

College Reading and Learning Association  
Telephone Conference  
November 9, 1993

**Members Present:** Jo-Ann Mullen, *President*; Tom Gier, *President-Elect*; Becky Johnen, *Past-President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*.

The meeting was called to order by Jo-Ann at 7:30 AM Pacific Coast Time.

*Approval of Agenda*

1. Tom made the motion to approve the agenda. Second was by Rosa and passed by the Board.

Agenda

Approval of Agenda  
Approval of Minutes  
Election  
By-laws  
can't run rule  
Hawaii funding request  
Conference insurance  
LAC Design and Development  
Renewal Notices  
Issues with Chapters  
Texas Summer Institute  
Disability Policy  
Rosa  
Schedule next call

*Approval of Minutes*

2. A. Summer Board Meeting
  - 1) Corrections:
    - July 9 - Summary (Becky)
      - #12 Delete 2nd sentence
    - July 10 - Summary (Becky)
      - #23 Add "Susan Deese paid her own expenses to Board Meeting."

Reprint  
Corrected  
Approved 12-15-93

July 9 - Minutes

**Past-Pres. Report**

Item E #3. Tom asked why Vaughn was pres. of Wash. chapter. Becky responded that he lives near Wash./ Idaho state border, and it is easier for him to be involved there. Idaho does not have a state chapter.

Item 11. Rosa corrected to read "...what Karen Smith would contribute to the traveling exhibit?"

Item 14. Becky requested this be clarified.

**Site Chair Report**

Item 5. Becky corrected this to read "Tom" instead of "Becky."

Becky will send other typing corrections to Nancy.

Tom made the motion to accept the Summer Board minutes as corrected.  
Second by Becky. Board passed.  
(Attachment A)

B. Telephone Conference Call  
Sept. 14, 1993

Corrections

Item 2. Becky

requested  
Sentence 3 be deleted.

**Tom made the motion to accept the  
Sept. 14 Conference Call minutes as  
corrected. Second by Becky. Board  
passed. (Attachment B)**

*Elections Report*

3. Jo-Ann reported election results:

A. Officers

President-Elect Pat Mulchay-Ernt  
Treasurer - Sandra Evans  
Jo-Ann requested that Nancy send  
packets of previous minutes to Pat  
and Sandra.

Board discussed the tradition of  
SIG leaders stepping down from  
position if they were elected to  
the presidential responsibilities.  
Jo-Ann will contact Pat. Rosa  
suggested Pat find someone to  
replace her prior to the  
conference.

Tom suggested the transition  
occur at the conference.

Rosa suggested that Pat could  
resume the role of SIG leader after  
her presidential responsibilities.

Jo-Ann will send follow-up  
letters to both candidates.

B. By-laws

1. Issue to change CRLA  
Annual Conference to Fall.

For: 165 votes

Against: 64 votes

Jo-Ann sent letter to Carlette <sup>Hardin</sup>  
and <sup>of NME</sup> notified Susan Deese.

*By-Laws Change*

4. A. Situations of future conferences discussed by Board. Further discussion tabled until next call. Jo-Ann will prepare a proposal and will mail to Board Members prior to the next Conference Call.  
(Attachment C)
- B. Situations of future elections discussed by Board. Further discussion tabled until next call. Jo-Ann will prepare and send Board proposal prior to the next Conference Call.

*"Can't Run Rule"*

5. Board briefly discussed and tabled until the next Conference Call.

*Hawaii's Funding Request*

6. Becky led the Board discussion concerning Hawaii's funding request. Gwen Kimura requested funding assistance for their co-sponsored state conference which will be held in May, 1994. Gwen requested \$500 which will be used for speaker expenses for Ross McDonald to conduct a workshop targeted for faculty and staff working in learning centers and with developmental students.

Motion to approve funding for the Hawaii project was made by Tom, with a second from Rosa. Passed by Board.  
(Attachment D)

*Conference Insurance*

7. Jo-Ann led the discussion about conference insurance. Becky suggested that in light of unexpected situations (earthquakes, fires, etc.) in California we should consider the insurance. Rosa was instructed by Jo-Ann to send a check for \$516.45 to activate the insurance for the San Diego conference. A 5% refund will be made to CRLA if no claims are filed.

**Motion to fund conference insurance was made by Tom. Second was by Nancy, and passed by Board.**

**(Attachment E)**

*LAC Design & Developmental Task Force*

8. Jo-Ann reported that Carolyn Smith has agreed to chair this committee and the Learning Assistance Center SIG. Carolyn requests guidelines from the Board. Jo-Ann and Becky will discuss in a separate call. Becky suggested they contact Martha Maxwell for her suggestions. No other action was taken at this time.

*Position Letter on Reading*

9. Jo-Ann also reported to the Board concerning a phone call from JoAnn Carter-Wells. JoAnn is working on the committee to establish National Educational Goals which will be sent to the Senate. She reported that "Critical Thinking" was included, but reading was not included and she wants CRLA to send a position letter to

the committee. The Board commissioned Jo-Ann Mullen to formulate a position letter, contact Trish DuPart for discussion, and forward copies of the position letter to the Board.

**Tom made the motion for Jo-Ann to prepare a position letter indicating reading is important and send it to the National Education Goals committee. Second was by Rosa. Board passed.**

*Renewal Notices*

10. Becky informed the Board of concerns brought up at the Texas conference about CRLA membership. Becky suggested the Board address the issue with Robin at the conference. Are there any changes in renewal patterns? Tom hopes the Conference Registration Packet will clarify membership.

Rosa asked about state memberships and Becky responded that Robin has current information which she can give on a daily basis if requested. Questions concerning membership should be forwarded to Robin.

*Issues with Chapters*

11. Rosa reports she is ready to send out checks for funding the state projects that were previously approved by the Board. Becky suggested checks be sent to June Benson at Chemeketa and Faye Dorwart at University of Nebraska. Becky will check with Gwen Kimura concerning the check for Hawaii and will call Rosa with instructions.

Becky requested other issues be tabled until the next conference call.

*Texas Summer Institute*

12. Nancy reported to the Board about the 1994 CASP Summer Institute in Developmental Education. It will be sponsored by the Texas Higher Educ. Coordinating Board, Texas Chapter, CRLA, and the Texas Association of Developmental Educators. The Institute will be held July 10-29, at Schriener College in Kerrville. Dr. James Smith at Trinity Valley Community College is coordinator. Nancy will send Board members more information concerning the Institute. (Attachment F)

*CRLA Disability Policy*

13. Jo-Ann asked Board members if they had changes to the Disability Policy. No changes were discussed.

**Motion to approve the CRLA Disability Policy was made by Tom. Second was by Becky. Motion passed by Board.**  
(Attachment G)

*Concerns from Rosa  
Jossey-Bass*

14. Jo-Ann reported Jossey-Bass officials had found missing books and asked Rosa to request a refund of \$1400 from the company. Jo-Ann reported Jossey-Bass indicated CRLA has good credit standing with the company.

- Kansas City Jazz* 15. Rosa was concerned about the Kansas City Jazz Commission check of \$400 from CRLA. The check has not been cashed. Was CRLA due a refund? Was the bill correct? Rosa will continue following this situation.
- Chemeketa Donation* 16. Rosa asked Becky what to do concerning money from Chemeketa from Kansas City conference. Becky said to consider it a donation.
- Johnson Co. Donation* 17. Jo-Ann told Rosa to consider the money from Johnson County from the conference as a donation.
- Rosa to Refigure Conference Income* 18. Jo-Ann indicated preliminary figures show about a \$2,000 difference toward income from the Kansas City conference. Rosa responded that she would run an updated report on her computer and would send Board members copies.
- Miscellaneous Matters* 19. Rosa asked about membership  
*Membership Brochures* brochures. Jo-Ann responded that she, Tom, and Robin have all the updated brochures. Jo-Ann will send brochures to Board members.
- Fall Newsletter* 20. Becky asked about Fall Newsletter. Tom G. indicated the newsletters should be in the mail this week.
- \$100 to JDE* 21. Rosa had a question about the JDE subscription for the amount of \$100. Becky responded that this money is probably for postage for certain years



when full mailings for promotions are sent. This is a joint project and \$100 is CRLA's part.

*Next Scheduled Conference Call*

22. Next call December 7, 1993 at 7:15 AM Pacific Coast Time. Becky will notify Judy of the call.

**The meeting was adjourned at 10:30 AM Pacific Coast Time.**

Respectfully submitted,

Nancy Moreland

~~(These minutes have not been  
approved by the Board.)~~

*Approved Dec. 15, 1993*

**College Reading and Learning Association  
Telephone Conference  
November 9, 1993**

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Sept. 14, 1993  
Corrections  
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Sentence 3 be deleted.

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CRLA Board Minutes  
Telephone Conference  
November 9, 1993  
Page 5

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CRLA Board Minutes  
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Page 9

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Respectfully submitted,

Nancy Moreland

(These minutes were approved by the Board 12-15-93.)



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Division of EMECR-McKee 213-University of Northern Colorado-  
Greeley, CO 80639  
303-351-2189

October 22, 1993

TO: CRLA Board Members  
Tom Gier  
Rosa Hall  
Becky Johnen  
Nancy Moreland

FROM: Jo-Ann Mullen, CRLA President

RE: Conference Call - Nov 9th

Enclosed is the agenda for the November conference call. As you can see, this will be a busy call; however, I know that we can stay focused and get it done.

As of today, the election of officers is close--so I'll have an announcement for you when we speak. The By-laws change is, however, running highly in favor of the change and looks like it will pass. As an agenda item, we need to determine what this change means in terms of other related date changes, logistics, transition, etc.. Please bring some thoughts about this with you to the call.

Please let me know if you have any additional agenda items.

I'm looking forward to speaking with you on Nov. 9th.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Division of EMECR-McKee 213-University of Northern Colorado-Greeley, CO 80639  
303-351-2189

September 27, 1993

TO: CRLA Board

Tom Gier  
Rosa Hall  
Becky Johnen  
Nancy Moreland

FROM: Jo-Ann Mullen

RE: Cancellation of October 12th Conference Call

As I look over our tentative agenda, I realize that we can make do with a November call. So--enjoy your free hour on October 12th!

Please schedule our November call for **Tuesday, November 9th** at the usual time. I'll get an agenda to you before that call. Please send any requested agenda items, if you have any, my way and I'll include them.

#### UPDATE - ODDS AND ENDS

1. The ballots for election and the by-laws change should be in the mail. Dee cut the date pretty close and some members will receive the ballots very close to the Oct 15th due date--perhaps even after. Please encourage members to respond even if their ballot will get in late. Also, taking this into consideration, should we give Dee a cut-off date on which she should count ballots. **Please give me your thoughts on this.**

2. I spoke with Tom Pasternak and he would like to "retire" as Newsletter Editor. We'll run a "Call for Editors" in the Newsletter and I'll also contact the people we brainstormed and encourage them to respond.

3. Dee also revisited the "why Tom couldn't run" situation and I'm going to put this on the agenda for the November conference call. We need to determine if this is a policy or not.

4. I've noticed a conflict in the San Diego conference schedule for me. This year Passover is observed on Saturday and Sunday nights, March 26 and 27. I've thought out my options and the best I can come up with is leaving CRLA on Sunday morning so that I can at least participate in the 2nd Seder with my family. I'll check on exact flights but most likely I won't be able to attend the brunch at all--and the afternoon Board meeting. Of course, Tom will be presiding by then.

Take care, I'll look forward to our call on November 9th.

To think about

| <u>Election</u>       | <u>Pres-Elect Elected</u> | <u>Conference Planned</u><br><u>date - site</u> |
|-----------------------|---------------------------|---|
| Fall 1992             | Tom GIER                  | Spring 1994 - San Diego                         |
| Fall 1993             | Kathy Corbett             | Spring 1995 - Phoenix                           |
| Fall 1994             | _____                     | Spring 1996 - Canada                            |
| ① who plans this one? |                           |   |
| Fall 1995             | _____                     | Fall 1996 - Nevada or Oregon                    |
| Fall 1996             | _____                     | Fall 1997 ? (El Paso?)                          |
| Fall 1997             | _____                     | Fall 1998 ?                                     |

② do we switch to a Spring Election?

③ I may be bringing a tied-vote for 1 of the election offices to the conf. call. If so, I will ask the Board to vote. Please think about this beforehand. And let's keep it as an executive issue at this point! Thank you.

Speak with you on the 9<sup>th</sup>,

John



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

September 14, 1993

TO: Becky Johnen  
Coordinator of States, Regions and Chapters

FROM: Gwen Kimura  
State Director, Hawaii

SUBJ: Funding Request for Conference

A conference on Strategies for Student Success is being planned for May 20, 1994 on the Island of Kauai. This conference is being co-chaired by the Learning Center Coordinators Statewide and by Gwen Kimura, CRLA State Director for Hawaii.

At the first planning session, Dr. Ross McDonald and other names were suggested as possible keynote speakers. I had met Dr. McDonald at the CRLA conference in Kansas and was very impressed with his presentation dealing with tutor training. Lena Tobias, Learning Center Coordinator at Kauai Community College, was also fortunate to have attended a workshop conducted by Dr. McDonald in New York. Mrs. Tobias contacted Dr. McDonald and reported to the committee that he would be delighted to be our keynote speaker. His charges will consist of a roundtrip airfare from San Francisco, hotel cost, meals, ground transportation, and a fee of \$800 for a full day or \$500 for half a day.

This conference will target faculty and staff working in Learning Centers and with developmental students. We anticipate approximately 60-70 participants to attend this conference. Having someone from CRLA as a keynote speaker would make this conference a special one. In addition, this conference will be an excellent opportunity to encourage faculty to join CRLA.

I appreciate whatever support you are able to give in helping our organization plan a successful conference.

*9-21-93  
Dear Board,  
Please review. I'd like  
this as an agenda item  
at our next conference  
discuss.  
Thank.  
Gwen*

|  |                      |                |
|--|----------------------|----------------|
| Post-It™ brand fax transmittal memo 7671 |                      | # of pages > 2 |
| To Becky Johnen                          | From Gwen Kimura     |                |
| Co. CRLA                                 | Co. CRLA             |                |
| Dept. CRLA                               | Phone # 808-933-3503 |                |
| Fax # 503-399-5214                       | Fax # 808-933-3785   |                |

**CRLA STATE/REGION FUNDING REQUEST FORM**

Name of State/Region Hawaii

Statement of Purpose for Funding Request Funding a keynote speaker for  
a conference. (see attached)

**Itemize Projected Expenses**

| <u>Item(s)</u>    | <u>Amount</u> |
|-------------------|---------------|
| Airfare           | \$350         |
| Lodging and Meals | 75            |
| Honorarium        | 75            |

**TOTAL AMOUNT REQUESTED** \$500.00

**Mailing Address** Hawaii Community College  
200 West Kawili Street  
Hilo, Hawaii 96720-4091

**Work Phone** (808) 933-3503 **Home Phone** (808) 959-4827

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

  
 signature of State/Region Director or Chapter President



# Bartels & Noe Agency

INSURANCE - BONDS - REAL ESTATE

(303) 356-1133. . 1301 9th STREET. . POST OFFICE BOX B. . GREELEY, COLORADO 80632-0137



October 6, 1993

Jo Ann Mullen  
University of Northern Colorado  
Division of Education  
Greeley, Co 80639

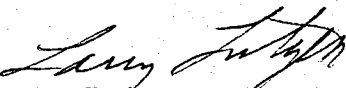
RE: Event Cancellation Insurance

Dear Jo Ann:

Enclosed is a quotation for Convention Cancellation & Interruption Insurance for your convention in San Diego. I have also enclosed a copy of the policy for your review.

Please review and give me a call if you have any questions.

Very truly yours,

  
Larry Lutgen







# CONVENTION CANCELLATION & INTERRUPTION INSURANCE PLAN

Q

Albert H. Wohlers & Co., Administrator  
1440 N. Northwest Highway • Park Ridge, Illinois 60068-1400  
Telephone 1-708-803-3100 • Toll Free 1-800-323-2106 • FAX 1-708-803-4649

September 22, 1993

Mr. Larry Lutgen  
Barrels & Noe Agency  
1301 9th Street - P.O. Box B  
Greeley, CO 80632-0137

Dear Mr. Lutgen:

Enclosed is the Convention Cancellation & Interruption Insurance (CCI) premium quotation for the College Reading & Learning Association.

The CCI Plan is designed to provide insureds with comprehensive coverage for lost revenue and excess expenses incurred because of cancellation, curtailment, postponement and/or abandonment of its conventions, trade shows, and meetings. In addition, the insured's meeting or convention does not have to be entirely cancelled. This policy pays for lost revenue and increased expenses for covered claims even if the event takes place.

And CCI has these additional coverages:

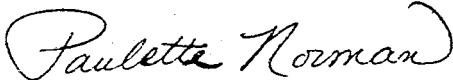
- \* Automatic Extension of Coverage - all shows and meetings during the policy period with a budgeted gross revenue of \$50,000 or less are covered.
- \* Automatic Coverage for Newly Acquired Shows and Meetings - up to \$250,000 of additional coverage for newly acquired shows for up to 90 days.
- \* Business & Personal Property Coverage - up to \$125,000 coverage at the convention site including while in transit to and from the convention site.
- \* Automatic Coverage up to \$50,000 - to recover physically lost or stolen door registration receipts or tickets.

over, please...

Best of all, our CCI policy also pays insureds a "no claims" bonus. In the event that you have a successful meeting and no claims are filed and all premium adjustments if any, have been made, you are rewarded a guaranteed payment of a "no claims" bonus as shown on your quotation form.

To activate your policy, simply return the enclosed Premium Quotation Form with your premium check today.

Sincerely,

A handwritten signature in cursive script that reads "Paulette Norman". The signature is written in dark ink and is positioned above the printed name and title.

Paulette Norman  
Account Representative

Enclosure

# QUOTATION FORM

ALBERT H. WOHLERS & CO.

## CONVENTION CANCELLATION & INTERRUPTION INSURANCE PLAN (CCI) UNDERWRITERS AT LLOYD'S, LONDON

Quotation for: COLLEGE READING AND LEARNING ASSOCIATION

Date of quotation: September 20, 1993

Quotation expires: December 20, 1993

**IMPORTANT NOTE:** Due to the unique nature of the CCI Plan coverage, this Quotation may be withdrawn or changed by the Underwriters up to the time of acceptance of premium. No premium will be accepted less than 30 days prior to commencement of the convention.

The Convention Cancellation & Interruption Insurance Plan provides comprehensive coverage for the cancellation, postponement, abandonment or curtailment of a convention or meeting; the non-appearance of a principal speaker or entertainer; the failure to vacate the convention premises; the loss or theft of door registration receipts.

### LIMITS OF INDEMNITY

**SECTION 1:** Physical loss to personal property \$125,000.00

**SECTION 2:** Cancellation, curtailment, postponement, abandonment, non-appearance and failure to vacate convention premises

An additional limit of TEN % is included for financial commitments (such as penalties charged for pre-booked hotel commitments).

\$68,860.00

**SECTION 3:** Door registration receipts \$100,000.00

SUBJECT TO FORM NUMBERS 2, 3, 4, 6, 8, 9 & 10

### DEDUCTIBLES

Section 1: \$250 each and every loss

Section 3: \$250 each and every loss

San Diego, California  
Mar. 21 - Mar. 27, 1994

### PREMIUM

|                            | Plan I<br>Including Earthquake | Plan II<br>Excluding Earthquake |
|----------------------------|--------------------------------|---------------------------------|
| Premium for this event is: | <u>\$500.44</u>                | <u>\$387.60</u>                 |
| Tax:                       | <u>16.01</u>                   | <u>12.40</u>                    |
| Total Due:                 | <u>\$516.45</u>                | <u>\$400.00</u>                 |

A no claims bonus of FIVE % will be refunded if no claim is filed under this policy.

### COMMENTS/ADDITIONAL INFORMATION:

**TO ACTIVATE YOUR POLICY:** Return this Quotation Form along with your **PREMIUM** check for the Plan of your choice payable to:

Albert H. Wohlers & Co., Administrator  
CONVENTION CANCELLATION & INTERRUPTION INSURANCE PLAN  
1440 N. Northwest Highway, Park Ridge, Illinois 60068-1400  
TOLL FREE: 1-800-323-2106

Your policy will become effective on the 1st or 15th of the month following receipt of your check.

ENDORSEMENT NO. 02

NO CLAIMS BONUS

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE INSURED SHALL BE ENTITLED TO A "NO CLAIMS" BONUS IF NO CLAIM IS OR WILL BE FILED AGAINST THE COVERAGES LISTED ON THE DECLARATION PAGE TO WHICH THIS ENDORSEMENT IS ATTACHED.

THE BONUS WILL EQUAL FIVE PERCENT OF THE POLICY PREMIUM.

IT IS PAYABLE AFTER ALL PREMIUM ADJUSTMENTS, IF ANY, HAVE BEEN MADE.

*Kathleen M. Trautman*  
AUTHORIZED REPRESENTATIVE  
ALBERT H. WOHLERS & CO.

ENDORSEMENT NO. 03

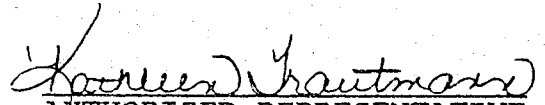
Incomplete Premises or Facilities Exclusion Endorsement

This insurance does not cover losses arising directly or indirectly from construction, alteration or repair work at the "Convention" or lodging facility causing the non-availability, in whole or in part, of the convention or lodging facility or its services and utilities unless such construction, alteration or repair work was started after the policy effective date, and the intent to construct, alter or repair was unknown to the Insured at the policy's effective date.

Seepage and Pollution or Contamination Exclusion

This insurance does not cover any loss directly or indirectly arising out of, contributed to by or resulting from:

Seepage or pollution or contamination unless it is discovered during the period of this Insurance and is the direct cause of a loss hereunder.

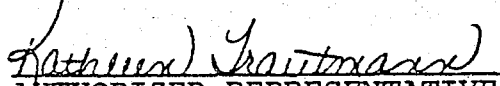
  
AUTHORIZED REPRESENTATIVE  
ALBERT H. WOHLERS & CO.

ENDORSEMENT NO. 04

EXTENSIONS OF COVERAGE

It is hereby agreed and understood that in consideration of the premium paid, that the declarations Limit of Indemnity Section No. 2 shall be amended to include the following:


1. In addition to the Limit of Indemnity indicated on the declarations page or any endorsements attaching thereto, coverage extends for all events in the United States or Canada with budgeted gross revenue and/or expenses of \$50,000 or under per event taking place during the period of insurance listed in the declarations.
2. Underwriters agree to provide automatic coverage for 90 days for any newly organized or acquired event by the Named Insured for up to \$250,000 of budgeted Gross Revenue and/or expenses provided the event is organized or acquired after the period of insurance commences. Coverage shall be for events held in the United States, its territories or possessions or Canada. Coverage for events outside the United States, its territories or possessions or Canada or events held in California or Nevada require prior approval by underwriters prior to coverage attaching hereto. The Named Insured agrees that during this automatic 90 day period that notice of the new event be given to the underwriters wherein coverage shall be specifically scheduled for an additional premium.

  
AUTHORIZED REPRESENTATIVE  
ALBERT H WOHLERS & CO.

ENDORSEMENT NO. 06

ADVERSE WEATHER

It is hereby agreed and understood that this policy does not cover losses arising directly or indirectly out of adverse weather affecting the part of the convention being held in the open, in a tent or in any other structure of a temporary or non-permanent nature whether such losses affect only the stated part of the convention or the whole of the convention.

  
AUTHORIZED REPRESENTATIVE  
ALBERT H. WOHLERS & CO.

ENDORSEMENT NO 08

COMMITMENTS

It is hereby agreed and understood that commitments as defined under General Definitions #5, shall be insured for an amount equal to ten (10) percent of the Limit of Indemnity stated in the declarations.

This shall be in addition to the Section 2 Limit of Indemnity.

*Kathleen M. Sautman*  
AUTHORIZED REPRESENTATIVE



ENDORSEMENT NO. 09

AUDIT DELETION

It is hereby agreed and understood that General Conditions,  
Section 14 (Premium Adjustment) is deleted from this policy.

Kathleen Hautmann  
AUTHORIZED REPRESENTATIVE  
ALBERT H. WOHLERS & CO.

ENDORSEMENT NO. 10  
CO-INSURANCE PROVISION

It is hereby agreed and understood that the Co-Insurance provision is deleted in it's entirety.

*Kathleen Frautmann*  
AUTHORIZED REPRESENTATIVE  
ALBERT H. WOHLERS & CO.

## CERTIFICATE OF INSURANCE

In the event of claim or for additional information, please notify:

Albert H. Wohlers & Co.  
*Insurance*

1440 N. Northwest Highway, Park Ridge, Illinois 60068-1400  
Telephone 1-708-803-3100  
Resident Agent



This insurance effected with certain  
**UNDERWRITERS AT LLOYD'S, LONDON**  
(not incorporated)



# SPECIMEN

In accordance with the authorization granted to Albert H. Wohlers & Co., under the Contract Number referred to on the attached declaration page by certain Underwriters at Lloyd's London, whose names and the proportions underwritten by them can be ascertained by reference to the said Contract, which bears the Seal of Lloyd's Policy Signing Office and is on file at the office of Albert H. Wohlers & Co., and in consideration of the premium specified herein, the said Underwriters do hereby bind themselves, each for his own part and not one for another, their heirs, executors and administrators, to insure in accordance with the terms and conditions contained herein or endorsed hereon.

## CONVENTION CANCELLATION & INTERRUPTION INSURANCE PLAN (U.S.A.) GENERAL INSURANCE CLAUSE

In consideration of the premium paid, in reliance upon the statements in the application attached and made a part of this Certificate, and subject to the definitions, terms, conditions, and exclusions set forth herein and limits of indemnity, this Insurance provides coverage as shown.

### GENERAL DEFINITIONS (In addition to definitions applicable to specific sections)

1. "Convention" means conference, exhibition, convention, show or any other event accepted by Underwriters which is insured under this Insurance and located within the Territorial Limits, and includes installation and dismantling of the Convention during the period shown in the Declaration.
2. "Territorial Limits" means the United States of America and its territories and possessions or as otherwise specifically agreed by Underwriters and shown herein.
3. "Deductible" means the amount shown in the Declarations and which shall be deducted from the finally adjusted loss before Underwriters liability is determined.
4. "Gross Revenue" means total revenue to the Insured from every source arising out of the Convention.
5. "Commitments" means written financial undertakings made by the Insured necessary for the Convention which are made prior to any incident which could give rise to a claim and which are intended to be discharged by persons other than the Insured.
6. "Insured Commitments" means those Commitments which have been declared in the application or subsequently accepted by Underwriters following written notice of such additional Commitments.
7. The words "Cancellation, curtailment, postponement and abandonment" mean the inability of the Insured to open and keep open or otherwise maintain the Convention in whole or in part for its original published duration or scope, including reduced attendance resulting from an insured peril.
8. "Certificate Effective Date" is the date shown in the Declarations or the effective date of cover for any Convention added by endorsement.

### COVERAGE SECTION I PHYSICAL LOSS TO PERSONAL PROPERTY

#### Property Covered

All personal property owned, leased, rented by, or loaned to the Insured while in transit directly to or from the Convention or while in use in connection with the Convention.

#### Risks Covered

All risks of direct physical loss or damage to property covered occurring during the period of this Insurance in excess of the deductible and subject to the applicable Limit of Indemnity.

#### Property Excluded (See Also General Exclusions)

The following property is not covered:

1. Property sold, leased, rented, or loaned by the Insured to others after said property leaves the care, custody, ownership or control of the Insured.
2. Vehicles licensed for use on the highway unless operated within the confines of the Convention facility and the subject of or intended for display, exhibition or demonstration at the Convention.
3. Money (which, for this section only, means cash, bank notes, checks and other negotiable instruments, securities for money, and stamps), jewelry, precious stones, and furs unless such items are the subject of or intended for display, exhibition or demonstration at the Convention. (But see Section 3 for coverage provided for Door Registration Receipts.)

#### Risks Excluded (See Also General Exclusions)

Loss or damage caused by or arising from:

1. vermin, insects, inherent vice, latent defect, wear, tear or gradual deterioration, but this exclusion shall not apply to loss or damage caused by sprinkler leakage;

2. dishonesty on the part of the Insured, his employees or others to whom the property may be entrusted or delivered, but this exclusion shall not apply to loss or damage while the property is in the custody of common carriers;
3. inventory or stocktaking shortage or unexplained disappearance or discrepancy;
4. processing, renovating, or repairing of property covered or faulty workmanship thereon, but if fire or explosion ensues causing loss or damage to property covered this exclusion shall not apply;
5. electrical or mechanical derangement or breakdown of property covered, but if fire or explosion ensues this exclusion shall not apply to direct loss or damage caused by such fire or explosion to property covered other than the property that has the electrical or mechanical derangement or breakdown;

Nor shall this insurance cover

6. loss of use or consequential loss.

## COVERAGE SECTION 2

### CANCELLATION, CURTAILMENT, POSTPONEMENT, ABANDONMENT, NON-APPEARANCE AND FAILURE TO VACATE

#### Loss Covered

Loss arising solely and directly in consequence of:

- A. the cancellation, curtailment, postponement or abandonment of the Convention or the removal to alternative premises;
- B. the non-appearance of a principal speaker, entertainer or the like, provided that in the case of an entertainer the performance is not the principal purpose of the Convention; or
- C. the Insured's failure to vacate the Convention facility at the termination of his tenancy;

arising from any unexpected cause beyond the control of the Insured or Convention Organizer, or any of the sponsors or financial supporters of such parties. Inadequate sales or registrations shall not constitute an unexpected cause.

#### Calculation of Loss

Subject always to the Limit of Indemnity, and the Co-Insurance Provision below, loss shall be determined;

1. In respect of loss covered under A or B above, the greater of
    - (i) the total of expenses incurred, plus the Insured's loss from Insured Commitments, less both recoveries made and the balance of Gross Revenue received in excess of pro rata returns of fees for attendance or space; or
    - (ii) the loss of Gross Revenue, including pro rata return of fees for attendance or space, that would have been received in the absence of the covered loss (whether or not the Insured is obligated by contract to return such fees), plus the Insured's loss from Insured Commitments, less both recoveries made, and necessary expenses not incurred.
  2. In respect of loss covered under C above,
    - (i) any claim for damages, costs or compensation which may be substantiated against the Insured by the owners or management of the Convention facility by reason of the Insured's failure to vacate the said premises at the termination of the tenancy; and
    - (ii) the Insured's direct and necessary additional expenses specifically agreed by Underwriters as reasonable, and incurred by reason of the failure to vacate.
  3. Cost of Remedial Action
- In addition to the Limit of Indemnity, Underwriters will indemnify the Insured for the cost of remedial action specifically agreed by them as a reasonable expenditure to minimize the extent of a loss.

#### Loss Excluded (See Also General Exclusions)

This insurance does not cover:

Losses arising directly or indirectly out of:

1. financial failure of any venture;
2. financial default, insolvency, or failure to pay of any person, firm, or corporation whether a party to this insurance or otherwise;
3. lack of or inadequate receipt, sales, or profits of any venture;
4. variations in the rate of exchange or stability of any currency;
5. lack of inadequate response or support by sponsors, financial supporters or exhibitors;
6. lack of or inadequate attendance or pre-registration by delegates, the public, or trade visitors.
7. Failure of the Insured to have made all necessary preliminary arrangements essential to ensure that a satisfactory Convention can be held on the schedule date. Preliminary arrangements shall be deemed to be such other arrangements as a prudent organizer would have made bearing in mind the venue size and type of Convention and the period of time before the opening date; or
8. circumstances existing or threatened at inception which were known to the Insured prior to the Certificate Effective Date as set forth in the Declarations or added by endorsement as being circumstances that could possibly result in a loss; unless
  - (a) The Insured has advised Underwriters of the fact in writing;
  - (b) Underwriters have accepted the particular risk by endorsement attached hereto; and
  - (c) Any additional premium required has been paid by the Insured.

### Co-Insurance Provision

If the sum of the latest estimated Gross Revenue and Insured Commitments, ("GR&C"), immediately preceding the happening of the circumstances giving rise to a loss covered hereunder exceeds the Limit of Indemnity for Section 2 as set forth in the Declarations (or any increased limits as provided in paragraphs 14 or 15 of the General Conditions below) ("L I"), Underwriters will not indemnify the Insured for the full amount of the loss determined under Calculation of Loss. Instead, the most Underwriters will pay will be determined by multiplying the loss determined under Calculation of Loss by the ratio of L I divided by GR&C. The Insured will be responsible for the balance not paid by Underwriters.

This Co-Insurance Provision shall apply whether or not Underwriters have declined to increase the Limit of Indemnity.

PAYMENT OF THE INSURED'S PORTION (CALCULATED AS DESCRIBED ABOVE) OF THE COST OF ANY REMEDIAL ACTION AGREED UNDER SECTION 2 SHALL BE A CONDITION PRECEDENT TO UNDERWRITERS OBLIGATION TO INDEMNIFY THE INSURED FOR ANY LOSS UNDER THIS INSURANCE.

## COVERAGE SECTION 3 DOOR REGISTRATION RECEIPTS

### Property Covered

"Money" meaning, for this section only, receipts paid in cash, bank notes, checks and other negotiable instruments at the Convention Facility for registration or tickets for events directly associated with the Convention.

### Risks Covered

All risks of direct physical loss of money at the Convention facility and while directly enroute to a bank in the vicinity occurring during the period of this insurance in excess of the deductible and subject to the applicable limit of indemnity.

### Exclusions (See Also General Exclusions)

This insurance does not cover:

1. Any loss when the registration desk or place where money is received is closed for business or temporarily unattended, unless the money is in a safe and all safe keys have been removed.
2. All claims not advised to Underwriters within 7 working days of the date of loss.
3. Theft by any employee or any other person acting on behalf of the Insured.
4. Any loss when outside the Convention facility unless the money is accompanied by two able bodied persons.

## LIMITS OF INDEMNITY

### Certificate Limit

The Underwriters' limit of indemnity for loss or damage under each section is the applicable limit set forth in the Declaration.

## GENERAL EXCLUSIONS

(In addition to specific exclusions under Coverage Sections)

This Insurance does not cover:

### 1. War and Civil War

Loss or damage directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalization or requisition or destruction of or damage to property by or under the order of any government or public or local authority.

### 2. Radioactive Contamination

Loss or damage arising directly or indirectly from actual or threatened nuclear reaction, nuclear radiation or radioactive contamination however such nuclear reaction, nuclear radiation or radioactive contamination or threat of same may have been caused. Nevertheless, if a fire arises directly or indirectly from nuclear reaction, nuclear radiation or radioactive contamination any loss or damage arising directly from that fire shall (subject to the provisions of this Insurance) be covered excluding, however, all loss or damage caused by actual or threatened nuclear reaction, nuclear radiation or radioactive contamination arising directly or indirectly from that fire.

## GENERAL CONDITIONS

### 1. False Or Fraudulent Acts

Any fraud, misstatement or concealment in the application attached hereto, or in the making of a claim or otherwise howsoever, shall render this Insurance void and all claims hereunder shall be forfeited.

### 2. Insured's Duty To Take And Maintain Precautions

The Insured shall take all reasonable precautions and shall use due diligence and best efforts at all times to prevent or minimize any loss.

### 3. Insured's Duty To Report Circumstances That Could Give Rise To A Claim

As soon as any circumstances become known to the Insured which could give rise to a claim under COVERAGE SECTION 2 of this Insurance, the circumstance must be reported immediately by telex or telephone to the party designated in paragraph 7 of the Declaration and subsequently confirmed in writing. Underwriters have the option to take such action as they consider appropriate to prevent or minimize the potential loss by providing alternative facilities or personnel and the Insured shall cooperate fully in such action, if any, taken by Underwriters.

### 4. Insured's Duties In The Event Of A Claim

(a) Any loss or damage which could result in a claim must be reported immediately by telex or telephone to the party designated in paragraph 7 of the Declarations and subsequently confirmed in writing. The Insured shall have the burden of proving its loss under this insurance. The Insured agrees at all times to provide, without expense to Underwriters, all proofs, certificates, evidence, information or assistance which they may reasonably require. In the event of loss or damage by theft or dishonesty, immediate notice must also be given by the Insured to the police or other relevant authorities.

(b) Every letter, pleading or other document in connection with any claim against the Insured must be sent immediately to the party designated in paragraph 7 of the Declarations. Underwriters reserve the right to take over and conduct the defense or settlement of any claim.

### 5. Subrogation

Underwriters reserve the right to pursue an action for recovery from any party, whether before or after payment of a loss, at their sole discretion and in the name of the Insured or otherwise. In the event of any payment under this Insurance, Underwriters shall be subrogated to the extent of such payment to all rights of recovery and the Insured shall execute all papers required and shall do everything that may be necessary to secure such rights.

### 6. Underwriters Option To Salvage

In the event of loss or damage to property covered under this Insurance, Underwriters shall have the option to take all or any part of said property at the agreed or appraised value, in which case the Insured shall take all steps necessary to transfer title to, and perfect title in, Underwriters upon payment to the Insured.

### 7. Other Insurance

If at the time of any loss or damage which is the subject of a claim under this Insurance there shall be in existence any other policy of insurance effected by or on behalf of the Insured covering such loss or damage or any part of it, this Insurance shall be excess of such other policy of insurance.

### 8. Observance And Fulfillment Of Terms And Conditions

The due observance and fulfillment of the terms and conditions of this Insurance insofar as they relate to anything to be done or complied with by the Insured and the truth of the statements and answers in the application shall be conditions precedent to any liability of the Underwriters to make any payment under this Insurance.

### 9. Condition For Legal Action

No suit shall be brought upon this Certificate unless the Insured has complied with all the provisions of this Certificate and has commenced suit within one year after the loss occurs.

### 10. Service Of Suit

It is agreed that in the event of the failure of Underwriters hereon to pay any amount claimed to be due hereunder, the Underwriters hereunder, at the request of the Insured, will submit to the jurisdiction of any Court of competent jurisdiction within the United States.

Nothing in this clause constitutes or should be understood to constitute a waiver of Underwriters' rights to commence an action in any Court of competent jurisdiction in the United States, to remove an action to United States District Court, or to seek a transfer of a case to another Court as permitted by the laws of the United States or any State in the United States.

It is further agreed that service of process in such suit may be made upon the person or firm names in paragraph 8 of the Declarations and that in any suit instituted against any one of them upon this Insurance, Underwriters will abide by the final decision of such Court or of any Appellate Court in the event of an appeal.

The said person or firm is authorized and directed to accept service on behalf of Underwriters in any such suit and/or upon the request of the Insured to give a written undertaking to the Insured that he will enter a general appearance upon Underwriter's behalf in the event such a suit shall be instituted.

Further, pursuant to any statute of any state, territory or district of the United States which makes provision therefor, Underwriters hereby designate the Superintendent, Commissioner or Director of Insurance or other officer specified for that purpose in the statute, or his successor or successors in office as their true and lawful attorney upon whom may be served any law process in any action, suit or proceeding instituted by or on behalf of the Insured or any beneficiary hereunder arising out of this Insurance, and hereby designate the person or firm named in paragraph 8 of the Declarations as the person to whom the said officer is authorized to mail such process or a true copy thereof.

### 11. Noncancellation By Underwriters Or Insured

This insurance cannot be cancelled by either Underwriters or the Insured, except for non-payment of premium in which event Underwriters may cancel this Insurance upon ten (10) days written notice to the Insured at the last mailing address known by Underwriter or their agent by any recognized U.S. Post Office form.

### 12. Assignment

This insurance may not be assigned in whole or in part without the written consent of Underwriters.

### 13. Records

The Insured shall keep an accurate record containing all relevant information and particulars of the Convention to determine loss or damage or premium adjustment and will at any reasonable time allow Underwriters or their representatives to inspect or audit such records.

### 14. Premium Adjustment

The premium paid at inception of this Insurance is a deposit based upon the financial information disclosed in the application form. Within 90 days of the completion of the Convention the Insured shall supply to Underwriters a true declaration on the form prescribed by Underwriters so that the final premium can be calculated and the difference adjusted accordingly. Such premium adjustment shall be computed in the proportion the deposit premium paid had to the financial information disclosed in the application form subject to Underwriters receiving not less than the minimum premium. The minimum premium shall be seventy-five (75) percent of the deposit premium unless otherwise stated in the Declaration. No premium adjustment will be made if the amount involved is two hundred dollars (\$200) or less. The limits of indemnity under Section 2 shall be adjusted in proportion to the premium adjustment, except that notwithstanding any premium adjustment the limits of indemnity will not be increased more than ten (10) percent.

### 15. Increase In Limits Of Indemnity

Anytime prior to the commencement of the Convention the Insured can apply in writing for increased indemnity limits under Section 2 based upon revised financial estimates of expenditures, commitments and net income provided that no circumstances which may give rise to a claim have arisen. Underwriters, in their sole discretion, may grant such increased indemnity limits and make any premium adjustment in the deposit premium required.

### 16. Conformity To Statute

Terms of this Certificate which are in conflict with the statutes of the State wherein this Certificate is issued are hereby amended to conform to such statutes.

# 1994 CASP SUMMER INSTITUTE IN DEVELOPMENTAL EDUCATION

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***TEXAS ASSOCIATION OF DEVELOPMENTAL EDUCATORS, AND***

***THE COLLEGE READING & LEARNING ASSOCIATION***

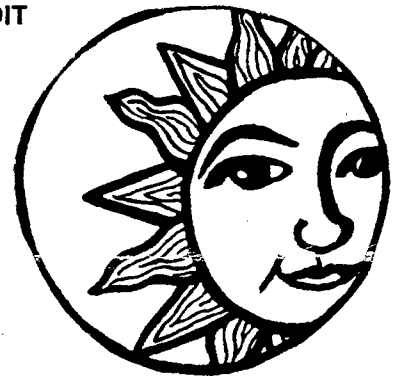
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**Dr. James Smith, Coordinator  
Trinity Valley Community College  
Athens, Texas 75751**

**(903) 675-6242**

**FAX (903) 675-6316**

or mail the form below to receive information packet

-----  
Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



# College of Reading and Learning Association

## DISABILITY POLICY

In accordance with the Americans with Disabilities Act, CRLA will provide barrier-free services and opportunities to all program participants and guests. Auxiliary aids and services, or reasonable accommodations, will be provided to program participants and guests with vision or hearing impairments or other disabilities, unless an undue burden would result.

CRLA will provide the opportunity for program participants to notify the Association of special needs in advance so that cost may be determined and auxiliary aids obtained, unless the financial or other costs of obtaining an auxiliary aid would impose an undue burden in light of the resources available to CRLA. If no advance notice is given, CRLA will attempt to obtain reasonable accommodations.

When CRLA selects facilities, a primary consideration will be the extent of the facility's compliance with the provisions of the Act. CRLA will include in all facility contracts the requirement to comply in all respects with the provision of the Act, unless CRLA agrees that compliance with one or more specific requirements would constitute an undue burden and lists the specific requirement(s) as an exception(s) to the contract clause that requires full compliance.

Adopted March 29, 1993

*What change did  
you suggest making  
- S.D.*