

CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
June 28-30, 1991

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

June 28, 1991

1. The agenda for the summer Board meeting was approved with additions and revisions.
2. After approval of a final expense, the Treasurer calculated that the amount made on the 1991 San Antonio conference was \$5300. In almost every budget category, the conference cost more than budgeted. Conference budgets have not kept pace with inflation. Amounts invested in the CD will have to be used for expenses.
3. New procedures will require that conference registrants mail on time or register on site.
4. Publishers found the \$400 exhibit fee too high. Fees for the 1992 conference are set at \$235 per exhibitor, with \$100 for each additional table.
5. A barbershop singing group will entertain at the banquet. Numerous tours are planned for the 1992 conference, though no campus tours. Dinner on the Town will become Dinner in the City.
6. Computer and AV troubleshooting expertise will have to come from the membership; the Airport Marriott's fees for this service are too high.
7. Jo Ann Carter-Wells will revise the conference evaluation form and create an evaluation form for the computer room.
8. The 1992 conference has already been well advertised.
9. All potential presenters who submit proposals for sectionals and institutes by the August deadlines will know by mid-September whether their proposals have been accepted. This will aid those who must have institutional travel budgets approved in September.
10. Alex Haley will be the keynote speaker if funding through Nike Corporation can be arranged.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 2

11. Minutes of the 1991 spring Board meetings in San Antonio were approved.
12. The display board is being well used at state/regional conferences and has been reserved for numerous conferences this next year.
13. Dee Tadlock will give the keynote address at the Virginia College Learning Association's third annual meeting in early December. The Board will fund Dee's travel to the conference, with local expenses paid by VCLA.

June 29, 1991

14. The terms of office of both secretary and treasurer will begin on the first day of the summer board meeting, or sooner if needed. The organization will pay for new officers' hotel accommodations for board meetings prior to and after actual conference days.
15. The treasurer has found keeping separate general and conference accounts to be helpful in paying conference bills.
16. Although income from sources like tutor certification fees and fund raisers has tripled in recent years, expenditures annually exceed income by \$5000. Not all SIGs have been charging the \$5 fee set by the board.
17. A professional photographer will not be hired for the 1992 conference. Members or their associates will handle photographic duties.
18. The fall newsletter will contain a pull-out reference section containing the names, addresses, and telephone numbers of officers, SIG leaders, state/regional directors, and others. The newsletter will continue to be mailed at bulk rate.
19. Sue Brown is preparing the new membership form. It will provide an option for making donations to the scholarship fund.
20. New scholarship and award application/nomination forms were approved. Scholarship award applicants must plan to enroll in at least 9 semester hours the year of award.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 3

21. Fundraising activities initiated by Gladys Shaw, including sale of CRLA items and raffle of donated items, will continue. 25th anniversary lapel pins will be available for sale before the spring conference.
22. The Board supports Kate Sandberg's submission of a grant proposal to ARCO Alaska for \$5000.
23. Rosa Hall of Tulane University and Barbara Swanson of Idaho State University are on the slate for treasurer (1992-94). The slate for president-elect is forthcoming.
24. The bylaws are updated in accordance with the membership vote at the 1991 conference: conferences are not restricted to the "western" area. At the 1992 conference, members will vote on changes to the treasurer's duties (having an auditor rather than an appointed committee audit the books) and definition of voting members to be consistent with an earlier election date (removing the requirement that they be in good standing as of December 31 preceding the election).
25. CRLA's role in the Exxon research project is not clear. Carol Clymer will request a timeline on CRLA's involvement.
26. Footage for a presentational videotape will be shot at the San Francisco conference.
27. The Political Action Committee is currently in need of leaders.
28. Liaison with other organizations may be simplified by a consortium of nine organizations now forming.
29. The CRLA membership year will run from January to January, and dues will be payable with spring conference fees. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992.
30. Oxford Mailing Service will be asked to inventory their warehoused CRLA materials, including journals, newsletters, brochures, and interest surveys.
31. A cover design for CRLA monographs has been approved.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 4

June 30, 1991

32. CRLA will sever its relationship with Oxford Mailing Service and provide its own mailing service. Mailing responsibilities will temporarily reside with President Joyce Weinsheimer and her staff at the University of Minnesota. She will analyze the time and materials required for mailing services.
33. A temporary, one-year subscription agreement with NCDE was approved, offering CRLA members the Rride and JDE publications at reduced prices.
34. San Diego and Phoenix have been approved as future conference sites, probably for 1994 and 1996. The site selection chair will determine which site gets the 1994 conference and which waits until 1996.
35. A special agreement with Marriott Hotels will be sought, in the hope of obtaining reduced rates for conferences.
36. The job descriptions for Treasurer and Chair of Scholarships and Awards Committee were updated.
37. At the San Francisco conference, a special 25th anniversary award will be given to a major contributor to the field of learning assistance.
38. CRLA will pay the newsletter editor's expenses to attend Board meetings in the summer of 1992.
39. Monographs (the tuter certification directory and the terminology study) will be promoted by their authors, Board members, and state/regional directors.
40. Because only Board members are bonded, SIG leaders cannot keep accounts. Any accounts now deposited by SIG leaders must be transferred to the CRLA treasury. SIG fees should be made payable to CRLA and sent to the treasurer; receipts can then be submitted to the treasurer for reimbursement.
41. Conference on-site personnel must get Board approval for any expense that is over the budgeted amount.
42. Budgeted expenses for 1991-92 total \$77,480, but income of only \$60,000 is anticipated. Therefore the membership fee is raised to \$40 and the conference fee to \$75, to make up the shortfall in revenue.



CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 5

Respectfully submitted,

Karen Agee, Secretary 1991-93  
(These minutes have not been  
approved.)

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 28, 1991

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

Others Present: Tom Pasternack, Newsletter Editor; Shirley Sloan, On-Site Chair; Lois Janowsky, Chuck Hunter, On-Site Committees

Joyce called the meeting to order at 2:08.

Joyce and others expressed regret that Denise McGinty, outgoing secretary, was unable to attend the meeting. Denise's husband's medical condition does not permit that he be left alone.

Agenda was revised.

I. Approval of Agenda.  
The agenda was approved with additions. Because the meeting started late due to delayed flights, it was agreed to rearrange the agenda (Attachment A) so that Lois and Chuck could present immediately after the treasurer's report.

1991 conference cost overview was presented.

II. Treasurer.  
A. Report of 1991 Conference.  
Kathy presented a CRLA Conference Overview--1991 (Attachment B) and noted that \$36 in interest has been earned on the \$5,425 approximate amount made on the conference, for a new total of \$5,461. She reported that a recent bill for \$156, for transportation of computers for an institute, is not included in the \$643 calculation of cost for institutes; if the Board authorizes payment, institute costs increase to \$799, further reducing the amount made on the conference to about \$5300.

1991 conference cost more than budgeted.

In almost every budget category, the conference cost CRLA more than budgeted. Overruns in Exhibits, Speakers, and Other Conference Expenses were

especially high. The hotel included an unexpected charge for decorating each table in the publishers' exhibits room and charged for the room itself. Although the institutes and some meal functions made money and the banquet almost broke even, speaker costs were over budget because Bernice McCarthy, keynote speaker, flew first class. The Board agreed that these unexpected costs now provide new areas for which to watch when negotiating with hotels and speakers before contracts are signed.

Conference budgets have not kept pace with inflation.

B. Financial Report.

Kathy presented a CRLA Budget Overview (Attachment C) showing that, while the operating budget has been expanded to match inflation and costs since 1986, the conference budget has not increased to match actual costs--and currently lags behind costs by 30%.

CD will be reduced.

Because CRLA cannot be run on \$5000 (conference proceeds), Kathy will have to extract several thousand dollars from the CD before reinvesting it this summer.

Conference registrants must mail on time or register on-site.

Of the 456 who registered for the 1991 conference, 290 did so late, with about 190 mailing registrations in late (and paying the late fee) and about 100 registering on site. There were some problems with on-site registration; those working at the registration desk need to record exactly who paid, how much, and for what. (San Francisco on-site people have promised to provide a computer at the registration table and a hard copy printout for the treasurer.) Late registrants were not deterred by the minimal late fee. In the future, registrants should be advised that they must send in registration forms by a certain date or bring them for on-site registration; forms postmarked late will be returned to sender.

Kathy has sent information to Oxford Mailing Service about new members who joined at the conference and has asked the mailing service to confirm that they have added them to the membership list.

Final conference  
expense was approved.

The Board returned to consideration of the 1991 conference finance report and agreed to reimburse Richard Halderidge \$156, the amount he spent to transport Apple computers from Austin to San Antonio for his institute.

(M) Karen Agee  
(S) Kathy Carpenter

PASSED

Drayage fees contributed to 1991 exhibits cost overrun.

Lois, who was in charge of exhibits for the 1991 conference, informed the Board that she had not known she needed to arrange for drayage, which is usually paid by publishers if arranged in advance by conference staff. She will arrange this for the 1992 conference.

Publishers found \$400 fee in 1991 too high.

III. On-Site Conference Planning.  
A. Exhibits (Lois Janowsky).  
Lois interviewed every exhibitor at the San Antonio conference. Most publishers mentioned that the newly-increased exhibit fee of \$400 was too high, considering our small conference attendance. Some were offended by being offered free tickets for meal events, others by a fee reduction for those who had exhibited at the Texas state conference. Parking should always be free.

The Board edited the letter Lois will send to prospective exhibitors. They will be invited to join the Friday Night Literary Society and to host part of the food; a sign would recognize their contribution. Publishers will also be asked to contribute to the cost of the breakfast in the exhibit hall. Exhibitors will be informed that complimentary tickets for certain meal

events will be available until a certain date. Since nearly every exhibitor requested an additional table, reducing the number of possible exhibitors, second tables should be more expensive than in the past.

Several advantages of the San Francisco conference for exhibitors were noted: the exhibit hall will be in a most favorable location in 1992, and parking in the open lot will be free; more (30-35) tables can be arranged in the exhibit hall; CRLA is increasingly national and even international in membership.

Becky elicited suggestions for contests to draw members to the exhibit areas, and also names of CRLA writers who can be invited by letter and in the Newsletter to participate in a Meet the Authors session.

Publisher exhibit fees are set at \$235/100.

The Board decided to charge publishers \$235 for one table (including skirt and one standard electrical hookup) and \$100 for each additional table on a space-available basis.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

Banquet entertainment will be a barbershop group.

B. Entertainment (Chuck Hunter). Chuck is planning an award-winning barbershop quartet singing group to provide entertainment at the banquet. The cost to CRLA will be minimal because of the group's commitment to community service.

Numerous tours are planned for the 1992 conference.

Plans are also being discussed for balloon tours, an Angel Island walk, wine tours, a Muir Woods tour, bay tours, and "friends of the library" walking tours. Chuck and the Board discussed holding the last General Session at breakfast or brunch on Sunday

rather than at luncheon, to leave time for touring afterward. Pre-conference tours are also being planned.

The Board thanked Chuck and Lois for their hard work and excellent ideas.

Chuck and Lois left at 4:00.

Becky will have conference programs printed at her institution.

C. Registration (Becky Johnen).  
Becky reported that her institution is very supportive and will design, typeset, and print conference programs but cannot print dividers. Chemeketa Community College will also fund necessary mailing and telephone calls.

The registration table will be decorated appropriately for the 25th anniversary celebration. Hours the table is open will be extended, perhaps with the assistance of retiree volunteers provided by the San Mateo Convention Center. Members have requested larger, darker print on the name tags. A copy machine will be located nearby.

Dinner on the Town becomes Dinner in the City for 1992.

D. Food (Shirley Sloan).  
Shirley reported that Dinner on the Town will become Dinner in the City, and plans are being made for dining in San Francisco. She will investigate prices and menus of restaurants in the area of the Airport Marriott and consider their appropriateness for SIG breakfasts and luncheons. To boost attendance at the banquet, the entertainment should be advertised. In response to member concerns, Shirley has determined that special diets can easily be accommodated at the Airport Marriott.

No campus tours are planned for the 1992 conference.

E. Campus Tours.  
Shirley reported that the Stanford campus no longer has a learning center; interest in campus tours has been declining at recent CRLA conferences; and the north California group has visited each other's campuses at meetings: therefore, no campus tours

are being planned for the 1992 conference.

The Board took a break from 4:46 to 4:51 p.m.

1992 conference AV and computer expertise will have to be provided by members--Airport Marriott is too expensive.

F. Computer and AV Equipment.  
Shirley has talked with Bill Broderick about equipment needs. Both IBM and Apple are nearby, and the Computer SIG is willing to help. Dee volunteered to contact Gary Brown to provide expertise, as well. If there are problems, Marriott can provide a technician but charges \$35/hour, with a four-hour minimum. The committee should pool their expertise and that of other members to avoid these charges.

G. Transportation.  
Shirley reported that the San Mateo Convention Center has an association with Hobbit and could provide 45% off airfare, or 5% off the lowest fare for any airline. She will investigate an agreement with Hobbit.

Jo Ann Carter-Wells  
will revise evaluation  
form for 1992 conference

H. Evaluation.  
Jo Ann Carter-Wells submitted a report as Chair of Conference Evaluations (Attachment D) and has agreed to head the committee again. Becky noted that Jo Ann sees the need to revise the conference evaluation form, making it clear that the questions on the back ask about future conferences. Only 120 evaluations were turned in; the Board reviewed the evaluation results. Jo Ann will design a separate evaluation form for the computer room.

The evaluation form should invite presenters and institute leaders, particularly, to offer suggestions and improvements. The Board also considered a presenters' lounge/resource room.

Becky has advertised  
the 1992 conference.

IV. President-Elect Conference Plans.  
A. Becky sent out a call for proposals 4-6 weeks after the 1991 conference to all current members, members lapsed

within the year, and NADE members. She also wrote to SIG leaders and state leaders requesting proposals; took information to a recent conference in Alberta, Canada; advertised in state newsletters and in the newsletters of other organizations; and took out ads for the fall, winter, and spring issues of Journal of Developmental Education.

B. LuAnn Witten has agreed to chair the committee on Sectionals and Institutes, and Maggie McBride will handle Newcomer Orientation. The Program committee has been meeting since May.

C. Responses to the call for proposals already number 12, with a variety of strands represented and some new presenters submitting proposals.

D. Becky has been in touch with the president-elect of NADE to arrange attending and presenting at each other's conferences. Their conference theme, remarkably similar to CRLA's, is Celebrating Diversity.

All who submit papers will know by September whether they will be invited to present.

E. Becky has produced a response card she sends to all who submit proposals, notifying them that the proposals were received and promising a mid-September communication on the status of each proposal. In the past, presenters have asked for this earlier notification, because many institutions require budgets to be finalized in September.

Alex Haley may give the 1992 keynote address.

F. Becky is negotiating with Alex Haley to be the 1992 conference keynote speaker and with Nike Corporation to help pay Haley's \$10,000 fee. Three other excellent speakers are also good possibilities for keynote addresses and/or institutes.

G. Becky has already contacted Karen Smith about putting together a 25-year history of CRLA for this anniversary conference.



H. Becky is designing a tote bag (instead of folder) for the conference and may have 1000 made. She is also trying to find a publisher to underwrite the bags, pencils, and other conference memorabilia to commemorate the 25th anniversary.

I. Becky is working with David Caverly to arrange CEU credits for the 1992 conference through Southwest Texas State University. She will find out how many members followed up on their conference experience with the required papers and earned credit.

Minutes of the 1991  
spring Board meetings  
were approved.

V. Approval of Minutes.  
**The Board accepted the minutes of March 18-23 and expressed their appreciation of the fine job Denise has done under stressful conditions.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board sent a card and plant to Denise.

VI. Past-President.

A. Status of States and Regions.

1. Dee reported that the number of state/regional groups is holding steady, and state leaders seem to be active.

The display board  
is being well used.

2. The CRLA display board has been used at two state conferences since the spring conference and is scheduled to be used at many more this fall and winter. Dee has informed state/regional leaders that Board members are available as speakers for state/regional conferences.

3. One state wonders if the old journals warehoused by Oxford Mailing could be used by state leaders as displays and prizes at state conferences. The Board agreed to

discuss this at a later time, after inventory has been taken.

4. Joyce reported that she had received a perplexing request for \$500 from one state group. Dee will respond to the state leader, clarifying the amount of funding allowed and the conditions under which funds (\$50) can be acquired from the Board.

Dee Tadlock will give the keynote address at VCLA in December.

B. Request to Keynote at VCLA.  
Dee has received a request to give the keynote address at the Virginia College Learning Association's 3rd annual meeting on December 6-7. Tom Pasternack, a founding member, explained the origins of the group (at the Seattle CRLA conference). Martha Maxwell, who spoke at VCLA last year, will this year be invited to accept a lifetime membership. VCLA will handle Dee's local costs, but Tom requests that the Board will fund Dee's airfare to the conference to present the keynote address; the Board concurred.

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

In response to questions about per-mile rates for Shirley Sloan and others traveling at Board expense in their own vehicles, the Board asked that members submit requests for payment at the rate their own state pays.

The Board adjourned at 6:33 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  
June 29, 1991

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

Others Present: Shirley Sloan, On-Site Chair; Tom Pasternack, Newsletter Editor.

Joyce called the meeting to order at 8:39 a.m.

There was a brief discussion of whether SIGs need time for both breakfast/lunch and business meetings. It was agreed that this permits members to attend meetings of more than one SIG.

Shirley left at 8:46.

Secretary and treasurer will begin duties the first day of summer board meeting.

VII. Secretary's Report.

Denise's report (Attachment E) was accepted by the Board, including her suggestion that the secretary's term of office should begin by the summer board meeting. A motion was made that the terms of office of both secretary and treasurer should begin on the first day of the summer board meeting, or sooner if needed.

(M) Becky Johnen

(S) Karen Agee

PASSED

VIII. Treasurer's Report, continued.

The treasurer should keep separate general and conference accounts.

A. Kathy presented the Bank Statement Reconciliation (Attachment F) for all four accounts: both the general and conference accounts have savings accounts associated with them. It has been valuable to keep conference accounts separate from the general accounts. Only in this way can the treasurer know how much the conference truly earns.

B. Kathy presented also her Summary of the Budget (Attachment G). The total

operating budget is in the black; projections for operating expenditures have been realistic. The conference budget, however, has not been realistic, despite raising the conference fee from \$40 to \$50 this past year. At least \$10,000 in profit is necessary to run CRLA, and conferences have been bringing in only \$5000.

New officers will have rooms paid for by CRLA for attending Board meetings.

Kathy drew to the Board's attention that incoming officers would be elected sooner so that they could arrange to attend pre-conference board meetings, but the Board had never discussed who would pay room charges. She suggested that incoming officers should have their hotel room paid by CRLA for the days the Board meets prior to the start of conference and after the conference, excluding the days of the conference itself. **Incumbent officers will have transportation and room paid by CRLA for days of both board meetings and the conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

Income tripled from "other" sources.

Expenditures annually exceed income by \$5000.

C. Kathy gave the Board copies of her unaudited Statement of Receipts and Disbursements (Attachment H) and noted that CRLA more than tripled income from "other" sources, including tutor certification fees, tutor program registries sold, and fund raisers; however, she also noted that in the past year CRLA spent \$5000 more than it took in. It was observed that, at this rate, in six years CRLA will be bankrupt.

Kathy reported that the CD will be available for reinvestment in September, but she will have to draw some funds off. She will invest the remainder for only three months so that it will be available for the incoming treasurer.

- ③ IX. Newsletter Editor (Tom Pasternack)  
A. Redesign of Newsletter. Tom and the Board agreed not to hire a professional designer for the new Newsletter; the Board was enthusiastic about the design produced by graphic designers on Tom's campus.

A professional photographer will not be hired for the 1992 conference.

B. Conference Photographs. Instead of hiring a professional photographer for the conference, Tom suggested encouraging members to take photos; in return, CRLA would waive the conference fee and reimburse film and developing costs. This would cost CRLA less than \$300 and produce more shots of more events. Becky will have Shirley check with her committee members to see if anyone can do the job, and also with local colleges, perhaps a professor and photo practicum students. Becky will also make a list of scenes and individuals that should be captured on film.

The fall newsletter will contain a pull-out reference section.

C. Pull-out Reference Section. Tom suggested that in the center fold of the fall newsletter he print a four-page, tear-out section containing the names, addresses, and telephone numbers of officers, SIG leaders, and state/regional directors.

Not all SIGs charge the \$5 fee set by the Board.

D. Membership Application. Tom explained that the reason he had not printed a membership application in the summer newsletter was that the new form invites SIG memberships on the back at a straight \$5 fee for each, and in his experience SIGs charged different fees for membership. Tom wrote to all SIG leaders asking for information and found that some charge \$6, most \$5, and some nothing. Becky has written to all SIG leaders about the new Board rule that every SIG leader charge \$5 to every SIG member but will call Patti Glenn to make sure she knows about the new rule and

communicates it again to the SIG leaders.

Tom noted that if the membership year were the same for everyone, SIG leaders would know whose membership has expired.

Sue Brown will prepare the new membership form for the fall newsletter.

Becky will communicate with Sue Brown, who is having a draft of the new membership form typeset, so that Tom can have the new form for the next issue of the Newsletter.

The newsletter will continue to be mailed at bulk rate.

E. Second-Class Mailing versus Bulk Rate. Tom reported that he had mailed the summer issue by bulk rate. Second-class mailings would go out faster; a second-class mailing permit, however, is for mailings made at least four times per year; the newsletter goes out only three times. Tom would have to apply for a permit at his post office--the city of origin for the mailings--even though CRLA is a non-profit organization. The bulk mailing seemed to go out quickly and cost only \$136.63. He recommended, and the Board agreed, to continue mailing by bulk rate.

F. Name Change. Regarding a change of name for the newsletter, Tom has received only one suggestion so far.

G. Tom reported that he had expected it to be difficult to find enough information to fill an issue but found he could not fit in everything without editing the articles contributed to him. He has invited SIG leaders to send 250-word descriptions of their SIGs, which he will edit and include in upcoming newsletters. There may be need to go to a 16-page newsletter. The Board decided to leave that decision to the editor's judgment.

H. Tom suggested that the Awards chair might want to contribute an article for the newsletter, inviting nominations for the Long and Outstanding Service award

and informing members that applications for scholarships and research awards can be acquired from Kate herself or from state/regional directors. Joyce will talk with Kate Sandberg about writing for the newsletter.

I. Tom reported that he wants an opinion/editorial page in the newsletter. He has invited Martha Maxwell to write the first op-ed article. This change, like a number of others, makes the publication more than a conference newsletter.

J. Joyce noted that Jo Ann Carter-Wells, rather than Frances McMurtray, had been listed in the summer newsletter as a recipient of the Special Recognition Award. Tom will print a correction.

K. Tom would like to print Joyce and Becky's signatures below their columns in upcoming newsletters.

Tom Pasternack's work on the new newsletter is much appreciated.

The Board thanked Tom for contributing his exciting new ideas and hard work to create a new Newsletter.

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

The Board took a break from 10:36 to 10:56 a.m.

Scholarship applicants must plan to enroll in at least 9 semester hours the year of award.

- X. Reports from Standing Committees.
  - A. Awards and Scholarships (Kate Sandberg).
    - 1. Changes in Scholarship Application Forms. The Board accepted Kate's proposed revision to the CRLA Scholarship Application with one change: applicants should be enrolled in a minimum of 9 semester hours between summer 1992 and summer 1993. The Board accepted without revision Kate's proposed Research Assistance Award form

Fundraising activities initiated by Gladys Shaw will continue.

The membership form will provide option for scholarship donation.

The raffle will be continued.

25th anniversary lapel pins will be available for sale this winter.

and Nomination Form for the Long and Outstanding Service Award.

2. Report from Gladys Shaw, former chair. Joyce shared Gladys' suggested revised Duties of Award Committee Chair (Attachment I as amended by Board on June 30) and Analysis of Fundraising Activities for 1990-91 (Attachment J), containing recommendations for future fundraising activities. The Board will, by approving the budget June 30, allocate \$500 for Kate to purchase more items for sale, especially items that sold well last year and unlined note sheets.

3. Donation Section on Membership Forms. The Board agreed that membership forms should include a section for making donations to awards and scholarships. Becky will convey that information to Sue Brown, who is typesetting the membership form.

4. Raffle at 1992 Conference. The Board agreed that the raffle of articles donated by state/regional groups and SIGs was very successful at San Antonio and should be continued. Gladys had recommended a 25th-anniversary theme for the 1992 conference raffle. Kathy has already suggested to Kate that state/regional directors could help sell raffle tickets at the 1992 conference.

5. Appreciation of Award. Joyce shared the letter she received from Cheryl Brown Kovacic thanking CRLA for her Distinguished Research Award.

6. Limited Edition 25th Anniversary Lapel Pin. Gladys had proposed that pins, if pre-ordered, could be sold for \$5-6 with a profit of \$3.50. The Board decided that pins will be advertised in the fall and winter newsletters and call-to-conference insert, sold for \$6.00, paid for by check to CRLA by January 15, ordered by Gladys, and



delivered to purchaser at the conference registration table or, by request, mailed to purchaser.

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

7. Nomination for Outstanding Service Award. Kate had requested that the Board nominate an individual for Outstanding Service award, but the Board agreed to leave to the awards committee chair the right to make nominations and to forward nominations to the Board.

Kate Sandberg's grant request to ARCO Alaska is supported.

8. Submission of Grant Proposal to ARCO Alaska for \$5000. Kate suggests that she should submit a proposal to ARCO, which has established a foundation that supports educational organizations. The Board agreed to support Kate's efforts to seek grant funds for CRLA from foundations and will provide logistic support required by the foundation.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board adjourned at 12:40 for lunch and resumed at 2:20.

Rosa Hall and Barbara Swanson are on slate for treasurer.

B. Elections Committee (Susan Deese). Susan sent a memo (Attachment K) announcing as nominees for 1992-94 treasurer Rosa Hall of Tulane University and Barbara Swanson of Idaho State University. Candidates and their institutions have been contacted. The Board agreed to accept these excellent nominees for treasurer submitted by Susan Deese.

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The slate for president-elect is incomplete until institutions of potential candidates have responded. The Board gave prior approval to the president-elect slate, or any portion of the president-elect slate, proposed by Susan Deese.

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board thanks Jo Ann Carter-Wells for her evaluation report.

C. 1991 Conference Evaluations (Jo Ann Carter-Wells). The Board received Jo Ann's report (Attachment D; see June 28 minutes, III.A.8) and commented on her thorough job of analyzing conference evaluations. To encourage more evaluations, the receptacles for evaluation forms should be increased, and prizes might be given as incentives for completing and submitting evaluations. The Board thanked Jo Ann Carter-Wells for her excellent evaluations report and recommendations.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

D. Archivist (Karen Smith). Karen submitted her report to the Board at the conference. Denise noted in her report (Attachment E hereto) that Karen wants hard copies of minutes and attachments sent to her. Karen Agee will telephone Karen Smith to determine the need for hard copies rather than microfiche records and the feasibility of transforming all but genuine artifacts (e.g., conference programs, newsletters) to microfiche or computer diskettes.

E. Special Interest Groups (Patti Glenn).

1. No SIG report was received, but Patti and Becky have communicated.
2. Concerning the status of Multicultural Affairs, Becky reported that two members at the San Antonio conference indicated some interest in chairing the group. Becky sent one a SIG packet and got her in touch with the other. She will ask Patti for an update on that group.
3. Becky has sent letters to new SIG leaders encouraging their involvement in her conference program planning.

Bylaws are updated;  
conferences are not  
restricted to "West."

F. Bylaws (Patti Glenn).

At 1992 conference,  
members will be asked to  
change V.7 and VII.3.d.

1. Patti sent copies of the Bylaws (Attachment L) revised in accordance with the conference vote to eliminate former Article III, Section 5, which specified that meetings had to be held in the western area.
2. The Board agreed to bring before the membership at the spring conference a revision of V.7. of the Bylaws to have financial records reviewed annually by a hired auditor rather than a committee of three members, in accordance with current practice.
3. The Board agreed also to bring before the membership a revision of VII. 3.d. of the Bylaws, eliminating the phrase "in good standing as of December 31," in accordance with the new schedule for electing officers.

CRLA's role in Exxon  
research project is  
unclear.

XI. Old Business.

A. Exxon research project (Dee Tadlock). Dee reported, from her conversation with Carol Clymer, that a meeting of the advisory group had been canceled and Hunter Boylan had offered no subsequent information. It was agreed that Carol Clymer should contact Hunter Boylan concerning the Exxon project requesting a timeline on CRLA's involvement and expressing concern about

the absence of communication between the Board's representative (Carol Clymer) and the project coordinator (Hunter Boylan).

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

A video will be made at the San Francisco conference.

B. CRLA Video (Dee Tadlock). Dee also reported that Carol Clymer still has in her employ the videographer who, had Carol been able to attend the San Antonio conference, would have produced a presentational CRLA videotape. Dee intends to clarify with Carol what this videographer could do, on the \$500 budget, at San Francisco. Becky reported that she also has an excellent videographer at Chemeketa as a backup. The Board decided that Becky should use whatever means she has available to most efficiently and effectively produce a video at the San Francisco conference.

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

Political Action Committee needs leaders.

C. Political Action Committee (Dee Tadlock). Dee reported that when Carol Clymer undertook responsibility for the Political Action Committee, she was anticipating a move to Washington, D.C. Her present circumstances do not permit such excellent opportunities for political action. Dee noted that this might be a joint committee with NADE; the 1995 Seattle conference should have a political-action thrust. Jim Preager will be invited to participate in leadership of this committee. The 25th anniversary conference will also provide opportunities for political- and professional-action sessions.

A consortium of organizations may be forming.

D. Liaisons with other organizations. At the 1991 spring Board meetings, it was agreed that Tom Pasternack would obtain from all liaisons a short report and description, to be published for the information of the membership in the conference brochure. Since then, Gladys Shaw contacted Joyce with information about a consortium of nine organizations now forming. The Board agreed that Joyce will have Gladys contact Becky Johnen before the end of August if CRLA is on the list of organizations and if Gladys wants to lead an information session at the spring conference. The Board voted to table any other action on reporting of liaisons in the conference program until the Board knows more about the plans of this consortium.

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board took a short break from 4:15 to 4:25 p.m.

XII. New Business.

A. Selection of Mailing Service. Dee Tadlock reported that she was unable to get a direct quotation of fees from prospective mailing services without a detailed listing of services to be provided. The Board worked in detail through the listing of services now required of Oxford Mailing to determine what services any new mailing service will be required to provide. The Board then discussed the benefits of calendar-year membership, an idea that had been brought up at a conference plenary session. It was agreed that membership in CRLA will run January to January. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992. Annual membership can be

Membership year will be calendar year, dues payable in spring.

made or renewed at the spring conference.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

It was agreed that this change in membership year simplifies services required of the mailing service, which will need to send labels only quarterly for any new members to the editors of the Journal and Newsletter and to the president-elect as conference planner. Renewal notices can be mass-mailed on March 1, with second notices sent May 1.

Oxford Mailing will be asked to inventory CRLA holdings.

It was agreed that Oxford Mailing should be requested by Joyce to provide CRLA with an inventory of journals and other pallets of CRLA materials in their warehouse. It will be necessary to determine how many complete sets of journals are there, as well as how many requests for back journals have been received so that the Board can estimate how many whole sets should be kept for libraries to purchase. Joyce will ask Susan Deese how far back libraries keep such journals. Karen will ask Karen Smith if she has an entire set that can be microfiched, if necessary.

It was further agreed that the new mailing service should take over September 1 at the latest. Oxford will be asked to send disks and hard copies of membership lists within 15 days and a detailed inventory within 30 days.

The cover design for monographs was approved.

B. Review of Cover Designs for CRLA Monographs. Joyce obtained sketches from a Minneapolis artist for the covers of the tutor certification and terminology monographs. The Board chose one design to be used for these, and future, monographs.

Joyce adjourned the meeting at 6:33 p.m.

CRLA Board Minutes  
San Francisco Airport Marriott  
June 29, 1991  
Page 13

Respectfully submitted,

Karen Agee, Secretary 1991-93  
(These minutes have not been approved.)

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 30, 1991

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

Others Present: Tom Pasternack, Newsletter Editor.

Joyce called the meeting to order at 8:38 a.m.

CRLA will provide its own mailing service.

XIII. Reconsideration of Mailing Service. The previous day's decisions had reduced the number of tasks to be required of a prospective mailing service, and several Board members questioned the need for an outside mailing service at all. The Board decided to put the search for an outside mailing service on hold; to accept Joyce's offer to manage the duties from her office until the 1992 conference, with funding to be provided through the current budget; and to request from Joyce at the 1992 conference an analysis of time required for mailing service duties.

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

One-year subscription agreement with NCDE was approved.

XIV. Subscription Agreement with JDE and Rride.  
A. Approval of Agreement. Joyce provided the Board with copies of a Temporary, One-Year Subscription Agreement CRLA/NCDE (Attachment M) for Board approval. The Board noted that payment will be made directly to NCDE this year, necessitating a change in the membership forms Sue Brown is preparing.

The Board approved the temporary, one-year agreement with NCDE.

(M) Kathy Carpenter  
(S) Becky Johnen



PASSED

B. Payment Policy.

Joyce indicated that Barbara Calderwood of NCDE had sent her a few checks made out to CRLA rather than NCDE for journal subscriptions. Joyce gave these to Kathy, who will deposit them and write one check to NCDE.

C. Handling Complaints.

Joyce reported that Barbara Calderwood wanted the Board to discuss what should happen if CRLA members don't get journals for which they believe they have paid. Item #3 of the temporary agreement covers those with proof of payment. Joyce volunteered to receive calls of those without proof of payment.

D. Informing the Members.

Joyce has written a letter to CRLA members, soon to be sent out by NCDE, including an assurance that the incompetence of CRLA's mailing service has been overcome.

XV. Site Selection for Future Conferences.

A. Site Selection Chair.

Becky Patterson forwarded proposals for future conferences from Karen Lin at San Diego and Rick Sheets at Phoenix. Karen Lin's bid proposal was especially well organized. The Phoenix bid proposal included no less-expensive hotels; hotels should be approached again with reminders that a March/April conference is in the off-season. The tradition of returning to California on alternate years would be upheld in 1994 if San Diego were approved for that year. The Board agreed that future conference sites will be San Diego and Phoenix; that the Site Selection Chair will determine which site gets the 1994 conference and which waits until 1996, after on-site inspections and discussion with proposers.

San Diego and Phoenix  
are future conference  
sites in 1994 and 1996.

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

A special agreement with Marriott will be sought.

B. Special Agreement with Marriott. Tom noted that the CRLA conference has often been held at Marriott and asked if Marriott should be made the official conference site, as Susan Deese had suggested in Albuquerque. Dee suggested that Becky Patterson should attempt to negotiate a 10%-off-lowest-rate agreement with Marriott.

Job descriptions for Treasurer and Awards Chair were updated.

XVI. Changes to Job Descriptions. Dee had worked carefully through the job description for chair of the awards and scholarships committee and recommended a number of changes in line with current policies. Changes were also suggested for the treasurer's job description. The Board agreed to make changes in awards/scholarship chair and treasurer's job descriptions consistent with current policies and practice.

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

A 25th anniversary award will be given to a major contributor to the profession.

XVII. Special Recognition Award. The Board discussed and selected nominees for the special recognition awards and agreed to give a special, 25th anniversary award to a major contributor to the field of learning assistance.

XVIII. Budget Adjustments and Approval for 1991-1992.

A. Operating Budget.

1. Board.

Kathy reported that she had totaled all requests received to create the budget for next year. The budget request (Attachment N) shows amounts approved for last year, amounts spent last year,

and amounts requested this year. Board expenses were revised upward because of inflation and increased travel/hotel/food demands on Board members invited to speak at state/regional conferences. Joyce reported that she has been notified of a free airline ticket, which should be used for the most expensive air trip planned this year at CRLA expense. A total of \$18,255 was approved for 1991-92 Board expenses.

## 2. Publications.

CRLA will pay newsletter editor's expenses for next summer's Board meeting.

Tom asked if he would be needed at the spring Board meeting and next summer's Board meeting. Because of the ongoing need to be interactive with the newsletter editor throughout Board meetings, it was agreed that the editor's expenses be paid for next summer's Board meeting and that Tom attend all Board meetings at the San Francisco conference.

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The \$1,000 allocated for redesign of the newsletter was removed from the budget, because the current redesign was so well done.

Monographs will be promoted by authors, Board members, and state directors.

A new budget category was created for monographs, with amounts budgeted for graphics (for covers); printing and publishing; advertising and promotion; and postage. Board members agreed that they should be expected to promote CRLA monographs at conferences they attend at CRLA expense. Joyce will ask Mary Rubin to be responsible for promoting and advertising her new glossary and will let her know the amount budgeted. Each monograph will also be advertised in the Newsletter as available for \$5. Dee will add monographs to display board materials and will include in the state/regional directors' job

descriptions to have monographs available and to promote them at meetings. A total of \$16,425 was approved for 1991-92 publications expenses.

C. General Organizational Expenses. Mailing Service expenses were much higher than budgeted last year. Mailing costs this year will include a bulk mailing of an announcement of the new membership policy. It was agreed that in-house mailing services should be much less expensive than Oxford Mailing's charges, so last year's amount was budgeted again.

Dee noted that state/regional directors can send the letters of welcome to CRLA to new members and the renewal requests to renewing members.

A total of \$6300 was budgeted for 1991-92 general organizational expenses.

4. Committees.

a. Awards and Fundraising.

Budget lines for plaques were moved from the president's and state/regional coordinator's and the general organizational expenses and combined in the Awards and Fundraising committee budget. The costs of plaques and awards were estimated at about \$400. It was agreed that although Gladys had been able to work bargain deals with an El Paso supplier of awards and plaques, Kate Sandberg would be free to pursue her own deals with suppliers in her area.

b. Archives.

Although Karen Smith had requested \$425 for filing cabinets, the Board discussed again the possibility of converting archives to microfiche or computer disk, except for conference programs and similar artifacts; \$500 was budgeted for conversion to more succinct storage. If she has the equipment, the archivist can

have archives scanned and stored on diskette. If equipment is not available or this seems not to be the best approach, she should propose to the Board in the spring what action should be taken.

c. A total of \$4,395 was budgeted for 1991-92 committee expenses.

The meeting broke for photographs from 12:25 to 12:40, and Tom left the meeting.

States/regions must turn over treasuries to CRLA Treasurer and direct all fees to the Treasurer.

5. States and Regions.  
It was agreed at the March 18, 1991, Board meeting in San Antonio that SIG leaders could each have \$100 from the Board, if needed, and that they should keep fees in their own accounts. Kathy noted that since only Board members, not SIG leaders, are bonded, SIG accounts must be closed and turned over to the treasurer, and all new SIG membership fees should be payable to CRLA and sent to the treasurer.

It was decided to budget \$50 for each SIG, with the expectation that institutional support will be available for some leaders and that the \$5 membership fee will eventually make the SIG program self-supporting. Becky will ask Patti to inform SIG leaders of both of these decisions.

A total of \$5755 was budgeted for 1991-92 state/regional expenses.

B. Conference Budget.

1. Conference Management.

Kathy explained that the tentative conference budget she prepared was based on what was spent in recent years, including inflation, adjusted for Board decisions on allowable expenses. In some cases the Board had agreed to pay bills surprisingly larger than budgeted but did not intend that those expenses inflate future budgets.

On-site personnel must get Board approval for any expense over budget.

The Board agreed that the on-site budget must be as firm as possible; because that is where overruns have occurred in recent years, on-site personnel must get Board permission for any expense over budget. Becky will share with Shirley Sloan the finalized budget and will have her use Kathy's budget codes on receipts for payment or reimbursement.

The total budgeted for 1991-92 conference management was \$5,325.

2. General Conference Expenses.  
Becky will check with Jo Ann Carter-Wells to see if CRLA has been billed yet for the evaluation forms, if she has any inventory of forms left, and how much the new evaluation forms for the computer room will cost.

The amount budgeted last year for audio-visual and mechanical needs at the conference, \$1,000, was greatly overspent (\$3,945). Costs will not be permitted to go so high this year, and the budgeted amount of \$1,000 was restored.

Hotel must verify any request that affects the master account.

Becky will clarify with the conference site hotel that the hotel must verify with the President-Elect or the Treasurer any CRLA member request that affects the master account.

A total of \$7,225 was budgeted for 1991-92 general conference expenses.

3. Conference Program.  
The Board agreed to reorganize this section of the budget, replacing earlier budget divisions (speakers, institutes, section meetings) with new budget categories (keynote speaker, invited institutes, regular institutes). Regular institutes have an allowance of \$50 each for materials.

Becky will keep track of speaker expenses using the new categories, so that the Board can calculate institute costs. It was agreed that the maximum to be paid to any speaker (without outside funding assistance) is \$1,500. Becky will continue to seek corporate/foundation funding for keynoters to prevent spiraling conference fees.

A total of \$6,900 was budgeted for 1991-92 conference program expenses.

Dee left the meeting at 2:00.

4. Food Functions.

The publishers' breakfast was not budgeted last year, but \$1,710 was spent. It is necessary to budget nearly that amount this year.

The state/regional directors' dinner has been expensive, but CRLA will no longer pay for alcohol; that may make the cost of dinner more reasonable.

The budgeted amount for coffee breaks includes two coffee breaks.

The newcomers' reception at San Antonio had just enough food. It was better to tell the hotel how much money was budgeted, rather than to ask for enough food for a particular number of people.

Becky suggested that the past board luncheon also be billed as a planning session, to get ideas from former board members on key issues and general concerns. Joyce will invite all past board members, with RSVP to aid in planning the event.

It was agreed that the planning breakfast, held for the first time last year, was an excellent idea. Some folks who had not been invited attended the breakfast, not knowing it was CRLA-

paid. Becky noted that if the Third General Session will be a breakfast or brunch, held on Sunday morning, the planning breakfast may have to be rescheduled.

The SIG leaders' luncheon was not well attended last year, but Becky would like to continue it and will discuss this with Patti Glenn.

A total of \$6,900 was budgeted for 1991-92 conference food functions.

Total budgeted expenses for 1991-92 are \$77,480. C. Total budget. An operating budget of \$51,130 and conference budget of \$26,350 were accepted, for a total 1991-92 budget of \$77,480.

(M) Becky Johnen  
(S) Karen Agee

PASSED

At current membership fees of \$25 and conference fees of \$50, CRLA can expect income of \$60,000. Although a variety of other means of earning funds have been instituted, it is unrealistic to expect that the organization can make up the necessary \$17,480 by this means.

Members who feel CRLA has stored great wealth have probably been misled by treasurers' reports at general sessions, at which time all conference fees have been deposited but no conference expenses have yet been paid out. It is important to share with members the urgency of expanding income to match expenditure, as well as the extent to which the organization has, in the past, relied on Board members' institutions for support.



CRLA Board Minutes  
San Francisco Airport Marriott  
June 30, 1991  
Page 10

Membership fee is  
raised to \$40 and con-  
ference fee to \$75.

In order to have enough income to cover  
budgeted expenditures for 1991-92, the  
membership fee must be raised from \$25  
to \$40, and the conference registration  
fee must be raised from \$50 to \$75.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The amounts thus generated will provide  
a cushion of \$5000 in the budget, and  
fees should not have to be raised again  
for a number of years.

Board members expressed their deep  
appreciation to Kathy for her diligence  
in pointing out CRLA's fiscal situation.  
Whereas earlier budgets had kept track  
of expenditures, this Board was now able  
to include income estimates in a true  
budget process.

Joyce adjourned the meeting at 3:04 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  
June 28-30, 1991

LIST OF ATTACHMENTS

- A. Agenda.
- B. CRLA Conference Overview - 1991
- C. CRLA Budget Overview, 1986 Through 1991
- D. End of Conference Report
- E. CRLA Secretary's Report
- F. College Reading and Learning Association Bank Statement Reconciliation
- G. College Reading and Learning Association Summary of Budget 1990-91
- H. College Reading and Learning Association Statement of Receipts and Disbursements For the Period Ending June 30, 1990
- I. Duties of Awards Committee Chair
- J. Analysis of Fundraising Activities for 1990-91
- K. Slate of Nominees for Treasurer's Position
- L. CRLA Bylaws 1991
- M. Temporary, One-Year Subscription Agreement CRLA/NCDE
- N. College Reading and Learning Association Budget Request 1991-92

# **CRLA Summer Board Meeting Agenda**

## **San Francisco, California**

### **June 28-30, 1991**

**Friday, June 28, 1991**  
**1:15 p.m.**

#### APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

Attachment #1

#### REPORTS FROM OFFICERS AND BOARD GUESTS

Past-President

- \*Status of States and Regions
- \*Request to Keynote at VCLA's 3rd Annual Conference

Secretary

- \*Attachment #2

Treasurer

- \*Report of 1991 Conference
- \*Financial Report

President-Elect

- \*1992 Conference Plans

Site Chair

- \*1992 Conference Plans

Newsletter Editor

- \*Redesign of Newsletter by Professionals
- \*Conference Photographs
- \*Pull-out Reference Section in Fall Newsletter
- \*Membership Application
- \*Second Class Mailing versus Bulk Rate
- \*Name Change

5:30 p.m. - Break for Dinner

Reconvene at 7:00 p.m. if there is a need to finish any items on day's agenda.

Saturday, June 29, 1991  
8:30 a.m.

REPORTS FROM STANDING COMMITTEES

Awards and Scholarships (Kate Sandberg)

- \*Changes in Scholarships Application Forms (Attachment 3)
- \*Donation Section on Membership Forms for Scholarships and Research Awards
- \*Raffle at 1992 Conference
- \*Board Nomination for Outstanding Service Award
- \*Submission of Grant Proposal to ARCO Alaska for \$5,000.
- \*Thank You from Cheryl Brown Kovacic for Distinguished Research Award (Attachment 4)
- \*Proposal from Gladys Shaw to see Limited Edition 25th Anniversary Lapel Pin

Elections (Susan Deese)

- \*Nominations for Treasurer and President-Elect (Attachment 5)

1991 Conference Evaluations (JoAnn Carter Wells)

Archivist (Karen Smith)

Special Interest Groups (Patti Glenn)

- \*Update on Status of Multicultural Affairs

CRLA Bylaws (Patti Glenn)

OLD BUSINESS

Update on Status of Political Action Committee (Dee Tadlock)

*Also - Exxon Research project      - Liaisons with other organizations*  
*- CRLA Video*

12:00 p.m. - Break for Lunch; Reconvene at 1:30 p.m.

**Saturday, June 29, 1991  
1:30 p.m.**

NEW BUSINESS

Selection of Mailing Service

Subscription Agreement with JDE, Ride

Review of Cover Designs for CRLA Publications

Site Selection for Future Conferences

\*San Diego (Karen Lin)

\*Phoenix (Rick Sheets)

OVERVIEW OF CRLA's FINANCIAL STATUS

Review of Budgets 1986-87 through 1990-91

5:30 p.m. - Break for Dinner

Reconvene at 7:00 p.m. if there is a need to finish any items on day's agenda.

**Sunday, June 30, 1991  
8:30 a.m.**

**NEW BUSINESS**

Budget Adjustments and Approval for 1991-1992

- I. Operating Budget
  - A. Board
  - B. Publications
  - C. General Organizational Expenses
  - D. Committees
  - E. States & Regions
- II. Conference
  - A. Conference Management
  - B. General Conference Expenses
  - C. Conference Program
  - D. Food Functions

**OTHER**

*Newsletter Editor's presence at Board meetings*

**Adjourn at Noon**

CRLA CONFERENCE OVERVIEW - 1991

Budgeted Expenditures

CATEGORY	BUDGETED	INCOME	EXPEND- ITURES	TOTAL
II.A.1. Chairman	\$1,650		\$2,336	<\$ 686>
A.2. On-site Manager	1,350		1,168	182
A.3. Exhibits	75	\$3,300	6,294	< 2,994>
II.B.1. Programs	2,100		2,203	< 103>
B.2. Packets	250		558	< 308>
B.3. Calls to Conf.	650		892	< 242>
B.4. Other Conf. Exp.	2,400		5,254	< 2,854>
II.C.1. Speakers	2,200		3,654	< 1,454>
C.2. Institutes	800		643	157
II.D.1. Hospitality	1,000		779	221
D.2. Editors Lunch	200		60	140
D.3. State Dir. Din.	750		755	< 5>
D.4. Coffee Breaks	1,500		1,175	325
D.5. Newcomers Rec.	400		348	52
D.6. Past Board Lunch	250		353	< 103>
D.7. Tutor Cert.Lunch	250		265	< 15>
D.8. Planning Bkfst	0		70	< 70>
D.9. SIG Lead. Lunch	0		294	< 294>

Activities

CATEGORY	TOTAL COST	NUMBER ATTENDING	PAID IN REGIST.	AMOUNT MADE
1. Institutes	\$ 643	383	\$ 6,582	\$5,939
2. SIG Bkfts & Lunch	2,366	243	3,605	1,239
3. Banquet	4,963	152	4,535	< 428>
4. Sat. Noon Lunch	1,710	91	1,533	< 177>
5. Campus Visit		21	220	220
6. Registration		456	19,060	
7. Late Reg. Total		290	1,290	
8. No. of States repress.		39		
9. No. of newcomers		157		

Total paid to hotel (includes all meal functions, meeting rooms, hotel rooms for board members, etc.) \$23,194

Approximate amount made on 1991 CRLA conference \$ 5,425

interest . . . . . 36

\*Amounts have all been rounded off to the nearest dollar \$5,461

# CRLA BUDGET OVERVIEW

1986 THROUGH 1991

CATEGORY	1986-87	1987-88	1988-89	1989-90	1990-91
I. OP Budget					
I. A.	9,200	7,550	9,435	10,570	12,495
I. B.	11,300	13,300	12,750	14,170	14,450
I. C.	5,050	5,000	6,670	9,320	8,950
I. D.	2,875	4,950	2,825	4,055	3,215
I. E.	2,100	2,850	4,503	4,630	5,105
I. F.	50*				
Total OP Bgt	\$30,575	\$33,650	\$36,183	\$42,745	\$44,215
II. CONF Bgt.					
II. A.	1,950	2,900	4,140	2,875	3,075
II. B.	5,600	6,770	6,243	6,150	5,650
II. C.	3,000	3,250	2,300	3,000	3,000
II. D.	2,950	3,250	3,400	3,900	4,350
Total CONF Bgt	\$13,500	\$16,170	\$16,083	\$15,925	\$16,075
TOTAL BUDGET	\$44,075	\$49,820	\$52,266	\$58,670	\$60,290

\* Special Interests Groups (1986-87 only)



May 31, 1991

To: CRLA Board of Directors  
From: JoAnn Carter-Wells, <sup>JoW</sup>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

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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

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## 1991 CRLA CONFERENCE EVALUATION

-3-

### FUTURE CONFERENCE PLANNING

#### KEYNOTE 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 Knepfelkamp - Washington, D.C.  
Lillian Roybal Rose - Santa Cruz, CA  
JoAnn Kurfiss  
JoAnn Carter-Wells -2  
Frank Smith  
Arthur Kent  
Elcote 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

To: Dr. Joyce Weinsheimer  
Learning & Academic Skills Center  
108 Eddy Hall  
192 Pillsbury Dr. S.E.  
University of Minnesota

**CRLA Secretary's Report**  
Dr. Denise McGinty, Secretary 1989-91

**I. Minutes**

All CRLA minutes have been microfiched including the March 1991 Board meetings in San Antonio, Texas.

**II. Cross-Referencing and Indexing**

All minutes to date have been cross-referenced and indexed. Karen Agee will receive from me in a few weeks the up-dated hard copies of the indices that are on computer disk for the MacIntosh. We have already discussed how she can have these transferred to her IBM to continue her work.

**III. Job Descriptions**

The addendum to the Treasurer's job description has been added along with the updates for the SIG Coordinator and Leaders. No action was taken regarding changing the Newsletter Editor's job description to indicate the s/he would attend only one summer board meeting as this was not finalized during the March 1991 meetings.

**IV. Secretary's Notebook**

All items in the Secretary's notebook have been brought up to date, i.e., State Directors, SIG Leaders, Awards and Scholarships, etc.

**V. Policies and Procedures**

This has also been brought up to date.

**VI. IRS**

I have placed in the Secretary's notebook under tax exempt the letter I received from the accountant which is from the IRS regarding the organization's tax exempt number. I have also included a copy of my reply.

**VII. Archivist**

I have been in touch with Karen Smith, CRLA Archivist, and have passed on the requested minutes and other correspondence that she mentioned she had not received for this last year. I have also clarified with Karen that she not only wants a copy of the microfiched minutes, but the hard copies as well. She mentioned that the organization did not buy her a microfiche reader. I have also shared this information with Karen Agee.

**VIII. Other**

You might want to consider changing the Secretary's job description to indicate that s/he will assume this role on the first day of the summer board meeting or sooner if needed. Currently, it states that the Secretary will assume office on July 1.

Please tell the Board how much I have enjoyed working with them. I wish that I could have come to San Francisco for my final Board meeting! Hopefully, I will see all for the 1992 conference.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 2317025 - CRLA Conf. Acct.  
Kearney Fed. Credit Union  
2301 13<sup>th</sup> Ave  
Kearney, NE 68847

BALANCE PER BANK STATEMENT

\$ 8576.06

Add: Deposits in transit  
Other (specify):

Deduct: Outstanding Checks  
Other (specify):

3115.20

CORRECTED BALANCE

\$ 5460.86

BALANCE PER BOOKS

5460.86

Add: Unrecorded deposits  
Other (specify):  
Interest

Deduct: Service Charges  
NSF Checks  
Other (specify):

CORRECTED BALANCE

\$ 5460.86



# STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
 2301 13TH AVENUE  
 KEARNEY, NE 68847  
 (308)234-9311

CRLA CONFERENCE  
 KATHY CARPENTER  
 KSC MEMORIAL STUDENT AFFAIRS B  
 KEARNEY NE 68849

Account number : 2317025  
 Statement date : 6/15/91

THE DIVIDEND RATE FOR SHARE DRAFTS IS 5.00% OFFICE HOURS-M,W,F 8:30 TO 4:30;  
 TUE, THUR 8:30 TO 6:00PM. OUT OF CASH ON WEEKENDS????? WOULD YOU LIKE TO BE  
 ABLE TO GET CASH JUST ABOUT ANY WHERE YOU GO? INSTANT CASH ATM CARD WILL LET  
 YOU. APPLY FOR YOUR CARD TODAY!!! LOANS! LOANS! LOANS! WE MAKE LOANS FOR  
 YOUR PERSONAL FINANCING NEEDS-STOP IN AND CHECK OUT OUR RATES AND TERMS TODAY

Share account : SHARE DRAFT ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		33799.89
5/21/1991	SD	Check #0116 ✓	-12.00	33787.89
5/31/1991	SD	Check #0115 ✓	-25.00	33762.89
6/ 4/1991	SD	Check #0142 ✓	-1199.00	32563.89
6/ 4/1991	SD	Check #0146 ✓	-23194.27	9369.62
6/ 6/1991	SD	Check #0145 ✓	-140.25	9229.37
6/11/1991	SD	Check #0149 ✓	-593.44	8635.93
6/13/1991	SD	Check #0147 ✓	-79.97	8555.96
6/14/1991	SD	Check #0144 ✓	-16.09	8539.87
6/15/1991	DV	SHARE DIVIDEND ✓	36.19	8576.06

Current dividend: 36.19

Dividends YTD: 385.31

Checks Outstanding

#117 13.00  
 143 100.00  
 148 110.00

223.00 Sub total

+ 1000.00 - Transfer to Reg. Account  
 + 1000.00 - Advance to Conf. Chair  
 + 1000.00 - Transfer to Reg. Account  
 + 1000.00 - Advance to Site Chair  
 892.20 - Calls to Conference

3115.20

8576.06

- 3115.20

agrees with  
 check book → \$ 5460.86

My report shows  
 \$ 5424.67 as the  
 amount made on  
 the conference.  
 That was before I  
 knew about the  
 \$ 36.19 interest for  
 this past month.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. *2316026 - CRLA*  
*Kearney Fed. Credit Union*  
*2301 13<sup>th</sup> Avenue*  
*Kearney, NE 68847*

BALANCE PER BANK STATEMENT  
Add: Deposits in transit  
Other (specify):

\$ *1282.71*

Deduct: Outstanding Checks  
Other (specify):

*12.37*

CORRECTED BALANCE

\$ *1270.34*

BALANCE PER BOOKS  
Add: Unrecorded deposits  
Other (specify):  
Interest

*1270.34*

Deduct: Service Charges  
NSF Checks  
Other (specify):

CORRECTED BALANCE

\$ *1270.34*

# STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
 2301 13TH AVENUE  
 KEARNEY, NE 68847  
 (308)234-9311

COLLEGE READING & LEARNING ASSOC.  
 KATHY CARPENTER/D TADLOCK  
 MEM. STUDENT AFFAIRS BLDG.  
 KEARNEY

Account number : 2316026  
 Statement date : 6/15/91

NE 68849

THE DIVIDEND RATE FOR SHARE DRAFTS IS 5.00% OFFICE HOURS-M,W,F 8:30 TO 4:30;  
 TUE, THUR 8:30 TO 6:00PM. OUT OF CASH ON WEEKENDS????? WOULD YOU LIKE TO BE  
 ABLE TO GET CASH JUST ABOUT ANY WHERE YOU GO? INSTANT CASH ATM CARD WILL LET  
 YOU. APPLY FOR YOUR CARD TODAY!!! LOANS! LOANS! LOANS! WE MAKE LOANS FOR  
 YOUR PERSONAL FINANCING NEEDS-STOP IN AND CHECK OUT OUR RATES AND TERMS TODAY!

Share account : SHARE DRAFT ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		1811.58
5/17/1991	MD	DEPOSIT ✓	830.00	2641.58
5/28/1991	MD	DEPOSIT ✓	675.00	3316.58
5/28/1991	MD	DEPOSIT ✓	375.00	3691.58
5/30/1991	MD	DEPOSIT ✓	107.92	3799.50
6/ 3/1991	SD	Check #0183 ✓	-575.76	3223.74
✓6/ 7/1991	SD	Check #0181 ✓	-57.15	3166.59
6/11/1991	SD	Check #0182 ✓	-138.60	3027.99
6/11/1991	SD	Check #0184 ✓	-679.96	2348.03
6/11/1991	SD	Check #0185 ✓	-510.76	1837.27
6/11/1991	SD	Check #0186 ✓	-288.77	1548.50
6/12/1991	MW	PASADINA COM. COLL ✓	-25.00	1523.50
6/12/1991	MW	FEE STALE DATE CK. ✓	-10.00	1513.50
6/14/1991	SD	Check #0187 ✓	-222.88	1290.62
6/14/1991	SD	Check #0188 ✓	-13.26	1277.36
6/15/1991	DV	SHARE DIVIDEND ✓	5.35	1282.71

Current dividend: 5.35

Dividends YTD: 141.71

checks outstanding

102 8/27/90 To Gladys Shaw 12.37

1282.71

- 12.37

agrees with ck. book  $\rightarrow$  1270.34

STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
2301 13TH AVENUE  
KEARNEY, NE 68847  
(308)234-9311

COLLEGE READING & LEARNING ASSOC.  
KATHY CARPENTER/D TADLOCK  
MEM. STUDENT AFFAIRS BLDG.  
KEARNEY NE 68849

Account number : 2316026  
Statement date : 3/31/91

LOANS-INTEREST ACCRUES FROM DATE OF LOAN. SAVINGS TRANSFERABLE ONLY ON IN-  
STITUTION'S RECORDS. LOAN RATES WILL REMAIN THE SAME AS 1ST QUARTER OF 1991  
CHRISTMAS CLUB ACCOUNT-the easy way to finance your 1991 Christmas. Current  
Rate 6.50% Open Yours Today!! Need a loan? Check our rates and terms!!  
We welcome KEARNEY ORTHOPEDIC & FRACTURE CLINIC to our field of membership!!

Share account : SPLIT-RATE ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		2045.14
1/31/1991	MC	MAT. CERTIFICATE	24948.85	26993.99
1/31/1991	SC	New CD from Shares	-24948.85	2045.14
3/31/1991	DV	SHARE DIVIDEND	30.25	2075.39
Current dividend:		30.25	Dividends YTD:	30.25

S T A T E M E N T   O F   A C C O U N T

Kearney Federal Credit Union  
2301 13TH AVENUE  
KEARNEY, NE 68847  
(308)234-9311

CRLA CONFERENCE  
KATHY CARPENTER  
KSC MEMORIAL STUDENT AFFAIRS B  
KEARNEY NE 68849

Account number : 2317025  
Statement date : 3/31/91

LOANS-INTEREST ACCRUES FROM DATE OF LOAN. SAVINGS TRANSFERABLE ONLY ON IN-STITUTION'S RECORDS. LOAN RATES WILL REMAIN THE SAME AS 1ST QUARTER OF 1991  
CHRISTMAS CLUB ACCOUNT-the easy way to finance your 1991 Christmas. Current rate 6.50% Open Yours Today!! Need a loan? Check our rates and terms!!  
We welcome KEARNEY ORTHOPEDIC & FRACTURE CLINIC to our field of membership!!

Share account : SPLIT-RATE ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		0.00
1/17/1991	MD	SHARE DEPOSIT	5.00	5.00
3/31/1991	DV	SHARE DIVIDEND	0.06	5.06

Current dividend: 0.06 Dividends YTD: 0.06

COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1990-91

BUDGET ITEM	1990-91 APPROVED	1990-91 SPENT (unreconciled)	1990-91 BALANCE
<b>I. OPERATING BUDGET</b>			
A. Board	\$ 12,495	\$ 11,821.19	\$ 673.81
B. Publications	14,450	12,038.71	2,411.29
C. Gen. Operating Exp.	8,950	7,983.53	966.47
D. Committees	3,215	2,267.36	947.64
E. State & Regional	5,105	1,437.20	3,667.80
TOTAL OPERATING BUDGET	\$ 44,215	\$ 35,547.99	\$ 8,667.01
<b>II. CONFERENCE BUDGET</b>			
A. Conf. Management	\$ 3,075	\$ 6,556.39	\$ <3,481.39>
B. Gen. Conference Exp.	5,650	8,907.25	<3,257.25>
C. Conference Program	3,000	4,297.86	<1,297.86>
D. Food Functions	4,350	4,100.78	249.22
TOTAL CONFERENCE BUDGET	\$ 16,075	\$ 23,862.28	\$ <7,787.28>
TOTAL BUDGET	\$ 60,290	\$ 59,410.27	\$ 879.73

OP-1

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
<b>I. OPERATING BUDGET</b>	<b>44,215</b>	<b>\$35,547.99</b>	<b>\$ 8,667.01</b>
<b>A. BOARD TOTAL</b>	<b>12,495</b>	<b>11,821.19</b>	<b>673.81</b>
President (Total)	2,510	1,227.51	1,282.49
Travel	1,200	387.41	812.59
Hotels and Food	500	308.84	191.16
Telephone Expense	200	103.05	96.95
Postage	100	124.77	< 24.77>
Print & Publish.	50	0	50.00
Clerical wages & fees	150	0	150.00
Supplies	100	32.76	67.24
Miscellaneous		63.62	< 63.62>
Other (Specify)			
1. Awards	150	159.65	< 9.65>
2. Mailing Service	60	47.41	12.59
President Elect (Total)	2,600	753.51	1,846.49
Travel	1,800	343.50	1,456.50
Hotels and Food	700	345.31	354.69
Telephone Expense	50	0	50.00
Postage	50	0	50.00
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
Mailing Service		64.70	< 64.70>
Secretary (Total)	540	15.00	525.00
Travel	200	0	200.00
Hotels and Food	100	0	100.00
Telephone Expense			
Postage	30	0	30.00
Print & Publish.	100	0	100.00
Wages & Fees			
Supplies	25	15.00	10.00
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00
Excess Baqqage	60	0	60.00

OP-2

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
Treasurer (Total)	\$ 2,445	\$1,743.92	\$ 701.08
Travel	100	0	100.00
Hotels and Food	100	0	100.00
Telephone Expense		73.49	< 73.49>
Postage	200	175.34	24.66
Print & Publish.	30	0	30.00
Clerical wages & fees	2,000	1,475.00	525.00
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	20.09	< 5.09>
Gen. Board Exp. (Total)	4,400	8,081.25	<3,681.25>
Travel	3,000	4,014.15	<1,014.15>
Hotels and Food	1,200	3,905.38	<2,705.38>
Telephone Expense	200	22.07	177.93
Postage		46.25	< 46.25>
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		93.40	< 93.40>
Other (Specify)			
B. PUBLICATIONS TOTAL	14,450	12,038.71	2,411.29
Newsletter (Total)	5,800	3,711.21	2,088.79
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	499.08	< 99.08>
Print & Publish.	4,800	3,081.25	1,718.75
Wages & Fees			
Supplies		13.26	< 13.26>
Miscellaneous			
Other (Specify)			
Mailing Service	600	117.62	482.38



OP-3

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
JCRL (Total)	\$ 8,650	\$ 8,327.50	\$ 322.50
Travel	600	351.00	249.00
Hotels and Food	200	282.74	< 82.74>
Telephone Expense	300	27.02	272.98
Postage	200	161.25	38.75
Print & Publish.	6,600	6,516.76	83.24
Clerical wages & fees	50	200.00	< 150.00>
Supplies			
Miscellaneous		71.50	< 71.50>
Other (Specify)			
1. Mailing Service	700	647.23	52.77
2. Conf. Registration		70.00	< 70.00>

C. GEN. ORG. EXPENSE TOTAL	8,950	7,983.53	966.47
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	0	400.00
Print & Publish.			
Wages & Fees			
Supplies	400	3.12	396.88
Advert. & Promo			
Videotape	500	0	500.00
Miscellaneous	75	101.59	< 26.59>
Other (Specify)			
Mailing Service	2,500	4,924.92	< 2,424.92>
Bond	300	132.00	168.00
Stationery	600	280.31	319.69
Scholarship	1,000	500.00	500.00
Research Awards	600	350.00	250.00
Long and Outstanding			
Service Awards	75	54.00	21.00
Brochure	800	0	800.00
Journal Subscription	1,200	1,113.09	86.91
CRLA Sale Items	500	524.50	< 24.50>

OP-4.

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
D. COMMITTEES TOTAL	\$ 3,215	\$ 2,267.36	\$ 947.64
Awards and			
Fundraising (Total)	175	12.37	162.63
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	9.25	40.75
Print & Publish.	50	3.12	46.88
Clerical wages & fees			
Supplies	50	0	50.00
Miscellaneous			
Other (Specify)			
1. Mailing Service	25	0	25.00
Archives (Total)	300	243.24	56.76
Travel			
Hotels and Food			
Telephone Expense			
Postage	200	0	200.00
Print & Publish.			
Wages & Fees			
Supplies	100	243.24	< 143.24 >
Miscellaneous			
Other (Specify)			
Bylaws Total	50	0	50.00
Telephone Expense			
Postage			
Print & Publish.			
Miscellaneous			
Other (Specify)			
Site Selection	1,600	339.63	1,260.37
Travel	1,000	264.44	735.56
Hotels and Food	500	40.84	459.16
Telephone Expense			
Postage			
Print. & Publish.			
Supplies	100	0	100.00
Other (Specify)			
Stationery		7.60	< 7.60 >
Mailing Service		26.75	< 26.75 >

OP-5

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
Nominations & Elections (Total)	\$ 515	\$ 418.77	\$ 96.23
Telephone Expense	100	17.15	82.85
Postage	200	62.66	137.34
Print & Publish.	200	298.46	< 98.46>
Clerical wages & fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	40.50	< 25.50>
Placement (Total)	75	0	75.00
Telephone Expense			
Postage	25	0	25.00
Print & Publish.	25	0	25.00
Wages & Fees			
Supplies	25	0	25.00
Miscellaneous			
Other (Specify)			
Ad Hoc Committees (Total)	550	1,253.35	< 703.35>
Terminology (Total)	50	139.26	< 89.26>
Travel			
Supplies	25	2.00	23.00
Postage		54.26	< 54.26>
Print & Publish.	25	83.00	< 58.00>
Miscellaneous			
Other (Specify)			
Tutor Certific. (Total)	450	1,114.09	< 664.09>
Postage	250	436.09	< 186.09>
Print. & Publish.	150	678.00	< 528.00>
Supplies			
Miscellaneous	50		50.00
Other (Specify)			

OP-6

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
E. STATE & REGIONAL TOTAL	5,105	1,437.20	3,667.80
COORDINATOR (Total)	1,605	232.33	1,372.67
Travel	850	0	850.00
Hotels and Food	250	0	250.00
Telephone Expense	75	13.63	61.37
Postage	50	42.59	7.41
Print & Publish.	100	73.25	26.75
Clerical wages & fees			
Supplies	30	12.71	17.29
Miscellaneous			
Other (Specify)			
1. Mailing Service	150	90.15	59.85
2. Pres. Plaque	100	0	100.00
Directors (Total)	3,050	777.11	2272.89
Telephone Expense			
Postage			
Miscellaneous			
Other (Specify)			
1. Special Requests	500	0	500.00
2. Regular Group			
@ \$50 each	2,250	97.55	2,152.45
3. Mailing Service	300	61.16	238.84
4. Stationery	0	618.40	< 618.40>
Sig Coordinator (Total)	450	427.76	22.24
Telephone Expense			
Postage	25	33.86	< 8.86>
Print & Publish.	200	49.50	150.50
Supplies	25	0	25.00
Miscellaneous			
Other (Specify)			
Critical Thinking		250.00	< 250.00>
Cognitive Psych		75.00	< 75.00>
Mailing Service	200	19.40	180.60

CONF 1

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
II. CONFERENCE TOTAL	16,075	23,862.28	< 7,787.28>
A. CONF. MGT. TOTAL	3,075	6,556.39	< 3,481.39>
Chairman	1,650	2,335.83	< 685.83>
Travel	400	922.00	< 522.00>
Hotels and Food	300	73.23	226.77
Telephone Expense	150	0	150.00
Postage	100	1112.00	< 1012.00>
Print & Publish.			
Clerical wages & fees	300	212.50	87.50
Supplies	200	16.10	183.90
Miscellaneous			
Other (Specify)			
1. Committee Exp.	200	0	200.00
On Site Manager (Total)	1,350	1126.39	123.61
Travel			
Hotels and Food	500	25.00	475.00
Telephone Expense			
Postage		10.86	< 10.86>
Print & Publish.			
Wages & Fees	300	0	300.00
Advert. & Promo.	400	0	400.00
Supplies			
Miscellaneous			
Other (Specify)			
Committee Expenses	150	1,168.34	< 1,018.34>
Exhibits Chairman (Total)	75	2,994.17	< 2,919.17>
Telephone Expense	25	20.33	4.67
Postage	50	21.24	28.76
Miscellaneous			
Other (Specify)			
Printing		42.15	< 42.15>
Decoration		898.15	< 898.15>
Exhibit Hall		3,602.50	< 3,602.50>
Publishers Breakfast		1,709.80	< 1,709.80>
(\$3300 received from publishers)			

CONF 2

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
B. GEN. CONF. EXPENSES (TOTAL)	5,650	8,907.25	< 3,257.25>
Programs (Total)	2,100	2,202.50	< 102.50>
Postage	100	90.00	10.00
Print & Publish.	2,000	2,112.50	< 112.50>
Miscellaneous			
Other (Specify)			
Req. Packets (Total)	500	558.13	< 58.13>
Print & Publish.	250	25.00	225.00
Supplies	250	279.03	< 29.03>
Miscellaneous			
Other (Specify)			
Ribbons		254.10	< 254.10>
Calls to Conf. (Total)	650	892.20	< 242.20>
Telephone Expense			
Postage	250	0	250.00
Print & Publish.	400	892.20	< 242.20>
Miscellaneous			
Other (Specify)			
Other Gen. Exp. (Total)	2,400	5,254.42	< 2,854.42>
Supplies	200	15.34	184.66
Postage		52.50	< 52.50
Printing		12.13	< 12.13
Miscellaneous			
Other (Specify)			
Xerox Rental	200	0	200.00
Decorations			
Photography	200	0	200.00
Entertainment	600	420.00	180.00
Audio-visual & Mechanical	1,000	3,944.51	< 2,994.51>
Evaluation	200	593.44	< 393.44>
Phone Equipment		216.50	< 216.50>

CONF 3

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
C. CONF. PROGRAM (TOTAL)	3,000	4,297.86	< 1,297.86>
Speakers (Total)	2,200	3,654.38	< 1,454.38>
Travel	700	1,199.00	< 499.00>
Hotels & Food	300	255.38	44.62
Wages & Fees	1,200	2,200.00	< 1,000.00>
Miscellaneous			
Other (Specify)			
Institutes (Total)	800	643.48	156.52
Wages & Fees			
Miscellaneous		45.00	
Other (Specify)			
Hotel		161.99	
Materials		330.49	
Travel		106.00	
Section Mtgs. (Total)			
Miscellaneous			
Other (Specify)			
Computer Fair (Total)			
Miscellaneous			
Other (Specify)			

CONF 4

COLLEGE READING AND LEARNING ASSOCIATION  
BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
D. FOOD FUNCTIONS (TOTAL)	4,350	4,100.78	249.22
Hospitality (Total)	1,000	779.42	220.58
Food and Drink		268.66	
Other (Specify)			
Hotel room		510.76	
Publisher's Brk. (Total)			
Miscellaneous			
Other (Specify)			
Editors Lunch (Total)	200	59.68	140.32
Miscellaneous			
Other (Specify)			
State Directors Dinner (Total)	750	754.87	< 4.87>
Miscellaneous			
Other (Specify)			
Coffee Breaks (Total)	1,500	1,175.32	324.68
Miscellaneous			
Other (Specify)			
Newcomer's Reception	400	348.28	51.72
Miscellaneous			
Other (Specify)			
Past Board Luncheon	250	353.36	< 103.36>
Miscellaneous			
Other (Specify)			
Tutor Cert. Luncheon	250	265.01	< 15.01>
Miscellaneous			
Other (Specify)			



Planning Breakfast

70.38

<

70.38>

Miscellaneous

Other (Specify)

SIG Leaders Luncheon

294.46

<

294.46>

Miscellaneous

Other (Specify)

COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the period ending June 30, 1990

UNAUDITED

RECEIPTS

Conference Revenue (unreconciled)	\$40,987.13
Member Dues (app. 707 members)	17,674.78
Interest (Reg. Acct.= \$361.49, Conf. Acct.= \$385.31 Sav. Accts.= \$50.31, CD = \$274.22)	1,071.33
Other: Subscriptions to Journals, Fundraisers, Certification fees, Tutor Registry, Donations, etc.	6,602.25

TOTAL RECEIPTS

\$66,335.49

DISBURSEMENTS

Board Expense	\$11,821.19
Newsletter	3,711.21
Journal	8,327.50
Gen. Org. Expense	7,983.53
Committees	2,267.36
State & Reg. Expenses	1,009.44
S.I.G.'s	427.76
Conference Disbursements	35,911.58

TOTAL DISBURSEMENTS

71,459.57

DISBURSEMENTS IN EXCESS OF RECEIPTS

<\$ 5,124.08>

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1991

UNAUDITED

ASSETS

Regular Checking Account (unreconciled)	
Kearney Fed. Credit Union	\$ 1,270.34
Regular Conference Checking Account	
(unreconciled)	
Kearney Fed. Credit Union	5,460.86
Savings Accounts	
Kearney Fed. Credit Union	2,080.45
Certificate of Deposit	
Kearney Fed. Credit Union	\$25,223.07

TOTAL ASSETS

\$34,034.72

FUND BALANCE

\$34,034.72

DUTIES OF SCHOLARSHIPS AND AWARDS COMMITTEE CHAIR

1. Form a committee to review awards (3-4 people). The President will have names of possible candidates. Selecting one or two people from your region is advisable.
2. Assume responsibility for disseminating information regarding CRLA scholarships and awards.
  - a. Write an article for each Newsletter including specific information about the awards. Put ~~application for information about~~ the scholarship in the summer Newsletter. In the fall Newsletter, solicit nominations for the Long and Outstanding Service Award.
  - b. Make the scholarship application form available at the annual conference too as well as the information regarding nominations for the Long and Outstanding Service Award.
  - c. ~~Do an individual mailout to members~~ Provide the information to the Coordinator of State/Region Directors for mailout to directors.
3. On an annual basis, recommend recipients for award(s) and scholarship(s). When you receive applications and/or nominations, distribute them to your committee with the appropriate evaluation form(s) for blind judging. When evaluating scholarship applications, request certification of the selected recipient's enrollment in a graduate program. Collect information from the committee and make recommendations to the Executive Board for all awards at least one month prior to the conference. ~~The President will~~ Announce awards during the annual conference.
4. Advise award recipients so they can plan to attend the conference or coordinate attendance.
5. After a person is awarded the scholarship, suggest the awardee report on his/her progress toward degree completion. If a person is awarded a grant to do research, request the awardee report his/her progress and final results as well.
6. Award plaques for Long and Outstanding Service, for Board Special Recognition (recipient to be selected by Board) and for the outgoing President need to be purchased. Coordinate the Long and Outstanding Service and Board's Special Recognition plaque with the President and the outgoing President's plaque with the Past-President. Have plaques prepared in advance; bring them to the spring conference. Write up presentation remarks.

(CONTINUED)

Scholarships and Awards Chair, continued

7. Coordinate any scholarship or award fund-raising activities to take place at the annual conference with the On-Site Conference Manager or his/her designee. ~~Activities should be both profitable and appropriate.~~
8. ~~Request~~ Submit a projected budget to the Treasurer prior to July 1 ~~May 31~~ since the annual budget is established at the summer/fall Board meeting. The cost of the two should be submitted at about \$35.00 each. Include some estimates for supplies above and beyond what your institution can provide.

## Analysis of Fundraising Activities for 1990-91

### Receipts and Sources of Funds

Remitted to Treasurer at Conference	\$ 486
Remitted to Treasurer at Conference	300
Remittance Enclosed	250
	-----
Total funds remitted	\$1036

### Sources of funds

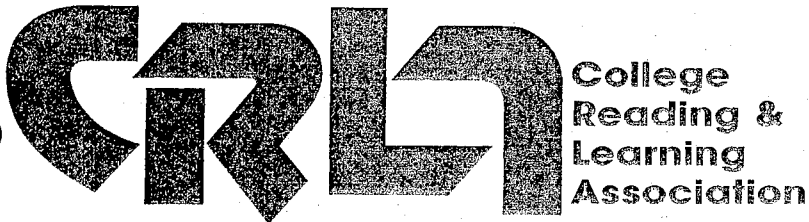
Tutor Certification Registries 23 at \$5	\$ <115>
Raffle Ticket and Product Sales	<u>\$ 921</u>

### Cost Benefit Analysis of Fundraising Project

Receipts at 1991 Conference	\$ 921
Plus prior donation	10
Inventory at Sale Price 170 at \$4 for subsequent sale	918
	-----
Proceeds that will be realized after all sales	\$1849
Total Cost of Items	<524>
	-----
	1315
Loss of Cash for 2 5-year Memberships	250
	-----
Net Benefit of Project at Completion	<u>\$1065</u>

### Recommendations:

1. Continue the Raffle for at least next year and use 25th Anniversary Theme.
2. Promote items with State Directors, SIGS, and Committee Chairs for sale at regional conferences and as gifts.
3. Add 1-2 additional items such as post its; letter openers, lapel pins.
4. Have a limited Edition 25th Anniversary pin in 1992.
5. Develop and circulate a sales price list when more items are available.
6. Place ads in the newsletters and Journal.
7. Assess the cost benefit status again next year.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

## MEMORANDUM

To: Joyce Weinsheimer  
President CRLA

From: Susan Deese, Chairperson *Susan Deese*  
Elections Committee

Date: June 21, 1991

Re: Slate of Nominees for Treasurer's Position

The Elections Committee is pleased to present the following nominees as candidates for CRLA Treasurer:

- 1) Rosa Hall, Tulane University
- 2) Barbara Swanson, Idaho State University

The committee feels fortunate to be able to present two outstanding members for this position. The two nominees have expressed enthusiasm for being candidates and have indicated that they have received support from their supervisors to compete for this office.

SD:ns

## **CRLA BYLAWS 1991**

### **ARTICLE I--NAME**

The name of the Association shall be College Reading and Learning Association.

### **ARTICLE II--MEMBERSHIP**

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his /her annual dues within sixty days after the date they have become payable shall be deemed to have abandoned membership in the Association.

### **ARTICLE III--MEETINGS**

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.



3. State/regional directors and chapter presidents will be encouraged to call an annual, state, or regional meeting.
4. All members of the Association may have the right to attend all membership meetings--annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

#### **ARTICLE IV--BOARD OF DIRECTORS**

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws, or any provision of law.

3. The title of all property of the Association shall be vested in the Association and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meetings has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

#### **ARTICLE V--OFFICERS**

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary, and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of the Bylaws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and the treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
  - a. Appoint chairpersons of standing and special committees.
  - b. Appoint a parliamentarian.
  - c. Approve personnel of committees.
  - d. Call special meetings of the Board of Directors.

- e. Appoint state/regional directors and director(s)-at-large within thirty (30) days prior to the annual CRLA meeting unless the state or region is a chapter. If the state or region is a chapter, request the chapter president to assume the duties of the state/regional director for the geographical area encompassed by the chapter.
  - f. Appoint an acting secretary, treasurer, program chair, and/or coordinator of state/regional directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in the capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
- 4. The president-elect shall act as presiding officer in the absence of the president and shall act as chairperson of the program committee.
  - 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/regional directors, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
  - 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past president.
  - 7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. 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.
  - 8. Each state/regional director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state/regional director or chapter president shall serve as the membership chairperson for his/her state or region and shall submit an annual report to the Board of Directors not later than February 1 of each year.

#### **ARTICLE VI--FISCAL YEAR**

The fiscal year shall be determined by the Board of Directors.

## ARTICLE VII-PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these Bylaws.
2. In all meetings, any member may demand a roll call vote except for those procedures which provide for a mail ballot, including the election of officers.
3. Not later than twelve months prior to the beginning of election balloting, the president shall appoint a past president, who served a one year term as committee member, as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
  - a. The election committee shall confer in a face-to-face meeting and select from the membership at least two members for each of the offices of president-elect and secretary or treasurer.
  - b. The committee shall make available to each nominee and his /her institution, the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
  - c. The election committee shall submit to the Board of Directors the names of at least two members for each of the offices of president-elect and secretary or treasurer in time for action at the summer Board meeting.
  - d. 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 as of December 31.
  - e. All officers except the president and immediate past president shall be elected by mail ballot.
  - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
  - g. Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority of the votes cast shall be necessary for election.

h. Ballots shall be sealed immediately following the count for verification as requested in writing for thirty (30) days from the day of the election.

4. Should a quorum as defined by Article VIII of the Bylaws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

#### **ARTICLE VIII--QUORUM**

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31 prior to the annual conference.

#### **ARTICLE IX--AFFILIATIONS**

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

#### **ARTICLE X--INITIATIVE, REFERENDUM, AND RECALL**

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth of the members of the Association. Any action or initiative, referendum or recall shall require a noticed motion and a majority vote of the membership or two-thirds vote of those members present at any annual meeting of the Association.

#### **ARTICLE XI--DISSOLUTION**

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

## **ARTICLE XII--AMENDMENTS**

1. These Bylaws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds majority of the votes cast.

## **ARTICLE XIII--CHAPTERS**

The membership in any state, region, province, or territory may petition the Board of Directors to form a chapter of the Association, and upon approval of the Board, chapters may be established. Chapters must comply with the provisions set forth in the Board policy on the formation of state/regional chapters.

### **BOARD POLICY ON THE FORMATION OF STATE/REGIONAL CHAPTERS**

1. Upon approval of the Board of Directors, a chapter or chapters of the Association may be established in any area within a state, region, province, or territory on the petition of 25 members of the Association within the area. To maintain chapter status, membership in the Association must be equal to or greater than the number at the time of chapter initiation.
2. A chapter must adopt its own bylaws which will be compatible with the Constitution and Bylaws of the Association.
3. All members of the chapter must be members of the Association.
4. Elected officers shall consist of at least the president (chair), vice-president (vice-chair/chair-elect), and a recorder (secretary and treasurer duties).
5. The president of the chapter will assume the duties and function of the state/regional director position.
6. Each chapter shall hold at least one chapter meeting a year. A report of its meeting(s) shall be sent to the Coordinator of State/Regions of the Association within one month following the meeting(s).
7. State chapters shall not be affiliated with any other organizations.

8. A chapter may be dissolved at its request or by the Board of Directors of CRLA and shall be so dissolved by the Board if it becomes inactive or fails to comply with the provisions of this article for one conference year. Any treasury funds must be dispersed in accordance with state law. If there is no state law for this situation, then funds will be disbursed by the Board of Directors of the Association.
9. If a state, region, or area chooses not to have a chapter, the position of state/regional director will continue. In the event of the dissolution of a state, regional, or area chapter, the Coordinator of State/Regions of the Association will appoint a person to the position of state/regional director.

TEMPORARY, ONE-YEAR SUBSCRIPTION AGREEMENT  
CRLA/NCDE

1. NCDE agrees to enter into a one year, interim agreement to provide the JDE and/or RRiDE to CRLA members on a voluntary participation basis for the term covering Volumes 15 and 9, respectively. Subscription prices will be calculated using the attached table for percentage over base price cost resulting from percentage of CRLA participation.

2. Subscription fees will be made payable to the NCDE and sent directly to the Center's Publications offices. Names and addresses of subscribing CRLA members will be compiled on special label programs for JDE and RRiDE which contain only CRLA subscriptions to those publications. CRLA shall provide mailing labels for all members, a cover letter, and pay postage for the bulk mailing (charges not to exceed \$100) of the annual promotion. The NCDE will provide free sample issues, copies of the letter, envelopes, and labor for said mailing.

3. In the event an issue of either publication is not received by a CRLA subscriber, and the subscription is verified through the special list or proof of payment, 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.

4. CRLA shall receive a preferred discount of no less than 10% according to JDE's published advertising rates if the organization commits in writing to a particular size for a given volume (three time insertion) and does so on or before June 15. If CRLA desires specific preferred placement for the ad, commitment must be received in writing no later than April 15 for placement not already under contract. 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.

5. The NCDE shall cooperate with the promotional efforts of CRLA in the following way:

a. The publication will provide up to 1/2 page of space under the heading "CRLA Update" or a similar title in one issue per volume of the JOURNAL 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 for that particular issue (issue 1, June 1, issue 2, July 15, issue 3, September 15) but will incur no cost for production. Written commitment to use this space on a volume basis shall be made on or before June 15.

b. The publication shall, upon request, supervise the production of insert cards aimed at prospective members of CRLA and insert them in as many as two issues per year of the publication. CRLA shall bear the cost of producing the cards and will be invoiced at the rate of \$5.00/hour for the labor of inserting them.





c. CRLA shall be included on the publication's Readers' Service Card without charge so long as CRLA advertising appears in the volume in which the card is produced.

6. The following conditions shall allow for the cancellation of this agreement:

a. 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.

b. In the event of the dissolution of JDE/RRIDE, the NCDE will supply the remaining issues within the volume year in which the dissolution occurs. If this cannot be fulfilled, the NCDE publications will refund to CRLA subscribers subscription fees for any publications not provided during the volume year in which the dissolution is announced.

7. 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.

COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1991-92

BUDGET ITEM	1990-91 APPROVED	1990-91 SPENT	1991-92 APPROVED
<b>I. OPERATING BUDGET</b>			
A. Board	\$ 12,495	\$ 11,821.19	\$18,255
B. Publications	14,450	12,038.71	16,425
C. Gen. Operating Exp.	8,950	7,983.53	6,300
D. Committees	3,215	2,267.36	4,395
E. State & Regional	5,105	1,437.20	5,755
TOTAL OPERATING BUDGET	\$ 44,215	\$ 35,547.99	\$ 51,130
<b>II. CONFERENCE BUDGET</b>			
A. Conf. Management	\$ 3,075	\$ 6,556.39	\$ 5,325
B. Gen. Conference Exp.	5,650	8,907.25	7,225
C. Conference Program	3,000	4,297.86	6,900
D. Food Functions	4,350	4,100.78	6,900
TOTAL CONFERENCE BUDGET	\$ 16,075	\$ 23,862.28	\$ 26,350
TOTAL BUDGET	\$ 60,290	\$ 59,410.27	\$ 77,480

OP-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I. OPERATING BUDGET	44,215	35,547.99	51,130
I.A. BOARD TOTAL	12,495	11,821.19	18,255
I.A.1. President (Total)	2,510	1,277.51	3,635
Travel	1,200	387.41	1,700
Hotels and Food	500	308.84	1,200
Telephone Expense	200	103.05	200
Postage	100	124.77	125
Print & Publish.	50	0	50
Clerical wages & fees	150	0	150
Supplies	100	32.76	100
Miscellaneous		63.62	50
Other (Specify)			
1. Mailing Service	60	47.41	60
I.A.2. President Elect (Total)	2,600	753.51	2,700
Travel	1,800	343.50	1,800
Hotels and Food	700	345.31	700
Telephone Expense	50		50
Postage	50		50
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mail Service		64.70	100
I.A.3. Secretary (Total)	540	15.00	540
Travel	200	0	200
Hotels and Food	100		100
Telephone Expense			
Postage	30		30
Print & Publish.	100		100
Wages & Fees			
Supplies	25	15.00	25
Miscellaneous			
Other (Specify)			
Mailing Service	25		25
Excess Baggage	60		60

OP-2

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.A.4. Treasurer (Total)	2,455	1,743.92	2,530
Travel	100		100
Hotels and Food	100		100
Telephone Expense		73.49	75
Postage	200	175.34	200
Print & Publish.	30		30
Clerical wages & fees	2,000	1,475.00	2,000
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	20.09	25
I.A.5. Gen. Board Exp. (Total)	4,400	8,081.25	8,850
Travel	3,000	4,014.15	4,500
Hotels and Food	1,200	3,905.38	4,000
Telephone Expense	200	22.07	200
Postage		46.25	50
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		93.40	100
Other (Specify)			
I.B. PUBLICATIONS TOTAL	14,450	12,038.71	16,425
I.B.1. Newsletter (Total)	5,800	3,711.21	5,800
Travel			
Hotels and Food			
Telephone Expense			25
Postage	400	499.08	50
Print & Publish.	4,800	3,081.25	4,800
Wages & Fees			
Supplies		13.26	25
Miscellaneous			
Other (Specify)			
Mailing Service	600	117.62	900

OP-3

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.B.2. JCRL (Total)	8,650	8,327.50	9,175
Travel	600	351.00	600
Hotels and Food	200	282.74	300
Telephone Expense	300	27.02	75
Postage	200	161.25	100
Print & Publish.	6,600	6,516.76	7,000
Clerical wages & fees	50	200.00	150
Supplies			150
Miscellaneous		71.50	
Other (Specify)			
1. Mailing Service	700	647.23	700
I.B.3. MONOGRAPHS			1,450
Graphics			300
Printing & Publishing			750
Adv. & Promotion			300
Postage			100
I. GEN. ORG. EXPENSE TOTAL	8,950	7,983.53	6,300
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	0	50
Print & Publish.			
Wages & Fees			
Supplies	400	3.12	50
Advert. & Promo			
Videotape 500	500		500
Miscellaneous	75	101.59	100
Other (Specify)			
Mailing Service	5,000	4,924.92	2,500
Bond	300	132.00	200
Stationery	600	280.31	500
Scholarship	1,000	500.00	1,000
Research Awards	600	350.00	600
Brochure	800		800

OP-4

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.D. COMMITTEES TOTAL	3,215	2,267.36	4,395
I.D.1. Awards and Fundraising (Total)	175	12.37	1,135
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	9.25	50
Print & Publish.	50	3.12	50
Clerical wages & fees			
Supplies	50		60
Miscellaneous			
Other (Specify)			
1. Mailing Service	25		25
2. Sale Items			500
3. Raffle			50
4. Plaques (6 or 7)			400
I.D.2. Archives (Total)	300	243.24	750
Travel			
Hotels and Food			
Telephone Expense			
Postage	200		200
Print & Publish.			
Wages & Fees			
Supplies	100	243.24	50
Miscellaneous			
Other (Specify)			
1. Conversion			500
I.D.3. Site Selection	1,600	339.63	1,360
Travel	1,000	264.44	1,000
Hotels and Food	500	40.84	300
Telephone Expense			30
Postage			30
Print. & Publish.			
Supplies	100		0
Other (Specify)			

OP-5

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.D.4. Nominations & Elections (Total)	515	418.77	500
Telephone Expense	100	17.15	
Postage	200	62.66	150
Print & Publish.	200	298.46	325
Clerical wages & fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	40.50	25
I.D.5. Tutor Certific. (Total)	450	1,114.09	650
Postage	250	436.09	500
Print. & Publish.	150	678.00	150
Supplies	50		
Miscellaneous	50		
Other (Specify)			

OP-6

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.E. STATE & REGIONAL TOTAL	5,105	1,437.20	5,755
I.E.1. COORDINATOR (Total)	1,405	232.33	1,455
Travel	850		850
Hotels and Food	250		0
Telephone Expense	75	13.63	75
Postage	50	42.59	50
Print & Publish.	100	73.25	100
Clerical wages & fees			
Supplies	30	12.71	30
Miscellaneous			
Other (Specify)			
1. Mailing Service	150	90.15	100
I.E.2. Directors (Total)	3,050	777.11	3,050
Telephone Expense			
Postage			
Miscellaneous			
Other (Specify)			
1. Special Requests	500		500
2. Regular Group			
@ \$50 each	2,250	97.50	2,250
3. Mailing Service	100	61.16	300
I.E.3. SIG Coordinator (Total)	450	427.76	1,250
Telephone Expense			
Postage	25	33.86	25
Print & Publish.	200	49.50	200
Supplies	25		25
Miscellaneous			
Other (Specify)			
1. Regular SIGS at			
\$50 each			1,000



CONF-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
II. CONFERENCE TOTAL	16,075	23,862.28	26,350
II.A. CONF. MGT. TOTAL	3,075	6,556.39	5,325
II.A.1. Chairman	1,650	2,335.83	2,650
Travel	400	922.00	500
Hotels and Food	300	73.23	300
Telephone Expense	150		150
Postage	100	1,112.00	1,200
Print & Publish.			
Clerical wages & fees	300	212.50	300
Supplies	200	16.10	200
Miscellaneous			
Other (Specify)			
1. Committee Exp.	200		
II.A.2 On Site Manager (Total)	1,350	1,126.39	1,500
Travel			100
Hotels and Food	500	25.00	500
Telephone Expense			25
Postage		10.86	25
Print & Publish.			
Wages & Fees	300		300
Advert. & Promo.	400		400
Supplies			
Miscellaneous			
Other (Specify)			
Committee Expenses	150	1,168.34	150
II.A.3. Exhibits Chairman (Total)	75	2,994.17	1,175
Telephone Expense	25	20.33	25
Postage	50	21.24	50
Miscellaneous			50
Other (Specify)			
1. Printing		42.15	50
2. Decoration		898.15	1,000

CONF-2

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
II.B. GEN. CONF. EXPENSES	5,650	8,907.25	7,225
II.B.1. Programs (Total)	2,100	2,202.50	2,200
Postage	100	90.00	100
Print & Publish.	2,000	2,112.50	2,100
Miscellaneous			
Other (Specify)			
II.B.2. Reg. Packets (Total)	500	558.13	850
Print & Publish.	250	25.00	250
Supplies	250	279.03	300
Miscellaneous			
Other (Specify)			
1. Ribbons		254.10	300
II.B.3. Calls to Conf. (Total)	650	892.20	1,150
Telephone Expense			
Postage	250		250
Print & Publish.	400	892.20	900
Miscellaneous			
Other (Specify)			
II.B.4. Other Gen. Exp. (Total)	2,400	5,254.42	3,025
Supplies	200	15.34	200
Postage		52.50	50
Printing		12.13	25
Miscellaneous			
Other (Specify)			
1. Xerox Rental	200		200
2. Decorations			
3. Photography	200		100
4. Entertainment	600	420.00	600
5. Audio-visual & Mechanical	1,000	3,944.51	1,000
6. Evaluation	200	593.44	600
7. Phone Equipment		216.50	250

CONF-3

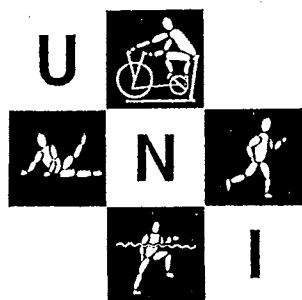
COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 90/91
II.C. CONF. PROGRAM (TOTAL)	3,000	4,297.86	6,900
II.C.1. Keynote Speaker	2,200	3,654.38	2,500
Travel	700	1,199.00	700
Hotels & Food	300	255.38	300
Wages & Fees	1,200	2,200.00	1,500
Miscellaneous			
Other (Specify)			
II.C.2. Invited Institutes	800	643.48	3,500
Wages & Fees			2,000
Miscellaneous		45.00	
Other (Specify)			
1. Hotel & Food		161.99	500
2. Materials		330.49	
3. Travel		106.00	1,000
II.C.3. Regular Institutes			700
Materials - 14 @			
\$50 each			700
Other (Specify)			
II.C.4. Computer Fair			200
Miscellaneous			200
Other (Specify)			

CONF-4

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 90/91
II.D. FOOD FUNCTIONS (TOTAL)	4,350	4,100.78	6,900
II.D.1. Hospitality	1,000	779.42	1,000
Miscellaneous			
II.D.2. Publisher's Brk.			1,700
Miscellaneous			
II.D.3. Editors Lunch	200	59.68	200
Miscellaneous			
II.D.4. State Directors Dinner	750	754.87	800
Miscellaneous			
II.D.5. Coffee Breaks	1,000	1,175.32	1,500
Miscellaneous			
II.D.6. Newcomer's Reception	400	348.28	400
Miscellaneous			
II.D.7. Past Board Luncheon	250	353.36	600
Miscellaneous			
II.D.8. Tutor Cert. Luncheon	250	265.01	300
Miscellaneous			
II.D.9. Planning Breakfast		70.38	100
Miscellaneous			
II.D.10. SIG Leaders Luncheon		294.46	300
Miscellaneous			



JUST FOR YOU!  
UNI  
STUDENTS  
EMPLOYEES  
RETIREES  
AND YOUR FAMILIES



WINTER  
1992

## Wellness Promotion

## PROGRAM

CLASSES BEGIN MONDAY, JANUARY 13

### AQUA TRIM

West Gym Pool

6:45 am M thru F  
12:05 pm M thru F  
3:15 pm M thru F  
4:15 pm M thru F  
5:15 pm M thru F

### LOW IMPACT AEROBICS

East Gym

6:45 am MWF (214)  
12:05 pm TTh (214)  
3:15 pm MWF (214)  
4:15 pm TTh (114)  
5:15 pm MWF (214)

### HIGH IMPACT AEROBICS

East Gym 214

6:45 am MWF  
12:05 pm MWF  
3:15 pm TTh  
4:15 pm M thru F  
5:15 pm TTh

Campbell

3:45 pm TTh

### TOTAL BODY CONDITIONING

Shull Hall Rec Room

4:10 pm MW

### STEP AEROBICS

Hagemann

3:10 pm MWF 3:30 pm TTh  
4:10 pm MW 4:30 pm TTh  
7:00 pm MW

West Towers

7:30 am TTh  
3:10 pm MW 3:30 pm TTh  
4:10 pm MW 4:30 pm TTh  
7:00 pm M thru Th  
8:00 pm M thru Th

### MUSCLE TONING

West Gym 206

4:15 pm MWF  
5:15 pm MW

### WATER WALKING

West Gym Pool

11:40 - 12:05 MWF  
\$18.00 for MWF, \$14.00 for MW

### STRETCH AND FLEX

East Gym 214

11:35-11:55 am TTh  
\$12.00 for the semester.

### STATIONARY BIKES AND STEPPING MACHINES

Wellness Complex

There are 4 Air-Dyne exercise bikes  
and two stepping machines available  
8:00 am to 5:00 pm for a fee of \$5.00  
per semester for unlimited use.

### DANCE-DANCE-DANCE

East Gym 114

Thursdays, 7:00 - 8:30 pm for 6 weeks

Starting Jan. 23: Beginning Level --  
Waltz, Foxtrot, Swing, and Texas  
Two-Step.

Starting March 5: Inter./Adv. Level --  
Selecting from Waltz, Foxtrot,  
Swing, Texas Two-Step,  
Cha Cha, and Tango.

FEE: \$12.00 for one section, \$22.00  
for both.

### CPR TRAINING

Call to schedule your campus group  
(minimum of 6 people).  
Adult CPR -- \$6.00  
Adult, Infant, Child-\$12.00  
Re-certification -- \$4.00

### PRICES FOR SEMESTER FITNESS CLASSES

Days/Wk: 2 days 3 days 4 days 5 days

\$25.00 \$35.00 \$45.00 \$53.00

Locker/Towel: \$4.00 students  
\$5.00 employees

Wimsuit: \$3.00

Payment must accompany registration  
(cash, check, or U-bill charge).  
Payroll deduction available for  
employees. Refunds given only within  
the first three weeks of each semester.

### WELLNESS ASSESSMENT CLINIC

WEDNESDAY, JAN. 29

9:30 - 3:00 P.M.

ED. CENTER LOBBY

(Call 273-6119 for an appointment)

Cholesterol Screening.....\$5.00  
no fasting, immediate results  
Blood Pressure Screening....Free  
Body Fat Assessment.....\$1.00  
electrode attachment to foot and hand  
Health Risk Appraisal.....\$3.50

Confidential results, interpretation,  
and counseling provided.

### PRE-REGISTRATION

Wed., Dec. 11 and Thurs., Dec. 12

### LATE-REGISTRATION

Wed., Jan. 15 and Thurs., Jan. 16

9:30 am - 2:00 pm  
Education Center Lobby

QUESTIONS?  
CALL UNI WELLNESS OFFICE  
(2nd floor Student Health Ctr.)  
273-6119 or 273-6921



## Wellness Promotion

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STUDENTS  
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WINTER

1992

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CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
June 28-30, 1991

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

June 28, 1991

1. The agenda for the summer Board meeting was approved with additions and revisions.
2. After approval of a final expense, the Treasurer calculated that the amount made on the 1991 San Antonio conference was \$5300. In almost every budget category, the conference cost more than budgeted. Conference budgets have not kept pace with inflation. Amounts invested in the CD will have to be used for expenses.
3. New procedures will require that conference registrants mail on time or register on site.
4. Publishers found the \$400 exhibit fee too high. Fees for the 1992 conference are set at \$235 per exhibiter, with \$100 for each additional table.
5. A barbershop singing group will entertain at the banquet. Numerous tours are planned for the 1992 conference, though no campus tours. Dinner on the Town will become Dinner in the City.
6. Computer and AV troubleshooting expertise will have to come from the membership; the Airport Marriott's fees for this service are too high.
7. JoAnn Carter-Wells will revise the conference evaluation form and create an evaluation form for the computer room.
8. The 1992 conference has already been well advertised.
9. All potential presenters who submit proposals for sectionals and institutes by the August deadlines will know by mid-September whether their proposals have been accepted. This will aid those who must have institutional travel budgets approved in September.
10. Alex Haley will be the keynote speaker if funding through Nike Corporation can be arranged.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 2

11. Minutes of the 1991 spring Board meetings in San Antonio were approved.
12. The display board is being well used at state/regional conferences and has been reserved for numerous conferences this next year.
13. Dee Tadlock will give the keynote address at the Virginia College Learning Association's third annual meeting in early December. The Board will fund Dee's travel to the conference, with local expenses paid by VCLA.

June 29, 1991

14. The terms of office of both secretary and treasurer will begin on the first day of the summer board meeting, or sooner if needed. The organization will pay for new officers' hotel accommodations for board meetings prior to and after actual conference days.
15. The treasurer has found keeping separate general and conference accounts to be helpful in paying conference bills.
16. Although income from sources like tutor certification fees and fund raisers has tripled in recent years, expenditures annually exceed income by \$5000. Not all SIGs have been charging the \$5 fee set by the board.
17. A professional photographer will not be hired for the 1992 conference. Members or their associates will handle photographic duties.
18. The fall newsletter will contain a pull-out reference section containing the names, addresses, and telephone numbers of officers, SIG leaders, state/regional directors, and others. The newsletter will continue to be mailed at bulk rate.
19. Sue Brown is preparing the new membership form. It will provide an option for making donations to the scholarship fund.
20. New scholarship and award application/nomination forms were approved. Scholarship award applicants must plan to enroll in at least 9 semester hours the year of award.
21. Fundraising activities initiated by Gladys Shaw, including sale of CRLA items and raffle of donated items, will continue. 25th anniversary lapel pins will be available for sale before the spring conference.



## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 3

22. The Board supports Kate Sandberg's submission of a grant proposal to ARCO Alaska for \$5000.
23. Rosa Hall of Tulane University and Barbara Swanson of Idaho State University are candidates for treasurer (1992-94); the slate for president-elect is incomplete.
24. The bylaws are updated in accordance with the membership vote at the 1991 conference: conferences are not restricted to the "western" area. At the 1992 conference, members will vote on changes to the treasurer's duties (having an auditor rather than an appointed committee audit the books) and definition of voting members to be consistent with an earlier election date (removing the requirement that they be in good standing as of December 31 preceding the election).
25. CRLA's role in the Exxon research project is not clear. Carol Clymer will request a timeline on CRLA's involvement.
26. Footage for a presentational videotape will be shot at the 1992 conference.
27. The Political Action Committee is currently in need of leaders.
28. Liaison with other organizations may be simplified by a consortium of nine organizations now forming.
29. The CRLA membership year will run from January to January, and dues will be payable with spring conference fees. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992.
30. Oxford Mailing Service will be asked to inventory their warehoused CRLA materials, including journals, newsletters, brochures, and interest surveys.
31. A cover design for CRLA monographs has been approved.

### June 30, 1991

32. CRLA will sever its relationship with Oxford Mailing Service and provide its own mailing service. Mailing responsibilities will temporarily reside with President Joyce Weinsheimer and her staff at the University of Minnesota. She will analyze the time and materials required for mailing services.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 4

33. A temporary, one-year subscription agreement with NCDE was approved, offering CRLA members the RiDE and JDE publications at reduced prices.
34. San Diego and Phoenix have been approved as future conference sites, probably for 1994 and 1996. The site selection chair will determine which site gets the 1994 conference and which waits until 1996.
35. A special agreement with Marriott Hotels will be sought, in the hope of obtaining reduced rates for conferences.
36. The job descriptions for Treasurer and Chair of Scholarships and Award Committee were updated.
37. At the San Francisco conference, a special 25th anniversary award will be given to a major contributor to the field of learning assistance.
38. CRLA will pay the newsletter editor's expenses to attend Board meetings in the summer of 1992.
39. Monographs (the tutor certification directory and the terminology study ) will be promoted by their authors, Board members, and state/regional directors.
40. Because only Board members are bonded, SIG leaders cannot keep accounts. Any accounts now deposited by SIG leaders must be transferred to the CRLA treasury. SIG fees should be made payable to CRLA and sent to the treasurer; receipts can then be submitted to the treasurer for reimbursement.
41. Conference on-site personnel must get Board approval for any expense that is over the budgeted amount.
42. Budgeted expenses for 1991-92 total \$77,480, but income of only \$60,000 is anticipated. Therefore the membership fee is raised to \$40 and the conference fee to \$75, to make up the shortfall in revenue.

Respectfully submitted,

Karen Agee, *Secretary 1991-93*

(These minutes have not been approved.)

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 28, 1991

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

Others Present: Tom Pasternack, *Newsletter Editor*; Shirley Sloan, *On-Site Chair*; Lois Janowsky, Chuck Hunter, *On-Site Committees*.

Joyce called the meeting to order at 2:08.

Joyce and others expressed regret that Denise McGinty, outgoing secretary, was unable to attend the meeting. Denise's husband's medical condition does not permit that he be left alone.

*Agenda was revised*

I. Approval of Agenda.

The agenda was approved with additions. Because the meeting started late due to delayed flights, it was agreed to rearrange the agenda (Attachment A) so that Lois and Chuck could present immediately after the treasurer's report.

*1991 conference cost overview presented*

II. Treasurer.

A. Report of 1991 Conference.

Kathy presented a CRLA Conference Overview--1991 (Attachment B) and noted that \$36 in interest has been earned on the approximately \$5,425 made on the conference, for a new total of \$5,461. She reported that a recent bill for \$156, for transportation of computers for an institute, is not included in the \$643 calculation of cost for institutes; if the Board authorizes payment, institute costs increase to \$799, further reducing the amount made on the conference to about \$5300.

*1991 conference cost more than budgeted*

In almost every budget category the conference cost CRLA more than budgeted. Overruns in Exhibits, Speakers, and Other Conference Expenses were especially high. The hotel included an unexpected charge for decorating each table in the publishers'

exhibits room and charged for the room itself. Although the institutes and some meal functions made money and the banquet almost broke even, speaker costs were over budget because Bernice McCarthy, keynote speaker, flew first class. The Board agreed that these unexpected costs now provide new areas for which to watch when negotiating with hotels and speakers before contracts are signed.

B. Financial Report.

*Conference budgets not  
keeping pace with inflation*

Kathy presented a CRLA Budget Overview (Attachment C) showing that, while the operating budget has been expanded to match inflation and costs since 1986, the conference budget has not increased to match actual costs--and currently lags behind costs by 30%.

*CD will be reduced*

Because CRLA cannot be run on \$5000 (conference proceeds), Kathy will have to extract several thousand dollars from the CD before reinvesting it this summer.

Of the 456 who registered for the 1991 conference, 290 did so late, with about 190 mailing registrations in late (and paying the late fee) and about 100 registering on site. There were some problems with on-site registration: those working at the registration desk need to record exactly who paid, how much, and for what. (San Francisco on-site people have promised to provide a computer at the registration table and a hard copy printout for the treasurer.) Late registrants were not deterred by the minimal late fee. In the future, registrants should be advised that they must send in registration forms by a certain date or bring them for on-site registration; forms postmarked late will be returned to sender.

*Conference registrants must  
mail on time or register on site*

Kathy has sent information to Oxford Mailing Service about new members who joined at the conference and has asked the mailing service to confirm that they have added them to the membership list.

*Final 1991 conference expense approved*

The Board returned to consideration of the 1991 conference finance report and **agreed to reimburse Richard Holdredge \$156, the amount he spent to transport Apple computers from Austin to San Antonio for his institute.**

(M) Karen Agee  
(S) Kathy Carpenter

PASSED

*Drayage fees contributed to 1991 exhibits cost overrun*

Lois, who was in charge of exhibits for the 1991 conference, informed the Board that she had not known she needed to arrange for drayage, which is usually paid by publishers if arranged in advance by conference staff. She will arrange this for the 1992 conference.

### III. On-Site Conference Planning.

#### A. Exhibits (Lois Janowsky).

*Publishers found \$400 fee in 1991 too high*

Lois interviewed every exhibitor at the San Antonio conference. Most publishers mentioned that the newly-increased exhibit fee of \$400 was too high, considering our small conference attendance. Some were offended by being offered free tickets for meal events, others by a fee reduction for those who had exhibited at the Texas state conference. Parking, they said, should always be free.

The Board edited the letter Lois will send to prospective exhibitors. They will be invited to join the Friday Night Literary Society and to host part of the food; a sign would recognize their contribution. Publishers will also be asked to contribute to the cost of the breakfast in the exhibit hall. Exhibitors will be informed that complimentary tickets for certain meal events will be available until a certain date. Since nearly every exhibitor requested an additional table, reducing the number of possible exhibitors, second tables should be more expensive than in the past.

Several advantages of the San Francisco conference for exhibitors were noted: the exhibit hall will be in a most favorable location in 1992, and parking in the open lot will be free; more (30-35) tables can be arranged in the exhibit hall; CRLA is increasingly national and even international in membership.

Becky elicited suggestions for contests to draw members to the exhibit areas, and also names of CRLA writers who can be invited by letter and in the Newsletter to participate in a Meet the Authors session.

*Publisher exhibit fees set at \$235/100*

**The Board decided to charge publishers \$235 for one table (including skirt and one standard electrical hookup) and \$100 for each additional table on a space-available basis.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

*Banquet entertainment will be a barbershop group*

B. Entertainment (Chuck Hunter).  
Chuck is planning an award-winning barbershop quartet singing group to provide entertainment at the banquet. The cost to CRLA will be minimal because of the group's commitment to community service.

*Numerous tours are planned for the 1992 conference*

Plans are also being discussed for balloon tours, an Angel Island walk, wine tours, a Muir Woods tour, bay tours, and "friends of the library" walking tours. Chuck and the Board discussed holding the last General Session at breakfast or brunch on Sunday rather than at luncheon, to leave time for touring afterward. Pre-conference tours are also being planned.

The Board thanked Chuck and Lois for their hard work and excellent ideas.

Chuck and Lois left at 4:00.

*Becky will have conference programs printed at her institution*

C. Registration (Becky Johnen).

Becky reported that Chemeketa Community College is very supportive and will design, typeset, and print conference programs but cannot print dividers. Her institution will also fund necessary mailing and telephone calls.

The registration table will be decorated appropriately for the 25th anniversary celebration. Hours the table is open will be extended, perhaps with the assistance of retiree volunteers provided by the San Mateo Convention Center. Members have requested larger, darker print on the name tags. A copy machine will be located nearby.

*Dinner on the Town becomes Dinner in the City for 1992*

D. Food (Shirley Sloan).

Shirley reported that Dinner on the Town will become Dinner in the City, and plans are being made for dining in San Francisco. She will investigate prices and menus of restaurants in the area of the Airport Marriott and consider their appropriateness for SIG breakfasts and luncheons. To boost attendance at the banquet, the entertainment should be advertised. In response to member concerns, Shirley has determined that special diets can easily be accommodated at the Airport Marriott.

*No campus tours planned for 1992 conference*

E. Campus Tours.

Shirley reported that the Stanford campus no longer has a learning center; interest in campus tours has been declining at recent CRLA conferences; and the north California group has visited each other's campuses at meetings: therefore, no campus tours are being planned for the 1992 conference.

The Board took a break from 4:46 to 4:51 p.m.

*1992 conference AV and computer expertise to be provided by members--the Airport Marriott too expensive*

F. Computer and AV Equipment.

Shirley has talked with Bill Broderick about equipment needs. Both IBM and Apple are nearby, and the computer SIG is willing to help. Dee volunteered to contact Gary Brown to provide

*Agreement with Hobbit to be investigated*

*JoAnn Carter-Wells will revise evaluation form for 1992 conference*

*Becky has advertised the 1992 conference*

expertise, as well. If there are problems, Marriott can provide a technician but charges \$35/hour, with a four-hour minimum. The committee should pool their expertise and that of other members to avoid these charges.

#### G. Transportation.

Shirley reported that the San Mateo Convention Center has an association with Hobbit and could provide 45% off airfare, or 5% off the lowest fare for any airline. She will investigate an agreement with Hobbit.

#### H. Evaluation.

JoAnn Carter-Wells submitted a report as Chair of Conference Evaluations (Attachment D) and has agreed to head the committee again. Becky noted that JoAnn sees the need to revise the conference evaluation form, making it clear that the questions on the back ask about **future** conferences. Only 120 evaluations were turned in; the Board reviewed the evaluation results. JoAnn will design a separate evaluation form for the computer room.

The evaluation form should invite presenters and institute leaders, particularly, to offer suggestions and improvements. The Board also considered a presenters' lounge-resource room.

#### IV. President-Elect Conference Plans.

A. Becky sent out a call for proposals 4-6 weeks after the 1991 conference to all current members, members lapsed within the year, and NADE members. She also wrote to SIG leaders and state leaders requesting proposals; took information to a recent conference in Alberta, Canada; advertised in state newsletters and in the newsletters of other organizations; and took out ads for the fall, winter, and spring issues of Journal of Developmental Education.

*Louanna Whitton*  
B. ~~LuAnn Witten~~ has agreed to chair the committee on Sectionals and Institutes, and Maggie McBride will



handle Newcomer Orientation. The Program Committee has been meeting since May.

C. Responses to the call for proposals already number 12, with a variety of strands represented and some new presenters submitting proposals.

D. Becky has been in touch with the president-elect of NADE to arrange attending and presenting at each other's conferences. Their conference theme, remarkably similar to CRLA's, is Celebrating Diversity.

*All who submit papers will know by September whether they will be invited to present*

E. Becky has produced a response card she sends to all who submit proposals, notifying them that the proposals were received and promising a mid-September communication on the status of each proposal. In the past, presenters have asked for this earlier notification, because many institutions require budgets to be finalized in September.

*Alex Haley may give 1992 keynote address*

F. Becky is negotiating with Alex Haley to be the 1992 conference keynote speaker and with Nike Corporation to help pay Haley's \$10,000 fee. Three other excellent speakers are also good possibilities for keynote addresses and/or institutes.

G. Becky has already contacted Karen Smith about putting together a 25-year history of CRLA for this anniversary conference.

H. Becky is designing a tote bag (instead of folder) for the conference and may have 1000 made. She is also trying to find a publisher to underwrite the bags, pencils, and other conference memorabilia to commemorate the 25th anniversary.

I. Becky is working with David Caverly to arrange CEU credits for the 1992 conference through Southwest Texas State University. She will find out

*Minutes of 1991 spring Board  
meetings approved*

how many members followed up on their conference experience with the required papers and earned credit.

V. Approval of Minutes.

**The Board accepted the minutes of March 18-23 and expressed their appreciation of the fine job Denise has done under stressful conditions.**

(M) Kathy Carpenter

(S) Becky Johnen

PASSED

The Board sent a card and plant to Denise.

VI. Past-President.

A. Status of States and Regions.

1. Dee reported that the number of state/regional groups is holding steady, and state leaders seem to be active.

*Display board being well used*

2. The CRLA display board has been used at two state conferences since the spring conference and is scheduled to be used at many more this fall and winter. Dee has informed state/regional leaders that Board members are available as speakers for state/regional conferences.

3. One state wonders if the old journals warehoused by Oxford Mailing could be used by state leaders as displays and prizes at state conferences. The Board agreed to discuss this at a later time, after inventory has been taken.

4. Joyce reported that she had received a perplexing request for \$500 from one state group. Dee will respond to the state leader, clarifying the amount of funding allowed and the conditions under which funds (\$50) can be acquired from the Board.

CRLA Board Minutes  
San Francisco Airport Marriott  
June 28, 1991  
Page 9

*Dee Tadlock will give keynote  
address at VCLA in December*

**B. Request to Keynote at VCLA.**

Dee has received a request to give the keynote address at the Virginia College Learning Association's 3rd annual meeting on December 6-7. Tom Pasternack, a founding member, explained the origins of the group (at the Seattle CRLA conference). Martha Maxwell, who spoke at VCLA last year, will this year be invited to accept a lifetime membership. VCLA will handle Dee's local costs, but Tom requests that **the Board will fund Dee's airfare to the conference to present the keynote address**; the Board concurred.

(M) Becky Johnen  
(S) Kathy Carpenter

**PASSED**

*Per-mile travel rates clarified*

In response to questions about per-mile rates for Shirley Sloan and others traveling at Board expense in their own vehicles, the Board asked that members submit requests for payment at the rate their own state pays.

The Board adjourned at 6:33 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  
June 29, 1991

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

Others Present: Shirley Sloan, *On-Site Chair*; Tom Pasternack, *Newsletter Editor*.

Joyce called the meeting to order at 8:39 a.m.

There was a brief discussion of whether SIGs need time for both breakfast/lunch and business meetings. It was agreed that this permits members to attend meetings of more than one SIG.

Shirley left at 8:46.

*Secretary and treasurer will begin duties the first day of summer board meeting, or sooner if needed*

VII. Secretary's Report.

Denise's report (Attachment E) was accepted by the Board, including her suggestion that the secretary's term of office should begin by the summer board meeting. A motion was made that **the terms of office of both secretary and treasurer should begin on the first day of the summer board meeting, or sooner if needed.**

(M) Becky Johnen  
(S) Karen Agee

PASSED

VIII. Treasurer's Report, continued.

A. Kathy presented the Bank Statement Reconciliation (Attachment F) for all four accounts: both the general and conference accounts have savings accounts associated with them. It has been valuable to keep conference accounts separate from the general accounts. Only in this way can the treasurer know how much the conference truly earns.

*Valuable to keep separate general and conference accounts*

*New officers will have rooms paid for by CRLA for attending Board meetings; incumbent officers will have transportation and room paid by CRLA for Board meetings and conference*

*Income tripled from "other" sources*

*Expenditures annually exceed income by \$5000*

B. Kathy presented also her Summary of the Budget (Attachment G). The total operating budget is in the black; projections for operating expenditures have been realistic. The conference budget, however, has not been realistic, despite raising the conference fee from \$40 to \$50 this past year. At least \$10,000 in profit is necessary to run CRLA, and conferences have been bringing in only \$5000.

Kathy drew to the Board's attention that incoming officers would be elected sooner so that they could arrange to attend pre-conference board meetings, but the Board had never discussed who would pay room charges. She suggested that **incoming officers should have their hotel room paid by CRLA for the days the Board meets prior to the start of conference and after the conference, excluding the days of the conference itself. Incumbent officers will have transportation and room paid by CRLA for days of both board meetings and the conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

C. Kathy gave the Board copies of her unaudited Statement of Receipts and Disbursements (Attachment H) and noted that CRLA more than tripled income from "other" sources, including tutor certification fees, tutor program registries sold, and fund raisers; however, she also noted that in the past year CRLA spent \$5000 more than it took in. It was observed that, at this rate, in six years CRLA will be bankrupt.

Kathy reported that the CD will be available for reinvestment in September, but she will have to draw some funds off. She will invest the remainder for only three months so that it will be available for the incoming treasurer.

*A professional photographer  
will not be hired for the 1992  
conference*

*Fall newsletter will contain a  
pull-out reference section*

*Not all SIGs charge the \$5 fee  
set by the Board*

IX. Newsletter Editor (Tom Pasternack).

A. Redesign of Newsletter. Tom and the Board agreed not to hire a professional designer for the new Newsletter; the Board was enthusiastic about the design produced by graphic designers on Tom's campus.

B. Conference Photographs. Instead of hiring a professional photographer for the conference, Tom suggested encouraging members to take photos; in return, CRLA would waive the conference fee and reimburse film and developing costs. This would cost CRLA less than \$300 and produce more shots of more events. Becky will have Shirley check with her committee members to see if anyone can do the job, and also with local colleges, perhaps a professor and photo practicum students. Becky will also make a list of scenes and individuals that should be captured on film.

C. Pull-out Reference Section. Tom suggested that in the centerfold of the fall newsletter he print a four-page, tear-out section containing the names, addresses, and telephone numbers of officers, SIG leaders, and state/regional directors.

D. Membership Application. Tom explained that the reason he had not printed a membership application in the summer newsletter was that the new form invites SIG memberships on the back at a straight \$5 fee for each, and in his experience SIGs charge different fees for membership. Tom wrote to all SIG leaders asking for information and found that some charge \$6, most \$5, and some nothing. Becky has written to all SIG leaders about the new Board rule that every SIG leader charge \$5 to every SIG member but will call Patti Glenn to make sure she knows about the new rule and communicates it again to the SIG leaders.

*Sue Brown will prepare new membership form for the fall newsletter*

*Newsletter will continue to be mailed at bulk rate*

Tom noted that if the membership year were the same for everyone, SIG leaders would know whose membership has expired.

Becky will communicate with Sue Brown, who is having a draft of the new membership form typeset, so that Tom can have the new form for the next issue of the Newsletter.

E. Second-Class Mailing versus Bulk Rate. Tom reported that he had mailed the summer issue by bulk rate. Second-class mailings would go out faster; a second-class mailing permit, however, is for mailings made at least four times per year; the newsletter goes out only three times. Tom would have to apply for a permit at his post office--the city of origin for the mailings--even though CRLA is a non-profit organization. The bulk mailing seemed to go out quickly and cost only \$136.63. He recommended, and the Board agreed, to continue mailing by bulk rate.

F. Name Change. Regarding a change of name for the newsletter, Tom has received only one suggestion so far.

G. Tom reported that he had expected it to be difficult to find enough information to fill an issue but found he could not fit in everything without editing the articles contributed to him. He has invited SIG leaders to send 250-word descriptions of their SIGs, which he will edit and include in upcoming newsletters. There may be need to go to a 16-page newsletter. The Board decided to leave that decision to the editor's judgment.

H. Tom suggested that the Awards chair may want to contribute an article for the newsletter, inviting nominations for the Long and Outstanding Service award and informing members that applications for scholarships and research awards can be acquired from Kate herself or from state/regional directors.

Joyce will talk with Kate Sandberg about writing for the newsletter.

I. Tom reported that he wants an opinion/editorial page in the newsletter. He has invited Martha Maxwell to write the first op-ed article. This change, like a number of others, makes the publication more than a conference newsletter.

J. Joyce noted that JoAnn Carter-Wells, rather than Frances McMurtray, had been listed in the summer newsletter as a recipient of the Special Recognition Award. Tom will print a correction.

K. Tom would like to print Joyce and Becky's signatures below their columns in upcoming newsletters.

*Tom Pasternack's work on the new newsletter is much appreciated*

**The Board thanked Tom for contributing his exciting new ideas and hard work to create a new Newsletter.**

(M) Kathy Carpenter  
(S) Karen Agee

**PASSED**

The Board took a break from 10:36 to 10:56 a.m.

*Scholarship applicants must plan to enroll in at least 9 semester hours the year of award*

*Fundraising activities initiated by Gladys Shaw will continue*

X. Reports from Standing Committees.

A. Awards and Scholarships (Kate Sandberg).

1. Changes in Scholarship Application Forms. The Board accepted Kate's proposed revision to the CRLA Scholarship Application with one change: applicants should be enrolled in a minimum of 9 semester hours between summer 1992 and summer 1993. The Board accepted without revision Kate's proposed Research Assistance Award form and Nomination Form for the Long and Outstanding Service Award.

2. Report from Gladys Shaw, former chair. Joyce shared Gladys' suggested revised Duties of Award



Committee Chair (Attachment I as amended by Board on June 30) and Analysis of Fundraising Activities for 1991-91 (Attachment J), containing recommendations for future fundraising activities. The Board will, by approving the budget June 30, allocate \$500 for Kate to purchase more items for sale, especially items that sold well last year and unlined note sheets.

*Membership form will provide option for scholarship donation*

3. Donation Section on Membership Forms. The Board agreed that membership forms should include a section for making donations to awards and scholarships. Becky will convey that information to Sue Brown, who is typesetting the membership form.

*Raffle will be continued*

4. Raffle at 1992 Conference. The Board agreed that the raffle of articles donated by state/regional groups and SIGs was very successful at San Antonio and should be continued. Gladys had recommended a 25th-anniversary theme for the 1992 conference raffle. Kathy has already suggested to Kate that state/regional directors could help sell raffle tickets at the 1992 conference.

5. Appreciation of Award. Joyce shared the letter she received from Cheryl Brown Kovacic thanking CRLA for her Distinguished Research Award.

*25th-anniversary lapel pins will be available for sale this winter*

6. Limited Edition 25th Anniversary Lapel Pin. Gladys had proposed that pins, if pre-ordered, could be sold for \$5-6 with a profit of \$3.50. The Board decided that **pins will be advertised in the fall and winter newsletters and call-to-conference insert, sold for \$6.00, paid for by check to CRLA by January 15, ordered by Gladys, and delivered to purchaser at the conference registration table or, by request, mailed to purchaser.**

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

*Kate Sandberg's grant request  
to ARCO Alaska supported*

7. Nomination for Outstanding Service Award. Kate had requested that the Board nominate an individual for Outstanding Service award, but the Board agreed to leave to the awards committee chair the right to make nominations and to forward nominations to the Board.

8. Submission of Grant Proposal to ARCO Alaska for \$5000. Kate suggests that she should submit a proposal to ARCO, which has established a foundation that supports educational organizations. **The Board agreed to support Kate's efforts to seek grant funds for CRLA from foundations and will provide logistic support required by the foundation.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board adjourned at 12:40 for lunch and resumed at 2:20.

*Rosa Hall and Barbara  
Swanson on slate for treasurer*

B. Elections Committee (Susan Deese). Susan sent a memo (Attachment K) announcing as nominees for 1992-94 Treasurer Rosa Hall of Tulane University and Barbara Swanson of Idaho State University. Candidates and their institutions have been contacted. **The Board agreed to accept these excellent nominees for treasurer submitted by Susan Deese.**

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The slate for president-elect is incomplete until institutions of potential candidates have responded. **The Board gave prior approval to the president-elect slate, or any portion of the president-elect slate, proposed by Susan Deese.**

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

C. 1991 Conference Evaluations (JoAnn Carter-Wells). The Board received JoAnn's report (Attachment D; see June 28 minutes, III.H, p. 6) and commented on her thorough job of analyzing conference evaluations. To encourage more members to complete evaluations, the Board decided that more receptacles for evaluation forms should be provided, and prizes might be given as incentives for completing and submitting evaluations. **The Board thanked JoAnn Carter-Wells for her excellent evaluations report and recommendations.**

*Board thanks JoAnn Carter-Wells for her conference evaluation report*

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

D. Archivist (Karen Smith).  
Karen submitted her report to the Board at the San Antonio conference. Denise noted in her report (Attachment E hereto) that Karen wants hard copies of minutes and attachments sent to her. Karen Agee will telephone Karen Smith to determine the need for hard copies rather than microfiche records and the feasibility of transforming all but genuine artifacts (e.g., conference programs, newsletters) to microfiche or computer diskettes.

E. Special Interest Groups (Patti Glenn).

1. No SIG report was received, but Patti and Becky have been in communication with each other.

2. Concerning the status of Multicultural Affairs SIG, Becky reported that two members at the San Antonio conference indicated some interest in chairing the

group. Becky sent one a SIG packet and got her in touch with the other. She will ask Patti for an update.

3. Becky has sent letters to new SIG leaders encouraging their involvement in her conference program planning.

F. Bylaws (Patti Glenn).

*Bylaws updated; conferences  
no longer restricted to "West"*

1. Patti sent copies of the Bylaws (Attachment L) revised in accordance with the San Antonio conference vote to eliminate former Article III, Section 5, which specified that meetings had to be held in the western area.

*At 1992 conference, members  
will be asked to change V.7  
and VII.3.d*

2. The Board agreed to bring before the membership at the spring conference a revision of V.7. of the Bylaws to have financial records reviewed annually by a hired auditor rather than a committee of three members, in accordance with current practice.

3. The Board agreed also to bring before the membership a revision of VII.3.d. of the Bylaws, eliminating the phrase that voting members should be "in good standing as of December 31," in accordance with the new schedule for electing officers.

*CRLA's role in Exxon research  
project unclear*

XI. Old Business.

A. Exxon research project (Dee Tadlock). Dee reported, from her conversation with Carol Clymer, that a meeting of the advisory group had been canceled and Hunter Boylan had offered no subsequent information. It was agreed that **Carol Clymer should contact Hunter Boylan concerning the Exxon project, requesting a timeline on CRLA's involvement and expressing concern about the absence of communication between the Board's representative (Carol Clymer) and the project coordinator (Hunter Boylan).**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

B. CRLA Video (Dee Tadlock). Dee also reported that Carol Clymer still has in her employ the videographer who, had Carol been able to attend the San Antonio conference, would have produced a presentational CRLA videotape. Dee intends to clarify with Carol what this videographer could do, on the \$500 budget, at San Francisco. Becky reported that she also has an excellent videographer at Chemeketa as a backup. **The Board decided that Becky should use whatever means she has available to most efficiently and effectively produce a video at the San Francisco conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

*Political Action Committee  
needs leaders*

C. Political Action Committee (Dee Tadlock). Dee reported that when Carol Clymer undertook responsibility for the Political Action Committee, she was anticipating a move to Washington, D.C. Her present circumstances do not permit such excellent opportunities for political action. Dee noted that this might be a joint committee with NADE; the 1995 Seattle conference should have a political-action thrust. Jim Preager will be invited to participate in leadership of this committee. The 25th-anniversary conference will also provide opportunities for political- and professional-action sessions.

*A consortium of organizations  
may form*

D. Liaisons with other organizations. At the 1991 spring Board meetings, it was agreed that Tom Pasternack would obtain from all liaisons a short report and description, to be published for the information of the membership in the conference brochure. Since then, Gladys Shaw contacted Joyce

with information about a consortium of nine organizations now forming. The Board agreed that Joyce will have Gladys contact Becky Johnen before the end of August if CRLA is on the list of organizations and if Gladys wants to lead an information session at the spring conference. **The Board voted to table any other action on reporting of liaisons in the conference program until the Board knows more about the plans of this consortium.**

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board took a short break from 4:15 to 4:25 p.m.

XII. New Business.

A. Selection of Mailing Service. Dee Tadlock reported that she was unable to get a direct quotation of fees from prospective mailing services without a detailed listing of services to be provided. The Board worked in detail through the listing of services now required of Oxford Mailing to determine what services any new mailing service will be required to provide. The Board then discussed the benefits of calendar-year membership, an idea that had been brought up at a conference plenary session. It was agreed that **membership in CRLA will run January to January. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992. Annual membership can be made or renewed at the spring conference.**

*Membership year will be calendar year, dues payable in spring*

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

It was agreed that this change in membership year simplifies services required of the mailing service, which will need to send labels only quarterly for any new members to the editors of the *Journal* and *Newsletter* and to the president-elect as conference planner. Renewal notices can be mass-mailed on March 1, with second notices sent May 1.

*Oxford Mailing will be asked to inventory CRLA holdings*

It was agreed that Oxford Mailing should be requested by Joyce to provide CRLA with an inventory of journals and other pallets of CRLA materials in their warehouse. It will be necessary to determine how many complete sets of journals are there, as well as how many requests for back journals have been received so that the Board can estimate how many whole sets should be kept for libraries to purchase. Joyce will ask Susan Deese how far back libraries keep such journals. Karen will ask Karen Smith if she has an entire set that can be microfiched, if necessary.

It was further agreed that the new mailing service should take over September 1 at the latest. Oxford will be asked to send disks and hard copies of membership lists within 15 days and a detailed inventory within 30 days.

*Cover design for monographs approved*

B. Review of Cover Designs for CRLA Monographs. Joyce obtained sketches from a Minneapolis artist for the covers of the tutor certification and terminology monographs. The Board chose one design to be used for these, and future, monographs.

Joyce adjourned the meeting at 6:33 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  
June 30, 1991

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

Others Present: Tom Pasternack, *Newsletter Editor*.

Joyce called the meeting to order at 8:38 a.m.

*CRLA will provide its own mailing service*

XIII. Reconsideration of Mailing Service. The previous day's decisions had reduced the number of tasks to be required of a prospective mailing service, and several Board members questioned the need for an outside mailing service at all. **The Board decided to put the search for an outside mailing service on hold; to accept Joyce's offer to manage the duties from her office until the 1992 conference, with funding to be provided through the current budget; and to request from Joyce at the 1992 conference an analysis of time required for mailing service duties.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

*One-year subscription agreement with NCDE approved*

XIV. Subscription Agreement with *JDE* and *RrIDE*.  
A. Approval of Agreement.  
Joyce provided the Board with copies of a Temporary, One-Year Subscription Agreement CRLA/NCDE (Attachment M) for Board approval. The Board noted that payment will be made directly to NCDE this year, necessitating a change in the membership forms Sue Brown is preparing. **The Board approved the temporary, one-year agreement with NCDE.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED



**B. Payment Policy.**

Joyce indicated that Barbara Calderwood of NCDE had sent her a few checks made out to CRLA rather than NCDE for journal subscriptions. Joyce gave these to Kathy, who will deposit them and write one check to NCDE.

**C. Handling Complaints.**

Joyce reported that Barbara Calderwood wanted the Board to discuss what would happen if CRLA members don't get journals for which they believe they have paid. Item #3 of the temporary agreement covers those with proof of payment. Joyce agreed to receive calls of those without proof of payment.

**D. Informing the Members.**

Joyce has written a letter to CRLA members, soon to be sent out by NCDE, including an assurance that the incompetence of CRLA's mailing service has been overcome.

**XV. Site Selection for Future Conferences.**

**A. Site Selection Chair.**

Becky Patterson forwarded proposals for future conferences from Karen Lin at San Diego and Rick Sheets at Phoenix. Karen Lin's bid proposal was especially well organized. The Phoenix bid proposal included no less-expensive hotels; hotels should be approached again with reminders that a March/April conference is in the off-season. The tradition of returning to California on alternate years would be upheld in 1994 if San Diego were approved for that year. **The Board agreed that future conference sites will be San Diego and Phoenix; that the Site Selection Chair will determine which site gets the 1994 conference and which waits until 1996, after on-site inspections and discussion with proposers.**

*San Diego and Phoenix to be  
conference sites in 1994 and  
1996*

(M) Becky Johnen  
(S) Kathy Carpenter

**PASSED**

*Special agreement with  
Marriott will be sought*

**B. Special Agreement with Marriott.**

Tom noted that the CRLA conference has often been held at Marriott and asked if Marriott should be made the official conference site, as Susan Deese had suggested in Albuquerque. Dee suggested that Becky Patterson should attempt to negotiate a 10%-off-lowest-rate agreement with Marriott.

**XVI. Changes to Job Descriptions.**

Dee had worked carefully through the job description for chair of the awards and scholarships committee and recommended a number of changes in line with current policies (Attachment I). Changes were also suggested for the treasurer's job description. **The Board agreed to make changes in awards/scholarship chair and treasurer's job descriptions consistent with current policies and practice.**

*Job descriptions for Treasurer  
and Awards Chair updated*

- (M) Dee Tadlock
- (S) Kathy Carpenter

**PASSED**

**XVII. Special Recognition Award.**

The Board discussed and selected nominees for the San Francisco conference special recognition awards and agreed to give a special, 25th-anniversary award to a major contributor to the field of learning assistance.

*A 25th-anniversary award to be  
given to a major contributor to  
the profession*

**XVIII. Budget Adjustments and Approval for 1991-92.**

**A. Operating Budget.**

**1. Board**

Kathy reported that she had totaled all requests received to create the budget for next year. The budget request (Attachment N) shows amounts approved for last year, amounts spent last year, and amounts requested this year. Board expenses were revised upward because of inflation and increased travel/hotel/food demands on Board members invited to speak at state/regional conferences. Joyce reported

that she has been notified of a free airline ticket, which should be used for the most expensive air trip planned this year at CRLA expense. A total of \$18,255 was approved for 1991-92 Board expenses.

2. Publications.

Tom asked if he would be needed at the spring Board meeting and next summer's Board meeting. Because of the ongoing need to be interactive with the newsletter editor throughout Board meetings, **it was agreed that the editor's expenses be paid for next summer's Board meeting and that Tom attend all Board meetings at the San Francisco conference.**

*CRLA will pay newsletter editor's expenses for spring and summer 1992 Board meetings*

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The \$1,000 allocated for redesign of the newsletter was removed from the budget, because the current redesign was so well done.

A new budget category was created for monographs, with amounts budgeted for graphics (for covers); printing and publishing; advertising and promotion; and postage. Board members agreed that they should be expected to promote CRLA monographs at conferences they attend at CRLA expense. Joyce will ask Mary Rubin to be responsible for promoting and advertising her new glossary and will let her know the amount budgeted. Each monograph will also be advertised in the Newsletter as available for \$5. Dee will add monographs to display board materials and will include in the state/regional directors' job descriptions to have monographs available and to promote them at meetings. A total of \$16,425 was approved for 1991-92 publications expenses.

*Monographs will be promoted by authors, Board members, and state/regional directors*

C. General Organizational Expenses.

Mailing Service expenses were much higher than budgeted last year. Mailing costs this year will include

a bulk mailing of an announcement of the new membership policy. It was agreed that in-house mailing services should be much less expensive than Oxford Mailing's charges, so last year's amount was budgeted again.

Dee noted that state/regional directors can send the letters of welcome to CRLA to new members and the renewal requests to renewing members.

A total of \$6300 was budgeted for 1991-92 general organizational expenses.

4. Committees.

a. Awards and Fundraising.

Budget lines for plaques were moved from the president's and state/regional coordinator's and the general organizational expenses and combined in the Awards and Fundraising committee budget. The costs of plaques and awards were estimated at about \$400. It was agreed that although Gladys had been able to work bargain deals with an El Paso supplier of awards and plaques, Kate Sandberg would be free to pursue her own deals with suppliers in her area.

b. Archives.

Although Karen Smith had requested \$425 for filing cabinets, the Board discussed again the possibility of converting archives to microfiche or computer disk, except for conference programs and similar artifacts; \$500 was budgeted for conversion to more succinct storage. If she has the equipment, the archivist can have archives scanned and stored on diskette. If equipment is not available or this seems not to be the best approach, she should propose to the Board in the spring what action should be taken.

c. A total of \$4,395 was budgeted for 1991-92 committee expenses.

The meeting broke for photographs from 12:25 to 12:40, and Tom left the meeting.

*SIG leaders must turn over treasuries to CRLA Treasurer and direct all fees to the Treasurer*

5. States and Regions.

It was agreed at the March 18, 1991, Board meeting in San Antonio that SIG leaders could each have \$100 from the Board, if needed, and that they should keep fees in their own accounts. Kathy noted that since only Board members, not SIG leaders, are bonded, SIG accounts must be closed and turned over to the treasurer, and all new SIG membership fees should be payable to CRLA and sent to the treasurer.

It was decided to budget \$50 for each SIG, with the expectation that institutional support will be available for some leaders and that the \$5 membership fee will eventually make the SIG program self-supporting. Becky will ask Patti Glenn to inform SIG leaders of both of these decisions.

A total of \$5755 was budgeted for 1991-92 state/regional expenses.

B. Conference Budget.

1. Conference Management.

Kathy explained that the tentative conference budget she prepared was based on what was spent in recent years, including inflation, adjusted for Board decisions on allowable expenses. In some cases the Board had agreed to pay bills surprisingly larger than budgeted but did not intend that those expenses inflate future budgets.

*On-site personnel must get Board approval for any expense over budget*

The Board agreed that the on-site budget must be firm; because that is where overruns have occurred in recent years, on-site personnel must get Board permission for any expense over budget. Becky will share with Shirley Sloan the finalized budget and will have her use Kathy's budget codes on receipts for payment or reimbursement.

The total budgeted for 1991-92 conference management was \$5,325.

*Hotel must verify any request  
that affects master account*

## 2. General Conference Expenses.

Becky will check with JoAnn Carter-Wells to see if CRLA has been billed yet for the evaluation forms, if she has any inventory of forms left, and how much the new evaluation forms for the computer room will cost.

The amount budgeted last year for audio-visual and mechanical needs at the conference, \$1,000, was greatly overspent (\$3,945). Costs will not be permitted to go so high this year, and the budgeted amount of \$1,000 was restored.

Becky will clarify with the conference site hotel that the hotel must verify with the President-Elect or the Treasurer any CRLA member's request that affects the master account.

A total of \$7,225 was budgeted for 1991-92 general conference expenses.

## 3. Conference Program.

The Board agreed to reorganize this section of the budget, replacing earlier budget divisions (speakers, institutes, section meetings) with new budget categories (keynote speaker, invited institutes, regular institutes). Regular institutes have an allowance of \$50 each for materials.

Becky will keep track of speaker expenses using the new categories, so that the Board can calculate institute costs. It was agreed that the maximum to be paid to any speaker (without outside funding assistance) is \$1,500. Becky will continue to seek corporate/foundation funding for keynoters to prevent spiraling conference fees.

A total of \$6,900 was budgeted for 1991-92 conference program expenses.

Dee left the meeting at 2:00.

## 4. Food Functions.

The publishers' breakfast was not budgeted last year,

but \$1,710 was spent. It is necessary to budget nearly that amount this year.

The state/regional directors' dinner has been expensive, but CRLA will no longer pay for alcohol; that may make the cost of dinner more reasonable.

The budgeted amount for coffee breaks includes two coffee breaks.

The newcomers' reception at San Antonio had just enough food. It was better to tell the hotel how much money was budgeted, rather than to ask for enough food for a particular number of people.

Becky suggested that the past board luncheon also be billed as a planning session, to get ideas from former board members on key issues and general concerns. Joyce will invite all past board members, with RSVP to aid in planning the event.

It was agreed that the planning breakfast, held for the first time last year, was an excellent idea. Some folks who had not been invited attended the breakfast, not knowing it was CRLA-paid. Becky noted that if the Third General Session will be a breakfast or brunch held on Sunday morning, the planning breakfast may have to be rescheduled.

The SIG leaders' luncheon was not well attended last year, but Becky would like to continue it and will discuss this with Patti Glenn.

A total of \$6,900 was budgeted for 1991-92 conference food functions.

**C. Total budget.**

*Total budgeted expenses for  
1991-92 are \$77,480*

**An operating budget of \$51,130 and conference budget of \$26,350 were accepted, for a total 1991-92 budget of \$77,480.**

(M) Becky Johnen  
(S) Karen Agee

PASSED

At current membership fees of \$25 and conference fees of \$50, CRLA can expect income of \$60,000. Although a variety of other means of earning funds have been instituted, it is unrealistic to expect that the organization can make up the necessary \$17,480 by this means.

Members who feel CRLA has stored great wealth have probably been misled by treasurers' reports at general sessions, at which time all conference fees have been deposited but no conference expenses have yet been paid out. It is important to share with members the urgency of expanding income to match expenditure, as well as the extent to which the organization has, in the past, relied on Board members' institutions for support.

*Membership fee is raised to \$40 and conference fee to \$75*

**To ensure enough income to cover budgeted expenditures for 1991-92, the membership fee must be raised from \$25 to \$40, and the conference registration fee must be raised from \$50 to \$75.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The amounts thus generated will provide a cushion of \$5000 in the budget, and fees should not have to be raised again for a number of years.

Board members expressed their deep appreciation to Kathy for her diligence in pointing out CRLA's fiscal situation. Whereas earlier budgets had kept track of expenditures, this Board was now able to include income estimates in a true budget process.



CRLA Board Minutes  
San Francisco Airport Marriott  
June 30, 1991  
Page 10

Joyce adjourned the meeting at 3:04 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  
June 28-30, 1991

LIST OF ATTACHMENTS

- A. Agenda
- B. CRLA Conference Overview - 1991.
- C. CRLA Budget Overview, 1986 Through 1991
- D. End of Conference Report
- E. CRLA Secretary's Report
- F. College Reading and Learning Association Bank Statement Reconciliation
- G. College Reading and Learning Association Summary of Budget 1990-91
- H. College Reading and Learning Association Statement of Receipts and Disbursements For the Period Ending June 30, 1990
- I. Duties of Awards Committee Chair
- J. Analysis of Fundraising Activities for 1990-91
- K. Slate of Nominees for Treasurer's Position
- L. CRLA Bylaws 1991
- M. Temporary, One-Year Subscription Agreement CRLA/NCDE
- N. College Reading and Learning Association Budget Request 1991-92

Saturday, June 29, 1991  
8:30 a.m.

REPORTS FROM STANDING COMMITTEES

Awards and Scholarships (Kate Sandberg)

- \*Changes in Scholarships Application Forms (Attachment 3)
- \*Donation Section on Membership Forms for Scholarships and Research Awards
- \*Raffle at 1992 Conference
- \*Board Nomination for Outstanding Service Award
- \*Submission of Grant Proposal to ARCO Alaska for \$5,000.
- \*Thank You from Cheryl Brown Kovacic for Distinguished Research Award (Attachment 4)
- \*Proposal from Gladys Shaw to see Limited Edition 25th Anniversary Lapel Pin

Elections (Susan Deese)

- \*Nominations for Treasurer and President-Elect (Attachment 5)

1991 Conference Evaluations (JoAnn Carter Wells)

Archivist (Karen Smith)

Special Interest Groups (Patti Glenn)

- \*Update on Status of Multicultural Affairs

CRLA Bylaws (Patti Glenn)

OLD BUSINESS

Update on Status of Political Action Committee (Dee Tadlock)

*Also - Exxon Research project      - Liaisons with other organizations*  
*- CRLA Video*

12:00 p.m. - Break for Lunch; Reconvene at 1:30 p.m.

**Saturday, June 29, 1991**  
**1:30 p.m.**

NEW BUSINESS

Selection of Mailing Service

Subscription Agreement with JDE, Ride

Review of Cover Designs for CRLA Publications

Site Selection for Future Conferences

\*San Diego (Karen Lin)

\*Phoenix (Rick Sheets)

OVERVIEW OF CRLA's FINANCIAL STATUS

Review of Budgets 1986-87 through 1990-91

5:30 p.m. - Break for Dinner

Reconvene at 7:00 p.m. if there is a need to finish any items on day's agenda.

**Sunday, June 30, 1991  
8:30 a.m.**

**NEW BUSINESS**

Budget Adjustments and Approval for 1991-1992

- I. Operating Budget
  - A. Board
  - B. Publications
  - C. General Organizational Expenses
  - D. Committees
  - E. States & Regions
- II. Conference
  - A. Conference Management
  - B. General Conference Expenses
  - C. Conference Program
  - D. Food Functions

**OTHER**

*Newsletter Editors presence at Board meetings*

**Adjourn at Noon**

CRLA CONFERENCE OVERVIEW - 1991

Budgeted Expenditures

CATEGORY	BUDGETED	INCOME	EXPEND-ITURES	TOTAL
II.A.1. Chairman	\$1,650		\$2,336	< \$ 686>
A.2. On-site Manager	1,350		1,168	182
A.3. Exhibits	75	\$3,300	6,294	< 2,994>
II.B.1. Programs	2,100		2,203	< 103>
B.2. Packets	250		558	< 308>
B.3. Calls to Conf.	650		892	< 242>
B.4. Other Conf. Exp.	2,400		5,254	< 2,854>
II.C.1. Speakers	2,200		3,654	< 1,454>
C.2. Institutes	800		643	157
II.D.1. Hospitality	1,000		779	221
D.2. Editors Lunch	200		60	140
D.3. State Dir. Din.	750		755	< 5>
D.4. Coffee Breaks	1,500		1,175	325
D.5. Newcomers Rec.	400		348	52
D.6. Past Board Lunch	250		353	< 103>
D.7. Tutor Cert. Lunch	250		265	< 15>
D.8. Planning Bkfst	0		70	< 70>
D.9. SIG Lead. Lunch	0		294	< 294>

Activities

CATEGORY	TOTAL COST	NUMBER ATTENDING	PAID IN REGIST.	AMOUNT MADE
1. Institutes	\$ 643	383	\$ 6,582	\$5,939
2. SIG Bkfts & Lunch	2,366	243	3,605	1,239
3. Banquet	4,963	152	4,535	< 428>
4. Sat. Noon Lunch	1,710	91	1,533	< 177>
5. Campus Visit		21	220	220
6. Registration		456	19,060	
7. Late Reg. Total		290	1,290	
8. No. of States repest.		39		
9. No. of newcomers		157		

Total paid to hotel (includes all meal functions, meeting rooms, hotel rooms for board members, etc.) \$23,194

Approximate amount made on 1991 CRLA conference \$ 5,425

interest . . . . . 36

\*Amounts have all been rounded off to the nearest dollar \$5,461

CRLA BUDGET OVERVIEW

1986 THROUGH 1991

CATEGORY	1986-87	1987-88	1988-89	1989-90	1990-91
I. OP Budget					
I. A.	9,200	7,550	9,435	10,570	12,495
I. B.	11,300	13,300	12,750	14,170	14,450
I. C.	5,050	5,000	6,670	9,320	8,950
I. D.	2,875	4,950	2,825	4,055	3,215
I. E.	2,100	2,850	4,503	4,630	5,105
I. F.	50*				
Total OP Bgt	\$30,575	\$33,650	\$36,183	\$42,745	\$44,215
II. CONF Bgt.					
II. A.	1,950	2,900	4,140	2,875	3,075
II. B.	5,600	6,770	6,243	6,150	5,650
II. C.	3,000	3,250	2,300	3,000	3,000
II. D.	2,950	3,250	3,400	3,900	4,350
Total CONF Bgt	\$13,500	\$16,170	\$16,083	\$15,925	\$16,075
TOTAL BUDGET	\$44,075	\$49,820	\$52,266	\$58,670	\$60,290

\* Special Interests Groups (1986-87 only)

May 31, 1991

To: CRLA Board of Directors  
From: JoAnn Carter-Wells, <sup>gaw</sup>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

## 1991 CRLA CONFERENCE EVALUATION

-3-

### FUTURE CONFERENCE PLANNING

#### KEYNOTE 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

To: Dr. Joyce Weinsheimer  
Learning & Academic Skills Center  
108 Eddy Hall  
192 Pillsbury Dr. S.E.  
University of Minnesota

**CRLA Secretary's Report**  
Dr. Denise McGinty, Secretary 1989-91

**I. Minutes**

All CRLA minutes have been microfiched including the March 1991 Board meetings in San Antonio, Texas.

**II. Cross-Referencing and Indexing**

All minutes to date have been cross-referenced and indexed. Karen Agee will receive from me in a few weeks the up-dated hard copies of the indices that are on computer disk for the MacIntosh. We have already discussed how she can have these transferred to her IBM to continue her work.

**III. Job Descriptions**

The addendum to the Treasurer's job description has been added along with the updates for the SIG Coordinator and Leaders. No action was taken regarding changing the Newsletter Editor's job description to indicate the s/he would attend only one summer board meeting as this was not finalized during the March 1991 meetings.

**IV. Secretary's Notebook**

All items in the Secretary's notebook have been brought up to date, i.e., State Directors, SIG Leaders, Awards and Scholarships, etc.

**V. Policies and Procedures**

This has also been brought up to date.

**VI. IRS**

I have placed in the Secretary's notebook under tax exempt the letter I received from the accountant which is from the IRS regarding the organization's tax exempt number. I have also included a copy of my reply.

**VII. Archivist**

I have been in touch with Karen Smith, CRLA Archivist, and have passed on the requested minutes and other correspondence that she mentioned she had not received for this last year. I have also clarified with Karen that she not only wants a copy of the microfiched minutes, but the hard copies as well. She mentioned that the organization did not buy her a microfiche reader. I have also shared this information with Karen Agee.

VIII. Other

You might want to consider changing the Secretary's job description to indicate that s/he will assume this role on the first day of the summer board meeting or sooner if needed. Currently, it states that the Secretary will assume office on July 1.

Please tell the Board how much I have enjoyed working with them. I wish that I could have come to San Francisco for my final Board meeting! Hopefully, I will see all for the 1992 conference.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 2317025 - CRLA Conf. Acct.  
Kearney Fed. Credit Union  
2301 13<sup>th</sup> Ave  
Kearney, NE 68847

BALANCE PER BANK STATEMENT

Add: Deposits in transit  
Other (specify):

\$ 8 576.06

Deduct: Outstanding Checks  
Other (specify):

3115.20

CORRECTED BALANCE

\$ 5460.86

BALANCE PER BOOKS

Add: Unrecorded deposits  
Other (specify):  
Interest

5460.86

Deduct: Service Charges  
NSF Checks  
Other (specify):

CORRECTED BALANCE

\$ 5460.86

# STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
 2301 13TH AVENUE  
 KEARNEY, NE 68847  
 (308)234-9311

CRLA CONFERENCE  
 KATHY CARPENTER  
 KSC MEMORIAL STUDENT AFFAIRS B  
 KEARNEY NE 68849

Account number : 2317025  
 Statement date : 6/15/91

THE DIVIDEND RATE FOR SHARE DRAFTS IS 5.00% OFFICE HOURS-M,W,F 8:30 TO 4:30;  
 TUE, THUR 8:30 TO 6:00PM. OUT OF CASH ON WEEKENDS????? WOULD YOU LIKE TO BE  
 ABLE TO GET CASH JUST ABOUT ANY WHERE YOU GO? INSTANT CASH ATM CARD WILL LET  
 YOU. APPLY FOR YOUR CARD TODAY!!! LOANS! LOANS! LOANS! WE MAKE LOANS FOR  
 YOUR PERSONAL FINANCING NEEDS-STOP IN AND CHECK OUT OUR RATES AND TERMS TODAY

Share account : SHARE DRAFT ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		33799.89
5/21/1991	SD	Check #0116✓	-12.00	33787.89
5/31/1991	SD	Check #0115✓	-25.00	33762.89
6/ 4/1991	SD	Check #0142✓	-1199.00	32563.89
6/ 4/1991	SD	Check #0146✓	-23194.27	9369.62
6/ 6/1991	SD	Check #0145✓	-140.25	9229.37
6/11/1991	SD	Check #0149✓	-593.44	8635.93
6/13/1991	SD	Check #0147✓	-79.97	8555.96
6/14/1991	SD	Check #0144✓	-16.09	8539.87
6/15/1991	DV	SHARE DIVIDEND✓	36.19	8576.06

Current dividend: 36.19

Dividends YTD: 385.31

Checks Outstanding

#117 13.00  
 143 100.00  
 148 110.00

223.00 Sub total

+ 1000.00 - Transfer to Reg. Account  
 + 1000.00 - Advance to Conf. Chair  
 + 1000.00 - Transfer to Reg. Account  
 + 1000.00 - Advance to Site Chair  
 892.20 - Calls to Conference

3115.20

8576.06

- 3115.20

agrees with  
 check book → \$ 5460.86

My report shows  
 \$ 5424.67 as the  
 amount made on  
 the conference.  
 That was before I  
 knew about the  
 \$ 36.19 interest for  
 this past month.



COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 2316024 - CRLA  
Kearney Fed. Credit Union  
2301 13<sup>th</sup> Avenue  
Kearney, NE 68847

BALANCE PER BANK STATEMENT  
Add: Deposits in transit  
Other (specify):

\$ 1282.71

Deduct: Outstanding Checks  
Other (specify):

12.37

CORRECTED BALANCE

\$ 1270.34

BALANCE PER BOOKS  
Add: Unrecorded deposits  
Other (specify):  
Interest

1270.34

Deduct: Service Charges  
NSF Checks  
Other (specify):

CORRECTED BALANCE

\$ 1270.34

# STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
 2301 13TH AVENUE  
 KEARNEY, NE 68847  
 (308)234-9311

COLLEGE READING & LEARNING ASSOC.  
 KATHY CARPENTER/D TADLOCK  
 MEM. STUDENT AFFAIRS BLDG.  
 KEARNEY

Account number : 2316026  
 Statement date : 6/15/91

NE 68849

THE DIVIDEND RATE FOR SHARE DRAFTS IS 5.00% OFFICE HOURS-M,W,F 8:30 TO 4:30;  
 TUE, THUR 8:30 TO 6:00PM. OUT OF CASH ON WEEKENDS????? WOULD YOU LIKE TO BE  
 ABLE TO GET CASH JUST ABOUT ANY WHERE YOU GO? INSTANT CASH ATM CARD WILL LET  
 YOU. APPLY FOR YOUR CARD TODAY!!! LOANS! LOANS! LOANS! WE MAKE LOANS FOR  
 YOUR PERSONAL FINANCING NEEDS-STOP IN AND CHECK OUT OUR RATES AND TERMS TODAY!

Share account : SHARE DRAFT ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		1811.58
5/17/1991	MD	DEPOSIT ✓	830.00	2641.58
5/28/1991	MD	DEPOSIT ✓	675.00	3316.58
5/28/1991	MD	DEPOSIT ✓	375.00	3691.58
5/30/1991	MD	DEPOSIT ✓	107.92	3799.50
6/ 3/1991	SD	Check #0183 ✓	-575.76	3223.74
✓6/ 7/1991	SD	Check #0181 ✓	-57.15	3166.59
6/11/1991	SD	Check #0182 ✓	-138.60	3027.99
6/11/1991	SD	Check #0184 ✓	-679.96	2348.03
6/11/1991	SD	Check #0185 ✓	-510.76	1837.27
6/11/1991	SD	Check #0186 ✓	-288.77	1548.50
6/12/1991	MW	PASADINA COM. COLL ✓	-25.00	1523.50
6/12/1991	MW	FEE STALE DATE CK. ✓	-10.00	1513.50
6/14/1991	SD	Check #0187 ✓	-222.88	1290.62
6/14/1991	SD	Check #0188 ✓	-13.26	1277.36
6/15/1991	DV	SHARE DIVIDEND ✓	5.35	1282.71

Current dividend: 5.35

Dividends YTD: 141.71

checks outstanding

102 8/27/90 To Gladys Shaw 12.37

1282.71

- 12.37

agrees with ck. book \$ 1270.34

STATEMENT OF ACCOUNT

Kearney Federal Credit Union  
2301 13TH AVENUE  
KEARNEY, NE 68847  
(308)234-9311

COLLEGE READING & LEARNING ASSOC.  
KATHY CARPENTER/D TADLOCK  
MEM. STUDENT AFFAIRS BLDG.  
KEARNEY

Account number : 2316026  
Statement date : 3/31/91

NE 68849

LOANS-INTEREST ACCRUES FROM DATE OF LOAN. SAVINGS TRANSFERABLE ONLY ON IN-  
STITUTION'S RECORDS. LOAN RATES WILL REMAIN THE SAME AS 1ST QUARTER OF 1991  
CHRISTMAS CLUB ACCOUNT-the easy way to finance your 1991 Christmas. Current  
Rate 6.50%. Open Yours Today!! Need a loan? Check our rates and terms!!  
We welcome KEARNEY ORTHOPEDIC & FRACTURE CLINIC to our field of membership!!

Share account : SPLIT-RATE ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		2045.14
1/31/1991	MC	MAT. CERTIFICATE	24948.85	26993.99
1/31/1991	SC	New CD from Shares	-24948.85	2045.14
3/31/1991	DV	SHARE DIVIDEND	30.25	2075.39
Current dividend:		30.25	Dividends YTD:	30.25

S T A T E M E N T   O F   A C C O U N T

Kearney Federal Credit Union  
2301 13TH AVENUE  
KEARNEY, NE 68847  
(308)234-9311

CRLA CONFERENCE  
KATHY CARPENTER  
KSC MEMORIAL STUDENT AFFAIRS B  
KEARNEY NE 68849

Account number : 2317025  
Statement date : 3/31/91

-----  
LOANS-INTEREST ACCRUES FROM DATE OF LOAN. SAVINGS TRANSFERABLE ONLY ON IN-  
STITUTION'S RECORDS. LOAN RATES WILL REMAIN THE SAME AS 1ST QUARTER OF 1991  
CHRISTMAS CLUB ACCOUNT-the easy way to finance your 1991 Christmas. Current  
rate 6.50% Open Yours Today!! Need a loan? Check our rates and terms!!  
We welcome KEARNEY ORTHOPEDIC & FRACTURE CLINIC to our field of membership!!  
-----

Share account : SPLIT-RATE ACCOUNT

Trans Date	Code	Description	Trans Amount	New Balance
		Previous Balance		0.00
1/17/1991	MD	SHARE DEPOSIT	5.00	5.00
3/31/1991	DV	SHARE DIVIDEND	0.06	5.06
Current dividend:		0.06	Dividends YTD:	0.06

-----

COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1990-91

BUDGET ITEM	1990-91 APPROVED	1990-91 SPENT (unreconciled)	1990-91 BALANCE
<b>I. OPERATING BUDGET</b>			
A. Board	\$ 12,495	\$ 11,821.19	\$ 673.81
B. Publications	14,450	12,038.71	2,411.29
C. Gen. Operating Exp.	8,950	7,983.53	966.47
D. Committees	3,215	2,267.36	947.64
E. State & Regional	5,105	1,437.20	3,667.80
TOTAL OPERATING BUDGET	\$ 44,215	\$ 35,547.99	\$ 8,667.01
<b>II. CONFERENCE BUDGET</b>			
A. Conf. Management	\$ 3,075	\$ 6,556.39	\$ <3,481.39>
B. Gen. Conference Exp.	5,650	8,907.25	<3,257.25>
C. Conference Program	3,000	4,297.86	<1,297.86>
D. Food Functions	4,350	4,100.78	249.22
TOTAL CONFERENCE BUDGET	\$ 16,075	\$ 23,862.28	\$ <7,787.28>
TOTAL BUDGET	\$ 60,290	\$ 59,410.27	\$ 879.73

OP-1

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
I. OPERATING BUDGET	44,215	\$35,547.99	\$ 8,667.01
A. BOARD TOTAL	12,495	11,821.19	673.81
President (Total)	2,510	1,227.51	1,282.49
Travel	1,200	387.41	812.59
Hotels and Food	500	308.84	191.16
Telephone Expense	200	103.05	96.95
Postage	100	124.77	< 24.77>
Print & Publish.	50	0	50.00
Clerical wages & fees	150	0	150.00
Supplies	100	32.76	67.24
Miscellaneous		63.62	< 63.62>
Other (Specify)			
1. Awards	150	159.65	< 9.65>
2. Mailing Service	60	47.41	12.59
President Elect (Total)	2,600	753.51	1,846.49
Travel	1,800	343.50	1,456.50
Hotels and Food	700	345.31	354.69
Telephone Expense	50	0	50.00
Postage	50	0	50.00
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
Mailing Service		64.70	< 64.70>
Secretary (Total)	540	15.00	525.00
Travel	200	0	200.00
Hotels and Food	100	0	100.00
Telephone Expense			
Postage	30	0	30.00
Print & Publish.	100	0	100.00
Wages & Fees			
Supplies	25	15.00	10.00
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00
Excess Baggage	60	0	60.00

OP-2

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
Treasurer (Total)	\$ 2,445	\$1,743.92	\$ 701.08
Travel	100	0	100.00
Hotels and Food	100	0	100.00
Telephone Expense		73.49	< 73.49>
Postage	200	175.34	24.66
Print & Publish.	30	0	30.00
Clerical wages & fees	2,000	1,475.00	525.00
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	20.09	< 5.09>
Gen. Board Exp. (Total)	4,400	8,081.25	<3,681.25>
Travel	3,000	4,014.15	<1,014.15>
Hotels and Food	1,200	3,905.38	<2,705.38>
Telephone Expense	200	22.07	177.93
Postage		46.25	< 46.25>
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		93.40	< 93.40>
Other (Specify)			
B. PUBLICATIONS TOTAL	14,450	12,038.71	2,411.29
Newsletter (Total)	5,800	3,711.21	2,088.79
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	499.08	< 99.08>
Print & Publish.	4,800	3,081.25	1,718.75
Wages & Fees			
Supplies		13.26	< 13.26>
Miscellaneous			
Other (Specify)			
Mailing Service	600	117.62	482.38

OP-3

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
JCRL (Total)	\$ 8,650	\$ 8,327.50	\$ 322.50
Travel	600	351.00	249.00
Hotels and Food	200	282.74	< 82.74>
Telephone Expense	300	27.02	272.98
Postage	200	161.25	38.75
Print & Publish.	6,600	6,516.76	83.24
Clerical wages & fees	50	200.00	< 150.00>
Supplies			
Miscellaneous		71.50	< 71.50>
Other (Specify)			
1. Mailing Service	700	647.23	52.77
2. Conf. Registration		70.00	< 70.00>
<hr/>			
C. GEN. ORG. EXPENSE TOTAL	8,950	7,983.53	966.47
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	0	400.00
Print & Publish.			
Wages & Fees			
Supplies	400	3.12	396.88
Advert. & Promo			
Videotape	500	0	500.00
Miscellaneous	75	101.59	< 26.59>
Other (Specify)			
Mailing Service	2,500	4,924.92	< 2,424.92>
Bond	300	132.00	168.00
Stationery	600	280.31	319.69
Scholarship	1,000	500.00	500.00
Research Awards	600	350.00	250.00
Long and Outstanding			
Service Awards	75	54.00	21.00
Brochure	800	0	800.00
Journal Subscription	1,200	1,113.09	86.91
CRLA Sale Items	500	524.50	< 24.50>



OP-4.

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
D. COMMITTEES TOTAL	\$ 3,215	\$ 2,267.36	\$ 947.64
Awards and			
Fundraising (Total)	175	12.37	162.63
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	9.25	40.75
Print & Publish.	50	3.12	46.88
Clerical wages & fees			
Supplies	50	0	50.00
Miscellaneous			
Other (Specify)			
1. Mailing Service	25	0	25.00
Archives (Total)	300	243.24	56.76
Travel			
Hotels and Food			
Telephone Expense			
Postage	200	0	200.00
Print & Publish.			
Wages & Fees			
Supplies	100	243.24	< 143.24 >
Miscellaneous			
Other (Specify)			
Bylaws Total	50	0	50.00
Telephone Expense			
Postage			
Print & Publish.			
Miscellaneous			
Other (Specify)			
Site Selection	1,600	339.63	1,260.37
Travel	1,000	264.44	735.56
Hotels and Food	500	40.84	459.16
Telephone Expense			
Postage			
Print. & Publish.			
Supplies	100	0	100.00
Other (Specify)			
Stationery		7.60	< 7.60 >
Mailing Service		26.75	< 26.75 >

OP-5

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
Nominations & Elections (Total)	\$ 515	\$ 418.77	\$ 96.23
Telephone Expense	100	17.15	82.85
Postage	200	62.66	137.34
Print & Publish.	200	298.46	< 98.46>
Clerical wages & fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	40.50	< 25.50>
Placement (Total)	75	0	75.00
Telephone Expense			
Postage	25	0	25.00
Print & Publish.	25	0	25.00
Wages & Fees			
Supplies	25	0	25.00
Miscellaneous			
Other (Specify)			
Ad Hoc Committees (Total)	550	1,253.35	< 703.35>
Terminology (Total)	50	139.26	< 89.26>
Travel			
Supplies	25	2.00	23.00
Postage		54.26	< 54.26>
Print & Publish.	25	83.00	< 58.00>
Miscellaneous			
Other (Specify)			
Tutor Certific. (Total)	450	1,114.09	< 664.09>
Postage	250	436.09	< 186.09>
Print. & Publish.	150	678.00	< 528.00>
Supplies			
Miscellaneous	50		50.00
Other (Specify)			

OP-6

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
E. STATE & REGIONAL TOTAL	5,105	1,437.20	3,667.80
COORDINATOR (Total)	1,605	232.33	1,372.67
Travel	850	0	850.00
Hotels and Food	250	0	250.00
Telephone Expense	75	13.63	61.37
Postage	50	42.59	7.41
Print & Publish.	100	73.25	26.75
Clerical wages & fees			
Supplies	30	12.71	17.29
Miscellaneous			
Other (Specify)			
1. Mailing Service	150	90.15	59.85
2. Pres. Plaque	100	0	100.00
Directors (Total)	3,050	777.11	2272.89
Telephone Expense			
Postage			
Miscellaneous			
Other (Specify)			
1. Special Requests	500	0	500.00
2. Regular Group			
2 \$50 each	2,250	97.55	2,152.45
3. Mailing Service	300	61.16	238.84
4. Stationery	0	618.40	< 618.40 >
Sig Coordinator (Total)	450	427.76	22.24
Telephone Expense			
Postage	25	33.86	< 8.86 >
Print & Publish.	200	49.50	150.50
Supplies	25	0	25.00
Miscellaneous			
Other (Specify)			
Critical Thinking		250.00	< 250.00 >
Cognitive Psych		75.00	< 75.00 >
Mailing Service	200	19.40	180.60

CONF 1

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
II. CONFERENCE TOTAL	16,075	23,862.28	< 7,787.28>
A. CONF. MGT. TOTAL	3,075	6,556.39	< 3,481.39>
Chairman	1,650	2,335.83	< 685.83>
Travel	400	922.00	< 522.00>
Hotels and Food	300	73.23	226.77
Telephone Expense	150	0	150.00
Postage	100	1112.00	< 1012.00>
Print & Publish.			
Clerical wages & fees	300	212.50	87.50
Supplies	200	16.10	183.90
Miscellaneous			
Other (Specify)			
1. Committee Exp.	200	0	200.00
On Site Manager (Total)	1,350	1126.39	123.61
Travel			
Hotels and Food	500	25.00	475.00
Telephone Expense			
Postage		10.86	< 10.86>
Print & Publish.			
Wages & Fees	300	0	300.00
Advert. & Promo.	400	0	400.00
Supplies			
Miscellaneous			
Other (Specify)			
Committee Expenses	150	1,168.34	< 1,018.34>
Exhibits Chairman (Total)	75	2,994.17	< 2,919.17>
Telephone Expense	25	20.33	4.67
Postage	50	21.24	28.76
Miscellaneous			
Other (Specify)			
Printing		42.15	< 42.15>
Decoration		898.15	< 898.15>
Exhibit Hall		3,602.50	< 3,602.50>
Publishers Breakfast		1,709.80	< 1,709.80>
(\$3300 received from publishers)			

CONF 2

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
B. GEN. CONF. EXPENSES (TOTAL)	5,650	8,907.25	< 3,257.25>
Programs (Total)	2,100	2,202.50	< 102.50>
Postage	100	90.00	10.00
Print & Publish.	2,000	2,112.50	< 112.50>
Miscellaneous			
Other (Specify)			
Reg. Packets (Total)	500	558.13	< 58.13>
Print & Publish.	250	25.00	225.00
Supplies	250	279.03	< 29.03>
Miscellaneous			
Other (Specify)			
Ribbons		254.10	< 254.10>
Calls to Conf. (Total)	650	892.20	< 242.20>
Telephone Expense			
Postage	250	0	250.00
Print & Publish.	400	892.20	< 242.20>
Miscellaneous			
Other (Specify)			
Other Gen. Exp. (Total)	2,400	5,254.42	< 2,854.42>
Supplies	200	15.34	184.66
Postage		52.50	< 52.50
Printing		12.13	< 12.13
Miscellaneous			
Other (Specify)			
Xerox Rental	200	0	200.00
Decorations			
Photography	200	0	200.00
Entertainment	600	420.00	180.00
Audio-visual & Mechanical	1,000	3,944.51	< 2,994.51>
Evaluation	200	593.44	< 393.44>
Phone Equipment		216.50	< 216.50>

CONF 3

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
C. CONF. PROGRAM (TOTAL)	3,000	4,297.86	< 1,297.86>
Speakers (Total)	2,200	3,654.38	< 1,454.38>
Travel	700	1,199.00	< 499.00>
Hotels & Food	300	255.38	44.62
Wages & Fees	1,200	2,200.00	< 1,000.00>
Miscellaneous			
Other (Specify)			
Institutes (Total)	800	643.48	156.52
Wages & Fees			
Miscellaneous		45.00	
Other (Specify)			
Hotel		161.99	
Materials		330.49	
Travel		106.00	
Section Mtgs. (Total)			
Miscellaneous			
Other (Specify)			
Computer Fair (Total)			
Miscellaneous			
Other (Specify)			

CONF 4

COLLEGE READING AND LEARNING ASSOCIATION  
 BUDGET SUMMARY 1990-91

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91 (UNRECONCILED)	BALANCE
D. FOOD FUNCTIONS (TOTAL)	4,350	4,100.78	249.22
Hospitality (Total)	1,000	779.42	220.58
Food and Drink		268.66	
Other (Specify)			
Hotel room		510.76	
Publisher's Brk. (Total)			
Miscellaneous			
Other (Specify)			
Editors Lunch (Total)	200	59.68	140.32
Miscellaneous			
Other (Specify)			
State Directors Dinner (Total)	750	754.87	< 4.87>
Miscellaneous			
Other (Specify)			
Coffee Breaks (Total)	1,500	1,175.32	324.68
Miscellaneous			
Other (Specify)			
Newcomer's Reception	400	348.28	51.72
Miscellaneous			
Other (Specify)			
Past Board Luncheon	250	353.36	< 103.36>
Miscellaneous			
Other (Specify)			
Tutor Cert. Luncheon	250	265.01	< 15.01>
Miscellaneous			
Other (Specify)			

Planning Breakfast

70.38

<

Miscellaneous

Other (Specify)

SIG Leaders Luncheon

294.46

<

294.46

Miscellaneous

Other (Specify)



COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the period ending June 30, 1990

UNAUDITED

RECEIPTS

Conference Revenue (unreconciled)	\$40,987.13
Member Dues (app. 707 members)	17,674.78
Interest (Reg. Acct.= \$361.49, Conf. Acct.= \$385.31 Sav. Accts.= \$50.31, CD = \$274.22)	1,071.33
Other: Subscriptions to Journals, Fundraisers, Certification fees, Tutor Registry, Donations, etc.	6,602.25

TOTAL RECEIPTS

\$66,335.49

DISBURSEMENTS

Board Expense	\$11,821.19
Newsletter	3,711.21
Journal	8,327.50
Gen. Org. Expense	7,983.53
Committees	2,267.36
State & Reg. Expenses	1,009.44
S.I.G.'s	427.76
Conference Disbursements	35,911.58

TOTAL DISBURSEMENTS

71,459.57

DISBURSEMENTS IN EXCESS OF RECEIPTS

<\$ 5,124.08>

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1991

UNAUDITED

ASSETS

Regular Checking Account (unreconciled)	
Kearney Fed. Credit Union	\$ 1,270.34
Regular Conference Checking Account	
(unreconciled)	
Kearney Fed. Credit Union	5,460.86
Savings Accounts	
Kearney Fed. Credit Union	2,080.45
Certificate of Deposit	
Keaarney Fed. Credit Union	\$25,223.07

TOTAL ASSETS

\$34,034.72

FUND BALANCE

\$34,034.72

DUTIES OF SCHOLARSHIPS AND AWARDS COMMITTEE CHAIR

1. Form a committee to review awards (3-4 people). The President will have names of possible candidates. Selecting one or two people from your region is advisable.
2. Assume responsibility for disseminating information regarding CRLA scholarships and awards.
  - a. Write an article for each Newsletter including specific information about the awards. Put ~~application for information about the scholarship~~ in the summer Newsletter. In the fall Newsletter, solicit nominations for the Long and Outstanding Service Award.
  - b. Make the scholarship application form available at the annual conference too as well as the information regarding nominations for the Long and Outstanding Service Award.
  - c. ~~Do an individual mailout to members~~ Provide the information to the Coordinator of State/Region Directors for mailout to directors.
3. On an annual basis, recommend recipients for award(s) and scholarship(s). When you receive applications and/or nominations, distribute them to your committee with the appropriate evaluation form(s) for blind judging. When evaluating scholarship applications, request certification of the selected recipient's enrollment in a graduate program. Collect information from the committee and make recommendations to the Executive Board for all awards at least one month prior to the conference. ~~The President will~~ Announce awards during the annual conference.
4. Advise award recipients so they can plan to attend the conference or coordinate attendance.
5. After a person is awarded the scholarship, suggest the awardee report on his/her progress toward degree completion. If a person is awarded a grant to do research, request the awardee report his/her progress and final results as well.
6. Award plaques for Long and Outstanding Service, for Board Special Recognition (recipient to be selected by Board) and for the outgoing President need to be purchased. Coordinate the Long and Outstanding Service and Board's Special Recognition plaque with the President and the outgoing President's plaque with the Past-President. Have plaques prepared in advance; bring them to the spring conference. Write up presentation remarks.

(CONTINUED)

Scholarships and Awards Chair, continued

7. Coordinate any scholarship or award fund-raising activities to take place at the annual conference with the On-Site Conference Manager or his/her designee. ~~Activities should be both profitable and appropriate.~~
8. ~~Request~~ Submit a projected budget to the Treasurer prior to ~~July 1 May 31~~ since the annual budget is established at the summer/fall Board meeting. The cost of the two should be submitted at about \$35.00 each. Include some estimates for supplies above and beyond what your institution can provide.

## Analysis of Fundraising Activities for 1990-91

### Receipts and Sources of Funds

Remitted to Treasurer at Conference	\$ 486
Remitted to Treasurer at Conference	300
Remittance Enclosed	250
	-----
Total funds remitted	\$1036

### Sources of funds

Tutor Certification Registries 23 at \$5	\$ <115>
Raffle Ticket and Product Sales	<u>\$ 921</u>

### Cost Benefit Analysis of Fundraising Project

Receipts at 1991 Conference	\$ 921
Plus prior donation	10
Inventory at Sale Price 170 at \$4 for subsequent sale	918
	-----
Proceeds that will be realized after all sales	\$1849
Total Cost of Items	<524>
	-----
	1315
Loss of Cash for 2 5-year Memberships	250
	-----
Net Benefit of Project at Completion	<u>\$1065</u>

### Recommendations:

1. Continue the Raffle for at least next year and use 25th Anniversary Theme.
2. Promote items with State Directors, SIGS, and Committee Chairs for sale at regional conferences and as gifts.
3. Add 1-2 additional items such as post its; letter openers, lapel pins.
4. Have a limited Edition 25th Anniversary pin in 1992.
5. Develop and circulate a sales price list when more items are available.
6. Place ads in the newsletters and Journal.
7. Assess the cost benefit status again next year.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

## MEMORANDUM

To: Joyce Weinsheimer  
President CRLA

From: Susan Deese, Chairperson *[Signature]*  
Elections Committee

Date: June 21, 1991

Re: Slate of Nominees for Treasurer's Position

The Elections Committee is pleased to present the following nominees as candidates for CRLA Treasurer:

- 1) Rosa Hall, Tulane University
- 2) Barbara Swanson, Idaho State University

The committee feels fortunate to be able to present two outstanding members for this position. The two nominees have expressed enthusiasm for being candidates and have indicated that they have received support from their supervisors to compete for this office.

SD:ns

## **CRLA BYLAWS 1991**

### **ARTICLE I-NAME**

The name of the Association shall be College Reading and Learning Association.

### **ARTICLE II-MEMBERSHIP**

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his /her annual dues within sixty days after the date they have become payable shall be deemed to have abandoned membership in the Association.

### **ARTICLE III-MEETINGS**

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.

3. State/regional directors and chapter presidents will be encouraged to call an annual, state, or regional meeting.
4. All members of the Association may have the right to attend all membership meetings--annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

#### ARTICLE IV--BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws, or any provision of law.



3. The title of all property of the Association shall be vested in the Association and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meetings has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

#### ARTICLE V--OFFICERS

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary, and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of the Bylaws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and the treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
  - a. Appoint chairpersons of standing and special committees.
  - b. Appoint a parliamentarian.
  - c. Approve personnel of committees.
  - d. Call special meetings of the Board of Directors.

- e. Appoint state/regional directors and director(s)-at-large within thirty (30) days prior to the annual CRLA meeting unless the state or region is a chapter. If the state or region is a chapter, request the chapter president to assume the duties of the state/regional director for the geographical area encompassed by the chapter.
  - f. Appoint an acting secretary, treasurer, program chair, and/or coordinator of state/regional directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in the capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
- 4. The president-elect shall act as presiding officer in the absence of the president and shall act as chairperson of the program committee.
  - 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/regional directors, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
  - 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past president.
  - 7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. 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.
  - 8. Each state/regional director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state/regional director or chapter president shall serve as the membership chairperson for his/her state or region and shall submit an annual report to the Board of Directors not later than February 1 of each year.

#### **ARTICLE VI--FISCAL YEAR**

The fiscal year shall be determined by the Board of Directors.

## ARTICLE VII--PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these Bylaws.
2. In all meetings, any member may demand a roll call vote except for those procedures which provide for a mail ballot, including the election of officers.
3. Not later than twelve months prior to the beginning of election balloting, the president shall appoint a past president, who served a one year term as committee member, as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
  - a. The election committee shall confer in a face-to-face meeting and select from the membership at least two members for each of the offices of president-elect and secretary or treasurer.
  - b. The committee shall make available to each nominee and his /her institution, the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
  - c. The election committee shall submit to the Board of Directors the names of at least two members for each of the offices of president-elect and secretary or treasurer in time for action at the summer Board meeting.
  - d. 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 as of December 31.
  - e. All officers except the president and immediate past president shall be elected by mail ballot.
  - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
  - g. Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority of the votes cast shall be necessary for election.

h. Ballots shall be sealed immediately following the count for verification as requested in writing for thirty (30) days from the day of the election.

4. Should a quorum as defined by Article VIII of the Bylaws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

### **ARTICLE VIII--QUORUM**

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31 prior to the annual conference.

### **ARTICLE IX--AFFILIATIONS**

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

### **ARTICLE X--INITIATIVE, REFERENDUM, AND RECALL**

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth of the members of the Association. Any action or initiative, referendum or recall shall require a noticed motion and a majority vote of the membership or two-thirds vote of those members present at any annual meeting of the Association.

### **ARTICLE XI--DISSOLUTION**

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

## **ARTICLE XII--AMENDMENTS**

1. These Bylaws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds majority of the votes cast.

## **ARTICLE XIII--CHAPTERS**

The membership in any state, region, province, or territory may petition the Board of Directors to form a chapter of the Association, and upon approval of the Board, chapters may be established. Chapters must comply with the provisions set forth in the Board policy on the formation of state/regional chapters.

### **BOARD POLICY ON THE FORMATION OF STATE/REGIONAL CHAPTERS**

1. Upon approval of the Board of Directors, a chapter or chapters of the Association may be established in any area within a state, region, province, or territory on the petition of 25 members of the Association within the area. To maintain chapter status, membership in the Association must be equal to or greater than the number at the time of chapter initiation.
2. A chapter must adopt its own bylaws which will be compatible with the Constitution and Bylaws of the Association.
3. All members of the chapter must be members of the Association.
4. Elected officers shall consist of at least the president (chair), vice-president (vice-chair/chair-elect), and a recorder (secretary and treasurer duties).
5. The president of the chapter will assume the duties and function of the state/regional director position.
6. Each chapter shall hold at least one chapter meeting a year. A report of its meeting(s) shall be sent to the Coordinator of State/Regions of the Association within one month following the meeting(s).
7. State chapters shall not be affiliated with any other organizations.

8. A chapter may be dissolved at its request or by the Board of Directors of CRLA and shall be so dissolved by the Board if it becomes inactive or fails to comply with the provisions of this article for one conference year. Any treasury funds must be dispersed in accordance with state law. If there is no state law for this situation, then funds will be disbursed by the Board of Directors of the Association.
9. If a state, region, or area chooses not to have a chapter, the position of state/regional director will continue. In the event of the dissolution of a state, regional, or area chapter, the Coordinator of State/Regions of the Association will appoint a person to the position of state/regional director.

TEMPORARY, ONE-YEAR SUBSCRIPTION AGREEMENT  
CRLA/NCDE

1. NCDE agrees to enter into a one year, interim agreement to provide the JDE and/or RRiDE to CRLA members on a voluntary participation basis for the term covering Volumes 15 and 9, respectively. Subscription prices will be calculated using the attached table for percentage over base price cost resulting from percentage of CRLA participation.

2. Subscription fees will be made payable to the NCDE and sent directly to the Center's Publications offices. Names and addresses of subscribing CRLA members will be compiled on special label programs for JDE and RRiDE which contain only CRLA subscriptions to those publications. CRLA shall provide mailing labels for all members, a cover letter, and pay postage for the bulk mailing (charges not to exceed \$100) of the annual promotion. The NCDE will provide free sample issues, copies of the letter, envelopes, and labor for said mailing.

3. In the event an issue of either publication is not received by a CRLA subscriber, and the subscription is verified through the special list or proof of payment, 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.

4. CRLA shall receive a preferred discount of no less than 10% according to JDE's published advertising rates if the organization commits in writing to a particular size for a given volume (three time insertion) and does so on or before June 15. If CRLA desires specific preferred placement for the ad, commitment must be received in writing no later than April 15 for placement not already under contract. 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.

5. The NCDE shall cooperate with the promotional efforts of CRLA in the following way:

a. The publication will provide up to 1/2 page of space under the heading "CRLA Update" or a similar title in one issue per volume of the JOURNAL 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 for that particular issue (issue 1, June 1, issue 2, July 15, issue 3, September 15) but will incur no cost for production. Written commitment to use this space on a volume basis shall be made on or before June 15.

b. The publication shall, upon request, supervise the production of insert cards aimed at prospective members of CRLA and insert them in as many as two issues per year of the publication. CRLA shall bear the cost of producing the cards and will be invoiced at the rate of \$5.00/hour for the labor of inserting them.



c. CRLA shall be included on the publication's Readers' Service Card without charge so long as CRLA advertising appears in the volume in which the card is produced.

6. The following conditions shall allow for the cancellation of this agreement:

a. 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.

b. In the event of the dissolution of JDE/RRiDE, the NCDE will supply the remaining issues within the volume year in which the dissolution occurs. If this cannot be fulfilled, the NCDE publications will refund to CRLA subscribers subscription fees for any publications not provided during the volume year in which the dissolution is announced.

7. 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.





COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1991-92

BUDGET ITEM	1990-91 APPROVED	1990-91 SPENT	1991-92 APPROVED
<b>I. OPERATING BUDGET</b>			
A. Board	\$ 12,495	\$ 11,821.19	\$18,255
B. Publications	14,450	12,038.71	16,425
C. Gen. Operating Exp.	8,950	7,983.53	6,300
D. Committees	3,215	2,267.36	4,395
E. State & Regional	5,105	1,437.20	5,755
TOTAL OPERATING BUDGET	\$ 44,215	\$ 35,547.99	\$ 51,130
<b>II. CONFERENCE BUDGET</b>			
A. Conf. Management	\$ 3,075	\$ 6,556.39	\$ 5,325
B. Gen. Conference Exp.	5,650	8,907.25	7,225
C. Conference Program	3,000	4,297.86	6,900
D. Food Functions	4,350	4,100.78	6,900
TOTAL CONFERENCE BUDGET	\$ 16,075	\$ 23,862.28	\$ 26,350
TOTAL BUDGET	\$ 60,290	\$ 59,410.27	\$ 77,480

OP-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I. OPERATING BUDGET	44,215	35,547.99	51,130
I.A. BOARD TOTAL	12,425	11,821.19	18,255
I.A.1. President (Total)	2,510	1,277.51	3,635
Travel	1,200	387.41	1,700
Hotels and Food	500	308.84	1,200
Telephone Expense	200	103.05	200
Postage	100	124.77	125
Print & Publish.	50	0	50
Clerical wages & fees	150	0	150
Supplies	100	32.76	100
Miscellaneous		63.62	50
Other (Specify)			
1. Mailing Service	60	47.41	60
I.A.2. President Elect (Total)	2,600	753.51	2,700
Travel	1,800	343.50	1,800
Hotels and Food	700	345.31	700
Telephone Expense	50		50
Postage	50		50
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mail Service		64.70	100
I.A.3. Secretary (Total)	540	15.00	540
Travel	200	0	200
Hotels and Food	100		100
Telephone Expense			
Postage	30		30
Print & Publish.	100		100
Wages & Fees			
Supplies	25	15.00	25
Miscellaneous			
Other (Specify)			
Mailing Service	25		25
Excess Baggage	60		60

OP-2

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.A.4. Treasurer (Total)	2,455	1,743.92	2,530
Travel	100		100
Hotels and Food	100		100
Telephone Expense		73.49	75
Postage	200	175.34	200
Print & Publish.	30		30
Clerical wages & fees	2,000	1,475.00	2,000
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	20.09	25
I.A.5. Gen. Board Exp. (Total)	4,400	8,081.25	8,850
Travel	3,000	4,014.15	4,500
Hotels and Food	1,200	3,905.38	4,000
Telephone Expense	200	22.07	200
Postage		46.25	50
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		93.40	100
Other (Specify)			
I.B. PUBLICATIONS TOTAL	14,450	12,038.71	16,425
I.B.1. Newsletter (Total)	5,800	3,711.21	5,800
Travel			
Hotels and Food			
Telephone Expense			25
Postage	400	499.08	50
Print & Publish.	4,800	3,081.25	4,800
Wages & Fees			
Supplies		13.26	25
Miscellaneous			
Other (Specify)			
Mailing Service	600	117.62	900

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.B.2. JCRL (Total)	8,650	8,327.50	9,175
Travel	600	351.00	600
Hotels and Food	200	282.74	300
Telephone Expense	300	27.02	75
Postage	200	161.25	100
Print & Publish.	6,600	6,516.76	7,000
Clerical wages & fees	50	200.00	150
Supplies			150
Miscellaneous		71.50	
Other (Specify)			
1. Mailing Service	700	647.23	700
I.B.3. MONOGRAPHS			1,450
Graphics			300
Printing & Publishing			750
Adv. & Promotion			300
Postage			100
I.C. GEN. ORG. EXPENSE TOTAL	8,950	7,983.53	6,300
Travel			
Hotels and Food			
Telephone Expense			
Postage	400	0	50
Print & Publish.			
Wages & Fees			
Supplies	400	3.12	50
Advert. & Promo			
Videotape 500	500		500
Miscellaneous	75	101.59	100
Other (Specify)			
Mailing Service	5,000	4,924.92	2,500
Bond	300	132.00	200
Stationery	600	280.31	500
Scholarship	1,000	500.00	1,000
Research Awards	600	350.00	600
Brochure	800		800

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.D. COMMITTEES TOTAL	3,215	2,267.36	4,395
I.D.1. Awards and Fundraising (Total)	175	12.37	1,135
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	9.25	50
Print & Publish.	50	3.12	50
Clerical wages & fees			
Supplies	50		60
Miscellaneous			
Other (Specify)			
1. Mailing Service	25		25
2. Sale Items			500
3. Raffle			50
4. Plaques (6 or 7)			400
I.D.2. Archives (Total)	300	243.24	750
Travel			
Hotels and Food			
Telephone Expense			
Postage	200		200
Print & Publish.			
Wages & Fees			
Supplies	100	243.24	50
Miscellaneous			
Other (Specify)			
1. Conversion			500
I.D.3. Site Selection	1,600	339.63	1,360
Travel	1,000	264.44	1,000
Hotels and Food	500	40.84	300
Telephone Expense			30
Postage			30
Print. & Publish.			
Supplies	100		0
Other (Specify)			

OP-5

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.D.4. Nominations & Elections (Total)	515	418.77	500
Telephone Expense	100	17.15	
Postage	200	62.66	150
Print & Publish.	200	298.46	325
Clerical wages & fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15	40.50	25
I.D.5. Tutor Certific. (Total)	450	1,114.09	650
Postage	250	436.09	500
Print. & Publish.	150	678.00	150
Supplies	50		
Miscellaneous	50		
Other (Specify)			

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
I.E. STATE & REGIONAL TOTAL	5,105	1,437.20	5,755
I.E.1. COORDINATOR (Total)	1,605	232.33	1,455
Travel	850		850
Hotels and Food	250		0
Telephone Expense	75	13.63	75
Postage	50	42.59	50
Print & Publish.	100	73.25	100
Clerical wages & fees			
Supplies	30	12.71	30
Miscellaneous			
Other (Specify)			
1. Mailing Service	150	90.15	100
I.E.2. Directors (Total)	3,050	777.11	3,050
Telephone Expense			
Postage			
Miscellaneous			
Other (Specify)			
1. Special Requests	500		500
2. Regular Group			
@ \$50 each	2,250	97.50	2,250
3. Mailing Service	100	61.16	300
I.E.3. SIG Coordinator (Total)	450	427.76	1,250
Telephone Expense			
Postage	25	33.86	25
Print & Publish.	200	49.50	200
Supplies	25		25
Miscellaneous			
Other (Specify)			
1. Regular SIGS at			
\$50 each			1,000

CONF-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
II. CONFERENCE TOTAL	16,075	23,862.28	26,350
II.A. CONF. MGT. TOTAL	3,075	6,556.39	5,325
II.A.1. Chairman	1,650	2,335.83	2,650
Travel	400	922.00	500
Hotels and Food	300	73.23	300
Telephone Expense	150		150
Postage	100	1,112.00	1,200
Print & Publish.			
Clerical wages & fees	300	212.50	300
Supplies	200	16.10	200
Miscellaneous			
Other (Specify)			
1. Committee Exp.	200		
II.A.2 On Site Manager (Total)	1,350	1,126.39	1,500
Travel			100
Hotels and Food	500	25.00	500
Telephone Expense			25
Postage		10.86	25
Print & Publish.			
Wages & Fees	300		300
Advert. & Promo.	400		400
Supplies			
Miscellaneous			
Other (Specify)			
Committee Expenses	150	1,168.34	150
II.A.3. Exhibits Chairman (Total)	75	2,994.17	1,175
Telephone Expense	25	20.33	25
Postage	50	21.24	50
Miscellaneous			50
Other (Specify)			
1. Printing		42.15	50
2. Decoration		898.15	1,000



CONF-2

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 91/92
II.B. GEN. CONF. EXPENSES	5,650	8,907.25	7,225
II.B.1. Programs (Total)	2,100	2,202.50	2,200
Postage	100	90.00	100
Print & Publish.	2,000	2,112.50	2,100
Miscellaneous			
Other (Specify)			
II.B.2. Reg. Packets (Total)	500	558.13	850
Print & Publish.	250	25.00	250
Supplies	250	279.03	300
Miscellaneous			
Other (Specify)			
1. Ribbons		254.10	300
II.B.3. Calls to Conf. (Total)	650	892.20	1,150
Telephone Expense			
Postage	250		250
Print & Publish.	400	892.20	900
Miscellaneous			
Other (Specify)			
II.B.4. Other Gen. Exp. (Total)	2,400	5,254.42	3,025
Supplies	200	15.34	200
Postage		52.50	50
Printing		12.13	25
Miscellaneous			
Other (Specify)			
1. Xerox Rental	200		200
2. Decorations			
3. Photography	200		100
4. Entertainment	600	420.00	600
5. Audio-visual & Mechanical	1,000	3,944.51	1,000
6. Evaluation	200	593.44	600
7. Phone Equipment		216.50	250

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 90/91
II.C. CONF. PROGRAM (TOTAL)	3,000	4,297.86	6,900
II.C.1. Keynote Speaker	2,200	3,654.38	2,500
Travel	700	1,199.00	700
Hotels & Food	300	255.38	300
Wages & Fees	1,200	2,200.00	1,500
Miscellaneous			
Other (Specify)			
II.C.2. Invited Institutes	800	643.48	3,500
Wages & Fees			2,000
Miscellaneous		45.00	
Other (Specify)			
1. Hotel & Food		161.99	500
2. Materials		330.49	
3. Travel		106.00	1,000
II.C.3. Regular Institutes			700
Materials - 14 @			
\$50 each			700
Other (Specify)			
II.C.4. Computer Fair			200
Miscellaneous			200
Other (Specify)			

CONF-4

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 90/91	SPENT AT 6/30/91	APPROVED FOR 90/91
II.D. FOOD FUNCTIONS (TOTAL)	4,350	4,100.78	6,900
II.D.1. Hospitality	1,000	779.42	1,000
Miscellaneous			
II.D.2. Publisher's Brk.			1,700
Miscellaneous			
II.D.3. Editors Lunch	200	59.68	200
Miscellaneous			
II.D.4. State Directors Dinner	750	754.87	800
Miscellaneous			
II.D.5. Coffee Breaks	1,000	1,175.32	1,500
Miscellaneous			
II.D.6. Newcomer's Reception	400	348.28	400
Miscellaneous			
II.D.7. Past Board Luncheon	250	353.36	600
Miscellaneous			
II.D.8. Tutor Cert. Luncheon	250	265.01	300
Miscellaneous			
II.D.9. Planning Breakfast		70.38	100
Miscellaneous			
II.D.10. SIG Leaders Luncheon		294.46	300
Miscellaneous			

# **CRLA Summer Board Meeting Agenda San Francisco, California June 28-30, 1991**

**Friday, June 28, 1991  
1:15 p.m.**

## APPROVAL OF AGENDA

## APPROVAL OF MINUTES

Attachment #1

## REPORTS FROM OFFICERS AND BOARD GUESTS

Past-President

- \*Status of States and Regions
- \*Request to Keynote at VCLA's 3rd Annual Conference

Secretary

- \*Attachment #2

Treasurer

- \*Report of 1991 Conference
- \*Financial Report

President-Elect

- \*1992 Conference Plans

Site Chair

- \*1992 Conference Plans

Newsletter Editor

- \*Redesign of Newsletter by Professionals
- \*Conference Photographs
- \*Pull-out Reference Section in Fall Newsletter
- \*Membership Application
- \*Second Class Mailing versus Bulk Rate
- \*Name Change

5:30 p.m. - Break for Dinner

Reconvene at 7:00 p.m. if there is a need to finish any items on day's agenda.

CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
June 28-30, 1991

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

June 28, 1991

1. The agenda for the summer Board meeting was approved with additions and revisions.
2. After approval of a final expense, the Treasurer calculated that the amount made on the 1991 San Antonio conference was \$5300. In almost every budget category, the conference cost more than budgeted. Conference budgets have not kept pace with inflation. Amounts invested in the CD will have to be used for expenses.
3. New procedures will require that conference registrants mail on time or register on site.
4. Publishers found the \$400 exhibit fee too high. Fees for the 1992 conference are set at \$235 per exhibiter, with \$100 for each additional table.
5. A barbershop singing group will entertain at the banquet. Numerous tours are planned for the 1992 conference, though no campus tours. Dinner on the Town will become Dinner in the City.
6. Computer and AV troubleshooting expertise will have to come from the membership; the Airport Marriott's fees for this service are too high.
7. JoAnn Carter-Wells will revise the conference evaluation form and create an evaluation form for the computer room.
8. The 1992 conference has already been well advertised.
9. All potential presenters who submit proposals for sectionals and institutes by the August deadlines will know by mid-September whether their proposals have been accepted. This will aid those who must have institutional travel budgets approved in September.
10. Alex Haley will be the keynote speaker if outside funding can be arranged.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 2

11. Minutes of the 1991 spring Board meetings in San Antonio were approved.
12. The display board is being well used at state/regional conferences and has been reserved for numerous conferences this next year.
13. Dee Tadlock will give the keynote address at the Virginia College Learning Association's third annual meeting in early December. The Board will fund Dee's travel to the conference, with local expenses paid by VCLA.

June 29, 1991

14. The terms of office of both secretary and treasurer will begin on the first day of the summer board meeting, or sooner if needed. The organization will pay for new officers' hotel accommodations for board meetings prior to and after actual conference days.
15. The treasurer has found keeping separate general and conference accounts to be helpful in paying conference bills.
16. Although income from sources like tutor certification fees and fund raisers has tripled in recent years, expenditures annually exceed income by \$5000. Not all SIGs have been charging the \$5 fee set by the board.
17. A professional photographer will not be hired for the 1992 conference. Members or their associates will handle photographic duties.
18. The fall newsletter will contain a pull-out reference section containing the names, addresses, and telephone numbers of officers, SIG leaders, state/regional directors, and others. The newsletter will continue to be mailed at bulk rate.
19. Sue Brown is preparing the new membership form. It will provide an option for making donations to the scholarship fund.
20. New scholarship and award application/nomination forms were approved. Scholarship award applicants must plan to enroll in at least 9 semester hours the year of award.
21. Fundraising activities initiated by Gladys Shaw, including sale of CRLA items and raffle of donated items, will continue. 25th anniversary lapel pins will be available for sale before the spring conference.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 3

22. The Board supports Kate Sandberg's submission of a grant proposal to ARCO Alaska for \$5000.
23. Rosa Hall of Tulane University and Barbara Swanson of Idaho State University are candidates for treasurer (1992-94); the slate for president-elect is incomplete.
24. The bylaws are updated in accordance with the membership vote at the 1991 conference: conferences are not restricted to the "western" area. At the 1992 conference, members will vote on changes to the treasurer's duties (having an auditor rather than an appointed committee audit the books) and definition of voting members to be consistent with an earlier election date (removing the requirement that they be in good standing as of December 31 preceding the election).
25. CRLA's role in the Exxon research project is not clear. Carol Clymer will request a timeline on CRLA's involvement.
26. Footage for a presentational videotape will be shot at the 1992 conference.
27. The Political Action Committee is currently in need of leaders.
28. Liaison with other organizations may be simplified by a consortium of nine organizations now forming.
29. The CRLA membership year will run from January to January, and dues will be payable with spring conference fees. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992.
30. Oxford Mailing Service will be asked to inventory their warehoused CRLA materials, including journals, newsletters, brochures, and interest surveys.
31. A cover design for CRLA monographs has been approved.

June 30, 1991

32. CRLA will sever its relationship with Oxford Mailing Service and provide its own mailing service. Mailing responsibilities will temporarily reside with President Joyce Weinsheimer and her staff at the University of Minnesota. She will analyze the time and materials required for mailing services.

## CRLA SUMMARY OF MINUTES

San Francisco Airport Marriott

June 28-30, 1991

Page 4

33. A temporary, one-year subscription agreement with NCDE was approved, offering CRLA members the RrIDE and JDE publications at reduced prices.
34. San Diego and Phoenix have been approved as future conference sites, probably for 1994 and 1996. The site selection chair will determine which site gets the 1994 conference and which waits until 1996.
35. A special agreement with Marriott Hotels will be sought, in the hope of obtaining reduced rates for conferences.
36. The job descriptions for Treasurer and Chair of Scholarships and Award Committee were updated.
37. At the San Francisco conference, a special 25th anniversary award will be given to a major contributor to the field of learning assistance.
38. CRLA will pay the newsletter editor's expenses to attend Board meetings in the summer of 1992.
39. Monographs (the tutor certification directory and the terminology study ) will be promoted by their authors, Board members, and state/regional directors.
40. Because only Board members are bonded, SIG leaders cannot keep accounts. Any accounts now deposited by SIG leaders must be transferred to the CRLA treasury. SIG fees should be made payable to CRLA and sent to the treasurer; receipts can then be submitted to the treasurer for reimbursement.
41. Conference on-site personnel must get Board approval for any expense that is over the budgeted amount.
42. Budgeted expenses for 1991-92 total \$77,480, but income of only \$60,000 is anticipated. Therefore the membership fee is raised to \$40 and the conference fee to \$75, to make up the shortfall in revenue.

Respectfully submitted,

Karen Agee, *Secretary 1991-93*

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CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 28, 1991

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

Others Present: Tom Pasternack, *Newsletter Editor*; Shirley Sloan, *On-Site Chair*; Lois Janowski, Chuck Hunter, *On-Site Committees*.

Joyce called the meeting to order at 2:08.

Joyce and others expressed regret that Denise McGinty, outgoing secretary, was unable to attend the meeting. Denise's husband's medical condition does not permit that he be left alone.

*Agenda was revised*

I. Approval of Agenda.

The agenda was approved with additions. Because the meeting started late due to delayed flights, it was agreed to rearrange the agenda (Attachment A) so that Lois and Chuck could present immediately after the treasurer's report.

*1991 conference cost overview presented*

II. Treasurer.

A. Report of 1991 Conference.

Kathy presented a CRLA Conference Overview--1991 (Attachment B) and noted that \$36 in interest has been earned on the approximately \$5,425 made on the conference, for a new total of \$5,461. She reported that a recent bill for \$156, for transportation of computers for an institute, is not included in the \$643 calculation of cost for institutes; if the Board authorizes payment, institute costs increase to \$799, further reducing the amount made on the conference to about \$5300.

*1991 conference cost more than budgeted*

In almost every budget category the conference cost CRLA more than budgeted. Overruns in Exhibits, Speakers, and Other Conference Expenses were especially high. The hotel included an unexpected charge for decorating each table in the publishers'

exhibits room and charged for the room itself. Although the institutes and some meal functions made money and the banquet almost broke even, speaker costs were over budget because Bernice McCarthy, keynote speaker, flew first class. The Board agreed that these unexpected costs now provide new areas for which to watch when negotiating with hotels and speakers before contracts are signed.

*Conference budgets not  
keeping pace with inflation*

B. Financial Report.

Kathy presented a CRLA Budget Overview (Attachment C) showing that, while the operating budget has been expanded to match inflation and costs since 1986, the conference budget has not increased to match actual costs--and currently lags behind costs by 30%.

*CD will be reduced*

Because CRLA cannot be run on \$5000 (conference proceeds), Kathy will have to extract several thousand dollars from the CD before reinvesting it this summer.

Of the 456 who registered for the 1991 conference, 290 did so late, with about 190 mailing registrations in late (and paying the late fee) and about 100 registering on site. There were some problems with on-site registration: those working at the registration desk need to record exactly who paid, how much, and for what. (San Francisco on-site people have promised to provide a computer at the registration table and a hard copy printout for the treasurer.) Late registrants were not deterred by the minimal late fee. In the future, registrants should be advised that they must send in registration forms by a certain date or bring them for on-site registration; forms postmarked late will be returned to sender.

*Conference registrants must  
mail on time or register on site*

Kathy has sent information to Oxford Mailing Service about new members who joined at the conference and has asked the mailing service to confirm that they have added them to the membership list.

*Final 1991 conference expense  
approved*

The Board returned to consideration of the 1991 conference finance report and **agreed to reimburse Richard Holdredge \$156, the amount he spent to transport Apple computers from Austin to San Antonio for his institute.**

(M) Karen Agee  
(S) Kathy Carpenter

PASSED

*Drayage fees contributed to  
1991 exhibits cost overrun*

Lois, who is in charge of exhibits for the 1992 conference, informed the Board that she had not known she needed to arrange for drayage, which is usually paid by publishers if arranged in advance by conference staff. She will arrange this for the 1992 conference.

### III. On-Site Conference Planning.

#### A. Exhibits (Lois Janowski).

*Publishers found \$400 fee in  
1991 too high*

Lois interviewed every exhibitor at the San Antonio conference. Most publishers mentioned that the newly-increased exhibit fee of \$400 was too high, considering our small conference attendance. Some were offended by being offered free tickets for meal events, others by a fee reduction for those who had exhibited at the Texas state conference. Parking, they said, should always be free.

The Board edited the letter Lois will send to prospective exhibitors. They will be invited to join the Friday Night Literary Society and to host part of the food; a sign would recognize their contribution. Publishers will also be asked to contribute to the cost of the breakfast in the exhibit hall. Exhibitors will be informed that complimentary tickets for certain meal events will be available until a certain date. Since nearly every exhibitor requested an additional table, reducing the number of possible exhibitors, second tables should be more expensive than in the past.

Several advantages of the San Francisco conference for exhibitors were noted: the exhibit hall will be in a most favorable location in 1992, and parking in the open lot will be free; more (30-35) tables can be arranged in the exhibit hall; CRLA is increasingly national and even international in membership.

Becky elicited suggestions for contests to draw members to the exhibit areas, and also names of CRLA writers who can be invited by letter and in the Newsletter to participate in a Meet the Authors session.

*Publisher exhibit fees set at \$235/100*

**The Board decided to charge publishers \$235 for one table (including skirt and one standard electrical hookup) and \$100 for each additional table on a space-available basis.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

*Banquet entertainment will be a barbershop group*

B. Entertainment (Chuck Hunter).  
Chuck is planning an award-winning barbershop quartet singing group to provide entertainment at the banquet. The cost to CRLA will be minimal because of the group's commitment to community service.

*Numerous tours are planned for the 1992 conference*

Plans are also being discussed for balloon tours, an Angel Island walk, wine tours, a Muir Woods tour, bay tours, and "friends of the library" walking tours. Chuck and the Board discussed holding the last General Session at breakfast or brunch on Sunday rather than at luncheon, to leave time for touring afterward. Pre-conference tours are also being planned.

The Board thanked Chuck and Lois for their hard work and excellent ideas.

Chuck and Lois left at 4:00.

*Becky will have conference programs printed at her institution*

C. Registration (Becky Johnen).

Becky reported that Chemeketa Community College is very supportive and will design, typeset, and print conference programs but cannot print dividers. Her institution will also fund necessary mailing and telephone calls.

The registration table will be decorated appropriately for the 25th anniversary celebration. Hours the table is open will be extended, perhaps with the assistance of retiree volunteers provided by the San Mateo Convention Center. Members have requested larger, darker print on the name tags. A copy machine will be located nearby.

*Dinner on the Town becomes Dinner in the City for 1992*

D. Food (Shirley Sloan).

Shirley reported that Dinner on the Town will become Dinner in the City, and plans are being made for dining in San Francisco. She will investigate prices and menus of restaurants in the area of the Airport Marriott and consider their appropriateness for SIG breakfasts and luncheons. To boost attendance at the banquet, the entertainment should be advertised. In response to member concerns, Shirley has determined that special diets can easily be accommodated at the Airport Marriott.

*No campus tours planned for 1992 conference*

E. Campus Tours.

Shirley reported that the Stanford campus no longer has a learning center; interest in campus tours has been declining at recent CRLA conferences; and the north California group has visited each other's campuses at meetings: therefore, no campus tours are being planned for the 1992 conference.

The Board took a break from 4:46 to 4:51 p.m.

*1992 conference AV and computer expertise to be provided by members--the Airport Marriott too expensive*

F. Computer and AV Equipment.

Shirley has talked with Bill Broderick about equipment needs. Both IBM and Apple are nearby, and the computer SIG is willing to help. Dee volunteered to contact Gary Brown to provide

*Agreement with Hobbit to be investigated*

*JoAnn Carter-Wells will revise evaluation form for 1992 conference*

*Becky has advertised the 1992 conference*

expertise, as well. If there are problems, Marriott can provide a technician but charges \$35/hour, with a four-hour minimum. The committee should pool their expertise and that of other members to avoid these charges.

#### G. Transportation.

Shirley reported that the San Mateo Convention Center has an association with Hobbit and could provide 45% off airfare, or 5% off the lowest fare for any airline. She will investigate an agreement with Hobbit.

#### H. Evaluation.

JoAnn Carter-Wells submitted a report as Chair of Conference Evaluations (Attachment D) and has agreed to head the committee again. Becky noted that JoAnn sees the need to revise the conference evaluation form, making it clear that the questions on the back ask about **future** conferences. Only 120 evaluations were turned in; the Board reviewed the evaluation results. JoAnn will design a separate evaluation form for the computer room.

The evaluation form should invite presenters and institute leaders, particularly, to offer suggestions and improvements. The Board also considered a presenters' lounge-resource room.

#### IV. President-Elect Conference Plans.

A. Becky sent out a call for proposals 4-6 weeks after the 1991 conference to all current members, members lapsed within the year, and NADE members. She also wrote to SIG leaders and state leaders requesting proposals; took information to a recent conference in Alberta, Canada; advertised in state newsletters and in the newsletters of other organizations; and took out ads for the fall, winter, and spring issues of Journal of Developmental Education.

B. LuAnn Witten has agreed to chair the committee on Sectionals and Institutes, and Maggie McBride will

handle Newcomer Orientation. The Program Committee has been meeting since May.

C. Responses to the call for proposals already number 12, with a variety of strands represented and some new presenters submitting proposals.

D. Becky has been in touch with the president-elect of NADE to arrange attending and presenting at each other's conferences. Their conference theme, remarkably similar to CRLA's, is Celebrating Diversity.

*All who submit papers will know by September whether they will be invited to present*

E. Becky has produced a response card she sends to all who submit proposals, notifying them that the proposals were received and promising a mid-September communication on the status of each proposal. In the past, presenters have asked for this earlier notification, because many institutions require budgets to be finalized in September.

*Alex Haley may give 1992 keynote address*

F. Becky is negotiating with Alex Haley to be the 1992 conference keynote speaker and with Nike Corporation to help pay Haley's \$10,000 fee. Three other excellent speakers are also good possibilities for keynote addresses and/or institutes.

G. Becky has already contacted Karen Smith about putting together a 25-year history of CRLA for this anniversary conference.

H. Becky is designing a tote bag (instead of folder) for the conference and may have 1000 made. She is also trying to find a publisher to underwrite the bags, pencils, and other conference memorabilia to commemorate the 25th anniversary.

I. Becky is working with David Caverly to arrange CEU credits for the 1992 conference through Southwest Texas State University. She will find out

*Minutes of 1991 spring Board  
meetings approved*

how many members followed up on their conference experience with the required papers and earned credit.

V. Approval of Minutes.

**The Board accepted the minutes of March 18-23 and expressed their appreciation of the fine job Denise has done under stressful conditions.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board sent a card and plant to Denise.

VI. Past-President.

A. Status of States and Regions.

1. Dee reported that the number of state/regional groups is holding steady, and state leaders seem to be active.

*Display board being well used*

2. The CRLA display board has been used at two state conferences since the spring conference and is scheduled to be used at many more this fall and winter. Dee has informed state/regional leaders that Board members are available as speakers for state/regional conferences.

3. One state wonders if the old journals warehoused by Oxford Mailing could be used by state leaders as displays and prizes at state conferences. The Board agreed to discuss this at a later time, after inventory has been taken.

4. Joyce reported that she had received a perplexing request for \$500 from one state group. Dee will respond to the state leader, clarifying the amount of funding allowed and the conditions under which funds (\$50) can be acquired from the Board.



CRLA Board Minutes  
San Francisco Airport Marriott  
June 28, 1991  
Page 9

*Dee Tadlock will give keynote  
address at VCLA in December*

B. Request to Keynote at VCLA.

Dee has received a request to give the keynote address at the Virginia College Learning Association's 3rd annual meeting on December 6-7. Tom Pasternack, a founding member, explained the origins of the group (at the Seattle CRLA conference). Martha Maxwell, who spoke at VCLA last year, will this year be invited to accept a lifetime membership. VCLA will handle Dee's local costs, but Tom requests that **the Board will fund Dee's airfare to the conference to present the keynote address**; the Board concurred.

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

*Per-mile travel rates clarified*

In response to questions about per-mile rates for Shirley Sloan and others traveling at Board expense in their own vehicles, the Board asked that members submit requests for payment at the rate their own state pays.

The Board adjourned at 6:33 p.m.

Respectfully submitted,



Karen Agee, *Secretary 1991-93*

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 29, 1991

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

Others Present: Shirley Sloan, *On-Site Chair*; Tom Pasternack, *Newsletter Editor*.

Joyce called the meeting to order at 8:39 a.m.

There was a brief discussion of whether SIGs need time for both breakfast/lunch and business meetings. It was agreed that this permits members to attend meetings of more than one SIG.

Shirley left at 8:46.

*Secretary and treasurer will begin duties the first day of summer board meeting, or sooner if needed*

VII. Secretary's Report.

Denise's report (Attachment E) was accepted by the Board, including her suggestion that the secretary's term of office should begin by the summer board meeting. A motion was made that **the terms of office of both secretary and treasurer should begin on the first day of the summer board meeting, or sooner if needed.**

(M) Becky Johnen

(S) Karen Agee

PASSED

VIII. Treasurer's Report, continued.

A. Kathy presented the Bank Statement Reconciliation (Attachment F) for all four accounts: both the general and conference accounts have savings accounts associated with them. It has been valuable to keep conference accounts separate from the general accounts. Only in this way can the treasurer know how much the conference truly earns.

*Valuable to keep separate general and conference accounts*

*New officers will have rooms paid for by CRLA for attending Board meetings; incumbent officers will have transportation and room paid by CRLA for Board meetings and conference*

*Income tripled from "other" sources*

*Expenditures annually exceed income by \$5000*

B. Kathy presented also her Summary of the Budget (Attachment G). The total operating budget is in the black; projections for operating expenditures have been realistic. The conference budget, however, has not been realistic, despite raising the conference fee from \$40 to \$50 this past year. At least \$10,000 in profit is necessary to run CRLA, and conferences have been bringing in only \$5000.

Kathy drew to the Board's attention that incoming officers would be elected sooner so that they could arrange to attend pre-conference board meetings, but the Board had never discussed who would pay room charges. She suggested that **incoming officers should have their hotel room paid by CRLA for the days the Board meets prior to the start of conference and after the conference, excluding the days of the conference itself. Incumbent officers will have transportation and room paid by CRLA for days of both board meetings and the conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

C. Kathy gave the Board copies of her unaudited Statement of Receipts and Disbursements (Attachment H) and noted that CRLA more than tripled income from "other" sources, including tutor certification fees, tutor program registries sold, and fund raisers; however, she also noted that in the past year CRLA spent \$5000 more than it took in. It was observed that, at this rate, in six years CRLA will be bankrupt.

Kathy reported that the CD will be available for reinvestment in September, but she will have to draw some funds off. She will invest the remainder for only three months so that it will be available for the incoming treasurer.

*A professional photographer  
will not be hired for the 1992  
conference*

*Fall newsletter will contain a  
pull-out reference section*

*Not all SIGs charge the \$5 fee  
set by the Board*

IX. Newsletter Editor (Tom Pasternack).

A. Redesign of Newsletter. Tom and the Board agreed not to hire a professional designer for the new Newsletter; the Board was enthusiastic about the design produced by graphic designers on Tom's campus.

B. Conference Photographs. Instead of hiring a professional photographer for the conference, Tom suggested encouraging members to take photos; in return, CRLA would waive the conference fee and reimburse film and developing costs. This would cost CRLA less than \$300 and produce more shots of more events. Becky will have Shirley check with her committee members to see if anyone can do the job, and also with local colleges, perhaps a professor and photo practicum students. Becky will also make a list of scenes and individuals that should be captured on film.

C. Pull-out Reference Section. Tom suggested that in the centerfold of the fall newsletter he print a four-page, tear-out section containing the names, addresses, and telephone numbers of officers, SIG leaders, and state/regional directors.

D. Membership Application. Tom explained that the reason he had not printed a membership application in the summer newsletter was that the new form invites SIG memberships on the back at a straight \$5 fee for each, and in his experience SIGs charge different fees for membership. Tom wrote to all SIG leaders asking for information and found that some charge \$6, most \$5, and some nothing. Becky has written to all SIG leaders about the new Board rule that every SIG leader charge \$5 to every SIG member but will call Patti Glenn to make sure she knows about the new rule and communicates it again to the SIG leaders.

*Sue Brown will prepare new membership form for the fall newsletter*

Tom noted that if the membership year were the same for everyone, SIG leaders would know whose membership has expired.

Becky will communicate with Sue Brown, who is having a draft of the new membership form typeset, so that Tom can have the new form for the next issue of the Newsletter.

*Newsletter will continue to be mailed at bulk rate*

E. Second-Class Mailing versus Bulk Rate. Tom reported that he had mailed the summer issue by bulk rate. Second-class mailings would go out faster; a second-class mailing permit, however, is for mailings made at least four times per year; the newsletter goes out only three times. Tom would have to apply for a permit at his post office--the city of origin for the mailings--even though CRLA is a non-profit organization. The bulk mailing seemed to go out quickly and cost only \$136.63. He recommended, and the Board agreed, to continue mailing by bulk rate.

F. Name Change. Regarding a change of name for the newsletter, Tom has received only one suggestion so far.

G. Tom reported that he had expected it to be difficult to find enough information to fill an issue but found he could not fit in everything without editing the articles contributed to him. He has invited SIG leaders to send 250-word descriptions of their SIGs, which he will edit and include in upcoming newsletters. There may be need to go to a 16-page newsletter. The Board decided to leave that decision to the editor's judgment.

H. Tom suggested that the Awards chair may want to contribute an article for the newsletter, inviting nominations for the Long and Outstanding Service award and informing members that applications for scholarships and research awards can be acquired from Kate herself or from state/regional directors.

Joyce will talk with Kate Sandberg about writing for the newsletter.

I. Tom reported that he wants an opinion/editorial page in the newsletter. He has invited Martha Maxwell to write the first op-ed article. This change, like a number of others, makes the publication more than a conference newsletter.

J. Joyce noted that JoAnn Carter-Wells, rather than Frances McMurtray, had been listed in the summer newsletter as a recipient of the Special Recognition Award. Tom will print a correction.

K. Tom would like to print Joyce and Becky's signatures below their columns in upcoming newsletters.

*Tom Pasternack's work on the new newsletter is much appreciated*

**The Board thanked Tom for contributing his exciting new ideas and hard work to create a new Newsletter.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

The Board took a break from 10:36 to 10:56 a.m.

*Scholarship applicants must plan to enroll in at least 9 semester hours the year of award*

X. Reports from Standing Committees.

A. Awards and Scholarships (Kate Sandberg).

1. Changes in Scholarship Application Forms. The Board accepted Kate's proposed revision to the CRLA Scholarship Application with one change: applicants should be enrolled in a minimum of 9 semester hours between summer 1992 and summer 1993. The Board accepted without revision Kate's proposed Research Assistance Award form and Nomination Form for the Long and Outstanding Service Award.

*Fundraising activities initiated by Gladys Shaw will continue*

2. Report from Gladys Shaw, former chair. Joyce shared Gladys' suggested revised Duties of Award

Committee Chair (Attachment I as amended by Board on June 30) and Analysis of Fundraising Activities for 1991-91 (Attachment J), containing recommendations for future fundraising activities. The Board will, by approving the budget June 30, allocate \$500 for Kate to purchase more items for sale, especially items that sold well last year and unlined note sheets.

*Membership form will provide option for scholarship donation*

3. Donation Section on Membership Forms. The Board agreed that membership forms should include a section for making donations to awards and scholarships. Becky will convey that information to Sue Brown, who is typesetting the membership form.

*Raffle will be continued*

4. Raffle at 1992 Conference. The Board agreed that the raffle of articles donated by state/regional groups and SIGs was very successful at San Antonio and should be continued. Gladys had recommended a 25th-anniversary theme for the 1992 conference raffle. Kathy has already suggested to Kate that state/regional directors could help sell raffle tickets at the 1992 conference.

5. Appreciation of Award. Joyce shared the letter she received from Cheryl Brown Kovacic thanking CRLA for her Distinguished Research Award.

*25th-anniversary lapel pins will be available for sale this winter*

6. Limited Edition 25th Anniversary Lapel Pin. Gladys had proposed that pins, if pre-ordered, could be sold for \$5-6 with a profit of \$3.50. The Board decided that **pins will be advertised in the fall and winter newsletters and call-to-conference insert, sold for \$6.00, paid for by check to CRLA by January 15, ordered by Gladys, and delivered to purchaser at the conference registration table or, by request, mailed to purchaser.**

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

*Kate Sandberg's grant request  
to ARCO Alaska supported*

7. Nomination for Outstanding Service Award. Kate had requested that the Board nominate an individual for Outstanding Service award, but the Board agreed to leave to the awards committee chair the right to make nominations and to forward nominations to the Board.

8. Submission of Grant Proposal to ARCO Alaska for \$5000. Kate suggests that she should submit a proposal to ARCO, which has established a foundation that supports educational organizations. **The Board agreed to support Kate's efforts to seek grant funds for CRLA from foundations and will provide logistic support required by the foundation.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board adjourned at 12:40 for lunch and resumed at 2:20.

*Rosa Hall and Barbara  
Swanson on slate for treasurer*

B. Elections Committee (Susan Deese). Susan sent a memo (Attachment K) announcing as nominees for 1992-94 Treasurer Rosa Hall of Tulane University and Barbara Swanson of Idaho State University. Candidates and their institutions have been contacted. **The Board agreed to accept these excellent nominees for treasurer submitted by Susan Deese.**

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The slate for president-elect is incomplete until institutions of potential candidates have responded. **The Board gave prior approval to the president-elect slate, or any portion of the president-elect slate, proposed by Susan Deese.**



*Board thanks JoAnn Carter-  
Wells for her conference  
evaluation report*

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

C. 1991 Conference Evaluations (JoAnn Carter-Wells). The Board received JoAnn's report (Attachment D; see June 28 minutes, III.H, p. 6) and commented on her thorough job of analyzing conference evaluations. To encourage more members to complete evaluations, the Board decided that more receptacles for evaluation forms should be provided, and prizes might be given as incentives for completing and submitting evaluations. **The Board thanked JoAnn Carter-Wells for her excellent evaluations report and recommendations.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

D. Archivist (Karen Smith). Karen submitted her report to the Board at the San Antonio conference. Denise noted in her report (Attachment E hereto) that Karen wants hard copies of minutes and attachments sent to her. Karen Agee will telephone Karen Smith to determine the need for hard copies rather than microfiche records and the feasibility of transforming all but genuine artifacts (e.g., conference programs, newsletters) to microfiche or computer diskettes.

E. Special Interest Groups (Patti Glenn).

1. No SIG report was received, but Patti and Becky have been in communication with each other.

2. Concerning the status of Multicultural Affairs SIG, Becky reported that two members at the San Antonio conference indicated some interest in chairing the

group. Becky sent one a SIG packet and got her in touch with the other. She will ask Patti for an update.

3. Becky has sent letters to new SIG leaders encouraging their involvement in her conference program planning.

F. Bylaws (Patti Glenn).

*Bylaws updated; conferences no longer restricted to "West"*

1. Patti sent copies of the Bylaws (Attachment L) revised in accordance with the San Antonio conference vote to eliminate former Article III, Section 5, which specified that meetings had to be held in the western area.

*At 1992 conference, members will be asked to change V.7 and VII.3.d*

2. The Board agreed to bring before the membership at the spring conference a revision of V.7. of the Bylaws to have financial records reviewed annually by a hired auditor rather than a committee of three members, in accordance with current practice.

3. The Board agreed also to bring before the membership a revision of VII.3.d. of the Bylaws, eliminating the phrase that voting members should be "in good standing as of December 31," in accordance with the new schedule for electing officers.

*CRLA's role in Exxon research project unclear*

XI. Old Business.

A. Exxon research project (Dee Tadlock). Dee reported, from her conversation with Carol Clymer, that a meeting of the advisory group had been canceled and Hunter Boylan had offered no subsequent information. It was agreed that **Carol Clymer should contact Hunter Boylan concerning the Exxon project, requesting a timeline on CRLA's involvement and expressing concern about the absence of communication between the Board's representative (Carol Clymer) and the project coordinator (Hunter Boylan).**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

B. CRLA Video (Dee Tadlock). Dee also reported that Carol Clymer still has in her employ the videographer who, had Carol been able to attend the San Antonio conference, would have produced a presentational CRLA videotape. Dee intends to clarify with Carol what this videographer could do, on the \$500 budget, at San Francisco. Becky reported that she also has an excellent videographer at Chemeketa as a backup. **The Board decided that Becky should use whatever means she has available to most efficiently and effectively produce a video at the San Francisco conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

*Political Action Committee  
needs leaders*

C. Political Action Committee (Dee Tadlock). Dee reported that when Carol Clymer undertook responsibility for the Political Action Committee, she was anticipating a move to Washington, D.C. Her present circumstances do not permit such excellent opportunities for political action. Dee noted that this might be a joint committee with NADE; the 1995 Seattle conference should have a political-action thrust. Jim Preager will be invited to participate in leadership of this committee. The 25th-anniversary conference will also provide opportunities for political- and professional-action sessions.

*A consortium of organizations  
may form*

D. Liaisons with other organizations. At the 1991 spring Board meetings, it was agreed that Tom Pasternack would obtain from all liaisons a short report and description, to be published for the information of the membership in the conference brochure. Since then, Gladys Shaw contacted Joyce

with information about a consortium of nine organizations now forming. The Board agreed that Joyce will have Gladys contact Becky Johnen before the end of August if CRLA is on the list of organizations and if Gladys wants to lead an information session at the spring conference. **The Board voted to table any other action on reporting of liaisons in the conference program until the Board knows more about the plans of this consortium.**

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board took a short break from 4:15 to 4:25 p.m.

## XII. New Business.

A. Selection of Mailing Service. Dee Tadlock reported that she was unable to get a direct quotation of fees from prospective mailing services without a detailed listing of services to be provided. The Board worked in detail through the listing of services now required of Oxford Mailing to determine what services any new mailing service will be required to provide. The Board then discussed the benefits of calendar-year membership, an idea that had been brought up at a conference plenary session. It was agreed that **membership in CRLA will run January to January. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992. Annual membership can be made or renewed at the spring conference.**

*Membership year will be  
calendar year, dues payable in  
spring*

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

It was agreed that this change in membership year simplifies services required of the mailing service, which will need to send labels only quarterly for any new members to the editors of the *Journal* and *Newsletter* and to the president-elect as conference planner. Renewal notices can be mass-mailed on March 1, with second notices sent May 1.

*Oxford Mailing will be asked to inventory CRLA holdings*

It was agreed that Oxford Mailing should be requested by Joyce to provide CRLA with an inventory of journals and other pallets of CRLA materials in their warehouse. It will be necessary to determine how many complete sets of journals are there, as well as how many requests for back journals have been received so that the Board can estimate how many whole sets should be kept for libraries to purchase. Joyce will ask Susan Deese how far back libraries keep such journals. Karen will ask Karen Smith if she has an entire set that can be microfiched, if necessary.


It was further agreed that the new mailing service should take over September 1 at the latest. Oxford will be asked to send disks and hard copies of membership lists within 15 days and a detailed inventory within 30 days.

*Cover design for monographs approved*

B. Review of Cover Designs for CRLA Monographs. Joyce obtained sketches from a Minneapolis artist for the covers of the tutor certification and terminology monographs. The Board chose one design to be used for these, and future, monographs.

Joyce adjourned the meeting at 6:33 p.m.

Respectfully submitted,



Karen Agee, Secretary 1991-93

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 30, 1991

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

Others Present: Tom Pasternack, *Newsletter Editor*.

Joyce called the meeting to order at 8:38 a.m.

*CRLA will provide its own mailing service*

XIII. Reconsideration of Mailing Service. The previous day's decisions had reduced the number of tasks to be required of a prospective mailing service, and several Board members questioned the need for an outside mailing service at all. **The Board decided to put the search for an outside mailing service on hold; to accept Joyce's offer to manage the duties from her office until the 1992 conference, with funding to be provided through the current budget; and to request from Joyce at the 1992 conference an analysis of time required for mailing service duties.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

*One-year subscription agreement with NCDE approved*

XIV. Subscription Agreement with *JDE* and *RrIDE*.  
A. Approval of Agreement.  
Joyce provided the Board with copies of a Temporary, One-Year Subscription Agreement CRLA/NCDE (Attachment M) for Board approval. The Board noted that payment will be made directly to NCDE this year, necessitating a change in the membership forms Sue Brown is preparing. **The Board approved the temporary, one-year agreement with NCDE.**

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

B. Payment Policy.

Joyce indicated that Barbara Calderwood of NCDE had sent her a few checks made out to CRLA rather than NCDE for journal subscriptions. Joyce gave these to Kathy, who will deposit them and write one check to NCDE.

C. Handling Complaints.

Joyce reported that Barbara Calderwood wanted the Board to discuss what would happen if CRLA members don't get journals for which they believe they have paid. Item #3 of the temporary agreement covers those with proof of payment. Joyce agreed to receive calls of those without proof of payment.

D. Informing the Members.

Joyce has written a letter to CRLA members, soon to be sent out by NCDE, including an assurance that the incompetence of CRLA's mailing service has been overcome.

XV. Site Selection for Future Conferences.

A. Site Selection Chair.

Becky Patterson forwarded proposals for future conferences from Karen Lin at San Diego and Rick Sheets at Phoenix. Karen Lin's bid proposal was especially well organized. The Phoenix bid proposal included no less-expensive hotels; hotels should be approached again with reminders that a March/April conference is in the off-season. The tradition of returning to California on alternate years would be upheld in 1994 if San Diego were approved for that year. **The Board agreed that future conference sites will be San Diego and Phoenix; that the Site Selection Chair will determine which site gets the 1994 conference and which waits until 1996, after on-site inspections and discussion with proposers.**

*San Diego and Phoenix to be  
conference sites in 1994 and  
1996*

- (M) Becky Johnen
- (S) Kathy Carpenter

PASSED

*Special agreement with  
Marriott will be sought*

B. Special Agreement with Marriott.

Tom noted that the CRLA conference has often been held at Marriott and asked if Marriott should be made the official conference site, as Susan Deese had suggested in Albuquerque. Dee suggested that Becky Patterson should attempt to negotiate a 10%-off-lowest-rate agreement with Marriott.

*Job descriptions for Treasurer  
and Awards Chair updated*

XVI. Changes to Job Descriptions.

Dee had worked carefully through the job description for chair of the awards and scholarships committee and recommended a number of changes in line with current policies (Attachment I). Changes were also suggested for the treasurer's job description. **The Board agreed to make changes in awards/scholarship chair and treasurer's job descriptions consistent with current policies and practice.**

(M) Dee Tadlock

(S) Kathy Carpenter

PASSED

*A 25th-anniversary award to be  
given to a major contributor to  
the profession*

XVII. Special Recognition Award.

The Board discussed and selected nominees for the San Francisco conference special recognition awards and agreed to give a special, 25th-anniversary award to a major contributor to the field of learning assistance.

XVIII. Budget Adjustments and Approval for 1991-92.

A. Operating Budget.

1. Board

Kathy reported that she had totaled all requests received to create the budget for next year. The budget request (Attachment N) shows amounts approved for last year, amounts spent last year, and amounts requested this year. Board expenses were revised upward because of inflation and increased travel/hotel/food demands on Board members invited to speak at state/regional conferences. Joyce reported



*CRLA will pay newsletter  
editor's expenses for spring and  
summer 1992 Board meetings*

that she has been notified of a free airline ticket, which should be used for the most expensive air trip planned this year at CRLA expense. A total of \$18,255 was approved for 1991-92 Board expenses.

## 2. Publications.

Tom asked if he would be needed at the spring Board meeting and next summer's Board meeting. Because of the ongoing need to be interactive with the newsletter editor throughout Board meetings, **it was agreed that the editor's expenses be paid for next summer's Board meeting and that Tom attend all Board meetings at the San Francisco conference.**

(M) Dee Tadlock  
(S) Becky Johnen

## PASSED

The \$1,000 allocated for redesign of the newsletter was removed from the budget, because the current redesign was so well done.

*Monographs will be promoted  
by authors, Board members,  
and state/regional directors*

A new budget category was created for monographs, with amounts budgeted for graphics (for covers); printing and publishing; advertising and promotion; and postage. Board members agreed that they should be expected to promote CRLA monographs at conferences they attend at CRLA expense. Joyce will ask Mary Rubin to be responsible for promoting and advertising her new glossary and will let her know the amount budgeted. Each monograph will also be advertised in the Newsletter as available for \$5. Dee will add monographs to display board materials and will include in the state/regional directors' job descriptions to have monographs available and to promote them at meetings. A total of \$16,425 was approved for 1991-92 publications expenses.

## C. General Organizational Expenses.

Mailing Service expenses were much higher than budgeted last year. Mailing costs this year will include

a bulk mailing of an announcement of the new membership policy. It was agreed that in-house mailing services should be much less expensive than Oxford Mailing's charges, so last year's amount was budgeted again.

Dee noted that state/regional directors can send the letters of welcome to CRLA to new members and the renewal requests to renewing members.

A total of \$6300 was budgeted for 1991-92 general organizational expenses.

4. Committees.

a. Awards and Fundraising.

Budget lines for plaques were moved from the president's and state/regional coordinator's and the general organizational expenses and combined in the Awards and Fundraising committee budget. The costs of plaques and awards were estimated at about \$400. It was agreed that although Gladys had been able to work bargain deals with an El Paso supplier of awards and plaques, Kate Sandberg would be free to pursue her own deals with suppliers in her area.

b. Archives.

Although Karen Smith had requested \$425 for filing cabinets, the Board discussed again the possibility of converting archives to microfiche or computer disk, except for conference programs and similar artifacts; \$500 was budgeted for conversion to more succinct storage. If she has the equipment, the archivist can have archives scanned and stored on diskette. If equipment is not available or this seems not to be the best approach, she should propose to the Board in the spring what action should be taken.

c. A total of \$4,395 was budgeted for 1991-92 committee expenses.

The meeting broke for photographs from 12:25 to 12:40, and Tom left the meeting.

*SIG leaders must turn over treasuries to CRLA Treasurer and direct all fees to the Treasurer*

5. States and Regions/SIGs.

It was agreed at the March 18, 1991, Board meeting in San Antonio that SIG leaders could each have \$100 from the Board, if needed, and that they should keep fees in their own accounts. Kathy noted that since only Board members, not SIG leaders, are bonded, SIG accounts must be closed and turned over to the treasurer, and all new SIG membership fees should be payable to CRLA and sent to the treasurer.

It was decided to budget \$50 for each SIG, with the expectation that institutional support will be available for some leaders and that the \$5 membership fee will eventually make the SIG program self-supporting. Becky will ask Patti Glenn to inform SIG leaders of both of these decisions.

A total of \$5755 was budgeted for 1991-92 state/regional expenses.

B. Conference Budget.

1. Conference Management.

Kathy explained that the tentative conference budget she prepared was based on what was spent in recent years, including inflation, adjusted for Board decisions on allowable expenses. In some cases the Board had agreed to pay bills surprisingly larger than budgeted but did not intend that those expenses inflate future budgets.

*On-site personnel must get Board approval for any expense over budget*

The Board agreed that the on-site budget must be firm; because that is where overruns have occurred in recent years, on-site personnel must get Board permission for any expense over budget. Becky will share with Shirley Sloan the finalized budget and will have her use Kathy's budget codes on receipts for payment or reimbursement.

The total budgeted for 1991-92 conference management was \$5,325.

*Hotel must verify any request  
that affects master account*

## 2. General Conference Expenses.

Becky will check with JoAnn Carter-Wells to see if CRLA has been billed yet for the evaluation forms, if she has any inventory of forms left, and how much the new evaluation forms for the computer room will cost.

The amount budgeted last year for audio-visual and mechanical needs at the conference, \$1,000, was greatly overspent (\$3,945). Costs will not be permitted to go so high this year, and the budgeted amount of \$1,000 was restored.

Becky will clarify with the conference site hotel that the hotel must verify with the President-Elect or the Treasurer any CRLA member's request that affects the master account.

A total of \$7,225 was budgeted for 1991-92 general conference expenses.

## 3. Conference Program.

The Board agreed to reorganize this section of the budget, replacing earlier budget divisions (speakers, institutes, section meetings) with new budget categories (keynote speaker, invited institutes, regular institutes). Regular institutes have an allowance of \$50 each for materials.

Becky will keep track of speaker expenses using the new categories, so that the Board can calculate institute costs. It was agreed that the maximum to be paid to any speaker (without outside funding assistance) is \$1,500. Becky will continue to seek corporate/foundation funding for keynoters to prevent spiraling conference fees.

A total of \$6,900 was budgeted for 1991-92 conference program expenses.

Dee left the meeting at 2:00.

## 4. Food Functions.

The publishers' breakfast was not budgeted last year,

but \$1,710 was spent. It is necessary to budget nearly that amount this year.

The state/regional directors' dinner has been expensive, but CRLA will no longer pay for alcohol; that may make the cost of dinner more reasonable.

The budgeted amount for coffee breaks includes two coffee breaks.

The newcomers' reception at San Antonio had just enough food. It was better to tell the hotel how much money was budgeted, rather than to ask for enough food for a particular number of people.

Becky suggested that the past board luncheon also be billed as a planning session, to get ideas from former board members on key issues and general concerns. Joyce will invite all past board members, with RSVP to aid in planning the event.

It was agreed that the planning breakfast, held for the first time last year, was an excellent idea. Some folks who had not been invited attended the breakfast, not knowing it was CRLA-paid. Becky noted that if the Third General Session will be a breakfast or brunch held on Sunday morning, the planning breakfast may have to be rescheduled.

The SIG leaders' luncheon was not well attended last year, but Becky would like to continue it and will discuss this with Patti Glenn.

A total of \$6,900 was budgeted for 1991-92 conference food functions.

C. Total budget.

An operating budget of \$51,130 and conference budget of \$26,350 were accepted, for a total 1991-92 budget of \$77,480.

*Total budgeted expenses for  
1991-92 are \$77,480*

(M) Becky Johnen  
(S) Karen Agee

**PASSED**

At current membership fees of \$25 and conference fees of \$50, CRLA can expect income of \$60,000. Although a variety of other means of earning funds have been instituted, it is unrealistic to expect that the organization can make up the necessary \$17,480 by this means.

Members who feel CRLA has stored great wealth have probably been misled by treasurers' reports at general sessions, at which time all conference fees have been deposited but no conference expenses have yet been paid out. It is important to share with members the urgency of expanding income to match expenditure, as well as the extent to which the organization has, in the past, relied on Board members' institutions for support.

*Membership fee is raised to \$40 and conference fee to \$75*

**To ensure enough income to cover budgeted expenditures for 1991-92, the membership fee must be raised from \$25 to \$40, and the conference registration fee must be raised from \$50 to \$75.**

(M) Kathy Carpenter  
(S) Becky Johnen

**PASSED**

The amounts thus generated will provide a cushion of \$5000 in the budget, and fees should not have to be raised again for a number of years.

Board members expressed their deep appreciation to Kathy for her diligence in pointing out CRLA's fiscal situation. Whereas earlier budgets had kept track of expenditures, this Board was now able to include income estimates in a true budget process.

CRLA Board Minutes  
San Francisco Airport Marriott  
June 30, 1991  
Page 10

Joyce adjourned the meeting at 3:04 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Agee".

Karen Agee, *Secretary 1991-93*

These minutes amended and approved 4-6-92

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 28-30, 1991

LIST OF ATTACHMENTS

- A. Agenda
- B. CRLA Conference Overview - 1991.
- C. CRLA Budget Overview, 1986 Through 1991
- D. End of Conference Report
- E. CRLA Secretary's Report
- F. College Reading and Learning Association Bank Statement Reconciliation
- G. College Reading and Learning Association Summary of Budget 1990-91
- H. College Reading and Learning Association Statement of Receipts and Disbursements For the Period Ending June 30, 1990
- I. Duties of Awards Committee Chair
- J. Analysis of Fundraising Activities for 1990-91
- K. Slate of Nominees for Treasurer's Position
- L. CRLA Bylaws 1991
- M. Temporary, One-Year Subscription Agreement CRLA/NCDE
- N. College Reading and Learning Association Budget Request 1991-92



**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio, Texas  
Hyatt Regency San Antonio on the Riverwalk Paseo del Alamo  
March 18-23, 1991**

Board Members Present: Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present: Becky Johnen, Karen Agee

Date	Page	
3/18	1	1. Minutes from the July, 1990 summer board meeting minutes were approved.
3/18	2	2. Kathy Carpenter, Treasurer, reported that the CRLA books indicate the following: \$24,948.85 in a CD; \$9,356.91 in checking; \$2,045.14 in regular savings, and; \$25,168.62 in conference checking. Kathy has also revised the bookkeeping system.
3/18	2	3. Denise McGinty, Secretary, reported that all minutes are up-to-date with the exception of cross-referencing the last board meeting.
3/18	3	4. Southwest Texas State University will offer a campus tour at this year's conference as well as handle the continuing education credit.
3/18	4	5. The Board has recommended that future hotel contracts offer conference room rates to conference attenders even if the blocked number of rooms is filled.
3/18	5	6. Becky Patterson, Coordinator of State/Regional Directors will offer a Leadership Institute for State/Region Directors this conference.
3/18	5	7. The Past-Presidents' Luncheon will become a reunion for all past CRLA Board members.
3/18	5	8. The Board voted to give all Board members a life membership to CRLA as a token of gratitude (MSP).
3/18	5	9. Tom Pasternack has been accepted as the new <u>CRLA Newsletter</u> Editor (MSP).
3/18	5,6	10. The following awards will be given to CRLA members: -Distinguished Research Award to Cheryl Brown -Research Assistance Award to Dr. Pat Mulcahy-Ernt -Distinguished Service Award to Delryn Fleming -Scholarship to Gary Brown
3/18	6	11. Becky Johnen, Coordinator of SIGs announced that there are 13 active SIGs. New SIGs include: Developmental Programs, Emotional/Motivational Issues, Multicultural Issues, Placement Bureau and Whole Language.

CRLA Board Meeting  
Summary of Minutes  
San Antonio, Texas  
Hyatt Regency  
March 18-23, 1991  
Page 2

Date	Page	
3/18	7	12. The Board decided to have membership in SIGs tied to one's application for membership in CRLA (MSP). Financial support will also be offered to the SIGs (MSP).
3/18	8	13. The Board has decided to redesign the CRLA membership application form.
3/18	9	14. CRLA and NADE continue to work toward offering a joint conference in Seattle, Washington in 1995.
3/19	1	15. Travel authorization and reporting forms have been developed for individual requesting CRLA funding for travel.
3/19	1	16. A conference on-site has been developed to assist future On-Site Chairs.
3/19	2	17. A hotel negotiations handbook has been developed to assist in future hotel negotiations.
3/19	2	18. The Board recommends that conference site selections be made three years in advance.
3/19	2	19. Reconciliation for advance form will include a statement that all expenditures must be receipted.
3/19	3	20. The Election Committee Chair will make an oral report of the slate of candidates the committee is considering for officers at the last Board meeting of the conference.
3/19	3	21. Election ballots will be mailed by October 15 and elected candidates will be notified by December 10 (MSP).
3/19	4	22. The 1992 CRLA conference will be held in San Francisco at the San Francisco Airport Marriott.
3/19	4	23. Mary Rubin, Chair of the Terminology Committee, reported that the committee has finished the Terminology Report.
3/20	1	24. To date, 71 tutoring programs have been certified by CRLA.
3/20	1	25. Tom Gier, Chair of the Tutor Certification Committee, proposed that his position be split into two: Chair for New Programs and Chair for Renewal/Recertification (MSP).
3/20	2,3	26. Tom Pasternack, <u>Newsletter</u> Editor, has suggested many new changes to the <u>Newsletter</u> . One change is that there will be three yearly issues of the <u>Newsletter</u> instead of four (MSP).

CRLA Board Meeting  
Summary of Minutes  
San Antonio, Texas  
Hyatt Regency  
March 18-23, 1991  
Page 3

Date	Page	
3/23	1	27. Vince Orlando and Jo-Ann Mullen will remain as <u>Journal</u> Editors through Vol. XXV. They have recommended that Advisory Board members terms be only three years and that these be staggered.
3/23	4	28. Patti Glenn will be the new SIG Coordinator.

Respectfully submitted,

---

Denise McGinty, Secretary, 1989-91

(These minutes have not been approved.)

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio, Texas  
Hyatt Regency San Antonio on the Riverwalk Paseo del Alamo  
March 18-23, 1991**

Board Members Present: Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present: Becky Johnen, Karen Agee

Date	Page	
3/18	1	1. Minutes from the July, 1990 summer board meeting minutes were approved.
3/18	2	2. Kathy Carpenter, Treasurer, reported that the CRLA books indicate the following: \$24,948.85 in a CD; \$9,356.91 in checking; \$2,045.14 in regular savings, and; \$25,168.62 in conference checking. Kathy has also revised the bookkeeping system.
3/18	2	3. Denise McGinty, Secretary, reported that all minutes are up-to-date with the exception of cross-referencing the last board meeting.
3/18	3	4. Southwest Texas State University will offer a campus tour at this year's conference as well as handle the continuing education credit.
3/18	4	5. The Board has recommended that future hotel contracts offer conference room rates to conference attenders even if the blocked number of rooms is filled.
3/18	5	6. Becky Patterson, Coordinator of State/Regional Directors will offer a Leadership Institute for State/Region Directors this conference.
3/18	5	7. The Past-Presidents' Luncheon will become a reunion for all past CRLA Board members.
3/18	5	8. The Board voted to give all Board members a life membership to CRLA as a token of gratitude (MSP).
3/18	5	9. Tom Pasternack has been accepted as the new <u>CRLA Newsletter</u> Editor (MSP).
3/18	5,6	10. The following awards will be given to CRLA members: -Distinguished Research Award to Cheryl Brown -Research Assistance Award to Dr. Pat Mulcahy-Ernt -Distinguished Service Award to Delryn Fleming -Scholarship to Gary Brown
3/18	6	11. Becky Johnen, Coordinator of SIGs announced that there are 13 active SIGs. New SIGs include: Developmental Programs, Emotional/Motivational Issues, Multicultural Issues, Placement Bureau and Whole Language.

CRLA Board Meeting  
 Summary of Minutes  
 San Antonio, Texas  
 Hyatt Regency  
 March 18-23, 1991  
 Page 2

Date	Page	
3/18	7	12. The Board decided to have membership in SIGs tied to one's application for membership in CRLA (MSP). Financial support will also be offered to the SIGs (MSP).
3/18	8	13. The Board has decided to redesign the CRLA membership application form.
3/18	9	14. CRLA and NADE continue to work toward offering a joint conference in Seattle, Washington in 1995.
3/19	1	15. Travel authorization and reporting forms have been developed for individual requesting CRLA funding for travel.
3/19	1	16. A conference on-site has been developed to assist future On-Site Chairs.
3/19	2	17. A hotel negotiations handbook has been developed to assist in future hotel negotiations.
3/19	2	18. The Board recommends that conference site selections be made three years in advance.
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CRLA Board Meeting  
Summary of Minutes  
San Antonio, Texas  
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March 18-23, 1991  
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3/23	4	28. Patti Glenn will be the new SIG Coordinator.

Respectfully submitted,

---

Denise McGinty, Secretary, 1989-91

(These minutes have not been approved.)

CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
June 28-30, 1991

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

June 28, 1991

1. The agenda for the summer Board meeting was approved with additions and revisions.
2. After approval of a final expense, the Treasurer calculated that the amount made on the 1991 San Antonio conference was \$5300. In almost every budget category, the conference cost more than budgeted. Conference budgets have not kept pace with inflation. Amounts invested in the CD will have to be used for expenses.
3. New procedures will require that conference registrants mail on time or register on site.
4. Publishers found the \$400 exhibit fee too high. Fees for the 1992 conference are set at \$235 per exhibitor, with \$100 for each additional table.
5. A barbershop singing group will entertain at the banquet. Numerous tours are planned for the 1992 conference, though no campus tours. Dinner on the Town will become Dinner in the City.
6. Computer and AV troubleshooting expertise will have to come from the membership; the Airport Marriott's fees for this service are too high.
7. Jo Ann Carter-Wells will revise the conference evaluation form and create an evaluation form for the computer room.
8. The 1992 conference has already been well advertised.
9. All potential presenters who submit proposals for sectionals and institutes by the August deadlines will know by mid-September whether their proposals have been accepted. This will aid those who must have institutional travel budgets approved in September.
10. Alex Haley will be the keynote speaker if funding through Nike Corporation can be arranged.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 2

11. Minutes of the 1991 spring Board meetings in San Antonio were approved.
12. The display board is being well used at state/regional conferences and has been reserved for numerous conferences this next year.
13. Dee Tadlock will give the keynote address at the Virginia College Learning Association's third annual meeting in early December. The Board will fund Dee's travel to the conference, with local expenses paid by VCLA.

June 29, 1991

- flights, tax?* →
14. The terms of office of both secretary and treasurer will begin on the first day of the summer board meeting, or sooner if needed. The organization will pay for new officers' hotel accommodations for board meetings prior to and after actual conference days.
  15. The treasurer has found keeping separate general and conference accounts to be helpful in paying conference bills.
  - 16. Although income from sources like tutor certification fees and fund raisers has tripled in recent years, expenditures annually exceed income by \$5000. Not all SIGs have been charging the \$5 fee set by the board.
  17. A professional photographer will not be hired for the 1992 conference. Members or their associates will handle photographic duties.
  18. The fall newsletter will contain a pull-out reference section containing the names, addresses, and telephone numbers of officers, SIG leaders, state/regional directors, and others. The newsletter will continue to be mailed at bulk rate.
  19. Sue Brown is preparing the new membership form. It will provide an option for making donations to the scholarship fund.
  20. New scholarship and award application/nomination forms were approved. Scholarship award applicants must plan to enroll in at least 9 semester hours the year of award.



CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 3

21. Fundraising activities initiated by Gladys Shaw, including sale of CRLA items and raffle of donated items, will continue. 25th anniversary lapel pins will be available for sale before the spring conference.
22. The Board supports Kate Sandberg's submission of a grant proposal to ARCO Alaska for \$5000.
23. Rosa Hall of Tulane University and Barbara Swanson of Idaho State University are on the slate for treasurer (1992-94). The slate for president-elect is forthcoming.
24. The bylaws are updated in accordance with the membership vote at the 1991 conference: conferences are not restricted to the "western" area. At the 1992 conference, members will vote on changes to the treasurer's duties (having an auditor rather than an appointed committee audit the books) and definition of voting members to be consistent with an earlier election date (removing the requirement that they be in good standing as of December 31 preceding the election).
25. CRLA's role in the Exxon research project is not clear. Carol Clymer will request a timeline on CRLA's involvement.
26. Footage for a presentational videotape will be shot at the San Francisco conference.
27. The Political Action Committee is currently in need of leaders.
28. Liaison with other organizations may be simplified by a consortium of nine organizations now forming.
29. The CRLA membership year will run from January to January, and dues will be payable with spring conference fees. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992.
30. Oxford Mailing Service will be asked to inventory their warehoused CRLA materials, including journals, newsletters, brochures, and interest surveys.
31. A cover design for CRLA monographs has been approved.

*dues included in conf. reg. again?*

June 30, 1991

32. CRLA will sever its relationship with Oxford Mailing Service and provide its own mailing service. Mailing responsibilities will temporarily reside with President Joyce Weinsheimer and her staff at the University of Minnesota. She will analyze the time and materials required for mailing services.
33. A temporary, one-year subscription agreement with NCDE was approved, offering CRLA members the Rride and JDE publications at reduced prices.
34. San Diego and Phoenix have been approved as future conference sites, probably for 1994 and 1996. The site selection chair will determine which site gets the 1994 conference and which waits until 1996.
35. A special agreement with Marriott Hotels will be sought, in the hope of obtaining reduced rates for conferences.
36. The job descriptions for Treasurer and Chair of Scholarships and Awards Committee were updated.
37. At the San Francisco conference, a special 25th anniversary award will be given to a major contributor to the field of learning assistance.
38. CRLA will pay the newsletter editor's expenses to attend Board meetings in the summer of 1992.
39. Monographs (the tuter certification directory and the terminology study) will be promoted by their authors, Board members, and state/regional directors.
40. Because only Board members are bonded, SIG leaders cannot keep accounts. Any accounts now deposited by SIG leaders must be transferred to the CRLA treasury. SIG fees should be made payable to CRLA and sent to the treasurer; receipts can then be submitted to the treasurer for reimbursement.
41. Conference on-site personnel must get Board approval for any expense that is over the budgeted amount.
42. Budgeted expenses for 1991-92 total \$77,480, but income of only \$60,000 is anticipated. Therefore the membership fee is raised to \$40 and the conference fee to \$75, to make up the shortfall in revenue.

CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 5

Respectfully submitted,

Karen Agee, Secretary 1991-93  
(These minutes have not been  
approved.)



COUNSELING, LEARNING AND CAREER SERVICES

THE UNIVERSITY OF TEXAS AT AUSTIN

---

*Learning Skills Center • A332 Jester Center • 101 E. 21st • Austin, Texas 78705 • (512) 471-3614*

September 11, 1991

Dr. Joyce Weinsheimer  
President, CRLA  
Learning and Academic Skills Center  
108 Eddy Hall - 192 Pillsbury Dr. SE  
University of Minnesota  
Minneapolis, MN 55455

Dear Joyce:

Ooops! I stand corrected on one of the items in the letter I mailed to you yesterday, though my over-all concerns remain the same. I shared a copy of it with Denise, and she explained that board members' expenses covered by the Association during the actual dates of the annual conference included hotel but not "per diem". If those were just the complimentary rooms provided by the hotel based on the number of guest rooms occupied, I obviously have no problem with that aspect.

Sincerely,

A handwritten signature in cursive script that reads "Pat".

Pat

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990**

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

**Others Present:** Carol Clymer, Frances McMurtray

<b>Date</b>	<b>Page</b>	
7/27	1	1. Minutes from the April 1990 conference board meeting were approved.
7/27	1	2. Attachments to the minutes will no longer be mailed to Board members. A one-page list of the attachments will be sent instead.
7/27	2	3. Carol Clymer reported that CRLA spent more than it took in this last year for the conference. She said the organization was not in trouble financially. Also, she noted that a reconciliation form has been developed for advance funding requests.
7/27	2	4. Kathy Carpenter requested that the Treasurer's books be closed annually on May 30.
7/27	3,4	5. The Board passed a motion that anyone travelling at CRLA expense must submit an itemized travel request form and a conference report.
7/27	4	6. Tours of San Antonio College and Palo Alto Community College are planned for the 1991 conference. Walking tours of downtown San Antonio will also be provided for conference attendees.
7/27	5	7. Fees are increased for exhibitors at the 1991 CRLA conference to \$300 for those participating in the Texas state conference in October, 1990 and \$400 for those not participating.
7/27	6	8. Additional information on conference presentations and institutes will be placed on the conference registration form.
7/27	6	9. The Board suggested having a pre-conference meeting or leadership institute for State Directors.
7/27	6	10. The Past-Presidents' Luncheon will be opened to all past Board members.
7/28	1	11. Dr. Bernice McCarthy from EXCEL will be the keynote speaker in San Antonio. Dr. John Roueche will be an institute speaker.
7/28	1	12. The Board moved to raise conference registration fees to \$50.
7/28	1	13. The CRLA Banquet will be dinner on the San Antonio River barges.

CRLA Board Meeting  
Summary of Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990  
Page 2

- |      |   |  |
|------|---|--|
| 7/28 | 2 | 14. A deadline of May 31 is established for receiving all conference and evaluation reports.   |
| 7/28 | 2 | 15. Frank Christ will hold a pre-conference institute on computers.  |
| 7/28 | 4 | 16. The Board moved to establish three Special Recognition Awards. Certificates of Appreciation will continue to be awarded.   |
| 7/28 | 5 | 17. Tom Gier has developed a Tutor Certification Registry to be given to all tutoring programs that have been certified and to be made available to others for a fee of \$5. |
| 7/28 | 5 | 18. The Board moved to increase Tutor Certification rates to \$50 for the initial fee and \$25 for renewal.  |
| 7/28 | 6 | 19. The Board moved to eliminate the Multicultural Affairs Committee and reestablish it as a Special Interest Group.   |
| 7/28 | 6 | 20. The Board moved to accept the offer to have the CRLA President as a Board member of the Institute for Learning Assistance Professionals.                                 |
| 7/28 | 7 | 21. The Board moved to pay voting Board members' fares to the annual CRLA conference.  |
| 7/28 | 8 | 22. The option to subscribe to <u>JDE</u> and/or <u>RRIDE</u> will be placed on the CRLA membership form.  |
| 7/29 | 1 | 23. The Board moved to approve a conference budget of \$16,075 and an operating budget of \$44,215 for 1990-91.  |
| 7/29 | 3 | 24. The Board moved to commit to a joint CRLA/NADE conference in Seattle in 1995.  |
| 7/29 | 4 | 25. The Board moved to establish a Political Action Committee with Carol Clymer as the Chair.  |

Respectfully submitted,

Denise McGinty, Secretary

CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Francisco Airport Marriott  
San Francisco, California  
June 28-30, 1991

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

June 28, 1991

1. The agenda for the summer Board meeting was approved with additions and revisions.
2. After approval of a final expense, the Treasurer calculated that the amount made on the 1991 San Antonio conference was \$5300. In almost every budget category, the conference cost more than budgeted. Conference budgets have not kept pace with inflation. Amounts invested in the CD will have to be used for expenses.
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CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
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CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
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CRLA SUMMARY OF MINUTES  
San Francisco Airport Marriott  
June 28-30, 1991  
Page 5

Respectfully submitted,

Karen Agee, Secretary 1991-93  
(These minutes have not been  
approved.)

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 28, 1991

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

Others Present: Tom Pasternack, Newsletter Editor; Shirley Sloan, On-Site Chair; Lois Janowsky, Chuck Hunter, On-Site Committees

Joyce called the meeting to order at 2:08.

Joyce and others expressed regret that Denise McGinty, outgoing secretary, was unable to attend the meeting. Denise's husband's medical condition does not permit that he be left alone.

Agenda was revised.

I. Approval of Agenda.  
The agenda was approved with additions. Because the meeting started late due to delayed flights, it was agreed to rearrange the agenda (Attachment A) so that Lois and Chuck could present immediately after the treasurer's report.

1991 conference cost overview was presented.

II. Treasurer.  
A. Report of 1991 Conference.  
Kathy presented a CRLA Conference Overview--1991 (Attachment B) and noted that \$36 in interest has been earned on the \$5,425 approximate amount made on the conference, for a new total of \$5,461. She reported that a recent bill for \$156, for transportation of computers for an institute, is not included in the \$643 calculation of cost for institutes; if the Board authorizes payment, institute costs increase to \$799, further reducing the amount made on the conference to about \$5300.

1991 conference cost more than budgeted.

In almost every budget category, the conference cost CRLA more than budgeted. Overruns in Exhibits, Speakers, and Other Conference Expenses were

especially high. The hotel included an unexpected charge for decorating each table in the publishers' exhibits room and charged for the room itself. Although the institutes and some meal functions made money and the banquet almost broke even, speaker costs were over budget because Bernice McCarthy, keynote speaker, flew first class. The Board agreed that these unexpected costs now provide new areas for which to watch when negotiating with hotels and speakers before contracts are signed.

Conference budgets have not kept pace with inflation.

B. Financial Report.  
Kathy presented a CRLA Budget Overview (Attachment C) showing that, while the operating budget has been expanded to match inflation and costs since 1986, the conference budget has not increased to match actual costs--and currently lags behind costs by 30%.

CD will be reduced.

Because CRLA cannot be run on \$5000 (conference proceeds), Kathy will have to extract several thousand dollars from the CD before reinvesting it this summer.

Conference registrants must mail on time or register on-site.

Of the 456 who registered for the 1991 conference, 290 did so late, with about 190 mailing registrations in late (and paying the late fee) and about 100 registering on site. There were some problems with on-site registration; those working at the registration desk need to record exactly who paid, how much, and for what. (San Francisco on-site people have promised to provide a computer at the registration table and a hard copy printout for the treasurer.) Late registrants were not deterred by the minimal late fee. In the future, registrants should be advised that they must send in registration forms by a certain date or bring them for on-site registration; forms postmarked late will be returned to sender.

Kathy has sent information to Oxford Mailing Service about new members who joined at the conference and has asked the mailing service to confirm that they have added them to the membership list.

Final conference  
expense was approved.

The Board returned to consideration of the 1991 conference finance report and agreed to reimburse Richard Halderidge \$156, the amount he spent to transport Apple computers from Austin to San Antonio for his institute.

(M) Karen Agee  
(S) Kathy Carpenter

PASSED

Drayage fees contributed to 1991 exhibits cost overrun.

Lois, who was in charge of exhibits for the 1991 conference, informed the Board that she had not known she needed to arrange for drayage, which is usually paid by publishers if arranged in advance by conference staff. She will arrange this for the 1992 conference.

Publishers found \$400 fee in 1991 too high.

III. On-Site Conference Planning.  
A. Exhibits (Lois Janowsky).  
Lois interviewed every exhibitor at the San Antonio conference. Most publishers mentioned that the newly-increased exhibit fee of \$400 was too high, considering our small conference attendance. Some were offended by being offered free tickets for meal events, others by a fee reduction for those who had exhibited at the Texas state conference. Parking should always be free.

The Board edited the letter Lois will send to prospective exhibitors. They will be invited to join the Friday Night Literary Society and to host part of the food; a sign would recognize their contribution. Publishers will also be asked to contribute to the cost of the breakfast in the exhibit hall. Exhibitors will be informed that complimentary tickets for certain meal

events will be available until a certain date. Since nearly every exhibitor requested an additional table, reducing the number of possible exhibitors, second tables should be more expensive than in the past.

Several advantages of the San Francisco conference for exhibitors were noted: the exhibit hall will be in a most favorable location in 1992, and parking in the open lot will be free; more (30-35) tables can be arranged in the exhibit hall; CRLA is increasingly national and even international in membership.

Becky elicited suggestions for contests to draw members to the exhibit areas, and also names of CRLA writers who can be invited by letter and in the Newsletter to participate in a Meet the Authors session.

Publisher exhibit fees are set at \$235/100.

The Board decided to charge publishers \$235 for one table (including skirt and one standard electrical hookup) and \$100 for each additional table on a space-available basis.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

Banquet entertainment will be a barbershop group.

B. Entertainment (Chuck Hunter). Chuck is planning an award-winning barbershop quartet singing group to provide entertainment at the banquet. The cost to CRLA will be minimal because of the group's commitment to community service.

Numerous tours are planned for the 1992 conference.

Plans are also being discussed for balloon tours, an Angel Island walk, wine tours, a Muir Woods tour, bay tours, and "friends of the library" walking tours. Chuck and the Board discussed holding the last General Session at breakfast or brunch on Sunday

rather than at luncheon, to leave time for touring afterward. Pre-conference tours are also being planned.

The Board thanked Chuck and Lois for their hard work and excellent ideas.

Chuck and Lois left at 4:00.

Becky will have conference programs printed at her institution.

C. Registration (Becky Johnen).  
Becky reported that her institution is very supportive and will design, typeset, and print conference programs but cannot print dividers. Chemeketa Community College will also fund necessary mailing and telephone calls.

The registration table will be decorated appropriately for the 25th anniversary celebration. Hours the table is open will be extended, perhaps with the assistance of retiree volunteers provided by the San Mateo Convention Center. Members have requested larger, darker print on the name tags. A copy machine will be located nearby.

Dinner on the Town becomes Dinner in the City for 1992.

D. Food (Shirley Sloan).  
Shirley reported that Dinner on the Town will become Dinner in the City, and plans are being made for dining in San Francisco. She will investigate prices and menus of restaurants in the area of the Airport Marriott and consider their appropriateness for SIG breakfasts and luncheons. To boost attendance at the banquet, the entertainment should be advertised. In response to member concerns, Shirley has determined that special diets can easily be accommodated at the Airport Marriott.

No campus tours are planned for the 1992 conference.

E. Campus Tours.  
Shirley reported that the Stanford campus no longer has a learning center; interest in campus tours has been declining at recent CRLA conferences; and the north California group has visited each other's campuses at meetings: therefore, no campus tours



are being planned for the 1992 conference.

The Board took a break from 4:46 to 4:51 p.m.

1992 conference AV and computer expertise will have to be provided by members--Airport Marriott is too expensive.

F. Computer and AV Equipment.  
Shirley has talked with Bill Broderick about equipment needs. Both IBM and Apple are nearby, and the Computer SIG is willing to help. Dee volunteered to contact Gary Brown to provide expertise, as well. If there are problems, Marriott can provide a technician but charges \$35/hour, with a four-hour minimum. The committee should pool their expertise and that of other members to avoid these charges.

G. Transportation.  
Shirley reported that the San Mateo Convention Center has an association with Hobbit and could provide 45% off airfare, or 5% off the lowest fare for any airline. She will investigate an agreement with Hobbit.

Jo Ann Carter-Wells will revise evaluation form for 1992 conference

H. Evaluation.  
Jo Ann Carter-Wells submitted a report as Chair of Conference Evaluations (Attachment D) and has agreed to head the committee again. Becky noted that Jo Ann sees the need to revise the conference evaluation form, making it clear that the questions on the back ask about **future** conferences. Only 120 evaluations were turned in; the Board reviewed the evaluation results. Jo Ann will design a separate evaluation form for the computer room.

The evaluation form should invite presenters and institute leaders, particularly, to offer suggestions and improvements. The Board also considered a presenters' lounge/resource room.

Becky has advertised the 1992 conference.

IV. President-Elect Conference Plans.  
A. Becky sent out a call for proposals 4-6 weeks after the 1991 conference to all current members, members lapsed

within the year, and NADE members. She also wrote to SIG leaders and state leaders requesting proposals; took information to a recent conference in Alberta, Canada; advertised in state newsletters and in the newsletters of other organizations; and took out ads for the fall, winter, and spring issues of Journal of Developmental Education.

B. LuAnn Witten has agreed to chair the committee on Sectionals and Institutes, and Maggie McBride will handle Newcomer Orientation. The Program committee has been meeting since May.

C. Responses to the call for proposals already number 12, with a variety of strands represented and some new presenters submitting proposals.

D. Becky has been in touch with the president-elect of NADE to arrange attending and presenting at each other's conferences. Their conference theme, remarkably similar to CRLA's, is Celebrating Diversity.

All who submit papers will know by September whether they will be invited to present.

E. Becky has produced a response card she sends to all who submit proposals, notifying them that the proposals were received and promising a mid-September communication on the status of each proposal. In the past, presenters have asked for this earlier notification, because many institutions require budgets to be finalized in September.

Alex Haley may give the 1992 keynote address.

F. Becky is negotiating with Alex Haley to be the 1992 conference keynote speaker and with Nike Corporation to help pay Haley's \$10,000 fee. Three other excellent speakers are also good possibilities for keynote addresses and/or institutes.

G. Becky has already contacted Karen Smith about putting together a 25-year history of CRLA for this anniversary conference.

H. Becky is designing a tote bag (instead of folder) for the conference and may have 1000 made. She is also trying to find a publisher to underwrite the bags, pencils, and other conference memorabilia to commemorate the 25th anniversary.

I. Becky is working with David Caverly to arrange CEU credits for the 1992 conference through Southwest Texas State University. She will find out how many members followed up on their conference experience with the required papers and earned credit.

Minutes of the 1991  
spring Board meetings  
were approved.

V. Approval of Minutes.  
The Board accepted the minutes of March 18-23 and expressed their appreciation of the fine job Denise has done under stressful conditions.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board sent a card and plant to Denise.

VI. Past-President.

A. Status of States and Regions.

1. Dee reported that the number of state/regional groups is holding steady, and state leaders seem to be active.

The display board  
is being well used.

2. The CRLA display board has been used at two state conferences since the spring conference and is scheduled to be used at many more this fall and winter. Dee has informed state/regional leaders that Board members are available as speakers for state/regional conferences.

3. One state wonders if the old journals warehoused by Oxford Mailing could be used by state leaders as displays and prizes at state conferences. The Board agreed to

CRLA Board Minutes  
San Francisco Airport Marriott  
June 28, 1991  
Page 9

discuss this at a later time, after inventory has been taken.

4. Joyce reported that she had received a perplexing request for \$500 from one state group. Dee will respond to the state leader, clarifying the amount of funding allowed and the conditions under which funds (\$50) can be acquired from the Board.

Dee Tadlock will give the keynote address at VCLA in December.

B. Request to Keynote at VCLA.  
Dee has received a request to give the keynote address at the Virginia College Learning Association's 3rd annual meeting on December 6-7. Tom Pasternack, a founding member, explained the origins of the group (at the Seattle CRLA conference). Martha Maxwell, who spoke at VCLA last year, will this year be invited to accept a lifetime membership. VCLA will handle Dee's local costs, but Tom requests that the Board will fund Dee's airfare to the conference to present the keynote address; the Board concurred.

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

In response to questions about per-mile rates for Shirley Sloan and others traveling at Board expense in their own vehicles, the Board asked that members submit requests for payment at the rate their own state pays.

The Board adjourned at 6:33 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  
June 29, 1991

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

Others Present: Shirley Sloan, On-Site Chair; Tom Pasternack, Newsletter Editor.

Joyce called the meeting to order at 8:39 a.m.

There was a brief discussion of whether SIGs need time for both breakfast/lunch and business meetings. It was agreed that this permits members to attend meetings of more than one SIG.

Shirley left at 8:46.

Secretary and treasurer will begin duties the first day of summer board meeting.

VII. Secretary's Report.

Denise's report (Attachment E) was accepted by the Board, including her suggestion that the secretary's term of office should begin by the summer board meeting. A motion was made that the terms of office of both secretary and treasurer should begin on the first day of the summer board meeting, or sooner if needed.

(M) Becky Johnen

(S) Karen Agee

PASSED

VIII. Treasurer's Report, continued.

The treasurer should keep separate general and conference accounts.

A. Kathy presented the Bank Statement Reconciliation (Attachment F) for all four accounts: both the general and conference accounts have savings accounts associated with them. It has been valuable to keep conference accounts separate from the general accounts. Only in this way can the treasurer know how much the conference truly earns.

B. Kathy presented also her Summary of the Budget (Attachment G). The total

operating budget is in the black; projections for operating expenditures have been realistic. The conference budget, however, has not been realistic, despite raising the conference fee from \$40 to \$50 this past year. At least \$10,000 in profit is necessary to run CRLA, and conferences have been bringing in only \$5000.

New officers will have rooms paid for by CRLA for attending Board meetings.

Kathy drew to the Board's attention that incoming officers would be elected sooner so that they could arrange to attend pre-conference board meetings, but the Board had never discussed who would pay room charges. She suggested that incoming officers should have their hotel room paid by CRLA for the days the Board meets prior to the start of conference and after the conference, excluding the days of the conference itself. **Incumbent officers will have transportation and room paid by CRLA for days of both board meetings and the conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

Income tripled from "other" sources.

Expenditures annually exceed income by \$5000.

C. Kathy gave the Board copies of her unaudited Statement of Receipts and Disbursements (Attachment H) and noted that CRLA more than tripled income from "other" sources, including tutor certification fees, tutor program registries sold, and fund raisers; however, she also noted that in the past year CRLA spent \$5000 more than it took in. It was observed that, at this rate, in six years CRLA will be bankrupt.

Kathy reported that the CD will be available for reinvestment in September, but she will have to draw some funds off. She will invest the remainder for only three months so that it will be available for the incoming treasurer.

IX. Newsletter Editor (Tom Pasternack)  
A. Redesign of Newsletter. Tom and the Board agreed not to hire a professional designer for the new Newsletter; the Board was enthusiastic about the design produced by graphic designers on Tom's campus.

A professional photographer will not be hired for the 1992 conference.

B. Conference Photographs. Instead of hiring a professional photographer for the conference, Tom suggested encouraging members to take photos; in return, CRLA would waive the conference fee and reimburse film and developing costs. This would cost CRLA less than \$300 and produce more shots of more events. Becky will have Shirley check with her committee members to see if anyone can do the job, and also with local colleges, perhaps a professor and photo practicum students. Becky will also make a list of scenes and individuals that should be captured on film.

The fall newsletter will contain a pull-out reference section.

C. Pull-out Reference Section. Tom suggested that in the center fold of the fall newsletter he print a four-page, tear-out section containing the names, addresses, and telephone numbers of officers, SIG leaders, and state/regional directors.

Not all SIGs charge the \$5 fee set by the Board.

D. Membership Application. Tom explained that the reason he had not printed a membership application in the summer newsletter was that the new form invites SIG memberships on the back at a straight \$5 fee for each, and in his experience SIGs charged different fees for membership. Tom wrote to all SIG leaders asking for information and found that some charge \$6, most \$5, and some nothing. Becky has written to all SIG leaders about the new Board rule that every SIG leader charge \$5 to every SIG member but will call Patti Glenn to make sure she knows about the new rule and

communicates it again to the SIG leaders.

Tom noted that if the membership year were the same for everyone, SIG leaders would know whose membership has expired.

Sue Brown will prepare the new membership form for the fall newsletter.

Becky will communicate with Sue Brown, who is having a draft of the new membership form typeset, so that Tom can have the new form for the next issue of the Newsletter.

The newsletter will continue to be mailed at bulk rate.

E. Second-Class Mailing versus Bulk Rate. Tom reported that he had mailed the summer issue by bulk rate. Second-class mailings would go out faster; a second-class mailing permit, however, is for mailings made at least four times per year; the newsletter goes out only three times. Tom would have to apply for a permit at his post office--the city of origin for the mailings--even though CRLA is a non-profit organization. The bulk mailing seemed to go out quickly and cost only \$136.63. He recommended, and the Board agreed, to continue mailing by bulk rate.

F. Name Change. Regarding a change of name for the newsletter, Tom has received only one suggestion so far.

G. Tom reported that he had expected it to be difficult to find enough information to fill an issue but found he could not fit in everything without editing the articles contributed to him. He has invited SIG leaders to send 250-word descriptions of their SIGs, which he will edit and include in upcoming newsletters. There may be need to go to a 16-page newsletter. The Board decided to leave that decision to the editor's judgment.

H. Tom suggested that the Awards chair might want to contribute an article for the newsletter, inviting nominations for the Long and Outstanding Service award



and informing members that applications for scholarships and research awards can be acquired from Kate herself or from state/regional directors. Joyce will talk with Kate Sandberg about writing for the newsletter.

I. Tom reported that he wants an opinion/editorial page in the newsletter. He has invited Martha Maxwell to write the first op-ed article. This change, like a number of others, makes the publication more than a conference newsletter.

J. Joyce noted that Jo Ann Carter-Wells, rather than Frances McMurtray, had been listed in the summer newsletter as a recipient of the Special Recognition Award. Tom will print a correction.

K. Tom would like to print Joyce and Becky's signatures below their columns in upcoming newsletters.

Tom Pasternack's work on the new newsletter is much appreciated.

**The Board thanked Tom for contributing his exciting new ideas and hard work to create a new Newsletter.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

The Board took a break from 10:36 to 10:56 a.m.

Scholarship applicants must plan to enroll in at least 9 semester hours the year of award.

X. Reports from Standing Committees.  
A. Awards and Scholarships (Kate Sandberg).

1. Changes in Scholarship Application Forms. The Board accepted Kate's proposed revision to the CRLA Scholarship Application with one change: applicants should be enrolled in a minimum of 9 semester hours between summer 1992 and summer 1993. The Board accepted without revision Kate's proposed Research Assistance Award form

and Nomination Form for the Long and Outstanding Service Award.

Fundraising activities initiated by Gladys Shaw will continue.

2. Report from Gladys Shaw, former chair. Joyce shared Gladys' suggested revised Duties of Award Committee Chair (Attachment I as amended by Board on June 30) and Analysis of Fundraising Activities for 1990-91 (Attachment J), containing recommendations for future fundraising activities. The Board will, by approving the budget June 30, allocate \$500 for Kate to purchase more items for sale, especially items that sold well last year and unlined note sheets.

The membership form will provide option for scholarship donation.

3. Donation Section on Membership Forms. The Board agreed that membership forms should include a section for making donations to awards and scholarships. Becky will convey that information to Sue Brown, who is typesetting the membership form.

The raffle will be continued.

4. Raffle at 1992 Conference. The Board agreed that the raffle of articles donated by state/regional groups and SIGs was very successful at San Antonio and should be continued. Gladys had recommended a 25th-anniversary theme for the 1992 conference raffle. Kathy has already suggested to Kate that state/regional directors could help sell raffle tickets at the 1992 conference.

5. Appreciation of Award. Joyce shared the letter she received from Cheryl Brown Kovacic thanking CRLA for her Distinguished Research Award.

25th anniversary lapel pins will be available for sale this winter.

6. Limited Edition 25th Anniversary Lapel Pin. Gladys had proposed that pins, if pre-ordered, could be sold for \$5-6 with a profit of \$3.50. The Board decided that pins will be advertised in the fall and winter newsletters and call-to-conference insert, sold for \$6.00, paid for by check to CRLA by January 15, ordered by Gladys, and

delivered to purchaser at the conference registration table or, by request, mailed to purchaser.

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

7. Nomination for Outstanding Service Award. Kate had requested that the Board nominate an individual for Outstanding Service award, but the Board agreed to leave to the awards committee chair the right to make nominations and to forward nominations to the Board.

Kate Sandberg's grant request to ARCO Alaska is supported.

8. Submission of Grant Proposal to ARCO Alaska for \$5000. Kate suggests that she should submit a proposal to ARCO, which has established a foundation that supports educational organizations. The Board agreed to support Kate's efforts to seek grant funds for CRLA from foundations and will provide logistic support required by the foundation.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The Board adjourned at 12:40 for lunch and resumed at 2:20.

Rosa Hall and Barbara Swanson are on slate for treasurer.

B. Elections Committee (Susan Deese). Susan sent a memo (Attachment K) announcing as nominees for 1992-94 treasurer Rosa Hall of Tulane University and Barbara Swanson of Idaho State University. Candidates and their institutions have been contacted. The Board agreed to accept these excellent nominees for treasurer submitted by Susan Deese.

(M) Dee Tadlock  
(S) Becky Johnen

PASSED

The slate for president-elect is incomplete until institutions of potential candidates have responded. The Board gave prior approval to the president-elect slate, or any portion of the president-elect slate, proposed by Susan Deese.

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board thanks Jo Ann Carter-Wells for her evaluation report.

C. 1991 Conference Evaluations (Jo Ann Carter-Wells). The Board received Jo Ann's report (Attachment D; see June 28 minutes, III.A.8) and commented on her thorough job of analyzing conference evaluations. To encourage more evaluations, the receptacles for evaluation forms should be increased, and prizes might be given as incentives for completing and submitting evaluations. The Board thanked Jo Ann Carter-Wells for her excellent evaluations report and recommendations.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

D. Archivist (Karen Smith). Karen submitted her report to the Board at the conference. Denise noted in her report (Attachment E hereto) that Karen wants hard copies of minutes and attachments sent to her. Karen Agee will telephone Karen Smith to determine the need for hard copies rather than microfiche records and the feasibility of transforming all but genuine artifacts (e.g., conference programs, newsletters) to microfiche or computer diskettes.

E. Special Interest Groups (Patti Glenn).

1. No SIG report was received, but Patti and Becky have communicated.

2. Concerning the status of Multicultural Affairs, Becky reported that two members at the San Antonio conference indicated some interest in chairing the group. Becky sent one a SIG packet and got her in touch with the other. She will ask Patti for an update on that group.

3. Becky has sent letters to new SIG leaders encouraging their involvement in her conference program planning.

Bylaws are updated;  
conferences are not  
restricted to "West."

F. Bylaws (Patti Glenn).

1. Patti sent copies of the Bylaws (Attachment L) revised in accordance with the conference vote to eliminate former Article III, Section 5, which specified that meetings had to be held in the western area.

At 1992 conference,  
members will be asked to  
change V.7 and VII.3.d.

2. The Board agreed to bring before the membership at the spring conference a revision of V.7. of the Bylaws to have financial records reviewed annually by a hired auditor rather than a committee of three members, in accordance with current practice.

3. The Board agreed also to bring before the membership a revision of VII. 3.d. of the Bylaws, eliminating the phrase "in good standing as of December 31," in accordance with the new schedule for electing officers.

CRLA's role in Exxon  
research project is  
unclear.

XI. Old Business.

A. Exxon research project (Dee Tadlock). Dee reported, from her conversation with Carol Clymer, that a meeting of the advisory group had been canceled and Hunter Boylan had offered no subsequent information. It was agreed that Carol Clymer should contact Hunter Boylan concerning the Exxon project requesting a timeline on CRLA's involvement and expressing concern about

the absence of communication between the Board's representative (Carol Clymer) and the project coordinator (Hunter Boylan).

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

A video will be made at the San Francisco conference.

B. CRLA Video (Dee Tadlock). Dee also reported that Carol Clymer still has in her employ the videographer who, had Carol been able to attend the San Antonio conference, would have produced a presentational CRLA videotape. Dee intends to clarify with Carol what this videographer could do, on the \$500 budget, at San Francisco. Becky reported that she also has an excellent videographer at Chemeketa as a backup. **The Board decided that Becky should use whatever means she has available to most efficiently and effectively produce a video at the San Francisco conference.**

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

Political Action Committee needs leaders.

C. Political Action Committee (Dee Tadlock). Dee reported that when Carol Clymer undertook responsibility for the Political Action Committee, she was anticipating a move to Washington, D.C. Her present circumstances do not permit such excellent opportunities for political action. Dee noted that this might be a joint committee with NADE; the 1995 Seattle conference should have a political-action thrust. Jim Preager will be invited to participate in leadership of this committee. The 25th anniversary conference will also provide opportunities for political- and professional-action sessions.

A consortium of organizations may be forming.

D. Liaisons with other organizations. At the 1991 spring Board meetings, it was agreed that Tom Pasternack would obtain from all liaisons a short report and description, to be published for the information of the membership in the conference brochure. Since then, Gladys Shaw contacted Joyce with information about a consortium of nine organizations now forming. The Board agreed that Joyce will have Gladys contact Becky Johnen before the end of August if CRLA is on the list of organizations and if Gladys wants to lead an information session at the spring conference. The Board voted to table any other action on reporting of liaisons in the conference program until the Board knows more about the plans of this consortium.

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

The Board took a short break from 4:15 to 4:25 p.m.

## XII. New Business.

A. Selection of Mailing Service. Dee Tadlock reported that she was unable to get a direct quotation of fees from prospective mailing services without a detailed listing of services to be provided. The Board worked in detail through the listing of services now required of Oxford Mailing to determine what services any new mailing service will be required to provide. The Board then discussed the benefits of calendar-year membership, an idea that had been brought up at a conference plenary session. It was agreed that membership in CRLA will run January to January. Anyone joining "late" pays the full rate but receives all newsletters and journals for the year. Anyone joining or renewing membership September through December of 1991 is considered a member through 1992. Annual membership can be

Membership year will be calendar year, dues payable in spring.

made or renewed at the spring conference.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

It was agreed that this change in membership year simplifies services required of the mailing service, which will need to send labels only quarterly for any new members to the editors of the Journal and Newsletter and to the president-elect as conference planner. Renewal notices can be mass-mailed on March 1, with second notices sent May 1.

Oxford Mailing will be asked to inventory CRLA holdings.

It was agreed that Oxford Mailing should be requested by Joyce to provide CRLA with an inventory of journals and other pallets of CRLA materials in their warehouse. It will be necessary to determine how many complete sets of journals are there, as well as how many requests for back journals have been received so that the Board can estimate how many whole sets should be kept for libraries to purchase. Joyce will ask Susan Deese how far back libraries keep such journals. Karen will ask Karen Smith if she has an entire set that can be microfiched, if necessary.

It was further agreed that the new mailing service should take over September 1 at the latest. Oxford will be asked to send disks and hard copies of membership lists within 15 days and a detailed inventory within 30 days.

The cover design for monographs was approved.

B. Review of Cover Designs for CRLA Monographs. Joyce obtained sketches from a Minneapolis artist for the covers of the tutor certification and terminology monographs. The Board chose one design to be used for these, and future, monographs.

Joyce adjourned the meeting at 6:33 p.m.



CRLA Board Minutes  
San Francisco Airport Marriott  
June 29, 1991  
Page 13

Respectfully submitted,

Karen Agee, Secretary 1991-93  
(These minutes have not been approved.)

CRLA Board Minutes  
San Francisco Airport Marriott Hotel  
San Francisco, California  
June 30, 1991

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

Others Present: Tom Pasternack, Newsletter Editor.

Joyce called the meeting to order at 8:38 a.m.

CRLA will provide its own mailing service.

XIII. Reconsideration of Mailing Service. The previous day's decisions had reduced the number of tasks to be required of a prospective mailing service, and several Board members questioned the need for an outside mailing service at all. The Board decided to put the search for an outside mailing service on hold; to accept Joyce's offer to manage the duties from her office until the 1992 conference, with funding to be provided through the current budget; and to request from Joyce at the 1992 conference an analysis of time required for mailing service duties.

(M) Kathy Carpenter  
(S) Karen Agee

PASSED

One-year subscription agreement with NCDE was approved.

XIV. Subscription Agreement with JDE and Rride.  
A. Approval of Agreement. Joyce provided the Board with copies of a Temporary, One-Year Subscription Agreement CRLA/NCDE (Attachment M) for Board approval. The Board noted that payment will be made directly to NCDE this year, necessitating a change in the membership forms Sue Brown is preparing.

The Board approved the temporary, one-year agreement with NCDE.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

B. Payment Policy.

Joyce indicated that Barbara Calderwood of NCDE had sent her a few checks made out to CRLA rather than NCDE for journal subscriptions. Joyce gave these to Kathy, who will deposit them and write one check to NCDE.

C. Handling Complaints.

Joyce reported that Barbara Calderwood wanted the Board to discuss what should happen if CRLA members don't get journals for which they believe they have paid. Item #3 of the temporary agreement covers those with proof of payment. Joyce volunteered to receive calls of those without proof of payment.

D. Informing the Members.

Joyce has written a letter to CRLA members, soon to be sent out by NCDE, including an assurance that the incompetence of CRLA's mailing service has been overcome.

XV. Site Selection for Future Conferences.

A. Site Selection Chair.

Becky Patterson forwarded proposals for future conferences from Karen Lin at San Diego and Rick Sheets at Phoenix. Karen Lin's bid proposal was especially well organized. The Phoenix bid proposal included no less-expensive hotels; hotels should be approached again with reminders that a March/April conference is in the off-season. The tradition of returning to California on alternate years would be upheld in 1994 if San Diego were approved for that year. The Board agreed that future conference sites will be San Diego and Phoenix; that the Site Selection Chair will determine which site gets the 1994 conference and which waits until 1996, after on-site inspections and discussion with proposers.

San Diego and Phoenix  
are future conference  
sites in 1994 and 1996.

(M) Becky Johnen  
(S) Kathy Carpenter

PASSED

A special agreement with Marriott will be sought.

B. Special Agreement with Marriott. Tom noted that the CRLA conference has often been held at Marriott and asked if Marriott should be made the official conference site, as Susan Deese had suggested in Albuquerque. Dee suggested that Becky Patterson should attempt to negotiate a 10%-off-lowest-rate agreement with Marriott.

Job descriptions for Treasurer and Awards Chair were updated.

XVI. Changes to Job Descriptions. Dee had worked carefully through the job description for chair of the awards and scholarships committee and recommended a number of changes in line with current policies. Changes were also suggested for the treasurer's job description. **The Board agreed to make changes in awards/scholarship chair and treasurer's job descriptions consistent with current policies and practice.**

(M) Dee Tadlock  
(S) Kathy Carpenter

PASSED

A 25th anniversary award will be given to a major contributor to the profession.

XVII. Special Recognition Award. The Board discussed and selected nominees for the special recognition awards and agreed to give a special, 25th anniversary award to a major contributor to the field of learning assistance.

XVIII. Budget Adjustments and Approval for 1991-1992.

A. Operating Budget.

1. Board.

Kathy reported that she had totaled all requests received to create the budget for next year. The budget request (Attachment N) shows amounts approved for last year, amounts spent last year,

and amounts requested this year. Board expenses were revised upward because of inflation and increased travel/hotel/food demands on Board members invited to speak at state/regional conferences. Joyce reported that she has been notified of a free airline ticket, which should be used for the most expensive air trip planned this year at CRLA expense. A total of \$18,255 was approved for 1991-92 Board expenses.

## 2. Publications.

Tom asked if he would be needed at the spring Board meeting and next summer's Board meeting. Because of the ongoing need to be interactive with the newsletter editor throughout Board meetings, it was agreed that the editor's expenses be paid for next summer's Board meeting and that Tom attend all Board meetings at the San Francisco conference.

CRLA will pay newsletter editor's expenses for next summer's Board meeting.

(M) Dee Tadlock  
(S) Becky Johnen

## PASSED

The \$1,000 allocated for redesign of the newsletter was removed from the budget, because the current redesign was so well done.

Monographs will be promoted by authors, Board members, and state directors.

A new budget category was created for monographs, with amounts budgeted for graphics (for covers); printing and publishing; advertising and promotion; and postage. Board members agreed that they should be expected to promote CRLA monographs at conferences they attend at CRLA expense. Joyce will ask Mary Rubin to be responsible for promoting and advertising her new glossary and will let her know the amount budgeted. Each monograph will also be advertised in the Newsletter as available for \$5. Dee will add monographs to display board materials and will include in the state/regional directors' job

descriptions to have monographs available and to promote them at meetings. A total of \$16,425 was approved for 1991-92 publications expenses.

C. General Organizational Expenses. Mailing Service expenses were much higher than budgeted last year. Mailing costs this year will include a bulk mailing of an announcement of the new membership policy. It was agreed that in-house mailing services should be much less expensive than Oxford Mailing's charges, so last year's amount was budgeted again.

Dee noted that state/regional directors can send the letters of welcome to CRLA to new members and the renewal requests to renewing members.

A total of \$6300 was budgeted for 1991-92 general organizational expenses.

4. Committees.

a. Awards and Fundraising.

Budget lines for plaques were moved from the president's and state/regional coordinator's and the general organizational expenses and combined in the Awards and Fundraising committee budget. The costs of plaques and awards were estimated at about \$400. It was agreed that although Gladys had been able to work bargain deals with an El Paso supplier of awards and plaques, Kate Sandberg would be free to pursue her own deals with suppliers in her area.

b. Archives.

Although Karen Smith had requested \$425 for filing cabinets, the Board discussed again the possibility of converting archives to microfiche or computer disk, except for conference programs and similar artifacts; \$500 was budgeted for conversion to more succinct storage. If she has the equipment, the archivist can

have archives scanned and stored on diskette. If equipment is not available or this seems not to be the best approach, she should propose to the Board in the spring what action should be taken.

c. A total of \$4,395 was budgeted for 1991-92 committee expenses.

The meeting broke for photographs from 12:25 to 12:40, and Tom left the meeting.

States/regions must turn over treasuries to CRLA Treasurer and direct all fees to the Treasurer.

5. States and Regions.  
It was agreed at the March 18, 1991, Board meeting in San Antonio that SIG leaders could each have \$100 from the Board, if needed, and that they should keep fees in their own accounts. Kathy noted that since only Board members, not SIG leaders, are bonded, SIG accounts must be closed and turned over to the treasurer, and all new SIG membership fees should be payable to CRLA and sent to the treasurer.

It was decided to budget \$50 for each SIG, with the expectation that institutional support will be available for some leaders and that the \$5 membership fee will eventually make the SIG program self-supporting. Becky will ask Patti to inform SIG leaders of both of these decisions.

A total of \$5755 was budgeted for 1991-92 state/regional expenses.

B. Conference Budget.

1. Conference Management.

Kathy explained that the tentative conference budget she prepared was based on what was spent in recent years, including inflation, adjusted for Board decisions on allowable expenses. In some cases the Board had agreed to pay bills surprisingly larger than budgeted but did not intend that those expenses inflate future budgets.

On-site personnel must get Board approval for any expense over budget.

The Board agreed that the on-site budget must be as firm as possible; because that is where overruns have occurred in recent years, on-site personnel must get Board permission for any expense over budget. Becky will share with Shirley Sloan the finalized budget and will have her use Kathy's budget codes on receipts for payment or reimbursement.

The total budgeted for 1991-92 conference management was \$5,325.

2. General Conference Expenses.  
Becky will check with Jo Ann Carter-Wells to see if CRLA has been billed yet for the evaluation forms, if she has any inventory of forms left, and how much the new evaluation forms for the computer room will cost.

The amount budgeted last year for audio-visual and mechanical needs at the conference, \$1,000, was greatly overspent (\$3,945). Costs will not be permitted to go so high this year, and the budgeted amount of \$1,000 was restored.

Hotel must verify any request that affects the master account.

Becky will clarify with the conference site hotel that the hotel must verify with the President-Elect or the Treasurer any CRLA member request that affects the master account.

A total of \$7,225 was budgeted for 1991-92 general conference expenses.

3. Conference Program.  
The Board agreed to reorganize this section of the budget, replacing earlier budget divisions (speakers, institutes, section meetings) with new budget categories (keynote speaker, invited institutes, regular institutes). Regular institutes have an allowance of \$50 each for materials.



Becky will keep track of speaker expenses using the new categories, so that the Board can calculate institute costs. It was agreed that the maximum to be paid to any speaker (without outside funding assistance) is \$1,500. Becky will continue to seek corporate/foundation funding for keynoters to prevent spiraling conference fees.

A total of \$6,900 was budgeted for 1991-92 conference program expenses.

Dee left the meeting at 2:00.

4. Food Functions.  
The publishers' breakfast was not budgeted last year, but \$1,710 was spent. It is necessary to budget nearly that amount this year.

The state/regional directors' dinner has been expensive, but CRLA will no longer pay for alcohol; that may make the cost of dinner more reasonable.

The budgeted amount for coffee breaks includes two coffee breaks.

The newcomers' reception at San Antonio had just enough food. It was better to tell the hotel how much money was budgeted, rather than to ask for enough food for a particular number of people.

Becky suggested that the past board luncheon also be billed as a planning session, to get ideas from former board members on key issues and general concerns. Joyce will invite all past board members, with RSVP to aid in planning the event.

It was agreed that the planning breakfast, held for the first time last year, was an excellent idea. Some folks who had not been invited attended the breakfast, not knowing it was CRLA-

paid. Becky noted that if the Third General Session will be a breakfast or brunch, held on Sunday morning, the planning breakfast may have to be rescheduled.

The SIG leaders' luncheon was not well attended last year, but Becky would like to continue it and will discuss this with Patti Glenn.

A total of \$6,900 was budgeted for 1991-92 conference food functions.

Total budgeted expenses for 1991-92 are \$77,480. C. Total budget. An operating budget of \$51,130 and conference budget of \$26,350 were accepted, for a total 1991-92 budget of \$77,480.

(M) Becky Johnen  
(S) Karen Agee

PASSED

At current membership fees of \$25 and conference fees of \$50, CRLA can expect income of \$60,000. Although a variety of other means of earning funds have been instituted, it is unrealistic to expect that the organization can make up the necessary \$17,480 by this means.

Members who feel CRLA has stored great wealth have probably been misled by treasurers' reports at general sessions, at which time all conference fees have been deposited but no conference expenses have yet been paid out. It is important to share with members the urgency of expanding income to match expenditure, as well as the extent to which the organization has, in the past, relied on Board members' institutions for support.

CRLA Board Minutes  
San Francisco Airport Marriott  
June 30, 1991  
Page 10

Membership fee is  
raised to \$40 and con-  
ference fee to \$75.

In order to have enough income to cover  
budgeted expenditures for 1991-92, the  
membership fee must be raised from \$25  
to \$40, and the conference registration  
fee must be raised from \$50 to \$75.

(M) Kathy Carpenter  
(S) Becky Johnen

PASSED

The amounts thus generated will provide  
a cushion of \$5000 in the budget, and  
fees should not have to be raised again  
for a number of years.

Board members expressed their deep  
appreciation to Kathy for her diligence  
in pointing out CRLA's fiscal situation.  
Whereas earlier budgets had kept track  
of expenditures, this Board was now able  
to include income estimates in a true  
budget process.

Joyce adjourned the meeting at 3:04 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  
June 28-30, 1991

LIST OF ATTACHMENTS

- A. Agenda.
- B. CRLA Conference Overview - 1991
- C. CRLA Budget Overview, 1986 Through 1991
- D. End of Conference Report
- E. CRLA Secretary's Report
- F. College Reading and Learning Association Bank Statement Reconciliation
- G. College Reading and Learning Association Summary of Budget 1990-91
- H. College Reading and Learning Association Statement of Receipts and Disbursements For the Period Ending June 30, 1990
- I. Duties of Awards Committee Chair
- J. Analysis of Fundraising Activities for 1990-91
- K. Slate of Nominees for Treasurer's Position
- L. CRLA Bylaws 1991
- M. Temporary, One-Year Subscription Agreement CRLA/NCDE
- N. College Reading and Learning Association Budget Request 1991-92