

Long Beach, California  
March 19, 1978

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WESTERN COLLEGE READING ASSOCIATION  
Board of Directors Meeting

*Pat Heard  
Presiding*

The Board of Directors of the Western College Reading Association met in Long Beach, California, at the Queen Mary Hyatt Hotel, March 19, 1978. President Pat Heard presided.

Voting Board members present: President Pat Heard, President-Elect Elaine Cohen, Past-President Margaret Coda-Messerle and Secretary Jacquie Bonner. Non-voting members present: Ex-officio Past-President June Dempsy and Royce Adams, Parliamentarian Loretta Newman, Placement Chairperson Barbara Tomlinson, Newsletter Editor Carol Scarafiotti, Proceedings Editor Gwyn Enright, Past-Treasurer Seymour Prog, State Director Silver Stanfill, and Past-President Gene Kersteins.

The new Board assumed responsibilities at 1:36 p.m.

I. CALIFORNIA ASSOCIATION OF POST-SECONDARY EDUCATION OF THE DISABLED

Gene Kersteins introduced Sandy Sterning and Steve Fasco<sup>1100</sup>, Past-President of CAPED. Sandy recommended that we facilitate communications between Learning Center and Learning Disability personnel because students with learning disabilities are frequently indentified by Learning Center personnel. Steve announced a CAPED conference April 26 - 29 in Culver City, California. Royce Adams suggested that President-Elect Elaine Cohen consider involving Learning Disabilities personnel at the next WCRA conference.

II. MINORITY AFFAIRS COMMITTEE

Juan Vasquez introduced Angelina Rodarte, Don Yamamoto, Tyre Duncan-Hall and Manuel Olgin who, among others, drafted a proposal to establish a standing Committee on Minority Affairs and further recommended that Dr. Ernest Gourdine be appointed as chairperson. Juan outlined some of the purposes of the committee, that is, to develop strategies for attracting minority students into training as Learning Specialists, to assess minority student use of Learning Centers, and to explore funding sources for training grants. There was a question as to whether or not the committee should be a standing committee or a regular committee. Juan Vasquez was asked to draft a statement of purpose and a list of perceived tasks for the Board's consideration at the Fall meeting.

Moved (Coda), seconded (Cohen) to establish a standing Committee on Minority Affairs.

PASSED

Juan Vasquez requested travel funds for the committee meeting during the Spring or Summer.

Moved (Coda), seconded (Cohen) to authorize the President to allow the Committee on Minority Affairs to be reimbursed for a one day meeting at the most cost effective site once the President has selected the committee.

PASSED

III. LETTER FROM COLORADO DEPARTMENT OF EDUCATION

A letter was introduced from the Colorado Department of Education requesting information concerning reading certification laws and stands taken by interested associations. The Board agreed to Royce Adams' suggestion that a copy of the letter be sent to each State Director for a response to information requested.

IV. BUDGET FOR NEW OFFICERS

Seymour Prog, Past-Treasurer, recommended a budget of \$3,000. (Attachment #1).

Moved (Cohen), seconded (Coda) to adopt the proposed budget.

PASSED

V. LETTERS TO CANDIDATES

The Board agreed that the President should send letters of appreciation to WCRA candidates who were not selected. Royce Adams asked for a policy statement regarding candidates who cannot be present.

Moved (Coda), seconded (Cohen) that candidates who cannot be present during elections should prepare and give a written statement to the Nominating Committee for presentation to the convention.

PASSED

VI. EXPENSES FOR REGIONAL MEETINGS

Moved (Coda), seconded (Cohen) to add to State Directors' duties to compile a report on a financial transactions connected with state meetings which will accompany their annual report.

PASSED

VII. EXPENSES OF CONFERENCE CO-MANAGERS

Moved (Coda), seconded (Cohen) that conference registration fees be paid upon request for the Long Beach Conference Co-Managers who de-

voted all of their time to the Conference unless their district paid the registration fee. Hereafter, such persons and their registration fees will be pre-determined and covered under the conference budget.

PASSED

VIII. BY-LAWS QUORUM

Discussion ensued during what should constitute a quorum at a conference. Margaret Coda-Messerle recommended that a quorum be 10% of the members present at the conference. At the present time, we cannot elect officers by mail; however, we could amend the by-laws to allow balloting by mail.

Moved (Coda), seconded (Cohen) that the President request the standing By-Laws Committee to propose a by-law amendment by the Fall Board meeting which would address the problem of determining what number constitutes a quorum at conference meetings.

PASSED

The Board recessed at 3:40 and reconvened at 3:50 p.m.

IX. BUSINESS MANAGER

WCRA needs a person in a central location who collects and accounts for important WCRA papers and documents. As the membership grows, such a person could provide continuity and increase the efficiency of transactions through familiarity with past and present business matters. Mike McHargue suggested that such a person could handle business matters following a conference site selection. One proposal under consideration is to hire a WCRA member's time one day per week to assume such responsibilities. Royce questioned if such time would be adequate.

Moved (Cohen), seconded (Coda) to table discussion until the Fall Board meeting.

PASSED

X. COMMITTEES

Discussion ensued regarding the nature of the various committees. Upon referral to the WCRA constitution, the Board noted that standing committees could be formed only through a by-law amendment. To correct the situation, it was moved (Coda), seconded (Bonner) that the Board amend the model for advisory committees to read that their function will be to analyze, discuss and recommend to the Board.

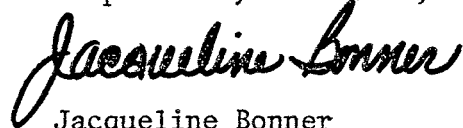
PASSED

Long Beach, California  
March 19, 1978  
Page Four

- XI. The Board will meet in the Fall in San Francisco. Pat Heard will seek a date agreeable to the Board members.

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Bonner". The signature is written in dark ink and is positioned above the printed name and title.

Jacqueline Bonner  
Secretary



BUDGET FOR 1978-79  
(Approved 3/19/78)

President	\$ 200.00
Previous President	300.00
Nominating Committee	830.00
Coordinator of State Directors	300.00
Conference Site Selection	300.00
Treasurer	500.00
Secretary	350.00
State Directors (\$50./per Director)	1,100.00
Newsletter	2,250.00
Proceedings	3,883.00
Placement	500.00
Insights Publication	1,500.00
By-Laws Committee	500.00
Minority Affairs Committee	700.00
Preliminary Conference Activities	<u>1,000.00</u>
	<u>\$14,213.00</u>

Long Beach, California  
March 17, 1978

*Extra*

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The second 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 17, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 11:05 AM.

II. ANNOUNCEMENTS

- A. President-Elect Pat Heard made several announcements concerning program changes.
- B. Conference Co-Manager Barbara Tomlinson introduced Assistant Vice-Chancellor Robert Lawrence who greeted us on behalf of the University of California, Irvine.

III. KEYNOTE ADDRESS

WCRA Past-President Royce Adams introduced June Dempsey, Developmental Education Division Chairperson at San Joaquin Delta College and WCRA Past-President. Ms. Dempsey spoke on "Charting Our Course: Within Reach".

IV. ELECTION OF OFFICERS

The candidates suggested by the nominations committee were announced and other nominations were solicited. None were offered.

Moved (Pierce), seconded (Levinson), to close the nominations.

PASSED

Each of the candidates was given the opportunity to address the members:

President-Elect: Elaine Cohen and Ernie Gourdine  
Secretary: Jacquie Bonner and Mitch Kaman  
Treasurer: Manuel Olquin and John Woolley (Gene Kerstiens spoke for Woolley who was ill).

A secret ballot was conducted by members of the Nominating Committee and WCRA Past-Presidents.

V. RECESS

Although other business was on the agenda, several members pointed out that we no longer had a quorum of the membership (10%). After a good deal of discussion, President Coda - Messerle determined that the meeting could not continue. At 12:53 PM she recessed the meeting until 9:30 PM.

VI. CALL TO ORDER

President Coda - Messerle called the meeting to order at 9:48 PM.

## VII. ANNOUNCEMENTS

Margaret announced the winners of the election:

President-Elect	- Elaine Cohen
Secretary	- Jacquie Bonner
Treasurer	- John Woolley

## VIII. BY-LAWS

In December, the Board of Directors voted to present two suggested by-law changes to the membership. They would assure that:

- (A) All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
- (B) No reimbursements will be made to any committee member without prior approval by the Board of Directors.
- (C) State/Province Director(s) - at-large be appointed by the President within 30 days prior to the annual meeting.

The changes and justifications were printed in the 1978 Newsletter and were available in conference registration packets (Attachment #1).

Moved (Stanfill), seconded (Kerstiens) to accept the proposed By-laws changes.

## PASSED

## IX. STANDING AWARDS COMMITTEE

Chairperson Donna Davidson summarized the work of the Standing Awards Committee. She solicited nominations from the membership for awards to be presented in future years:

- (A) Long and Outstanding Service to WCRA
- (B) Retiring members
- (C) Annual Scholarship

## X. HAWAII CONFERENCE INFORMATION

Sherm Harris of Group Travel Unlimited gave a brief talk on the arrangements for the 1979 Hawaii conference. He urged the members to work through his agency and the main hotel if any changes in the "standard plan" are desired. He also announced he would be available after the business meeting to consult individually with members.

## XI. EQUAL RIGHTS AMENDMENT

Donna Davidson noted that the ERA needs to be ratified by three more states to become law and that many members strongly support its ratification.

Moved (Davidson), seconded (Cohen), that the membership recommend to the Board that WCRA not hold its annual meeting in any state that has not ratified the Equal Rights Amendment until such time as the issue of ERA has been settled.

XI. (cont.)

Before discussion began, it was moved (Kerstiens), seconded (Stanfill) that debate be limited to two minutes per person, 12 minutes total.

PASSED

In fact, the debate took less time than that. When the question on the original motion was called for, it

PASSED

XII. HEW REPRESENTATIVE

President Coda - Messerle introduced Dr. Alvin Rivera of HEW. He had just finished meeting with the Interest/Issue group which discussed Recruiting Minority Learning Specialists. Margaret noted that he would be available to discuss matters of interest with members.

XIII. ADJOURNMENT

Moved (Kerstiens) to adjourn at 10:15.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not yet been approved.

## Two Changes Requested in Bylaws

Several questions were raised at the Denver WCRA Conference concerning various objectives, goals, etc., for the Western College Reading Association. The Board of Directors referred some of these questions to the Standing Bylaws Committee. After deliberations by the Standing Bylaws Committee, recommendations were made to the Board of Directors. At the Board of Directors meeting, December 9-10-11, 1977 at Long Beach, the Board approved the following changes to be presented to the Association membership. These changes will be voted upon by the membership at the Annual Business meeting in Long Beach during the Conference aboard the R. M. S. Queen Mary, March 16-19, 1978.

Annual, Regular or Special Meetings

We recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

"6. No reimbursements will be made to any committee member without prior approval by the Board of Directors."

Justification for number 5 above: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

Justification for number 6: All committee membership should understand that any reimbursement of expenses which accrued in committee functions must be approved by the Board of Directors. Our Constitution states that all expenses must be approved by Board of Directors so this is really not a change in policy or content, but just spells out clearly to committee members that their expenses must be approved budgetwise before they are incurred.

#### Appointing State/Province Directors Prior to Annual Meeting

We recommend that State/Province Director(s)-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for these new directors to meet at the annual meeting to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

#### Changes necessary in the Bylaws:

- A. Article IV, 8 - Delete the first two sentences.
- B. Article IV, 3 - Add the following:
  - "e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

Paul M. Hollingsworth, Chairman  
Standing Bylaws Committee

Long Beach, California  
March 16, 1978

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WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The first 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 16, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 10:08 AM.

II. WELCOMES/ANNOUNCEMENTS/INTRODUCTIONS/GREETINGS

- A. President-elect and Program Chairperson Pat Heard welcomed the members and announced several program changes.
- B. She introduced the four Conference Co-Managers - Sallie Brown, Sally Garcia, Betty Levinson, and Barbara Tomlinson - as well as other notables.
- C. President Coda - Messerle introduced Vice President for Student Affairs, John Shainline who greeted us on behalf of CSU Long Beach.
- D. Conference Co-Manager Sallie Brown introduced Vice President for Instruction Sam Schauerman who welcomed us on behalf of El Camino College.

III. KEYNOTE ADDRESS

WCRA Past-President Gene Kerstiens introduced Professor John Roueche, Director of the Community College Leadership Program at the University of Texas at Austin. Dr. Roueche delivered a keynote address entitled "College Teaching: Putting the Pieces Together."

IV. MINUTES

The minutes from the Denver Board meetings and General Sessions, and those of the two mid-year Long Beach Board Meetings had been posted at the registration desk. President Coda - Messerle asked for corrections. Moved (Cheney), seconded (Larsen), to approve the minutes as posted.

PASSED

Secretary Mike McHargue presented some highlights of the March 15, 1978, meeting of the WCRA Board of Directors.

V. TREASURER'S REPORT

Treasurer Seymour Prog summarized the March report he had given at the previous Board meeting. With most of the conference income in and few of the expenses paid, we have approximately \$31,000 in our accounts. The report was accepted as read.

VI. ADJOURNMENT

After a few more announcements, President Coda - Messerle entertained a motion for adjournment from Mike McHargue at 12:15.

Respectfully submitted

Michael McHargue

Long Beach, California  
March 16, 1978

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WESTERN COLLEGE READING ASSOCIATION

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Respectfully submitted

Michael McHargue  
Secretary, WCRA

These minutes have not yet  
been approved



Long Beach, California  
March 15, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 15, 1978. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past-President Royce Adams, Secretary Mike McHargue and Treasurer Seymour Prog. Other Board members present at the beginning were Ex-Officio Past-President June Dempsey and Parliamentarian Loretta Newman. WCRA members who participated at times during the day included Donna Davidson, Gwyn Enright, Dennis Gabriel, Randy Silverston, Paul Hollingsworth, Irwin Joffe, Carol Pfeffer, Jerry Rainwater, and Selma Wilf.

I. CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Margaret Coda-Messerle.

II. REVIEW OF THE AGENDA

The agenda was reviewed and several items were added to it. Royce Adams solicited questions for state/province directors and their constituents.

III. SECRETARY'S REPORT

- A. Board members had received the minutes of the December 9-11 mid-year Board meeting in the mail. When Margaret asked for corrections, two omissions were noted. Additions have since been made.

Moved (Adams), seconded (Heard) to accept the minutes as corrected.

PASSED

- B. Mike McHargue reported that his work on consolidating a list of WCRA policies was only partially complete. He will pass this project on to the incoming Secretary. It is also possible that, when a draft is prepared and commented on by the Board, the Standing Bylaws Committee might take responsibility for completing the project. If we develop a position of Business Manager, that person might also be the logical one to complete the policies and monitor them during Board meetings.

IV. TREASURER'S REPORT

- A. Seymour Prog presented his report (Attachment #1) which indicated that we have over \$31,000 in our regular accounts and over \$7,000 in special accounts as of March 10, 1978.
- B. Seymour decided to review the status of the current year's budget at the Sunday meeting when he will be working on new budget allocations. He submitted the Budget Report (Attachment #2).

- C. The issue of liability insurance for the Proceedings is still unsettled. Almost everyone, except Gwyn Enright's insurance company, believes it should be placed as a rider on her (the Editor's) homeowner's policy. The new Treasurer will continue researching this issue and report at the next mid-year Board meeting.
- D. Board members suggested that many of our funds could be placed in savings certificates to earn higher interest.

Moved (Adams), seconded (McHargue) that the Treasurer keep enough money in our checking account to pay operating expenses and invest the rest in saving deposits to be divided between 2½ and 4 year certificates.

PASSED

- E. Margaret asked Seymour to prepare two reports which will aid the new Board in its work: 1. The average cost of running WCRA for 1 year. 2. The average cost of holding a conference. He will report these from data gathered over his past 3 years as Treasurer.
- F. Seymour will recommend an auditor to Pat Heard who has responsibility for making a final appointment. She will confer with the auditor about the level of specificity in the audit.
- G. The Board offered special thanks to Seymour for his outstanding work as Treasurer during the past three years.

V. WCRA INSIGHTS EDITOR'S REPORT

Randy Silverston reported on plans for the first edition of Insights. Two articles were specially solicited and six were submitted last month. Randy, Gwyn Enright and Dorthy Clayton will edit the 40 page Volume I, #I, which will be free to all WCRA members. The Board had several suggestions regarding Randy's plans:

- a. Go to standard book size and format on the cover.
- b. Include the "Content Title"/Editors Subject on the cover.
- c. Post the non-members price on the cover.
- d. Ask members if they would pay extra for Insights (in its evaluation form)
- e. Have an editorial note which states that Insights is for professional opinions - not research reports or program descriptions.
- f. Note the editorial board policy (approved by Pat Heard) regarding whether non-members of WCRA may submit articles. (Several Board members believe strongly that it should be restricted to members.)

The tentative publication date will allow for distribution to members by the end of May. Suggested follow-up included the possibility of having a free conference issue each year and establishing a dialogue through a Newsletter "Answers to Insights" section.

Moved (McHargue), seconded (Adams) to authorize Randy to print 2000 copies of Insights this May.

PASSED

The Board recessed at 11:13 and reconvened at 11:30.

VI. PROGRAM CHAIRPERSON'S REPORT

Pat Heard presented a comprehensive report on plans for the conference program and provided current information on registrations and reservations. She noted several announcements that would be made to members and solicited others. Finally, Pat asked for Board action on several issues. After protracted discussion, the following decisions were reached:

Moved (Adams), seconded (McHargue), to charge on-site registration fees of \$28 for those registering on Thursday or Friday, \$15 for those registering on Saturday or Sunday.

PASSED

Moved (Heard), seconded (Prog), that students who come to the conference only to present a session do not need to register.

PASSED

Moved (Adams), seconded (Heard), that the Proceedings cost be included in the \$28/\$15 registration fees.

PASSED

The new Board should consider the possibility of setting a student and/or paraprofessional rate for later conferences - especially if the regular rates rise.

One of the institute leaders had requested increased funding to cover the costs of materials.

Moved (Heard), seconded (Adams) to decide only on this current-year question. Long range policy should be set by the new Board at the mid-year meeting.

PASSED

Moved (Heard), seconded (Adams), that any institute leader may receive up to \$5 per participant upon submission of an expense record which demonstrates that it does not result in the personal profit of the institute leader.

PASSED

Moved (Adams), seconded (McHargue), that any conference participant seeking reimbursement submit receipts to the Treasurer within 60 days of the conference.

PASSED

Children who participate in conference activities will not receive special rates.

Carol Pfeffer reported that one of the exhibitors cancelled out at a late date and has asked for a refund. One of his two table spaces had been filled.

VI. (cont.)

Moved (Adams), seconded (McHargue), to refund \$125 to College Skills Center for the one space that was later filled.

PASSED

Moved (Adams), seconded (McHargue), that the President-Elect create a formal Exhibitor's Contract. It should be approved by the Board before we solicit exhibits for the 12th conference next year.

PASSED

VII. NOMINATION COMMITTEE CHAIRPERSON'S REPORT

June Dempsey reported that Mike McHargue had withdrawn his candidacy for Secretary on this year's ballot. After long consultation, several members of her committee urged Mitch Kaman to run for the office. He agreed to do so and resigned from the Committee prior to its vote to nominate him.

June also reported that John Woolley will not be able to attend the conference or give his Treasurer's speech due to recent surgery. However, he will be able to assume the duties of the office within 30 days. Gene Kerstiens will speak for him in the General Business meeting.

VIII. PROCEEDINGS EDITOR'S REPORT

Editor Gwyn Enright presented her report (attachment #3). She sent letters of recognition to the supervisors of all contributors but did not include copies of the abstracts. Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading "Briefly Noted" section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson.

Gene Kerstiens' letter (attachment #4) expressing concern about ERIC publication of an entire Proceedings was discussed. Margaret directed Gwyn to write ERIC to suggest that they contact individual authors if they want permission to reprint future articles.

Moved (Adams), seconded (McHargue), that Gwyn contact Roy Sugimoto and Gene Kerstiens to gather more details about how ERIC printed a whole volume. They should recommend a course of action at the mid-year Board meeting.

PASSED

Margaret asked Gwyn to provide the Board information on the printing cost for Proceedings for as far back as her records will allow.

The meeting was recessed at 2:10 PM and reconvened at 2:24.

IX. WCRA GOALS AND PURPOSES STATEMENT

Gwyn's summary of the Board's discussion was not complete. She hoped to have it ready for the Sunday meeting.

X. WCRA BROCHURES

New brochures will soon be printed. They will include the statement of WCRA philosophy, our new subtitled letterhead, and a list of new officers. The last 2,000 of the old brochure will be at this conference. Members and State/Province Directors will be urged to take and use them.

XI. PRESIDENT'S REPORT

- A. Margaret has sent copies of her Newsletter article to other professional colleagues. She has introduced Pat Heard as the new WCRA President and requested information about their new officers. Margaret has contacted several new organizations to further her goal of increasing communication with our peers.
- B. Royce Adams will chair the Nominations Committee next year and Ruth Purdy has agreed to be Archivist.
- C. Two respected WCRA members, Dixie Roberson and Jess Samuels, died during the last year. Donna Davidon will honor them when she announces the memorial scholarship award.

XII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is still working on the contract with the Honolulu Hyatt Regency to detail the hospitality arrangements. She will visit San Francisco sites after this conference. June gave a thorough review of the Hawaii travel and lodging arrangements.

Next year the conference site work will be split by June, who will continue into the Fall, and Royce Adams who will take over during the Spring. Royce will be the official Ex-Officio Past President in 1978-79.

XIII. ARCHIVIST

Margaret presented a letter from Ruth Purdy and her suggested budget (attachment #5). She has asked for guidance and the Board recommended she keep 3 copies of formal documents (meeting minutes, etc.) and 1 of everything else. She will be storing materials at her new College, Pacific Christian.

Moved (Adams), seconded ( Prog), to approve the first year budget submitted by Ruth Purdy.

PASSED

XIV. STANDING BYLAWS COMMITTEE CHAIRPERSON'S REPORT

Members of the Standing Bylaws Committee submitted their reports and recommendations on a WCRA Business Manager (attachment #6) and a model for Standing Committees (Attachment #7).

Moved (Adams), seconded (McHargue) to accept the Business Manager report but to delay voting until the State/Province Directors can discuss it with the members.

PASSED

Moved (McHargue), seconded (Prog), to accept the Standing Committee's "model" report and adopt the recommendations therein.

PASSED

The Awards Committee format will be amended to match the new guidelines.

XV. EQUAL RIGHTS AMENDMENT

Donna Davidson notified the Board that she planned to introduce a motion about the ERA at a General Session. She requested and received guidance regarding the best meeting time and the wording of her recommendation.

XVI. STANDING AWARDS COMMITTEE CHAIRPERSON'S REPORT

Donna Davidson submitted an oral report for her committee budget:

Scholarship	\$1000
Applications	60
Envelopes	40
Stamps	40
Phone	25
<u>TOTAL</u>	<u>\$1165</u>

Moved (Adams), seconded (McHargue), to approve the budget request as submitted.

PASSED

Moved (Adams), seconded (Prog), to amend the Standing Awards Committee format in the following ways:

IA - change 8 to 7  
IC - omit  
IIB - add it (2nd sentence of IB)

PASSED

At 5:15 PM, the meeting was recessed until Saturday, March 18th, at 11:00 AM.

WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT  
March, 10 1978

ATTACHMENT # 1

BALANCE BROUGHT FORWARD (3/18/77)

\$ 21,591.18

INCOME

* Conference, 1977	\$ 8,344.50
* Conference, 1978	17,130.40
Membership Dues	2,684.00
Proceedings	1,331.85
Misc.	53.00
	<u>\$29,647.75</u>
Interest earned	<u>765.09</u>

TOTAL RECEIPTS

\$ 52,004.02

\* (includes Dues and Proceedings)

EXPENSE

Conference, 1977	\$ 8,433.10
Conference, 1978	681.38
Refunds	689.60
Newsletter	1,853.34
Proceedings	3,702.05
Board Expense	3,301.43
Nominating Committee	771.44
By-Laws Committee	464.39
Readability Committee	134.35
Placement	377.47
State Directors	161.77
Clerical, postage, supplies	<u>357.14</u>

TOTAL EXPENSES

\$ 21,250.21

BALANCE 3/13/78

\$ 30,753.81

CASH ASSETS:

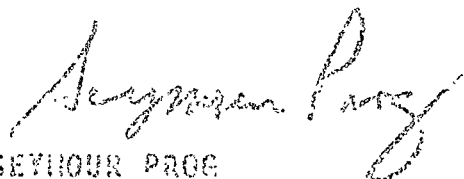
United California Bank	\$11,338.61
Mercury Savings & Loan	<u>19,756.00</u>

TOTAL CASH

\$ 31,094.61

STATUS OF SPECIAL ACCOUNTS

No. 1	\$1,000 annually (from 1975) for future conference expense:	\$4,000
No. 2	Bank interest to be used for Conference Speakers' fees (Total interest: \$1723 less \$493 expended)	1,230
No. 3	\$1,000 annually (from 1977) for Scholarship Fund	2,000

  
SEYMOUR PROSS  
Treasurer

WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT

1977-78 Budget

	<u>Amount Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Board Expense	\$ 1500	2437.41	(937.41) (1)
President	200	63.58	136.42
Past Pres:			
- Nominating Com.	830	795.01	34.99
- State Directors			
Coordinator	300	183.06	116.94
- Site Selection	335	Ø	335.00
Pres. Elect	300	Ø	300.00
Treasurer	1000	736.72	263.28 (2)
Secretary	350	3.20	346.80
State Directors	500	109.62	390.38
Newsletter	2250	1838.34	411.66
Proceedings	4200	3870.65	329.35
Placements Off.	500	377.47	122.53
<u>"Insights"</u>	1500	Ø	1500.00

Unbudgeted: (approved expenditure) By-laws committee - \$467.39

Notes:

(1) Large expense occasioned by extra mid-year board meeting (Dec.)

(2) Large expense: Membership list printed and mailed by Treasurer's office this year.



# WESTERN COLLEGE READING ASSOCIATION

ATTACHMENT #3

March 10, 1978

## WCRA Proceedings

Report to the Executive Board of the Western College Reading Association  
From Gwyn Enright, Editor, WCRA Proceedings

March 30, 1977 - March 1, 1978

### Expenditures

Postage:	
Registered mail to Don Girard, Gutenberg 2000	\$ 2.53
<u>Proceedings</u> mailed in November	103.62

<u>Supplies:</u>	
Envelopes 6 ½ X 9 ½	24.48
Envelopes 14 ½ X 20	33.39
Stamps (Invoice Enclosed and Return Postage Guaranteed)	2.80
<u>WCRA Proceedings</u> Invoice	65.19
Ledger	1.30

Printing and Composition of 1000 Perfect Bound Volumes	3,330.00
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Travel and Committee Expenses:	
Annual Editorial Luncheon	29.80
Editorial Work Session	<u>277.06</u>

TOTAL	<u>\$3,870.17</u>
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### Sales

March 30, 1977 - March 1, 1978

24	<u>Proceedings</u> Packages 4-10@ 30.00	\$ 720.00
5	<u>Proceedings</u> Packages 4-9@ 25.00	125.00
5	<u>Proceedings</u> Packages 4-8@ 20.00	100.00
1	<u>Proceedings</u> 4@ 5.00	5.00
2	<u>Proceedings</u> 5@ 5.00	10.00
12	<u>Proceedings</u> 7@ 6.00	72.00
5	<u>Proceedings</u> 8@ 7.00	35.00
13	<u>Proceedings</u> 9@ 7.00	91.00
28	<u>Proceedings</u> 10@ 7.00	196.00
487	<u>Proceedings</u> 10@ 5.00	<u>2,435.00</u>
		\$3,789.00

# WESTERN COLLEGE READING ASSOCIATION

## EL CAMINO COLLEGE

(213) 532-3670

16007 CRENSHAW BOULEVARD • VIA TORRANCE, CALIFORNIA 90506

February 8, 1978

Margaret Coda-Messerle  
 Learning Assistance Support System  
 California State University  
 Long Beach, California 90840

Dear Margaret:

As the matter has been discussed in various Board meetings and doubtless elsewhere, the WCRA Proceedings continue to be published (1,000 copies an issue) because the Board has bought into the philosophy that (1) certain papers deserve the dignity of print and (2) eventually all issues of the Proceedings will enjoy popularity such that all shall be sold. Related to this latter notion is the prospect that if Proceedings do not continue to sell WCRA will be sitting on an expensive inventory that is burdensome.

Therefore, I read the attached ERIC brochure entry with great interest. Evidently ERIC is making the Seventh Proceedings available through its system. So it seems that if a person can get the Proceedings in microfiche for 83 cents, he/she may not buy the volume for a few dollars from our friendly Proceedings "dealership."

Question One: did someone in WCRA give ERIC permission to reproduce the volume? I didn't. Question Two: did ERIC approach each author individually and get his/her permission to reproduce each and every paper? Maybe, but I doubt it. Anyway, here's my point: certainly no one can stop ERIC from copying and disseminating authors' papers if authors give permission. But if someone in WCRA is giving blanket permission for Proceedings reproduction, I think such practice should be questioned.

Sincerely,

  
 Gene Kerstiens

GK:pl

cc: G. Enright  
 P. Heard  
 M. McHargue  
 S. Prog  
 R. Adams

READING-UPDATE: IDEALS TO REALITY; PROCEEDINGS OF THE ANNUAL CONFERENCE OF THE WESTERN COLLEGE READING ASSOCIATION (7th, Oakland, 4-6 April 1974). Edited by Gene Kerstiens. Many of the 35 papers in this volume are concerned with instruction in a learning laboratory. Discussed are interviewing techniques, microcounseling, implementation of a learning skills center, and the teaching of study skills. (ED 114 796, EDRS Price: MF-\$0.83 HC-\$11.37 plus postage. 201p.)

March 6, 1978

Ms. Margaret L. Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

Dear Margaret:

Thank you, Margaret, for the lovely letters you wrote to my employers about my appointment as Archivist.

I have your request for a written report to the Board on the progress, plans, budgets, etc., for the Office of Archivist. Never having had any archivist experience, and not yet having any materials except odds and ends, which I personally have kept, I am having to fumble around a bit; however, these are the plans that appear logical to me:

1. I will ask for guidance from my own College Librarian on the most efficient system for storage.
2. As materials come to me, I will categorize, label, and file them in an orderly manner.
3. I will report to the Board all activities, including a regularly updated list of materials stored, as well as a list of expenditures accompanied by receipts.

The following questions occur to me on which I would appreciate the Board's advice and suggestions:

1. Housing: Where would you like the Archives to be housed? For the present, I can store the materials in my office at Pacific Christian College, but I can foresee the time-perhaps within a few years-when we may have to rent space somewhere.
2. Storage Cabinets: Wherever the materials are housed, I suggest we purchase locked storage to avoid any chance that unauthorized persons might, however innocently, remove or disarrange them. The items which occur to me for storage are: Constitution and By-laws, (originals and all revisions), Minutes, Treasurer's Reports, Newsletters, Proceedings of Annual Conferences, and any significant letters, documents, histories, newspaper clippings, and pictures which can be found.

I would like the Board to decide whether the Archives should store one, two, or three copies of items such as Newsletters and Proceedings (if available), considering that space is always in short supply. It seems inadvisable for the Archives to store excess copies, and at present I can think of no reason to store more than, perhaps, three copies of anything (possibly not more than one). If the Archives should receive, say, ten

copies of one issue of the Newsletter, for example, I would like to have the Board's permission to destroy all in excess of a specified number. I assume that I will not receive the extra copies of the annual Proceedings, since they can be sold, and I would prefer not to have that job.

3. Budget: Four-drawer locked file cabinets seem to me the most feasible for all storage unless there is something I don't think of which would not fit. Since there appears to be some tapes to be stored, one of the cabinets should contain two or four shallow (about 6" deep) drawers to better house tapes. I will need to know, before I purchase this cabinet, what size the tapes are; that is, cassettes or reels. Probably we should budget for the purchase this year of two or three files, depending on the number of each item the Board decides the Archives should store. The cabinets which I recommend are fitted with Pendaflex frames and cost about \$100, (est) Pendaflex folders cost at present \$30. (est.) per 100, and we should budget for \$60. for folders, and labels for each cabinet. I would like the Board's authorization for me to purchase up to the amount budgeted, as needed. Then I will watch the ads for sale items, pay for them with my personal check, and send the bills to the Treasurer.

There should be a small amount budgeted for postage, say \$20.00; for envelopes, for storage as well as for mailing, say \$20.00; and for Xeroxing, say \$30.00.

Many hours of filing will be required, especially this first year, most of which I know I will employ someone to do. I estimate that for the year the cost will be \$300.00 to \$400.00. I am happy to do all the work necessary for the Archivist except filing. Typing, inserting file labels and filing materials into folders are jobs I always hire done; this kind of work is tedium to me. Since this will be occasional part-time work, less than \$40<sup>00</sup> per month, there will be no cost for Social Security, withholding tax, disability, or unemployment.

4. Miscellaneous: I will appreciate it if the Board members or others with some experience will send me suggestions on these or any other matters, particularly those which I may be overlooking.

I look forward to continuing to work with all of you, whose friendship and companionship I so greatly enjoy.

Sincerely,

*Ruth*

Ruth S. Purdy  
9400 Larkspur Drive  
Westminster, CA. 92683

WESTERN COLLEGE READING ASSOCIATION

ARCHIVIST'S PROPOSED BUDGET

1978

1. Capital Outlay

3 locking 4-drawer file cabinets, *with Pendaflex folders and labels* to be  
purchased as needed, at \$160.00 each. \$ 480.00

2. Supplies

Envelopes, paper, postage, copying, etc. \$ 70.00

3. Wages

Clerical help, at minimum wage, for  
setting up files and filing. \$ 400.00

Total

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\$950.00

WCRA BUSINESS MANAGER

The Business Manager has no power except that delegated by the Board of Directors. All powers are vested in the Board of Directors concerning the duties, responsibilities and the functions of the Business Manager.

The following are the recommendations for the duties and functions of the Business Manager:

1. Attend all Board of Directors meetings and any other meetings as directed by the Board.
2. Following selection of the conference site, the Business Manager will handle all business details as directed by the appropriate Board of Directors member.
3. The Business Manager shall serve as the Administrative Assistant to the Treasurer:
  - a. Maintain a business address for the association.
  - b. Record and deposit all monies.
  - c. Receive and record membership dues.
  - d. Receive and record conference fees.
  - e. Receive and record newsletter advertising payments.
4. The Business Manager will maintain and distribute all volumes of all publications; keep records of such transactions to report to the Treasurer; receive, record, and deposit publication funds; invoice publication purchasers; and maintain accounts of publications volumes sold.

The Business Manager is a continuing appointment subject to Board of Directors review every six months.

The salary recommended is \$5,000 annually and should be reviewed yearly. The Business Manager is a bondable employee.

MODEL FOR STANDING COMMITTEES

1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President.
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
- b. To keep records and make reports and/or recommendations to the Board of Directors.

4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.

Long Beach, California  
March 17, 1978

*Extra*

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The second 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 17, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 11:05 AM.

II. ANNOUNCEMENTS

- A. President-Elect Pat Heard made several announcements concerning program changes.
- B. Conference Co-Manager Barbara Tomlinson introduced Assistant Vice-Chancellor Robert Lawrence who greeted us on behalf of the University of California, Irvine.

III. KEYNOTE ADDRESS

WCRA Past-President Royce Adams introduced June Dempsey, Developmental Education Division Chairperson at San Joaquin Delta College and WCRA Past-President. Ms. Dempsey spoke on "Charting Our Course: Within Reach".

IV. ELECTION OF OFFICERS

The candidates suggested by the nominations committee were announced and other nominations were solicited. None were offered.

Moved (Pierce), seconded (Levinson), to close the nominations.

PASSED

Each of the candidates was given the opportunity to address the members:

President-Elect: Elaine Cohen and Ernie Gourdine  
Secretary: Jacquie Bonner and Mitch Kaman  
Treasurer: Manuel Olquin and John Woolley (Gene Kerstiens spoke for Woolley who was ill).

A secret ballot was conducted by members of the Nominating Committee and WCRA Past-Presidents.

V. RECESS

Although other business was on the agenda, several members pointed out that we no longer had a quorum of the membership (10%). After a good deal of discussion, President Coda - Messerle determined that the meeting could not continue. At 12:53 PM she recessed the meeting until 9:30 PM.

VI. CALL TO ORDER

President Coda - Messerle called the meeting to order at 9:48 PM.



#### VII. ANNOUNCEMENTS

Margaret announced the winners of the election:

President-Elect - Elaine Cohen  
Secretary - Jacquie Bonner  
Treasurer - John Woolley

*DAVIDSON  
OCEAN*

#### VIII. BY-LAWS

In December, the Board of Directors voted to present two suggested by-law changes to the membership. They would assure that:

- (A) All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
- (B) No reimbursements will be made to any committee member without prior approval by the Board of Directors.
- (C) State/Province Director(s) - at-large be appointed by the President within 30 days prior to the annual meeting.

The changes and justifications were printed in the 1978 Newsletter and were available in conference registration packets (Attachment #1).

Moved (Stanfill), seconded (Kerstiens) to accept the proposed By-laws changes.

PASSED

#### IX. STANDING AWARDS COMMITTEE

Chairperson Donna Davidson summarized the work of the Standing Awards Committee. She solicited nominations from the membership for awards to be presented in future years:

- (A) Long and Outstanding Service to WCRA
- (B) Retiring members
- (C) Annual Scholarship
- (D) ~~DECEASED MEMBERS~~

#### X. HAWAII CONFERENCE INFORMATION

Sherm Harris of Group Travel Unlimited gave a brief talk on the arrangements for the 1979 Hawaii conference. He urged the members to work through his agency and the main hotel if any changes in the "standard plan" are desired. He also announced he would be available after the business meeting to consult individually with members.

#### XI. EQUAL RIGHTS AMENDMENT

Donna Davidson noted that the ERA needs to be ratified by three more states to become law and that many members strongly support its ratification.

Moved (Davidson), seconded (Cohen), that the membership recommend to the Board that WCRA not hold its annual meeting in any state that has not ratified the Equal Rights Amendment until such time as the issue of ERA has been settled.

XI. (cont.)

Before discussion began, it was moved (Kerstiens), seconded (Stanfill) that debate be limited to two minutes per person, 12 minutes total.

PASSED

In fact, the debate took less time than that. When the question on the original motion was called for, it

PASSED

XII. HEW REPRESENTATIVE

President Coda - Messerle introduced Dr. Alvin Rivera of HEW. He had just finished meeting with the Interest/Issue group which discussed Recruiting Minority Learning Specialists. Margaret noted that he would be available to discuss matters of interest with members.

XIII. ADJOURNMENT

Moved (Kerstiens) to adjourn at 10:15.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not yet been approved.

## Two Changes Requested in Bylaws

Several questions were raised at the Denver WCRA Conference concerning various objectives, goals, etc., for the Western College Reading Association. The Board of Directors referred some of these questions to the Standing Bylaws Committee. After deliberations by the Standing Bylaws Committee, recommendations were made to the Board of Directors. At the Board of Directors meeting, December 9-10-11, 1977 at Long Beach, the Board approved the following changes to be presented to the Association membership. These changes will be voted upon by the membership at the Annual Business meeting in Long Beach during the Conference aboard the R. M. S. Queen Mary, March 16-19, 1978.

Annual, Regular or Special Meetings

We recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

"6. No reimbursements will be made to any committee member without prior approval by the Board of Directors."

Justification for number 5 above: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

Justification for number 6: All committee membership should understand that any reimbursement of expenses which accrued in committee functions must be approved by the Board of Directors. Our Constitution states that all expenses must be approved by Board of Directors so this is really not a change in policy or content, but just spells out clearly to committee members that their expenses must be approved budgetwise before they are incurred.

#### Appointing State/Province Directors Prior to Annual Meeting

We recommend that State/Province Director(s)-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for these new directors to meet at the annual meeting to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

#### Changes necessary in the Bylaws:

- A. Article IV, 8 - Delete the first two sentences.
- B. Article IV, 3 - Add the following:  
"e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

Paul M. Hollingsworth, Chairman  
Standing Bylaws Committee

Long Beach, California  
March 19, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

*Extra*  
*M. Coda-Messerle*  
*Presiding*

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 19, 1978. President Margaret Coda - Messerle presided.

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past President Adams, Secretary McHargue, and Treasurer Prog. Other Board members: Gwyn Enright, June Dempsey, Loretta Newman, and Carol Scarafiotti. Other members: Jacquie Bonner, Elaine Cohen, Gene Kerstiens, Silver Stanfill, and Barbara Tomlinson.

I. CALL TO ORDER

The meeting was called to order at 12:57 PM by President Coda - Messerle for the purpose of completing the "Old Business" part of the Board's agenda. She noted that the newly elected Board would take over when the "New Business" began.

II. PLACEMENT BUREAU CHAIRPERSON'S REPORT

Barbard Tomlinson's formal report will be filed for the mid-year Board meeting. She will submit bills and updated budget to the Treasurer.

III. BY-LAWS COMMITTEE

- A. Members of the By-laws Committee have agreed to continue serving. More changes will be considered at the mid-year Board meeting.
- B. Discussion of the Business Manager job yielded a consensus on the part of the Old Board that the issue should be decided by the incoming Board. Elaine Cohen and Jacquie Bonner indicated they would prefer to decide the issue after John Woolley was seated and they had more time to reflect on member feedback and obtain more information about the duties of the new manager.

Moved (Adams), seconded (McHargue), to defer decisions about the Business Manager position until the mid-year Board meeting.

PASSED

IV. EQUAL RIGHTS AMENDMENT

Several members of WCRA have expressed strong concerns regarding the vote recommending that the Board not schedule annual meetings in any state that has not ratified the ERA. Some members have indicated they would resign for personal/philosophical reasons; some would be forced to resign because they are employed by non-ERA states; some are concerned that WCRA should not take "political" (as opposed to "professional") stands on issues. There is a major concern that such a vote might effect our tax-exempt status with the IRS.

Moved (Adams), seconded (McHargue), to delay acting on the vote of the membership until the new Board has time to study the response of the membership and the IRS implications.

PASSED

#### V. CONFERENCE GUIDELINES

June Dempsey presented the revised (March 1978) WCRA Guidelines for Submitting a Conference (Attachment #1). They simplify the process and allow members to indicate interest early without having to make too many formal and serious commitments of time and money too early.

Moved (Adams), seconded (McHargue), to approve the Guidelines as revised.

PASSED

#### VI. NEWSLETTER

- A. Carol Scarafiotti will experiment with a new section in the Newsletter which may include job listings, exchange teaching opportunities, and buying/selling/trading equipment ideas. This "want ads" section should provide important information for members.
- B. Carol will be printing a "logo page" for all conference exhibitors. She will also encourage them (and other publishers) to advertise in the Newsletter this year.
- C. The next "membership issue" will include a special list of new members.

#### VII. GOALS AND PURPOSES OF WCRA

Gwyn Enright will give her draft statement to Board members soon. They will discuss it at the mid-year Board meeting.

#### VIII. CHANGING OF THE GUARD

This completed the Old Business. Margaret passed her gavel to Pat Heard; Mike gave his pencil and steno pad to Jacquie Bonner.

Respectfully submitted,

Michael Mchargue  
WCRA Secretary

These minutes have not yet  
been approved.

WESTERN COLLEGE READING ASSOCIATION  
GUIDELINES FOR SUBMITTING A PROPOSAL FOR A CONFERENCE  
Revised March, 1978

I. Submitting a proposal

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as conference manager(s) in the year identified. The proposal should include the following:

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members.
  1. These bids should detail the extent to which the hotel/motel accepts the following provisions.
    - a. A complimentary room(s) shall be furnished based on one room per fifty (50) reservations by Association members. Assignment of complimentary rooms shall be made by the President according to Presidential succession.
    - b. A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to one hundred room reservations by Association members shall be available to be used as a private room with no corkage fees.
    - c. The cut-off date for reservations shall be no more than two (2) weeks prior to the opening date of the conference.
    - d. Complimentary lodging and meeting space for twelve (12) at the fall and winter Board meetings.
  2. The bids from the hotels/motels should specify the following:
    - a. The cancellation/refund policy of the hotel.
    - b. The charges for single, double, triple rooms and suites.
    - c. The number of reservations required to secure the meeting rooms on a "no charge" basis.
    - d. The charges for meeting rooms in the event the room obligation cannot be met.
    - e. A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
    - f. Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.

- g. Provisions for transportation from the airport to the hotel.
  - h. Banquet prices and sample menus.
  - i. Any charges or drayage fees relative to the exhibits.
  - j. The name of the hotel liason person who will be responsible for the smooth and orderly progress of the conference activities.
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
  - D. A letter from the bidder indicating the acceptance of the responsibilities of conference manager, secretarial assistance available, audio visual equipment available for conference use and other information that would be helpful to the Board of Directors in making its decision.
  - E. Other pertinent supporting documentation.

## II. General information

- A. All bids for conferences should be submitted two (2) years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, and Saturday immediately preceding Palm Sunday but check exact dates with President.
- B. The proposal should be sent to the Board of Directors of Western College Reading Association.
- C. The Board of Directors of Western College Reading Association will make the final decision subject to any mutually agreed changes.
- D. Following the decision of the Board of Directors of Western College Reading Association, the bidder(s) will be notified of the Board's decision.
- E. The Board of Directors of Western College Reading Association shall have final authority in selecting host institution(s) and housing sites and no agreements are final except and until approved in writing by this body.
- F. The President-elect shall have the sole final responsibility for all aspects of the conference.

## III. Duties of the Conference Manager(s)

- a. Selecting an audio-visual chairperson.
- b. Select Exhibits Chairperson(s) who will arrange for exhibitors tables, tablecloths and chairs.



- c. Selecting Banquet Chairperson:
  - menu
  - decorations in keeping with conference theme
  - tickets
  - program (awards)
- d. Selecting chairperson(s) for Hospitality suite. (This room should not be adjacent to a bedroom that must be occupied by the President, if possible.)
- e. Arranging tours to local colleges--busses, lunch, and schedule.
- f. Arranging tours to local tourist sites for Thursday evening.
- g. Arranging for conference credit. It may be possible to offer one unit for the conference and one unit for the Pre-conference Institutes.
- h. Making the physical arrangements for the Pre-conference Institutes.
- i. Arranging for the courtesy suites.
- j. Arranging for coffee and iced tea for the breaks.
- k. Arranging for provision of water and ash trays in Section Meeting locations.
- l. Obtaining items for inclusion in packets, such as pencil, pad, name tags, souvenirs, etc.
- m. Arranging ground transportation for charter groups.
- n. Providing a floor plan of the conference site for inclusion in the program.
- o. Making a large floor plan chart available at the registration desk.
- p. Selecting registration desk personnel.
- q. Providing a large replica of conference program on a chart visible to registrants.
- r. Selecting a committee to prepare members conference packets.
- s. Providing an easel and display table for Placement Chairperson.
- t. Providing a sign-up area for posting areas of expertise to enable others to contact these people to discuss their programs and exchange information.
- u. Making final Banquet reservations.
- v. Taking care of all on-site conference duties, such as providing tables for the registration personnel.

#### IV. Duties of the President-Elect

- a. Preparing Call for Papers Newsletter announcement.
- b. Preparing conference invitational letters.
- c. Preparing conference registration letters.
- d. Preparing conference reminder letters
- e. Preparing conference highlights article for the Newsletter.
- f. Preparing acknowledgement letters for those requesting the opportunity to present papers.

- g. Preparing confirmation letters and paper guides for presenters.
- h. Selecting Section Chairpersons and Discussion Leaders.
- i. Sending reminder letters to Section Chairperson and Discussion Leaders that accepted.
- j. Planning state meetings with Chairperson of State Directors.
- k. Planning Pre/Post-Conference meetings.
- l. Planning Job-Alike Sessions and sending letters to the leaders of those sessions.
- m. Selecting evaluation chairperson(s)
- n. Selecting chairperson of program event as needed.
- o. Selecting coordinator of Section Chairperson who will conduct meetings for the Section Meeting Chairpersons and Discussion Leaders.
- p. Preparing conference programs.
- q. Supplying audio-visual requests of presenters to Audio-Visual Chairperson.
- r. Checking on all Section Meetings to make sure Chairpersons and Discussion Leaders are there.

Long Beach, California  
March 19, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 19, 1978. President Margaret Coda - Messerle presided.

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past President Adams, Secretary McHargue, and Treasurer Prog. Other Board members: Gwyn Enright, June Dempsey, Loretta Newman, and Carol Scarafiotti. Other members: Jacquie Bonner, Elaine Cohen, Gene Kerstiens, Silver Stanfill, and Barbara Tomlinson.

I. CALL TO ORDER

The meeting was called to order at 12:57 PM by President Coda - Messerle for the purpose of completing the "Old Business" part of the Board's agenda. She noted that the newly elected Board would take over when the "New Business" began.

II. PLACEMENT BUREAU CHAIRPERSON'S REPORT

Barbard Tomlinson's formal report will be filed for the mid-year Board meeting. She will submit bills and updated budget to the Treasurer.

III. BY-LAWS COMMITTEE

- A. Members of the By-laws Committee have agreed to continue serving. More changes will be considered at the mid-year Board meeting.
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Moved (Adams), seconded (McHargue), to defer decisions about the Business Manager position until the mid-year Board meeting.

PASSED

IV. EQUAL RIGHTS AMENDMENT

Several members of WCRA have expressed strong concerns regarding the vote recommending that the Board not schedule annual meetings in any state that has not ratified the ERA. Some members have indicated they would resign for personal/philosophical reasons; some would be forced to resign because they are employed by non-ERA states; some are concerned that WCRA should not take "political" (as opposed to "professional") stands on issues. There is a major concern that such a vote might effect our tax-exempt status with the IRS.

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June Dempsey presented the revised (March 1978) WCRA Guidelines for Submitting a Conference (Attachment #1). They simplify the process and allow members to indicate interest early without having to make too many formal and serious commitments of time and money too early.

Moved (Adams), seconded (McHargue), to approve the Guidelines as revised.

PASSED

#### VI. NEWSLETTER

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#### VIII. CHANGING OF THE GUARD

This completed the Old Business. Margaret passed her gavel to Pat Heard; Mike gave his pencil and steno pad to Jacquie Bonner.

Respectfully submitted,

Michael Mchargue  
WCRA Secretary

These minutes have not yet  
been approved.

WESTERN COLLEGE READING ASSOCIATION  
GUIDELINES FOR SUBMITTING A PROPOSAL FOR A CONFERENCE  
Revised March, 1978

I. Submitting a proposal

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as conference manager(s) in the year identified. The proposal should include the following:

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members.
  1. These bids should detail the extent to which the hotel/motel accepts the following provisions.
    - a. A complimentary room(s) shall be furnished based on one room per fifty (50) reservations by Association members. Assignment of complimentary rooms shall be made by the President according to Presidential succession.
    - b. A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to one hundred room reservations by Association members shall be available to be used as a private room with no corkage fees.
    - c. The cut-off date for reservations shall be no more than two (2) weeks prior to the opening date of the conference.
    - d. Complimentary lodging and meeting space for twelve (12) at the fall and winter Board meetings.
  2. The bids from the hotels/motels should specify the following:
    - a. The cancellation/refund policy of the hotel.
    - b. The charges for single, double, triple rooms and suites.
    - c. The number of reservations required to secure the meeting rooms on a "no charge" basis.
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    - e. A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
    - f. Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.

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- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
  - D. A letter from the bidder indicating the acceptance of the responsibilities of conference manager, secretarial assistance available, audio visual equipment available for conference use and other information that would be helpful to the Board of Directors in making its decision.
  - E. Other pertinent supporting documentation.

## II. General information

- A. All bids for conferences should be submitted two (2) years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, and Saturday immediately preceding Palm Sunday but check exact dates with President.
- B. The proposal should be sent to the Board of Directors of Western College Reading Association.
- C. The Board of Directors of Western College Reading Association will make the final decision subject to any mutually agreed changes.
- D. Following the decision of the Board of Directors of Western College Reading Association, the bidder(s) will be notified of the Board's decision.
- E. The Board of Directors of Western College Reading Association shall have final authority in selecting host institution (s) and housing sites and no agreements are final except and until approved in writing by this body.
- F. The President-elect shall have the sole final responsibility for all aspects of the conference.

## III. Duties of the Conference Manager(s)

- a. Selecting an audio-visual chairperson.
- b. Select Exhibits Chairperson(s) who will arrange for exhibitors tables, tablecloths and chairs.

- c. Selecting Banquet Chairperson:
  - menu
  - decorations in keeping with conference theme
  - tickets
  - program (awards)
- d. Selecting chairperson(s) for Hospitality suite. (This room should not be adjacent to a bedroom that must be occupied by the President, if possible.)
- e. Arranging tours to local colleges--busses, lunch, and schedule.
- f. Arranging tours to local tourist sites for Thursday evening.
- g. Arranging for conference credit. It may be possible to offer one unit for the conference and one unit for the Pre-conference Institutes.
- h. Making the physical arrangements for the Pre-conference Institutes.
- i. Arranging for the courtesy suites.
- j. Arranging for coffee and iced tea for the breaks.
- k. Arranging for provision of water and ash trays in Section Meeting locations.
- l. Obtaining items for inclusion in packets, such as pencil, pad, name tags, souvenirs, etc.
- m. Arranging ground transportation for charter groups.
- n. Providing a floor plan of the conference site for inclusion in the program.
- o. Making a large floor plan chart available at the registration desk.
- p. Selecting registration desk personnel.
- q. Providing a large replica of conference program on a chart visible to registrants.
- r. Selecting a committee to prepare members conference packets.
- s. Providing an easel and display table for Placement Chairperson.
- t. Providing a sign-up area for posting areas of expertise to enable others to contact these people to discuss their programs and exchange information.
- u. Making final Banquet reservations.
- v. Taking care of all on-site conference duties, such as providing tables for the registration personnel.

#### IV. Duties of the President-Elect

- a. Preparing Call for Papers Newsletter announcement.
- b. Preparing conference invitational letters.
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- g. Preparing confirmation letters and paper guides for presenters.
- h. Selecting Section Chairpersons and Discussion Leaders.
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- j. Planning state meetings with Chairperson of State Directors.
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Long Beach, California  
March 19, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 19, 1978. President Margaret Coda - Messerle presided.

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past President Adams, Secretary McHargue, and Treasurer Prog. Other Board members: Gwyn Enright, June Dempsey, Loretta Newman, and Carol Scarafioti. Other members: Jacquie Bonner, Elaine Cohen, Gene Kerstiens, Silver Stanfill, and Barbara Tomlinson.

I. CALL TO ORDER

The meeting was called to order at 12:57 PM by President Coda - Messerle for the purpose of completing the "Old Business" part of the Board's agenda. She noted that the newly elected Board would take over when the "New Business" began.

II. PLACEMENT BUREAU CHAIRPERSON'S REPORT

Barbard Tomlinson's formal report will be filed for the mid-year Board meeting. She will submit bills and updated budget to the Treasurer.

III. BY-LAWS COMMITTEE

- A. Members of the By-laws Committee have agreed to continue serving. More changes will be considered at the mid-year Board meeting.
- B. Discussion of the Business Manager job yielded a consensus on the part of the Old Board that the issue should be decided by the incoming Board. Elaine Cohen and Jacquie Bonner indicated they would prefer to decide the issue after John Woolley was seated and they had more time to reflect on member feedback and obtain more information about the duties of the new manager.

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Long Beach, California  
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WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Long Beach, California, at the Queen Mary Hyatt Hotel, March 19, 1978. President Pat Heard presided.

Voting Board members present: President Pat Heard, President-Elect Elaine Cohen, Past-President Margaret Coda-Messerle and Secretary Jacquie Bonner. Non-voting members present: Ex-officio Past-President June Dempsy and Royce Adams, Parliamentarian Loretta Newman, Placement Chairperson Barbara Tomlinson, Newsletter Editor Carol Scarafiotti, Proceedings Editor Gwyn Enright, Past-Treasurer Seymour Prog, State Director Silver Stanfill, and Past-President Gene Kersteins.

The new Board assumed responsibilities at 1:36 p.m.

I. CALIFORNIA ASSOCIATION OF POST-SECONDARY EDUCATION OF THE DISABLED

Gene Kersteins introduced Sandy Stern<sup>Heav</sup> and Steve Fasco, Past-President of CAPED. Sandy recommended that we facilitate communications between Learning Center and Learning Disability personnel because students with learning disabilities are frequently indentified by Learning Center personnel. Steve announced a CAPED conference April 26 - 29 in Culver City, California. Royce Adams suggested that President-Elect Elaine Cohen consider involving Learning Disabilities personnel at the next WCRA conference.

II. MINORITY AFFAIRS COMMITTEE

Juan Vasquez introduced Angelina Rodarte, Don Yamamoto, Tyre Duncan-Hall and Manuel Olgin who, among others, drafted a proposal to establish a standing Committee on Minority Affairs and further recommended that Dr. Ernest Gourdine be appointed as chairperson. Juan outlined some of the purposes of the committee, that is, to develop strategies for attracting minority students into training as Learning Specialists, to assess minority student use of Learning Centers, and to explore funding sources for training grants. There was a question as to whether or not the committee should be a standing committee or a regular committee. Juan Vasquez was asked to draft a statement of purpose and a list of perceived tasks for the Board's consideration at the Fall meeting.

Moved (Coda), seconded (Cohen) to establish a standing Committee on Minority Affairs.

PASSED

Juan Vasquez requested travel funds for the committee meeting during the Spring or Summer.

Moved (Coda), seconded (Cohen) to authorize the President to allow the Committee on Minority Affairs to be reimbursed for a one day meeting at the most cost effective site once the President has selected the committee.

PASSED

### III. LETTER FROM COLORADO DEPARTMENT OF EDUCATION

A letter was introduced from the Colorado Department of Education requesting information concerning reading certification laws and stands taken by interested associations. The Board agreed to Royce Adams' suggestion that a copy of the letter be sent to each State Director for a response to information requested.

### IV. BUDGET FOR NEW OFFICERS

Seymour Prog, Past-Treasurer, recommended a budget of \$3,000. (Attachment #1).

Moved (Cohen), seconded (Coda) to adopt the proposed budget.

PASSED

### V. LETTERS TO CANDIDATES

The Board agreed that the President should send letters of appreciation to WCRA candidates who were not selected. Royce Adams asked for a policy statement regarding candidates who cannot be present.

Moved (Coda), seconded (Cohen) that candidates who cannot be present during elections should prepare and give a written statement to the Nominating Committee for presentation to the convention.

PASSED

### VI. EXPENSES FOR REGIONAL MEETINGS

Moved (Coda), seconded (Cohen) to add to State Directors' duties to compile a report on a financial transactions connected with state meetings which will accompany their annual report.

PASSED

### VII. EXPENSES OF CONFERENCE CO-MANAGERS

Moved (Coda), seconded (Cohen) that conference registration fees be paid upon request for the Long Beach Conference Co-Managers who de-

voted all of their time to the Conference unless their district paid the registration fee. Hereafter, such persons and their registration fees will be pre-determined and covered under the conference budget.

PASSED

VIII. BY-LAWS QUORUM

Discussion ensued during what should constitute a quorum at a conference. Margaret Coda-Messerle recommended that a quorum be 10% of the members present at the conference. At the present time, we cannot elect officers by mail; however, we could amend the by-laws to allow balloting by mail.

Moved (Coda), seconded (Cohen) that the President request the standing By-Laws Committee to propose a by-law amendment by the Fall Board meeting which would address the problem of determining what number constitutes a quorum at conference meetings.

PASSED

The Board recessed at 3:40 and reconvened at 3:50 p.m.

IX. BUSINESS MANAGER

*Continued discussion of big managa*

WCRA needs a person in a central location who collects and accounts for important WCRA papers and documents. As the membership grows, such a person could provide continuity and increase the efficiency of transactions through familiarity with past and present business matters. Mike McHargue suggested that such a person could handle business matters following a conference site selection. One proposal under consideration is to hire a WCRA member's time one day per week to assume such responsibilities. Royce questioned if such time would be adequate.

Moved (Cohen), seconded (Coda) to table discussion until the Fall Board meeting.

PASSED

X. COMMITTEES

Discussion ensued regarding the nature of the various committees. Upon referral to the WCRA constitution, the Board noted that standing committees could be formed only through a by-law amendment. To correct the situation, it was moved (Coda), seconded (Bonner) that the Board amend the model for advisory committees to read that their function will be to analyze, discuss and recommend to the Board.

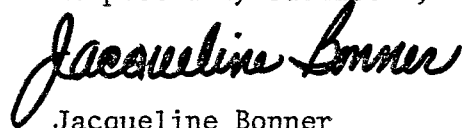
PASSED

Long Beach, California  
March 19, 1978  
Page Four

- XI. The Board will meet in the Fall in San Francisco. Pat Heard will seek a date agreeable to the Board members.

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Bonner". The signature is written in dark ink and is positioned above the printed name and title.

Jacqueline Bonner  
Secretary



Attachment #1

BUDGET FOR 1978-79  
(Approved 3/19/78)

President	\$ 200.00
Previous President	300.00
Nominating Committee	830.00
Coordinator of State Directors	300.00
Conference Site Selection	300.00
Treasurer	500.00
Secretary	350.00
State Directors (\$50. per Director)	1,100.00
Newsletter	2,250.00
Proceedings	3,883.00
Placement	500.00
Insights Publication	1,500.00
By-Laws Committee	500.00
Minority Affairs Committee	700.00
Preliminary Conference Activities	<u>1,000.00</u>
	<u>\$14,213.00</u>

CORRECTIONS FOR WCRA MINUTES MARCH 17 AND MARCH 19, 1978

(Please staple these corrections to your copy of the minutes).

MARCH 17 MINUTES

1. Candidates were presented to the members in the reverse order stated.
2. The selected officers were presented in the reverse order stated.
3. Section IX, the Standing Awards Committee also gave recognition to the passing away of members Dixie Roberson and Jeff Samuels.
4. In Section XII, Pat Heard introduced Dr. Alvin Rivera of HEW.

MARCH 19 MINUTES

5. The correct spelling of names of CAPED members is Sandy Sternig and Steve Fasteau.
6. Margaret should be referred to as Coda-Messerle instead of Coda.
7. In Section IV, Seymour recommended a budget of \$3,000.00 for the Board of Directors. The operational budget recommended was \$14,213.00.
8. In Section VII, the motion was to repay both the conference co-managers and the section chairpersons who had given 100% of their time to the conference.
9. In Section IX, the Board's intent was to continue a discussion of the proposed hiring of a Business Manager rather than to declare the necessity of such a position.
10. In Section X, the Board referred to Robert's Rules of Order rather than its constitution.

copy

Long Beach, California  
March 15, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 15, 1978. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past-President Royce Adams, Secretary Mike McHargue and Treasurer Seymour Prog. Other Board members present at the beginning were Ex-Officio Past-President June Dempsey and Parliamentarian Loretta Newman. WCRA members who participated at times during the day included Donna Davidson, Gwyn Enright, Dennis Gabriel, Randy Silverston, Paul Hollingsworth, Irwin Joffe, Carol Pfeffer, Jerry Rainwater, and Selma Wilf.

I. CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Margaret Coda-Messerle.

II. REVIEW OF THE AGENDA

The agenda was reviewed and several items were added to it. Royce Adams solicited questions for state/province directors and their constituents.

III. SECRETARY'S REPORT

- A. Board members had received the minutes of the December 9-11 mid-year Board meeting in the mail. When Margaret asked for corrections, two omissions were noted. Additions have since been made.

Moved (Adams), seconded (Heard) to accept the minutes as corrected.

PASSED

- B. Mike McHargue reported that his work on consolidating a list of WCRA policies was only partially complete. He will pass this project on to the incoming Secretary. It is also possible that, when a draft is prepared and commented on by the Board, the Standing Bylaws Committee might take responsibility for completing the project. If we develop a position of Business Manager, that person might also be the logical one to complete the policies and monitor them during Board meetings.

IV. TREASURER'S REPORT

- A. Seymour Prog presented his report (Attachment #1) which indicated that we have over \$31,000 in our regular accounts and over \$7,000 in special accounts as of March 10, 1978.
- B. Seymour decided to review the status of the current year's budget at the Sunday meeting when he will be working on new budget allocations. He submitted the Budget Report (Attachment #2).

- C. The issue of liability insurance for the Proceedings is still unsettled. Almost everyone, except Gwyn Enright's insurance company, believes it should be placed as a rider on her (the Editor's) homeowner's policy. The new Treasurer will continue researching this issue and report at the next mid-year Board meeting.
- D. Board members suggested that many of our funds could be placed in savings certificates to earn higher interest.

Moved (Adams), seconded (McHargue) that the Treasurer keep enough money in our checking account to pay operating expenses and invest the rest in saving deposits to be divided between 2½ and 4 year certificates.

PASSED

- E. Margaret asked Seymour to prepare two reports which will aid the new Board in its work: 1. The average cost of running WCRA for 1 year. 2. The average cost of holding a conference. He will report these from data gathered over his past 3 years as Treasurer.
- F. Seymour will recommend an auditor to Pat Heard who has responsibility for making a final appointment. She will confer with the auditor about the level of specificity in the audit.
- G. The Board offered special thanks to Seymour for his outstanding work as Treasurer during the past three years.

V. WCRA INSIGHTS EDITOR'S REPORT

Randy Silverston reported on plans for the first edition of Insights. Two articles were specially solicited and six were submitted last month. Randy, Gwyn Enright and Dorthy Clayton will edit the 40 page Volume I, #I, which will be free to all WCRA members. The Board had several suggestions regarding Randy's plans:

- a. Go to standard book size and format on the cover.
- b. Include the "Content Title"/Editors Subject on the cover.
- c. Post the non-members price on the cover.
- d. Ask members if they would pay extra for Insights (in its evaluation form)
- e. Have an editorial note which states that Insights is for professional opinions - not research reports or program descriptions.
- f. Note the editorial board policy (approved by Pat Heard) regarding whether non-members of WCRA may submit articles. (Several Board members believe strongly that it should be restricted to members.)

The tentative publication date will allow for distribution to members by the end of May. Suggested follow-up included the possibility of having a free conference issue each year and establishing a dialogue through a Newsletter "Answers to Insights" section.

Moved (McHargue), seconded (Adams) to authorize Randy to print 2000 copies of Insights this May.

PASSED

The Board recessed at 11:13 and reconvened at 11:30.

VI. PROGRAM CHAIRPERSON'S REPORT

Pat Heard presented a comprehensive report on plans for the conference program and provided current information on registrations and reservations. She noted several announcements that would be made to members and solicited others. Finally, Pat asked for Board action on several issues. After protracted discussion, the following decisions were reached:

Moved (Adams), seconded (McHargue), to charge on-site registration fees of \$28 for those registering on Thursday or Friday, \$15 for those registering on Saturday or Sunday.

PASSED

Moved (Heard), seconded ( Prog), that students who come to the conference only to present a session do not need to register.

PASSED

Moved (Adams), seconded (Heard), that the Proceedings cost be included in the \$28/\$15 registration fees.

PASSED

The new Board should consider the possibility of setting a student and/or paraprofessional rate for later conferences - especially if the regular rates rise.

One of the institute leaders had requested increased funding to cover the costs of materials.

Moved (Heard), seconded (Adams) to decide only on this current-year question. Long range policy should be set by the new Board at the mid-year meeting.

PASSED

Moved (Heard), seconded (Adams), that any institute leader may receive up to \$5 per participant upon submission of an expense record which demonstrates that it does not result in the personal profit of the institute leader.

PASSED

Moved (Adams), seconded (McHargue), that any conference participant seeking reimbursement submit receipts to the Treasurer within 60 days of the conference.

PASSED

Children who participate in conference activities will not receive special rates.

Carol Pfeffer reported that one of the exhibitors cancelled out at a late date and has asked for a refund. One of his two table spaces had been filled.

VI. (cont.)

Moved (Adams), seconded (McHargue), to refund \$125 to College Skills Center for the one space that was later filled.

PASSED

Moved (Adams), seconded (McHargue), that the President-Elect create a formal Exhibitor's Contract. It should be approved by the Board before we solicit exhibits for the 12th conference next year.

PASSED

VII. NOMINATION COMMITTEE CHAIRPERSON'S REPORT

June Dempsey reported that Mike McHargue had withdrawn his candidacy for Secretary on this year's ballot. After long consultation, several members of her committee urged Mitch Kaman to run for the office. He agreed to do so and resigned from the Committee prior to its vote to nominate him.

June also reported that John Woolley will not be able to attend the conference or give his Treasurer's speech due to recent surgery. However, he will be able to assume the duties of the office within 30 days. Gene Kerstiens will speak for him in the General Business meeting.

VIII. PROCEEDINGS EDITOR'S REPORT

Editor Gwyn Enright presented her report (attachment #3). She sent letters of recognition to the supervisors of all contributors but did not include copies of the abstracts. Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading "Briefly Noted" section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson.

Gene Kerstiens' letter (attachment #4) expressing concern about ERIC publication of an entire Proceedings was discussed. Margaret directed Gwyn to write ERIC to suggest that they contact individual authors if they want permission to reprint future articles.

Moved (Adams), seconded (McHargue), that Gwyn contact Roy Sugimoto and Gene Kerstiens to gather more details about how ERIC printed a whole volume. They should recommend a course of action at the mid-year Board meeting.

PASSED

Margaret asked Gwyn to provide the Board information on the printing cost for Proceedings for as far back as her records will allow.

The meeting was recessed at 2:10 PM and reconvened at 2:24.

IX. WCRA GOALS AND PURPOSES STATEMENT

Gwyn's summary of the Board's discussion was not complete. She hoped to have it ready for the Sunday meeting.

X. WCRA BROCHURES

New brochures will soon be printed. They will include the statement of WCRA philosophy, our new subtitled letterhead, and a list of new officers. The last 2,000 of the old brochure will be at this conference. Members and State/Province Directors will be urged to take and use them.

XI. PRESIDENT'S REPORT

- A. Margaret has sent copies of her Newsletter article to other professional colleagues. She has introduced Pat Heard as the new WCRA President and requested information about their new officers. Margaret has contacted several new organizations to further her goal of increasing communication with our peers.
- B. Royce Adams will chair the Nominations Committee next year and Ruth Purdy has agreed to be Archivist.
- C. Two respected WCRA members, Dixie Roberson and Jess Samuels, died during the last year. Donna Davidson will honor them when she announces the memorial scholarship award.

XII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is still working on the contract with the Honolulu Hyatt Regency to detail the hospitality arrangements. She will visit San Francisco sites after this conference. June gave a thorough review of the Hawaii travel and lodging arrangements.

Next year the conference site work will be split by June, who will continue into the Fall, and Royce Adams who will take over during the Spring. Royce will be the official Ex-Officio Past President in 1978-79.

XIII. ARCHIVIST

Margaret presented a letter from Ruth Purdy and her suggested budget (attachment #5). She has asked for guidance and the Board recommended she keep 3 copies of formal documents (meeting minutes, etc.) and 1 of everything else. She will be storing materials at her new College, Pacific Christian.

Moved (Adams), seconded ( Prog), to approve the first year budget submitted by Ruth Purdy.

PASSED

XIV. STANDING BYLAWS COMMITTEE CHAIRPERSON'S REPORT

Members of the Standing Bylaws Committee submitted their reports and recommendations on a WCRA Business Manager (attachment #6) and a model for Standing Committees (Attachment #7).

Moved (Adams), seconded (McHargue) to accept the Business Manager report but to delay voting until the State/Province Directors can discuss it with the members.

PASSED

Moved (McHargue), seconded (Prog), to accept the Standing Committee's "model" report and adopt the recommendations therein.

PASSED

The Awards Committee format will be amended to match the new guidelines.

XV. EQUAL RIGHTS AMENDMENT

Donna Davidson notified the Board that she planned to introduce a motion about the ERA at a General Session. She requested and received guidance regarding the best meeting time and the wording of her recommendation.

XVI. STANDING AWARDS COMMITTEE CHAIRPERSON'S REPORT

Donna Davidson submitted an oral report for her committee budget:

Scholarship	\$1000
Applications	60
Envelopes	40
Stamps	40
Phone	25
<u>TOTAL</u>	<u>\$1165</u>

Moved (Adams), seconded (McHargue), to approve the budget request as submitted.

PASSED

Moved (Adams), seconded (Prog), to amend the Standing Awards Committee format in the following ways:

- IA - change 8 to 7
- IC - omit
- IIB - add it (2nd sentence of IB)

PASSED

At 5:15 PM, the meeting was recessed until Saturday, March 18th, at 11:00 AM.



WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT  
March 10 1978

ATTACHMENT # 1

BALANCE BROUGHT FORWARD (3/18/77)

\$ 21,591.18

INCOME

* Conference, 1977	\$ 8,348.50
* Conference, 1978	17,130.40
Membership Dues	2,684.00
Proceedings	1,331.85
Misc.	53.00
	<u>\$29,547.75</u>
Interest earned	<u>765.09</u>

TOTAL RECEIPTS

\$ 52,004.02

\* (includes Dues and Proceedings)

EXPENSE

Conference, 1977	\$ 8,437.10
Conference, 1978	661.38
Refunds	689.60
Newsletter	1,858.34
Proceedings	3,702.05
Board Expense	3,307.43
Nominating Committee	771.44
By-Laws Committee	464.39
Roadability Committee	134.35
Placement	377.47
State Directors	101.17
Clerical, postage, supplies	<u>357.14</u>

TOTAL EXPENSES

\$ 21,250.21

BALANCE 3/10/78

\$ 30,753.81

CASH ASSETS:

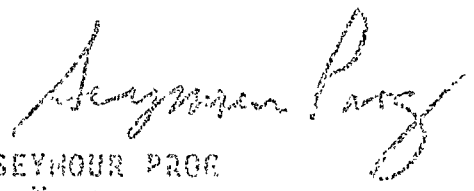
United California Bank	\$11,308.61
Mercury Savings & Loan	<u>19,756.00</u>

TOTAL CASH

\$ 31,064.81

STATUS OF SPECIAL ACCOUNTS

No. 1	\$1,000 annually (from 1975) for future conference expense:	\$4,000
No. 2	Bank interest to be used for Conference Speakers' fees (Total interest: \$1723 less \$493 expended)	1,230
No. 3	\$1,000 annually (from 1977) for Scholarship Fund	2,000

  
SEYMOUR PROC  
Treasurer

WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT

1977-78 Budget

	<u>Amount Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Board Expense	\$ 1500	2437.41	(937.41) (1)
President	200	63.58	136.42
Past Pres:			
- Nominating Com.	830	795.01	34.99
- State Directors			
Coordinator	300	183.06	116.94
- Site Selection	335	Ø	335.00
Pres. Elect	300	Ø	300.00
Treasurer	1000	736.72	263.28 (2)
Secretary	350	3.20	346.80
State Directors	500	109.62	390.38
Newsletter	2250	1838.34	411.66
Proceedings	4200	3870.65	329.35
Placements Off.	500	377.47	122.53
<u>"Insights"</u>	1500	Ø	1500.00

Unbudgeted: (approved expenditure) By-laws committee - \$467.39

Notes:

- (1) Large expense occasioned by extra mid-year board meeting (Dec.)
- (2) Large expense: Membership list printed and mailed by Treasurer's office this year.

# WESTERN COLLEGE READING ASSOCIATION

ATTACHMENT #3

March 10, 1978

## WCRA Proceedings

Report to the Executive Board of the Western College Reading Association  
From Gwyn Enright, Editor, WCRA Proceedings

March 30, 1977 - March 1, 1978

### Expenditures

#### Postage:

Registered mail to Don Girard, Gutenberg 2000	\$ 2.53
<u>Proceedings</u> mailed in November	103.62

#### Supplies:

Envelopes 6 ½ X 9 ½	24.48
Envelopes 14 ½ X 20	33.39
Stamps (Invoice Enclosed and Return Postage Guaranteed)	2.80
<u>WCRA Proceedings</u> Invoice	65.19
Ledger	1.30

Printing and Composition of 1000 Perfect Bound Volumes	3,330.00
--	----------

#### Travel and Committee Expenses:

Annual Editorial Luncheon	29.80
Editorial Work Session	<u>277.06</u>

TOTAL

\$3,870.17

### Sales

March 30, 1977 - March 1, 1978

24	<u>Proceedings</u> Packages 4-10@ 30.00	\$ 720.00
5	<u>Proceedings</u> Packages 4-9@ 25.00	125.00
5	<u>Proceedings</u> Packages 4-8@ 20.00	100.00
1	<u>Proceedings</u> 4@ 5.00	5.00
2	<u>Proceedings</u> 5@ 5.00	10.00
12	<u>Proceedings</u> 7@ 6.00	72.00
5	<u>Proceedings</u> 8@ 7.00	35.00
13	<u>Proceedings</u> 9@ 7.00	91.00
28	<u>Proceedings</u> 10@ 7.00	196.00
487	<u>Proceedings</u> 10@ 5.00	<u>2,435.00</u>
		\$3,789.00

# WESTERN COLLEGE READING ASSOCIATION

## EL CAMINO COLLEGE

(213) 532-3670

16007 CRENSHAW BOULEVARD • VIA TORRANCE, CALIFORNIA 90506

February 8, 1978

Margaret Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

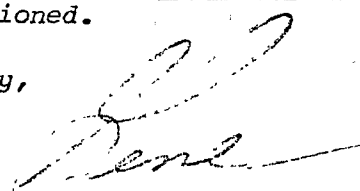
Dear Margaret:

As the matter has been discussed in various Board meetings and doubtless elsewhere, the WCRA Proceedings continue to be published (1,000 copies an issue) because the Board has bought into the philosophy that (1) certain papers deserve the dignity of print and (2) eventually all issues of the Proceedings will enjoy popularity such that all shall be sold. Related to this latter notion is the prospect that if Proceedings do not continue to sell WCRA will be sitting on an expensive inventory that is burdensome.

Therefore, I read the attached ERIC brochure entry with great interest. Evidently ERIC is making the Seventh Proceedings available through its system. So it seems that if a person can get the Proceedings in microfiche for 83 cents, he/she may not buy the volume for a few dollars from our friendly Proceedings "dealership."

Question One: did someone in WCRA give ERIC permission to reproduce the volume? I didn't. Question Two: did ERIC approach each author individually and get his/her permission to reproduce each and every paper? Maybe, but I doubt it. Anyway, here's my point: certainly no one can stop ERIC from copying and disseminating authors' papers if authors give permission. But if someone in WCRA is giving blanket permission for Proceedings reproduction, I think such practice should be questioned.

Sincerely,

  
Gene Kerstiens

GK:pl

cc: G. Enright  
P. Heard  
M. McHargue  
S. Prog  
R. Adams

READING-UPDATE: IDEALS TO REALITY; PROCEEDINGS OF THE ANNUAL CONFERENCE OF THE WESTERN COLLEGE READING ASSOCIATION (7th, Oakland, 4-6 April 1974). Edited by Gene Kerstiens. Many of the 35 papers in this volume are concerned with instruction in a learning laboratory. Discussed are interviewing techniques, microcounseling, implementation of a learning skills center, and the teaching of study skills. (ED 114 796, EDRS Price: MF-\$0.83 HC-\$11.37 plus postage, 201p.)

March 6, 1978

Ms. Margaret L. Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

Dear Margaret:

Thank you, Margaret, for the lovely letters you wrote to my employers about my appointment as Archivist.

I have your request for a written report to the Board on the progress, plans, budgets, etc., for the Office of Archivist. Never having had any archivist experience, and not yet having any materials except odds and ends, which I personally have kept, I am having to fumble around a bit; however, these are the plans that appear logical to me:

1. I will ask for guidance from my own College Librarian on the most efficient system for storage.
2. As materials come to me, I will categorize, label, and file them in an orderly manner.
3. I will report to the Board all activities, including a regularly updated list of materials stored, as well as a list of expenditures accompanied by receipts.

The following questions occur to me on which I would appreciate the Board's advice and suggestions:

1. Housing: Where would you like the Archives to be housed? For the present, I can store the materials in my office at Pacific Christian College, but I can foresee the time-perhaps within a few years-when we may have to rent space somewhere.
2. Storage Cabinets: Wherever the materials are housed, I suggest we purchase locked storage to avoid any chance that unauthorized persons might, however innocently, remove or disarrange them. The items which occur to me for storage are: Constitution and By-laws, (originals and all revisions), Minutes, Treasurer's Reports, Newsletters, Proceedings of Annual Conferences, and any significant letters, documents, histories, newspaper clippings, and pictures which can be found.

I would like the Board to decide whether the Archives should store one, two, or three copies of items such as Newsletters and Proceedings (if available), considering that space is always in short supply. It seems inadvisable for the Archives to store excess copies, and at present I can think of no reason to store more than, perhaps, three copies of anything (possibly not more than one). If the Archives should receive, say, ten

copies of one issue of the Newsletter, for example, I would like to have the Board's permission to destroy all in excess of a specified number. I assume that I will not receive the extra copies of the annual Proceedings, since they can be sold, and I would prefer not to have that job.

3. Budget: Four-drawer locked file cabinets seem to me the most feasible for all storage unless there is something I don't think of which would not fit. Since there appears to be some tapes to be stored, one of the cabinets should contain two or four shallow (about 6" deep) drawers to better house tapes. I will need to know, before I purchase this cabinet, what size the tapes are; that is, cassettes or reels. Probably we should budget for the purchase this year of two or three files, depending on the number of each item the Board decides the Archives should store. The cabinets which I recommend are fitted with Pendaflex frames and cost about \$100, (est) Pendaflex folders cost at present \$30. ~~per~~ <sup>per 100</sup>, and we should budget for \$60. ~~for~~ <sup>for</sup> folders, and labels for each cabinet. I would like the Board's authorization for me to purchase up to the amount budgeted, as needed. Then I will watch the ads for sale items, pay for them with my personal check, and send the bills to the Treasurer.

There should be a small amount budgeted for postage, say \$20.00; for envelopes, for storage as well as for mailing, say \$20.00; and for Xeroxing, say \$30.00.

Many hours of filing will be required, especially this first year, most of which I know I will employ someone to do. I estimate that for the year the cost will be \$300.00 to \$400.00. I am happy to do all the work necessary for the Archivist except filing. Typing, inserting file labels and filing materials into folders are jobs I always hire done; this kind of work is tedium to me. Since this will be occasional part-time work, less than \$40<sup>00</sup> per month, there will be no cost for Social Security, withholding tax, disability, or unemployment.

4. Miscellaneous: I will appreciate it if the Board members or others with some experience will send me suggestions on these or any other matters, particularly those which I may be overlooking.

I look forward to continuing to work with all of you, whose friendship and companionship I so greatly enjoy.

Sincerely,



Ruth S. Purdy  
9400 Larkspur Drive  
Westminster, CA. 92683

WESTERN COLLEGE READING ASSOCIATION

ARCHIVIST'S PROPOSED BUDGET

1978

1. Capital Outlay

3 locking 4-drawer file cabinets, *with Pendaflex folders and labels* to be  
purchased as needed, at \$160.00 each. \$ 480.00

2. Supplies

Envelopes, paper, postage, copying, etc. \$ 70.00

3. Wages

Clerical help, at minimum wage, for  
setting up files and filing. \$ 400.00

Total

---

\$950.00

WCRA BUSINESS MANAGER

The Business Manager has no power except that delegated by the Board of Directors. All powers are vested in the Board of Directors concerning the duties, responsibilities and the functions of the Business Manager.

The following are the recommendations for the duties and functions of the Business Manager:

1. Attend all Board of Directors meetings and any other meetings as directed by the Board.
2. Following selection of the conference site, the Business Manager will handle all business details as directed by the appropriate Board of Directors member.
3. The Business Manager shall serve as the Administrative Assistant to the Treasurer:
  - a. Maintain a business address for the association.
  - b. Record and deposit all monies.
  - c. Receive and record membership dues.
  - d. Receive and record conference fees.
  - e. Receive and record newsletter advertising payments.
4. The Business Manager will maintain and distribute all volumes of all publications; keep records of such transactions to report to the Treasurer; receive, record, and deposit publication funds; invoice publication purchasers; and maintain accounts of publications volumes sold.

The Business Manager is a continuing appointment subject to Board of Directors review every six months.

The salary recommended is \$5,000 annually and should be reviewed yearly. The Business Manager is a bondable employee.



MODEL FOR STANDING COMMITTEES

1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President.
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
- b. To keep records and make reports and/or recommendations to the Board of Directors.

4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.

Long Beach, California  
March 16, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The first 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 16, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 10:08 AM.

II. WELCOMES/ANNOUNCEMENTS/INTRODUCTIONS/GREETINGS

- A. President-elect and Program Chairperson Pat Heard welcomed the members and announced several program changes.
- B. She introduced the four Conference Co-Managers - Sallie Brown, Sally Garcia, Betty Levinson, and Barbara Tomlinson - as well as other notables.
- C. President Coda - Messerle introduced Vice President for Student Affairs, John Shainline who greeted us on behalf of CSU Long Beach.
- D. Conference Co-Manager Sallie Brown introduced Vice President for Instruction Sam Schauerman who welcomed us on behalf of El Camino College.

III. KEYNOTE ADDRESS

WCRA Past-President Gene Kerstiens introduced Professor John Roueche, Director of the Community College Leadership Program at the University of Texas at Austin. Dr. Roueche delivered a keynote address entitled "College Teaching: Putting the Pieces Together."

IV. MINUTES

The minutes from the Denver Board meetings and General Sessions, and those of the two mid-year Long Beach Board Meetings had been posted at the registration desk. President Coda - Messerle asked for corrections. Moved (Cheney), seconded (Larsen), to approve the minutes as posted.

PASSED

Secretary Mike McHargue presented some highlights of the March 15, 1978, meeting of the WCRA Board of Directors.

V. TREASURER'S REPORT

Treasurer Seymour Prog summarized the March report he had given at the previous Board meeting. With most of the conference income in and few of the expenses paid, we have approximately \$31,000 in our accounts. The report was accepted as read.

VI. ADJOURNMENT

After a few more announcements, President Coda - Messerle entertained a motion for adjournment from Mike McHargue at 12:15.

Respectfully submitted

Michael McHargue

Long Beach, California  
March 15, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 15, 1978. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past-President Royce Adams, Secretary Mike McHargue and Treasurer Seymour Prog. Other Board members present at the beginning were Ex-Officio Past-President June Dempsey and Parliamentarian Loretta Newman. WCRA members who participated at times during the day included Donna Davidson, Gwyn Enright, Dennis Gabriel, Randy Silverston, Paul Hollingsworth, Irwin Joffe, Carol Pfeffer, Jerry Rainwater, and Selma Wilf.

I. CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Margaret Coda-Messerle.

II. REVIEW OF THE AGENDA

The agenda was reviewed and several items were added to it. Royce Adams solicited questions for state/province directors and their constituents.

III. SECRETARY'S REPORT

- A. Board members had received the minutes of the December 9-11 mid-year Board meeting in the mail. When Margaret asked for corrections, two omissions were noted. Additions have since been made.

Moved (Adams), seconded (Heard) to accept the minutes as corrected.

PASSED

- B. Mike McHargue reported that his work on consolidating a list of WCRA policies was only partially complete. He will pass this project on to the incoming Secretary. It is also possible that, when a draft is prepared and commented on by the Board, the Standing Bylaws Committee might take responsibility for completing the project. If we develop a position of Business Manager, that person might also be the logical one to complete the policies and monitor them during Board meetings.

IV. TREASURER'S REPORT

- A. Seymour Prog presented his report (Attachment #1) which indicated that we have over \$31,000 in our regular accounts and over \$7,000 in special accounts as of March 10, 1978.
- B. Seymour decided to review the status of the current year's budget at the Sunday meeting when he will be working on new budget allocations. He submitted the Budget Report (Attachment #2).

- C. The issue of liability insurance for the Proceedings is still unsettled. Almost everyone, except Gwyn Enright's insurance company, believes it should be placed as a rider on her (the Editor's) homeowner's policy. The new Treasurer will continue researching this issue and report at the next mid-year Board meeting.
- D. Board members suggested that many of our funds could be placed in savings certificates to earn higher interest.

Moved (Adams), seconded (McHargue) that the Treasurer keep enough money in our checking account to pay operating expenses and invest the rest in saving deposits to be divided between 2½ and 4 year certificates.

PASSED

- E. Margaret asked Seymour to prepare two reports which will aid the new Board in its work: 1. The average cost of running WCRA for 1 year. 2. The average cost of holding a conference. He will report these from data gathered over his past 3 years as Treasurer.
- F. Seymour will recommend an auditor to Pat Heard who has responsibility for making a final appointment. She will confer with the auditor about the level of specificity in the audit.
- G. The Board offered special thanks to Seymour for his outstanding work as Treasurer during the past three years.

V. WCRA INSIGHTS EDITOR'S REPORT

Randy Silverston reported on plans for the first edition of Insights. Two articles were specially solicited and six were submitted last month. Randy, Gwyn Enright and Dorothy Clayton will edit the 40 page Volume I, #1, which will be free to all WCRA members. The Board had several suggestions regarding Randy's plans:

- a. Go to standard book size and format on the cover.
- b. Include the "Content Title"/Editors Subject on the cover.
- c. Post the non-members price on the cover.
- d. Ask members if they would pay extra for Insights (in its evaluation form)
- e. Have an editorial note which states that Insights is for professional opinions - not research reports or program descriptions.
- f. Note the editorial board policy (approved by Pat Heard) regarding whether non-members of WCRA may submit articles. (Several Board members believe strongly that it should be restricted to members.)

The tentative publication date will allow for distribution to members by the end of May. Suggested follow-up included the possibility of having a free conference issue each year and establishing a dialogue through a Newsletter "Answers to Insights" section.

Moved (McHargue), seconded (Adams) to authorize Randy to print 2000 copies of Insights this May.

PASSED

The Board recessed at 11:13 and reconvened at 11:30.

VI. PROGRAM CHAIRPERSON'S REPORT

Pat Heard presented a comprehensive report on plans for the conference program and provided current information on registrations and reservations. She noted several announcements that would be made to members and solicited others. Finally, Pat asked for Board action on several issues. After protracted discussion, the following decisions were reached:

Moved (Adams), seconded (McHargue), to charge on-site registration fees of \$28 for those registering on Thursday or Friday, \$15 for those registering on Saturday or Sunday.

PASSED

Moved (Heard), seconded ( Prog), that students who come to the conference only to present a session do not need to register.

PASSED

Moved (Adams), seconded (Heard), that the Proceedings cost be included in the \$28/\$15 registration fees.

PASSED

The new Board should consider the possibility of setting a student and/or paraprofessional rate for later conferences - especially if the regular rates rise.

One of the institute leaders had requested increased funding to cover the costs of materials.

Moved (Heard), seconded (Adams) to decide only on this current-year question. Long range policy should be set by the new Board at the mid-year meeting.

PASSED

Moved (Heard), seconded (Adams), that any institute leader may receive up to \$5 per participant upon submission of an expense record which demonstrates that it does not result in the personal profit of the institute leader.

PASSED

Moved (Adams), seconded (McHargue), that any conference participant seeking reimbursement submit receipts to the Treasurer within 60 days of the conference.

PASSED

Children who participate in conference activities will not receive special rates.

Carol Pfeffer reported that one of the exhibitors cancelled out at a late date and has asked for a refund. One of his two table spaces had been filled.

VI. (cont.)

Moved (Adams), seconded (McHargue), to refund \$125 to College Skills Center for the one space that was later filled.

PASSED

Moved (Adams), seconded (McHargue), that the President-Elect create a formal Exhibitor's Contract. It should be approved by the Board before we solicit exhibits for the 12th conference next year.

PASSED

VII. NOMINATION COMMITTEE CHAIRPERSON'S REPORT

June Dempsey reported that Mike McHargue had withdrawn his candidacy for Secretary on this year's ballot. After long consultation, several members of her committee urged Mitch Kaman to run for the office. He agreed to do so and resigned from the Committee prior to its vote to nominate him.

June also reported that John Woolley will not be able to attend the conference or give his Treasurer's speech due to recent surgery. However, he will be able to assume the duties of the office within 30 days. Gene Kerstiens will speak for him in the General Business meeting.

VIII. PROCEEDINGS EDITOR'S REPORT

Editor Gwyn Enright presented her report (attachment #3). She sent letters of recognition to the supervisors of all contributors but did not include copies of the abstracts. Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading "Briefly Noted" section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson.

Gene Kerstiens' letter (attachment #4) expressing concern about ERIC publication of an entire Proceedings was discussed. Margaret directed Gwyn to write ERIC to suggest that they contact individual authors if they want permission to reprint future articles.

Moved (Adams), seconded (McHargue), that Gwyn contact Roy Sugimoto and Gene Kerstiens to gather more details about how ERIC printed a whole volume. They should recommend a course of action at the mid-year Board meeting.

PASSED

Margaret asked Gwyn to provide the Board information on the printing cost for Proceedings for as far back as her records will allow.

The meeting was recessed at 2:10 PM and reconvened at 2:24.

IX. WCRA GOALS AND PURPOSES STATEMENT

Gwyn's summary of the Board's discussion was not complete. She hoped to have it ready for the Sunday meeting.

X. WCRA BROCHURES

New brochures will soon be printed. They will include the statement of WCRA philosophy, our new subtitled letterhead, and a list of new officers. The last 2,000 of the old brochure will be at this conference. Members and State/Province Directors will be urged to take and use them.

XI. PRESIDENT'S REPORT

- A. Margaret has sent copies of her Newsletter article to other professional colleagues. She has introduced Pat Heard as the new WCRA President and requested information about their new officers. Margaret has contacted several new organizations to further her goal of increasing communication with our peers.
- B. Royce Adams will chair the Nominations Committee next year and Ruth Purdy has agreed to be Archivist.
- C. Two respected WCRA members, Dixie Roberson and Jess Samuels, died during the last year. Donna Davidson will honor them when she announces the memorial scholarship award.

XII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is still working on the contract with the Honolulu Hyatt Regency to detail the hospitality arrangements. She will visit San Francisco sites after this conference. June gave a thorough review of the Hawaii travel and lodging arrangements.

Next year the conference site work will be split by June, who will continue into the Fall, and Royce Adams who will take over during the Spring. Royce will be the official Ex-Officio Past President in 1978-79.

XIII. ARCHIVIST

Margaret presented a letter from Ruth Purdy and her suggested budget (attachment #5). She has asked for guidance and the Board recommended she keep 3 copies of formal documents (meeting minutes, etc.) and 1 of everything else. She will be storing materials at her new College, Pacific Christian.

Moved (Adams), seconded ( Prog), to approve the first year budget submitted by Ruth Purdy.

PASSED

XIV. STANDING BYLAWS COMMITTEE CHAIRPERSON'S REPORT

Members of the Standing Bylaws Committee submitted their reports and recommendations on a WCRA Business Manager (attachment #6) and a model for Standing Committees (Attachment #7).

Moved (Adams), seconded (McHargue) to accept the Business Manager report but to delay voting until the State/Province Directors can discuss it with the members.

PASSED

Moved (McHargue), seconded (Prog), to accept the Standing Committee's "model" report and adopt the recommendations therein.

PASSED

The Awards Committee format will be amended to match the new guidelines.

XV. EQUAL RIGHTS AMENDMENT

Donna Davidson notified the Board that she planned to introduce a motion about the ERA at a General Session. She requested and received guidance regarding the best meeting time and the wording of her recommendation.

XVI. STANDING AWARDS COMMITTEE CHAIRPERSON'S REPORT

Donna Davidson submitted an oral report for her committee budget:

Scholarship	\$1000
Applications	60
Envelopes	40
Stamps	40
Phone	25
<u>TOTAL</u>	<u>\$1165</u>

Moved (Adams), seconded (McHargue), to approve the budget request as submitted.

PASSED

Moved (Adams), seconded (Prog), to amend the Standing Awards Committee format in the following ways:

- IA - change 8 to 7
- IC - omit
- IIB - add it (2nd sentence of IB)

PASSED

At 5:15 PM, the meeting was recessed until Saturday, March 18th, at 11:00 AM.



WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT  
March 10, 1978

ATTACHMENT # 1

BALANCE BROUGHT FORWARD (3/18/77)

\$ 21,591.18

INCOME

* Conference, 1977	\$ 8,348.50
* Conference, 1978	17,130.40
Membership Dues	2,684.00
Proceedings	1,331.85
Misc.	53.00
	<u>\$29,547.75</u>
Interest earned	<u>766.09</u>

REGISTRATION ON SITE

TOTAL RECEIPTS

\$ 52,004.02

\* (Includes Dues and Proceedings)

EXPENSE

Conference, 1977	\$ 8,433.10
Conference, 1978	661.38
Refunds	689.60
Newsletter	1,858.34
Proceedings	3,702.05
Board Expense	3,301.43
Nominating Committee	771.44
By-Laws Committee	464.39
Readability Committee	134.35
Placement	377.47
State Directors	101.17
Clerical, postage, supplies	<u>357.14</u>

TOTAL EXPENSES

\$ 21,250.21

BALANCE 3/19/78

\$ 30,753.81

CASH ASSETS:

United California Bank	\$11,308.61
Mercury Savings & Loan	<u>19,756.00</u>

TOTAL CASH

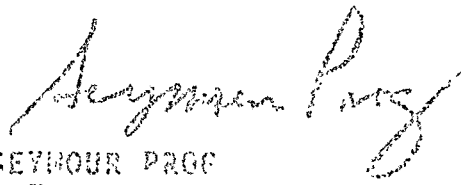
\$ 31,064.81

STATUS OF SPECIAL ACCOUNTS

No. 1 \$1,000 annually (from 1975) for future conference expense: \$4,000

No. 2 Bank interest to be used for Conference Speakers' fees 1,230  
(Total interest: \$1723 less \$493 expended)

No. 3 \$1,000 annually (from 1977) for Scholarship Fund 2,000

  
SEYMOUR PROG  
Treasurer

WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT

1977-78 Budget

	<u>Amount Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Board Expense	\$ 1500	2437.41	(937.41) (1)
President	200	63.58	136.42
Past Pres:			
- Nominating Com.	830	795.01	34.99
- State Directors			
Coordinator	300	183.06	116.94
- Site Selection	335	Ø	335.00
Pres. Elect	300	Ø	300.00
Treasurer	1000	736.72	263.28 (2)
Secretary	350	3.20	346.80
State Directors	500	109.62	390.38
Newsletter	2250	1838.34	411.66
Proceedings	4200	3870.65	329.35
Placements Off.	500	377.47	122.53
<u>"Insights"</u>	1500	Ø	1500.00

Unbudgeted: (approved expenditure) By-laws committee - \$467.39

Notes:

(1) Large expense occasioned by extra mid-year board meeting (Dec.)

(2) Large expense: Membership list printed and mailed by Treasurer's office this year.

# WESTERN COLLEGE READING ASSOCIATION

ATTACHMENT #3

March 10, 1978

## WCRA Proceedings

Report to the Executive Board of the Western College Reading Association  
From Gwyn Enright, Editor, WCRA Proceedings

March 30, 1977 - March 1, 1978

### Expenditures

#### Postage:

Registered mail to Don Girard, Gutenberg 2000	\$ 2.53
<u>Proceedings</u> mailed in November	103.62

#### Supplies:

Envelopes 6 ½ X 9 ½	24.48
Envelopes 14 ½ X 20	33.39
Stamps (Invoice Enclosed and Return Postage Guaranteed)	2.80
<u>WCRA Proceedings</u> Invoice	65.19
Ledger	1.30

Printing and Composition of 1000 Perfect Bound Volumes	3,330.00
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#### Travel and Committee Expenses:

Annual Editorial Luncheon	29.80
Editorial Work Session	<u>277.06</u>

TOTAL	<u>\$3,870.17</u>
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### Sales

March 30, 1977 - March 1, 1978

24	<u>Proceedings</u> Packages 4-10@ 30.00	\$ 720.00
5	<u>Proceedings</u> Packages 4-9@ 25.00	125.00
5	<u>Proceedings</u> Packages 4-8@ 20.00	100.00
1	<u>Proceedings</u> 4@ 5.00	5.00
2	<u>Proceedings</u> 5@ 5.00	10.00
12	<u>Proceedings</u> 7@ 6.00	72.00
5	<u>Proceedings</u> 8@ 7.00	35.00
13	<u>Proceedings</u> 9@ 7.00	91.00
28	<u>Proceedings</u> 10@ 7.00	196.00
487	<u>Proceedings</u> 10@ 5.00	<u>2,435.00</u>
		\$3,789.00

WESTERN COLLEGE READING ASSOCIATION

## EL CAMINO COLLEGE

(213) 532-3670

16007 CRENSHAW BOULEVARD • VIA TORRANCE, CALIFORNIA 90506

February 8, 1978

Margaret Coda-Messerle  
 Learning Assistance Support System  
 California State University  
 Long Beach, California 90840

Dear Margaret:

As the matter has been discussed in various Board meetings and doubtless elsewhere, the WCRA Proceedings continue to be published (1,000 copies an issue) because the Board has bought into the philosophy that (1) certain papers deserve the dignity of print and (2) eventually all issues of the Proceedings will enjoy popularity such that all shall be sold. Related to this latter notion is the prospect that if Proceedings do not continue to sell WCRA will be sitting on an expensive inventory that is burdensome.

Therefore, I read the attached ERIC brochure entry with great interest. Evidently ERIC is making the Seventh Proceedings available through its system. So it seems that if a person can get the Proceedings in microfiche for 83 cents, he/she may not buy the volume for a few dollars from our friendly Proceedings "dealership."

Question One: did someone in WCRA give ERIC permission to reproduce the volume? I didn't. Question Two: did ERIC approach each author individually and get his/her permission to reproduce each and every paper? Maybe, but I doubt it. Anyway, here's my point: certainly no one can stop ERIC from copying and disseminating authors' papers if authors give permission. But if someone in WCRA is giving blanket permission for Proceedings reproduction, I think such practice should be questioned.

Sincerely,

  
 Gene Kerstiens

GK:pl

cc: G. Enright  
 P. Heard  
 M. McHargue  
 S. Prog  
 R. Adams

READING-UPDATE: IDEALS TO REALITY; PROCEEDINGS OF THE ANNUAL CONFERENCE OF THE WESTERN COLLEGE READING ASSOCIATION (7th, Oakland, 4-6 April 1974). Edited by Gene Kerstiens. Many of the 35 papers in this volume are concerned with instruction in a learning laboratory. Discussed are interviewing techniques, microcounseling, implementation of a learning skills center, and the teaching of study skills (ED 114 796, EDRS Price. MF-\$0.83 HC-\$11.37 plus postage, 201p.)

March 6, 1978

Ms. Margaret L. Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

Dear Margaret:

Thank you, Margaret, for the lovely letters you wrote to my employers about my appointment as Archivist.

I have your request for a written report to the Board on the progress, plans, budgets, etc., for the Office of Archivist. Never having had any archivist experience, and not yet having any materials except odds and ends, which I personally have kept, I am having to fumble around a bit; however, these are the plans that appear logical to me:

1. I will ask for guidance from my own College Librarian on the most efficient system for storage.
2. As materials come to me, I will categorize, label, and file them in an orderly manner.
3. I will report to the Board all activities, including a regularly updated list of materials stored, as well as a list of expenditures accompanied by receipts.

The following questions occur to me on which I would appreciate the Board's advice and suggestions:

1. Housing: Where would you like the Archives to be housed? For the present, I can store the materials in my office at Pacific Christian College, but I can foresee the time-perhaps within a few years-when we may have to rent space somewhere.
2. Storage Cabinets: Wherever the materials are housed, I suggest we purchase locked storage to avoid any chance that unauthorized persons might, however innocently, remove or disarrange them. The items which occur to me for storage are: Constitution and By-laws, (originals and all revisions), Minutes, Treasurer's Reports, Newsletters, Proceedings of Annual Conferences, and any significant letters, documents, histories, newspaper clippings, and pictures which can be found.

I would like the Board to decide whether the Archives should store one, two, or three copies of items such as Newsletters and Proceedings (if available), considering that space is always in short supply. It seems inadvisable for the Archives to store excess copies, and at present I can think of no reason to store more than, perhaps, three copies of anything (possibly not more than one). If the Archives should receive, say, ten

copies of one issue of the Newsletter, for example, I would like to have the Board's permission to destroy all in excess of a specified number. I assume that I will not receive the extra copies of the annual Proceedings, since they can be sold, and I would prefer not to have that job.

3. Budget: Four-drawer locked file cabinets seem to me the most feasible for all storage unless there is something I don't think of which would not fit. Since there appears to be some tapes to be stored, one of the cabinets should contain two or four shallow (about 6" deep) drawers to better house tapes. I will need to know, before I purchase this cabinet, what size the tapes are; that is, cassettes or reels. Probably we should budget for the purchase this year of two or three files, depending on the number of each item the Board decides the Archives should store. The cabinets which I recommended are fitted with Pendaflex frames and cost about \$100, (est) Pendaflex folders cost at present \$30. (est.) per 100, and we should budget for \$60. for folders, and labels for each cabinet. I would like the Board's authorization for me to purchase up to the amount budgeted, as needed. Then I will watch the ads for sale items, pay for them with my personal check, and send the bills to the Treasurer.

There should be a small amount budgeted for postage, say \$20.00; for envelopes, for storage as well as for mailing, say \$20.00; and for Xeroxing, say \$30.00.

Many hours of filing will be required, especially this first year, most of which I know I will employ someone to do. I estimate that for the year the cost will be \$300.00 to \$400.00. I am happy to do all the work necessary for the Archivist except filing. Typing, inserting file labels and filing materials into folders are jobs I always hire done; this kind of work is tedium to me. Since this will be occasional part-time work, less than \$40.00 per month, there will be no cost for Social Security, withholding tax, disability, or unemployment.

4. Miscellaneous: I will appreciate it if the Board members or others with some experience will send me suggestions on these or any other matters, particularly those which I may be overlooking.

I look forward to continuing to work with all of you, whose friendship and companionship I so greatly enjoy.

Sincerely,



Ruth S. Purdy  
9400 Larkspur Drive  
Westminster, CA. 92683

WESTERN COLLEGE READING ASSOCIATION

ARCHIVIST'S PROPOSED BUDGET

1978

1. Capital Outlay

3 locking 4-drawer file cabinets, *with Pendaflex folders and labels* to be  
purchased as needed, at \$160.00 each. \$ 480.00

2. Supplies

Envelopes, paper, postage, copying, etc. \$ 70.00

3. Wages

Clerical help, at minimum wage, for  
setting up files and filing. \$ 400.00

*Total*

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*\$950.00*

WCRA BUSINESS MANAGER

The Business Manager has no power except that delegated by the Board of Directors. All powers are vested in the Board of Directors concerning the duties, responsibilities and the functions of the Business Manager.

The following are the recommendations for the duties and functions of the Business Manager:

1. Attend all Board of Directors meetings and any other meetings as directed by the Board.
2. Following selection of the conference site, the Business Manager will handle all business details as directed by the appropriate Board of Directors member.
3. The Business Manager shall serve as the Administrative Assistant to the Treasurer:
  - a. Maintain a business address for the association.
  - b. Record and deposit all monies.
  - c. Receive and record membership dues.
  - d. Receive and record conference fees.
  - e. Receive and record newsletter advertising payments.
4. The Business Manager will maintain and distribute all volumes of all publications; keep records of such transactions to report to the Treasurer; receive, record, and deposit publication funds; invoice publication purchasers; and maintain accounts of publications volumes sold.

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The salary recommended is \$5,000 annually and should be reviewed yearly. The Business Manager is a bondable employee.



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- a. The committee chairperson shall be appointed by the President.
- b. The committee shall consist of 5 - 7 WCRA members.
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- a. The chairperson is responsible for following the charges of the President.
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*FUTURE*  
CONFERENCE SITES & DATES

1979 HAWAII APR 7-10  
1980 S.F. MAY 27-29

*Extra*

Long Beach, California  
March 15, 1978

WESTERN COLLEGE READING ASSOCIATION

*Minutes*

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 15, 1978. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past-President Royce Adams, Secretary Mike McHargue and Treasurer Seymour Prog. Other Board members present at the beginning were Ex-Officio Past-President June Dempsey and Parliamentarian Loretta Newman. WCRA members who participated at times during the day included Donna Davidson, Gwyn Enright, Dennis Gabriel, Randy Silverston, Paul Hollingsworth, Irwin Joffe, Carol Pfeffer, Jerry Rainwater, and Selma Wilf.

I. CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Margaret Coda-Messerle.

II. REVIEW OF THE AGENDA

The agenda was reviewed and several items were added to it. Royce Adams solicited questions for state/province directors and their constituents.

III. SECRETARY'S REPORT

- A. Board members had received the minutes of the December 9-11 mid-year Board meeting in the mail. When Margaret asked for corrections, two omissions were noted. Additions have since been made.

Moved (Adams), seconded (Heard) to accept the minutes as corrected.

PASSED

- B. Mike McHargue reported that his work on consolidating a list of WCRA policies was only partially complete. He will pass this project on to the incoming Secretary. It is also possible that, when a draft is prepared and commented on by the Board, the Standing Bylaws Committee might take responsibility for completing the project. If we develop a position of Business Manager, that person might also be the logical one to complete the policies and monitor them during Board meetings.

IV. TREASURER'S REPORT

- A. Seymour Prog presented his report (Attachment #1) which indicated that we have over \$31,000 in our regular accounts and over \$7,000 in special accounts as of March 10, 1978.
- B. Seymour decided to review the status of the current year's budget at the Sunday meeting when he will be working on new budget allocations. He submitted the Budget Report (Attachment #2).

- C. The issue of liability insurance for the Proceedings is still unsettled. Almost everyone, except Gwyn Enright's insurance company, believes it should be placed as a rider on her (the Editor's) homeowner's policy. The new Treasurer will continue researching this issue and report at the next mid-year Board meeting.
- D. Board members suggested that many of our funds could be placed in savings certificates to earn higher interest.

Moved (Adams), seconded (McHargue) that the Treasurer keep enough money in our checking account to pay operating expenses and invest the rest in saving deposits to be divided between 2½ and 4 year certificates.

PASSED

- E. Margaret asked Seymour to prepare two reports which will aid the new Board in its work: 1. The average cost of running WCRA for 1 year. 2. The average cost of holding a conference. He will report these from data gathered over his past 3 years as Treasurer.
- F. Seymour will recommend an auditor to Pat Heard who has responsibility for making a final appointment. She will confer with the auditor about the level of specificity in the audit.
- G. The Board offered special thanks to Seymour for his outstanding work as Treasurer during the past three years.

V. WCRA INSIGHTS EDITOR'S REPORT

Randy Silverston reported on plans for the first edition of Insights. Two articles were specially solicited and six were submitted last month. Randy, Gwyn Enright and Dorothy Clayton will edit the 40 page Volume I, #1, which will be free to all WCRA members. The Board had several suggestions regarding Randy's plans:

- a. Go to standard book size and format on the cover.
- b. Include the "Content Title"/Editors Subject on the cover.
- c. Post the non-members price on the cover.
- d. Ask members if they would pay extra for Insights (in its evaluation form)
- e. Have an editorial note which states that Insights is for professional opinions - not research reports or program descriptions.
- f. Note the editorial board policy (approved by Pat Heard) regarding whether non-members of WCRA may submit articles. (Several Board members believe strongly that it should be restricted to members.)

The tentative publication date will allow for distribution to members by the end of May. Suggested follow-up included the possibility of having a free conference issue each year and establishing a dialogue through a Newsletter "Answers to Insights" section.

Moved (McHargue), seconded (Adams) to authorize Randy to print 2000 copies of Insights this May.

PASSED

The Board recessed at 11:13 and reconvened at 11:30.

VI. PROGRAM CHAIRPERSON'S REPORT

Pat Heard presented a comprehensive report on plans for the conference program and provided current information on registrations and reservations. She noted several announcements that would be made to members and solicited others. Finally, Pat asked for Board action on several issues. After protracted discussion, the following decisions were reached:

Moved (Adams), seconded (McHargue), to charge on-site registration fees of \$28 for those registering on Thursday or Friday, \$15 for those registering on Saturday or Sunday.

PASSED

Moved (Heard), seconded ( Prog), that students who come to the conference only to present a session do not need to register.

PASSED

Moved (Adams), seconded (Heard), that the Proceedings cost be included in the \$28/\$15 registration fees.

PASSED

The new Board should consider the possibility of setting a student and/or paraprofessional rate for later conferences - especially if the regular rates rise.

One of the institute leaders had requested increased funding to cover the costs of materials.

Moved (Heard), seconded (Adams) to decide only on this current-year question. Long range policy should be set by the new Board at the mid-year meeting.

PASSED

Moved (Heard), seconded (Adams), that any institute leader may receive up to \$5 per participant upon submission of an expense record which demonstrates that it does not result in the personal profit of the institute leader.

PASSED

Moved (Adams), seconded (McHargue), that any conference participant seeking reimbursement submit receipts to the Treasurer within 60 days of the conference.

PASSED

Children who participate in conference activities will not receive special rates.

Carol Pfeffer reported that one of the exhibitors cancelled out at a late date and has asked for a refund. One of his two table spaces had been filled.

VI. (cont.)

Moved (Adams), seconded (McHargue), to refund \$125 to College Skills Center for the one space that was later filled.

PASSED

Moved (Adams), seconded (McHargue), that the President-Elect create a formal Exhibitor's Contract. It should be approved by the Board before we solicit exhibits for the 12th conference next year.

PASSED

VII. NOMINATION COMMITTEE CHAIRPERSON'S REPORT

June Dempsey reported that Mike McHargue had withdrawn his candidacy for Secretary on this year's ballot. After long consultation, several members of her committee urged Mitch Kaman to run for the office. He agreed to do so and resigned from the Committee prior to its vote to nominate him.

June also reported that John Woolley will not be able to attend the conference or give his Treasurer's speech due to recent surgery. However, he will be able to assume the duties of the office within 30 days. Gene Kerstiens will speak for him in the General Business meeting.

VIII. PROCEEDINGS EDITOR'S REPORT

Editor Gwyn Enright presented her report (attachment #3). She sent letters of recognition to the supervisors of all contributors but did not include copies of the abstracts. Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading "Briefly Noted" section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson.

Gene Kerstiens' letter (attachment #4) expressing concern about ERIC publication of an entire Proceedings was discussed. Margaret directed Gwyn to write ERIC to suggest that they contact individual authors if they want permission to reprint future articles.

Moved (Adams), seconded (McHargue), that Gwyn contact Roy Sugimoto and Gene Kerstiens to gather more details about how ERIC printed a whole volume. They should recommend a course of action at the mid-year Board meeting.

PASSED

Margaret asked Gwyn to provide the Board information on the printing cost for Proceedings for as far back as her records will allow.

The meeting was recessed at 2:10 PM and reconvened at 2:24.

IX. WCRA GOALS AND PURPOSES STATEMENT

Gwyn's summary of the Board's discussion was not complete. She hoped to have it ready for the Sunday meeting.

X. WCRA BROCHURES

New brochures will soon be printed. They will include the statement of WCRA philosophy, our new subtitled letterhead, and a list of new officers. The last 2,000 of the old brochure will be at this conference. Members and State/Province Directors will be urged to take and use them.

XI. PRESIDENT'S REPORT

- A. Margaret has sent copies of her Newsletter article to other professional colleagues. She has introduced Pat Heard as the new WCRA President and requested information about their new officers. Margaret has contacted several new organizations to further her goal of increasing communication with our peers.
- B. Royce Adams will chair the Nominations Committee next year and Ruth Purdy has agreed to be Archivist.
- C. Two respected WCRA members, Dixie Roberson and Jess Samuels, died during the last year. Donna Davidson will honor them when she announces the memorial scholarship award.

XII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is still working on the contract with the Honolulu Hyatt Regency to detail the hospitality arrangements. She will visit San Francisco sites after this conference. June gave a thorough review of the Hawaii travel and lodging arrangements.

Next year the conference site work will be split by June, who will continue into the Fall, and Royce Adams who will take over during the Spring. Royce will be the official Ex-Officio Past President in 1978-79.

XIII. ARCHIVIST

Margaret presented a letter from Ruth Purdy and her suggested budget (attachment #5). She has asked for guidance and the Board recommended she keep 3 copies of formal documents (meeting minutes, etc.) and 1 of everything else. She will be storing materials at her new College, Pacific Christian.

Moved (Adams), seconded ( Prog), to approve the first year budget submitted by Ruth Purdy.

PASSED

XIV. STANDING BYLAWS COMMITTEE CHAIRPERSON'S REPORT

Members of the Standing Bylaws Committee submitted their reports and recommendations on a WCRA Business Manager (attachment #6) and a model for Standing Committees (Attachment #7).

Moved (Adams), seconded (McHargue) to accept the Business Manager report but to delay voting until the State/Province Directors can discuss it with the members.

PASSED

Moved (McHargue), seconded (Prog), to accept the Standing Committee's "model" report and adopt the recommendations therein.

PASSED

The Awards Committee format will be amended to match the new guidelines.

XV. EQUAL RIGHTS AMENDMENT

Donna Davidson notified the Board that she planned to introduce a motion about the ERA at a General Session. She requested and received guidance regarding the best meeting time and the wording of her recommendation.

XVI. STANDING AWARDS COMMITTEE CHAIRPERSON'S REPORT

Donna Davidson submitted an oral report for her committee budget:

Scholarship	\$1000
Applications	60
Envelopes	40
Stamps	40
Phone	25
<u>TOTAL</u>	<u>\$1165</u>

Moved (Adams), seconded (McHargue), to approve the budget request as submitted.

PASSED

Moved (Adams), seconded (Prog), to amend the Standing Awards Committee format in the following ways:

- IA - change 8 to 7
- IC - omit
- IIB - add it (2nd sentence of IB)

PASSED

At 5:15 PM, the meeting was recessed until Saturday, March 18th, at 11:00 AM.

WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT  
March 10, 1978

ATTACHMENT # 1

BALANCE BROUGHT FORWARD (3/18/77)

\$ 21,591.18

INCOME

* Conference, 1977	\$ 8,348.50
* Conference, 1978	17,130.40
Membership Dues	2,688.00
Proceedings	1,331.85
Misc.	53.00
	<u>\$29,547.75</u>
Interest earned	<u>765.09</u>

TOTAL RECEIPTS

\$ 52,004.02

\* (Includes Dues and Proceedings)

EXPENSE

Conference, 1977	\$ 8,433.10
Conference, 1978	681.38
Refunds	689.60
Newsletter	1,858.34
Proceedings	3,782.05
Board Expense	3,381.43
Nominating Committee	771.44
By-Laws Committee	464.39
Readability Committee	134.35
Placement	377.47
State Directors	101.17
Clerical, postage, supplies	<u>857.14</u>

TOTAL EXPENSES

-21,250.21

BALANCE 3/18/78

\$ 30,753.81

CASH ASSETS:

United California Bank	\$11,308.61
Mercury Savings & Loan	<u>19,756.00</u>

TOTAL CASH

\$ 31,064.81

STATUS OF SPECIAL ACCOUNTS

No. 1 \$1,000 annually (from 1975) for future conference expense: \$4,000

No. 2 Bank interest to be used for Conference Speakers' fees 1,230  
(Total interest: \$1723 less \$493 expended)

No. 3 \$1,000 annually (from 1977) for Scholarship Fund 2,000

*Seymour Proctor*  
SEYMOUR PROCTOR  
Treasurer



WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT

1977-78 Budget

	<u>Amount Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Board Expense	\$ 1500	2437.41	(937.41) (1)
President	200	63.58	136.42
Past Pres:			
- Nominating Com.	830	795.01	34.99
- State Directors			
Coordinator	300	183.06	116.94
- Site Selection	335	Ø	335.00
Pres. Elect	300	Ø	300.00
Treasurer	1000	736.72	263.28 (2)
Secretary	350	3.20	346.80
State Directors	500	109.62	390.38
Newsletter	2250	1838.34	411.66
Proceedings	4200	3870.65	329.35
Placements Off.	500	377.47	122.53
<u>"Insights"</u>	1500	Ø	1500.00

Unbudgeted: (approved expenditure) By-laws committee - \$467.39

Notes:

- (1) Large expense occasioned by extra mid-year board meeting (Dec.)
- (2) Large expense: Membership list printed and mailed by Treasurer's office this year.

# WESTERN COLLEGE READING ASSOCIATION

ATTACHMENT #3

March 10, 1978

## WCRA Proceedings

Report to the Executive Board of the Western College Reading Association  
From Gwyn Enright, Editor, WCRA Proceedings

March 30, 1977 - March 1, 1978

### Expenditures

Postage:	
Registered mail to Don Girard, Gutenberg 2000	\$ 2.53
<u>Proceedings</u> mailed in November	103.62
<u>Supplies:</u>	
Envelopes 6 1/2 X 9 1/2	24.48
Envelopes 14 1/2 X 20	33.39
Stamps (Invoice Enclosed and Return Postage Guaranteed)	2.80
<u>WCRA Proceedings</u> Invoice	65.19
Ledger	1.30
Printing and Composition of 1000 Perfect Bound Volumes	3,330.00
Travel and Committee Expenses:	
Annual Editorial Luncheon	29.80
Editorial Work Session	<u>277.06</u>
TOTAL	<u>\$3,870.17</u>

### Sales

March 30, 1977 - March 1, 1978

24	<u>Proceedings</u> Packages 4-10@ 30.00	\$ 720.00
5	<u>Proceedings</u> Packages 4-9@ 25.00	125.00
5	<u>Proceedings</u> Packages 4-8@ 20.00	100.00
1	<u>Proceedings</u> 4@ 5.00	5.00
2	<u>Proceedings</u> 5@ 5.00	10.00
12	<u>Proceedings</u> 7@ 6.00	72.00
5	<u>Proceedings</u> 8@ 7.00	35.00
13	<u>Proceedings</u> 9@ 7.00	91.00
28	<u>Proceedings</u> 10@ 7.00	196.00
487	<u>Proceedings</u> 10@ 5.00	<u>2,435.00</u>
		\$3,789.00

WESTERN COLLEGE READING ASSOCIATION

## EL CAMINO COLLEGE

(213) 532-3670

16007 CRENSHAW BOULEVARD • VIA TORRANCE, CALIFORNIA 90506

February 8, 1978

Margaret Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

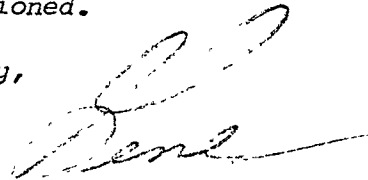
Dear Margaret:

As the matter has been discussed in various Board meetings and doubtless elsewhere, the WCRA Proceedings continue to be published (1,000 copies an issue) because the Board has bought into the philosophy that (1) certain papers deserve the dignity of print and (2) eventually all issues of the Proceedings will enjoy popularity such that all shall be sold. Related to this latter notion is the prospect that if Proceedings do not continue to sell WCRA will be sitting on an expensive inventory that is burdensome.

Therefore, I read the attached ERIC brochure entry with great interest. Evidently ERIC is making the Seventh Proceedings available through its system. So it seems that if a person can get the Proceedings in microfiche for 83 cents, he/she may not buy the volume for a few dollars from our friendly Proceedings "dealership."

Question One: did someone in WCRA give ERIC permission to reproduce the volume? I didn't. Question Two: did ERIC approach each author individually and get his/her permission to reproduce each and every paper? Maybe, but I doubt it. Anyway, here's my point: certainly no one can stop ERIC from copying and disseminating authors' papers if authors give permission. But if someone in WCRA is giving blanket permission for Proceedings reproduction, I think such practice should be questioned.

Sincerely,



Gene Kerstiens

GK:pl

cc: G. Enright  
P. Heard  
M. McHargue  
S. Prog  
R. Adams

READING-UPDATE: IDEALS TO REALITY; PROCEEDINGS OF THE ANNUAL CONFERENCE OF THE WESTERN COLLEGE READING ASSOCIATION (7th, Oakland, 4-6 April 1974). Edited by Gene Kerstiens. Many of the 35 papers in this volume are concerned with instruction in a learning laboratory. Discussed are interviewing techniques, microcounseling, implementation of a learning skills center, and the teaching of study skills. (ED 114 796, EDRS Price: MF-\$0.83 HC-\$11.37 plus postage, 201p.)

March 6, 1978

Ms. Margaret L. Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

Dear Margaret:

Thank you, Margaret, for the lovely letters you wrote to my employers about my appointment as Archivist.

I have your request for a written report to the Board on the progress, plans, budgets, etc., for the Office of Archivist. Never having had any archivist experience, and not yet having any materials except odds and ends, which I personally have kept, I am having to fumble around a bit; however, these are the plans that appear logical to me:

1. I will ask for guidance from my own College Librarian on the most efficient system for storage.
2. As materials come to me, I will categorize, label, and file them in an orderly manner.
3. I will report to the Board all activities, including a regularly updated list of materials stored, as well as a list of expenditures accompanied by receipts.

The following questions occur to me on which I would appreciate the Board's advice and suggestions:

1. Housing: Where would you like the Archives to be housed? For the present, I can store the materials in my office at Pacific Christian College, but I can foresee the time-perhaps within a few years-when we may have to rent space somewhere.
2. Storage Cabinets: Wherever the materials are housed, I suggest we purchase locked storage to avoid any chance that unauthorized persons might, however innocently, remove or disarrange them. The items which occur to me for storage are: Constitution and By-laws, (originals and all revisions), Minutes, Treasurer's Reports, Newsletters, Proceedings of Annual Conferences, and any significant letters, documents, histories, newspaper clippings, and pictures which can be found.

I would like the Board to decide whether the Archives should store one, two, or three copies of items such as Newsletters and Proceedings (if available), considering that space is always in short supply. It seems inadvisable for the Archives to store excess copies, and at present I can think of no reason to store more than, perhaps, three copies of anything (possibly not more than one). If the Archives should receive, say, ten

copies of one issue of the Newsletter, for example, I would like to have the Board's permission to destroy all in excess of a specified number. I assume that I will not receive the extra copies of the annual Proceedings, since they can be sold, and I would prefer not to have that job.

3. Budget: Four-drawer locked file cabinets seem to me the most feasible for all storage unless there is something I don't think of which would not fit. Since there appear\$ to be some tapes to be stored, one of the cabinets should contain two or four shallow (about 6" deep) drawers to better house tapes. I will need to know, before I purchase this cabinet, what size the tapes are; that is, cassettes or reels. Probably we should budget for the purchase this year of two or three files, depending on the number of each item the Board decides the Archives should store. The cabinets which I recommended are fitted with Pendaflex frames and cost about \$100, (est) Pendaflex folders cost at present \$30. (est.) per 100, and we should budget for \$60. for folders, and labels for each cabinet. I would like the Board's authorization for me to purchase up to the amount budgeted, as needed. Then I will watch the ads for sale items, pay for them with my personal check, and send the bills to the Treasurer.

There should be a small amount budgeted for postage, say \$20.00; for envelopes, for storage as well as for mailing, say \$20.00; and for Xeroxing, say \$30.00.

Many hours of filing will be required, especially this first year, most of which I know I will employ someone to do. I estimate that for the year the cost will be \$300.00 to \$400.00. I am happy to do all the work necessary for the Archivist except filing. Typing, inserting file labels and filing materials into folders are jobs I always hire done; this kind of work is tedium to me. Since this will be occasional part-time work, less than \$40.00 per month, there will be no cost for Social Security, withholding tax, disability, or unemployment.

4. Miscellaneous: I will appreciate it if the Board members or others with some experience will send me suggestions on these or any other matters, particularly those which I may be overlooking.

I look forward to continuing to work with all of you, whose friendship and companionship I so greatly enjoy.

Sincerely,



Ruth S. Purdy  
9400 Larkspur Drive  
Westminster, CA. 92683

WESTERN COLLEGE READING ASSOCIATION

ARCHIVIST'S PROPOSED BUDGET

1978

1. Capital Outlay

3 locking 4-drawer file cabinets, *with Pendaflex folders and labels* to be  
purchased as needed, at \$160.00 each. \$ 480.00

2. Supplies

Envelopes, paper, postage, copying, etc. \$ 70.00

3. Wages

Clerical help, at minimum wage, for  
setting up files and filing. \$ 400.00

Total

---

\$950.00

WCRA BUSINESS MANAGER

The Business Manager has no power except that delegated by the Board of Directors. All powers are vested in the Board of Directors concerning the duties, responsibilities and the functions of the Business Manager.

The following are the recommendations for the duties and functions of the Business Manager:

1. Attend all Board of Directors meetings and any other meetings as directed by the Board.
2. Following selection of the conference site, the Business Manager will handle all business details as directed by the appropriate Board of Directors member.
3. The Business Manager shall serve as the Administrative Assistant to the Treasurer:
  - a. Maintain a business address for the association.
  - b. Record and deposit all monies.
  - c. Receive and record membership dues.
  - d. Receive and record conference fees.
  - e. Receive and record newsletter advertising payments.
4. The Business Manager will maintain and distribute all volumes of all publications; keep records of such transactions to report to the Treasurer; receive, record, and deposit publication funds; invoice publication purchasers; and maintain accounts of publications volumes sold.

The Business Manager is a continuing appointment subject to Board of Directors review every six months.

The salary recommended is \$5,000 annually and should be reviewed yearly. The Business Manager is a bondable employee.

MODEL FOR STANDING COMMITTEES

1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President.
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
- b. To keep records and make reports and/or recommendations to the Board of Directors.

4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.



Long Beach, California  
March 16, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The first 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 16, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 10:08 AM.

II. WELCOMES/ANNOUNCEMENTS/INTRODUCTIONS/GREETINGS

- A. President-elect and Program Chairperson Pat Heard welcomed the members and announced several program changes.
- B. She introduced the four Conference Co-Managers - Sallie Brown, Sally Garcia, Betty Levinson, and Barbara Tomlinson - as well as other notables.
- C. President Coda - Messerle introduced Vice President for Student Affairs, John Shainline who greeted us on behalf of CSU Long Beach.
- D. Conference Co-Manager Sallie Brown introduced Vice President for Instruction Sam Schauerman who welcomed us on behalf of El Camino College.

III. KEYNOTE ADDRESS

WCRA Past-President Gene Kerstiens introduced Professor John Roueche, Director of the Community College Leadership Program at the University of Texas at Austin. Dr. Roueche delivered a keynote address entitled "College Teaching: Putting the Pieces Together."

IV. MINUTES

The minutes from the Denver Board meetings and General Sessions, and those of the two mid-year Long Beach Board Meetings had been posted at the registration desk. President Coda - Messerle asked for corrections. Moved (Cheney), seconded (Larsen), to approve the minutes as posted.

PASSED

Secretary Mike McHargue presented some highlights of the March 15, 1978, meeting of the WCRA Board of Directors.

V. TREASURER'S REPORT

Treasurer Seymour Prog summarized the March report he had given at the previous Board meeting. With most of the conference income in and few of the expenses paid, we have approximately \$31,000 in our accounts. The report was accepted as read.

VI. ADJOURNMENT

After a few more announcements, President Coda - Messerle entertained a motion for adjournment from Mike McHargue at 12:15.

Respectfully submitted

Michael McHargue

Long Beach, California  
March 17, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The second 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 17, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 11:05 AM.

II. ANNOUNCEMENTS

- A. President-Elect Pat Heard made several announcements concerning program changes.
- B. Conference Co-Manager Barbara Tomlinson introduced Assistant Vice-Chancellor Robert Lawrence who greeted us on behalf of the University of California, Irvine.

III. KEYNOTE ADDRESS

WCRA Past-President Royce Adams introduced June Dempsey, Developmental Education Division Chairperson at San Joaquin Delta College and WCRA Past-President. Ms. Dempsey spoke on "Charting Our Course: Within Reach".

IV. ELECTION OF OFFICERS

The candidates suggested by the nominations committee were announced and other nominations were solicited. None were offered.

Moved (Pierce), seconded (Levinson), to close the nominations.

PASSED

Each of the candidates was given the opportunity to address the members:

President-Elect: Elaine Cohen and Ernie Gourdine  
Secretary: Jacquie Bonner and Mitch Kaman  
Treasurer: Manuel Olquin and John Woolley (Gene Kerstiens spoke for Woolley who was ill).

A secret ballot was conducted by members of the Nominating Committee and WCRA Past-Presidents.

V. RECESS

Although other business was on the agenda, several members pointed out that we no longer had a quorum of the membership (10%). After a good deal of discussion, President Coda - Messerle determined that the meeting could not continue. At 12:53 PM she recessed the meeting until 9:30 PM.

VI. CALL TO ORDER

President Coda - Messerle called the meeting to order at 9:48 PM.

#### VII. ANNOUNCEMENTS

Margaret announced the winners of the election:

President-Elect	- Elaine Cohen
Secretary	- Jacquie Bonner
Treasurer	- John Woolley

#### VIII. BY-LAWS

In December, the Board of Directors voted to present two suggested by-law changes to the membership. They would assure that:

- (A) All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
- (B) No reimbursements will be made to any committee member without prior approval by the Board of Directors.
- (C) State/Province Director(s) - at-large be appointed by the President within 30 days prior to the annual meeting.

The changes and justifications were printed in the 1978 Newsletter and were available in conference registration packets (Attachment #1).

Moved (Stanfill), seconded (Kerstiens) to accept the proposed By-laws changes.

#### PASSED

#### IX. STANDING AWARDS COMMITTEE

Chairperson Donna Davidson summarized the work of the Standing Awards Committee. She solicited nominations from the membership for awards to be presented in future years:

- (A) Long and Outstanding Service to WCRA
- (B) Retiring members
- (C) Annual Scholarship

#### X. HAWAII CONFERENCE INFORMATION

Sherm Harris of Group Travel Unlimited gave a brief talk on the arrangements for the 1979 Hawaii conference. He urged the members to work through his agency and the main hotel if any changes in the "standard plan" are desired. He also announced he would be available after the business meeting to consult individually with members.

#### XI. EQUAL RIGHTS AMENDMENT

Donna Davidson noted that the ERA needs to be ratified by three more states to become law and that many members strongly support its ratification.

Moved (Davidson), seconded (Cohen), that the membership recommend to the Board that WCRA not hold its annual meeting in any state that has not ratified the Equal Rights Amendment until such time as the issue of ERA has been settled.

XI. (cont.)

Before discussion began, it was moved (Kerstiens), seconded (Stanfill) that debate be limited to two minutes per person, 12 minutes total.

PASSED

In fact, the debate took less time than that. When the question on the original motion was called for, it

PASSED

XII. HEW REPRESENTATIVE

President Coda - Messerle introduced Dr. Alvin Rivera of HEW. He had just finished meeting with the Interest/Issue group which discussed Recruiting Minority Learning Specialists. Margaret noted that he would be available to discuss matters of interest with members.

XIII. ADJOURNMENT

Moved (Kerstiens) to adjourn at 10:15.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not yet been approved.

## Two Changes Requested in Bylaws

Several questions were raised at the Denver WCRA Conference concerning various objectives, goals, etc., for the Western College Reading Association. The Board of Directors referred some of these questions to the Standing Bylaws Committee. After deliberations by the Standing Bylaws Committee, recommendations were made to the Board of Directors. At the Board of Directors meeting, December 9-10-11, 1977 at Long Beach, the Board approved the following changes to be presented to the Association membership. These changes will be voted upon by the membership at the Annual Business meeting in Long Beach during the Conference aboard the R. M. S. Queen Mary, March 16-19, 1978.

Annual, Regular or Special Meetings

We recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

"6. No reimbursements will be made to any committee member without prior approval by the Board of Directors."

Justification for number 5 above: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

Justification for number 6: All committee membership should understand that any reimbursement of expenses which accrued in committee functions must be approved by the Board of Directors. Our Constitution states that all expenses must be approved by Board of Directors so this is really not a change in policy or content, but just spells out clearly to committee members that their expenses must be approved budgetwise before they are incurred.

#### Appointing State/Province Directors Prior to Annual Meeting

We recommend that State/Province Director(s)-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for these new directors to meet at the annual meeting to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

#### Changes necessary in the Bylaws:

- A. Article IV, 8 - Delete the first two sentences.
- B. Article IV, 3 - Add the following:  
"e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

Paul M. Hollingsworth, Chairman  
Standing Bylaws Committee

Long Beach, California  
March 17, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The second 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 17, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 11:05 AM.

II. ANNOUNCEMENTS

- A. President-Elect Pat Heard made several announcements concerning program changes.
- B. Conference Co-Manager Barbara Tomlinson introduced Assistant Vice-Chancellor Robert Lawrence who greeted us on behalf of the University of California, Irvine.

III. KEYNOTE ADDRESS

WCRA Past-President Royce Adams introduced June Dempsey, Developmental Education Division Chairperson at San Joaquin Delta College and WCRA Past-President. Ms. Dempsey spoke on "Charting Our Course: Within Reach".

IV. ELECTION OF OFFICERS

The candidates suggested by the nominations committee were announced and other nominations were solicited. None were offered.

Moved (Pierce), seconded (Levinson), to close the nominations.

PASSED

Each of the candidates was given the opportunity to address the members:

President-Elect: Elaine Cohen and Ernie Gourdine  
Secretary: Jacquie Bonner and Mitch Kaman  
Treasurer: Manuel Olquin and John Woolley (Gene Kerstiens spoke for Woolley who was ill).

A secret ballot was conducted by members of the Nominating Committee and WCRA Past-Presidents.

V. RECESS

Although other business was on the agenda, several members pointed out that we no longer had a quorum of the membership (10%). After a good deal of discussion, President Coda - Messerle determined that the meeting could not continue. At 12:53 PM she recessed the meeting until 9:30 PM.

VI. CALL TO ORDER

President Coda - Messerle called the meeting to order at 9:48 PM.

## VII. ANNOUNCEMENTS

Margaret announced the winners of the election:

President-Elect	- Elaine Cohen
Secretary	- Jacquie Bonner
Treasurer	- John Woolley

## VIII. BY-LAWS

In December, the Board of Directors voted to present two suggested by-law changes to the membership. They would assure that:

- (A) All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
- (B) No reimbursements will be made to any committee member without prior approval by the Board of Directors.
- (C) State/Province Director(s) - at-large be appointed by the President within 30 days prior to the annual meeting.

The changes and justifications were printed in the 1978 Newsletter and were available in conference registration packets (Attachment #1).

Moved (Stanfill), seconded (Kerstiens) to accept the proposed By-laws changes.

## PASSED

## IX. STANDING AWARDS COMMITTEE

Chairperson Donna Davidson summarized the work of the Standing Awards Committee. She solicited nominations from the membership for awards to be presented in future years:

- (A) Long and Outstanding Service to WCRA
- (B) Retiring members
- (C) Annual Scholarship

## X. HAWAII CONFERENCE INFORMATION

Sherm Harris of Group Travel Unlimited gave a brief talk on the arrangements for the 1979 Hawaii conference. He urged the members to work through his agency and the main hotel if any changes in the "standard plan" are desired. He also announced he would be available after the business meeting to consult individually with members.

## XI. EQUAL RIGHTS AMENDMENT

Donna Davidson noted that the ERA needs to be ratified by three more states to become law and that many members strongly support its ratification.

Moved (Davidson), seconded (Cohen), that the membership recommend to the Board that WCRA not hold its annual meeting in any state that has not ratified the Equal Rights Amendment until such time as the issue of ERA has been settled.



XI. (cont.)

Before discussion began, it was moved (Kerstiens), seconded (Stanfill) that debate be limited to two minutes per person, 12 minutes total.

PASSED

In fact, the debate took less time than that. When the question on the original motion was called for, it

PASSED

XII. HEW REPRESENTATIVE

President Coda - Messerle introduced Dr. Alvin Rivera of HEW. He had just finished meeting with the Interest/Issue group which discussed Recruiting Minority Learning Specialists. Margaret noted that he would be available to discuss matters of interest with members.

XIII. ADJOURNMENT

Moved (Kerstiens) to adjourn at 10:15.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not yet been approved.

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"e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

Paul M. Hollingsworth, Chairman  
Standing Bylaws Committee

Long Beach, California  
March 18, 1978

*Extra*

## WESTERN COLLEGE READING ASSOCIATION

### Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 18, 1978. President Margaret Coda - Messerle presided..

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past-President Adams, Secretary McHargue, Treasurer Prog. Other Board members: Parliamentarian Newman and Newsletter Editor Scarafiotti. State/Province Representatives included: Alaska - Silver Stanfill, Alberta - Bill Pierce, Arizona - Louise Haugh, California (Northern) - Carole Bogue and Norma Spaulding, Colorado - Bob Williams, Nevada - Dan Baxley, New Mexico - Karen Smith, Oregon - Jacquie Bonner, Texas - Ann Faulkner, and Utah - Merlin Chaney.

#### I. CALL TO ORDER

The meeting was called to order at 11:06 by President Coda - Messerle. She announced that it was a special meeting of the Board designed to get feedback from the Thursday State/Province meetings.

#### II. REPORT FROM COORDINATOR OF STATE/PROVINCE DIRECTORS

Royce Adams gave a brief summary of the written reports he had received from the State and Province Directors.

#### III. DISCUSSION BY STATE/PROVINCE DIRECTORS

Royce had given the Directors a long list of items to discuss at the Thursday meetings. He led this wide-ranging and informative discussion with that agenda. Here are some highlights:

- A. Accreditation. WCRA will not offer any kind of formal accreditation to learning assistance programs. However, the professional resource file that will soon be developed through a Newsletter survey will indicate which members specialize in what professional areas. Interested members will be able to obtain competent consultants through that file.
- B. Contacts with Other Professional Associations. Members supported our effort to share ideas with similar organizations. Margaret and Pat encouraged everyone to help by identifying appropriate Associations and volunteering to act as liaison.
- C. Name Change. Member feedback varies widely on this issue - probably more members favor status quo over a change. The closest thing to a consensus is the compromise choice of same-name-with-subheads which the Board has already incorporated into the new letterhead and brochures.
- D. Business Manager. Members don't seem to have enough information to judge the need for a Business Manager. In general, they seem to say "if the Board is convinced we need it, let's get one - but I'd like more details." Many wonder if someone could do the job in one day per week. Some suggested more clerical assistance for current officers might solve the problem. Many felt that more information on the duties of all officers would be helpful.

III. (Cont.)

- E. Hawaii Conference. Several members have expressed concern over the cost of both travel and hotel arrangements. It was agreed that much more information about this carefully planned conference must be given to members.
- F. Insights. Members are generally pleased with the attempt to have a WCRA "occasional paper", however, many feel there was too little time allowed to make contributions to the May edition.
- G. Archivist. Members were pleased with the establishment of this position.
- H. San Francisco Post-Conference Institutes. There is interest in having them but many members felt the educational/professional aspects should be emphasized more than the recreational. Some are concerned about the additional cost and time involved but generally agree they should be offered if there is enough interest. Other members suggested that a summer workshop be offered instead of (or in addition to) the post-conference institutes.
- I. State/Province Director Expenses. Most Directors felt that the \$50 currently allocated for their out-of-pocket expenses is adequate.
- J. Guidelines for State/Province/Regional Meetings. Carole Bogue, Norma Spaulding and Dave Fisher have prepared a set of guidelines (Attachment #1) which will help others plan area meetings.
- K. Directors' Concerns. The following suggestions were offered when Directors were asked for other comments:
  - 1. Don't give so much "WCRA" agenda for regional meetings that local business can't be conducted.
  - 2. Give higher priority/better times/more time to regional meetings.
  - 3. Poll states and provinces to see if they prefer to meet individually or as regions.
  - 4. Provide info on new area members as soon as possible.

IV. ADJOURNMENT

Moved (McHargue) to adjourn the meeting at 12:40 PM.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not been approved.

SUGGESTIONS AND GUIDELINES FOR REGIONAL MEETINGS

Committee: Carol Bogue - SJCC  
Norma Spaulding - SJSU  
Dave Fisher - ELAC

1. No WCRA money is available for speakers, so the cost of the meeting must be provided in registration fee and/or publisher's exhibits.
2. No accounting is made to WCRA.
3. WCRA will not pick up any costs.
4. Perhaps one of the host schools will pick up costs for printing and mailing.
5. In general, use members as a resource for speakers and/or activities.
6. The State/Province Director is usually the host(ess), but does not have to have it at his/her school.
7. Select the meeting date carefully so there are no conflicts with other Reading Groups.
8. Form a steering committee to help spread out the work.
9. Two announcements are suggested - one very early, the other a reminder about 2 - 3 weeks before the meeting.
10. Ask your college about use of staff development funds and ask other members of your college staffs to attend if extra funding is necessary.
11. Planning should include the following:
  - a. A map to the meeting place.
  - b. Provision for parking.
  - c. Luncheon - (Collect money in advance).
  - d. Often dinner or social activities are welcome additions for evening when members come from a long distance.
  - e. Room should be large enough for the group.
  - f. A tour of relevant programs on campus.

Long Beach, California  
March 18, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 18, 1978. President Margaret Coda - Messerle presided..

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past-President Adams, Secretary McHargue, Treasurer Prog. Other Board members: Parliamentarian Newman and Newsletter Editor Scarafiotti. State/Province Representatives included: Alaska - Silver Stanfill, Alberta - Bill Pierce, Arizona - Louise Haugh, California (Northern) - Carole Bogue and Norma Spaulding, Colorado - Bob Williams, Nevada - Dan Baxley, New Mexico - Karen Smith, Oregon - Jacquie Bonner, Texas - Ann Faulkner, and Utah - Merlin Chaney.

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IV. ADJOURNMENT

Moved (McHargue) to adjourn the meeting at 12:40 PM.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not been approved.



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  - e. Room should be large enough for the group.
  - f. A tour of relevant programs on campus.

Long Beach, California  
March 15, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 15, 1978. President Margaret Coda-Messerle presided.

Voting Board members present: President Margaret Coda-Messerle, President-Elect Pat Heard, Past-President Royce Adams, Secretary Mike McHargue and Treasurer Seymour Prog. Other Board members present at the beginning were Ex-Officio Past-President June Dempsey and Parliamentarian Loretta Newman. WCRA members who participated at times during the day included Donna Davidson, Gwyn Enright, Dennis Gabriel, Randy Silverston, Paul Hollingsworth, Irwin Joffe, Carol Pfeffer, Jerry Rainwater, and Selma Wilf.

I. CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Margaret Coda-Messerle.

II. REVIEW OF THE AGENDA

The agenda was reviewed and several items were added to it. Royce Adams solicited questions for state/province directors and their constituents.

III. SECRETARY'S REPORT

- A. Board members had received the minutes of the December 9-11 mid-year Board meeting in the mail. When Margaret asked for corrections, two omissions were noted. Additions have since been made.

Moved (Adams), seconded (Heard) to accept the minutes as corrected.

PASSED

- B. Mike McHargue reported that his work on consolidating a list of WCRA policies was only partially complete. He will pass this project on to the incoming Secretary. It is also possible that, when a draft is prepared and commented on by the Board, the Standing Bylaws Committee might take responsibility for completing the project. If we develop a position of Business Manager, that person might also be the logical one to complete the policies and monitor them during Board meetings.

IV. TREASURER'S REPORT

- A. Seymour Prog presented his report (Attachment #1) which indicated that we have over \$31,000 in our regular accounts and over \$7,000 in special accounts as of March 10, 1978.
- B. Seymour decided to review the status of the current year's budget at the Sunday meeting when he will be working on new budget allocations. He submitted the Budget Report (Attachment #2).

- C. The issue of liability insurance for the Proceedings is still unsettled. Almost everyone, except Gwyn Enright's insurance company, believes it should be placed as a rider on her (the Editor's) homeowner's policy. The new Treasurer will continue researching this issue and report at the next mid-year Board meeting.
- D. Board members suggested that many of our funds could be placed in savings certificates to earn higher interest.

Moved (Adams), seconded (McHargue) that the Treasurer keep enough money in our checking account to pay operating expenses and invest the rest in saving deposits to be divided between 2½ and 4 year certificates.

PASSED

- E. Margaret asked Seymour to prepare two reports which will aid the new Board in its work: 1. The average cost of running WCRA for 1 year. 2. The average cost of holding a conference. He will report these from data gathered over his past 3 years as Treasurer.
- F. Seymour will recommend an auditor to Pat Heard who has responsibility for making a final appointment. She will confer with the auditor about the level of specificity in the audit.
- G. The Board offered special thanks to Seymour for his outstanding work as Treasurer during the past three years.

V. WCRA INSIGHTS EDITOR'S REPORT

Randy Silverston reported on plans for the first edition of Insights. Two articles were specially solicited and six were submitted last month. Randy, Gwyn Enright and Dorothy Clayton will edit the 40 page Volume I, #1, which will be free to all WCRA members. The Board had several suggestions regarding Randy's plans:

- a. Go to standard book size and format on the cover.
- b. Include the "Content Title"/Editors Subject on the cover.
- c. Post the non-members price on the cover.
- d. Ask members if they would pay extra for Insights (in its evaluation form)
- e. Have an editorial note which states that Insights is for professional opinions - not research reports or program descriptions.
- f. Note the editorial board policy (approved by Pat Heard) regarding whether non-members of WCRA may submit articles. (Several Board members believe strongly that it should be restricted to members.)

The tentative publication date will allow for distribution to members by the end of May. Suggested follow-up included the possibility of having a free conference issue each year and establishing a dialogue through a Newsletter "Answers to Insights" section. ✕

Moved (McHargue), seconded (Adams) to authorize Randy to print 2000 copies of Insights this May.

PASSED

The Board recessed at 11:13 and reconvened at 11:30.

VI. PROGRAM CHAIRPERSON'S REPORT

Pat Heard presented a comprehensive report on plans for the conference program and provided current information on registrations and reservations. She noted several announcements that would be made to members and solicited others. Finally, Pat asked for Board action on several issues. After protracted discussion, the following decisions were reached:

Moved (Adams), seconded (McHargue), to charge on-site registration fees of \$28 for those registering on Thursday or Friday, \$15 for those registering on Saturday or Sunday.

PASSED

Moved (Heard), seconded ( Prog), that students who come to the conference only to present a session do not need to register.

PASSED

Moved (Adams), seconded (Heard), that the Proceedings cost be included in the \$28/\$15 registration fees.

PASSED

The new Board should consider the possibility of setting a student and/or paraprofessional rate for later conferences - especially if the regular rates rise.

One of the institute leaders had requested increased funding to cover the costs of materials.

Moved (Heard), seconded (Adams) to decide only on this current-year question. Long range policy should be set by the new Board at the mid-year meeting.

PASSED

Moved (Heard), seconded (Adams), that any institute leader may receive up to \$5 per participant upon submission of an expense record which demonstrates that it does not result in the personal profit of the institute leader.

PASSED

Moved (Adams), seconded (McHargue), that any conference participant seeking reimbursement submit receipts to the Treasurer within 60 days of the conference.

PASSED

Children who participate in conference activities will not receive special rates.

Carol Pfeffer reported that one of the exhibitors cancelled out at a late date and has asked for a refund. One of his two table spaces had been filled.

VI. (cont.)

Moved (Adams), seconded (McHargue), to refund \$125 to College Skills Center for the one space that was later filled.

PASSED

Moved (Adams), seconded (McHargue), that the President-Elect create a formal Exhibitor's Contract. It should be approved by the Board before we solicit exhibits for the 12th conference next year.

PASSED

VII. NOMINATION COMMITTEE CHAIRPERSON'S REPORT

June Dempsey reported that Mike McHargue had withdrawn his candidacy for Secretary on this year's ballot. After long consultation, several members of her committee urged Mitch Kaman to run for the office. He agreed to do so and resigned from the Committee prior to its vote to nominate him.

June also reported that John Woolley will not be able to attend the conference or give his Treasurer's speech due to recent surgery. However, he will be able to assume the duties of the office within 30 days. Gene Kerstiens will speak for him in the General Business meeting.

VIII. PROCEEDINGS EDITOR'S REPORT

Editor Gweyn Enright presented her report (attachment #3). She sent letters of recognition to the supervisors of all contributors but did not include copies of the abstracts. Complimentary copies of the 10th Proceedings have been sent to IRA (it was in the Journal of Reading "Briefly Noted" section), this year's keynote speakers, the chief editor of the National Reading Conference, and Pete Johnson.

Gene Kerstiens' letter (attachment #4) expressing concern about ERIC publication of an entire Proceedings was discussed. Margaret directed Gwyn to write ERIC to suggest that they contact individual authors if they want permission to reprint future articles.

Moved (Adams), seconded (McHargue), that Gwyn contact Roy Sugimoto and Gene Kerstiens to gather more details about how ERIC printed a whole volume. They should recommend a course of action at the mid-year Board meeting.

PASSED

Margaret asked Gwyn to provide the Board information on the printing cost for Proceedings for as far back as her records will allow.

The meeting was recessed at 2:10 PM and reconvened at 2:24.

IX. WCRA GOALS AND PURPOSES STATEMENT

Gwyn's summary of the Board's discussion was not complete. She hoped to have it ready for the Sunday meeting.

X. WCRA BROCHURES

New brochures will soon be printed. They will include the statement of WCRA philosophy, our new subtitled letterhead, and a list of new officers. The last 2,000 of the old brochure will be at this conference. Members and State/Province Directors will be urged to take and use them.

XI. PRESIDENT'S REPORT

- A. Margaret has sent copies of her Newsletter article to other professional colleagues. She has introduced Pat Heard as the new WCRA President and requested information about their new officers. Margaret has contacted several new organizations to further her goal of increasing communication with our peers.
- B. Royce Adams will chair the Nominations Committee next year and Ruth Purdy has agreed to be Archivist.
- C. Two respected WCRA members, Dixie Roberson and Jess Samuels, died during the last year. Donna Davidson will honor them when she announces the memorial scholarship award.

XII. CONFERENCE SITE CHAIRPERSON'S REPORT

June Dempsey is still working on the contract with the Honolulu Hyatt Regency to detail the hospitality arrangements. She will visit San Francisco sites after this conference. June gave a thorough review of the Hawaii travel and lodging arrangements.

Next year the conference site work will be split by June, who will continue into the Fall, and Royce Adams who will take over during the Spring. Royce will be the official Ex-Officio Past President in 1978-79.

XIII. ARCHIVIST

Margaret presented a letter from Ruth Purdy and her suggested budget (attachment #5). She has asked for guidance and the Board recommended she keep 3 copies of formal documents (meeting minutes, etc.) and 1 of everything else. She will be storing materials at her new College, Pacific Christian.

Moved (Adams), seconded ( Prog), to approve the first year budget submitted by Ruth Purdy.

PASSED

XIV. STANDING BYLAWS COMMITTEE CHAIRPERSON'S REPORT

Members of the Standing Bylaws Committee submitted their reports and recommendations on a WCRA Business Manager (attachment #6) and a model for Standing Committees (Attachment #7).

Moved (Adams), seconded (McHargue) to accept the Business Manager report but to delay voting until the State/Province Directors can discuss it with the members.

PASSED

Moved (McHargue), seconded (Prog), to accept the Standing Committee's "model" report and adopt the recommendations therein.

PASSED

The Awards Committee format will be amended to match the new guidelines.

XV. EQUAL RIGHTS AMENDMENT

Donna Davidson notified the Board that she planned to introduce a motion about the ERA at a General Session. She requested and received guidance regarding the best meeting time and the wording of her recommendation.

XVI. STANDING AWARDS COMMITTEE CHAIRPERSON'S REPORT

Donna Davidson submitted an oral report for her committee budget:

Scholarship	\$1000
Applications	60
Envelopes	40
Stamps	40
Phone	25
<u>TOTAL</u>	<u>\$1165</u>

Moved (Adams), seconded (McHargue), to approve the budget request as submitted.

PASSED

Moved (Adams), seconded (Prog), to amend the Standing Awards Committee format in the following ways:

- IA - change 8 to 7
- IC - omit
- IIB - add it (2nd sentence of IB)

[? attached]

PASSED

At 5:15 PM, the meeting was recessed until Saturday, March 18th, at 11:00 AM.

Long Beach, California  
March 16, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The first 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 16, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 10:08 AM.

II. WELCOMES/ANNOUNCEMENTS/INTRODUCTIONS/GREETINGS

- A. President-elect and Program Chairperson Pat Heard welcomed the members and announced several program changes.
- B. She introduced the four Conference Co-Managers - Sallie Brown, Sally Garcia, Betty Levinson, and Barbara Tomlinson - as well as other notables.
- C. President Coda - Messerle introduced Vice President for Student Affairs, John Shainline who greeted us on behalf of CSU Long Beach.
- D. Conference Co-Manager Sallie Brown introduced Vice President for Instruction Sam Schauerman who welcomed us on behalf of El Camino College.

III. KEYNOTE ADDRESS

WCRA Past-President Gene Kerstiens introduced Professor John Roueche, Director of the Community College Leadership Program at the University of Texas at Austin. Dr. Roueche delivered a keynote address entitled "College Teaching: Putting the Pieces Together."

IV. MINUTES

The minutes from the Denver Board meetings and General Sessions, and those of the two mid-year Long Beach Board Meetings had been posted at the registration desk. President Coda - Messerle asked for corrections. Moved (Cheney), seconded (Larsen), to approve the minutes as posted.

PASSED

Secretary Mike McHargue presented some highlights of the March 15, 1978, meeting of the WCRA Board of Directors.

V. TREASURER'S REPORT

Treasurer Seymour Prog summarized the March report he had given at the previous Board meeting. With most of the conference income in and few of the expenses paid, we have approximately \$31,000 in our accounts. The report was accepted as read.

VI. ADJOURNMENT

After a few more announcements, President Coda - Messerle entertained a motion for adjournment from Mike McHargue at 12:15.

Respectfully submitted

Michael McHargue



Long Beach, California  
March 17, 1978

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The second 1978 General Business Meeting of the Western College Reading Association was held at the Queen Mary Hyatt Hotel, March 17, 1978. President Margaret Coda - Messerle presided.

I. CALL TO ORDER

President Coda - Messerle called the meeting to order at 11:05 AM.

II. ANNOUNCEMENTS

- A. President-Elect Pat Heard made several announcements concerning program changes.
- B. Conference Co-Manager Barbara Tomlinson introduced Assistant Vice-Chancellor Robert Lawrence who greeted us on behalf of the University of California, Irvine.

III. KEYNOTE ADDRESS

WCRA Past-President Royce Adams introduced June Dempsey, Developmental Education Division Chairperson at San Joaquin Delta College and WCRA Past-President. Ms. Dempsey spoke on "Charting Our Course: Within Reach".

IV. ELECTION OF OFFICERS

The candidates suggested by the nominations committee were announced and other nominations were solicited. None were offered.

Moved (Pierce), seconded (Levinson), to close the nominations.

PASSED

Each of the candidates was given the opportunity to address the members:

*in recess order* { President-Elect: Elaine Cohen and Ernie Gourdine  
Secretary: Jacquie Bonner and Mitch Kaman  
Treasurer: Manuel Olquin and John Woolley (Gene Kerstiens spoke for Woolley who was ill).

A secret ballot was conducted by members of the Nominating Committee and WCRA Past-Presidents.

V. RECESS

Although other business was on the agenda, several members pointed out that we no longer had a quorum of the membership (10%). After a good deal of discussion, President Coda - Messerle determined that the meeting could not continue. At 12:53 PM she recessed the meeting until 9:30 PM.

VI. CALL TO ORDER

President Coda - Messerle called the meeting to order at 9:48 PM.

#### VII. ANNOUNCEMENTS

Margaret announced the winners of the election:

*Margaret*  
President-Elect - Elaine Cohen  
Secretary - Jacquie Bonner  
Treasurer - John Woolley

#### VIII. BY-LAWS

In December, the Board of Directors voted to present two suggested by-law changes to the membership. They would assure that:

- (A) All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association.
- (B) No reimbursements will be made to any committee member without prior approval by the Board of Directors.
- (C) State/Province Director(s) - at-large be appointed by the President within 30 days prior to the annual meeting.

The changes and justifications were printed in the 1978 Newsletter and were available in conference registration packets (Attachment #1).

Moved (Stanfill), seconded (Kerstiens) to accept the proposed By-laws changes.

PASSED

#### IX. STANDING AWARDS COMMITTEE

Chairperson Donna Davidson summarized the work of the Standing Awards Committee. She solicited nominations from the membership for awards to be presented in future years:

- (A) Long and Outstanding Service to WCRA
- (B) Retiring members
- (C) Annual Scholarship

*Donna Davidson & Jan Semuels - discussed & passed*

#### X. HAWAII CONFERENCE INFORMATION

Sherm Harris of Group Travel Unlimited gave a brief talk on the arrangements for the 1979 Hawaii conference. He urged the members to work through his agency and the main hotel if any changes in the "standard plan" are desired. He also announced he would be available after the business meeting to consult individually with members.

#### XI. EQUAL RIGHTS AMENDMENT

Donna Davidson noted that the ERA needs to be ratified by three more states to become law and that many members strongly support its ratification.

Moved (Davidson), seconded (Cohen), that the membership recommend to the Board that WCRA not hold its annual meeting in any state that has not ratified the Equal Rights Amendment until such time as the issue of ERA has been settled.

XI. (cont.)

Before discussion began, it was moved (Kerstiens), seconded (Stanfill) that debate be limited to two minutes per person, 12 minutes total.

PASSED

In fact, the debate took less time than that. When the question on the original motion was called for, it

PASSED

XII. HEW REPRESENTATIVE

*Pat Heard*  
~~President Coda-Messierle~~ introduced Dr. Alvin Rivera of HEW. He had just finished meeting with the Interest/Issue group which discussed Recruiting Minority Learning Specialists. Margaret noted that he would be available to discuss matters of interest with members.

XIII. ADJOURNMENT

Moved (Kerstiens) to adjourn at 10:15.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not yet been approved.

## Two Changes Requested in Bylaws

Several questions were raised at the Denver WCRA Conference concerning various objectives, goals, etc., for the Western College Reading Association. The Board of Directors referred some of these questions to the Standing Bylaws Committee. After deliberations by the Standing Bylaws Committee, recommendations were made to the Board of Directors. At the Board of Directors meeting, December 9-10-11, 1977 at Long Beach, the Board approved the following changes to be presented to the Association membership. These changes will be voted upon by the membership at the Annual Business meeting in Long Beach during the Conference aboard the R. M. S. Queen Mary, March 16-19, 1978.

Annual, Regular or Special Meetings

We recommend that the Bylaws, Article II, be amended to read as follows:

"5. All annual, regular or special meetings of the Association must be held within the western geographical region established by the Association."

"6. No reimbursements will be made to any committee member without prior approval by the Board of Directors."

Justification for number 5 above: Every member has a right of access to every meeting; therefore, it would be counter to this philosophy established by Article 2, Section 4 of the Bylaws, if they were held outside our region, which makes the meeting prohibitive economically for members to be involved in such open meetings.

Justification for number 6: All committee membership should understand that any reimbursement of expenses which accrued in committee functions must be approved by the Board of Directors. Our Constitution states that all expenses must be approved by Board of Directors so this is really not a change in policy or content, but just spells out clearly to committee members that their expenses must be approved budgetwise before they are incurred.

#### Appointing State/Province Directors Prior to Annual Meeting

We recommend that State/Province Director(s)-at-large be appointed by the President within 30 days prior to the annual meeting. This will give an opportunity for these new directors to meet at the annual meeting to be oriented and initiate their responsibilities immediately following the annual meeting. The new directors could be introduced to their constituency at the State Director's meeting. Also this would facilitate the transfers of materials, files, and information from the old to the new directors.

#### Changes necessary in the Bylaws:

- A. Article IV, 8 - Delete the first two sentences.
- B. Article IV, 3 - Add the following:
  - "e. Appoint state director and director(s)-at-large within 30 days prior to the annual meeting."

Paul M. Hollingsworth, Chairman  
Standing Bylaws Committee

Long Beach, California  
March 18, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 18, 1978. President Margaret Coda - Messerle presided..

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past-President Adams, Secretary McHargue, Treasurer Prog. Other Board members: Parliamentarian Newman and Newsletter Editor Scarafiotti. State/Province Representatives included: Alaska - Silver Stanfill, Alberta - Bill Pierce, Arizona - Louise Haugh, California (Northern) - Carole Bogue and Norma Spaulding, Colorado - Bob Williams, Nevada - Dan Baxley, New Mexico - Karen Smith, Oregon - Jacquie Bonner, Texas - Ann Faulkner, and Utah - Merlin Chaney.

I. CALL TO ORDER

The meeting was called to order at 11:06 by President Coda - Messerle. She announced that it was a special meeting of the Board designed to get feedback from the Thursday State/Province meetings.

II. REPORT FROM COORDINATOR OF STATE/PROVINCE DIRECTORS

Royce Adams gave a brief summary of the written reports he had received from the State and Province Directors.

III. DISCUSSION BY STATE/PROVINCE DIRECTORS

Royce had given the Directors a long list of items to discuss at the Thursday meetings. He led this wide-ranging and informative discussion with that agenda. Here are some highlights:

- A. Accreditation. WCRA will not offer any kind of formal accreditation to learning assistance programs. However, the professional resource file that will soon be developed through a Newsletter survey will indicate which members specialize in what professional areas. Interested members will be able to obtain competent consultants through that file.
- B. Contacts with Other Professional Associations. Members supported our effort to share ideas with similar organizations. Margaret and Pat encouraged everyone to help by identifying appropriate Associations and volunteering to act as liaison.
- C. Name Change. Member feedback varies widely on this issue - probably more members favor status quo over a change. The closest thing to a consensus is the compromise choice of same-name-with-subheads which the Board has already incorporated into the new letterhead and brochures.
- D. Business Manager. Members don't seem to have enough information to judge the need for a Business Manager. In general, they seem to say "if the Board is convinced we need it, let's get one - but I'd like more details." Many wonder if someone could do the job in one day per week. Some suggested more clerical assistance for current officers might solve the problem. Many felt that more information on the duties of all officers would be helpful.

III. (Cont.)

- E. Hawaii Conference. Several members have expressed concern over the cost of both travel and hotel arrangements. It was agreed that much more information about this carefully planned conference must be given to members.
- F. Insights. Members are generally pleased with the attempt to have a WCRA "occasional paper", however, many feel there was too little time allowed to make contributions to the May edition.
- G. Archivist. Members were pleased with the establishment of this position.
- H. San Francisco Post-Conference Institutes. There is interest in having them but many members felt the educational/professional aspects should be emphasized more than the recreational. Some are concerned about the additional cost and time involved but generally agree they should be offered if there is enough interest. Other members suggested that a summer workshop be offered instead of (or in addition to) the post-conference institutes.
- I. State/Province Director Expenses. Most Directors felt that the \$50 currently allocated for their out-of-pocket expenses is adequate.
- J. Guidelines for State/Province/Regional Meetings. Carole Bogue, Norma Spaulding and Dave Fisher have prepared a set of guidelines (Attachment #1) which will help others plan area meetings.
- K. Directors' Concerns. The following suggestions were offered when Directors were asked for other comments:
1. Don't give so much "WCRA" agenda for regional meetings that local business can't be conducted.
  2. Give higher priority/better times/more time to regional meetings.
  3. Poll states and provinces to see if they prefer to meet individually or as regions.
  4. Provide info on new area members as soon as possible.

IV. ADJOURNMENT

Moved (McHargue) to adjourn the meeting at 12:40 PM.

Respectfully submitted,

Michael McHargue  
Secretary, WCRA

These minutes have not been approved.

Long Beach, California  
March 19, 1978

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in the Queen Mary Hyatt Hotel, Long Beach, California on March 19, 1978. President Margaret Coda - Messerle presided.

Voting Board members present: President Coda - Messerle, President-Elect Heard, Past President Adams, Secretary McHargue, and Treasurer Prog. Other Board members: Gwyn Enright, June Dempsey, Loretta Newman, and Carol Scarafiotti. Other members: Jacquie Bonner, Elaine Cohen, Gene Kerstiens, Silver Stanfill, and Barbara Tomlinson.

I. CALL TO ORDER

The meeting was called to order at 12:57 PM by President Coda - Messerle for the purpose of completing the "Old Business" part of the Board's agenda. She noted that the newly elected Board would take over when the "New Business" began.

II. PLACEMENT BUREAU CHAIRPERSON'S REPORT

Barbard Tomlinson's formal report will be filed for the mid-year Board meeting. She will submit bills and updated budget to the Treasurer.

III. BY-LAWS COMMITTEE

- A. Members of the By-laws Committee have agreed to continue serving. More changes will be considered at the mid-year Board meeting.
- B. Discussion of the Business Manager job yielded a consensus on the part of the Old Board that the issue should be decided by the incoming Board. Elaine Cohen and Jacquie Bonner indicated they would prefer to decide the issue after John Woolley was seated and they had more time to reflect on member feedback and obtain more information about the duties of the new manager.

Moved (Adams), seconded (McHargue), to defer decisions about the Business Manager position until the mid-year Board meeting.

PASSED

IV. EQUAL RIGHTS AMENDMENT

Several members of WCRA have expressed strong concerns regarding the vote recommending that the Board not schedule annual meetings in any state that has not ratified the ERA. Some members have indicated they would resign for personal/philosophical reasons; some would be forced to resign because they are employed by non-ERA states; some are concerned that WCRA should not take "political" (as opposed to "professional") stands on issues. There is a major concern that such a vote might effect our tax-exempt status with the IRS.

Moved (Adams), seconded (McHargue), to delay acting on the vote of the membership until the new Board has time to study the response of the membership and the IRS implications.

PASSED



#### V. CONFERENCE GUIDELINES

June Dempsey presented the revised (March 1978) WCRA Guidelines for Submitting a Conference (Attachment #1). They simplify the process and allow members to indicate interest early without having to make too many formal and serious commitments of time and money too early.

Moved (Adams), seconded (McHargue), to approve the Guidelines as revised.

PASSED

#### VI. NEWSLETTER

- A. Carol Scarafiotti will experiment with a new section in the Newsletter which may include job listings, exchange teaching opportunities, and buying/selling/trading equipment ideas. This "want ads" section should provide important information for members.
- B. Carol will be printing a "logo page" for all conference exhibitors. She will also encourage them (and other publishers) to advertise in the Newsletter this year.
- C. The next "membership issue" will include a special list of new members.

#### VII. GOALS AND PURPOSES OF WCRA

Gwyn Enright will give her draft statement to Board members soon. They will discuss it at the mid-year Board meeting.

#### VIII. CHANGING OF THE GUARD

This completed the Old Business. Margaret passed her gavel to Pat Heard; Mike gave his pencil and steno pad to Jacquie Bonner.

Respectfully submitted,

Michael Mchargue  
WCRA Secretary

These minutes have not yet  
been approved.

WESTERN COLLEGE READING ASSOCIATION  
GUIDELINES FOR SUBMITTING A PROPOSAL FOR A CONFERENCE  
Revised March, 1978

I. Submitting a proposal

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as conference manager(s) in the year identified. The proposal should include the following:

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members.
  1. These bids should detail the extent to which the hotel/motel accepts the following provisions.
    - a. A complimentary room(s) shall be furnished based on one room per fifty (50) reservations by Association members. Assignment of complimentary rooms shall be made by the President according to Presidential succession.
    - b. A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to one hundred room reservations by Association members shall be available to be used as a private room with no corkage fees.
    - c. The cut-off date for reservations shall be no more than two (2) weeks prior to the opening date of the conference.
    - d. Complimentary lodging and meeting space for twelve (12) at the fall and winter Board meetings.
  2. The bids from the hotels/motels should specify the following:
    - a. The cancellation/refund policy of the hotel.
    - b. The charges for single, double, triple rooms and suites.
    - c. The number of reservations required to secure the meeting rooms on a "no charge" basis.
    - d. The charges for meeting rooms in the event the room obligation cannot be met.
    - e. A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
    - f. Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.

- g. Provisions for transportation from the airport to the hotel.
  - h. Banquet prices and sample menus.
  - i. Any charges or drayage fees relative to the exhibits.
  - j. The name of the hotel liason person who will be responsible for the smooth and orderly progress of the conference activities.
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
  - D. A letter from the bidder indicating the acceptance of the responsibilities of conference manager, secretarial assistance available, audio visual equipment available for conference use and other information that would be helpful to the Board of Directors in making its decision.
  - E. Other pertinent supporting documentation.

## II. General information

- A. All bids for conferences should be submitted two (2) years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, and Saturday immediately preceding Palm Sunday but check exact dates with President.
- B. The proposal should be sent to the Board of Directors of Western College Reading Association.
- C. The Board of Directors of Western College Reading Association will make the final decision subject to any mutually agreed changes.
- D. Following the decision of the Board of Directors of Western College Reading Association, the bidder(s) will be notified of the Board's decision.
- E. The Board of Directors of Western College Reading Association shall have final authority in selecting host institution(s) and housing sites and no agreements are final except and until approved in writing by this body.
- F. The President-elect shall have the sole final responsibility for all aspects of the conference.

## III. Duties of the Conference Manager(s)

- a. Selecting an audio-visual chairperson.
- b. Select Exhibits Chairperson(s) who will arrange for exhibitors tables, tablecloths and chairs.

- c. Selecting Banquet Chairperson:
  - menu
  - decorations in keeping with conference theme
  - tickets
  - program (awards)
- d. Selecting chairperson(s) for Hospitality suite. (This room should not be adjacent to a bedroom that must be occupied by the President, if possible.)
- e. Arranging tours to local colleges--busses, lunch, and schedule.
- f. Arranging tours to local tourist sites for Thursday evening.
- g. Arranging for conference credit. It may be possible to offer one unit for the conference and one unit for the Pre-conference Institutes.
- h. Making the physical arrangements for the Pre-conference Institutes.
- i. Arranging for the courtesy suites.
- j. Arranging for coffee and iced tea for the breaks.
- k. Arranging for provision of water and ash trays in Section Meeting locations.
- l. Obtaining items for inclusion in packets, such as pencil, pad, name tags, souvenirs, etc.
- m. Arranging ground transportation for charter groups.
- n. Providing a floor plan of the conference site for inclusion in the program.
- o. Making a large floor plan chart available at the registration desk.
- p. Selecting registration desk personnel.
- q. Providing a large replica of conference program on a chart visible to registrants.
- r. Selecting a committee to prepare members conference packets.
- s. Providing an easel and display table for Placement Chairperson.
- t. Providing a sign-up area for posting areas of expertise to enable others to contact these people to discuss their programs and exchange information.
- u. Making final Banquet reservations.
- v. Taking care of all on-site conference duties, such as providing tables for the registration personnel.

#### IV. Duties of the President-Elect

- a. Preparing Call for Papers Newsletter announcement.
- b. Preparing conference invitational letters.
- c. Preparing conference registration letters.
- d. Preparing conference reminder letters
- e. Preparing conference highlights article for the Newsletter.
- f. Preparing acknowledgement letters for those requesting the opportunity to present papers.

- g. Preparing confirmation letters and paper guides for presenters.
- h. Selecting Section Chairpersons and Discussion Leaders.
- i. Sending reminder letters to Section Chairperson and Discussion Leaders that accepted.
- j. Planning state meetings with Chairperson of State Directors.
- k. Planning Pre/Post-Conference meetings.
- l. Planning Job-Alike Sessions and sending letters to the leaders of those sessions.
- m. Selecting evaluation chairperson(s)
- n. Selecting chairperson of program event as needed.
- o. Selecting coordinator of Section Chairperson who will conduct meetings for the Section Meeting Chairpersons and Discussion Leaders.
- p. Preparing conference programs.
- q. Supplying audio-visual requests of presenters to Audio-Visual Chairperson.
- r. Checking on all Section Meetings to make sure Chairpersons and Discussion Leaders are there.

Long Beach, California  
March 19, 1978

WESTERN COLLEGE READING ASSOCIATION  
Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Long Beach, California, at the Queen Mary Hyatt Hotel, March 19, 1978. President Pat Heard presided.

Voting Board members present: President Pat Heard, President-Elect Elaine Cohen, Past-President Margaret Coda-Messerle and Secretary Jacquie Bonner. Non-voting members present: Ex-officio Past-President June Dempsey and Royce Adams, Parliamentarian Loretta Newman, Placement Chairperson Barbara Tomlinson, Newsletter Editor Carol Scarafiotti, Proceedings Editor Gwyn Enright, Past-Treasurer Seymour Prog, State Director Silver Stanfill, and Past-President Gene Kersteins, *and Jan Dempsey*.

The new Board assumed responsibilities at 1:36 p.m.

I. CALIFORNIA ASSOCIATION OF POST-SECONDARY EDUCATION OF THE DISABLED

Gene Kersteins introduced Sandy <sup>Sternig</sup> and Steve <sup>Fascano</sup> Past-President of CAPED. Sandy recommended that we facilitate communications between Learning Center and Learning Disability personnel because students with learning disabilities are frequently indentified by Learning Center personnel. Steve announced a CAPED conference April 26 - 29 in Culver City, California. Royce Adams suggested that President-Elect Elaine Cohen consider involving Learning Disabilities personnel at the next WCRA conference.

II. MINORITY AFFAIRS COMMITTEE

Juan Vasquez introduced Angelina Rodarte, Don Yamamoto, Tyre Duncan-Hall and Manuel Olgin who, among others, drafted a proposal to establish a standing Committee on Minority Affairs and further recommended that Dr. Ernest Gourdine be appointed as chairperson. Juan outlined some of the purposes of the committee, that is, to develop strategies for attracting minority students into training as Learning Specialists, to assess minority student use of Learning Centers, and to explore funding sources for training grants. There was a question as to whether or not the committee should be a standing committee or a regular committee. Juan Vasquez was asked to draft a statement of purpose and a list of perceived tasks for the Board's consideration at the Fall meeting.

Moved (Coda), seconded (Cohen) to establish a standing Committee on Minority Affairs.

PASSED

Juan Vasquez requested travel funds for the committee meeting during the Spring or Summer.

Moved (Coda), seconded (Cohen) to authorize the President to allow the Committee on Minority Affairs to be reimbursed for a one day meeting at the most cost effective site once the President has selected the committee.

PASSED

III. LETTER FROM COLORADO DEPARTMENT OF EDUCATION

A letter was introduced from the Colorado Department of Education requesting information concerning reading certification laws and stands taken by interested associations. The Board agreed to Royce Adams' suggestion that a copy of the letter be sent to each State Director for a response to information requested.

IV. BUDGET FOR NEW OFFICERS

Seymour Prog, Past-Treasurer, recommended a budget of \$3,000. (Attachment #1).

*14,213* { ?

Moved (Cohen), seconded (Coda) to adopt the proposed budget.

PASSED

V. LETTERS TO CANDIDATES

The Board agreed that the President should send letters of appreciation to WCRA candidates who were not selected. Royce Adams asked for a policy statement regarding candidates who cannot be present.

Moved (Coda), seconded (Cohen) that candidates who cannot be present during elections should prepare and give a written statement to the Nominating Committee for presentation to the convention.

PASSED

VI. EXPENSES FOR REGIONAL MEETINGS

Moved (Coda), seconded (Cohen) to add to State Directors' duties to compile a report on financial transactions connected with state meetings which will accompany their annual report.

PASSED

VII. EXPENSES OF CONFERENCE CO-MANAGERS

Moved (Coda), seconded (Cohen) that conference registration fees be paid upon request for the Long Beach Conference Co-Managers who de-

*and chair*

voted all of their time to the Conference unless their district paid the registration fee. Hereafter, such persons and their registration fees will be pre-determined and covered under the conference budget.

PASSED

VIII. BY-LAWS QUORUM

Discussion ensued during what <sup>concerning</sup> should constitute a quorum at a conference. Margaret Coda-Messerle recommended that a quorum be 10% of the members present at the conference. At the present time, we cannot elect officers by mail; however, we could amend the by-laws to allow balloting by mail.

Moved (Coda), seconded (Cohen) that the President request the standing By-Laws Committee to propose a by-law amendment by the Fall Board meeting which would address the problem of determining what number constitutes a quorum at conference meetings.

PASSED

The Board recessed at 3:40 and reconvened at 3:50 p.m.

IX. BUSINESS MANAGER

*no consensus* (WCRA needs a person in a central location who collects and accounts for important WCRA papers and documents. As the membership grows, such a person could provide continuity and increase the efficiency of transactions through familiarity with past and present business matters. Mike McHargue suggested that such a person could handle business matters following a conference site selection. One proposal under consideration is to hire a WCRA member's time one day per week to assume such responsibilities. Royce questioned if such time would be adequate.) *Continued discussion from March 15*

Moved (Cohen), seconded (Coda) to table discussion until the Fall Board meeting.

PASSED

X. COMMITTEES

*Report of Rules of Order*  
Discussion ensued regarding the nature of the various committees. Upon referral to the WCRA constitution, the Board noted that standing committees could be formed only through a by-law amendment. To correct the situation, it was moved (Coda), seconded (Bonner) that the Board amend the model for advisory committees to read that their function will be to analyze, discuss and recommend to the Board. *Robert's Rules of Order*

PASSED

*Correct previous references to standing committees use the term "advisory" instead*

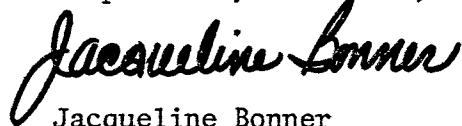


Long Beach, California  
March 19, 1978  
Page Four

- XI. The Board will meet in the Fall in San Francisco. Pat Heard will seek a date agreeable to the Board members.

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Bonner". The signature is written in black ink and is positioned above the printed name and title.

Jacqueline Bonner  
Secretary

BUDGET FOR 1978-79  
(Approved 3/19/78)

President	\$ 200.00 ✓
Previous President <i>Pres-elect</i>	300.00
Nominating Committee	830.00 ✓
Coordinator of State Directors	300.00 ✓
Conference Site Selection	300.00 ✓
Treasurer	500.00 ✓
Secretary	350.00 ✓
State Directors (\$50. per Director)	1,100.00 ✓
Newsletter	2,250.00 ✓
Proceedings	3,883.00 ✓
Placement	500.00 ✓
Insights Publication	1,500.00 ✓
By-Laws Committee	500.00 ✓
Minority Affairs Committee	700.00 ✓
Preliminary Conference Activities	1,000.00 ✓
	<u>\$14,213.00</u>

+ \$300 for Past-Pres too?

*Standing Awards Comm.*

1165.00

3/15 p.6

*Archivist* \$150000/1000

3/15 p.5

*Board meetings*

3000

18,778

*Fund future conferences*

1,000

*Scholarship Comd.*

15000

165 expenses

CORRECTIONS FOR WCRA MINUTES MARCH 17 AND MARCH 19, 1978

(Please staple these corrections to your copy of the minutes).

MARCH 17 MINUTES

1. Candidates were presented to the members in the reverse order stated.
2. The selected officers were presented in the reverse order stated.
3. Section IX, the Standing Awards Committee also gave recognition to the passing away of members Dixie Roberson and Jeff Samuels.
4. In Section XII, Pat Heard introduced Dr. Alvin Rivera of HEW.

MARCH 19 MINUTES

5. The correct spelling of names of CAPED members is Sandy Sternig and Steve Fasteau.
6. Margaret should be referred to as Coda-Messerle instead of Coda.
7. In Section IV, Seymour recommended a budget of \$3,000.00 for the Board of Directors. The operational budget recommended was \$14,213.00.
8. In Section VII, the motion was to repay both the conference co-managers and the section chairpersons who had given 100% of their time to the conference.
9. In Section IX, the Board's intent was to continue a discussion of the proposed hiring of a Business Manager rather than to declare the necessity of such a position.
10. In Section X, the Board referred to Robert's Rules of Order rather than its constitution.

WESTERN  
COLLEGE  
READING  
ASSOCIATION

*Extra  
dead*

TO: WCRA Board Members

DATE: March 8, 1978

FROM: *Margaret*  
Margaret Coda-Messerle

SUBJECT: MARCH BOARD MEETINGS

It's that time of year again. Attached you will find the agenda for our board meetings. With the exception of Tuesday evening, all board meetings will be held in the Abbey Room onboard the Queen Mary. On Tuesday evening we will meet at Sir Winston Churchill's Restaurant on the Queen for a dinner meeting. Reservations are in my name. Following is the schedule for our meetings:

Tuesday, March 14th 7 - 9 p.m.

Wednesday, March 15th 9 a.m. - noon  
and

2 p.m. - 10 p.m.

Saturday, March 18th 11 a.m. - 1 p.m.

Sunday, March 19th 1 - 3 p.m.

See you soon--too soon?

WESTERN COLLEGE READING ASSOCIATION

WCRA MARCH BOARD MEETING AGENDA

Tuesday, March 14, 7 - 9 p.m. (Dinner Meeting - Sir Winston Churchill's)

1. 7 p.m. Call to Order
2. Review of Agenda
3. Secretary's Report (Mike McHargue)
  - a. Minutes
  - b. Disposition of categorization of policy statements and motions
4. Treasurer's Report (Seymour Prog)
  - a. Financial Standing
  - b. Liability Insurance (Proceedings)
  - c. Savings Certificate
5. President-Elect and Program Chairperson's Report (Pat Heard)
  - a. Update on Conference
  - b. Materials Reimbursement for Institutes
6. Nomination Committee Chairperson's Report (June Dempsey)
  - c. *Children's lunche*
  - d. *student fees*
7. Proceedings Editor's Report (Gwyn Enright)
8. Draft of WCRA's Goals and Purpose Statement Presented (Gwyn Enright)

Wednesday, March 15, 9 a.m. - noon and 2 p.m. - 10 p.m. (Abbey)

9. Newsletter Editor's Report (Carol Scarafiotti)
  10. Conference Site Chairperson's Report (June Dempsey)
  11. President's Report (Margaret Coda-Messerle)
  12. WCRA Insights Editor's Report (Randy Silverston)\*\*
- \*\* TIME CERTAIN: 10:00 a.m.
13. Archivist's Report (Ruth Purdy via Margaret Coda-Messerle)
  14. Placement Bureau Chairperson's Report (Barbara Tomlinson via Margaret Coda-Me
  15. Equal Rights Amendment Motion (Donna Davidson)\*\*
  16. Standing Awards Committee Chairperson's Report (Donna Davidson)\*\*
- \*\* TIME CERTAIN: 3:00 p.m.

March 15 - Continued

17. Conference Guidelines Revisions (June Dempsey)
18. Standing Bylaws Committee Chairperson's Report (Paul Hollingsworth)

Saturday, March 18, 11 a.m. - 1 p.m. (Abbey)

19. Coordinator of State Directors Report (Royce Adams)
20. Reports from State and Provincial Directors

Sunday, March 19, 1 - 3 p.m. (Abbey) WITH NEW BOARD

21. WCRA articulation with <sup>*Cal. State Post-Secondary Educators of the Disabled*</sup> CAPED (Steve Fasteau, Immediate Past President of CAPED, with Victoria Schmoeller and Gene Kerstiens) and articulation between learning disabilities facilitators and learning center practitioners
22. Colorado Council of the International Reading Association (CCIRA) Committee on Reading Certification request (see attached letter from Jane A. Larsh)
23. Dates for 1st Mid-Year Board Meeting, 1978

ADDITIONS TO THE AGENDA:

24. Budget allocation for officers - Seymour (Treasurer)
25. Published Exhibits contract (new board) Carol Platt
26. \_\_\_\_\_
27. \_\_\_\_\_

WESTERN COLLEGE REF (NS) ASSOCIATION  
TREASURER'S REPORT  
March, 10 1978

ATTACHMENT # 1

BALANCE BROUGHT FORWARD (3/10/77)

\$ 21,591.18

INCOME

* Conference, 1977	\$ 8,384.50
* Conference, 1978	17,130.40
Membership Dues	2,684.00
Proceedings	1,331.85
Misc.	53.00
	<u>\$29,647.75</u>
Interest earned	<u>765.09</u>

TOTAL RECEIPTS

\$ 52,004.02

\* (Includes Dues and Proceedings)

EXPENSE

Conference, 1977	\$ 8,437.10
Conference, 1978	681.38
Refunds	689.60
Newsletter	1,858.34
Proceedings	3,702.05
Board Expense	3,301.43
Nominating Committee	771.44
By-Laws Committee	464.39
Readability Committee	104.35
Placement	377.47
State Directors	101.17
Clerical, postage, supplies	<u>357.14</u>

TOTAL EXPENSES

\$ 21,250.21

BALANCE 3/10/78

\$ 30,753.81

CASH ASSETS:

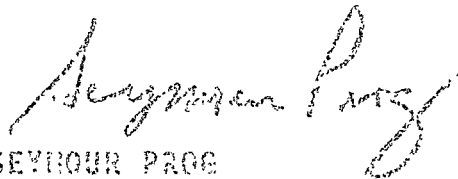
United California Bank	\$11,308.61
Mercury Savings & Loan	<u>19,756.00</u>

TOTAL CASH

\$ 31,064.81

STATUS OF SPECIAL ACCOUNTS

No. 1	\$1,000 annually (from 1976) for future conference expense:	\$4,000
No. 2	Bank interest to be used for Conference Speakers' fees (Total interest: \$1723 less \$493 expended)	1,230
No. 3	\$1,000 annually (from 1977) for Scholarship Fund	2,000

  
SEYMOUR PROSS  
Treasurer

SUGGESTIONS AND GUIDELINES FOR REGIONAL MEETINGS

Committee: Carol Bogue - SJCC  
Norma Spaulding - SJSU  
Dave Fisher - ELAC

1. No WCRA money is available for speakers, so the cost of the meeting must be provided in registration fee and/or publisher's exhibits.
2. No accounting is made to WCRA.
3. WCRA will not pick up any costs.
4. Perhaps one of the host schools will pick up costs for printing and mailing.
5. In general, use members as a resource for speakers and/or activities.
6. The State/Province Director is usually the host(ess), but does not have to have it at his/her school.
7. Select the meeting date carefully so there are no conflicts with other Reading Groups.
8. Form a steering committee to help spread out the work.
9. Two announcements are suggested - one very early, the other a reminder about 2 - 3 weeks before the meeting.
10. Ask your college about use of staff development funds and ask other members of your college staffs to attend if extra funding is necessary.
11. Planning should include the following:
  - a. A map to the meeting place.
  - b. Provision for parking.
  - c. Luncheon - (Collect money in advance).
  - d. Often dinner or social activities are welcome additions for evening when members come from a long distance.
  - e. Room should be large enough for the group.
  - f. A tour of relevant programs on campus.



WESTERN COLLEGE READING ASSOCIATION  
TREASURER'S REPORT

1977-78 Budget

	<u>Amount Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Board Expense	\$ 1500	2437.41	(937.41) (1)
President	200	63.58	136.42
Past Pres:			
- Nominating Com.	830	795.01	34.99
- State Directors			
Coordinator	300	183.06	116.94
- Site Selection	335	Ø	335.00
Pres. Elect	300	Ø	300.00 (2)
Treasurer	1000	736.72	263.28
Secretary	350	3.20	346.80
State Directors	500	109.62	390.38
Newsletter	2250	1838.34	411.66
Proceedings	4200	3870.65	329.35
Placements Off.	500	377.47	122.53
<u>"Insights"</u>	1500	Ø	1500.00

Unbudgeted: (approved expenditure) By-laws committee - \$467.39

Notes:

(1) Large expense occasioned by extra mid-year board meeting (Dec.)

(2) Large expense: Membership list printed and mailed by Treasurer's office this year.

# WESTERN COLLEGE READING ASSOCIATION

ATTACHMENT #3

March 10, 1978

## WCRA Proceedings

Report to the Executive Board of the Western College Reading Association  
From Gwyn Enright, Editor, WCRA Proceedings

March 30, 1977 - March 1, 1978

### Expenditures

#### Postage:

Registered mail to Don Girard, Gutenberg 2000	\$ 2.53
<u>Proceedings</u> mailed in November	103.62

#### Supplies:

Envelopes 6 ½ X 9 ½	24.48
Envelopes 14 ½ X 20	33.39
Stamps (Invoice Enclosed and Return Postage Guaranteed)	2.80
<u>WCRA Proceedings</u> Invoice	65.19
Ledger	1.30

Printing and Composition of 1000 Perfect Bound Volumes	3,330.00
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#### Travel and Committee Expenses:

Annual Editorial Luncheon	29.80
Editorial Work Session	<u>277.06</u>

TOTAL	<u>\$3,870.17</u>
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### Sales

March 30, 1977 - March 1, 1978

24	<u>Proceedings</u> Packages 4-10@ 30.00	\$ 720.00
5	<u>Proceedings</u> Packages 4-9@ 25.00	125.00
5	<u>Proceedings</u> Packages 4-8@ 20.00	100.00
1	<u>Proceedings</u> 4@ 5.00	5.00
2	<u>Proceedings</u> 5@ 5.00	10.00
12	<u>Proceedings</u> 7@ 6.00	72.00
5	<u>Proceedings</u> 8@ 7.00	35.00
13	<u>Proceedings</u> 9@ 7.00	91.00
28	<u>Proceedings</u> 10@ 7.00	196.00
487	<u>Proceedings</u> 10@ 5.00 <i>Don</i>	<u>2,435.00</u>
	<i>600? 2 B.</i>	\$3,789.00

# WESTERN COLLEGE READING ASSOCIATION

## EL CAMINO COLLEGE

(213) 532-3670

16007 CRENSHAW BOULEVARD • VIA TORRANCE, CALIFORNIA 90506

February 8, 1978

Margaret Coda-Messerle  
Learning Assistance Support System  
California State University  
Long beach, California 90840

Dear Margaret:

As the matter has been discussed in various Board meetings and doubtless elsewhere, the WCRA Proceedings continue to be published (1,000 copies an issue) because the Board has bought into the philosophy that (1) certain papers deserve the dignity of print and (2) eventually all issues of the Proceedings will enjoy popularity such that all shall be sold. Related to this latter notion is the prospect that if Proceedings do not continue to sell WCRA will be sitting on an expensive inventory that is burdensome.

Therefore, I read the attached ERIC brochure entry with great interest. Evidently ERIC is making the Seventh Proceedings available through its system. So it seems that if a person can get the Proceedings in microfiche for 83 cents, he/she may not buy the volume for a few dollars from our friendly Proceedings "dealership."

Question One: did someone in WCRA give ERIC permission to reproduce the volume? I didn't. Question Two: did ERIC approach each author individually and get his/her permission to reproduce each and every paper? Maybe, but I doubt it. Anyway, here's my point: certainly no one can stop ERIC from copying and disseminating authors' papers if authors give permission. But if someone in WCRA is giving blanket permission for Proceedings reproduction, I think such practice should be questioned.

Sincerely,

  
Gene Kerstiens

GK:pl

cc: G. Enright  
P. Heard  
M. McHargue  
S. Prog  
R. Adams

READING-UPDATE: IDEALS TO REALITY; PROCEEDINGS OF THE ANNUAL CONFERENCE OF THE WESTERN COLLEGE READING ASSOCIATION (7th, Oakland, 4-6 April 1974). Edited by Gene Kerstiens. Many of the 35 papers in this volume are concerned with instruction in a learning laboratory. Discussed are interviewing techniques, microcounseling, implementation of a learning skills center, and the teaching of study skills. (ED 114 796, EDRS Price: MF-\$0.83 HC-\$11.37 plus postage, 201p.)

March 6, 1978

Ms. Margaret L. Coda-Messerle  
Learning Assistance Support System  
California State University  
Long Beach, California 90840

Dear Margaret:

Thank you, Margaret, for the lovely letters you wrote to my employers about my appointment as Archivist.

I have your request for a written report to the Board on the progress, plans, budgets, etc., for the Office of Archivist. Never having had any archivist experience, and not yet having any materials except odds and ends, which I personally have kept, I am having to fumble around a bit; however, these are the plans that appear logical to me:

1. I will ask for guidance from my own College Librarian on the most efficient system for storage.
2. As materials come to me, I will categorize, label, and file them in an orderly manner.
3. I will report to the Board all activities, including a regularly updated list of materials stored, as well as a list of expenditures accompanied by receipts.

The following questions occur to me on which I would appreciate the Board's advice and suggestions:

1. Housing: Where would you like the Archives to be housed? For the present, I can store the materials in my office at Pacific Christian College, but I can foresee the time-perhaps within a few years-when we may have to rent space somewhere.
2. Storage Cabinets: Wherever the materials are housed, I suggest we purchase locked storage to avoid any chance that unauthorized persons might, however innocently, remove or disarrange them. The items which occur to me for storage are: Constitution and By-laws, (originals and all revisions), Minutes, Treasurer's Reports, Newsletters, Proceedings of Annual Conferences, and any significant letters, documents, histories, newspaper clippings, and pictures which can be found.

I would like the Board to decide whether the Archives should store one, two, or three copies of items such as Newsletters and Proceedings (if available), considering that space is always in short supply. It seems inadvisable for the Archives to store excess copies, and at present I can think of no reason to store more than, perhaps, three copies of anything (possibly not more than one). If the Archives should receive, say, ten

copies of one issue of the Newsletter, for example, I would like to have the Board's permission to destroy all in excess of a specified number. I assume that I will not receive the extra copies of the annual Proceedings, since they can be sold, and I would prefer not to have that job.

3. Budget: Four-drawer locked file cabinets seem to me the most feasible for all storage unless there is something I don't think of which would not fit. Since there appears to be some tapes to be stored, one of the cabinets should contain two or four shallow (about 6" deep) drawers to better house tapes. I will need to know, before I purchase this cabinet, what size the tapes are; that is, cassettes or reels. Probably we should budget for the purchase this year of two or three files, depending on the number of each item the Board decides the Archives should store. The cabinets which I recommend are fitted with Pendaflex frames and cost about \$100, (est) Pendaflex folders cost at present \$30. (est.) per 100, and we should budget for \$60. for folders, and labels for each cabinet. I would like the Board's authorization for me to purchase up to the amount budgeted, as needed. Then I will watch the ads for sale items, pay for them with my personal check, and send the bills to the Treasurer.

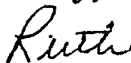
There should be a small amount budgeted for postage, say \$20.00; for envelopes, for storage as well as for mailing, say \$20.00; and for Xeroxing, say \$30.00.

Many hours of filing will be required, especially this first year, most of which I know I will employ someone to do. I estimate that for the year the cost will be \$300.00 to \$400.00. I am happy to do all the work necessary for the Archivist except filing. Typing, inserting file labels and filing materials into folders are jobs I always hire done; this kind of work is tedium to me. Since this will be occasional part-time work, less than \$40<sup>00</sup> per month, there will be no cost for Social Security, withholding tax, disability, or unemployment.

4. Miscellaneous: I will appreciate it if the Board members or others with some experience will send me suggestions on these or any other matters, particularly those which I may be overlooking.

I look forward to continuing to work with all of you, whose friendship and companionship I so greatly enjoy.

Sincerely,



Ruth S. Purdy  
9400 Larkspur Drive  
Westminster, CA. 92683

WESTERN COLLEGE READING ASSOCIATION

ARCHIVIST'S PROPOSED BUDGET

1978

1. Capital Outlay

3 locking 4-drawer file cabinets, *with Pendaflex folders and labels* to be  
purchased as needed, at \$160.00 each. \$ 480.00

2. Supplies

Envelopes, paper, postage, copying, etc. \$ 70.00

3. Wages

Clerical help, at minimum wage, for  
setting up files and filing. \$ 400.00

Total

---

\$950.00

WCRA BUSINESS MANAGER

The Business Manager has no power except that delegated by the Board of Directors. All powers are vested in the Board of Directors concerning the duties, responsibilities and the functions of the Business Manager.

The following are the recommendations for the duties and functions of the Business Manager:

1. Attend all Board of Directors meetings and any other meetings as directed by the Board.
2. Following selection of the conference site, the Business Manager will handle all business details as directed by the appropriate Board of Directors member.
3. The Business Manager shall serve as the Administrative Assistant to the Treasurer:
  - a. Maintain a business address for the association.
  - b. Record and deposit all monies.
  - c. Receive and record membership dues.
  - d. Receive and record conference fees.
  - e. Receive and record newsletter advertising payments.
4. The Business Manager will maintain and distribute all volumes of all publications; keep records of such transactions to report to the Treasurer; receive, record, and deposit publication funds; invoice publication purchasers; and maintain accounts of publications volumes sold.

The Business Manager is a continuing appointment subject to Board of Directors review every six months.

The salary recommended is \$5,000 annually and should be reviewed yearly. The Business Manager is a bondable employee.

*Changed to  
Advisory 3/19/78*

MODEL FOR STANDING COMMITTEES

## 1. COMMITTEE MEMBERSHIP

- a. The committee chairperson shall be appointed by the President.
- b. The committee shall consist of 5 - 7 WCRA members.
- c. Personnel for the committee shall be selected by the chairperson subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

## 2. MEETINGS

- a. Meetings shall be held on call at the discretion of the chairperson.
- b. No reimbursement will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the chairperson, these costs will be reimbursed.

## 3. DUTIES AND RESPONSIBILITIES

- a. To carry out charges as given by the President.
  - b. To keep records and make reports and/or recommendations to the Board of Directors.
- "to discuss, analyze, and recommend" to the board 2/19/78*

## 4. DUTIES OF THE CHAIRPERSON

- a. The chairperson is responsible for following the charges of the President.
- b. The chairperson shall carry out the business of the committee in a judicious manner.

## 5. COMMITTEE PROCEDURE

- a. Notice of called meetings shall be made by the chairperson and received by all committee members at least 15 days in advance of that meeting. Notice shall include the date, place and charges.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.