

CRLA BOARD MEETING AGENDA

February 19, 2005

8:30AM – 5:00PM

Long Beach Hilton

Long Beach, CA.

CALL TO ORDER

1. Approval of Agenda
Approval to postpone Approval of January 21, 2005 minutes
2. Approval of Minutes (postponed)
3. Treasurer's Report – Ann
Approval of Treasurer's Report
4. Past President's Report – Kate
Approval to change deadline dates in SIG/SRC funding policy
Approval to fund \$500 to support June conference in Utah
5. Elections Report – Karen
6. 2005 Conference Report – Valerie
Approval of pdf format for Call to Conference
7. Membership Report – Vicki
8. Hotel Tour
9. Newsletter Report – Anne-Marie
Approval of publication dates for the newsletter
10. Executive Assistant's Report – Karen
11. Appointments and Announcements – Russ
12. CLRA/CASP Conference – Russ
13. 2007 Conference Site – Russ
14. NCLCA and NTA Agreements
Approval of exchange of institutes with NCLCA at our conference

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: February 19, 2005

LOCATION: Long Beach Hilton, Long Beach, CA
MINUTES

MEMBERS PRESENT: Russ Hodges, President; Valerie Smith Stephens, President-Elect; Kate Sandberg, Past President; Ann Wolf, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor
OTHERS PRESENT: Lonna Smith and Rick Stepp-Bolling, Onsite Co-Chairs

The meeting was called to order by President Russ Hodges at 8:30 AM. In the absence of the Secretary, Anne-Marie Schlender and Karen Agee were appointed to take minutes.

1. **AGENDA:** Minor changes were made to the agenda, and the approval of minutes from January 21, 2005 was postponed until the arrival of the secretary.

MOTION: That the agenda be approved, with postponement of Item 2 until the Secretary's arrival. Ann/Kate. MOTION PASSED.

2. **APPROVAL OF MINUTES:** Postponed until arrival of the Secretary.
3. **TREASURER'S REPORT:** All items included in the Treasurer's report have been added to the minutes under Attachment. Ann distributed copies of the Conference Budget w/Actuals that was prepared by Rexanne Bruno. Russ had questions about lines 7363 and 6394 but indicated that he hold questions until Rexanne arrived.

Ann handed out a draft of the 2005 Operations Budget for the Board to review. Further discussion and approval of the 2005 Operations Budget are scheduled for tomorrow.

Russ requested that Ann prepare an entire-calendar-year annual report for 2004 and 2005-to-date for distribution at the business meeting during the 2005 conference.

Vicki noted that the \$5000 income from Tutor Training Handbooks should be considered in light of the future need to find an editor for the next issue and also create a Mentor Training Handbook.

Ann handed out the December and January end-of-month statements. Interest income will be indicated every three months. The Board concurred that investment should be in short-term CDs while interest rates continue to be low.

MOTION: That the treasurer's report be accepted as presented. Ann/Valerie. MOTION PASSED.

4. **PAST PRESIDENT'S REPORT:** Kate has communicated with SIG leaders and is concerned that she has not received word from some SIG leaders. In general, the SIG leaders have communicated with their members via impressive newsletters. If \$5.00 is to be collected, it is important that all SIGs are active.

At present, no one has applied to lead the Great Lakes Region. Kate will request that Jan Norton consider this leadership position.

Spring conferences are planned by Alaska, California, Heartland, Mid-Atlantic, Mid-South, and Northeast. The Southeast Region hopes to get together. PA/NJ indicated to Kate that they canceled a spring conference, but Valerie reported that a meeting is still being planned by Dana Lopes of Rider University, the PA/NJ President Elect.

The December 15 deadline for SRC and SIG funding proposals established by last year's new policy still seems appropriate, but the June 15 deadline is too late for budgeting. Kate suggested February 1.

MOTION: That SIG/SRC funding policy deadline dates be amended to December 15 and February 1. Kate/Valerie. MOTION PASSED.

Kate reported that Noelle Call of Utah requested \$500 in Board support of an early June conference. Attendees would pay \$10 each. The \$500 total represents \$75 for a continental breakfast, \$100 for printing and materials, \$25 for supplies, and \$300 for a keynote speaker.

MOTION: That Noelle Call's proposal to utilize \$500 in Board funding for an early June conference in Utah be approved. Kate/Ann. MOTION PASSED.

There were no other SRC proposals seeking funding for spring or fall conferences. An earlier practice of budgeting sufficient funds to provide \$50 per SRC and SIG for expenses was discussed and retained.

Chapter qualifications were discussed, and the Northeast Region will be asked to consider becoming a chapter. Several chapters, however, may not have the 25 CRLA members required to retain chapter status. Kate will call each of the leaders in this situation. Russ asked Kate also to remind leaders that chapter officers and state and region leaders must all be current CRLA members. Russ also requested that each chapter president send to Kate and the Board the most recent copy of the chapter bylaws.

5. **ELECTIONS REPORT:** Karen reported for Laura Symons, Elections Chair, and the committee, providing draft copies of the ballot materials, including the letter with ballot and the candidate information pages for president elect and secretary. The ballot materials are expected to be printed at the University of Northern Iowa and mailed by the University of Iowa in late February or early March. Board members suggested changes to the letter and candidate information sheets.

The Board approved Laura's request to establish March 25, 2005, as the date by which ballot materials must be postmarked for this year's election.

6. **2005 CONFERENCE REPORT:** Valerie suggested that CRLA's hospitality suite requirements be negotiated with the hotel and included in the contract for future conferences, specifically that fees will be waived (for use of the room as well as corkage) and that CRLA have the right to bring in donated food and drink. Lonna mentioned that California state law requires certification for bartenders. Russ was asked to seek a very specific checklist from Susan Deese-Roberts, Sue Brown, and Rosalind Lee to guide future contracts.

Regarding photocopying and a conference resource room, Russ asked Rick to see if a Kinko's is available nearby. CRLA has an account with Kinko's that could be used for Board or conference copying. Also Lonna suggested that a note be added to the conference program to email presenters after the conference to get handouts. Valerie will appoint a Welcome Reception Chair to plan that event.

Vicki suggested that the Call to Conference notify conferees that the Super Shuttle may not be speedy transportation because it travels through residential areas dropping off and picking up riders. Also from the Long Beach airport, people should be alerted to use Prime Time shuttle. Lonna will negotiate reduced-cost coupons from both shuttle companies.

Rick and Lonna explained the division of their co-chair responsibilities: Lonna will be taking care of all food events and small signs, while Rick will handle technical and AV concerns and large signs.

Following up on an earlier email discussion among Board members, the question was asked whether to offer an electronic or hard-copy version of the Call to Conference.

MOTION: That the 2005 Call to Conference be presented in pdf format and placed on the CRLA website. Valerie/Kate. MOTION PASSED.

Valerie was asked to send postcard notes to CRLA members about the website posting of the Call to Conference. All ACDEA members should receive an email notice; Valerie will work with Vicki Papineau and Amy Dugan to send these notices.

7. **MEMBERSHIP REPORT:** Vicki presented the following report:
- a. Report templates in ACCESS for the membership database have been finalized and are nearly finished for the *JCRL* database.
 - b. The current database includes 1399 entries as of 2/11/05 (with 2003+ expiry).
 - c. A 2/16/05 email blast was sent to all members with membership deadline, conference information, and Dugan Data contact information.
 - d. SRCs with spring conferences have been sent display materials and door prizes. Two of the handmade table drapes were given to Northeast and Mid-Atlantic regions as they are likely to become chapters.
 - e. Twelve cases of surplus *JCRL* issues have been sorted for SRC and ACDEA conferences: 400 issues have been shipped, and 360 are available.
 - f. In 2004, 331 copies of the *Tutor Training Handbook* were sold. (CRLA nets approximately \$20 profit from US sales and \$15 from Canadian sales after shipping and printing costs.) This compares to 376 copies sold in 2003; the 2nd Edition was first available April 2003.
 - g. In 2004, 890 ITCP pins were sold. (Pins net \$1.05-\$1.30 each, excluding shipping.) This compares with 943 pins sold in 2003; sales began in May 2003.
 - h. Postcards are being printed for members with invalid or missing email addresses.
 - i. Pat Jonason has contacted an insurance agent regarding bonding the registrar, member services, treasurer, and three presidents at \$245 per year. The agent could also provide liability insurance.
 - j. CRLA note cards and envelopes are available for Board use.
 - k. Stationery and printing needs were evaluated. Documents are being updated with the new address, and a timeline was developed. Most printing for Member Services will be done at Johnson County Community College.

8. **HOTEL TOUR:** The Board toured and discussed hotel facilities for the 2005 conference. Concerns were expressed about the shortage of rooms and the small display area for event listings outside each meeting room.

Kate urged Valerie to send the conference overview document to her hotel contact as soon as possible after the Board's approval, and then to leave it unchanged. By the July meeting, Valerie would know her AV needs and could negotiate these with the hotel.

9. **NEWSLETTER REPORT:** Anne-Marie reported that Vicki, Karen Neuberger, and Anita Van Ouwerkerk are now on her editorial board. She will write a job description for editorial board members.

MOTION: That the CRLA newsletter be published in the months of January, May, July, September, and November beginning 2005. Kate/Ann. MOTION PASSED.

Newsletters returned as undeliverable have been bouncing back to Anne-Marie, which isn't supposed to happen. The newsletter is in pdf, and the link in her email sends members to a hidden location on the website.

Anne-Marie may not need to purchase a new camera after all. She may need to just replace the memory card.

Russ suggested that the next *NewsNotes* issue highlight the founding members, in preparation for the 40th anniversary conference; food features for Long Beach; and Long Beach attractions.

10. **EXECUTIVE ASSISTANT'S REPORT:** Karen provided paper copies of updated lists: Awards & Scholarships winners, Conference History, Officer History, Committee Chairs, and Calendar of Activities. The IMCP Assistant Coordinator and Political Action Committee Chair positions are vacant, and the following CLRA Leaders will complete terms at the 2005 conference: Archivist, Conference Exhibits, ITCP Coordinator, ITCP Asst. Coordinator, IMCP Coordinator, *JCRL* Editor, Newsletter Editor, Past Officers' Council, and Site Evaluation. The Past Officers' Council chooses its chair at the conference. Other positions will be advertised as necessary. It was agreed to amend the Calendar of Activities as follows: both the annual reports to the President and SRC/SIG leader reports to the Past President are due September 30; and budget requests are due to the Treasurer by December 15.

Karen also provided a diskette for each Board member containing the Policies & Procedures Document (reflecting minutes up to the draft January 21, 2005) and the current version of the CRLA Bylaws.

The Board Statement on Financial Support of Association Leaders, paragraph three, first sentence, was clarified and amended to read, "*CRLA officers (elected, ex-officio, and incoming) are reimbursed for all [replacing 'any'] incurred expenses associated with Board travel including to and from the annual Spring Board meeting and the annual conference.*" Reasonable food expenses during the conference are included but not costs associated with personal or campus business.

11. **APPOINTMENTS/ANNOUNCEMENTS:** No one has responded to the newsletter ad regarding the Conference Exhibits position. Jane McGrath may be interested in joining the ACDEA Blue Ribbon Commission in place of Susan Deese-Roberts.

MOTION: That President Russ Hodges' appointment of Frank Christ and Karen Agee to the CAS Committee to review learning assistance standards be approved. Kate/Ann. MOTION PASSED.

Discussion of the NADE Monograph Committee's request was postponed until February 20.

12. **CRLA/CASP CONFERENCE:** Russ reported that the 2006 conference is expected to be a large one.
13. **CRLA 2007:** Rosalind Lee reported to Russ that she is waiting until May, after the Northwest Chapter's meeting, to see if Portland is still being considered as the conference site for 2007. Board members hoped that a decision could be made before then. Rosalind would be asked to explore the Mid-Atlantic Region for the 2008 conference.
14. **NCLCA AND NTA AGREEMENTS:** In 2004 NCLCA and CRLA agreed to exchange institutes and evaluate the exchange afterward. Recent communication from the NCLCA 2005 conference chair seeking an institute title assumes a continuation of the agreement.

MOTION: That an exchange of institutes at our annual conference with NCLCA be established in lieu of the session allowed for in the ACDEA protocol, with the institute not peer reviewed but guaranteed, provided deadline dates are met. Kate/Valerie. MOTION PASSED.

Russ, Kate, Laura Symons, and Sandi Ayaz met by conference call to discuss a concern that CRLA certifies high school tutor training programs. Another concern is the wording posted by CRLA-certified tutor trainers on their websites. Karen was asked to draft a formal agreement between the two associations and send to Russ and Kate. The Board-approved agreement would be signed at the NTA conference in Chicago, April 16-20.

MOTION: That the meeting be adjourned.

President Hodges adjourned the meeting at 4:55 PM.

ATTACHMENTS

Treasurer's Report

**College Reading and Learning Association
Income Statement (and Balance)
December-04**

Assets At Beginning Of Month

Money Market Account \$ 29,974.87

Certificates of Deposit:

6-month (matures 06/09/05) \$ 25,471.34

6-month (matures 03/09/05) \$ 25,258.71

24-month (matures 03/04/05) \$ 25,343.97

24-month (matures 09/09/05) \$ 25,779.54

24-month (matures 03/29/06) \$ 25,422.29

25-month (matures 10/07/06) \$ 25,286.46

Checking Accounts:

Operations \$ 16,787.38

Conference \$ 17,366.78

Total Assets \$ 216,691.34

Asset Transfer

Transfer to Incoming Treasurer \$ (20,000.00)

Monthly Income:

Scholarships \$ 41.00

Membership Dues \$ 16,060.00

Interest Income \$ 648.77

Tutor Certification \$ -

Misc Income \$ 488.50

SIG Income \$ 1,858.00

Mentor Certification \$ -

JCRL \$ 240.00

Tutor Handbook \$ 840.00

Learning Assistance Monograph \$ -

TOTAL OPERATING INCOME \$ 20,176.27

Conference Income/Assets \$ 40,469.86

Total Income \$ 60,646.13

Monthly Expenses:

General Board \$ 58.63

General Organization \$ 97.00

Publications \$ 56.64

Committees \$ 446.06

Membership/States and Regions	\$ 1,863.61
TOTAL OPERATING EXPENSES	\$ 2,521.94
Conference Expenses	\$ 1,262.60
Total Expenses	\$ 3,759.54
Net Monthly Income (Loss)	\$ 56,886.59
Assets At End Of Month	\$ 253,552.93

**College Reading and Learning Association
Income Statement (and Balance)
January 2005**

Assets At Beginning Of Month

Money Market Account	\$ 29,974.87
Certificates of Deposit:	
6-month (matures 06/09/05)	\$ 25,471.34
6-month (matures 03/09/05)	\$ 25,258.71
24-month (matures 03/04/05)	\$ 25,343.97
24-month (matures 09/09/05)	\$ 25,779.54
24-month (matures 03/29/06)	\$ 25,422.29
25-month (matures 10/07/06)	\$ 25,286.46

Checking Accounts:

Operations	\$ 20,000.00
Conference	\$ 5,000.00

Total Assets	\$ 207,537.18
Transfer to Conf Acct.	\$ 5,000.00

Monthly Income

Scholarships	\$ 57.00
Membership Dues	\$ 11,600.00
Interest Income	\$ -
Tutor Certification	\$ -
Misc Income	\$ 265.00
SIG Income	\$ 1,150.00
Mentor Certification	\$ -
JCRL	\$ 180.00
Tutor Handbook	\$ 690.00
Learning Assistance Monograph	\$ -

TOTAL OPERATING INCOME	\$ 14,017.00
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Total Income	\$ 14,017.00
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Monthly Expenses

General Board	\$ 1,153.97
General Organization	\$ -
Publications	\$ 315.43
Committees	\$ 63.78
Membership/States and Regions	\$ 1,946.40
TOTAL OPERATING EXPENSES	\$ 3,479.58

Conferences Expenses	\$ 1,827.43
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Total Expenses	\$ 5,307.01
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Net Monthly Income(Loss)

\$ 8,709.99

Assets At End of Month

\$211,247.17

Prepared by Ann Wolf, Treasurer- Feb 6, 2005

CRLA BOARD MEETING AGENDA

February 20, 2005

8:30AM – 5:30PM

Long Beach Hilton

Long Beach, CA

CALL TO ORDER

1. Approval of January 21, 2005 Minutes
2. Approval of Agenda
Approval to move meeting items for February 21 to today
3. Job Descriptions – Karen
Approval of job description of Conference Registrar
Approval of job description of POC Chair
4. Guiding Principles – Kate
Approval of Guiding Principles for CRLA
5. States/Regions/Chapters & SIGs – Kate
Approval to move New Hampshire into Northeast Region
Approval to move Colorado into Wyoming Region
6. Media Advisory Board – Russ
7. ITCP Certification and Data Management – Russ/Kate
Approval to increase ITCP certification and recertification fees
8. Dugan Data Management
Approval to accept new contract
9. Board Travel and Other Travel Funding Issues
Approval to clarify Board Statement on Financial Support of Association Leaders
10. Website Design Update
Approval of new website template

NEW BUSINESS

1. 2005 Conference Budget – Valerie
Approval of increase in conference registration fees
Approval of 2005 conference budget
2. 2005 Operations Budget – Rexanne/Ann
Approval of 2005 Operations Budget
3. Bylaws Changes – Karen

4. 2005 Goals for Board

5. Calendar of Meetings

6. Other

Approval of David Caverly's request to use membership email addresses

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: February 20, 2005

LOCATION: Long Beach Hilton

Long Beach, CA

MINUTES

MEMBERS PRESENT: Russ Hodges, President; Valerie Smith Stephens President-Elect; Kate Sandberg, Past President; Frieda Campbell-Peltier, Secretary; Ann Wolf, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor

OTHERS PRESENT: Rexanne Bruno, Outgoing Treasurer; Lonna Smith and Rick Stepp-Bolling, On-Site Co-Chairs

The meeting was called to order by President Russ Hodges at 8:31AM (PST)

1. **APPROVAL OF MINUTES:** Minor corrections were made to the January 21, 2005 minutes.

MOTION: That the minutes for January 21, 2005 be approved as corrected. Kate/Ann.
MOTION PASSED.

2. **APPROVAL OF AGENDA:** Approval of the January 21, 2005 minutes was moved to Item No.1, and other items on the agenda were renumbered accordingly. The following items were added to Regular Business: approval of SRC and SIG travel requests, travel funding issues, approval of Dugan Data contract, and update on website design.

Due to flight schedules for Board members, the meeting for February 21 was cancelled. All items scheduled for discussion at that meeting were moved to New Business on today's agenda: Bylaws Changes, Goals for CRLA 2005, PALs, ACDEA, and Calendar of Board meetings.

MOTION: That meeting items for February 21, 2005 be moved to the end of today's business. Valerie/Frieda. **MOTION PASSED.**

MOTION: That the agenda be approved as revised. Frieda/Kate. **MOTION PASSED.**

3. **JOB DESCRIPTIONS:** Karen reported that she has completed two job description drafts for discussion: Conference Registrar and Past Officers' Council Chair.

Pat Jonason and Vicki reviewed the original draft of the job description for Conference Registrar. The Board agreed that the job description was appropriate with some minor changes.

MOTION: That the job description of the Conference Registrar be approved as corrected. Valerie/Kate. **MOTION PASSED.**

The Conference Registrar's job description is attached as Attachment A. Very few changes were made to the Past Officers' Council Chair job description, Attachment B.

MOTION: That the Past Officers' Council Chair job description be approved as corrected. Ann/Frieda. MOTION PASSED.

4. **GUIDING PRINCIPLES:** Kate distributed a revised copy of the Guiding Principles and reported on the suggestions that she received from SIG and SRC Leaders. After considerable discussion on the wording of the Guiding Principles, the Board agreed on the wording of the final draft of the document, Attachment C.

MOTION: That the Guiding Principles be approved as revised. Kate/Ann. MOTION PASSED.

The Guiding Principles will be posted on the website immediately and included in the March edition of *NewsNotes*. Kate and Russ will meet to begin drafting objectives for the Guiding Principles.

5. **STATES/REGIONS/CHAPTERS & SIGs:** Kate asked the Board to confirm the formal addition of the state of New Hampshire to the Northeast Region.

MOTION: That New Hampshire be added to the Northeast Region. Kate/Valerie.

Kate reported that she will approach the Heartland Chapter about accepting Oklahoma into their Chapter and will report to the Board on their decision. She also reported that the members and leader of the Wyoming Chapter agreed that they would invite Colorado to join them to form a two-state regional group.

MOTION: That the Board approve Kate's request that Colorado be added to Wyoming to form the Colorado-Wyoming Region. Kate/Frieda. MOTION PASSED.

6. **MEDIA ADVISORY BOARD:** Russ distributed the October 2004 minutes and the final report from the Media Advisory Board. The Board discussed the items from the report and decided that the points listed in the report will be helpful in more precisely specifying the role for this new body. Karen was asked to draft a job description for the chair and submit it to the Media Advisory Board for their changes prior to submitting it for approval.
7. **ITCP CERTIFICATION & DATA MANAGEMENT:** The Board discussed issues regarding program and tutor certificates. The new certificate will show more clearly, by use of logo and signature lines, that the ITCP of CRLA issues certificates to programs. Only these programs, not CRLA, may issue certificates to their tutors. Vicki will send the suggested revisions to Anna Crockett.

Some discussion centered on how to better cope with the burden of paperwork that is involved in the certification process. A suggestion was made that Dugan Data may be able to help with data management to provide better access to information and easier access to tutoring centers and individuals. Vicki will contact Anna Crockett to discuss the feasibility of using the data management service to assist with the ITCP and IMCP processes.

The Board reviewed the ITCP's request to increase ITCP membership fees. The ITCP Committee recommended that the fees be increased as follows:

Level I (only) to \$100.

Level I & II (when applied for at the same time) to \$150.

Level I, II, & III (when applied for at the same time) to \$200.

MOTION: That the recommended fee increases for ITCP certification and recertification be approved and effective July 1, 2005. Valerie/Frieda. MOTION PASSED.

Russ will notify Anna of the Board's concurrence and ask Anna to draft a piece for the *NewsNotes* about the fee increase.

8. **APPROVAL OF DUGAN DATA SERVICES:** To formalize the contract President Russ Hodges negotiated in December, the Board agreed that Dugan Data Services would be the new data management service for CRLA. (See Attachment D for a copy of the contract.)

MOTION: That the December 1, 2004 through November 30, 2005 contract with Dugan Data Services be approved, with a total monthly member service fee of \$525. Ann/Valerie. MOTION PASSED.

9. **BOARD TRAVEL & OTHER TRAVEL FUNDING ISSUES:** Russ initiated a discussion on the travel policy for Board members; especially when travel relates to conferences and Board meetings. After considerable discussion, the Board agreed that Board member travel, lodging, and all meals be covered during the conference.

MOTION: That the Board Statement on Financial Support of Association Leaders be revised to clarify that CRLA officers are reimbursed for all expenses associated with Board travel to the spring meeting and the annual conference. Kate/Ann. MOTION PASSED.

The revised policy is attached as Attachment D.

The Board discussed the possibility of funding travel cost for the *JCRL* Editor and the ITCP Coordinator to conferences, especially since their presence at the conference is mandatory and vital. Items under discussion included transportation costs, lodging, meals and the question of supplemental funding. The Board did not come to a final decision on this issue until creation of a new travel fund during Operating Budget discussions below.

10. **WEBSITE DESIGN UPDATE:** The Board shared ideas for the banner heading and the order of the buttons on the home page of the new CRLA website. Kate will get a progress report on the design process from Corrine and report to the Board.

MOTION: That the new website template be approved as revised by the Board. Kate/Frieda. MOTION PASSED.

Russ and Kate will notify Corrine of the Board's appreciation for her work on the website.

NEW BUSINESS

1. **2005 CONFERENCE BUDGET:** Valerie and Rexanne presented the draft of the 2005 conference budget. Each line item was reviewed and considered based on 2004 actuals and 2005 conference projections.

MOTION: That all conference registration fees be raised by \$5.00 (budget lines 6110 thru 6163). Frieda/Kate. MOTION PASSED.

The Board agreed that Valerie should renegotiate the number of complimentary rooms for the On-Site Committee February and July meetings at the hotel.

MOTION: That the 2005 Conference Budget, with "profit" of \$23,140 be approved. Ann/Frieda. MOTION PASSED.

Valerie will advise the Board if additional funds are needed.

2. **2005 OPERATIONS BUDGET:** Rexanne presented the 2005 Operations Budget and reported a projected end-of-year balance of \$288,122.93, with a profit of \$14,570. A thorough discussion of each line item of the proposed budget followed.

The Board requested that the publication income be broken into sub-categories to show actual income from specific areas: EBSCO, Learning Assistance Center Monograph, Journal Ads, and Miscellaneous Royalties. If substantial checks are received under this line item, other budget lines may be added. Ann will revise budget line items to incorporate this change.

The Board agreed to add two new line items to the 2005 Operating Budget to cover CRLA Leaders' travel to CRLA conference (5395) and CRLA Leaders' travel to affiliated organizations' conferences (5396). Each line was allotted \$2500. The committee chairs, coordinators, editors, and other leaders will submit their proposals for travel to the Board, and the Board will determine which proposal to fund.

MOTION: That the 2005 Operations Budget be approved as presented and revised. Ann/Kate. MOTION PASSED.

The Operations Budget is included as Attachment A.

3. **BYLAWS CHANGES:** Karen reported that there were no bylaws changes proposed for this year.
4. **2005 GOALS FOR BOARD:** The Board discussed its goals that should be considered for 2005:

- Guidelines and funding criteria for requisition of funds
- Media Advisory Board policies and directions
- Creation of a searchable database of ITCP- and IMCP-certified programs
- Creation of policy to ensure conference-goers a copy of presenter handouts
- Standardized committee reports twice per annum
- Certification of individual professionals in the field
- Possible certification of Supplemental Instruction programs through ITCP
- Establish parameters for certification of programs by ACDEA and its associations

5. **CALENDAR OF MEETINGS:** The Board set the next Board meeting for April 15, 2005 at 2:00PM (CST).
6. **OTHER:** The Board considered David Caverly's request to use CRLA member emails to complete research on their use of technology as developmental educators. The Board reviewed the research proposal and agreed that this survey is in line with CRLA standards and policies.

MOTION: That the CRLA current member email addresses be made available to David Caverly to invite members to voluntarily participate in his research project, provided he use a blind copy format for communicating with members. Frieda/Kate. MOTION PASSED.

The Board will invite David to submit his research findings for future publication in the *Journal*.

MOTION: That the Board meeting be adjourned. Frieda.

The meeting adjourned at 5:30PM.

ATTACHMENTS

A. Conference Registrar's Job Description

CONFERENCE REGISTRAR

Page 1 of 3

Summary

Coordinates all aspects of the conference registration process before, during, and after the conference. Supports the CRLA Board, especially the President-Elect, to provide a positive registration experience for conference participants. A renewable three-year appointment reporting to the board through the President-Elect [or reporting directly to the President.

Responsibilities

1. Contributes registration-related information for the Call to Conference as needed by the President-elect.
2. Contributes registration-related information for the Conference Program as needed by the President-elect.
3. Procures contract for lease or purchase of credit card equipment to be used seasonally in registration process.
4. Establishes bank account in which to deposit incoming conference registration funds.
5. Develops or coordinates development of spreadsheet or database to record conference registration information.
6. Receives conference registrations and monies, and documents all specific accounts associated with the conference and membership-related transactions.
7. Works with the membership coordinator and Member Services regarding CRLA memberships and other information such as orders for *The Tutor Training Handbook*, ITCP pins, and journal subscriptions that are tied to the conference registration.
8. Verifies accuracy and completeness of incoming registrations, i.e. membership status, mathematical computations, selection of functions, and menu choices.
9. Deposits funds and/or completes credit card transactions in a timely manner.
10. Works with Conference Exhibits Coordinator to provide name badges and registration materials for all exhibitors.
11. Generates receipts for conference attendees.
12. Generates name badges for conference attendees and orders name badge holders as needed.
13. Oversees printing of tickets for ticketed conference events.

14. Orders ribbons needed for the conference packets.
15. Assembles conference materials including receipts, tickets, name badges, ribbons, etc.
16. Provides status-of-registration reports as needed by the CRLA Board, primarily during the conference registration period.
17. Works with on-site registration committee to staff registration table during the conference. The on-site registration committee has the following responsibilities:
 - a. Prepare CRLA conference bags, which generally contain a conference program; conference evaluation form; name badge holder; and fliers, brochures, and inserts from publishers, exhibitors, and organizations.
 - b. Work with conference registrar to provide staffing for the registration table.
 - c. Provide needed equipment (computer and printer), electrical hookups, computer line, etc., and provided needed supplies (stapler, paper clips, tape, three-hole punch, etc.)
18. Coordinates and assists with registration at the conference:
 - a. Distribution of registration packets, bags, programs, etc.
 - b. On-site registration
 - c. Collection of outstanding funds due
 - d. On-site purchase of tickets for conference events
19. Provides to treasurer needed documentation for refund requests.
20. Works with treasurer to provide for transfer of funds from the conference registration bank account to the CRLA financial institution.
21. Verifies accuracy of conference accounting and submits spreadsheet/database to treasurer.
22. Forwards to CRLA auditor all documentation of conference registration finances, including spreadsheets/databases, bank statements, deposit slips, records of credit card transactions, and attendees' original conference registration forms.
23. Provides to the CRLA Board a written report of conference registration activities.
24. Recommends to the Board any commercial programs and services necessary to the function of this position.

General Responsibilities

1. Attend annual conference (or notify President as soon as possible if unable to attend.)
2. Send copies of appropriate documents to the Archivist annually.
3. Submit a projected budget to the Treasurer prior to November 30 annually.
4. Maintain current membership in CRLA throughout term of office.

5. Work with the Board one year before end of term to identify and mentor a successor.
6. Contact Board with any suggested changes to job description during term, and update this job description at end of term.

(Drafted 12/04-2/05)

B. Past Officers' Council Chair Job Description

PAST OFFICERS' COUNCIL CHAIR

Page 1 of 2

Summary

The Chair leads the Past Officers' Council (POC), which was created to advise and assist the CRLA Board and Association and includes any interested past officer of CRLA. The Council also serves as the Association Bylaws review panel. The Council elects a chair, whose term of office is one year, typically beginning after a conference and after a year as Chair-Elect.

Responsibilities

1. Liaison with CRLA Board
 - a. Reports to the President of CRLA. A Chair-Elect will generally be elected by members of the Council at the annual conference, to become the Chair the following year immediately after the conference, and the CRLA President will appoint the individual chosen as Chair. If before the next conference that individual can no longer continue as Chair and a Chair-Elect has been elected by the Council, the President will appoint that individual as the new Chair. If both Chair and Chair-Elect positions are vacated, the President may appoint a Chair, with approval of the CRLA Board.
 - b. Receives copies of approved minutes of the CRLA Board and disseminates information from the Board to POC members.
 - c. Takes POC issues and concerns to the CRLA Board by communication to the President or to any other Board member with a copy to the President.
 - d. Undertakes tasks delineated by the Board and communicates with Council members and others as necessary to complete these tasks.
2. Chair of POC in its role as bylaws review panel
 - a. Responds to Board requests for review of the Bylaws or of proposed changes to Bylaws and recommends changes of Bylaws to the Board.
 - b. Works with the Executive Assistant to the Board to ensure that all amendments to the Bylaws are voted on by the membership in accordance with appropriate parliamentary procedure.
3. Coordinator of POC projects and activities
 - a. Coordinates support by POC of scholarship raffle at the annual conference. The POC has traditionally assisted with scholarship raffle ticket sales, though sales are primarily the responsibility of the Awards & Scholarship Committee.
 - b. Undertakes service project such as mentoring, professional development, and support of SIG activities.

General Responsibilities

- Attend annual conference (or notify President as soon as possible if unable to attend and in that case, ensure that Chair-Elect will lead Council meeting).
- Submit annual report to President (with copy to Archivist) in electronic form by September 30.

- Submit a projected budget to the Treasurer prior to November 30 if project expenditures are anticipated.
- Maintain current membership in CRLA throughout term of office.
- Contact Executive Assistant for any suggested changes to job description during term and update this job description at end of term.

Accepting this position allows CRLA to publish name, school address and school phone number.

Drafted 8/22/04

Revised 10/13/04 at Kansas City Conference POC Meeting

C. CRLA Guiding Principles

The following principles guide the actions of the College Reading and Learning Association:

- Provide professional development opportunities;
- Support best practices;
- Promote research in the field;
- Promote a culturally responsive approach to teaching and learning;
- Cultivate a diverse and active membership;
- Promote ethically responsible professional behavior;
- Collaborate with other professional associations for mutual benefit; and
- Manage the Association efficiently and effectively.

D. Dugan Data Service Contract



Contract for Services College Reading & Learning Association

Monthly Management Fee **\$150.00**

- Maintain a PO Box address
- Daily pick up & sorting of mail
- Weekly disbursement of all incoming & outgoing mail & mailings
- Storage & maintenance of supplies (i.e. stationery, envelopes, membership cards, welcome & thank you letters, current issues of the journals, etc.)

Database Management Fee **\$375.00**

- DDS will open all mail; process renewals & applications; forward checks & membership applications to treasurer.
- Make all address corrections, additions, deletions of active & inactive CRLA membership file
- Make all address corrections, additions, deletions of active & inactive JCRL subscription file
- Timely mailing of welcome/renewal letters
- Timely mailing of three renewal notices
- Annual purge of inactive list
- Storage & back-up of active & inactive lists
- File exported each month and sent to membership coordinator

Total Monthly Member Services Fee **\$525.00**

Charge for individual label sets as requested by the Membership Coordinator

DDS
El Dorado, KS 67042
eadugan@powwwwer.net

- Exported: single request \$ 10.00
multiple requests \$ 7.50
- Label runs & Printouts
requests under 100 \$ 12.50
requests over 100 \$ 15.00
- Reports for fax \$ 15.00

Optional Services Available

Printing & Layout

to be quoted

DDS will provide a shell document to collect data from incoming conference proposals and will store this data in an Access database. This database can then be utilized in the design and layout of call to conference, conference program, and other document as requested by CRLA Board.

DDS will negotiate printing and publishing contracts as directed by CRLA Board. We will secure bids from Document Services at Johnson County Community College, Butler County Printing (El Dorado, KS), and other print services to provide timely and quality documents for the organization.

Support Services

no charge

DDS will convert the existing membership and journal database to an Access database and will provide to the Membership Coordinator the ability to easily generate any required periodic reports as requested using the report function in Access. A menu of requested reports will be provided; membership coordinator will only need to select the desired report.

Additional Services

to be negotiated

DDS will be on the lookout for additional member services that could benefit CRLA Board and members.

Other services DDS offers:

- Shell document in Access to collect data from incoming conference program proposals
- Email bi-monthly CRLA newsletter to membership
- Conference planning and promotion
- Conference registration
- Email blasts, post card mailings, or fliers to promote annual conference
- Email blasts to conference presenters
- Design, maintenance, and shipping of CRLA promotional boards for use at regional CRLA conferences and other national conferences, i.e. NADE, IRA, NCLCA, etc.

Additional Contracted Items

Payment

Selected services will be billed monthly with invoices payable within 30 days. Prices do not include actual postage or copies. DDS will provide an itemized invoice monthly for actual postage, copies, and other services provided at the request of the CRLA Board.

Confidentiality

DDS will release labels, reports, or other membership information only to a CRLA Board Member or as directed by a CRLA Board member.

Review & Term

This contract will be reviewed after 1 year and may be readjusted based on workload. This contract will be in effect from December 1, 2004 through November 30, 2005. Either party may terminate this contract with a 90-day written notice.

Situs

This contract shall be governed by the laws of the State of Kansas.

Entire Agreement

This contract constitutes the whole agreement between the parties relating to management services, and there are no terms other than those contained herein. No variation hereof shall be deemed valid unless in writing and signed by the parties hereto, and no discharge of the terms hereof shall be deemed valid unless by full performance by the parties hereto or by a writing signed by the parties hereto. No waiver by either party of any provision or condition of this Contract by him or it to be performed shall be deemed a waiver of that or any other provision or condition at the same or any prior subsequent time.

Records

All records, files, data, property, funds and inventory belonging to CRLA shall be turned over to the party specified by the Board of Directors upon termination of the contract.

Signed this day _____ of _____ in the year
20____

CRLA President

DDS Representative

[signed December 28, 2004]

E. Board Statement of Financial Support for Association Leaders

Board Statement on Financial Support of Association Leaders

Compensation: College Reading and Learning Association (CRLA) is a non-profit organization, incorporated in the state of New Mexico. CRLA has no employees. CRLA members may bid on contracts for Association services; if awarded the contract, the CRLA member is an independent contractor for the Association separate and distinct from CRLA membership. CRLA members are not compensated above reimbursement for approved and documented expenses.

Budgets: CRLA leaders including, but not necessarily limited to, CRLA officers (elected and ex-officio), committee chairpersons and coordinators, state/region/chapter leaders, SIG leaders, and editors may submit annual budgets for activities associated with duties of the position held in the Association, adhering to any and all budget guidelines. Budgets should be submitted in a timely fashion and should include those items that are not provided through institutional and/or employer resources. Some positions require little monetary support during the year while others, such as JCRL editor, have expenses that may be above the resources of institutions/employers.

Travel: CRLA officers (elected, ex-officio, and incoming) are reimbursed for any incurred expenses associated with Board travel including to and from the annual Spring board meeting and the Annual conference. This reimbursement is provided so that any member of the Association is a potential candidate for service as an officer regardless of employment status and/or institutional resources.

Other Association leaders may be compensated for travel to represent the Association at the request of the board but are not compensated for travel to the annual conference. Institutional (or personal) support for conference attendance is an important factor in the decision to serve in leadership positions such as committee chair and coordinator, SIG leader, and/or state/region/chapter leader. Individuals who lose institutional support should work with President to seek replacement for the position or assume costs associated with service to the Association.

CRLA Leader Travel Request Form

Due date: February 1

Due date for 2005--May 15

This form follows the current policy for travel requests for CRLA editors, coordinators, chairs of committees, and other CRLA leaders other than Board members. CRLA's Executive Assistant has copies of this policy. Special travel requests will be funded to the level approved each year by the Board.

For 2005: Submit this completed electronic form to Russ Hodges at rh12@txstate.edu by May 15. You will be informed of the Board's decision by May 30 and given instructions on reimbursement then.

1. Purpose of travel request:
2. Reason(s) for request:
3. Benefit(s) to CRLA and its members:
4. The extent to which these benefits demonstrate CRLA's Guiding Principles:
5. Itemized list & total amount of expected expenses of request: