

COLLEGE READING AND LEARNING ASSOCIATION CONFERENCE CALL

**Conference Call
DATE: January 17, 2001
Summary of Minutes**

MEMBERS ON LINE: Tom Dayton, *President*; Valerie Smith Stephens, *Secretary*; Karen Agee, *President-Elect*; Russ Hodges, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Vicki Papineau, *Membership Coordinator*; Molly Widdecombe, *Newsletter Editor*.

Tom called the meeting to order at 1:06 p.m. EST

1. AGENDA

Tom asked if there were any additional items that need to be added to the agenda. There were no items to be added.

2. MINUTES

Tom requested that the minutes from the November Board meeting be tabled until all Board members had a chance to review them. He also asked that the minutes from the December 13, meeting be approved pending necessary corrections. All corrections should be submitted to Valerie as soon as possible.

MOTION: Karen moved that the December 13, 2000, Conference Call minutes be approved pending corrections and the November Board meeting minutes be tabled until the Board meeting in Spokane. Russ seconded. PASSED.

3. TREASURER'S REPORT

Russ reviewed the report (Attachment A) that he sent to the Board via e-mail (sans Gretchen's information). Susan asked about the dates 10/1/00 to 1/15/01 are these figures without the conference income? Russ responded that these figures are just from membership and the conference figures are still outstanding. The Board discussed the issue of reasonable expense incurred for Board members representing CRLA business. Tom announced that he had to use a rental car when he was in Tucson at the Winter Institute. The Board agreed that this was a reasonable expense. He should send his receipts to Russ for reimbursement. Valerie asked the question regarding gratuities for porters when they assist her in transporting her equipment at the airport. The Board decided that this is a reasonable expense and she should be reimbursed. Further discussion on this topic will take place at the next Board meeting in Spokane.

MOTION: Karen moved that we accept the Treasurer's Report as e-mailed and reported. Valerie seconded. PASSED.

Tom asked about the bill regarding the labels to send thank you letters presenters and conference chairs. Does the bill go to Gretchen since she is handling the conference expenses or will Russ handle it? Russ sends the bill to him and he will take care of it. Russ asked Vicki about checks for CRLA memberships. Russ wanted to know if he could copy the checks and send the applications to Vicki. Vicki replied that Russ should mark the check number on the applications and mark it "paid" and send the applications to Debbie at ESG. Vicki asked Russ if he has received any applications for membership. Vicki and Russ will work on this via e-mail to see if he needs to forward information regarding membership to her. Russ is pleased to report the transition between Gretchen and him is going smoothly.

4. ELECTION REPORT

Mike has received information from two of the candidates and will remind the other two to send their information as soon as possible. Debbie will be responsible for the printing of the ballots. Pat will count the ballots. Mike reported that everything is running smoothly.

5. 2000 CONFERENCE REPORT

Tom has received reports from the On-site Chairs and the Exhibits Chair. He is in the process of putting the report in booklet form. He will present his report to the Board at the Spokane meeting in February.

6. 2001 CONFERENCE REPORT

Karen relayed a request from Jan Swinton asking when the Board will arrive in Spokane for the Board meetings so that she can confirm the hotel reservations. Alexander Ashton has not responded to Karen's calls. Therefore, she plans to ask George Kuh and Miah Lang for possible keynote speakers. Karen is waiting for the conference evaluation forms from Jan Norton. Hopefully, there will be suggestions from past conference participants for keynote or lunch speakers. Karen, Molly, and Jan plan to meet before the Board meeting to discuss further plans. The program committee will be meeting at the Heartland Chapter meeting in April. Tom asked Karen pass along the information to Corrine Johnson and Debbie Sipe for the CRLA web site. Karen also asked Molly if she would reserve space in the next edition of the CRLA newsletter.

7. STATES AND REGIONS

Pat received a request (as reported by Tom) for \$500 from Wyoming to pay for Jan Swinton who will be their speaker for the conference in April. The conference is April 19 & 20, 2001. Russ moved that the request for \$500.00 from Wyoming to pay for a conference speaker be approved.

Laura Symon from the Mid-Atlantic region requested that Tom participate in the sessions on Friday afternoon and deliver the keynote address at the luncheon. The date of the conference is March 23 & 24, 2001. She would like Tom to speak about the benefits of joining CRLA. Tom has a number of speaking engagements. Karen and Russ are also booked. Pat is the likely choice to attend the conference. The Board recommended that Tom ask Pat to see if she is available.

MOTION: Karen moved to approve expenses for a Board member to attend the Mid-Atlantic Region Conference in Virginia March 23&24, 2001. Russ seconded. PASSED.

Tom asked Karen for more information about the from Kate O'Dell about the Teaching Excellence Award proposal. Karen gave a summary of how the idea developed. The Board will discuss at detail at the Board meeting in February. Tom moved on to discuss the ACDEA fellows. To nominate a fellow is a doctorate requirement? According to the guidelines an equivalent is acceptable. The Board discussed that experience is an acceptable equivalent. Susan expressed that the Board should select an individual who best represents CRLA while considering the requirements. Tom expressed concern about selecting nominees and have the letter sent to ACDEA in time to have the nomination. Russ asked if any member of CRLA can nomination. Tom responded that anyone can make a nomination, the Board is responsible for sending the nomination. Susan suggested that the Board discuss possible names during the Wednesday Board meeting. The Board agreed with Susan's suggestions. Tom will place this on the agenda and asked the Board to come up with names for discussion.

8. MEMBERSHIP

Vicki reported that she is updating the reference list and will have a draft ready soon. She discussed a letter to be sent by Tom to conference attendees who are not CRLA members to recruit them to join since there were a number of new conference attendee. She also needed clarification about titles for the Tutor Certification Program. She will have more to report at the meeting in Spokane. In closing, Tom announced that NADE's membership dues are \$50.00. NADE also has an institutional membership. This is an issue for the Board to discuss at future meetings if CRLA should head in this direction.

9. NEWSLETTER

Molly expressed appreciation to everyone who supplied information and articles for the next Newsletter. Molly asked about the digital images from the conference. Should Karen Smith have them for the archives and should they be placed on the CRLA web site? Tom requested that Molly make a selection of photographs and place them on the web site. He also asked Molly for nine photographs from the 2001 conference for the CRLA Display Board. Molly will give the photographs to Tom in Spokane. Karen offered congratulations to Molly for her skill in using the digital camera.

10. WEB SITE

Tom announced that Debbie and Corrine are working together. The CRLA web site is being updated. Karen asked if Spokane Conference information could be placed on the CRLA web page. Tom informed Karen to send the information to Debbie. Tom also suggested that the web site for Spokane as a link to CRLA's web page. The Spokane's web site address is Spokane.com. Special Interest groups should also have links to the CRLA web site. Jan Norton's Learning Center Management web site is being linked to the CRLA web site. Another item discussed was the possibility of having conference registration on line and including links to TIDE and NADE. TUTOR

11. CERTIFICATION

Tom went over again the members of the Tutor Certification committee who were assigned various duties. These individuals were discussed at the last conference call. For clarity and to reduce confuses all request and correspondence should go to Carmen Springer-Davis who is the chair- person. Carmen requested a person to be the coordinator of presentations and to assign individuals to make presentations when the committee is asked. Gladys is willing to step in to this role and make presentations. She is also willing to promote the certification program. Susan thought Kathy Carpenter was to fulfill that role. Tom spoke with Kathy and she is now the POC chairperson.

MOTION: Russ moved that we accept the division of duties of the Tutor Certification Committee. Karen seconded. PASSED.

Vicki had a question about the title and how the duties were being divided. Is the title chair or coordinator? Russ responded that Carmen is the coordinator. Susan will update the job description and she will work with Carmen. Carmen will have director contact with the Board. The others are committee members with specific duties. In closing, Vicki asked if she should list Carmen as the contact person. The Board agreed that all contacts should go to Carmen.

MOTION: Karen moved that the Board amend the previous motion that the duties be accepted under the leadership of the Tutor Coordinator. Russ seconded. PASSED.

12. FEBRUARY BOARD MEETING

Tom went over the tentative agenda for the Board meeting. Wednesday morning is reserved for the Fellows discussion. Monday morning will be reserved for a tour of the hotel. Tom requested that agenda items be sent to him as quickly as possible. Susan plans to bring job descriptions for President-Elect and President to clarify responsibilities. She also had additional items to discuss. Susan wondered if she just have lunch with individuals or discuss them with the entire Board. Tom recommended that these issues be discussed with the entire Board present. Susan will send these items ahead of time. Tom

also asked that items include the estimated time needed for discussion. Gretchen will be attending the Board meetings to go over budget items.

13. BOARD MEMBERS ATTENDING CONFERENCES

The following Board members are attending future conferences: Karen, NTA; Russ, NJ/PA; Heartland CRLA Regional Conferences. (Mid-Atlantic); TBA Tom, NADE, IRA, Kathy, Tom and Sam Noble.

14. OTHER

Susan asked when will Tom be making contact with Sue Brown, Site Selection, Chair regarding a site visit to Albuquerque for the 2003 conference. Susan will contact Sue to find out when she will visit Albuquerque.

Tom adjourned the meeting at 2:40 EST. The Board will meet at 8:30 a.m. on Monday February 5, 2001 in Spokane, WA.