Operator Initials: \_\_\_\_\_

## Collier, Shannon &amp; Scott

Robert A. Collier (1917-1984)  
 Thomas P. Shannon  
 William W. Scott  
 David A. Hartquist  
 R. Timothy Columbus  
 Lauren R. Howard  
 Paul D. Cullen  
 Kathleen E. McDermott  
 Michael D. Sherman  
 Mark L. Austrian  
 John B. Williams  
 Paul C. Rosenthal  
 James R. Loftis, III  
 John L. Wittenborn  
 Jeffrey L. Leiter  
 Michael R. Kershaw  
 Jeffrey S. Beckington  
 Judith L. Oldham  
 Jeanne M. Forch  
 Laurence J. Laoff  
 Christopher J. MacAvoy  
 Patrick J. Coyne  
 Karen M. Lockwood  
 Dennis J. Whittlesey  
 Douglas W. Charnus  
 William C. MacLeod\*  
 Sean P. X. Boland  
 Patrick B. Fazzone\*  
 K. Michael O'Connell  
 Harold W. Furman II\*  
 William J. Rodgers

\*BORN IN AUSTRALIA

Attorneys-at-Law  
 3050 K Street, N.W.  
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Telephone: (800) 343-8400  
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 Writer's Direct Dial Number

(202) 342-8518

February 21, 1992

Kathleen Weaver Cannon  
 Daniel J. Harrold  
 T. Michael Jankowski  
 Mary T. Staley  
 Robert M. Huber  
 R. Randal Black  
 Marcy M. Rehberger  
 William A. Henry  
 J. Keith Ausbrook  
 Robin A. Fautenau  
 Robin H. Gilbert  
 Martin A. Wright  
 William M. Cherry, Jr.  
 Bernard A. Nigro, Jr.  
 Dawnmarie D. Sanok\*  
 Carolyn O. Tillman  
 Kerrie L. Hook  
 Alexander H. Pitofsky  
 Virginia R. Metallo  
 Joanna K. McIntosh  
 Catherine A. Micklitch  
 Sean L. Collin\*\*  
 Andrea B. Wenderoth\*  
 Jason M. Branciforte  
 Stephen A. Jones  
 Alan A. B. McDowell\*  
 William W. Funderburk, Jr.\*  
 Carole Klein  
 Lisa A. Jose\*  
 Jeffrey S. Longworth\*  
 John E. Villafranco\*  
 Elise Kirhan  
 D. Hamilton Peterson\*

\*NOT ADMITTED IN D.C.

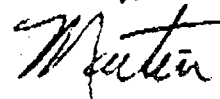
BY TELECOPIER

Ms. Joan Eisenstodt  
 Joan Eisenstodt Associates  
 2222 Q Street, N.W.  
 Washington, D.C.

Dear Joan:

Attached is a draft of the Project Agreement for Event Joint Sponsorship. Please give me a call when you have had time to review it.

Sincerely,



Martin A. Wright

MAW/sf  
 Enclosure

Sept. 5-9

**PROJECT AGREEMENT FOR EVENT JOINT SPONSORSHIP**

1. Parties. For good and valuable consideration, the receipt of which is hereby acknowledged, this Project Agreement is made and entered into as of \_\_\_\_\_ between the:

**NATIONAL ASSOCIATION FOR DEVELOPMENTAL EDUCATION**

[Insert this year's address]

[Insert phone #]

("NADE") and the

**COLLEGE READING AND LEARNING ASSOCIATION**

[Insert this year's address]

[Insert phone #]

("CRLA").

2. Purpose. NADE and CRLA are entering this Project Agreement (hereinafter sometimes referred to as the "Agreement") to set forth in writing the respective parties' rights, duties and obligations with respect to planning, organizing and sponsoring the [insert name of event] \_\_\_\_\_ in 1995 (the "Event"). While NADE and CRLA have in the past held separate annual meetings, NADE and CRLA now desire to combine their respective resources to sponsor jointly a single 1995 Event.

3. Performance of the Agreement. The parties hereby agree that they shall contribute equally to the performance of the tasks set forth in Exhibit A hereto and incorporated by reference herein, which tasks may be modified from time to time by a written agreement signed by both parties. If such tasks are so modified, the written,



signed modification shall replace current Exhibit A and shall become Exhibit A for purposes of this Agreement.

4. Organizational Structure For the Performance of the Agreement. Each party shall appoint a chairperson to supervise the performance of this Agreement and the sponsorship of the 1995 Event. The two chairpersons shall share jointly a joint chair position and shall be known as the Joint Chairpersons of the Event. The Joint Chairpersons shall have equal rights and obligations which the parties may set forth in writing. The Joint Chairpersons shall have the express authority to appoint various service committees as needed, each of which shall be staffed with the same number of people from each organization, each person having one vote. The Joint Chairpersons shall select one of these committee members to be the particular committee chairperson. The service committees shall perform the tasks set out for them in writing by the Joint Chairpersons of the Event.

5. Planning or Organizational Disputes. In the event a committee is unable by majority vote to resolve a dispute as to how its duties should be performed or as to what its authority or responsibilities are, the committee shall submit the issue to the Joint Chairpersons for resolution. The resolution by the Joint Chairpersons shall be final and binding, provided the Joint Chairpersons agree as to how the issue should be resolved. If the Joint Chairpersons fail to agree, they shall submit the dispute to the Resolutions Committee. The Resolutions Committee shall be composed of three members -- two appointed by the Joint Chairperson representing NADE, one appointed by the Joint Chairperson representing CRLA. The three members of the Resolutions Committee shall be appointed during the month following the selection of the Joint Chairpersons. The resolution of any dispute involving or relating to this Agreement in any way shall be

submitted to the Resolutions Committee and resolved by it, if the Joint Chairpersons are unable to resolve the issue. If the issue resolved relates to planning or organizational questions that do not involve legal questions or the interpretation of this Agreement, the decision of the Resolutions Committee shall be final and binding. If issues resolved by the Resolutions Committee involve legal questions or the interpretation of this Agreement the decision of the Resolutions Committee may at the request of either NADE or CRLA be submitted for resolution as provided by Section 21 of this Agreement.

6. Revenue Computations. The revenues collected from the Event shall be divided between the two parties according to the following formulae.

a. Net Revenue Computations. The Net Revenue figures attributable to each organization shall be computed as follows:

Net revenue to be retained by NADE	=	Gross revenue attributable to NADE	—	NADE's responsi- bility for costs and expenses computed according to the formula in Section 7	—	NADE's contributions to the Joint Account to defray expenses and costs
Net revenue to be retained by CRLA	=	Gross revenue attributable to CRLA	—	CRLA's responsi- bility for costs and expenses computed according to the formula in Section 7	—	CRLA's contributions to the Joint Account to defray expenses and costs

b. Gross Revenue Computations. The Gross Revenue figures attributable to each organization shall be computed as follows:

Gross revenue attributable to NADE	=	Number of people attending the Event that belong to <u>NADE only</u>	x	Total revenue from Event
		Number of people attending the Event that do not belong to both NADE and CRLA		

Gross revenue attributable to CRLA	=	Number of people attending the Event that belong to <u>CRLA only</u>	x	Total revenue from Event
		Number of people attending the Event that do not belong to both NADE and CRLA		

7. Expenses and Costs. The costs and expenses of the Event shall be borne by the parties according to the following formula:

NADE's responsibility for costs and expenses	=	Number of people attending the Event that belong to <u>NADE only</u>	x	Total costs and expenses of Event
		Number of people attending the Event that do not belong to both NADE and CRLA		

CRLA's responsibility for costs and expenses	=	Number of people attending the Event that belong to <u>CRLA only</u>	x	Total costs and expenses of Event
		Number of people attending the Event that do not belong to both NADE and CRLA		

*No charges above 25% increase  
Any cost incurred before contract was signed  
will be separately born unless otherwise  
negotiated*

2/21/92 12:15pm data\c1\5\3165\900\mauprjct.agr - 4 -

8. Joint Account. The parties shall open a joint account in both parties' names and each party shall make equal deposits <sup>of \$1000</sup> to the account to be used to defray the costs and expenses associated with the Event. The two Joint Chairpersons shall each appoint one person from their respective organizations to serve as a Joint Treasurer. The Joint Treasurers shall share equal responsibility and authority. The Joint Treasurers shall, among other things as the Joint Chairpersons may direct, have the responsibility of overseeing the Joint Account, making certain it is properly funded, and signing checks to be drawn on the Joint Account. All checks drawn on the Joint Account must be signed by both Joint Treasurers. [THE PARTIES MAY WISH TO AGREE THAT CHECKS FOR DOLLAR AMOUNTS BELOW A CERTAIN FIGURE WILL NOT REQUIRE THE SIGNATURES OF BOTH JOINT TREASURERS, PARTICULARLY IF THEY AREN'T LOCATED IN THE SAME CITY. ALSO, THEY SHOULD PROBABLY BOTH BE BONDED.] The Joint Treasurers shall be responsible for the proper administration of the Joint Account and they shall be directly answerable to the Event's Joint Chairpersons. [Insert how much initial deposit should be to ensure commitment and to cover start up costs.] The Joint Treasurers shall be responsible for administering a program that will properly cover the Event attendees and identify which attendees belong only to NADE, which belong only to CRLA, and which belong to both organizations.

9. Authority to Contract. The Joint Chairpersons <sup>with the approval of the board</sup> shall have the express authority to bind their organizations contractually and shall both sign each hotel contract that is executed pursuant to the performance of this Agreement. It is the intention of both parties that they shall each be jointly and severally bound to perform each hotel contract signed by the Joint Chairpersons, provided, however, that where permitted or

required by this Agreement one party may seek indemnification from the other pursuant to the terms of Section 16 of this Agreement.

10. Separate Events. It is <sup>not</sup> anticipated that NADE and CRLA will each host <sup>other than each</sup> events for their own organizations distinct and separate from the Event. <sup>add'n's</sup> Such meetings <sup>business</sup> and functions shall be permitted, provided that they do not interfere or conflict with the <sup>meetings</sup> Event. Such separate and distinct meetings and functions shall be paid for exclusively by the sponsoring organization and no monies from the Joint Account shall be used to defray the costs of such separate and distinct meetings and functions.

*Moves to right after #5 make it*  
11. Frequent Communications. The two parties acknowledge that frequent and thorough communications between the two parties are essential to the success of the Event. Consequently, each party agrees to exercise its best efforts to provide and receive through the Joint Chairpersons and the joint committees information pertinent to the success of the Event. Each party agrees to exercise its best efforts to notify the other party immediately if it becomes aware of anything that might endanger the success of the Event.

12. Accounting. On the last day of each month this Agreement is in effect until all revenues and expenses have been allocated to the parties, the Joint Treasurers shall submit to the Joint Chairpersons a report of all disbursements and receipts associated with the Event. [Insert provision about how the final accounting shall be performed and when and how many times the revenues shall be split.]

13. Audits. Each party, at its own expense, has the right at any time to hire an independent auditor to examine the Joint Treasurers' books and any other books or reports kept pursuant to the performance of this Agreement or the sponsorship of the Event.

14. Intellectual Property Rights. Neither party shall use the other party's trade names, logos, trademarks, copyrighted materials or other intellectual property without first receiving the other party's express written permission in whatever form that party may require (<sup>e.g.</sup> ~~ie.~~ a licensing agreement).

15. Assignment of Rights and Delegation of Duties. Neither party shall delegate any duties nor assign any rights to any third party without the other party's express, written permission; provided, however, that both parties agree that they shall employ a professional conference planner(s) to perform such duties as the parties and the conference planner(s) agree. The costs and expenses of the professional conference planner(s) shall be borne by the parties according to the formula set forth for all costs and expenses in Section 7 of this Agreement.

16. Liability and Indemnification. NADE shall indemnify and defend CRLA, its officers, directors, and employees and hold it and them harmless from loss or liability, including reasonable attorney fees, arising from any of NADE's acts or omissions relating to this Agreement and the performance thereof. Notwithstanding the foregoing, nothing in this Agreement shall be construed to deprive CRLA of the right, in its sole discretion, to select counsel to defend CRLA against any and all claims, demands or causes of action.

CRLA shall indemnify and defend NADE, its officers, directors, and employees and hold it and them harmless from loss or liability, including reasonable attorney fees, arising from any of CRLA's acts or omissions relating to this Agreement or the performance thereof. Notwithstanding the foregoing, nothing in this Agreement shall be construed to deprive NADE of the right, in its sole discretion, to select counsel to defend NADE against any and all claims, demands or causes of action.

In the event a claim, demand or cause of action is brought against one or both of the parties to this Agreement, or by one of the parties to this Agreement against the other, the expenses and costs associated with such claim, demand or cause of action, including, but not limited to, reasonable attorney fees and any damages required to be paid, the party at fault or the party against which a decision by the Convention Liaison Council's Alternative Dispute Resolution Forum, if not appealed, or a judgment by a court has been rendered, shall pay for all such expenses and costs. In the event both parties are at fault, each party shall contribute to the payment of the costs and expenses in proportion to the degree of each party's fault.

17. Termination. Both parties may terminate this Agreement if both parties so agree in writing and the writing is signed by both parties. The terms relating to the allocation of expenses, revenues and liabilities shall survive the termination of this Agreement. If either party threatens termination or does or fails to do any act such that one party reasonably believes the other party may terminate this Agreement or may fail to perform any material term of this Agreement, the party against which termination or nonperformance of a material provision is threatened may demand reasonable assurances from the other party that the Agreement will not be terminated and that all material provisions of this Agreement will be performed as the Agreement requires. If such assurances are not provided within 48 hours of the demand having been received, the party against which termination or nonperformance of a material provision has been threatened, shall have the right in its sole discretion to seek equitable relief, including, but not limited to, an order requiring the specific performance of this Agreement. This provision shall not be read as a limitation on any additional rights or remedies a party may have at law or equity. In the event a party wrongfully terminates this Agreement,

that party shall be liable for the greater of the following two amounts: (a) one half of the Event's total expenses or (b) the party's share of the Event's total expenses computed according to the formula set forth in Section 7. [Do the parties want to specify that these are liquidated damages so that no other damages may be recovered in the event of a cancellation, or do the parties want to provide for other damages as well?]

Notwithstanding anything else in this section, the performance of this Agreement is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergency making it impossible to hold the Event. [THIS ENTIRE PARAGRAPH CREATES VERY STRONG BARRIERS AGAINST TERMINATION UNDER THE ASSUMPTION TERMINATION COULD RUIN THE EVENT. LET ME KNOW IF MORE LIBERAL TERMINATION LANGUAGE IS DESIRED.]

18. Confidentiality. Except as required by law, neither party shall disclose any confidential information exchanged in furtherance of or generated because of the performance of this Agreement. Confidential information shall be clearly designated as such by the party seeking to keep the information confidential by stamping or placing the word "CONFIDENTIAL" in bold print in the upper right hand corner of the document sought to be protected. If the confidential information is not susceptible to such marking (i.e., the information is exchanged orally), the party seeking to prevent disclosure of the information shall memorialize in a letter clearly marked "CONFIDENTIAL" the subject matter of the information for which protection is sought, together with the date(s) such information was transmitted and the parties involved in the information exchange. At the termination of this Agreement, confidential information shall be returned to the party



which contributed it. Joint confidential information shall be saved or disposed of as the parties agree.

19. Term of the Contract. Subject to Section 17 of this Agreement and unless otherwise expressly agreed by the parties in writing, this contract shall remain in force until all revenues and expenses have been allocated in accordance with Sections 6 and 7 of this Agreement.

20. Contract Interpretation. The laws of the District of Columbia govern the interpretation of this Agreement.

21. Dispute Resolution. After all procedures for dispute resolution provided by Section 5 of this Agreement have been exhausted, any controversy or claim arising out of or relating in any way to this Agreement shall first be submitted to the Alternative Dispute Resolution Forum sponsored by the Convention Liaison Council, provided, however, that any action in equity, including, but not limited to, an action for specific performance (to prevent a material breach of this Agreement or to require the performance of this Agreement), may first be brought in the state or federal courts of the District of Columbia or the state or federal courts of the State of Washington [confirm this is where event will be held] and both parties for this purpose hereby expressly waive any and all claims for lack of personal jurisdiction with respect to the federal or state courts of the District of Columbia or the State of Washington [confirm this is where event will be held] with respect to such action. Should either party be dissatisfied with the outcome of the Convention Liaison Council's Alternative Dispute Resolution Forum, or if such forum is not in existence, the parties agree that any dispute shall be resolved in the federal or state courts of the District of Columbia according to the laws of that jurisdiction [do the parties want the CLC ADR decision to be binding?]

and for these purposes both parties hereby expressly waive any and all claims for lack of personal jurisdiction with respect to the federal or state courts of the District of Columbia. NADE and CRIA hereby agree to accept service of any and all papers relating to this Agreement by hand delivery or by registered or certified mail at the respective addresses specified in the notice provisions of this Agreement.

22. Severability. If any section, subsection, clause or provision of this Agreement is held invalid, the remainder shall not be affected by such invalidity.

23. Titles. Titles and captions used in this Agreement are for the sake of convenience only and shall not be construed to expand or limit the rights or responsibilities of the parties.

24. Entire Agreement. This Agreement contains and embodies the entire agreement of the parties, and no representations, inducements or agreements, oral or otherwise, between the parties not contained and embodied herein shall have any force or effect.

25. Amendments. Any modification or amendment to this Agreement must be in writing and must be signed by both parties.

26. Waiver. A party who fails to object to or act upon any breach of the Agreement or who fails to assert a right under the Agreement does not waive the right to object to or act upon future breaches of the Agreement and does not waive the right to future assertions of rights under this Agreement.

27. Notice. Whenever in this Agreement it is required or permitted that notice, approval, advice, consent or demand be given or served by either party to or on the other, such notice or demand shall not be deemed to have been duly given or served unless in writing and forwarded by hand or by certified or registered mail to the

following address, or such other address as may be provided in writing by one party to the other for these purposes pursuant to this paragraph:

IF TO CRLA:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF TO NADE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. Warranties as to Understanding the Agreement and as to Authority to Enter the Contract. The parties signing this Agreement warrant that they have read and understand all of the provisions of this Agreement and warrant that they have the authority to bind contractually the respective organizations for which they are signing. [ADJUST SECTION REFERENCES AS NECESSARY FOLLOWING EDITS.]

IN WITNESS WHEREOF, NADE and CRLA have executed this Agreement as of the date set forth above, but actually on the dates set forth below.

NATIONAL ASSOCIATION FOR  
DEVELOPMENTAL EDUCATION

COLLEGE LEARNING AND READING  
ASSOCIATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**CRLA**  
**Secretary's Report**

Dr. Karen S. Agee  
April 1992

The Board and the Committees, States and Regions, and Special Interest Groups of CRLA have been active and productive in the months since last year's conference in San Antonio. Here are the highlights of the Board's activity:

- I. This conference, the Association's 25th Anniversary celebration, was especially well organized, well in advance.
  - A. The President-Elect and her staff notified potential presenters by mid-September, permitting them to include this conference in their institutional travel budgets.
  - B. Special 25th Anniversary awards were planned.
  - C. The conference was very well advertised.
  - D. With funding from Nike Corporation, Alex Haley was engaged as keynote speaker. At word of his untimely death, Becky was able to confirm another excellent speaker in his stead.
  
- II. A *perestroika* took place after growing disgruntlement with the Association's contracted mailing service.
  - A. As a result, the membership year now runs from January to January, and dues are payable with spring conference fees. Anyone joining or renewing membership "late" pays the full rate but receives all newsletters and journals for the year.
  - B. Mailing services were taken up temporarily by the President, who has promised that members will receive the publications and notices to which they are entitled.
  - C. In the past, the Board has been unable to report to this body an exact number of members, having appropriate doubts about the figures supplied by the contracted mailing service. This year, however, Joyce reports that, as of April 1, CRLA members number exactly 601. She will be sending membership renewal notices to those who have not yet paid 1992 dues.
  - D. The new membership forms permit us to join or rejoin the Association, join Special Interest Groups, and contribute to the scholarship fund with one form--and one check.

577  
expired on  
3/31/92  
of

- III. The research project on terminology prepared by Mary Rubin and her committee has been published in the Journal of College Reading & Learning and is now published as a monograph, as is the tutor certification publication, and available for \$5.00.
- IV. San Diego and Phoenix have been approved as future conference sites.
- V. There are 19 Special Interest Groups. Thirteen of these SIGs have produced Guidelines by which they operate, and seven produced newsletters for their members.
- VI. The CRLA Tutor Certification Committee reports that 22 new programs have received initial one-year certification, 32 programs have received three-year certification renewals, and one program was decertified, for a total of 92 college and university tutorial programs, and one high school tutorial program, currently certified through CRLA.
- VII. Finally, serious concerns about the Association's continuing budget difficulties forced the Board to recognize that, unless it took action, absolute bankruptcy would be reached before 1997. Therefore the conference fee has been raised to \$75 and the membership fee to \$40. The budget for this year attempts to balance anticipated income and expenditures.



**College  
Reading &  
Learning  
Association**

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

Developmental Education Department  
Chemeketa Community College, P.O. Box 14007  
Salem, OR 97309

March 23, 1992

TO: Joyce Weinsheimer  
Karen Agee  
Kathy Carpenter  
Dee Tadlock  
Jo-Ann Mullen  
Rosa Hall

FR: Becky Johnen *Becky*

RE: Conference Items

Bertha Murray, President of NADE, is unable to join us during any of our scheduled Board meetings. However, she is very interested in meeting with our Board especially in light of the upcoming joint conference in 1995. Therefore, I have scheduled time on Friday, April 10 during lunch, noon-1:15, for any of us available to meet with Bertha and discuss the joint conference, CRLA's relationship with NADE (I will be putting some things in writing regarding this and will share at this luncheon meeting) and any other appropriate item. I have made reservations at Orchid's (the hotel's restaurant) in my name. Please let me know by April 9 if you are able to join in this event. Thanks.

Gene Kersteins indicated to me that our first president, Robert Griffin, was never really recognized for his contributions to getting this Association started. Gene felt that the 25th conference might be an appropriate time to do so. At our January conference call I mentioned this idea and the Board gave the go ahead to contact Ina Griffin, Bob's wife, to see what she felt might be appropriate. To date, I have not been able to connect with Ina. But, I do have an idea on how we may want to recognize Bob. Think about the following and come prepared to discuss at the conference board: What if we renamed our Long and Outstanding Award to the Robert (or Bob) Griffin Long and Outstanding Award? (This would be a long-lasting way to recognize our first

leader; a way that may have more meaning than a plaque to his wife.)

If we did this, the new name wouldn't go into effect until 1993. I have mentioned this idea to Kate Sandberg. She indicated that forms have already been printed for 1993 nominations; however, I don't see that as a problem if we did decide to do this. We could use this year to announce the change, have the name change on any reprinting of material and publicity, and have the new award name on next year's plaque.

Also, if we did go ahead with this, it would be appropriate for someone (Kate, Joyce?) to make an announcement at this year's awards ceremony at the Sunday brunch. Let's think about who should make such an announcement if we move forward with the idea.

We're into the homestretch for the conference. I thought I couldn't top the loss of the keynoter, a change 3 weeks before the conference with our hotel conference rep, 2 of 3 featured speakers deciding not to be available for the "featured speakers reception", and a fire in one of the "lunch with a mentor" restaurants BUT after looking at the galley proof for the program nothing surprises me now. The printer had 6 pages in the wrong places, one additional paged tabbed, and had part of one of the publisher's ads in upside down. I've sent the galley back with the needed changes, but I now wonder about being able to get 800 copies by March 30! (Am I in a bargaining position to get the few typos that I noticed at this late date corrected?...we'll see.)

That's about it for now. I'll see you all in 2 weeks.

cc: Kate Sandberg

## CRLA SCHOLARSHIP APPLICATION

Due Date: January 15, 1993

Two \$500.00 scholarships are available each year through College Reading and Learning Association.

Minimum Requirements for scholarship recipient:

1. Belongs currently to CRLA
2. Enrolls in a minimum of 9 semester hours between summer 1992 and summer 1993
3. Verifies past undergraduate and/or graduate study
4. Reports in 1993 on progress made during scholarship year

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On another piece of paper, please explain: 1) where you intend to go to school, your area of study, and your educational goal(s), 2) what courses you plan to take during the year, 3) your past involvement in CRLA.

Other pertinent paperwork required: 1) transcripts of all undergraduate and graduate work, 2) current curriculum vitae, 3) two letters of recommendation, 4) completed application form

### Order of paperwork

1. Completed application
2. Explanation of proposed study, goals, involvement in CRLA
3. Transcripts
4. Current Curriculum Vitae
5. Letters of Recommendation



Please initial each of the following to indicate your agreement.

\_\_\_\_\_ I understand that I must take 12 or more credits between summer 1993 and summer 1994 to qualify for this scholarship.

\_\_\_\_\_ I am a current member of CRLA.

\_\_\_\_\_ I have not previously received this award from CRLA.

\_\_\_\_\_ I will send a written summary in February 1994 of my progress to Kate Sandberg. She will pass it on to the Board.

I certify that all the information herein and attached is correct and complete to the best of my knowledge. I understand any misleading or false statements or omission of material may be sufficient cause to disqualify me from receiving this award.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Mail to: Kate Sandberg, Department of English, University of Alaska Anchorage, 3211 Providence Drive, Anchorage, AK 99508

DUE DATE: January 15, 1993

APPLICATION FOR  
CRLA RESEARCH ASSISTANCE AWARD  
\$500.00

DUE JANUARY 15, 1993

Purpose

The purpose of the Research Assistance Award is to foster significant investigation by CRLA members in the areas of postsecondary reading, learning assistance, developmental education, and tutorial services. Studies may be quantitative or qualitative in nature. This award is not expected to support dissertation work.

CRLA will fund this award in two phases: \$250.00 at the beginning of the research project and the remaining \$250.00 upon its completion.

If awarded these funds, the recipient is expected to share this research with CRLA members. This is done by submitting either a presentation proposal for the next national CRLA conference or a manuscript for publication to Journal of College Reading and Learning.

Proposal

Proposals must include: 1) summary of previous research on the topic; 2) a statement of the problem, probable methodology, and brief description of the investigation's implications; 3) list of expenses this award will cover; 3) schedule for investigation; 4) qualifications of researchers.

FRONT PAGE OF PROPOSAL FOR  
CRLA RESEARCH ASSISTANCE--1993

Name of principal researcher who agrees to submit proposal  
for next CRLA national conference or to submit manuscript to  
JCRL on this research:

\_\_\_\_\_  
Institution:\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
List members of research group who are current members of  
CRLA:\_\_\_\_\_

\_\_\_\_\_  
Research Topic:\_\_\_\_\_

CHECK LIST FOR PROPOSAL:

Summary of literature\_\_\_\_\_

Statement of problem, probable methodology,  
and brief description of implications \_\_\_\_\_

List of expenses\_\_\_\_\_

Qualifications of researchers\_\_\_\_\_

Please send a complete set of requested information and this  
form by January 15, 1993 to Kate Sandberg, Department of  
English, University of Alaska Anchorage, 3211 Providence  
Drive, Anchorage, AK 99508.

CRLA LONG AND OUTSTANDING SERVICE AWARD--1993

NOMINATION FORM

Due date for nomination is January 15, 1993

Name of Nominee \_\_\_\_\_

Title/Position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Day Telephone \_\_\_\_\_

---

Nominator \_\_\_\_\_

Address \_\_\_\_\_

Day Telephone \_\_\_\_\_

Please write a one page explanation of why this person deserves the CRLA Long and Outstanding Service Award. Send this form and the attached explanation to Kate Sandberg, English Department, University of Alaska Anchorage, 3211 Providence Drive, Anchorage, Alaska 99508.

CRLA DISTINGUISHED RESEARCH AWARD

NOMINATION FORM

To be considered, publication of the research must have occurred during 1991 or 1992. The award will include a \$100.00 honorarium and a plaque. The deadline for all paperwork is January 15, 1993.

Send to: Kate Sandberg, English Department, University of Alaska Anchorage, 3211 Providence Drive, Anchorage, AK 99508

Name of Nominee \_\_\_\_\_

Title/Position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Day Telephone \_\_\_\_\_

Bibliographic  
Reference of  
Nominated  
Research \_\_\_\_\_

Nominator \_\_\_\_\_

Title/Address \_\_\_\_\_

Day Telephone \_\_\_\_\_

Please write a one page summary of the significance and likely impact of the research. Include three clear copies of the publication.

Publications nominated will be judged on the basis of their thoroughness, significance, and likely impact on the fields of reading, learning assistance, developmental education, and/or tutorial services.

May 31, 1991

To: CRLA Board of Directors

From: JoAnn Carter-Wells, Chairperson  
Conference Evaluations

Re: End of Conference Report

Once again, I would like to thank the board for the opportunity to serve CRLA this year. It is always my pleasure to help the organization in any way that is necessary since, as you all know, CRLA has been "in my blood" since 1976!

A few items and/or recommendations for next year based on this year's experience:

1. Continue with the packaged NCR session forms. The inclusion of numbered sections in the program was immensely helpful to the consolidation of the session responses - as well as for attendees in completing the forms. Does the board need additional feedback from the chairpersons regarding attendance and/or any room problems? Chairpersons were asked to write that information on a separate session form and we've included it with the composite session feedback whenever submitted. If that is not enough information for future conferences, we could devise another process that could be included in chairperson's packets.

2. Based on conversation with a number of people, there should be a separate computer evaluation form available in the computer room. This activity is not reflected in any way, at this point. Becky and I can develop a form for this conference. I've already discussed this with Shirley Sloan as well.

3. The overall conference form was the same as last year on the front, but different on the back in that the purpose was feedback for future conference planning. Even though the word "FUTURE" was in the title and in the directions with the word "CURRENT" underlined for contrast with the SIGS and Program Strands, there were many people who reflected only on the San Antonio conference. As you can see from the report, those who did use the word "FUTURE" for their ideas, did provide some valuable information. The only change for the back page ( in addition to whatever emphasis Becky would like to have for that side) should be an open space for open-ended comments. People were somewhat hampered with this year's form.

Finally, I hope that we can continue to use the same colors and format as a type of standardization and professional presentation for CRLA. Please let me know what you would like changed for next year as I will be glad to continue in this role again. Have a great board meeting (at least I know that my report will not be stuck in a hotel mail room!!!)

**COLLEGE READING AND LEARNING ASSOCIATION**

**1991 CONFERENCE EVALUATION REPORT**

**SAN ANTONIO, TEXAS**

J. Carter-Wells  
May 31, 1991

N- 120

**DEMOGRAPHIC INFORMATION**

**1. PRIOR CONFERENCES ATTENDED-**

0 - 36  
1 - 11  
2-5 - 30  
6-10 - 22  
10+ - 14

**2. (A) MEMBER OF CRLA -**

yes - 106  
no - 14

**(B) LEARN ABOUT CONFERENCE -**

colleague - 10  
mailing - 5  
journal - 5  
CRLA newsletter - 9

**3. STATE EMPLOYED -**

Arizona - 2	Illinois - 3	Montana - 3	Ohio - 3
Alaska - 4	Indiana - 4	Nebraska - 5	Texas - 29
California - 24	Iowa - 4	Nevada - 1	Utah - 1
Canada - 2	Kansas - 3	New Mexico - 6	
Hawaii - 3	Louisiana - 3	Oklahoma - 1	
	Missouri - 1	Oregon - 4	
	Minnesota - 3		

**4. POSITION HELD -**

Instructor - 69  
Counselor - 9  
Administrator - 37  
Other - 14 - Psychologist (1), Learning Specialist (5),  
Tutorial Coordinators (2), Graduate  
Assistant (4), Computer Assistant (2)

# 1991 CRLA CONFERENCE EVALUATION -2-

5. TYPE OF INSTITUTION -  
 2 yr. college - 52  
 4 yr. college - 64

## EVALUATION OF SERVICES AND PLANNING

	<u>E</u>	<u>G</u>	<u>A</u>	<u>P</u>	<u>NR</u>
1. <u>PROGRAM PRINTING/LAYOUT</u>	86	20	4	0	0
2. <u>REGISTRATION</u>	88	14	10	1	0
3. <u>CHAIRPERSON</u>	55	28	7	0	9
4. <u>PRE-CONFERENCE PUBLICITY</u>	40	49	19	8	6
5. <u>HOSPITALITY</u>	47	35	7	3	14
6. <u>COST OF CONFERENCE</u>	32	35	20	14	2
7. <u>CONFERENCE SCHEDULE</u> (Wed - Sat)	55	52	5	3	0

### ADDITIONAL WRITTEN COMMENTS:

Food terrible -1  
 Too crowded - 4  
 Hotel too costly - 15  
 Conference too costly - 10  
 Information about conference received late - 5  
 Good location -6  
 Meals too costly - 13  
 Great speakers - 4  
 Conference cost reasonable - 3  
 Not enough chairpersons - 2



FUTURE CONFERENCE PLANNINGKEYNOTE SPEAKERS

W.C. Wittrock  
 Barbara Bush  
 Jim Trelease, Read-Aloud Handbook  
 Arnold Mitchum  
 Nikki Giovanni  
 Mike Rose - UCLA - 2  
 Helen Schwartz - Indiana U at Indianapolis  
 Dr. Margarita Calderon  
 John Gardener  
 Sheila Tobias  
 Jill Tarule - Women's Ways of Knowing  
 Patricia Cross  
 Ernest Boyer  
 Maya Angelou  
 Lee Knefelkamp - Washington, D.C.  
 Lillian Roybal Rose - Santa Cruz, CA  
 JoAnn Kurfiss  
 JoAnn Carter-Wells -2  
 Frank Smith  
 Arthur Kent  
 Elcot Aronson  
 Sophie Freud

CONFERENCE THEMES

Broadening Perspectives/Horizons                      Retention  
 Funding Sources and Grants  
 Vision 2000 - How Can We Meet Demands of 21st Century  
 Empowerment Through Basic Skills                      Diversity/Multicultural  
 Students Right to Succeed                      Doing More with Less\$  
 Cooperative/Collaborative Learning                      Learning Styles/Teaching  
 Expanding- Inwards, Outward, Upward  
 Politics of Learning Assistance Professionals  
 25th Anniversary International theme  
 Into the 21st Century - A Giant Leap or an Agonizing Crawl?

INVITED INSTITUTE SPEAKERS

Howard Gardner                      Dr. Bernice McCarthy - 3                      Malcolm Knowles  
 Robert Sternberg                      Dr. Howard Rainer - BYU                      Claire Weinstein -2  
 David Perkins                      Alan Schoenfeld                      Robert Ornstein  
 Arthur Whimbey                      Langan                      Barnes and Lowery  
 Lewis and Carter-Wells - 2                      Victoria Bynum                      Stephen Brookfield  
 Mary Ann Lipford -Mind Mapping

## 1991 CRLA CONFERENCE EVALUATION

-4-

### ADDITIONAL PROGRAM STRANDS

Workplace Literacy -2                      Medical Education              Math  
ESL Reading - 2                      ESL Writing - 2              Basic Writing  
Social Theories of Learning/Group Theory  
Reading/Writing Connection - 2  
Gays and Lesbians on Campus: A Hidden Culture/How Can We  
    Better Support our Student and Colleagues  
How to Present a Workshop  
How to Publish Your 1st Journal Article  
Professional and Organizational Development  
Interface with Public Schools and Businesses

### SPECIAL INTEREST GROUPS

Research - 2  
Learning Disabled  
Emeritus Professionals  
Counseling/Advising  
Supplemental Instruction  
Intergenerational/Family  
Active Placement Service

### ADDITIONAL COMMENTS

add institutional affiliation to program  
add program strands along with session title - 3

COLLEGE READING  
AND  
LEARNING ASSOCIATION

"CRLA TUTOR CERTIFICATION  
COMMITTEE REPORT:  
SPRING 1992"

PRESENTED  
BY

**DR. TOM GIER**

COORDINATOR, CRLA TUTOR CERTIFICATION COMMITTEE  
ENGLISH DEPARTMENT - BLDG K  
UNIVERSITY OF ALASKA ANCHORAGE  
3211 PROVIDENCE DRIVE  
ANCHORAGE, ALASKA 99508

## AN UPDATE <sup>95</sup>

Since March 1989 a total of ~~93~~ college and university tutorial programs have received national tutor certification through CRLA. Over 400 tutor programs throughout the US and Canada have received tutor certification packets and have begun the certification process. It should be mentioned that one of the tutor programs that has received certification is a high school program. The CRLA Tutor Certification Committee has set up a rigorous standard that will enable a limited number of such outstanding high school programs to be so certified.

## CERTIFICATION FORMS & FEES

The CRLA Tutor Certification Committee now has in place a complete set of forms and guidelines that enables a program:

- 1) to obtain initial certification for one year, \$50.00 fee;
- 2) to obtain a three year renewal certification, \$25.00 fee; &
- 3) to obtain a five year recertification, \$25.00 fee.

The CRLA Tutor Certification Committee is working on a new, simplified tutor verification form to be used for both the initial one year certification and the five year recertification. This new form should be in place by June 1992.

## LIST OF CRLA CERTIFIED TUTOR PROGRAMS

Attached is a list of the tutor programs that have been certified by the CRLA Tutor Certification Committee as of 3/1/92. Since the 1991 CRLA Conference 22 new programs have received initial one year certification, <sup>of 33</sup> 32 programs have received three year certification renewals, and one program was decertified because it failed to complete and submit the necessary paperwork for its three year certification renewal.

<sup>80</sup>  
#139D  
taken in

## TCC COORDINATOR'S TERM OF SERVICE

My term as Coordinator of the Tutor Certification Committee runs through the 1995 CRLA Conference. My term, which was to have expired in August of 1992, was extended through the 1995 conference when the Board, at their San Antonio meeting, very graciously approved my proposal for the splitting of the Coordinator's duties into two positions. According to the proposal, starting in March 1992 there would be two Coordinators, a Coordinator of New Programs and a Coordinator of Renewal and Recertification. The term of office of the Coordinator of New Programs was to have run from March 1992-March 1994. The term of office of the Coordinator of Renewal and Recertification would run from March 1992-March 1995. Then, according to the proposal, beginning in March 1995, the term of office of the Coordinator of Renewal and Recertification would revert to two years and run from March 1995-March 1997.

With the Board's approval, I was to be the Coordinator of Renewal and Recertification and thus break in the new Coordinator of New Programs. I was to recruit the new Coordinator from the ranks of the Tutor Certification Committee because the experience and expertise needed be Coordinator could only come from those actually involved in the tutor certification process.

Of course, you have already guessed that this is one of those "Good News, Bad News" reports. The "Bad News" is that last year I was unable to get anyone to volunteer to be the Coordinator of New Programs. This was either due to the fact that I did too good a job of describing the duties of the Coordinator of New Programs to the TCC members or, more likely, all the TCC

members were so busy with their own jobs and duties that they were unable to take on any new responsibilities.

Not one to give-up easily, I decided to try again this year but, in the hopes of making the position more attractive, added the option of volunteering for either a Coordinator of New Programs or an Assistant Coordinator. When I mailed the agendas for this year's Tutor Certification Committee Luncheon in early February, I included an agenda item concerning this option. The duties of the Assistant Coordinator would be worked out between the coordinator and the assistant, thus adding some needed flexibility to that position. The ultimate function of the Assistant Coordinator would be the same as that of the Coordinator of New Programs: to ensure a smooth transition when the coordinator steps down.

Now for the the "Good News." At the end of February I received an offer from one of the TCC members to be the Assistant Coordinator. With great pleasure I accepted the services of Dr. Karan Hancock to serve as the TCC Assistant Coordinator. Karan, Peer Tutor SIG Leader since 1989, is a charter member of the TCC and has been one of the most actively involved TCC members both in the development of the tutor criteria and in the actual evaluation of programs. I feel very fortunate to have Karan as an assistant. With the Board's approval, Karan will become Assistant Coordinator after the 1992 Conference.

I will continue to serve as TCC Coordinator and to train Karan to become coordinator when I step down. This way there will be no disruption of TCC services. When Karan becomes TCC Coordinator she will then select her own assistant so that transitions will continue to be smooth.

## A FINAL NOTE TO THE BOARD

I want to once again voice my appreciation of the CRLA Board's fantastic support of the Tutor Certification Committee. The Board's support and input has proven invaluable time and time again. It is always a pleasure to be work with you. Thank you.

# CRLA TUTOR PROGRAM CERTIFICATION LIST

by  
Dr. Tom Gier, Coordinator  
College Reading and Learning Association  
Tutor Certification Committee

The following is an updated, 3/1/92, listing of the colleges and universities that have received CRLA tutor certification, their period of certification and whether they need to have a three year renewal (Renew) or a five year recertification (Recert) at the end of their certification period.

- 1) University of Nebraska at Kearney, Kearney, NE: Regular, Advanced, and Master. (6/30/93 Recert)
- 2) Univ of Texas at El Paso, El Paso, TX: Regular, Advanced, and Master. (6/30/93 Recert)
- 3) University of Montana, Missoula, MT: Regular, Advanced, and Master. (6/30/93 Recert)
- 4) University of Alaska, Anchorage's Eng Dep: Regular and Advanced. (6/30/93 Recert)
- 5) University of Alaska, Anchorage's Learning Center: Regular. (6/30/93 Recert)
- 6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. (6/30/93 Recert)
- 7) Eastern New Mexico University, Portales, NM: Regular and Advanced. (6/30/93 Recert)
- 8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. (6/30/93 Recert)
- 9) Leland High School, San Jose, California: Regular level and CRLA "MODEL HIGH SCHOOL TUTOR PROGRAM." (6/30/93 Recert)
- 10) Endicott College, Beverly, MA. was certified at the Regular and Advanced levels. (6/30/94 Recert)
- 11) Chaminade University of Honolulu, Honolulu, HI: Regular, Advanced and Master levels. (6/30/93 Recert)
- 12) West Hills College, Coalinga, CA.: Regular and Advanced levels. (6/30/94 Recert)
- 13) Pfeiffer College, Misenheimer, North Carolina: Regular level. (6/30/94 Recert)
- 14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 15) Maysville Community College, Maysville, Kentucky: Regular level. (6/30/94 Recert)



- 16) Tulane University, New Orleans, LA: Regular and Advanced levels.  
(6/30/94 Recert)
- 17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada:  
Regular, Advanced, and Master levels. (6/30/94 Recert)
- 18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and  
Master levels. (6/30/94 Recert)
- 19) Louisiana State University, Student Support Services Program,  
Baton Rouge, LA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 20) Windward Community College, Kaneohe, HI: Regular, Advanced, and  
Master levels. (6/30/94 Recert)
- 21) Kenai Peninsula College, Kenai, AK: Regular, Advanced, and Master  
levels. (6/30/94 Recert)
- 22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular,  
Advanced, and Master levels. (6/30/94 Recert)
- 23) Casper College, Casper, WY: Regular, Advanced, and Master levels.  
(6/30/94 Recert)
- 24) Pima Community College, East Campus, Tucson, AZ: Regular, Advanced, and  
Master levels. (6/30/94 Recert)
- 25) Northern Essex Community College, Haverhill, MA: Regular level.  
(6/30/94 Recert)
- 26) Wayne State College, Wayne, NE: Regular level. (6/30/95 Recert)
- 27) Sonoma State University, Rohnert Park, CA: Regular level. (6/30/94  
Recert)
- 28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and  
Master levels. (6/30/94 Recert)
- 29) Glendale Community College, Glendale, CA: Regular and Advanced.  
(6/30/94 Recert)
- 30) Schreiner College, Kerrville, Texas: Regular level. (6/30/94 Recert)
- 31) Austin College, Sherman, Texas: Regular and Advanced. (6/30/94 Recert )
- 32) University of Vermont, Burlington, VT: Regular, Advanced, and  
Master levels. (6/30/94 Recert)
- 33) Oakton Community College, Des Plaines, IL: Regular, Advanced, and Master  
levels. (6/30/94 Recert)
- 34) Ricks College Tutoring Center, Rexburg, ID: Regular and Advanced level.  
(6/30/94 Recert)
- 35) Ricks College Reading Lab, Rexburg, ID: Regular, Advanced and Master.  
(6/30/94 Recert)

- 36) Idaho State University - Developmental Mathematics, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 37) Idaho State University - Writing Lab, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 38) Fresno City College, Fresno, CA: Regular and Advanced. (6/30/94 Recert)
- 39) Lakeland College, Vermilion, AB, Canada: Regular level. (6/30/94 Recert)
- 40) University of Hawaii at Manoa, Honolulu, Hawaii: Regular level. (6/30/94 Recert)
- 41) Paradise Valley Community College, Phoenix, AZ: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 42) Mankato State University, Mankato, MN: Regular level. (6/30/94 Recert)
- 43) Mendocino College, Ukiah, CA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 44) Northeast Texas Community College, Mt. Pleasant, TX: Regular, Advanced, and Master levels. (6/30/92 Renew)
- 45) University of Texas at Austin, Austin, TX: Regular and Advanced. (6/30/92 Renew)
- 46) Ashland Community College, Ashland, KY: Regular level. (6/30/92 Renew)
- 47) Campbellsville College, Campbellsville, KY: Regular level. (6/30/92 Renew)
- 48) Eastern Kentucky University, Richmond, KY: Regular level. (6/30/92 Renew)
- 49) Hazard Community College, Hazard, KY: Regular level. (6/30/92 Renew)
- 50) Morehead State University, Operation Graduation, Morehead, KY: Regular level. (6/30/92 Renew)
- 51) Pikeville College, Pikeville, KY: Regular level. (6/30/92 Renew)
- 52) Prestonsburg Community College, Prestonsburg, KY: Regular level. (6/30/92 Renew)
- 53) Somerset Community College, Somerset, KY: Regular level. (6/30/92 Renew)
- 54) Southeast Community College, Cumberland, KY: Regular level. (6/30/92 Renew)
- 55) Sue Bennett College, London, KY: Regular level. (6/30/92 Renew)
- 56) Western Kentucky University, Bowling Green, KY: Regular level. (6/30/92 Renew)

- 57) Pacific Lutheran University, Tacoma, WA: Regular level. (6/30/92 Renew)
- 58) Massachusetts Bay community College, Wellesley Hills, MA: Regular, Advanced, and Master levels. (6/30/92 Renew)
- 59) Des Moines Area Community College, Ankeny, Iowa: Regular and Advanced levels. (6/30/92 Renew)
- 60) Adirondack Community College, Queensbury, NY: Regular level. (6/30/92 Renew)
- 61) California State University, Los Angeles, CA: Regular level. (6/30/92 Renew)
- 62) GateWay Community College, Phoenix, AZ: Regular, Advanced, and Master levels. (6/30/92 Renew)
- 63) Modesto Junior College, Modesto, CA: Regular and Advanced levels. (6/30/92 Renew)
- 64) Black Hawk College, Moline, IL: Regular level. (6/30/92 Renew)
- 65) Rock Valley College, Rockford, IL: Regular, Advanced, and Master levels. (6/30/92 Renew)
- 66) Central Washington University, Ellensburg, WA: Regular level. (6/30/92 Renew)
- 67) Wilmington College, Wilmington, OH: Regular level. (6/30/92 Renew)
- 68) St. Ambrose University, Davenport, Iowa: Regular and Advanced levels. (6/30/92 Renew)
- 69) Central Arizona College, Coolidge, AZ: Regular and Advanced levels. (6/30/92 Renew)
- 70) University of Northern Colorado, Greeley, CO: Regular, Advanced, and Master levels. (6/30/92 Renew)
- 71) University of Houston, Houston, TX: Regular, Advanced, & Master levels. (6/30/92 Renew)
- 72) Sheridan College, Sheridan, WY: Regular and Advanced levels. (6/30/92 Renew)
- 73) North Harris County College, Kingwood Campus, Kingwood, TX: Regular Level. (6/30/92 Renew)
- 74) University of Southern California, University Park Campus, Los Angeles, CA: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 75) Morehead State University, Special Services/Academic Services, Morehead, KY: Regular level. (6/30/93 Renew)

- 76) State University of New York at Plattsburgh, Plattsburgh, NY: Regular and Advanced levels. (6/30/93 Renew)
- 77) York Technical College, Rock Hill, SC: Regular level. (6/30/93 Renew)
- 78) Colorado State University, Fort Collins, CO: Regular and Advanced levels. (6/30/93 Renew)
- 79) Navajo Community College, Tsaile, AZ: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 80) Slippery Rock University, Slippery Rock, PA: Regular level. (6/30/93 Renew)
- 81) The University of Akron/Wayne College, Orrville, OH: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 82) College of Charleston, Writing Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 83) University of Houston, The Challenger Program, Houston, TX: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 84) Louisiana State University, Learning Assistance Center Tutor Program, Baton Rouge, LA: Regular level. (6/30/93 Renew)
- 85) Brigham Young University, Provo, Utah: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 86) College of Charleston, Languages Tutoring Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 87) College of Charleston, Math Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 88) Austin Community College, Northridge, Austin, TX: Regular level. (6/30/93 Renew)
- 89) University of Southern Indiana, Academic Skills, Writing Workshop, Evansville, IN: Regular level. (6/30/93 Renew)
- 90) University of Southern Indiana, Academic Skills, Math Clinic, Evansville, IN: Regular level. (6/30/93 Renew)
- 91) University of Southern Indiana, Academic Skills, Learning Center, Evansville, IN: Regular level. (6/30/93 Renew)
- 92) Boise State University, Boise, ID: Regular level. (6/30/93 Renew)
- 93) Jamestown Community College, Olean, NY: Regular and Advanced levels. (6/30/93 Renew)

## HOOKED ON PHONICS RESEARCH PROJECT PROPOSAL

D R A F T      3/18/92

### Purpose

For many months, media advertising of Hooked on Phonics has invited adults as well as younger readers to purchase the program, which is guaranteed to improve reading performance by improving phonic skills. Professional publications as well as the popular press have cited experts who, apparently on the basis of visual inspection of the program, maintain not only that its delivery design is faulted but also that it is based on learning theories that violate accepted principles. Nonetheless, at this writing there is no substantive research evaluating the instructional effectiveness of the program which is being successfully marketed to a general population whose reading skills are demonstrably wanting.

Therefore, it is proposed that at least ten postsecondary professionals manage study sites where subjects are enlisted, screened, pretested, given instruction, and posttested on two instruments. Collected, uniformly formatted data will then be sent to a coordinating office where findings are treated and results written, edited, and reported in professional arenas and publications that can most effectively disseminate findings.

### Procedure

Site Managers' responsibilities include --

-- obtaining the Hooked on Phonics program and recruiting, screening, pre-testing, supervising, post-testing, and also keeping formatted data on students and their performance (see data sheets attached),

-- recruiting and screening participants,

-- administering and scoring the Degrees of Reading Power Test, Form E-3, and the WRAT Oral as a pretest and the Degrees of Reading Power, Form F-3, and the WRAT Oral as a posttest,

-- supervising students' time on task,

-- providing the coordinating office with complete, formatted data concerning as many instances of student participation in and completion of the program as experienced at their sites,

-- participating in the editorial process that occasions a report of the findings as well as other instances of reporting that are agreed upon.

Coordinator's responsibilities include --

- obtaining a research consultant to review the research design, the guidelines for site managers, and the findings of the study,
- issuing the guidelines and research safeguards to site managers,
- disseminating written and oral information to study sites.
- serving as a technical resource for site managers,
- managing the collection, and treatment of data,
- drafting the initial reporting document and coordinating the editing of site managers' final report editing,
- managing any budget and distributing funds.

Proposed Budget

Purchase of <u>Hooked on Phonics</u> Program @ \$200.00 per Program x 10 Sites.....	\$2,000.00
Reimbursement to Site Managers for Recruitment Screening, Testing, Treating, Posttesting, Data Management, Student Help, Secretarial Help, and Participation in Project Report Writing and Editing (\$100 per Subject x 100 Subjects).....	\$10,000.00
Coordinating Office Expenses: Clerical, Com- puter Programming, Data Input, Typing, Dupli- cating, Faxing, Mailing, Proofing.....	\$2,000.00
Research Review/Design and Statistical Con- sultants' Fees.....	<u>\$2,000.00</u>
Total.....	\$16,000.00

A line-item accounting of all expenditures shall be kept and be available for review. Any funds remaining after project completion shall be returned to the funding agency or agencies.

Time Line

It is anticipated that site managers' work on the project will continue until 100 students qualifying on either pretest as below average shall have participated in the program and have been posttested. These data will be analyzed, a report shall be drafted, consultants and site managers shall review and edit the draft, and the final report shall be prepared for publication. Target date for completion of the project is February 1993.

### Project Guidelines

1. The project anticipates obtaining complete data on 100+ subjects who pretest as below-average readers, complete work on the Hooked on Phonics program, and are posttested.

2. All data gathered concerning students who drop out of the study or students who do not qualify as below average on pretests will be included in the master data base.

3. Registration and other data will be reviewed for legibility and completeness by site managers.

4. Posttests shall be administered at the time the student decides he/she has completed the program.

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

## STUDENT INTAKE FORM

This college together with ten other institutions is conducting research to learn whether the Hooked on Phonics program improves students' reading in certain areas. Your participation will provide us with information that is vital to this study. Information will be reported as group data only, and your identity will be fully protected. Please do answer all items legibly. Thank you.

_____	_____	_____
date	site location	site manager
_____	_____	_____
(print) student's last name	first name	ID number
		Male__Female__?
_____	_____	
phone number	date of birth	

1. Please circle the highest grade of school you have completed.

Grade: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

College Year: 1, 2, 3, 4, \_\_\_\_

2. How many units of college work have you completed if any? \_\_\_\_

3. How would you rate your reading skills? (circle one)

Poor      Fair      Average      Good      Excellent

4. Have you ever taken special courses to improve your reading?

(circle any) a. in grade school    b. high school.    c. college

5. Have you ever been diagnosed as having a learning disability?

(circle one)    yes      no

6. Would you be willing to read aloud in front of others?

(circle one)    yes      no

7. Please circle any of the following reading areas in which you feel you need improvement.

1. vocabulary    2. comprehension    3. memory    4. reading speed

5. study-reading    6. sounding out words    7. other \_\_\_\_\_

8. Are you presently enrolled in one or more of the following courses?

(circle any) English as a Second Language    2. Reading



## TIME-ON-TASK DATA SHEET

Page No. \_\_\_\_\_

---

(print) student's last name      first name      ID number

---

Session Date	Time In	Time Out	Total Time in Minutes
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

# STUDENT EXIT SURVEY AND DATA FORM

date	site location	site manager
(print) student's last name	first name	ID number

Please answer the following items.

1. Now that you have finished working on Hooked on Phonics, how would you rate your reading skills? (circle one)

Poor Fair Average Good Excellent

2. Would you recommend Hooked on Phonics to others who want to improve their reading?

Yes No

3. Circle any of the following reading areas in which you have improved:

1. vocabulary 2. comprehension 3. memory 4. reading speed

5. study-reading 6. sounding out words 7. other \_\_\_\_\_

4. The cost of Hooked on Phonics is about \$200. If you had purchased the program, do you think the price you paid is reasonable?

5. Would you be willing to read aloud in front of others?

(circle one) Yes No

Yes No

## TEST DATA

DATE _____	WRAT PRETEST RAW SCORE _____
DATE _____	WRAT POSTTEST RAW SCORE _____
DATE _____	DRP, E-3 PRETEST RAW SCORE _____
DATE _____	DRP, F-3 POSTTEST RAW SCORE _____

Project Participants  
as of March 18, 1992

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FYI 

March 18, 1992

TO: ALL PROJECT HOOKED  
ON PHONICS (HOP) MEMBERS

FROM: GENE KERSTIENS

SUBJECT: THIRD DRAFT OF  
HOP PROPOSAL AND  
PROCEDURES

Since the last communication (Second Proposal Draft, January 31), we have picked up additional members as can be seen on the roster. Please be sure that vital information on each of you is correct and complete so that other members can reach you if they have need.

Many thanks to members who have made suggestions and otherwise edited the Second Draft. I have tried to incorporate your directions wherever possible; the result is a more refined edition. Please do give this last draft a careful review before getting comments and changes back to me by April 1.

Most of you have indicated that you have already purchased Hooked on Phonics or have it on order. Of course, if this project is appropriately funded, these costs can be recovered later. But you need not purchase copies of the Degrees of Reading Power or the WRAT Oral, which will be sent to you as soon as our procedures have been finalized.

On the topic of funding, those of us attending the College Reading and Learning Association conference in San Francisco are planning to attend a Board meeting on Thursday, April 9, to request that the Association take a leadership role in obtaining funding. This meeting is scheduled for 1:30 pm, and your presence at that meeting would be helpful.

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MARY ANN McGRATH & GINNY GIESE, Davenport College, 4123 W. Main, Kalamazoo, MI 49006, (616) 382-2835

MILLIE OLSEN, Mesa Community College, 1833 W. Southern Ave., Mesa, AZ 85202, (602) 461-7033

JOYCE RITCHEY, Reading, El Paso Community College, P.O. Box 20500, El Paso, TX 79998, (915) 594-2000

SHIRLEY SLOAN & PAT BENNER, Evergreen Valley College, 3095 Yerba Buena Rd., San Jose, CA 95135, (408) 274-7900, Ex. 6607

GRETCHEN STARKS, Jefferson Community College, Watertown, NY 13601, (315) 782-5250

BOB WIDNER, Developmental Education, El Paso Community College, P.O. Box 20500, El Paso, TX, (915) 594-2000

On the following pages, find the last draft of the proposal together with procedures. This document is meant not only to detail the intention of the project but also to provide us with guidelines that can produce a clean, respectable study. Please, please do read carefully, edit scrupulously, and augment where necessary.

## HOOKED ON PHONICS RESEARCH PROJECT PROPOSAL

D R A F T 3/18/92

### Purpose

For many months, media advertising of Hooked on Phonics has invited adults as well as younger readers to purchase the program, which is guaranteed to improve reading performance by improving phonic skills. Professional publications as well as the popular press have cited experts who, apparently on the basis of visual inspection of the program, maintain not only that its delivery design is faulted but also that it is based on learning theories that violate accepted principles. Nonetheless, at this writing there is no substantive research evaluating the instructional effectiveness of the program which is being successfully marketed to a general population whose reading skills are demonstrably wanting.

Therefore, it is proposed that at least ten postsecondary professionals manage study sites where subjects are enlisted, screened, pretested, given instruction, and posttested on two instruments. Collected, uniformly formatted data will then be sent to a coordinating office where findings are treated and results written, edited, and reported in professional arenas and publications that can most effectively disseminate findings.

### Procedure

Site Managers' responsibilities include --

- obtaining the Hooked on Phonics program and recruiting, screening, pre-testing, supervising, post-testing, and also keeping formatted data on students and their performance (see data sheets attached),

- recruiting and screening participants,

- administering and scoring the Degrees of Reading Power Test, Form E-3, and the WRAT Oral as a pretest and the Degrees of Reading Power, Form F-3, and the WRAT Oral as a posttest,

- supervising students' time on task,

- providing the coordinating office with complete, formatted data concerning as many instances of student participation in and completion of the program as experienced at their sites,

- participating in the editorial process that occasions a report of the findings as well as other instances of reporting that are agreed upon.

Coordinator's responsibilities include --

- obtaining a research consultant to review the research design, the guidelines for site managers, and the findings of the study,
- issuing the guidelines and research safeguards to site managers,
- disseminating written and oral information to study sites.
- serving as a technical resource for site managers,
- managing the collection, and treatment of data,
- drafting the initial reporting document and coordinating the editing of site managers' final report editing,
- managing any budget and distributing funds.

Proposed Budget

Purchase of <u>Hooked on Phonics</u> Program @ \$200.00 per Program x 10 Sites.....	\$2,000.00
Reimbursement to Site Managers for Recruitment Screening, Testing, Treating, Posttesting, Data Management, Student Help, Secretarial Help, and Participation in Project Report Writing and Editing (\$100 per Subject x 100 Subjects).....	\$10,000.00
Coordinating Office Expenses: Clerical, Com- puter Programming, Data Input, Typing, Dupli- cating, Faxing, Mailing, Proofing.....	\$2,000.00
Research Review/Design and Statistical Con- sultants' Fees.....	<u>\$2,000.00</u>
Total.....	\$16,000.00

A line-item accounting of all expenditures shall be kept and be available for review. Any funds remaining after project completion shall be returned to the funding agency or agencies.

Time Line

It is anticipated that site managers' work on the project will continue until 100 students qualifying on either pretest as below average shall have participated in the program and have been posttested. These data will be analyzed, a report shall be drafted, consultants and site managers shall review and edit the draft, and the final report shall be prepared for publication. Target date for completion of the project is February 1993.

Project Participants  
as of March 18, 1992

SUSAN ANDERSON, Eastern Michigan University, 102B University Library, Ypsilanti, MI 48197

BILL BRODERICK, Cerritos College, 11110 Alondra Blvd., Norwalk, CA 90650 (213) 860-2451, Ex. 569; hm (714) 678-3602

SONNY BURNS (Ms), MS 2150, Spokane Community College, N. 1810 Green St., Spokane, WA 99207

DEBORAH DALEK, Wayne State University, 583 Student Center Bldg., 5221 Gullen Mall, Detroit, MI 48202

SIRRKA GUDAN, Schoolcraft College, 18600 Haggerty, Livonia, MI 48152, (313) 462-4436

EVA FIZETTE, Mott Community College, 1401 East Court Street, Flint, MI 48502

DENNIS GABRIEL, Cuyahoga Community College, 11000 Pleasant Valley Rd., Parma, OH 44130-5199, (216) 526-7972; hm 987-5037

MAGGIE HAHN-WADE, Triton College, 2000 Fifth St., River Grove, IL 60171, (708) 456-0300, Ex. 260; hm 279-1098

MARTHA JONES, Victoria College, 2200 E. Red River St., Victoria TX 77901 (512) 573-3291, Ex. 328

GENE KERSTIENS, Scottsdale Community College, 9000 E. Chaparral Rd., Scottsdale, AZ 85250, (602) 423-6434; hm 451-9242

DEBBIE LONGMAN, Southeastern Louisiana University, Basic Studies, P.O. Box 529, Hammond, LA 70402 (504) 549-3887

JERRY LUDEKE (Mrs.), Bakersfield College, 1801 Panorama Dr., Bakersfield, CA 93305, (805) 395-4432; hm 871-6737

SHARON MARTIN, Wenatchee Valley College, 1300 5th St., Wenatchee, WA 98801, (509) 662-1651, ex 2154; 663-3369

MARY ANN McGRATH & GINNY GIESE, Davenport College, 4123 W. Main, Kalamazoo, MI 49006, (616) 382-2835

MILLIE OLSEN, Mesa Community College, 1833 W. Southern Ave., Mesa, AZ 85202, (602) 461-7033

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BOB WIDNER, Developmental Education, El Paso Community College, P.O. Box 20500, El Paso, TX, (915) 594-2000



### Project Guidelines

1. The project anticipates obtaining complete data on 100+ subjects who pretest as below-average readers, complete work on the Hooked on Phonics program, and are posttested.

2. All data gathered concerning students who drop out of the study or students who do not qualify as below average on pretests will be included in the master data base.

3. Registration and other data will be reviewed for legibility and completeness by site managers.

4. Posttests shall be administered at the time the student decides he/she has completed the program.

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

# STUDENT INTAKE FORM

This college together with ten other institutions is conducting research to learn whether the Hooked on Phonics program improves students' reading in certain areas. Your participation will provide us with information that is vital to this study. Information will be reported as group data only, and your identity will be fully protected. Please do answer all items legibly. Thank you.

_____	_____	_____
date	site location	site manager
_____	_____	_____
(print) student's last name	first name	ID number
_____	_____	Male__Female__?
phone number	date of birth	

1. Please circle the highest grade of school you have completed.

Grade: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

College Year: 1, 2, 3, 4, \_\_\_\_

2. How many units of college work have you completed if any?\_\_\_\_

3. How would you rate your reading skills? (circle one)

Poor Fair Average Good Excellent

4. Have you ever taken special courses to improve your reading?

(circle any) a. in grade school b. high school. c. college

5. Have you ever been diagnosed as having a learning disability?

(circle one) yes no

6. Would you be willing to read aloud in front of others?

(circle one) yes no

7. Please circle any of the followisng reading areas in which you feel you need improvement.

1. vocabulary 2. comprehension 3. memory 4. reading speed

5. study-reading 6. sounding out words 7. other\_\_\_\_\_

8. Are you presently enrolled in one or more of the following courses?

(circle any) English as a Second Language 2. Reading

# STUDENT EXIT SURVEY AND DATA FORM

\_\_\_\_\_

date	site location	site manager
------	---------------	--------------

\_\_\_\_\_

(print) student's last name	first name	ID number
-----------------------------	------------	-----------

Please answer the following items.

1. Now that you have finished working on Hooked on Phonics, how would you rate your reading skills? (circle one)

Poor      Fair      Average      Good      Excellent

2. Would you recommend Hooked on Phonics to others who want to improve their reading? <sup>^</sup>

Yes      No

3. Circle any of the following reading areas in which you have improved:

1. vocabulary    2. comprehension    3. memory    4. reading speed

5. study-reading    6. sounding out words    7. other \_\_\_\_\_

4. The cost of Hooked on Phonics is about \$200. If you had purchased the program, do you think the price you paid is reasonable?

5. Would you be willing to read aloud in front of others?

(circle one)    Yes    No

Yes    No

## TEST DATA

DATE _____	WRAT PRETEST RAW SCORE _____
DATE _____	WRAT POSTTEST RAW SCORE _____
DATE _____	DRP, E-3 PRETEST RAW SCORE _____
DATE _____	DRP, F-3 POSTTEST RAW SCORE _____

## TIME-ON-TASK DATA SHEET

Page No. \_\_\_\_\_

---

(print) student's last name    first name    ID number

---

Session Date	Time In	Time Out	Total Time in Minutes
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Calif City Skydiving  
have 800 numbers  
\$149 covers  
5 hours of training

## Report Special Interest Groups 1991-1992

This year I took over coordination of the special interest groups from the able hands, and computer, of Becky Johnen. The transition has gone fairly smoothly since Becky left me a blow-by-blow, actually a month-by-month, agenda to follow. I've discovered that the special interest groups operate over a wide range of activity from very active to practically defunct, but none has formally given up the ghost so far this year. There are 19 groups registered at this time. here are a few highlights for the past year:

**Summer, '91** I called for SIG Guidelines to be sent to me in June and sent a follow-up request in August. The following groups submitted their Guidelines and I forwarded them to the President:

- EFL/ESL (English as a Foreign or Second Language\_
- Learning Disabilities
- Mathematics Tutoring
- Liberal Arts Colleges and Universities
- Peer Tutoring
- Multicultural Issues
- Research and Evaluation
- Emotional/Motivational Aspects of Learning
- Counseling and Helping Relationships
- Cognitive Psychology
- TRIO
- Learning Assistance Center Management
- Workplace Literacy

Those not submitting Guidelines were as follows:

- College Reading
- Whole Language
- Critical Thinking/Problem Solving
- Placement Bureau
- Developmental/Basic Writing
- Computer Technology

**Fall, 1991** List of SIGs appears in the Newsletter with descriptions of the SIGs whose Guidelines were submitted in time.

Decision is made to have SIG dues collected with membership fee which will begin to run with calendar year. A few, but not many problems with this.

**Fall/Winter, 1991** The following SIGs produce newsletters:

Cognitive Psychology  
Mathematics Tutoring  
Emotional/Motivational Aspects of Learning  
College Reading  
Computer Technology  
Critical Thinking/Problem Solving  
Learning Disabilities

**Winter, 1991** "News from the SIGs", in the *Newsletter*, features items written by Karan Hancock, Michael O'Hear and yours truly.

Most SIGs arrange a meal or meeting function for the San Francisco conference. Due to the high price of hotel meals, many opt for an outside location.

Breakfast Meetings	3 SIGs
Luncheon Meetings	6 SIGs
Business Meetings	10 SIGs

A new pre-banquet function for SIG leaders and members will be instituted at this conference.

I guess that's about all so far. I'm looking forward to meeting the SIG leaders I don't yet know at the SIG Leader Luncheon.

Patti Glenn  
SIG Coordinator  
March 9, 1992

CRLA FINANCIAL SUMMARY

Dr. Kathy Carpenter  
CRLA Treasurer

April 1, 1992

Deposited in Kearney Federal Credit Union  
2301 13th Avenue  
Kearney, Nebraska 68847

College Reading and Learning Association - Regular Checking Account #2316-02	7,650.30
College Reading and Learning Association - Regular Savings Account #2316-026	20,809.72
College Reading and Learning Association - Conference Checking Account #2317-02	47,763.00
College Reading and Learning Association - Conference Savings Account #2317-025	5.33

---

TOTAL ASSETS

\$76,228.35



THE COLLEGE READING AND LEARNING ASSOCIATION  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE PERIOD JULY 1, 1991 - APRIL 1, 1992

RECEIPTS

Members Dues	14,955.00
SIG Dues	1,520.00
Tutor Certification Fees	1,390.00
Monographs	
Tutor Registry	70.00
Interest	
Regular checking - \$107.42	
Regular Savings - 905.76	
Conference Checking - 157.29	
Conference Savings - <u>.18</u>	
	1,170.65
CRLA Journal Sales	130.50
JDE & RRIIDE Subscriptions	637.48
Fundraisers - Donations	225.00
Mailing Service	163.95
Miscellaneous Receipts (Pins)	<u>632.00</u>
 TOTAL RECEIPTS	 \$20,894.58

DISBURSEMENTS

Executive Board Expense	\$ 7,773.37
General Operating Expenses	4,318.33
Publications	
Monographs Expense \$ 180.00	
JCRL Expense 4,930.07	
Newsletter Expense <u>5,805.93</u>	
	10,916.00
Committee Expense	3,068.27
State/Regional & SIG Expenses	<u>1,349.83</u>
 TOTAL DISBURSEMENTS	 \$27,425.80

DISBURSEMENTS IN EXCESS OF RECEIPTS	\$ 6,531.22
-------------------------------------	-------------

THE COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

APRIL 1, 1992

CONFERENCE FUND ASSETS

Checking Account	\$ 47,768.00
Savings Account	5.33
Advances	<u>2,000.00</u>
TOTAL ASSETS	\$ 49,768.33

CONFERENCE FUND BALANCE

Balance, June 30, 1991	\$ 5,460.86
Total Receipts in excess of Disbursements	<u>44,307.47</u>
FUND BALANCE, APRIL 1, 1992	\$ 49,768.33

# COLLEGE READING AND LEARNING ASSOCIATION

## SUMMARY OF BUDGET 1991-92

BUDGET ITEM	1991-92 APPROVED	1990-91 SPENT BY 4/1/92
<b>I. OPERATING BUDGET</b>		
A. Board	\$ 18,255	\$ 7,773.37
B. Publications	16,425	10,916.00
C. Gen. Operating Exp.	6,300	4,318.33
D. Committees	4,395	3,068.27
E. State & Regional	5,755	1,349.83
TOTAL OPERATING BUDGET	\$ 51,130	\$ 20,894.58
<b>II. CONFERENCE BUDGET</b>		
A. Conf. Management	\$ 5,325	
B. Gen. Conference Exp.	7,225	
C. Conference Program	6,900	
D. Food Functions	6,900	
TOTAL CONFERENCE BUDGET	\$ 26,350	
TOTAL BUDGET	\$ 77,480	

THE COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

APRIL 1, 1992

GENERAL FUND ASSETS

Checking Account	\$ 7,650.30
Savings Account	20,809.72
Advances	<u>300.00</u>
TOTAL ASSETS	\$ 28,760.02

GENERAL FUND BALANCE

Balance, June 30, 1991	\$ 34,034.72
Total Disbursements in excess of Receipts	<u>6,531.22</u>
FUND BALANCE, APRIL 1, 1992	\$ 27,503.50

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