

EXECUTIVE BOARD MEETING
Edgewater Hyatt
Oakland, California
April 4, 1974

Present:

Dr. Jerry Rainwater
President-Elect Elizabeth S. Johnson
Dr. Paul Hollingsworth
Dr. E. Ann Holmes
Evelyn I. Vernon (Substituting for Dr. Mary B. Hess)
Dr. Robert T. Williams
Gene Kerstiens
Margaret Devirian
Dr. Kenneth Ahrendt

9:45 A.M. Dr. Rainwater called the meeting to order. He asked whether Evelyn I. Vernon could be given full power to vote in absence of Secretary Mary Hess. Liz Johnson so moved; it was seconded and passed, giving her full power to vote.

Suggestions were asked for by Dr. Rainwater.
Treasurer Ann had no requests or suggestions.
Liz mentioned that more table space was needed for exhibits.
Paul - none

Exhibit Space The book exhibitors expected eight foot tables, but were furnished with six foot tables, causing some trouble. Motion by Paul Hollingsworth for the Conference Chairman to handle the problem by providing additional tables at this conference but to explain this would not constitute future policy. Motion seconded and passed.

Topic 2, Tax Question A letter from Attorney Harry Patton was read. Secretary must provide minutes of this meeting. Local council of IPA - handle 27 page document. Advised to accept expert opinion. Dr. Hollingsworth moved that they accept the report by the attorney on tax status. Seconded by Ann Holmes and passed.

Dr. Mary Hess, WCRA Secretary, called from Idaho at 10 o'clock and talked to Dr. Rainwater by long distance telephone. He reported that she had received flowers of purple mums and white and pink carnations. Mary expressed her love of WCRA and appreciation for the flowers.

Liz brought up question about having a tax number (identification). Please ask attorney what statement about liability means.

New motion made by Liz: That President Jerry Rainwater be instructed to ask attorney for meaning of liability. This was seconded by Evelyn I. Vernon. Passed.

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270 members have registered for this conference

Discussion of what should be done for conference March 20, 21, 22, and 23, 1975 in Anaheim.

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Topic 5, Statement from Treasurer Balance March 29, 1974 - \$6,915.41

Nothing has been taken out of this yet. It was suggested that \$1,421.00 be subtracted from total which would make about \$2900 left.

This was a tentative report of Treasurer

Topic 8 Nominating Committee Report by Chairman Paul Hollingsworth

Two individuals for each office

Keep it a secret - seal envelope to President and then nominations from the floor. They want strong candidates.

Executive Board members were asked to stay for State Directors meeting.

Adjourned at 11:00, until 8 p.m. Thursday evening.

Executive Meeting. Thursday evening, April 4, at 8 p.m. Room 201, Edgewater Hyatt Hotel.

Six Board members present: Dr. Jerry Rainwater
President-Elect Elizabeth Johnson
Dr. Paul Hollingsworth
Dr. Elizabeth Ann Holmes
Evelyn Vernon

Treasurer's Report given by Ann Holmes for March 29, 1974 (see attached report.)

A motion was made by Liz Johnson that we accept the Treasurer's Report as read. Seconded by Paul Hollingsworth and passed.

Secretary's Report All present silently read the minutes of September 8, 1973, taken at the Ramada Inn in Denver, by Mary Hess, Secretary.

Paul Hollingsworth moved and Liz Johnson seconded the motion that the minutes be accepted as read.

Other Items of Business It was moved by Elizabeth Johnson and seconded by Paul Hollingsworth that the following agenda items should be tabled until Saturday, April 6:

6. Newsletter Editor's Report
7. Conference Proceedings Editor's Report
8. Placement Bureau Report
9. Anaheim Conference Report

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Items in the Minutes at Denver were discussed:

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Instructions for participants discussed.

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Discussed: number of conference proceedings that should be printed--and what to do with them. The majority thought 1,000 was too many since many copies of former issues are piled up in garages.

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Secretarial help and postage needed for the above.

Most colleges can't give money but will absorb expenses.
Most institutions print the program.

Another informal discussion on costs of the proceedings.

Fazio phased out 200 members by not getting communications to them. This was another informal discussion.

The meeting ended without adjournment motion.

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Oakland, California
April 6, 1974

Present:

Dr. Jerry Rainwater
Elizabeth Johnson
Dr. Elizabeth Ann Holmes
Evelyn I. Vernon
June Dempsey
Margaret Devirian
Dr. Debbie Osen
Dr. Robert Williams
Gene Kerstiens
Dr. Ken Ahrendt

Saturday meeting: 12:45

Executive Board Meeting continued from Thursday night meeting.

Only four of five members present from 1973-74 year.

President Jerry Rainwater conducting:

All who served will be sent letters and new appointments made by new President.

Newsletter and proceedings editors will serve until summer.

Ann Holmes, Treasurer, explained how she took care of records and will send check to new Treasurer, who is bonded. She gives monthly report to all board members.

President Rainwater suggested that the August Board Meeting be at Anaheim, which would be easiest for the majority.

Expenses of Board members--news letter editor and proceeding editor will have air-fare and \$30.00 per diem paid.

Bill said costs must be presented at time of payment.

Report of Expenditures: Margaret Devirian--\$129.15 approximate projected cost, to \$182.00, but this will be given to the Board Meeting in August.

Chairman entertained motion:

To accept costs of Placement Chairman. Motion made by Rainwater and seconded by Holmes.

Program Chairman was called upon to report:

Debbie Osen explained about 1975 conference and asked what costs would be. She stated that Anaheim could not bear the costs so the President said we'll have to find a way to pay for it. Jerry asked June Dempsey if her institution will assist and she replied "yes".

About \$800.00. One thousand one hundred (1,100) mailings this year went out first.

Sam Walck, Delta College, will defray expenses--like communications, flyers and two letters. Plus postage, plus clerical help.

Instructions given to June by Liz who has it all written out for June Dempsey. Guide lines will be given to all by President Rainwater.

Debbie was given guidelines for submitting a formal proposal for a conference and told duties.

Hospitality room - given free and all meeting rooms at Hyatt.

Participants of programs are not paid.

WCRA stationery need was discussed.

The two, President and Program Chairman, will work closer together.

Date for meeting in Anaheim will be September 21, 1975. They need a meeting room at Quality Inn between 9:30 and 5:00 for that meeting.

Bob Williams, Newsletter Editor, asked about ads and costs. Exhibitors will take ads.

Salt Lake City Chamber of Commerce material was given to the Board members by Jerry Rainwater, brought by Evelyn I. Vernon.

Proceedings Editor's Report, requested of Gene Kerstiens. He said it would be large this year--as shown by what had come in. Best price \$2400.00 this year for 32 or 33 papers. Figures 200 copies and then institutional copies. The difference in price between 500 and 1,000 discussed by Gene. It is a long term investment. We are reviewed in Journal of Reading--no other group is--but it takes time for visibility and we need it.

Question: Gene, what would savings be for 500 copies? Thirty percent (30%) less, was the answer--but he talked in favor of 1,000 copies.

Liz moved that we accept Gene's motion of \$2400.00 plus, for proceedings. That he be given authority to get lower bid if possible and report at September meeting. Seconded by Ann Holmes.

Final bill will be approved before pay given by new treasurer.

Newsletter Report by Bob Williams: Two and one-half (2 1/2) times more money to produce it at Fort Collins, so he would like to go back and get more bids.

Tabloid copy shown by Bob. It is cheaper and larger pages so lay out is easier and it is easier to read. It would be mailed by folding it in thirds. First time made will be a little costlier. It will be \$250.00 an issue, now it is \$201 an issue. Bob has one more issue on his appointment.

Liz said he was reappointed to position and so moved. Ken Ahrendt seconded it.

Liz moved we go to the tabloid. Seconded, much later in the meeting, and passed.

President said Eastern New Mexico could make up mailing list cheaper than any place. So it is being moved to have mailing list made up at New Mexico.

Gene Fazio was told by Liz to bring list up to date and they will give Rainwater authority to do it for the news letter time after next.

They are willing to pay 300 dollars more to print it in Colorado and mailing in New Mexico.

Liz asked where new money for membership will be sent, and she showed her listings to June.

Motion by Ken Ahrendt and seconded by Liz--transfer all materials from Gene Fazio's College to Eastern New Mexico with Jerry Rainwater in charge.

It was asked that every board member get a list of members. Officers and Newsletter Editor--as membership director. The treasurer sends a card to new members and the Secretary sends a welcoming letter.

Evelyn had to leave--interim secretary appointed--Ken Ahrendt. He said he would send the rest of the minutes to Evelyn so she could type them up for Mary Hess.

(They were never received)

PRELIMINARY AGENDA

1. Change of date for dues payment
2. Report on tax and incorporation
3. Procedure and topics of general meeting to be held on Friday
4. Secretaries Report
5. Treasurer's Report
6. Newsletter Editor's Report
7. Conference Proceedings Editor's Report
8. Nominating Committee Report (Paul Hollingsworth)
9. Placement Bureau Report
10. Other items of business
11. Anaheim Conference Report (Osen)

STATE DIRECTORS' MEETING
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Oakland, California
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Dave Capuzzi, Wyoming
Bob Williams, Colorado
Evelyn Vernon, Utah
Mike Erickson, Colorado
Elizabeth Johnson, Southern California
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Paul Hollingsworth, Nevada
Ken Ahrendt, Oregon

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Cost of last Newsletter:	\$201.44
	<u>56.00</u>
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There was a very short report from each State Director.

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*Add: Ruth S. Purdy
Treas.*

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Minutes
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*Add
R. P. Anderson
2 news*

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15 Copies

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Anaheim, Calif.
September 28, 1974

Western College Reading Association

The Executive Board of Western College Reading Association met in Anaheim, Calif. at Quality Inn, September 28, 1974. President Elizabeth Johnson presided. Board members present, President Johnson, Treasurer, Dr. Ruth Purdy, President-Elect June Dempsey, Secretary, E. A. Holmes. Immediate Past President Dr. Jerry Rainwater.

Members present who were not voting members but presenting reports of interest to WCRA were: Dr. Debbie Osen, Conference Chairman, Dr. Robert Williams, Newsletter Editor, Dr. Roy Sugimoto, Dr. Frank Christ, Gene Kerstiens, Proceedings Editor, Rhoda Casey and Margaret Devirian Placement Service Director.

Business Conducted:

I. President made the following Committee appointments:

Proceedings Editor for 1975	Roy Sugimoto
Newsletter Editor for 1975	Robert Williams
Conference Manager for 1975	Debbie Osen
Banquet Manager for 1975	Barbara Tomlinson
Hospitality Chairman for 1975	Jim Baugh
Constitution Chairman	Richard Williams
Parliamentarian	Loretta Newman
Placement Bureau Director	Margaret Devirian
Exhibits	Rhoda Casey

II. Jerry Rainwater, coordinator of State Directors announced the following new director appointments:

Nevada	Father Jim Storey
New Mexico	Charles R. Ragland
Utah	Ralph Vanderlinden

Jerry announced that Betsy Overholson's name should be deleted from the list of Texas directors.

III. Conference duties assigned:

- a. Treasurer, Purdy - responsible for registration
- b. Osen - To send forms for members to volunteer for various duties.
- c. Dempsey suggested that all packets to be given out at conference be made up before conference herein Anaheim.

IV. Proceedings Business:

Gene Kerstiens presented list of proposals and financial report for proceedings. Rainwater moved and Holmes seconded motion carried that Kerstiens report be accepted (Report attached)

Holmes moved and Dempsey seconded motion carried that a letter of commendation be sent Gene Kerstiens for his excellent work with proceedings. Purdy moved, Dempsey seconded that President Johnson send letters of appreciation in name of organization to members for services rendered. Motion carried. The Editorial Staff of proceedings was to be included in commendation letters: Moved by Dempsey, seconded by Rainwater, motion carried.

New Proceedings Editor appointed by President was Dr. Roy Sugimoto. Rainwater moved and Dempsey seconded that California State at Long Beach become the permanent home of the Proceedings. Motion carried.

After discussion and remarks by Dr. Christ it was decided that he would assist the proceedings editor in Marketing and sales of proceedings and provide facilities for storage.

The Board voted to have President Johnson respond to Dr. Hollingsworth's offer of supplying storage space for proceedings and express our appreciation for his offer and share with him the knowledge that Cal. State will be able to provide storage thereby making it unnecessary to separate the storage area from the publishing area.

V. Minutes from April 6, 1974, Oakland meeting read and following corrections made before adoption of minutes:

1. Ken Ahrendt had proxy from Paul Hollingsworth to vote in meeting should be added to minutes of April 6, 1975 (see page 6).
2. Comment: Check Ahrendt for rest of minutes (see p.7 April 6).
3. Dr. Osen stated: Guide lines on bid proposals were given after she accepted the bid and would not apply in her case. (See page 6 line 3 of April 6 minutes).
4. Date for executive board meeting, Sept. 21, 1974 not 1975. (See page 6 para. 3 April 6 minutes).
5. Dr. Purdy brought to the attention of the group that her name should be added to members present on page 1 of April 6 minutes.
6. Line 3 page 7 corrected to read Secretary sends membership card and welcoming letter.

Addition to this procedure was discussed and approved:

- a. Checks sent to treasurer, Dr. Purdy
- b. Applications for membership to Dr. Rainwater
- c. List of new members sent to Secretary
- d. Membership list made and kept up to date by Dr. Rainwater

7. Proceedings editor, Gene Kerstiens, gave an approximate figure of \$2400.00 for proceedings cost at April 6 board meeting not actual cost. (see page 6 April 6 minutes).

Purdy moved and Dempsey seconded, motion carried that minutes be approved with the aforementioned corrections.

Point of Order was called by Dr. Rainwater to explain that there is no provision in Constitution or By-laws for a proxy, no member of Board can delegate his duties to anyone else, only President can fill vacancies.

Executive Board members asked for copies of Oakland Board Minutes. Secretary promised to reproduce minutes and send to each Board member before Anaheim Conference.

Request made by group that all motions be seconded as moved, seconded and carried.

- VI. Travel re-imbusement discussed: Dr. Purdy, treasurer, moved that Board Members and Editors attending this meeting be re-imbursed for transportation plus other real and necessary expenses up to a maximum of \$30.00 per day. Transportation based on economy airfare and/or necessary ground transportation at rate of 15¢ per mile. Seconded by Dempsey motion carried.

Motion to adjourn for lunch and re-convene at 1:30 was accepted by the group.

Part II

September 28, 1974 - 1:30 p.m.

- I. Treasurer's report: Dr. Purdy, Treas.
Amount in treas. \$3,798.62 (Report attached)

Moved by Rainwater, Seconded by Holmes, Motion carried that treasurer's report be accepted.

- II. Discussion and approval by group - the over payment of fees by student's attending conference in Oakland be refunded to Rhoda Casey.
- III. Purdy moved and Dempsey seconded that motion on expenses be re-worded to read: Transportation economy airfare and for 15¢ per mile ground transportation plus \$30.00 per deim for day or days of actual board meeting and/or real and necessary expenses on travel days. Motion carried.
- IV. Report from Placement Bureau by Margaret Devirian:

Proposed budget:

Stamps	\$50.00
Printing	\$60.00
Posters	\$30.00
Personnel	\$84.00
Total	<u>\$224.00</u>

Rainwater moved Purdy seconded motion carried that recommendation be accepted and allocation be increased to \$250.00 as necessary for operation of Placement Bureau.

- V. Report of Newsletter Editor: Dr. Bob Williams

a. Staff members: Dr. Robert T. Williams, Editor
Colorado State University

Associate Editor: Mr. Gene Fazio
Maricopa Technical College

Technical Editor: Ms. Carol Scarafiotti
Maricopa Technical College

Editorial Advisory Committee: Dr. David Capuzzi
University of Wyoming
Mr. Mike Erickson
Otero Junior College
Mrs. Barbara Oakman

b. Guideline for contributors (See attached sheet).

Paragraph 3 on guideline sheet: Insert - That back log of articles will be handled in fall and summer issues.

Deadlines for Newsletter changed to: September 1, December 1, March 1, and June 1.

Editor asked if nonimees for office could be listed with pictures in pre-conference newsletter.

Conference Dates Set: 1975 March 20, 21, 22
 1976 April 8, 9, 10
 1977 March 31, April 1, 2

Newsletter Budget

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Phone	\$100.00
Hourly Wage	\$100.00
Total	<u>\$1050.00</u>
Funds from one page	
Ads	\$ 200.00
Total requested	<u>\$ 850.00</u>

Moved by Rainwater seconded by Purdy, motion carried to accept the report.

Dempsey, Holmes, Johnson, and Kerstiens asked for 25 additional copies of Newsletter.

VI. Exhibitors Report made by Rhoda Casey

- Recommendation - Specific room for exhibits with six feet tables. (Orangewood Room chosen).
- Voted earlier to charge \$125.00 per table, \$50.00 for each additional table. To inform exhibitors it will be their responsibility to get electric cords from hotel and pay extra for them.
- Suggested by Dr. Christ that Exhibitors meet with Rhoda Casey to draw for exhibit space.
- Rhoda read letter to be sent to exhibitors. (Suggested that refund clause be included in letter).
- Newsletter and picture of Quality Inn will be sent to prospective exhibitors.
- Suggestion: Continental Breakfast, Free Friday Morning in exhibit area.
- Proposed Budget for Exhibit Chairman: Stamps \$50.00 and re-imbursement when necessary.

VII. Report of 1975 Conference by President -Elect - June Dempsey

- a. Proposed Executive Board Meetings
 1. March 19 - 2 - 5 P.M.
 2. March 19 - 7 P.M.
 3. March 22 - 7 - 9 A.M.
 4. March 22 - 1:30 - 4:30 P.M.
- b. Estimated budget and tentative program attached. Moved by Rainwater and seconded by Holmes that report be accepted. Motion carried.
- c. Discussion on cost of Continental Breakfast - Approx. \$600.00
- d. Approx. cost of Institutes \$50.00 per sections - 3 Sections \$150.00.
- e. Dr. Osen discussed smoking and non-smoking areas for general sessions. Moved by Purdy, seconded by Rainwater that smoking and non-smoking signs be posted motion carried.
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Motion admended to include sponsored students and paraprofessionals registration \$2.50 and membership \$2.50.

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2. Amendments to the Constitution should be handled according to Article XV, paragraph 2.
3. President stated amendments should be submitted to Chairman of Constitution Committee then Chairman submits them to Executive Board for review and recommendation.
4. Dr. Christ suggested that Chairman of Constitutional Committee should meet with Executive Board at one of the Board Meetings at the Conference to review Constitution.
5. Dr. Williams, Editor of Newsletter suggested that members be notified by announcement in Newsletter, with deadline of January 1, 1975, to review constitution and send review constitution and send recommended Amendments to Dr. Richard Williams, Chairman of Constitution Committee.

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Dr. Rainwater reported that letters of inquiry about the possibility of hosting conference have been sent to Denver, Salt Lake City, Vancouver B.C. and Honolulu. Reports on letters:

- a. Barbara Oakman - Tuson, Arizona 1976 - Pima College will finance Conference.
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- c. Evelyn Vernon - Salt Lake City - will take conference, bid not firm.

Rainwater emphasized it is imperative that some Board member get a firm bid for Conference 1976.

Dempsey moved and Purdy ^{seconded} ~~sounded~~ that President Johnson pursue bid request for 1976 and 1977 Conference. Motion carried.

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Jerry presented cost estimate on printing membership directory as \$200.00 for 400 copies (50¢ per copy). It could be sold to members at \$1.00 per copy.

Rhoda Casey suggested that one issue of Newsletter publish Membership Directory (printed as an insert).

Dr. Williams, Newsletter Editor estimated \$130.00 printing and \$50.00 for mailing such an issue. Moved by Rainwater, seconded by Purdy, motion carried that Fall issue of Newsletter carry membership directory this year and Summer issue be used there after for this purpose.

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- a. President re-iterated that each officer maintain a handbook of procedure for office held, to be passed on to new officer.
- b. Moved by Purdy, seconded by Dempsey, motion carried, that mailing expenses of secretary be paid when reported.
- c. Moved by Purdy, seconded by Holmes, motion carried that President have six reams of letter head printed. (Approx. \$10.00 per ream).
- d. President's budget was approved for \$200.00. Moved by Dempsey, seconded by Purdy, motion carried.
- e. Moved by Holmes, seconded by Dempsey that \$200.00 for operating expenses be allowed treasurer.
- f. Purdy moved that expenses real and necessary for Debbie Osen, Rhoda Casey, Gene Kerstiens and Frank Christ, no action taken as members named in motion refused expenses.

Meeting Adjourned.

President, Elizabeth Johnson
Secretary, Elizabeth A. Holmes

EXECUTIVE BOARD MEETING
Oakland, California
April 6, 1974

Extra

Present:

Dr. Jerry Rainwater
Elizabeth Johnson
Dr. Elizabeth Ann Holmes
Evelyn I. Vernon
June Dempsey
Margaret Devirian
Dr. Debbie Osen
Dr. Robert Williams
Gene Kerstiens
Dr. Ken Ahrendt

*Ruth Parry, new treasurer,
also present*

Saturday meeting: 12:45

Executive Board Meeting continued from Thursday night meeting.

Only four of five members present from 1973-74 year.

President Jerry Rainwater conducting:

All who served will be sent letters and new appointments made by new President.

Newsletter and proceedings editors will serve until summer.

Ann Holmes, Treasurer, explained how she took care of records and will send check to new Treasurer, who is bonded. She gives monthly report to all board members.

President Rainwater suggested that the August Board Meeting be at Anaheim, which would be easiest for the majority.

Expenses of Board members--news letter editor and proceeding editor will have air-fare and \$30.00 per diem paid.

Bill said costs must be presented at time of payment.

Report of Expenditures: Margaret Devirian--\$129.15 approximate projected cost, to \$182.00, but this will be given to the Board Meeting in August.

Chairman entertained motion:

To accept costs of Placement Chairman. Motion made by Rainwater and seconded by Holmes.

Program Chairman was called upon to report:

Debbie Osen explained about 1975 conference and asked what costs would be. She stated that Anaheim could not bear the costs so the President said we'll have to find a way to pay for it. Jerry asked June Dempsey if her institution will assist and she replied "yes".

About \$800.00. One thousand one hundred (1,100) mailings this year went out first.

~~Sam Walck~~, Delta College, will defray expenses--like communications, flyers and two letters. Plus postage, plus clerical help.

Sam Walck

Instructions given to June by Liz who has it all written out for June Dempsey. Guide lines will be given to all by President Rainwater.

Debbie was given guidelines for submitting a formal proposal for a conference and told duties.

Hospitality room - given free and all meeting rooms at Hyatt.

Participants of programs are not paid.

WCRA stationery need was discussed.

The two, President and Program Chairman, will work closer together.

Date for meeting in Anaheim will be September 21, 1975. They need a meeting room at Quality Inn between 9:30 and 5:00 for that meeting.

Bob Williams, Newsletter Editor, asked about ads and costs. Exhibitors will take ads.

Salt Lake City Chamber of Commerce material was given to the Board members by Jerry Rainwater, brought by Evelyn I. Vernon.

Proceedings Editor's Report, requested of Gene Kerstiens. He said it would be large this year--as shown by what had come in. Best price \$2400.00 this year for 32 or 33 papers. Figures 200 copies and then institutional copies. The difference in price between 500 and 1,000 discussed by Gene. It is a long term investment. We are reviewed in Journal of Reading--no other group is--but it takes time for visibility and we need it.

Question: Gene, what would savings be for 500 copies? Thirty percent (30%) less, was the answer--but he talked in favor of 1,000 copies.

Liz moved that we accept Gene's motion of \$2400.00 plus, for proceedings. That he be given authority to get lower bid if possible and report at September meeting. Seconded by Ann Holmes.

Final bill will be approved before pay given by new treasurer.

Newsletter Report by Bob Williams: Two and one-half (2 1/2) times more money to produce it at Fort Collins, so he would like to go back and get more bids.

Tabloid copy shown by Bob. It is cheaper and larger pages so lay out is easier and it is easier to read. It would be mailed by folding it in thirds. First time made will be a little costlier. It will be \$250.00 an issue, now it is \$201 an issue. Bob has one more issue on his appointment.

Liz said he was reappointed to position and so moved. Ken Ahrendt seconded it.

Liz moved we go to the tabloid. Seconded, much later in the meeting, and passed.

President said Eastern New Mexico could make up mailing list cheaper than any place. So it is being moved to have mailing list made up at New Mexico.

Gene Fazio was told by Liz to bring list up to date and they will give Rainwater authority to do it for the news letter time after next.

They are willing to pay 300 dollars more to print it in Colorado and mailing in New Mexico.

Liz asked where new money for membership will be sent, and she showed her listings to June.

Motion by Ken Ahrendt and seconded by Liz--transfer all materials from Gene Fazio's College to Eastern New Mexico with Jerry Rainwater in charge.

It was asked that every board member get a list of members. Officers and Newsletter Editor--as membership director. The treasurer sends a card to new members and the Secretary sends a welcoming letter.

Evelyn had to leave--interim secretary appointed--Ken Ahrendt. He said he would send the rest of the minutes to Evelyn so she could type them up for Mary Hess.

(They were never received)

PRELIMINARY AGENDA

1. Change of date for dues payment
2. Report on tax and incorporation
3. Procedure and topics of general meeting to be held on Friday
4. Secretaries Report
5. Treasurer's Report
6. Newsletter Editor's Report
7. Conference Proceedings Editor's Report
8. Nominating Committee Report (Paul Hollingsworth)
9. Placement Bureau Report
10. Other items of business
11. Anaheim Conference Report (Osen)

EXECUTIVE BOARD MEETING
Oakland, California
April 6, 1974

Extra

minutes

Present:

Dr. Jerry Rainwater
Elizabeth Johnson
Dr. Elizabeth Ann Holmes
Evelyn I. Vernon
June Dempsey
Margaret Devirian
Dr. Debbie Osen
Dr. Robert Williams
Gene Kerstiens
Dr. Ken Ahrendt

add R Rainwater, I was.

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(They were never received)

E. J. P. H.
Anaheim, Calif.
September 28, 1974

Minutes - Board meeting
9-28-74

Western College Reading Association

The Executive Board of Western College Reading Association met in Anaheim, Calif. at Quality Inn, September 28, 1974. President Elizabeth Johnson presided. Board members present, President Johnson, Treasurer, Dr. Ruth Purdy, President-Elect June Dempsey, Secretary, E. A. Holmes. Immediate Past President Dr. Jerry Rainwater.

Members present who were not voting members but presenting reports of interest to WCRA were: Dr. Debbie Osen, Conference Chairman, Dr. Robert Williams, Newsletter Editor, Dr. Roy Sugimoto, Dr. Frank Christ, Gene Kerstiens, Proceedings Editor, Rhoda Casey and Margaret Devirian Placement Service Director.

Business Conducted:

I. President made the following Committee appointments:

Proceedings Editor for 1975	Roy Sugimoto
Newsletter Editor for 1975	Robert Williams
Conference Manager for 1975	Debbie Osen
Banquet Manager for 1975	Barbara Tomlinson
Hospitality Chairman for 1975	Jim Baugh
Constitution Chairman	Richard Williams
Parliamentarian	Loretta Newman
Placement Bureau Director	Margaret Devirian
Exhibits	Rhoda Casey

II. Jerry Rainwater, coordinator of State Directors announced the following new director appointments:

Nevada	Father Jim Storey
New Mexico	Charles R. Ragland
Utah	Ralph Vanderlinden

Jerry announced that Betsy Overholsten's name should be deleted from the list of Texas directors.

III. Conference duties assigned:

- a. Treasurer, Purdy - responsible for registration
- b. Osen - To send forms for members to volunteer for various duties.
- c. Dempsey suggested that all packets to be given out at conference be made up before conference herein Anaheim.

IV. Proceedings Business:

Gene Kerstiens presented list of proposals and financial report for proceedings. Rainwater moved and Holmes seconded motion carried that Kerstiens report be accepted (Report attached)

Holmes moved and Dempsey seconded motion carried that a letter of commendation be sent Gene Kerstiens for his excellent work with proceedings. Purdy moved, Dempsey seconded that President Johnson send letters of appreciation in name of organization to members for services rendered. Motion carried. The Editorial Staff of proceedings was to be included in commendation letters: Moved by Dempsey, seconded by Rainwater, motion carried.

New Proceedings Editor appointed by President was Dr. Roy Sugimoto. Rainwater moved and Dempsey seconded that California State at Long Beach become the permanent home of the Proceedings. Motion carried.

After discussion and remarks by Dr. Christ it was decided that he would assist the proceedings editor in Marketing and sales of proceedings and provide facilities for storage.

The Board voted to have President Johnson respond to Dr. Hollingsworth's offer of supplying storage space for proceedings and express our appreciation for his offer and share with him the knowledge that Cal. State will be able to provide storage thereby making it unnecessary to separate the storage area from the publishing area.

V. Minutes from April 6, 1974, Oakland meeting read and following corrections made before adoption of minutes:

1. Ken Ahrendt had proxy from Paul Hollingsworth to vote in meeting should be added to minutes of April 6, 1975 (see page 6).
2. Comment: Check Ahrendt for rest of minutes (see p.7 April 6).
3. Dr. Osen stated: Guide lines on bid proposals were given after she accepted the bid and would not apply in her case. (See page 6 line 3 of April 6 minutes).
4. Date for executive board meeting, Sept. 21, 1974 not 1975. (See page 6 para. 3 April 6 minutes).
5. Dr. Purdy brought to the attention of the group that her name should be added to members present on page 1 of April 6 minutes.
6. Line 3 page 7 corrected to read Secretary sends membership card and welcoming letter.

Addition to this procedure was discussed and approved:

- a. Checks sent to treasurer, Dr. Purdy
- b. Applications for membership to Dr. Rainwater
- c. List of new members sent to Secretary
- d. Membership list made and kept up to date by Dr. Rainwater

7. Proceedings editor, Gene Kerstiens, gave an approximate figure of \$2400.00 for proceedings cost at April 6 board meeting not actual cost. (see page 6 April 6 minutes).

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Motion to adjourn for lunch and re-convene at 1:30 was accepted by the group.

*Constitution allows
President to
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