

WESTERN
COLLEGE
READING
ASSOCIATION

Reading Department, Box 17
Metropolitan State College
1006 11th Street
Denver, CO 80204

March 10, 1980

To: Board Members, Committee Chairpersons, Interested Members

From: Elaine Cohen *EC*

Topic: Agenda for 1980 Board Meetings

The proposed agenda for the Board Meetings on March 25, 26, 29, and 30, is enclosed. Please let me know if the date and approximate time for presentations will work out for each of you. If you need to change the date or approximate time, please call me (303) 629-2938, office, or (303) 321-1067, home, or write me a short note. We are on spring break from the 15th through the 23rd, however.

I'm looking forward to seeing you in San Francisco!

WESTERN COLLEGE READING ASSOCIATION

Heard

AGENDA
WCRA Board Meetings, March 25-30, 1980

Hyatt at Union Square

Tuesday, March 25, 7:00 pm - 9:00 pm, Governor's Suite 5

1. Call to Order - 7:00 pm
2. Review of Agenda
3. Secretary's Report (Jacquelyn Bonner)
 - a. Approval of August, 1979, minutes
 - b. Summarizing highlights of current board meeting for members at General Session
 - c. Budget request
4. Treasurer's Report (Jim Baugh)
 - a. Current financial status
 - b. Preliminary budget projections for 1980-81 budget
 - 1) mailing service
 - 2) concerns about unbudgeted items (i.e., telephone calls, photography, etc.)
 - c. Membership renewal letters
 - 1) immediately after conference? and/or
 - 2) in September?
 - d. Treasurer's official date for assuming office (may necessitate a by-laws change)
 - e. Cut-off dates for membership (letters from irate members).
 - f. Current membership counts
 - g. Quorum needed (as of December 31, 1979 membership count) is 60. Do we need any changes in this procedure?
 - h. Budget request

Audit committee

Wednesday, March 26, 1980, 8:30 am - 9:00 pm, Governors' Suite 5

5. President-Elect and Program Chairperson's Report (Betty Levinson)
 - a. Update on San Francisco Conference
 - b. Revisions in conference budget
 - c. Plans for general sessions
 - d. Budget request
6. Coordinator of State Directors Report #1 (Patricia Heard)
 - a. Plans/issues for state directors' meeting
 - b. Revision of job descriptions to reflect 1978 by-laws amendments
 - c. Relative size of current state/province memberships
 - d. Need for more membership services for the \$15 dues (Alaska)

- e. Wyoming director's recommendation about separate state status
- f. Relationship between WCRA's state membership organizations and other similar state organizations (e.g., the B.C. chapter request)
- g. Concerns of state directors: (Idaho, Alaska, New Mexico, Texas)
 - 1) late ~~Proceedings~~
 - 2) late conference mailing
 - 3) lack of brochures, stationery
- h. Revision of "Duties of State/Province Directors" (last revised, Sept., 1976)
- i. Membership lists
- j. Budget Request

Break, approximately 10:30 - 10:45

7. Issues Raised by State Directors (Patricia Heard)

- a. ERA motion to be re-considered
- b. Future conferences be held in hub of WCRA population
- c. Members not planning to attend the annual conference have an opportunity to vote on major issues and amendments by absentee ballot or at least by proxy

8. Nominations Committee Report, 1980-81 elections (Margaret Coda-Messerle)

- a. Election procedures
- b. Budget Request

9. Conference Site Selection Report (Margaret Coda-Messerle)

- a. Contract for Dallas (Elaine Cohen)
- b. San Diego bid for 1982
(Note: Suzanne McKewon will make a presentation on Sunday, March 30).
- c. Dates of San Diego conference (or 1982 conference).
- d. Budget Request

10. President's Report

- a. IRA meeting in St. Louis (Marilyn Fairbanks & Elaine Cohen)
- b. CRA attendance and get-together in St. Louis
- c. NARDSCE proposal (discussions of Gary Saretsky with Betty Levinson and Margaret Coda-Messerle)
- d. Resource forms
- e. Appointments
 - Suzanne McKewon - photographer
 - Royce Adams - nominations committee chairperson
 - Kate O'Dell - parliamentarian

- f. occasional journal - proposals received, notice mailed to interested members (as indicated on resource forms), and placed in Newsletter.
- g. Appointment of State Directors for 1980-81
- h. Budget Request

RECESS 12:30 - 2:30

Wednesday, March 26, 2:30 -

11. Proceedings Editor's Report (Gwyn Enright)

- a. Financial report
- b. Oxford Mailing Service
- c. Concerns voiced from state directors as to date of publication
- d. Copyright concerns voiced by Robert Williams
- e. Plans for 1980 Proceedings
- f. Budget Request

12. Archivist Report (Ruth Purdy)

- a. Status of Archives
 - 1) folder labels
 - 2) minutes (dates of each)
 - 3) Newsletters (dates and volume)
 - 4) Missing items
- b. Budget Request - retroactive payment for clerical services
- c. Budget Request - future needs

12 1/2. Journal

13. Minority Affairs Advisory Committee (Don Yamamoto and Manuel Olgin)

- a. Status and progress
- b. Budget Request

14. Scholarship and Awards (Mitch Kaman)

- a. Distinguished Service Award
- b. Should re:re-activate the scholarship?
- c. Budget Request

*was it
ever
acknowledged?*

15. By-laws

- a. Need to re-activate committee?
- b. Plans for general sessions
- c. Recommendations for next year?
- d. Budget Request

RECESS (APPROXIMATELY 4:30)

13. ~~16.~~ WCRA Journal Proposals

- a. Kurt Lauridson
- b. David Lemire
- c. Bruce Cronnell
- d. Michael O'Hear
- e. Budget Request?

Simondson

17. Newsletter Editor's Report (Jo Ann Wells)

- a. Current status
- b. Future plans
- c. Budget Request

18. Placement Bureau Report (Jane Ballback)

- a. Status/issues
- b. Budget Request

19. 1980-81 Budget

Final recommendations from old board to new board

Saturday, March 29, 1:30 - 2:30 pm, Merced A

20. Coordinator of State Directors Report #2 (Patricia Heard)

21. Reports from State and Province and At-Large Directors

Sunday, March 30, 8:30 am - 9:30 am, Merced A

22. San Diego bid for 1982 (Suzanne McKewon)

23. Dallas Conference Preliminaries

- a. set publishers' exhibit fees
- b. Hotel/conference dates & plans
- c. Preliminary conference budget for President-Elect?

24. Formal adoption of 1980-81 budget

24^{1/2}. Savings investments

25. Dates and location for fall Board meeting

26. Information for new directory of WCRA officers

ADDITIONS TO THE AGENDA:

27. _____

28. _____

29. _____

30. _____

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

21 MARCH, 1980

*figures from Aug.*ASSETSCHECKING

Beginning balance from end of last report period (10 December, 1979)	\$ 2770.71	19,000
Deposits for <u>this</u> period (total of receipts and transfers from savings)	<u>18669.00</u>	
Subtotal	21439.71	
Transfers to savings	- <u>-0-</u>	
Subtotal	21439.71	
Expenditures for <u>this</u> report period	- <u>6006.57</u>	1,189
Balance as of 21 March, 1980	15433.14	15433.14 18,240.12

SAVINGS

Beginning balance from end of last report period (10 December, 1979)	10149.51	5,452
Deposits	+ <u>-0-</u>	470
Subtotal	10149.51	5908
Withdrawals	- <u>-0-</u>	
Subtotal	10149.51	
Interest	+ <u>90.70</u>	20.28 5,948
Balance as of 21 March, 1980	10240.21	<u>10240.21</u>

TOTAL ASSETS

25673.35

24,832

RECEIPTS

Dues	5715.09	6/30 14805
Proceedings	1928.91	1689
Ads for Newsletter	180.00	
Conference	<u>10845.00</u>	8496
Total receipts (11 December, 1979 through 21 March, 1980)	18669.00	misc. 103 14603 450 20 470

Corrections of Minutes
August 24-25, 1979 San Francisco

- p. 3 IV H and VII C -- change Rose's name from Wasson to Wassman.
- p. 6 IX C -- Hotel contract: The Board reviewed the flexible guidelines of hotel negotiations prepared by June Dempsey.
- p. 10 III A. 4 -- If members pay within 60 days of conference they are automatically paying for the next year.
- p. 10 III B -- S&E Buget: Betty suggested we set up a permanent S&E budget.

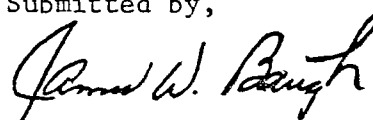
TRANSFERS

From savings to checking	-0-
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (10 December, 1979)	12920.22	
Receipts 11 December, 1979 through 21 March, 1980	18669.00	
Interest earned	+ 90.70	
Subtotal	31679.92	25,000
Expenditures 11 December, 1979 through 21 March 1980	- 6006.57	1,000
Total assets as of 21 March, 1980 = checking + savings	\$ 25673.35	24,025

Submitted by,



James W. Baugh, Treasurer
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	357.82	49.90*		262.28
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	143.51			96.49
5. Conference Site Selection	50.00	6.30			43.70
6. Treasurer	250.00	70.42			179.58
7. Secretary	300.00	87.03			212.97
8. State Directors	400.00	90.15			309.85
9. Newsletter	3,000.00	3079.52			<79.52>
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	-0-			50.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	943.22			376.78
17. Scholarships and Awards	50.00	-0-			50.00
20. Conference	1,000.00	1139.36 735.36			<139.36> 260.64
21. Mailing Service	<u>1,500.00</u>	<u>2275.55</u>		1250.00	<u>474.45</u>
TOTAL	\$13,200.00	<u>11512.27</u>			<u>2187.73</u>
Increase acct #21	<u>500.00</u>	<u>11,112.27</u>			<u>2587.73</u>
	\$13,700.00				

* Not included in "expenditures"

revised 3/80

WCRA COORDINATOR OF STATE DIRECTORS - DutiesAS OUT-GOING PRESIDENT:Feb.

1. Two months prior to annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. (Request recommendations from current Coordinator of SD's, consult Membership Resources Forms, etc. By-laws state that President should appoint new SD's "within 30 days prior to the annual conference", so that the transition from current to new SD's can be facilitated at the annual conference. SD appointments are for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances warrant.)
2. Write letters to prospective SD's -
 - a. Ask if they are interested in serving.
 - b. Enclose a copy of SD duties.
 - c. Ask them to respond in writing within a given deadline - (self-addressed postcard facilitates this process).
 - d. Ask them to send you their home and office addresses and phone nos.
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement.
 - f. Invite them to attend the SD meetings at the upcoming conference to facilitate the transition between current and new SD's.
3. Prepare a list of names, addresses, and phone nos. of all appointed SD's, and distribute this list to WCRA Board members, the Newsletter editor, other SD's, and the WCRA Mailing Service.

for the
conferenceat the
conference

4. Attend SD meetings at the annual conference.

AS COORDINATOR OF STATE DIRECTORS (PAST-PRESIDENT):

5. Remind new President to update Mailing Service letters and have non-renewal letters sent immediately post-conference. Remind Secretary to send summaries of Board meetings to SD's.
6. Contact the WCRA Mailing Service to have an updated list of members mailed to each SD as soon as possible after the annual conference.
7. Write letters to non-continuing SD's, thanking them for their service and asking that they forward their WCRA materials and records to their successor.

right after
the conferenceApril/May

8. Write letters of acknowledgement to institutional administrators designated by new SD's.

by Mid-May

9. Send an initial "group letter" to all SD's:
 - a. Include any follow-up info from recent conference.
 - b. Checklist of materials and supplies they should have on hand - acquired from predecessor or request extras from you.
 - c. Suggest they start making plans for fall mini-conferences now.
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter).
 - g. Remind them to send you (and the Newsletter) copies of agendas and news from state mini-conferences, etc.

late August

10. Request that WCRA Mailing Service send a second updated membership list to all SD's the first week in September.

early
September

11. Remind Secretary to send summaries from Fall board meeting to SD's. Remind President-elect to send extras of conference mailings to SD's to be used in recruiting new members.
12. Send a second "group letter" to all SD's:
 - a. Highlight early conference info and any other important news/issues from Fall board meeting.
 - b. Tell them to send new membership recruitment letters now.
 - c. Tell them to contact non-renewals when they receive their updated mailing list.
 - d. Remind them of current membership/dues policies - e.g., membership is conference-to-conference; those renewing earlier than 60 days before annual conference will be paying for current year only and will renew at conference, etc.
 - e. Ask for news of their fall meetings.
 - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

13. Send a third "group letter":
 - a. Ask them about availability/recommendations for next year's SD appointment - enclose self-addressed postcard for prompt response.
 - b. Remind them of Feb. 1 deadline for annual report.
 - c. Request items for SD meeting agenda at conference - and issues for Board agenda, too.

14. Request one complete updated membership list from WCRA Mailing Service - to represent membership as of December 31 and be mailed to you in early January. This will give you the info to report the year's base membership count in various states/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb.

15. Send recommendations for next year's SD appointments to current President. Send items for Board agenda, too.

late Feb.

16. Send a fourth "group letter":
- a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for SD's at conference.
 - c. Enclose a self-addressed postcard to indicate if SD will be there - or who substitute will be.
 - d. Mention some agenda items for the meetings.
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date).
 - f. Save and transfer your materials to your successor.

17. Arrange for current and recent Board members to attend state meetings at annual conference - to represent the Board and act as resource persons re: Association issues.

at the
conference

18. Conduct State/Province Directors' meeting.
- a. Summarize state/province annual reports.
 - b. Summarize items from pre-conference Board meetings.
 - c. Suggest agenda items for their state/province meetings.
 - d. Ask for their evaluations, recommendations.

19. Coordinate SD's meeting with WCRA Board.

after the
conference

20. Assemble files and transfer to next Coordinator of State Directors.
21. Breathe a sigh of relief and fade away before moving into role of Conference Site Chairperson!

as needed

Periodically as needed:

- (1) Respond to assorted correspondence from SD's.
- (2) Serve as advisor to current President.

DUTIES OF WCRA STATE/PROVINCE DIRECTORS

The WCRA State/Province Director role is largely one of membership recruitment and communication, with an additional focus on identifying and developing appropriate forums for the discussion of ideas and issues of special interest to our members in a particular state or province. The appointment is for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances deem it appropriate. Some of the specific duties listed below may vary according to the size and nature of particular states, provinces, and regions.

1. Conduct a membership drive in early fall by sending an informative letter about WCRA and a brochure to appropriate administrators and colleagues in institutions in your area (state, province, region, etc.).
2. Establish liaison with officers of other related professional organizations in your area.
3. Make follow-up contacts with prospective members.
4. Plan a mini-conference, workshop, meeting, or get-together for members in your area - and to attract new members, too.
5. Consider regional planning for hosting a future WCRA annual conference in your area. (The Guidelines for Submitting a Conference Proposal contain necessary information and can be obtained from the Conference Site Chairperson, who is also available for consultation with members considering a conference bid.)
6. Submit articles containing news about activities and members in your area to the Newsletter editor. Encourage members in your area to write educational articles for submission to the Newsletter.
7. Act as a resource person and communications link among members in your area to assist in keeping updated about professional and Association developments.
8. Report jobs available in your area to the Placement Bureau Chairperson.
9. Encourage members to attend the annual conference and to make conference presentations. Include a reminder about the call for papers deadline in your fall letter to them. Explore the possibility of group travel rates to the annual conference.
10. Submit a yearly report to the Coordinator of State Directors by February 1st of each year. Include:
 - a. total number of members
 - b. new members added during the conference year
 - c. summary of area meetings during the year
 - d. activities designed to interest and attract new members
 - e. recommendations to the Board of Directors
 - f. suggestions for your successor
11. At the annual conference:
 - a. attend the State/Province Directors' meeting
 - b. with other directors from your region, plan agenda for and conduct the state/province meeting
 - c. attend the State/Province Directors meeting with the WCRA Board
 - d. appoint a member to replace you at the annual conference if you are unable to attend

WCRA STATE/PROVINCE MEMBERSHIP COUNT

	1978 & 1979	Jan.1980
ALASKA	17	11
ALBERTA	15	10
ARIZONA	39	29
BRITISH COLUMBIA	23	13
NORTHERN CALIFORNIA	166	76
	509	
SOUTHERN CALIFORNIA	343	158
COLORADO	39	21
HAWAII	58	48
IDAHO	15	8
MONTANA	6	3
NEVADA	12	7
NEW MEXICO	34	20
OKLAHOMA	7	4
OREGON	47	25
TEXAS	97	45
UTAH	23	14
WASHINGTON	33	26
WYOMING	5	4
OTHERS	116	90
	<hr/> 1095	<hr/> 612

October 17, 1979



WESTERN COLLEGE READING ASSOCIATION

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

REPORT OF THE 1980 WCRA NOMINATIONS COMMITTEE

Margaret Coda-Messerle
Gwyn Enright
Patricia Heard
Midori Hiyama
Manuel Olgin

On Wednesday, August 23, 1979, the 1980 WCRA Nominations Committee met at the Hyatt on Union Square, San Francisco, from 9 a.m. till 2 p.m.

Having taken into consideration the direction provided by the 1978 and 1979 Nominations Committees as well as the information gleaned from the "information nominations survey" conducted at the 1979 Conference, the Committee developed a priority listing of potential candidates for each of the three elective offices.

Referring to the work done by the 1978 Nominations Committee, this 1980 Committee used the following criteria as guidelines, not requirements, in their selection and ranking of candidates for nomination to office:

1. Management skills of planning, organizing, motivating and controlling (president-elect)
2. Past service to WCRA
3. Experience in leadership and management roles (president-elect)
4. Demonstrated commitments to the philosophy and goals of WCRA
5. Personal and professional stability
6. Professional visibility outside his/her own locality, i.e., teaching, lecturing, writing, and research (president-elect)
7. Indication of institutional commitment

Potential candidates were later contacted by the Chairperson and according to procedures agreed upon by the Committee, such processes yielded the slate that follows:

President-Elect

Ann Faulkner
Barbara Tomlinson

Secretary

Ann Coil
Carol Clymer Walvekar

Treasurer

Jeanette Driscoll
Don Yamamoto

Upon submitting the slate of candidates to the WCRA President, Dr. Elaine Cohen, Board members were contacted by letter and approved the slate presented to them.

These nominees have been instructed to (1) submit in writing their willingness to run for office and to (2) submit their pictures together with biographical sketch including professional training, current responsibility, WCRA service and position statement regarding their candidacies to the Newsletter editor no later than November 15, 1979.

In addition, the Committee recommended to the Board of Directors at its August, 1979, Mid-year Board meeting the following By-laws change for vote by the membership at the 1980 Annual Conference in San Francisco:

Change Article VI, Parliamentary Procedure, Item 3a, to read as follows:

"The nominating committee shall confer in face-to-face meeting and select from the membership at least one (1) member for each of the offices of president-elect, secretary and treasurer."

The Committee felt that a nominations committee "hands should not be tied" by the present requirement of selecting at least two (2) members for each of the offices.

(The Board voted to approve this By-laws change and submit it to a vote of the membership.)

Respectfully submitted,


Margaret L. Coda-Messerle, Chairperson

WCRA STATE/PROVINCE DIRECTORS, 1979-80

ALASKA

Kate Sandberg
 (Anchorage Community College)
 2533 Providence Avenue
 Anchorage, Alaska 99504
 Sch.: 907-279-6602
 Home: SRA Box 30X
 Anchorage, Alaska 99507
 907-344-9305

ALBERTA

Bill Pierce
 (Grant MacEwan Community College)
 Box 1796
 Edmonton, Alberta, Canada T5J 2P2
 Sch.: 403-425-8810
 Home: 3643 109 St.
 Edmonton, Alberta, Canada T5J 2P2
 403-435-4248

ARIZONA

Margaret Hyde
 (Arizona College of Technology)
 Star Route - Box 97
 Winkelman, Arizona 85292
 Sch.: 602-487-2351
 Home: 1505 E.E. Prince
 Tucson, Arizona 85719
 602-325-7969

BRITISH COLUMBIA

Diane Luu
 (Fraser Valley College) East Campus
 45600 Airport Road
 Chilliwack, B.C., Canada V2P 6T4
 Sch.: 604-792-0025
 Home: 4373 Union Street
 Burnaby, B.C., Canada Z5C 2X5
 604-299-0706

NORTHERN CALIFORNIA

Midori Hiyama
 (Sacramento City College)
 3835 Freeport Blvd.
 Sacramento, CA 95822
 Sch.: 916-449-7111
 Home: 1117 Swanton Drive
 Sacramento, CA 95818
 916-448-9465

Charles Hunter
 (San Jose City College)
 2100 Moarpark
 San Jose, CA 95128
 Sch.: 408-298-2181 #293
 Home: 20846 Meadow Oak
 Saratoga, CA 95070
 408-257-3944

SOUTHERN CALIFORNIA

Dave Fisher
 (East Los Angeles College)
 1301 Brooklyn Ave.
 Monterey Park, CA 91754
 Sch.: 213-265-8650
 Home: 11806 "G" Moarpark
 Studio City, CA 91604
 213-765-2985

Sally Garcia
 Learning Assistance Center
 (Cal. State - Long Beach)
 6101 East 7th
 Long Beach, CA
 Sch.: 213-498-4186
 Home: 12621 So. Gabbett
 La Mirada, CA 90638
 213-941-7292

COLORADO

Sally Conway
 (Community College of Denver)
 CCD-Auraria
 111 W. Colfax
 Denver, CO 80204
 Sch.: 303-692-2497
 Home: 8262 Surrey Drive
 Morrison, CO 80465
 303-697-9862

HAWAII

Dennis Konshak
 Language Arts Division
 (Maui Community College)
 Kahului, Maui, Hawaii 96732
 Sch.: 808-242-5462
 Home: 244 W. Papa
 Kahului, Maui, HI 96732
 808-877-4848

IDAHO

Mary Hess
 Reading Center
 (Ricks College)
 Rexburg, ID 83440
 Sch.: 208-356-1410
 Home: 275 S. 2nd E.
 Rexburg, Idaho 83440
 208-356-5674

MONTANA

Donna Robbins
 Reading Center
 (Eastern Montana College)
 Billings, Montana 59101
 Sch.: 406-657-2338
 Home: 525 Avenue B
 Billings, Montana 59102
 406-252-8959

NEVADA

Dan Baxley
 Reading Center
 (University of Nevada, Las Vegas)
 Las Vegas, Nevada 89154
 Sch.: 702-739-3781
 Home: 4259 Woodcrest Road
 Las Vegas, Nevada 89121
 702-458-6574

NEW MEXICO

Carol Clymer Walvekar
 University Drop-In Lab
 Box 5278
 (New Mexico State Univ. - Las Cruces)
 Las Cruces, New Mexico 88003
 Sch.: 505-646-3136
 Home: 1804 Imperial Ridge
 Las Cruces, N.M.
 505-522-7587 (?)

OKLAHOMA

Bessie Jenkins
 (El Reno Junior College)
 1300 Country Club Road
 El Reno, OK 73036
 Sch.: 405-262-2552
 Home: 802 SW 26th Street
 El Reno, OK 73036
 405-262-4306

OREGON

Virginia Shrauger
 (Central Oregon Community College)
 Bend, OR 97701
 Sch.: 503-382-6112 #244
 Home: 20139 Glen Vista
 Bend, OR 97701
 503-389-2580

TEXAS

Ann Faulkner
 Learning Skills Center
 (Mountain View College)
 4849 W. Illinois Avenue
 Dallas, Texas 75211
 Sch.: 214-746-4236
 Home: 1322 Bow Creek
 Duncanville, Texas 75116
 214-296-1019

TEXAS continued . . .

Bette Wise
 (St. Mary's University)
 One Camion Santa Maria
 San Antonio, Texas 78284
 Sch.: 214-436-3202
 Home: 1314 Mt. Vieja Drive
 San Antonio, Texas 78213
 214-

UTAH

Merlin Cheney
 English Department
 (Weber State College)
 Ogden, Utah 84408
 Sch.: 801-399-5941 #468
 Home: 1309 Mitchell Dr.
 Ogden, Utah 84403
 801-394-2053

WASHINGTON

Elizabeth Breen
 (Ft. Steilacoom Community College)
 9401 Farwest Drive SW
 Tacoma, Washington 98498
 Sch.: 206-964-6671
 Home: 63 West Road
 Tacoma, Washington 98406
 206-752-0279

WYOMING

Lyle Miller
 (University of Wyoming)
 College of Education
 University Station Box 3374
 Laramie, Wyoming 82071
 Sch.: 307-766-2353
 Home: 1944 Sheridan
 Laramie, Wyoming 82070
 307-745-9027

MEMBERS-AT-LARGE

(see next page)

AT-LARGE

Anne Erlebach
Director of Reading
Dept. of Humanities
(Michigan Tech University)
Houghton, Michigan 49931
Sch.: 906-487-1885
Home: 1207 Emery
Hancock, Michigan 49930
906-482-4139

Dorinda McClellan
(Hillsborough Community College)
P.O. Box 22127
Tampa, Florida 33622
Sch. 813-879-7222 #375
Home: 704 Grand Court
Temple Terrace, FL 33617
813-988-3355

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF ACADEMIC SUPPORT
AND INSTRUCTIONAL SERVICES

LA JOLLA, CALIFORNIA 92093

March 25, 1980

Ms. Betty K. Levinson, President
Western College Reading Association

Dear Betty,

On behalf of the Office of Academic Support and Instructional Services (OASIS) and UCSD, with the approval of Dr. Paul Saltman, Vice Chancellor, Academic Affairs, I am extending an invitation to the Western College Reading Association (WCRA) to hold its 1982 Conference in San Diego. Ms. Beryl Brown, OASIS Tutorial Program Coordinator, has indicated that OASIS should expect to provide the following support if the conference bid is accepted:

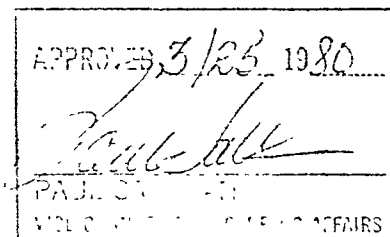
1. a portion of her time to serve as conference manager.
2. a small amount of clerical support, to be absorbed by the Tutorial Program staff.
3. the possibility of an additional 80 hours of work-study assistance prior to the conference, estimated at \$100.
4. the cost of a bulk mailing to about 2,000 people, estimated at \$125.
5. telephone expenses including both county and long distance calls, estimate not provided.

Ms. Brown has said that audio-visual support will not be expected and I can confirm that we will not be able to provide this.

After discussing with Ms. Brown the duties and responsibilities involved in managing such a conference, I concur that her participation would benefit her and this university. Although OASIS would be incurring certain additional expenses, the savings in travel dollars for OASIS staff would be considerable. Additionally, faculty and staff from the University would have the opportunity to participate in this local program for far less cost. Assuming the conference bid is accepted, UCSD will be listed in all of the literature as co-sponsoring the conference, and a site visit to the campus can be expected.

Ms. Brown is an exceptional staff member and I am certain she will bring to this task the same commitment, creativity, and organizational skills she brings to her work in OASIS. I believe you would be very fortunate to have her as your conference manager and we would be delighted to assist WCRA in this way.

Sincerely,

Carmel Myers, Ph.D.
Acting Directorcc: Ms. Beryl Brown, Coordinator, Tutorial Program
Dr. Kenneth Majer, Acting Managing Director, Outreach and Retention Programs

CM:rs

In WCRA Archives
as of
1/20/80

MINUTES

<u>Date</u>	<u>Description</u>
1/24/67	Board Meeting, Redlands
3/19/70	Board Meeting, Portland, Ore.
8/8/70	Exec. Board Meeting, San Francisco Attachments: Treasurer's Report of 8/11/79 - 8/8/70 Conference Guide, March, 1970, by Christ and Kersteins
4/1/71	Exec. Board Meeting, Los Angeles, 9:30 a.m. and 11:00 a.m., Airport Marina Hotel
4/2/71	" " " , " " , 11:00 a.m.
4/2/71	General Business Meeting, WCRA Fourth Annual Conference
4/3/71	Exec. Board Meeting, Los Angeles, 2:00 p.m. from Gene Kersteins
8/13/71	(Letter/containing tentative agenda for board meeting scheduled for 8/21/71.)
3/23/72	Board Meeting Attachment: Minutes of State Directors' Meeting, 3/23/72
3/24/72	General Membership Business Meeting (Condensed Minutes)
3/25/72	Board Meeting, Reno-Sparks, Nev.
7/21/72	(Letter from P. M. Hollingsworth containing tentative agenda for board meeting scheduled for 8/26/72 in Las Vegas.)
8/26/72	Exec. Board Meeting, Las Vegas
8/26/72	Condensed Minutes of Exec. Board Meeting, Las Vegas

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 2

4/12/73 Exec. Board Meeting, Albuquerque
 4/13/73 General Business Meeting, Albuquerque
 4/14/73 Exec. Board Meeting
 9/8/73 Exec. Board Meeting, Denver
 Attachment: Handwritten tentative Conference Program, WCRA, 1974

4/4/74 Exec. Board Meeting, Edgewater Hyatt, Oakland
 4/5/74 General Meeting
 4/6/74 Exec. Board Meeting
 9/8/74 Exec. Board Meeting, Anaheim, Ca.

3/19/75 Exec. Board Meeting, Anaheim
 3/21/75 General Session: Business Meeting
 3/22/75 Exec. Board Meeting

9/20/75 Exec. Board Meeting, Tucson
 Attachments: 1. Letter of 7/22/75 re balloting from P.M. Hollingsworth to June Dempsey, Pres.
 2. Letter of 7/21/75 re nominees from Gene Kerstiens to past presidents
 3. Sample proposed letter to publishers (exhibitors) of 9/19/75 from Barbara G. Morse, Exhibits Chairperson
 4. Sample proposed attachment to letter to exhibitors (attachment #3)
 5. Estimated Budget for WCRA Ninth Annual Conference scheduled for April, 1976.
 6. Letter to Barbara Oakman of 9/12/75 from Ramada Inn in Tucson re proposed menu.
 7. Letter from Perry L. Franklin of Simon Fraser University dated 9/11/75 re that University's bid for the WCRA Conference of 1977.
 8. Letter from Stanley C. Roberts, Vice-President of Simon Fraser University, Burnaby (near Vancouver) B.C., Canada, inviting WCRA to hold its 1977 Conference there.

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 3

9. Letter from Paul Hollingsworth, University of Nevada, Reno, re that University's bid for the WCRA Conference of 1977.
10. Letter from E.J. Cain, Dean, College of Education of University of Nevada, Reno, inviting WCRA to hold its 1977 Conference there.

4/6/76 Board of Directors Meeting, Tucson

4/7/76 Board of Directors Meeting, Tucson

- Attachments:
1. WCRA Newsletter Staff Job Descriptions dated 4/7/76
 2. WCRA Placement Bureau Report: 1975-6
 3. Report of the Ad Hoc WCRA Committee to Investigate the Resources Available for a Readability Analysis Clearinghouse, dated 4/7/76

4/8/76 General Business Meeting, Tucson

Attachment: Treasurer's Report of 4/4/76 ,

4/9/76 General Business Meeting, Tucson

4/10/76 Board of Directors Meeting, Tucson

9/17/76 Executive Board Meeting, Los Angeles

9/18/76 " " " , " "

9/19/76 " " " , " "

Attachment: #2 (Note: No Attachment #1 is attached. .
R. Purdy, Archivist)
Discussion on Board Policy Statement.

3/29/77 Board of Directors Meeting, Denver

3/30/77 " " " " , "

3/31/77 General Business Meeting, Denver

4/1/77 General Business Meeting, Denver

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 4

4/2/77 Board of Directors Meeting, Denver

- Attachments:
1. Report from Gwyn Enright, Editor, WCRA Proceedings, dated 1/1 to 3/30/77
 2. Report dated 3/25/77, "Center for Counseling and Special Services, UCI, Costs for WCRA Placement Mailings"
 3. Report from Guidelines Committee (formerly Standards Committee)
 4. "Guidelines Committee Draft - The College Writing Lab: Alternatives"
 5. "Guidelines Committee Draft - The College Tutoring Program: Alternatives"
 - 5 (sic). "Guidelines Committee - Programming Alternatives Clearinghouse"

4/2/77 Executive Board Meeting, Denver (continuation)

- Attachments:
1. Budget for WCRA Newsletter for 1977-78
 2. Budget for WCRA Proceedings for 1977-78

9/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 8/31/77
 2. Financial Report of 1977 Conference
 3. Status of Special Accounts, 9/1/77
 4. Address Changes and Corrections to Membership List 7/6/77
 5. Budget Report
 6. Calif. State University and Colleges "Learning Assistance Centers Statement"
 7. Calif. Legislature Assembly Concurrent Resolution No. 37 re Learning Assistance Centers at Calif. State University and Colleges
 8. WCRA Nominations Committee Report
 9. Report on the proposed "WCRA Journal" from Gwyn Enright, Editor, WCRA Proceedings
 10. Guidelines for Contributions to WCRA Readability Clearinghouse
 11. Evaluation Report of the Sierra Learning Skills Center Conducted by three WCRA Members
 12. Letter from C. Scarafioti re "WCRA Newsletter Ad" dated 8/24/77
 13. Budget, WCRA Secretary, 1977-78

12/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 12/1/77
 2. Budget Report (Revised)
 3. Status of Special Accounts (Revised) 12/1/77
 4. 1977 Newsletter Review
 5. Letter of 11/9/77 from Rose Wassman re Material Resource Clearinghouse.

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 5

6. Report of Bylaws Committee Meeting of 11/18/77 in Tempe, Ariz.
7. Report of Standing Awards and Scholarship Fund Committee
8. Proposed Guidelines for Office of Archivist, WCRA
9. Reimbursement of Expenses for Meetings - Regular and Special Meetings of the Board of Directors and Committee Meetings as Approved and Budgeted by the Board of Directors

3/15/78 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 3/10/78
 2. Treasurer's Report - 1977-78 Budget
 3. Report on WCRA Proceedings, 3/10/78
 4. Letter of 2/8/78 from Gene Kerstiens re publication of Proceedings and reproduction by ERIC.
 5. Letter of 3/6/78 from Ruth Purdy re Archivist's procedures and responsibilities, with attached Archivist's Proposed Budget, 1978.
 6. WCRA Business Manager - Recommendations for duties and functions.
 7. Model for Standing Committees

3/16/78 General Business Meeting, Long Beach, Ca. (first meeting)

3/17/78 General Business Meeting, Long Beach, Ca. (second meeting)

- Attachment: 1. Two Changes Requested in ByLaws

3/19/78 Board of Directors Meeting

- Attachment: 1. WCRA Guidelines for Submitting a Proposal for a Conference, Revised March, 1978

In WCRA Archives
as of
1/20/80

NEWSLETTERS

Sept.	1967	Vol. 1	#1	Winter	1975	Vol. 8	#2
March	1968	Vol. 1	#3	Spring	1975	Vol. 8	#3
Sept.	1969	Vol. 1	#2	Summer	1975	Vol. 9	#4 (sic)
Spring	1970	Vol. 3	#1	Fall	1975	Vol.10	#5
Summer	1970	Vol. 3	#2	Winter	1976	Vol. 9	#2
Fall	1970	Vol. 3	#3	Summer	1976	Vol. 9	#4 (sic)
Winter	1971	Vol. 4	#1 (sic)	Fall	1976	Vol.10	#1
Fall	1971	Vol. 5	#1	Winter	1977	Vol.10	#2
Winter	1971	Vol. 5	#2 (sic)	Spring	1977	Vol.11	#3 (sic)
Spring	1972	Vol. 5	#3	Summer	1977	Vol.10	#4
Summer	1972	Vol. 5	#4	Fall	1977	Vol.11	#1
Fall	1972	Vol. 6	#1		1978	Vol.11	Issue 1
Winter	1972	Vol. 6	#2		1978	Vol.11	Issue 2
Spring	1973	Vol. 6	#3		1978	Vol.11	Issue 3
Summer	1973	Vol. 6	#4		1978	Vol.11	Issue 4
Fall	1973	Vol. 7	#1		1979	Vol.111	Issue 1
Winter	1973	Vol. 7	#2		1979	Vol.111	Issue 2
Summer	1974	Vol. 7	#4		1979	Vol.111	Issue 3
Fall	1974	Vol. 8	#1		1979	Vol.111	Issue 4

Western College Reading Association
Placement Bureau Report
March 1980

I am currently sending the Placement Bureau newsletter out each month. I try to get it out the first of every month - but I vary a few days depending on the listings that I have. I am sending the newsletter to 100 people and I believe that my list is up-to-date. There are not a great number of jobs for reading/learning assistance center personnel these days, but there are usually a few good ones for each newsletter. I don't know that it would be worth it to do a mailing any more often as the price of postage is so high, and often there are not enough listings to send out. After the board reviews this report and the budget I would be open to any suggestions about doing fewer or more mailings.

I wrote a brief article for the newsletter a few months ago explaining what the Placement Bureau is and what it does. JoAnn ran some of the listings in the last newsletter, but usually the due dates are so short that by the time the newsletter comes out the job is closed. I will have a table at the conference to display the latest job openings, to up-date my mailing list, and to appeal to other members to send me job announcements.

I am enjoying doing the Placement Bureau news. I am doing all of my own secretarial work, CSUF is supplying the paper and the ditto. If I can answer any other questions, or be of any help I'll see you at the conference.

Jane Ballback

The budget request was sent to the treasurer the first of March.

MEMO TO: Jacquelyn Bonner, Secretary WCRA

FROM: Mitch Kaman, WCRA Awards Chairperson

DATE: April 3, 1980

SUBJECT: Awards Committee Report adopted by WCRA Board on March 29, 1980

The awards committee for the 1980 conference consisted of: Jeweleane Whittaker, Kathleen D. O'Dell, Theria M. Beverly, Elizabeth Hill Rogers and Jack Pond.

Members of the committee who drafted the guidelines below were: Mitchell Kaman, Theria Beverly and Kathlene O'Dell.

The procedures adopted by the board was as follows:

I. Guidelines for making Nominations for the Long and Outstanding Service to WCRA Award.

1. Nominations must be made on WCRA (form to be developed and sent to board prior to its August 1980 meeting).
2. Board must approve all awards.
3. Nominations must be received by Awards Chairman by December 1.
4. Publicity for award: Two newsletters prior to December 1.
5. Committee will bring a recommendation to the board at the annual conference.
6. There must be a five year interval between receiving the Long and Outstanding Award and other WCRA awards.

II. Committee Operation

1. A total of five members will make up the committee. The chairperson will be appointed by the president and four members chosen from the total membership.
2. A committee member cannot make a nomination.
3. If a committee member is nominated, he/she will have to resign from the committee.
4. The committee will meet on the first day of the conference to discuss the awards.
5. The chairperson must get all the nomination information to the committee by February 1.
6. Only persons who were nominated prior to December 1 will be considered eligible for the award.
7. A quorum of the committee shall consist of three of the five members.
8. If no quorum is possible at a particular conference, the matter may then be turned directly to the board.

Awards Committee Report - Continued

III. Nomination Form

1. The nominee must have been a WCRA member for five or more years to receive the award.
2. Specific WCRA Service
 - A. Local
 - B. State
 - C. Regional (Conference)
 - D. Committees served, positions in organization
 - E. Presentations at Conference
3. Professional Contributions Furthering WCRA Philosophy
 - A. Leadership in home institution.
 - B. Work in other professional organizations.

The information below was submitted but not approved by the board. The board directed the committee to submit more detailed information and specific guidelines for consideration at their August board meeting.

Recommendations for Future Awards

1. Outstanding literary/research contribution
2. Outstanding dissertation/thesis/project
3. Presidents Certificate. The president presents this certificate to person(s) he/she chooses to recognize.

eg

cc: Betty Levinson

NEWSLETTER REPORT _ J. Wells

WCRA BOARD MEETING - March 26, 1980

CURRENT STATUS

1. Number of regular columns - as of Dec., 1978, had projected 13 columns, now have 10 on a semi-regular basis; still need to develop Grants, Research, Materials, Book Reviews, Evaluation, etc.; completion goal - within the next year....
2. Circulation - last issue - 850 copies, still sent to other organizations and Board members, etc.; summer and fall issues ran around 1350 copies to both old and new members w/ 14 pages @ \$800; need to clarify circulation policy....
3. Ads - have had 2 ads from Jamestown with billing from WCRA Treasurer; plan to solicit all publishers at conference; goal - one issue to be self-sustaining; advertising insertion request form already approved...

FUTURE PLANS

1. Ads - already presented
2. Advisory Board - have received some names from membership resources form; will get established by summer; main role - facilitate article acquisition from membership...
3. Board Duties Column/Articles - Thanks to Jim for articles on the role of Treasurer in every issue of the newsletter; any more --- President-Elect, President, etc... expansion on nomination article by Margaret Coda-Messerle...
4. State Directors - would like to write letters to State Directors to obtain information for newsletter - STAR candidates, calendar, etc. ...
5. Columns Typeset Options - OUTLINE - not available; need to choose from Gills Sans Ultrabold, Bauhaus Bold, Airy, Micro Bold Outline...
6. Deadlines - 1980/81
May 5, 1980; Aug. 31, 1980; Oct. 15, 1980; Jan. 15, 1981
publication running 5-6 weeks after deadline

BUDGET REQUEST

1. Request hinges on membership and circulation policy and number of pages - w/o ads - 4 issues @ \$700 = \$2800

Heard

ACCT. #	ACCT. NAME	BDGT. 1979-80	WCRA PROPOSED BUDGET 1980-81			REV. #2	REV. #3	REV. #4	FINAL AMT. BDGT. FOR 1980-81
			AMOUNT EXPENDED TO 3-15-80	AMOUNT REQ. FOR 1980-81	REV. #1				
1	President	670.00	357.82	700.00	<i>need 2 Categories 100/600</i>				
3	Nominating Comm.	250.00 49.90 299.90	299.90	350.00	1500 350 500				
4	Coordinator of State Directors	240.00	143.51	295.00	275 175				
5	Conference Site Selection	50.00	6.30	50.00	50 50				
6	Treasurer	250.00	70.42	250.00	250.00 125.00				
7	Secretary	300.00	87.03	300.00	200.00				
8	State Directors	400.00	90.15	500.00	500.00				
9	Newsletter	3000.00	3079.52		4000				
10	Proceedings	3960.00	3019.49		4000 3500				
11	Placement	50.00	0	100.00	200				
13	By-Laws Comm.	10.00	0		0				
14	Minority Affairs	150.00	0		2 200				

ACCT. #	ACCT. NAME	BDGT 1979-80	AMOUNT EXPENDED TO 3-15-80	AMOUNT REQ. FOR 1980-81	REV. #1	REV. #2	REV. #3	REV. #4	FINAL AMT. BDGT. FOR 1980-81
16	Board of Directors	1320.00	943.22	1500.00	200 1610				
17	Scholarships/ Awards	50.00	0	50.00	50.00				
18	Archivist	0	0	400.00	275 275.00				
20	Conference	1000.00	440.50 1139.36	1100.00	1000 1100				
21	Mailing Service	1500.00 500.00 750.00 2750.00	2275.55	3000.00	3,000.00				
22	General Fund	0	0	250.00 + ?					

NON-ACTIVE ACCOUNTS (may any of these be eliminated?)

2 ~~Past President~~

12 ~~Insights~~ *Journal*

15 ~~Pre-conference~~

19 ~~Insurance~~

~~16,450~~

18,275

*Conf 7,000 7175
Proc 2,245
Members 61,735
Members 750
16,600*

900 in the red on Newsletter still to come this fiscal year

WCRA STATE/PROVINCE MEMBERSHIP COUNT

	1978 & 1979	Jan.1980
ALASKA	17	11
ALBERTA	15	10
ARIZONA	39	29
BRITISH COLUMBIA	23	13
NORTHERN CALIFORNIA	166	76
	509	
SOUTHERN CALIFORNIA	343	158
COLORADO	39	21
HAWAII	58	48
IDAHO	15	8
MONTANA	6	3
NEVADA	12	7
NEW MEXICO	34	20
OKLAHOMA	7	4
OREGON	47	25
TEXAS	97	45
UTAH	23	14
WASHINGTON	33	26
WYOMING	5	4
OTHERS	116	90
	<hr/> 1095	<hr/> 612

Heard

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

12/11 — 21 MARCH, 1980

ASSETS

CHECKING

Beginning balance from end of last report period (10 December, 1979)	\$ 2770.71	
Deposits for <u>this</u> period (total of receipts and transfers from savings)	<u>18669.00</u>	
Subtotal	21439.71	
Transfers to savings	- <u>-0-</u>	
Subtotal	21439.71	
Expenditures for <u>this</u> report period	- <u>6006.57</u>	
Balance as of 21 March, 1980	15433.14	15433.14

SAVINGS

Beginning balance from end of last report period (10 December, 1979)	10149.51	
Deposits	+ <u>-0-</u>	
Subtotal	10149.51	
Withdrawals	- <u>-0-</u>	
Subtotal	10149.51	
Interest	+ <u>90.70</u>	
Balance as of 21 March, 1980	10240.21	<u>10240.21</u>

TOTAL ASSETS

25673.35

RECEIPTS

Dues	5715.09
Proceedings	1928.91
Ads for Newsletter	180.00
Conference	<u>10845.00</u>
Total receipts (11 December, 1979 through 21 March, 1980)	18669.00

% interest?

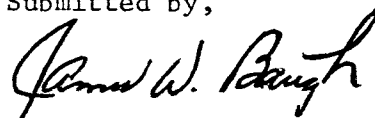
TRANSFERS

From savings to checking	-0-
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (10 December, 1979)	12920.22
Receipts 11 December, 1979 through 21 March, 1980	18669.00
Interest earned	+ <u>90.70</u>
Subtotal	31679.92
Expenditures 11 December, 1979 through 21 March 1980	- <u>6006.57</u>
Total assets as of 21 March, 1980 = checking + savings	\$ 25673.35

Submitted by,

James W. Baugh, Treasurer
Western College Reading Association

Heard 3/21/80

WESTERN COLLEGE READING ASSOCIATION
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	357.82	49.90*		262.28
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	143.51			96.49
5. Conference Site Selection	50.00	6.30			43.70
6. Treasurer	250.00	70.42			179.58
7. Secretary	300.00	87.03			212.97
8. State Directors	400.00	90.15			309.85
9. Newsletter	3,000.00	3079.52			<79.52>
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	-0-			50.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	943.22			376.78
17. Scholarships and Awards	50.00	-0-			50.00
20. Conference	1,000.00	1139.36 739.36			1139.36 260.64
21. Mailing Service	1,500.00	2275.55		1250.00	474.45
TOTAL	\$13,200.00	11512.27			2187.73
Increase acct #21	500.00	11,112.27			2587.73
	\$13,700.00				

*Not included in "expenditures"

Heard 3/21/80

WESTERN COLLEGE READING ASSOCIATION
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	357.82	49.90*		262.28
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	143.51			96.49
5. Conference Site Selection	50.00	6.30			43.70
6. Treasurer	250.00	70.42			179.58
7. Secretary	300.00	87.03			212.97
8. State Directors	400.00	90.15			309.85
9. Newsletter	3,000.00	3079.52			<79.52>
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	-0-			50.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	943.22			376.78
17. Scholarships and Awards	50.00	-0-			50.00
20. Conference	1,000.00	1139.36 735.36			<139.36> 260.64
21. Mailing Service	1,500.00	2275.55		1250.00	474.45
TOTAL	\$13,200.00	11512.27			2187.73
Increase acct #21	500.00	11,112.27			2587.73
	\$13,700.00				

* Not included in "expenditures"

The meeting was called to order at 7:24 pm, March 25, by President Elaine Cohen.

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Review of agenda

The agenda was reviewed and an item added concerning when to submit reimbursement and invoice payment requests.

II. Secretary's report -- J.R. Bonner

The minutes were approved as corrected. Corrections are attached.

III. Treasurer's report -- Jim Baugh

A. Jim first presented the treasurer's report (attachment #1), then the accounts statement (attachment #2). Jim asked for clarification on monies for pre-conference and conference accounts. Instructions were to separate out only membership and Proceedings. Pat Heard expressed concern about how to clarify what item number 20, Conference, includes, particularly if monies for previous and present conferences were to become confused. Elaine recommended that we set up the conference budget in a format similar to the one Jim set up in attachment #2. Betty also suggested that a limited amount remain under the previous conference item until all outstanding bills are paid. Dues and Proceedings should be included in the general fund.

PASSED
Oxford Mail-
ing Service

B. Moved (Baugh), seconded (Heard) that WCRA continue using the Oxford Mailing Service.
PASSED.

PASSED
Renewal and
resource forms

C. Moved (Levinson), seconded (Baugh) that membership renewal letters and resource forms be sent as soon as possible after the conference.
PASSED.

PASSED
June 30
deadline for
officers

D. Moved (Levinson), seconded (Bonner) that officers complete all official business no later than June 30. New officers should assume duties as soon as possible and no later than July 1.
PASSED.

Membership
count

- E. Current membership count totaled 651 as of December 31, 1979.
The number needed for a quorum is 65.

PASSED
Expenses
due May 15

- F. Moved (Baugh), seconded (Heard) that all expense claims be
submitted to the treasurer no later than May 15 of each fiscal
year.
PASSED.

- G. President Cohen referred the treasurer's report as of April 30,
1980, to the auditing committee.

The meeting was adjourned at 9:30 pm.

The meeting was called to order at 8:45 am, March 26, by President Elaine Cohen.

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Conference report -- Betty Levinson

- A. Advertising in the Journal of Developmental and Remedial Education cost \$250.00 and prompted five inquiries. Betty recommended that we not advertise the conference again in the publication.
- B. Conference mailings were sent third class at the end of January but did not arrive for a month. Hereafter, pre-conference information should be mailed first class.
- C. The number of publishers exhibiting at the conference needs to be increased. To encourage more participation, exhibits should be limited to one day. The preferred day would be the middle day of the conference, started with a continental breakfast.
- D. Plans for the general sessions were reviewed and the order of introductions set.

II. Coordinator of State Directors -- Pat Heard

- A. Board members were asked to attend the state meetings, where they could explain the functions of the Board and assist in the orientation of new members.
- B. The Coordinator of State Directors' job description has changed markedly since the description approved by the Board in 1976. Consequently, Pat updated the list of duties.

PASSED
New job de-
scription,
Coord. of
State Directors

Moved (Heard), seconded (Levinson) that the Board accept the revised job description for the Coordinator of State Directors. (attachment #3)
PASSED.

- C. The State/Province Directors' job description has changed also. As a result, Pat updated the list of duties for them.

PASSED
New job de-
scription,
State Directors

Moved (Heard), seconded (Bonner) that the Board adopt the revised job description for the State Directors. (attachment #4)
PASSED.

- D. The membership count as of January, 1980, includes all persons who renewed after the Long Beach conference but does not include those who pre-registered for the San Francisco conference. (See attachment #5)
- E. Because of the few members in Wyoming, they were asked if they preferred to join with those of another state. They preferred to remain autonomous.
- F. Some state organizations have inquired about developing a variety of memberships as well as a special structure for their organization. If those items become pressing issues, the by-laws committee will explore the matter.
- G. Pat reported that Kate Sandberg of Alaska is developing a talent bank among professionals in learning services within the Northwest region.
- H. Concerns of the State Directors included the delay in the Proceedings and conference mailings, plus the lack of brochures and stationery.
- I. In Arizona's annual report, members described issues important to their members: 1) the ERA motion should be reconsidered; 2) future conferences should be held in the hub of WCRA population; 3) members who cannot attend the annual conference should have the opportunity to vote on major issues and amendments by absentee ballot or by proxy.

PASSED
Absentee
ballot

Moved (Heard), seconded (Levinson) that the Board provide an absentee ballot for members not attending the conference, thereby allowing them to vote on those issues and amendments which have been publicized as required at least one month prior to the general session.
PASSED.

III. Nominations committee report -- Margaret Coda-Messerle

Margaret explained the procedures of the nominations committee as described in a report (attachment #6) previously accepted by the Board. Nominees were instructed to submit in writing their willingness to run for office. Each one did.

IV. President's report -- Elaine Cohen

- A. Dallas conference: Elaine reported that the contract has been signed for the Dallas conference, April 7-12, 1981.

- B. Co-sponsored meeting at IRA: At the IRA meeting in St. Louis, WCRA will co-sponsor a session, entitled "Meeting the challenge of fusing skills and content areas."

Members who will participate are: Jane Ballback, California State University, Fullerton; Sally Conway, Community College of Denver, Auraria campus; Dorinda McClellan, Hillsborough Community College, Tampa, Florida; Georgene Payne, Northeastern Oklahoma A & M College, Miami, Oklahoma; Jack Scanlon, Triton Community College, River Grove, Illinois; Dorothy Snozek, Youngstown State University, Youngstown, Ohio; Nancy Steiner, Denver, Colorado; JoAnn Wells, California State University at Fullerton; and Ladessa Yuthas, Metropolitan State College, Denver. Marilyn Fairbanks from West Virginia University will chair the session.

- C. Request for affiliation: The Association for Adult Basic Education in British Columbia, chartered May 1979, has written, asking for an informal affiliation with WCRA. The letter was referred to Diane Luu, Province Director in British Columbia.

PASSED
WCRA affilia-
tion through
states

Moved (Levinson), seconded (Baugh) that requests from state associations for WCRA affiliation be referred to the WCRA State Directors to establish an informal liaison.
PASSED.

- D. NARDSPE: After contact with representatives from NARDSPE, the Board agreed that Betty Levinson should ask them to co-sponsor a meeting.
- E. Resource forms: Elaine suggested that we continue mailing the resource forms with the membership requests. Approximately one-third of the members have responded.
- F. Appointments: Three appointments have been made: Suzanne McKewon, photographer; Royce Adams, nominations chairperson; and Kate O'Dell, parliamentarian.
- G. State Directors: The list of State Directors was presented. (attachment #7)

V. Conference site selection report -- Margaret Coda-Messerle

- A. Proposal from San Diego: Beryl Brown and Suzanne McKewon have proposed to host the 1983 conference (attachment #8). Margaret described the three hotel sites under consideration: 1) Bahia by the Bay; 2) Holiday Inn Embarcadero; and 3) Sheraton Harbor Inn.

PASSED
1982 con-
ference in
San Diego

- B. Moved (Levinson), seconded (Bonner) that the 1982 WCRA conference be held in San Diego March 31 through April 4.
PASSED.

VI. WCRA Journal proposals

- A. Kurt Lauridson, director of Student Learning Center, UC Berkeley, and the new series editor of New Directions in Learning Assistance with Jossey Bass Publishers proposed that WCRA consider the series as a major outlet for its publishing. The quarterly source books present the recent research on one topic. Kurt pointed out several advantages and discussed the possibilities with the Board.

PASSED
Publishing
with Jossey-
Bass to be
explored

- B. Moved (Levinson), seconded (Bonner) to explore the affiliation with Jossey Bass by appointing an editor representative, the WCRA president, and Kurt Lauridson to develop a proposal which would meet the publication needs of the membership as soon as possible.
PASSED.

VII. Minority affairs committee report -- Don Yamamoto

The committee members, Don Yamamoto, Manuel Olgin, and J.R. Bonner, experienced job pressures and have not had the time to formulate a proposal to funding agencies for training minority staff in learning skills. At the conference's minority interest group, participants will discuss the issues and make recommendations.

VIII. President's report (cont'd from morning session)

- A. Occasional journal: Letters describing recommendations were received from 1) Carol Simonson, Tacoma Community College, 2) Delryn Fleming, Eastfield College, 3) Michael O'Hear, Indiana University at Purdue, 4) Bruce Cronnel, SWRL Educational Research and Development, 5) David Lemire, Goshen County School District #1, Wyoming, and 6) Roberta Wilkes, Seattle University.
- B. After hearing the recommendations, the Board raised questions which should be considered in members' state group meetings at the conference.

IX. Archivists' report -- Ruth Purdy by Elaine Cohen (attachment #9)

- A. Ruth described how the materials have been organized and stored. In response to the budget request, Elaine will write to Ruth about the matter.

PASSED
Archivist's
report

- B. Moved (Heard), seconded (Bonner) that the Board accept the archivist's report.
PASSED.

- C. It was further recommended that the Treasurer inform all account managers at the beginning of the fiscal year that the budget allocated is not to be exceeded.

X. Scholarship and awards -- Mitch Kaman by Elaine Cohen (attachment #10)

- A. Awards committee members were selected from the membership resource forms. No proposal was received for recommending an award for the outstanding retiring member. For the Distinguished Service Award, two members received letters of recommendation. Because of the lack of guidelines, Mitch asked that a form be designed for nominations of members.
- B. Five scholarship requests have been received. Elaine will inform the applicants that WCRA will not be awarding a scholarship this year.
- C. Moved (Bonner), seconded (Heard) that the Board accept the report from the scholarship and awards committee.
PASSED.
- D. Moved (Heard), seconded (Bonner) that the Board not reinstate the scholarship this year.
PASSED.

PASSED
No scholar-
ship award

XI. Bylaws

Because no issues have been raised which need to be addressed by the bylaws committee, the committee will not convene this next fiscal year.

The meeting was adjourned at 7:20 pm.

THIRTEENTH ANNUAL MEETING

I. Call to order

The general meeting was called to order at 10:45 am, March 27, 1980, by President Elaine Cohen.

II. Introductions

President-elect Betty Levinson welcomed members, explained program changes and thanked the conference manager and staff. Betty introduced the conference manager Rose Wassman, who thanked her staff. She then introduced key chairpersons: Sybil Warsowe, audio-visual; Norma Spalding, conference credit; Carol Bogue and Norma Spalding, publishers' exhibits; Anne Paye, food services; Gail Benchener, graphics; George Dennis, evaluation; Carrie Walker, hospitality; Joyce Kuns, tours; Mitch Kaman, awards; Susan McKewon and Robert Williams, photographers; Barbara Tomlinson, section chairpersons; and Jane Weidman and Chuck Hunter, registration.

III. Secretary's report -- J.R. Bonner

J.R. Bonner presented highlights of the current Board discussions and actions.

IV. Treasurer's report -- Jim Baugh

Jim Baugh reviewed the budget and stated that the current budget and third report are posted by the registration desk.

V. Dr. Rosemary Park, keynoter

Carol Pfeffer introduced the speaker, Dr. Rosemary Park, who spoke on "Literacy: the Challenge for the 80s."

VI. Nominations committee report -- Margaret Coda-Messerle

Margaret outlined the seven criteria for guidelines in selecting candidates and announced the candidates selected by the committee. Elaine called for further nominations from the floor, starting with treasurer. No nominations were made, and nominations were closed.

VII. Introduction of candidates

Elaine introduced the candidates. Elections will be held at the general session, 9:00 am Friday.

Treasurer: Jeanette Driskell
Don Yamamoto

Secretary: Ann Coil
Carol Clymer Walvekar

President: Ann Faulker
Barbara Tomlinson

The meeting was adjourned at 12:30 pm.

The general session was called to order March 28, 1980, at 9:25 am by President-elect Betty Levinson.

I. Program changes

Betty announced program changes.

II. Keynote speaker

Elaine introduced Karen Smith, who introduced the keynote speaker, Dr. Michael McHargue from Foothills College.

III. Election of new officers

New officers were announced:

Treasurer: Don Yamamoto
Secretary: Ann Coil
President-elect: Ann Faulkner

IV. Bylaws changes recommended

DEFEATED
Change in
nominating
procedure

- A. Moved (Seymour Prog), seconded (Kersteins) that the nominating committee shall select from the membership at least one candidate for the officers of treasurer, secretary, and president. Discussion followed. Carol Walvekar recommended that members talk over their concerns with members of the nominating committee.
MOTION DEFEATED.
- B. Because time conflicted with conference presentations, consideration for a proposed name change for WCRA was postponed until 5:00 pm after the day's conference agenda.

The meeting adjourned at 10:45 am, resumed at 5:10 pm by President Elaine Cohen. Elaine made several announcements, including the recommendation that members who were interested in serving on the nominations committee or serving as officers should see Royce Adams, the nominations chairperson.

I. Bylaws (cont'd from morning session)

- A. Moved (Heard), seconded (Jane Matthews) that the name WCRA, wherever it appears in the constitution and bylaws, be changed to CLAA, College Learning Assistance Association.
- B. Moved (Sally Conway), seconded (Jewel Keusder) that discussion be limited to three minutes.
PASSED.

- C. Elaine asked those who were interested in speaking on the issue to approach the microphone and alternate those in favor and those against. Members chose not to use the format, but to speak to the issue and then present a rebuttal.
- D. Discussion: Pat Heard presented the Board's rationale for the proposal. Delryn Fleming suggested a combination of Western College Reading Association and College Learning Association. Gene Kersteins spoke for the initial motion. Irwin Joffe disagreed, stating that the college reading professionals needed recognition. He proposed a compromise.
- E. Moved (Joffe), seconded (Marvin Wills) to amend the motion by adding Western College Reading and Learning Association. Rita Phipps amended the motion to read Western College Reading and Learning Assistance Association. Seconded by Susan Liberty; and Irwin Joffe accepted the amendment.
- F. Discussion of amended proposal: Joan Matthews suggested that because the title was too long and complex, it should be shortened. June Dempsey spoke in favor of maintaining the current title because of the organization's reputation nationwide.
- G. The motion for the amendment was defeated. A call for the question ended the discussion. Elaine reread the original motion.
MOTION DEFEATED.

DEFEATED
Name change

The meeting was adjourned at 5:45 pm.

The meeting was called to order by President Elaine Cohen at 1:45 pm, March 28, 1980.

I. Introductions of State/Province Directors

Directors present were:

Alaska - Kate Sandberg	Idaho - Mary Hess
Alberta - Bill Pierce	Nevada - Dan Baxley
Arizona - Margaret Hyde	New Mexico - Carol Clymer Walvekar
British Columbia - Diane Luu	Oklahoma - Bessie Jenkins
Northern California - Midori Hiyama	Oregon - Virginia Shrauger
Southern California - Sally Garcia	Texas - Ann Faulkner
Colorado - Sally Conway	Utah - Merlin Cheney
At-large - Dorinda McClellan, Florida	

II. Other members present:

Dave Forbes, Alaska; Joe Cortina, Texas; Diane Tharp, Texas; Denise McGinty, Texas; and Sue Brown, New Mexico.

III. State Directors' concerns -- chaired by Pat Heard, State Coordinator

State
Directors'
concerns

A. Midori Hiyama from California recommended that special groups be formed, such as a learning disabilities group, tutorial and legislative. In addition, she asked that there be a special day at the conference at a discount rate. Betty Levinson reported that the Board had decided not to have one-day discounts because, having tried the special rate at Long Beach, the Board noted that those members stayed longer than one day. Midori then asked that membership get an explanation of the conference costs.

B. Bill Pierce, Alberta, recommended that WCRA give assistant fees to students who work at the conference.

C. Ann Faulkner, Texas, suggested student memberships.

D. Bill Pierce, Alberta, asked for a description of discount air fares to the next conference in Dallas.

Discussion
of publishing
with Jossey
Bass

E. In response to the proposal to develop some type of joint venture with publishers Jossey Bass, the groups reported the following:

1. British Columbia and Alberta were concerned about length of contract, the limitations and controls, and the placement of WCRA's name on the publications.
2. Alaska, Oregon, and Washington were concerned about the number and nature of other organizations involved.

Publishing
with Jossey
Bass (cont'd)

3. Utah recommended that the organizations not be diverse.
4. New Mexico expressed a preference for a WCRA journal; however, if the journal venture were pursued with Jossey Bass, they recommended a ceiling on the number of organizations on the board, limitations on the nature of the organizations, a reduction on subscription rate, and that not all issues be theme issues.

Placement
Bureau

- F. Coordinator Pat Heard addressed the issue of what members receive for their dues. She asked Jane Ballback to explain one of the benefits, that of the Placement Bureau. In describing the service, Jane pointed out that one problem is the expense of sending job listings to members. Ann Faulkner recommended that individuals pay a fee for the mailings; however, Betty Levinson said that the Board preferred to offer the services as a benefit from the dues. Bill Pierce suggested an exchange service with faculty members from other campuses including job and house. Dave Forbes described Alaska's system in which they offer exchanges with Australia and other countries. At UCLA, faculty members arrange their own exchanges, according to Betty.
- G. On professional contracts, Kate Sandberg from Alaska is seeking to develop a contact network which would not be costly.
- H. Dan Baxley expressed concern about the potential bureaucracy which would result from an accelerated growth pattern.
- I. Elaine Cohen reminded State Directors that renewal letters will be issued after the conference and membership letters will be sent to the State Directors.
- J. Carol Clymer Walvekar suggested WCRA re-examine its goals.
- K. Pat Heard said that Mary Hess and Margaret Hyde have recommended regional WCRA meetings. Because of rising costs, the New Mexico group will sponsor a conference following the WCRA conference to which they will invite not only WCRA but others involved in phases of learning assistance. Carol asked what she should do with the money if she had an overage in fees. Pat Heard replied that the Board would consider the issue.
- L. Merlin Cheney asked for a conference schedule which would run the Institutes either before or after the conference to reduce the frustration in selecting those sessions to attend.
- M. Margaret Hyde asked if WCRA was underwriting the costs of the conference. To encourage more members to attend, Margaret suggested offering an institutional membership which would cover a specific number of persons.

State
Directors'
concerns
(cont'd)

- N. Kate Sandberg expressed her appreciation to Pat Heard for the packet of information about activities by other State Directors. Ann Faulker recommended that all State Directors send information on their activities to each other.
- O. Carol Walvekar recommended developing a network of evaluators for programs that are attempting to measure their effectiveness. Carol asked if the papers from the conference presenters would be published in the Proceedings. In addition, Carol recommended that non-members who present should receive pre-conference registration forms. State Directors also could forward conference announcements to potential members. Sally Conway also suggested that State Directors identify one contact person at each institution who would disseminate information.

Welcoming
new members

- P. The issue of welcoming new members was discussed. Mitch Kaman asked that each packet contain "underground information to WCRA" for the new members. Margaret Hyde recommended that the program should explain what's open to newcomers. Sometimes the program is unclear; for example, the Board's Reception did not indicate that it was an event open for everyone. Mitch Kaman asked that specific people be designated to greet new persons. Elaine recommended that large sign-up sheets labeled by state be placed by the registration table where people could see who else from their area is attending.
- Q. For the Dallas conference, Ann Faulkner announced that Delryn Fleming will be conference manager. Members should get the conference information during the spring or summer in order to plan travel budgets. Ann also introduced Diane Tharp, registrar for the Dallas conference.

Placement
Bureau

II. Placement Bureau report -- Jane Ballback (attachment #10)

Jane suggested that State Directors send announcements directly to her. Jane will list job announcements from the Chronicle of Higher Education also. Jane intends to include information about areas where jobs are scarce and information about how to make career changes.

III. Awards and scholarship committee -- Mitch Kaman (attachment #11)

- A. Mitch reported that the committee met at the conference and decided not to make an award this year but instead to draft recommended guidelines for the award.
- B. Moved (Levinson), seconded (Bonner) to amend the guidelines operating previously on the award for outstanding service but leave the guidelines as is for the scholarship award and substitute the current committee's recommendations.
PASSED.

PASSED
Award
guidelines

- C. The committee will prepare recommended guidelines for additional awards and present them at the August Board meeting.

IV. Proceedings report -- Gwyn Enright

- A. Gwyn reported that she had received 20 papers to date and would like more names of persons who would assist in the editing, and specifically members of one-year standing. Currently working with her are Michael O'Hear, Delryn Fleming, and Bill Carnahan.
- B. On the matter of publishing abstracts, Gwyn pointed out that an advantage in printing abstracts is that more readers would have access to the information. The disadvantage, on the other hand, was that the paper could not be submitted elsewhere. On that basis, Gwyn will ask each presenter if she/he prefers the abstract be printed.
- C. Regarding budget, Gwyn has asked for written bids from printers. To keep members informed about publishing date, the information will be announced in the Newsletter.
- D. Several suggestions were made for encouraging sales of Proceedings:
 - 1. Send publicity materials to persons starting learning centers;
 - 2. Set up an exhibit in the Publishers' Exhibit area at the conference;
 - 3. Take publicity and order blanks to the co-sponsored sessions at IRA; and
 - 4. Place ads in the Newsletters describing available editions.
- E. Betty Levinson asked Gwyn to assist her and Kurt Lauridson in formulating the negotiation procedures with Jossey Bass regarding a potential journal.

V. Newsletter report -- JoAnn Wells (attachment #12)

- A. JoAnn announced that she currently has 10 columns with a commitment for four more:
 - 1. June Dempsey has agreed to write a column reviewing materials;
 - 2. Carol Walvekar will write a column on evaluation;
 - 3. An ERIC column will include important bibliographies; and
 - 4. Tamyra Turner will write a minority affairs column.
- B. Newsletters following the conference will be mailed to everyone who renewed memberships as of this conference. Those who did not renew will receive a letter explaining and reminding them to renew.

Newsletter
report
(cont'd)

- C. New advertising will include two of the conference exhibitors. JoAnn recommended that those publishers that exhibited be placed on the mailing list.
- D. Betty Levinson agreed to write a short article on the membership resources for the Newsletter. Pat suggested mailing everyone a resource form and membership card to update memberships. Jim suggested that both be stuffed into the Newsletter. Betty said she would ask Hal to send a brochure, a resource file form, and a membership card to each new member. The expenses will be listed under the printing budget. Currently the organization needs more than 5,000 brochures. If an officer needs a membership list, s/he can request one from Hal at the mailing service.
- E. JoAnn thanked Jim for the articles about the treasurer's role.
- F. JoAnn will write letters directly to the State Directors to obtain information for the Newsletter. JoAnn needs selection by the Board of typeset options. The Board asked JoAnn to make the selection.
- G. In meeting deadlines, which sometimes run five to six weeks past the date, JoAnn finds she is often short of material. A decision needs to be made whether or not to delay or to proceed with printing. Betty suggested pressuring editors for material.

VI. Letter requesting assistance

Elaine read a telegram regarding the dissolving of the UCLA Learning Assistance Center and asked for the Board to respond to the action. The Board agreed to write to the staff offering support and assistance.

The meeting was recessed until Sunday morning at 8:30 am.

The meeting was called to order at 8:35 am on March 30, 1980,
by Past-president Elaine Cohen.

Voting members present: Elaine Cohen, Past-president
Betty Levinson, President
Ann Faulkner, President-elect
Ann Coil, Secretary
Don Yamamoto, Treasurer

Non-voting members: Pat Heard Jim Baugh
Gwyn Enright Margaret Coda-Messerle
Diane Tharp Carol Walvekar
Mike McHargue Donna Letherland
Delryn Fleming Gene Kersteins
Lorri Boothe Rose Wassman
June Dempsey J.R. Bonner

I. San Diego conference

Suzanne McKewon presented information about the potential conference sites.

PASSED
Conference
site
selected

Moved (Levinson), seconded (Heard) that the Board accept the Bahia as the San Diego conference site.
PASSED.

II. Recommendations from membership in attendance

A. The energy and expertise of the membership should be directed to strengthen the organization. Specifically, those persons who are candidates for office but not elected should be recruited to direct particular activities.

B. New members

Suggestions
for welcoming
new members

1. Mike McHargue suggested that a separate new members meeting be held just prior to the state meetings and a procedure be developed for welcoming those members at both meetings.
2. June Dempsey recommended that newcomers be identified by their name tags in order to allow special recognition from the previous membership. Dinner gatherings should be organized to include new members. At the operating session, newcomers should be asked to stand and be given a special welcome.

C. Conference Institutes need to be either before or after the main conference to allow the presenters and chairpersons to attend. In response, Pat Heard said the Institutes could be presented Thursday morning and the conference begun Thursday afternoon. Carol Walvekar agreed with limiting the Institutes to a half day because of the fatigue that accompanies a full day session.

- D. Tapes could be made available for persons unable to attend. Gene Kersteins recommended that the conference manager explore possibilities of the AV department assisting at the conference. If presentations are to be taped, the speaker must consent and someone must determine which presentations will be selected for taping.

Suggestions to
increase
communication
between Board
& State Dirs.

- E. Several issues regarding concerns of State Directors were discussed. First, communication between the Board and the State Directors needs to be increased. If State Directors were willing to arrive at the conference site early, the Board could meet with them, which would allow a longer orientation to the organizational structure, operation, and policies and problems. With the orientation, State Directors would be more involved with the decision-making. Another issue, the terms of office for State Directors, was raised. A longer term, possibly three years or at least two years with an extended option, would provide continuity and strengthen the organization.
- F. In structuring the conference program, Rose Wassman pointed out that people on tours need the sessions repeated. Tours on alternate days helped reduce conflicts in scheduling.
- G. For the Dallas conference, charter flights should be investigated.
- H. The issue of partial registration or one-day registration was raised again. Jim Baugh pointed out that some people did not pay for the conference, including some of the presenters. Betty Levinson proposed that she draft a letter to persons not paying for registration to clarify any discrepancy. The Board has agreed not to allow one-day registrations but did entertain a discussion about which conference workers should pay the fees. June Dempsey reminded the Board that during the Anaheim conference, some of the student workers were paid. At the Long Beach conference, the Board voted to refund the fees of those working registration.

PASSED
Refunds on
conference
fees

Moved (Heard), seconded (Levinson) that the Board offer refunds on conference fees to those persons on the conference committee as designated by the conference manager.
PASSED.

- I. Margaret recommended that the Board attend the hospitality room regularly.
- J. Don Yamamoto recommended honoring members who have published during the year.

III. Publishers' Exhibits

PASSED
Fees for
publishers'
exhibits

A. Moved (Heard), seconded (Baugh) that the fees for publishers' exhibits at the Dallas conference be \$150.00 for the first table and \$50.00 for the second table.
PASSED.

B. Moved (Levinson), seconded (Heard) to offer a continental breakfast for publishers at the Dallas conference.
PASSED.

IV. Summer Board meeting

The summer Board meeting will be held August 23 and 24, 1980, at North Park, Dallas, Texas.

V. Refunds

PASSED
Conference
refunds

Moved (Heard), seconded (Levinson) that if refunds are requested for the San Francisco conference, \$20 of the \$25 registration fee will be refunded.
PASSED.

VI. Budget

PASSED
Budget for
coming year

Moved (Cohen), seconded (Yamamoto) to adopt a budget for the next conference year of \$16,790.00
PASSED.

THE MEETING WAS ADJOURNED.

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

21 MARCH, 1980

ASSETSCHECKING

Beginning balance from end of last report period (10 December, 1979)	\$ 2770.71	
Deposits for <u>this</u> period (total of receipts and transfers from savings)	<u>18669.00</u>	
Subtotal	21439.71	
Transfers to savings	<u>- -0-</u>	
Subtotal	21439.71	
Expenditures for <u>this</u> report period	<u>- 6006.57</u>	
Balance as of 21 March, 1980	15433.14	15433.14

SAVINGS

Beginning balance from end of last report period (10 December, 1979)	10149.51	
Deposits	<u>+ -0-</u>	
Subtotal	10149.51	
Withdrawals	<u>- -0-</u>	
Subtotal	10149.51	
Interest	<u>+ 90.70</u>	
Balance as of 21 March, 1980	10240.21	<u>10240.21</u>

TOTAL ASSETS

25673.35

RECEIPTS

Dues	5715.09
Proceedings	1928.91
Ads for Newsletter	180.00
Conference	<u>10845.00</u>
Total receipts (11 December, 1979 through 21 March, 1980)	18669.00

Corrections of Minutes
August 24-25, 1979 San Francisco

- p. 3 IV H and VII C -- change Rose's name from Wasson to Wassman.
- p. 6 IX C -- Hotel contract: The Board reviewed the flexible guidelines of hotel negotiations prepared by June Dempsey.
- p. 10 III A. 4 -- If members pay within 60 days of conference they are automatically paying for the next year.
- p. 10 III B -- S&E Budget: Betty suggested we set up a permanent S&E budget.

WESTERN COLLEGE READING ASSOCIATION
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	357.82	49.90*		262.28
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	143.51			96.49
5. Conference Site Selection	50.00	6.30			43.70
6. Treasurer	250.00	70.42			179.58
7. Secretary	300.00	87.03			212.97
8. State Directors	400.00	90.15			309.85
9. Newsletter	3,000.00	3079.52			<79.52>
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	-0-			50.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	943.22			376.78
17. Scholarships and Awards	50.00	-0-			50.00
20. Conference	1,000.00	1139.36 73536			<139.36> 260.64
21. Mailing Service	1,500.00	2275.55		1250.00	474.45
TOTAL	\$13,200.00	11512.27			2187.73
Increase acct #21	500.00	11,112.27			2587.73
	\$13,700.00				

*Not included in "expenditures"

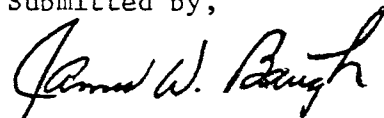
TRANSFERS

From savings to checking	-0-
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (10 December, 1979)	12920.22
Receipts 11 December, 1979 through 21 March, 1980	18669.00
Interest earned	+ <u>90.70</u>
Subtotal	31679.92
Expenditures 11 December, 1979 through 21 March 1980	- <u>6006.57</u>
Total assets as of 21 March, 1980 = checking + savings	\$ 25673.35

Submitted by,

James W. Baugh, Treasurer
Western College Reading Association

revised 3/80

WCRA COORDINATOR OF STATE DIRECTORS - DutiesAS OUT-GOING PRESIDENT:Feb.

1. Two months prior to annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. (Request recommendations from current Coordinator of SD's, consult Membership Resources Forms, etc. By-laws state that President should appoint new SD's "within 30 days prior to the annual conference", so that the transition from current to new SD's can be facilitated at the annual conference. SD appointments are for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances warrant.)
2. Write letters to prospective SD's -
 - a. Ask if they are interested in serving.
 - b. Enclose a copy of SD duties.
 - c. Ask them to respond in writing within a given deadline - (self-addressed postcard facilitates this process).
 - d. Ask them to send you their home and office addresses and phone nos.
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement.
 - f. Invite them to attend the SD meetings at the upcoming conference to facilitate the transition between current and new SD's.

for the
conference

3. Prepare a list of names, addresses, and phone nos. of all appointed SD's, and distribute this list to WCRA Board members, the Newsletter editor, other SD's, and the WCRA Mailing Service.

at the
conference

4. Attend SD meetings at the annual conference.

AS COORDINATOR OF STATE DIRECTORS (PAST-PRESIDENT):right after
the conference

5. Remind new President to update Mailing Service letters and have non-renewal letters sent immediately post-conference. Remind Secretary to send summaries of Board meetings to SD's.
6. Contact the WCRA Mailing Service to have an updated list of members mailed to each SD as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing SD's, thanking them for their service and asking that they forward their WCRA materials and records to their successor.

8. Write letters of acknowledgement to institutional administrators designated by new SD's.

by Mid-May

9. Send an initial "group letter" to all SD's:
 - a. Include any follow-up info from recent conference.
 - b. Checklist of materials and supplies they should have on hand - acquired from predecessor or request extras from you.
 - c. Suggest they start making plans for fall mini-conferences now.
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter).
 - g. Remind them to send you (and the Newsletter) copies of agendas and news from state mini-conferences, etc.

late August

10. Request that WCRA Mailing Service send a second updated membership list to all SD's the first week in September.

early
September

11. Remind Secretary to send summaries from Fall board meeting to SD's. Remind President-elect to send extras of conference mailings to SD's to be used in recruiting new members.
12. Send a second "group letter" to all SD's:
 - a. Highlight early conference info and any other important news/issues from Fall board meeting.
 - b. Tell them to send new membership recruitment letters now.
 - c. Tell them to contact non-renewals when they receive their updated mailing list.
 - d. Remind them of current membership/dues policies - e.g., membership is conference-to-conference; those renewing earlier than 60 days before annual conference will be paying for current year only and will renew at conference, etc.
 - e. Ask for news of their fall meetings.
 - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

13. Send a third "group letter":
 - a. Ask them about availability/recommendations for next year's SD appointment - enclose self-addressed postcard for prompt response.
 - b. Remind them of Feb. 1 deadline for annual report.
 - c. Request items for SD meeting agenda at conference - and issues for Board agenda, too.

14. Request one complete updated membership list from WCRA Mailing Service - to represent membership as of December 31 and be mailed to you in early January. This will give you the info to report the year's base membership count in various states/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb.

15. Send recommendations for next year's SD appointments to current President. Send items for Board agenda, too.

late Feb.

16. Send a fourth "group letter":
 - a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for SD's at conference.
 - c. Enclose a self-addressed postcard to indicate if SD will be there - or who substitute will be.
 - d. Mention some agenda items for the meetings.
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date).
 - f. Save and transfer your materials to your successor.
17. Arrange for current and recent Board members to attend state meetings at annual conference - to represent the Board and act as resource persons re: Association issues.

at the
conference

18. Conduct State/Province Directors' meeting.
 - a. Summarize state/province annual reports.
 - b. Summarize items from pre-conference Board meetings.
 - c. Suggest agenda items for their state/province meetings.
 - d. Ask for their evaluations, recommendations.

19. Coordinate SD's meeting with WCRA Board.

after the
conference

20. Assemble files and transfer to next Coordinator of State Directors.
21. Breathe a sigh of relief and fade away before moving into role of Conference Site Chairperson!

as needed

Periodically as needed:

- (1) Respond to assorted correspondence from SD's.
- (2) Serve as advisor to current President.

DUTIES OF WCRA STATE/PROVINCE DIRECTORS

The WCRA State/Province Director role is largely one of membership recruitment and communication, with an additional focus on identifying and developing appropriate forums for the discussion of ideas and issues of special interest to our members in a particular state or province. The appointment is for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances deem it appropriate. Some of the specific duties listed below may vary according to the size and nature of particular states, provinces; and regions.

1. Conduct a membership drive in early fall by sending an informative letter about WCRA and a brochure to appropriate administrators and colleagues in institutions in your area (state, province, region, etc.).
2. Establish liaison with officers of other related professional organizations in your area.
3. Make follow-up contacts with prospective members.
4. Plan a mini-conference, workshop, meeting, or get-together for members in your area - and to attract new members, too.
5. Consider regional planning for hosting a future WCRA annual conference in your area. (The Guidelines for Submitting a Conference Proposal contain necessary information and can be obtained from the Conference Site Chairperson, who is also available for consultation with members considering a conference bid.)
6. Submit articles containing news about activities and members in your area to the Newsletter editor. Encourage members in your area to write educational articles for submission to the Newsletter.
7. Act as a resource person and communications link among members in your area to assist in keeping updated about professional and Association developments.
8. Report jobs available in your area to the Placement Bureau Chairperson.
9. Encourage members to attend the annual conference and to make conference presentations. Include a reminder about the call for papers deadline in your fall letter to them. Explore the possibility of group travel rates to the annual conference.
10. Submit a yearly report to the Coordinator of State Directors by February 1st of each year. Include:
 - a. total number of members
 - b. new members added during the conference year
 - c. summary of area meetings during the year
 - d. activities designed to interest and attract new members
 - e. recommendations to the Board of Directors
 - f. suggestions for your successor
11. At the annual conference:
 - a. attend the State/Province Directors' meeting
 - b. with other directors from your region, plan agenda for and conduct the state/province meeting
 - c. attend the State/Province Directors meeting with the WCRA Board
 - d. appoint a member to replace you at the annual conference if you are unable to attend

WCRA STATE/PROVINCE MEMBERSHIP COUNT

	1978 & 1979	Jan.1980
ALASKA	17	11
ALBERTA	15	10
ARIZONA	39	29
BRITISH COLUMBIA	23	13
NORTHERN CALIFORNIA	166	76
	509	
SOUTHERN CALIFORNIA	343	158
COLORADO	39	21
HAWAII	58	48
IDAHO	15	8
MONTANA	6	3
NEVADA	12	7
NEW MEXICO	34	20
OKLAHOMA	7	4
OREGON	47	25
TEXAS	97	45
UTAH	23	14
WASHINGTON	33	26
WYOMING	5	4
OTHERS	116	90
	1095	612

October 17, 1979



WESTERN COLLEGE READING ASSOCIATION

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

REPORT OF THE 1980 WCRA NOMINATIONS COMMITTEE

Margaret Coda-Messerle
Gwyn Enright
Patricia Heard
Midori Hiyama
Manuel Olgin

On Wednesday, August 23, 1979, the 1980 WCRA Nominations Committee met at the Hyatt on Union Square, San Francisco, from 9 a.m. till 2 p.m.

Having taken into consideration the direction provided by the 1978 and 1979 Nominations Committees as well as the information gleaned from the "information nominations survey" conducted at the 1979 Conference, the Committee developed a priority listing of potential candidates for each of the three elective offices.

Referring to the work done by the 1978 Nominations Committee, this 1980 Committee used the following criteria as guidelines, not requirements, in their selection and ranking of candidates for nomination to office:

1. Management skills of planning, organizing, motivating and controlling (president-elect)
2. Past service to WCRA
3. Experience in leadership and management roles (president-elect)
4. Demonstrated commitments to the philosophy and goals of WCRA
5. Personal and professional stability
6. Professional visibility outside his/her own locality, i.e., teaching, lecturing, writing, and research (president-elect)
7. Indication of institutional commitment

Potential candidates were later contacted by the Chairperson and according to procedures agreed upon by the Committee, such processes yielded the slate that follows:

President-Elect

Ann Faulkner
Barbara Tomlinson

Secretary

Ann Coil
Carol Clymer Walvekar

Treasurer

Jeanette Driscoll
Don Yamamoto

Upon submitting the slate of candidates to the WCRA President, Dr. Elaine Cohen, Board members were contacted by letter and approved the slate presented to them.

These nominees have been instructed to (1) submit in writing their willingness to run for office and to (2) submit their pictures together with biographical sketch including professional training, current responsibility, WCRA service and position statement regarding their candidacies to the Newsletter editor no later than November 15, 1979.

In addition, the Committee recommended to the Board of Directors at its August, 1979, Mid-year Board meeting the following By-laws change for vote by the membership at the 1980 Annual Conference in San Francisco:

Change Article VI, Parliamentary Procedure, Item 3a, to read as follows:

"The nominating committee shall confer in face-to-face meeting and select from the membership at least one (1) member for each of the offices of president-elect, secretary and treasurer."

The Committee felt that a nominations committee "hands should not be tied" by the present requirement of selecting at least two (2) members for each of the offices.

(The Board voted to approve this By-laws change and submit it to a vote of the membership.)

Respectfully submitted,


Margaret L. Coda-Messerle, Chairperson

WCRA STATE/PROVINCE DIRECTORS, 1979-80

ALASKA

Kate Sandberg
 (Anchorage Community College)
 2533 Providence Avenue
 Anchorage, Alaska 99504
 Sch.: 907-279-6602
 Home: SRA Box 30X
 Anchorage, Alaska 99507
 907-344-9305

ALBERTA

Bill Pierce
 (Grant MacEwan Community College)
 Box 1796
 Edmonton, Alberta, Canada T5J 2P2
 Sch.: 403-425-8810
 Home: 3643 109 St.
 Edmonton, Alberta, Canada T5J 2P2
 403-435-4248

ARIZONA

Margaret Hyde
 (Arizona College of Technology)
 Star Route - Box 97
 Winkelman, Arizona 85292
 Sch.: 602-487-2351
 Home: 1505 B.E. Prince
 Tucson, Arizona 85719
 602-325-7969

BRITISH COLUMBIA

Diane Luu
 (Fraser Valley College) East Campus
 45600 Airport Road
 Chilliwack, B.C., Canada V2P 6T4
 Sch.: 604-792-0025
 Home: 4373 Union Street
 Burnaby, B.C., Canada Z5C 2X5
 604-299-0706

NORTHERN CALIFORNIA

Midori Miyama
 (Sacramento City College)
 3835 Freeport Blvd.
 Sacramento, CA 95822
 Sch.: 916-449-7111
 Home: 1117 Swanton Drive
 Sacramento, CA 95818
 916-448-9465

Charles Hunter
 (San Jose City College)
 2100 Moarpark
 San Jose, CA 95128
 Sch.: 408-298-2181 #293
 Home: 20846 Meadow Oak
 Saratoga, CA 95070
 408-257-3944

SOUTHERN CALIFORNIA

Dave Fisher
 (East Los Angeles College)
 1301 Brooklyn Ave.
 Monterey Park, CA 91754
 Sch.: 213-265-8650
 Home: 11806 "G" Moarpark
 Studio City, CA 91604
 213-765-2985

Sally Garcia
 Learning Assistance Center
 (Cal. State - Long Beach)
 6101 East 7th
 Long Beach, CA
 Sch.: 213-498-4186
 Home: 12621 So. Gabbett
 La Mirada, CA 90638
 213-941-7292

COLORADO

Sally Conway
 (Community College of Denver)
 CCD-Auraria
 111 W. Colfax
 Denver, CO 80204
 Sch.: 303-692-2497
 Home: 8262 Surrey Drive
 Morrison, CO 80465
 303-697-9862

HAWAII

Dennis Konshak
 Language Arts Division
 (Maui Community College)
 Kahului, Maui, Hawaii 96732
 Sch.: 808-242-5462
 Home: 244 W. Papa
 Kahului, Maui, HI 96732
 808-877-4848

IDAHO

Mary Hess
 Reading Center
 (Ricks College)
 Rexburg, ID 83440
 Sch.: 208-356-1410
 Home: 275 S. 2nd E.
 Rexburg, Idaho 83440
 208-356-5674

MONTANA

Donna Robbins
 Reading Center
 (Eastern Montana College)
 Billings, Montana 59101
 Sch.: 406-657-2338
 Home: 525 Avenue B
 Billings, Montana 59102
 406-252-8959

NEVADA

Dan Baxley
 Reading Center
 (University of Nevada, Las Vegas)
 Las Vegas, Nevada 89154
 Sch.: 702-739-3781
 Home: 4259 Woodcrest Road
 Las Vegas, Nevada 89121
 702-458-6574

NEW MEXICO

Carol Clymer Walvekar
 University Drop-In Lab
 Box 5278
 (New Mexico State Univ. - Las Cruces)
 Las Cruces, New Mexico 88003
 Sch.: 505-646-3136
 Home: 1804 Imperial Ridge
 Las Cruces, N.M.
 505-522-7587 (?)

OKLAHOMA

Bessie Jenkins
 (El Reno Junior College)
 1300 Country Club Road
 El Reno, OK 73036
 Sch.: 405-262-2552
 Home: 802 SW 26th Street
 El Reno, OK 73036
 405-262-4306

OREGON

Virginia Shrauger
 (Central Oregon Community College)
 Bend, OR 97701
 Sch.: 503-382-6112 #244
 Home: 20139 Glen Vista
 Bend, OR 97701
 503-389-2580

TEXAS

Ann Faulkner
 Learning Skills Center
 (Mountain View College)
 4849 W. Illinois Avenue
 Dallas, Texas 75211
 Sch.: 214-746-4236
 Home: 1322 Bow Creek
 Duncanville, Texas 75116
 214-296-1019

TEXAS continued . . .

Bette Wise
 (St. Mary's University)
 One Camion Santa Maria
 San Antonio, Texas 78284
 Sch.: 214-436-3202
 Home: 1314 Mt. Vieja Drive
 San Antonio, Texas 78213
 214-

UTAH

Merlin Cheney
 English Department
 (Weber State College)
 Ogden, Utah 84408
 Sch.: 801-399-5941 #468
 Home: 1309 Mitchell Dr.
 Ogden, Utah 84403
 801-394-2053

WASHINGTON

Elizabeth Breen
 (Ft. Steilacoom Community College)
 9401 Farwest Drive SW
 Tacoma, Washington 98498
 Sch.: 206-964-6671
 Home: 63 West Road
 Tacoma, Washington 98406
 206-752-0279

WYOMING

Lyle Miller
 (University of Wyoming)
 College of Education
 University Station Box 3374
 Laramie, Wyoming 82071
 Sch.: 307-766-2353
 Home: 1944 Sheridan
 Laramie, Wyoming 82070
 307-745-9027

MEMBERS-AT-LARGE

(see next page)

AT-LARGE

Anne Erlebach

Director of Reading

Dept. of Humanities

(Michigan Tech University)

Houghton, Michigan 49931

Sch.: 906-487-1885

Home: 1207 Emery

Hancock, Michigan 49930

906-482-4139

Dorinda McClellan

(Hillsborough Community College)

P.O. Box 22127

Tampa, Florida 33622

Sch. 813-879-7222 #375

Home: 704 Grand Court

Temple Terrace, FL 33617

813-988-3355

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF ACADEMIC SUPPORT
AND INSTRUCTIONAL SERVICES

LA JOLLA, CALIFORNIA 92093

March 25, 1980

Ms. Betty K. Levinson, President
Western College Reading Association

Dear Betty,

On behalf of the Office of Academic Support and Instructional Services (OASIS) and UCSD, with the approval of Dr. Paul Saltman, Vice Chancellor, Academic Affairs, I am extending an invitation to the Western College Reading Association (WCRA) to hold its 1982 Conference in San Diego. Ms. Beryl Brown, OASIS Tutorial Program Coordinator, has indicated that OASIS should expect to provide the following support if the conference bid is accepted:

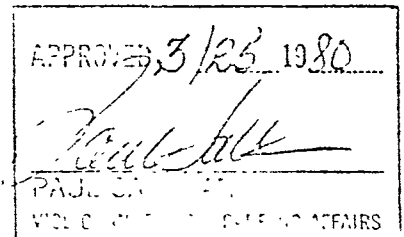
1. a portion of her time to serve as conference manager.
2. a small amount of clerical support, to be absorbed by the Tutorial Program staff.
3. the possibility of an additional 80 hours of work-study assistance prior to the conference, estimated at \$100.
4. the cost of a bulk mailing to about 2,000 people, estimated at \$125.
5. telephone expenses including both county and long distance calls, estimate not provided.

Ms. Brown has said that audio-visual support will not be expected and I can confirm that we will not be able to provide this.

After discussing with Ms. Brown the duties and responsibilities involved in managing such a conference, I concur that her participation would benefit her and this university. Although OASIS would be incurring certain additional expenses, the savings in travel dollars for OASIS staff would be considerable. Additionally, faculty and staff from the University would have the opportunity to participate in this local program for far less cost. Assuming the conference bid is accepted, UCSD will be listed in all of the literature as co-sponsoring the conference, and a site visit to the campus can be expected.

Ms. Brown is an exceptional staff member and I am certain she will bring to this task the same commitment, creativity, and organizational skills she brings to her work in OASIS. I believe you would be very fortunate to have her as your conference manager and we would be delighted to assist WCRA in this way.

Sincerely,

Carmel Myers, Ph.D.
Acting Directorcc: Ms. Beryl Brown, Coordinator, Tutorial Program
Dr. Kenneth Majer, Acting Managing Director, Outreach and Retention Programs

In WCRA Archives
as of
1/20/80

MINUTES

<u>Date</u>	<u>Description</u>
1/24/67	Board Meeting, Redlands
3/19/70	Board Meeting, Portland, Ore.
8/8/70	Exec. Board Meeting, San Francisco Attachments: Treasurer's Report of 8/11/79 - 8/8/70 Conference Guide, March, 1970, by Christ and Kersteins
4/1/71	Exec. Board Meeting, Los Angeles, 9:30 a.m. and 11:00 a.m., Airport Marine Hotel
4/2/71	" " " , " " , 11:00 a.m.
4/2/71	General Business Meeting, WCRA Fourth Annual Conference
4/3/71	Exec. Board Meeting, Los Angeles, 2:00 p.m. from Gene Kersteins
8/13/71	(Letter/containing tentative agenda for board meeting scheduled for 8/21/71.)
3/23/72	Board Meeting Attachment: Minutes of State Directors' Meeting, 3/23/72
3/24/72	General Membership Business Meeting (Condensed Minutes)
3/25/72	Board Meeting, Reno-Sparks, Nev.
7/21/72	(Letter from P. M. Hollingsworth containing tentative agenda for board meeting scheduled for 8/26/72 in Las Vegas.)
8/26/72	Exec. Board Meeting, Las Vegas
8/26/72	Condensed Minutes of Exec. Board Meeting, Las Vegas

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 2

4/12/73 Exec. Board Meeting, Albuquerque
 4/13/73 General Business Meeting, Albuquerque
 4/14/73 Exec. Board Meeting
 9/8/73 Exec. Board Meeting, Denver
 Attachment: Handwritten tentative Conference Program, WCRA, 1974

4/4/74 Exec. Board Meeting, Edgewater Hyatt, Oakland
 4/5/74 General Meeting
 4/6/74 Exec. Board Meeting
 9/8/74 Exec. Board Meeting, Anaheim, Ca.

3/19/75 Exec. Board Meeting, Anaheim
 3/21/75 General Session: Business Meeting
 3/22/75 Exec. Board Meeting

9/20/75 Exec. Board Meeting, Tucson
 Attachments: 1. Letter of 7/22/75 re balloting from P.M. Hollingsworth to June Dempsey, Pres.
 2. Letter of 7/21/75 re nominees from Gene Kerstiens to past presidents
 3. Sample proposed letter to publishers (exhibitors) of 9/19/75 from Barbara G. Morse, Exhibits Chairperson
 4. Sample proposed attachment to letter to exhibitors (attachment #3)
 5. Estimated Budget for WCRA Ninth Annual Conference scheduled for April, 1976.
 6. Letter to Barbara Oakman of 9/12/75 from Ramada Inn in Tucson re proposed menu.
 7. Letter from Perry L. Franklin of Simon Fraser University dated 9/11/75 re that University's bid for the WCRA Conference of 1977.
 8. Letter from Stanley C. Roberts, Vice-President of Simon Fraser University, Burnaby (near Vancouver) B.C., Canada, inviting WCRA to hold its 1977 Conference there.

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 3

9. Letter from Paul Hollingsworth, University of Nevada, Reno, re that University's bid for the WCRA Conference of 1977.
10. Letter from E.J. Cain, Dean, College of Education of University of Nevada, Reno, inviting WCRA to hold its 1977 Conference there.

4/6/76 Board of Directors Meeting, Tucson

4/7/76 Board of Directors Meeting, Tucson

- Attachments:
1. WCRA Newsletter Staff Job Descriptions dated 4/7/76
 2. WCRA Placement Bureau Report: 1975-6
 3. Report of the Ad Hoc WCRA Committee to Investigate the Resources Available for a Readability Analysis Clearinghouse, dated 4/7/76

4/8/76 General Business Meeting, Tucson

Attachment: Treasurer's Report of 4/4/76 ,

4/9/76 General Business Meeting, Tucson

4/10/76 Board of Directors Meeting, Tucson

9/17/76 Executive Board Meeting, Los Angeles

9/18/76 " " " , " "

9/19/76 " " " , " "

Attachment: #2 (Note: No Attachment #1 is attached. .
R. Purdy, Archivist)
Discussion on Board Policy Statement.

3/29/77 Board of Directors Meeting, Denver

3/30/77 " " " " , "

3/31/77 General Business Meeting, Denver

4/1/77 General Business Meeting, Denver

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 4

4/2/77 Board of Directors Meeting, Denver

- Attachments:
1. Report from Gwyn Enright, Editor, WCRA Proceedings, dated 1/1 to 3/30/77
 2. Report dated 3/25/77, "Center for Counseling and Special Services, UCI, Costs for WCRA Placement Mailings"
 3. Report from Guidelines Committee (formerly Standards Committee)
 4. "Guidelines Committee Draft - The College Writing Lab: Alternatives"
 5. "Guidelines Committee Draft - The College Tutoring Program: Alternatives"
 - 5 (sic). "Guidelines Committee - Programming Alternatives Clearinghouse"

4/2/77 Executive Board Meeting, Denver (continuation)

- Attachments:
1. Budget for WCRA Newsletter for 1977-78
 2. Budget for WCRA Proceedings for 1977-78

9/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 8/31/77
 2. Financial Report of 1977 Conference
 3. Status of Special Accounts, 9/1/77
 4. Address Changes and Corrections to Membership List 7/6/77
 5. Budget Report
 6. Calif. State University and Colleges "Learning Assistance Centers Statement"
 7. Calif. Legislature Assembly Concurrent Resolution No. 37 re Learning Assistance Centers at Calif. State University and Colleges
 8. WCRA Nominations Committee Report
 9. Report on the proposed "WCRA Journal" from Gwyn Enright, Editor, WCRA Proceedings
 10. Guidelines for Contributions to WCRA Readability Clearinghouse
 11. Evaluation Report of the Sierra Learning Skills Center Conducted by three WCRA Members
 12. Letter from C. Scarafioti re "WCRA Newsletter Ad" dated 8/24/77
 13. Budget, WCRA Secretary, 1977-78

12/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 12/1/77
 2. Budget Report (Revised)
 3. Status of Special Accounts (Revised) 12/1/77
 4. 1977 Newsletter Review
 5. Letter of 11/9/77 from Rose Wassman re Material Resource Clearinghouse.

ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 5

6. Report of Bylaws Committee Meeting of 11/18/77 in Tempe, Ariz.
7. Report of Standing Awards and Scholarship Fund Committee
8. Proposed Guidelines for Office of Archivist, WCRA
9. Reimbursement of Expenses for Meetings - Regular and Special Meetings of the Board of Directors and Committee Meetings as Approved and Budgeted by the Board of Directors

3/15/78 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 3/10/78
 2. Treasurer's Report - 1977-78 Budget
 3. Report on WCRA Proceedings, 3/10/78
 4. Letter of 2/8/78 from Gene Kerstiens re publication of Proceedings and reproduction by ERIC.
 5. Letter of 3/6/78 from Ruth Purdy re Archivist's procedures and responsibilities, with attached Archivist's Proposed Budget, 1978.
 6. WCRA Business Manager - Recommendations for duties and functions.
 7. Model for Standing Committees

3/16/78 General Business Meeting, Long Beach, Ca. (first meeting)

3/17/78 General Business Meeting, Long Beach, Ca. (second meeting)

- Attachment: 1. Two Changes Requested in ByLaws

3/19/78 Board of Directors Meeting

- Attachment: 1. WCRA Guidelines for Submitting a Proposal for a Conference, Revised March, 1978

In WCRA Archives
as of
1/20/80

NEWSLETTERS

Sept.	1967	Vol. 1	#1	Winter	1975	Vol. 8	#2
March	1968	Vol. 1	#3	Spring	1975	Vol. 8	#3
Sept.	1969	Vol. 1	#2	Summer	1975	Vol. 9	#4 (sic)
Spring	1970	Vol. 3	#1	Fall	1975	Vol.10	#5
Summer	1970	Vol. 3	#2	Winter	1976	Vol. 9	#2
Fall	1970	Vol. 3	#3	Summer	1976	Vol. 9	#4 (sic)
Winter	1971	Vol. 4	#1 (sic)	Fall	1976	Vol.10	#1
Fall	1971	Vol. 5	#1	Winter	1977	Vol.10	#2
Winter	1971	Vol. 5	#2 (sic)	Spring	1977	Vol.11	#3 (sic)
Spring	1972	Vol. 5	#3	Summer	1977	Vol.10	#4
Summer	1972	Vol. 5	#4	Fall	1977	Vol.11	#1
Fall	1972	Vol. 6	#1		1978	Vol.11	Issue 1
Winter	1972	Vol. 6	#2		1978	Vol.11	Issue 2
Spring	1973	Vol. 6	#3		1978	Vol.11	Issue 3
Summer	1973	Vol. 6	#4		1978	Vol.11	Issue 4
Fall	1973	Vol. 7	#1		1979	Vol.111	Issue 1
Winter	1973	Vol. 7	#2		1979	Vol.111	Issue 2
Summer	1974	Vol. 7	#4		1979	Vol.111	Issue 3
Fall	1974	Vol. 8	#1		1979	Vol.111	Issue 4

Western College Reading Association
Placement Bureau Report
March 1980

I am currently sending the Placement Bureau newsletter out each month. I try to get it out the first of every month - but I vary a few days depending on the listings that I have. I am sending the newsletter to 100 people and I believe that my list is up-to-date. There are not a great number of jobs for reading/learning assistance center personnel these days, but there are usually a few good ones for each newsletter. I don't know that it would be worth it to do a mailing any more often as the price of postage is so high, and often there are not enough listings to send out. After the board reviews this report and the budget I would be open to any suggestions about doing fewer or more mailings.

I wrote a brief article for the newsletter a few months ago explaining what the Placement Bureau is and what it does. JoAnn ran some of the listings in the last newsletter, but usually the due dates are so short that by the time the newsletter comes out the job is closed. I will have a table at the conference to display the latest job openings, to up-date my mailing list, and to appeal to other members to send me job announcements.

I am enjoying doing the Placement Bureau news. I am doing all of my own secretarial work, CSUF is supplying the paper and the ditto. If I can answer any other questions, or be of any help I'll see you at the conference.

Jane Ballback

The budget request was sent to the treasurer the first of March.

MEMO TO: Jacquelyn Bonner, Secretary WCRA

FROM: Mitch Kaman, WCRA Awards Chairperson

DATE: April 3, 1980

SUBJECT: Awards Committee Report adopted by WCRA Board on March 29, 1980

The awards committee for the 1980 conference consisted of: Jeweleane Whittaker, Kathleen D. O'Dell, Theria M. Beverly, Elizabeth Hill Rogers and Jack Pond.

Members of the committee who drafted the guidelines below were: Mitchell Kaman, Theria Beverly and Kathlene O'Dell.

The procedures adopted by the board was as follows:

I. Guidelines for making Nominations for the Long and Outstanding Service to WCRA Award.

1. Nominations must be made on WCRA (form to be developed and sent to board prior to its August 1980 meeting).
2. Board must approve all awards.
3. Nominations must be received by Awards Chairman by December 1.
4. Publicity for award: Two newsletters prior to December 1.
5. Committee will bring a recommendation to the board at the annual conference.
6. There must be a five year interval between receiving the Long and Outstanding Award and other WCRA awards.

II. Committee Operation

1. A total of five members will make up the committee. The chairperson will be appointed by the president and four members chosen from the total membership.
2. A committee member cannot make a nomination.
3. If a committee member is nominated, he/she will have to resign from the committee.
4. The committee will meet on the first day of the conference to discuss the awards.
5. The chairperson must get all the nomination information to the committee by February 1.
6. Only persons who were nominated prior to December 1 will be considered eligible for the award.
7. A quorum of the committee shall consist of three of the five members.
8. If no quorum is possible at a particular conference, the matter may then be turned directly to the board.

Awards Committee Report - Continued

III. Nomination Form

1. The nominee must have been a WCRA member for five or more years to receive the award.
2. Specific WCRA Service
 - A. Local
 - B. State
 - C. Regional (Conference)
 - D. Committees served, positions in organization
 - E. Presentations at Conference
3. Professional Contributions Furthering WCRA Philosophy
 - A. Leadership in home institution.
 - B. Work in other professional organizations.

The information below was submitted but not approved by the board. The board directed the committee to submit more detailed information and specific guidelines for consideration at their August board meeting.

Recommendations for Future Awards

1. Outstanding literary/research contribution
2. Outstanding dissertation/thesis/project
3. Presidents Certificate. The president presents this certificate to person(s) he/she chooses to recognize.

eg

cc: Betty Levinson

NEWSLETTER REPORT _ J. Wells

WCRA BOARD MEETING - March 26, 1980

CURRENT STATUS

1. Number of regular columns - as of Dec., 1978, had projected 13 columns, now have 10 on a semi-regular basis; still need to develop Grants, Research, Materials, Book Reviews, Evaluation, etc.; completion goal - within the next year....
2. Circulation - last issue - 850 copies, still sent to other organizations and Board members, etc.; summer and fall issues ran around 1350 copies to both old and new members w/ 14 pages @ \$800; need to clarify circulation policy....
3. Ads - have had 2 ads from Jamestown with billing from WCRA Treasurer; plan to solicit all publishers at conference; goal - one issue to be self-sustaining; advertising insertion request form already approved...

FUTURE PLANS

1. Ads - already presented
2. Advisory Board - have received some names from membership resources form; will get established by summer; main role - facilitate article acquisition from membership...
3. Board Duties Column/Articles - Thanks to Jim for articles on the role of Treasurer in every issue of the newsletter; any more --- President-Elect, President, etc... expansion on nomination article by Margaret Coda-Messerle...
4. State Directors - would like to write letters to State Directors to obtain information for newsletter - STAR candidates, calendar, etc. ...
5. Columns Typeset Options - OUTLINE - not available; need to choose from Gills Sans Ultrabold, Bauhaus Bold, Airy, Micro Bold Outline...
6. Deadlines - 1980/81
May 5, 1980; Aug. 31, 1980; Oct. 15, 1980; Jan. 15, 1981
publication running 5-6 weeks after deadline

BUDGET REQUEST

1. Request hinges on membership and circulation policy and number of pages - w/o ads - 4 issues @ \$700 = \$2800

WESTERN COLLEGE READING ASSOCIATION
BOARD MEETING

San Francisco, California
Hyatt on Union Square
March 25, 1980

The meeting was called to order at 7:24 pm, March 25, by President Elaine Cohen. *copy*

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Review of agenda

The agenda was reviewed and an item added concerning when to submit reimbursement and invoice payment requests.

II. Secretary's report -- J.R. Bonner

The minutes were approved as corrected. Corrections are attached.

III. Treasurer's report -- Jim Baugh

A. Jim first presented the treasurer's report (attachment #1), then the accounts statement (attachment #2). Jim asked for clarification on monies for pre-conference and conference accounts. Instructions were to separate out only membership and Proceedings. Pat Heard expressed concern about how to clarify what item number 20, Conference, includes, particularly if monies for previous and present conferences were to become confused. Elaine recommended that we set up the conference budget in a format similar to the one Jim set up in attachment #2. Betty also suggested that a limited amount remain under the previous conference item until all outstanding bills are paid. Dues and Proceedings should be included in the general fund.

PASSED
Oxford Mail-
ing Service

B. Moved (Baugh), seconded (Heard) that WCRA continue using the Oxford Mailing Service.
PASSED.

PASSED
Renewal and
resource forms

C. Moved (Levinson), seconded (Baugh) that membership renewal letters and resource forms be sent as soon as possible after the conference.
PASSED.

PASSED
June 30
deadline for
officers

D. Moved (Levinson), seconded (Bonner) that officers complete all official business no later than June 30. New officers should assume duties as soon as possible and no later than July 1.
PASSED.

Membership
count

- E. Current membership count totaled 651 as of December 31, 1979.
The number needed for a quorum is 65.

PASSED
Expenses
due May 15

- F. Moved (Baugh), seconded (Heard) that all expense claims be
submitted to the treasurer no later than May 15 of each fiscal
year.
PASSED.

- G. President Cohen referred the treasurer's report as of April 30,
1980, to the auditing committee.

The meeting was adjourned at 9:30 pm.

The meeting was called to order at 8:45 am, March 26, by President Elaine Cohen.

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Conference report -- Betty Levinson

- A. Advertising in the Journal of Developmental and Remedial Education cost \$250.00 and prompted five inquiries. Betty recommended that we not advertise the conference again in the publication.
- B. Conference mailings were sent third class at the end of January but did not arrive for a month. Hereafter, pre-conference information should be mailed first class.
- C. The number of publishers exhibiting at the conference needs to be increased. To encourage more participation, exhibits should be limited to one day. The preferred day would be the middle day of the conference, started with a continental breakfast.
- D. Plans for the general sessions were reviewed and the order of introductions set.

II. Coordinator of State Directors -- Pat Heard

- A. Board members were asked to attend the state meetings, where they could explain the functions of the Board and assist in the orientation of new members.
- B. The Coordinator of State Directors' job description has changed markedly since the description approved by the Board in 1976. Consequently, Pat updated the list of duties.

PASSED
New job de-
scription,
Coord. of
State Directors

Moved (Heard), seconded (Levinson) that the Board accept the revised job description for the Coordinator of State Directors. (attachment #3)
PASSED.

PASSED
New job de-
scription,
State Directors

- C. The State/Province Directors' job description has changed also. As a result, Pat updated the list of duties for them.
Moved (Heard), seconded (Bonner) that the Board adopt the revised job description for the State Directors. (attachment #4)
PASSED.
- D. The membership count as of January, 1980, includes all persons who renewed after the Long Beach conference but does not include those who pre-registered for the San Francisco conference. (See attachment #5)
- E. Because of the few members in Wyoming, they were asked if they preferred to join with those of another state. They preferred to remain autonomous.
- F. Some state organizations have inquired about developing a variety of memberships as well as a special structure for their organization. If those items become pressing issues, the by-laws committee will explore the matter.
- G. Pat reported that Kate Sandberg of Alaska is developing a talent bank among professionals in learning services within the Northwest region.
- H. Concerns of the State Directors included the delay in the Proceedings and conference mailings, plus the lack of brochures and stationery.
- I. In Arizona's annual report, members described issues important to their members: 1) the ERA motion should be reconsidered; 2) future conferences should be held in the hub of WCRA population; 3) members who cannot attend the annual conference should have the opportunity to vote on major issues and amendments by absentee ballot or by proxy.

PASSED
Absentee
ballot

Moved (Heard), seconded (Levinson) that the Board provide an absentee ballot for members not attending the conference, thereby allowing them to vote on those issues and amendments which have been publicized as required at least one month prior to the general session.
PASSED.

III. Nominations committee report -- Margaret Coda-Messerle

Margaret explained the procedures of the nominations committee as described in a report (attachment #6) previously accepted by the Board. Nominees were instructed to submit in writing their willingness to run for office. Each one did.

IV. President's report -- Elaine Cohen

- A. Dallas conference: Elaine reported that the contract has been signed for the Dallas conference, April 7-12, 1981.

- B. Co-sponsored meeting at IRA: At the IRA meeting in St. Louis, WCRA will co-sponsor a session, entitled "Meeting the Challenge of fusing skills and content areas."

Members who will participate are: Jane Ballback, California State University, Fullerton; Sally Conway, Community College of Denver, Auraria campus; Dorinda McClellan, Hillsborough Community College, Tampa, Florida; Georgene Payne, Northeastern Oklahoma A & M College, Miami, Oklahoma; Jack Scanlon, Triton Community College, River Grove, Illinois; Dorothy Snozek, Youngstown State University, Youngstown, Ohio; Nancy Steiner, Denver, Colorado; JoAnn Wells, California State University at Fullerton; and Ladessa Yuthas, Metropolitan State College, Denver. Marilyn Fairbanks from West Virginia University will chair the session.

- C. Request for affiliation: The Association for Adult Basic Education in British Columbia, chartered May 1979, has written, asking for an informal affiliation with WCRA. The letter was referred to Diane Luu, Province Director in British Columbia.

PASSED
WCRA affilia-
tion through
states

Moved (Levinson), seconded (Baugh) that requests from state associations for WCRA affiliation be referred to the WCRA State Directors to establish an informal liaison.
PASSED.

- D. NARDSPE: After contact with representatives from NARDSPE, the Board agreed that Betty Levinson should ask them to co-sponsor a meeting.
- E. Resource forms: Elaine suggested that we continue mailing the resource forms with the membership requests. Approximately one-third of the members have responded.
- F. Appointments: Three appointments have been made: Suzanne McKewon, photographer; Royce Adams, nominations chairperson; and Kate O'Dell, parliamentarian.
- G. State Directors: The list of State Directors was presented. (attachment #7)

V. Conference site selection report -- Margaret Coda-Messerle

- A. Proposal from San Diego: Beryl Brown and Suzanne McKewon have proposed to host the 1983 conference (attachment #8). Margaret described the three hotel sites under consideration: 1) Bahia by the Bay; 2) Holiday Inn Embarcadero; and 3) Sheraton Harbor Inn.

PASSED
1982 con-
ference in
San Diego

- B. Moved (Levinson), seconded (Bonner) that the 1982 WCRA conference be held in San Diego March 31 through April 4.
PASSED.

VI. WCRA Journal proposals

- A. Kurt Lauridson, director of Student Learning Center, UC Berkeley, and the new series editor of New Directions in Learning Assistance with Jossey Bass Publishers proposed that WCRA consider the series as a major outlet for its publishing. The quarterly source books present the recent research on one topic. Kurt pointed out several advantages and discussed the possibilities with the Board.

PASSED
Publishing
with Jossey-
Bass to be
explored

- B. Moved (Levinson), seconded (Bonner) to explore the affiliation with Jossey Bass by appointing an editor representative, the WCRA president, and Kurt Lauridson to develop a proposal which would meet the publication needs of the membership as soon as possible.
PASSED.

VII. Minority affairs committee report -- Don Yamamoto

The committee members, Don Yamamoto, Manuel Olgin, and J.R. Bonner, experienced job pressures and have not had the time to formulate a proposal to funding agencies for training minority staff in learning skills. At the conference's minority interest group, participants will discuss the issues and make recommendations.

VIII. President's report (cont'd from morning session)

- A. Occasional journal: Letters describing recommendations were received from 1) Carol Simonson, Tacoma Community College, 2) Delryn Fleming, Eastfield College, 3) Michael O'Hear, Indiana University at Purdue, 4) Bruce Cronnel, SWRL Educational Research and Development, 5) David Lemire, Goshen County School District #1, Wyoming, and 6) Roberta Wilkes, Seattle University.

- B. After hearing the recommendations, the Board raised questions which should be considered in members' state group meetings at the conference.

IX. Archivists' report -- Ruth Purdy by Elaine Cohen (attachment #9)

- A. Ruth described how the materials have been organized and stored. In response to the budget request, Elaine will write to Ruth about the matter.

PASSED
Archivist's
report

- B. Moved (Heard), seconded (Bonner) that the Board accept the archivist's report.
PASSED.

- C. It was further recommended that the Treasurer inform all account managers at the beginning of the fiscal year that the budget allocated is not to be exceeded.

X. Scholarship and awards -- Mitch Kaman by Elaine Cohen (attachment #10)

- A. Awards committee members were selected from the membership resource forms. No proposal was received for recommending an award for the outstanding retiring member. For the Distinguished Service Award, two members received letters of recommendation. Because of the lack of guidelines, Mitch asked that a form be designed for nominations of members.
- B. Five scholarship requests have been received. Elaine will inform the applicants that WCRA will not be awarding a scholarship this year.
- C. Moved (Bonner), seconded (Heard) that the Board accept the report from the scholarship and awards committee.
PASSED.
- D. Moved (Heard), seconded (Bonner) that the Board not reinstate the scholarship this year.
PASSED.

PASSED
No scholar-
ship award

XI. Bylaws

Because no issues have been raised which need to be addressed by the bylaws committee, the committee will not convene this next fiscal year.

The meeting was adjourned at 7:20 pm.

THIRTEENTH ANNUAL MEETING

I. Call to order

The general meeting was called to order at 10:45 am, March 27, 1980, by President Elaine Cohen.

II. Introductions

President-elect Betty Levinson welcomed members, explained program changes and thanked the conference manager and staff. Betty introduced the conference manager Rose Wassman, who thanked her staff. She then introduced key chairpersons: Sybil Warsowe, audio-visual; Norma Spalding, conference credit; Carol Bogue and Norma Spalding, publishers' exhibits; Anne Paye, food services; Gail Benchener, graphics; George Dennis, evaluation; Carrie Walker, hospitality; Joyce Kuns, tours; Mitch Kaman, awards; Susan McKewon and Robert Williams, photographers; Barbara Tomlinson, section chairpersons; and Jane Weidman and Chuck Hunter, registration.

III. Secretary's report -- J.R. Bonner

J.R. Bonner presented highlights of the current Board discussions and actions.

IV. Treasurer's report -- Jim Baugh

Jim Baugh reviewed the budget and stated that the current budget and third report are posted by the registration desk.

V. Dr. Rosemary Park, keynoter

Carol Pfeffer introduced the speaker, Dr. Rosemary Park, who spoke on "Literary: the Challenge for the 80s."

VI. Nominations committee report -- Margaret Coda-Messlerle

Margaret outlined the seven criteria for guidelines in selecting candidates and announced the candidates selected by the committee. Elaine called for further nominations from the floor, starting with treasurer. No nominations were made, and nominations were closed.

VII. Introduction of candidates

Elaine introduced the candidates. Elections will be held at the general session, 9:00 am Friday.

Treasurer: Jeanette Driskell
Don Yamamoto

Secretary: Ann Coil
Carol Clymer Walvekar

President: Ann Faulker
Barbara Tomlinson

The meeting was adjourned at 12:30 pm.

The general session was called to order March 28, 1980, at 9:25 am by President-elect Betty Levinson.

I. Program changes

Betty announced program changes.

II. Keynote speaker

Elaine introduced Karen Smith, who introduced the keynote speaker, Dr. Michael McHargue from Foothills College.

III. Election of new officers

New officers were announced:

Treasurer: Don Yamamoto
Secretary: Ann Coil
President-elect: Ann Faulkner

IV. Bylaws changes recommended

DEFEATED
Change in
nominating
procedure

A. Moved (Seymour Prog), seconded (Kersteins) that the nominating committee shall select from the membership at least one candidate for the officers of treasurer, secretary, and president. Discussion followed. Carol Walvekar recommended that members talk over their concerns with members of the nominating committee.
MOTION DEFEATED.

B. Because time conflicted with conference presentations, consideration for a proposed name change for WCRA was postponed until 5:00 pm after the day's conference agenda.

The meeting adjourned at 10:45 am, resumed at 5:10 pm by President Elaine Cohen. Elaine made several announcements, including the recommendation that members who were interested in serving on the nominations committee or serving as officers should see Royce Adams, the nominations chairperson.

I. Bylaws (cont'd from morning session)

A. Moved (Heard), seconded (Jane Matthews) that the name WCRA, wherever it appears in the constitution and bylaws, be changed to CLAA, College Learning Assistance Association.

B. Moved (Sally Conway), seconded (Jewel Keusder) that discussion be limited to three minutes.
PASSED.

- C. Elaine asked those who were interested in speaking on the issue to approach the microphone and alternate those in favor and those against. Members chose not to use the format, but to speak to the issue and then present a rebuttal.
- D. Discussion: Pat Heard presented the Board's rationale for the proposal. Delryn Fleming suggested a combination of Western College Reading Association and College Learning Association. Gene Kersteins spoke for the initial motion. Irwin Joffe disagreed, stating that the college reading professionals needed recognition. He proposed a compromise.
- E. Moved (Joffe), seconded (Marvin Wills) to amend the motion by adding Western College Reading and Learning Association. Rita Phipps amended the motion to read Western College Reading and Learning Assistance Association. Seconded by Susan Liberty; and Irwin Joffe accepted the amendment.
- F. Discussion of amended proposal: Joan Matthews suggested that because the title was too long and complex, it should be shortened. June Dempsey spoke in favor of maintaining the current title because of the organization's reputation nationwide.
- G. The motion for the amendment was defeated. A call for the question ended the discussion. Elaine reread the original motion.
MOTION DEFEATED.

DEFEATED
Name change

The meeting was adjourned at 5:45 pm.

The meeting was called to order by President Elaine Cohen at
1:45 pm, March 28, 1980.

I. Introductions of State/Province Directors

Directors present were:

Alaska - Kate Sandberg	Idaho - Mary Hess
Alberta - Bill Pierce	Nevada - Dan Baxley
Arizona - Margaret Hyde	New Mexico - Carol Clymer Walvekar
British Columbia - Diane Luu	Oklahoma - Bessie Jenkins
Northern California - Midori Hiyama	Oregon - Virginia Shrauger
Southern California - Sally Garcia	Texas - Ann Faulkner
Colorado - Sally Conway	Utah - Merlin Cheney
At-large - Dorinda McClellan, Florida	

II. Other members present:

Dave Forbes, Alaska; Joe Cortina, Texas; Diane Tharp, Texas;
Denise McGinty, Texas; and Sue Brown, New Mexico.

III. State Directors' concerns -- chaired by Pat Heard, State Coordinator

State
Directors'
concerns

- A. Midori Hiyama from California recommended that special groups be formed, such as a learning disabilities group, tutorial and legislative. In addition, she asked that there be a special day at the conference at a discount rate. Betty Levinson reported that the Board had decided not to have one-day discounts because, having tried the special rate at Long Beach, the Board noted that those members stayed longer than one day. Midori then asked that membership get an explanation of the conference costs.
- B. Bill Pierce, Alberta, recommended that WCRA give assistant fees to students who work at the conference.
- C. Ann Faulkner, Texas, suggested student memberships.
- D. Bill Pierce, Alberta, asked for a description of discount air fares to the next conference in Dallas.
- E. In response to the proposal to develop some type of joint venture with publishers Jossey Bass, the groups reported the following:
 1. British Columbia and Alberta were concerned about length of contract, the limitations and controls, and the placement of WCRA's name on the publications.
 2. Alaska, Oregon, and Washington were concerned about the number and nature of other organizations involved.

Discussion
of publishing
with Jossey
Bass

Publishing
with Jossey
Bass (cont'd)

3. Utah recommended that the organizations not be diverse.
4. New Mexico expressed a preference for a WCRA journal; however, if the journal venture were pursued with Jossey Bass, they recommended a ceiling on the number of organizations on the board, limitations on the nature of the organizations, a reduction on subscription rate, and that not all issues be theme issues.

Placement
Bureau

- F. Coordinator Pat Heard addressed the issue of what members receive for their dues. She asked Jane Ballback to explain one of the benefits, that of the Placement Bureau. In describing the service, Jane pointed out that one problem is the expense of sending job listings to members. Ann Faulkner recommended that individuals pay a fee for the mailings; however, Betty Levinson said that the Board preferred to offer the services as a benefit from the dues. Bill Pierce suggested an exchange service with faculty members from other campuses including job and house. Dave Forbes described Alaska's system in which they offer exchanges with Australia and other countries. At UCLA, faculty members arrange their own exchanges, according to Betty.
- G. On professional contracts, Kate Sandberg from Alaska is seeking to develop a contact network which would not be costly.
- H. Dan Baxley expressed concern about the potential bureaucracy which would result from an accelerated growth pattern.
- I. Elaine Cohen reminded State Directors that renewal letters will be issued after the conference and membership letters will be sent to the State Directors.
- J. Carol Clymer Walvekar suggested WCRA re-examine its goals.
- K. Pat Heard said that Mary Hess and Margaret Hyde have recommended regional WCRA meetings. Because of rising costs, the New Mexico group will sponsor a conference following the WCRA conference to which they will invite not only WCRA but others involved in phases of learning assistance. Carol asked what she should do with the money if she had an overage in fees. Pat Heard replied that the Board would consider the issue.
- L. Merlin Cheney asked for a conference schedule which would run the Institutes either before or after the conference to reduce the frustration in selecting those sessions to attend.
- M. Margaret Hyde asked if WCRA was underwriting the costs of the conference. To encourage more members to attend, Margaret suggested offering an institutional membership which would cover a specific number of persons.

State
Directors'
concerns
(cont'd)

- N. Kate Sandberg expressed her appreciation to Pat Heard for the packet of information about activities by other State Directors. Ann Faulker recommended that all State Directors send information on their activities to each other.
- O. Carol Walvekar recommended developing a network of evaluators for programs that are attempting to measure their effectiveness. Carol asked if the papers from the conference presenters would be published in the Proceedings. In addition, Carol recommended that non-members who present should receive pre-conference registration forms. State Directors also could forward conference announcements to potential members. Sally Conway also suggested that State Directors identify one contact person at each institution who would disseminate information.

Welcoming
new members

- P. The issue of welcoming new members was discussed. Mitch Kaman asked that each packet contain "underground information to WCRA" for the new members. Margaret Hyde recommended that the program should explain what's open to newcomers. Sometimes the program is unclear; for example, the Board's Reception did not indicate that it was an event open for everyone. Mitch Kaman asked that specific people be designated to greet new persons. Elaine recommended that large sign-up sheets labeled by state be placed by the registration table where people could see who else from their area is attending.
- Q. For the Dallas conference, Ann Faulkner announced that Delryn Fleming will be conference manager. Members should get the conference information during the spring or summer in order to plan travel budgets. Ann also introduced Diane Tharp, registrar for the Dallas conference.

Placement
Bureau

II. Placement Bureau report -- Jane Ballback (attachment #10)

Jane suggested that State Directors send announcements directly to her. Jane will list job announcements from the Chronicle of Higher Education also. Jane intends to include information about areas where jobs are scarce and information about how to make career changes.

III. Awards and scholarship committee -- Mitch Kaman (attachment #11)

- A. Mitch reported that the committee met at the conference and decided not to make an award this year but instead to draft recommended guidelines for the award.
- B. Moved (Levinson), seconded (Bonner) to amend the guidelines operating previously on the award for outstanding service but leave the guidelines as is for the scholarship award and substitute the current committee's recommendations.
PASSED.

PASSED
Award
guidelines

- C. The committee will prepare recommended guidelines for additional awards and present them at the August Board meeting.

IV. Proceedings report -- Gwyn Enright

- A. Gwyn reported that she had received 20 papers to date and would like more names of persons who would assist in the editing, and specifically members of one-year standing. Currently working with her are Michael O'Hear, Delryn Fleming, and Bill Carnahan.
- B. On the matter of publishing abstracts, Gwyn pointed out that an advantage in printing abstracts is that more readers would have access to the information. The disadvantage, on the other hand, was that the paper could not be submitted elsewhere. On that basis, Gwyn will ask each presenter if she/he prefers the abstract be printed.
- C. Regarding budget, Gwyn has asked for written bids from printers. To keep members informed about publishing date, the information will be announced in the Newsletter.
- D. Several suggestions were made for encouraging sales of Proceedings:
 - 1. Send publicity materials to persons starting learning centers;
 - 2. Set up an exhibit in the Publishers' Exhibit area at the conference;
 - 3. Take publicity and order blanks to the co-sponsored sessions at IRA; and
 - 4. Place ads in the Newsletters describing available editions.
- E. Betty Levinson asked Gwyn to assist her and Kurt Lauridson in formulating the negotiation procedures with Jossey Bass regarding a potential journal.

V. Newsletter report -- JoAnn Wells (attachment #12)

- A. JoAnn announced that she currently has 10 columns with a commitment for four more:
 - 1. June Dempsey has agreed to write a column reviewing materials;
 - 2. Carol Walvekar will write a column on evaluation;
 - 3. An ERIC column will include important bibliographies; and
 - 4. Tamyra Turner will write a minority affairs column.
- B. Newsletters following the conference will be mailed to everyone who renewed memberships as of this conference. Those who did not renew will receive a letter explaining and reminding them to renew.

Newsletter
report
(cont'd)

- C. New advertising will include two of the conference exhibitors. JoAnn recommended that those publishers that exhibited be placed on the mailing list.
- D. Betty Levinson agreed to write a short article on the membership resources for the Newsletter. Pat suggested mailing everyone a resource form and membership card to update memberships. Jim suggested that both be stuffed into the Newsletter. Betty said she would ask Hal to send a brochure, a resource file form, and a membership card to each new member. The expenses will be listed under the printing budget. Currently the organization needs more than 5,000 brochures. If an officer needs a membership list, s/he can request one from Hal at the mailing service.
- E. JoAnn thanked Jim for the articles about the treasurer's role.
- F. JoAnn will write letters directly to the State Directors to obtain information for the Newsletter. JoAnn needs selection by the Board of typeset options. The Board asked JoAnn to make the selection.
- G. In meeting deadlines, which sometimes run five to six weeks past the date, JoAnn finds she is often short of material. A decision needs to be made whether or not to delay or to proceed with printing. Betty suggested pressuring editors for material.

VI. Letter requesting assistance

Elaine read a telegram regarding the dissolving of the UCLA Learning Assistance Center and asked for the Board to respond to the action. The Board agreed to write to the staff offering support and assistance.

The meeting was recessed until Sunday morning at 8:30 am.

The meeting was called to order at 8:35 am on March 30, 1980,
by Past-president Elaine Cohen.

Voting members present: Elaine Cohen, Past-president
Betty Levinson, President
Ann Faulkner, President-elect
Ann Coil, Secretary
Don Yamamoto, Treasurer

Non-voting members: Pat Heard Jim Baugh
Gwyn Enright Margaret Coda-Messerle
Diane Tharp Carol Walvekar
Mike McHargue Donna Letherland
Delryn Fleming Gene Kersteins
Lorri Boothe Rose Wassman
June Dempsey J.R. Bonner

I. San Diego conference

Suzanne McKewon presented information about the potential conference sites.

PASSED
Conference
site
selected

Moved (Levinson), seconded (Heard) that the Board accept the Bahia
as the San Diego conference site.
PASSED.

II. Recommendations from membership in attendance

A. The energy and expertise of the membership should be directed
to strengthen the organization. Specifically, those persons
who are candidates for office but not elected should be recruited
to direct particular activities.

B. New members

Suggestions
for welcoming
new members

1. Mike McHargue suggested that a separate new members meeting
be held just prior to the state meetings and a procedure
be developed for welcoming those members at both meetings.
2. June Dempsey recommended that newcomers be identified by
their name tags in order to allow special recognition from
the previous membership. Dinner gatherings should be or-
ganized to include new members. At the operating session,
newcomers should be asked to stand and be given a special
welcome.

C. Conference Institutes need to be either before or after the main
conference to allow the presenters and chairpersons to attend.
In response, Pat Heard said the Institutes could be presented
Thursday morning and the conference begun Thursday afternoon.
Carol Walvekar agreed with limiting the Institutes to a half
day because of the fatigue that accompanies a full day session.

- D. Tapes could be made available for persons unable to attend. Gene Kersteins recommended that the conference manager explore possibilities of the AV department assisting at the conference. If presentations are to be taped, the speaker must consent and someone must determine which presentations will be selected for taping.

Suggestions to
increase
communication
between Board
& State Dirs.

- E. Several issues regarding concerns of State Directors were discussed. First, communication between the Board and the State Directors needs to be increased. If State Directors were willing to arrive at the conference site early, the Board could meet with them, which would allow a longer orientation to the organizational structure, operation, and policies and problems. With the orientation, State Directors would be more involved with the decision-making. Another issue, the terms of office for State Directors, was raised. A longer term, possibly three years or at least two years with an extended option, would provide continuity and strengthen the organization.
- F. In structuring the conference program, Rose Wassman pointed out that people on tours need the sessions repeated. Tours on alternate days helped reduce conflicts in scheduling.
- G. For the Dallas conference, charter flights should be investigated.
- H. The issue of partial registration or one-day registration was raised again. Jim Baugh pointed out that some people did not pay for the conference, including some of the presenters. Betty Levinson proposed that she draft a letter to persons not paying for registration to clarify any discrepancy. The Board has agreed not to allow one-day registrations but did entertain a discussion about which conference workers should pay the fees. June Dempsey reminded the Board that during the Anaheim conference, some of the student workers were paid. At the Long Beach conference, the Board voted to refund the fees of those working registration.

PASSED
Refunds on
conference
fees

Moved (Heard), seconded (Levinson) that the Board offer refunds on conference fees to those persons on the conference committee as designated by the conference manager.
PASSED.

- I. Margaret recommended that the Board attend the hospitality room regularly.
- J. Don Yamamoto recommended honoring members who have published during the year.

III. Publishers' Exhibits

PASSED
Fees for
publishers'
exhibits

A. Moved (Heard), seconded (Baugh) that the fees for publishers' exhibits at the Dallas conference be \$150.00 for the first table and \$50.00 for the second table.
PASSED.

B. Moved (Levinson), seconded (Heard) to offer a continental breakfast for publishers at the Dallas conference.
PASSED.

IV. Summer Board meeting

The summer Board meeting will be held August 23 and 24, 1980, at North Park, Dallas, Texas.

V. Refunds

PASSED
Conference
refunds

Moved (Heard), seconded (Levinson) that if refunds are requested for the San Francisco conference, \$20 of the \$25 registration fee will be refunded.
PASSED.

VI. Budget

PASSED
Budget for
coming year

Moved (Cohen), seconded (Yamamoto) to adopt a budget for the next conference year of \$16,790.00
PASSED.

THE MEETING WAS ADJOURNED.

The meeting was called to order at 7:24 pm, March 25, by President Elaine Cohen.

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Review of agenda

The agenda was reviewed and an item added concerning when to submit reimbursement and invoice payment requests.

II. Secretary's report -- J.R. Bonner

The minutes were approved as corrected. Corrections are attached.

III. Treasurer's report -- Jim Baugh

A. Jim first presented the treasurer's report (attachment #1), then the accounts statement (attachment #2). Jim asked for clarification on monies for pre-conference and conference accounts. Instructions were to separate out only membership and Proceedings. Pat Heard expressed concern about how to clarify what item number 20, Conference, includes, particularly if monies for previous and present conferences were to become confused. Elaine recommended that we set up the conference budget in a format similar to the one Jim set up in attachment #2. Betty also suggested that a limited amount remain under the previous conference item until all outstanding bills are paid. Dues and Proceedings should be included in the general fund.

B. Moved (Baugh), seconded (Heard) that WCRA continue using the Oxford Mailing Service.
PASSED.

C. Moved (Levinson), seconded (Baugh) that membership renewal letters and resource forms be sent as soon as possible after the conference.
PASSED.

D. Moved (Levinson), seconded (Bonner) that officers complete all official business no later than June 30. New officers should assume duties as soon as possible and no later than July 1.
PASSED.

PASSED
Oxford Mail-
ing Service

PASSED
Renewal and
resource forms

PASSED
June 30
deadline for
officers

Membership
count

- E. Current membership count totaled 651 as of December 31, 1979.
The number needed for a quorum is 65.

PASSED
Expenses
due May 15

- F. Moved (Baugh), seconded (Heard) that all expense claims be
submitted to the treasurer no later than May 15 of each fiscal
year.
PASSED.

- G. President Cohen referred the treasurer's report as of April 30,
1980, to the auditing committee.

The meeting was adjourned at 9:30 pm.

The meeting was called to order at 8:45 am, March 26, by President Elaine Cohen.

Voting members present: Elaine Cohen, President
Betty Levinson, President-elect
Pat Heard, Past-president
J.R. Bonner, Secretary
Jim Baugh, Treasurer

Non-voting members: Kate O'Dell, Parliamentarian
Jeanette Driskell

I. Conference report -- Betty Levinson

- A. Advertising in the Journal of Developmental and Remedial Education cost \$250.00 and prompted five inquiries. Betty recommended that we not advertise the conference again in the publication.
- B. Conference mailings were sent third class at the end of January but did not arrive for a month. Hereafter, pre-conference information should be mailed first class.
- C. The number of publishers exhibiting at the conference needs to be increased. To encourage more participation, exhibits should be limited to one day. The preferred day would be the middle day of the conference, started with a continental breakfast.
- D. Plans for the general sessions were reviewed and the order of introductions set.

II. Coordinator of State Directors -- Pat Heard

- A. Board members were asked to attend the state meetings, where they could explain the functions of the Board and assist in the orientation of new members.
- B. The Coordinator of State Directors' job description has changed markedly since the description approved by the Board in 1976. Consequently, Pat updated the list of duties.

PASSED
New job de-
scription,
Coord. of
State Directors

Moved (Heard), seconded (Levinson) that the Board accept the revised job description for the Coordinator of State Directors. (attachment #3)
PASSED.

PASSED
New job de-
scription,
State Directors

- C. The State/Province Directors' job description has changed also. As a result, Pat updated the list of duties for them.
Moved (Heard), seconded (Bonner) that the Board adopt the revised job description for the State Directors. (attachment #4)
PASSED.
- D. The membership count as of January, 1980, includes all persons who renewed after the Long Beach conference but does not include those who pre-registered for the San Francisco conference. (See attachment #5)
- E. Because of the few members in Wyoming, they were asked if they preferred to join with those of another state. They preferred to remain autonomous.
- F. Some state organizations have inquired about developing a variety of memberships as well as a special structure for their organization. If those items become pressing issues, the by-laws committee will explore the matter.
- G. Pat reported that Kate Sandberg of Alaska is developing a talent bank among professionals in learning services within the Northwest region.
- H. Concerns of the State Directors included the delay in the Proceedings and conference mailings, plus the lack of brochures and stationery.
- I. In Arizona's annual report, members described issues important to their members: 1) the ERA motion should be reconsidered; 2) future conferences should be held in the hub of WCRA population; 3) members who cannot attend the annual conference should have the opportunity to vote on major issues and amendments by absentee ballot or by proxy.

PASSED
Absentee
ballot

Moved (Heard), seconded (Levinson) that the Board provide an absentee ballot for members not attending the conference, thereby allowing them to vote on those issues and amendments which have been publicized as required at least one month prior to the general session.
PASSED.

III. Nominations committee report -- Margaret Coda-Messerle

Margaret explained the procedures of the nominations committee as described in a report (attachment #6) previously accepted by the Board. Nominees were instructed to submit in writing their willingness to run for office. Each one did.

IV. President's report -- Elaine Cohen

- A. Dallas conference: Elaine reported that the contract has been signed for the Dallas conference, April 7-12, 1981.

- B. Co-sponsored meeting at IRA: At the IRA meeting in St. Louis, WCRA will co-sponsor a session, entitled "Meeting the challenge of fusing skills and content areas."

Members who will participate are: Jane Ballback, California State University, Fullerton; Sally Conway, Community College of Denver, Auraria campus; Dorinda McClellan, Hillsborough Community College, Tampa, Florida; Georgene Payne, Northeastern Oklahoma A & M College, Miami, Oklahoma; Jack Scanlon, Triton Community College, River Grove, Illinois; Dorothy Snozek, Youngstown State University, Youngstown, Ohio; Nancy Steiner, Denver, Colorado; JoAnn Wells, California State University at Fullerton; and Ladessa Yuthas, Metropolitan State College, Denver. Marilyn Fairbanks from West Virginia University will chair the session.

- C. Request for affiliation: The Association for Adult Basic Education in British Columbia, chartered May 1979, has written, asking for an informal affiliation with WCRA. The letter was referred to Diane Luu, Province Director in British Columbia.

PASSED
WCRA affilia-
tion through
states

Moved (Levinson), seconded (Baugh) that requests from state associations for WCRA affiliation be referred to the WCRA State Directors to establish an informal liaison.
PASSED.

- D. NARDSPE: After contact with representatives from NARDSPE, the Board agreed that Betty Levinson should ask them to co-sponsor a meeting.
- E. Resource forms: Elaine suggested that we continue mailing the resource forms with the membership requests. Approximately one-third of the members have responded.
- F. Appointments: Three appointments have been made: Suzanne McKewon, photographer; Royce Adams, nominations chairperson; and Kate O'Dell, parliamentarian.
- G. State Directors: The list of State Directors was presented. (attachment #7)

V. Conference site selection report -- Margaret Coda-Messerle

- A. Proposal from San Diego: ¹⁹⁸²~~1983~~ Beryl Brown and Suzanne McKewon have proposed to host the ~~1983~~ conference (attachment #8). Margaret described the three hotel sites under consideration: 1) Bahia by the Bay; 2) Holiday Inn Embarcadero; and 3) Sheraton Harbor Inn.

PASSED
1982 con-
ference in
San Diego

- B. Moved (Levinson), seconded (Bonner) that the 1982 WCRA conference be held in San Diego March 31 through April 4.
PASSED.

VI. WCRA Journal proposals

- A. Kurt Lauridson, director of Student Learning Center, UC Berkeley, and the new series editor of New Directions in Learning Assistance with Jossey Bass Publishers proposed that WCRA consider the series as a major outlet for its publishing. The quarterly source books present the recent research on one topic. Kurt pointed out several advantages and discussed the possibilities with the Board.

PASSED
Publishing
with Jossey-
Bass to be
explored

- B. Moved (Levinson), seconded (Bonner) to explore the affiliation with Jossey Bass by appointing an editor representative, the WCRA president, and Kurt Lauridson to develop a proposal which would meet the publication needs of the membership as soon as possible.
PASSED.

VII. Minority affairs committee report -- Don Yamamoto

The committee members, Don Yamamoto, Manuel Olgin, and J.R. Bonner, experienced job pressures and have not had the time to formulate a proposal to funding agencies for training minority staff in learning skills. At the conference's minority interest group, participants will discuss the issues and make recommendations.

VIII. President's report (cont'd from morning session)

- A. Occasional journal: Letters describing recommendations were received from 1) Carol Simonson, Tacoma Community College, 2) Delryn Fleming, Eastfield College, 3) Michael O'Hear, Indiana University at Purdue, 4) Bruce Cronnel, SWRL Educational Research and Development, 5) David Lemire, Goshen County School District #1, Wyoming, and 6) Roberta Wilkes, Seattle University.
- B. After hearing the recommendations, the Board raised questions which should be considered in members' state group meetings at the conference.

IX. Archivists' report -- Ruth Purdy by Elaine Cohen (attachment #9)

- A. Ruth described how the materials have been organized and stored. In response to the budget request, Elaine will write to Ruth about the matter.

PASSED
Archivist's
report

- B. Moved (Heard), seconded (Bonner) that the Board accept the archivist's report.
PASSED.

- C. It was further recommended that the Treasurer inform all account managers at the beginning of the fiscal year that the budget allocated is not to be exceeded.

X. Scholarship and awards -- Mitch Kaman by Elaine Cohen (attachment #10)

- A. Awards committee members were selected from the membership resource forms. No proposal was received for recommending an award for the outstanding retiring member. For the Distinguished Service Award, two members received letters of recommendation. Because of the lack of guidelines, Mitch asked that a form be designed for nominations of members.
- B. Five scholarship requests have been received. Elaine will inform the applicants that WCRA will not be awarding a scholarship this year.
- C. Moved (Bonner), seconded (Heard) that the Board accept the report from the scholarship and awards committee.
PASSED.
- D. Moved (Heard), seconded (Bonner) that the Board not reinstate the scholarship this year.
PASSED.

PASSED
No scholar-
ship award

XI. Bylaws

Because no issues have been raised which need to be addressed by the bylaws committee, the committee will not convene this next fiscal year.

The meeting was adjourned at 7:20 pm.

THIRTEENTH ANNUAL MEETING

I. Call to order

The general meeting was called to order at 10:45 am, March 27, 1980, by President Elaine Cohen.

II. Introductions

President-elect Betty Levinson welcomed members, explained program changes and thanked the conference manager and staff. Betty introduced the conference manager Rose Wassman, who thanked her staff. She then introduced key chairpersons: Sybil Warsowe, audio-visual; Norma Spalding, conference credit; Carol Bogue and Norma Spalding, publishers' exhibits; Anne Paye, food services; Gail Benchener, graphics; George Dennis, evaluation; Carrie Walker, hospitality; Joyce Kuns, tours; Mitch Kaman, awards; Susan McKewon and Robert Williams, photographers; Barbara Tomlinson, section chairpersons; and Jane Weidman and Chuck Hunter, registration.

III. Secretary's report -- J.R. Bonner

J.R. Bonner presented highlights of the current Board discussions and actions.

IV. Treasurer's report -- Jim Baugh

Jim Baugh reviewed the budget and stated that the current budget and third report are posted by the registration desk.

V. Dr. Rosemary Park, keynoter

Carol Pfeffer introduced the speaker, Dr. Rosemary Park, who spoke on "Literacy: the Challenge for the 80s."

VI. Nominations committee report -- Margaret Coda-Messerle

Margaret outlined the seven criteria for guidelines in selecting candidates and announced the candidates selected by the committee. Elaine called for further nominations from the floor, starting with treasurer. No nominations were made, and nominations were closed.

VII. Introduction of candidates

Elaine introduced the candidates. Elections will be held at the general session, 9:00 am Friday.

Treasurer: Jeanette Driskell
Don Yamamoto

Secretary: Ann Coil
Carol Clymer Walvekar

President: Ann Faulker
Barbara Tomlinson

The meeting was adjourned at 12:30 pm.

The general session was called to order March 28, 1980, at 9:25 am by President-elect Betty Levinson.

I. Program changes

Betty announced program changes.

II. Keynote speaker

Elaine introduced Karen Smith, who introduced the keynote speaker, Dr. Michael McHargue from Foothills College.

III. Election of new officers

New officers were announced:

Treasurer: Don Yamamoto
Secretary: Ann Coil
President-elect: Ann Faulkner

IV. Bylaws changes recommended

DEFEATED
Change in
nominating
procedure

- A. Moved (Seymour Prog), seconded (Kersteins) that the nominating committee shall select from the membership at least one candidate for the officers of treasurer, secretary, and president. Discussion followed. ~~Carol Walvekar recommended that members talk over their concerns with members of the nominating committee.~~ MOTION DEFEATED.
- B. Because time conflicted with conference presentations, consideration for a proposed name change for WCRA was postponed until 5:00 pm after the day's conference agenda.


The meeting adjourned at 10:45 am, resumed at 5:10 pm by President Elaine Cohen. Elaine made several announcements, including the recommendation that members who were interested in serving on the nominations committee or serving as officers should see Royce Adams, the nominations chairperson.

I. Bylaws (cont'd from morning session)

- A. Moved (Heard), seconded (Jane Matthews) that the name WCRA, wherever it appears in the constitution and bylaws, be changed to CLAA, College Learning Assistance Association.
- B. Moved (Sally Conway), seconded (Jewel Keusder) that discussion be limited to three minutes *per speaker*. PASSED.

- C. Elaine asked those who were interested in speaking on the issue to approach the microphone and alternate those in favor and those against. Members chose not to use the format, but to speak to the issue and then present a rebuttal.
- D. Discussion: Pat Heard presented the Board's rationale for the proposal. Delryn Fleming suggested a combination of Western College Reading Association and College Learning Association. Gene Kersteins spoke for the initial motion. Irwin Joffe disagreed, stating that the college reading professionals needed recognition. He proposed a compromise.
- E. Moved (Joffe), seconded (Marvin Wills) to amend the motion by adding Western College Reading and Learning Association. Rita Phipps amended the motion to read Western College Reading and Learning Assistance Association. Seconded by Susan Liberty; and Irwin Joffe accepted the amendment.
- F. Discussion of amended proposal: Joan Matthews suggested that because the title was too long and complex, it should be shortened. June Dempsey spoke in favor of maintaining the current title because of the organization's reputation nationwide.
- G. The motion for the amendment was defeated. A call for the question ended the discussion. Elaine reread the original motion.
MOTION DEFEATED.

DEFEATED
Name change



The meeting was adjourned at 5:45 pm.

The meeting was called to order by President Elaine Cohen at
1:45 pm, March 28, 1980.

I. Introductions of State/Province Directors

Directors present were:

Alaska - Kate Sandberg	Idaho - Mary Hess
Alberta - Bill Pierce	Nevada - Dan Baxley
Arizona - Margaret Hyde	New Mexico - Carol Clymer Walvekar
British Columbia - Diane Luu	Oklahoma - Bessie Jenkins
Northern California - Midori Hiyama	Oregon - Virginia Shrauger
Southern California - Sally Garcia	Texas - Ann Faulkner
Colorado - Sally Conway	Utah - Merlin Cheney
At-large - Dorinda McClellan, Florida	

II. Other members present:

Dave Forbes, Alaska; Joe Cortina, Texas; Diane Tharp, Texas;
Denise McGinty, Texas; and Sue Brown, New Mexico.

III. State Directors' concerns -- chaired by Pat Heard, State Coordinator

State
Directors'
concerns

A. Midori Hiyama from California recommended that special groups be formed, such as a learning disabilities group, tutorial and legislative. In addition, she asked that there be a special day at the conference at a discount rate. Betty Levinson reported that the Board had decided not to have one-day discounts because, having tried the special rate at Long Beach, the Board noted that those members stayed longer than one day. Midori then asked that membership get an explanation of the conference costs.

B. Bill Pierce, Alberta, recommended that WCRA give assistant fees to students who work at the conference.

C. Ann Faulkner, Texas, suggested student memberships.

D. Bill Pierce, Alberta, asked for a description of discount air fares to the next conference in Dallas.

E. In response to the proposal to develop some type of joint venture with publishers Jossey Bass, the groups reported the following:

Discussion
of publishing
with Jossey
Bass

1. British Columbia and Alberta were concerned about length of contract, the limitations and controls, and the placement of WCRA's name on the publications.

2. Alaska, Oregon, and Washington were concerned about the number and nature of other organizations involved.

Publishing
with Jossey
Bass (cont'd)

3. Utah recommended that the organizations not be diverse.
4. New Mexico expressed a preference for a WCRA journal; however, if the journal venture were pursued with Jossey Bass, they recommended a ceiling on the number of organizations on the board, limitations on the nature of the organizations, a reduction on subscription rate, and that not all issues be theme issues.

Placement
Bureau

- F. Coordinator Pat Heard addressed the issue of what members receive for their dues. She asked Jane Ballback to explain one of the benefits, that of the Placement Bureau. In describing the service, Jane pointed out that one problem is the expense of sending job listings to members. Ann Faulkner recommended that individuals pay a fee for the mailings; however, Betty Levinson said that the Board preferred to offer the services as a benefit from the dues. Bill Pierce suggested an exchange service with faculty members from other campuses including job and house. Dave Forbes described Alaska's system in which they offer exchanges with Australia and other countries. At UCLA, faculty members arrange their own exchanges, according to Betty.
- G. On professional contracts, Kate Sandberg from Alaska is seeking to develop a contact network which would not be costly.
- H. Dan Baxley expressed concern about the potential bureaucracy which would result from an accelerated growth pattern.
- I. Elaine Cohen reminded State Directors that renewal letters will be issued after the conference and membership letters will be sent to the State Directors.
- J. Carol Clymer Walvekar suggested WCRA re-examine its goals.
- K. Pat Heard said that Mary Hess and Margaret Hyde have recommended regional WCRA meetings. Because of rising costs, the New Mexico group will sponsor a conference following the WCRA conference to which they will invite not only WCRA but others involved in phases of learning assistance. Carol asked what she should do with the money if she had an overage in fees. Pat Heard replied that the Board would consider the issue.
- L. Merlin Cheney asked for a conference schedule which would run the Institutes either before or after the conference to reduce the frustration in selecting those sessions to attend.
- M. Margaret Hyde asked if WCRA was underwriting the costs of the conference. To encourage more members to attend, Margaret suggested offering an institutional membership which would cover a specific number of persons.

State
Directors'
concerns
(cont'd)

- N. Kate Sandberg expressed her appreciation to Pat Heard for the packet of information about activities by other State Directors. Ann Faulker recommended that all State Directors send information on their activities to each other.
- O. Carol Walvekar recommended developing a network of evaluators for programs that are attempting to measure their effectiveness. Carol asked if the papers from the conference presenters would be published in the Proceedings. In addition, Carol recommended that non-members who present should receive pre-conference registration forms. State Directors also could forward conference announcements to potential members. Sally Conway also suggested that State Directors identify one contact person at each institution who would disseminate information.

Welcoming
new members

- P. The issue of welcoming new members was discussed. Mitch Kaman asked that each packet contain "underground information to WCRA" for the new members. Margaret Hyde recommended that the program should explain what's open to newcomers. Sometimes the program is unclear; for example, the Board's Reception did not indicate that it was an event open for everyone. Mitch Kaman asked that specific people be designated to greet new persons. Elaine recommended that large sign-up sheets labeled by state be placed by the registration table where people could see who else from their area is attending.
- Q. For the Dallas conference, Ann Faulkner announced that Delryn Fleming will be conference manager. Members should get the conference information during the spring or summer in order to plan travel budgets. Ann also introduced Diane Tharp, registrar for the Dallas conference.

Placement
Bureau

II. Placement Bureau report -- Jane Ballback (attachment #10)

Jane suggested that State Directors send announcements directly to her. Jane will list job announcements from the Chronicle of Higher Education also. Jane intends to include information about areas where jobs are scarce and information about how to make career changes.

III. Awards and scholarship committee -- Mitch Kaman (attachment #11)

- A. Mitch reported that the committee met at the conference and decided not to make an award this year but instead to draft recommended guidelines for the award.

PASSED
Award
guidelines

- B. Moved (Levinson), seconded (Bonner) to amend the guidelines operating previously on the award for outstanding service but leave the guidelines as is for the scholarship award and substitute the current committee's recommendations.
PASSED.

- C. The committee will prepare recommended guidelines for additional awards and present them at the August Board meeting.

IV. Proceedings report -- Gwyn Enright

- A. Gwyn reported that she had received 20 papers to date and would like more names of persons who would assist in the editing, and specifically members of one-year standing. Currently working with her are Michael O'Hear, Delryn Fleming, and Bill Carnahan.
- B. On the matter of publishing abstracts, Gwyn pointed out that an advantage in printing abstracts is that more readers would have access to the information. The disadvantage, on the other hand, was that the paper could not be submitted elsewhere. On that basis, Gwyn will ask each presenter if she/he prefers the abstract be printed.
- C. Regarding budget, Gwyn has asked for written bids from printers. To keep members informed about publishing date, the information will be announced in the Newsletter.
- D. Several suggestions were made for encouraging sales of Proceedings:
 - 1. Send publicity materials to persons starting learning centers;
 - 2. Set up an exhibit in the Publishers' Exhibit area at the conference;
 - 3. Take publicity and order blanks to the co-sponsored sessions at IRA; and
 - 4. Place ads in the Newsletters describing available editions.
- E. Betty Levinson asked Gwyn to assist her and Kurt Lauridson in formulating the negotiation procedures with Jossey Bass regarding a potential journal.

V. Newsletter report -- JoAnn Wells (attachment #12)

- A. JoAnn announced that she currently has 10 columns with a commitment for four more:
 - 1. June Dempsey has agreed to write a column reviewing materials;
 - 2. Carol Walvekar will write a column on evaluation;
 - 3. An ERIC column will include important bibliographies; and
 - 4. Tamyra Turner will write a minority affairs column.
- B. Newsletters following the conference will be mailed to everyone who renewed memberships as of this conference. Those who did not renew will receive a letter explaining and reminding them to renew.

Newsletter
report
(cont'd)

- C. New advertising will include two of the conference exhibitors. JoAnn recommended that those publishers that exhibited be placed on the mailing list.
- D. Betty Levinson agreed to write a short article on the membership resources for the Newsletter. Pat suggested mailing everyone a resource form and membership card to update memberships. Jim suggested that both be stuffed into the Newsletter. Betty said she would ask Hal to send a brochure, a resource file form, and a membership card to each new member. The expenses will be listed under the printing budget. Currently the organization needs more than 5,000 brochures. If an officer needs a membership list, s/he can request one from Hal at the mailing service.
- E. JoAnn thanked Jim for the articles about the treasurer's role.
- F. JoAnn will write letters directly to the State Directors to obtain information for the Newsletter. JoAnn needs selection by the Board of typeset options. The Board asked JoAnn to make the selection.
- G. In meeting deadlines, which sometimes run five to six weeks past the date, JoAnn finds she is often short of material. A decision needs to be made whether or not to delay or to proceed with printing. Betty suggested pressuring editors for material.

VI. Letter requesting assistance

Elaine read a telegram regarding the dissolving of the UCLA Learning Assistance Center and asked for the Board to respond to the action. The Board agreed to write to the staff offering support and assistance.

The meeting was recessed until Sunday morning at 8:30 am.

The meeting was called to order at 8:35 am on March 30, 1980,
by Past-president Elaine Cohen.

Voting members present: Elaine Cohen, Past-president
Betty Levinson, President
Ann Faulkner, President-elect
Ann Coil, Secretary
Don Yamamoto, Treasurer

Non-voting members: Pat Heard Jim Baugh
Gwyn Enright Margaret Coda-Messerle
Diane Tharp Carol Walvekar
Mike McHargue Donna Letherland
Delryn Fleming Gene Kersteins
Lorri Boothe Rose Wassman
June Dempsey J.R. Bonner

I. San Diego conference

Suzanne McKewon presented information about the potential conference sites.

Moved (Levinson), seconded (Heard) that the Board accept the Bahia as the San Diego conference site.
PASSED.

PASSED
Conference
site
selected

II. Recommendations from membership in attendance

A. The energy and expertise of the membership should be directed to strengthen the organization. Specifically, those persons who are candidates for office but not elected should be recruited to direct particular activities.

B. New members

Suggestions
for welcoming
new members

1. Mike McHargue suggested that a separate new members meeting be held just prior to the state meetings and a procedure be developed for welcoming those members at both meetings.
2. June Dempsey recommended that newcomers be identified by their name tags in order to allow special recognition from the previous membership. Dinner gatherings should be organized to include new members. At the ~~opening~~ ^{meeting} session, newcomers should be asked to stand and be given a special welcome.

C. Conference Institutes need to be either before or after the main conference to allow the presenters and chairpersons to attend. In response, Pat Heard said the Institutes could be presented Thursday morning and the conference begun Thursday afternoon. Carol Walvekar agreed with limiting the Institutes to a half day because of the fatigue that accompanies a full day session.

- D. Tapes could be made available for persons unable to attend. Gene Kersteins recommended that the conference manager explore possibilities of the AV department assisting at the conference. If presentations are to be taped, the speaker must consent and someone must determine which presentations will be selected for taping.

Suggestions to
increase
communication
between Board
& State Dirs.

- E. Several issues regarding concerns of State Directors were discussed. First, communication between the Board and the State Directors needs to be increased. If State Directors were willing to arrive at the conference site early, the Board could meet with them, which would allow a longer orientation to the organizational structure, operation, and policies and problems. With the orientation, State Directors would be more involved with the decision-making. Another issue, the terms of office for State Directors, was raised. A longer term, possibly three years or at least two years with an extended option, would provide continuity and strengthen the organization.
- F. In structuring the conference program, Rose Wassman pointed out that people on tours need the sessions repeated. Tours on alternate days helped reduce conflicts in scheduling.
- G. For the Dallas conference, charter flights should be investigated.
- H. The issue of partial registration or one-day registration was raised again. Jim Baugh pointed out that some people did not pay for the conference, including some of the presenters. Betty Levinson proposed that she draft a letter to persons not paying for registration to clarify any discrepancy. The Board has agreed not to allow one-day registrations but did entertain a discussion about which conference workers should pay the fees. June Dempsey reminded the Board that during the Anaheim conference, some of the student workers were paid. At the Long Beach conference, the Board voted to refund the fees of those working registration.
- I. Margaret recommended that the Board attend the hospitality room regularly.
- J. Don Yamamoto recommended honoring members who have published during the year.

PASSED
Refunds on
conference
fees

Moved (Heard), seconded (Levinson) that the Board offer refunds on conference fees to those persons on the conference committee as designated by the conference manager.
PASSED.

III. Publishers' Exhibits

PASSED
Fees for
publishers'
exhibits

A. Moved (Heard), seconded (Baugh) that the fees for publishers' exhibits at the Dallas conference be \$150.00 for the first table and \$50.00 for the second table.
PASSED.

B. Moved (Levinson), seconded (Heard) to offer a continental breakfast for publishers at the Dallas conference.
PASSED.

IV. Summer Board meeting

The summer Board meeting will be held August 23 and 24, 1980, at North Park, Dallas, Texas.

V. Refunds

PASSED
Conference
refunds

Moved (Heard), seconded (Levinson) that if refunds are requested for the San Francisco conference, \$20 of the \$25 registration fee will be refunded.
PASSED.

VI. Budget

PASSED
Budget for
coming year

Moved (Cohen), seconded (Yamamoto) to adopt a budget for the next conference year of \$16,790.00
PASSED.

THE MEETING WAS ADJOURNED.

Corrections of Minutes
August 24-25, 1979 San Francisco

- p. 3 IV H and VII C -- change Rose's name from Wasson to Wassman.
- p. 6 IX C -- Hotel contract: The Board reviewed the flexible guidelines of hotel negotiations prepared by June Dempsey.
- p. 10 III A. 4 -- If members pay within 60 days of conference they are automatically paying for the next year.
- p. 10 III B -- S&E Budget: Betty suggested we set up a permanent S&E budget.