

COLLEGE READING AND LEARNING ASSOCIATION

BOARD CONFERENCE CALL

Summary of Minutes

April 28, 1999

Members on line: Michael O'Hear, *President*; Pat Jonason, *President-Elect*; Lorraine Dreiblatt, *Secretary*; Kathy Carpenter, *Past-president*; Rosalind Lee, *Membership Chair*; Roz Bethke, *Newsletter Editor*; Gretchen Starks-Martin, *Treasurer*; Vince Orlando, *Executive Assistant*; Frank Christ, *Member*.

1. The meeting was called to order by Mike at 2:00 PM EST.

2. Agenda

The agenda was approved as amended.

3. Minutes

The minutes of the conference call of March 24, 1999 were approved.

4. Frank Christ's proposal

Frank reviewed the proposal to initiate a new association for learning assistance directors. A discussion ensued regarding the advantages and disadvantages to CRLA. A decision on this matter was tabled to the next conference call.

Frank left the conference call.

5. JCRL editor application

It was announced that David Lemire has applied. The final decision will be made subsequent to reviewing requested letters of reference.

6. Newsletter editor applicant

Molly Widdicome was approved as the new Newsletter Editor to assume her duties after the New Orleans Conference.

7. Funds for conference attendance by publications' editors

Roz proposed that to make a smooth transition both the out-going and in-coming Newsletter and JCRL editors attend the Conference at the expense of CRLA. She was requested to put this in the form of a resolution to be discussed during the next conference call.

8. Conference

Pat announced that 150 proposals have been submitted and the program is being developed. She is also obtaining corporate sponsorship for some of the meals. The Conference

Budget was submitted and discussed. It was decided to add \$500 to the budget to cover the cost of liability insurance.

9. Publications

Rick Sheets has submitted the manuscript for the Learning Assistance Center book to H & H Publishing Co. Tom Geir and Karan Hancock have reviewed the Tutoring Training Handbook; re-publication will be delayed until after the LAC book is in the publication process.

The Board approved the request by Susan Deese-Roberts to quote from the Tutoring Training Handbook in her book on libraries.

10. CRLA Membership

The motion was approved by the Board that state/regional officers must be members of the national organization and other member be encouraged to join.

11. Duties of PALS liaisons

Becky requested each of the belonging organizations provide quarterly reports on actions as PALS liaison. In addition, each should exhibit and/or present at sister organization conferences. It was decided that any Board member who attends a national organization conference will be expected to notify the PALS chair and submit a report.

12. American Council of Developmental Education Association's proposed budget

The budget for the Council was submitted. The Board approved a line-item budget of \$500 to support the ACDEA budget based on the agreement of all other included associations.

13. JCRL articles

Jim Bell endorsed the idea of sending manuscripts to the mailing service for forwarding to the new editor. The Board agreed to the plan.

14. Auditor and IRS tax person

Gladys Shaw was approved to be hired as auditor and IRS tax person with a line-item of \$2500 to be added to the budget.

15. Heartland Chapter bylaws

The new bylaws of the Heartland Chapter were approved with the stipulation that the names of states included in the chapter be specified, (Iowa, Kansas, Missouri and Nebraska), as well as the stipulation that officers must be members of the national organization.

16. Name change for the Washington Chapter

The Board approved the name change for the Washington CRLA chapter to Northwest Chapter.

17. Symposium

The committee has investigated hotels in the proposed site, Breckenridge Colorado. The format recommended by the Board would be five, three-hour sessions each day, for a total of 15 sessions for the three-day symposium. The proposed dates are either the third or last weeks of June, 2000 (Wednesday, afternoon, Thursday and Friday).

18. Treasurer's report

Gretchen reported an income of \$3880, expenses of \$2477 for the month of April.

19. Next conference call is scheduled for May 26, 2:00 pm EDT.

20. Newsletter

Summer issue will be sent after July 1.

21. Executive Assistant position

Discussion was tabled to May.

The meeting was adjourned at 4:00 pm EST.

The minutes were approved May 26, 1999.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD CONFERENCE CALL

April 28, 1999

Minutes

Members on-line: Michael O'Hear, *President*, Kathy Carpenter, *Past-president*, Gretchen Starks-Martin, *Treasurer*, Lorraine Dreiblatt, *Secretary*, Rosalind Lee, *Membership Chair*, Vince Orlando, *Executive Assistant*, Pat Jonason, *President-elect*, Roz Bethke, *Newsletter Editor*, Frank Christ, *Member*

The meeting was called to order by Mike at 2:00 EST.

1. *Agenda*

A discussion on the proposed name change for the Washington chapter was added.

Kathy moved to accept the agenda. Gretchen seconded. PASSED. (Attachment A)

2. *Minutes*

Pat moved to accept the minutes of March 24, 1999 as amended. Lorraine seconded. PASSED.

3. *Frank Christ's proposal*

Frank reviewed the proposal in a memo to the Board, January 25, 1999, to initiate a new association for learning assistance directors. A discussion ensued regarding the advantages and disadvantages to CRLA. A decision on this matter was tabled to the next conference call.

Frank left the conference call.

4. *JCRL editor application*

It was announced that David Lemire (*Attachment B*) has applied. The final decision will be made subsequent to reviewing requested letters of reference.

5. *Newsletter editor applicant*

Molly Widdicombe's application for the position of Newsletter Editor was discussed. (*Attachment C*).

Pat moved to accept the nomination of Molly Widdicome as Newsletter Editor. Lorraine seconded. PASSED.

6. *Funds for conference attendance by publications' editors*

Roz proposed that to make a smooth transition, both the out-going and in-coming Newsletter and JCRL editor attend the Conference at the expense of CRLA. She was requested to put this in the form of a resolution to be discussed during the next conference call.

7. *Conference*

Pat announced that 150 proposals have been submitted and the program is being developed. Letters of acceptance have been sent. Also she is obtaining corporate sponsorship for some of the meals (*Attachment D*). The Conference Budget (*Attachment E*) was submitted and discussed. It was decided to add \$500 to the budget to cover the cost of liability insurance.

8. *Publications*

LAC book - the manuscript is being sent by Rick Sheets.

Tutoring Training Handbook - Tom and Karan reviewed the book. It was decided to delay the re-publication of this until after the LAC book is in the process of being published.

9. *CRLA Membership*

Susan Deese-Roberts has asked permission to quote from the tutoring handbook in her book on libraries. The Board approved this request.

Kathy moved that state/regional officers must be members of the national organization; other members should be encouraged. Lorraine seconded. PASSED.

10. Duties of PALS liaisons

Becky requested each of the belonging organizations provide quarterly reports on actions as PALS liaisons. In addition, each should exhibit and/or present at the sister organization conferences.

Rosalind left the conference call.

Kathy moved that any Board member who attends a national organization conference will be expected to notify the PALS chair and submit a report. Pat seconded. PASSED.

11. American Council of Developmental Education Associations proposed budget

The budget for the Council was submitted by Hunter Boylan (*Attachment F*). Mike reported that at the NADE meetings a request was made for yearly funds to cover proposed expenses.

Kathy moved that CRLA agree to a line-item budget of \$500 to support the ACDE budget based on the agreement of all other included associations. Pat seconded. PASSED.

12. JCRL articles

Jim Bell endorsed the idea of sending manuscripts to the mailing service for forwarding to the new editor. The Board agreed with the plan.

13. Auditor and IRS tax person

Pat stated that she has received a letter from Gladys Shaw as an application to serve as auditor and IRS tax person; the fee to be a maximum of \$2500.

Kathy moved that Gladys Shaw be hired as auditor and IRS tax person with a line item of \$2500 to be added to the budget. Pat seconded. PASSED.

14. Heartland Chapter bylaws

Bylaws were reviewed.

Pat moved to accept the bylaws of the Heartland Chapter (*Attachment G*). Gretchen seconded. PASSED with stipulation that the names of states included in the chapter be specified (Iowa, Kansas, Missouri and Nebraska), as well as stipulation that officers must be members of the national organization.

15. Name change for the Washington Chapter

Approval was requested regarding the name change approved by the members.

Kathy moved to approve the name change for the Washington CRLA chapter to Northwest Chapter. Pat seconded. PASSED.

16. Symposium

The committee has investigated hotels in the proposed site, Breckenridge, Colorado. A discussion of dates and format was held. The Board recommended a format of five, three-hour sessions each day, for a total of 15 sessions for the three day symposium. The proposed dates are June 22, 23, 24, 2000 or the following week, June 28, 29, 30, 2000. The sessions will probably be held beginning the afternoon of the first day.

17. Treasurer's report

Gretchen reported an income for April of \$3880, expenses of \$2477. (Attachment H)

18. Next conference call

The next conference call will be May 26 at 2:00 EDT.

19. Newsletter

Roz reported that the summer issue will be sent after July 1.

20. Executive Assistant position

A discussion regarding this position was tabled to May.

The meeting was adjourned at 4:00 pm EST.

The minutes were approved May 26, 1999.

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
April 28, 1999**

List of Attachments to Minutes

- A. Agenda
- B. Curriculum Vita for David Lemire
- C. Molly Widdicombe's application
- D. Proposed Conference Schedule
- E. Proposed Budget for Conference
- F. Proposed Budget for ACDEA
- G. Bylaws of Heartland Chapter
- H. Treasurer's report for April

Subj: **April Conference Call**

Date: 4/20/99 9:46:51 AM Pacific Daylight Time

From: OHEAR@ipfw.edu (OHear,Michael)

To: carpenterk@unk.edu, pjonason@johnco.cc.ks.us, orlando@mscd.edu, ldreiblatt@aol.com, gstarks@stcloudstate.edu, rosaling@kwantlen.bc.ca, rbethke@johnco.cc.ks.us, ohear@ipfw.edu, OHEAR@ipfw.edu (OHear,Michael), orlandov@mscd.edu

CC: fchris@primenet.com

Greetings,

Here is the tentative agenda and related information for the April conference call. The time is Wednesday, April 28, at 1:00 Central, 12:00 noon Mountain, 11:00 am Pacific. The number to call is 1-303-633-6105. The tentative agenda is as follows:

1. Approval of agenda
2. Approval of minutes—if they are ready
3. Frank Christ's proposal on founding a new organization for learning center directors. Frank will join us for a discussion and questions on this item. This discussion is limited to 15 minutes.
4. Applications for two positions
 - a. David Lemire for JCRL editor. I have two of his articles which I did not forward because of length. If you want copies before the meeting, let me know. The main issue here may be institutional support.
 - b. Molly Widdecombe's application for Newsletter Editor. I hope we can make a decision on this position today.
 - c. Roz' proposal for a transition period for editors.
5. Conference matters (Pat)
 - a. Update on planning
 - b. Conference budget
 - c. Liability insurance
6. Publication matters
 - a. LRC book. I have been in contact with H&H. They are waiting to receive the full manuscript from Rick Sheets before estimating costs and timing of publication. Rick assured me he was sending off the manuscript in a timely manner.
 - b. Tutoring manual. Tom and Karen went through the book (which was last revised in 1996) and found only two things that will need attention: name of new ITCP head and a reread by Gladys or Robin on documents related to program in Appendix. I have the disk for the book so that changes can be easily made. I would like to hold back on this book until H&H has started work on the LRC book.
 - c. Susan Deese-Roberts has asked permission to quote from the tutoring handbook in her book on libraries. I have tentatively said okay because

her clientele is not likely to be people who would appear in our certification programs and because she is giving CRLA several references in the text of her book, which should increase our visibility with librarians.

7. Membership in CRLA for state and regional members (Kathy). The by-laws say state/regional members must belong to CRLA; not all do. We need to enforce this policy or abandon it.
8. Duties of PALS liaisons. Becky has asked that these duties be spelled out. She has asked for quarterly reports on what people have done as PALS liaisons. She has been questioned as to why these reports, which are passed on to the counsel, are needed. She feels we need to clarify expectations.
9. Dues for ACDEA. I have circulated the breakdown on how money is and will be spent that Hunter Boylan sent to council members. We are supposed to comment on what he has sent and indicate any modifications needed so that the issue can be voted on at the fall ACDEA meeting.
10. Sending JCRL articles to mailing service for forwarding. Jim Bell endorsed the idea of sending manuscripts to the mailing service for forwarding to the new editor when this person is named so that the flow of manuscripts can continue. He supports continuing this policy even after an editor is named. Rosalind and I supported this idea and have arranged for its implementation, at least until a new contract is signed with the mailing service in the fall.
11. Other. Please send new items—or ones I may have forgotten—to me by Monday.

Mike

Re CRLA name change

----- Headers -----

Return-Path: <OHEAR@ipfw.edu>

Received: from rly-yc01.mx.aol.com (rly-yc01.mail.aol.com [172.18.149.33]) by air-yc03.mail.aol.com (v59.4) with SMTP; Tue, 20 Apr 1999 12:46:51 -0400

Received: from nt10.ipfw.edu (nt10.ipfw.edu [149.164.187.16])
by rly-yc01.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)
with ESMTP id MAA22298 for <ldreiblatt@aol.com>;
Tue, 20 Apr 1999 12:46:50 -0400 (EDT)

Received: from smtpink.ipfw.edu ([149.164.187.109]) by nt10.ipfw.edu
(Post.Office MTA v3.5.2 release 221 ID# 0-54891U3000L1600S0V35)
with ESMTP id edu; Tue, 20 Apr 1999 11:47:03 -0500

Received: from ccMail by smtpink.ipfw.edu
(IMA Internet Exchange 3.12) id 0000C82E; Tue, 20 Apr 1999 11:45:54 -0400

Mime-Version: 1.0

Date: Tue, 20 Apr 1999 11:43:33 -0400

Message-ID: <0000C82E.C21227@ipfw.edu>

From: OHEAR@ipfw.edu (OHEAR,Michael)

Subj: Re: April Conference Call
Date: 4/26/99 11:17:06 AM Pacific Daylight Time
From: OHEAR@ipfw.edu (OHear,Michael)
To: carpenterk@unk.edu, pjonason@johnco.cc.ks.us, orlando@mscd.edu, ldreiblatt@aol.com, gstarks@stcloudstate.edu, rosalind@kwantlen.bc.ca, rbethke@johnco.cc.ks.us, ohear@ipfw.edu, OHEAR@ipfw.edu (OHear;Michael), orlandov@mscd.edu
CC: fchris@primenet.com

Here are some additional agenda items for Wednesday:

1. Approval of Gladys Shaw as auditor and IRS taxperson for CRLA next year. Gretchen

2. Approval of by-laws for Heartland Chapter. These are being FAXed to everyone. *ML*

I think these are the only additions to the agenda.

Mike

----- Headers -----

Return-Path: <OHEAR@ipfw.edu>

Received: from rly-yb01.mx.aol.com (rly-yb01.mail.aol.com [172.18.146.1]) by air-yb03.mail.aol.com (v59.4) with SMTP; Mon, 26 Apr 1999 14:17:06 -0400

Received: from nt10.ipfw.edu (nt10.ipfw.edu [149.164.187.16])
by rly-yb01.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)
with ESMTP id OAA23173 for <ldreiblatt@aol.com>;
Mon, 26 Apr 1999 14:17:03 -0400 (EDT)

Received: from smtpink.ipfw.edu ([149.164.187.109]) by nt10.ipfw.edu
(Post.Office MTA v3.5.2 release 221 ID# 0-54891U3000L1600S0V35)
with ESMTP id edu; Mon, 26 Apr 1999 13:17:12 -0500

Received: from ccMail by smtpink.ipfw.edu
(IMA Internet Exchange 3.12) id 00011D67; Mon, 26 Apr 1999 13:16:06 -0400

Mime-Version: 1.0

Date: Mon, 26 Apr 1999 13:13:38 -0400

Message-ID: <00011D67.C21227@ipfw.edu>

From: OHEAR@ipfw.edu (OHear,Michael)

Subject: Re: April Conference Call

To: carpenterk@unk.edu, pjonason@johnco.cc.ks.us, orlando@mscd.edu,
ldreiblatt@aol.com, gstarks@stcloudstate.edu, rosalind@kwantlen.bc.ca,
rbethke@johnco.cc.ks.us, ohear@ipfw.edu,
OHEAR@ipfw.edu (OHear;Michael), orlandov@mscd.edu

Cc: fchris@primenet.com

Content-Type: text/plain; charset="US-ASCII"

Content-Transfer-Encoding: 7bit

Content-Description: cc:Mail note part

*Selected
vita of*

EARNED DEGREES, PROFESSIONAL TRAINING AND PUBLICATIONS

Ph.D. (Anticipated 2001) Kansas State University, Manhattan,
Kansas. Major Area: Curriculum and Instruction

Ed.S. (1988) University of Wyoming, Laramie, Wyoming.
Major Area: Educational Administration

Ed.S. (1979) Idaho State University, Pocatello, Idaho.
Major Area: School Counseling

M.Ed. (1974) Linfield College, McMinnville, Oregon.
Major Area: Social Science Education.

B.A. (1972) Linfield College, McMinnville, Oregon.
Major Area: Psychology/Sociology.
Minor Area: Philosophy/Anthropology

CURRICULUM VITA

David Lemire

P.O. Box 1287

Manhattan, KS 66505

Ph: 785 776 9432

Em: davel@networksplus.net

David_Lemire@hotmail.com

lemiredavid@usa.net

CERTIFICATIONS

Nationally Certified School Psychologist

California Community College Instructor's Credential

California Community College Counselor's Credential

California Community College Student Personnel Worker's Credential

Wyoming Teaching Credential: Social Studies, School Counselor,
Psychological Technician, School Psychologist

Colorado Teaching Credential: Administrator's Endorsement

New Mexico Teaching Credential: Social Studies, Counseling,
Administration

Arizona Teaching Credential: Social Studies

California Teaching Credential: Student Personnel Endorsement

Oregon Teaching Credential: Social Studies

Oklahoma Credential: Teaching, Administration, Counseling, School Psychology

Alaska Teaching Credential: Administrator's Endorsement, School Psychology

Utah Teaching Credential: School Counseling and Administrative
Endorsement

South Dakota Teaching Credential: School Psychology, School Counseling,
Administrative Endorsement

Nevada Teaching Credential: School Counseling, School Psychology
Endorsement

Kansas Teaching Credential: Administrative Endorsement

American College of Counselors Certification: Counselor, Psychologist,
Psychotherapist

Nationally Certified Psychologist: North American Masters In Psychology

COLLEGE TEACHING EXPERIENCE

- 1980-81 Eastern Wyoming College. Torrington, Wyoming. Taught a class in Human Relations and the Individual Psychology of Alfred Adler.
- 1980-81 University of Northern Colorado. Greeley, Colorado. Taught a class on Human Relations and the Individual Psychology of Alfred Adler.
- 1987-89 University of Wyoming. Laramie, Wyoming. Department of Educational Foundations and Instructional Technology. Taught undergraduate educational psychology and various electives including independent studies and Teaching and Learning Styles. Also taught undergraduate tests and measurements.
- 1983-87 Western Wyoming College. Evanston, Wyoming. Taught classes in counseling, middle schools, psychology, education and sociology.
- 1990-91 Western Wyoming College. Green River, Wyoming. Taught undergraduate and graduate-level psychology classes (Introductory Psychology and Adolescence).
- 1985 Spring. Utah State University. Logan, Utah. Taught Human Growth and Development in Evanston, Wyoming.
- 1992 Spring. Pratt Community College. Pratt, Kansas. Taught Theories of Personality, Human Growth and Development, Introduction to Mental Health and Counseling, Developmental Study Skills.
- 1993 Spring. Eastern Wyoming College. Taught Sociology, Foundations of Education, Child Psychology, Anthropology, Philosophy, Outcome-Based Education.
- 1994-95 Allen County Community College. Burlingame, Kansas. Taught General Psychology, Developmental Psychology, Human Sexuality, Philosophy, Abnormal Psychology.
- Highland Community College. Meridan and Hoyt, Kansas. Taught Ethics, Philosophy, Abnormal Psychology, General Psychology, Sociology.
- Neosho County Community College. Ottawa, Kansas. Taught Developmental Psychology, Sociology.

PROFESSIONAL SCHOOL EXPERIENCE

- 1978-81 Teacher and School Counselor (K-12). Goshen County School District. Torrington, WY.
- 1981-82 School Counselor (Grades 9-12). Aspen High School. Aspen Colorado.
- 1982-87 School Counselor (Grades 6-8). Uinta County School District, Evanston, WY.
- 1987-89 College Instructor. University of Wyoming Department of Educational Foundations and Instructional Technology. Laramie, WY.
- 1989-90 Director of Special Services/School Psychologist/Elementary Counselor/Grant Writer. Bighorn County School District #4. Basin, WY.
- 1990-91 School Psychologist/Psychological Technician. Sweetwater County School District #2. Green River, WY.
- 1991-92 Coordinator for Residential Life. Pratt Community College. Pratt, KS.
- 1992-93 School Counselor (Grades K-12). Crook County School District, Moorcroft, WY.
- 1993-94 School Counselor (Grades K-6). Auburn Washburn School District 437. Auburn, KS.
- 1995-96 Effective Schools Liaison (Grades 10-12). Turner School District 202. Kansas City, KS.
- 1993-current College Instructor. Highland Community College. Hoyt and Meridan, KS. Social Studies.
- 1997-current College Instructor. Cloud County Community College. Junction City, KS. Social Studies.

PROFESSIONAL PAPERS PRESENTED

- "Humanizing Math Instruction: Suggestions for Improving Arithmetic and Math Teaching," Association for Humanistic Education Conference, April 1989. With Mike Lashley. Denver, CO.
- "Humanistic Education and Instructional Design: A Whole-Brain Perspective of Linear Models," Association for Humanistic Education Conference, April 1989. With Dr. Landra Rezabek. Denver, CO.
- "The Validation of An Androgyny Scale and Humanistic Implications for Schools," Association for Humanistic Education Conference, April 1989. Denver, CO. With Dr. Alan Moore and Dr. Richard Mitchell.
- "Holographic Problem-Solving and Cognitive Psychology: A Multi-Dimensional Conceptual Model," Northern Rocky Mountain Educational Research Association Conference, October 1988. Jackson, WY.
- "Math Problem Solving and Mental Discipline: The Myth of Transferability," Northern Rocky Mountain Educational Research Association Conference, October 1988. Jackson, WY.
- "The Use of The Test of Artistic Knowledge (TARK) As A Basis For Designing and Monitoring An Art Education Curriculum," Association for Humanistic Education Conference, April 1989. Denver, CO. With Kathy Meacham.

PUBLISHING EXPERIENCE

- 1980-81, 1986-90, Editor of the Wyoming Association for Counseling and Development (WACD) Journal and Newsletter.
- 1988-89, Editor of the Phi Delta Kappa Newsletter. University of Wyoming, Laramie, WY
- 1987-89, Editor, Interactions: The Newsletter of the Adlerian Counseling and Therapy Interest Group. North American Society of Adlerian Psychology.
- 1989-92, Consulting Editor Journal of Humanistic Education and Development (JHEAD).
- 1989-92, Consulting Editor Individual Psychology: A Journal of Theory, Research and Practice.
- 1985-88, Consulting Editor Western College Learning and Reading Association (WCLRA) Journal.
- 1987-91, Consulting Editor Arizona Counseling and Development (AACD) Journal.
- 1987-89, Managing Editor Journal of Humanistic Education (JHE).
- 1993-96, Consulting Editor Counseling and Values.
- 1993-96, Consulting Editor Elementary School Guidance and Counseling.
- 1993-96, Consulting Editor Journal of Counseling and Development.
- 1989-91, Consulting Editor Arizona Counseling Journal.
- 1997- , Consulting Editor Measurement and Evaluation In Counseling and Development.

BOOK REVIEWS

- 1989 Supervision of Instruction for Allyn & Bacon. Simon & Schuster Higher Education Group. Needham Heights, MA.
- 1988 Understanding Life Style: The Psycho-Clarity Process for Interactions: The Newsletter of the North American Society of Adlerian Psychology.

75 additional articles

REFEREED ARTICLES

- "A Short, Friendly, Look At Us and How We Interact With Others," Idaho Counseling News and Views. 7(3), April 1976, 21-22.
- "The Trye and the Deep Dark Secret," WACD Journal. 1980 February, 25(2), 37-38.
- "Structuring Study Skills," WACD Journal. March 1990, 35-41.
- "The School Counselor As Consultant In the Rural Or Small School," WACD Journal. Fall 1986, 16-26.
- "The Use of Behavioral Counseling In Consulting With Teachers," WACD Journal. Fall 1985, 17-25.
- "The Encouragement Council," CACD Journal. With John Nield. Spring 1982, 8-12.
- "Behavioral Contracting In An Educational Setting: Use With Knowledge and Caution," Techniques: A Journal for Remedial Education and Counseling. July 1984, 1, 73-77.
- "Irrationality and Mistaken Goals," Rational Living. Fall 1978, 13(2), 23-27. With Larry McCullough.
- "An Introduction To Transformation Education," WACD Journal. Spring 1988, 33-44. With Dr. Gary Render and John Schumacher.
- "RET and the Problem of the Self," WACD Journal. February 1980. 40-43. With Larry McCullough.
- "Working With the Reluctant Client," WACD Journal. 24(3), May 1979, 21-27. With Dr. Jan Anderson and Mike Thurber.
- "When Friendship Turns Into Therapy: Some Parameters," IACD Journal. 17(2), January 1976, 8-9.
- "Nonverbal Communication In Middle Schools: The Importance of Teacher and Student Body Language," Techniques: A Journal for Remedial Education and Counseling. 2, April 1986, 167-172. With Tom Fetsco and Yvonne Bailey-Robertson.
- "The Rural School Teacher and the Counselor-Consultant," WACD Journal. Spring 1986, 49-59. With David Burrill.
- "The Classroom Management Game: An In-Service Activity for Educators," CACD Journal. Spring 1986, 12-15.
- "The Importance of the Affective Domain of Bloom's Taxonomy On the School Climate: A Response to Bailey," School Climate and Leadership: The CADRE Journal. 5(1), Spring 1989, 24-25.



Tutoring and Academic
Assistance Center
Moscow, Idaho 83844-1068
208-885-6307
<http://www.uidaho.edu/taac>

Michael O'Hear
Indiana University-Purdue University
2101 Coliseum Blvd.
Ft. Wayne, IN 46805-1449

March 30, 1999

Dr. O'Hear:

I am writing to express enthusiastic interest in the newsletter editor position that the CRLA Executive Board recently announced is available. I have experience in producing many documents for publication. You will find samples of my work enclosed. The combination of my professional experience as Tutor Advisor and Learning Skills Coordinator and my undergraduate degree in English qualifies me to be an excellent candidate for this position. I have confidence that my abilities and interests are suited to those of a successful newsletter editor.

I have been an active member of National CRLA and the Washington State Chapter for three years. I have served as concurrent sessions chair, President-Elect, and now President at the regional level. In that capacity, I have created letters, newsletters, brochures, and certificates. As the Washington State CRLA President, I produce a four-page newsletter three times a year. I solicit articles from members, write copy, do the entire layout, and edit the newsletter. I work closely with Printing and Design on the UI campus to reproduce the document.

I know that the CRLA newsletter is an integral part of keeping the membership informed. In the past, I have formatted and edited newsletters for incoming students, colleagues on my campus, and other various constituencies. Most recently, I produced a registration brochure for the WADE/Washington CRLA conference. I thoroughly enjoy writing copy, formatting, and editing all types of documents.

I appreciate your serious consideration for appointing me to this position. The University of Idaho's Vice President for Student Affairs/Vice Provost for Recruitment has already sent a letter of institutional support. Thank you for taking the time to consider me as a candidate for the CRLA newsletter editor.

Sincerely,

A handwritten signature in cursive script that reads "Molly Widdicombe".

Molly Widdicombe
416 West C St.
Moscow, ID 83843
(208) 882-3617

Enclosures

COLLEGE READING & LEARNING ASSOCIATION
32nd ANNUAL CONFERENCE
CRLA: SPANNING THE DISCIPLINES
NOVEMBER 3-6, 1999
Hyatt Regency at Louisiana Superdome

Monday, November 1, 1999

8:00 A.M.-5:00 P.M. Board Meetings Canal A

Tuesday, November 2, 1999

8:00 A.M.-5:00 P.M. Board Meetings Canal A

5:00 P.M.-9:00 P.M. Registration – “Crescent City Connection” RCC Foyer Center 2nd Level

Wednesday, November 3, 1999

8:00 A.M.-8:20 A.M. Chairperson’s Orientation Audubon
 8:30 A.M.-9:00 P.M. Registration – “Crescent City Connection” RCC Foyer Center 2nd Level

9:00 A.M.-12:00 Noon Pre-Conference Institutes
 Institute A Gently
 Institute B Prytania
 Institute C Delgado
 Institute D Elysian Fields
 Institute E Toulouse
 Institute F (Audubon also available) Carrollton
 Institute Technology 1 DCC
 Institute Technology 2 DCC

1:00 A.M.-1:20 A.M. Chairperson’s Orientation Audubon
 1:30 P.M.-4:30 P.M. Institute G Gently
 Institute H Prytania
 Institute I Delgado
 Institute J Elysian Fields
 Institute K Toulouse
 Institute L (Audubon also available) Carrollton
 Institute Technology 3 DCC
 Institute Technology 4 DCC

1:30 P.M.-4:30 P.M. (Campus Tour?)
 5:00 P.M.-7:30 P.M. Leadership Workshop and Dinner – “City of New Orleans” Gently/Prytania
 5:30 P.M.-7:30 P.M. Past Officers’ Council Dinner and Meeting St. Charles A
 7:30 P.M.-9:00 P.M. Newcomers’ Reception – “Gumbo Ya-Ya” Poydras AB
 9:00 P.M.-11:30 P.M. Hospitality Suite – “Saints and Sinners” Suite 1

Thursday, November 4, 1999

7:00 A.M.-8:30 A.M. SIG Breakfasts/Meetings – “Pain Perdu”
 SIG Breakfast 1 Canal B
 SIG Breakfast 2 Canal C
 SIG Breakfast 3 St. Charles A
 SIG Meeting 1
 SIG Meeting 2
 SIG Meeting 3

8:00 A.M.-8:20 A.M. Chairperson’s Orientation Audubon
 8:00 A.M.-8:30 A.M. Elections Committee Carrollton
 8:30 A.M.-6:00 P.M. Registration – “Crescent City Connection” RCC Foyer Center 2nd Level
 9:00 A.M.-10:30 A.M. First General Session – Keynote: Betty Siegel, President, Kennesaw State University (GA) Cabildo ABC

10:30 A.M.-10:45 A.M.	Beverage Break – “Lagniappe” (A little something extra)	
10:45 A.M.-1:30 P.M.	Chapter, State, Regional Meetings followed by regional lunches (27 groups)	Cabildo ABC Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
1:30 P.M.-5:30 P.M.	The Anne Rice Reading/Resource Room	Canal A
1:30 P.M.-2:30 P.M.	Concurrent Sessions #1	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
2:30 P.M.-2:45 P.M.	Beverage Break – “Lagniappe” (A little something extra)	
2:45 P.M.-3:45 P.M.	Concurrent Sessions #2	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
4:00 P.M.-5:00 P.M.	Concurrent Sessions #3	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
5:30 P.M.-7:30 P.M.	GRAND OPENING OF EXHIBITS – “Jazz Fest” (Music provided by local talent.) Refreshments served.	Esplanade ABC
6:45 P.M.-9:00 P.M.	No-Hop Dinner	
9:00 P.M.-11:30 P.M.	Hospitality Suite – “Laissez les bon temp rouler!” (Let the good times roll!)	Suite 1

Friday, November 5, 1999

7:00 A.M.-8:30 A.M.	PUBLISHERS' BREAKFAST – "Café au Lait"	Esplanade ABC
7:00 A.M.-8:30 A.M.	EXHIBITS OPEN	Esplanade ABC
7:30 A.M.-8:30 A.M.	Political Action Committee	St. Charles A
8:00 A.M.-8:20 A.M.	Chairpersons' Orientation	Audubon
8:00 A.M.-6:00 P.M.	Registration – "Crescent City Connection"	RCC Foyer Center 2 nd Level
8:00 A.M.-8:30 A.M.	Elections Committee	Carrollton
8:45 A.M.-10:30 A.M.	Second General Session	Cabildo ABC
	PUBLISHERS INTRODUCED AND RECOGNIZED	
	Business Meeting and Committee Reports	
	Presidential Address	
	"Crossing the Bridge Together: The View From 10,000 Days"	
10:30 A.M.-5:00 P.M.	EXHIBITS OPEN WITH SCHEDULED AUTHOR	Esplanade ABC
	AUTOGRAPHING IN BOOTHS	
10:30 A.M.-5:30 P.M.	The Tennessee Williams Reading/Resource Room	Canal A
10:30 A.M.-10:45 A.M.	Beverage Break – "Lagniappe" (A little something extra)	
10:45 A.M.-11:45 A.M.	Concurrent Session #4	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C Cabildo ABC
12:00 P.M.-1:30 P.M.	Lunch with a Mentor – "Streetcar Named Desire" (Some SIG sponsored/Other rooms)	
12:00 P.M.-1:30 P.M.	Editorial Board Luncheon	
1:45 P.M.-2:45 P.M.	Concurrent Session #5	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
2:45 P.M.-3:00 P.M.	Beverage Break – "Lagniappe" (A little something extra)	
3:00 P.M.-4:00 P.M.	Concurrent Session #6	Poydras A Poydras B Carrollton Audubon Gentilly Prytania Delgado Elysian Fields Toulouse St. Charles B St. Charles C
4:15 P.M.-5:15 P.M.	Concurrent Session #7	Poydras A Poydras B

Carrollton
Audubon
Gentilly
Prytania
Delgado
Elysian Fields
Toulouse
St. Charles B
St. Charles C

5:00 P.M. EXHIBITS CLOSE (Please, NO BREAKDOWN prior to this time.)
5:30 P.M.-6:30 P.M. PALs Meeting
Kellogg Corner
LRNASST Gathering
Various CRLA Special Meetings
6:30 P.M.-9:00 P.M. Awards Banquet – “Crescent City Syncopation”
9:00 P.M.-11:30 P.M. Hospitality Suite – “Rue Bourbon”

Cabildo ABC
Suite 1

Saturday, November 6, 1999

7:00 A.M.-8:45 A.M. SIG Breakfasts/Meetings – “Grillades and Grits”
SIG Breakfast 1
SIG Breakfast 2
SIG Breakfast 3
SIG Meeting 1
SIG Meeting 2
SIG Meeting 3

8:00 A.M.-8:20 A.M. Chairpersons’ Orientation
8:30 A.M.-4:00 P.M. William Faulkner Reading/Resoure Room
8:30 A.M.-2:00 P.M. Registration – “Crescent City Connection”
9:00 A.M.-10:00 A.M. Concurrent Session #8

10:00 A.M.-10:15 A.M. Beverage Break – “Lagniappe” (A little something extra)
10:15 A.M.-11:15 A.M. Concurrent Session #9

11:30 A.M.-1:00 P.M. Speaker
Third General Session – On to Reno Luncheon
Installation of Officers
PUBLISHERS INVITED TO MEET NEW OFFICERS AND
2000 CONFERENCE PLANNING COMMITTEE
1:00 P.M.-1:30 P.M. Scholarship Auction/Raffle

Canal B
St. Charles A
St. Charles B

Audubon

RCC Foyer Center 2nd Level
Poydras A
Poydras B
Carrollton
Audubon
Gentilly
Prytania
Delgado
Elysian Fields
Toulouse
St. Charles B
St. Charles C

Poydras A
Poydras B
Carrollton
Audubon
Gentilly
Prytania
Delgado
Elysian Fields
Toulouse
St. Charles B
St. Charles C

2:00 P.M.-5:00 P.M. New Orleans Literary Walking Tour
New Orleans Historical Walking Tour
Delgado Community College Campus Tour

5:30 P.M.-9:00 P.M. Dinner on the Town – The Big Easy

9:00 P.M.-11:30 P.M. Hospitality Suite – Mardi Gras

MIKE -
for the
April
Conf.
call.
Gutcher

6	6110 Full Conference fees			
7	6111 (\$100) FC Member	32,200.00	27,450.	
8	6112 (\$150) FC Non-member	11,550.00	17,475.	
9	6113 (\$ 75) FC Student	675.00	525.	
10				
11	6120 One-Day Only Fees			
12	6121 (\$ 75) OD Member	150.00	550.00	
13	6122 (\$100) OD Non-Member	1,000.00	550.00	
14	6123 (\$ 60) OD Student	0.00	60.00	
15				
16	6130 On-Site Registration Fees (\$)			
17	6131 (\$125) LR Member	6,750.00		
18	6132 (\$175) LR Non-member	1,050.00		
19	6133 (\$100) LR Student	0.00		
20				
21	6140 One Day On-Site Registration Fees			
22	6141 (\$100) 1997 Members	300.00		
23	6142 (\$125) NonMembers	0.00		
24	6143 (\$ 75) Students	0.00		
25				
26				
27				
28	TOTAL REGISTRATION	53,675.00	46,610.00	40,000.00
29				
30	6210 PRE-CONFERENCE INSTITUTES			
31	6211 PI A	735.00	725.00	
32	6212 PI B	630.00	700.00	
33	6213 PI C	455.00	490.00	
34	6214 PI D	875.00	350.00	
35	6215 PI E	225.00	500.00	
36	6216 PI F	225.00	475.00	
37	6217 PI G	200.00	0.00	
38	6218 PI H	75.00	350.00	
39	6219 PI I	875.00	525.00	
40	6220 PI J	245.00	140.00	
41	6221 PI K	770.00	350.00	
42	6222 PI L	325.00	150.00	
43	6223 PI M	1,075.00	400.00	
44	6224 PI N	400.00	0.00	
45	6225 PI O	600.00	0.00	
46	6226 PI P	125.00	210.00	
47	6227 PI Q	700.00	450.00	
48	6228 PI R	450.00	250.00	
49	6229 PI S	225.00	0.00	
50	TOTAL PRE-CONFERENCE INSTITU	9,210.00	6,065.00	5,000.00
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New Orleans 1999: CRLA Conference Account

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59				
60	INCOME (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
61		1997	1998	1999
62	6260 FOOD FUNCTIONS			
63	6261 F Awards Luncheon (225)	3,240.00	885.00	1,000.00
64	6262 F Banquet (131)	3,225.00	3,600.00	3,000.00
65	6263 F Lunch/Mentor (93)	1,395.00	1,410.00	1,500.00
66	6264 F Publishers' Breakfast	0.00	0.00	0.00
67	6265 F SIG Breakfast (106)	1,248.00	1,284.00	1,000.00
68	6266 F SIG Lunch	0.00	960.00	500.00
69	6267 F Lunch @ American River (41)	410.00		0.00
70	TOTAL FOOD FUNCTIONS	9,518.00	8,139.00	7,000.00
71				
72				
73	6300 OTHER CONFERENCE FUNCTIONS			
74	6310 Ads	0.00	0.00	0.00
75	6320 Awards	0.00	0.00	0.00
76	6330 Exhibitors	26,975.00	14,937.37	15,000.00
77	6340 Membership	11,440.00	7,440.00	7,000.00
78	6350 Resource Room	0.00	295.07	200.00
79	6360 SIG's	745.00	1,270.00	500.00
80	6370 Scholarship	1,115.00	1,222.00	1,200.00
81	6380 Tote Bag Sales/T Shirts/Tutor Hndbks	1,450.00	0.00	0.00
82	6390 TOURS & ENTERTAINMENT		0.00	500.00
83	6391 TE American River CC Tour	220.00	NA	0.00
84	6392 TE Riverboat Cruise		NA	0.00
85				
86	TOTAL OTHER CONFERENCE FUNC	41,945.00	25,164.44	24,400.00
87				
88	TOTAL CONFERENCE INCOME	114,348.00	85,978.44	76,400.00
89	TOTAL ASSETS/CONFERENCE INCO	124,348.00	95,978.44	86,400.00
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New Orleans 1999: CRLA Conference Account

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119	EXPENSES	SAC Actuals	SLC Actuals	N'Or/Projected
120		1997	1998	1999
121	General Conference Expenses			
122	7000 GC Refunds	1,641.00	1,814.00	1,500.00
123	7001 GC Banking (returned checks)	253.64		150.00
124	7002 GC Conference Insurance	0.00	NA	500.00
125	7003 GC Bounced (NSF) checks	1,039.00		500.00
126	7004 GC Rental/VISA Rental/Fees			500.00
127	Total General Conference Expenses	2,933.64	1,814.00	3,150.00
128				
129				
130	Conference Management			
131	7010 CONFERENCE CHAIR (Pres-Elect)			
132	7011 C Travel	389.00	315.00	300.00
133	7012 C Hotel/Food	195.10	54.84	200.00
134	7012 C Telephone	231.58	262.97	50.00
135	7013 C Postage	288.79	1,158.54	300.00
136	7014 C Photocopying	283.93	172.00	200.00
137	7015 C Clerical Assistance	2,000.00	612.50	1,000.00
138	7016 C Supplies	24.29	0.00	50.00
139	7017 C Miscellaneous	207.95	355.51	200.00
140	7018 C Committee Expenses	0.00	0.00	100.00
141	7019 C Call Paper/Print	0.00	120.00	0.00
142	7020 C Call Paper/Postage	0.00	343.25	0.00
143	7021 C Call Computer Layout	1,000.00	NA	See Call to Conf
144	7022 C Plaques	291.78	0.00	150.00
145	TOTAL CONFERENCE CHAIR (Pres-	4,912.42	3,394.61	2,550.00
146				
147				
148	7030 ON-SITE MANAGER			
149	7031 OS Hotel/Food	194.65	466.00	1,000.00
150	7032 OS Telephone	6.29	0.00	70.00
151	7033 OS Postage	130.63	0.00	200.00
152	7034 OS Photocopying	59.94	0.00	100.00
153	7035 OS Clerical Assistance	0.00	0.00	200.00
154	7036 OS Supplies	189.07	0.00	200.00
155	7037 OS Signs	466.87	400.00	300.00
156	TOTAL ON-SITE MANAGER	1,047.45	866.00	2,070.00
157				
158				
159	7050 EXHIBITS CHAIR			
160	7051 E Telephone	0.00	0.00	50.00
161	7052 E Postage	0.00	0.00	100.00
162	7053 E Decorations	0.00	0.00	100.00
163	7054 E Draping	2,976.18	3,178.01	3,500.00
164	7055 E Exhibit Hall	0.00	0.00	100.00
165	7056 E Printing	0.00	200.00	200.00
166	7056 E Speaker's Books	0.00	NA	0.00
167	7057 E Supplies	0.00	657.50	750.00
168	7058 E Miscellaneous	0.00	0.00	50.00
169	TOTAL EXHIBITS CHAIR	2,976.18	4,035.51	4,850.00
170				
171	TOTAL CONFERENCE MANAGEME	8,936.05	8,296.12	12,020.00
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New Orleans 1999: CRLA Conference Account

	B	D	E	F
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179	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
180		1997	1998	1999
181	CONFERENCE PLANNING EXPENSES			
182	7100 PROGRAMS			
183	7101 P Postage	0.00	0.00	0.00
184	7102 P Printing/Publishing	1,975.39	0.00	500.00
185	TOTAL PROGRAMS	1,975.39	0.00	500.00
186				
187				
188	7110 REGISTRATION			
189	7111 R Printing/Publishing	287.72	25.18	100.00
190	7112 R Paid Registration Help(was under Other)	481.00	128.63	500.00
191	7113 R Supplies	334.33	205.52	300.00
192	7114 R Ribbons/Name Tags	312.41	102.77	300.00
193	7115 R Miscellaneous	14.94	461.56	200.00
194	TOTAL REGISTRATION	1,430.40	923.66	1,400.00
195				
196				
197	7120 CALL TO CONFERENCE			
198	7121 CC Call Computer Layout	Line 134	0.00	0.00
199	7122 CC Postage	425.00	0.00	400.00
200	7123 CC Printing/Postage	2,222.00	1,759.01	1,000.00
201	7124 CC Advertising	1,290.60	430.20	1,000.00
202	7125 CC Ad (Journal of Reading)	430.20	NA	500.00
203	7126 CC Miscellaneous	0.00		100.00
204	TOTAL CALL TO CONFERENCE	4,367.80	2,189.21	3,000.00
205				
206				
207	7130 - 7149 OTHER EXPENSES			
208	7131 OG Advertising & Promotion	0.00	0.00	200.00
209	7132 OG Audiovisual	514.00	1,178.00	1,250.00
210	7133 OG Conference Website Maintenance	200.00	0.00	200.00
211	7134 OG Decorations	200.00	0.00	200.00
212	7135 OG Entertainment for Banquet	725.00	0.00	500.00
213	7136 OG Evaluation	19.95	0.00	200.00
214	7137 OG Film/Processing	109.88	0.00	200.00
215	7138 OG Phone Equipment	0.00	75.00	200.00
216	7139 OG Postage	0.00	70.00	100.00
217	7140 OG Printing	0.00	152.59	200.00
218	7141 OG Room Rent (Hospitality)	398.72	387.16	600.00
219	7142 OG Supplies	13.73	0.00	100.00
220	7143 OG Xerox Rental	176.00	0.00	250.00
221	7144 OG Miscellaneous	40.00	0.00	100.00
222	7145 OG T- Shirts	727.31	0.00	0.00
223	TOTAL OTHER EXPENSES	3,124.59	1,862.75	4,300.00
224				
225	TOTAL CONFERENCE PLANNING EXPENSES	10,898.18	4,975.62	9,200.00
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New Orleans 1999: CRLA Conference Account

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238	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
239		1997	1998	1999
240	CONFERENCE PROGRAM			
241	7200 SPEAKERS			
242	7201 S Travel	1,716.73	1,757.61	1,000.00
243	7202 S Hotel/Food	176.53	219.39	500.00
244	7203 S Honorarium	2,500.00	1,500.00	2,500.00
245	7204 S Photocopying (handouts)	0.00	NA	50.00
246	TOTAL SPEAKERS	4,393.26	3,477.00	4,050.00
247				
248	7210 INVITED INSTITUTES			
249	7211 INV Travel (Busses for Atn Rvr Tech D	1,322.58	0.00	300.00
250	7212 INV Wages/Fees	0.00	500.00	500.00
251	7213 INV Miscellaneous	761.15	0.00	100.00
252	TOTAL INVITED INSTITUTES	2,083.73	500.00	900.00
253				
254	7220 INSTITUTES			
255	7221 INS Materials	50.00	0.00	100.00
256	TOTAL INSTITUTES	50.00	0.00	100.00
257				
258	7230 COORDINATOR OF CHAIRS			
259	7231 CC Telephone	0.00	0.00	50.00
260	7232 CC Postage	107.64	0.00	150.00
261	TOTAL COORDINATOR OF CHAIRS	107.64	0.00	200.00
262				
263	7240 COMPUTER/RESOURCE ROOM			
264	7241 CF Wages/Fees	358.40	358.40	350.00
265	7242 CF Travel	0.00	0.00	0.00
266	7243 CF Computer Rentals	0.00	0.00	0.00
267	7244 CF Electrical Hook-up	0.00	0.00	0.00
268	7245 CF Miscellaneous	0.00	0.00	200.00
269	TOTAL COMPUTER FAIR	358.40	358.40	550.00
270				
271	7250 TOURS & ENTERTAINMENT			
272	7251 TE Event (Riverboat Cruise)	1,698.77	0.00	0.00
273	7252 TE Food (Riverboat Cruise Dinner)	1,371.88	0.00	0.00
274	7253 TE Transportation	263.81	0.00	400.00
275	TOTAL TOURS & ENTERTAINMENT	3,334.46	0.00	400.00
276	TOTAL CONFERENCE PROGRAM	10,327.49	4,335.40	6,200.00
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New Orleans 1999: CRLA Conference Account

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287	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
288		1997	1998	1999
299	7260 - 7279 FOOD FUNCTIONS			
300	7261 F Awards Luncheon	4,012.92	766.41	3,000.00
301	7262 F Banquet	3,944.04	3,935.31	5,000.00
302	7263 F Coffee Breaks	1,460.58	2,295.00	3,000.00
303	7264 F Editors' Luncheon	0.00	0.00	200.00
304	7265 F Hospitality	50.68	361.41	500.00
305	7266 F Leadership Luncheon	514.94	4,351.92	1,000.00
306	7267 F Lunch with a Mentor	1,536.85	0.00	2,000.00
307	7268 F Newcomers' Reception	1,951.68	1,198.50	1,750.00
308	7268a F Newcomers' Miscellaneous	0.00	0.00	150.00
309	7269 F Past Board Breakfast	128.15	0.00	100.00
310	7270 F Publishers' Breakfast	3,497.12	0.00	2,000.00
311	7269 F Publishers' Opening	997.45	2,397.50	3,500.00
312	7268 F SIG Breakfast	1,123.97	1,175.93	1,400.00
313	7269 F Am Rvr Technology Day -- lunch	428.31	NA	NA
314	7270 F Am Rvr Technology Day -- break	282.84	NA	NA
315	Svc Chg/Gratuity		3,060.65	4,700.00
316	Tax		1,495.33	2,000.00
317	TOTAL FOOD FUNCTIONS	19,929.53	21,037.96	30,300.00
318				
319	NEXT CONFERENCE EXPENSES			
320	7320 NEXT CONFERENCE CHAIR			
321	7321 NC Printing/Publishing	298.35	100.00	0.00
322	7322 NC Postage	0.00	0.00	0.00
323	7323 NC Advertising	0.00	430.20	450.00
324	TOTAL NEXT CONFERENCE CHAIR EX	298.35	530.20	450.00
325				
326				
327	7330 SITE SELECTION			
328	7331 SS Travel	975.50	0.00	0.00
329	7332 SS Hotel/Food	146.80	0.00	0.00
330	7333 SS Telephone	0.00	0.00	0.00
331	7334 SS Postage	0.00	0.00	0.00
332	7335 SS Supplies	0.00	0.00	0.00
333	TOTAL SITE SELECTION	1,122.30	0.00	0.00
334	TOTAL NEXT CONFERENCE EXPEN	1,420.65	530.20	450.00
335				
336	Total General Conference Expenses	2,933.64	1,814.00	3,150.00
337	Total Conference Management	8,936.05	8,296.12	12,020.00
338	Total Conference Planning Expenses	10,898.18	4,975.62	9,200.00
339	Total Conference Program	10,327.49	4,335.40	6,200.00
340	Total Conference Food Functions	19,929.53	21,037.96	30,300.00
341	Total Next Conference Expenses	1,420.65	530.20	450.00
342	TOTAL CONFERENCE EXPENSES	54,445.54	40,989.30	61,320.00
343				
344	TOTAL INCOME	114,348.00	85,978.44	86,400.00
345	TOTAL CONFERENCE EXPENSES	-54,445.54	-40,989.30	-61,320.00
346	Maintain Conference Account	-10,000.00	-10,000.00	-10,000.00
347	Transfer to Operating Budget	49,902.46	34,989.14	15,080.00

American Council of Developmental Education Associations

*College Reading
and Learning
Association*

*Midwest College
Learning Center
Association*

*National
Association for
Developmental
Education*

*National Center
for Developmental
Education*

*National Tutoring
Association*

February 25, 1999

TO: ACDEA Council Members
FROM: Hunter R. Boylan 
RE: Proposed Budget for the Council

Attached are a narrative of the proposed budget for ACDEA and a line item budget. The narrative budget cites estimates of actual and projected future expenses. The line item budget is based on projected future expenses. The total comes to \$2,325. This amount would increase by somewhere between \$250 and \$500 if, as we have occasionally discussed, we were to have three meetings a year instead of two meetings each year.

As you recall, we have asked that each member organization contribute \$500 to the Council's operating expenses. I am proposing that this amount be sent directly to the person who chairs the Council through a check made out to that person's institution, program, or department. This would avoid the co-mingling of association funds with Council funds.

The person receiving these funds will set up a separate account for the Council and provide a report of expenses to the Council at the its spring meeting. Whenever an individual's term as chair of the Council expires, that individual will close the account and turn the account balance over to his or her successor.

In the event that the total amount of \$2,500 is not spent, whatever funds remain will be carried over to the account for the next fiscal year. This arrangement should continue for a period of two years from the date of its approval. This period will give us some idea of the accuracy of the estimated budget. If the fund balance is high at the end of two years, the Council may wish to consider decreasing individual association contributions. If the fund balance is depleted at the end of two years, the Council may wish to consider increasing individual association contributions.

If, at the end of two years, a surplus of \$500 or more remains in the account, the Council will vote to determine how that surplus should be used. In the event of the Council's dissolution, any funds remaining at that point will be returned to Council member organizations on a pro-rated basis.

If there are any changes you would like to make to this proposal, please let me know within the next month. I would like to request that this proposal be voted on by your executive boards sometime within the next few months so that we can have it in operation by next fall.

Narrative for Proposed ACDEA Budget

Postage

Actual expenses = \$97.90

Estimated future expenses = \$175.00

During the twelve months from March, 1998 to February, 1999, Council business involved three general mailings to ten people costing 90 cents each. This totaled **\$32.40**. There were five FedEx mailings costing \$9.95 each or **\$49.75**. I also sent out a press release to all state chapters and CRLA state and province chapters this involved about 50 pieces of mail at 32 cents each for a total of **\$16**. Last year's postage, therefore, is estimated at **\$97.90**.

We should anticipate the mailing of two press releases to NADE state chapters, CRLA state and province chapters, and the executive boards of ACDEA constituent organizations in the future. This is estimated at 90 pieces in each mailing at 33 cents each (since the number involved is less than 200, we cannot use bulk mail) or **\$59.40**. The purpose of the press releases is to let our constituents know what the Council is doing. If we assume a slight increase in mailing and add this figure, the total estimate for the future is **\$175**.

Telecommunications

Actual expenses = \$ 50.25

Estimated future expenses = \$75.00

According to NCDE telephone records, I made 16 telephone calls during 1998-99 on Council business totaling approximately 225 minutes at the rate of 9 cents per minute for a total of **\$20.25**. Our estimated FAX charges during that period were **\$30**. The total of these items is **\$50.25**. My guess is that this might increase by half, hence the estimated future expense of **\$75**.

Copying/Reproduction

Actual estimated expenses =\$ 114.74

Estimated future expenses =\$ 200.00

Each of our meetings involves about 50 pages of copying and I typically make up 12 packets of copies of material for an estimated 600 pages per meeting or 1800 pages from March of 1998 through February of 1999. I also send out two to three mailings with an average of 25 pages to 10 people for an additional estimated 500 to 750 pages. The estimated total is 2550 pages of copying per year. Our copying costs are .046 cents per page for a total of **\$114.75**. Our copying costs are scheduled to increase next year. The volume of copying should also increase by about half. This results in an estimated future expense of **\$200**.

Clerical Support

Actual estimated expenses = \$750.00

Estimated future expenses = \$1500.00

I have asked Maggie Mock and Patrick Saxon, both of whom have worked with me on Council business, to estimate their time spent in the past year. This time includes copying, assembling mailings, and doing research. This time comes to about 50 hours or an estimated \$750.

The cheapest way to get clerical support would be to hire a 1/4 time graduate student. That would cost \$1500 per year at local rates. This is what I would request for estimated future expenses.

Stationary/Letterhead

Estimated future expenses = \$300.00

I have used NCDE stationary for Council correspondence thus far. Once we develop a logo, we should also design and use official stationary for Council business. Our Print Shop estimates that they could do the design, layout, and printing of a couple thousand pieces of stationary and letterheads for about \$300, depending upon the quality of paper used.

Office Supplies

Actual estimated expenses = \$50.00

Estimated future expenses = \$75.00

I have no idea what we consumed in office supplies during the past year. My estimate is about \$50. The future estimate assumes a 50% increase in the consumption of supplies.

Proposed Line Item Budget for ACDEA (Estimated Future Expenses)

Postage.....	\$ 175.00
Telecommunications.....	75.00
Copying/Reproduction.....	200.00
Clerical Support.....	1,500.00
Stationary/Letterhead.....	300.00
Office Supplies.....	75.00

Total = \$2,325

Bylaws of the Heartland Chapter of the College Reading and Learning Association

Article I: Name

The name of this organization will be the Heartland Chapter of the College Reading and Learning Association, hereinafter referred to as "the Chapter."

Article II: Objective

In accordance with the policies and programs of the College Reading and Learning Association (hereinafter referred to as "CRLA"), the objective of this Chapter is to advance the knowledge and interests of post-secondary educators working in reading, learning assistance, developmental education, and tutorial services.

Article III: Membership & Dues

Section 1. The Chapter will include a minimum of 25 members of CRLA.

Section 2. Payment of annual chapter dues of \$5.00 per year is required to be a member in good standing. Members will be strongly encouraged to maintain membership in the national organization.

Section 3. Chapter dues become payable during the spring Chapter conference each year and become delinquent sixty days after the final day of the conference. Any member whose dues have not been paid within this time will be dropped from membership. The Membership Coordinator will contact members prior to the expiration date of membership to encourage them to pay their dues. Reinstatement within the fiscal year may be granted upon payment of annual Chapter dues.

Article IV: Leadership

Section 1. The Officers of the Chapter are the President, President-elect, Secretary/Treasurer, and Past President. These officers comprise the Executive Committee.

Section 2. The Board of Directors consists of the Executive Committee and two ex officio (non-voting) members: a Membership Coordinator and a Communications Coordinator.

Section 3. Only members in good standing with the Chapter and CRLA are eligible to serve on the Board of Directors. Only a person who has served as a member of the Board of Directors will be eligible to serve as President.

Section 4. The duties of the Board of Directors are as follows:

A. The President

- chairs the Executive Committee, the Board of Directors meetings, and all general membership meetings;
- appoints Membership Coordinator and Communications Coordinator;
- appoints Site Chair in consultation with the President-elect;
- appoints ad hoc committees as needed;
- serves as ex officio member of all committees except the Nominating Committee;
- appoints auditor of Chapter financial records and reports audit results to the Board of Directors and general membership at the spring regional conference;
- provides annual reports of Chapter news and business to CRLA Coordinator of States/Regions;
- writes annual letter to Chapter members;
- serves as liaison between CRLA and the Chapter;
- represents (or appoints a representative for) the Chapter at the national CRLA conference and Leadership Workshop, with basic conference registration provided by the Chapter; and
- breaks tie votes in Executive Committee and Board of Directors meetings as needed.

B. The President-elect

- serves as the Program Chair for the regional spring conference;
- chairs the Executive Committee, Board of Directors, and general membership meetings in the absence of the President;
- attends the Leadership Workshop at the national CRLA conference; and
- assists the President in administration of Chapter business.

C. The Secretary/Treasurer

- records and reports minutes of the Executive Committee, the Board of Directors meetings, and all general membership meetings;
- keeps records of minutes and Chapter correspondence;
- pays all bills substantiated by a receipt;
- keeps accurate financial records for Chapter funds;
- provides detailed financial reports at each general membership meeting; and
- prepares books for audit each fiscal year (January 1 thru December 31).

D. The Past President

- chairs the Nominating Committee; and
- assists President in administration of Chapter business.

E. The Membership Coordinator

- maintains a database of members in good standing of regional and national CRLA and of non-members active in related fields;
- collects dues;

Section 1. The administration of the affairs of the Chapter is vested in the Board of Directors, who are responsible for carrying out the directives of the membership or any duties prescribed in these bylaws.

Section 2. The administrative year of the Chapter begins two weeks after the conclusion of the CRLA fall conference.

Article VIII: Amendments

Section 1. These bylaws may be amended at any general membership meeting of the Chapter by a two-thirds vote of members present, provided those present constitute a quorum of the Chapter.

Section 2. All amendments adopted by this Chapter will be submitted to CRLA for approval before becoming effective.

Section 3. When amendments to CRLA bylaws affect this Chapter's bylaws, such amendments will become automatically effective for the Chapter. Notice in writing will be sent to the membership.

Article IX: Dissolution

Section 1. This Chapter will be dissolved if its active membership drops below 25 members. It can also be dissolved by a two-thirds vote of the members present and voting at a spring conference meeting and a majority vote of the Board of Directors at the same meeting. Notice of such a vote must be submitted to each Chapter member in writing at least thirty days in advance.

Section 2. Within thirty days from the date this Chapter is declared inactive by its members and Board of Directors, it will notify CRLA; the Coordinator of States/Regions will appoint a person to the position of Regional Director.

Section 3. In the event of dissolution of this Chapter, the remaining Chapter funds will be surrendered to the appointed Regional Director. If no individual can be found to serve as the Regional Director, all remaining Chapter funds will revert to CRLA.

- distributes membership cards and brochures;
- supplies mailing labels as requested by other members of the Board of Directors; and
- reports on membership to the Board of Directors.

F. The Communications Coordinator

- provides information on a regular basis to the regional membership, the Coordinator of States/Regions, and the national archive (print and/or electronic information may include an annual letter from the president, information on upcoming national and regional conferences and professional opportunities; and other items of interest to the regional membership); and
- reports on communications activities to the Board of Directors.

Section 5. The President, President-elect, and Past President serve terms of one administrative year, while the Secretary/Treasurer serves a term of two administrative years. The officers' terms of office begin two weeks after the conclusion of the fall meeting of CRLA.

Section 6. No officer is eligible to serve more than two consecutive terms in the same office but may return to a previously held office after two years.

Section 7. Vacancies

- A. A vacancy in the office of President will be filled by the President-elect.
- B. If vacancies occur in the offices of the President and President-elect, the Past President will call a meeting of the Board of Directors for the purpose of electing or appointing an eligible successor to fill the unexpired term of President.
- C. A vacancy in the office of President-elect or Secretary/Treasurer will be filled by appointment of the President with the approval of the Board of Directors. Such appointed officers will serve until their successors are elected.
- D. If the Past President is unable to serve on the Board of Directors, the most recent Past President who consents to serve will fill this vacancy.
- E. Other vacancies on the Board of Directors not previously provided for will be filled by appointment of the President with the approval of the Board of Directors. Such appointees will serve until their successors are elected or appointed.

Section 8. These officers will perform the duties as described by these bylaws, by the parliamentary authority adopted by the Chapter, and by the directives of CRLA.

Article V: Meetings

Section 1. Executive Committee Meetings

- A. The Executive Committee can be convened at the request of any officer.
- B. Conference calls or email may be utilized for Executive Committee meetings when time and distance necessitate such actions.
- C. A majority of the Executive Committee constitute a quorum.

Section 2. Board of Directors Meetings

- A. The Board of Directors will hold meetings at the discretion of the President.
- B. Conference calls or email may be utilized for Board of Directors' meetings when time and distance necessitate such actions.
- C. Special meetings may be called at any time by the President or at the request of a majority of the Board of Directors.
- D. A majority of the Board of Directors constitutes a quorum.

Section 3. General Membership Meetings

- A. The Chapter will hold at least two regular yearly meetings at a time and place fixed by the Board of Directors.
- B. The spring meeting will be held in conjunction with the Chapter conference; the fall meeting will be held in conjunction with CRLA's conference.
- C. Special meetings may be called by the President or a majority of the Board of Directors.
- D. A quorum consists of 20% of the members of the Chapter.
- E. The President, or the Board of Directors by a majority vote, may cancel or postpone any meeting when such action is deemed necessary.

Section 4. In general, rational minds and common courtesy will govern the meetings and administration of the Chapter. When requested or deemed necessary by more than one member present, Robert's Rules of Order will serve as the parliamentary authority.

Article VI: Nominations & Elections

Section 1. The Nominating Committee is chaired by the Past President and includes two members in good standing as appointed by the President.

Section 2. The committee reports its nominations for officers at the spring meeting. Additional nominations may be made from the floor. All nominees will be considered for office only with their consent.

Section 3. Election of officers will be held during the Chapter's spring conference, and the elected officers will assume office two weeks after the fall CRLA conference.

Section 4. The officers will be elected by written ballot. If there is only one candidate for each office, the President will declare the slate elected.

Article VII: Administration

CRLA Deposit: Operating Fund

CATEGORY	NUMBER	TOTAL NUMBER	\$ VALUE	AMOUNT
Membership		97	40	3880
SIGS				
Cognitive Psychology		4	5	20
College Reading		20	5	100
Computer Technology		10	5	50
Counseling & Helping Relationships		2	5	10
Critical Thinking		7	5	35
Developmental/Basic Writing		7	5	35
Distance Learning		4	5	20
Enroll/Motivatl Aspects of Learning		4	5	20
ESL		5	5	25
Learning Assistance Ctr. Mgmt		12	3	60
Learning Disabilities		7	5	35
Liberal Arts Universities/Colleges		-	5	-
Mathematics Tutorial		2	5	10
Multicultural Issues		2	5	10
Paired Courses		4	5	20
Peer Tutoring		12	5	60
Research & Evaluation		2	5	10
Teaching Excellence		4	5	20
Workforce Literacy		5	5	25
Glossary		2	5	10
Labels		1	50	-
Journals	Back issues - 45 ⁰⁰ 15 @	12	30	405
Tutor Certification		15	50	750
Tutor Certification		21	25	525
Tutor Handbook		4	20	60
Scholarship		-	1	-
Scholarship		2	5	10
Scholarship		3	10	30
Other amount	Amount of \$ 100			122.02

Date _____ Initials _____

Total Deposit 6357.02

checks written 7763.75