

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 4, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, Kathy Carpenter.

Becky Patterson called the meeting to order at 9:10 a.m.

I. Summer Board Meeting

A. Dates

Summer Board meeting will be July 27, 28 and 29, 1990.

The Board agreed on July 27, 28 and 29, 1990 for the summer board meeting in San Antonio. The meeting was changed from Thursday-Saturday to Friday-Sunday to accommodate less expensive airline fares.

B. Budget Items Submitted By

Summer Board items need to be submitted by June 25, 1990.

The Board agreed to submit budget items to the treasurer by June 25, 1990. Carol will send forms by the week of May 21 to all Board members.

C. Agenda Items Submitted By

Summer board meeting agenda items need to be submitted to Dee by June 25.

D. Other New Business

Dee recommended that the President-elect send a camera ready copy of the conference program to the on-site chair to have the programs printed in San Antonio. This would save mailing costs. The Board discussed the possibility of having the same printer print the programs each year.

Wes Brown will investigate developing a summer staff development institute at Chapel Hill.

Wes Brown is investigating a summer staff development program at Chapel Hill (Attachment J). The Board will not take any action on this until Wes has asked assistance from the organization. Summer institute guidelines are in the Portland, 1982 minutes. If CRLA were to co-sponsor such a program it would need to be involved in the marketing, program items and speakers, evaluation, and mission and goals of the institute. The Board

thinks favorably of professional development in our field and would be receptive to such programs.

Barbara Calderwood joined the Board meeting at 10:30 a.m.

II. Barbara Calderwood

A. CRLA and JDE and RRIDE Agreement
Oxford Mailing Service needs to send 3 sets of mailing labels to JDE and 5 sets to RRIDE by August 15.

Deadlines for article exchanges in JDE are:

Issue 1 - June 1

Issue 2 - August 1

Issue 3- September 1

Length of the article should be 300-350 words.

B. Problems This Year

Barbara passed out an outline of suggestions to alleviate some of the problems encountered this year (Attachment K). The contract with JDE and RRIDE should be renewed this next year by January, 1991.

Contract with CRLA and JDE and RRIDE will be renewed.

Suggestions for improved services among CRLA and, JDE and RRIDE.

The following suggestions were discussed:

1. Ask Oxford Mailing Service to separate JDE and RRIDE subscribers so that there can be a double check on who should be receiving mailings.

2. Carol will work with Gladys Shaw to develop a form for JDE and RRIDE subscriptions and money received by Oxford. This form will be submitted to the Treasurer.

3. Barbara recommended having Oxford send out subscription expiration notices.

4. Develop an insert to go into the membership form that allows one to subscribe to these journals or incorporate it into the existing membership form.

The option to subscribe to JDE and/or RRIDE will be included in the next new CRLA membership forms.

(M) Dee Tadlock moved that CRLA include JDE and RRIDE in our membership form beginning with the next new printing.

(S) Denise McGinty

PASSED

5. Develop a special form for subscription renewals since costs may vary. Work with Barbara on this.
6. The Board encouraged Barbara to do another promotional JDE mailing to CRLA members this next year.
7. Allow members to subscribe to these journals at the conference.
8. CRLA should send out a fall promotional letter about the journals or should promote the journals via the Newsletter.

Barbara will look into the journal costs and submit a bill to the President by June 30, 1990.

- III. Gladys Shaw - Board Policy on Consortium of Professional Associations (Attachment L).
Becky Patterson will talk to Gladys about this.

IV. Student Memberships

The Board decided that the \$25 fee was low enough.

V. Mary Rubin's Questions re Terminology

The Board decided to give Mary a deadline for submitting the terminology report. The deadline will be before the summer board meeting so that decisions can be made as to how to proceed with the monograph.

The Board decides against student memberships as the membership fee is already low.

The meeting was adjourned at noon.

Respectfully submitted,

Denise McGinty, Secretary

**CRLA
First General Session
Irvine Hilton
Irvine, California
April 5, 1990**

President Becky Patterson brought the First General Session to order at 1:35 p.m.

Becky Patterson welcomed the group and recognized the newly elected President-elect, Joyce Weinsheimer and Treasurer, Kathy Carpenter.

- I. Announcements
Room changes were announced as well as the availability of JDE and RRIDE subscriptions at special rates for CRLA members.

- II. Becky Patterson introduced Gwyn Enright, Chair of the Nominations Committee.
Gwyn introduced the committee members:
Joe Cortina
Susan Deese
Kathy Engstrom
Pat Mulcahy
Jim Prager

Gwyn encouraged the audience to seek committee members for nominations for next year's board position openings.

- III. Becky Patterson introduced President-elect, Dee Tadlock. Dee introduced Dr. Ernest Martinez, President of Cerritos College who welcomed the audience to Southern California.

Dee then introduced the keynote speakers, Dr. Roberta Ahlquist, San Jose State University, California and Dr. Michael O'Laughlin, Hofstra University, New York.
Their speech can be found in the Journal of College Reading and Learning.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA
Second General Session
Irvine Hilton
Irvine, California
April 6, 1990

President Becky Patterson brought the Second General Session to order at 1:55 p.m.

- I. Becky Patterson introduced Jim Prager, Northern California's State Director, who thanked CRLA for their support on California's basic skills proposition which was turned down by the legislature.
- II. Becky Patterson then recognized the contributions that Tom Gier, Chair of the Tutor Certification Committee, has made to the Tutor Certification program.
- III. Becky Patterson recognized Denise McGinty, Secretary, who highlighted Association activities since the annual conference in Seattle (1989) in the Secretary's report (Attachment M).

Becky Patterson then recognized Carol Clymer, Treasurer. Carol reported that there is \$9,183 in checking, \$25 in savings and \$37,000 in a CD. Her report along with the auditor's report can be found in the Treasurer's report (Attachment N).

Next, Becky Patterson recognized Susan Deese, Director of States/Regions. Her report can be found in Attachment D. Susan recognized Lucy McDonald, Oregon State Director, and presented her with Oregon's new Chapter Charter. Oregon is the fourth state to establish a CRLA chapter.

- III. Kate Sandburg, Alaska State Director, introduced President Becky Patterson who gave her speech, "Our Voices as Readers."

The audience was then broken into groups to discuss ways that teachers can share what they read with their students.
Becky Patterson then elicited responses from the audience.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Denise McGinty, Secretary

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**CRLA
Third General Session
Irvine Hilton
Irvine, California
April 7, 1990**

President Becky Patterson brought the Third General Session to order at 1:25 p.m.

- I. Presentation of Certificates of Appreciation
Becky Patterson presented certificates of appreciation to the following:

Special Interest Group Leaders

Pat Mulcahy, Gary Brown, Karan Hancock, Phil Gonvers, Suzy Hampton, Margaret Rogers, Susanne Manovill, Craig Stern, Pedro Ramirez, Beverly Gripple, Donna Manske

State, Regional and Chapter Presidents

Kate Sandberg, Cheryl Brown, Joyce Weinsheimer, Dorothy Gran, Louise Renault, Joan Shulman, Janet Epstein, Jacqueline Grose, Nancy Mooreland

- II. Becky Patterson introduced Dee Tadlock who presented Certificates of Appreciation to those who worked on the conference:

John Wilson, Jo Ann Carter-Wells, Karen Agee, Donna Manske, Becky Johnen, Dorothy Brown, Kathy Carpenter, Francis McMurtray, Mary Ann DeArmond, Emma Dodd, Janice Drake, Jan Swinton, Teresa Massey, Jim Prager, Kate Sandberg, Gladys Shaw, Vaughn Thorsteinson, Lee Vogel, Ruth Wohler

Local Arrangements for the conference:

Bill Broderick, Joan Shulman, Bonnie Helberg, Fran England, Trish Dupar, Sue Schaefer

- III. Becky Patterson gave Certificates of Appreciation to:

A. Publications

Vincent Orlando, Executive Editor, and Joanne Mullen, Editor, of The Journal of College Reading and Learning
Wayne Herlin, Editor, CRLA Newsletter

B. Other Special Certificates of Appreciation to:

Karen Smith for her work on the CRLA archives and display boards
Patti Glenn for her work on the Bylaws
Sue Brown for her work on the CRLA stationery and brochures

Delryn Fleming for her work as Chapter president in Texas, state conferences, and past work on the Journal.

C. Tutor Certification

Tom Gier, Chair of the Tutor Certification Program gave certificates to:

Kathy Carpenter, Gladys Shaw, Brian Kane, Karan Hancock, Rosalind Wild, Dean Mancina, Suzy Hampton, Marilyn White, Donna Wood, Maureen Smith, Betty Myers, Colette Mongeau, Linda St. Clair

Tom Gier updated the audience on what has been happening in the Tutor Certification program. 31 programs have been certified nationwide and 10 more are in the process of being certified. These can be found in Attachment I. Tom announced that the committee is beginning to work on a registry and resource book for those institutions that have been certified.

II. Presentation of Awards and Scholarships

Gladys Shaw thanked members for their support of the awards and scholarship program. She recognized members of her committee: Renee Bert, Melissa Wiseman, Andrea Berta and Mary Lou Gibson. This report can be found in Attachment O.

The selections for the 1989-90 awards are as follow:

A. The Distinguished Research Award

Michele J. Simpson, Norman Stahl, and Christopher Hayes for PORPE: A Research Validation.

B. The Research Assistance Award

Rhea Ashmore for the "Effects of Latin Instruction on Reading Ability of a Learning Disabled College Student: A Case Study."

C. The Distinguished Service Award

Tom Gier, Alaska, for his work as State Director, Tutor SIG, SIG Coordinator, Editor's Board and Chair of Tutor Certification Committee.

Kate Sandberg, Alaska, for her work as State Director, SIG Coordinator and the Program Committee.

D. Scholarships
Maria J. Gallagher
James O. Armstrong

E. Drawing for 5-year CRLA membership
The winners were:
Linda St. Claire
Rose Marie Woodruff

III. Becky Patterson recognized the current officers:
Dee Tadlock, President-Elect; Denise McGinty, Secretary;
Carol Clymer, Treasurer

A. Induction of Treasurer
Carol Clymer inducted Kathy Carpenter as the 1990-91
Treasurer.

Becky Patterson acknowledged and praised Susan Deese,
Past President. Susan thanked the audience for the
opportunity to serve CRLA. She gave gifts of
appreciation to Gwyn Enright and Gladys Shaw.

B. Induction of President and President-elect
Becky Patterson recognized Dee Tadlock and gave her
the gavel and rotating President's plaque.
Dee Tadlock installed Joyce Weinsheimer as the
1990-91 President-Elect.

IV. Conference in San Antonio
Frances McMurtry invited the audience to San Antonio for
1991 CRLA Conference which will be March 20-23.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Denise McGinty, Secretary

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Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect, Susan Deese, Gwyn Enright, Shirley Sloan, Karen Smith, Anna Marie Schlender, Mary Rubin, Wayne Herlin.

The meeting was called to order at 2:15 p.m.

The Nominations Committee has developed a list of candidates for the 1991 elections.

- I. Gwyn Enright
 - A. Nomination Update
The Nominations Committee met Wednesday, 4/4/90, and Friday, 4/6/90. Committee members are:
Jim Prager, California, two year institution
Kathie Engstrom, California, two year institution
Susan Deese, New Mexico, four year institution
Joe Cortina, Texas, two year institution
Patricia Mulcahy, New Jersey, four year institution

A list has been developed of candidates who represent geographic, but not gender qualities. Pending notifications of individuals, the committee will then submit the candidates to the Board.

San Antonio is the 1991 CRLA conference site.

Frances McMurtray is On-Site Chair.

- B. Conference Site Selection Report and Recommendations
San Antonio, Texas will be the site for the 1991 CRLA Conference (Attachment P). Gwyn stressed the importance of having CRLA members stay in the Hyatt, the selected hotel. Rates will be \$125 for double occupancy. She suggested appointing someone who could handle roommate service. In the past, the registration people have done this. There will be an extra charge of \$100 for exhibitors. Frances McMurtray is the On-Site Chair.

Burlingame in San Mateo County is accepted as the 1992 conference site.

Shirley Sloan will be the On-Site Chair.

Burlingame, in San Mateo County, has been recommended for the 1992 conference. Shirley Sloan was recommended as the On-Site Chair and the San Francisco Marriott was recommended as the choice hotel. Shirley presented letters from the President of San Mateo, Board of Supervisors and the President of Evergreen College in support of hosting the CRLA conference (Attachment Q). Prices are around \$78 for single room, \$24 for dinner and \$16 for lunch.

(M) Becky Patterson moved to accept Shirley Sloan as on-site chair and the hotel to be the S.F. Marriott Hotel.
(S) Carol Clymer

PASSED

The 1993 conference will become Susan Deese's first priority. She will move to lock in Kansas City.

Gwyn has done some initial work on San Diego as the 1994 site. This will be up to Susan Deese.

The Board acknowledged its willingness to work with NADE on co-sponsoring the 1995 conference. The Board met with Bonnie Orr, President of NADE, Friday afternoon. She and Dee will begin to work out details.

Mary Rubin and Wayne Herlin entered at 3:30 p.m.

Conference dates are changed to Thursday through Sunday for the 1992 conference.

(M) Becky Patterson moves that the organization change its dates for the 1992 conference to a Thursday through Sunday.
(S) Carol Clymer

The discussion was about how much this will ease airfares by staying over a Saturday night. The organization might consider a breakfast on Sunday.

PASSED

- II. Placement - Anna Marie Schlender
Anna Marie mentioned that of those

Anna Marie Schlender is to submit a proposal to the Board for changing CRLA's placement services.

Karen Smith develops CRLA display board that will circulate among State Directors and Chapter Presidents.

Mary Rubin will submit her terminology report this summer.

members she questioned regarding placement, all were in favor of this service.

She suggested several possibilities to cover this service: increase the membership by \$1; treat placement as a SIG and have members pay \$5 each year.

The Board acknowledged the need for this service. Dee Tadlock asked Anna Marie to draw up a proposal as to how much the organization would need to charge members. The Board requested that she also include administrative positions in the placement service, and that she look into how other organizations handle placement.

III. Archivist Karen Smith

Karen presented her report to the Board (Attachment R).

A. Display Boards

Karen demonstrated her display board and commented on her concern of shipping the photographs that were placed on the board. She made several recommendations to the Board:

hiring a photographer to spend time with the On-Site Managers so that the organization gets the kind of pictures it wants; putting individual's names on the photos; developing guidelines to give to the photographer; having double prints made - one set for the Newsletter editor and one for the archivist; allowing the display board to circulate among State Directors/Chapter Presidents until November when it will be shipped back to Karen for an update for the national conference; putting a plea in the Newsletter for members to send Karen past materials and photos for the archives.

The display board will be insured for \$500 each time it is mailed.

IV. Terminology Report - Mary Rubin

Mary submitted her report to the Board (Attachment S).

The Board requested that Mary submit prior to the summer board meeting a report on the progress of the terminology project. The Board

also recommended that she provide suggestions as to where to go from here.

Dee suggested that Mary write an introduction to the monograph and that she use the campus librarian for publication information, and Wayne Herlin and Gwyn Enright as resources.

The Board suggested that Gladys Shaw might be able to bring closure to this project with NADE because of her affiliations with that association.

Wayne Herlin will step down as Newsletter editor in one year.

- V. Newsletter - Wayne Herlin
Wayne will step down as Newsletter editor in one year (Attachment T). He had several suggestions for the Board: the editor should live in a state where there is not a high sales tax on publications; the editor should have considerable institutional support; consider a team of co-editors, persons in a close proximity.

Wayne has considered changing the colors of the Newsletter to reflect the CRLA colors and was concerned about using blue ink for photos.

He will continue the policy of publishing once each year, the addresses of SIG leaders and State Directors/Chapter Presidents.

Extra newsletters can be ordered from Oxford Mailing Service. Currently State Directors receive 5 extra newsletters and the Board agreed that the amount was sufficient.

Wayne will get bids for printing 1200 Newsletters.

The Board thanked Wayne for the fine job that he has done.

Becky Johnen has developed a new SIG leader packet.

The SIGs have a new logo: "keeping you on the cutting edge."

- VI. Special Interest Groups - Becky Johnen
Becky submitted her report (Attachment U). She has developed a new SIG leader packet. The packet will be expanded to include how to get a SIG started and how to expand. She plans to have the history of SIGs completed by next year. The new logo for SIGs is "keeping you on the cutting edge."

Concerns were raised over whether or not to have SIG enrollment on CRLA membership and renewal forms.

Evaluation SIG needs a new leader;
Hispanic SIG is going inactive.

The meeting was adjourned at 5:05 p.m.

Becky will update membership resource forms with Oxford Mailing.

Becky raised several issues to the Board:

1. The Association should develop a policy for financially supporting the SIGs.
2. Should SIG enrollment be placed on the membership form? Becky got mixed responses from SIG leaders regarding this. The concern was that membership renewal happens at various times throughout the year. What happens if a SIG goes under and people are joining? One possibility would be to have a special insert in the membership form for joining SIGs. Becky will look into this and into how NADE is handling their groups called "Spin."
3. Should CRLA support a SIG in its developmental stage and then once it is going, SIG members support it?
4. The Kellogg Institute has attempted to start a SIG, but have not gone through Becky. Becky asked the Board for guidance on handling this. The Board recommended that Becky speak with Carmelita and give her the SIG guidelines. It appears that this would be a highly selective SIG that would only be open to some CRLA members.
5. The Evaluation/Research SIG needs a new leader. The Board suggested Becky contact Lois Burrow. The Hispanic SIG is going inactive.

Dee Tadlock apologized to Becky for cutting the meeting short.

Respectfully submitted,

Denise McGinty, Secretary

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Others Present:

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D. Other New Business

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- IV. Student Memberships
The Board decided that the \$25 fee was low enough.

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II. Becky Patterson introduced Gwyn Enright, Chair of the Nominations Committee.

Gwyn introduced the committee members:

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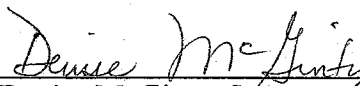
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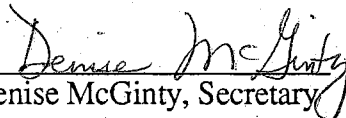
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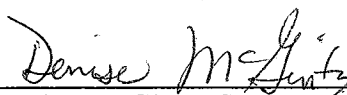
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1990-91 President-Elect.

IV. Conference in San Antonio
Frances McMurtray invited the audience to San Antonio for
1991 CRLA Conference which will be March 20-23.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,


Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 7, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect, Susan Deese, Gwyn Enright, Shirley Sloan, Karen Smith, Anna Marie Schlender, Mary Rubin, Wayne Herlin.

The meeting was called to order at 2:15 p.m.

The Nominations Committee has developed a list of candidates for the 1991 elections.

I. Gwyn Enright

A. Nomination Update

The Nominations Committee met Wednesday, 4/4/90, and Friday, 4/6/90. Committee members are:

Jim Prager, California, two year institution

Kathie Engstrom, California, two year institution

Susan Deese, New Mexico, four year institution

Joe Cortina, Texas, two year institution

Patricia Mulcahy, New Jersey, four year institution

A list has been developed of candidates who represent geographic, but not gender qualities. Pending notifications of individuals, the committee will then submit the candidates to the Board.

San Antonio is the 1991 CRLA conference site.

Frances McMurtray is On-Site Chair.

B. Conference Site Selection Report and Recommendations

San Antonio, Texas will be the site for the 1991 CRLA Conference (Attachment P).

Gwyn stressed the importance of having CRLA members stay in the Hyatt, the selected hotel. Rates will be \$125 for double occupancy. She suggested appointing someone who could handle roommate service. In the past, the registration people have done this. There will be an extra charge of \$100 for exhibitors. Frances McMurtray is the On-Site Chair.

Burlingame in San Mateo County is accepted as the 1992 conference site.

Shirley Sloan will be the On-Site Chair.

Burlingame, in San Mateo County, has been recommended for the 1992 conference. Shirley Sloan was recommended as the On-Site Chair and the San Francisco Marriott was recommended as the choice hotel. Shirley presented letters from the President of San Mateo, Board of Supervisors and the President of Evergreen College in support of hosting the CRLA conference (Attachment Q). Prices are around \$78 for single room, \$24 for dinner and \$16 for lunch.

(M) Becky Patterson moved to accept Shirley Sloan as on-site chair and the hotel to be the S.F. Marriott Hotel.

(S) Carol Clymer

PASSED

The 1993 conference will become Susan Deese's first priority. She will move to look in Kansas City.

Gwyn has done some initial work on San Diego as the 1994 site. This will be up to Susan Deese.

The Board acknowledged its willingness to work with NADE on co-sponsoring the 1995 conference. The Board met with Bonnie Orr, President of NADE, Friday afternoon. She and Dee will begin to work out details.

Mary Rubin and Wayne Herlin entered at 3:30 p.m.

Conference dates are changed to Thursday through Sunday for the 1992 conference.

(M) Becky Patterson moves that the organization change its dates for the 1992 conference to a Thursday through Sunday.

(S) Carol Clymer

The discussion was about how much this will ease airfares by staying over a Saturday night. The organization might consider a breakfast on Sunday.

PASSED

- II. Placement - Anna Marie Schlender
Anna Marie mentioned that of those

Anna Marie Schlender is to submit a proposal to the Board for changing CRLA's placement services.

Karen Smith develops CRLA display board that will circulate among State Directors and Chapter Presidents.

Mary Rubin will submit her terminology report this summer.

members she questioned regarding placement, all were in favor of this service.

She suggested several possibilities to cover this service: increase the membership by \$1; treat placement as a SIG and have members pay \$5 each year.

The Board acknowledged the need for this service. Dee Tadlock asked Anna Marie to draw up a proposal as to how much the organization would need to charge members. The Board requested that she also include administrative positions in the placement service, and that she look into how other organizations handle placement.

III. Archivist Karen Smith

Karen presented her report to the Board (Attachment R).

A. Display Boards

Karen demonstrated her display board and commented on her concern of shipping the photographs that were placed on the board. She made several recommendations to the Board:

hiring a photographer to spend time with the On-Site Managers so that the organization gets the kind of pictures it wants; putting individual's names on the photos; developing guidelines to give to the photographer; having double prints made - one set for the Newsletter editor and one for the archivist; allowing the display board to circulate among State Directors/Chapter Presidents until November when it will be shipped back to Karen for an update for the national conference; putting a plea in the Newsletter for members to send Karen past materials and photos for the archives.

The display board will be insured for \$500 each time it is mailed.

IV. Terminology Report - Mary Rubin

Mary submitted her report to the Board (Attachment S).

The Board requested that Mary submit prior to the summer board meeting a report on the progress of the terminology project. The Board

Wayne Herlin will step down as Newsletter editor in one year.

Becky Johnen has developed a new SIG leader packet.

The SIGs have a new logo: "keeping you on the cutting edge."

also recommended that she provide suggestions as to where to go from here.

Dee suggested that Mary write an introduction to the monograph and that she use the campus librarian for publication information, and Wayne Herlin and Gwyn Enright as resources.

The Board suggested that Gladys Shaw might be able to bring closure to this project with NADE because of her affiliations with that association.

V. Newsletter - Wayne Herlin

Wayne will step down as Newsletter editor in one year (Attachment T). He had several suggestions for the Board: the editor should live in a state where there is not a high sales tax on publications; the editor should have considerable institutional support; consider a team of co-editors, persons in a close proximity.

Wayne has considered changing the colors of the Newsletter to reflect the CRLA colors and was concerned about using blue ink for photos.

He will continue the policy of publishing once each year, the addresses of SIG leaders and State Directors/Chapter Presidents.

Extra newsletters can be ordered from Oxford Mailing Service. Currently State Directors receive 5 extra newsletters and the Board agreed that the amount was sufficient.

Wayne will get bids for printing 1200 Newsletters.

The Board thanked Wayne for the fine job that he has done.

VI. Special Interest Groups - Becky Johnen

Becky submitted her report (Attachment U). She has developed a new SIG leader packet. The packet will be expanded to include how to get a SIG started and how to expand. She plans to have the history of SIGs completed by next year. The new logo for SIGs is "keeping you on the cutting edge."

Concerns were raised over whether or not to have SIG enrollment on CRLA membership and renewal forms.

Evaluation SIG needs a new leader;
Hispanic SIG is going inactive.

The meeting was adjourned at 5:05 p.m.

Becky will update membership resource forms with Oxford Mailing.

Becky raised several issues to the Board:

1. The Association should develop a policy for financially supporting the SIGs.
2. Should SIG enrollment be placed on the membership form? Becky got mixed responses from SIG leaders regarding this. The concern was that membership renewal happens at various times throughout the year. What happens if a SIG goes under and people are joining? One possibility would be to have a special insert in the membership form for joining SIGs. Becky will look into this and into how NADE is handling their groups called "Spin."
3. Should CRLA support a SIG in its developmental stage and then once it is going, SIG members support it?
4. The Kellogg Institute has attempted to start a SIG, but have not gone through Becky. Becky asked the Board for guidance on handling this. The Board recommended that Becky speak with Carmelita and give her the SIG guidelines. It appears that this would be a highly selective SIG that would only be open to some CRLA members.
5. The Evaluation/Research SIG needs a new leader. The Board suggested Becky contact Lois Burrow. The Hispanic SIG is going inactive.

Dee Tadlock apologized to Becky for cutting the meeting short.

Respectfully submitted,


Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA BOARD MEETING
SUMMARY OF MINUTES
Irvine, California
Irvine Hilton Hotel
April 2-7, 1990**

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect;
Susan Deese, Coordinator of State/Regional Directors;
Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Joyce Weinsheimer, Kathy Carpenter

Date	Page	
4/2	1	1. Minutes from the August 1990 summer board meeting minutes were approved.
4/2	1	2. Denise McGinty, Secretary, indicated that all CRLA minutes to date have been microfiched and cross-referenced.
4/2	2, 3	3. Carol Clymer, Treasurer, reported that the CRLA books have been officially audited by an accounting firm. There is \$9,113.83 in checking, \$25.00 in savings and \$37,000.00 in a CD. She also noted that since she has taken on the responsibility of registration, it has been easier to work with conference expenses.
4/2	3	4. 63 certificates of appreciation were given out at this conference. The certificates went to SIG leaders, State Directors, and members of the Tutor Certification Committee.
4/2	3,4	5. Wayne Herlin will step down as <u>Newsletter</u> editor after this next year. The Board will advertise the position opening to CRLA members.
4/2	5	6. Ten Past-Presidents attended the Past-President's luncheon and discussed ways in which they could become more involved with the directions/events of CRLA.
4/2	5	7. Susan Deese indicated that state memberships have increased about 10% over the last year. She believes the increase is due to the formation of state chapters.
4/2	5	8. The Board voted Oregon as the fourth CRLA state chapter (MSP).
4/2	6	9. Susan Deese presented an updated State Directors' handbook which contains a guide to establishing state chapters, information on the Bylaws and chapters.
4/3	2	10. Conference information will be printed in the Fall <u>Newsletter</u> to accommodate those needing to request travel funds earlier in the year.
4/3	3	11. CRLA will continue to collaborate with NADE on the exchange of association mailing labels, exhibit tables, and newsletter columns.

CRLA Board Meeting
Summary of Minutes
Irvine, California
Irvine Hilton
April 2-7, 1990
Page 2

- | | | |
|-----|-----|--|
| 4/3 | 3,4 | 12. The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference (MSP). |
| 4/3 | 5 | 13. The Board will decide on the Long and Outstanding Service Awards during the summer board meeting after receiving input from CRLA members. |
| 4/3 | 5,7 | 14. Tammy Van Voorhis will become the new president of Oxford Mailing Service as Hal McCuen retires from Oxford Mailing Service. |
| 4/3 | 6 | 15. CRLA membership renewals will be mailed out one month prior to their expiration; notification will be given again when the membership expires. |
| 4/3 | 8 | 16. Tom Gier, Chair of the Tutor Certification Committee, reported that 31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee. |
| 4/4 | 1 | 17. The dates for the Summer Board meetings in San Antonio are July 27, 28 and 29, 1990 . |
| 4/4 | 2 | 18. The contract with the <u>Journal of Developmental Education and Review of Research in Developmental Education</u> will be renewed. The option to subscribe to these journals will be included in the next new CRLA membership and renewal forms (MSP). |
| 4/7 | 1 | 19. San Antonio, Texas is the 1991 CRLA conference site. Conference dates are March 20-23. Frances McMurtray is the On-Site Chair. |
| 4/7 | 2 | 20. Burlingame in San Mateo County is accepted as the 1992 conference site. Shirley Sloan will be the On-Site Chair (MSP). Conference dates are changed to Thursday through Sunday for this conference (MSP). |
| 4/7 | 3 | 21. Karen Smith, Archivist, developed a CRLA portable display board that will be circulating among State Directors and Chapter Presidents this next year for use at their state or regional conferences. |
| 4/7 | 4 | 22. Becky Johnen, Coordinator of Special Interest Groups, reported that there are fourteen active SIGs. Newly formed SIGs are Literacy in the Workplace, Math and International Learning. |

Respectfully submitted,


Denise McGinty, Secretary

CRLA Board Agenda
prepared by Becky Patterson, President

Monday, April 2
2-5 p.m.

Call to order
Approve agenda/additions
Approve minutes

Reports:

Secretary Denise McGinty--change in microfiche procedure

Treasurer Carol Clymer--NCDE grant update

--CRLA items for sale

--costs for mailing service broken down

President Becky Patterson--overview of key items

--establish criteria for certificates of appreciation

--standing committee & publication appointments

(Wayne Herlin until 1991; Tom Gier until 1992)

--membership resource forms

--candidates & information about board meetings

--CRLA and JDE etc. agreement

--mailing service

--conference changes/innovations

--mailing labels to commercial = \$150

--past-presidents' luncheon

--MAC disbanded or revised

Coordinator of State/Region Directors

--title/job change

--Oregon state chapter

--mailing labels (distribution, other organizations)

--renewal & application updates

4/3

Plenary session

--topics

--leaders

--process (including planned follow-up)

Tuesday, April 3, 1990
9 a.m.-9 p.m.

- 9--Site selection 1993-95 (where? who? when?)
- 10--President-elect Dee Tadlock--conference schedule (Sat? Sun?)
 - academic credit for conf?
 - fees that include food functions
 - report on 90 conference
 - recommendations for future conferences
 - NADE report & schedule lunch w/ Bonnie Orr & board
 - policy on proposals such as Supp. Instruction?
- 11--On-site chair Bill Broderick
- 12-1 Lunch
- 4/7 1--Archivist Karen Smith--display boards (with Anne Wilcox)
 - Bylaws Patti Glenn
 - Recognition for long and outstanding service as Board decision?
 - Conference innovations such as registration vouchers for state/region directors and/or SIG leaders?
- 2--Oxford Mailing Service Tammy Van Voorhis
 - System for updating tele. no's & addresses?
 - process of updating data base (how long for conference membership to appear)?
 - costs of various services we ask for
 - turn-around time for new members?
- 3--Follow-up on membership issues
 - publicity, marketing (Becky J's plan)
- 4--Wes Brown--summer project proposal
 - banner
 - election results & suggestions for next committee
 - suggestions for MAC
- 5--Wrap-up & finish old business
- 5:30-7 Dinner
- 4/7 7-9--Newsletter editor Wayne Herlin
- 4/7 Placement Anna Marie Schlender
- Tutor Certification Tom Gier--update

Wednesday, April 4, 1990
9-12 a.m.

9--Summer board meeting--dates?

--budget submitted by-----

--agenda items submitted by-----

Quick Reference List--update & include FAX no.

Other new business

Mary Rubin's questions for terminology (Who will publish the monograph? Is it a monograph that we are planning to publish? Who will be editor for publication? Do we have to get written permission for definitions found in other sources which we want to use? What, specifically, is Mary responsible for in the process of getting this published? Should the task force be continued with a different coordinator for a second, revised edition in the future?). She doesn't think she'll have final report until summer board meeting.

10:30-11:30--Barbara Calderwood

--CRLA & JDE, RRide agreement

--problems this year

--enrollment figures

--promotional ideas

11:30-12--Gladys Shaw--board policy on Consortium of Professional Associations

--Awards & Scholarships

Saturday, April 7, 1990
2-5 p.m.

Gwyn Enright--nominations update
--Site selection report & recommendations
--No. California bid for 1992 by Shirley Sloan

Editorial report by JoAnn Mullen, JCRL

Past-presidents' luncheon follow-up by Becky Patterson

SIG Coordinator Becky Johnen
--SIG report
--CRLA policy on support of SIG's
--addition of SIG inform to membership application

Mary Rubin with terminology report
--funds to NADE conference

Adjournment at 5 p.m.

GLADYS R. SHAW
CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED FINANCIAL

CRLA Minutes
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December 5, 1989

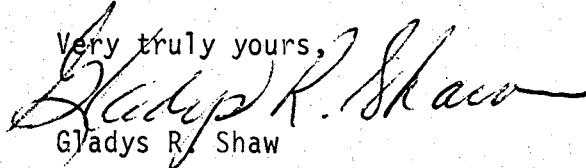
Dr. Carol Clymer, Treasurer
and the Board of Directors
College Reading and Learning Association

Dear Dr. Clymer:

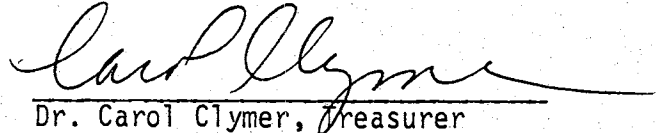
This is to confirm our agreement that I will close your 1988-89 financial records after auditing them, prepare 1988-89 financial statements, the 1988-89 Federal Income Tax Return, and a post-closing trial balance. These services will be performed at my usual hourly fee of \$50 up to a maximum of \$1200. Hours in excess of \$1200 will be contributed to the organization gratis.

If this meets with your understanding of our verbal agreement, please acknowledge by signing in the space provided below.

Very truly yours,


Gladys R. Shaw

This meets with my understanding of the agreement regarding the services Ms. Shaw will perform on our 1988-89 financial records. I also confirm that this agreement has the approval of the Board of Directors of the College Reading and Learning Association.


Dr. Carol Clymer, Treasurer

December 5, 1989

GLADYS R. SHAW

CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED FINANCIAL

CRLA Minutes
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February 12, 1990

Dr. Carol Clymer, Treasurer
The College Reading and Learning Association

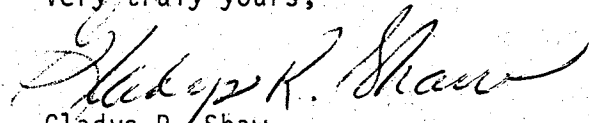
Dear Dr. Clymer:

Beginning with the 1989-90 financial records for the College Reading and Learning Association, I agree to maintain the books for the organization from the records provided by the treasurer of the organization. I will prepare financial statements at least twice annually in time for the board meetings from the general ledger resulting from the records I receive from the treasurer. Additionally I will close the books of the organization at the end of the fiscal year. I will perform these services for a computer setup fee of \$150 and a monthly fee of \$75 to be paid no less frequently than every six months.

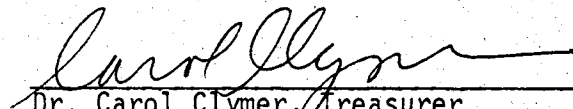
Preparation of the Federal Income Tax Return and any audit or review procedures will be billed separately at my usual hourly fee but it is not expected that those fees will normally exceed \$300.

These terms are subject to renegotiation or cancellation upon thirty days notice in writing from either party.

Very truly yours,


Gladys R. Shaw

On behalf of the Board of Directors of the College Reading and Learning Association and with their prior approval, I agree to the terms set forth above for the services listed.


Dr. Carol Clymer, Treasurer
College Reading and Learning Association
February 12, 1990

GLADYS R. SHAW

CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED FINANCIAL

CRLA Minutes
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February 12, 1990

To: The College Reading and Learning Association

For Services Performed:

\$1,200

Audit of the 1988-89 financial records
Closing of the 1988-89 Books
Preparation of Financial Statements
Preparation of 1988-89 Income Tax Return
Preparation of a post-closing trial balance

Total hours logged 60

Total hours billed 24

Hours Gratis 36

Thank you for the opportunity to serve you. If you have any questions regarding this bill, please do not hesitate to call.

Gladys R. Shaw

*pd. 3/21/90
Ch. # 815
Treasurer*

GLADYS R. SHAW

CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED FINANCIAL

CRLA Minutes
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February 12, 1990

The Board of Directors
The College Reading and Learning Association

Enclosed are the audited financial statements for Fiscal Year, 1988-89. I am pleased to be able to provide you with a favorable opinion on them. Though there were no material misstatements in the records, I would like to suggest a few procedural changes in order to tighten your internal control over funds coming in and going out.

Conference receipts should be remitted in full. A small withdrawal of \$50 was made from the conference account in 1989, and while not material, it does indicate that those funds are very vulnerable to conversion. Since the Site Chair receives advances for out-of-pocket expenses or can forward invoices to the treasurer for payment, you may want to consider having the treasurer collect conference funds and establish a separate account for them until the final accounting for the conference is completed.

Whoever accounts for conference receipts should maintain a cash receipts journal in which the funds sources are identified and accumulated as receipts come in. Disbursements for conference expenses made by the treasurer should first be entered in a regular Cash Payments Journal then immediately also entered in a special cash payments journal for conference expenditures. I will be glad to work with the treasurer on this item. It is important in your planning to have a reasonably accurate accounting of sources of conference revenue and types of expenses. It can rarely be accomplished only at the end because too many little "unusual" transactions occur as a matter of course. Maintaining an ongoing detailed journal will assure far more accuracy in the final analysis of conference results.

Oxford Mailing Service Invoices contain charges for postage, computer time, etc. It is not accurate to simply post the entire invoice as "fees" because the perception then of service fees alone are distorted. Each invoice should be analyzed and journalized according to budget categories. This analysis was made during the audit and accounts adjusted accordingly but it is very time-consuming and costly to do it at that time.

Cash advances should be accounted for promptly and should be fully supported by documentation from third parties to whom the funds were paid if at all possible. Expenses such as the conference band should be supported with an invoice or a receipt from the recipient.

Canadian members should be required to remit money orders in U.S. Dollars. The conversion process is time consuming and costly for you. You lose a few dollars on every item that has to be sent for collection and it is very difficult to keep track of them.

(915) 533-1753 6241 Snowheights, El Paso, Texas, 79912 (915) 584-0195

The Board of Directors
The College Reading and Learning Association

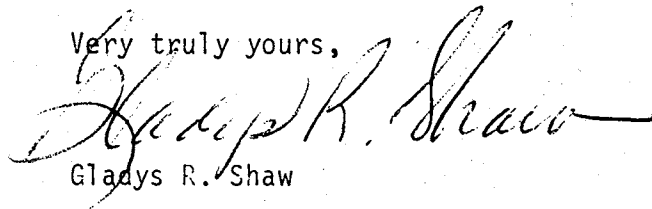
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It is highly recommended that all members who have access to the organization's funds be bonded.

All conference and advanced funds should be accounted for before June 30 if you are to obtain a really accurate statement of the year's operations. This is especially true when books are kept on a cash basis, and that is the suggested accounting basis for an organization such as yours when members who are not trained in accounting must keep the records. Please note that I restated 1988 accounts required to be listed in the 1989 statements in order to conform to cash basis accounting.

Thank you for the opportunity to work with you. I appreciate your confidence and will be available to answer any questions you may have or to show you the workpapers that support the audit I performed.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Gladys R. Shaw", written in dark ink.

Gladys R. Shaw

Enclosures: Audit Report
 Audited Statement of Financial Condition
 Audited Statement of Receipts and Disbursements
 Audited Statement of Cash Flows
 Statement of Conference Receipts and Disbursements
 Notes to the Financial Statements
 Billing for Fees

GLADYS R. SHAW
CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED FINANCIAL

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INDEPENDENT AUDITOR'S REPORT

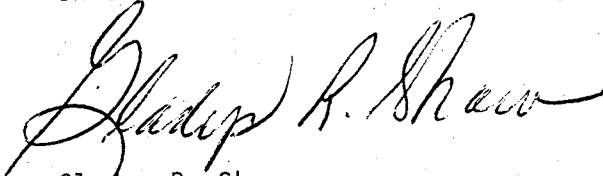
The Board of Directors
The College Reading and Learning Association

I have audited the accompanying statement of assets and liabilities arising from the cash transactions of the College Reading and Learning Association as of June 30, 1989, and the related statement of revenue collected and expenses paid for the year then ended. The financial statements are the responsibility of the organization's officers. My responsibility is to express an opinion on the statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As described in Note 2, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In my opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from cash transactions of the College Reading and Learning Association as of June 30, 1989, and its revenue collected and expenses paid during the year then ended on the basis of accounting described in Note 2.



Gladys R. Shaw
February 12, 1990

THE COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1989

ASSETS

Cash Accounts:

Checking Account, EPTFCU	\$ 5,512
Savings Account, EPTFCU	76
Conference Account, Seafirst	1,089
Sears Savings	947
Cash Advances	1,224
Certificate of Deposit	<u>40,000</u>

TOTAL ASSETS

\$48,838

FUND BALANCE

Fund Balance, July 1, 1988 (Restated on Cash Basis) \$45,314

Net Receipts in Excess of Disbursements 3,524

UNAPPROPRIATED FUND BALANCE JUNE 30, 1989

\$48,838

AUDITED

THE COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 1989

RECEIPTS:

Member Dues	\$19,521
Journal Sales	711
Interest Earned	2,389
Royalties	85
Conference Receipts (Sch.1)	43,230
Subscriptions Fees	1,396
Miscellaneous	<u>5</u>

TOTAL RECEIPTS

\$67,337

DISBURSEMENTS:

Travel	\$ 7,367
Hotels and Food	2,459
Telephone	241
Postage and Shipping	2,740
Printing and Publishing	11,321
Supplies	344
Advertising and Promotion	1,525
Mailing Service Fees	3,391
Clerical	100
Member Awards	1,000
Subscription Fees	817
Conference Expenditures (Sch.1)	31,827
Miscellaneous Expenses	<u>681</u>

TOTAL DISBURSEMENTS

63,813

RECEIPTS IN EXCESS OF DISBURSEMENTS

\$ 3,524

AUDITED

THE COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF CASH FLOWS-CASH BASIS

For The Year Ended June 30, 1989

Cash Flows from Operating Activities:

Receipts per Statement of Cash Receipts and Disbursements	\$67,337
Disbursements per Statement of Cash Receipts and Disbursements	<u>63,813</u>
Net Cash Provided by Operations	\$ 3,524
Cash at the Beginning of the Year (1988 Beg. Bal. restated on Cash Basis)	<u>45,314</u>
Cash June 30, 1989	<u><u>\$48,838</u></u>

AUDITED

THE COLLEGE READING AND LEARNING ASSOCIATION

NOTES TO THE AUDITED FINANCIAL STATEMENTS
June 30, 1989

- (1) The College Reading and Learning Association (CRLA) is a national, not-for-profit, organization for educational professionals and students in learning assistance and developmental education.
- (2) Significant Accounting Policies. The organization's policy is to prepare its financial statements on the basis of cash receipts and cash disbursements, therefore, revenue and related assets are recognized when received rather than when earned, and expenses are recognized when paid rather than when the obligation is incurred.
- (3) Depreciation. There are no depreciable assets.
- (4) Nature of Funds. There are no appropriated funds. The unappropriated fund consists of unrestricted amounts devoted to the on-going operations of the organization which includes awarding funds for scholarships and research at the discretion of the Board of Directors.

THE COLLEGE READING AND LEARNING ASSOCIATION

SCHEDULE NO. 1

STATEMENT OF CONFERENCE RECEIPTS AND DISBURSEMENTS

For the Year Ended June 30, 1989

CONFERENCE RECEIPTS PER ANALYSIS:

Tours	\$ 6,275
Food Functions	8,261
Registration Fees	21,028
Institutes	6,078
Interest	264
Publishers Exhibits, Advertising and Donations	<u>1,325</u>

TOTAL CONFERENCE RECEIPTS

\$43,180

CONFERENCE DISBURSEMENTS PER ANALYSIS:

Program Chair Expenses	\$ 1,037
Site Chair Expenses	1,688
Program	1,811
Registration Packets	719
Calls to Conference	646
General Board Expenses before and during Conference	1,621
Photography	103
Speaker Fees	3,109
Institutes	296
Tours	6,356
Entertainment	500
Audio-Visual	745
Food Functions	13,006
Other	<u>190</u>

TOTAL CONFERENCE DISBURSEMENTS

31,827

CONFERENCE RECEIPTS IN EXCESS OF DISBURSEMENTS

\$11,403

AUDITED

BRIGHAM YOUNG
UNIVERSITY

THE GLORY OF GOD
IS INTELLIGENCE

December 27, 1989

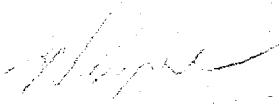
Becky Patterson
University of Alaska, Anchorage
English Department
3211 Providence Drive
Anchorage, AK 99508

Dear Becky:

This is a note to remind you that January 5 is the listed deadline date for the Spring issue of the CRLA Newsletter. If you can get the material to me by January 15, I will have no problem getting it into the Newsletter; however, I do need to adhere to a rather strict deadline this time so that the Newsletter can get into the hands of the members well before the April conference.

According to action taken by the board last August, the positions of Newsletter editor and editors of the Journal of College Reading and Learning were placed on a tenure of three years, with an additional year possible at the option of the board. I just want to remind you that my three years will be up with the next issue of the Newsletter. I am willing to serve for another year or to be released from assignment at the end of the three year period, whichever is your pleasure. You probably should initiate some kind of formal action with the board, particularly if you plan to make a change. In the event of a change, the new editor should know prior to the April conference so that she or he may make arrangements for the year's flow of news. I have enjoyed the activity as Newsletter editor, and I will be happy to accept whatever decision the board makes. Thanks for the opportunities that you have afforded me as editor.

Sincerely,


Wayne R. Herlin, Editor
CRLA Newsletter
167 SWKT
Brigham Young University
Provo, UT 84602
Phone: 378-7043
(801)
WRH:crd

Board meeting



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

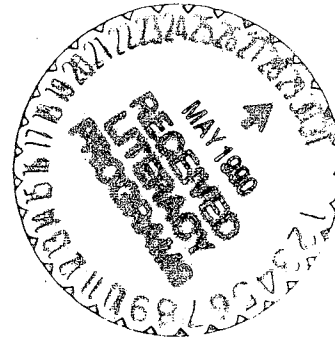
To: Dee Tadlock
Joyce Weinsheimer
Kathy Carpenter
Becky Patterson
Carol Clymer
Wayne Herlin
Frances Mc Murtray

From: Denise McGinty

Denise

Date: May 21, 1990

Re: CRLA Irvine Conference Board Minutes



Hi!

Well, here they are...final memories of Irvine! I'm sorry these are a little late. I've been distracted from this project by our end of the year meetings.

Hope you're well.

Take care and see you this summer in San Antonio!

**CRLA BOARD MEETING
SUMMARY OF MINUTES
Irvine, California
Irvine Hilton Hotel
April 2-7, 1990**

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Joyce Weinsheimer, Kathy Carpenter

Date	Page	
4/2	1	1. Minutes from the August 1990 summer board meeting minutes were approved.
4/2	1	2. Denise McGinty, Secretary, indicated that all CRLA minutes to date have been microfiched and cross-referenced.
4/2	2, 3	3. Carol Clymer, Treasurer, reported that the CRLA books have been officially audited by an accounting firm. There is \$9,113.83 in checking, \$25.00 in savings and \$37,000.00 in a CD. She also noted that since she has taken on the responsibility of registration, it has been easier to work with conference expenses.
4/2	3	4. 63 certificates of appreciation were given out at this conference. The certificates went to SIG leaders, State Directors, and members of the Tutor Certification Committee.
4/2	3,4	5. Wayne Herlin will step down as <u>Newsletter</u> editor after this next year. The Board will advertise the position opening to CRLA members.
4/2	5	6. Ten Past-Presidents attended the Past-President's luncheon and discussed ways in which they could become more involved with the directions/events of CRLA.
4/2	5	7. Susan Deese indicated that state memberships have increased about 10% over the last year. She believes the increase is due to the formation of state chapters.
4/2	5	8. The Board voted Oregon as the fourth CRLA state chapter (MSP).
4/2	6	9. Susan Deese presented an updated State Directors' handbook which contains a guide to establishing state chapters, information on the Bylaws and chapters.
4/3	2	10. Conference information will be printed in the Fall <u>Newsletter</u> to accommodate those needing to request travel funds earlier in the year.
4/3	3	11. CRLA will continue to collaborate with NADE on the exchange of association mailing labels, exhibit tables, and newsletter columns.

CRLA Board Meeting
Summary of Minutes
Irvine, California
Irvine Hilton
April 2-7, 1990
Page 2

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|-----|-----|--|
| 4/3 | 3,4 | 12. The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference (MSP). |
| 4/3 | 5 | 13. The Board will decide on the Long and Outstanding Service Awards during the summer board meeting after receiving input from CRLA members. |
| 4/3 | 5,7 | 14. Tammy Van Voorhis will become the new president of Oxford Mailing Service as Hal McCuen retires from Oxford Mailing Service. |
| 4/3 | 6 | 15. CRLA membership renewals will be mailed out one month prior to their expiration; notification will be given again when the membership expires. |
| 4/3 | 8 | 16. Tom Gier, Chair of the Tutor Certification Committee, reported that 31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee. |
| 4/4 | 1 | 17. The dates for the Summer Board meetings in San Antonio are July 27, 28 and 29, 1990 . |
| 4/4 | 2 | 18. The contract with the <u>Journal of Developmental Education and Review of Research in Developmental Education</u> will be renewed. The option to subscribe to these journals will be included in the next new CRLA membership and renewal forms (MSP). |
| 4/7 | 1 | 19. San Antonio, Texas is the 1991 CRLA conference site. Conference dates are March 20-23. Frances McMurtray is the On-Site Chair. |
| 4/7 | 2 | 20. Burlingame in San Mateo County is accepted as the 1992 conference site. Shirley Sloan will be the On-Site Chair (MSP). Conference dates are changed to Thursday through Sunday for this conference (MSP). |
| 4/7 | 3 | 21. Karen Smith, Archivist, developed a CRLA portable display board that will be circulating among State Directors and Chapter Presidents this next year for use at their state or regional conferences. |
| 4/7 | 4 | 22. Becky Johnen, Coordinator of Special Interest Groups, reported that there are fourteen active SIGs. Newly formed SIGs are Literacy in the Workplace, Math and International Learning. |

Respectfully submitted,

Denise McGinty, Secretary

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 2, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect.

Becky Patterson called the meeting to order at 2:35 p.m.

I. Welcome

Agenda approved

Becky Patterson welcomed everyone.

II. Approval of Agenda

The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

(M) Dee Tadlock moves to approve the minutes as corrected.

(S) Carol Clymer

PASSED

August, 1989 minutes approved

III. Approval of Minutes of August 3-5, 1989

The minutes of board meetings held August 3-5, 1989 were approved.

(M) Susan Deese

(S) Carol Clymer

PASSED

Secretary notes that all minutes have been microfiched and cross-referenced.

III. Secretary's Report

Denise McGinty reported that her institution was supporting her role as Secretary. The following updates to the Secretary's information have been accomplished: 1) all indices have been computerized on the MAC; (2) all minutes including August, 1989 have been microfiched (3) cross-referencing of the minutes is up-to-date.

Denise asked the Board for permission to cross-reference the minutes by page number only and to discontinue the cross-referencing using the

Carol Clymer expresses concern over the vagueness of the Exxon Grant.

The Board will consider ordering CRLA items, e.g., pens, pins, to be available for members to purchase.

CRLA books have been officially audited by an accounting firm.

microfiche reader. Using the reader is not time or cost efficient. Information can be found by the page number referenced. The Board agreed.

The Board also decided that it is to the discretion of the President whether or not s/he should receive a copy of the minutes on microfiche.

IV. Treasurer's Report

A. Exxon Grant

Carol reported on her meeting with the Advisory Board for the Exxon Grant. She expressed concern over the vagueness of the research design. She stated that the research design and the review of the literature were not congruent. There was no mention about a joint monograph as a result of this research.

B. CRLA Items for Sale

Carol and Gladys Shaw looked into the possibility of purchasing items with a CRLA logo on them to have available for members to buy. They found that there would be difficulty because certain quantities of an item have to be ordered, and someone would have to be responsible for storing and selling the items.

The Board thought that notepads or pencils with the logo would sell. Also, that members might like a CRLA pin. Gladys and Carol will look into a limited number of CRLA items.

C. Costs for Mailing Service

The Board would wait until Tuesday when they will speak with Tammy Van Voorhis from Oxford Mailing Service.

D. Official Audit

Carol presented the official audit of CRLA books to the Board which had been done by Gladys Shaw's Accounting firm (Attachment B).

The organization made \$3,000 on the Seattle conference after expenses had been taken out and with increased member services. Susan Deese recommended that a statement should be sent twice a year to Board members. It was agreed that a report regarding finances should be sent to the President to sign.

The Treasurer reports that it has been easier to deal with conference expenses since taking over registration.

63 certificates of appreciation are to be given out.

E. Conference registration
Gladys and Carol have developed a cash advance auditing form.

Conference registrants who are not CRLA members and did not pay the additional registration fee for non-members were sent letters by the treasurer. If someone became a new CRLA member, Carol forwarded the membership forms to Oxford Mailing Service.

Carol reported that it has been easier to deal with conference expenses since taking over registration and that this is a good role for the Treasurer. The Board agreed that it was important for the Treasurer and Board to have good communication with On-Site Conference Managers so that they did not have unrealistic expectations as to when they might receive conference registration information.

The Board thanked Denise and Carol for their work.

V. President Becky Patterson- Overview of Key Items

A. Certificates of Appreciation

Becky noted that 63 certificates of appreciation will be given out this conference and that she will do so by groups. Of the 63 certificates 9 will go to SIG leaders, 7 to retiring State Directors, and 14 to those who work with the Tutor Certification program.

There was discussion as to whether or not the number of certificates given out should be limited. One suggestion was to create a category of Presidential Awards; another idea was to have levels of awards, e.g., supreme, mid-level, lower level. The Board will address this at summer board meeting.

The meeting was adjourned for a short break at 4:13 p.m.

At 4:20 Becky Patterson called the meeting back to order.

B. Standing Committee and Publication Appointments

Becky's response to Wayne Herlin's letter (Attachment C) is that she has asked Wayne to continue as Newsletter Editor for one more

Candidates running for CRLA office
need to know in advance about
dates of Board meetings.

year. The Board agreed that the President should put out a bid for a new Newsletter Editor. Wayne will be introduced at several meetings during the conference so that people can talk to him about the position.

Becky noted that Tom Gier has done an outstanding job on Tutor Certification. Tom wants to continue as the Chair of the Tutor Certification Committee until 1992.

C. Member Resource Forms

Oxford Mailing Service mails resource forms in batches so they are not received on a regular basis. The Board will talk to Oxford Mailing Service about this.

D. Candidates & Information about Board Meetings

The Board discussed the fact that candidates running for office need to know in advance about board meeting dates so they can make travel arrangements to attend these meetings.

Susan Deese will review the job description for Election Chair. The President needs to be informed of election results as soon as the ballots are counted so that she can then inform other Board members. The Secretary needs to be informed so that she can mail the past year's minutes to newly elected officers.

Election ballots are to be sent to the President and are later stored in the Archives.

E. CRLA and JDE etc. Agreement

Becky noted that it is a benefit to the organization to be able to order these publications. The Board discussed the discrepancy in the number of labels Oxford Mailing Service was sending each time for subscription mailings to the Journal of Developmental Education and the Review of Research in Developmental Education.

F. Mailing Service

The Board discussed problems with Oxford Mailing Service. The following problems were noted: the discrepancy in the number of mailing labels sent to JDE and RRIDE and notification of expiring membership. Two notifications of

A list of CRLA mailing labels will cost commercial agencies \$150.

10 Past-Presidents will attend the Past-President's Luncheon.

State memberships increase about 10%.

Oregon becomes the fourth state chapter.

expiring membership should be routinely sent. Carol suggested that the organization do an audit on Oxford Mailing Service. The Board discussed the concept of having a membership position in the organization.

F. Conference Changes/Innovations
Becky said these would be discussed Tuesday.

G. Mailing Labels to Commercial = \$150
The Board decided that they should make the decision as to who can purchase/acquire CRLA membership lists. The amount was set at \$150 for commercial agencies that are Board approved. Others approved may be able to get the list at cost. Some trading of membership lists between organizations is another possibility.

H. Past-Presidents' Luncheon
10 Past-Presidents will attend the luncheon. The Board was not invited to this luncheon, but Becky will ask the Past-Presidents for input on this.

I. MAC Disbanded or Revised
Becky received a letter from Wes Brown indicating his resignation as head of the Multicultural Affairs Committee.

IV. Coordinator of State/Region Directors

A. Report

Susan Deese distributed her report to the Board (Attachment D).

Susan indicated that there is a 10% increase in state membership. She believes this is in part due to the formation of state chapters.

Susan is going to recommend that California form chapters by area, e.g., an L.A. chapter or a San Diego chapter. She also expressed concern over the state director vacancy in Colorado.

B. Oregon State Chapter

Susan recommended that Oregon become a state chapter as they have met the guidelines for this.

(M) Susan Deese

(S) Denise McGinty

State Directors handbook is updated.

The meeting was adjourned at 5:45 p.m.

PASSED

The Secretary will make a copy of the Oregon charter and then send the original to the archives. (Attachment E).

C. Renewal and Application Updates

Susan presented an updated State Directors' handbook to the Board which contains a guide to establishing state chapters, information on the Bylaws and chapters. The Secretary will file this since it is bound.

D. Mailing Labels

Susan recommended that State Directors be allowed to ask for 3 sets of mailing labels each year. This would cost the organization \$350 yearly.

Respectfully submitted,

Denise McGinty, Secretary
(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 3, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer.

Becky Patterson called the meeting to order at 9:50 a.m.

State Directors/Chapter Presidents will be able to request mailing labels from Oxford Mailing Service three times each year.

I. Coordinator of State/Region Directors

A. Mailing Labels

Susan Deese requested that State/Region Directors be allowed to request labels 3 times each year from Oxford Mailing at a cost of \$300 to CRLA. The Coordinator of State/Region Directors will request from Oxford Mailing an activity report to determine if this new procedure is cost efficient and an effective way of handling mailing labels. Report: (Attachment F).

(M) Susan Deese moves that there be a change in the request procedure for mailing labels for State/Region Directors.

(S) Denise McGinty

PASSED

B. Title/Job Change

Susan indicated that the current title of Coordinator of State/Region Directors does not accurately reflect the job and asked the Board to consider changing the title. Susan has updated the job description for this position (Attachment G). She has written into the job description that the Coordinator will bring labels and membership lists to the conference. This will allow state directors to review their membership lists at the conference.

Susan also recommended that receptions not overlap at next year's conference. The State Directors/Region dinner overlapped with the Newcomers' reception this conference.

C. Mailing labels (distribution, other organizations)

The Board will consider a job title change for the Coordinator of State/Region Directors.

Conference information will be printed in the Fall Newsletter to accommodate those needing to request funding earlier in the year.

A notebook providing guidelines for On-Site Managers will be developed.

CRLA will continue to work with

State Directors should contact the Coordinator of State/Directors if there is a problem receiving mailing labels or membership lists from Oxford Mailing Service.

The discussion turned to problems with Oxford Mailing Service and the question of whether or not the organization needs to create a membership position. The position could take some of the responsibility of the Past-President. The Board decided this should be an item for summer board.

Becky Patterson thanked Susan Deese for her report.

II. President-Elect Dee Tadlock

A. Recommendations for Future Conferences
Information on the annual conference needs to be in the Fall Newsletter as the Winter Newsletter is too late for funding requests for some institutions. Dee recommended exchanging mailing labels with NADE and collecting mailing lists from other organizations for our conference mailing. Non-members should receive the conference mailing also. Dee will pass on an itemized schedule of conference preparations to Joyce.

Dee recommended that a notebook be created for the On-Site Conference Managers which would provide guidelines and suggestions. Dee and Susan will work on this.

The Board discussed if the President should send a separate registration mailing or rely solely on the one that appears in the Newsletter. The Board agreed that there should be more information about CRLA in the conference registration form so that non-members can justify attending the conference.

The call for proposals should also be mailed to non-CRLA members. Joyce Weinsheimer passed out her call for proposals (Attachment H).

B. Academic Credit for Conference

Susan Deese mentioned that credit was

state institutions to offer credit for conference participation.

The Board will decide whether or not to include food functions in the registration fee.

Bill Broderick entered the meeting at 11:00 am.

CRLA will continue to collaborate with NADE on the exchange of Association mailing labels, exhibit tables, and newsletter columns.

The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference.

traditionally offered. This credit is usually offered through an institution in the state where the conference is being held.

C. Fees that include Food Functions

The Board discussed whether or not food functions should be included in the registration fee. Some reasons for suggesting this are that: attendance at the food functions has dropped off; the Saturday lunch is a business meeting and attendance is down; some institutions will pay for food functions when included in the registration. The Board also discussed the possibility of speakers instead of entertainment at food functions and making these food functions business meetings.

D. NADE report and Schedule Lunch with Bonnie Orr & Board

Dee mentioned that NADE had not fulfilled its part of the agreement with CRLA. When she attended the NADE conference, she was not included in a meeting with their Board nor was she given a CRLA display table.

The Board discussed the concerns regarding the lack of continuity with NADE. The agreement is that the organizations exchange mailing labels, exhibit tables, newsletter columns, and sectionals. Registration fees for the Presidents are also waived. The Board agreed to meet with Bonnie Orr at 4:00 pm on Friday.

E. Policy on Proposals such as Supplemental Instruction (SI)

The SI project from University of Missouri at Kansas City requested a special pre-conference institute on SI. Dee turned this request down. The Board's concern was that the institute would only be open to those who have gone through the UMKC SI training and not to all members. The Board agreed to ask UMKC SI to make a conference proposal for next year's conference that would be open to all attending the conference.

(M) Carol Clymer moved that Dee request that the Kansas SI group make a conference proposal.

(S) Susan Deese

PASSED

III. On-site Chair Bill Broderick
Becky Patterson welcomed Bill.

A. Bus Problem

Bill informed the Board that the bus to Rancho San Diego had to be cancelled unless the organization would provide liability insurance for the trip. He mentioned the other alternative was to have the hotel provide vans. He would check into this.

B. Registration and Institutes

320 were pre-registered for the conference. Bill mentioned that institute pre-registration was low. He suggested that fewer institutes be offered next year. The Board agreed that some CRLA members do not understand the difference between a sectional and an institute. This difference needs to be better communicated.

Twenty-three conference presenters have not registered for the conference. The Board decided that presenters need to be clearly told that they must register for the conference.

C. Costs that are over budget

Bill mentioned that AV would cost more than had been originally estimated. He also expressed concern over the food functions. The hotel claimed that they had not included tax and gratuity in the bid. CRLA will pick up about \$250. The Board discussed the lack of continuity between who signs the hotel contract, and the current Board and On-Site Managers.

Susan recommended turning in a smaller number than the number who actually register for meal functions. Hotels can usually accommodate 5% over.

The Board will consider offering fewer institutes next year.

Costs for food functions at Irvine are higher than planned.

D. Refunds for Cancelled Events
Conference participants need to fill out a form and turn it into the Treasurer for a refund. Refund checks will be available at the conference.

E. Report from Southern California
Bill expressed disappointment in Southern California. He had difficulty finding anyone to help with AV or hospitality. He recommended not coming to Southern California for at least four years.

The meeting was adjourned at 12:10 p.m. for lunch.

Becky Patterson called the meeting to order at 1:25 p.m.

Board will decide Long and Outstanding Service Awards during summer board meeting after receiving input from CRLA members.

IV. Recognition for Long and Outstanding Service Awards

The Board decided that they would ask the members who they would recommend for the Long and Outstanding Service Award. A decision will be made at summer board meeting.

V. Conference Innovations

The Board discussed the idea of free conference vouchers for those who work hard for the organization, e.g., for SIG leaders, State Directors. The Board decided that this would create problems and that recognition of these individuals was the best way to handle this.

Tammy Van Voorhis entered at 2:00 p.m.

Tammy Van Voorhis will become the new President of Oxford Mailing Service.

Services that Oxford Mailing provides.

VI. Oxford Mailing Service - Tammy Van Voorhis

Tammy noted that Oxford provides the following services:

- process memberships - renew and change
- process each month
- send welcome letters
- forward renewals and new members to the President
- keep a historical file of members on 4X6" card
- have a yearly postal audit done
- provide printouts and labels upon request
- have mailing lists available
- keep names of expired members 4-5 years back
- send renewal notices 3 months in advance

Renewal notices will be sent out one month prior to membership expiration; notification will be given again when membership expires.

The processing of membership and renewal information takes Oxford Mailing Service two weeks.

Inconsistencies in the mailing of JDE and RRIDE subscriptions this past year were due to the transitions going on at Oxford Mailing Service.

The Board decided that the renewal notice should be sent 1 month in advance and then a reminder sent when the membership had expired.

Becky Patterson requested a quarterly list from Oxford of the names of those who send money to scholarships and of new members.

The Board decided that it might be best if Sue Brown handles stationery. The Board will talk to her.

Oxford Mailing said that it will take two weeks to process entries. Since so many members renew at the Conference, a new membership list could be obtained two-to-three weeks after the conference.

Tammy informed the Board that Oxford clips returned mailings to the individual's 4X6" card. The person is then removed from the mailing list. Becky requested that Oxford inform the Coordinator of States/Regions so that State Directors can contact these members.

The Board asked Tammy about the inconsistency with mailings over the year for JDE and RRIDE. She explained that expired subscriptions had not been flagged on the computer and so those with subscriptions that had lapsed were also sent journals. Oxford agreed to cover the cost of the excess journals mailed. The President needs to forward this bill to Oxford. Oxford also agreed to mail a letter to those whose subscriptions had lapsed to remind them of this.

Oxford will deposit Canadian checks as long as the check has a U.S. bank and address on the check indicating where it can be deposited.

The Board agreed that when membership mailing labels are requested, active members as well as those whose subscriptions have recently expired or are expiring should be included.

Oxford Mailing will submit a yearly report (July through June) to the Board.

Hal McCuen retires from Oxford Mailing Service.

Work on conference selection sites will be done at least two years in advance.

Plenary Session topics

Oxford charges \$1.50 for requests of past Proceedings and magazine subscriptions.

The Board requested a yearly report (July through June) from Oxford that would include: total membership, new members, members whose subscriptions had lapsed, and journal subscriptions.

Tammy requested that Dee Tadlock develop a sample report.

The Board also requested that Oxford keep track of who requests CRLA membership labels and the number of times these requests are made. This information should be sent to the Coordinator of States/Regions.

Since Hal McCuen is retiring from Oxford Mailing Service, his name will be replaced with Tammy Van Voorhis in the Newsletter, etc.

Denise will send a card to Hal McCuen from the Organization.

VII. Site Selection

Susan Deese suggested that the Site Chair work on conference sites at least two years in advance and begin work for three years in advance. This advance work is important in order to get good locations and prices.

Susan said she will talk with Pat Johnason to confirm the 1993 CRLA conference in Kansas City.

VIII. Plenary Session Topics

The Board decided on the following plenary session topics:

1. Conference Sites - Should CRLA be limited to the west or to going to California every other year?
2. What can CRLA do to assist its members in focusing on national/regional/political issues that have an impact on our profession?
3. What would members like to hear/have at future conferences, i.e., themes, topics?

4. Does CRLA want to be involved in establishing criteria to standardize or certify learning assistance centers? Should CRLA be responsible for doing this or should it work with other national organizations?
5. What suggestions do members have for the Newsletter?

Susan Deese suggested that the Plenary Session should be scheduled on Friday next year.

IX. Tutor Certification - Tom Gier

Tom presented his report to the Board (Attachment I).

Tutor certification has worked out well. 31 programs are certified of which 24 are new. He anticipates certifying 41 programs by May.

The Board asked Tom about increasing the \$15 charge for Tutor Certification. Tom was not in favor of this idea at present.

There are now 12 members of the tutor certification evaluation team. They evaluate around 6 or 7 programs per year. The Board suggested a conference luncheon for evaluators next year.

The Board recommended that Tom consider writing a journal article about tutor certification.

Tom will remain head of tutor certification until August, 1992.

31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee.

Becky Patterson commended Tom on what a fantastic job he has done.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

March 19, 1990

TO: Becky Patterson
Dee Tadlock
Denise McGinty
Carol Clymer
Joyce Weinsheimer
Kathy Carpenter
Wayne Herlin

FROM: Susan Deese

RE: Proposal to change the title and some of the responsibilities of the Coordinator of States/Regions

Background. The Immediate Past President serves as the Coordinator of States/Regions with the primary responsibilities of

submitting budget requests for the Coordinator's expenses, allocations to State Directors, and special funding requests to the CRLA Board for the summer board meeting

distributing mailing labels of current members to State Directors and Chapter Presidents twice a year and distributing labels of current and 1-year lapsed members once per year

encouraging State Directors and Chapter Presidents to write news articles for the CRLA Newsletter

provide the CRLA Newsletter editor with an updated list of State Directors and Chapter Presidents and write articles as appropriate

solicit members to serve as State Directors and report new, continuing, and retiring State Directors to the President for appointment, reappointment, or thanks

prepare an annual report for the Board including a membership count and annuals reports from State Directors

encourage local organizations to form chapters where appropriate and present those applications to the Board

plan and conduct a meeting of State Directors/Presidents at each annual conference.

After having served in this position for one year, I am troubled in one area and that area is "membership." We don't really have a mechanism for helping State Directors and Chapter Presidents know who the members are in their areas except for the three sets of mailing labels each year. Additional problems with mailing labels are (1) that State Directors/Chapter Presidents want mailing labels at different times of the year (some may have

conferences in May and others in November), (2) it's a very tedious job for the Coordinator to receive a set of labels and to divide it into states/regions and mail it out, (3) in areas where there are two or more co-directors, it is time-consuming to call and see which one wants the labels, etc. and (4) the State Director/Chapter President is at the mercy of the Coordinator.

Proposal: State Directors/Chapter Presidents should be able to contact the Oxford Mailing Service three times during the year at their convenience and request a set of mailing labels for current members and, if needed, labels for one-year lapsed members. The cost would be \$300 (see attached letter from Hal McCune). The Coordinator would not have to be involved in this process and the Directors/Presidents, I hope, would have a 'greater sense of ownership because they would be able to be proactive rather than reactive. After I wrote to Hal about that idea, I realized that each Director/President should receive at the same time, a printed list of members that he/she could keep as a record. The additional cost of that service would be \$ 50 per year.

Proposal: The Coordinator should be the liaison between State Directors/Chapter Presidents and Oxford Mailing Service. I talked with several State Directors this year who were concerned about people who had joined the Association but had not received Newsletters, JCRL, or a membership card months after they had joined. I was able to straighten out some of the problems but I'm concerned that there may have been problems that I was not aware of. If the Coordinator served as the liaison, all Directors/Presidents would know who to contact if problems occurred. Even more important than that is the fact that one Board member -- the Coordinator -- would begin to develop a feel for the membership problems/concerns that exist. My impression is that we don't have a good idea of that at this time. This proposal brings to light several questions concerning Oxford Mailing Service that I hope can be answered at the conference --

How long should it take for a new member to begin receiving CRLA materials? Should we mention that time period on our applications? Some statement like -- New members should begin receiving CRLA materials within four weeks of the receipt of this application.

How often is the CRLA membership list updated? Should an updated list be sent to the Coordinator [or all Board members] each month? Do most of our renewals still fall in the month of March? Do most people renew on time? Do we want to send a special letter to those members who do not renew to find out why they don't renew? Should that letter be something signed by the President but sent out by Oxford?

And for the Board, do we want notice sent to the State Director/Chapter President each time a new member joins from that state/region? Should a new member list go to the Coordinator each month and the Coordinator notify the State Director/Chapter President? To cut down on the time needed to sort through the list, maybe the Coordinator could receive the new member list each month and then send a copy of the entire list to the Directors/Presidents and they could use the names appropriate to them. Again, it would help if the list went to the Coordinator instead of just directly to each Director/President because the Coordinator could get an overall impression of membership growth, etc.

Proposal: The title of the Immediate Past President should be changed to reflect the concern with membership. Coordinator of Local Organizations or Coordinator of State/Regional Organizations or even Membership Coordinator would be more appropriate than Coordinator of States/Regions.

Proposal: The Coordinator should bring to the meeting of State Directors/Chapter Presidents a set of mailing labels for each Director/President and a printed copy of members within each state/region. (I think that this should be part of the job description and I will do it at Irvine.)

Proposal: If any changes are made in the title and/or responsibilities of the Coordinator of States/Regions, Susan Deese, outgoing Coordinator, should prepare a detailed, revised job description for the summer Board meeting. (I tried to change the current job description to include these proposals but there are so many unanswered questions that it became too awkward.)

My purpose in preparing this document is to give you the opportunity to consider some of these ideas before the Board meeting. You may want to delay consideration of some of them until the summer Board meeting. However, I would like for us to decide on the change in how Directors/Presidents obtain mailing labels and lists of members at the Irvine Board meeting. I would like to be able to announce that change at the Wednesday evening meeting of the State Directors/Chapter Presidents and have it go into effect with Becky's term as Coordinator. The expense could be covered by the fact that the monies allocated to each state/region have not been spent this year -- as usual.

Remember all of you are invited to attend the State Directors/Chapter Presidents dinner and meeting from 6 - 8 pm on Wednesday, April 4. The dinner will be served first and you can be excused before the meeting as you may have other activities on your busy calendars.

**OXFORD
MAILING
SERVICE**

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

February 8, 1990

Susan Deese
5004 La Fiesta NE
Albuquerque NM 87109

Susan:

This is in reply to your letter regarding State/Region Directors access to mailing labels for CRLA members.

There are two different methods we might use.

The first, as you suggested, would be to have the Coordinator of States/Regions initiate a request three times during the year to have labels sent to the State/Region Directors. At approximately a cost of \$80 per request, this would amount to \$240 per year.

The second alternative would be to fill requests from State/Region Directors directly at different times during the year. Each Director would contact us for a set of labels at the time and place they need them during the year. If this alternative were to be approved at the beginning of a year, we would prepare three each mailing envelopes for each State/Region Director and have them all labeled for requests received during the year. At any time during the year, a State/Region Director could request a set of labels for their specific state/region, we simply run off the labels from the computer, slip them in one of the envelopes, and off they go in the mail. Being able to set up such a procedure we estimate that each request for labels could then be filled at a cost of \$4 per request. If we assume three requests from each of 25 directors the cost would be \$300 for the year. And this would be a flat fee, approved and payable at the first of the mailing year. This low cost per request is workable for us only if we may charge the flat fee for the project. Otherwise, we would have a \$15 minimum cost per request, and the \$15 is necessary when we have to type an invoice, process a check, etc.

We're hopeful one of the above methods will be satisfactory. If not, or if you have another alternative for us to consider, let me know.


Hal McCune

HLM/h

STATE/REGION DIRECTORS 1990-91

ALASKA

Constance Katasse
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508
(907) 786-1160

ARIZONA

Craig Stern
Box 603
Northern Arizona University
Flagstaff, AZ 86011-6035
(602) 523-5524

ARKANSAS/LOUISIANA

Rosa Hall
Educational Resource Center
1st Floor, Mech Engr Bldg
Tulane University
New Orleans, LA 70118
(504) 865-5113

CALIFORNIA-NORTH

Jim Prager
Yuba College
2088 N. Beale Rd.
Marysville, CA 95901
(916) 741-6760

CALIFORNIA-SOUTH

Trish Dupart
5175 Rhoads Ave.
Santa Barbara, CA 93111
(805) 965-0581

CANADA

Harley J. Ast
42 Sommerville Road
Regina SK CANADA
S4S 2Y6
(306) 787-9502

COLORADO

GREAT LAKES (WI, IL, MI)

Lee Kolzow Vogel
Harper College
Winnetka, IL 60067
(708) 944-2333

HAWAII

Diane Ferreira
Leeward Community College
University of Hawaii
96-045 Ala Ike
Pearl City, HI 96782
(808) 923-1240

IDAHO

Vaun Waddell
Ricks College
215 Administration Bldg.
Rexburg, ID 83440
(208) 356-1158

IOWA/MISSOURI

Dorothy Brown
2700 College Road, Box 4C
Council Bluffs, IA 51502
(712) 325-3395

NEW MEXICO

Linda St. Clair
Center for Academic Program Support
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131-1466
(505) 277-7208

MID-ATLANTIC (WV, DE, VA, DC, MD)

Thomas L. Pasternak
Learning Resource Center
Randolph-Macon Women's College
Box 947-R-MWC
Lynchburg, VA 24503
(804) 845-9588

MID-SOUTH (MI, TN, AL)

Donna Manske
Education Support Program
Dunn Building - 143
Memphis State University
Memphis, TN 38152
(901) 678-2704

MINNESOTA

Glenn Hirsh
Learning and Academic Skills Center
104 Eddy Hall
University of Minnesota
Minneapolis, MN 55455
(612) 624-2564

MONTANA

Suzy Hampton
Corbin Hall
University of Montana
Missoula, MT 59812
(406) 243-5032

NEBRASKA/KANSAS

Pat K. Jonason
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210
(913) 469-8500 ext. 3351

NEVADA

Dr. Monica Grecu
Academic Skills Center
Thompson Hall, Rm 107
University of Nevada, Reno
Reno, NV 89557
(702) 784-6801

NORTH/SOUTH DAKOTA

NORTHEAST (ME, NY, VT, NH, MA, CT, RI)

OHIO RIVER VALLEY (OH, IN, KY)

Kay Thomas
Office of Learning Assistance
Miami University
20 Campus Avenue Bldg.
Oxford, OH 45056
(513) 529-1375

OKLAHOMA

Mary Rubin
Cameron University
Lawton, OK 73501
(405) 581-2322

OREGON

Lucy MacDonald
Chemeketa Community College
4000 Lancaster Dr. NE
P.O. Box 14007
Salem, OR 97309
(503) 399-5242

PENNSYLVANIA/NEW JERSEY

SOUTHEAST (NC, SC, GA, FL)
Carol Dodd
Richmond Technical College
PO Box 1189
Hamlet, NC 28345
(919) 582-7000

TEXAS

Frances McMurtray
San Antonio College
13826 Brays Forest
San Antonio, TX 78217
(512) 733-2404

UTAH

Donna Cheney
English Department
Weber State College
Ogden, UT 84408-1201
(801) 626-7085

WASHINGTON

Jan Swinton
Spokane Falls Community College
MS 3050, West 3410
Ft. George Wright Dr.
Spokane, WA 99204-5288
(509) 459-3603

WYOMING

Nancy McKinley
1831 Crook Avenue
Cheyenne, WY 82001
(307) 634-5853

CRLA

College Reading and Learning Association

STATE/REGIONAL DIRECTOR JOB DESCRIPTION

The duties of State/Regional Directors are those necessary to coordinate CRLA activities in the various states and regions. These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of CRLA, and organization of local conferences.

Appointment is made on a yearly basis by the President at the recommendation of the Past-President who serves as coordinator of state and regional associations. Appointment to a second and third term may be appropriate.

Directors report to the Board through the Past President/Coordinator, who is responsible for providing the Directors with appropriate support from the Board, primarily in the form of communication, funding, and access to the full range of CRLA resources.

Membership

1. Membership records. The Director is responsible for maintaining a record of local CRLA members, both active and lapsed, and a record of prospective members. The Director should contact those members whose membership has lapsed in order to encourage them to renew membership. Membership lists and/or mailing labels are available three times per year from Oxford Mailing Service.
2. Membership recruitment. The Director is responsible for membership recruitment within the state/region. In states which conduct conferences or other major activities, the Director may appoint a Membership Coordinator, who shall have formal recognition by the Board. Generally, a major membership drive is encouraged at the beginning of each school year or at the time major local activities are planned but prior to the Annual Conference in the spring. Each Director should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board.

Communication

1. Local communication. Directors are responsible for the maintenance of communication among the local members. They are encouraged to develop local newsletters which should not compete with the CRLA Newsletter. They are also encouraged to provide opportunities for members to get together at appropriate state/regional professional meetings in which there are a significant number of members in attendance.
2. Communication with the Board. The Director is responsible for keeping the Board informed of state/regional activities and concerns and for sharing communication from the Board with the local membership. Such communication with the Board is to be conducted through the Coordinator of State/Regional Directors, usually by sending the Coordinator a copy of correspondence.
3. Annual Report. The Director is responsible for submitting an annual report to the Board through the Coordinator. Information in the report should include a report of the state/province membership, membership growth during the year, a summary of local activities and communication efforts, an accounting of all funds used during the year and of those remaining, recommendations to the Board from the local membership regarding local affairs or CRLA as an association, and goals for the state/region for the coming year. The Director should also indicate whether she/he is willing to continue in the State/Regional Director position for another year. She/he is responsible for mentoring a possible replacement and suggesting to the State/Regional Director the name of that person as a replacement if the Director elects to retire.
4. Publicity for the Annual Conference. The Director has the responsibility regarding local communication about the Annual Conference. Duties include publicity, encouraging proposals for presentations and for chairpersons, locating group travel rates or ride-sharing, and locating individuals interested in the room-sharing at the conference. When the conference is in the Director's state/region, she/he is expected to work closely with the Conference Manager to provide local support for the conference.
5. The Annual Conference.
 - a. State/Regional Directors' Workshop. At the Annual Conference, the Director should attend the Directors' Workshop. The Director may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Conference, the Director is expected to provide a suitable replacement to assume the Director's duties during the Conference.
 - b. Newcomer's meeting. The Director should also plan to

attend the Newcomers Meeting in order to welcome and to advise new CRLA members and conference goers.

- c. The Director shall conduct a state/region meeting.
6. Cooperative activities. The Director is encouraged to serve as liaison and to develop cooperative efforts with related local professional organizations. This liaison may include shared activities, if appropriate, and cooperative and shared communications.
 7. Newsletter. The Director is responsible for regular contributions to the CRLA Newsletter. Included in articles should be an accurate address and phone number for the Director, notice of local activities, and news about local members. The Director does not necessarily need to personally write the Newsletter contributions but may designate another to do so.
 8. Recommendation for replacement. If the Director chooses not to continue for another year, she/he should locate one or more members to recommend to the Coordinator. It must be clarified with any recommended replacement that the selection of the Director is the responsibility of the President with recommendations from the Coordinator and that a recommendation is not necessarily an appointment.
 9. Handbook. The Director is responsible for updating the "State/Regional Director's Handbook" at the end of each year and for presenting the State/Region's Handbook to the next Director.

Local Conference

1. Local or regional conferences. When appropriate and feasible, Directors are responsible for planning annual local conferences or other meetings. Directors are encouraged to cooperate with other Directors to plan regional conferences or to encourage participation in nearby state conferences. Cooperation might include publicity, special guest presentations, special meetings for guest delegations, or similar cooperative efforts.
2. Annual Conference bids. The Director should encourage individuals or groups within the state/region or may her/himself submit a bid for hosting the Annual Conference. Such individuals or groups should be put in contact with the Conference Site Chairperson.
3. Chapters. The Director is responsible to facilitate chapter formation if the CRLA members in his/her state/region indicate they want to form a CRLA chapter. (See Guide to Establishing State/Regional Chapters.)

Funding

1. CRLA regular funding. An allocation is budgeted each year to each State/Regional Director for communication purposes. The allocation is determined at the Summer/Fall Board meeting when the CRLA fiscal budget is set and is available for use between July 1 and June 30 of the year. The Director is responsible for the use of the state/region allocation and must account for all funds received from or budgeted from the CRLA treasury. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted at any time a total amount of at least \$25 is due or every ninety days, whichever is sooner. Directors are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner. See "Guidelines for Funding of State/Regional Special Projects."
2. Special funding. Directors planning special projects requiring funding should familiarize themselves with the "Guidelines for Funding of State/Regional Special Projects." Except in emergencies, proposals for special funding are submitted on a the CRLA Funding Request Form to the Coordinator for discussion at the Summer Board meeting.
3. Bank accounts. Directors who generate more than \$25 of local CRLA income should open a low cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one member other than the Director as to the accuracy of the accounting. Retiring Directors must arrange for accounts to be turned over to the appointed replacement. Accounts should be in the name of CRLA and are considered the property of the local CRLA membership.

CRLA

College Reading and Learning Association

GUIDELINES FOR FUNDING OF STATE/REGIONAL SPECIAL PROJECTS

A budgetary allocation for each State/Regional Director is included in the annual CRLA budget each year by the Board of Directors. State/Regional Directors may request other CRLA funding or seed money for special projects. All funds will be allocated by the Board based on the best interests of CRLA and the general membership as determined by the Board. Requests for funds should be made with consideration for the needs of the state/regional membership as well as the best interests of the organization as a whole.

Except in emergency cases, all funding requests shall be submitted prior to the Summer CRLA Board meeting when the annual budget is established. Specific deadlines are set each year based on the timing of the Summer Board meeting and will be communicated to the Directors by the Coordinator.

Guidelines:

1. Requests for funds for special projects should be submitted on a "CRLA" Funding Request Form. Additional copies are available from the Coordinator. The request must include a clear statement of the specific purpose(s) for which the funds will be used and an itemized budget of expected expenses. When supplementary funds from other sources are to be used also on the special project, this should be indicated and included in the itemized budget.
2. Whenever practical and possible, alternative sources of funds should be utilized. Participation in professional organizations such as CRLA is a legitimate function of professional development and as such is frequently included in college departmental budgets. Such institutional funds should be used before CRLA funds are expended. In the case of requests of equal merit, those requests indicating shared funding from sources other than CRLA will be given preference in allocating special project funds.
3. The regular allocations should be used to pay for normal expenses of State/Regional Directors but can be used to supplement funds for special projects. No Director should feel obligated for personal financial responsibility for CRLA activities. CRLA funds should not be used as compensation for

the services of any member. Such services should be considered as voluntary and a professional responsibility.

4. Neither the regular allocation to State/Regional Directors nor funding for special projects is to be considered as an advance. The CRLA procedure for payment is to submit a Request for Reimbursement Form with receipts to the Coordinator who will authorize the request and forward to the Treasurer. In special situations, however, funding for special projects can be advanced prior to the activity itself. The need for an advance must be clearly stated on the Funding Request Form, and accurate and detailed records and receipts for expenditures must be submitted following the conclusion of the special project.
5. CRLA funds may be used to reimburse travel and incidental expenses for guest speakers. CRLA funds should not be used, however, for speaker honoraria or for the cost of local arrangements which are the responsibility of the local organizations.
6. Directors are encouraged to develop functioning state/regional organization and to create local funding sources for such organizations including registration fees for state or regional meetings. CRLA special project funds may be considered "seed money." When it is appropriate, such funds should be repaid to CRLA. All things being equal, proposals for "seed money" will be given priority over requests for grants.
7. Special projects eligible for funding may include but are not limited to the following:
 - a. Special expenses for local conferences, especially "seed money" to plan or initiate such conference in those state/regions where an active organization has not formed;
 - b. Special expenses of communicating with the membership, such as a newsletter or state/regional directory;
 - c. Special local membership recruitment projects.
8. Since funding for special projects is meant not only to assist state/regions but also to benefit the organization as a whole, applications from state/regions requesting special funding for the first time may be given priority over applications from state/regions having received funds in the past. All things being equal proposals from states/regions not funded previously will be given priority over proposals requesting a second or third year of special funding.
9. Upon the completion of special project, a summary report is required. This report should, if possible, be presented before the Board at the annual conference by the

State/Regional Director or by an individual appointed by the Director in his/her absence from the conference. Included in the report must be an accounting of the funds used, the number of members benefitting from the special project, an evaluation of the project, and such other information as the Director deems pertinent. No reimbursement will be made unless receipts or other appropriate verification of expense is presented.

Approved: April 8, 1984
Revised: April 1990

SUGGESTIONS AND GUIDELINES FOR REGIONAL MEETINGS

1. CRLA money is not available for speakers, so the cost of the meeting must be provided in registration fees and/or publisher's exhibits.
2. Special funding may be requested to help defray publicity and communication costs or speakers' travel expenses.
3. No accounting is made to CRLA, unless special funding is awarded.
4. Investigate whether one of the host schools can pick up costs for print and mailing.
5. In general, use members as resources for speakers and/or program activities.
6. The State/Regional Director is usually the host or hostess, but the Director does not have to have the conference at his or her school.
7. Select the meeting date carefully to avoid conflicts with other professional organizations. Investigate the possibility of joint conferences when schedule conflicts might arise.
8. Form a steering committee to help spread out the work.
9. Two conference announcements are suggested: one very early and the second about 2-3 weeks before the meeting.
10. Investigate the use of your college's staff development funds, and ask other members of your college staffs to attend if extra funding is necessary.
11. Planning should include the following items:
 - a. A map to the meeting place
 - b. Provision for parking
 - c. Luncheon (collect money in advance)
 - d. Dinner or social activities are welcome additions for the evening when members come a long distance to attend the conference.
 - e. Room should be large enough for the group
 - f. A tour of relevant programs on campus
12. **IF CRLA MEMBERSHIP FEES ARE INCLUDED IN THE CONFERENCE FEES, THE CRLA MEMBERSHIP APPLICATION INFORMATION AND THE MEMBERSHIP FEES SHOULD BE SENT TO OXFORD MAILING SERVICE WITHIN TWO WEEKS OF THE CONFERENCE. ADDRESS: OXFORD MAILING SERVICE, 12915 TELEGRAPH RD #D, SANTA FE SPRINGS, CA 90670.**

(Boque, Spaulding, Fisher - 3/19/78)
Revised April 1990

**Coordinator of States/Regions
 Report to the CRLA Board of Directors
 April 1990**

CRLA Membership Growth

<u>State/Region</u>	<u>Spring 87</u>	<u>Spring 89</u>	<u>Spring 90</u>
So. California	134	134	134
No. California	68	107	86
Texas	51	78	103
Washington	51	42	45
Oregon	30	27	44
Canada	17	26	18
Colorado	20	24	22
Arizona	23	22	35
Nebraska-Kansas	23	21	28
New Mexico	23	15	17
Alaska	11	15	17
Idaho	6	12	9
Hawaii	9	11	13
Great Lakes*	10	11	15
Minnesota	?	?	10
Iowa-Missouri*	6	11	12
Montana	7	10	8
Southeast*	11	10	17
Arkansas-Louisiana*	4	9	9
Utah	10	8	7
Wyoming	7	8	7
Ohio River Valley*	7	8	14
Mid-Atlantic*	3	8	10
Northeast*	6	7	12
Nevada	5	7	5
Oklahoma	6	6	6
Pennsylvania-New Jersey*	2	5	4
Mid-South*	1	5	5
Hong Kong**	0	1	1
England**	0	1	0
France**	0	1	0
Bermuda**	0	0	1
TOTAL	551	650	714

Notes:

Spring 1988 membership was not available.

*Called "At Large" before 1988.

**Not a formally recognized region.

Annual Report Submitted

Alaska	Southern California	Iowa-Missouri
Arizona	Texas	New Mexico
Canada	Oklahoma	Nebraska-Kansas
Hawaii	Nevada	Montana

State/Regional Activities (from those submitting annual reports)

Chapters Chartered:

Oregon (petition submitted 3/90)

Regional Conferences:

Oregon
Southern California
Montana
Alaska

Co-sponsored Conferences:

Arizona
Texas
Nebraska-Kansas

Newsletters:

Texas
Canada

Mass Mailings from the State/Region Director:

New Mexico
Hawaii
Canada
Iowa-Missouri
Southern California
Oklahoma
Alaska
Nebraska-Kansas

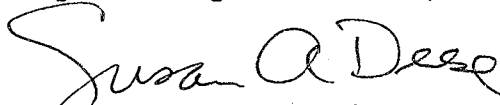
Articles printed in the CRLA Newsletter:

Alaska
Canada
Texas

Special Funding

Mid-Atlantic	\$500	Conference
Great Lakes	\$350	Conference/Hospitality

Respectfully submitted,



Susan Deese, Coordinator of States/Regions
April 2, 1990

**Membership Growth
 1989-90**

<u>State/Region</u>	<u>March 1989</u>	<u>March 1990</u>	<u>% Growth</u>	<u>% Total Member- ship</u>
So. California	134	134	0	18.8
No. California	107	86	-20	12.0
Texas	78	103	+32	14.4
Washington	42	45	+7	6.3
Oregon	27	44	+62	6.2
Canada	26	18	-31	2.5
Colorado	24	22	-9	3.1
Arizona	22	35	+59	4.9
Nebraska-Kansas	21	28	+33	3.9
New Mexico	15	17	+12	2.4
Alaska	15	17	+12	2.4
Idaho	12	9	-25	1.3
Hawaii	11	13	+18	1.8
Great Lakes*	11	15	+36	2.1
Minnesota	?	10		1.4
Iowa-Missouri*	11	12	+9	1.7
Montana	10	8	-20	1.1
Midtheast*	10	17	+70	2.4
Arkansas-Louisiana*	9	9	0	1.3
Utah	8	7	-12	1.0
Wyoming	8	7	-12	1.0
Ohio River Valley*	8	14	+75	2.0
Mid-Atlantic*	8	10	+25	1.4
Northeast*	7	12	+71	1.7
Nevada	7	5	-29	.7
Oklahoma	6	6	0	.8
Pennsylvania-New Jersey*	5	4	-20	.6
Mid-South*	5	5	0	.7
Hong Kong**	1	1	0	.1
England**	1	0	-100	
France**	1	0	-100	
Bermuda**	0	1	+100	.1

CHAPTER CHARTER

Remarks and recommendation of the Immediate Past President/

Coordinator: Acceptance of petition is
recommended

Presented to the Board on the 2nd day of April,
1990.

Permission to form a chapter: granted _____ denied _____

Comments: _____

Board Signatures

Becky Patterson
President

Dee Tadlock
President-Elect

Denise McGinty
Secretary

Carol Hyman
Treasurer

Susan Annora Deese
Immediate Past President



4000 LANCASTER DRIVE NE
P.O. BOX 14007
SALEM, OREGON 97309-7070
503 399-5000

March 2, 1990

Dear Susan,

Enclosed please find:

1. CRLA OR. Annual Report
2. CRLA OR. Expense Report
3. Additional Signatures in support of a State Chapter
10 new members signed in support of this effort!
4. Listing from last year, including the joining of 4 names
on the list, who are NOW members
5. Executive committee names of those who want to work
on the constitution.

I hope this will do it for the Oregon State Chapter. There are still details that need to be ironed out. But I hope that you will accept all of these names since they were all members during the 1989 - 1990 year. You will note that each year we have had almost an entire new population attending the conferences. So carry over membership from year to year is very hard, especially since people can join at any time of the year.

Hal is just now processing the 22 new members, so they may not show up on your list just yet. I am enclosing the whole list of this year conference attendees, who "automatically" became members. I am hoping that this will help in consistency from year to year and avoid the monthly sending out of renewal notices both from Hal and from me.

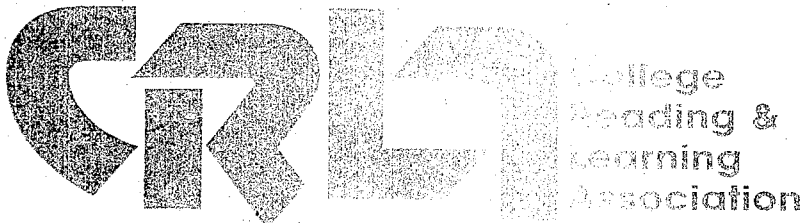
Please, please help me get this through. I would be eternally grateful.

Good luck in your endeavors and thanks for you help.

Sincerely,

A handwritten signature in cursive script, reading "Lucy Tribble MacDonald".

Lucy Tribble MacDonald



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

PETITIONING FOR CHAPTER STATUS

The following persons hereby petition for chapter status in the College Reading and Learning Association, under the name Oregon Chapter and covering the following geographic area: the state of Oregon.

The purpose and objectives of the chapter will be as follows:

- 1) to promote the developmental education/learning assistance concept
- 2) to provide a network for members
- 3) to exchange ideas and techniques and share expertise with regard to college reading, learning assistance, developmental education, and tutorial services.

Name of person facilitating the organization of the chapter:

Lucy Tribble MacDonald
Chemeketa Community College
PO Box 14007
Salem, Or. 97309

(503)399-5242

Date submitted;

Please return this petition along with signatures of at least 25 CRLA members and a typed alphabetical list, with complete addresses, of those petitioning for chapter status to:

Susan Deese, Coordinator of State/Regional Directors



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

I am interested in working on an Executive Board for CRLA to get the state organization in place. This would be a commitment of one year, until such time as officers are elected.

Name	Address	Tel. #
Judi Haynes	1343 B th St Independence, OR 97351	(H) 838-0791 (O) 472-4121 x444
Ivan Palk	32864 Bellcrest Rd Scappoose, OR	(H) 543-7389 / 233-1611
	P.C.C. 12000 SW 49 th Ave PORT. OR 97219	(W) 244-6111 Ex 4540
Sherry Kam Novotny	800 NW 112 Portland, OR 97229	646-7654 (H) 244-6111 x 7241 (W)
	or - PCC - Rock Creek 12000 SW 49 th Ave Portland, OR 97219	

DRAFT

College Reading and Learning Association Oregon State Chapter Bylaws

Article 1 - NAME

The name of this organization shall be the "Oregon Chapter" of the College Reading and Learning Association, herein referred to as the Oregon Chapter.

Article II - PURPOSE

The purpose of the Oregon Chapter shall be, in accordance with the policy and program of the College Reading and Learning Association,

- to promote the developmental education/learning assistance concept
- to provide a network for its members
- to exchange ideas and techniques and share expertise with regard to college reading, learning assistance, developmental education, and tutorial services.

Article III - MEMBERSHIP

Section 1. Any individual, professional, paraprofessional, volunteer, and/or student, who is interested in college reading, learning assistance, developmental education and tutorial services is eligible for membership.

Section 2. The membership shall have one class of members: the voting privileges shall be equal.

Article IV - OFFICERS

Section 1. The elected officers of the Chapter shall include:

- President
- President elect (Conference Manager)
- Secretary-Treasurer

Section 2. Only members in good standing shall be eligible for office.

Section 3. Each officer shall serve for a term of one administrative year. The officers' terms of office shall begin at time of election.

Section 4. The officers shall be considered the Executive Committee.

Article V - GOVERNANCE STRUCTURE

Section 1. President Will serve as information officer, sharing news with members and the CRLA newsletter. Will coordinate SIGS. Will preside at all meetings and conferences. Will appoint to fill vacancies until the next election.

Section 2. President elect Will serve as President in President's absence. Will act as chairperson and organizer of annual conference. Will succeed President in office.

Section 3. Secretary-Treasurer. Will monitor expenditures. Will take minutes at meetings and distribute minutes and conference votes to membership. Will succeed to the office of President Elect.

Article VI - Fiscal Year

Will coordinate with CRLA fiscal year of July 1st to June 30.

Article VII - Meetings

Section 1. The Chapter shall hold annual meetings. Written notice of this meeting shall be given to the membership in advance.

Section 2. Special meetings may be called as deemed necessary by the Executive Committee.

Section 3. Members of the Oregon Chapter shall have the right to attend all meetings.

KATHLEEN ALLISON
✓ 3666 MEADOW PARK LOOP
SALEM OR 97305

671 11/30/89
BARBARA WASSON
✓ 5355 TANOAK AV SE
SALEM OR 97306

72 03/31/90
✓ MAXINE E BYERS
CHEMEKETA COMM COLLEGE
4000 LANCASTER DR NE
SALEM OR 97309

756 02/28/89
THOMAS S GILL
CHEMEKETA COMM COLLEGE
BOX 14007
SALEM OR 97309

1035 08/31/89
RUSS GREGORY
LINN-BENTON COMM COLLEGE
6500 SW PACIFIC BL
ALBANY OR 97321

863 08/31/90
CAROLYN GARDNER
3223 NW MCKINLEY DR
CORVALLIS OR 97330

609 04/30/90
ANNE F LARMER
13373 MARLATT RD
JEFFERSON OR 97352

382 09/30/90
✓ NAN M PHIFER
2126 KIMBERLY CIR
EUGENE OR 97405

1137 12/31/89
PEGGY ROBINSON
1084 CAPE ARAGO HWY
COOS BAY OR 97420

939 01/31/89
MARY E FOUST
578 SCARBROUGH
CRESELL OR 97426

1140 12/31/89
MARY SHARP
569 LESLIE LN
MYRTLE CREEK OR 97457

BETTY L BRACE
607 SE 113TH
PORTLAND OR 97216

434 04/30/90
BELVA I SEABERRY
5430 NE PRESCOTT
PORTLAND OR 97218

384 02/28/89
CONNIE R PHILLIPS
12430 SW ASH #26
TIGARD OR 97223

737 01/31/90
MARY N CRAVEN
9170 SW ELROSE CT
TIGARD OR 97224

518 03/31/89
ANNE-MARIE UPDEGRAFF
3617 NE 135TH AV
PORTLAND OR 97230

106 04/30/90
JOANNE C CULLISON
6170 CULVER DR SE
SALEM OR 97301

626 09/30/90
MARY ANN BUCHANAN
4574 COLONY CT SE
SALEM OR 97302

237 03/31/91
ELIZABETH T JOHNEN
7320 ONEIL RD NE
SALEM OR 97303

1018 05/31/89
MARIAN DRAKE
411 CUMMINGS LN N
SALEM OR 97303

303 06/30/91
LUCY ANNE MACDONALD
4717 ANTELOPE CT NE
SALEM OR 97305

444 05/31/90
MARY ALENE SHOWERS
4485 42ND AV NE
SALEM OR 97305

Lucy MacDonald

1123 12/31/89
MADELEINE HENDERSON
625 NW 13TH
CANBY OR 97013

1145 12/31/89
DAVID F STOUT
PACIFIC UNIVERSITY
FOREST GROVE OR 97116

608 12/31/89
CAROLINE L CATE
10900 SE 258TH PL
GRESHAM OR 97030

1081 10/31/89
MARILYN MARSHALL
RT 3, BOX 539
HILLSBORO OR 97124

985 03/31/89
DIANE HAYWORTH
MT HOOD COMM COLLEGE
26000 SE STARK ST
GRESHAM OR 97030

Diane Hayworth

666 04/30/90
DANIEL C FORTMILLER
PORTLAND STATE UNIV
OSS/PSU BOX 751
PORTLAND OR 97207

1167 01/31/90
JUDITH Y MCNEILL
4296 SW SUNSET DR
LAKE OSWEGO OR 97034

1143 12/31/89
MICHAEL ST JOHN
2338 NE 18TH AV
PORTLAND OR 97212

367 12/31/89
FRANCES S PALK
32864 BELLCREST RD
SCAPPOSSE OR 97056

Irene Palk

598 09/30/91
PHYLLIS N NIELSEN
7708 SE HARRISON
PORTLAND OR 97215

Phyllis N. Nielsen

954 03/31/90
ANNABELLE LAVIER
TREATY OAK COMM COLLEGE
300 E FOURTH ST
THE DALLES OR 97058

1142 12/31/89
JOAN R SMITH
414 SE 49TH
PORTLAND OR 97215

1110 12/31/89
BRENDA M BUTTON
1253 SE OLVERA PL
GRESHAM OR 97080

Carol Thomas
3733 NE 28
Portland, OR 97212

Carol Thomas

1127 12/31/89
DORIS LEONARD
1563 NW SPRAY CT
ROSEBURG OR 97470

1150 12/31/89
CLARA E YOUNG
387 OLD GARDEN VALLEY RD
ROSEBURG OR 97470

1005 06/30/90
JAN HILDRETH
CENTRAL OREGON COMM COLLEGE
2600 NW COLLEGE WY
BEND OR 97701

1133 12/31/89
BECKY MORGAN
543 NW 17TH
REDMOND OR 97756

746 01/31/89
ANNA M BROPHY
8TH & K STS
LA GRANDE OR 97850

843 05/31/90
LEORA HUG
EASTERN OREGON STATE COLL
ZABEL HALL, DEPT ARTS & SCI
LA GRANDE OR 97850

202 11/30/89
DALE R HAYNES
586 PARK BLVD
ONTARIO OR 97914

774 07/31/89
BARBARA CHEEK
TREASURE VALLEY COMM COLL
650 COLLEGE BL
ONTARIO OR 97914

Virginia Patton

Virginia Patton
McMinnville Library
225 N. Adams
McMinnville OR 97128

Patricia Burke

Chemeketa Community College
P.O. Box 14007
Salem, OR - 97309

H- 769-6902
W- 399-5224

Louanne Whitton

Chemeketa C. C.

P.O. Box 14007
Salem, OR 97309

W - 399-5229
H - 363-1041

SHERRY KAM NOVOTNY PORTLAND COMM. COLL. 244-6111 x 7241

Sherry Kam Novotny
12000 SW 49th
Portland, OR 97219

Margarita Garcia
Wagant Hall

OSCI Academic Section

Chapter I

3405 Deer Park DR S.E.
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373-0194

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mem. Barb Wason

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(W) 399-6055

Joanne Cooper

Southwestern Oregon CC
2145 Maine
North Bend, Ore. 97459

(H) 756-3443
(W) 888-7301

Doris Leonard

Marie Hayworth ^{Renewed} & not renewed
3/89 expired

Phyllis N. Tichen

Marilyn Marshall

Barbara Wason

Judy Wood & not renewed
5/86 expired

Brenda Button

Ji Carter & not member

Annette Lavin & okay

Anna Marie Updegraff ✓ & 3/89 not renewed

Carol Thomas & 11/87 expired. not a new member

Frances Spick (I support a state organization - Dues pd. 11/10/88)

Madeline Henderson (I support a state organization Dues pd. 11/10/88)

Joanne Cullison

Manan Drake not member

Cheryl Lawrence (I support a state organization as a future WCLRA member)

Patricia Allison (Dues paid 11/10/88)

Judith McNeill

Myra Bartley not member

Sherry Tom Novotny? new member.

Scott King

Jean Smith

William L. Smith

Lyn MacDermid

Bucky Johnson

Mahmud Evers

Mary Allen Showers 1/89 not renewed

I support the state chapter
concept and I am now a member.
Candice S. Cato

Call to Conference

College Reading & Learning Association
24th Annual Conference

PROMISES TO KEEP:
FROM INTENTION TO ACTION

Hyatt Regency San Antonio
on the Riverwalk Paseo del Alamo

March 20-23, 1991

CALL FOR PAPERS

The 24th Annual Conference of the **COLLEGE READING & LEARNING ASSOCIATION**

Hyatt Regency San Antonio
on the Riverwalk Paseo del Alamo

March 20-23, 1991

The Conference theme is "**PROMISES TO KEEP: FROM INTENTION TO ACTION.**" Proposals relevant to the theme are being solicited. Areas usually represented include, but are not limited to, the following:

- campus politics/public policy
- computer assisted learning
- critical literacy: reading, writing
- critical/creative thinking
- cognitive/instructional psychology
- diversity (responses to race, class, gender & special population issues)
- learning strategies
- international involvement in developmental learning
- professional development
- program/learning center management
- research and evaluation
- tutoring

Institutes are three hours long. Deadline for submission of an institute proposal is September 1, 1990.

Section meetings are one hour long. Proposals for section meetings must be submitted by September 15, 1990.

Each person submitting a proposal will be notified of the Program Committee's decision by October 15, 1990.

Criteria for judging the proposals include the following four points:

1. Importance of the topic to the CRLA audience.
2. Freshness of the approach described or taken.
3. Quality and clarity of the proposal.
4. Relevance to the conference theme and to the above program strands.

Proposals for both sections and institutes should include the title, a 50-word description to be reproduced for the conference program, and a 250-word summary outlining the objectives, content, audio-visual equipment needs, and methods of presentation or institute. Proposals should also include the names, addresses and institutions of all presenters.

Proposals should be submitted on the presentation proposal form on the reverse side of this announcement.

COLLEGE READING & LEARNING ASSOCIATION

1991 CONFERENCE PRESENTATION PROPOSAL

This proposal is for: ☐ a section meeting
☐ an institute

TITLE OF PRESENTATION _____

50-WORD DESCRIPTION _____

(If the presentation is selected, this description will be printed in the conference program.)

CHECK THE PROGRAM STRAND WHICH BEST DESCRIBES YOUR PRESENTATION:

- | | |
|---|--|
| <input type="checkbox"/> campus politics/public policy | <input type="checkbox"/> learning strategies |
| <input type="checkbox"/> computer assisted learning | <input type="checkbox"/> international involvement in developmental learning |
| <input type="checkbox"/> critical literacy: reading, writing | <input type="checkbox"/> professional development |
| <input type="checkbox"/> critical/creative thinking | <input type="checkbox"/> program/learning center management |
| <input type="checkbox"/> cognitive/instructional psychology | <input type="checkbox"/> research and evaluation |
| <input type="checkbox"/> diversity (responses to race, class, gender & special population issues) | <input type="checkbox"/> tutoring |
| | <input type="checkbox"/> other |

LIST SUPPLIES AND EQUIPMENT NEEDED FOR PRESENTATION: _____

(If your presentation is accepted, you will be notified if needed equipment will be available.)

PRESENTER (if there will be more than one presenter, please attach an additional sheet with the following information for each presenter. The name listed on this form will be the person to whom all correspondence is sent):

Name _____

Address _____

Work Phone () _____ Home Phone () _____

Institution (if not included in address) _____

A 250-WORD SUMMARY MUST ACCOMPANY THIS FORM. THE SUMMARY SHOULD INCLUDE THE OBJECTIVES, CONTENT, AND METHODS OF THE PRESENTATION.

Send two copies of each proposal to:

Dr. Joyce Weinsheimer
Learning & Academic Skills Center
108 Eddy Hall - 192 Pillsbury Drive, SE
University Counseling Services
University of Minnesota
Minneapolis, MN 55455
(612) 624-1666 or home (612) 636-6430

COLLEGE READING & LEARNING ASSOCIATION
1991 CONFERENCE PRESENTATION PROPOSAL

This proposal is for: ☐ a section meeting
☐ an institute

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Page 3 of 3

TITLE OF PRESENTATION _____

50-WORD DESCRIPTION _____

(If the presentation is selected, this description will be printed in the conference program.)

CHECK THE PROGRAM STRAND WHICH BEST DESCRIBES YOUR PRESENTATION:

- | | |
|---|--|
| <input type="checkbox"/> campus politics/public policy | <input type="checkbox"/> learning strategies |
| <input type="checkbox"/> computer assisted learning | <input type="checkbox"/> international involvement in developmental learning |
| <input type="checkbox"/> critical literacy: reading, writing | <input type="checkbox"/> professional development |
| <input type="checkbox"/> critical/creative thinking | <input type="checkbox"/> program/learning center management |
| <input type="checkbox"/> cognitive/instructional psychology | <input type="checkbox"/> research and evaluation |
| <input type="checkbox"/> diversity (responses to race, class, gender & special population issues) | <input type="checkbox"/> tutoring |
| | <input type="checkbox"/> other |

LIST SUPPLIES AND EQUIPMENT NEEDED FOR PRESENTATION: _____

(If your presentation is accepted, you will be notified if needed equipment will be available.)

PRESENTER (if there will be more than one presenter, please attach an additional sheet with the following information for each presenter. The name listed on this form will be the person to whom all correspondence is sent):

Name _____

Address _____

Work Phone () _____ Home Phone () _____

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Minneapolis, MN 55455
(612) 624-1666 or home (612) 636-6430

CRLA TUTOR PROGRAM CERTIFICATION LIST

by
Dr. Tom Gier, Chair
College Reading and Learning Association
Tutor Certification Committee

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The following is an updated, March 29, 1990, listing of the colleges and universities that have received CRLA tutor certification and their period of certification.

- 1) Kearney State College, Kearney, NE: Regular, Advanced, and Master. ***
- 2) Univ of Texas at El Paso, El Paso, TX: Regular, Advanced, and Master. ***
- 3) University of Montana, Missoula, MT: Regular, Advanced, and Master. ***
- 4) University of Alaska, Anchorage's Eng Dep: Regular and Advanced. ***
- 5) University of Alaska, Anchorage's Learning Center: Regular. *
- 6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. **
- 7) Eastern New Mexico University, Portales, NM: Regular and Advanced. ***
- 8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. ***
- 9) Leland High School, San Jose, California: Regular level. *
- 10) Endicott College, Beverly, MA: was certified at the Regular level. ***
- 11) Chaminade University of Honolulu, Honolulu, HI: Regular and Advanced. ***
- 12) West Hills College, Coalinga, CA.: Regular and Advanced levels. **
- 13) Pfeifer College, Misenheimer, North Carolina: Regular level. **
- 14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. **
- 15) Maysville Community College, Maysville, Kentucky: Regular level. **
- 16) Tulane University, New Orleans, LA: Regular level. **
- 17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada: Regular, Advanced, and Master levels. **
- 18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and Master levels. **
- 19) Louisiana State University, Baton Rouge, LA: Regular, Advanced, and Master levels. **
- 20) Windward Community College, Kaneohe, HI: Regular, Advanced, and Master levels. **

- 21) Kenai Peninsula College, Kenai, AK: Regular and Advanced levels. **
 - 22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular, Advanced, and Master levels. **
 - 23) Casper College, Casper, WY: Regular, Advanced, and Master levels. **
 - 24) Pima Community College, East Campus, Tucson, AZ: Regular, Advanced, and Master levels. **
 - 25) Northern Essex Community College, Haverhill, MA: Regular level. **
 - 26) Wayne State College, Wayne, NE: Regular level. **
 - 27) Sonoma State University, Rohnert Park, CA: Regular level. **
 - 28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and Master levels. **
 - 29) Glendale Community College, Glendale, CA: Regular and Advanced. **
 - 30) Schreiner College, Kerrville, Texas: Regular level. **
 - 31) Austin College, Sherman, Texas: Regular and Advanced. **
-

* certified through June 30, 1990

** certified through June 30, 1991

*** certified through June 30, 1993

CRLA Tutor Certification Committee Members Nominated
for CRLA Certificates of Appreciation

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KATHY CARPENTER
KEARNEY STATE COLLEGE
KEARNEY, NE

Kathy is one of the original members of the CRLA Tutor Certification committee. Kathy evaluated 9 programs in the past year. Kathy's program at Kearney State has been certified at the Regular, Advanced, and Master levels.

=====

GLADYS R. SHAW
UNIVERSITY OF TEXAS-EL PASO, TX

Gladys is another of the original members of the CRLA Tutor Certification committee. Gladys evaluated 8 programs in the past year. Gladys' program at UTEP has been certified at the Regular, Advanced, and Master levels.

=====

BRIAN KANE
LELAND HIGH SCHOOL
SAN JOSE, CA 95120

Brian's high school tutoring program was the first certified by CRLA. His program has also been classified as a Model High School Tutor Program by CRLA. Brian joined the CRLA Tutor Certification Committee in Fall '89.

=====

KARAN HANCOCK
UNIVERSITY OF ALASKA ANCHORAGE
ANCHORAGE, AK

Karan is another of the original members of the CRLA Tutor Certification committee. Karan evaluated 14 programs in the past year. Karan is, also, Peer Tutor SIG Leader and Co-Editor of the international newsletter "THE TUTORING EXCHANGE."

=====

ROSALIND WILD
LAKELAND COLLEGE
VERMILION, AB
CANADA

Rosalind is another of the original members of the CRLA Tutor Certification committee. Rosalind evaluated 5 programs in the past year.

=====

DEAN MANCINA
GOLDEN WEST COLLEGE
HUNTINGTON BEACH, CA

Dean is another of the original members of the CRLA Tutor Certification committee. Dean evaluated 7 programs in the past year.

=====

SUZY HAMPTON
UNIVERSITY OF MONTANA
MISSOULA, MONTANA

Suzy is another of the original members of the CRLA Tutor Certification committee. Suzy evaluated 7 programs in the past year. Suzy's program at the University of Montana has been certified at the Regular, Advanced, and Master levels.

MARILYN WHITE
BUTLER COUNTY COMMUNITY COLLEGE
EL DORADO, KANSAS 67042

Marilyn is another of the original members of the CRLA Tutor Certification committee. Marilyn evaluated 7 programs in the past year.

=====

DONNA WOOD
STATE TECHNICAL INSTITUTE
MEMPHIS, TN

Donna is another of the original members of the CRLA Tutor Certification committee. Donna evaluated five programs in the past year.

=====

MAUREEN SMITH
SOUTHERN ALBERTA INSTITUTE of TECHNOLOGY
CALGARY, ALBERTA
CANADA

Maureen is another of the original members of the CRLA Tutor Certification committee. Maureen evaluated 7 programs in the past year. Maureen's program at SAIT has been certified at the Regular, Advanced, and Master levels.

=====

BETTY MYERS
GLENDALE COMMUNITY COLLEGE
GLENDALE, CA

Betty is another of the original members of the CRLA Tutor Certification committee. Betty evaluated 6 programs in the past year. Betty's program at Glendale is currently being evaluated for certification at the Regular and Advanced levels.

=====

COLETTE MONGEAU
UNIVERSITY OF ALASKA ANCHORAGE
ANCHORAGE, AK

Colette joined the CRLA Tutor Certification committee in the Spring of '89. Colette evaluated 7 programs in the past year. Colette's program at UAA Learning Center has been certified at the Regular level.

=====

LINDA ST. CLAIR
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NM

Linda joined the CRLA Tutor Certification committee in the Spring of '89. Linda evaluated 7 programs in the past year. Linda's program at the University of New Mexico has been certified at the Regular, Advanced, and Master levels.

=====

TOM GIER
UNIVERSITY OF ALASKA ANCHORAGE
ANCHORAGE, ALASKA

Tom, as Peer Tutor SIG Leader, started the process in 1986 that eventually led to the formation of the CRLA Tutor Certification Committee in 1988. As Chair of the CRLA Tutor Certification Committee, Tom informally evaluates all the incoming programs that apply for CRLA Tutor Certification. In addition, Tom formally evaluated 30 programs in the past year. Tom's program at the UAA English Department is certified at the Regular and Advanced levels.

University of North Carolina at Chapel Hill
Learning Skills Center
Phillips Annex

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To: CRLA Board of Directors
From: Wes Brown
Subject: Learning Assistance Staff Development Project
Date: March 20, 1990

I've enclosed a copy of a letter I sent to several researchers in the cognitive science to gauge their interest in participating in a summer staff development project at Chapel Hill beginning around 1992. These individuals and their research interests are:

- Ann Brown, University of California, Berkeley
metacognition, comprehension monitoring, reciprocal teaching;
- Ulric Neisser, Emory University
Memory, perception;
- Claire Weinstein, University of Texas, Austin
metacognition, co-author of LASSI;
- John Bransford, Vanderbilt University
verbal learning behavior;
- John Thomas
studying, autonomous learning project;
- Donald Danserau, Texas Christian University
learning strategies;

I'm not certain what else to say about the project at this point, since I'm not quite sure what kind of support I'm looking for from CRLA. I'm planning to see if any members of the Cognitive Psychology SIG are interested in working on a planning committee 1) to design the structure and organization of the program, and 2) to research and write grant proposals to secure seed funding.

As I implied in the "state of the art" piece, I think it's time for our field to begin building a foundation that rests on something other than myth and tradition. There is more to learning than SQ3R and naive study skills. I think we have a responsibility as one of the major learning assistance organizations in the country to contribute to substantive training and development within the field.

Wes Brown, Ph.D, Director
Learning Skills Center
CB# 5135, Phillips Annex
University of North Carolina,
at Chapel Hill
Chapel Hill, NC 275 99-5135

Dr. Ann Brown
EMST, 4425 Tolman Hall
University of California, Berkeley
Berkeley, CA 94720

Dear Dr. Brown

It was a pleasure meeting you in November. As I mentioned then, I've read a great many of your articles on comprehension monitoring and reciprocal teaching, and I thought you might be interested in a staff development project for learning assistance practitioners that I am currently planning. To reiterate, I am only attempting to gauge interest at this point, since I can't imagine the first sessions being offered before the summer of 1992. If I find sufficient interest in the project, I will pull together a small planning committee to work out the details and to look for sources of funding.

The notion of organized and concentrated staff development for learning assistance practitioners is a relatively new idea but an extremely important area that has not been adequately addressed. Many of us in the field hold advanced or terminal degrees, but for the most part we earned these degrees in academic areas that are either unrelated or only peripherally related to the kind of work we do in LAPs. I'm not aware of person in the field who has earned a degree or complete a formal course of study in learning assistance.

Furthermore, staff development opportunities in the field at this point are fragmented, inconsistent, and at varying levels of quality. But given the pervasiveness of LAPs in higher education, we can no longer afford to ignore the potential impact, both positive and negative, of learning assistance practitioners on the academic performance of students (I've included a short narrative describing my impression of the "state of the art" in learning assistance; despite the presense a LAP on most campuses, the majority of faculty remain relatively ignorant of the unit and the programs it offers). I see this project as one attempt to address the "learning needs" of people charged with the responsibility of addressing the "learning needs" of students.

The potential of increasing the knowledge and skills of learning assistance practitioners in the absence of a structured staff development program is rather grim. The

majority of people working in LAPs see themselves primarily as practitioners and tend to approach their jobs with a decidedly "student first" bias. Whether this position is due to pure altruism, the desire to nurture, the need to justify the program with high student contact, or some other reasons is unclear. It is clear that a great many people in the field are reluctant to swap, on the job, "student time" for "library time," "class time," or "evaluation time."

Most staff development for most learning assistance practitioners takes place at national and regional conferences sponsored by organizations such as the College Reading and Learning Association (CRLA) and the National Association for Developmental Educators (NADE). But the presenters at both conferences, though knowledgeable, work within the constraints of the event: time. The format of multiple one hour sessions allows only enough time for each presenter to cover the most superficial aspects of a topic. When a presenter attempts to go into greater depth, he or she runs the risk of presenting information that requires prior experience many in the audience may not have. But the result in either case is information that is very superficial or that has little meaning to many in the audience; and whether we are talking about students' learning or the learning of working practitioners, superficial is still only superficial. This should not be considered an outcome that is desirable for individuals with daily contact with students, nor an outcome that is desirable for staff development.

The project I am planning, at least as I now envision it, will depart from current staff development programs in the field in at least two respects. First, it will attempt to work inside-out rather than outside-in. There are a great many staff development opportunities currently available that teach application-type strategies, i.e., prepackaged techniques people can quickly adopt in their classrooms or in their programs. What is most often neglected, however, is the knowledge of the user that allows him/her to judge whether the conditions are present for carrying out the strategy wisely. There is little conception of which strategy is appropriate under what conditions, or why a particular strategy is better than others. Therefore, the project will stress influencing what learning assistance practitioners do by trying to influence their perception of what they ought to do. I find the potential of linking theory to practice very exciting, not simply for its potential impact on student performance but also for what it might tell us about the applicability of our theories in the "real world" of college learning.

A second departure from current staff development programs will involve researchers actually "modelling" the thought processes of an "expert" who is thinking about some

aspect of cognitive development. A written report is often a sterile and packaged version of a process that was infinitely more scattered, ambiguous, and fragmented. The expert is likely to experience periods of uncertainty, false starts, and definite confusions that are necessary components of thinking that leads to finding "an answer." If, as it has been shown, participating in these kinds of "thinking aloud" sessions have marked effects on novice, untutored learners, it is reasonable to predict similar consequences for somewhat more sophisticated learning assistance practitioner.

As I mentioned above, planning at this stage is rather general, since I am only attempting to gauge interest. But I envision offering about four sessions each summer, beginning in the summer of 1992. Each session will last about 4-5 days and deal with a single topic within a general knowledge domain, e.g., cognitive structure and organization, teaching strategies, reading, autonomous learning strategies. In these sessions, learning assistance practitioners will meet with an expert to discuss theories and research related to a specific topic (e.g., schema theory, reciprocal teaching, comprehension monitoring, First Degree Muder) and concurrently, work individually or in groups to develop curricula to implement in their campus programs. Individuals may register for one or all four sessions.

I am very excited about the potential of this project for improving the knowledge and skills of people in the learning assistance field. Students come to LAPS with real problems and expect that learning assistance practitioners have real solutions. It is time that we begin to take seriously our responsibility to offer students more than prepackaged, superficial answers to the complex problem of learning in college.

In closing, thank-you for taking the time to read this admittedly lengthy document. I'd appreciate a short note in response confirming your interest or a longer note if you wish to comment, positively or negatively, about the tentative plans I've outlined. I'll be interested in any feedback you might have. If you have questions regarding the project, I'll be happy to answer them. I may be contacted by telephone at (919) 962-6389.

Sincerely,

Wes Brown, Ph.D., Director
Learning Skills Center

State of the Art

Since the early sixties, colleges and universities of all sizes, missions, and levels of selectivity have either created or increased support for some kind of learning assistance program (LAP). Although earlier programs were intended to address the "remedial" needs of the "new students" to higher education, the mission of more recently developed LAPs has broadened to include offering help to most enrolled students, even those who are not considered, by traditional standards, "at risk." There were at least two reasons for this change of mission. First, LAP staff made an all out attempt to change the "remedial" image of learning assistance to "developmental," an image they felt would be more palatable to faculty and administrators concerned with declining admission standards. They felt by placing more emphasis on the needs of "traditional" students and by de-emphasizing their work with "high risk" students, LAPs would receive more academic credibility and, hence, greater support. Rather than being simply a place to send the "dumbies" or "the students who never should have been admitted to college in the first place," LAPs were immediately transformed, or so it was thought, into places where good students could learn to become better students.

In addition to the problem of campus perception, there was also a genuine feeling among learning assistance practitioners that many of the traditional students entering college were in need of basic skills instruction. Reports of depressed reading, writing, and math scores in the public schools only supported the claims that standards of literacy and "numeracy" had declined, both in the public schools and in the population generally. High grade point average and high admission test scores, therefore, could easily mask slow reading rates, poor study habits, and impoverished reasoning and problem solving abilities.

Whether this change of mission has made a significant assault on the perceived negative image of LAPs is not clear. It is clear that the "learning assistance movement" has grown to the point that now most colleges and universities offer some kind of non-credit, voluntary, extra-curricular help in reading, study skills, or content area tutoring to a wide range of student populations.

Yet, there are at least two major areas of concern that we in the learning assistance field have not dealt with adequately. First, the mission of learning assistance and learning assistance programs is poorly conceived with most programs taking a decidedly "do your own thing" position. The mission of helping students "learn how to learn" seems to be the most often stated *raison d'etre* of most LAPs and, in general, involves two interrelated goals: independence and efficiency. Martha Maxwell, for example, points out that

"[learning assistance]...assists students in becoming more independent, self-confident, and efficient learners so that they will be better able to meet the university's academic standards and attain their own educational goals." Frank Christ stressed efficiency aspect by asserting that learning assistance helps students "learn more in less time and with greater ease." There is, however, little consistency across LAPS in how these goals are actually pursued. LAPS vary greatly from campus to campus with their only common characteristic being the general desire of the staff to help students improve their reading, studying, or problem solving ability; they vary in name, funding sources and levels, populations served, staffing patterns, curricula offerings, and any number of daily operational features. We have not been able to achieve consensus in the field over what a LAP actually is, or for that matter, what it should be. Consequently, the goals, form, and daily operations of any given program are limited only by the imagination and experiences of its staff and the restrictions imposed by the institution. There appear to be as many conceptions of a LAP as there are LAPS.

This is not to suggest that variations on a theme are improper or to be avoided. On the contrary, differences in campus population, institutional mission, and available resources place real limitations on the kind of LAP a college or university is able to support. But the very nature of the phrase "variation on a theme" presupposes a central organizing theme that a given program varies from, or a conceptual core that helps to identify 1) what a LAP should and shouldn't do, 2) when it is and isn't doing it, 3) when it has and hasn't done it, and 4) how effective it was or wasn't. This conceptual core is one aspect of learning assistance that is badly needed.

However, the failure of many learning assistance staff to draw more heavily from educational and psychological theory in developing curricula is a second more fundamental problem. Milton's 1982 assessment of learning assistance help as a response to students' request for magic is as true today as it was eight years ago. While a great many people working in LAPS see themselves as "practitioners" teaching students how to acquire and use practical tools for negotiating their way through the system, too often these practical suggestions have little empirical support. For example, SQ3R, the "Australian Crawl" of learning assistance, deals with what a student does before reading and after reading but not directly with what he/she does while reading, the aspect research suggests is crucial to understanding texts. Instruction in notetaking consists mostly of techniques for visually organizing notes (e.g., Cornell method), recognizing signal words (e.g., "There are five major reasons..."), avoiding distractions (e.g., sit near the front of the lecture hall), and using shorthand (e.g.,

some kind of abbreviating). Very little of this instruction deals specifically with cognitive processes such as paying attention, re-ordering information, or generalizing these processes across different academic domains. The command to "take notes in your own words" may require an individual to coordinate and use several cognitive processes, but such advice may be useless unless accompanied with additional training in summarizing or paraphrasing. I know of an instructor who used to tell students in notetaking workshops to "always take notes in your own words" until he examined the notes of students in his course and found written at the top of the page the sentence "always take notes in your own words." As this example demonstrates, the notetaking advice given by LAFs is vulnerable to the same kind of rote memorization as the information presented in course lectures: a great many students see little significance in it. I've worked in the learning assistance field for sixteen years and I've listened to many a tale of students who failed to heed the "good advice" they were given in LAFs. But I've heard relatively few comments from learning assistance practitioners questioning the soundness of the advice they give. Clearly, more can be done along this line.

CRLA Subscription Agreement with JDE/RRIDE

Executive Summary

1. The Agreement

- a.) Presently, we are concluding the first year of the two-year renewable agreement signed by Susan Deese.
- b.) It is a voluntary sub agreement offering NCDE publications to CRLA members at a discounted price (JDE \$2.22 discount, RRIDE \$2.75 discount). These levels will change if CRLA participation exceeds 50%.
- c.) Negotiations for agreement renewal should be completed by the first of next year (Jan. 1991) to allow the system to continue running smoothly.

2. Labels

- a.) We have experienced some difficulties in receiving accurate labels in a timely fashion from Oxford Labeling Service.
- b.) Totals on numbers of labels for publications fell this year, slightly between issues 1 and 2 and dramatically for issue 3 (JDE Issue 1=45, Issue 3=19; RRide Issue 1=51, Issue 3=20).
- c.) A system of verification is essential in order to be certain subscribers are being well served. Subscribers should be informed that the problem is with LABELS, and every effort made to replace any missed issues.

3. Enrollment Figures

a.)	1989-90	Issue 1	Issue 2	Issue 3
	JDE	45	42	19
	RRiDE	51	46	20
b.)	1988-89			
	JDE	38		43
	RRiDE	42		47

4. Promotional Ideas

- a.) Recently completed a promotion to all CRLA members including sample issues of both publications, a cover letter from the CRLA President inviting members to subscribe using the form at the bottom of the page, and an invitation to visit our exhibit at the conference.

b.) I encourage CRLA to continue promoting by sending a follow-up sub agreement form to members in the fall to pick up newcomers or interested members who failed to respond.

c.) Include a form inviting members to subscribe each time membership information is sent.

d.) Any ideas from the Board???

5. Benefits to CRLA

a.) CRLA has the opportunity to insert one news column (based on present level of participation) in each JDE Volume describing organization activities/news which reaches many developmental professionals.

b.) CRLA receives a 10% discount on all advertising insertions.



The University of Texas at El Paso

Study Skills and Tutorial Services

January 23, 1990

Becky Patterson, President,
and Members of the Board
CRLA
710 Bounty Dr.
Anchorage, AK 99515

Dear Becky and Board Members:

During the 1989 National Convention of the American College Personnel Association, the Directorate of Commission XVI, Learning Centers in Higher Education, decided to explore the possibility of establishing a consortium of professional associations to deal with issues that relate to learning assistance and developmental education in higher education. Such issues might include but not be limited to standard terminology, accreditation, professional certification, professional preparation, legislative issues, and cooperation with CAS in developing standards and professional ethics. Some responsibilities of such a body might include disseminating information, organizing task forces for specific objectives, issuing resolutions and position statements on legislative and professional matters, and endorsing ethics and standards. This body could meet annually at one or the other of the national conferences sponsored by a member organization and otherwise communicate by phone and mail.

The idea was prompted by our realization that individual organizations are working on various projects and even though liaison may be established with one or two other related organizations, we do not have a strong, united, professional voice to endorse or refute the results of such efforts. For example, a committee of the National Association of Developmental Education is currently working on adaptations of the CAS self-assessment model and the College Reading and Learning Association has taken the initiative on standard terminology and tutor certification. Other organizations may also be dealing somewhat in isolation with issues that really relate to all of us. Won't the results of such work be more effective and more likely to impact our profession as a whole if we have an endorsement from an oversight body that has reached a professional consensus? Won't legislators listen more closely if they receive a resolution or position paper from a consortium representing many organizations and thousands of professionals?

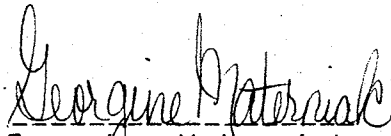


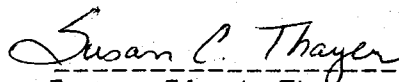
If this idea seems feasible and appeals to you, the first step will be to get someone from your organization to serve on the task force to develop a proposal for such a consortium. The initial proposal will be developed with the objective of defining the makeup, the goals, the procedures and responsibilities of the consortium. The proposal will then be circulated to all interested organizations for review and revision. The consortium will become operative only if and when consensus is reached regarding its role and scope.

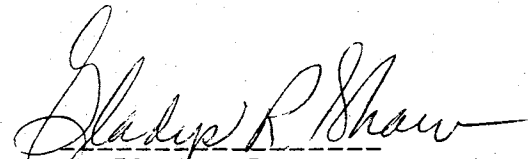
We hope you will join us on this project. Please discuss the idea and let us know by March 30, 1990, if someone from your organization will work on this project with us. We will also appreciate your sending the names and addresses of other professional organizations that might want to be involved with the task force.

Replies may be directed to Gladys Shaw, Study Skills and Tutorial Services, U.T. El Paso, El Paso, TX 79968-0611.

Sincerely,


Georgine Materniak


Susan Clark Thayer


Gladys Shaw

**Secretary's Report
Irvine, California
April, 1990**

Since the 1989 Conference in Seattle, the Association has been busy and active. A few of the highlights of the Board, State/Region/Chapter, Committee and Special Interest Group activities from the past year include:

- I. The organization changed its name to the College Reading and Learning Association.
- II. The Journal of College Reading and Learning has been expanded. The Journal is now publishing two issues each year, one in the Fall and the second in the Spring. The Journal attracts both members and non-members of the organization to submit and critique papers.
- III. The Tutor Certification program continues to grow and to be "fine-tuned." The program has certified 31 tutoring programs across the nation.
- IV. Carol Clymer is representing CRLA as a participant with the National Center for Developmental Education on an Exxon Grant Award. The grant will research the impact of developmental education and related services.
- V. Oregon has become the organization's newest state chapter, bringing the total number of state chapters to four.
- VI. Currently, there are fourteen Special Interest Groups which are proactive in sponsoring and assisting conference institutes and sessions, and in developing information networks. Some of the newly formed SIG's are Literacy in the Workplace, Math and International Learning.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT February 28, 1990

BALANCE PER BANK STATEMENT	\$9,974.59
Add: Deposits in transit	
Other (specify):	

Deduct: Outstanding Checks	860.76
Other (specify)	

CORRECTED BALANCE	<u>\$9,113.83</u>
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BALANCE PER BOOKS	9,481.30
Add: Unrecorded deposits	
Other (specify):	
Interest	19.53

Deduct: Service Charges	
NSF Checks	50.00
Other (specify): collection items	337.00

CORRECTED BALANCE	<u>\$9,113.83</u>
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CASH STATUS

Checking	\$ 9,113.83
Savings	25.00
C.D.	<u>37,000.00*</u>
	<u>\$46,138.83</u>

* Scholarship fund transferred from Sears and included in C.D.



The University of Texas at El Paso

Study Skills and Tutorial Services

February 27, 1990

TO: Becky Patterson, President
CRLA and Members of the Board

FROM: Gladys Shaw, Chairperson, Awards Committee
Renee Berta, Melissa Wiseman, Andrea Berta, Mary Lou
Gibson, Committee Members

SUBJECT: Awards for 1989-90

Our selections for the 1989-90 awards are as follow:

The Distinguished Research Award (a plaque and \$100): Michele J. Simpson, Norman Stahl, and Christopher Hayes for PORPE: A Research Validation. We recommend three plaques but they can share the money.

The Research Assistance Award (\$500; \$250 at conference and \$250 later): Rhea Ashmore for the "Effects of Latin Instruction on Reading Ability of a Learning Disabled College Student: A Case Study."

The Distinguished Service Award (a plaque): The committee votes resulted in a tie for Tom Gier and Kate Sandberg. It is our recommendation that each receive a plaque.

Two Scholarships (\$500 each): Maria J. Gallagher and James O. Armstrong.

I will arrange for the necessary plaques and funds as soon as I have word that the Board approves these selections.

GRS:rp



College Reading and Learning Association
Report to the Board of Directors
Conference Site Selection
Gwyn Enright
April 7, 1990

UE
3/22/90

During the summer, the Guidelines for Hotel Selection and Guidelines for Submitting a Proposal to Host a Conference were updated and distributed to CRLA members interested in serving as on-site conference managers. In addition, the Guidelines for Hotel Selection were also distributed via the appropriate convention bureaus to hotels in potential conference sites.

San Antonio - 1991

Much time was spent negotiating a contract for the annual conference in San Antonio. Becky Patterson authorized me to sign the final version of the contract for her since negotiations stretched into December, and we were concerned about securing space commitments for the 1991 conference. On CRLA's behalf, I signed a contract with the San Antonio Hyatt Regency on the Riverwalk. I am satisfied that we have the best contract possible with the Hyatt Regency. Although I have never visited the hotel, on-site conference manager Frances McMurtray has attended a conference there and recommended the hotel highly. All business dealings I had with the hotel were conducted in a first class manner. And, as you can see, the hotel brochures portray a lovely place to hold a conference.

I also had spent time negotiating with two other San Antonio hotels. The San Antonio Marriott could not offer appropriate meeting space for the conference. During the summer, Tom Watkins - the Sales Manager who had worked with Wes Brown - left San Antonio, and the CRLA business was given to Jon Cordonier, Director of Sales. Meeting rooms were no longer available at the hotel, and charges for meeting space at the Convention Center were no longer to be split equally between CRLA and the Marriott. In addition, some space requirements were not available at all.

Susan Mossberger, Sales Manager at the Wyndham San Antonio, proved flexible and accommodating. The Wyndham offered CRLA a very attractive contract, but the hotel is not located on the Riverwalk. After consulting with several Texans, including Frances McMurtray and Delryn Fleming, it became clear that, in San Antonio, one must stay on the Riverwalk.

Consequently, we will be staying at the luxurious sixteen story Hyatt Regency, where "water cascades from the Paseo del Alamo course through the hotel and meets the San Antonio River in the lobby." The hotel will be more expensive than our usual bargain hotels, but it will be very nice. Capable Theresa Fuelling,

Sales Manager, and I were able to negotiate room rates down from \$145 double occupancy to \$125 double occupancy (plus tax) and meeting space rates down from \$2000 to \$350. It is important for conference planners to remember there remains an exhibitor's charge which we should be incorporated in our own exhibitor's fees. Also, it is very important to remember the meeting space charges are on a sliding scale, so CRLA conference goers must be encouraged to stay in the conference hotel.

Burlingame (San Mateo County) - 1992

Three sites were considered for the 1992 conference: San Francisco, Oakland and Burlingame (San Mateo County). San Francisco proved too pricey and, in many cases, already booked. Oakland offered several hotel possibilities. Shirley Sloan and I looked at the Oakland Airport Hilton, the Hyatt Hotel at Oakland International Airport, the Claremont Resort Hotel, and the Hyatt Regency. The Hyatt at International was too small to accommodate CRLA (perhaps you remember WCRA met here in 1974...) and the Hyatt Regency was not willing to reserve all the meeting space required by CRLA. Meeting at the Hyatt Regency would have meant booking (and paying for) space in the Oakland Convention Center.

Thus, only two Oakland hotels were encouraged to submit proposals. The Claremont Hotel, which is lovely and has a wonderful location, can not accommodate us very well during the week of our conference dates. In addition to high room charges, the Claremont would need to charge us for meeting space. Finally, the hotel seems to be set up to attract visitors who will enjoy the spa, rather than to offer a reasonably efficient conference location.

The Airport Hilton presented a very attractive proposal. The hotel is organized well for a CRLA conference, and the grounds are very nice. Unfortunately, the Hilton meeting spaces are too small. Additionally, even though the hotel is close to the Oakland Airport, it is not close to anything else!

In Burlingame (San Mateo County), we visited the Hyatt Regency San Francisco Airport, the San Francisco Airport Marriott, and the Clarion Hotel. The Hyatt Regency was a large, well situated hotel. We had the feeling CRLA might get lost in the hotel, and the hotel was very pricey. After touring the hotel, we did not encourage a proposal.

We liked the feel of the Clarion Hotel and the conference space we were able to visit, but the hotel has not submitted a formal proposal.

We visited the Holiday Inn Crowne Plaza, but we thought the meeting rooms were very chopped up and, as a result, there would be a serious problem with flow. In addition, even though the

hotel had been improved recently, we both thought the lobby and meeting spaces were too tawdry.

The San Francisco Airport Marriott seemed the right size for CRLA. Guest rooms are quite nice. Meeting spaces are large and airy. The hotel is limited enough in its meeting space that CRLA would be the dominant group gathering at the hotel. The lobby is attractive and provides many "private conversation" corners for individuals to visit. The hotel has a view of the bay. A scenic jogging path runs along the shore - just steps from the Marriott. Other upscale hotels, such as the Hyatt Regency which offer plush bars and nice restaurants, are located within walking distance.

While not located in downtown San Francisco, it takes only about 15-20 minutes to drive into the city. It is also possible to take the complimentary airport shuttle to the airport to catch transportation into the city.

Sales Manager Owen Leinbach was already familiar with CRLA requirements when he met with us, and he has offered us a very reasonable proposal with special considerations. The cost breaks he has agreed to depend on our holding the conference from Thursday to Sunday, as we used to. Additionally, since meeting room rental is waived if a percentage of room night commitments are met, CRLA members would need to patronize the hotel.

Shirley Sloan will be proposing the bid for a Northern California-San Mateo County meeting in 1992. She will be including the proposal to elect the San Francisco Marriott Hotel as the conference hotel. I recommend you accept her bid and appoint her on-site manager for the 1992 conference.

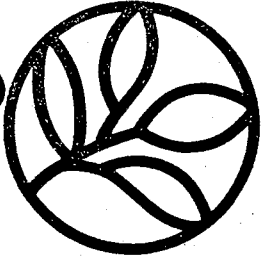
Kansas City - 1993

I have called Pat Jonason and Kathy Carpenter several times, and I have also written Pat. She is tasked to update the hotel bids in the area, since several new hotels have opened since her bid last year. However, I have not heard from her. I suggest following up on what is happening in Kansas City be a top priority immediately.

San Diego - 1994

Since CRLA met in San Diego in 1982, San Diego has opened a new convention center, revitalized the downtown area with the Gas Lamp Quarter and Horton Plaza, and attracted many new conference hotels. Several could accommodate CRLA nicely. CRLA members in the area, including Gary Brown, Stephan Bosworth, and Diane Cogan, have indicated they are willing to work on the conference.

Evergreen Valley College



3095 Yerba Buena Road
San Jose, California 95135
(408) 274-7900

CRLA Minutes
April 2-7, 1990
Irvine, CA
Attachment Q
Page 1 of 6

March 30, 1990

Gwyn Enright
CRLA Conference Site Selection Chair
Academic Skills Center
College of Arts and Letters
San Diego State University
San Diego, CA 92182-0422

Dear Gwyn:

The day of presentation to the College Reading and Learning Association is rapidly approaching, and I am delighted to be able to present the board with such an attractive choice. I believe there is much to offer the CRLA organization in both the locale and the hotel accommodations.

I feel the need to provide addition input on Evergreen Valley College support as both administrators were supportive of me, but vague concerning actual college commitment. The college president is retiring this year and my provost does not expect to remain in her position, so both have hesitancy in offering specifics. However, during the last four years, I have served as secretary/treasurer and then president of the Northern California College Reading Association and had full support from my college on such items as printing, telephone, and postage.

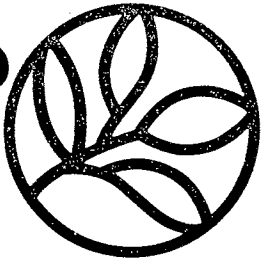
Unfortunately only a limited amount of release time is granted on our campus, however, I do have instructional aides, student aides and students who could help with the myriad of details necessary for the management of a successful and memorable conference.

Sincerely,

Shirley A. Sloan

Shirley Sloan

Evergreen Valley College



3095 Yerba Buena Road
San Jose, California 95135
(408) 274-7900

CRLA Minutes
April 2-7, 1990
Irvine, CA
Attachment Q
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September 29, 1989

Gwyn Enright
CRLA Conference Site Selection Chair
Academic Skills Center
College of Arts and Letters
San Diego State University
San Diego, CA 92182-0422

Dear Gwyn:

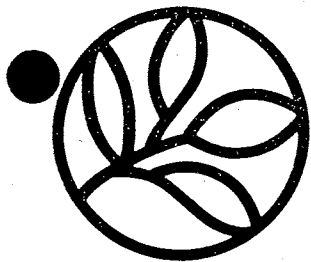
This letter is to nominate the Northern California Bay Area as the CRLA conference site for 1992 and to express my desire to serve as CRLA Conference site manager for that conference.

I have been a member of CRLA since 1978 and have found it to be the professional organization that has best kept me informed, educated, committed, encouraged, and inspired. I have participated in the CRLA conference by being an enthusiastic participant, a section chair, and the audio-visual chair at the conference held in San Jose. However, since CRLA has added a great deal to my professional life, I would welcome the opportunity to give back and provide assistance to the organization. I feel I could do the job as I have put on conferences, most recently as secretary/treasurer and then president of the Northern California College Reading Association. I also managed the fund raising events for the Peninsula Club, a Professional Women's Charity Organization. These often drew up to 800 participants. I also directed league ski races held all over Northern California while a member of a 1000+ member ski club.

CRLA is an organization that has developed some wonderful traditions associated with the conferences (night on the town, lunch with a mentor, etc.). One of those traditions has been to return to Northern California every four years. Having the conference in the bay area in 1992 would be in keeping with that tradition.

Since the Northern California Conferences have most recently been held in San Francisco, San Jose, and Sacramento, I recommend either Oakland or San Mateo. Either of these would provide an exciting setting for the CRLA 1992 Conference. Both have easy

Evergreen Valley College



3095 Yerba Buena Road
San Jose, California 95135
(408) 274-7900

CRLA Minutes
April 2-7, 1990
Irvine, CA
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access from the airport or by freeway to hotels and to the scenic beauty and legendary attractions of the Bay Area. These include the wine country to the north, all of the San Francisco wonders (cable cars, Fisherman's Wharf, Alcatraz, museums, etc.) to the beautiful Monterey Bay Area to the south. These attractions would certainly provide an additional draw for the conference participants, members, non-members, presenters and featured speakers. Either city has excellent hotel facilities, but at a substantial lower cost than in the city of San Francisco.

Another exciting feature is the fact that the greater Bay Area has over 25 colleges within an hour's drive. A great number of these have CRLA members who are active and willing to provide varying degrees of assistance. Many of these same colleges also have exceptional programs and would delight in having a visitation on their campus. Being first secretary/treasurer and then president of Northern California College Reading Association has allowed me to get to know and closely work with a fairly large number of reading instructors from this area. I have indicated the possibility of the CRLA Conference being held in the bay area to several individuals and found all to be enthusiastic and willing to help.

The many advantageous factors of the Northern California Bay Area would seem to make it an appealing choice for the 1992 CRLA Conference.

I eagerly anticipate the planning and development phases of the 1992 CRLA Conference.

Yours truly,

Shirley Sloan

Board of Supervisors



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BOARD OF SUPERVISORS
ANNA G. ESHOO
MARY GRIFFIN
TOM HUENING
TOM NOLAN
WILLIAM J. SCHUMACHER

COUNTY OF SAN MATEO

COUNTY GOVERNMENT CENTER

• REDWOOD CITY

• CALIFORNIA 94063

RICHARD L. SILVER
CLERK OF THE BOARD

(415) 363-4566

March 23, 1990

Members, Board of Directors
College Reading and Learning Association
Academic Skills Center
San Diego State University
San Diego, CA 92182

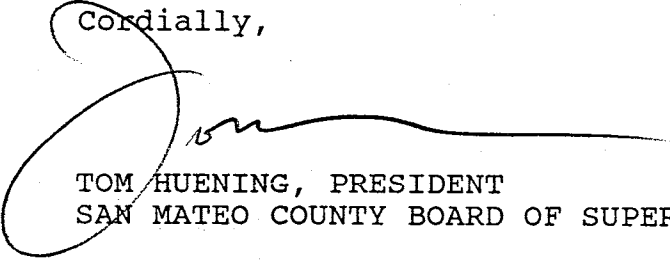
Dear Members of the Board:

As President of the San Mateo County Board of Supervisors, I am most pleased to extend an invitation to you to hold your 1992 Annual Convention in our county.

With its beautiful surroundings, many deluxe hotel accommodations and central location within the Bay Area, San Mateo County makes an ideal choice for a convention.

The people of San Mateo County would consider it a privilege to host your 1992 meeting. You will find our hospitality to be exceptional.

Cordially,


TOM HUENING, PRESIDENT
SAN MATEO COUNTY BOARD OF SUPERVISORS



Evergreen Valley College

CRLA Minutes
April 2-7, 1990
Irvine, CA
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3095 Yerba Buena Road
San Jose, California 95135-1598
(408) 274-7900

President
Gerald H. Strelitz, Ed.D

Chancellor
R. W. Goff

March 27, 1990

Ms. Gwyn Enright
CRLA Conference Site Selection Chair
Academic Skills Center
College of Arts and Letters
San Diego State University
San Diego CA 92182-0422

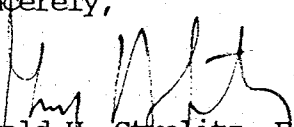
Dear Ms. Enright:

I am in full support of Professor Shirley Sloan's application as conference site manager for your 1992 CRLA Conference.

It has been my experience that every task which Ms. Sloan assumes is done with care and dispatch. The results always exceed expectancy.

I commend Shirley Sloan to you, without reservation.

Sincerely,


Gerald H. Strelitz, Ed.D.
President

pr

cc: Shirley Sloan



Evergreen Valley College

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Page 6 of 6

3095 Yerba Buena Road
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President
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Ms. Gwyn Enright
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San Diego, CA 92182-0422

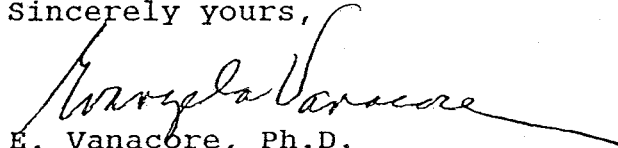
Ladies and Gentlemen:

It is with great pleasure that I write this letter of personal and institutional support for Shirley Sloan. I believe that she will make an exceptionally capable conference site manager during the CRLA 1992 conference.

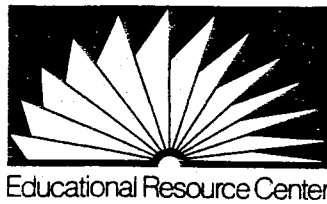
Due to the changing status of state funding from year to year, we are unable, at this time, to specify the precise level of support. Let me assure you, however, that when the time comes, Ms. Sloan will receive adequate institutional support excluding released time.

Thank you for providing a leadership opportunity for one of our outstanding faculty members.

Sincerely yours,


E. Vanacore, Ph.D.
Provost, Roble Cluster

RECEIVED MAR 26 1990



MEMORANDUM

TO: CRLA Board of Directors

FROM: Karen Smith
Archivist *K. Smith*

DATE: March 26, 1990

RE: Traveling CRLA Display for State/Regional Conferences

I have some concerns about the purpose of the two display boards planned by the Board. My original understanding was that 1) one board would be developed from the archives in order to provide a yearly, longitudinal look at the origins and the growth of the organization at our national conference, and 2) one board would be developed to serve as the president's display and would travel as a representative of the Board of Directors, with or without a Board member, to state/regional conferences.

However, I now understand that the display board which I have developed from the Archives is intended for shipment to state/regional conferences. My concerns are maternal -- I worry about the loss or destruction of archival materials, much of which is irreplaceable. Therefore, I have developed a display which is "protected" and unlikely to be tampered with or destroyed in packing and unpacking. I sincerely hope that the Board is approving of this format. I have utilized the three panels on one side for CRLA archives and this allows the three panels on the other side to be used by the state/regional organization, if they so wish.

Since the traveling display from the Archives is intended for travel to state and regional conferences and meetings, I hereby propose a calendar of sorts to be followed in the maintenance and shipping of the display.

Dec-Mar	Archivist develops traveling display - to reflect the association's early history and most recent activities;
Mar-Apr	Archivist takes traveling display to annual conference for conference display;
Apr-Nov	Coordinator of State Directors/Presidents takes responsibility for traveling display, distributes and ships to state officers for display at state/regional conferences and/or meetings;
Dec-Mar	Coordinator returns display to Archivist at conclusion of fall conferences/meetings (usually at Thanksgiving) who updates for the next annual conference;

and the cycle repeats...

Tulane

I did spend an inordinate amount of time sifting, planning, organizing, agonizing, and finally designing the three panels for the display. I freely admit that I have not taken the time to reorganize the archives and put them back into the logical filing system since they were shipped to New Orleans. We now have two full filing cabinets, and I will need to weed out duplicate materials or take over some additional shelves in another filing cabinet next year in order to have enough room to add materials.

However, in planning this display I was disappointed to realize that photographs from the Albuquerque and Seattle conferences are very few and there are none from Sacramento, so current and up-to-date display is very difficult.

In addition, many, many of the photographs in the archives are not labeled with any names or dates at all. About three years ago, Gwyn Enright and Sue Brown and I poured over hundreds and hundreds of photos trying to identify people and years. In addition to unnamed WCRA and WCRLA members and events, there are hundreds of terrible photographs -- blurred, out-of-focus, people's shoulders and ears, legs and rears, too distant, too dark, too light with no features in the faces! Therefore, I have two specific recommendations to make regarding photography for posterity.

Recommendations on CRLA photography:

1. Hire a photographer for the conference. Give very specific instructions. Tell how many photos you want taken and what you want photographed. Pay someone who knows how to take good candid shots because they are the photographs that we all enjoy seeing again and again.
2. Conference manager or conference chairperson should label all photographs as soon as possible and send to the archivist for use and recording.

Recommendations for shipping materials to the Archivist for filing and storage:

1. Journals: 2 copies each
2. Newsletters: 4 copies each.
(some missing from last 2 years -- will check specifics and request extra copies from editor)
3. Photographs: conference photos and mug shots used in Newsletter should be sent on to archives as soon as feasible for possible use in updating the traveling display
(no photographs from Sacramento conference (no conference records of any kind -- not even conference programs) and less than a dozen photographs from Seattle conference now in Archives)

4. Correspondence of officers should be organized and passed on to the succeeding officer as a guide. The previous officer's correspondence (which served as guide) can then be sent to the archives. Please organize correspondence and papers in folders and label. Organization before shipping is very helpful and saves much time in filing and integrating into the archives.

CAMERON UNIVERSITY

Department of Education and Psychology

2800 West Gore
Lawton, Oklahoma
73505-6377

February 26, 1990

Dear Becky:

Hope you aren't too frozen. I must admit that Irvine is far more attractive than the NADE meeting in Boston where they are predicting cold and rain.

I need to try for the Saturday board meeting as I can't get in to Irvine until Wednesday afternoon. I don't think I will have a final report by then as the response to the last mailing has brought in many new ideas. Hopefully by the summer board meeting I will have everything finalized. I will need to get more information regarding publication at Irvine. Questions the board may want to consider before I appear are:

1. Who will publish the monograph? Is it a monograph that we are planning to publish.
2. Who will be editor for publication?
3. Do we have to get written permission for definitions found in other sources which we want to use?
4. What, specifically, am I responsible for in the process of getting this published?
5. Should the taskforce be continued with a different coordinator for a second, revised edition in the future?

One other point that I feel I need to address is the request for funds to attend the NADE meeting. I am not a member of NADE, and I am attending their meeting, in my mind at least, as a CRLA representative. My understanding, when the Taskforce began, was that we would work with other organizations to gain greater acceptance of the terminology we developed. NADE appeared to be the most influential group; plus attending the NADE meeting, I also made contact with members of most of the other groups interested in our work. Because of this I have asked for assistance with travel expenses, the other half of which I am paying. I don't know how I am to ask NADE to pay for me to come to their conference to do CRLA work. Taskforce expenses otherwise have been relatively limited since my school helps pay for printing. This expense seems appropriate for the mission of the Taskforce.

See you soon,

Mary
Mary Rubin

BRIGHAM YOUNG
UNIVERSITY

THE GLORY OF GOD
IS INTELLIGENCE

December 27, 1989

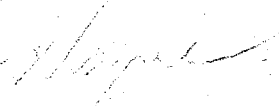
Becky Patterson
University of Alaska, Anchorage
English Department
3211 Providence Drive
Anchorage, AK 99508

Dear Becky:

This is a note to remind you that January 5 is the listed deadline date for the Spring issue of the CRLA Newsletter. If you can get the material to me by January 15, I will have no problem getting it into the Newsletter; however, I do need to adhere to a rather strict deadline this time so that the Newsletter can get into the hands of the members well before the April conference.

According to action taken by the board last August, the positions of Newsletter editor and editors of the Journal of College Reading and Learning were placed on a tenure of three years, with an additional year possible at the option of the board. I just want to remind you that my three years will be up with the next issue of the Newsletter. I am willing to serve for another year or to be released from assignment at the end of the three year period, whichever is your pleasure. You probably should initiate some kind of formal action with the board, particularly if you plan to make a change. In the event of a change, the new editor should know prior to the April conference so that she or he may make arrangements for the year's flow of news. I have enjoyed the activity as Newsletter editor, and I will be happy to accept whatever decision the board makes. Thanks for the opportunities that you have afforded me as editor.

Sincerely,


Wayne R. Herlin, Editor
CRLA Newsletter
167 SWKT
Brigham Young University
Provo, UT 84602
Phone: 378-7043
(85)
WRH:crd

Board meeting



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

April, 1990

TO: CRLA Board of Directors

FR: Becky Johnen, Coordinator
Special Interest Groups

RE: 1989-90 SIG Activities

Special interest groups continue to provide CRLA with a means of networking throughout the year. Each group continues to reflect the current issues and interests of the CRLA membership and to maintain the flexibility, openness and commitment to the professionalism of the Association.

SIG activity for 1989-90 includes:

1. NEW SIGS

- *Trio (established spring 1989; Suzy Hampton, Leader)
- *Workplace Literacy (established spring 1990)
- *Kellogg (established fall 1989; Carmelita Williams, Leader)

2. SIGs THAT WENT INACTIVE

- *College Reading (due to inability to find new leader, not lack of interest in the topic)

3. CHANGES IN LEADERSHIP SINCE MARCH 1989

- *CRAIG STERN for CRITICAL THINKING AND PROBLEM SOLVING
- *PHIL GONVERS for LEARNING ASSISTANCE CENTER MANAGEMENT
- *PEDRO RAMIREZ for HISPANIC INTERESTS
- *KARAN HANCOCK for PEER TUTORING
- *MARGARET ROGERS for MATHEMATICS TUTORIAL PROGRAMS
- *BEVERLY GRIPPLE for LEARNING DISABILITIES
- *GARY BROWN for COMPUTER TECHNOLOGY

4. SIGs SEEKING NEW LEADERSHIP

- *Evaluation/Research
- *Workplace Literacy
- *College Reading

5. FIRST TIME EVENTS

- *SIG leaders luncheon, Irvine Conference
- *listing of SIG leaders in the Fall Newsletter

6. CONFERENCE ACTIVITIES

- *general business meetings
- *SIG breakfast meetings: peer tutoring; LAC management; learning disabled
- *SIG luncheons: critical thinking and problem solving; cognitive psychology; computer technology
- *information table
- *SIG leaders luncheon
- *SIG sponsored institutes and sessions

7. PROMOTIONAL ACTIVITIES

- *SIG newsletters: cognitive psychology; computer technology; critical thinking and problem solving; LAC management; learning disabilities; peer tutoring
- *articles in CRLA Newsletter: FALL - LAC management, math tutorial, peer tutoring; WINTER - peer tutoring; kellogg; SPRING - computer; peer tutoring; LAC management; math tutorial

8. SIG COORDINATOR ACTIVITIES

- *monthly correspondence with SIG leaders
- *revised SIG leader packet
- *updated SIG resource sheet
- *developed historical grid of SIGs
- *SIG leader meeting at conference to discuss current issues: association policy on support of SIGs; addition of SIGs on membership application; use of membership resources forms
- *responded to inquiries on SIGs

The SIGs will continue to: sponsor and assist in presenting institutes and presentations during conferences; add new SIGs to meet the needs of CRLA members; disband or inactivate SIGs when they have "run their course"; respond to the needs of the CRLA Board and membership.

It has been a rewarding year for me as SIG coordinator. I thank the Board for its support for the SIGS and for the support that I have received in my role.

CRLA SPECIAL INTEREST GROUPS

COORDINATORS

1983-86 Kate Sandberg
 1986-87 Becky Johnen
 1987-87 Tom Gier
 1989- Becky Johnen

SIGS

ACTIVE YEARS

LEADERS

Advanced Reading	198? - 1987	Carol Dodd
Basic Reading	1983 - 1984	Becky Johnen
Cognitive Psychology	198? - Current	Pat Mulcahy-Ernt
College Reading	1988 - 1989	Char Mansfield/Tom Gier
Critical Thinking Problem Solving	198? - Current	Craig Stern - 1990 Susanne Manovill - 1988-90 Jerry Fishman - 1986-88
Computer Technology	198? - Current	Gary Brown - 1989 Bill Broderick - 1987-89 Dave Caverly - 1987
Learning Assistance Center Management	198? - Current	Phil Gonvers - 1989 Dorothy Poulson - 1989 Dorothy Lee - 1986-87
Hispanic Interests	198? - Current	Pedro Ramirez - 1989-90 Manuel Olgin - 1986-89
Learning Disabled Student	1984 - Current	Beverly Gripple - 1990 Marylee Taylor-Payne - 1987-90 Becky Johnen - 1984-87
Peer Tutoring	198? - Current	Karan Hancock 1989 Tom Gier - 1989
Evaluation/Research	1987 - Current	Wes Brown - 1988-89 Carol Walvekar - 1987-89
Mathematics Tutorial	1988 - Current	Margaret Rogers - 1989 Joseph Martinez - 1988-89
Trio	1989 - Current	Suzy Hampton - 1989
International Learning	1989 - Current	Donna Manske - 1989

Organizational Development	1986 - 1988	Larry Bridges - 1986-88
English As A Second Language	1986 - 1988	Roberta Delaney - 1986-88
Multicultural Affairs	198? - 1987	V. Con Osborne - 198?-87

YEARLY COUNT OF SIGS

1983-84

1984-85

1985-86

1986-87 11

1987-88 11

1988-89 10

1989-90 12

1990-91



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dear first year SIG Leaders:

On behalf of CRLA, I would like to welcome you as a new special interest group leader. I know that you will have an exciting and rewarding year in this role.

To help you get started in your new role, an informational packet, containing the following, has been attached:


- * SIG contact list
- * SIG leader job description
- * listing of general SIG leader duties
- * listing and description of all SIGs
- * additional SIG description sheet (please amend with your group's information and return to SIG coordinator)
- * sample group guidelines form
- * blank group guideline form (complete and return to SIG coordinator)
- * funding request form
- * sample SIG newsletters
 - critical thinking
 - peer tutoring, The Tutoring Exchange
- * sample SIG membership survey
- * sample SIG annual report

Each of these items will be discussed at the SIG leaders meeting at the conference. If you are unable to attend that meeting, please contact me so that I can review this information and answer any questions that you may have.

It is the intent of CRLA that each SIG be as self-supporting as possible for routine activities like newsletters. To this end, the Board approved the concept of SIGs charging membership fees. SIGs charge a \$5.00 fee to cover printing and mailing expenses for the newsletter. (Some institutions have been willing to set up special accounts just for the SIG with its business office.) Other SIG leaders have found that their institutions are willing to cover all costs related to SIG newsletter activities. I would suggest that you discuss this issue with your immediate supervisor to determine the best alternative for you and your school.

I look forward to working with you in the coming year. The best to you in your endeavors with the SIG. Do not hesitate to contact me with any question or concern.

In appreciation,


SIG Coordinator



LARRY AGRAN, Mayor

City of Irvine, One Civic Center Plaza, P.O. Box 19575, Irvine, California 92713 (714) 724-6000

March 30, 1990

TO: COLLEGE READING AND LEARNING ASSOCIATION ANNUAL CONFERENCE
ATTENDEES

On behalf of the Irvine City Council, it is my pleasure to welcome you to our community!

Since you may be unfamiliar with this area, let me provide you with a little Irvine history. Our Orange County location was originally designated as the Irvine Ranch in 1876 by James Irvine who purchased the land from Spanish-Mexican land grants. When James Irvine died in 1886, his son consolidated all his holdings and established the Irvine Company. In 1970, the Irvine Company in conjunction with the University of California, Irvine, began to seriously look at incorporating this area into a new city. On December 21, 1971, the City of Irvine became a reality. At that time, a five-member City Council was also elected. We have since grown to a population of approximately 110,000 residents.

Irvine is the nation's largest master planned urban community including residential areas, a major commercial/retail center, university campus, industrial complexes, as well as civic, cultural and recreational facilities. It is easy to see why we take such pride in our city.

The College Reading and Learning Association is to be commended for its outstanding efforts in providing educational tools, training and resources to communities throughout the nation. I am delighted that Irvine was chosen for your Annual Conference and wish you an informative and pleasurable stay.

Sincerely,


LARRY AGRAN
Mayor

LA.j

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-1

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
I. OPERATING BUDGET	42,980	31,804.37			
A. BOARD TOTAL	10,570	7,479.13	3,090.87		
President (Total)	2,435	486.90			
Travel	1,200				
Hotels and Food	500				
Telephone Expense	200				
Postage	100				
Print and Publish.	50				
Clerical					
Wages and Fees	150				
Supplies	100				
Advert. and Promo.					
Miscellaneous					
Other (Specify)					
1. Awards	75				
Mailing Service	60				
President Elect (Total)	2,700	1,038.43	1,011.43		
Travel	1,800	921.32			
Hotels and Food	700	107.00			
Telephone Expense	50				
Postage	50				
Print & Publish.					
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	100				

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-2

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Secretary (Total)	940	899.02			
Travel	200	308.00			
Hotels and Food	100				
Telephone Expense					
Postage	30				
Print. & Publish.	100	140.57			
Wages and Fees					
Supplies	25	417.00			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	25				
Excess Baggage	60				
Equipment	400				
Past President		628.74			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

OP-3

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-4

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
B. PUBLICATIONS TOTAL	14,170	13,861.17			
Newsletter (Total)	5,220	5,454.10			
Travel					
Hotels and Food					
Telephone Expense					
Postage	100	389.06			
Print. & Publish.	4,400	4,624.27			
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	720	440.77			
JCRL (Total)	8,950	8,407.07			
Travel	600	800.14			
Hotels and Food	200	105.09			
Telephone Expense	300				
Postage	200				
Print. & Publish.	6,600	6,581.89			
Clerical					
Wages and Fees	50	345.00			
Supplies					
Advert. & Promo.					
Miscellaneous					
(new logo for JCRL)	300				
Other (Specify)					
Mailing Service	700	372.00			
Editorial Luncheon					
at Conference					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-5

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
C. GEN. ORG. EXPENSE TOTAL	9,320	6,963.45			
Travel					
Hotels and Food					
Telephone Expense					
Postage	200	407.27			
Print. & Publish.		848.95			
Clerical					
Wages and Fees					
Supplies		386.50			
Advert. & Promo.					
(Journal Subscription)	850	1,094.26			
Miscellaneous	75				
Other (Specify)					
Mailing Service	5,000	1,639.62*			
Bond	320				
Stationery	600				
Scholarship	1,000	1,000.00			
Research Awards	400	600.00			
Journal Subscription					
Long and Outstanding					
Service Awards	75				
Brochure	800				

Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

* Much of this was probably charged to specific functions such as the newsletter and individual officers

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-6

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
D. COMMITTEES TOTAL	4,055	1,825.60			
Awards & Fundraising (Total)	175	111.68			
Travel					
Hotels and Food					
Telephone Expense					
Postage	50	-0-			
Print. & Publish.	50	-0-			
Wages and Fees					
Supplies		111.68			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	75	-0-			
Archives (Total)	400	413.17			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies	400	413.17			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Furniture					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-7

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Bylaws (Total)	50	-0-			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Site Selection (Total)	1,750	313.34			
Travel	1,000	152.35			
Hotels and Food	500				
Telephone Expense	100	139.13			
Postage	50				
Print. & Publish.	50				
Wages and Fees					
Supplies	50				
Advert & Promo.					
Miscellaneous					
Other (Specify)					

OP-8

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
MAC (Total)	215	-0-			
Travel					
Hotels and Food					
Telephone Expense	50				
Postage	50				
Print. & Publish.	50				
Wages and Fees					
Supplies	50				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	15				
Nominations & Elect. (Total)	515	327.24			
Travel					
Hotels and Food					
Telephone Expense	100				
Postage	200				
Print. & Publish.	200	263.76			
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	15				

OP-9

[illegible]

OP-10

[illegible]

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-11

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
E. STATE & REGIONAL TOTAL	4,630	1,455.28			
Coordinator (Total)	1,580	1,284.68			
Travel	850	1,217.45			
Hotels and Food	250				
Telephone Expense	50				
Postage	50				
Printing & Publish.	100				
Clerical					
Wages and Fees					
Supplies	30				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	150				
Pres. Plaque	100				
Directors (Total)	3,050	170.60			
Travel					
Hotel and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special					
Washington					
Kansas, Nebraska					
Mid-Atlantic	500				
Mid-West	350				
Regular Group					
@ \$50.00	2,100				
Mailing Service	100	138.74			
F. SIG COORDINATOR	235	219.76			
Travel					
Hotels and Food					
Telephone Expense					
Postage	25				
Print. & Publish.	25	186.61			
Wages and Fees					
Supplies	25				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Critical Thinking	100				
Computer	60				

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-1

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
II. CONFERENCE TOTAL	15,925	33,114.36*			
A. CONFERENCE MGT. TOTAL	2,875	2,185.44			
CHAIRMAN (Total)	1,450				
Travel	300				
Hotels and Food	200				
Telephone and Expense	150				
Postage	100				
Print. & Publish.					
Wages and Fees	300				
Supplies	200				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Bank Fees					
Committee Reward	200				
On Site Manager (Total)	1,350				
Travel					
Hotels and Food	500				
Telephone Expense					
Postage					
Print & Publish.					
Wages and Fees	300				
Supplies					
Advert. & Promo.	400				
Miscellaneous					
Other (Specify)					
Committee Lunch	150				
Bank Fees					
Clerical					

* Includes total hotel bill which included self-supporting functions such as the banquet and luncheon. I did not have detail so I could break out but this gives an idea of total to plan on.

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-2

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Program Committee (Total)

Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

CONF-3

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Exhibits Chairman (Total)	75				
Travel					
Hotels and Food					
Telephone Expense	25				
Postage	50				
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

CONF-4

Travel	
Hotels and Food	
Telephone Expense	
Postage	
Print. & Publish.	500
Wages and Fees	
Supplies	500
Advert. & Promo.	
Miscellaneous	
Other (Specify)	

CONF-5

[illegible]

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-6

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Other Gen. Exp. (Total)	2,400				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies	200				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Xerox Rental					
Decorations					
Photography	200				
Entertainment	600				
Audio-visual & Mechanical	1,000				
Evaluation	200				
*Interpreter					
Xerox Rental	200				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Interpreter for the deaf.

CONF-7

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
C. CONFERENCE PROGRAM TOTAL	3,000				
Speakers (Total)	2,200	6,014.75			
Travel	700				
Hotels and Food	300				
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	1,200				
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	800	349.33			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-8

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Section Mtgs. (Total)

Travel
Hotels and Food
Telephone Expense
Postage
Print. & Publish.
Wages and Fees
Supplies
Advert. & Promo.
Miscellaneous
Other (Specify)

Computer Fair (Total)

Travel
Hotels and Food
Telephone Expense
Postage
Print. & Publish.
Wages and Fees
Supplies
Advert. & Promo.
Miscellaneous
Other (Specify)

CONF-9

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
D. FOOD FUNCTIONS (TOTAL)	3,900	17,967.69			
Hospitality (Total)	1,000				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-10

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Editor's Lunch (Total)	200				
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Travel					
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Hotels and Food					
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Telephone Expense					
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Postage					
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Print. & Publish.					
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Wages and Fees					
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Supplies					
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Advert. & Promo.					
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Miscellaneous					
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Other (Specify)					
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State Director's					
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Dinner (Total)	750				
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Travel					
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Hotels and Food					
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Telephone Expense					
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Postage					
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Print. & Publish.					
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Wages and Fees					
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Supplies					
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Advert. & Promo.					
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Miscellaneous					
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Other (Specify)					
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COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-11

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Coffee Breaks (Total)	1,000				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Newcomer's Reception	700				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Past Presidents' Breakfast	250				

**CRLA BOARD MEETING
SUMMARY OF MINUTES
Irvine, California
Irvine Hilton Hotel
April 2-7, 1990**

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Joyce Weinsheimer, Kathy Carpenter

Date	Page	
4/2	1	1. Minutes from the August 1990 summer board meeting minutes were approved.
4/2	1	2. Denise McGinty, Secretary, indicated that all CRLA minutes to date have been microfiched and cross-referenced.
4/2	2, 3	3. Carol Clymer, Treasurer, reported that the CRLA books have been officially audited by an accounting firm. There is \$9,113.83 in checking, \$25.00 in savings and \$37,000.00 in a CD. She also noted that since she has taken on the responsibility of registration, it has been easier to work with conference expenses.
4/2	3	4. 63 certificates of appreciation were given out at this conference. The certificates went to SIG leaders, State Directors, and members of the Tutor Certification Committee.
4/2	3,4	5. Wayne Herlin will step down as <u>Newsletter</u> editor after this next year. The Board will advertise the position opening to CRLA members.
4/2	5	6. Ten Past-Presidents attended the Past-President's luncheon and discussed ways in which they could become more involved with the directions/events of CRLA.
4/2	5	7. Susan Deese indicated that state memberships have increased about 10% over the last year. She believes the increase is due to the formation of state chapters.
4/2	5	8. The Board voted Oregon as the fourth CRLA state chapter (MSP).
4/2	6	9. Susan Deese presented an updated State Directors' handbook which contains a guide to establishing state chapters, information on the Bylaws and chapters.
4/3	2	10. Conference information will be printed in the Fall <u>Newsletter</u> to accommodate those needing to request travel funds earlier in the year.
4/3	3	11. CRLA will continue to collaborate with NADE on the exchange of association mailing labels, exhibit tables, and newsletter columns.

CRLA Board Meeting
Summary of Minutes
Irvine, California
Irvine Hilton
April 2-7, 1990
Page 2

- | | | |
|-----|-----|---|
| 4/3 | 3,4 | 12. The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference (MSP). |
| 4/3 | 5 | 13. The Board will decide on the Long and Outstanding Service Awards during the summer board meeting after receiving input from CRLA members. |
| 4/3 | 5,7 | 14. Tammy Van Voorhis will become the new president of Oxford Mailing Service as Hal McCuen retires from Oxford Mailing Service. |
| 4/3 | 6 | 15. CRLA membership renewals will be mailed out one month prior to their expiration; notification will be given again when the membership expires. |
| 4/3 | 8 | 16. Tom Gier, Chair of the Tutor Certification Committee, reported that 31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee. |
| 4/4 | 1 | 17. The dates for the Summer Board meetings in San Antonio are July 27, 28 and 29, 1990 . |
| 4/4 | 2 | 18. The contract with the <u>Journal of Developmental Education</u> and <u>Review of Research in Developmental Education</u> will be renewed. The option to subscribe to these journals will be included in the next new CRLA membership and renewal forms (MSP). |
| 4/7 | 1 | 19. San Antonio, Texas is the 1991 CRLA conference site. Conference dates are March 20-23. Frances McMurtray is the On-Site Chair. |
| 4/7 | 2 | 20. Burlingame in San Mateo County is accepted as the 1992 conference site. Shirley Sloan will be the On-Site Chair (MSP). Conference dates are changed to Thursday through Sunday for this conference (MSP). |
| 4/7 | 3 | 21. Karen Smith, Archivist, developed a CRLA portable display board that will be circulating among State Directors and Chapter Presidents this next year for use at their state or regional conferences. |
| 4/7 | 4 | 22. Becky Johnen, Coordinator of Special Interest Groups, reported that there are fourteen active SIGs. Newly formed SIGs are Literacy in the Workplace, Math and International Learning. |

Respectfully submitted,

Denise McGinty, Secretary



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

To: Dee Tadlock
Joyce Weinsheimer
Kathy Carpenter
Becky Patterson
Carol Clymer
Wayne Herlin
Frances Mc Murtray

From: Denise McGinty

A handwritten signature in cursive script, appearing to read 'Denise', is written over the printed name 'Denise McGinty'.

Date: May 21, 1990

Re: CRLA Irvine Conference Board Minutes

Hi!

Well, here they are...final memories of Irvine! I'm sorry these are a little late. I've been distracted from this project by our end of the year meetings.

Hope you're well.

Take care and see you this summer in San Antonio!

CRLA Board Minutes
Irvine Hilton
Irvine, California
April 2, 1990

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect.

Becky Patterson called the meeting to order at 2:35 p.m.

I. Welcome

Agenda approved

Becky Patterson welcomed everyone.

II. Approval of Agenda

The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

(M) Dee Tadlock moves to approve the minutes as corrected.

(S) Carol Clymer

PASSED

August, 1989 minutes approved

III. Approval of Minutes of August 3-5, 1989

The minutes of board meetings held August 3-5, 1989 were approved.

(M) Susan Deese

(S) Carol Clymer

PASSED

Secretary notes that all minutes have been microfiched and cross-referenced.

III. Secretary's Report

Denise McGinty reported that her institution was supporting her role as Secretary. The following updates to the Secretary's information have been accomplished: 1) all indices have been computerized on the MAC; (2) all minutes including August, 1989 have been microfiched (3) cross-referencing of the minutes is up-to-date.

Denise asked the Board for permission to cross-reference the minutes by page-number only and to discontinue the cross-referencing using the

Carol Clymer expresses concern over the vagueness of the Exxon Grant.

The Board will consider ordering CRLA items, e.g., pens, pins, to be available for members to purchase.

CRLA books have been officially audited by an accounting firm.

microfiche reader. Using the reader is not time or cost efficient. Information can be found by the page number referenced. The Board agreed.

The Board also decided that it is to the discretion of the President whether or not s/he should receive a copy of the minutes on microfiche.

IV. Treasurer's Report

A. Exxon Grant

Carol reported on her meeting with the Advisory Board for the Exxon Grant. She expressed concern over the vagueness of the research design. She stated that the research design and the review of the literature were not congruent. There was no mention about a joint monograph as a result of this research.

B. CRLA Items for Sale

Carol and Gladys Shaw looked into the possibility of purchasing items with a CRLA logo on them to have available for members to buy. They found that there would be difficulty because certain quantities of an item have to be ordered, and someone would have to be responsible for storing and selling the items.

The Board thought that notepads or pencils with the logo would sell. Also, that members might like a CRLA pin. Gladys and Carol will look into a limited number of CRLA items.

C. Costs for Mailing Service

The Board would wait until Tuesday when they will speak with Tammy Van Voorhis from Oxford Mailing Service.

D. Official Audit

Carol presented the official audit of CRLA books to the Board which had been done by Gladys Shaw's Accounting firm (Attachment B).

The organization made \$3,000 on the Seattle conference after expenses had been taken out and with increased member services. Susan Deese recommended that a statement should be sent twice a year to Board members. It was agreed that a report regarding finances should be sent to the President to sign.

The Treasurer reports that it has been easier to deal with conference expenses since taking over registration.

63 certificates of appreciation are to be given out.

E. Conference registration
Gladys and Carol have developed a cash advance auditing form.

Conference registrants who are not CRLA members and did not pay the additional registration fee for non-members were sent letters by the treasurer. If someone became a new CRLA member, Carol forwarded the membership forms to Oxford Mailing Service.

Carol reported that it has been easier to deal with conference expenses since taking over registration and that this is a good role for the Treasurer. The Board agreed that it was important for the Treasurer and Board to have good communication with On-Site Conference Managers so that they did not have unrealistic expectations as to when they might receive conference registration information.

The Board thanked Denise and Carol for their work.

V. President Becky Patterson- Overview of Key Items

A. Certificates of Appreciation

Becky noted that 63 certificates of appreciation will be given out this conference and that she will do so by groups. Of the 63 certificates 9 will go to SIG leaders, 7 to retiring State Directors, and 14 to those who work with the Tutor Certification program.

There was discussion as to whether or not the number of certificates given out should be limited. One suggestion was to create a category of Presidential Awards; another idea was to have levels of awards, e.g., supreme, mid-level, lower level. The Board will address this at summer board meeting.

The meeting was adjourned for a short break at 4:13 p.m.

At 4:20 Becky Patterson called the meeting back to order.

B. Standing Committee and Publication Appointments

Becky's response to Wayne Herlin's letter (Attachment C) is that she has asked Wayne to continue as Newsletter Editor for one more

Candidates running for CRLA office
need to know in advance about
dates of Board meetings.

year. The Board agreed that the President should put out a bid for a new Newsletter Editor. Wayne will be introduced at several meetings during the conference so that people can talk to him about the position.

Becky noted that Tom Gier has done an outstanding job on Tutor Certification. Tom wants to continue as the Chair of the Tutor Certification Committee until 1992.

C. Member Resource Forms

Oxford Mailing Service mails resource forms in batches so they are not received on a regular basis. The Board will talk to Oxford Mailing Service about this.

D. Candidates & Information about Board Meetings

The Board discussed the fact that candidates running for office need to know in advance about board meeting dates so they can make travel arrangements to attend these meetings.

Susan Deese will review the job description for Election Chair. The President needs to be informed of election results as soon as the ballots are counted so that she can then inform other Board members. The Secretary needs to be informed so that she can mail the past year's minutes to newly elected officers.

Election ballots are to be sent to the President and are later stored in the Archives.

E. CRLA and JDE etc. Agreement

Becky noted that it is a benefit to the organization to be able to order these publications. The Board discussed the discrepancy in the number of labels Oxford Mailing Service was sending each time for subscription mailings to the Journal of Developmental Education and the Review of Research in Developmental Education.

F. Mailing Service

The Board discussed problems with Oxford Mailing Service. The following problems were noted: the discrepancy in the number of mailing labels sent to JDE and RRIDE and notification of expiring membership. Two notifications of

A list of CRLA mailing labels will
cost commercial agencies \$150.

10 Past-Presidents will attend the
Past-President's Luncheon.

State memberships increase about 10%.

Oregon becomes the fourth state chapter.

expiring membership should be routinely sent.
Carol suggested that the organization do an audit
on Oxford Mailing Service. The Board
discussed the concept of having a membership
position in the organization.

F. Conference Changes/Innovations
Becky said these would be discussed Tuesday.

G. Mailing Labels to Commercial = \$150
The Board decided that they should make
the decision as to who can purchase/acquire
CRLA membership lists. The amount was set at
\$150 for commercial agencies that are Board
approved. Others approved may be able to get
the list at cost. Some trading of membership
lists between organizations is another
possibility.

H. Past-Presidents' Luncheon
10 Past-Presidents will attend the luncheon.
The Board was not invited to this luncheon, but
Becky will ask the Past-Presidents for input on
this.

I. MAC Disbanded or Revised
Becky received a letter from Wes Brown
indicating his resignation as head of the
Multicultural Affairs Committee.

IV. Coordinator of State/Region Directors

A. Report
Susan Deese distributed her report to the Board
(Attachment D).
Susan indicated that there is a 10% increase in
state membership. She believes this is in part
due to the formation of state chapters.

Susan is going to recommend that California
form chapters by area, e.g., an L.A. chapter
or a San Diego chapter. She also expressed
concern over the state director vacancy in
Colorado.

B. Oregon State Chapter
Susan recommended that Oregon become a
state chapter as they have met the guidelines for
this.

(M) Susan Deese
(S) Denise McGinty

State Directors handbook is updated.

The meeting was adjourned at 5:45 p.m.

PASSED

The Secretary will make a copy of the Oregon charter and then send the original to the archives. (Attachment E).

C. Renewal and Application Updates

Susan presented an updated State Directors' handbook to the Board which contains a guide to establishing state chapters, information on the Bylaws and chapters. The Secretary will file this since it is bound.

D. Mailing Labels

Susan recommended that State Directors be allowed to ask for 3 sets of mailing labels each year. This would cost the organization \$350 yearly.

Respectfully submitted,

Denise McGinty, Secretary
(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 3, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer.

Becky Patterson called the meeting to order at 9:50 a.m.

State Directors/Chapter Presidents will be able to request mailing labels from Oxford Mailing Service three times each year.

- I. Coordinator of State/Region Directors
 - A. Mailing Labels
Susan Deese requested that State/Region Directors be allowed to request labels 3 times each year from Oxford Mailing at a cost of \$300 to CRLA. The Coordinator of State/Region Directors will request from Oxford Mailing an activity report to determine if this new procedure is cost efficient and an effective way of handling mailing labels. Report: (Attachment F).

(M) Susan Deese moves that there be a change in the request procedure for mailing labels for State/Region Directors.

(S) Denise McGinty

PASSED

The Board will consider a job title change for the Coordinator of State/Region Directors.

- B. Title/Job Change
Susan indicated that the current title of Coordinator of State/Region Directors does not accurately reflect the job and asked the Board to consider changing the title. Susan has updated the job description for this position (Attachment G). She has written into the job description that the Coordinator will bring labels and membership lists to the conference. This will allow state directors to review their membership lists at the conference.

Susan also recommended that receptions not overlap at next year's conference. The State Directors/Region dinner overlapped with the Newcomers' reception this conference.

- C. Mailing labels (distribution, other organizations)

Conference information will be printed in the Fall Newsletter to accommodate those needing to request funding earlier in the year.

A notebook providing guidelines for On-Site Managers will be developed.

CRLA will continue to work with

State Directors should contact the Coordinator of State/Directors if there is a problem receiving mailing labels or membership lists from Oxford Mailing Service.

The discussion turned to problems with Oxford Mailing Service and the question of whether or not the organization needs to create a membership position. The position could take some of the responsibility of the Past-President. The Board decided this should be an item for summer board.

Becky Patterson thanked Susan Deese for her report.

II. President-Elect Dee Tadlock

A. Recommendations for Future Conferences
Information on the annual conference needs to be in the Fall Newsletter as the Winter Newsletter is too late for funding requests for some institutions. Dee recommended exchanging mailing labels with NADE and collecting mailing lists from other organizations for our conference mailing. Non-members should receive the conference mailing also. Dee will pass on an itemized schedule of conference preparations to Joyce.

Dee recommended that a notebook be created for the On-Site Conference Managers which would provide guidelines and suggestions. Dee and Susan will work on this.

The Board discussed if the President should send a separate registration mailing or rely solely on the one that appears in the Newsletter. The Board agreed that there should be more information about CRLA in the conference registration form so that non-members can justify attending the conference.

The call for proposals should also be mailed to non-CRLA members. Joyce Weinsheimer passed out her call for proposals (Attachment H).

B. Academic Credit for Conference
Susan Deese mentioned that credit was

state institutions to offer credit for conference participation.

The Board will decide whether or not to include food functions in the registration fee.

Bill Broderick entered the meeting at 11:00 am.

CRLA will continue to collaborate with NADE on the exchange of Association mailing labels, exhibit tables, and newsletter columns.

The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference.

traditionally offered. This credit is usually offered through an institution in the state where the conference is being held.

C. Fees that include Food Functions

The Board discussed whether or not food functions should be included in the registration fee. Some reasons for suggesting this are that: attendance at the food functions has dropped off; the Saturday lunch is a business meeting and attendance is down; some institutions will pay for food functions when included in the registration. The Board also discussed the possibility of speakers instead of entertainment at food functions and making these food functions business meetings.

D. NADE report and Schedule Lunch with Bonnie Orr & Board

Dee mentioned that NADE had not fulfilled its part of the agreement with CRLA. When she attended the NADE conference, she was not included in a meeting with their Board nor was she given a CRLA display table.

The Board discussed the concerns regarding the lack of continuity with NADE. The agreement is that the organizations exchange mailing labels, exhibit tables, newsletter columns, and sectionals. Registration fees for the Presidents are also waived. The Board agreed to meet with Bonnie Orr at 4:00 pm on Friday.

E. Policy on Proposals such as Supplemental Instruction (SI)

The SI project from University of Missouri at Kansas City requested a special pre-conference institute on SI. Dee turned this request down. The Board's concern was that the institute would only be open to those who have gone through the UMKC SI training and not to all members. The Board agreed to ask UMKC SI to make a conference proposal for next year's conference that would be open to all attending the conference.

(M) Carol Clymer moved that Dee request that the Kansas SI group make a conference proposal.
(S) Susan Deese

PASSED

III. On-site Chair Bill Broderick
Becky Patterson welcomed Bill.

A. Bus Problem

Bill informed the Board that the bus to Rancho San Diego had to be cancelled unless the organization would provide liability insurance for the trip. He mentioned the other alternative was to have the hotel provide vans. He would check into this.

B. Registration and Institutes

320 were pre-registered for the conference. Bill mentioned that institute pre-registration was low. He suggested that fewer institutes be offered next year. The Board agreed that some CRLA members do not understand the difference between a sectional and an institute. This difference needs to be better communicated.

Twenty-three conference presenters have not registered for the conference. The Board decided that presenters need to be clearly told that they must register for the conference.

C. Costs that are over budget

Bill mentioned that AV would cost more than had been originally estimated. He also expressed concern over the food functions. The hotel claimed that they had not included tax and gratuity in the bid. CRLA will pick up about \$250. The Board discussed the lack of continuity between who signs the hotel contract, and the current Board and On-Site Managers.

Susan recommended turning in a smaller number than the number who actually register for meal functions. Hotels can usually accommodate 5% over.

The Board will consider offering fewer institutes next year.

Costs for food functions at Irvine are higher than planned.

D. Refunds for Cancelled Events

Conference participants need to fill out a form and turn it into the Treasurer for a refund. Refund checks will be available at the conference.

E. Report from Southern California

Bill expressed disappointment in Southern California. He had difficulty finding anyone to help with AV or hospitality. He recommended not coming to Southern California for at least four years.

The meeting was adjourned at 12:10 p.m. for lunch.

Becky Patterson called the meeting to order at 1:25 p.m.

Board will decide Long and Outstanding Service Awards during summer board meeting after receiving input from CRLA members.

IV. Recognition for Long and Outstanding Service Awards

The Board decided that they would ask the members who they would recommend for the Long and Outstanding Service Award. A decision will be made at summer board meeting.

V. Conference Innovations

The Board discussed the idea of free conference vouchers for those who work hard for the organization, e.g., for SIG leaders, State Directors. The Board decided that this would create problems and that recognition of these individuals was the best way to handle this.

Tammy Van Voorhis entered at 2:00 p.m.

Tammy Van Voorhis will become the new President of Oxford Mailing Service.

Services that Oxford Mailing provides.

VI. Oxford Mailing Service - Tammy Van Voorhis
Tammy noted that Oxford provides the following services:

- process memberships - renew and change
- process each month
- send welcome letters
- forward renewals and new members to the President
- keep a historical file of members on 4X6" card
- have a yearly postal audit done
- provide printouts and labels upon request
- have mailing lists available
- keep names of expired members 4-5 years back
- send renewal notices 3 months in advance

Renewal notices will be sent out one month prior to membership expiration; notification will be given again when membership expires.

The processing of membership and renewal information takes Oxford Mailing Service two weeks.

Inconsistencies in the mailing of JDE and RRIDE subscriptions this past year were due to the transitions going on at Oxford Mailing Service.

The Board decided that the renewal notice should be sent 1 month in advance and then a reminder sent when the membership had expired.

Becky Patterson requested a quarterly list from Oxford of the names of those who send money to scholarships and of new members.

The Board decided that it might be best if Sue Brown handles stationery. The Board will talk to her.

Oxford Mailing said that it will take two weeks to process entries. Since so many members renew at the Conference, a new membership list could be obtained two-to-three weeks after the conference.

Tammy informed the Board that Oxford clips returned mailings to the individual's 4X6" card. The person is then removed from the mailing list. Becky requested that Oxford inform the Coordinator of States/Regions so that State Directors can contact these members.

The Board asked Tammy about the inconsistency with mailings over the year for JDE and RRIDE. She explained that expired subscriptions had not been flagged on the computer and so those with subscriptions that had lapsed were also sent journals. Oxford agreed to cover the cost of the excess journals mailed. The President needs to forward this bill to Oxford. Oxford also agreed to mail a letter to those whose subscriptions had lapsed to remind them of this.

Oxford will deposit Canadian checks as long as the check has a U.S. bank and address on the check indicating where it can be deposited.

The Board agreed that when membership mailing labels are requested, active members as well as those whose subscriptions have recently expired or are expiring should be included.

Oxford Mailing will submit a yearly report (July through June) to the Board.

Hal McCuen retires from Oxford Mailing Service.

Work on conference selection sites will be done at least two years in advance.

Plenary Session topics

Oxford charges \$1.50 for requests of past Proceedings and magazine subscriptions.

The Board requested a yearly report (July through June) from Oxford that would include: total membership, new members, members whose subscriptions had lapsed, and journal subscriptions.

Tammy requested that Dee Tadlock develop a sample report.

The Board also requested that Oxford keep track of who requests CRLA membership labels and the number of times these requests are made. This information should be sent to the Coordinator of States/Regions.

Since Hal McCuen is retiring from Oxford Mailing Service, his name will be replaced with Tammy Van Voorhis in the Newsletter, etc.

Denise will send a card to Hal McCuen from the Organization.

VII. Site Selection

Susan Deese suggested that the Site Chair work on conference sites at least two years in advance and begin work for three years in advance. This advance work is important in order to get good locations and prices.

Susan said she will talk with Pat Johnason to confirm the 1993 CRLA conference in Kansas City.

VIII. Plenary Session Topics

The Board decided on the following plenary session topics:

1. Conference Sites - Should CRLA be limited to the west or to going to California every other year?
2. What can CRLA do to assist its members in focusing on national/regional/political issues that have an impact on our profession?
3. What would members like to hear/have at future conferences, i.e., themes, topics?

4. Does CRLA want to be involved in establishing criteria to standardize or certify learning assistance centers? Should CRLA be responsible for doing this or should it work with other national organizations?
5. What suggestions do members have for the Newsletter?

Susan Deese suggested that the Plenary Session should be scheduled on Friday next year.

IX. Tutor Certification - Tom Gier

Tom presented his report to the Board (Attachment I).

Tutor certification has worked out well. 31 programs are certified of which 24 are new. He anticipates certifying 41 programs by May.

The Board asked Tom about increasing the \$15 charge for Tutor Certification. Tom was not in favor of this idea at present.

There are now 12 members of the tutor certification evaluation team. They evaluate around 6 or 7 programs per year. The Board suggested a conference luncheon for evaluators next year.

The Board recommended that Tom consider writing a journal article about tutor certification.

Tom will remain head of tutor certification until August, 1992.

Becky Patterson commended Tom on what a fantastic job he has done.

The meeting was adjourned at 5:25 p.m.

CRLA Board Minutes
Irvine Hilton
Irvine, California
April 3, 1990
Page 9

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 4, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, Kathy Carpenter.

Becky Patterson called the meeting to order at 9:10 a.m.

I. Summer Board Meeting

A. Dates

Summer Board meeting will be July 27, 28 and 29, 1990.

The Board agreed on July 27, 28 and 29, 1990 for the summer board meeting in San Antonio. The meeting was changed from Thursday-Saturday to Friday-Sunday to accommodate less expensive airline fares.

B. Budget Items Submitted By

Summer Board items need to be submitted by June 25, 1990.

The Board agreed to submit budget items to the treasurer by June 25, 1990. Carol will send forms by the week of May 21 to all Board members.

C. Agenda Items Submitted By

Summer board meeting agenda items need to be submitted to Dee by June 25.

D. Other New Business

Dee recommended that the President-elect send a camera ready copy of the conference program to the on-site chair to have the programs printed in San Antonio. This would save mailing costs. The Board discussed the possibility of having the same printer print the programs each year.

Wes Brown will investigate developing a summer staff development institute at Chapel Hill.

Wes Brown is investigating a summer staff development program at Chapel Hill (Attachment J). The Board will not take any action on this until Wes has asked assistance from the organization. Summer institute guidelines are in the Portland, 1982 minutes. If CRLA were to co-sponsor such a program it would need to be involved in the marketing, program items and speakers, evaluation, and mission and goals of the institute. The Board

thinks favorably of professional development in our field and would be receptive to such programs.

Barbara Calderwood joined the Board meeting at 10:30 a.m.

II. Barbara Calderwood

A. CRLA and JDE and RRIDE Agreement
Oxford Mailing Service needs to send 3 sets of mailing labels to JDE and 5 sets to RRIDE by August 15.

Deadlines for article exchanges in JDE are:

Issue 1 - June 1

Issue 2 - August 1

Issue 3- September 1

Length of the article should be 300-350 words.

B. Problems This Year

Barbara passed out an outline of suggestions to alleviate some of the problems encountered this year (Attachment K). The contract with JDE and RRIDE should be renewed this next year by January, 1991.

Contract with CRLA and JDE and RRIDE will be renewed.

Suggestions for improved services among CRLA and, JDE and RRIDE.

The following suggestions were discussed:

1. Ask Oxford Mailing Service to separate JDE and RRIDE subscribers so that there can be a double check on who should be receiving mailings.

2. Carol will work with Gladys Shaw to develop a form for JDE and RRIDE subscriptions and money received by Oxford. This form will be submitted to the Treasurer.

3. Barbara recommended having Oxford send out subscription expiration notices.

4. Develop an insert to go into the membership form that allows one to subscribe to these journals or incorporate it into the existing membership form.

The option to subscribe to JDE and/or RRIDE will be included in the next new CRLA membership forms.

(M) Dee Tadlock moved that CRLA include JDE and RRIDE in our membership form beginning with the next new printing.

(S) Denise McGinty

PASSED

5. Develop a special form for subscription renewals since costs may vary. Work with Barbara on this.
6. The Board encouraged Barbara to do another promotional JDE mailing to CRLA members this next year.
7. Allow members to subscribe to these journals at the conference.
8. CRLA should send out a fall promotional letter about the journals or should promote the journals via the Newsletter.

Barbara will look into the journal costs and submit a bill to the President by June 30, 1990.

- III. Gladys Shaw - Board Policy on Consortium of Professional Associations (Attachment L).
Becky Patterson will talk to Gladys about this.

- IV. Student Memberships

The Board decided that the \$25 fee was low enough.

- V. Mary Rubin's Questions re Terminology

The Board decided to give Mary a deadline for submitting the terminology report. The deadline will be before the summer board meeting so that decisions can be made as to how to proceed with the monograph.

The Board decides against student memberships as the membership fee is already low.

The meeting was adjourned at noon.

Respectfully submitted,

Denise McGinty, Secretary

**CRLA
First General Session
Irvine Hilton
Irvine, California
April 5, 1990**

President Becky Patterson brought the First General Session to order at 1:35 p.m.

Becky Patterson welcomed the group and recognized the newly elected President-elect, Joyce Weinsheimer and Treasurer, Kathy Carpenter.

I. Announcements

Room changes were announced as well as the availability of JDE and RRIDE subscriptions at special rates for CRLA members.

II. Becky Patterson introduced Gwyn Enright, Chair of the Nominations Committee.

Gwyn introduced the committee members:

Joe Cortina
Susan Deese
Kathy Engstrom
Pat Mulcahy
Jim Prager

Gwyn encouraged the audience to seek committee members for nominations for next year's board position openings.

III. Becky Patterson introduced President-elect, Dee Tadlock. Dee introduced Dr. Ernest Martinez, President of Cerritos College who welcomed the audience to Southern California.

Dee then introduced the keynote speakers, Dr. Roberta Ahlquist, San Jose State University, California and Dr. Michael O'Laughlin, Hofstra University, New York.
Their speech can be found in the Journal of College Reading and Learning.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA
Second General Session
Irvine Hilton
Irvine, California
April 6, 1990

President Becky Patterson brought the Second General Session to order at 1:55 p.m.

- I. Becky Patterson introduced Jim Prager, Northern California's State Director, who thanked CRLA for their support on California's basic skills proposition which was turned down by the legislature.
- II. Becky Patterson then recognized the contributions that Tom Gier, Chair of the Tutor Certification Committee, has made to the Tutor Certification program.
- III. Becky Patterson recognized Denise McGinty, Secretary, who highlighted Association activities since the annual conference in Seattle (1989) in the Secretary's report (Attachment M).

Becky Patterson then recognized Carol Clymer, Treasurer. Carol reported that there is \$9,183 in checking, \$25 in savings and \$37,000 in a CD. Her report along with the auditor's report can be found in the Treasurer's report (Attachment N).

Next, Becky Patterson recognized Susan Deese, Director of States/Regions. Her report can be found in Attachment D. Susan recognized Lucy McDonald, Oregon State Director, and presented her with Oregon's new Chapter Charter. Oregon is the fourth state to establish a CRLA chapter.

- III. Kate Sandburg, Alaska State Director, introduced President Becky Patterson who gave her speech, "Our Voices as Readers."

The audience was then broken into groups to discuss ways that teachers can share what they read with their students.
Becky Patterson then elicited responses from the audience.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA
Third General Session
Irvine Hilton
Irvine, California
April 7, 1990**

President Becky Patterson brought the Third General Session to order at 1:25 p.m.

- I. Presentation of Certificates of Appreciation
Becky Patterson presented certificates of appreciation to the following:

Special Interest Group Leaders
Pat Mulcahy, Gary Brown, Karan Hancock, Phil Gonvers,
Suzy Hampton, Margaret Rogers, Susanne Manovill,
Craig Stern, Pedro Ramirez, Beverly Gripple,
Donna Manske

State, Regional and Chapter Presidents
Kate Sandberg, Cheryl Brown, Joyce Weinsheimer,
Dorothy Gran, Louise Renault, Joan Shulman,
Janet Epstein, Jacqueline Grose, Nancy Mooreland

- II. Becky Patterson introduced Dee Tadlock who presented Certificates of Appreciation to those who worked on the conference:

John Wilson, Jo Ann Carter-Wells, Karen Agee,
Donna Manske, Becky Johnen, Dorothy Brown,
Kathy Carpenter, Francis McMurtray,
Mary Ann DeArmond, Emma Dodd, Janice Drake,
Jan Swinton, Teresa Massey, Jim Prager, Kate Sandberg,
Gladys Shaw, Vaughn Thorsteinson, Lee Vogel,
Ruth Wohler

Local Arrangements for the conference:
Bill Broderick, Joan Shulman, Bonnie Helberg,
Fran England, Trish Dupar, Sue Schaefer

- III. Becky Patterson gave Certificates of Appreciation to:

A. Publications

Vincent Orlando, Executive Editor, and
Joanne Mullen, Editor, of The Journal of College
Reading and Learning
Wayne Herlin, Editor, CRLA Newsletter

B. Other Special Certificates of Appreciation to:

Karen Smith for her work on the CRLA archives and
display boards
Patti Glenn for her work on the Bylaws
Sue Brown for her work on the CRLA stationery and
brochures

Delryn Fleming for her work as Chapter president in Texas, state conferences, and past work on the Journal.

C. Tutor Certification

Tom Gier, Chair of the Tutor Certification Program gave certificates to:

Kathy Carpenter, Gladys Shaw, Brian Kane, Karan Hancock, Rosalind Wild, Dean Mancina, Suzy Hampton, Marilyn White, Donna Wood, Maureen Smith, Betty Myers, Colette Mongeau, Linda St. Clair

Tom Gier updated the audience on what has been happening in the Tutor Certification program. 31 programs have been certified nationwide and 10 more are in the process of being certified. These can be found in Attachment I. Tom announced that the committee is beginning to work on a registry and resource book for those institutions that have been certified.

II. Presentation of Awards and Scholarships

Gladys Shaw thanked members for their support of the awards and scholarship program. She recognized members of her committee: Renee Bert, Melissa Wiseman, Andrea Berta and Mary Lou Gibson. This report can be found in Attachment O.

The selections for the 1989-90 awards are as follow:

A. The Distinguished Research Award

Michele J. Simpson, Norman Stahl, and Christopher Hayes for PORPE: A Research Validation.

B. The Research Assistance Award

Rhea Ashmore for the "Effects of Latin Instruction on Reading Ability of a Learning Disabled College Student: A Case Study."

C. The Distinguished Service Award

Tom Gier, Alaska, for his work as State Director, Tutor SIG, SIG Coordinator, Editor's Board and Chair of Tutor Certification Committee.

Kate Sandberg, Alaska, for her work as State Director, SIG Coordinator and the Program Committee.

D. Scholarships
Maria J. Gallagher
James O. Armstrong

E. Drawing for 5-year CRLA membership
The winners were:
Linda St. Claire
Rose Marie Woodruff

III. Becky Patterson recognized the current officers:
Dee Tadlock, President-Elect; Denise McGinty, Secretary;
Carol Clymer, Treasurer

A. Induction of Treasurer
Carol Clymer inducted Kathy Carpenter as the 1990-91
Treasurer.

Becky Patterson acknowledged and praised Susan Deese,
Past President. Susan thanked the audience for the
opportunity to serve CRLA. She gave gifts of
appreciation to Gwyn Enright and Gladys Shaw.

B. Induction of President and President-elect
Becky Patterson recognized Dee Tadlock and gave her
the gavel and rotating President's plaque.
Dee Tadlock installed Joyce Weinsheimer as the
1990-91 President-Elect.

IV. Conference in San Antonio
Frances McMurtry invited the audience to San Antonio for
1991 CRLA Conference which will be March 20-23.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 7, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect, Susan Deese, Gwyn Enright, Shirley Sloan, Karen Smith, Anna Marie Schlender, Mary Rubin, Wayne Herlin.

The meeting was called to order at 2:15 p.m.

The Nominations Committee has developed a list of candidates for the 1991 elections.

I. Gwyn Enright

A. Nomination Update

The Nominations Committee met Wednesday, 4/4/90, and Friday, 4/6/90. Committee members are:

Jim Prager, California, two year institution

Kathie Engstrom, California, two year institution

Susan Deese, New Mexico, four year institution

Joe Cortina, Texas, two year institution

Patricia Mulcahy, New Jersey, four year institution

A list has been developed of candidates who represent geographic, but not gender qualities. Pending notifications of individuals, the committee will then submit the candidates to the Board.

San Antonio is the 1991 CRLA conference site.

Frances McMurtray is On-Site Chair.

B. Conference Site Selection Report and Recommendations

San Antonio, Texas will be the site for the 1991 CRLA Conference (Attachment P).

Gwyn stressed the importance of having CRLA members stay in the Hyatt, the selected hotel. Rates will be \$125 for double occupancy. She suggested appointing someone who could handle roommate service. In the past, the registration people have done this. There will be an extra charge of \$100 for exhibitors. Frances McMurtray is the On-Site Chair.

Burlingame in San Mateo County is accepted as the 1992 conference site.

Shirley Sloan will be the On-Site Chair.

Burlingame, in San Mateo County, has been recommended for the 1992 conference. Shirley Sloan was recommended as the On-Site Chair and the San Francisco Marriott was recommended as the choice hotel. Shirley presented letters from the President of San Mateo, Board of Supervisors and the President of Evergreen College in support of hosting the CRLA conference (Attachment Q). Prices are around \$78 for single room, \$24 for dinner and \$16 for lunch.

(M) Becky Patterson moved to accept Shirley Sloan as on-site chair and the hotel to be the S.F. Marriott Hotel.

(S) Carol Clymer

PASSED

The 1993 conference will become Susan Deese's first priority. She will move to look in Kansas City.

Gwyn has done some initial work on San Diego as the 1994 site. This will be up to Susan Deese.

The Board acknowledged its willingness to work with NADE on co-sponsoring the 1995 conference. The Board met with Bonnie Orr, President of NADE, Friday afternoon. She and Dee will begin to work out details.

Mary Rubin and Wayne Herlin entered at 3:30 p.m.

Conference dates are changed to Thursday through Sunday for the 1992 conference.

(M) Becky Patterson moves that the organization change its dates for the 1992 conference to a Thursday through Sunday.

(S) Carol Clymer

The discussion was about how much this will ease airfares by staying over a Saturday night. The organization might consider a breakfast on Sunday.

PASSED

- II. Placement - Anna Marie Schlender
Anna Marie mentioned that of those

Anna Marie Schlender is to submit a proposal to the Board for changing CRLA's placement services.

Karen Smith develops CRLA display board that will circulate among State Directors and Chapter Presidents.

Mary Rubin will submit her terminology report this summer.

members she questioned regarding placement, all were in favor of this service.

She suggested several possibilities to cover this service: increase the membership by \$1; treat placement as a SIG and have members pay \$5 each year.

The Board acknowledged the need for this service. Dee Tadlock asked Anna Marie to draw up a proposal as to how much the organization would need to charge members. The Board requested that she also include administrative positions in the placement service, and that she look into how other organizations handle placement.

III. Archivist Karen Smith

Karen presented her report to the Board (Attachment R).

A. Display Boards

Karen demonstrated her display board and commented on her concern of shipping the photographs that were placed on the board. She made several recommendations to the Board:

hiring a photographer to spend time with the On-Site Managers so that the organization gets the kind of pictures it wants; putting individual's names on the photos; developing guidelines to give to the photographer; having double prints made - one set for the Newsletter editor and one for the archivist; allowing the display board to circulate among State Directors/Chapter Presidents until November when it will be shipped back to Karen for an update for the national conference; putting a plea in the Newsletter for members to send Karen past materials and photos for the archives.

The display board will be insured for \$500 each time it is mailed.

IV. Terminology Report - Mary Rubin

Mary submitted her report to the Board (Attachment S).

The Board requested that Mary submit prior to the summer board meeting a report on the progress of the terminology project. The Board

also recommended that she provide suggestions as to where to go from here.

Dee suggested that Mary write an introduction to the monograph and that she use the campus librarian for publication information, and Wayne Herlin and Gwyn Enright as resources.

The Board suggested that Gladys Shaw might be able to bring closure to this project with NADE because of her affiliations with that association.

Wayne Herlin will step down as Newsletter editor in one year.

- V. Newsletter - Wayne Herlin
Wayne will step down as Newsletter editor in one year (Attachment T). He had several suggestions for the Board: the editor should live in a state where there is not a high sales tax on publications; the editor should have considerable institutional support; consider a team of co-editors, persons in a close proximity.

Wayne has considered changing the colors of the Newsletter to reflect the CRLA colors and was concerned about using blue ink for photos.

He will continue the policy of publishing once each year, the addresses of SIG leaders and State Directors/Chapter Presidents.

Extra newsletters can be ordered from Oxford Mailing Service. Currently State Directors receive 5 extra newsletters and the Board agreed that the amount was sufficient.

Wayne will get bids for printing 1200 Newsletters.

The Board thanked Wayne for the fine job that he has done.

Becky Johnen has developed a new SIG leader packet.

The SIGs have a new logo: "keeping you on the cutting edge."

- VI. Special Interest Groups - Becky Johnen
Becky submitted her report (Attachment U). She has developed a new SIG leader packet. The packet will be expanded to include how to get a SIG started and how to expand. She plans to have the history of SIGs completed by next year. The new logo for SIGs is "keeping you on the cutting edge."

Concerns were raised over whether or not to have SIG enrollment on CRLA membership and renewal forms.

Evaluation SIG needs a new leader;
Hispanic SIG is going inactive.

The meeting was adjourned at 5:05 p.m.

Becky will update membership resource forms with Oxford Mailing.

Becky raised several issues to the Board:

1. The Association should develop a policy for financially supporting the SIGs.
2. Should SIG enrollment be placed on the membership form? Becky got mixed responses from SIG leaders regarding this. The concern was that membership renewal happens at various times throughout the year. What happens if a SIG goes under and people are joining? One possibility would be to have a special insert in the membership form for joining SIGs. Becky will look into this and into how NADE is handling their groups called "Spin."
3. Should CRLA support a SIG in its developmental stage and then once it is going, SIG members support it?
4. The Kellogg Institute has attempted to start a SIG, but have not gone through Becky. Becky asked the Board for guidance on handling this. The Board recommended that Becky speak with Carmelita and give her the SIG guidelines. It appears that this would be a highly selective SIG that would only be open to some CRLA members.
5. The Evaluation/Research SIG needs a new leader. The Board suggested Becky contact Lois Burrow. The Hispanic SIG is going inactive.

Dee Tadlock apologized to Becky for cutting the meeting short.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA Board Minutes
Irvine Hilton
Irvine, California
April 4, 1990**

Board Members Present:

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, Kathy Carpenter.

Becky Patterson called the meeting to order at 9:10 a.m.

Summer Board meeting will be July 27, 28 and 29, 1990.

Summer Board items need to be submitted by June 25, 1990.

Wes Brown will investigate developing a summer staff development institute at Chapel Hill.

I. Summer Board Meeting

A. Dates

The Board agreed on July 27, 28 and 29, 1990 for the summer board meeting in San Antonio. The meeting was changed from Thursday-Saturday to Friday-Sunday to accommodate less expensive airline fares.

B. Budget Items Submitted By

The Board agreed to submit budget items to the treasurer by June 25, 1990. Carol will send forms by the week of May 21 to all Board members.

C. Agenda Items Submitted By

Summer board meeting agenda items need to be submitted to Dee by June 25.

D. Other New Business

Dee recommended that the President-elect send a camera ready copy of the conference program to the on-site chair to have the programs printed in San Antonio. This would save mailing costs. The Board discussed the possibility of having the same printer print the programs each year.

Wes Brown is investigating a summer staff development program at Chapel Hill (Attachment J). The Board will not take any action on this until Wes has asked assistance from the organization. Summer institute guidelines are in the Portland, 1982 minutes. If CRLA were to co-sponsor such a program it would need to be involved in the marketing, program items and speakers, evaluation, and mission and goals of the institute. The Board

thinks favorably of professional development in our field and would be receptive to such programs.

Barbara Calderwood joined the Board meeting at 10:30 a.m.

II. Barbara Calderwood

A. CRLA and JDE and RRIDE Agreement
Oxford Mailing Service needs to send 3 sets of mailing labels to JDE and 5 sets to RRIDE by August 15.

Deadlines for article exchanges in JDE are:

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Issue 3- September 1

Length of the article should be 300-350 words.

B. Problems This Year

Barbara passed out an outline of suggestions to alleviate some of the problems encountered this year (Attachment K). The contract with JDE and RRIDE should be renewed this next year by January, 1991.

Contract with CRLA and JDE and RRIDE will be renewed.

Suggestions for improved services among CRLA and, JDE and RRIDE.

The option to subscribe to JDE and/or RRIDE will be included in the next new CRLA membership forms.

The following suggestions were discussed:

1. Ask Oxford Mailing Service to separate JDE and RRIDE subscribers so that there can be a double check on who should be receiving mailings.
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4. Develop an insert to go into the membership form that allows one to subscribe to these journals or incorporate it into the existing membership form.

(M) Dee Tadlock moved that CRLA include JDE and RRIDE in our membership form beginning with the next new printing.

(S) Denise McGinty

PASSED

5. Develop a special form for subscription renewals since costs may vary. Work with Barbara on this.
6. The Board encouraged Barbara to do another promotional JDE mailing to CRLA members this next year.
7. Allow members to subscribe to these journals at the conference.
8. CRLA should send out a fall promotional letter about the journals or should promote the journals via the Newsletter.

Barbara will look into the journal costs and submit a bill to the President by June 30, 1990.

- III. Gladys Shaw - Board Policy on Consortium of Professional Associations (Attachment L).
Becky Patterson will talk to Gladys about this.

IV. Student Memberships

The Board decided that the \$25 fee was low enough.

V. Mary Rubin's Questions re Terminology

The Board decided to give Mary a deadline for submitting the terminology report. The deadline will be before the summer board meeting so that decisions can be made as to how to proceed with the monograph.

The Board decides against student memberships as the membership fee is already low.

The meeting was adjourned at noon.

Respectfully submitted,

Denise McGinty, Secretary

CRLA Board Minutes

Irvine Hilton

Irvine, California

April 7, 1990

August
April 7

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present:

Joyce Weinsheimer, 1990-91 President-Elect, Susan Deese, Gwyn Enright, Shirly Sloan, Karen Smith, Anna Marie Schlender, Mary Rubin, Wayne Herlin.

The meeting was called to order at 2:15 p.m.

The Nominations Committee has developed a list of candidates for the 1991 elections.

I. Gwyn Enright

A. Nomination Update

The Nominations Committee met Wednesday, 4/4/90, and Friday, 4/6/90. Committee members are:

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B. Conference Site Selection Report and Recommendations

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Anna Marie mentioned that of those

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She suggested several possibilities to cover this service: increase the membership by \$1; treat placement as a SIG and have members pay \$5 each year.

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III. Archivist Karen Smith

Karen presented her report to the Board (Attachment R).

A. Display Boards

Karen demonstrated her display board and commented on her concern of shipping the photographs that were placed on the board. She made several recommendations to the Board:

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IV. Terminology Report - Mary Rubin

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Newsletter editor in one year.

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SIG leader packet.

The SIGs have a new logo: "keeping
you on the cutting edge."

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as to where to go from here.

Dee suggested that Mary write an introduction
to the monograph and that she use the campus
librarian for publication information, and
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The Board suggested that Gladys Shaw might
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association.

V. Newsletter - Wayne Herlin

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He will continue the policy of publishing once
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Extra newsletters can be ordered from Oxford
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Wayne will get bids for printing 1200
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The packet will be expanded to include how to
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The meeting was adjourned at 5:05 p.m.

Becky will update membership resource forms with Oxford Mailing.

Becky raised several issues to the Board:

1. The Association should develop a policy for financially supporting the SIGs.
2. Should SIG enrollment be placed on the membership form? Becky got mixed responses from SIG leaders regarding this. The concern was that membership renewal happens at various times throughout the year. What happens if a SIG goes under and people are joining? One possibility would be to have a special insert in the membership form for joining SIGs. Becky will look into this and into how NADE is handling their groups called "Spin."
3. Should CRLA support a SIG in its developmental stage and then once it is going, SIG members support it?
4. The Kellogg Institute has attempted to start a SIG, but have not gone through Becky. Becky asked the Board for guidance on handling this. The Board recommended that Becky speak with Carmelita and give her the SIG guidelines. It appears that this would be a highly selective SIG that would only be open to some CRLA members.
5. The Evaluation/Research SIG needs a new leader. The Board suggested Becky contact Lois Burrow. The Hispanic SIG is going inactive.

Dee Tadlock apologized to Becky for cutting the meeting short.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA
First General Session
Irvine Hilton
Irvine, California
April 5, 1990**

President Becky Patterson brought the First General Session to order at 1:35 p.m.

Becky Patterson welcomed the group and recognized the newly elected President-elect, Joyce Weinsheimer and Treasurer, Kathy Carpenter.

- I. Announcements
Room changes were announced as well as the availability of JDE and RRIDE subscriptions at special rates for CRLA members.
- II. Becky Patterson introduced Gwyn Enright, Chair of the Nominations Committee.
Gwyn introduced the committee members:
Joe Cortina
Susan Deese
Kathy Engstrom
Pat Mulcahy
Jim Prager

Gwyn encouraged the audience to seek committee members for nominations for next year's board position openings.
- III. Becky Patterson introduced President-elect, Dee Tadlock. Dee introduced Dr. Ernest Martinez, President of Cerritos College who welcomed the audience to Southern California.

Dee then introduced the keynote speakers, Dr. Roberta Ahlquist, San Jose State University, California and Dr. Michael O'Laughlin, Hofstra University, New York.
Their speech can be found in the Journal of College Reading and Learning.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA
Second General Session
Irvine Hilton
Irvine, California
April 6, 1990**

President Becky Patterson brought the Second General Session to order at 1:55 p.m.

- I. Becky Patterson introduced Jim Prager, Northern California's State Director, who thanked CRLA for their support on California's basic skills proposition which was turned down by the legislature.
- II. Becky Patterson then recognized the contributions that Tom Gier, Chair of the Tutor Certification Committee, has made to the Tutor Certification program.
- III. Becky Patterson recognized Denise McGinty, Secretary, who highlighted Association activities since the annual conference in Seattle (1989) in the Secretary's report (Attachment M).

Becky Patterson then recognized Carol Clymer, Treasurer. Carol reported that there is \$9,183 in checking, \$25 in savings and \$37,000 in a CD. Her report along with the auditor's report can be found in the Treasurer's report (Attachment N).

Next, Becky Patterson recognized Susan Deese, Director of States/Regions. Her report can be found in Attachment D. Susan recognized Lucy McDonald, Oregon State Director, and presented her with Oregon's new Chapter Charter. Oregon is the fourth state to establish a CRLA chapter.

- III. Kate Sandburg, Alaska State Director, introduced President Becky Patterson who gave her speech, "Our Voices as Readers."

The audience was then broken into groups to discuss ways that teachers can share what they read with their students. Becky Patterson then elicited responses from the audience.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

**CRLA
Third General Session
Irvine Hilton
Irvine, California
April 7, 1990**

President Becky Patterson brought the Third General Session to order at 1:25 p.m.

- I. Presentation of Certificates of Appreciation
Becky Patterson presented certificates of appreciation to the following:

Special Interest Group Leaders

Pat Mulcahy, Gary Brown, Karan Hancock, Phil Gonvers, Suzy Hampton, Margaret Rogers, Susanne Manovill, Craig Stern, Pedro Ramirez, Beverly Gripple, Donna Manske

State, Regional and Chapter Presidents

Kate Sandberg, Cheryl Brown, Joyce Weinsheimer, Dorothy Gran, Louise Renault, Joan Shulman, Janet Epstein, Jacqueline Grose, Nancy Mooreland

- II. Becky Patterson introduced Dee Tadlock who presented Certificates of Appreciation to those who worked on the conference:

John Wilson, Jo Ann Carter-Wells, Karen Agee, Donna Manske, Becky Johnen, Dorothy Brown, Kathy Carpenter, Francis McMurtray, Mary Ann DeArmond, Emma Dodd, Janice Drake, Jan Swinton, Teresa Massey, Jim Prager, Kate Sandberg, Gladys Shaw, Vaughn Thorsteinson, Lee Vogel, Ruth Wohler

Local Arrangements for the conference:

Bill Broderick, Joan Shulman, Bonnie Helberg, Fran England, Trish Dupar, Sue Schaefer

- III. Becky Patterson gave Certificates of Appreciation to:

A. Publications

Vincent Orlando, Executive Editor, and Joanne Mullen, Editor, of The Journal of College Reading and Learning
Wayne Herlin, Editor, CRLA Newsletter

B. Other Special Certificates of Appreciation to:

Karen Smith for her work on the CRLA archives and display boards
Patti Glenn for her work on the Bylaws
Sue Brown for her work on the CRLA stationery and brochures

Delryn Fleming for her work as Chapter president in Texas, state conferences, and past work on the Journal.

C. Tutor Certification

Tom Gier, Chair of the Tutor Certification Program gave certificates to:

Kathy Carpenter, Gladys Shaw, Brian Kane, Karan Hancock, Rosalind Wild, Dean Mancina, Suzy Hampton, Marilyn White, Donna Wood, Maureen Smith, Betty Myers, Colette Mongeau, Linda St. Clair

Tom Gier updated the audience on what has been happening in the Tutor Certification program. 31 programs have been certified nationwide and 10 more are in the process of being certified. These can be found in Attachment I. Tom announced that the committee is beginning to work on a registry and resource book for those institutions that have been certified.

II. Presentation of Awards and Scholarships

Gladys Shaw thanked members for their support of the awards and scholarship program. She recognized members of her committee: Renee Bert, Melissa Wiseman, Andrea Berta and Mary Lou Gibson. This report can be found in Attachment O.

The selections for the 1989-90 awards are as follow:

A. The Distinguished Research Award

Michele J. Simpson, Norman Stahl, and Christopher Hayes for PORPE: A Research Validation.

B. The Research Assistance Award

Rhea Ashmore for the "Effects of Latin Instruction on Reading Ability of a Learning Disabled College Student: A Case Study."

C. The Distinguished Service Award

Tom Gier, Alaska, for his work as State Director, Tutor SIG, SIG Coordinator, Editor's Board and Chair of Tutor Certification Committee.

Kate Sandberg, Alaska, for her work as State Director, SIG Coordinator and the Program Committee.

D. Scholarships
Maria J. Gallagher
James O. Armstrong

E. Drawing for 5-year CRLA membership
The winners were:
Linda St. Claire
Rose Marie Woodruff

III. Becky Patterson recognized the current officers:
Dee Tadlock, President-Elect; Denise McGinty, Secretary;
Carol Clymer, Treasurer

A. Induction of Treasurer
Carol Clymer inducted Kathy Carpenter as the 1990-91
Treasurer.

Becky Patterson acknowledged and praised Susan Deese,
Past President. Susan thanked the audience for the
opportunity to serve CRLA. She gave gifts of
appreciation to Gwyn Enright and Gladys Shaw.

B. Induction of President and President-elect
Becky Patterson recognized Dee Tadlock and gave her
the gavel and rotating President's plaque.
Dee Tadlock installed Joyce Weinsheimer as the
1990-91 President-Elect.

IV. Conference in San Antonio
Frances McMurtray invited the audience to San Antonio for
1991 CRLA Conference which will be March 20-23.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MEETING
IRVINE, CALIFORNIA
APRIL 2-7, 1990

ATTACHMENTS
CRLA Summer Board Meeting
San Antonio Hyatt
San Antonio, Texas
July 27-29, 1990

Attachment

Title

- | | |
|----|---|
| A. | Agenda |
| B. | Statement of Receipts and Disbursements |
| C. | Bank Statement Reconciliation |
| D. | Reconciliation for Advances |
| E. | CRLA Budget |
| F. | CRLA Tutor Certification Registry |
| G. | Letter to Tammy VanVoorhis (Oxford Mailing) from Dee
Tadlock |
| H. | Memo from Mary Rubin, Terminology Report |
| I. | Memo from Hunter Boylan on Exxon Research Project |
| J. | Joint CRLA/NADE Conference (*not yet included in the
attachments; please request if you want one when it
arrives) |

SUMMER BOARD MEETING AGENDA SAN ANTONIO, TEXAS JULY 27-29, 1990

FRIDAY, JULY 27, 1990 2:30

APPROVAL OF AGENDA

APPROVAL OF MINUTES
Attachments

OFFICER'S REPORTS
Secretary

Treasurer
Form for Oxford Mailing to use in reporting CRLA
financial transactions

Budget

Past-President
Status of states and regions

Past-Presidents' Luncheon

7/28 President-Elect
Conference plans

Frank Christ pre-conf. institute on computers: CAI
and telecommunication; 12 computers, help from
Caverly, Torres, Sheets, Brown

Airlines contract

Tom Pasternak's concern re. presenter hand-out
reimbursement and/or conference waiver in light of our
large cash reserve

4:00: Site Chair Report (Francis McMurtray)
\$100 exhibitor charge
roommate service
academic credit for conference?

5:30 BREAK FOR DINNER

7:00 Reconvene if there is a need to finish any items on day's
agenda

SATURDAY, JULY 28, 1990 8:30 a.m.

SPECIAL INTEREST GROUPS

Becky's agenda from Irvine board meeting
association policy on support of SIGs (guidelines
for over and above 5.00)

addition of sigs on the membership application

use of membership resources forms (SIG insert in
brochures?)

SIG Leader update

SIG information sheet

Placement as a SIG???

enhancing the SIGs

other

STANDING COMMITTEES

Awards and Scholarships (Gladys Shaw)
Money raising (items for Sale, animal auction)

Criteria for service award and certificates of
appreciation (levels of certificates?? Presidential
awards?)

Board Nomination for Long and Outstanding Service
Award

Archivist (Karen Smith)
What should go in them? (State conference information?
Official correspondence?)

Elections Chair (Gwyn Enright)

Tutor Certification (Tom Gier)

Multicultural Affairs
Attend board meetings

Crawford Johnson??

12:00 BREAK FOR LUNCH; RECONVENE AT 1:30

Saturday, July 28

Page 2

1:30

OLD BUSINESS

Membership Chair (Standing Committee??)

Duties (contrasted with Past-President Duties)

Who? Kate Sandberg

Gladys Shaw

John Wilson

Pres-Elect & President positions
Dr. Manske's offer to recruit at NADE in Nashville

Participation/Endorsement of expanded professional
development avenues

Wes Brown's Proposal

President of CRLA to be on advisory board of Institute
for Learning Assistance Professionals (combine these
two functions somehow???)

~~Adult and Adolescent Literacy Conference~~

Oxford Mailing Service Evaluation

Discussion of requests sent to Tammy (additions??)

Audit of Oxford Mailing Service???

JDE and RRIDE subscription insert

Mary Rabin - Terminology
5:30 BREAK FOR DINNER

7:00

Reconvene if there is a need to finish any items on day's
agenda

SUNDAY, JULY 29 8:30 A.M.

Report on Exxon Grant (Carol Clymer)

Report on terminology (Mary Rubin)

Newsletter

Carpenter/Hancock confusion

New editor (application in Newsletter?)

Proposed survey of expired members (Susan Deese)

Hotel Contract Guidelines Report

Joint NADE conference

NEW BUSINESS

Political Action Committee (Standing committee? C. Clymer has volunteered)

Other.

Learning Center Standards

ADJOURN AT 12:00

COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the Period Ending June 30, 1990

UNAUDITED

RECEIPTS

Conference Revenue (unreconciled)	\$38,381.57
Member Dues	10,559.00
Interest	2,874.30
Other: Subscriptions to Journals, Certification fees, Journal Sales, and Fundraiser)	2,401.73

TOTAL RECEIPTS

\$54,216.60

DISBURSEMENTS

Board Expense	\$7,479.13
Newsletter	5,454.10
Journal	8,407.07
General Organizational Expense	6,963.45
Committees	1,825.60
State and Regional Expenses	1,455.28
S.I.G.'s	219.74
Conference Disbursements	<u>33,114.36</u>

TOTAL DISBURSEMENTS

64,918.73

DISBURSEMENTS IN EXCESS OF RECEIPTS

(\$10,702.12)

COLLEGE READING AND LEARNING ASSOCIATION

BALANCE SHEET

June 30, 1990

UNAUDITED

ASSETS

Checking Account (unreconciled), EPTFCU	\$ 692.94
Savings Account, EPTFCU	689.18
Advances	549.61
Certificate of Deposit	<u>37,000.00</u>

TOTAL ASSETS

\$38,931.73

FUND BALANCE

\$38,931.73

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT March 31, 1990

BALANCE PER BANK STATEMENT	\$26,458.91
Add: Deposits in transit	
Other (specify):	

Deduct: Outstanding Checks	176.00
Other (specify)	

CORRECTED BALANCE	<u>\$26,282.91</u>
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BALANCE PER BOOKS	
Add: Unrecorded deposits	
Other (specify): collection item	337.00
Interest	24.45

Deduct: Service Charges	5.00
NSF Checks	25.00
Other (specify): Canadian check not cash item	105.00

CORRECTED BALANCE	<u>\$26,282.91</u>
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COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT April 30, 1990

BALANCE PER BANK STATEMENT	\$22,987.18
Add: Deposits in transit	
Other (specify):	

Deduct: Outstanding Checks	2,963.70
Other (specify)	

CORRECTED BALANCE	<u>\$20,023.48</u>
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BALANCE PER BOOKS	19,943.12
Add: Unrecorded deposits	79.00
Other (specify):	
Interest	81.36

Deduct: Service Charges	5.00
NSF Checks	75.00
Other (specify):	

CORRECTED BALANCE	<u>\$20,023.48</u>
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COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT May 31, 1990

BALANCE PER BANK STATEMENT	\$26,017.64
Add: Deposits in transit	
Other (specify):	

Deduct: Outstanding Checks	4,484.73
Other (specify)	

CORRECTED BALANCE	<u>\$21,532.91</u>
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BALANCE PER BOOKS	21,592.74
Add: Unrecorded deposits	
Other (specify):	
Interest	101.17

Deduct: Service Charges	
NSF Checks	
Other (specify): collection item	161.00
Canadian check	

CORRECTED BALANCE	<u>\$21,532.91</u>
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COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT June 30, 1990

BALANCE PER BANK STATEMENT \$20,687.08

Add: Deposits in transit
Other (specify):

Deduct: Outstanding Checks 21,128.67
Other (specify)

CORRECTED BALANCE <\$ 441.59>

BALANCE PER BOOKS

Add: Unrecorded deposits <7.76>
Other (specify):
Interest 96.17

Deduct: Service Charges
NSF Checks 530.00
Other (specify):

CORRECTED BALANCE <\$ 441.59>

CRLA
Reconciliation for Advances

CRLA Minutes
July 27-29, 1990
San Antonio, TX
Attachment D
Page 1 of 1

Return this reconciliation form with the total amount of expenditure for each category and attach all receipts.

Date Advanced _____
Amount Advanced on Check # _____ \$ _____
Travel _____
Hotels and Food _____
Telephone Expense _____
Postage _____
Printing and Duplication _____
Clerical Wages and Fees _____
Other Specify: _____

Total Expended \$ _____
Remainder of Advance remitted or _____
Reimbursement Due _____

Name _____
Office or Position _____
Purpose for Expenditure _____

For Treasurer Use Only
Date Reconciled _____
Budget Category _____
Additional Authorization or Comments:

(Please Attach All Receipts)