

CRLA BOARD MEETING AGENDA
October 11, 2004
8:30AM – 5:00PM
Kansas City Downtown Marriott Hotel
Kansas City, MO

CALL TO ORDER

1. Approval of Agenda
2. Approval of August 20, 2004 Minutes
3. Treasurer's Report—Rexanne
Approval of Treasurer's Report
4. SIG and State/Region/Chapter Report—Laura
5. 2004 Conference Report—Russ
6. Executive Assistant's Report—Karen
Approval of Job Descriptions: Elections Chair, President-Elect, President
7. Membership Report—Vicki
8. Newsletter Report—Anne-Marie
9. Appointments, Announcements, and Miscellaneous Reports
 - a. 2004 Awards & Scholarship Recipients
Approval of Distinguished Teaching Award Recipients
Approval of Professional Development Award Recipients
 - b. 2005 Conference Update—Valerie
 - c. Committee Chairs' Annual Reports—Kate
 - d. Appointments
Approval of appointment of Membership Coordinator
Approval of appointment of Media Advisory Board Chair and Committee
 - e. Media Advisory Board Report
 - f. Other Conferences, Meetings, and Updates
 - 1) NCLCA Conference
 - 2) ACDEA Meeting
 - 3) Certificates of Appreciation
 - 4) Non-Profit Protocol
10. Miscellaneous
11. Protocol Discussion

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: October 11, 2004

LOCATION: Kansas City, MO

MINUTES

MEMBERS PRESENT: Kate Sandberg, President; Russ Hodges, President-Elect; Laura Symons, Past President; Frieda Campbell-Peltier, Secretary; Rexanne Bruno, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor; Valerie Smith Stephens, Incoming President-Elect; Ann Wolf, Incoming Treasurer

The meeting was called to order by President Kate Sandberg at 8:37AM.

1. **APPROVAL OF AGENDA:** No changes or additions were made to the agenda.

MOTION: That the agenda be approved. Rexanne/Frieda. MOTION PASSED.

2. **APPROVAL OF MINUTES:** Minor corrections were made to the August 20, 2004 minutes.

MOTION: That the minutes for August 20, 2004 be approved as corrected. Russ/Rexanne. MOTION PASSED.

3. **TREASURER'S REPORT (Attachment A):** Rexanne distributed a copy of the Treasurer's Report via email to the Board members. Rexanne noted that she changed the budget report format so the net effect for the month would stand out more. The report to the members at the General Session is also included in this report.

The Board congratulated and applauded Rexanne on receiving a clean audit. The Board thanked her for all of her hard work as CRLA Treasurer.

MOTION: That the Treasurer's report be accepted as presented. Russ/Frieda. MOTION PASSED.

4. **SIGs and STATE/REGION/CHAPTER REPORT:** Laura noted that she received four SRD reports and three SIG reports. She gave a summary of a few of the highlights from the annual reports she received from the SRCs and SIGs:
 - Multicultural SIG is working on compiling an annotated bibliography on multicultural teaching methods and strategies. They hope to complete this project in time for the 2005 conference.
 - Heartland Chapter had a wonderful conference and noted that several members are serving in leadership positions in CRLA.
 - Learning Disabilities SIG has developed its first newsletter and mission statement. It was linked to the CRLA website. The SIG Leader made a few suggestions for consideration by the Board:
 - that CRLA encourage networking between SIGs within the same states.
 - that SIGs should be able to electronically update SIG member information. Discussion on this issue suggested that this is already possible. We may need to generate instructions to SIGs on how to input member information onto the SIG rosters. Kate will bring up this issue at the SIG meeting.
 - that each SIG and SRC have a dedicated page on the CRLA website to post information for their members.

- that a "Comments" section be added to the annual report for SIGs and SRCs to report on what they feel is or is not working in CRLA.
- that SIGs and SRCs summarize concerns at the end of the meetings at conferences so that the Board may address some of their concerns.
- Workforce Literacy SIG has published an eight-page newsletter.
- Wyoming Region had a regional reading conference this past year and plans to have this conference each year. They had approximately 40 educators in attendance.
- Northeast region held a one-day conference.
- Learning Assistance Center Management SIG has appointed Sandy Crawford as their new SIG Leader.
- Mid-Atlantic Region had a very good conference with wonderful speakers.

Russ reported that he traveled to the CASP conference in Texas for Kate. He noted that over 200 participants attended, and 35 people attended the tutor training leadership session. He added that Texas is very excited about the upcoming 2007 joint conference.

Valerie reported that Pennsylvania/New Jersey Region held a conference in April 2004, and approximately 60 people attended. She said she would check to see what happened to their annual report. She also mentioned that the PA/NJ Region might be interested in hosting the 2008 or 2009 conference.

Karen reported that she attended the MNADE conference as a keynote speaker. She stated that the conference was held jointly with CRLA and MNADE. MNADE has a very active board, and they meet once a month. She added that the MNADE board has produced a brochure that discusses the differences between high school and college. Their CRLA members have brought copies for distribution at the conference.

5. **2004 CONFERENCE REPORT:** Russ reported some major conference numbers as of Saturday, October 10, 2004. He noted that the numbers are changing daily:
 - 241 registered for the Institutes vs. 216 for last year
 - 472 registered for the conference
 - 159 first-timers
 - 132 signed up for Lunch w/Mentor
 - 241 signed up for Pre-Conference Institutes
 - 179 signed up for Grab & Go Lunches
 - 258 signed up for Continental Breakfast

He noted that Board members might need to participate in a few of the Lunches with Mentors due to the small numbers for a few of the mentors.

A meeting with the Downtown Kansas City Marriott hotel staff is scheduled for 3:00PM. If Board members have any changes or concerns regarding the hotel, they should give them to Russ. He will pass them along to the appropriate hotel staff.

Russ expressed his sincere thanks to Laura, Karen and Rosalind who helped out at a critical time during the conference planning.

6. **EXECUTIVE ASSISTANT'S REPORT (Attachment B):** Karen distributed the Executive Assistant's Annual Report. She stated that she will need some technological assistance in making the approved changes to the policy and procedures manual. She noted that she should have the newly revised Policy & Procedures Manual ready by February.

Karen also distributed the Calendar of Activities and the CRLA Committee Chairs/Standing Positions/Ex-Officio Officer Appointments lists for review and/or correction. A few minor changes were made to the Calendar of Activities.

Karen presented the following job descriptions and led the discussions on substantive changes made. After a brief discussion and minor changes to the revisions, the voted to approve job descriptions for Elections Committee Chair, President, and President-Elect

MOTION: That the job description for Elections Committee Chair be approved as updated and corrected. Rexanne/Russ. MOTION PASSED.

MOTION: That the job description for President-Elect be approved as updated and corrected. Rexanne/Laura. MOTION PASSED.

MOTION: That the job description for President be approved as updated and corrected. Rexanne/Laura. MOTION PASSED.

Karen will make all corrections as approved and distribute clean copies of all approved job descriptions to the Board.

7. **MEMBERSHIP REPORT:** The annual Membership Report is included in the annual committee reports under Item 9 of these minutes.

Vicki distributed updated lists of 2005 SRC Directors and Presidents, 2005 SIG Leaders, and the 2004-2005 CRLA Executive Board and Committee Chairs. She also handed out the CRLA End-of-Year Membership Report for SRCs and SIGs. She brought the Board up to date on issues relating to the current conference:

- Members are staying with the organization longer as evidenced by the number of returning membership fees.
- Door prizes are available for anyone who wants to give anything away at the conference.
- Vicki will be selling past publications and new tutor training pins and Tutor Training Handbooks at the conference.
- Note cards for Becky Johnen will be available at the Registration Desk for anyone who wants to send a card to Becky.
- Vicki brought extra table drapes just in case they were needed. If anyone has strong feelings about how the table drapes should be used, they should let Vicki know. Karen suggested that one drape should be used at the JCRL table.

Vicki informed the Board that she has the complete list of CRLA members should it be needed for the vote at the 2nd General Session.

The discussion on ESG contract and services will be added to the November meeting agenda. Rexanne will send copies of past ESG contracts to Vicki.

Vicki suggested that we need clarification on the parking fee for conference attendees at the hotel. Rexanne will check with the hotel and clarify parking and complimentary copy charges.

The Leader's Handbook is now on CD ROM and will be given out at the Leadership Dinner. She distributed the cover sheet and table of contents at the Board meeting. Vicki will give a brief presentation of the CD at the Leadership Dinner where all SIG and SRC leaders will get a copy. Vicki mentioned that changes and corrections need to be made, but this will be ongoing as changes occur.

The Board expressed its sincere appreciation to Vicki for the hard work and long hours she put into completing the CD in time for the conference.

8. **NEWSLETTER REPORT:** Anne-Marie distributed the proposed changes in the content, format, and publication dates for the newsletter. The Board decided to put discussion on this matter on the November meeting agenda.

9. **ANNOUNCEMENTS & MISCELLANEOUS:**

a. **2004 Awards & Scholarships**

Distinguished Teaching Award: Valerie announced that Lonna Smith and Jane McGrath as the winners of the Distinguished Teaching Award for this year. The Board approved giving awards to two recipients this year.

Professional Development Award: Valerie announced that the winners of the 2004 Professional Development Awards will go to Terry Cook and Joyce Wolfe. Each recipient will receive a check for \$1,000. Since Joyce will not be in attendance this year, Rexanne will send her check to her.

MOTION: That the 2004 award recipients for the Distinguished Teaching Award and the Professional Development Award be approved. Rexanne/Laura. MOTION PASSED.

Valerie noted that Jane McGrath, as the new Chair of the Awards & Scholarship Committee, will preside over the Award's Banquet. However, Kate O'Dell will present the Distinguished Teaching Award to Jane.

- b. **2005 Conference:** Valerie reported that she is working very hard on the conference and will have two outstanding speakers for the conference. She mentioned that people are excited about going to California. She welcomed input from the Board as she moves forward in the planning process. She announced that the two on-site co-chairs are Lonna Smith and Rick Steppe-Bolling.

- c. **Committee Chairs' Reports:** Kate distributed annual reports from the following CRLA Standing Committees: Political Action Liaison (PAL), Professional Development Committee, Membership, Awards & Scholarship Committee, and the International Mentor Certification Program (IMCP). Kate also included the annual report from the Council for the Advancement of Standards (CAS).

Each report summarizes the committee's accomplishments for the previous year and goals for the upcoming year.

- d. **Appointments:** Membership coordinator and Advisory Media Board

MOTION: That Kate's appointment of Vicki Papineau as Membership Coordinator through 2007 be approved. Laura/Rexanne. MOTION PASSED.

MOTION: That Kate's appointment of Jeanne Higbee as Chair of the Advisory Media Board, with the board members, Cindy Peterson, Diane Van Blerkom, and Rita Smilkstein be approved. Rexanne/Laura. MOTION PASSED.

- e. **Advisory Media Board:** Kate reported that she met with the Chair of the Advisory Media Board, Jeanne Higbee at the NCLCA conference to discuss CRLA publication issues. The following items were discussed:
- Add one more member to the Advisory Media Board
 - Change the name to Media Advisory Board

- Jeanne sees no problems with the Houghton Mifflin award as long as no contractual obligations/stipulations are put on CRLA, and CRLA retains the authority over selection of awardees.
- Jeanne has some concerns with CRLA endorsing publications. The Advisory Media Board will review this issue further and advise the Board.
- The Advisory Media Board will take a thorough look at all CRLA publication policies and suggest revisions and new policies within the next year.

f. Other Conferences, Meetings, and Updates:

- 1) **NCLCA Conference:** Kate reported on her attendance at the NCLCA conference. She reported that the institute at the NCLCA conference on tutoring and mentoring was very well attended. She suggested that we make better use of the wide interest in tutoring and mentoring certification programs. She also suggested that we begin to list the newly certified and re-certified programs in our newsletter to celebrate and publicize these programs.

The Board will consider raising the mentoring and tutoring certification and re-certification fees at a future Board meeting. The Board will also consider redesigning the tutor handbook.

Kate added that the NCLCA conference is small and not much different from CRLA conferences. Many of the same type of sessions are available. The Fellows banquet was very nicely done. She suggested that CRLA add a half-sheet as an Awards Banquet program to spotlight our ACDEA Fellows.

- 2) **ACDEA Meeting:** Kate reported that the ACDEA website will be linked from all member organization sites. ACDEA is redesigning the ordering of the criteria for ACDEA Fellows, and the deadline for nominees to be submitted is the end of February. The Association for Tutoring Professionals (ATP) was voted in as a new member into ACDEA. Finally, the Blue Ribbon Commission has done very little, so they plan to meet at the conference to choose a leader and set goals for the Commission.
- 3) **Certificates of Appreciation:** Kate reported that all Certificates of Appreciation are ready for this conference. She pointed out that we will need to design new ones for next year's certificates.
- 4) **Non-profit Status Protocol:** The question regarding the protocol for acquiring non-profit status came up. Rexanne briefly described the process and agreed to send this information to the Board.

10. **MISCELLANEOUS:** Russ should make available extra copies of the Conference Program as "Display Only" for the display tables during at the conference.

11. **PROTOCOL DISCUSSION:** The Board discussed the program outline and timelines for the General Sessions I and II for the conference and review the Conference Matrix to make sure all institutes would be well-attended. Russ assigned Board members to specific tasks as needed.

The Board adjourned at 2:45 to meet with the Downtown Marriott Hotel staff.

MOTION: That the meeting be adjourned. Laura/Rexanne.
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ATTACHMENTS:

- A. Treasurer's Report
- B. Executive Assistant's Report

- C. 2004-05 CRLA Executive Board & Committee Chairs & Coordinators
- D. Job Descriptions: Elections Chair, President-Elect, President

CRLA BOARD MEETING AGENDA
October 12, 2004
8:30AM – 5:00PM
Kansas City Downtown Marriott Hotel
Kansas City, MO

CALL TO ORDER

1. Approval of Agenda
2. Conference Protocol & Matrix
3. Website Revisions
4. 2007 Conference Site
5. 2004 Conference Report—Russ
6. Executive Assistant's Report—Karen
Approval of Job Descriptions: Elections Chair, President-Elect, President
7. Membership Report—Vicki
8. Newsletter Report—Anne-Marie
9. Appointments, Announcements, and Miscellaneous Reports
 - a. 2004 Awards & Scholarship Recipients
Approval of Distinguished Teaching Award Recipients
Approval of Professional Development Award Recipients
 - b. 2005 Conference Update—Valerie
 - c. Committee Chairs' Annual Reports—Kate
 - d. Appointments
Approval of appointment of Membership Coordinator
Approval of appointment of Media Advisory Board Chair and Committee
 - e. Media Advisory Board Report
 - f. Other Conferences, Meetings, and Updates
 - 1) NCLCA Conference
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 - 3) Certificates of Appreciation
 - 4) Non-Profit Protocol
10. Miscellaneous
11. Protocol Discussion

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: October 12, 2004

LOCATION: Kansas City, MO

MINUTES

MEMBERS PRESENT: Kate Sandberg, President; Russ Hodges, President-Elect; Laura Symons, Past President; Frieda Campbell-Peltier, Secretary; Rexanne Bruno, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor; Valerie Smith Stephens, Incoming President-Elect; Ann Wolf, Incoming Treasurer

The meeting was called to order by President Kate Sandberg at 9:05AM.

1. **APPROVAL OF AGENDA:** Laura suggested a discussion on Board/Committee Chair Expenses be added under New Business. Items may be moved as appropriate as concerned parties join the meeting.

MOTION: That the agenda be approved as amended. Russ/Laura. MOTION PASSED.

2. **CONFERENCE PROTOCOL & CONFERENCE MATRIX:** Discussion concerning the protocol for the General Sessions continued. All Board members reviewed their assignments and made sure that appropriate copies were prepared for the 2nd General Session.

OLD BUSINESS

1. **WEBSITE REVISIONS:** Kate introduced this issue with a brief overview of her feelings about the current website and suggestions for possible changes. Kate also shared information she received from Corrine concerning possible changes to the website. Discussion on revisions centered on professional presentation, readability, easy of access, Bobby approval, attractiveness, and system concerns. Other comments focused on hiring professional web designer to bring the website up to the professional standards of the Association.

MOTION: That the Board investigate options for designing a professional CRLA website. Russ/Frieda. MOTION PASSED.

Kate will oversee the website redesign project. She will work with Russ and Corrine and report her findings to the Board. She will also solicit input on the website design from the SIG Leaders and SRC Chairs and Presidents.

The Board agreed that Corrine has done an outstanding job with the CRLA website. She will continue as the Website coordinator to manage and maintain the site.

2. **2007 CONFERENCE SITE:** As this will be the 40th anniversary of the Association, a suggestion was made that the possibility of holding the conference in Vancouver, BC be entertained. Having the conference in Vancouver, BC would make this conference very special as we celebrate the anniversary. Since the first conference was held in Portland, OR, consideration for holding the 2007 conference there was offered.

Representatives on the Board who are members of the Northwest Region will discuss the possibility of holding the conference in Vancouver, BC at the regional meeting. They will also broach the idea of returning to Portland, OR. Other Board members will talk with SRCs to encourage holding future conferences in other parts of the country. Philadelphia was mentioned as a possible conference site for 2008 or 2009.

3. **HOUGHTON MIFFLIN AWARD:** The Board discussed the concerns they had regarding the Houghton Mifflin award. Discussion centered on the "reading" criteria as presented in the award proposal. However, Board members agreed that this award might encourage other publishers of writing and math textbooks to consider offering a similar award. Another issue was raised concerning the judging of award nominees. Kate assured the Board that Houghton Mifflin had no interest in selecting or judging the award recipients. CRLA has the right to draft the criteria and choose the winners of the award.

The Board suggested that the title of the award be changed to the Houghton Mifflin Travel Award for Teachers of Reading at a Community College. Board agreed to accept the award as a concept.

MOTION: That the Houghton Mifflin Award be accepted in principle, and that the award criteria be forwarded to the CRLA Awards & Scholarship Committee for further review and recommendation. Laura/Russ. MOTION PASSED.

Kate will advise Anna Marie Rice, Houghton Mifflin's representative, of the Board's decision. The Board will delay a final vote on the award pending recommendations from the Awards & Scholarship Committee.

NEW BUSINESS

1. **ITCP:** The Board is considering increasing the certification and re-certification fees. These issues will be shared with other CRLA members and the ITCP committee members. Other items being considered with regard to ITCP are 1) a proposal regarding cost to hire staff and maintain paperwork, 2) delegation of clerical responsibilities to an outside agency, 3) review of funding policy for travel of ITCP committee members to conferences, and 4) review of certification and re-certification process by the ITCP for efficiency.

Russ will share these issues with the ITCP members at this conference. Anna Crockett will be invited to join the next Board meeting to discuss these and other issues regarding ITCP.

2. **CSS CONTRACT:** The Board members should become familiar with the CSS contract and address any issues at the next Board meeting. Rexanne brought the Board up-to-date on CRLA's relationship with CSS.
3. **BOARD/COMMITTEE CHAIR EXPENSES:** Laura raised the issue of Board member and committee chair conference tuition. She asked the Board to consider what we are asking of these members while they are in attendance. Members discussed the conference tuition and other expenses for Board members while at the conference. The Board will consider policies relating to conference registration fees for committee chairs and other fees incurred by Board members at a future Board meeting.

Karen will collect history and information on Board expenses and committee chair expenses with regard to their function at the conference. The Board will begin discussion on expenses relating to Board members and committee chairs who are expected to be at the conferences.

4. **NTA AND CRLA:** The Board discussed the possible overlap of certification authority between National Tutoring Association (NTA) and CRLA. It was made clear that CRLA certifies programs while NTA certifies individual tutors. Laura said that Sandi Ayaz and Kathy Carpenter entered into an informal agreement concerning certification; no formal agreement exists between the two associations about certification parameters. The Board will pursue a formal agreement with NTA regarding tutor and tutor program certification.
5. **MEETING DATES & MISCELLANEOUS:** Long Beach Hilton Meeting Dates: Valerie suggested three sets of dates for the February meeting at the 2005 conference site:

February 18, 19, 20, 21, 2005
February 20, 21, 22, and 23, 2005
February 6, 7, 8 and 9, 2005

She will check these dates with the Long Beach Hilton staff and inform the Board via email.

Spring Board Meeting Dates (Conference Calls):

November 12 – 12PM Central

December 10

January 21

Rexanne informed Board members that she will leave reimbursement checks at the registration desk.

The Board thanked Kate for her wonderful service to CRLA during her term as President.

MOTION: That the meeting be adjourned. Laura/Frieda
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The meeting adjourned at 4:15PM.

CRLA BOARD MEETING AGENDA
October 16, 2004
1:30PM – 4:00PM
Kansas City Downtown Marriott Hotel
Kansas City, MO

CALL TO ORDER

1. Approval of Agenda
2. Conference Report – Leta Tyhurst and Linda Nelson
3. Elections Committee Report – Laura
4. ITCP – Anna Crocket
5. 2004 Conference Registration – Pat Jonason
6. Website Re-Design – Corrine Johnson
7. Fellows Nominations for 2005 – Kate
8. President's Priorities for Next Year – Russ

ADJOURNMENT

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: October 16, 2004

LOCATION: Kansas City, MO

MINUTES

MEMBERS PRESENT: Russ Hodges, President; Valerie Smith Stephens, President-Elect; Kate Sandberg, Past-President; Frieda Campbell-Peltier, Secretary; Ann Wolf, Incoming Treasurer; Laura Symons, Elections Committee Chair; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor;

GUEST: Anna Crockett, Chair, ITCP; Linda Nelson and Leta Tyhurst, Conference On-Site Co-Chairs; Pat Jonason, Conference Registrar; Corrine Johnson, Website Coordinator

The meeting was called to order by President Russ Hodges at 1:30PM.

1. **APPROVAL OF AGENDA:** Agenda items may be moved as appropriate as concerned parties join the meeting.

MOTION: That the agenda be approved as amended. Kate/Ann. MOTION PASSED.

2. **CONFERENCE REPORTS:** Leta and Linda officially passed the "conference planning" torch to Valerie and wished her well in planning the 2005 conference.

Leta and Linda reported that they were very pleased with how the conference turned out, and shared that most people were gracious and chairing the conference was fun (some of the time). They made the following suggestions for future conferences:

- a. Presenters should be asked to send copies of their presentations electronically to participants rather than have copies made at the hotel. Another option might be that participants check the back of the conference program for presenters' emails should they desire a copy of handouts.
- b. Onsite Chairs should be given cash up front to take care of incidental and miscellaneous fees that arise before and during the conference.
- c. Remember that lots of last minute details and changes will occur during the conference. These things are unavoidable. Leta added that she shared these concerns with Rick Sheets and Lonna Smith, Co-Chairs for the 2005 conference.

The Board expressed its sincere appreciation for the work Leta and Linda had done and congratulated them on a wonderful 2004 conference.

3. **ELECTIONS COMMITTEE:** Laura reported that the Elections Committee worked very hard at the conference and met three times. The committee has a constituency of three very strong possible candidates for the two offices each of the two offices. Laura added that the committee also has confirmed candidates for each office and two others in process. She expects a very good representation this year.

Laura suggested that all election committees meet three times during the conference (currently two times are stipulated in the job description).

4. **ITCP:** Anna Crockett joined the Board meeting to discuss issues concerning the International Tutor Certification Program. She noted that the process of certification of programs requires a huge amount of paperwork and records maintenance. However, she added that the paperwork is necessary when programs need to be re-certified.

Anna distributed a flow chart that shows the application process for certification. She admitted that the certification and re-certification process is a daunting task, and the committee is working on streamlining the process. Instead of sending out hard copies on instructions and reminders, she directs applicants to the "writable" application on the website. However, she added that some improvements need to be made with regard to ease of access to information on the website.

She noted that CRLA has certified approximately 801 programs and has approved 89 applications as of this year. Each of one of these programs requires storage space for their records. At the present time, boxes of information are being stored in Anna's conference room on her job. The ITCP committee recommends going to electronic certification and re-certification to begin January 1, 2005. This will add efficiency to the process, cut down costs involved in processing, help to alleviate some storage concerns. To increase storage space, it was suggested that original documents either be put on CD ROM or returned to the programs.

The ITCP committee also recommends that the fee be increased as follows:

Level I (only) to \$100.

Levels I & II (when applied for at the same time) to \$150.

Levels I, II, & III (when applied for at the same time) to \$200.

Board members recommended that the new fees do not go into effect until the new ITCP certification year, July 1, 2005. Anna agreed. However, information on fee changes will have to be posted as soon as possible.

It was suggested that the names and contact information for the 35 certifiers/evaluators be posted on the CRLA website. Then questions regarding the application process can be directed to any of these people, rather than all of them going to ITCP Chair.

Russ pointed out that the CRLA logo should be on all certificates. Anna will check to make sure that the logo is present. If the committee needs logos, they can get them from Vicki.

CRLA members have expressed interest in being trained on the certification process. An institute on developing and applying for certification may be of interest at future conferences. A training session for new certifiers/evaluators also might be in order.

The Board will discuss the recommendations of the ITCP committee at the next Board meeting and inform the committee of its decision immediately.

5. **2004 CONFERENCE REGISTRATION:** Pat Jonason listed the following items that need to be addressed with regard to conference registration:
 - a. The location of the registration desks in reference to traffic flow needs to be addressed. The location of the exhibits in the same aisle as the registration desk created some traffic flow problems.

- b. We need to clarify the policy regarding "free passes" that vendors receive. Ann and Pat will draft a policy for the Board to review.
 - c. We should make sure that registration desk is equipped with a computer, keyboard, mouse and printer. This will help expedite registration matters.
 - d. Add a "plan to attend" box for all paid food items. The hotel must have a 72-hour notice of final count for food functions. Having members check an "attend" box will help figure the number of participants per function in the future.
 - e. Require that all presenters wear name tags which they receive after registering.
 - f. If we continue to use online registration, we should develop a form that will block incomplete registration forms. We should also allow members to request a paper copy of their registration. We should have only two registration periods. It was suggested that we conduct a survey to see how many members used the "Easy" form for registration.
6. **WEBSITE REDESIGN:** Corrine attended the Board meeting to discuss the website redesign. She suggested that we hire a professional to create a template; then she could input information into the template. She will forward information on a professional designer to the Board over the course of the next two months. Kate and Russ will assist with locating a website designer.
- Corrine reported that she needs new software. She will collect bids for needed software and media equipment.
- She also noted that her services might be utilized more at conferences. She can bring her computer and a printer to conferences to scan documents, print labels for SRCs and SIGs, and send emails. She also offered her services in the resource room to help with paperwork.
7. **FELLOWS NOMINATIONS FOR 2005:** Kate reminded Board members that nominations for 2005 Fellows should be selected by November. The packets on the nominees must be completed and into the ACDEA office by the end of February 2005.
8. **PRESIDENT'S PRIORITIES FOR NEXT YEAR:** As the new President, Russ stated that he will have his priorities for the Board for the upcoming year ready for the November meeting.

MOTION: That the meeting be adjourned. Frieda/Ann.

The meeting adjourned at 3:36PM.