

CRLA BOARD MEETING AGENDA

December 9, 2005

3:00 – 5:00 pm EST

Conference Call

- 1. CALL TO ORDER: VALERIE**
- 2. APPROVAL OF AGENDA: Valerie**
- 3. APPROVAL OF MINUTES: Dorothy**
- 4. TREASURER'S REPORT: Ann**
- 5. SIG AND STATE REGION/CHAPTER REPORT: Russ**
- 6. ELECTION COMMITTEE REPORT: Valerie for Kate**
- 7. MEMBERSHIP COORDINATOR REPORT: Vicki**

OLD BUSINESS

- 8. 2005 HOTEL TIPS REPORT: Valerie**
- 9. 2006 CONFERENCE REPORT: Sharon**
- 10. 2007 CONFERENCE REPPORT: Valerie**
- 11. FORMAL APPROVAL OF BILL HORSTMAN'S REQUEST FOR SUPPORT:
Valerie**
- 12. FORMAL APPROVAL OF CRLA REPRESENTATION AT WINTER INSTITUTE:
Valerie/Karen**
- 13. REVIEW OF CRLA BOARD MEMBER TRAVEL TO NATIONAL CONFERENCES,
SRC, AND CAS, FALL 2006: Russ, Ann**
- 14. DUGAN DATA CONTRACT: Valerie**

NEW BUSINESS

- 15. HOUGHTON-MIFFLIN AWARD: Ann**
- 16. SYMPOSIUM ADVERTISEMENT IN CRLA *NewsNotes*: Valerie**
- 17. CONFERENCE CALL SCHEDULE: Valerie/All**
- 18. OTHER**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Friday, December 9, 2005

LOCATION: Conference Call

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Russ Hodges, Past-President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Vicki Papineau, Membership Coordinator

- 1. CALL TO ORDER:** The meeting was called to order by President Valerie Smith Stephens at 3:05 PM. Valerie asked Vicki Papineau to serve as Parliamentarian for this meeting in Karen Agee's absence.
- 2. APPROVAL OF AGENDA:** No additions or changes were made to the Agenda.

MOTION: That the agenda be approved as presented. Dorothy/Ann. MOTION PASSED.

- 3. APPROVAL OF MINUTES:** Minor changes were made to the Minutes of November 5, 2006. Karen Agee had sent an additional suggested change to Dorothy via email. Vicki recommended that we give Karen the opportunity during the January meeting to address the change.

MOTION: That the November 5 Minutes be approved as revised. Dorothy /Ann. MOTION PASSED.

- 4. TREASURER'S REPORT:** The Treasurer's Report began with a discussion of background which Ann provided about the changes in reporting assets and operating income in the March through September statements. Those statements have been revised to reflect the closing of the Money Market account in March and the resulting change in placing those funds in "operating income." The revised reports for the months of March, April, May, June, July, August, and September are attached to the Minutes for December 9.

The October statement shows assets of \$284,742.81, no income during the month, and total expenses of \$11,688.14. Ann reported that the October 2005 statement shows no income because membership and registration monies from the conference have not yet been given to her for deposit. Concern was expressed that the very large hotel bill for the conference had not yet been received and that this financial situation needs to be resolved. Lonna Smith will be apprised of the situation. Ann will contact Chris Clark, Manager of the Hilton, and will contact Valerie if the situation is not resolved.

The October statement shows a loss of \$11,688.14 because the conference revenue (\$132,397.17) has not been received from the Registrar. It was noted that all computer data regarding the conference registration had been lost (the CD on which it had been entered "ghosted" to the "borrowed" computer and had to be reentered). The reentry, at

the time of this meeting, was in progress. The check will be certified and electronically deposited soon.

Ann additionally reported that only one of the two Houghton Mifflin \$500 awards was given. Next year, however, two will again be offered.

MOTION: That the March 2005 – September 2005 statements be approved as revised. Ann/Russ. MOTION PASSED.

MOTION: That the October 2005 statement be approved. Ann/Dorothy. MOTION PASSED.

The October End of Month Balance Sheet is attached to these Minutes.

5. SIG AND STATE REGION/CHAPTER REPORT: Russ reported that Durthy Washington, Multicultural SIG Leader, was concerned with low attendance at their SIG meeting. Russ made the recommendation that for our upcoming conference, most of the SIGs meet in place of the Lunch with a Mentor program and that the Lunch with a Mentor program be cancelled.

The Technology and Distant Learning SIG will be submitting a proposal to send a member to TIDE. The Reading SIG is holding a Yahoo listserv discussion on removing "Reading" from CRLA's name. Christiana Fuller has volunteered to chair the ESL SIG. The Math SIG needs a new leader. Kathryn Van Wagoner's name was mentioned, but she is neither a current nor recent member of CRLA. Christie Anderson and Angela Williams, the new co-leaders of the Paired Course SIG, will begin an electronic newsletter and have asked members of the SIG to submit articles. They also provided to their members "Ten Commandments for Learning Communities," "Before You Teach in a Learning Community," and example syllabi for learning communities.

As of October 2005, Linda Stedje-Larsen has been the new regional director for the Mid-South region. She would like to obtain past annual reports for that region; however, according to Kate, no annual reports were filed. Linda was unable to attend this year's conference, but Craig Curty, from High Point University represented Mid-South at the leadership meeting. Kennesaw State University, in the greater Atlanta area, is hosting a Southeast Symposium February 3-4, 2006. Linda Stedje-Larsen is encouraging her members to attend the conference with the blessing of Mike Kelcher, the conference chair and Director of the Southeast Region. Mike is requesting \$1000 from the Board: \$50 for postage, \$100 for printing envelopes, \$150 for welcome packages, and \$700 for food for the symposium. The California chapter is also requesting \$1000 to help pay for their conference March 10, 2006. The New Mexico group has decided to form a state chapter, and Bobbie Lightle will be the new state director. Joan Mauch has shown an interest in heading the Canadian chapter, and Ronaele Whittington will become the new director for Hawaii.

Russ has been requested to attend the MNADE and CRLA Minnesota/North Dakota/South Dakota regional meetings next October.

MOTION: That the Board provide \$1000 to the Southeast Region to help support their symposium, February 3-4, 2006. Russ/Ann. MOTION PASSED.

MOTION: That the Board provide \$1000 to the California Chapter in support of their conference, March 10, 2006. Valerie/Dorothy. MOTION PASSED.

- 6. ELECTION COMMITTEE REPORT:** Valerie, reporting for Kate Sandburg, Chair of the Elections Committee, presented the candidates for the offices of President-elect and Treasurer. All nominees' administrators have sent letters of support, and all nominees have been members of CRLA for at least five years.

MOTION: That the slate of officers for President-elect and Treasurer be approved: Alan Constant and Rick Sheets for President-Elect; Janet Bagwell and Ann Wolf for Treasurer. Russ/Dorothy. MOTION PASSED.

- 7. MEMBERSHIP COORDINATOR REPORT:** Vicki Papineau reported that the first 2006 membership renewal notice will be sent out within a few weeks. It is at the JCCC printers.

The CRLA brochure, which Vicki sent to Board members for suggestions, is in a rough draft stage. Vicki noted that three projects, the brochure, the new display boards, and new information for the CRLA website, are related, and that the information needs to be carefully coordinated. The display panels need to be decided on this month as they will be needed for the NADE conference in February. Karen Agee has done a thorough search for alternative "roller" display formats and has provided that information to the Board. She and Vicki have searched for those that are attractive, durable, portable, and simple and reasonable to mail.

MOTION: That a maximum amount of \$2000 be approved for Karen Agee and Vicki Papineau to replace exhibit display panels with the funding to be taken from Line Item 5413, the membership coordinator's budget. Russ/Ann. MOTION PASSED.

Vicki reported that 2005 is a "transition year" for membership data because of membership deadline changes (June 1 instead of September 1). Because of this change, membership numbers were artificially lowered in 2005 and will be increased in 2006. Membership figures in December 2005 include 1163 members with a 2005 expiry and 437 members with a 2006 expiry.

Vicki recommended that Board members send her a formal email to report any personnel changes as they occur.

OLD BUSINESS

- 8. 2005 HOTEL TIPS REPORT:** Valerie will include all hotel gratuities in payment of the hotel bill.
- 9. 2006 CONFERENCE REPORT:** Sharon Taylor reported the interest of Sandra Chumchal in serving as exhibits co-chairman for the 2006 conference. Sandra, a committee member, is willing to work with Linda Russell in this capacity. Linda Russell is submitting her application for the multi-year CRLA position, and Sandra will be asked to submit her application to serve as co-chair with Linda at the 2006 conference. Sharon noted that

Sandra has institutional support for the one-year appointment. The Board will take appropriate action when we receive the official applications from both Sandra and Linda. It was noted that the Board will support the collaborative effort for the 2006 conference. Bill Horstman will also be working to help Linda at the 2006 conference.

Sharon asked for information on obtaining conference insurance. It was suggested that she contact at least two major insurance companies and then bring her recommendation to the Board for approval. Sharon will officially represent CRLA in contracting with the company. It was noted that the typical cost for conference coverage (not including liability insurance) is in the \$700 - \$1000 range. Because of their recent experience in dealing with conference insurance, Russ, Ann, and Valerie agreed to help Sharon. It was also noted that the insurer will need the conference budget information to determine cost. Alan Constant has a draft of the budget for the 2006 conference.

Sharon asked the Board for input on the on-line proposal form which she would like to forward to Corrine Johnson. It was noted that strand information needs to be updated to reflect name and focus changes and that the deadline needs to be considered carefully to accommodate last date of summer campus attendance. Sharon will send Board members a copy of the proposal.

Speakers for the 2006 conference are Sallie Sheppard, the keynote speaker who will speak on American culture, and Ben Welch, whose topic at the Saturday meeting will have an inspirational focus. Each will be paid \$1000, which includes their travel expenses.

Sharon is in the process of charting the February meeting agenda. Rooms will be charged to CASP for the CASP attendees. Valerie will email Sharon with questions about the meeting.

- 10. 2007 CONFERENCE REPORT:** Valerie received the formal invitation from Dr. Preston Pulliams, President of Portland Community College, December 9. She will send the original letter from Dr. Pulliams to Dorothy to place on file. Lonna and Rosalind will visit Portland in January. It was suggested that the trip be made after information was received from the hotels contacted. Valerie will talk with Lonna about the impending trip to Portland and get back with the Board on Lonna's recommendation.

MOTION: To approve the request of Dr. Pulliams, President of Portland Community College, to hold for the 2007 conference in Portland. Sharon/Dorothy. MOTION PASSED.

Valerie will write a thank-you letter to Dr. Pulliams.

- 11. FORMAL APPROVAL OF BILL HORSTMAN'S REQUEST FOR SUPPORT:**

MOTION: To approve the amount of \$1003.12 for travel expenses for Bill Horstman to attend the conference as Exhibits Chair in Long Beach. Ann/Russ. MOTION PASSED.

- 12. FORMAL APPROVAL OF CRLA REPRESENTATION AT WINTER INSTITUTE:**

MOTION: To approve the amount of \$1090 for Karen Agee's travel expenses to represent CRLA at the Winter Institute, January 3-6, 2006 Russ/Ann. MOTION PASSED.

- 13. REVIEW OF CRLA BOARD MEMBER TRAVEL TO NATIONAL CONFERENCES, SRC, AND CAS, FALL 2006:** Russ and Ann will represent CRLA at NADE in Philadelphia in February, Karen will represent CRLA at the Winter Institute in Austin in January, Russ will represent CRLA at ATP in San Antonio in March, and Valerie has been asked to attend the California Chapter conference March 10, 2006.

Other conferences which need Board consideration and which will be discussed at the budget meeting in February are NTA in April, Mid Atlantic in March, and a combined regional CRLA/NADE conference in October.

- 14. DUGAN DATA CONTRACT:** We have signed a one-year contract with Dugan Data. The original will be sent to Dorothy to keep on file.

NEW BUSINESS:

- 15. HOUGHTON-MIFFLIN AWARD:** Ann discussed this in her Treasurer's Report (above).
- 16. REQUEST FOR AD IN CRLA NEWSLETTER:** Valerie reported that she had received a request to place an ad for a symposium in the newsletter. Russ noted that since we currently typically do not accept advertising, we need to develop a policy for accepting advertising in CRLA publications and that the matter should be submitted to the Editorial Advisory Board. Valerie will forward the request to Ann-Marie.
- 17. CONFERENCE CALL SCHEDULE:** The January conference call will take place Friday, January 20, 3 – 5:00 pm EST.
- 18. OTHER:** Sharon requested the name of the printer CRLA uses, and Valerie supplied the name of Bruce Hines with JCCC Printers.

MOTION: That the meeting be adjourned.

President Smith Stephens adjourned the meeting at 4:57 pm.

College Reading and Learning Association
Balance Sheet
End of Month – May 2005

Assets:

Certificates of Deposits	\$143,194.85
Beginning Balances:	
Operations Account	\$ 131,504.94
Conference Account	\$ 3441.18
Savings Account	\$ 3,482.17

Income:

Scholarships	\$ 5.00
Membership Dues	\$ 2,175.00
Interest Income	
Tutor Certification	\$ 1,500.00
Misc Income	\$ 152.75
SIG Income	\$ 105.00
Mentor Certification	\$
JCRL	\$
Tutor Handbook	\$
Learning Assistance Monograph	\$ 150.00
Total Operating Income	\$ 4,268.14
Total Conference Income	\$

TOTAL INCOME \$ 4,268.14

Monthly Expenses:

General Board	\$ 741.19
General Organization	\$ 588.63
Publications	\$ 26.35
Committees	\$ 550.39
Membership/States and Regions	<u>\$ 2,408.66</u>

TOTAL OPERATING EXPENSES \$ 4,315.22

Conference Expenses \$ 2,419.73

TOTAL EXPENSES \$ 6,734.95

Net Monthly Income(Loss) (\$ 2,466.81)

Assets At End of Month \$ 279,156.33

Revised by Ann Wolf, treasurer Dec 4, 2005

Prepared by Ann Wolf, Treasurer May 12, 2005

College Reading and Learning Association
Balance Sheet
End of Month – June 2005

Assets:

Certificates of Deposits \$143,194.85

Beginning Balances:

Operations Account \$ 131,046.06

Conference Account \$ 1,021.45

Savings Account \$ 3,482.74

Income:

Scholarships \$ 5.00

Membership Dues \$ 1,200.00

Interest Income

Tutor Certification \$ 3,825.00

Misc Income \$ 267.74

SIG Income \$ 145.00

Mentor Certification \$ 50.00

JCRL \$

Tutor Handbook \$ 570.00

Learning Assistance Monograph \$

Total Operating Income \$ 5,062.74

Total Conference Income \$ 1,430.00

TOTAL INCOME \$ 6,492.74

Monthly Expenses:

General Board \$ 462.18

General Organization \$ 647.00

Publications \$ 666.00

Committees \$ 675.94

Membership/States and Regions \$ 900.72

TOTAL OPERATING EXPENSES \$ 3,351.85

Conference Expenses \$ 1,887.50

TOTAL EXPENSES \$ 5,239.35

Net Monthly Income(Loss) \$ 1,253.39

Assets At End of Month \$ 279,098.49

Revised by Ann Wolf, treasurer Dec 4, 2005

College Reading and Learning Association
Balance Sheet
End of Month – July 2005

Assets:	
Certificates of Deposits	\$143,194.85
Beginning Balances:	
Operations Account	\$ 128,536.95
Conference Account	\$ 5,557.95
Savings Account	\$ 3,483.33
Income:	
Scholarships	\$ 21.00
Membership Dues	\$ 1,400.00
Interest Income	
Tutor Certification	\$ 2,775.00
Misc Income	\$ 2,167.50
SIG Income	\$ 235.00
Mentor Certification	\$.00
JCRL	\$
Tutor Handbook	\$ 720.00
Learning Assistance Monograph	\$
Total Operating Income	\$ 7,318.50
Total Conference Income	\$ 3,960.00
TOTAL INCOME	\$11,278.50
Monthly Expenses:	
General Board	\$ 724.40
General Organization	\$ 191.91
Publications	\$ 54.14
Committees	\$ 808.29
Membership/States and Regions	<u>\$ 850.05</u>
TOTAL OPERATING EXPENSES	\$ 2,628.79
Conference Expenses	\$ 2,464.01
TOTAL EXPENSES	\$ 5,092.80
Net Monthly Income(Loss)	\$ 6,185.70
Assets At End of Month	\$ 286,958.78

Revised by Ann Wolf, treasurer Dec 4, 2005

College Reading and Learning Association
Balance Sheet
End of Month – August 2005

Assets:

Certificates of Deposits	\$143,194.85
Beginning Balances:	
Operations Account	\$ 133,226.71
Conference Account	\$ 5,183.94
Savings Account	\$ 3,483.93

Income:

Scholarships	\$ -
Membership Dues	\$ 1,250.00
Interest Income	
Tutor Certification	\$ 2,550.00
Misc Income	\$ 1,256.01
SIG Income	\$ 205.00
Mentor Certification	\$ 150.00
JCRL	\$ 15.00
Tutor Handbook	\$ 1,560.00
Learning Assistance Monograph	\$

Total Operating Income	\$ 6,986.01
Total Conference Income	\$ 1,870.00

TOTAL INCOME **\$ 8,856.01**

Monthly Expenses:

General Board	\$ 348.69
General Organization	\$ 2,720.88
Publications	\$ 3,553.45
Committees	\$ 2,108.29
Membership/States and Regions	<u>\$ 1,568.47</u>
TOTAL OPERATING EXPENSES	\$ 10,299.78
Conference Expenses	\$ 2,405.23

TOTAL EXPENSES **\$ 12,705.01**

Net Monthly Income(Loss) **\$ (3,849.00)**

Assets At End of Month **\$ 281,240.43**

Revised by Ann Wolf, treasurer Dec 4, 2005

College Reading and Learning Association
Balance Sheet
End of Month – September 2005

Assets:	
Certificates of Deposits	\$155,429.09
Beginning Balances:	
Operations Account	\$ 133,226.71
Conference Account	\$ 5,183.94
Savings Account	\$ 3,484.45
Income:	
Scholarships	\$ -
Membership Dues	\$ 550.00
Interest Income	
Tutor Certification	\$ 3,050.00
Misc Income	\$ 142.68
SIG Income	\$ 80.00
Mentor Certification	\$
JCRL	\$
Tutor Handbook	\$ 720.00
Learning Assistance Monograph	\$
Total Operating Income	\$ 4,542.68
Total Conference Income	\$
TOTAL INCOME	\$ 4,542.68
Monthly Expenses:	
General Board	\$ 165.24
General Organization	\$ 642.5
Publications	\$ 35
Committees	\$ 997.31
Membership/States and Regions	\$ _____
TOTAL OPERATING EXPENSES	\$ 1,840.05
Conference Expenses	\$ 5,379.07
TOTAL EXPENSES	\$ 7,219.12
Net Monthly Income(Loss)	\$ (2,676.44)
Assets At End of Month	\$ 294,647.75

College Reading and Learning Association
Balance Sheet
End of Month – October 2005

Assets:

Certificates of Deposits \$155,429.09

Beginning Balances:

Operations Account \$ 132,397.17

Conference Account \$ 5,119.65

Savings Account \$ 3,485.04

Income:

Scholarships \$ -

Membership Dues \$

Interest Income

Tutor Certification \$

Misc Income \$

SIG Income \$

Mentor Certification \$

JCRL \$

Tutor Handbook \$

Learning Assistance Monograph \$

Total Operating Income \$ -

Total Conference Income \$ -

TOTAL INCOME \$ 0

Monthly Expenses:

General Board \$ 2,600.10

General Organization \$ 252.71

Publications \$ 221.02

Committees \$ 2,090.67

Membership/States and Regions \$ 1,436.76

TOTAL OPERATING EXPENSES \$ 6,601.26

Conference Expenses \$ 5,086.88

TOTAL EXPENSES \$ 11,688.14

Net Monthly Income(Loss) \$ (11,688.14)

Assets At End of Month \$ 284,742.81

Prepared by Ann Wolf, treasurer Dec 4, 2005