

**CRLA TELEPHONE CONFERENCE
OCTOBER 13, 1994**

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Jo-Ann Mullen, *Past-President*; Sandra Evans, *Treasurer*, Nancy Moreland, *Secretary*.

The meeting was called to order at 1:00 P.M. Central time by Tom Gier.

Approval of Agenda

1. Jo-Ann made the motion to approved the Agenda as amended. Second by Pat. Passed.

Attachment A

Approval of Minutes

2. Several corrections were made to the August Board Meeting Minutes. Pat made the motion to accept the August Board Minutes as corrected. Second by Sandra. Passed.

NEW BUSINESS:

*1995-96 Proposed
Canadian Budget*

3. Tom suggested the 1995-96 Proposed Canadian Budget discussion be tabled until the December Telephone Conference Call. **Attachment B**

*Summer 1995 Board
Meeting Canceled*

4. Tom led the Board in a discussion concerning the 1995 Summer Board Meeting. Pat had made a statement in Tempe at the Summer Board Meeting suggesting more money be used for members rather than Board meetings. In light of that suggestion, Tom did some

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research as to the costs of having Board Meetings. The projected cost of the Summer 1995 Board meeting in Kananaskis, Canada would be approximately \$7,000. Pat suggested that it was difficult to justify this expense since the Kananaskis Seminar will not be the full annual conference with the large attendance.

Pat made the motion not to have the 1995 Summer Board Meeting in Kananaskis in order to hold down Board expenses. Second by Sandra. Passed.

The projected cost of the Canadian Conference Planning Committee meeting in Summer or Fall 1995 would be approximately \$2,000. This expense would come from the Canadian Symposium Budget. In effect, having the Committee meet in Canada instead of the full Board will save CRLA \$5,000.

*Funding and Board
Representation Policy*

5. Tom asked the Board to discuss accepting a policy for funding Board Members to attend state conferences and for funding State/Regional conferences. Tom explained that Board travel is paid in addition to requested funds by States/Regions for assistance with their conferences. Tom suggested a "cap" be put on Board travel and in the amount

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funded for State/Region meetings. Jo-Ann discussed the facts that states and regions requests are funded on a merit basis and are set on what requests are received by the deadline.(Prior to the Summer Board Meeting) Special Project money can be requested by States/Regions as seed money for a conference, and this money is paid back to CRLA. Pat suggested the deadline for funding requests be followed in order to better manage this matter.

*\$3,500 Cap for Board
Travel and for funding
State/Region Meetings*

Pat made the motion to approve up to \$3,500 for Board travel to State/Region meetings and approve up to \$3,500 for funding State/Region meeting on a "need basis." Second by Sandra. Passed.

Colorado Funding

6. Jo-Ann explained that Colorado had requested \$300 to help fund a joint conference. The money was not needed as anticipated; therefore, Jo-Ann asked that the approved funds be used to help pay Vince Orlando's expenses. He will be representing the Board at the conference. The Board agreed to the change.

*Discussion of Gladys
Shaw's Memo to Board*

7. Tom had discussed the memo with Gladys and had found that she had not received all data prior to writing it. Tom said that Gladys was comfortable with

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the Board's plans and budget. Tom asked the Board to ignore Gladys' memo.

Attachment C

Journal of College Reading & Learning Budget Amendment 8.

Tom explained to the Board that somehow not all of JoAnn Carter-Wells budget request for the *JCRL* were received before the Summer Board Meeting. JoAnn had requested additional funding for postage, printing and publishing, and for the new pr brochure. The Board approved the *JCRL* budget as received prior to the Summer Board Meeting. The Board discussed the additional funding as needed by JoAnn. **Attachment D**

\$1,550 added to JCRL Budget

Jo-Ann made the motion to approve the additional \$1,550 for printing, publishing, and postage for the *JCRL* budget. Second by Pat. Passed.

January 1996 Board Meeting

9. The Board had a brief discussion concerning the January 1996 Board Meeting. Tom explained the Board would save \$5,000 by not meeting, and possibly much of the business could be done by the committee or by the Board in Telephone Conference. Nancy voiced concern that the Board needed to meet together. Pat and Jo-Ann suggested more time should be taken before making this decision. Tom suggested that the item be tabled. Tom was concerned with being frugal with CRLA

money and meeting the needs of the Board.

*Consolidation of Board
Phone Budgets*

10. Tom reported that Sandra has obtained AT&T long distance credit cards for Board Members. She will receive only one bill for the group each month; however, she will be able to charge appropriate amounts to each Board Member's budget.

Updates:

State/Region Representation

11. Jo-Ann reported the following people will be representing the Board at State/Regional meetings:

Ok - Nancy WA - Tom
TX - Sandra, Nancy OR - Rosa
CO - Vince Orlando NM - Jo-Ann
KN - Becky PA - Cathy Carpenter
Alaska - Tom
Winter Institute - Pat
NADE - Pat for Tom

Non-Profit Mailing Status

12. Tom reported to the Board that one year had passed since JoAnn Carter-Wells and others started trying to obtain the Non-Profit Mailing Status. Thanks to Karen Smith, Donna Wood, and Gladys Shaw, Tom thinks the last of the paperwork has been sent to the Memphis Postal Service Office. CRLA is now on a wait and see basis. Tom is hopeful CRLA will receive the permit soon.

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*Membership Coordinator/
Mailing Status*

13. Tom has visited with Robin about her duties as Membership Coordinator. Robin will submit to the Board by Nov. 1 three proposals as to how to handle membership and mailing responsibilities. The three proposals would cover the following: all mailings to a mailing service; mailing service used by Membership Coordinator; or Membership Coordinator keeps all mailing responsibilities.

*CRLA Evaluation of
Self-Assessments*

14. Pat Jonason has sent these out to SIG leaders, and responses from three have been received. Input is due from SIGs by Nov. 1. The Board discussed accepting and supporting the assessments. Tom recommended the CRLA Board endorse the self-assessments.

CAS Fall Meeting

15. Tom reported that Martha Maxwell had attended the CAS Fall Meeting.

CRLA Forms

16. Sandra reported that Rosa had faxed her information this past week. They were interested in placing "caps" on Board expenses. Sandra has been developing an invoice form. She reported she is receiving money, but sometimes it is not clear why the money is sent. Some confusion has existed in the past as to who should receive money for what. (Tutor Registration, Membership, etc.)

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Tom suggested that Sandra call Gladys for clarification.

CRLA NEWSLETTER Editor 17. This item was tabled until a later meeting.

Board Expense Guidelines 18. This item was tabled until a later date. NOTE: The Board Members agreed to recommend that CRLA representatives stay within a \$35.00 per diem average for expenses. This was not a motion but was for consideration for the Board to pilot.

October Quick Reference List 19. Tom sent the Board Members updated copies of the Quick Reference List.

Conference Update from Pat 20. Pat sent Board Members copies of the *Newsletter* inserts for the conference. Proposals were due October 14. Call to Conference will be out in December.

Exhibitor Fee Refunded There was some concern about the policy for refunding Exhibitor's fees. Pat made the motion to put a clause in the Exhibitor Policy regarding refunding money. Tom said there is not a policy at this time. Pat had received a request from one book company to refund their fee. They had determined they would not be able to attend the conference. The Board was in agreement to refund the company's exhibit fee.

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Fax Machine Purchased

21. Pat asked the Board to approve the purchase of a fax machine for the CRLA office her university has provided. The cost would come from the conference budget.

Sandra made the motion to purchase a fax machine for the CRLA President-Elect to use through her responsibilities as President and Past-President and to be passed on to another officer at the appropriate time. Second by Nancy. Passed.

Next Conference Call

22. The next scheduled conference call is scheduled for Thursday, December 8 at 1:00 Central time.

The meeting was adjourned at 2:40 P.M. Central time.

Respectfully submitted,

Nancy Moreland, Secretary

(These minutes were approved by the Board on December 8, 1994.)

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