

WCRLA BOARD MEETING  
SUMMARY OF MINUTES  
Stouffer Madison Hotel  
Seattle, Washington  
August 5 - 7, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, Coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer

Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor; Dee Tadlock and Bernie Rihn, co-conference managers

1. Minutes of the March, 1988 Board meetings were approved as corrected.
2. Board has been asked to consider changing the date of the annual conference. The issue of a fixed vs. a rotating conference date will be placed on the membership survey.
3. Carol Tavris to keynote at the Seattle Conference. Her topic will be, "Do Emotions Aid Learning or Get in the Way?" Frank Smith to be a featured speaker. He will conduct two institutes.
4. The Annual Conference will be advertised in each issue of the Journal of Developmental Education.
5. Dee Tadlock and Bernie Rihn, co-conference managers, report that plans are progressing smoothly for the conference. Bill Sperling is the AV Chair; Jane Drabek, the Exhibits Chair. Several special events are planned. A Northwest theme has been recommended for the banquet.
6. Board approves change in publisher table fees to \$75 for the first table; \$25 for the second, pending space. This move was taken in an effort to increase publisher representation at the conference.

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7. Job descriptions for the following positions have been updated: coordinator of states and regions; treasurer; elections committee chairperson; JCRL editor; JCRL executive editor; and, awards committee.
8. The Board approved a professional audit to be conducted every two years with the change of treasurers.
9. The outgoing treasurer will serve as a consultant to the Board.
10. Preparation of the Association's tax return by a CPA is being considered.
11. The Sacramento conference netted \$11,000; the Association showed a net profit of \$2,227.75 for 1987-88.
12. Pricing of dues and conference fees to be done in Canadian as well as American currency.
13. Newsletter has grown from eight to twelve pages. A new column highlighting events of other professional organizations is to be added to the Newsletter. WCRLA and NADE presidents are to exchange columns in Newsletters.
14. The Placement Service is in need of more placement offerings. To assist accomplish this, the Board recommended that state directors send position announcements from local institutions. Use of an 800 or 900 number for a "placement hotline" will be investigated. The Placement Service is to become a more visible component of the conference.
15. The Irvine Hilton was selected as the 1990 conference site.
16. Evaluations of the Sacramento conference were very positive. Receiving good comments was the new Wednesday through Saturday schedule.

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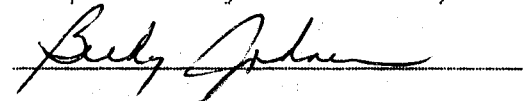
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17. The use of chairpersons at institutes will continue; giving presenters the option to choose to have a chairperson was discussed by the Board. Chairperson duties are to be expanded to include distribution of handouts, checking equipment and the facility and monitoring attendance. This is in addition to the introduction of the speaker and the distribution of handouts.
18. Special funding requests to assist with conferences in Arizona, Washington and Kansas/Nebraska were approved. Texas is the first state to submit required paperwork for state chapter status.
19. Board responds favorably to proposed Tutor Certification guidelines. Tom Gier to continue work with this project.
20. The Board is developing procedures for inter-organizational sponsorship of conferences.
21. Sixty-nine subscriptions to RRIDE and sixty-one to JDE were received.
22. Board votes not to join the Council for the Advancement of Standards (CAS). Instead, it proposes the development of an advisory council.
23. The Association is moving toward the development of a consistent look in all publications. The secretary has been charged with developing a media package that will contain necessary public relations information and items.
24. President Deese drafts a membership survey to determine who the Association serves and what the needs of those individuals are.
25. Board approves an operating budget of \$52,291 for 1989-90.

Respectfully submitted,



Becky Johnen, Secretary  
(These minutes have not been approved.)

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Date/Page

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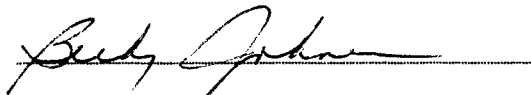
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Susan Deese called the meeting to order at 2:35 p.m.

I. Welcome

Agenda approved

Susan Deese welcomed everyone. The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

II. Approval of Minutes of March, 1988, Board Meeting

March, 1988 minutes approved

The minutes of the board meetings held March 21-26 1987, were approved with the following corrections:

- A. March 21, 1988, p.4, V., A., line 12: change that to than
- B. March 22, 1988, p.14, XI., lines 13: change whatever the it does to whatever it does
- C. March 23, 1988, p.5, IV., lines 12 and 13: change Vasconsellos to Vasconcellos
- D. March 23, 1988, p.6, V., line 12-13: change is to Hal to is on its way to Hal

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- E. March 23, 1988, p.10, VI., lines 6, 8 and 9: change Madison Stauffer to Stouffer Madison
- F. March 26, 1988, p.2, add Rina Duron to retiring state directors list; line 9 change Phil Mullins to Phil Mullen

(M) Gwyn Enright: to approve the minutes as corrected.

(S) Becky Patterson

PASSED

### III. Conference Scheduling

Board asked to consider changing the date of the annual conference

Susan Deese shared a petition, signed by sixteen WCRLA members, requesting the Board to consider changing the date of the annual conference so that it will not conflict with members' spring break (see Attachment B). Susan explained the difficulty with not conflicting with anyone's spring break. The actual issue is the establishment of a fixed conference time; members want a fixed date that would conflict with the least number of spring breaks. Becky Patterson felt conference planning would be easier with a fixed date.

Membership survey will include the issue of fixed vs. rotating conference date

Susan will add this issue (fixed, rotating) to the membership survey she is developing. Gladys Shaw suggested also polling the membership to see how they felt on a fall conference rather than spring.

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Ways to gather information  
on why former members  
choose not to continue  
membership explored

The Board brainstormed several ideas on ways to gather this information from membership: Becky Patterson suggested surveying the lapsed membership; Wayne Herlin recommended a separate survey for lapsed members; Becky Johnen suggested that state directors could phone members within one month of their membership lapsing; Gladys suggested using Hal and his "re-up" notice system; Gwyn Enright discussed dividing membership lists among Board members and have each follow-up; and, Carol Clymer recommended doing a session at state conferences to see if people are aware of what happened to individuals with lapsed membership. Susan suggested adding this to the plenary session topics.

#### IV. Program Chair's Report

Carol Tavis to keynote  
Seattle conference

Becky Patterson reported that Carol Tavis, a social psychologist, will be the conference's keynote speaker. Her topic will be, "Do Emotions Aid Learning or Get in the Way?"

Frank Smith to be a  
featured speaker doing  
two institutes

Frank Smith will be a featured speaker at the conference. He will do two institutes with attendance limited to 35. A \$25 fee will be charged for his institute. The Board asked Becky to consider having Frank to an open session the second day of the conference. It was also recommended that his publisher be an exhibitor.

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Board does not recommend  
Vincent Ruggiero as a  
keynote speaker

Institutes should main-  
tain a mix of featured  
speakers and WCRLA  
members

Conference will be  
advertised in the  
Journal of Developmental  
Education

The idea of an happy hour  
Wednesday with Frank the  
"guest of honor" was  
mentioned.

Becky Patterson notified the  
Board that she received a call  
from Vincent Ryan Ruggiero,  
author of "Beyond Feelings: A  
Guide to Critical Thinking.  
Carol commented on his self-  
promotion. The Board was not  
favorable to Mr. Ruggiero  
being a keynoter and  
recommended to Becky Patterson  
that she notify him that all  
keynoters have already been  
contracted. Dee Tadlock  
suggested that we notify him  
that we would be willing to  
offer him a sectional if his  
publisher would send him.

There was discussion on  
whether institutes should all  
be conducted by featured  
speakers. It was the consensus  
of the Board that members  
should also have the  
opportunity to present.

Becky Patterson also reported  
that 1500 calls for proposals  
have been sent. To date,  
thirteen sectional proposals  
have been received; four  
institutes.

Lucy MacDonald is responsible  
for publicity and will be  
submitting items for inclusion  
in the Journal of  
Developmental Education.

Becky Patterson announced that  
the University of Alaska is  
picking up the printing costs  
for general publicity items.

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Conference mailings to include Canadian institutions, Commission XVI and liaison organizations

Contract with hotel reviewed and recommendations for changes/additions provided

Resources for mailing lists were discussed. Dee Tadlock informed the Board that the Washington State Adult Basic Education Staff Development office will do mailings. Dee recommended that information also be sent to Canadian institutions. Susan will be in Calgary in November and will take information. Gladys recommended using Commission XVI's mailing list. Use of liaisons with other professional organizations was also discussed. Kate Sandberg is updating the liaison list.

The contract with the hotel was discussed. Brunch is the only activity listed on the contract. Rooms for sectionals and institutes are also needed. A room for the Board to meet on Saturday afternoon is also needed. The language on complimentary rooms and the hospitality suite is confusing. 1,500 hotel reservation cards should be ordered; 1,100 to go to Wayne by October 1; 400 to go to Becky Patterson for distribution to non-members. Becky Patterson was charged with finding out what is available for exhibit room space, whether there is a charge for extension cords and whether there is a charge for original hook-ups. Hotel check-in time is not until 3:00 PM; luggage can be accommodated. This information needs to be placed on all publicity.

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Bill Sperling to chair  
AV committee. Attempts  
to get all equipment  
donated by local  
community colleges will  
be made

Speakers will be held  
to a November 15 deadline  
for notification of  
equipment needs; resource  
list to be generated

Means to enhance  
publisher representation  
at the conference  
discussed

Airport shuttle service and  
cost also needs to be placed  
on publicity items.

#### V. Conference Managers' Report

##### A. Audio-visual

Dee Tadlock reported that Bill  
Sperling, Washington State  
Staff Developer for Adult  
Basic Education, is the audio-  
visual chairperson and he is  
attempting to get all needed  
equipment gratis from local  
community colleges. He will  
also talk to computer  
companies for donations.

Discussed was the need for the  
organization to hold speakers  
to the November 15 deadline  
for specifying needed AV  
equipment. It was recommended  
to have a list of AV resources  
near the conference site for  
presenters who fail to make  
requests.

##### B. Exhibits

Jane Drabek is the Exhibits  
Chair. The need to involve  
more publishers was discussed.  
It was felt the current  
exhibit fee was high and this  
might be keeping  
representatives away. Ways to  
enhance publisher  
representation at the  
conference included: offer  
free banquet tickets; at the  
wine and cheese, invite  
publishers to showcase  
materials; have the  
publisher's drawing at the  
wine and cheese; call the wine  
and cheese a Scholarship  
Reception; lower the table  
fee; list benefits to



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Board approves change  
in publisher table  
fees to \$75 for the  
first table; \$25 for  
the second

Plans for several  
special events are  
well underway

exhibiting at the conference;  
close exhibit room during  
general sessions to allow  
representatives to attend  
keynote sessions, have lunch,  
etc.; notify of special  
interest groups; send call to  
conference and other  
conference publicity; provide  
copy of the conference  
program; invite to all free  
events; have a meet the  
exhibitors evening at the  
hospitality room.

(M) Becky Patterson: to lower  
the exhibitor table prices to  
\$75 for the first table; \$50  
for the second.

(S) Carol Clymer

The cost of the second table  
was still felt to be high.  
Becky amended her motion to:  
(M) Becky Patterson: to lower  
the exhibitor table prices to  
\$75 for the first table; \$25  
for the second, with WCRLA  
reserving the right to deny a  
second table pending space.

(S) Carol Clymer

PASSED

#### C. Events

Dinner on the town is  
scheduled for Wednesday;  
banquet, Thursday. A  
Scholarship Reception is also  
planned. A leisure tour to  
Victoria, B.C. is planned for  
Saturday and Sunday.  
Newcomers are to meet the  
Board on Wed.; exhibitors  
"featured" in the Hospitality  
Room on Thursday; Dee is  
planning a walking tour.

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Computerized registration  
to continue

Ribbons to highlight  
members participation  
in the association will  
be used

A Northwest theme is  
recommended for the  
conference banquet

D. Registration  
Computerized registration will  
be used. Fund raising  
activities will be done in are  
away from the registration  
desk. The registration table  
will be used as the  
information center. It was  
recommended that the  
conference co-managers not  
work the registration table,  
but be in the area to deal  
with questions and the hotel  
staff.

E. Ribbons  
The following people get  
ribbons: presenters, officers,  
conference committee members,  
past presidents, SIG leaders,  
JCRL editors, section chairs,  
state directors. There are no  
traditional colors per type of  
ribbon. It was recommended to  
order ribbons that have  
stickum at the top.

F. Committees  
Bernie will have someone from  
the Spokane area chair the  
hospitality committee; Dee  
will be responsible for  
locating a sign chairperson.  
Rose Wassman is chairing the  
evaluations committee.

G. Banquet  
A theme for the banquet was  
discussed. It was recommended  
that Dee ask the hotel and let  
the hotel do what they do  
best. A Northwest theme  
(sailors, loggers ball,  
Washington centennial) was  
recommended.

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Issue of the need to  
have a professional  
review the association's  
books will be discussed

H. Budget

See attachment C for the  
detailed conference budget.  
The Editor's luncheon needs to  
be added. The Board  
recommended adding funds  
to rent a Xerox machine.  
Attachment D contains Nancy  
Tooker's final accounting for  
the Sacramento conference.

I. Other

Dee recommended that the Board  
hire a professional to do the  
review of the books rather  
than untrained members.  
Gladys suggested that the  
review of the books be done at  
the same time the tax return  
is prepared. No action was  
taken on the recommendation.  
The purpose and objective of  
the review of the books needs  
to be decided before who  
should do the review can be  
decided.

Dee expressed her thanks to  
the Board for all the  
assistance it has provided.  
Susan thanked Dee and Bernie  
for their efforts and  
commented that conference  
plans look fine.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted



Becky Johnen, Secretary

(These minutes have not been approved.)

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Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor

Susan Deese called the meeting to order at 8:40 a.m.

I. Secretary Report

Becky Johnen distributed a revised table of contents to the job description notebooks as well as revised descriptions for the following positions: coordinator of states and regions; elections committee chairperson; JCRL editor; JCRL executive editor; and, award committee. Becky recommended that all job descriptions be placed on a standard description format and shared samples of proposed formats (see Attachment E). There was consensus to the recommendation and to the use of Attachment E, Page 2 as the format.

Job descriptions updated

Standard job description format to be developed

The updating of the index of minutes and policies and procedures is not yet finished, but will be distributed as soon as the task is accomplished.

Becky also shared that at the American Association of Adult and Continuing Education's Commission on Adult Basic Education's Conference held in Seattle in June she facilitated a session on the importance of joining professional organizations. WCRLA was highlighted and applications for membership were distributed.

Susan Deese to file incorporation papers

Another person from New Mexico needs to be identified to file the incorporation papers for the organization. Susan Deese will perform this task.

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II. Treasurer's Report

A. Job Description

Gladys Shaw presented the following recommendations for changes in the treasurer's job description (see Attachment F):

Changes to  
treasurer's  
job description  
approved

a. delete language specifying that outgoing treasurer spend at least two hours at the Annual Conference with the new treasurer; change to treasurers meeting at least one-half day at the summer board meeting.

b. change language reading that at the end of the year, the treasurer presents all Association records for review by a three member audit committee appointed by the president to at the summer board meeting...for review by an audit committee appointed by the president.

There was discussion on the current system of having members review the books with the system developed by Gladys. (See Attachment G for the results of the 1987-88 audit report.) Susan Deese recommended that the Board consider a professional audit be done every two years with the change of treasurers.

Professional  
audit to be  
conducted every  
two years with  
change of  
treasurers

(M) Carol Clymer: that a professional audit be conducted on the financial books every two years with the change of treasurers  
(S) Becky Patterson

PASSED

c. change language to reflect that the accounting procedure used will be the system approved by WCRLA.

d. add that Board members will be sent copies of the monthly reconciliation statements.

e. change language which reads "an accounting of advanced funds should be submitted within 60 days after the termination of the event..." to "...within 60 days...or by June 15..." Added will be that the treasurer will attach a note to advance funds reminding that an accounting for the money is due 60 days after the event. (Generic language will be incorporated in other job descriptions (scholarship chairperson, JCRL editor, etc.) about advanced funds.)

Outgoing  
treasurer to  
serve as a  
consultant to  
the Board

f. There was discussion on the section which refers to the ex-officio status of the outgoing treasurer. Language will be changed to reflect that the outgoing treasurer will serve as a consultant to the Board. The Board meeting held during the summer following the election is the only Board meeting the outgoing treasurer must attend.

g. Change language which states that the Oxford Mailing Service be re-evaluated every two years to, "at the request of the Board, the treasurer will re-evaluate services of Oxford Mailing."

Susan Deese will send a letter of appreciation to Hal for his thoroughness, efficiency and promptness in responses. She is working on a certificate of appreciation that can be given to non-WCRLA members.

(M) Becky Johnen: that the changes to the treasurer's job description be approved

(S) Gwyn Enright: second

Discussion: Gladys Shaw recommended that the language be added to the description indicating that the outgoing treasurer will review the job description for changes prior to leaving the office.

PASSED

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Preparation of  
Association's  
tax return by  
CPA to be  
considered

B. Tax Return Preparation

There was discussion on whether a member of the Association, not in the treasurer's office, who is a certified accountant can prepare the tax return without it being considered a conflict of interest. Becky Johnen investigated current language in procedures and policies but could not find anything related to this situation. She was charged with consulting legal counsel to investigate the potential conflict of interest and with continuing to check WCRLA policies.

Conference  
netted \$11,000;  
Association  
showed net  
profit of  
\$2,227.75

C. Bank Reconciliation

Attachment H details the statement at June 30, 1988. Gladys explained that the Sacramento conference netted \$11,000 and that the Association showed a net profit of \$2,227.75 for 1987-88.

Scholarship  
money to become  
part of operating  
budget

Gladys questioned maintaining a separate account for the scholarships if the Association will be giving the scholarships no matter what. There was a recommendation to keep the money part of the regular operating budget, but for tracking purposes, to keep a separate record on the books.

(M) Becky Johnen: when the Sears Savings Certificate comes due, merge the scholarship funds with the other funds, but maintain a separate category on the books

(S) Becky Patterson

PASSED

Gladys recommended that we begin calling flyers and brochures printed for the conference 'conference promotion' instead of conference brochure to prevent confusion with the Association's brochure. No action taken.

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#### D. Recordkeeping Procedures

Gladys distributed a copy of simplified recordkeeping procedures that she prepared for the Association (See Attachment I).

Pricing of dues  
and conference  
fees to be done  
in Canadian as  
well as American  
currency

In discussion of the procedures, Susan recommended that the treasurer draft a letter explaining to Canadian members the need to collect dues, etc. in American money. Gladys noted that payment through money orders is the simplest form. Susan suggested that we price our dues, conference registration, etc. in Canadian dollars for this would accommodate the concern our Canadian members have. There was consensus regarding this suggestion with Susan being charged to investigate membership fees in Canadian currency. Susan stated that she would discuss with the Association's Canadian membership when she was in Calgary in November. Becky Patterson said she will include two prices on the conference registration. Gladys noted that Canadian checks need to go directly to a bank - not deposited into the Association's account - the bank needs to determine whether the check can be credited to the account or whether it needs to be sent for collection. It was recommended that Dee or Bernie investigate Washington banks that would be willing to do this.

The Board accepted the treasurer's report as presented.

### III. Newsletter Editor's Report

Newsletter now  
at 12 pages

Wayne Herlin reported that articles for the Newsletter were submitted on a regular basis this year. The Newsletter is now at 12 pages compared to 8 the previous year.

Wayne requested information on how to handle publicity for large ads for other organization's conferences. It was the



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consensus of the Board that ads of this nature should be placed in the Journal. Wayne offered to run a column with information from other organizations.

New column highlighting events of other professional organizations to be added to Newsletter

(M) Carol Clymer: to approve the addition of a column to the Newsletter that briefly summarizes events of other organizations. Column will include a contact person from the organization.  
(S) Gwyn Enright

PASSED

WCRLA and NADE presidents to exchange columns in Newsletters

The exchange of columns for the Newsletter by our president and NADE's will still occur. Diane Vukovich, NADE president, will submit an article to Wayne by October 1 for our winter Newsletter; Susan will submit hers to NADE's editor by August 25 for publication in the fall edition. Clarification on amount of space available for the exchanged articles was provided - 4-500 words with a picture. Wayne recommended that the NADE article appear in the fall Newsletter in the future instead of the winter edition since the winter edition is the Association's conference issue.

#### IV. Election's Report

Nominees for 1989-90 offices approved

Sue Brown, Chair of the Election's Committee, submitted the slate of nominees for 1989-90. Attachment J details the slate. Letters of agreement have been received from all nominees.

(M) Becky Patterson: to accept the slate of nominees for 1989-90  
(S) Gwyn Enright

PASSED

V. Placement Report

Placement service  
would like to  
expand offerings

Use of 800 or 900  
number investi-  
gated

Placement service  
to become a more  
visible component  
of the conference

Anna Marie Schlender submitted a written report which identified the following needs for the Placement Bureau:

1. expanded placement offerings (Board recommended that state directors be contacted to get position announcements from local institutions).
2. review getting an 800 or 900 number (Board recommended the active investigation of a placement/hot line number).
3. a column in the Newsletter which presents alternatives to traditional jobs on a campus (Board supported this idea; Wayne commented that there is space available in the Newsletter; include a reminder about the service in each issue).
4. a workshop or institute at Seattle on job changes, stopping out and other issues (Board recommended that Anna Marie submit a proposal for this).

There was consensus with the Board that the placement service should be a more visible component of the conference. Becky Patterson offered to schedule a small meeting room for a "job placement center" during the conference.

VI. Other Committee Reports

No reports were submitted by Mac, JCRL (budget request was submitted), Archives or Awards.

VII. Site Selection

Wes Brown, Site Selection Chair, submitted a written recommendation for the Southern California conference (see Attachment K).

Four hotels were considered: Ramada Renaissance, Irvine Hilton, Sheraton and the Hyatt. The Irvine Hilton was

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Irvine Hilton  
selected as the  
1990 site

recommended. Reasons for the recommendation include: free shuttle service to local shopping areas; beach only 10 miles away; good restaurants within a reasonable distance; adequate meeting room space; complimentary hospitality suite; 1 comp room per 50 reserved rooms; comp meeting space for the summer Board meeting; 10 courtesy baskets; efficient with paperwork - have already sent the credit application and a good contract proposal was received.

(M) Becky Patterson: to accept the proposal for the Irvine Hilton as the 1990 conference site

(S) Becky Johnen

#### PASSED

Summer Board  
Thursday to  
Saturday  
schedule to be  
investigated

The Board briefly discussed the scheduling of the summer Board meeting. An explanation was given as to why the Board meets on weekends. Susan explained a few difficulties that occur with a weekend meeting. There was agreement to investigate whether the meeting could be held Thursday through Saturday. Susan will ask Wes to research this.

#### VIII. Conference Evaluation

Conference  
evaluation  
very positive

The Board reviewed the 1988 conference evaluation report (Attachment L). The Wednesday through Saturday schedule was extremely well received. Under demographic information, item #1, the 24 by the number 1 indicates 24 newcomers to the conference. This information will be shared with Karen Agee. The Board brainstormed ways to make newcomers feel more welcome and a part of the events. One suggestion was to hold the newcomer's welcome on Wednesday evening prior to the hospitality suite opening. One proposed schedule looked like: 5-7 PM, time with Frank Smith; 8 PM, newcomer's session; 9 PM, hospitality.

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On the evaluation form, Carol Clymer recommended that item #1 under demographic information be changed to read, "Is this your first conference?" Items to be added to the form include the plenary session, the general session and the Friday/Saturday sessions.

Copies of the conference evaluation are to be sent to Nancy Tooker and Rose Wassman.

#### IX. Coordinator of Chairpersons Report

Conference  
institutes to  
have chairpersons;  
session presenters  
have option

Patti Glenn, chairperson coordinator, asked whether chairpersons were needed for all session. The Board agreed that chairpersons were needed for institutes and that presenters could opt to have a chairperson if they liked.

Duties of session  
chairperson to  
be expanded

The Board felt as if the duties of a session chairperson needed rewritten to include not only the introduction of the speaker and handing out of evaluations, but also the responsibility for distributing handouts, checking equipment and the facility and monitoring number in attendance. There was general agreement that use of chairpersons adds professionalism to the conference.

\*\*\*\*The Board adjourned at 12:13 PM for lunch and reconvened at 1:20 PM.

#### X. State/Region Report

Seven states/  
regions have  
conferences  
scheduled

Gwyn Enright, Coordinator of State/Region Directors, submitted an updated listing (Attachment M) as part of her report. Conferences have been scheduled for Texas, Kansas/Nebraska, S. California and Arizona. Plans have not been received to date for conferences in Washington, Colorado and Oregon.

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Special funding  
requests for  
Arizona, Kansas/  
Nebraska and  
Washington  
approved

Two requests for special funding have been submitted. The one for Arizona has already been approved. Kansas/Nebraska requested \$500 to assist with getting its state conference going. Martha Maxwell has agreed to be the keynote speaker. The Board approved this request.

There was much discussion surrounding Washington's request for \$500 to help defray the keynote speaker's expenses. Discussion centered on Washington receiving \$500 in 1987 to assist with Frank Smith's expenses. At the time of that approval, the Board commented on doing it for one time only. Becky Patterson was supportive of Washington's request, particularly since the Annual Conference will be held in Seattle. The Board agreed to approve the request, but Susan will include a letter with the approval stating the Board's position on repeated requests for allocations.

Texas first  
state to submit  
for state chapter  
status

Texas has submitted paperwork for approval of chapter status. This is the first state to submit items under the new procedure.

(M) Gwyn Enright: to accept Texas as a chapter pending receipt of the bylaws and constitution  
(S) Becky Johnen

PASSED

#### XI. SIG Report

Tom Gier, SIG Coordinator, submitted a written summary of SIG activities since the conference. SIG leaders also submitted guidelines for 1988-89. See Attachment N for details.

The Board centered discussion on SIG newsletters and appropriate content for them. Concern over the May 1988 issue

Board discusses  
appropriateness  
of SIG newsletter  
items

of the "Spoke in the Wheel" containing a note stating that the \$8.00 SIG dues go into the "Spoke" fund was expressed. Since "Spoke" is not the official newsletter for the SIG, the SIG dues should not be going into its fund. It was recommended that Susanne Manovill take a firmer stand on the division between the SIG and the "Spoke". Susan will prepare a recommendation on behalf of the Board regarding the separation of the two.

SIG guidelines are to be submitted to the president, not the secretary.

#### XII. Tutor Certification

Board responds  
favorably to  
tutor certifi-  
cation guide-  
lines

The Board gave considerable attention to the recommendations for tutor certification submitted by Tom Gier. Attachment D contains detailed notes on the content of the Board's discussion per each section of the recommendation.

#### XIII. WCRLA/NADE

Board developing  
procedures for  
inter-organ-  
izational  
sponsorship of  
conferences

Susan will be communicating with Diane Vukovich regarding the Newsletter exchange, program exchange at the Annual Conference and an exhibits table at the conferences. These activities will take place for one year; renewal for longer period of time is dependent on the first year evaluation.

At the request of Susan, Gladys drafted a, "Recommended Procedures for the Inter-Organizational Sponsorship of Professional Conferences" (see Attachment P). There was consensus with the Board that content is good, but the guidelines need to be more general.

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IX. JDE

Response to JDE  
and RRIDE  
very good

Conference ads  
to be place in  
JDE

WCRLA information-  
al column to  
appear in JDE

Gwyn reported that 69 subscriptions to RRIDE and 61 to JDE were received. Susan commented that the invoice used was confusing and that in the future we need to clarify that money is to be submitted to WCRLA. According to the Association's advertising agreement with JDE (see Attachment Q), we will run half page ads for the conference in each issue. We also receive one free column in each issue. Susan asked Gwyn to write the first column. There is a three hundred word limit, including the logo. Gwyn's article will focus on what's happening in WCRLA and will include Mary Rubin's "What's in a Name" task force work, state chapters and tutor certification.

X. Learning Assistance Standards

Board chooses  
not to join CAS;  
recommends the  
development of  
an advisory  
council

Susan shared with the Board a letter she received from Georgine Materniak in response to the Association's comments on the CAS standards (see Attachment R). There was discussion on whether WCRLA should join the Council for the Advancement of Standards (CAS). Gwyn commented that she is not sure CAS is representative of what WCRLA stands for and, she has a concern over affiliation with a group that may come up with something that becomes a political issue by another organization, potentially hurting WCRLA. Carol requested more information - what other organizations belong; what's the history, purpose, direction? Gwyn proposed that we ask Ted Miller, president of CAS, if he is willing to have an advisory council made up of representatives from professional organizations. Susan will send a note of acknowledgment to Georgine; Gwyn will contact Susan Thayer, NADE, and update her on WCRLA's position.

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#### XI. Public Relations

Secretary to  
develop a media  
(public relations)  
package

JoAnn Carter-Wells submitted a written report on preliminary recommendations for a WCRLA public relations policy (see Attachment S). It was the consensus of the Board that the secretary be charged with the development of a media package containing logos, mastheads, examples of news releases, policies and procedures, etc. This package would be used by state and regional directors, SIG leaders, committee chairs, etc.

Susan will notify Vince Orlando not to use a self-developed masthead for the Journal. Wayne can make the decision as to the color of the Newsletter. Susan will have stationery printed; white with teal blue print. Gwyn will have the brochure insert redone adding a space for scholarship donation and noting the dues amount in Canadian currency.

#### XII. Membership Survey

President Deese  
drafts membership  
survey

One of Susan's presidential goals is to survey the membership to better determine who the Association serves and what the needs of those individuals are. To assist with the development of her survey (see Attachment T) Susan did a literature search of membership surveys done by other organizations. Tom Parker will design a program to tabulate the survey results. The survey will be sent to the membership in its own mailing.

The Board reviewed the survey and offered the suggestions for change: add administrative location; choice of textbooks and number of; a question whether the publisher's exhibit at the conference is helpful in the textbook selection process; program level; course level; membership in other professional organizations; add an 'other' to all categories in the member services



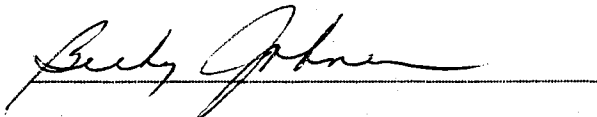
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section; sessions - section meetings, general business sessions, featured speakers; if not attended, why?; add JDE and RRIDE options; other features would like in the Newsletter; placement service - why or why not used; willing to pay for expanded services (e.g., telephone hotline); public relations - leave off first 2 items; add a write-in area for name suggestions; dues - change wording to membership dues should be increased. if yes.....; ask if ever presented at a WCRLA Annual Conference; add to member services - section meetings conducted by members; general sessions by national speakers; add an other comments section.

Susan will pilot the survey with the Board and with colleagues at the University of New Mexico.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Becky Johnen", is written over a horizontal line.

Becky Johnen, Secretary

(These minutes have not been approved.)

WCRLA BOARD MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 7, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer.

Others Present: Gladys Shaw, 1986-88 treasurer

Susan Deese called the meeting to order at 8:40 a.m.

I. Budget 1989-90

Gladys Shaw distributed copies of the proposed 1989-90 budget (Attachment U). In addition to notes made throughout the attachment, the following comments apply to the proposed budget:

a. Susan clarified that the Association covers Board expenses for time at meetings above and beyond regular conference time.

b. The Association will cover on-site manager expenses for travel to the site to set-up conference arrangements. (One fall trip for one person; one winter trip.) It will not cover normally incurred expenses, such as travel to the conference itself.

c. Presidential travel budget covers the Seattle summer Board meeting and trips to Calgary and New Orleans (IRA).

d. In addition to summer Board travel, the President-elect's travel budget covers a trip to Washington (conference arrangements), Colorado and to NADE.

e. Newsletter budget reflects an increase due to additional pages.

f. State/regional Coordinator's travel budget reflects trips to summer Board, Kansas/Nebraska and S. California.

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Seattle, Washington  
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August 7, 1988  
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g. Becky requests an IBM (or clone) for the conference. Susan will write to Dee and Bernie regarding this.

h. Conference publicity chair is Lucy MacDonald. No specific budget has been developed as Chemeketa Community College will pick up routine costs.

g. The Board discussed difficulties with the conference master account in past years with keynoters charging phone calls to the room thereby having them billed to the master account. To avoid this problem in the future, keynoters rooms will not be placed on the master account.

h. Operating budget requested for 1989-90 came to \$54,273; after Board discussion, amount totaled \$52,291.

(M) Gwyn Enright: to approve an operating budget of \$52,291 for the 1989-90 year

(S) Becky Patterson

PASSED

II. Follow-up to Sacramento minutes

The minutes reflected discussion on the formation of a task force to assist with attracting disabled individuals to the Association. It was decided that this would best be handled through the Association's liaisons with other professional organizations.

At Sacramento there was discussion on a possible leadership training workshop to be done in Seattle. It was decided that the state directors meeting, as originally discussed, was not the forum for this. Susan will pursue for 1990.

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Seattle, Washington  
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Becky Johnen will provide resources on  
the Salem Leadership Training and  
National Leadership Training Workshops.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Becky Johnen", is written over a horizontal line.

Becky Johnen, Secretary

(These minutes have not been approved.)

WCRLA BOARD MEETING  
SUMMARY OF MINUTES  
Stouffer Madison Hotel  
Seattle, Washington  
August 5 - 7, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, Coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer

Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor; Dee Tadlock and Bernie Rihn, co-conference managers

1. Minutes of the March, 1988 Board meetings were approved as corrected.
2. Board has been asked to consider changing the date of the annual conference. The issue of a fixed vs. a rotating conference date will be placed on the membership survey.
3. Carol Tavris to keynote at the Seattle Conference. Her topic will be, "Do Emotions Aid Learning or Get in the Way?" Frank Smith to be a featured speaker. He will conduct two institutes.
4. The Annual Conference will be advertised in each issue of the Journal of Developmental Education.
5. Dee Tadlock and Bernie Rihn, co-conference managers, report that plans are progressing smoothly for the conference. Bill Sperling is the AV Chair; Jane Drabek, the Exhibits Chair. Several special events are planned. A Northwest theme has been recommended for the banquet.
6. Board approves change in publisher table fees to \$75 for the first table; \$25 for the second, pending space. This move was taken in an effort to increase publisher representation at the conference.

WCRLA SUMMARY OF MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5-7, 1988  
Page 2

7. Job descriptions for the following positions have been updated: coordinator of states and regions; treasurer; elections committee chairperson; JCRL editor; JCRL executive editor; and, awards committee.
8. The Board approved a professional audit to be conducted every two years with the change of treasurers.
9. The outgoing treasurer will serve as a consultant to the Board.
10. Preparation of the Association's tax return by a CPA is being considered.
11. The Sacramento conference netted \$11,000; the Association showed a net profit of \$2,227.75 for 1987-88.
12. Pricing of dues and conference fees to be done in Canadian as well as American currency.
13. Newsletter has grown from eight to twelve pages. A new column highlighting events of other professional organizations is to be added to the Newsletter. WCRLA and NADE presidents are to exchange columns in Newsletters.
14. The Placement Service is in need of more placement offerings. To assist accomplish this, the Board recommended that state directors send position announcements from local institutions. Use of an 800 or 900 number for a "placement hotline" will be investigated. The Placement Service is to become a more visible component of the conference.
15. The Irvine Hilton was selected as the 1990 conference site.
16. Evaluations of the Sacramento conference were very positive. Receiving good comments was the new Wednesday through Saturday schedule.

WCRLA SUMMARY OF MINUTES

Seattle, Washington

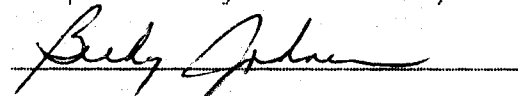
Stouffer Madison Hotel

August 5-7, 1988

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17. The use of chairpersons at institutes will continue; giving presenters the option to choose to have a chairperson was discussed by the Board. Chairperson duties are to be expanded to include distribution of handouts, checking equipment and the facility and monitoring attendance. This is in addition to the introduction of the speaker and the distribution of handouts.
18. Special funding requests to assist with conferences in Arizona, Washington and Kansas/Nebraska were approved. Texas is the first state to submit required paperwork for state chapter status.
19. Board responds favorably to proposed Tutor Certification guidelines. Tom Gier to continue work with this project.
20. The Board is developing procedures for inter-organizational sponsorship of conferences.
21. Sixty-nine subscriptions to RRIDE and sixty-one to JDE were received.
22. Board votes not to join the Council for the Advancement of Standards (CAS). Instead, it proposes the development of an advisory council.
23. The Association is moving toward the development of a consistent look in all publications. The secretary has been charged with developing a media package that will contain necessary public relations information and items.
24. President Deese drafts a membership survey to determine who the Association serves and what the needs of those individuals are.
25. Board approves an operating budget of \$52,291 for 1989-90.

Respectfully submitted,



Becky Johnen, Secretary  
(These minutes have not been approved.)

WCRLA BOARD MEETING  
SUMMARY OF MINUTES  
Capitol Plaza, Holiday Inn  
Sacramento, California  
March 21-26, 1988

Board Members Present: Gwyn Enright, president; Susan Deese, president-elect; Wes Brown, coordinator of state/regional directors; Becky Johnen, secretary; Gladys Shaw, treasurer

March 21, 1988

1. Minutes of the July, 1987, Board meeting, October 1987 retreat and January, 1988 conference call were approved as corrected. (Moved, seconded, passed) (MSP)
2. Becky Johnen, secretary, reported that Chemeketa Community College has supported her role in the organization by providing the following services: typing, work processing, copying, mailings, supplies and use of the phone. She has developed "A Guide to Establishing State/Regional Chapters". Updating of the policies and procedures handbook and the index of minutes is in process.
3. Gladys Shaw, treasurer, reported that we had \$43,462.31 as of February 29, 1988.
4. Gwyn Enright noted that the Association made significant progress toward stated goals in 1987-88. Officers will continue to make presentations at state conferences.
5. The Board is considering ways to attract disabled individuals to the Association as well as the need for a political action committee.
6. The promotion of the Association within large regions and membership in small states are key issues facing state/regional directors according to Wes Brown.
7. Leadership training for state/regional directors is supported by the Board. The development of a Leadership Program for the 1989 conference is being considered.



WCRLA SUMMARY OF MINUTES  
Sacramento, California  
Capitol Plaza, Holiday Inn  
March 21-26, 1988  
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March 22, 1988

8. The Board authorized the expenditure of up to \$500 to host a reception at the TADE/WCRLA state conference. (MSP)
9. Gladys Shaw has been appointed to work with NADE's Standards and Ethics committee on CAS Standards.
10. Under consideration is the possibility of a joint or concurrent conference with NADE in 1993.
11. A Newsletter column exchange between WCRLA and NADE presidents to begin Fall, 1988.
12. The Journal of Developmental Education and Review of Research in Developmental Education have been added to membership benefits.
13. The Board voted to change the title of the coordinator of state/regional directors to coordinator of states and regions to accomodate changes brought about by having chapter presidents. (MSP)
14. Karen Smith, archivist, is to develop a records management sheet that will list items appropriate for the archivist to maintain.
15. Standard logos and public relations policy for all official WCRLA business is to be developed by JoAnn Carter-Wells. (MSP)

March 23, 1988

16. Tom Gier has been charged with chairing an ad hoc committee that will address the national tutor certification issue. This committee will present information to the Board at the summer meeting. (MSP)

WCRLA SUMMARY OF MINUTES  
Sacramento, California  
Capitol Plaza, Holiday Inn  
March 21-26, 1988  
Page 3

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17. Tom Gier, SIG Coordinator, reported that there are 8 active SIGs during the past year.
18. Due to a job change, Manual Olgin is unable to continue as MAC chairperson. Wes Brown volunteered to replace him.
19. Vince Orlando, Executive Editor for the Journal reported that thirty-three manuscripts were received; twenty-one published. The Journal will expand to two issues in the Fall of 1989. Institutional subscriptions to the Journal will be solicited.
20. Bill Broderick reported on the activities of the Computer Technology SIG.
21. The 1989 conference will be held at the Madison Stauffer in Seattle, Washington. Delores Tadlock and Bernie Rihn are functioning as co-managers for the conference. Updates on activities were provided by the co-managers.

March 26, 1988

22. Beverly Lou Walden Graham was the recipient of the WCRLA Scholarship; Joyce A. Ritchey and Diane J. Starke, the Research Assistance Award; Michael O'Hear, the Distinguished Research Award; and, Karen Smith, the Long and Outstanding Award.
23. The officers for 1988-89 were installed: Gladys Shaw installed Carol Clymer, treasurer 1988-90; Susan Deese installed Becky Patterson, president-elect 1988-89.
24. Wayne Herlin reviewed his year as Newsletter Editor. He received compliments from the Board on the fine job he has been doing with the Newsletter.
25. Joyce Weinsheimer, Awards and Scholarship Committee chairperson, reported that a procedure needs to be developed for research award applicants who make requests to more than one organization.

WCRLA SUMMARY OF MINUTES  
Sacramento, California  
Capitol Plaza, Holiday Inn  
March 21-26, 1988  
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26. It was the consensus of the Board that monies generated by fundraising activities at the conference should supplement the scholarship fund, not be the primary source of funding.
27. At the request of Cheryl Brown, Arizona State Director, the Board voted to provide \$500 to assist Arizona with state conference preparation. (MSP)
28. The Board accepted the bid from Southern California for the site of the 1990 conference. A final decision between a hotel in Irvine or Long Beach will be made at the summer board meeting. (MSP)
29. Bill Broderick will be the 1990 conference manager; Maranda Montgomery will be the assistant conference manager.
30. Mary Rubin, chair of the What's in a Name task force, reported that the task force members have been reviewing relevant terminology. The categorization of definitions will be the group's next focus.
31. The Board voted not to participate in the selection of the Journal of Developmental Education's outstanding article. (MSP)
32. Susan Deese will be distributing a survey to the membership in an effort to better define ourselves.
33. Anna Marie Schlender has continued to provide a placement service for WCRLA focusing on gathering information and posting it at the Annual Conference. The service had 90 active members in 1987-88.

Respectfully submitted

---

Becky Johnen, Secretary  
(These minutes have not been  
approved.)

WCRLA  
Board of Directors Meeting  
Stouffer Madison Hotel  
Seattle, Washington  
August 5-7, 1988

AGENDA

Friday, August 5, 1988

2:30 - 6:30 pm

- 8-5-88* \*
1. Approve agenda/additions
  2. Approve 1987-88 minutes
  - 8-6-88* 3. Reports
    - Secretary - B. Johnen
    - Treasurer - G. Shaw
    - Newsletter - W. Herlin
    - JCRL - V. Orlando
    - MAC - W. Brown
    - Archives - K. Smith
    - Awards - J. Weinsheimer
    - Elections - S. Brown
    - Placement - A. Schlender
    - Site Selection - W. Brown
  4. 1988 Conference Managers Reports - N. Tooker
  5. 1988 Conference Evaluation - S. Deese
  6. Coordinator of Chairpersons Report - P. Glenn

7:00 pm

Dinner in Seattle

Saturday, August 6, 1988

8:30 am - 12:00 noon

- Friday Aug 5*
- \* 1. Conference Scheduling - petition from members - S. Deese
  - \* 2. President-Elect's/Program Chair's Report - B. Patterson
  - \* 3. 1989 Conference Managers Report - D. Tadlock, B. Rihn

12:00 noon - 1:00 pm

Lunch

1:00 - 4:00 pm

1. State/Region Report - G. Enright
2. SIGS - T. Gier  
Tutor Certification  
SIG Newsletter Guidelines
3. WCRLA/NADE - S. Deese
4. JDE Subscription - S. Deese
5. Learning Assistance  
Standards - S. Deese
6. JoAnn Carter-Wells Report
7. Membership Survey

Sunday, August 7, 1988

8:30 am - 12:00 noon

1. Budget 1988-89
2. Wrap-up

## Petition

We petition the board of WCRLA to consider changing the date of the annual conference so that it will not conflict with members' Spring Break

Bernice Rihn

Becky Patterson

De Tadlock

Tom Parker

George Weaver Parker

Krauch

Jerry Kirsch Chandler

Hadiy Shah

Bob Petty

Susan C. Brown

Rae Wasson

Glenn Showers

Sharon Russell

Marilyn White

Marcia Hensley

David Caverly

Susan,  
I collected these  
in one hour between  
sessions. I forgot to give  
this to you in SACRAMENTO.

Bernice

P.S. Great Conference!  
Thanks.

WCLA BUDGET REQUEST

Requested by

TADLOCK / Rln

WCLA MINUTES  
August 5-7, 1988  
Seattle, WA

BUDGET ITEMS	APPROVED FOR	SPENT	APPROVED	REQUESTED FOR	APPROVED FOR
<i>Conference Site</i>	1986-87	1986-87	1987-88	1988-89	
Travel				650	
Hotels & Food				2000	
Telephone Expense				200	
Postage				50	
Print. & Publish.				50	
Clerical & other Fees or Wages				200	
Supplies				350	
Advert. & Promo.				150	
Mailing Service					
Miscellaneous					
<i>Coffee Breaks</i>				400	
<i>Saturday Lunch</i>				550	
<i>publisher's Brk</i>				1000	
<i>Editor's luncheon</i>				150	
Other (Specify)					
<i>Entertainment</i>				800	
<i>Photography</i>				200	
<i>Decorations</i>				250	
<i>AV Equipment</i>				1000	
<i>Interpreter Fees</i>				200	
<i>Signs</i>				100	
<i>Hospitality</i>				2000	
<i>Xerox Machine</i>				100	



# California State University, Sacramento

6000 J STREET, SACRAMENTO, CALIFORNIA 95819-2694

July 5, 1988

Dear Susan,

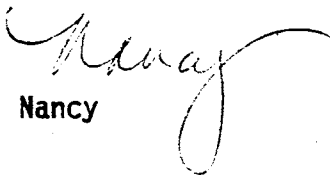
Here's the final accounting for our end of the WCRLA conference. I apologize for not getting it to you sooner, but as you know, things have been abnormally crazy here. Joe has resigned from the Learning Skills Center to teach in English, so I've continued to cover his position and my own! At the same time, we've been disrupted for painting, shuffling of offices, etc. so the Center is a mess and I'm still operating out of boxes. But, things are gradually getting better.

I hope that you had a more restful end of the semester after all your hard work on the conference. You asked for my Dean's name--Dr. William J. Sullivan, Dean, School of Arts and Sciences.

I've included Jerry's notes on the conference A-V, as I've already mentioned to you, I really believe that we should contract out the A-V needs for the conference (or at least the computer needs). Having the fundraising operations run out of registration was also a problem for us. I'd suggest not even involving the site people with fund raising; the accounting was a nightmare and we are still a little fuzzy about which source brought in which monies. We felt that all other aspects ran smoothly, though, and most individuals I've talked with were very positive about the conference. You certainly made my job easier, I appreciate all the guidance and support you provided. The next time WCRLA comes to Sacramento--we'll be ready!

Thanks, Susan. Have a restful summer, I guess your work is just beginning again.

Sincerely,

  
Nancy



**WCRLA ON-SITE CONFERENCE MANAGER REPORT**  
Submitted by Nancy Tooker, June 30, 1988

**I. General Information**

Dates: March 23-27, 1988                      City/State: Sacramento, CA  
Hotel: Capitol Plaza Holiday Inn

Officers: Gwen Enright	President
Susan Deese	President-Elect
Wes Brown	Past President
Becky Johnen	Secretary
Gladys Shaw	Treasurer

On-site Conference Manager: Nancy Tooker  
Keynote Speaker: Richard Paul

**II. Registration Information**

Subtotal

Total number of people registered	355	
Total pre-registration	301	
Total on-site registration	54	
Members (\$40)	290	\$11,600
Non-members (\$65)	65	4,225
Full conference registrations	324	
One-day registrations (\$25)	31	775
Late fee (\$5)	96	480
Registration Total Collected		<u>\$17,080</u>

**Conference Registration Hours:**

10:00 to 8:00 p.m. Wednesday  
7:00 to 5:00 p.m. Thursday  
7:00 to 5:00 p.m. Friday  
8:00 to 11:30 p.m. Saturday

**Peak Registration Periods:**

10:00 to 2:00 p.m. Wednesday  
5:00 to 7:00 p.m. Wednesday  
7:00 to 10:00 a.m. Thursday

**III. Tours**

Tour	Tickets	Actual	\$ Amount		
SSC & UCD	<u>Sold (Cost)</u>	<u>Served</u>	<u>Collected</u>	<u>\$ Cost</u>	<u>\$ Balance</u>
	39 (\$6)	39	\$234	207.26	26.74

**IV. Institutes**      348 (\$12)                      \$4,176

## V. Food Functions

<u>Function</u>	<u>Tickets Sold (Cost)</u>	<u>Guaranteed/ Served</u>	<u>\$ Amount Collected (Budgeted)</u>	<u>\$ Cost</u>	<u>\$ Balance</u>
Publishers Breakfast	0	unknown	(\$1,000)	\$813.44	\$186.56
State Dir. Dinner	0	38/36	(\$500)	\$553.55	-53.55
Banquet	207 (\$15)	196/189	-\$2,940	3,094.07	-154.07
Luncheon	119 (\$10)	114/119	-\$1,190	1,153.24	36.76
SIG Breakfast	95 (\$6.5)	85/78	-\$617.50	581.60	35.90
SIG Luncheon	134 (\$8.5)	130/134	-\$1,139	1,138.52	0.48
Coffee Breaks	0	unknown	(300)	94.72	205.28
Hospitality	0	(Host Donations)	\$250 (1200)	1,300.00	-100.00
Wine Tasting	65(\$4)	65	\$260	\$270	-10.00
Music			(\$650)	\$600	50.00
Decorations			(\$200)	(\$230)	-30.00
Net Total Balance:					194.10

<u>VI. Fund Raisers</u>	<u>Cost</u>	<u>Collected</u>	<u>Profit</u>
WCRLA Journals			\$216
T-Shirts	\$600	\$990	390
Raffles			272
			<u>\$878.00</u>

## VII. Membership Funds

Received 16 \$400.00

Total Collected \$28,914.50

Balance of Savings Acct.	\$29,002.00	
(including interest)	<u>-28,000.00</u>	sent to Gladys - 5/4/88
	1,002.00	
	<u>- 971.21</u>	sent to Gladys - 6/26/88
	\$30.79	difference between bank and me - includes charge for bounced checks and cashier's checks.

Balance of Checking Acct.	Chair's lunch	\$110.03
(advanced \$2,500)		<u>-76.10</u>
		33.93 returned to Gladys

Other:

Campus Contributions -

CSUS Phone	\$250
CSUS Registration Packet Folders	200
CSUS Student Assistant	2000
CSUS Xerox	50
CSUS (UMS) Media Equipment	
CSUS (Biology Dept.) Computers	
SCC Media Center Computer Projector	
Extension Cords	

(T:71)

April 14, 1988

TO NANCY TOOKER:

REPORT ON THE A-V DIMENSION OF THE 1988 WCRLA CONFERENCE

My assistant and I were able to handle all that was required in the way of A-V equipment without renting anything. However, we discovered that having a professional computer expert on hand to make sure all the computer presentations go off well is a must. In one case, even though we provided a computer and a computer projector, they did not engage each other. An IBM person on hand was able to engage them; at that point one of the computers involved failed (hard disk problem). The IBM person then provided WCRLA with one of his own computers. And so, even though an institute had to be delayed for forty-five minutes, a disaster was averted. The institute was presented (only one person left before the show went on).

We also discovered that solid information is the heart of the A-V dimension. We received quite a few items of mis-information from New Mexico that made things much more difficult. I suggest that a form concerning A-V equipment be sent to each potential presenter. It must be a form that elicits real world information so that the A-V people can actually determine what is needed. Furthermore, the form MUST HAVE SPACES FOR THE NAME AND PHONE NUMBERS AND THE TIMES WHEN THE POTENTIAL PRESENTER WILL BE AT THOSE NUMBERS. Thus, the A-V people can call the potential presenter to check on the nature of the equipment required. Furthermore, the form should state that even though the A-V people will do all in their power to accommodate the needs of the presenters, it is simply not possible to make endless changes and additions. A hard date must be given in the form beyond which no equipment changes or add-ons will be accommodated.

A LIST OF THE EQUIPMENT USED FOLLOWS:

3 Slide projectors with SYNCH(1 with remote control)	6 Apple IIE computers
2 mike stands	Extra extension cords
5 cassette recorders	Extra strips
1 television plus VHS vcr	1 Computer Projector
4 IBM or IBM clone computers	8 overhead projectors



**Western  
College  
Reading &  
Learning  
Association**

## Job Description

**READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES**

Job Title

Timeframe

Work Performed

# Job Description



Job Title

Time/Date	Work Performed

WCRLA

Duties of the Treasurer:  
(Revised July, 1986)

A concise overview

Treasurer. The treasurer is elected for a two year term of office beginning with the Summer Board meeting where the transition will be made, and is a voting member of the Board of Directors. The treasurer receives and records all income of the association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, ~~and~~ prepares end-of-the-year fiscal reports. ~~The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.~~

Detailed comments on specific duties

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

Routine bills from contracted services such as mailing service, printing and publications may be paid by the treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the board prior to payment.

All other bills must be accompanied by a signed Reimbursement Form (attachment) and the related invoices or receipts plus presidential authorization. All such requests must be made within 90 days after the expense is incurred and no later than two weeks prior to the summer board meeting.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement and reconciliation to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer ~~should~~ <sup>approved</sup> keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm of Cooper, Jensen & Morrow of Las Cruces, N.M. ~~This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)~~

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest possible rate of return.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement. *The Board members should be sent copies of the monthly reconciliation*

The Treasurer should keep a careful record of all deposits made by the Mailing Service as well as a record of any made by the Treasurer.

If applicable, a new Treasurer should advise the mailing service of the new Bank and Account number and send a supply of deposit slips as soon as possible.

The Treasurer is responsible for seeing that the Association files a Federal Income Tax Return every year as required by IRS. Our organization has a tax exempt on Status under Section 501 (c) (6) of the IRS Code. Our IRS employer identification number is 95-3177-158. A copy of the tax return should be sent to the President and the secretary.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with event chairpersons each year to make sure accurate records of all Conference income and expenditures are kept. Advances to event chairpersons should be made in increments of no more than \$1,000 in order not to deplete interest bearing balances more than necessary.

An accounting of advanced funds should be submitted within 60 days after the termination of the event for which the funds were advanced and should be accompanied by a check for unused funds. Any refunds made with regard to the event should be made by the chairman prior to submission of the final accounting.

*Is this  
in the  
I got these  
in July  
this  
year?*



Event account balances in excess of \$1,500 should be remitted to the treasurer monthly with documentation.

*out } never done*

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts, a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the Audit Committee.

*This needs to be clarified. Does he or she attend Board meeting during this year?*

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing ~~every two years.~~

*This has been done over & over & he's still the best. Need to keep on as long as he's available.*

*attend Summer Board*

*a request from the Treasurer will reevaluate services*

1987-88 Audit Report  
(year)

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
<b>I. General</b>		
A. Cash balance reported agrees with the bank reconciliation at June 30.	✓	
B. Financial Statement Balances agree with ledger balances.	✓	
C. Selected postings from the General Journal were traced to the Ledger Accounts:	✓	
-explanations of entries were examined and entries appear valid.	yes	
<b>II. Cash Receipts</b>		
A. A selected random sample of column totals from the Cash Receipts Journal in the amount of \$ <u>33,040</u> were verified for accuracy and traced to the General Ledger.	✓	
B. Cash receipts in the amount of \$ <u>17,819.57</u> were traced to deposit slips and/or documentation (Recommended: approximately 50% of total year's receipts)	✓	
- deposits are accurately recorded in the Cash Receipts Journal.	✓	
- receipts appear to be from valid transactions.	✓	
- receipts appear to be properly classified as to source.	✓	

## PROCEDURE

## COMMENTS/DIFFERENCES

## INITIALS

## III. Expenditure Cycle

- A. A selected random sample of column totals from the Cash Payments journal in the amount of \$ 10,143.41 were verified for accuracy and traced to the General Ledger.
- B. The numerical sequence of checks was accounted for.
- C. Individual checks in the amount of \$ 10,992.80 were traced from the Cash Payments Journal to the Original documents. (Recommended: All items over \$1,000 plus a random sample of 20-30% of remaining disbursements.)
- checks were issued for valid expenditures.
  - checks to the order of the treasurer were authorized by another officer.
  - amounts of checks were accurately recorded.
  - in general expenditures appear to be properly classified.

✓

✓

✓

✓

✓

✓

✓

In our opinion the financial statements fairly reflect the receipts expenditures and financial position of the organization for the fiscal year ended June 30, 1988.

Signed

Dee Tadlock

Date of Audit

8/5/88Bernie Rehn8/5/88

WESTERN COLLEGE READING AND LEARNING ASSOC.

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT June 30, 1988

BALANCE PER BANK STATEMENT	\$5,257.93
Add: Deposits in transit	
Other (specify):	

Deduct: Outstanding Checks	547.65
Other (specify):	

CORRECTED BALANCE	<u><u>\$4,710.28</u></u>
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BALANCE PER BOOKS	\$4,710.28
Add: Unrecorded deposits	
Other (specify):	

Deduct: Service Charges	
NSF Checks	
Other (specify):	

CORRECTED BALANCE	<u><u>\$4,710.28</u></u>
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WESTERN COLLEGE READING AND LEARNING ASSOC.

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. Savings

AT June 30, 1988

BALANCE PER BANK STATEMENT

\$25.00

Add: Deposits in transit  
Other (specify):

Deduct: Outstanding Checks  
Other (specify):

CORRECTED BALANCE

-----  
\$25.00

BALANCE PER BOOKS

\$25.00

+ Add: Unrecorded deposits  
Other (specify):

Deduct: Service Charges  
NSF Checks  
Other (specify):

CORRECTED BALANCE

-----  
\$25.00



# El Paso Teachers Federal Credit Union

6610 Continental Drive El Paso, Texas 79925 779-3336

5835 N. Mesa El Paso, Texas 79912 581-4416

4545 Hondo Pass El Paso, Texas 79924 751-6457

WESTERN COLLEGE ASSOC

5 SHAW OF S DEESE

6241 SNOO HEIGHTS CT

EL PASO, TX 79912

## statement of account

**NOTICE:**  
SEE REVERSE SIDE FOR IMPORTANT  
INFORMATION REGARDING YOUR RIGHTS  
TO DISPUTE BILLING ERRORS.

SEND INQUIRIES TO:  
El Paso Teachers Federal Credit Union  
6610 Continental Drive  
El Paso, Texas 79925

**NOTICE:**  
SEE REVERSE SIDE FOR IMPORTANT  
INFORMATION REGARDING YOUR RIGHTS  
TO DISPUTE REGULATION ERRORS

Your savings insured to \$100,000

# NCUA

National Credit Union Administration, a U.S. Government Agency

**SOCIAL SECURITY**  
PAGE 01 000 10 0000  
NUMBER

**STATEMENT PERIOD**  
040183 063083  
FROM TO

**ACCOUNT NUMBER**  
34710-04 (915)779-3336

DIVIDENDS 381.54 FINANCE CHARGE 0.00  
PLEASE LOOK FOR IMPORTANT INFORMATION ENCLOSED WITH THIS STATEMENT  
CONCERNING NEW DIVIDEND RATES ON SAVINGS AND CHECKING ACCOUNTS FOR  
THE SECOND QUARTER OF THIS YEAR (APRIL - MAY - JUNE).

TRANS DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
MO DAY	MO DAY YR			
		SHARE ACCOUNT		
		PREVIOUS BALANCE		2500
		DIVIDEND PAID YTD: 17.13		2500
		NEW BALANCE		
		DRAFT ACCOUNT		
		PREVIOUS BALANCE		5382.12
		LEFT DIVIDEND	832.20	5971.32
		DEPOSIT	3000.00	6271.32
		DEPOSIT	6950.00	6266.32
		ITEM # 417	12.00	4254.32
		ITEM # 441	1300	6941.32
		ITEM # 405	2000	4921.32
		ITEM # 431	3270	4338.62
		ITEM # 367	3500.00	4538.62
		ITEM # 431	2000	4518.62
		DEPOSIT	11350	4631.62
		ITEM # 432	3226	4599.36
		ITEM # 432	3300	4561.36
		ITEM # 430	7592.6	5302.10
		ITEM # 430	650	5795.60
		ITEM # 430	2257.6	5498.34
		ITEM # 442	1200	5437.34
		ITEM # 434	4365	5444.19
		ITEM # 430	4635	5397.84
		ITEM # 437	1200	5385.84
		ITEM # 437	5007	5335.27
		ITEM # 424	3500	5300.27
		ITEM # 436	3350	5261.77
		DEPOSIT	1500	5276.77
		ITEM # 433	1824	5257.23
		DIVIDEND PAID YTD: 348.33		5257.23
		NEW BALANCE		
		ITEMS CLEARED THIS STATEMENT PERIOD		
		ITEM-----AMOUNT	ITEM-----AMOUNT	ITEM-----AMOUNT
		367 350.00	430 20.00	434 43.65
		405 20.00	437 12.00	435 46.35
		434 35.00	437 6.50	436 33.50
		417 12.00	430 759.26	437 50.07
		432 35.00	431 32.70	433 13.34

EACH LOAN MARKED \* IS OPEN END CREDIT. THE DAILY PERIODIC RATE AND THE ANNUAL PERCENTAGE RATE USED TO COMPUTE THE FINANCE CHARGE FOR EACH OF THESE LOANS IS PRINTED UNDER THE LAST TRANSACTION RELATING TO THAT LOAN. THE DAILY PERIODIC RATE IS APPLIED TO YOUR BALANCE FOR EACH DAY SUCH BALANCE IS OUTSTANDING. YOUR BALANCE CHANGES AS NEW AMOUNTS ARE BORROWED AND AS PAYMENTS ARE MADE OR CREDITS GIVEN.



WESTERN COLLEGE READING AND LEARNING ASSOCIATION

FINANCIAL REPORTS

Fiscal Year 1987-88

Respectfully Submitted

by

Gladys R. Shaw, C.P.A., Treasurer



WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1988

ASSETS

Cash Accounts:

El Paso Teachers Federal Credit Union Checking	\$ 4,710.28
El Paso Teachers Federal Credit Union Savings	25.00
Certificate of Deposit	38,000.00
Scholarship Fund, Sears Savings	849.58
Journal Advance	300.00

Total Cash Accounts	\$43,884.86
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Accounts Receivable (Schedule A)	1,429.70
----------------------------------	----------

TOTAL ASSETS	<u>\$45,314.56</u>
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LIABILITIES AND FUND BALANCE

Accounts Payable (Schedule B)	\$ 388.39
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FUND BALANCE:

Beginning Balance, July 1, 1987	\$42,575.42
Prior Period Adjustments (Schedule C)	<u>123.00</u>

Corrected July 1 Balance	42,698.42
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1988 Net Revenue	<u>2,227.75</u>
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FUND BALANCE, June 30, 1988	<u>\$44,926.17</u>
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Total Liabilities and Fund Balance	<u>\$45,314.56</u>
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WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND EXPENSES

For The Period July 1, 1987 through June 30, 1988

RECEIPTS

Members Dues		\$15,241.00
Journal Sales		432.00
Interest earned:		
Scholarship Fund	\$ 43.20	
Bank Accounts and CD's	<u>2,103.37</u>	2,146.57
Royalties		84.10
Net 1988 Conference Earnings (Sch. D)		11,752.05
Miscellaneous Revenue		<u>54.25</u>
Total Receipts		\$29,709.97

EXPENDITURES

Travel	\$ 6,345.72	
Hotels and Food	3,215.12	
Telephone	429.78	
Postage and Shipping Charges	2,319.20	
Printing and Publishing	8,762.89	
Supplies	669.18	
Advertising and Promotion	1,179.00	
Mailing Service Fees	2,817.95	
Clerical	215.00	
Member Awards	981.50	
Miscellaneous	<u>546.88</u>	
Total Expenditures		\$27,482.22

NET REVENUES

\$ 2,227.75

## Schedule A - Accounts Receivable

Conference Site Manager, Nancy Tooker		
Advance Funds (Schedule D2b)	\$ 33.93	
Conference Receipts (Schedule D1a)	991.21	\$1,025.14
Conference Chair Advance, Susan Deese		
(Schedule D2a)		<u>404.56</u>
		<u>\$1,429.70</u>

## Schedule B - Accounts Payable

Scholarships Fund - Citicorp for net fundraising	
Revenues (Schedule D4)	\$ 388.39
	<u>          </u>

## Schedule C - Prior Period Adjustments

1987 Conference Expense paid to Dale Haynes (CP1)	\$ 45.00
1987 Conference Fee Payment Received from Wyoming	
Community College (CR1)	<u>\$ 168.00</u>
Net addition to June 30, 1987	
Fund Balance	<u>\$ 123.00</u>

Statement of 1988 Conference Receipts and Expenditures  
June 30, 1987

## Adjusted Conference Cash Receipts (Schedules D-1 and D-1a)

Registrations	\$16,949.00	
Institutes	4,200.00	
Food Functions:		
Banquet	\$2,970.00	
Luncheon	1,200.00	
SIG Luncheon	1,147.50	
SIG Breakfast	624.00	
Wine Tasting	264.00	6,205.50
Campus Tours		234.00
Exhibits		2,050.00
Miscellaneous		50.82
Program Advertising		350.00
Cash Contributions		
(Hospitality)		250.00
Interest on Conference		
Accounts		107.92
Total Cash Receipts		\$30,397.24
Less refunds		<u>1,382.00</u>
Net Cash Receipts		\$29,015.24
Contributed services (Schedule D-3)		<u>2,500.00</u>
Conference Expenditures adjusted for contributions		
Schedule D-2, D2a, D2b, and D-3)		\$31,515.24
Travel	\$ 532.06	
Hotels & Food	9,907.71	
Telephone	499.95	
Supplies	684.34	
Postage	56.74	
Printing	2,208.08	
Speaker fees	1,450.00	
Clerical fees	2,630.00	
Entertainment	650.00	
Photography	200.00	
Decorations	265.00	
Equipment	371.61	
Interpreter fees	187.00	
Evaluation	96.20	
Bank fees	24.50	
Total Conference Expenditures		<u>\$19,763.19</u>
Net Earnings from Conference		<u><u>\$11,752.05</u></u>

1988  
Conference Receipts Subsidizing for R-4 AK

Page 10 of 16

Reconciliation of Conference Receipts  
June 30, 1988

## Per Site Manager's Receipts

Registrations	\$17,080.00
Campus Tours	234.00
Institutes	4,176.00
Banquet	2,940.00
Luncheon	1,190.00
SIG Breakfasts	617.50
SIG Luncheons	1,139.00
Wine Tasting	260.00
Fund raiser (AJE 7 and Sched. D-4)	990.00
Member fees (AJE 6)	400.00
Total Per Site Report Collections	\$29,026.50 (a)
Unlocated Difference (Misc.)	50.82 (2)
Conference receipts deposited	\$29,077.32 (1)
Less NSF Checks	<168.00>
	28,909.32
Interest Earned on Account	93.39
Total Funds to be remitted	29,002.71
Less Remittance 5/22 (CR3)	<28,000.00>
	\$ 1,002.71
Less Postage and Check Charge (AJE 5)	<3.50>
Due from Site Manager at 6/30/88 (AJE 4)	\$ 991.21

1. Bank Book Balance	4/28	\$29,002.71
Deduct Interest		<93.39>
Add Book NSF Checks		168.00
Total deposited by Site Manager		\$29,077.32
2. Deposited by Site Manager		\$29,077.32
Total Per Site Report:		29,026.50 (a)
Diff. Deposited and listed		\$ 50.82

(a) Please note this differs from the total quoted on the Site Report of \$28,914.50 by \$112.00. Also the banquet line item does not compute. Either the number sold is in error or the amount collected. For the number shown, the amount should be \$3,105.00, a difference \$165.00 more than the amount stated.

## 1987-88 Conference Expense Subsidiary

Wilson Jones		8		9		10		11		12		13		14		15		16	
Form 10-10		A. Conf Management		B. General Conference Expenses		C. Programs													
		Conf Chair	Sec Chair	Programs	Registration	Conf Calls	Brochures	Other	Tours		Speakers	Misc Totals							
Travel	27230								20726		5250								
Hotels & Food			22440								32427								
Telephone	21048										3747								
Postage	5674																		
Printing			1617	156246	10639		18069											39247	
Fees/wages			30-		600-						1450-								
Supplies	4360		15216		28858														
Advt & Promo																			
Miscellaneous																			
Entertainment																			
Equipment																		38161	
Other:																			
Signs																			
Local									7620										
Comm Lunch			7610																
Bank Fees	600		1850																
Refunds									1382-										
Photog.									500-										
Interpreter	58912								187-										
		58912	51733	156246	99487	18069	186520	20726		186424	57408								





Reconciliation of 1988 Conference Manager's Advance  
June 30, 1988

Total Cash Advance			\$2,500.00
Conference Expenses Paid			
Phone (U.N.M. A/C)	\$	210.48	
Travel (U.N.M. A/C)		50.00	
Postage (Checks 130,132,138)		56.74	
Brochures (Cash \$60, Checks 124,125, 134)		180.69	
Programs (Checks 136,137,139,142)		1,562.46	
Supplies (Checks 127,131,133,140)		43.60	
Bank Fees		6.00	
			<u>\$2,109.97</u>
Due from Conference Manager			\$ 390.03
Account Balance 7/1/78			
U.N.M. A/C Balance	\$239.52		
Credit Union	165.04		404.56
			<u>404.56</u>
Interest earned on account			<u>14.53</u>

AJE 2

Reconciliation of 1988 Conference Site Manager's Advance  
June 30, 1988

Cash Advance		\$2,500.00
Conference Expenses Paid		
Bank fees on inadequate balance	\$ 15.00	
Committee Luncheon	76.10	
Registration packets	394.87	
Supplies & Miscellaneous	88.52	
Musical entertainment - Wine Tasting	50.00	
Band - Banquet	600.00	
Campus Tours - Bus	207.26	
Hospitality Food/Drinks	400.00	
Equipment	32.71	
Fund raiser expenses	<u>601.61</u>	2,466.07
Due from Site Manager		<u>\$ 33.93</u>

AJE 3

## Schedule D-3

## 1987-88 Non-Cash Conference Contributions to Site Chair

Phone expenses	\$ 250.00
Registration folders	200.00
Student help	2,000.00
Copying	50.00
	<u>2,500.00</u>

Use of Computers, A-V equipment, and extension cords were also contributed by CSUS and SCC.

## Schedule D-4

## Fund raising activities

Collections by Site Manager (Schedule D1a)	\$990.00
Expenses paid by Site Manager (Schedule D2b)	<u>601.61</u>
Net Fundraising Revenue payable to Scholarship Fund (Schedule B)	<u>338.39</u>

Simplified Recordkeeping Procedures

for

Western College Reading and Learning Association

Prepared by

Gladys R. Shaw, C.P.A., Treasurer

June 30, 1988

## Western College Reading and Learning Association

### The Chart of Accounts and the General Ledger and Journals

1. The account system is simply alphanumeric as follows:

A = The account classification

No. = its numerical place within the classification

(Example: A-3 is the 3rd asset account in the ledger)

L = Liabilities

F = The Fund Account

R = Receipts

E = Expenses

2. Receipts and Expense Accounts each have a subsidiary detail ledger to enable you to compile information by budget category. It is usually easier and less time consuming to make this distribution balance if you make the subsidiary posting when you do the posting to the main account.
3. If entries are "balanced" as you go, you will save yourself hours and hours of time because you can readily locate any differences. Later it becomes a matter of sifting through many entries to find "the one" that is in error.
4. Three journals are used:
  - Cash Payments
  - Cash Receipts
  - General Journal

As a rule all entries should go into either the Cash Receipts or Cash Payments Journal since they save many posting entries by summarizing data by account.

The General Journal should be used for adjusting entries to correct accounts and for closing entries at the end of the period.

## Western College Reading and Learning Association

### Cash Disbursement Procedures

1. Every check issued must be authorized either by being a budgeted expense item and/or a reimbursement request.
2. Requests and Invoices should be reviewed for accuracy and authorization before they are paid.
3. Checks for \$1,000 or more must be co-signed by the President.
4. The check number, date and amount should be recorded on the supporting documents, and the check stubs should be completed at the time the check is issued. (Examples in checkbook and Paid Bills File). Paid items can be recorded as issued or can be held in a suspense folder then recorded in the Cash Payments Journal at a convenient time. (See #6 below)
5. When payments are made for conference expenditures or advances, copies of the documentation with payment notations should be made and also filed in the special conference file. The "Conference File" folder can be examined to illustrate this.
6. If not recorded in the Cash Payments Journal as paid, then periodically the cash disbursements should be recorded in the Cash Disbursements Journal using the check register, and the documentation. A posting reference should be made on the documentation to indicate the item paid has been journalized. (See examples in paid Bills File).
7. Paid bills that have been journalized should be filed in numerical sequence by check, last number on top. (See file for "Paid Bills").
8. Periodically, usually when financial statements are needed or sooner, the Cash Disbursements Journal should be footed and posted to the General ledger and the subsidiary ledgers.

## Western College Reading and Learning Association

### Cash Receipts Procedures

Step 1. Deposit all receipts intact.

Step 2. Retain all Deposit Slips with Appropriate Documentation or notations as to source.

\* Oxford Mailing Service will send listings of direct deposits which identify the sources of the funds.

These should be held until the deposit receipt arrives from the bank. Oxford's list and the bank receipts for the deposits should be stapled together by deposit transaction. (Example in Bank Reconciliations File)

\* Canadian items are sent separately by Oxford because some have to be sent for collection by the bank. Take these to the bank to determine which can be given immediate credit and which must be sent for collection. You will be given a deposit receipt for any items given immediate credit. Be sure to get copies of those sent for collection along with a copy of the collection form. Hold these in suspense until notice is received that they have been collected. The notice that collection has been made should include a deposit slip and a copy of the item/s sent for collection. (The bank has been asked to do that to enable us to locate the specific items processed, but they may need to be reminded from time to time).

The source or sources for each receipt must be identified in order to determine the proper classification under which to record it in the journal and ledger. (Example: A total receipt \$90 of which classification should be made for Member-

ship fees of \$50 and Journal sales of \$40.) Oxford provides excellent classifications but for funds that come to you directly, it is a good idea to copy the check before depositing it so you do have backup documentation as to source when you get the deposit receipt.

For Receipts related to a conference, it is recommended copies of the check, documents, and the deposit receipt be made and placed in a special conference folder. (See Conference folder)

Step 3. Deposits you make should be recorded in the checkbook immediately and you should note on the deposit receipt the check stub where it was entered. (See old deposit receipts)

The information received for deposits sent directly to the bank by Oxford Mailing Service should be held in suspense until the deposit slip is received then enter the deposit in the checkbook.

Step 4. File deposit receipts with documentation attached in a specific suspense file until the Bank Statement arrives. (A Bank Reconciliation folder can serve for this purpose as well as for completed reconciliation).

Step 5. Prepare a Reconciliation of the Bank Statement and Checkbook Balances. Attach all related deposit receipts and their documentation to the bank reconciliation and then place in a permanent bank reconciliation file. (See file)

Step 6. Send a copy of the Reconciliation and the related bank statement to each Board Member.



Step 7. Record the month's cash receipts by individual deposit receipt in the Cash Receipts Journal. Use some symbol to note on each deposit receipt that the item was recorded in the journal. (I use a "P" for posted)

Step 8. You will also need to record any monthly interest or bank debits as they appear on the bank statements.

Step 9. Periodically, usually when financial reports are needed or sooner, the Cash Receipts Journal should be footed and posted to the General Ledger Accounts and the subsidiary ledgers.

## Western College Reading and Learning Association

### Bank Reconciliations

When you receive the bank statement, its balance will not usually agree with the checkbook balance because of outstanding checks that haven't been paid, deposits the bank hasn't received or had time to record, interest earned on the account, and errors by either of you. The following is a suggested procedure for someone who has not reconciled before. Once you understand the process, you would not have to do the steps in the specific order presented here.

- Step 1. Enter the Bank and the Checkbook Balances on the reconciliation form.
- Step 2. Record the interest earned as an addition to the checkbook balance.
- Step 3. Compare the paid checks listed by the bank to your check stubs. All those paid should be checked off.
- Step 4. List and total the outstanding checks and deduct that total from the bank statement balance.
- Step 5. Check your recorded deposits against those recorded by the bank. Those they do not show should be added to their statement balance.
- Step 6. If the two do not agree at this point you will need to consider the following
  - are there bank debits for collections or NSF checks deposited? If yes, have you deducted those from the checkbook balance.
  - Has the bank collected an item or recorded any other deposit that you haven't?
- Step 7. If still out of balance, did the bank pay an amount on any check that is different from the amount you recorded? Did they record something in savings that you have in checking? It simply becomes an item by item elimination at this point.

## Western College Reading and Learning Association

### Financial Reports

Annual financial reports are required for the Summer Board Meeting and interim reports are required for the annual spring conference.

Before preparing reports, all transactions should be journalized and all journals should be posted to the General Ledger.

- Step 1. First make sure all completed transactions have been journalized in the Cash Payments and Cash Receipts Journals.
- Step 2. Make adjusting entries in the General Journal for any needed corrections for errors, items not received or collected, or expenditures pending payment. These should then be posted to the Ledger. This will bring the accounts up to date so the statements will accurately reflect the year's activities.
- Step 3. Run a tape of account balances to verify that debits and credits balance. Plus in debits and subtract credits and your balance should be zero.
- Step 4. The organization's accountant or the Treasurer can then prepare Financial Statements in the form represented in the files.

It is recommended the accountant do the annual statements since the tax return will need to be prepared from those.

Interim statements can be prepared in the following steps

1. Prepare the Statement of Receipts and Expenditures first using models on file.
2. Prepare a Statement of Financial Condition using the account balances in the ledger except that the Fund Balance from the ledger will be adjusted for the net receipts or expenditures.

(See example on file)

Statements presented to the board should be accompanied by a Budget Report showing the amounts budgeted, spent to date, and current balances. Examples are on file and it is for these that you keep details of the expenses and receipts in the subsidiary ledgers.



**Western  
College  
Reading &  
Learning  
Association**

WCRLA MINUTES  
August 5-7, 1988  
Seattle, WA

**READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES**

M E M O R A N D U M

TO: WCRLA Board of Directors

FROM: Elections Committee

*Sue Brown*  
Susan Brown, New Mexico State University, Chair  
Wes Brown, California State University, Hayward  
Kathy Carpenter, Kearney State College  
Nancy Moreland, Amarillo College  
Jim Prager, Yuba College

DATE: June 23, 1988

RE: Slate of Nominees, 1989-90

The Elections Committee is pleased to present the following slate of nominees as candidates for office, 1989-90 for your approval:

President Elect: Delores Tadlock, Yakima Valley Community College  
Gladys Shaw, El Paso Community College

Secretary: Pat Jonason, Johnson County Community College  
Denise McGinty, University of Texas at Austin

The Election Committee feels very fortunate to be able to present such an outstanding slate of officers. The nominees all have expressed enthusiasm for being candidates for office and all have indicated that they have received the support of their supervisors, deans, and/or presidents.

As soon as I receive approval of the slate, I will contact each of the nominees and initiate the printing of the elections flyer, the ballot and the envelopes.

To: Board of Directors, WCRLA  
From: Wes Brown, Site Selection  
Date: August 2, 1988

I reserved a room at the Ramada Renaissance and the Irvine Hilton, and I spent one night and was given a tour of each. I was given a "hard hat" tour of the Sheraton and toured the Hyatt Regency as a board member of ACCTLA who will hold its conference there in December.

### **Facilities**

#### **Ramada Renaissance**

Space is the primary concern here. Two of the six breakout rooms are on the small side, and our ability to use partitioned sections of the ballroom depends on the timing of events and the ability of the hotel crew to convert the space into breakout rooms and back again. If we assume more SIG activity (e.g., breakfast, luncheon, etc. meetings) in the future, there is reason to be skeptical about the facilities. Much of the flexibility is based on the use of the foyer for publishers exhibits.

#### **Irvine Hilton**

Meeting space is adequate. The conference theatre, with approximately 30 individual microphone hook-ups and complete audio-visual facilities, opens a number of possibilities for some unique presentations. Diane Ashby sent a videotape presentation of the hotel which I've enclosed.

#### **Sheraton**

Space is not a problem here. Because it is new, the facilities are "state-of-the-art," designed in anticipation of groups requiring lots of space. There are enough meeting rooms to accomodate us and most break-out rooms open onto an outside deck with sliding glass doors.

#### **Hyatt**

When I toured the Hyatt I was not considering it a possible site for our conference because, at that time, they couldn't accomodate the dates we normally reserve for the conference. Therefore, I really didn't pay too close attention to the meeting space, although from what I remember and from the layout sent by Brad Eng, there appears to be enough room to accomodate our needs. Mr. Eng has offered to show me the facilities if I wish.

### **Accomodations**

It is difficult to assess accomodations because they must appeal to a wide range of expectations and tastes. On the whole, however, the rooms are adequate, tastefully furnished and decorated.

### **Surroundings**

The Hyatt, Sheraton, and Ramada are all located in downtown Long Beach within easy walking distance of shopping, the beach, and other amenities. The Hiltonm provides a free shuttle service to sites within 5

miles (corrected from "blocks" as I said in my earlier letter to Susan) of the hotel.

#### **Personalities**

Diane Ashby at the Hilton is very congenial and eager for our business; she seems willing to negotiate. Vicki Rumsey at the Ramada is nice. Gunnar Christensen is very "businesslike" and, because he is probably corporate and part of the "startup crew," he may be rigid and unyielding. Brad Eng is a question mark. ACCTLA is negotiating with the Hyatt for their conference and there was some speculation that he 1) misrepresented the contract, 2) was not completely truthful about penalties for falling below room pickups, and 3) was not particularly accommodating. I'm not clear about the details, but contact either Elaine Reed at Cal State Long Beach or John Matsui at U.C. Berkeley.

#### **Intangibles**

Transportation to none of the hotels is convenient from LAX, which is probably the least expensive to fly into. The additional cost to members flying into either John Wayne, Long Beach airports must be weighed against the cost of ground transportation from LAX to each of the hotels.

I've enclosed all of my correspondence with the representative of each hotel, including the contract proposal I submitted to each (note: my proposal, as you will notice, is the same to each hotel) and the responses they returned. I've not yet heard from the Sheraton.

All things being equal, I'd recommend the Sheraton because of its superior facilities and location; it is going to be spectacular. I don't think, however, all things will be equal. As I said previously, Gunnar Christensen may be unwilling to negotiate room rates and to make other concessions. But, you might try. The Hyatt Regency is a possibility, if the location of the Hilton in Irvine is a concern.

Nonetheless, I truly liked the Irvine Hilton, not simply because of the facilities but also because Diane Ashby has shown that the hotel is eager to do business with us. She has expressed a desire to negotiate and accommodate our organization as much as possible. Furthermore, the Hilton has 16 rooms especially for the handicapped, a population we have expressed an interest in attracting to the conference.

Finally I've enclosed the statements of support from Bill Broderick's college and the letter from Maranda Montgomery.

#### **Other News**

I received a proposal from San Antonio for 1991, which I sent to Susan. I also expect to receive a proposal from Nebraska/Kansas and possibly from Tucson for 1991. I'm also planting seeds for a proposal from Oakland for 1992, if I can persuade Anna Marie Schlender to be on-site manager.

Well that's it. If you have questions my new home telephone number is (415) 658-3789 and my work number is the same. Take care and have wonderful time in Seattle.

## WESTERN COLLEGE READING AND LEARNING ASSOCIATION 1988 CONFERENCE EVALUATION - SACRAMENTO, CALIFORNIA

Your evaluation will help conference planners to improve future annual meetings. Please answer the following questions, include your comments, where appropriate, and return the evaluation to the box at the registration desk before leaving the conference. Thank you for your cooperation.

### DEMOGRAPHIC INFORMATION

- How many prior WCRLA conferences have you attended?  
Check one. 0 0 24 1 15 2-5 32 6-10 21 10+
- Are you a member of WCRLA? 91 Yes 10 No
- In which state are you currently employed? \_\_\_\_\_
- What type of position do you hold? Check one. 56 Instructor  
25 Administrator 2 Counselor 18 Other/Specify \_\_\_\_\_
- What is the main area of your employment? 45 Reading 5 Writing  
1 Math 27 Learning Assistance 10 Tutorial 13  
Other/Specify \_\_\_\_\_
- In what type of institution do you work?  
53 2 Yr. Jr. or Community College 48 4 Yr. College or University

### EVALUATION OF EVENTS

Please rate each of the following items by circling (E) excellent, (G) good, (A) average, (P) poor. Use (N) no response, if you did not attend an event or do not wish to respond.

#### FEATURED SPEAKERS

- |   |     |     |   |   |     |
|---|-----|-----|---|---|-----|
| 1. Wednesday: Assemblyman John Vasconcellos | (E) | (G) | A | P | N=6 |
| 2. Thursday: Dr. Richard Paul               | (E) | G   | A | P | N=1 |

#### SECTION MEETINGS/ INSTITUTES/ OTHER MEETINGS

- |  |     |     |   |   |      |
|--|-----|-----|---|---|------|
| 1. Section meeting topics              | (E) | G   | A | P | N=1  |
| 2. Section meeting scheduling          | E   | (G) | A | P | N=1  |
| 3. Overall quality of section meetings | E   | (G) | A | P | N=2  |
| 4. Institute topics                    | (E) | G   | A | P | N=7  |
| 5. Institute scheduling                | E   | (G) | A | P | N=8  |
| 6. Overall quality of institutes       | E   | (G) | A | P | N=11 |
| 7. State meeting                       | E   | (G) | A | P | N=27 |
| 8. Special Interest Groups             | E   | (G) | A | P | N=31 |
| 9. WCRLA Board Meetings                | (E) | G   | A | P | N=65 |

COMMENTS:

(SEE REVERSE SIDE)

*101 respondents*

## ACTIVITIES

1. Campus tours (specify) \_\_\_\_\_
2. Computer Fair
3. Publisher's exhibits
4. Lunch with a Mentor
5. Newcomer's Reception
6. Multi-cultural Forum
7. Banquet
8. Saturday Luncheon
9. Dinner on the Town
10. Wine Tasting
11. Special Interest Group Meal Function  
(specify) \_\_\_\_\_

E	(G)	A	P	N=63
E	(G)	A	P	N=32
E	(G)	A	P	N=8
(E)	G	A	P	N=53
(E)	G	A	P	N=5
E	(G)	A	P	N=62
E	(G)	(A)	P	N=27
(E)	G	A	P	N=38
(E)	G	A	P	N=46
E	(G)	A	P	N=45
E	(G)	A	P	N=28

## COMMENTS:

Please list the name of speakers, titles of section meetings or institutes, or activities that you thought were outstanding.

## EVALUATION OF SERVICES AND PLANNING

1. Conference facilities
2. Room accommodations (not meeting/session rooms)
3. Hospitality
4. Program printing, layout and information
5. Registration
6. Chairpersons
7. Pre-conference publicity
8. Cost of conference
9. Hotel Service
10. Conference Schedule (Wednesday - Saturday)

(E)	G	A	P	N=0
(E)	G	A	P	N=5
(E)	G	A	P	N=3
(E)	G	A	P	N=0
(E)	G	A	P	N=0
(E)	G	A	P	N=2
(E)	G	A	P	N=2
E	(G)	A	P	N=1
E	(G)	A	P	N=1
(E)	G	A	P	N=0

## COMMENTS:

Please write any other suggestions or comments that will help conference planners to improve the annual meeting of WCRLA.

THANK YOU! Return to the conference registration desk  
OR MAIL TO: Carol Clymer Walvekar  
P.O. Box 20500  
El Paso Community College  
El Paso, TX 79998



## 1988 WCRLA CONFERENCE - GENERAL EVALUATION COMMENTS

Not enough variety - too many presentations on computers, evaluations and tutoring. Few or none on listening, notetaking, memory, spelling, vocabulary. etc.

Keep a running list of "excellent" presenters and "poor" presenters from year-to-year, so those who aren't appropriate don't keep reappearing.

There were conflicts of the same types of subjects at the same time and then nothing on the topic at another time. Titles were unclear as to level of topic presentation and whether 2 or 4 year school.

There was not much left to attend on Saturday.

Would prefer scheduling of institutes prior to conference rather than after. I'd like to see WCRLA Conferences get away from Saturday scheduling - a professional organization should meet during professional (work) week.

Computer fair getting better!

Very well organized conference. Appreciate hotel letting us into our rooms early. I really missed pool and sauna facilities. Nautilus is not my thing! Hope we'll have pool (indoor) in Seattle. Albuquerque was great!!

Always one of the best conferences I attend each year. I'd like to see some relationship between WCRLA and CA Academic Semester (cc and state university) to improve our political clout! I'd also like to use conference time to develop some position papers from the association.

I wish the institutes didn't conflict with sections. How about pre- and post-conference. The section topics seemed light on classroom techniques, ESL, and study skills. Institutes were the best ever!

We were denied access to some workshops/sessions due to no interpreter for the deaf.

Any way we could offer campus tours twice? My institute presentation was at same time.

Please schedule conference a little later, so much conflict with Palm Sunday or spring break.

We should know beforehand a list of section meetings and topics/times.

Sessions dealing with the same topic were scheduled at the same time. Sessions should not be competing against one another.

Suggest you include audience appeal for sessions, i.e., community college emphasis vs. 4-year colleges/universities. There is a difference!

Knowing the section titles and time would have made it easier to pre-register for institutes.

I didn't feel much was accomplished at the Critical Thinking Breakfast - perhaps because I was new.

A real strength of this conference is the friendliness and networking! A fine organization by the Sacramento planners! Congratulations! I'm more enthused than ever about the possibilities of teaching reading at the college level. Thanks to all for a super conference!

Kay Thomas and Leonard Bliss really gave of themselves in their sessions!

Presenters should not have to pay registration fees!

I had to leave Friday morning due to prior commitments at home. I missed 4 session in particular that I would like to have attended. If I'd known before the conference when these sessions were scheduled, I could have changed my plans at home and stayed longer at the conference. It would be very helpful to have the conference schedule (complete) prior to the conference.

Section meeting scheduling -- should have some on Wednesday pm.

This conference had presentations leaning toward 4 year institutions and learning center assistance. Don't forget 2 year institution folks and have more on reading.

There is an obvious decline in section content quality this year. "Evaluation" as a theme area was missed. If a student answered an exam question with the same correlation as the WCRLA presented sessions/institutes on each theme; an honest academic would have to score as "D." SIG luncheons informative. Banquet food = inferior. Lead singer = inappropriate for academic (rude, crude, out of place). Musicians = very entertaining. Due to arrangement of sessions and institutes and selection of topics, I only attended 7 sessions (including 2 institutes) - this is far few than last year in Albuquerque where I must have attended over 15.

Seeing some of the workshops (not just the institutes) in spring before arriving would have been very helpful.

It saddens me to see someone like Jerry Fishman acting as a leader in Critical Thinking. He is very narrow in his thinking and for some reason has to undermine those who may view the world from a different perspective.

In reference to Dr. Richard Paul: Rape is not funny, should not be used in a comedic fashion even as an illustration of a vague point. Dr. Paul's somewhat cavalier use of rape as an example was offensive, repugnant, and sexist not to mention totally uncalled for. He should use another type of example and drop the reference from his talk. It marred an otherwise excellent presentation.

Acoustics very poor - sound from other rooms very disconcerting and disruptive.

It keeps getting better each year. FANTASTIC!!

Dr. Paul's talk was exceptional. I appreciate the fact that the program committee could bring in such a recognized authority on critical thinking.

It would be nice to have a conference in Canada in the near future.

More sections needed on effective & novel approaches to reading instruction.

Tuesday - Friday?

Use date headers on each page of conference program - easier referencing.

Make section meeting 1 hr. 15 min. with 15 min. break - sessions were rushed and time between too short.

Perhaps do not overlap institutes and sections so as to force exclusive choice.

I really got a lot out of this conference.

Good facility in general.

Need longer hours for publisher's exhibits and computer fair.

Conference registration folks were very helpful! Thanks.

Institutes should not be scheduled at the same time that sessions are scheduled. During each session slot, try to separate topics - i.e. - one on computers, one on reading, one on critical thinking, etc. The color coding in the schedule was great!

3 full meals in 1 day was too much! Professional entertainment was EXCELLENT!

This conference was superb improvement in coordination and organization. Then handbook for the conference was done marvelously (finally!). I liked 1) the color coding 2) the map of hotel rooms on inside cover 3) the day-at-a-glance pages. What I did not like was the ad on the back cover. Here's an idea: leave one or several pages blank for "autographs," i.e. business addresses, notes, etc.

Improvements for next year? Here are some suggestions: 1. Name of state on name tag (or country). 2. Please schedule daily aerobic classes & provide juice with tea/coffee, not only for fitness freaks, but to encourage a more healthful way of living! After all, we want to maximize and encourage a wholesome approach to living and learning! 3. Proposals/abstracts for sessions should include intended audience and level of sophistication. For example, a new LAC manager will have different needs and expectations from a presentation than an experienced one, just as a computer illiterate from a computer buff-yet both will attend the same session.

It's difficult to decide which institutes to pre-register for, when section meeting topics and schedules are not known, but perhaps it's impossible to have that info far enough ahead of time.

Address in back of conference schedule really good idea-maybe alphabetical would be better.

Thanks for all the hard work and the excellent conference.

The book publishers should have stayed through Saturday.

Canadians are concerned about US-Canadian dollar exchange. Can something be done to smooth the process of submitting fees without having such a great rate of exchange?

Have more time for breakfasts without other meetings overlapping or schedule lunch meeting or some other time. We just got started when it was time to go.

I think you should send information to non-members who have attended previous conferences.

I really appreciated the color coded program.

Use free space in Chronicle of Higher Ed to advertise conference - pay a little to publicize the conference beyond the membership. Canonize the conference manager - this year Nancy Tooker! What great lady and great job - super assistants.

Hotel and food arrangements person - kudos!

The person responsible for AV and room set up simply didn't do the job!

It would be helpful, if possible to give us a list of section meetings (times and titles) as well as institutes prior to registration. This would make it much easier to make choices.

All ok!

Institutes should not be scheduled in conflict with section meetings.

I like the color coded sections for the various days. I commend you for the lunch with a mentor. I would encourage you to sponsor a first timers breakfast or another meeting to introduce first timers - perhaps asking them to stand at each general session. Asking specific people to especially greet them - perhaps a first timers coordinator. Ask mentors to attend newcomers meeting and encourage sign-ups.

For Newsletter Editor: Have a section for personnel changes, i.e., members at new work sites - helps us keep in touch.

My favorite activity was meeting with the Board! Love the t-shirts!

I attended Institute #4. I resent paying \$12 for a 3 hours commercial. It's a good presentation and program - despite the delay of over 1/2 hour, but she was encouraging people to buy her product and I am bitter that I spent so much time and money on advertising.

This conference was well planed. Many kudos to Susan Deese and to Nancy Tooker for all-right arrangements.

Very good conference plans. This is the best organizational plan I have seen. However, we need to have sections at least one to two hours before evening activities.

Hotel employees at registration desk were uniformly rude, unwilling to be accommodating to special requests. This includes the manager as well. Room request was for 2 beds only one was in our room.

Include on hotel reservation card a section for roommate requests!! Many members wanted to share a room and didn't know who to contact.

Maybe fewer section meetings and longer time.

Thanks for the excellent planning and conference.

Let us have a better idea of the scheduled presentations before getting to the conference. Thanks for letting me know my chosen institute was closed before I came to the conference.

Overall - nice job!

I liked having Sunday free to catch my breath.

During certain schedule times, it seemed that there was not a wide selection of offerings. More variety at, say, Saturday 10:30-11:30 would have been nice.

It might be a good idea to suggest that presenters have 50 rather than 25 handouts. Also, if a copier were available, it would be less likely that presenters would run out of handouts. The handout problem accursed in nearly every workshop 2 attended.

Please, please consider scheduling 2 sections morning, and 2 afternoon. Most presenters have difficulty presenting in 50 minutes. If there is a delay for any reason (equipment, room set-up) presenter must omit valuable info. 10 minutes between sessions creates hustle and chaos in halls, etc., and there is no time to question presenter afterwards. Several sessions were very overcrowded. More offerings at a given time would alleviate this. Most of us can process only so much information in a day's work. So many sessions puts some of us in mental overload.

I go to several conferences per year. I love the people of WCRLA, but the scheduling (daily) really must be changed! Please consider this!

Ask for vegetarian/low-cholesterol meal needs . Print what kind of weather to expect.

Some section meetings were excellent - several were bad - poor delivery, not enough handouts (with a presentation dependent on the handout!) and a presentation that was not like the description.

I couldn't come on Wednesday and probably never will.

Is it possible to provide a listing of presentations in Feb/Jan, so that persons unfamiliar with possibilities can make a more informed decision to come/not come?

Do we need a better way to screen? A video?

Extremes - some wonderful, a couple awful!

Pay attention to availability of copy capability!!

Need to print up ahead what sections will be about. And, maybe repeat the more popular ones.

Next time get hotel that has airport shuttle service.

Don't have it on a weekend that is the beginning of a vacation break. People have too much to do before they get away or they leave here easier than normal.

Tell members if they have special dietary requests to announce that to the hotel when the person registers.

As a newcomer knowing no one at WCRLA, I had really hoped for a more structured and organized reception with a time to break into smaller groups to introduce and chat with a few people. Instead, the reception was disorganized and filled with inside jokes, memories etc. Really disappointing to me.

I'd suggest that you have a newcomer's lunch or dinner with several long time members who are interested in orienting people to WCRLA.

Do not put red dots on newcomers/non-members tags. I know the intention is good, but I feel like Hester Prine!!

Institutes were too late in the day.

We need more "overload" breaks, more water and coffee at sections.

How about an institute devoted to refining (supportive critique) and expanding (exploring replications) of masters, doctoral, and action research proposals/reports. Would be stimulating, and could provide helpful feedback for presenters and models for participants. Would encourage "teacher as researcher."

No time Friday night for a break. Sessions should not be schedule past 5pm if sessions start at 8:30.

Suggestion: If a two-hour sessions is scheduled at the same time as one-hour sessions, please indicate in overview that it is two hours so that appropriate planning can occur.

I especially like completing the conference on Saturday noon.

The speakers needs a little more time for the presentations.

I would much prefer returning to the old conference schedule (Thursday to Friday). I have to take off an extra day from school to attend. I can't do that. I miss the campus tours.

Excellent conference. This is a wonderful place to have a conference. Location is so interesting and so much to do. Looking forward to Seattle.

There were several times when institutes overlapped the same time period that had many section meetings which I'd like to have attended.

Coming from the midwest, I was often tired by 9:00 when the hospitality room usually opened. Would it be possible for the room to open 1 night at 8:00 instead? (I do realize that on Wednesday the room was open at 5:00)

The choice of the hotel's location in Sacramento was excellent because of the easy accessibility to recreational/tourist/dining activities

Being a newcomer to the convention as well as to WCRLA, I would have appreciated have a one-on-one luncheon with an individual who has belonged to WCRLA for a considerable amount of time, so that I could get a more in-depth view of the organization itself.

Everything was beautiful and was a fine introduction to WCRLA except 1 thing: your AV coverage was a disaster.

Great conference well-organized and managed.

Location excellent.

These activities are hard to participate in when you're alone and a person of color.

Networking with others in learning centers was the best part for me. Overall, it was an excellent conference.

I came for a Wednesday institute. I was tired by Friday and ready to go home. I will pace myself better next year.

Thanks for spreading out and repeating some.

Institute #4 Computer Assisted Instruction was excellent. Speaker was working under most unfortunate conditions - hope she will present in Seattle!

Good use of colored pages to differentiate days.

On evaluation forms, print numbers next to responses to facilitate responding.

Difficult to evaluate a panel of presenters on one form - an "average" response may not reflect an individual's ratings on each of the dimensions.

I don't recommend individual forms for each presenter but possibly spaces for each presenter on one form in which a letter rating is written in and not circled.

1 hour is too short; 3 hours is too long.

Computer fair closed too early. Publisher's exhibits closed too early.



It would have been very nice to know before I came that the Sat. Institute for which I had registered was full!

It would have been good to know about the section meetings ahead of time.

Fabulous arena for exchange.

Thanks.

I enjoyed the meeting and conversations but I did not enjoy the food. It would have been good to have had a choice of meals.

It would have been good to have had information sooner - for answers were slow in coming. Also, it would have been handy to have networking (especially through local regions) to find out about possibilities of sharing accommodations.

The banquet chicken was terrible!

I always learn much at these conferences. Thanks to all of you who work so hard.

What happened to the LD SIG?

WCRLA STATE/REGION DIRECTORS

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Mary Lee Sheldon  
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No phone number

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Reading Department  
Butte College  
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Sydney Stansbury  
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Vaun Waddell  
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Karen Agee  
University of Northern Iowa  
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Thomas L. Pasternak  
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Donna Wood  
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Joyce Weinsheimer  
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Rhea Ashmore  
Reading and Study Skills Program  
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Jacqueline Grose  
Western Nevada Community College  
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Office of Learning Assistance  
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Bess Jenkins  
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Box 370  
El Reno OK 73036  
(405) 262-2552

Dee Tadlock  
P.O. Box 1647  
Yakima WA 98907  
(509) 575-2344

22 JULY 1988

BECKY JOHNEN  
CHEMEKATA COMMUNITY COLLEGE  
4000 LANCASTER Dr. NE  
PO BOX 14007  
SALEM, OR 97309

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I will go through each of the SIGs so you will know you which SIGs have turned in the WCRLA SIG GUIDELINES form and which SIGs are still working on them.

- =====
1. COGNITIVE PSYCHOLOGY - PAT MULCAHY  
WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.  
=====
  2. COLLEGE READING - CHAR MANSFIELD and TOM GIER  
WCRLA SPECIAL INTEREST GROUP GUIDELINES form turned in but the SIG is still in the process of developing goals and compiling a mailing list. This information will be forwarded to you when it is completed, probably in late Fall.  
=====
  3. COMPUTER TECHNOLOGY - BILL BRODERICK  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I know I will be getting something from Bill in the near future and I will forward that information to you.  
=====
  4. CRITICAL THINKING - SUSANNE MANOVILL  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I have received correspondence from Susanne and I know that she is busy updating the goals and a mailing list for Critical Thinking. I know that I will be receiving the WCRLA SPECIAL INTEREST GROUP GUIDELINES form in the near future and will forward it to you.  
=====
  5. HISPANIC ASSISTANCE - MANUAL OLGIN  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know that Manual is working on them and I will forward them to you when I receive them.  
=====
  6. INTERNATIONAL LEARNING PROCESSES - DONNA MANSKE & ROBERT LEMELIN  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know from my own experiences of starting up a new SIG how slow it can be getting members and input in order to complete the WCRLA SPECIAL INTEREST GROUP GUIDELINES form. I will forward information when I receive it.  
=====
  7. LEARNING ASSISTANCE CENTER MANAGEMENT - DOROTHY POULSEN  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know Dorothy, who is the new SIG leader, is working on it. I have sent her some information she requested on her SIG. I will forward to you the SIG's form when I receive it.

- =====
8. LEARNING DISABLED STUDENT - MARY LEE TAYLOR  
WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.
- =====
9. MATHEMATICS - NO LEADER  
I am hoping that the information in the Summer and Fall issues of the WCRLA NEWSLETTER will encourage someone to step forward and volunteer to be SIG leader.
- =====
10. PEER TUTORING - TOM GIER  
WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in. The mailing list is not included since this SIG is charging the \$3 fee for the first time and thus there will be a turn over in SIG membership. A completed mailing list should be forwarded to you by late September.
- =====
11. EVALUATION/RESEARCH - CAROL CLYMER WALVEKAR  
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I know I will be getting something from Carol in the near future and I will forward that information to you.
- =====

In conclusion, the following is included in this mailing:

- 1) Cognitive Psychology WCRLA SPECIAL INTEREST GROUP GUIDELINES form;
- 2) College Reading WCRLA SPECIAL INTEREST GROUP GUIDELINES form;
- 3) Learning Disabled Student WCRLA SPECIAL INTEREST GROUP GUIDELINES form; and
- 4) PEER TUTORING WCRLA SPECIAL INTEREST GROUP GUIDELINES form.

Becky, have a nice summer; I'll be corresponding with you as I get additional SIG information.

Sincerely,



Tom Gier  
WCRLA SIG COORDINATOR  
Building B, West Campus  
University of Alaska Anchorage  
2533 Providence Avenue  
Anchorage, Alaska 99508-4670  
WORK: (907) 786-1926  
HOME: (907) 349-7128

CC: Susan Deese  
Becky Patterson

**WCRLA SPECIAL INTEREST GROUP GUIDELINES**  
**1988-1989**

**DIRECTIONS:** Please complete this form and return to Tom Oier, SIO Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

**DEADLINE:** JUNE 15, 1988

**Special Interest Group Name:** COGNITIVE PSYCHOLOGY

**1988-89 SIO LEADER:** PATRICIA MULCAHY

NOTE: I should be  
changing my address  
in the fall.

**NAME**

2136 FRY STREET #4

**ADDRESS**

ROSEVILLE, MN 55113

( 612 ) 625-9367\*      ( 612 ) 636-3581

**Work Phone**

**Home Phone**

\*Leave a message.

**Special Interest Group Purpose:**

The Cognitive Psychology SIG's main purpose is to communicate research in areas such as learning, memory, reading, writing, cognitive styles, problem solving, and study skills to facilitate discussion among WCRLA members about the implications of research in these areas for teaching students in academic support programs.

**Goals for 1988-89:**

1. Publish the interactive newsletter three times per year.
2. Present workshop(s)/session(s) at the annual WCRLA conference.
3. Promote active membership in this SIG.

**LA COGNITIVE PSYCHOLOGY SIG (JUNE, 1988)**

**Wes Brown**  
1035 E 20th St  
Oakland, CA 94606

**Neelan Canto-lugo ENG**  
Yuba College  
2088 N Beale Road  
Marysville, CA 95901

**Gretchen Cupp LRC**  
Fresno State  
Cedar at Shaw  
Fresno, CA 93740-0044

**Barbara Dawson**  
Sierra College  
5000 Rocklin Rd  
Rocklin, CA 95677

**Sirkka Gudan LAC**  
Schoolcraft College  
18600 Haggerty  
Livonia, MI 48152

**Georgine Materniak LSC**  
University of Pittsburgh  
311 William Pitt Union  
Pittsburgh, PA 15260

**Mike McHargue**  
Foothill College  
12345 El Monte Road  
Los Altos Hills, CA 94022

**Pat Mulcahy CRLPC**  
204 Elliott Hall  
Univ of Minn  
Minn, MN 55455

**Sharlyn Russell LSC**  
Univ of Puget Sound  
Howarth 109  
Tacoma, WA 98416

**Cliff Uejio CLAS**  
Long Beach City College  
4901 E Carlson St  
Long Beach, CA 90808

**Tom Gier**  
Anchorage Com College  
2533 Providence Ave  
Anchorage, AK 99508-4670

**Please send any address changes to Pat Mulcahy. Thank-you.**



**WCRLA SPECIAL INTEREST GROUP GUIDELINES**  
**1988-1989**

**DIRECTIONS:** Please complete this form and return to Tom Gier, SIG Coordinator, Building B, West Campus, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the August meeting.

**DEADLINE:** July 15, 1988

**Special Interest Group Name:** COLLEGE READING

**1988-89 SIG CO-LEADERS:** CHAR MANSFIELD AND TOM GIER  
NAME

**CONTACT PERSON:** TOM GIER

Building B, West Campus  
UNIVERSITY OF ALASKA ANCHORAGE  
2533 Providence Ave  
Anchorage, Alaska 99508-4670

\_\_\_\_\_  
ADDRESS

<u>(907) 786-1926</u>	<u>(907) 349-7128</u>
Work Phone	Home Phone

**Special Interest Group Purpose:**

**"To improve college reading programs"**

**Goals for 1988-89:**

Since this is a brand new SIG the goals are still being worked on by the members. When the goals are completed, which may not be until late Fall, a copy will be sent to the SIG Coordinator and WCRLA Board Secretary.

**WCRLA SPECIAL INTEREST GROUP GUIDELINES**  
**1988-1989**

**DIRECTIONS:** Please complete this form and return to Tom Oier, SIO Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

**DEADLINE:** JUNE 15, 1988

**Special Interest Group Name:** Learning Disabled Student

**1988-89 SIO LEADER:** Mary Lee Taylor

**NAME**

Amarillo College, P.O. Box 447

**ADDRESS**

Amarillo, TX 79178

(806 ) 371-5429 (806 ) 352-1784

**Work Phone** **Home Phone**

**Special Interest Group Purpose:**

To share information and expertise on the learning disabled college student.

**Goals for 1988-89:**

1. To continue to provide information to the professional working with the LD student.
2. To coordinate an institute presentation and two SIG meetings in 1989 at Seattle.
3. To engage membership in planning of institutes and section meetings related to the LD college student for 1990.
4. To provide an informative newsletter for members in 1988 and 1989.

1988

LEARNING DISABILITIES  
MCRLA SIG MEMBERSHIP

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SITKA, AK 99833

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OR  
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OR  
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University of Pittsburgh  
Learning Skills Center  
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TX  
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READING INSTRUCTOR  
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TX *Leader*  
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Dr. Bonnie Orr  
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CASPER, WY 82601

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WALLA WALLA COMMUNITY COLLEGE  
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WALLA WALLA, WA 99362

WY  
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DEVELOPMENTAL STUDIES, DIRECTOR  
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MARCIA HENSLEY  
WESTERN WYOMING COLLEGE  
INDEPENDENT  
BOX 428  
ROCK SPRINGS, WY 82901

**WCRLA SPECIAL INTEREST GROUP GUIDELINES**  
**1988-1989**

**DIRECTIONS:** Please complete this form and return to Tom Gier, SIO Coordinator, Building B, West Campus, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the August meeting.

**DEADLINE:** July 15, 1988

**Special Interest Group Name:** Peer Tutoring

**1988-89 SIO LEADER:**

Tom Gier  
NAME

Building B, West Campus  
UNIVERSITY OF ALASKA ANCHORAGE  
2533 Providence Ave  
Anchorage, Alaska 99508-4670

\_\_\_\_\_  
ADDRESS

(907) 786-1926  
Work Phone

(907) 349-7128  
Home Phone

**Special Interest Group Purpose:**

**"To improve peer tutoring programs"**

**Goals for 1988-89:**

1. To increase tutor recruitment;
2. To improve tutor training;
3. To improve tutor evaluation;
4. To increase faculty involvement;
5. To improve tutor delivery systems;
6. To explore different types of tutoring programs;
7. To assist in setting-up new tutoring programs; and
8. To keep informed about the latest research concerning tutoring.

-over-

**Proposed Activities for 1988-89:**

1. To continue to publish a national newsletter, "The Tutoring Exchange;"
2. To continue to pursue the establishment of WCRLA National Tutoring Certificates;
3. To present a tutor training institute at the Seattle Conference;
4. To hold both breakfast and business meetings at the Seattle Conference; and
5. To continue to act as a clearinghouse for tutoring ideas and information on a national level.

**Amount of money to be collected from membership:**  
**(\$3.00 per member is recommended)**

**\$ 3.00 per member**

**Please attach a membership list.**

No membership list is available at this time since this SIG is requesting the \$3.00 membership fee for the first time. The notice of membership fee was mailed out to members in late June. When an updated list is ready, approximately the end of September, it will be forwarded to the SIG Coordinator and WCRLA Board Secretary.

Tom Gier  
SIG Leader

7-15-88  
Date

Tom Gier  
SIG Coordinator

7-15-88  
Date

**WCRLA SPECIAL INTEREST GROUP GUIDELINES**  
**1988-1989**

**DIRECTIONS:** Please complete this form and return to Tom Oler, SIG Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

**DEADLINE:** JUNE 15, 1988

**Special Interest Group Name:** Critical Thinking and Problem Solving

**1988-89 SIG LEADER:** Susanne Manovill  
**NAME**

University of Prince Edward Island  
**ADDRESS**

Charlottetown, P.E.I. Canada C1A 4P3

(902 ) 566-0581      (902 ) 672-2714  
**Work Phone**                      **Home Phone**

**Special Interest Group Purpose:**

To promote critical and creative thinking by an exchange of ideas and experiences of the SIG's members via an Interactive Newsletter and conference programs.

**Goals for 1988-89:**

Contact SIG members to set up a network to achieve the SIG's purpose as outlined above.

## Proposed Activities for 1988-89:

Work on achieving the goals by an interchange of ideas and suggestions through the Interactive Newsletter. Hopefully, have a program suggestion for the '89 Conference.

Amount of money to be collected from membership:  
(\$3.00 per member is recommended)

\$ 3.00\*

\*Would like to raise this for next year because of increased postage.

Please attach a membership list.

Will supplement the enclosed list which represents members who signed up in Sacramento at the breakfast as soon as they can be verified.

Susanne Manovill

**SIG Leader**

*Susanne Manovill*

15 July 1988

**Date**

*Tom Gear*

**SIG Coordinator**

7-22-88

**Date**



List of Members of the Critical Thinking and Problem Solving SIG Who Signed up at  
the Breakfast in Sacramento

Elaine V. Batenhorst  
Kearney State College  
Kearny NE 68849

Theria Beverly  
P.O.Box 18529  
Tucson AZ 85731

Janeta M. Condon  
Loma Linda University  
School of Nursing  
Loma Linda CA 92354

Archie Davis  
Box 790  
Metamora Ill 61548

Mary Ann DeAmond  
523 Maybrook Woods  
San Antonio TX 78249

Mary Edel Denman  
Academic Skills Center  
San Diego State Univ.  
San Diego CA 92182

Mina Duron  
JSC Learning Center  
3375 S.Hoover St.,Ste.E  
Los Angeles CA 90007

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Vaun Waddell  
Adm.215 Ricks College  
Rexburg ID 83440

25 July 1988

WCRLA MINUTES  
August 5-7, 1988  
Seattle, WA

SUSAN DEESE  
CENTER for ACADEMIC PROGRAM SUPPORT  
ZIMMERMAN LIBRARY  
UNIVERSITY OF NEW MEXICO  
ALBUQUERQUE, NEW MEXICO 87131

Susan:

Please find the following enclosed:


- 1) "Recommendations For National Certification Of Tutor Programs: An Update" (three pages);
- 2) "Western College Reading & Learning Association's National Certification Of Tutor Programs: Purpose, Procedures, & Guidelines" (one page);
- 3) "Western College Reading & Learning Association's Application For Certification Of Tutor Programs" (two pages);
- 4) "Western College Reading & Learning Association's Requirements For National Certification Of Tutor Programs" (three pages);
- 5) "Western College Reading & Learning Association's National Certification Of Tutor Programs, Annual Verification Update" (one page);
- 6) a variety of rough draft "tutoring certificates" that include two institutional/program certificates plus one for each of the three levels for individual tutors; and
- 7) the "Special Interest Group Guidelines" from the Critical Thinking and Problem Solving SIG, this information arrived too late to be included in the SIG packet I sent you on 22 July 1988.

Susan, I am very proud of the work that my committee, the WCRLA National Tutor Certification (NTC) Committee, did in updating and developing the enclosed guidelines, procedures, and forms. The input you gave, in addition to that of Barbara King, Gladys Shaw, Becky Johnen, Alene Showers, and Elaine Smith, was outstanding. This input was varied and diverse enough so that I was able to develop what I believe is a series of documents that are both excellent in depth and flexibility.

I realize that there will still be problems to deal with as the certification process progresses but I believe that with the recommendations, procedures, etc. that I have proposed and with the assistance of the NTC Committee I will be able to meet and successfully solve these problems. In fact, I look forward to the unforeseen because they will help make this a better and stronger process.

Please call me if there are any questions I can answer concerning any of the enclosed documents.

Sincerely,

A handwritten signature in cursive script that reads "Tom Gier". The signature is written in dark ink and is positioned above the typed name and address.

Tom Gier, Chair WCRLA National Tutor  
Certification Committee  
UNIVERSITY OF ALASKA ANCHORAGE  
WEST CAMPUS, BUILDING B  
2533 PROVIDENCE AVENUE  
ANCHORAGE, ALASKA 99508  
home phone: (907) 349-7128  
office phone: (907) 786-1926

CC: Becky Johnen  
Becky Patterson

**WESTERN COLLEGE READING  
AND  
LEARNING ASSOCIATION**

**"RECOMMENDATIONS FOR  
NATIONAL CERTIFICATION  
OF  
TUTOR PROGRAMS:  
AN UPDATE"**

**PRESENTED  
BY**

**TOM GIER**

**CHAIR, WCRLA NATIONAL TUTOR CERTIFICATION COMMITTEE  
UNIVERSITY OF ALASKA ANCHORAGE  
2533 PROVIDENCE AVENUE  
ANCHORAGE, ALASKA 99508-4670**

## "RECOMMENDATIONS FOR NATIONAL CERTIFICATION OF TUTOR PROGRAMS: AN UPDATE"

First of all, I would like to take this opportunity to offer a sincere and heartfelt thank you to the members of my committee without whom these recommendations and forms would have not been possible. The members of the WCRLA National Tutor Certification Committee of whom I am so indebted are: Susan Deese, Barbara King, Gladys Shaw, and the "Chemeketa Group" Becky Johnen, Alene Showers, and Elaine Smith. I, also, wish to mention the excellent work Barbara King did in designing the "Annual Verification Update" form and the input she made in the design of the application form.

### 1. RECOMMENDATIONS

1) That this committee, the WCRLA National Tutor Certification Committee, which is now an "Ad Hoc" committee, be made a permanent/regular committee with the current members being asked to serve on this permanent/regular committee and with the addition of new members to expand the committee to approximately nine members;

2) that a permanent chair be selected for this committee (I would be willing to continue serve in this capacity, if this pleases the Board) and that this chair make an annual report to the Board at the WCRLA Conference; and

3) that the Board should establish a nominal application fee, \$10.00, to cover the expense of mailing and xeroxing of the documents sent in to be evaluated by the committee; that additional cost of the certificates, the institution/program and three different level certificates for the individual tutors, will be charged separately to the institution/program at cost plus shipping.

### 2. PROPOSED SEQUENCE OF EVENTS

1) This committee will incorporate whatever changes, additions, deletions, etc. the Board makes to the attached documents;

2) after these changes have been incorporated, the committee will make the National Certification of Tutor Programs packet available this Fall to a limited and select group of colleges and universities, a dozen at most, in order to field test the certification process and get any "kinks" out of the system before opening the process up nationally next Spring;

3) the committee chair will submit a proposal to the Seattle Program Committee to present a session at the 1989 conference titled "How Your Tutor Program Can Be Nationally Certified;"

4) if the above proposal is accepted, the committee chair and as many committee members as possible will make a presentation in Seattle; and

5) the committee chair will make a report to the Board during the Seattle Conference.

### 3. CERTIFICATION PROCEDURES

1) An institution/program seeking program certification will submit the certification application form ~~will be submitted~~ to the committee chair who will make copies and send them to at least two other members of the committee;

2) the application will then be evaluated by the committee chair and at least two other committee members;

3) the committee chair will compile the committee's results and forward certification approval or a request for further documentation to the applicant;

4) if an application does not meet the requirements of a certain level it is the committee chair's responsibility to offer assistance and advice on how to meet the requirements;

5) the committee will not leave an applicant "high and dry" wondering why his/her program did not get certified and wondering how to correct the situation; and

6) following the Seattle Conference, and with the approval of the Board, the certification process will be opened up to all interested colleges and universities.

### 4. NATIONAL CERTIFICATION OF TUTOR PROGRAM: ENCLOSURES

Enclosed please find the following documents:

1) "WESTERN COLLEGE READING & LEARNING ASSOCIATION'S NATIONAL CERTIFICATION OF TUTOR PROGRAMS: PURPOSE, PROCEDURES, & GUIDELINES" (one page);

2) "WESTERN COLLEGE READING & LEARNING ASSOCIATION'S APPLICATION FOR CERTIFICATION OF TUTOR PROGRAMS" (two pages);

3) "WESTERN COLLEGE READING & LEARNING ASSOCIATION'S REQUIREMENTS FOR NATIONAL CERTIFICATION OF TUTOR PROGRAMS" (three pages);

4) "WESTERN COLLEGE READING & LEARNING ASSOCIATION'S NATIONAL CERTIFICATION OF TUTOR PROGRAMS, ANNUAL VERIFICATION UPDATE" (one page); and

5) a variety of rough draft "tutoring certificates" that include two institutional/program certificates and certificates for each of the three levels (these are just rough and the regular WCRLA logo would be used in any formal certificates).

### 5. FINAL COMMENT

The Chair of this committee realizes that something may arise that is not specifically covered in these recommendations and procedures but the chair has total confidence in the ability of this committee to successfully deal with any such challenges. In fact, it is the adapting to and coping with the new and the unexpected that will make this committee and the WCRLA National Certificates so successful and, to this Chair, so rewarding.

# WESTERN COLLEGE READING & LEARNING ASSOCIATION'S

## NATIONAL CERTIFICATION OF TUTOR PROGRAMS: PURPOSE, PROCEDURES, & GUIDELINES

Page 6 of 17

**1. PURPOSE.** The purpose of establishing a series of tutoring certificates is twofold. First, it allows tutors to receive recognition and positive reinforcement for their successful work from a national organization, WCRLA. Secondly, the certificates help set up a standard for the minimum skills and training a tutor needs to be successful.

### 2. PROCEDURES FOR HAVING A PROGRAM CERTIFIED.

A) An institute that wishes to have a tutor program certified should designate one individual per tutor program or group of tutor programs who will act as liaison between the WCRLA Tutoring Certification Committee and that institution's program or programs;

B) the designated individual will then complete the "WCRLA Application For Certification Of Tutor Programs" and then submit it and the necessary documentation concerning how the institution's tutor program(s) meets the criteria outlined in "WCRLA's REQUIREMENTS FOR NATIONAL CERTIFICATION OF TUTOR PROGRAMS" to the WCRLA Tutoring Certification Committee;

C) the application and documentation concerning an institution's tutor training program(s) will remain on file with the WCRLA Tutoring Certification Committee;

D) once the Tutoring Certification Committee has certified an institution's program(s) and designated an individual who will act as liaison, then the appropriate number and type of tutoring certificates will be issued to that institution;

*certificates must be issued to the institution*

*institutions  
must submit  
documentation  
and  
application  
to  
WCRLA  
Tutoring  
Certification  
Committee*

### 3. GENERAL INFORMATION

A) Once an institution's tutor program is certified that program will receive a certificate and be authorized to issue individual WCRLA tutoring certificates.

B) There are three levels of individual certification: Regular/Level 1; Advanced/Level 2; and Master/Level 3.

C) The initial institutional certification will be for a one year period.

D) Each subsequent institutional renewal certification will be for three years.

E) *First time applications can submit for regular/advanced/master level*  
~~During the initial certification period certification of tutors will be~~  
retroactive for only one full semester or two full quarters from date of certification. *reverts - specify effective date per next pg.*

F) A yearly verification update form will be completed and submitted by the liaison of each certified program.

*corresponds  
date of application  
decision  
provided in form  
effective  
as of date*

**4. IMPORTANT NOTE:** WCRLA certifies programs not individual tutors. In other words, WCRLA certifies that a particular tutor training program is qualified to issue WCRLA certificates to individual tutors at a certain level or levels. The responsibility lies with the institution's tutoring program(s) to keep track of individual tutor's training, tutoring hours, etc. and to issue certificates when an individual completes the necessary requirements for a certain level. Each institution is required to keep a record for each of its tutors that receives a WCRLA certificate. These records, however, will be reviewed by the WCRLA Tutor Certification Committee only when a need arises.

*when submit  
update, also  
submit list of  
tutors*

*potential  
level 1 worst  
person  
submitting  
request &  
time taken  
Hog  
person  
submitting  
request date*



# WESTERN COLLEGE READING & LEARNING ASSOCIATION'S

## APPLICATION FOR CERTIFICATION OF TUTOR PROGRAMS

### 1. GENERAL INFORMATION

INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PROGRAM(S) TO BE CERTIFIED: \_\_\_\_\_

CERTIFICATION LEVELS (please check appropriate box/boxes) :

☐ REGULAR/LEVEL 1   ☐ ADVANCED/LEVEL 2   ☐ MASTER/LEVEL 3

PROGRAM LIAISON/CONTACT PERSON: \_\_\_\_\_

### 2. DESCRIPTION OF THE TUTOR PROGRAM(S) TO BE CERTIFIED

Please submit a brief narrative explaining how your tutor training program(s) fulfills the requirements of the level or levels checked. This should be just a general description of your program(s) in order to give the reviewing committee a better idea of how your program(s) functions. Please include a brief history of the program(s).

### 3. VERIFICATION OF THE TUTOR PROGRAM(S)

The following is an example of the 3 step procedure to be followed when submitting information and documentation to be verified for a certification level. Please refer to page one of the document titled "WCRLA'S REQUIREMENTS FOR NATIONAL CERTIFICATION OF TUTOR PROGRAMS, 1. REQUIREMENTS FOR REGULAR/LEVEL 1 CERTIFICATION" for a complete listing of all the LEVEL 1 requirements.

The "necessary documentation" called for in point #3 of letters A-E could/should include any or all of the following: 1) course syllabi; 2) training manuals or titles of textbooks used; 3) flyers/posters/memos; 4) sample worksheets; & 5) any handouts, worksheets, etc. that can help the WCRLA Tutor Certification Committee verify your program(s). The better documentation you provide the easier it will be for the committee to certify your program(s).

#### LEVEL 1: A. AMOUNT/DURATION OF TUTOR TRAINING

- 1) state the number of hours involved in your tutor training;
- 2) state how this number fulfills the requirements of Level 1,A; and
- 3) submit the necessary documentation to verify the above.

#### B. MODES OF TUTOR TRAINING

- 1) state which modes you use in your training;
- 2) state how these modes fulfill the requirements of Level 1,B; and
- 3) submit the necessary documentation to verify the above.

#### C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING

- 1) state which topics you cover in your training;
- 2) state how these topics fulfill the requirements of Level 1,C; and
- 3) submit the necessary documentation to verify the above.

#### D. REQUIRED TUTORING EXPERIENCE

- 1) state how you keep track of your tutors actual tutoring;
- 2) state how this documentation system fulfills the requirements of Level 1,D; and
- 3) submit the necessary documentation the above.

#### E. NECESSARY APPROVAL

- 1) state how tutors obtain necessary approval;
- 2) state how this approval fulfills the requirements of Level 1,E; and
- 3) submit the necessary documentation to verify the above.

The above three step procedure should be followed for each of the letters, A-E, in each level you are applying to be certified. Furthermore, these steps should be followed separately for each program you are seeking to have certified. For example, if you wish to have Program A certified at Levels 1 & 2 then you would go through the above procedure for both Levels 1 & 2. If you had a Program B that you wished to have certified at Level 1 then you would complete the above separately for Level 1. The exception would be when you wish to have two or more programs certified and these programs have the same training requirements, methods, etc. Then you would use the above procedure just once for the appropriate levels for the programs after explaining that they have the same training requirements, methods, etc.

**WESTERN COLLEGE READING & LEARNING ASSOCIATION'S**  
**REQUIREMENTS FOR NATIONAL CERTIFICATION**  
**OF TUTOR PROGRAMS**

**I. REQUIREMENTS FOR REGULAR/LEVEL 1 CERTIFICATION**

**A. AMOUNT/DURATION OF TUTOR TRAINING:** (one or more of the following)

1. Minimum of ten hours of tutor training
2. a quarter/semester tutor training course
3. a quarter/semester of tutor training (non-course work)

**B. MODES OF TUTOR TRAINING**

1. Classroom and/or workshop instruction  
PLUS any combination of the following
2. Tutor training videotapes
3. Conferences with tutor trainer/supervisor
4. Special tutor projects
5. Other

**C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING:**

(a minimum of eight (8) of the following topics should be covered in Level 1 training)

1. Definition of tutoring and tutor responsibilities
2. Basic tutoring guidelines
3. Techniques for successfully beginning and ending a tutor session
4. Some basic Tutoring Do's
5. Some basic Tutoring Don'ts
6. Role Playing
7. Setting Goals/Planning
8. Communication Skills
9. Active listening and paraphrasing
10. Referral Skills
11. Study Skills
12. Critical Thinking Skills
13. Compliance with the Ethics and Philosophy of the Tutor Program
14. Modeling problem solving
15. Other (please specify)

*clarify because most  
feel this is a make  
call this role modeling*

**D. Evaluation Process**

**E. REQUIRED TUTORING EXPERIENCE**

25 hours of actual tutoring

**F. NECESSARY APPROVAL**

1. Written approval of a content/skill instructor  
AND/OR
2. Endorsement of tutor trainer/supervisor  
PLUS at least one of the following:
3. Grade of "A" or "B" in subject content being tutored
4. Documented experience equivalent to #3
5. Satisfactory tutor evaluation data

*copy 2 from  
used for coordination  
documentation of tutor eval  
eval from a process  
no description  
application from*

*evaluation  
process  
how do  
evaluate  
tutors*

## II. REQUIREMENTS FOR ADVANCED/LEVEL 2 CERTIFICATION

(NOTE: TUTOR MUST HAVE COMPLETED LEVEL 1 CERTIFICATION REQUIREMENTS)

---

### A. AMOUNT/DURATION OF TUTOR TRAINING: *by not regular* (one or more of the following)

1. Minimum of 10 additional hours of tutor training (a minimum of 20 cumulative hours of tutor training)
2. a second quarter/semester tutor training course
3. a second quarter/semester of tutor training (non-course work)

---

### B. MODES OF TUTOR TRAINING

1. Classroom and/or workshop instruction  
PLUS any combination of the following
2. Tutor training videotapes
3. Conferences with tutor trainer/supervisor
4. Special tutor projects
5. Other

*to train  
differently at  
different levels!*

---

### C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING:

(in addition to reviewing the topics covered in Level 1 a minimum of four  
(4) of the following topics should be covered in Level 2 training )

1. Review of Level 1 topics
2. Use of probing questions
3. Characteristics of adult learners/Learning Styles
4. Cultural Awareness and inter-cultural communications
5. Identifying and using resources
6. Tutoring in specific skill/subject areas
7. Record Keeping/Documentation
8. Other (please specify)

*any written  
can not  
write too  
requirements  
document  
writing  
must*

---

### D. REQUIRED TUTORING EXPERIENCE

25 additional hours of actual tutoring after completion of all Level 1 requirements (a minimum of 50 cumulative hours of actual tutoring)

---

### E. NECESSARY APPROVAL *Selection Process Criteria*

1. Written approval of a content/skill instructor  
AND/OR
2. Endorsement of tutor trainer/supervisor  
PLUS at least one of the following:
3. Grade of "A" or "B" in subject content being tutored
4. Documented experience equivalent to #3
5. Satisfactory tutor evaluation data

*Eval. may be  
the same*

*first not  
but if not  
adequate  
then do  
it again*

### III. REQUIREMENTS FOR MASTER/LEVEL 3 CERTIFICATION

(NOTE: TUTOR MUST HAVE COMPLETED LEVEL 1 and 2 CERTIFICATION REQUIREMENTS)

#### A. AMOUNT/DURATION OF TUTOR TRAINING: (one or more of the following)

1. Minimum of 10 additional hours of tutor training (a minimum of 30 cumulative hours of tutor training)
2. a third quarter/semester tutor training course
3. a third quarter/semester of tutor training (non-course work)

---

#### B. MODES OF TUTOR TRAINING

1. Classroom and/or workshop instruction  
PLUS any combination of the following
2. Tutor training videotapes
3. Conferences with tutor trainer/supervisor
4. Special tutor projects
5. Other

---

#### C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING:

(in addition to reviewing the topics covered in Level 1 and 2 a minimum of four (4) of the following topics should be covered in Level 3 training )

1. Review of Level 1 and Level 2 topics
2. Assertiveness training
3. How to tutor/deal with Target Populations
4. How to administer and interpret a Learning Style Inventory
5. Structuring the learning experience
6. Training and supervising other tutors (supervisory skills)
7. Group management skills (group interaction and group dynamics)
8. Other (please specify)

---

#### D. REQUIRED TUTORING EXPERIENCE

25 additional hours of actual tutoring after completion of all Level 1 and Level 2 requirements (a minimum of 75 cumulative hours of actual tutoring)

---

#### E. NECESSARY APPROVAL

1. Written approval of a content/skill instructor  
AND/OR
2. Endorsement of tutor trainer/supervisor  
PLUS at least one of the following:
3. Grade of "A" or "B" in subject content being tutored
4. Documented experience equivalent to #3
5. Satisfactory tutor evaluation data

**WESTERN COLLEGE READING & LEARNING ASSOCIATION'S**

**NATIONAL CERTIFICATION OF TUTOR PROGRAMS**

**ANNUAL VERIFICATION UPDATE**

1. INSTITUTION/PROGRAM: \_\_\_\_\_

2. LIAISON: \_\_\_\_\_

3. NUMBER OF CERTIFICATES GRANTED: \_\_\_\_\_ 19\_\_ TO \_\_\_\_\_ 19\_\_

LEVEL 1 \_\_\_\_\_

LEVEL 2 \_\_\_\_\_

LEVEL 3 \_\_\_\_\_

4. PROJECTED CHANGES IN YOUR TUTOR TRAINING PROGRAM IN THE UPCOMING ACADEMIC YEAR? If so, please submit necessary documentation to verify continued adherence to level guidelines.

5. Please submit any and all concerns/issues, pros and cons, that arose in the administration of certification requirements.

6. How has the certification process benefited your tutors/tutorial program and institution? (Your comments are a valuable resources toward improving the quality of this national effort and, likewise, assisting in the improvement of each individual institution's tutor training component. Thank you for your cooperation.)

**WESTERN COLLEGE READING  
and  
LEARNING ASSOCIATION'S  
TUTOR CERTIFICATION COMMITTEE**

**CERTIFIES THAT**

---

**HAS FULFILLED ALL THE REQUIREMENTS NECESSARY  
TO ISSUE**

**WCRLA LEVEL--  
TUTORING CERTIFICATES**

**FROM \_\_\_\_\_ 19\_\_ TO \_\_\_\_\_ 19\_\_**

**TO TUTORS WHO MEET THE WCRLA REQUIREMENTS  
FOR THIS LEVEL**

---

**PRESIDENT, WESTERN COLLEGE READING  
& LEARNING ASSOCIATION**

---

**CHAIR, WCRLA TUTOR CERTIFICATION  
COMMITTEE**

**WESTERN COLLEGE READING  
and  
LEARNING ASSOCIATION'S  
TUTOR CERTIFICATION COMMITTEE**

**CERTIFIES THAT**

**UNIVERSITY OF JOHN SMITH'S  
ENGLISH DEPARTMENT**

**HAS FULFILLED ALL THE REQUIREMENTS NECESSARY  
TO ISSUE**

**FROM 1 NOVEMBER 1988 TO 31 OCTOBER 1989**

**WCRLA LEVEL 1  
TUTORING CERTIFICATES**

**TO TUTORS WHO MEET THE WCRLA REQUIREMENTS  
FOR THIS LEVEL**

---

**PRESIDENT, WESTERN COLLEGE READING  
& LEARNING ASSOCIATION**

---

**CHAIR, WCRLA TUTOR CERTIFICATION  
COMMITTEE**



**WESTERN COLLEGE READING  
and  
LEARNING ASSOCIATION'S  
TUTOR CERTIFICATION COMMITTEE**

**CERTIFIES THAT**

**JANE DOE**

**HAS FULFILLED ALL THE REQUIREMENTS TO BE  
ISSUED A**

**WCRLA LEVEL 1/REGULAR  
TUTORING CERTIFICATE**

---

**PRESIDENT, WCRLA**

---

**TUTOR SUPERVISOR/TRAINER**

---

**CHAIR, WCRLA TUTOR  
CERTIFICATION COMMITTEE**

---

**INSTITUTION/PROGRAM**

---

**DATE**

**WESTERN COLLEGE READING  
and  
LEARNING ASSOCIATION'S  
TUTOR CERTIFICATION COMMITTEE**

**CERTIFIES THAT**

**JOHN DOE**

**HAS FULFILLED ALL THE REQUIREMENTS TO BE ISSUED A**

**WCRLA LEVEL 2/ADVANCED  
TUTORING CERTIFICATE**

---

**PRESIDENT, WCRLA**

---

**TUTOR SUPERVISOR/TRAINER**

---

**CHAIR, WCRLA TUTOR  
CERTIFICATION COMMITTEE**

---

**INSTITUTION/PROGRAM**

---

**DATE**

**WESTERN COLLEGE READING  
and  
LEARNING ASSOCIATION'S  
TUTOR CERTIFICATION COMMITTEE**

**CERTIFIES THAT**

**JIMMY DON DOE**

**HAS FULFILLED ALL THE REQUIREMENTS TO BE ISSUED A**

**WCRLA LEVEL 3/MASTER  
TUTORING CERTIFICATE**

---

**PRESIDENT, WCRLA**

---

**TUTOR SUPERVISOR/TRAINER**

---

**CHAIR, WCRLA TUTOR  
CERTIFICATION COMMITTEE**

---

**INSTITUTION/PROGRAM**

---

**DATE**

Recommended Procedures for the Inter-organizational  
Sponsorship of Professional Conferences

It is often more advantageous in terms of facilities, costs, program quality, and human resources for one or more professional organizations within the same geographic area to co-sponsor a conference or other professional activity than for any single organization to do it alone. However, when the organizations are somewhat competitive by nature, conflict may arise, especially in the areas of responsibility, visibility, and recognition. The following procedures, if agreed to in advance and adhered to in practice, would prevent such conflict and permit cooperative efforts that provide the highest possible quality of professional experiences for members of the organizations.

General Recommendations:

1. A cooperative Steering and Planning Committee with equal representation from each sponsoring organization should be established for each co-sponsored activity.

Committee members could be elected or appointed as each organization desires. For large functions such as a conference, there should be at least two to three members from each organization appointed to the committee.

2. The Steering/Planning Committee would be charged with determining the activity site and assigning specific responsibilities.

3. If the activity, such as a conference, is repeated year after year, the Steering Committee should be appointed for the subsequent year during the current conference. It should have its first meeting regarding plans for the subsequent year before

leaving the current conference. Appointments or elections of committee members can be made in organizational business meetings scheduled before or early in the conference.

4. Each organization contributes equal seed money to fund the activity. *a equivalent services*

5. All publicity would provide absolutely equal visibility and recognition for each organization involved.

6. Funds should be promptly and equitably accounted for after each activity.

Suggested Committee Guidelines:

1. No one organization takes precedence in terms of responsibilities regardless of differences in organizational structure. Rather, major responsibilities are rotated annually. For example if organization "A" is in charge of program one year, organization "B" will have that responsibility the following year.

2. The Steering and Planning committee would make a site selection and major responsibility assignments for the subsequent year before leaving the conference or activity during the current year. Chairmen for significant responsibilities may be the members of the Steering and Planning committee but not necessarily so.

3. The Site Chairman for each activity should account for activity funds on an ongoing basis using bank reconciliations and statements of receipts and expenditures.

4. Immediately after the conference, or activity full and complete accounting and a final equal distribution of funds (or additional billings if applicable) should be made to each co-sponsoring organization.

5. Immediately after the conference or activity, each of the other chairmen involved, such as Program Chairman, Registration Chairman, Entertainment Chairman, etc., should also prepare and distribute a final report to the officers or designated official representatives of each organization involved.

An example of this procedure follows using the 1988 Texas Conference for Academic Support Programs as the activity and WCRLA and TADE as the co-sponsors.

Step 1. WCRLA and TADE each have a business meeting early in the conference and elect 2-3 members to the Steering and Planning Committee for the 1989 Conference.

Step 2. The Steering and Planning Committee meets before leaving the conference and

- selects the Program Chairman. Since TADE had the Program Chair in 1988, a WCRLA representative should have it in 1989.
- selects the site and site chairman. For 1989, this should be a TADE representative.
- gives the committee descriptions and history to the chairmen selected.
- determines a calendar of deadlines for calls for proposals, program finalization, and printing.

Step 3. The Steering and Planning Committee issues the first call for proposals by the end of the current conference.



National Center for Developmental Education  
Reich College of Education  
Appalachian State University  
Boone, North Carolina 28608  
704/262-3057

Kellogg Institute  
*Review of Research in Developmental Education*  
Telementoring Project

June 28, 1988

Dr. Susan Deese  
CAPS Zimmerman Library  
University of New Mexico  
Albuquerque, NM 87131

Dear Susan:

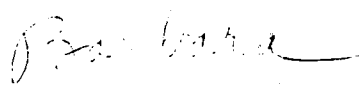
Since I know you are officially out of the office until July 1, I thought it might be best to write to you rather than have you return a call. I have been in contact with Becky Patterson and believe we have things worked out as far as WCRLA advertising in the JOURNAL OF DEVELOPMENTAL EDUCATION for Volume 12.

Becky did not think she could have an ad typeset quickly on her campus so she opted to send the information to me and have our typesetter do the layout. I have sent the information, as well as my ideas for layout, to our typesetter and am planning on placing a 1/2 page ad in this issue. Since we know your request for a 1/2 page three-time insertion can be met in all three issues of Volume 12, a contract reflecting this is attached.

Becky also mentioned she would like to submit copy for our "Commercial Notes" page. I suggested that she find out which issue you planned to run your WCRLA news column in so that we may run the Commercial Notes piece in a different issue. If you have not heard from her about this matter, perhaps you can contact her.

Any word on your number of subscribers yet? I'd appreciate it if you let me know once you have tabulated those figures. Thanks for everything Susan, and I'll talk to you soon.

Sincerely,

  
Barbara J. Calderwood  
Managing Editor

Attachment

DEADLINE SCHEDULE  
JOURNAL OF DEVELOPMENTAL EDUCATION

	MAILING DATE	ADVERTISING INSERTION	CAMERA-READY/ TO TYPESETTER	TO PRINTER
ISSUE 1	Sept. 1	June 1	June 15	July 15
ISSUE 2	Nov. 16	Aug. 1	Sept. 1	Oct. 2
ISSUE 3	Jan. 25	Oct. 15	Nov. 2	Dec. 7





WCRLA MINUTES  
August 5-7, 1988  
Seattle, WA

## University of Pittsburgh

LEARNING SKILLS CENTER  
University Counseling Service  
Division of Student Affairs

June 8, 1988

Susan Deese  
CAPS  
Zimmerman Library  
University of New Mexico  
Albuquerque, NM 87131

Dear Susan:

Congratulations of becoming the President of WCRLA. I hope that you have a successful and enjoyable term of office.

As you may know, I have been communicating with Gwen Enright about the CAS Standards and Guidelines for Learning Assistance Programs to explore how WCRLA may want to become involved in the first scheduled revision of the standards which is to occur next year. Audrey Williams and I have spent most of this past year contacting national groups such as NADE, the College Reading Association (CRA), the Long Island Center Conference group, the Center for Developmental Education and WCRLA to alert the profession of the existence of the document and to inquire how we may work together in the revision of the standards. Our hope is to encourage as much participation as possible by the profession-at-large and to lay the foundation of that effort before the actual revision process begins.

I would like to bring you up-to-date, as the current President of WCRLA, of some recent events regarding this effort. In addition, I would also like to respond to the suggestions and comments of the WCRLA Board.

In March, I attended the annual conference of NADE in Orlando and had the opportunity to meet the members of the NADE Standards Committee. Diane Vukovich, the President of NADE, stated that the issue of standards would be a priority of the organization this year. At her request, I recently sent Diane information about the Council for the Advancement of Standards (CAS), the consortium of national organizations that produced the CAS Standards and Guidelines for Student Services/Development Programs. Bunk Spann of the National Center for Developmental Education also asked for information about membership in CAS. I have not heard if either of the groups has proceeded beyond inquiry about membership. However, I felt that you may want to know about this and I am going to share the same information with you that was given to Bunk Spann and Diane Vukovich.

Attachment R

When I spoke to Ted Miller, the President of CAS, he informed me that the CAS Secretary is responsible for membership as part of her role and to contact

Dr. Sara Looney  
Associate Vice President  
Office of the Vice President of Services  
George Mason University  
4400 University Drive  
Fairfax, Virginia 22030  
Telephone: (703) 323-2134.

Ted also explained that membership is \$200 a year and open to any national organization that has an interest in student development and student services. As a member, an organization can send two delegates and have one vote on the Council. If you would like additional information about CAS in general, you can contact Ted Miller at

University of Georgia  
408 Aderhold Hall  
Athens, GA 30602  
Telephone: (404) 542-1812.

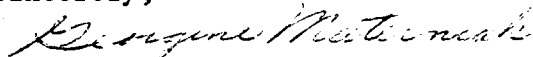
I am very encouraged by this interest in exploring CAS as a vehicle for pulling our efforts together to improve the document of standards for our profession. Whether or not the organizations actually decide to join CAS officially, it is clear that there are strong feelings about the importance and desirability of standards for our profession and that a unified effort is necessary to give a document strength.

I was very pleased to receive the WCRLA Board of Director's suggestions and comments about the standards in January. I assured Gwen that my delay in responding is because I wanted to give the Board's efforts the time and thought that they obviously gave. Attached is a letter to you and the Board which I hope you will share since I do not have a list of the Board.

Finally, I have also included a copy of the letter sent recently to Dr. Mary Rubin about the Task Force on Terminology. This work is very important to the profession and can be of great help to the standards project. As mentioned in my letter to Mary and in the letter to the Board, terminology posed a problem in the drafting of the original document and I anticipate that it will continue to be an issue in the revision of the standards. I hope that we may use the work of Mary and her Task Force on Terminology as a resource.

Again, I congratulate you. If you have any questions or need further information about the above, please do not hesitate to contact me. I look forward to working with you and WCRLA.

Sincerely,



Georgine Materniak  
Coordinator

cc: Gwen Enright, Past President of WCRLA  
Marie Byrnes, Chairperson, ACPA Commission XVI  
Sara Looney, Secretary of CAS  
Ted Miller, President of CAS  
Audrey Williams, Co-Chairperson, Commission XVI Standards Committee



## University of Pittsburgh

LEARNING SKILLS CENTER  
University Counseling Service  
Division of Student Affairs

June 8, 1988

Susan Deese  
President, WCRLA  
Board of Directors, WCRLA  
CAPS  
Zimmerman Library  
University of New Mexico  
Albuquerque, NM 87131

Dear Susan and Members of the Board:

On behalf of Commission XVI, I want to express our gratitude for the careful thought and consideration you gave to the comments and suggestions regarding the CAS Standards and Guidelines for Learning Assistance Programs. Some of your comments reinforce concerns that we share. The suggestions about issues that are missing (omissions) are helpful. In addition, some items need to be discussed further and clarified. To make it easier to follow the response below, I have numbered the WCRLA Board's suggestions and comments made in Gwen's letter of January 5, 1988.

### COMMENT 1

The lack of precision in terms has been a problem from the beginning and we expect that to continue to be an issue during the revision process. We hope to find some solution but it could be difficult.

In the early drafts of 1980 and 1981, we tried to deal with the lack of precision in the terminology of our field by actually using all the words that were being used, words like "remedial" or "developmental" or "preventative". However, the terms were so controversial in people's responses to the drafts that we decided to eliminate them wherever possible in the document in our final recommendations to the CAS Board. CAS recognized this suggestion but, for some unknown reason, the word "remedial" was not eliminated from the Mission Statement, P. 63, IA. The WCRLA Board's suggestion is, in fact, similar to the one the Commission made to CAS, i.e., to eliminate "remedial" and insert "services". WCRLA's suggestion gives us further reinforcement to have that change made in the future revision.

However, that does not solve the problem which is the issue of terminology or the lack of terminology which our profession has neglected. I am very interested in the work of Mary Rubin and her task force for this reason. Unless, we, as a profession, come to terms with terms (excuse the pun), we cannot clearly communicate who we are among ourselves let alone to anyone outside of the field. Of course, the lack of consistent terminology is a direct reflection of the diversity of our profession. We have created programs and services that meet the needs of our specific student populations and institutions. This is the richness of our profession. However, the diversity has also created many terms which we feel describe what we do. In many hours of discussion during the draft process,

people expressed a dislike with certain terms even though the terms are commonly used and no one could come up with terminology that everyone could accept as agreeable and universal. I fully agree with and support the suggestion of Mary Rubin that an inter-associational effort is needed to tackle this issue and to come to some understanding. It will be a tough job. We need to be cautious that we do not fragment the profession into specified groups in an attempt to reach universal meaning of terms. It is important to preserve our diversity but to be united in our agreement of what that diversity is.

#### COMMENTS 2 and 7

The issue of whether or not the standards apply to a separate learning assistance program as well as to a comprehensive program (comment 2) and the standards viewed as endorsing only one model (comment 7) are related and, so, I will discuss them together.

When we initially became involved in the standards project, one of the first decisions that had to be made was whether or not one document could effectively address the diversity of programs in our profession. Could one document have something meaningful to say to learning support programs in different administrative lines (academic or student affairs), in different institutions (two or four year, private or public, urban or rural, etc.), that either do or do not award credit, and are funded by hard or soft money? Combine these questions with the variety of skills taught by these programs which include reading, study skills, ESL, math, writing, critical thinking, tutoring, etc. and is there anything that could be said that would apply to all? We, then, considered the alternative which would be to deal only with one type of program, i.e., a non-credit learning assistance program in a student affairs unit. After much thought and debate, we concluded that there would be a real danger in writing a document that would only deal with one type of program because it would serve to divide a profession that thrives on diversity. We also concluded that there are some fundamental issues and philosophical notions that transcend our differences and which bind and unite us. If this were not so, how is it that membership in our organizations and attendance at our conferences attracted peers from all types of program configurations? We feared, and I personally still do, that if separate documents are created for each type of program, we will fragment the profession.

Actually, the generality of the topics which CAS instructed us to address (although problematic at times because of our heterogeneity) was helpful because we were forced to deal with universal issues that should be applicable to all types of programs. Other organizations which have attempted to draft standards have been unsuccessful primarily because they cannot reach agreement on what is general and what is specific. Reading specialists argue for things that pertain primarily to their practices while math specialists, tutorial coordinators, study skills specialists, etc. all have their agendas.

In response to the Board's comment 2, I do think we had a comprehensive learning assistance program in mind in creating the document as opposed to separate instructional support services. However, could not separate learning assistance services extract notions from the document recognizing and taking into account the limits of the purpose or mission of their particular service?

The alternative would be to create documents for each separate type of service which is beyond the scope of this project. However, we have at times thought about appending standards for specific practices to the main document. If, for example, reading specialists or tutorial coordinators, or any other specialists typically found in learning assistance created standards for their particular practice, those documents can be referred to in the main document and this would be acceptable to CAS.

In response to comment 7, we are concerned that there is an impression that the standards support only one particular model of learning assistance. We made every effort to be comprehensive and to avoid the exclusion of different types of programs. We need the Board's help in identifying the elements of the document that give this impression and in clarifying the particular model that is perceived to be predominant. Also, any help the Board can give in identifying recognized models of learning assistance would be appreciated. Again, there was no intention to exclude models and we need to know what models were not included.

#### COMMENT 3

Assuming the impression that requirements for those who teach in learning assistance programs are minimal or nonexistent is in reference to the "Human Resources" section of the document, again, this is not the impression that we want to convey. Unlike other professional groups, there is no one way in which people prepare to enter learning assistance.

To deal with this problem, we tried to say that people should at least be educated and skilled in the disciplines they teach. For example, reading specialists should have a degree in reading, math specialists should have a background in math or math education, counselors in counseling, etc. However, some practices within learning assistance are not that clear. There are no specific education programs, for example, to train study skills specialists or tutorial coordinators but we can say that they should have certain expertise and skill. So our approach to this section was based on these notions. Any recommendations that the Board can make as to how the document could be improved to eliminate the impression that requirements are nonexistent or minimal, taking into account the diversity of our backgrounds, would be very helpful. In other words, how do we say that learning assistance professionals need to be educated, experienced, and skilled but without saying that there is only one particular set of requirements which would exclude certain professionals? How do we reduce vagueness and add precision?

#### COMMENT 4

Again, we are pleased with the Board's reaction to the Program section, p. 63, II-1 because this was an item that we suggested be eliminated as a "must" statement because it is inappropriate. Although we would like to encourage learning assistance programs to work with faculty, this cannot be mandated because it is not appropriate for certain institutions for a variety of reasons. We do not know why CAS did not follow our recommendations for this section but the Board's response gives us support for having it changed.

COMMENT 5

Under "Organization and Administration", we state that learning assistance programs do exist under different administrative units depending on the particular institution. This was included to recognize that where the program exists administratively is not an issue and that it would be inappropriate to say that a program had to exist in either instructional services or student services. Therefore, the intent of the wording is not to be unclear but to be flexible in recognizing the reality that there is no one way in which a learning assistance program is housed administratively.

COMMENT 6

When CAS inserted the "must" and "should" statements, we were concerned that some of the statements became too limiting or problematic. Particularly, we requested that the Program section, p. 63, II-1 (comment 4 above), not be expressed as a "must" statement because it was inappropriate. We also requested, in our final draft, that CAS seriously consider dropping this format. As I mentioned above, we do not know why the Program section statement was not changed as recommended but we did learn why CAS used and kept the "must" and "should" format. This is a format that is used in creating documents that can serve in an accreditation process. CAS has no intention of becoming an accreditation agency but it did have the insight to recognize that other organizations and associations may want to adopt the standards as tools for accreditation. The Council on Postsecondary Accreditation (COPA), which served as a consultant to CAS, advised that the standards be written in the "must" and "should" format which is the form most commonly used for accreditation purposes.

COMMENTS 8 and 9

Both suggestions for inclusion in the revision are excellent and will be recommended. One of the reasons for the periodic revision is to update the document to reflect current practices and concerns. We anticipate that other suggestions for inclusion will be made to reflect changes that have occurred over the past several years.

COMMENT 10

Sorry, but I need further explanation on what is meant by an academic program of basic skills and an outreach component. I'm hazy on what is being referred to on both points so I need more information.

Thank you for bearing with this lengthy response. As you probably know, this type of communication is difficult to do in written form but our distances make this the best option.

Thank you and the WCRLA Board for the reactions and suggestions. They are on file and I look forward to further discussion resulting from this correspondence.

Susan Deese  
June 8, 1988  
Page 5

Please remember the official revision process will not begin until next year so there is still plenty of time for more ideas and suggestions.

Sincerely,



Georgine Materniak  
Co-Chair, Commission XVI  
Standards Committee

cc: Marie Byrnes, Chairperson, ACPA Commission XVI  
Gwen Enright, Past President, WCRLA  
Gladys Shaw, Commission XVI Standards Committee  
Audrey Williams, Co-Chair, Commission XVI Standards Committee

**PRELIMINARY WRCLA PROFESSIONAL PRESENTATION/  
PUBLIC RELATIONS POLICY**

**STATUS REPORT**

7/15/88  
J. Carter-Wells

**PURPOSE/NEED** : To develop a professional "look" and method of presentation for all communication and/or organizational documents; this professional presentation policy would be a complement of a focused and more formal public relations policy.

**PROCESS:** 1). Reassess organizational goals and related public relations goals.

STATUS: BOARD COMPLETED 10-25/87

2). Identify key concepts/terms that epitomize goals /future directions.

STATUS: BOARD COMPLETED 10/25/87 - Identity, Visibility, Credibility

3). Identify those written communication needs or organizational documents and link with overall public relations goals.

STATUS: Journal, stationery, business cards, state director's correspondence, ads, news letters - WCRLA and SIGs, brochure

4). Identify audience receiving these documents or communication sent out by organizational representatives ( officers, state directors, SIG leaders, etc.).

STATUS: Board members, state directors, SIG leaders, WCRLA members, other national organizations, conference related - hotels, airlines, etc.

5). Design organizational look based on 1-4 and review with members and officers.

STATUS: Suggest logo change (variation) as appropriate with name change (#10 + 11 of fall retreat minutes); look should not be changed until and if organization makes a name change - most organizations reassess look and presentation every 7-10 years; professional presentation, consistency and procedures can be established now, however, and would be in place for a future major



change; current suggested color changes to blue and white are appropriate but then should not be changed with a logo change; the blue/white scheme is similar to early 70s look before the change to brown which was very professional and contemporary for that time; if blue is chosen, then the correct ink color number needs to be communicated to all those under #3 and #4 above - currently, the new brochure(Gwyn's) of a light teal blue is PMS# 304U and the current JCRL is PMS# 293U.

- 6). Develop formal policy for professional presentation by the organizational representatives that becomes part of duties/responsibilities statement.  
STATUS: Add to recent Board policy - #10 - for state organizations as well as prepare a general board policy.
- 7). Provide camera-ready logos and mastheads for these same representatives for their communication needs.  
STATUS: Secretary could be responsible for this coordination which would include camera-ready logos and mastheads and correct PMS numbers.

*Representative  
Topics met format*

WCRLA MINUTES  
August 5-7, 1988  
Seattle, WA

## WCRLA MEMBERSHIP SURVEY

### DEMOGRAPHICS

geographic region (by WCRLA definition)

age

sex

highest educational level and subject area

type of program -- classroom instruction, tutorial, ABE, etc.

number of years employed in developmental ed, learning assistance, etc.

employment at what type of institution (business)

2 year public/private

4 year baccalaureate only public/private

4 year Masters only public/private

4 year doctoral public/private

private sector

% of time responsible for classroom instruction/  
administration/other

how many years a WCRLA member?

who pays dues? employer/self/combination

other professional organizations?

### MEMBER SERVICES

Attend conference in past three years?

Factors related to attending conference -- program theme, quality of program, location of conference, speakers, registration fee, date

If you do attend conference, who pays for costs? employer, self, combination (including %s)

If you have attended conferences, should activity be increased, decreased, or remain the same in these areas: general sessions, peer interaction, social activities, sessions, institutes, exhibit viewing, career opportunities, state/region meetings, SIG meetings.

If have not attended, why? budget constraints,  
inconvenient locations, too expensive, inconvenient  
scheduling, theme not of interest, quality of speakers,  
employer does not give time off, attends conference other  
than WCRLA, employer does not pay expenses

Meeting in California every other year?

Meeting location ideas?

PUBLICATIONS (rating scale for value -- not read to very  
valuable)

Newsletter (most valuable sections)

JCRL (Have you ever submitted an article?)

PLACEMENT SERVICE Have you ever used?

PUBLIC RELATIONS (rating scale -- level of agreement)

I feel WCRLA's public relations program could improve the  
image of the profession vis-a-vis the developmental  
education/learning assistance community.

vis-a-vis my employer

Name of Association should be changed to eliminate the word  
Western.

Name of Association should be changed to eliminate the word  
reading.

Name of Association should be changed to eliminate both  
reading and Western.

Name of Association should not be changed.

DUES (rating scale -- level of agreement)

Membership dues should be increased to support scholarship  
fund.

Membership dues should be increased to support additional  
issues of JCRL.

Membership dues should be increased to raise more money  
for conference speakers.

Membership dues should be increased to support more  
advertising for the Association.

Membership dues should not be increased.

Western College Reading and Learning Association  
Budget Summary 1987-88

Budget Category	Approved	Spent	Balance
I. Operating Budget			
A. Board	7,550	7,423.55	126.45
B. Publications	13,300	10,240.19	3,059.81
C. Gen. Op. Expense	5,000	4,803.01	196.99
D. Committees	4,950	1,967.13	2,982.87
E. State & Regional Org.	2,850	3,048.84	<198.84>
Total Operating Budget	33,650	27,482.72	6,167.28
II. Conference Budget			
A. Conference Management	2,900	1,106.45	1,793.88
B. General Conference Expenses	6,770	4,507.83	2,262.17
C. Conference Programs	3,250	2,156.71	1,093.29
D. Food Functions	3,250	3,660.02	<410.02>
Total Conference Budget	16,170	11,431.01	4,738.99
TOTAL BUDGET	49,820	38,913.73	10,906.27

WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET OP-1

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
I. OPERATING BUDGET	33,650	27,482.72	6,167.28		
* A. BOARD TOTAL	7,550	7,423.55	126.45		
President (Total)	3,500	2,296.12	1,203.88	2,300.00	
Travel	1,690	1,327.50	362.50	1,200.00	
Hotels and Food	1,375	490.47	884.53	500.00	
Telephone Expense	120	39.36	80.64	200.00	
Postage	50	85.79	<35.79>	<del>50.00</del> <sup>75</sup>	
Print. & Publish.		45.56	<45.56>	150.00	
Clerical Wages & Fees					
Supplies		90.94	<90.94>	175.00	
Advert. & Promo.					
Miscellaneous	165	25.00	140.00	<del>50.00</del>	
Other (Specify)					
1. Awards	100	131.50	<31.50>	<del>25.00</del> <sup>75</sup>	
Mailing Service		60.00	<60.00>	<del>60.00</del>	
1. May want to consider including these in the budget for the Awards Committee.					
President Elect (Total)	1,300	1,634.40	<334.40>	2,395.00	
Travel	925	1,157.22	<232.22>	2,045.00	
Hotels and Food	325	358.38	<33.38>	<del>300.00</del> <sup>75</sup>	
Telephone Expense	50	---	50.00	50.00	
Postage		23.70	23.70	<del>50.00</del>	
Print. & Publish.					
Clerical Wages & Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		95.10	<95.10>	<del>100.00</del>	

\*These figures do not include individual expenses of the State/Regional Coordinator. Those appear in Section E of the budget. Does this procedure need to be changed?

## WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-2.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Secretary (Total)	1,000	1,325.19	325.19	1000.00	1105.19
Travel		1,159.20		200	
Hotels and Food		---			100
Telephone Expense		---			
Postage		64.88		25	
Print. & Publish.		63.98		150	
Wages & Fees					
Supplies		6.99		25	
Advert. & Promo.					
Miscellaneous		11.00			
Other (Specify)					
Mailing Service		19.14		25	
Exam Baggage Fee				80	
Microfiche Reader				500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages & Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Treasurer (Total)	1,000	1,074.60	< 74.60 >	1,200	1,700
Travel		627.45		800	1,300
Hotels and Food		157.85		200.00	
Telephone Expense		9.19		10.00	
Postage		48.26		50.00	
Print. & Publish.		71.68		75.00	
Clerical Wages and Fees					
Supplies		43.17		20.00	
Advert. & Promo.					
Miscellaneous		12.00		15.00	
Other (Specify)					
Mailing Service		30.00		30.00	
AZADE Reg. Fees		75.00			
General Board Expenses (Total)	750	1,093.24	< 343.24 >	1,200.00	
Travel					
Hotels and Food		1,093.24		1,200.00	
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
B. PUBLICATIONS TOTAL	13,300	10,240.19	3,059.81	14,100.00	
Newsletter (Total)	4,700	4,048.95	651.05	5,200.00	
Travel		541.00		380.00	
Hotels and Food				75.00	
Telephone Expense					
Postage		568.70		85.00	
Print. & Publish.		2,593.54		4,000.00	
Clerical Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		345.71		660.00	
JCRL (Total)	8,100	6,191.24	1,908.76	8,900.00	
Travel	800	957.72	<157.72>	1,600.00	5
Hotels and Food		222.18	<222.18>		
Telephone Expense	300	175.00	125.00	300.00	
Postage	400	8.59	391.41	400.00	
Print. & Publish.	6,200	4,497.75	1,702.25	6,200.00	
Clerical Wages and Fees		200.00	<200.00>		
Supplies					
Advert. & Promo.		100.00	<100.00>		200
Miscellaneous	400		400.00	400.00	
Other (Specify)					
Mailing Service		30.00	<30.00>		50



[illegible]

\*Who has responsibility for these? Do we need to reclassify them as a part of General Operating expenses or whose expenses? They need to be some place where we can track their cost easily. They also need to be distinguished from conference brochures and that information is not always clear.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
C. GEN. ORG. EXPENSE TOTAL	5,000	4,803.01	196.99	5,245.00	
<i>(Membership Services)</i>					
Travel					
Hotels and Food					
Telephone Expense					
Postage		830.36		850.00	
Print. & Publish.		1,148.27		1,200.00	
<i>what Hal sends to general membership</i> Clerical Wages and Fees					
Supplies		401.20		400.00	
Advert. & Promo.					
Miscellaneous		72.38		75.00	
Other (Specify)					
Mailing Service		2,031.80		2,050.00	
Bond		319.00		320.00	
*Accounting and Tax		---		400.00	
<i>Brochure</i>					500
<i>Add brochure expense here / category for stuff</i>					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
<i>Scholarships</i>				500	
<i>Research</i>					
<i>Other</i>				775	

\*Since few members have accounting experience, the organization should have an accountant for end of year work and tax preparation who could also answer questions the treasurer might have throughout the year regarding how to handle unusual transactions.

*Other than bond & accounting, primarily credit  
Mailing Service costs*

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
D. COMMITTEES TOTAL	4,950	1,967.13	2,982.87		
Awards & Fundraising (Total)	2,750	1,018.56	1,731.44	1,375.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	70	96.52	<26.52>	50.00	
Print. & Publish.	30		30.00	50.00	
Wages and Fees					
Supplies	800		800.00		
Advert. & Promo.					
Miscellaneous	50		50.00		
Other (Specify)					
Scholarship	500	500.00	---	500.00	
Other Awards	1,300	350.00	950.00	775.00	
Mailing Service		72.04	<72.04>		
*Fundraising Seed Money					
Archives (Total)	350	---	350.00	410.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage				60.00	
Print. & Publish.					
Wages and Fees					
Supplies	350	---	350.00	350.00	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

\*To be considered. See the chairman's letter.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Bylaws (Total)	50		50.00		50
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Publicity (Total)	500		500.00		650.00
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.				650.00	650.00
Miscellaneous					
Other (Specify)					

\*What does this committee do? Should they do Brochures, Advertising, etc.?  
Do we need?

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Site Selection (Total)	450	309.01	140.99	1,000.00	
Travel	400	158.97	241.03	900.00	
Hotels and Food					
Telephone Expense	50	76.91	<26.91>	100.00	
Postage		23.50	<23.50>		50
Print. & Publish.					
Wages and Fees					
Supplies		49.63	<49.63>		50
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
MAC (Total)	200	65.20	134.80	200.00	
Travel		65.20	<65.20>		
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Nominations & Elect. (Total)	400	295.35	104.65		
Travel					
Hotels and Food	100		100.00		
Telephone Expense				100	
Postage	155	157.60	3.40	200	
Print. & Publish.	120	128.15	<8.75>	175	
Clerical Wages and Fees	25		25.00		
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		15.00	<15.00>		
Placement (Total)	150	279.01	<129.01>	300.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage		123.78			
Print. & Publish.		141.89			
Wages and Fees					
Supplies		13.34			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Operating Budget					
Ad Hoc Committees	100				
Terminology	100	---	100.00		100
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
E. STATE & REGIONAL TOTAL	2,850	3,048.84	198.84		
Coordinator (Total)	1,000	1,839.90	<839.90>	1550	
Travel	500	351.46	148.54	213	
Hotels and Food	400	893.00	<493.00>	220	
Telephone Expense		129.82	<129.82>	50	
Postage		129.45	<129.45>	50	
Print. & Publish.		47.01	<47.01>	100	
Clerical					
Wages and Fees		15.00	<15.00>		
Supplies		43.50	<43.50>		
Advert. & Promo.		79.00	<79.00>		
Miscellaneous	100	32.50	67.50	100	
Other (Specify)					
Mailing Service		119.16	<119.16>		120
Directors (Total)	1,850	1,208.94	641.06		
Travel					
Hotels and Food					
Telephone Expense					
Postage		164.07	<164.07>		
Print. & Publish.		24.46	<24.46>		
Wages and Fees					
Supplies		20.41	<20.41>		
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special Funding				500.00*	500
Colorado	100	---	100.00		
Montana	200	---	200.00		
Washington	500	500.00	---		
Arizona		500.00	500.00		
Regular Group @ \$50.00	1,050	---	1,050.00	1450	1450

\*Texas

Kansas - Nebraska  
Washington

500 500  
500 500



BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
II. CONFERENCE TOTAL	16,170	11,431.01	4,738.99		
A. CONFERENCE MGT. TOTAL	2,900	1,106.45	1,793.55		
Chairman (Total)	1,350	589.12	760.88	1,270.00	
Travel	500	272.30	227.70	420.00	
Hotels and Food	200		200.00	200.00	
Telephone Expense	150	210.48	<60.48>	150.00	
Postage	100	56.74	43.26	100.00	
Print. & Publish.					
Wages and Fees	200		200.00	200.00	
Supplies	200	43.60	1,564.00	200.00	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Bank fees		6.00	<6.00>		
On Site Manager (Total)	1,550	517.33	1,032.67		
Travel				650	
Hotels and Food	550	224.40	325.60	2000	1000
Telephone Expense	250		250.00	200	
Postage				50	
Print. & Publish.		16.17	<16.17>	50	
Wages and Fees	400	30.00	370.00		
Supplies	250	152.16	97.84	350	
Advert. & Promo.				150	
Miscellaneous					
Other (Specify)					
Committee Lunch	100	76.10	23.90	100	
Bank fees		18.50	<18.50>		
Clerical				200	

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Program Committee (Total)				70.00	
Travel				50.00	
Hotels and Food					
Telephone Expense				20.00	
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Exhibits Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					25
Print. & Publish.					
Wages and Fees					
Supplies					25
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
B. GENERAL CONF. EXPENSES (TOT)	6,770	4,507.83	2,262.17		
Programs (Total)	2,000	1,562.46	437.54	2,000	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.	2,000	1,562.46	437.54	2,000	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets (Total)	600	994.87	< 394.87 >	600	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		106.29			
Wages and Fees		600.00			
Supplies		288.58			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
*Calls to Conf. (Total)	400		400.00	400.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	100			100.00	
Print. & Publish.	300			300.00	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
* Conf. Brochures & Reg. Forms (tot) 400		180.69	219.31		
Travel					
Hotels and Food					
Telephone Expense					
Postage	100		100.00		
Print. & Publish.	300	180.69	119.31		
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

\*The Board needs to consider how to identify these so they can be classified as General Conference expenses.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Other Gen. Exp. (Total)	3,370	1,769.81	1,600.19		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	270	187.00*	83.00	200*	
Supplies				100 ✓	
Advert. & Promo.	500		500.00	693	
Miscellaneous					
Other (Specify)					
Decorations	300	265.00	35.00	250	
Photography	250	200.00	50.00	200	
Entertainment	750	650.00	100.00	800	500
Audio-visual & Mechanical	1,200	371.61	828.39	1000	
Evaluation	100	96.20	3.80	200	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Xerox Machine				100	

\*Interpreter for the deaf.

✓ for signs

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
C. CONFERENCE PROGRAM TOTAL	3,250	2,156.71	1,093.29		
Speakers (Total)	2,750	1,864.24	885.76	3,000	
Travel	450	52.50	397.50	500	
Hotels and Food	300	324.27	<24.27>	300	
Telephone Expense		37.47	37.47		
Postage					
Print. & Publish.					
Wages and Fees	2,000	1,450.00	550.00	* 2,200-1000	1000
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	500	292.47	207.53	500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

\* decreased to 1000 due to  
Frank Smith conducting  
institute, not a keynote;  
pull the 1200 fee out

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED - FOR 1988-89
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					



BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
D. FOOD FUNCTIONS TOTAL	3,250	3,660.02	<410.02>		
Hospitality (Total)	1,250	1,879.50	<629.50>	2,000.00	
Travel					
Hotels and Food		1,877.50			
Telephone Expense		2.00			
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)	1,000	767.40	232.60	1,000	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Editor's Lunch (Total)	150	35.22	114.78	150	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
State Director's Lunch (Total)	500	522.22	<22.22>	550	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Coffee Breaks (Total)	350	194.25	155.75	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Reception <i>Scholarship Reception</i>		261.43	<261.43>		300
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

1987-88 Audit Report  
(year)

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
I. General		
A. Cash balance reported agrees with the bank reconciliation at June 30.	✓	
B. Financial Statement Balances agree with ledger balances.	✓	
C. Selected postings from the General Journal were traced to the Ledger Accounts:	✓	
-explanations of entries were examined and entries appear valid.	yes	
II. Cash Receipts		
A. A selected random sample of column totals from the Cash Receipts Journal in the amount of \$ <u>33,040</u> were verified for accuracy and traced to the General Ledger.	✓	
B. Cash receipts in the amount of \$ <u>17,819.57</u> were traced to deposit slips and/or documentation (Recommended: approximately 50% of total year's receipts)	✓	
- deposits are accurately recorded in the Cash Receipts Journal.	✓	
- receipts appear to be from valid transactions.	✓	
- receipts appear to be properly classified as to source.	✓	

Cash -  
original was  
to be  
returned to  
you - *[initials]*

## PROCEDURE

## COMMENTS/DIFFERENCES

## INITIALS

## III. Expenditure Cycle

- A. A selected random sample of column totals from the Cash Payments journal in the amount of \$ 10,143.41 were verified for accuracy and traced to the General Ledger.
- B. The numerical sequence of checks was accounted for.
- C. Individual checks in the amount of \$ 10,992.80 were traced from the Cash Payments Journal to the Original documents. (Recommended: All items over \$1,000 plus a random sample of 20-30% of remaining disbursements.)
- checks were issued for valid expenditures.
  - checks to the order of the treasurer were authorized by another officer.
  - amounts of checks were accurately recorded.
  - in general expenditures appear to be properly classified.

✓

✓

✓

✓

✓

✓

✓

In our opinion the financial statements fairly reflect the receipts expenditures and financial position of the organization for the fiscal year ended June 30, 1988.

Signed

Die Hadlock

Date of Audit

8/5/88Bernie Rehn8/5/88

WCRLA BOARD MEETING  
SUMMARY OF MINUTES  
Stouffer Madison Hotel  
Seattle, Washington  
August 5-7, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, Coordinator of state/regional directors; Becky Johner, secretary; Carol Clymer, treasurer

Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor; Dee Tadlock and Bernie Rihn, co-conference managers

Date/Page

- 5/1 1. Minutes of the March, 1988 Board meetings were approved as corrected.
- 5/2 2. Board has been asked to consider changing the date of the annual conference. The issue of a fixed vs. a rotating conference date will be placed on the membership survey.
- 5/3 3. Carol Tavris to keynote at the Seattle Conference. Her topic will be, "Do Emotions Aid Learning or Get in the Way?" Frank Smith to be a featured speaker. He will conduct two institutes.
- 5/4 4. The Annual Conference will be advertised in each issue of the Journal of Developmental Education.
- 5/6 5. Dee Tadlock and Bernie Rihn, co-conference managers, report that plans are progressing smoothly for the conference. Bill Sperling is the AV Chair; Jane Drabek, the Exhibits Chair. Several special events are planned. A Northwest theme has been recommended for the banquet.
- 5/7 6. Board approves change in publisher table fees to \$75 for the first table; \$25 for the second, pending space. This move was taken in an effort to increase publisher representation at the conference.

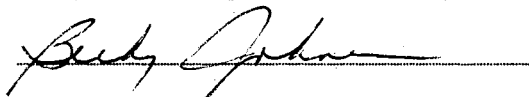
WCRLA SUMMARY OF MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5-7, 1988  
Page 2

- 6/1 7. Job descriptions for the following positions have been updated: coordinator of states and regions; treasurer; elections committee chairperson; JCRL editor; JCRL executive editor; and, awards committee.
- 6/2 8. The Board approved a professional audit to be conducted every two years with the change of treasurers.
- 6/3 9. The outgoing treasurer will serve as a consultant to the Board.
- 6/4 10. Preparation of the Association's tax return by a CPA is being considered.
- 6/4 11. The Sacramento conference netted \$11,000; the Association showed a net profit of \$2,227.75 for 1987-88.
- 6/5 12. Pricing of dues and conference fees to be done in Canadian as well as American currency.
- 6/5 13. Newsletter has grown from eight to twelve pages. A new column highlighting events of other professional organizations is to be added to the Newsletter. WCRLA and MADE presidents are to exchange columns in Newsletters.
- 7 14. The Placement Service is in need of more placement offerings. To assist accomplish this, the Board recommended that state directors send position announcements from local institutions. Use of an 800 or 900 number for a "placement hotline" will be investigated. The Placement Service is to become a more visible component of the conference.
- 7 15. The Irvine Hilton was selected as the 1990 conference site.
- 7 16. Evaluations of the Sacramento conference were very positive. Receiving good comments was the new Wednesday through Saturday schedule.

WCRLA SUMMARY OF MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5-7, 1988  
Page 3

- 6/9 17. The use of chairpersons at institutes will continue; giving presenters the option to choose to have a chairperson was discussed by the Board. Chairperson dues are to be expanded to include distribution (handouts, checking equipment and the facility & monitoring attendance. This is in addition to the introduction of the speaker and the distribution (handouts).
- 6/10 18. Special funding requests to assist with conferences in Arizona, Whington and Kansas/Nebraska were approved. This is the first state to submit required paperwork for state chapter status.
- 6/11 19. Board responds favorably to proposed Tutor Certification guidelines. Tom Gier to continue work with this project.
- 6/11 20. The Board is developing procedures for inter-organizational sponsorship of conferences.
- 6/12 21. Sixty-nine subscriptions to RRIDE and sixty-one to JDE were received.
- 6/12 22. Board votes not to join the Council for the Advancement of Standards (CAS). Instead, it proposes the development of an advisory council.
- 6/13 23. The Association is moving toward the development of a consistent look in all publications. The secretary has been charged with developing a media package that will contain necessary public relations information and items.
- 6/13 24. President Deese drafts a membership survey to determine who the Association serves and what the needs of those individuals are.
- 7/2 25. Board approves an operating budget of \$52,291 for 1989-90.

Respectfully submitted,



Becky Johnen, Secretary  
(These minutes have not been approved.)



WCRLA BOARD MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer.

Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor; Dee Tadlock and Bernie Rihn, co-conference managers.

Susan Deese called the meeting to order at 2:35 p.m.

I. Welcome

Agenda approved

Susan Deese welcomed everyone. The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

II. Approval of Minutes of March, 1988, Board Meeting

March, 1988 minutes approved

The minutes of the board meetings held March 21-26 1987, were approved with the following corrections:

- A. March 21, 1988, p.4, V., A., line 12: change that to than
- B. March 22, 1988, p.14, XI., lines 13: change whatever the it does to whatever it does
- C. March 23, 1988, p.5, IV., lines 12 and 13: change Vasconsellos to Vasconcellos
- D. March 23, 1988, p.6, V., line 12-13: change is to Hal to is on its way to Hal

WCRLA BOARD MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5, 1988  
Page 2

- E. March 23, 1988, p.10, VI., lines 6, 8 and 9: change Madison Stauffer to Stouffer Madison
- F. March 26, 1988, p.2, add Rina Duron to retiring state directors list; line 9 change Phil Mullins to Phil Mullen

(M) Gwyn Enright: to approve the minutes as corrected.

(S) Becky Patterson

PASSED

### III. Conference Scheduling

Board asked to consider changing the date of the annual conference

Susan Deese shared a petition, signed by sixteen WCRLA members, requesting the Board to consider changing the date of the annual conference so that it will not conflict with members' spring break (see Attachment B). Susan explained the difficulty with not conflicting with anyone's spring break. The actual issue is the establishment of a fixed conference time; members want a fixed date that would conflict with the least number of spring breaks. Becky Patterson felt conference planning would be easier with a fixed date.

Membership survey will include the issue of fixed vs. rotating conference date

Susan will add this issue (fixed, rotating) to the membership survey she is developing. Gladys Shaw suggested also polling the membership to see how they felt on a fall conference rather than spring.

WCRLA BOARD MINUTES  
Seattle, Washington  
Stouffer Madison Hotel  
August 5, 1988  
Page 3

Ways to gather information  
on why former members  
choose not to continue  
membership explored

The Board brainstormed several ideas on ways to gather this information from membership: Becky Patterson suggested surveying the lapsed membership; Wayne Herlin recommended a separate survey for lapsed members; Becky Johnen suggested that state directors could phone members within one month of their membership lapsing; Gladys suggested using Hal and his "re-up" notice system; Gwyn Enright discussed dividing membership lists among Board members and have each follow-up; and, Carol Clymer recommended doing a session at state conferences to see if people are aware of what happened to individuals with lapsed membership. Susan suggested adding this to the plenary session topics.

#### IV. Program Chair's Report

Carol Tavis to keynote  
Seattle conference

Becky Patterson reported that Carol Tavis, a social psychologist, will be the conference's keynote speaker. Her topic will be, "Do Emotions Aid Learning or Get in the Way?"

Frank Smith to be a  
featured speaker doing  
two institutes

Frank Smith will be a featured speaker at the conference. He will do two institutes with attendance limited to 35. A \$25 fee will be charged for his institute. The Board asked Becky to consider having Frank to an open session the second day of the conference. It was also recommended that his publisher be an exhibitor.

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Board does not recommend  
Vincent Ruggiero as a  
keynote speaker

Institutes should main-  
tain a mix of featured  
speakers and WCRLA  
members

Conference will be  
advertised in the  
Journal of Developmental  
Education

The idea of an happy hour  
Wednesday with Frank the  
"guest of honor" was  
mentioned.

Becky Patterson notified the  
Board that she received a call  
from Vincent Ryan Ruggiero,  
author of "Beyond Feelings: A  
Guide to Critical Thinking.  
Carol commented on his self-  
promotion. The Board was not  
favorable to Mr. Ruggiero  
being a keynoter and  
recommended to Becky Patterson  
that she notify him that all  
keynoters have already been  
contracted. Dee Tadlock  
suggested that we notify him  
that we would be willing to  
offer him a sectional if his  
publisher would send him.

There was discussion on  
whether institutes should all  
be conducted by featured  
speakers. It was the consensus  
of the Board that members  
should also have the  
opportunity to present.

Becky Patterson also reported  
that 1500 calls for proposals  
have been sent. To date,  
thirteen sectional proposals  
have been received; four  
institutes.

Lucy MacDonald is responsible  
for publicity and will be  
submitting items for inclusion  
in the Journal of  
Developmental Education.

Becky Patterson announced that  
the University of Alaska is  
picking up the printing costs  
for general publicity items.

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Conference mailings to include Canadian institutions, Commission XVI and liaison organizations

Contract with hotel reviewed and recommendations for changes/additions provided

Resources for mailing lists were discussed. Dee Tadlock informed the Board that the Washington State Adult Basic Education Staff Development office will do mailings. Dee recommended that information also be sent to Canadian institutions. Susan will be in Calgary in November and will take information. Gladys recommended using Commission XVI's mailing list. Use of liaisons with other professional organizations was also discussed. Kate Sandberg is updating the liaison list.

The contract with the hotel was discussed. Brunch is the only activity listed on the contract. Rooms for sectionals and institutes are also needed. A room for the Board to meet on Saturday afternoon is also needed. The language on complimentary rooms and the hospitality suite is confusing. 1,500 hotel reservation cards should be ordered; 1,100 to go to Wayne by October 1; 400 to go to Becky Patterson for distribution to non-members. Becky Patterson was charged with finding out what is available for exhibit room space, whether there is a charge for extension cords and whether there is a charge for original hook-ups. Hotel check-in time is not until 3:00 PM; luggage can be accommodated. This information needs to be placed on all publicity.

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Bill Sperling to chair  
AV committee. Attempts  
to get all equipment  
donated by local  
community colleges will  
be made

Speakers will be held  
to a November 15 deadline  
for notification of  
equipment needs; resource  
list to be generated

Means to enhance  
publisher representation  
at the conference  
discussed

Airport shuttle service and  
cost also needs to be placed  
on publicity items.

#### V. Conference Managers' Report

##### A. Audio-visual

Dee Tadlock reported that Bill  
Sperling, Washington State  
Staff Developer for Adult  
Basic Education, is the audio-  
visual chairperson and he is  
attempting to get all needed  
equipment gratis from local  
community colleges. He will  
also talk to computer  
companies for donations.

Discussed was the need for the  
organization to hold speakers  
to the November 15 deadline  
for specifying needed AV  
equipment. It was recommended  
to have a list of AV resources  
near the conference site for  
presenters who fail to make  
requests.

##### B. Exhibits

Jane Drabek is the Exhibits  
Chair. The need to involve  
more publishers was discussed.  
It was felt the current  
exhibit fee was high and this  
might be keeping  
representatives away. Ways to  
enhance publisher  
representation at the  
conference included: offer  
free banquet tickets; at the  
wine and cheese, invite  
publishers to showcase  
materials; have the  
publisher's drawing at the  
wine and cheese; call the wine  
and cheese a Scholarship  
Reception; lower the table  
fee; list benefits to

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Board approves change  
in publisher table  
fees to \$75 for the  
first table; \$25 for  
the second

Plans for several  
special events are  
well underway

exhibiting at the conference;  
close exhibit room during  
general sessions to allow  
representatives to attend  
keynote sessions, have lunch,  
etc.; notify of special  
interest groups; send call to  
conference and other  
conference publicity; provide  
copy of the conference  
program; invite to all free  
events; have a meet the  
exhibitors evening at the  
hospitality room.

(M) Becky Patterson: to lower  
the exhibitor table prices to  
\$75 for the first table; \$50  
for the second.

(S) Carol Clymer

The cost of the second table  
was still felt to be high.  
Becky amended her motion to:  
(M) Becky Patterson: to lower  
the exhibitor table prices to  
\$75 for the first table; \$25  
for the second, with WCRLA  
reserving the right to deny a  
second table pending space.  
(S) Carol Clymer

PASSED

#### C. Events

Dinner on the town is  
scheduled for Wednesday;  
banquet, Thursday. A  
Scholarship Reception is also  
planned. A leisure tour to  
Victoria, B.C. is planned for  
Saturday and Sunday.  
Newcomers are to meet the  
Board on Wed.; exhibitors  
"featured" in the Hospitality  
Room on Thursday; Dee is  
planning a walking tour.

Computerized registration  
to continue

Ribbons to highlight  
members participation  
in the association will  
be used

A Northwest theme is  
recommended for the  
conference banquet

#### D. Registration

Computerized registration will be used. Fund raising activities will be done in an area away from the registration desk. The registration table will be used as the information center. It was recommended that the conference co-managers not work the registration table, but be in the area to deal with questions and the hotel staff.

#### E. Ribbons

The following people get ribbons: presenters, officers, conference committee members, past presidents, SIG leaders, JCRL editors, section chairs, state directors. There are no traditional colors per type of ribbon. It was recommended to order ribbons that have stickum at the top.

#### F. Committees

Bernie will have someone from the Spokane area chair the hospitality committee; Dee will be responsible for locating a sign chairperson. Rose Wassman is chairing the evaluations committee.

#### G. Banquet

A theme for the banquet was discussed. It was recommended that Dee ask the hotel and let the hotel do what they do best. A Northwest theme (sailors, loggers ball, Washington centennial) was recommended.



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Issue of the need to  
have a professional  
review the association's  
books will be discussed

H. Budget

See attachment C for the  
detailed conference budget.  
The Editor's luncheon needs to  
be added. The Board  
recommended adding funds  
to rent a Xerox machine.  
Attachment D contains Nancy  
Tooker's final accounting for  
the Sacramento conference.

I. Other

Dee recommended that the Board  
hire a professional to do the  
review of the books rather  
than untrained members.  
Gladys suggested that the  
review of the books be done at  
the same time the tax return  
is prepared. No action was  
taken on the recommendation.  
The purpose and objective of  
the review of the books needs  
to be decided before who  
should do the review can be  
decided.

Dee expressed her thanks to  
the Board for all the  
assistance it has provided.  
Susan thanked Dee and Bernie  
for their efforts and  
commented that conference  
plans look fine.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted



Becky Johnen, Secretary

(These minutes have not been approved.)

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Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer.

Others Present: Gladys Shaw, 1986-88 treasurer; Wayne Herlin, Newsletter Editor

Susan Deese called the meeting to order at 8:40 a.m.

I. Secretary Report

Becky Johnen distributed a revised table of contents to the job description notebooks as well as revised descriptions for the following positions: coordinator of states and regions; elections committee chairperson; JCRL editor; JCRL executive editor; and, award committee. Becky recommended that all job descriptions be placed on a standard description format and shared samples of proposed formats (see Attachment E). There was consensus to the recommendation and to the use of Attachment E, Page 2 as the format.

Job descriptions updated

Standard job description format to be developed

The updating of the index of minutes and policies and procedures is not yet finished, but will be distributed as soon as the task is accomplished.

Becky also shared that at the American Association of Adult and Continuing Education's Commission on Adult Basic Education's Conference held in Seattle in June she facilitated a session on the importance of joining professional organizations. WCRLA was highlighted and applications for membership were distributed.

Susan Deese to file incorporation papers

Another person from New Mexico needs to be identified to file the incorporation papers for the organization. Susan Deese will perform this task.

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II. Treasurer's Report

A. Job Description

Gladys Shaw presented the following recommendations for changes in the treasurer's job description (see Attachment F):

Changes to  
treasurer's  
job description  
approved

a. delete language specifying that outgoing treasurer spend at least two hours at the Annual Conference with the new treasurer; change to treasurers meeting at least one-half day at the summer board meeting.

b. change language reading that at the end of the year, the treasurer presents all Association records for review by a three member audit committee appointed by the president to at the summer board meeting...for review by an audit committee appointed by the president.

There was discussion on the current system of having members review the books with the system developed by Gladys. (See Attachment G for the results of the 1987-88 audit report.) Susan Deese recommended that the Board consider a professional audit be done every two years with the change of treasurers.

Professional  
audit to be  
conducted every  
two years with  
change of  
treasurers

(M) Carol Clymer: that a professional audit be conducted on the financial books every two years with the change of treasurers

(S) Becky Patterson

PASSED

c. change language to reflect that the accounting procedure used will be the system approved by WCRLA.

d. add that Board members will be sent copies of the monthly reconciliation statements.

e. change language which reads "an accounting of advanced funds should be submitted within 60 days after the termination of the event..." to "...within 60 days...or by June 15..." Added will be that the treasurer will attach a note to advance funds reminding that an accounting for the money is due 60 days after the event. (Generic language will be incorporated in other job descriptions (scholarship chairperson, JCRL editor, etc.) about advanced funds.)

Outgoing  
treasurer to  
serve as a  
consultant to  
the Board

f. There was discussion on the section which refers to the ex-officio status of the outgoing treasurer. Language will be changed to reflect that the outgoing treasurer will serve as a consultant to the Board. The Board meeting held during the summer following the election is the only Board meeting the outgoing treasurer must attend.

g. Change language which states that the Oxford Mailing Service be re-evaluated every two years to, "at the request of the Board, the treasurer will re-evaluate services of Oxford Mailing.

Susan Deese will send a letter of appreciation to Hal for his thoroughness, efficiency and promptness in responses. She is working on a certificate of appreciation that can be given to non-WCRLA members.

(M) Becky Johnen: that the changes to the treasurer's job description be approved

(S) Gwyn Enright: second

Discussion: Gladys Shaw recommended that the language be added to the description indicating that the outgoing treasurer will review the job description for changes prior to leaving the office.

PASSED

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Preparation of  
Association's  
tax return by  
CPA to be  
considered

B. Tax Return Preparation

There was discussion on whether a member of the Association, not in the treasurer's office, who is a certified accountant can prepare the tax return without it being considered a conflict of interest. Becky Johnen investigated current language in procedures and policies but could not find anything related to this situation. She was charged with consulting legal counsel to investigate the potential conflict of interest and with continuing to check WCRLA policies.

Conference  
netted \$11,000;  
Association  
showed net  
profit of  
\$2,227.75

C. Bank Reconciliation

Attachment H details the statement at June 30, 1988. Gladys explained that the Sacramento conference netted \$11,000 and that the Association showed a net profit of \$2,227.75 for 1987-88.

Scholarship  
money to become  
part of operating  
budget

Gladys questioned maintaining a separate account for the scholarships if the Association will be giving the scholarships no matter what. There was a recommendation to keep the money part of the regular operating budget, but for tracking purposes, to keep a separate record on the books.

(M) Becky Johnen: when the Sears Savings Certificate comes due, merge the scholarship funds with the other funds, but maintain a separate category on the books

(S) Becky Patterson

PASSED

Gladys recommended that we begin calling flyers and brochures printed for the conference 'conference promotion' instead of conference brochure to prevent confusion with the Association's brochure. No action taken.

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#### D. Recordkeeping Procedures

Gladys distributed a copy of simplified recordkeeping procedures that she prepared for the Association (See Attachment I).

Pricing of dues  
and conference  
fees to be done  
in Canadian as  
well as American  
currency

In discussion of the procedures, Susan recommended that the treasurer draft a letter explaining to Canadian members the need to collect dues, etc. in American money. Gladys noted that payment through money orders is the simplest form. Susan suggested that we price our dues, conference registration, etc. in Canadian dollars for this would accommodate the concern our Canadian members have. There was consensus regarding this suggestion with Susan being charged to investigate membership fees in Canadian currency. Susan stated that she would discuss with the Association's Canadian membership when she was in Calgary in November. Becky Patterson said she will include two prices on the conference registration. Gladys noted that Canadian checks need to go directly to a bank - not deposited into the Association's account - the bank needs to determine whether the check can be credited to the account or whether it needs to be sent for collection. It was recommended that Dee or Bernie investigate Washinton banks that would be willing to do this.

The Board accepted the treasurer's report as presented.

#### III. Newsletter Editor's Report

Newsletter now  
at 12 pages

Wayne Herlin reported that articles for the Newsletter were submitted on a regular basis this year. The Newsletter is now at 12 pages compared to 8 the previous year.

Wayne requested information on how to handle publicity for large ads for other organization's conferences. It was the

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consensus of the Board that ads of this nature should be placed in the Journal. Wayne offered to run a column with information from other organizations.

New column highlighting events of other professional organizations to be added to Newsletter

(M) Carol Clymer: to approve the addition of a column to the Newsletter that briefly summarizes events of other organizations. Column will include a contact person from the organization.

(S) Gwyn Enright

PASSED

WCRLA and NADE presidents to exchange columns in Newsletters

The exchange of columns for the Newsletter by our president and NADE's will still occur. Diane Vukovich, NADE president, will submit an article to Wayne by October 1 for our winter Newsletter; Susan will submit hers to NADE's editor by August 25 for publication in the fall edition. Clarification on amount of space available for the exchanged articles was provided - 4-500 words with a picture. Wayne recommended that the NADE article appear in the fall Newsletter in the future instead of the winter edition since the winter edition is the Association's conference issue.

#### IV. Election's Report

Nominees for 1989-90 offices approved

Sue Brown, Chair of the Election's Committee, submitted the slate of nominees for 1989-90. Attachment J details the slate. Letters of agreement have been received from all nominees.

(M) Becky Patterson: to accept the slate of nominees for 1989-90

(S) Gwyn Enright

PASSED

V. Placement Report

Placement service  
would like to  
expand offerings

Use of 800 or 900  
number investi-  
gated

Anna Marie Schlender submitted a written report which identified the following needs for the Placement Bureau:

1. expanded placement offerings (Board recommended that state directors be contacted to get position announcements from local institutions).
2. review getting an 800 or 900 number (Board recommended the active investigation of a placement/hot line number).
3. a column in the Newsletter which presents alternatives to traditional jobs on a campus (Board supported this idea; Wayne commented that there is space available in the Newsletter; include a reminder about the service in each issue).
4. a workshop or institute at Seattle on job changes, stopping out and other issues (Board recommended that Anna Marie submit a proposal for this).

Placement service  
to become a more  
visible component  
of the conference

There was consensus with the Board that the placement service should be a more visible component of the conference. Becky Patterson offered to schedule a small meeting room for a "job placement center" during the conference.

VI. Other Committee Reports

No reports were submitted by Mac, JCRL (budget request was submitted), Archives or Awards.

VII. Site Selection

Wes Brown, Site Selection Chair, submitted a written recommendation for the Southern California conference (see Attachment K).

Four hotels were considered: Ramada Renaissance, Irvine Hilton, Sheraton and the Hyatt. The Irvine Hilton was



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Irvine Hilton  
selected as the  
1990 site

recommended. Reasons for the recommendation include: free shuttle service to local shopping areas; beach only 10 miles away; good restaurants within a reasonable distance; adequate meeting room space; complimentary hospitality suite; 1 comp room per 50 reserved rooms; comp meeting space for the summer Board meeting; 10 courtesy baskets; efficient with paperwork - have already sent the credit application and a good contract proposal was received.

(M) Becky Patterson: to accept the proposal for the Irvine Hilton as the 1990 conference site

(S) Becky Johnen

#### PASSED

Summer Board  
Thursday to  
Saturday  
schedule to be  
investigated

The Board briefly discussed the scheduling of the summer Board meeting. An explanation was given as to why the Board meets on weekends. Susan explained a few difficulties that occur with a weekend meeting. There was agreement to investigate whether the meeting could be held Thursday through Saturday. Susan will ask Wes to research this.

#### VIII. Conference Evaluation

Conference  
evaluation  
very positive

The Board reviewed the 1988 conference evaluation report (Attachment L). The Wednesday through Saturday schedule was extremely well received. Under demographic information, item #1, the 24 by the number 1 indicates 24 newcomers to the conference. This information will be shared with Karen Agee. The Board brainstormed ways to make newcomers feel more welcome and a part of the events. One suggestion was to hold the newcomer's welcome on Wednesday evening prior to the hospitality suite opening. One proposed schedule looked like: 5-7 PM, time with Frank Smith; 8 PM, newcomer's session; 9 PM, hospitality.

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On the evaluation form, Carol Clymer recommended that item #1 under demographic information be changed to read, "Is this your first conference?" Items to be added to the form include the plenary session, the general session and the Friday/Saturday sessions.

Copies of the conference evaluation are to be sent to Nancy Tooker and Rose Wassman.

#### IX. Coordinator of Chairpersons Report

Conference institutes to have chairpersons; session presenters have option

Patti Glenn, chairperson coordinator, asked whether chairpersons were needed for all session. The Board agreed that chairpersons were needed for institutes and that presenters could opt to have a chairperson if they liked.

Duties of session chairperson to be expanded

The Board felt as if the duties of a session chairperson needed rewritten to include not only the introduction of the speaker and handing out of evaluations, but also the responsibility for distributing handouts, checking equipment and the facility and monitoring number in attendance. There was general agreement that use of chairpersons adds professionalism to the conference.

\*\*\*\*The Board adjourned at 12:13 PM for lunch and reconvened at 1:20 PM.

#### X. State/Region Report

Seven states/regions have conferences scheduled

Gwyn Enright, Coordinator of State/Region Directors, submitted an updated listing (Attachment M) as part of her report. Conferences have been scheduled for Texas, Kansas/Nebraska, S. California and Arizona. Plans have not been received to date for conferences in Washington, Colorado and Oregon.

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Special funding  
requests for  
Arizona, Kansas/  
Nebraska and  
Washington  
approved

Two requests for special funding have been submitted. The one for Arizona has already been approved. Kansas/Nebraska requested \$500 to assist with getting its state conference going. Martha Maxwell has agreed to be the keynote speaker. The Board approved this request.

There was much discussion surrounding Washington's request for \$500 to help defray the keynote speaker's expenses. Discussion centered on Washington receiving \$500 in 1987 to assist with Frank Smith's expenses. At the time of that approval, the Board commented on doing it for one time only. Becky Patterson was supportive of Washington's request, particularly since the Annual Conference will be held in Seattle. The Board agreed to approve the request, but Susan will include a letter with the approval stating the Board's position on repeated requests for allocations.

Texas first  
state to submit  
for state chapter  
status

Texas has submitted paperwork for approval of chapter status. This is the first state to submit items under the new procedure.

(M) Gwyn Enright: to accept Texas as a chapter pending receipt of the bylaws and constitution  
(S) Becky Johnen

PASSED

#### XI. SIG Report

Tom Gier, SIG Coordinator, submitted a written summary of SIG activities since the conference. SIG leaders also submitted guidelines for 1988-89. See Attachment N for details.

The Board centered discussion on SIG newsletters and appropriate content for them. Concern over the May 1988 issue

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Board discusses  
appropriateness  
of SIG newsletter  
items

of the "Spoke in the Wheel" containing a note stating that the \$8.00 SIG dues go into the "Spoke" fund was expressed. Since "Spoke" is not the official newsletter for the SIG, the SIG dues should not be going into its fund. It was recommended that Susanne Manovill take a firmer stand on the division between the SIG and the "Spoke". Susan will prepare a recommendation on behalf of the Board regarding the separation of the two.

SIG guidelines are to be submitted to the president, not the secretary.

#### XII. Tutor Certification

Board responds  
favorably to  
tutor certification  
guidelines

The Board gave considerable attention to the recommendations for tutor certification submitted by Tom Gier. Attachment O contains detailed notes on the content of the Board's discussion per each section of the recommendation.

#### XIII. WCRLA/NADE

Board developing  
procedures for  
inter-organizational  
sponsorship of  
conferences

Susan will be communicating with Diane Vukovich regarding the Newsletter exchange, program exchange at the Annual Conference and an exhibits table at the conferences. These activities will take place for one year; renewal for longer period of time is dependent on the first year evaluation.

At the request of Susan, Gladys drafted a, "Recommended Procedures for the Inter-Organizational Sponsorship of Professional Conferences" (see Attachment P). There was consensus with the Board that content is good, but the guidelines need to be more general.

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IX. JDE

Response to JDE  
and RRIDE  
very good

Conference ads  
to be place in  
JDE

WCRLA information-  
al column to  
appear in JDE

Gwyn reported that 69 subscriptions to RRIDE and 61 to JDE were received. Susan commented that the invoice used was confusing and that in the future we need to clarify that money is to be submitted to WCRLA. According to the Association's advertising agreement with JDE (see Attachment Q), we will run half page ads for the conference in each issue. We also receive one free column in each issue. Susan asked Gwyn to write the first column. There is a three hundred word limit, including the logo. Gwyn's article will focus on what's happening in WCRLA and will include Mary Rubin's "What's in a Name" task force work, state chapters and tutor certification.

X. Learning Assistance Standards

Board chooses  
not to join CAS;  
recommends the  
development of  
an advisory  
council

Susan shared with the Board a letter she received from Georgine Materniak in response to the Association's comments on the CAS standards (see Attachment R). There was discussion on whether WCRLA should join the Council for the Advancement of Standards (CAS). Gwyn commented that she is not sure CAS is representative of what WCRLA stands for and, she has a concern over affiliation with a group that may come up with something that becomes a political issue by another organization, potentially hurting WCRLA. Carol requested more information - what other organizations belong; what's the history, purpose, direction? Gwyn proposed that we ask Ted Miller, president of CAS, if he is willing to have an advisory council made up of representatives from professional organizations. Susan will send a note of acknowledgment to Georgine; Gwyn will contact Susan Thayer, NADE, and update her on WCRLA's position.

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#### XI. Public Relations

Secretary to  
develop a media  
(public relations)  
package

JoAnn Carter-Wells submitted a written report on preliminary recommendations for a WCRLA public relations policy (see Attachment S). It was the consensus of the Board that the secretary be charged with the development of a media package containing logos, mastheads, examples of news releases, policies and procedures, etc. This package would be used by state and regional directors, SIG leaders, committee chairs, etc.

Susan will notify Vince Orlando not to use a self-developed masthead for the Journal. Wayne can make the decision as to the color of the Newsletter. Susan will have stationery printed; white with teal blue print. Gwyn will have the brochure insert redone adding a space for scholarship donation and noting the dues amount in Canadian currency.

#### XII. Membership Survey

President Deese  
drafts membership  
survey

One of Susan's presidential goals is to survey the membership to better determine who the Association serves and what the needs of those individuals are. To assist with the development of her survey (see Attachment T) Susan did a literature search of membership surveys done by other organizations. Tom Parker will design a program to tabulate the survey results. The survey will be sent to the membership in its own mailing.

The Board reviewed the survey and offered the suggestions for change: add administrative location; choice of textbooks and number of; a question whether the publisher's exhibit at the conference is helpful in the textbook selection process; program level; course level; membership in other professional organizations; add an 'other' to all categories in the member services