

**College Reading and Learning Association
Conference Call Agenda
June 27, 2001**

- I. Acceptance of agenda
- II. Approval of minutes
- III. Budget update and treasurer's report
- IV. 2001 Conference Report
- V. 2002 Conference Report
- VI. Newsletter
- VII. Professional Development Committee
- VIII. H&H Publishing Second Manuscript
- IX. NCLCA Report
- X. Officer Travel
- XI. Things to Do

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: June 27, 2001
SUMMARY OF MINUTES**

MEMBERS ON LINE: Tom Dayton, *President*, Karen Agee, *President-Elect*, Valerie Smith Stephens, *Secretary*, Russ Hodges, *Treasurer*, Molly Widdicombe, *Newsletter Editor*, Guests: Laura Symons, *In-coming President- Elect*

Tom called the meeting to order at 3:08 p.m. EDT

1. AGENDA

Tom announced that the Executive Assistant's report and the Bylaws items will be tabled to the next conference call. Karen asked that Valerie give a report regarding her participation at the NCLCA in Wisconsin. Laura had a question regarding SIGs. The last addition is the schedule for officers' travel to represent CRLA for the month of October.

MOTION: Karen moved that the agenda be approved with modifications. Russ seconded. PASSED.

2. MINUTES

Valerie announced that the minutes from the May 9, 2001 were e-mailed and Board members were encouraged to submit any changes, corrections or add suggestions. Valerie made the corrections and included changes.

MOTION: Karen moved that the minutes be accepted with corrections and modifications. Russ seconded. PASSED

3. TREASURER'S REPORT

Russ e-mailed the Board the Treasurer's report and went over the report line by line. Karen asked about the \$4300 conference income entry. Is this entry for the past conference or the incoming conference? Russ responded that it is for the upcoming conference. Russ requested that the JCRL Editor be invited to the next conference call to discuss the different bids he received from publishers to produce the Journal. Russ went on to report that CRLA needs to secure bonding. He is looking into this. Russ announced that there have been several donations for the Awards and Scholarship fund. He also requested that Tom and Karen contact Carmen Springer-Davis to inform her that Board is very appreciative of the service that she is providing and she has the full support of the Board in her new role as coordinator of the ITCP and IMCP. Tom and Karen will contact Carmen and offer her support. Russ reminded the Board to please print clearly when making requests on the reimbursement form and be sure to fill in the amount requested (check your math) on the form. Russ concluded by saying that the CRLA budget is in excellent condition.

Karen moved that the Treasurer's report be accepted as read. Valerie seconded. PASSED.

4. 2001 CONFERENCE REPORT

Karen began by asking the Board for approval of a dinner for ITCP/IMCP committee members on Wednesday of Thursday evening to give them more time for their business meeting

and to thank them for their services to CRLA. The Board discussed Karen's suggestions and agreed that Thursday evening would be the best night for the ITCP dinner. The call to conference is being prepared. Karen asked about how many extra copies should be made to be distributed when the Board attends other events? Tom remarked that since the conference is earlier this year, 100 copies should be sufficient. Karen is gathering tour information for the conference. The cost of the tour bus is \$575. The expected cost of the tour is \$20. Karen asked if lunch should be included? The cost will then be \$30. Karen will have more at the next conference call. The information about the institutes have been posted on the CRLA web site. Karen announced that there was one cancellation for an institute presentation. Fortunately, a replacement was readily available. The institutes will begin on Tuesday night, and there will be three technology institutes at Spokane Falls Community College. A NADE Certification Institute is also being planned. Molly, Jan, and Karen plan to meet in Spokane July 9-11, 2001 to meet with the Double Tree staff. Karen asked that conference participants use the telephone number that the hotel is designating for CRLA members to make reservations. Karen reported that 24 people have made reservations at the hotel. Molly will send photographs of the speakers to ESG to prepare the conference programs. Information about the Fellows will be included in the conference programs. The Board discussed the issue of one free registration for every ten from the

same institution, but decided not to include it on the registration form for the 2001 conference. The Board decided that the On-site chairperson should determine the decision of who should receive complimentary registration for working at the conference. Regrettably, the Exhibits Chair had to resign for health reasons. Karen will try to find a replacement as quickly as possible. She is still trying to appoint a person to be the Co-Chair of Chairs. Karen asked the Board to make suggestions of individuals to fill these important positions for the conference. Karen announced that anyone submitting documents to place in the conference bags, the number of flyers they will need is 600. The Exhibit Hall for publishers will open at 2:00 Thursday afternoon. Karen will have more to report at the next conference call.

5. 2002 CONFERENCE REPORT

Laura reported that she had the logo for the conference prepared. She had the opportunity to speak with Linda Russell, Onsite Chair for the 2002 conference. The call for papers announcement is being prepared. Laura is working on finding keynote and luncheon speakers for the Opening Session and the On To New Mexico luncheon. The Board discussed the possibility of accepting registration on-line. Anna Crockett will be the Chair of Chairs. Laura asked now that she is the Incoming President-Elect who will take over her responsibilities as the Learning Center SIG Chairperson. She asked Molly to place a request for a member to serve as chair in the next

CRLA Newsletter. It was also suggested that an announcement be made on the LRNASST list-serve.

6. NEWSLETTER

Molly announced the CRLA Newsletter is at the printer and should be in the members' hands by July 24, 2001. Laura supplied Molly with two articles—one from a student. She will request that Pat make an appeal for more States and Regions news. Hopefully, she will have more information in the next issue.

7. PROFESSIONAL DEVELOPMENT COMMITTEE

Karen informed the Board that the PDC would like to have an awards separate from the Awards and Scholarship committee. The Board discussed the benefits of being affiliated with the Awards and Scholarship committee and debated if the awards should be separate. If the committee has its own award, it would look very confusing to the general membership. The Board was in agreement that this issue needs to be discussed further. Russ commented that he would like to see more options for awards—such as a TIDE award, Kellogg Institute, and Summer and Winter Institute awards in addition to the traditional awards given in the past. Tom asked the Board to e-mail him with suggestions on how to resolve this matter and he will work with Gwyn Enright to organize the procedures

on providing awards for professional development.

8. H&H PUBLISHING SECOND MANUSCRIPT

Mike O'Hear reported via Tom that he has three chapters in the assessment book. This is the second book in a series of CRLA manuscript. He feels that negotiations are ready and he is willing to take on that task. Tom shared this information so that when the chapters are ready in October the Board will be in a position to move ahead.

9. NCLCA REPORT

Valerie gave a report on the Summer Institute. She was the CRLA's representative. Valerie informed the Board that the Institute was very informative and she had the opportunity to recruit potential CRLA members. She recommends that a member of the Board should attend the institute. Her only suggestion was that the Institute start on Monday and end on a Friday so that participants could use the weekend to travel home. Valerie thanked the Board for the opportunity to participate in the Summer Institute.

10. OFFICER TRAVEL

Tom will attend the NCLCA conference the week before the CRLA conference. Karen will attend the NCDE conference from October

24 to October 27. However, Karen mentioned that in addition to her representing CRLA, NCDE is asking for CRLA to sponsor a research presentation. Russ is currently working on a presentation and is willing to present if he could be sponsored by CRLA. Tom expressed concern as to how to select a representative for future conferences. The Board needs to consider developing a set of guidelines and what expenses will the sponsorship cover? This topic needs to be discussed further. Tom announced that he has received an invitation from the Texas Chapter asking for a CRLA representative. Tom will attend the conference.

The next conference call is scheduled for Wednesday, July 11, 2001 at 3:00 p.m. EDT.

TO DO:

- TOM:**
- Contact Gwyn Enright to discuss the PDC awards
 - Call Carmen Springer-Davis to show appreciation and offer support to Carmen in her new role as ITCP/IMCP Coordinator
 - Call JCRL Journal Editor and invite him to the next conference call to discuss the bids of the publishers
- KAREN:**
- Contact Carmen Springer-Davis to show appreciation and offer support in her new role as ITCP/IMCP Coordinator
 - Find a replacement for the Exhibits Chair who had to resign for the conference
 - Find a "Co-Chair of Chairs" for the conference
- RUSS:**
- Select an insurance agency to bond CRLA
- LAURA:**
- Continue working on the 2002 conference

MOLLY:

**Send pictures of conference speakers and tour information to
ESG to be published in the conference program**

Tom adjourned the meeting at 5:01 EDT.