

## SUMMARY

### WCRA BOARD MEETING

March 30 - April 4, 1982

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Betty Levinson, Past President; Mitch Kaman, Secretary Don Yamamoto, Treasurer.

#### I. President's Report

A. Ann Faulkner set the following goals for the Board:

1. Membership retention and recruitment.
2. Liaison.
3. Prime role of State directors and State organizations.
4. Improved management of committees.

#### II. Secretary's Report:

A. Mitch Kaman noted that he completed the State directors and nominations committee handbooks.

#### III. Treasurer's Report:

- A. Don Yamamoto noted that as of March 31, 1982, the checking account balance was \$24,893.87 with savings balance of \$6,973.20.
- B. After reviewing budget categories and costs the Board directed the new treasurer to report at its summer 1982 meeting, on the advantages and disadvantages of a line item budgeting system in terms of the current treasurer's job description.

#### IV. Coordinator of State Director's Report:

A. Betty Levinson led a discussion about the role of state organizations and state directors.

## SUMMARY, WCRA BOARD MEETING

- B. The Board reaffirmed the key role of state directors and pointed out the need for:
  - 1. Continuity from year to year.
  - 2. More state conferences.
  - 3. Closer communication between Board and State Directors.
- C. The Board adopted a policy allowing state directors to draw on a special contingency fund for state projects or conferences.

### V. Site Selection Report:

- A. Elaine Cohen, Site Selection Coordinator, reported on Portland arrangements.
- B. The Board approved a plan to have lower hotel room rates in Portland and pay for meeting rooms from conference registrations. This policy will save members \$5.00 per night per room.
- C. Rates for Portland's Marriott will be:
  - 1. Single \$57.00 per night
  - 2. Double \$67.00 per night
  - 3. Triple \$74.00 per night
- D. The Board will hold its summer 1982 meeting in Portland and look into the possibility of a winter 1983 San Jose meeting.
- E. No institution has come forth with a proposal for 1985.

### VI. Summer Institute:

- A. The Board asked Dick to bring to the Board a model for a WCRA cosponsored summer institute.

## SUMMARY, WCRA BOARD MEETING

### VII. Proceedings Report:

- A. The Board accepted Gwyn Enright's resignation with praise extended to Gwyn and approved the appointment of Delryn Flemming as new editor.

### VIII. Newsletter Report:

- A. The Board accepted JoAnn Wells' resignation with much praise extended to JoAnn and approved the appointment of Jane Hopper as new editor.
- B. After determining that second class mail would save money and provide better service than bulk rate, the Board approved mailing of Newsletter by 2nd class mail.
- C. Newsletter deadlines were established at:
  - 1. May 15
  - 2. August 31
  - 3. October 15
  - 4. January 15
- D. The Board affirmed its support for a high quality WCRA Newsletter and will budget appropriately to maintain the present quality.

### IX. Liaison Reports:

- A. The Board heard a report from its liaison representatives with other organizations. The Board reaffirmed its commitment to liaison activities and wanted increased communication with liaisons.

### X. Scholarship and Awards:

- A. Vince Orlando noted that inspite of publicity there were no nominations for long and outstanding award nor the WCRA Scholarship.

## SUMMARY, WCRA BOARD MEETING

- B. The Board directed Vince to work with state directors and on conference publicity to get potential nominees.
- C. The Board decided against working on other award categories at the present time.

### XI. Placement Report:

- A. The Board accepted Bob Lundquist's resignation as Placement Director with thanks and approved the appointment of Anne Marie Schlender as new Placement Director.
- B. The Board noted its desire to house placement in an institution with a large and cooperative career services unit.

### XII. WCRA Journal:

- A. Mike O'Hear noted that there was a lack of articles submitted to the Journal.
- B. The Board strongly supported the Journal and felt Mike was doing an outstanding job.

### XIII. Minority Affairs Advisory Committee:

- A. Miranda Montgomery reported that the committee completed a survey this past year.
- B. The Board encouraged the committee to publicize the results in the Newsletter.
- C. The Committee's goals for 1982-83 are:
  - 1. To conduct a follow-up survey.
  - 2. To become more involved in WCRA leadership.
  - 3. To participate in the planning of the Portland conference.
  - 4. Greater involvement in Newsletter.

SUMMARY, WCRA BOARD MEETING

XIV. Nominations/Elections:

A. Officers elected for 1982-83 are:

1. Karen Smith, President Elect
2. Mitch Kaman, Secretary
3. Carrie Walker, Treasurer

XV. Conference Manager's Report:

- A. Total of 463 registrants for San Diego conference.
- B. All tours and institutes full.
- C. Meals had good participation.
- D. Individuals who preregistered but could not attend will be refunded their money minus \$10.00 handling fee.

XVI. Conference Program Report:

- A. Conference had 107 different presentations.
- B. Strands appeared to be successful and offer all WCRA interest areas ample presentation time.
- C. The Board thanked Dick Lyman for his outstanding job of putting together the program.

XVII. Miscellaneous Items:

- A. The Board is looking into cooperative agreements with NARDSPE on:
  1. Sharing of job placement information.
  2. Working together on political information activities and governmental activities.
- B. The next Board meeting will be July 23, 24, 25, 1982 in Portland.

## SUMMARY OF WCRA BOARD MEETING MINUTES

September 11 - 13, 1981

SAN DIEGO, CALIFORNIA

Board Members Present: Ann Faulkner, President; Dick Lyman, President-Elect; Mitchell Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Gwyn Enright, Proceeding Editor; JoAnn Carter-Wells, Newsletter Editor; Beryl Brown, Conference Manager.

### I. Secretary's Report

- A. Mitch announced that he completed the index.
- B. Mitch developed a secretary's and state directors' handbook.

The board approved funds to produce copies of the state directors handbook for each state/province director.

### II. Nominations Committee

- A. The slate of candidates for 1982-83 are:

#### 1. President

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

#### 2. Secretary

Mitch Kaman, Larimer County Voc-Tech Center

Kate O'Dell, Kenai Peninsula Community College

#### 3. Treasurer

Carrie Walker, Stanford University

Mary Ellman, Long Beach City College

## Summary of WCRA Board Meeting Minutes

### III. State Director's Report

The board wants the state directors to get more involved in membership and providing names of potential candidates.

### IV. WCRA Liaison

A. The board approved the following motions:

1. The board encourages other organizations with which we have liaison to co-sponsor appropriate activities at the WCRA conference. The responsibility to work with the conference co-sponsorship is with the program chairperson in conjunction with the WCRA liaison.
2. The president has the responsibility to coordinate programs presented as WCRA co-sponsored sessions at other conferences. The president should work with WCRA liaison in such cases.

B. Ann Faulkner will be working with the NARDSPE president to increase liaison on a number of issues including:

1. Shared placement information.
2. Reporting to each others members by newsletter columns.
3. Co-sponsored sessions at each conference.

### V. Summer Institute

Dick Lyman will bring to the board in the Spring of 1982 a proposal for a model for developing a WCRA summer institute.

### VI. Treasurer's Report

- A. 1980-81 budget was \$17,045; ending balance was \$4,315.65 (6/30)
- B. Conference management in Dallas was tight and special commendation was given by the board to Delryn Flemming and the Dallas County Community College District.

## Summary of WCRA Board Meeting Minutes

### VII. Newsletter Report

- A. JoAnn will change the STAR column name to Spotlight and highlight people in the organization.
- B. Denise McGinity was appointed as co-editor with responsibility for getting printing bids and certain columns.

### VIII. WCRA Journal

- A. The editor will be able to accept articles co-authored by a member and non-member.
- B. The Journal is available for members only - not for sale.
- C. The editor has the authority to edit the Journal using his/her guidelines.

### IX. Proceedings

- A. Gwyn Enright will be stepping down as Proceedings editor.
- B. The board adopted the following motion:

One of the benefits of conference attendance for members is the Proceedings. The cost of proceedings for those who do not attend the conference is \$8.00 for Proceedings #14. The package of Proceedings (#4-14) offers all available Proceedings for a total cost of \$55.00. Furthermore, it is recommended that the treasurer will use \$5.00 as the amount credited to the Proceedings from the members registration fee.

### X. Placement

- A. Bob Lundquist has Jane Ballback as placement director

### XI. Conference

#### A. Bahia Facilities:

- 1. 12 meeting rooms.
- 2. Conference rates: \$44.00 single; \$48.00, double; \$52.00, triple; \$56, quad; \$90, suite to be extended two days prior



## Summary of WCRA Board Meeting Minutes

and after the conference.

### B. Leisure

1. Repeat of dinner on town; Mexican lunch and tour, leisure information booth at registration, college music department entertainment at many events.
2. Brunch to have \$2.00 subsidy per person and major speaker to encourage greater participation.
3. Banquet to include cruise on Bahia Belle.

### C. Tours

1. Two educational tours, hopefully with conference follow-up discussions.

### D. Registration

1. Types of registration approved by the board include:
  - a. Comprehensive registration: \$50.00 includes membership and proceedings.
  - b. Full conference registration: \$40.00, no membership, no proceedings.
  - c. One day registration: \$40.00 with membership, with proceedings.
  - d. One day registration: \$20.00 no membership, no proceedings.
2. \$5.00 late registration fee to be charged.
3. Presentors will have to register for the conference

### E. Budget Highlights

1. Expect 400 comprehensive and 100 single day registrations.
2. Hope to set 20 exhibitors.

## Summary of WCRA Board Meeting Minutes

- E. 3. Will advertise in Journal of Remedial Developmental Education .
  - 4. Speakers: honoraria \$800.00, expenses \$800.00.
  - 5. \$50.00 support for each institute.
  - 6. \$500. to cover Audio Visual costs.
- F. Conference Schedule (see attached)

## XII. Miscellaneous

- A. The board approved adding \$500.00 to presidents budget for travel expenses to promote professional liaison between WCRA and other professional groups.
- B. Other Issues Discussed
  - 1. Membership term.
  - 2. Term of office for secretary and treasurer.
  - 3. Need for a membership director.

TENTATIVE SCHEDULE  
1982 WCRA CONFERENCE

This schedule was presented to the Board at the meeting in San Diego on Saturday, September 12, 1981. It is subject to minor changes.

## Tuesday - March 30

Board Meeting	7:00 - 9:00
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## Wednesday - March 31

Board Meeting	9:00 - 5:00
Registration	1:00 - 9:00
Facilitator Orientation	7:00 - 8:00

## Thursday - April 1

Pre-conference Institutes	8:00 - 12:00
Campus Tours	9:00 - 12:00
Registration	8:00 - 5:00
Opening Session - Major speaker, Introductions and candidates speeches	1:15 - 2:45
Special Interest Sessions	3:00 - 4:30
No Host Reception honoring newcomers and candidates for office	4:30 - 6:00
Hospitality Suite Open	7:00 - 12:00

## Friday - April 1

Chairperson Orientation	8:30 - 9:00
Campus Tours	9:00 - 12:00
Workshops/Panels (A) and Sections (A/B)	9:00 - 11:15
General Session - President's Address and elections	11:30 - 1:00
Workshops/Panels (B) and Sections (C/D)	2:00 - 4:15
No Host Reception	4:30 - 6:00
Pre Banquet Bay Trip - Cocktails	5:30 - 6:30
Banquet	7:00 - 9:00
Friday Night Literary Society (Hospitality Suite)	9:00 - 1:00

## Saturday - April 2

Publisher's Breakfast	7:00 - 9:00
Workshops/Panels (C) and Sections (E/F)	9:00 - 11:15
Tijuana Tour and Luncheon	9:00 - 1:00
State Director & Editorial Bd Luncheons	11:30 - 1:00
Workshops/Panels (D) and Sections (G/H)	1:00 - 3:15
Sections (I)	3:30 - 4:30
Hospitality Suite open	7:00 - 11:00

## Sunday - April 4

Sections (J)	9:00 - 10:00
Board Meeting	9:00 - 10:30
Brunch - Major Speaker and Awards	10:30 - 12:00
Lyman buys celebration/condolance drink for YOU in thanks of great effort and support.	12:00 - 12:10

*minutes  
from  
summer 82 2A*

...  
rari for  
ference photo-  
hic services

M (Faulkner) To pay Paul Sikes honorarium of \$150.00 for  
S (Smith) service as photographer at San Diego conference.

PASSED

II. Portland Planning (continued from 4/23/82) (Attachment B)

man of  
omers

- A. Karen will ask Jacque Bonner to chair newcomers function.
- B. Keynote speakers - none suggested yet. Karen suggested a keynote for session I from Arizona State University. She then suggested having all session I speakers follow-up on the keynote address.
- C. Mailing: Karen discussed increased number and type of mailings and thus increased need for budget.  
  
Dick noted that Oxford Mailing Services has mailing list of WCRA members and all people (in various states) who are in WCRA service areas, but not necessarily members.
- D. Dick will discuss with Jane Hopper the need for keeping the Newsletter mailing on time.
- E. Dick asked Karen to get a cost of audio taping presentations at the Portland conference.

ing for con-  
ence mailing  
S

III. Proposed Conference Budget 1983 (Attachment C)

land proposed  
et.

- 1. Budget based upon no comps from New Mexico State University.
- 2. Ann suggested having future budgets for conference broken into two separate documents: President Elect and Conference Manager.
- 3. There was a large discussion on the need for Conference Chairperson to travel to Fall Board meeting.
  - A. Advantages include:
    - 1. smoother transition
    - 2. better planning
  - B. Disadvantages include:  
  
greater expenses.
- 4. There was a discussion on whether program committee discussion should make decision through mail or face to face.

to have separate  
et presented for  
ident-Elect and  
erence Manager

for immediate  
Conference  
ger to attend Fall  
l planning meetings

at-Budget budgeted  
for development

The Board agreed to budget President Elect for program development \$500.00 to use as he/she needs it to promote conference, meet with committee, etc.

for Conference  
s travel

5. The Board agreed to budget \$200.00 for travel expenses for conference manager.

bsidiary at  
d

6. Board decided to subsidize \$300.00 for meals to help increase number of participants at those events.

#### B. Hospitality

ality:  
ic beverages  
sold

1. Board discussed the advantages and disadvantages of providing free alcoholic beverages at the hospitality suite. Ideas included giving each registrant one ticket and selling drinks. Budget was increased to include money to buy wine and to sell it to recover the costs.

ference  
utes fees and

#### C. Institutes

1. Board concerned that since cost to institutes will be \$10.00, program chairman be sure that there will be handouts, etc.
2. Beryl recommended that one person be in charge of institutes.
3. Board renewed the previous policy of allowing up to \$50.00 to presentors to cover costs of the institute.

planning

#### D. Brunch Planning

1. Board felt it would be advantageous for the upcoming conference manager to help plan the Sunday brunch and thus help kick off the next year's conference.

#### E. Course Credit

No firm plans yet on course credit.

M (Faulkner) To accept Portland conference budget as  
S (Walker) amended.

PASSED

#### IV. Treasurer's Report

rer's report  
it on previous

- A. Carrie has not seen the treasurer's books yet and wants an informal audit before she accepts them. We do not have cancelled checks or conference report as of 7/24/82 from former treasurer Don Yamamoto.
- B. Carrie received checks of \$7,062.47 from savings and \$24,000 from the checking account.

funds as of 7/82

Newcomers

## L. Newcomers

- ✓ 1. Registration form - have check off for newcomers.
2. Special letter to newcomers from President Elect.
3. Chairperson of newcomers to pull together meeting at conference.
- ✓ 4. State Directors, officers to be at newcomers meeting.
5. Ann will run leadership workshop for state directors.
6. Board to attend luncheon for state directors.
7. Have incoming directors named prior to conference.

## M. Meetings

Conference  
Meeting Times

1. Half hour break between sessions.
- ✓ 2. Board wants to consider either a coffee bar (cash) or complimentary coffee.

## N. Schedule

Board meetings

1. Changes:
  - ✓ A. Wednesday: Hospitality suite open Wednesday evening.
  - B. Thursday: General session 1:30-3:00
  - C. Thursday: Session I 3:00-4:00
  - D. State/Regional meetings 5:00-5:30
  - E. Sunday: Committee meetings 9:00-10:30 am

Hospitality suite  
publicity

2. Beryl and Board agreed in promoting the conference beginning Thursday 8:00 am.
- ✓ 3. Ann suggested some type of activity in hospitality suite on Wednesday night (i.e. how to get the most out of the conference).
4. Concern for number of rooms booked Wednesday night to get the hospitality suite as complimentary.
- ✓ 5. Need for more publicity about where hospitality suite is.
- ✓ 6. Mitch suggested that newcomers chairperson be responsible to welcome new people at hospitality.
- ✓ 7. Carrie suggested putting materials about learning, reading, etc. on the table at suite.
- ✓ 8. Have people register by states at registration desk and put their names on bulletin board to increase communication.
- ✓ 9. Have hospitality committee call newcomers and invite to hospitality suite. Should be a welcoming person.

State Meetings at  
Conference

O. Discussion on State Meetings

1. Discussed moving meeting to time other than Thursday
2. Need for directors to push for greatest attendance; may be handout agenda.
3. Mitch felt that strong state organizations and planning prior to conference will have greatest effect on success of state meetings.

P. Luncheons

- \* Groups wanting luncheons must contact Lucy McDonald.

*Lucy - 657-1234  
Debra - 657-1234  
Mike - 657-1234*

Program Committee

Q. Program committee

Will select proposals based upon preset criteria (i.e. New Frontiers) and will let submitters know about the criteria.

Journal, Proceedings  
Presentation at  
Conference

R. Proceedings and Journal Session

Suggested that the Journal and Proceedings editors have a publications session at conference.

Committee meetings  
Scheduled Sunday at  
Conference.

S. Committee meetings

Scheduled for Sunday morning.

Board meetings at  
Conference.

T. Board meetings schedule for Portland Conference:

1. Tuesday pm
2. All day Wednesday, Friday 8-10am
3. Saturday 4-6 pm with new board and state directors.
4. Board meeting dinner Saturday night
5. Sunday pm new board (1:00)

*Check on  
hand even  
open for  
anyone*

U. Note on Board meetings

1. Karen has not scheduled board meetings yet.
2. Need for more board meetings at conference.
3. Secretary to send copies of minutes to:
  - a. Conference manager
  - b. All candidates as soon as known.

Portland  
Preliminary  
Conference  
Report

IV. Conference Report:

A. Lucy McDonald gave an oral report on the upcoming conference.

B. Registration:

1. Registration committee cut in half because of information from Beryl.
2. Preregistration taken care of by E. Oregon State College with Leora Hug in charge.
  - a. mailing service will receive preregistration and send to E. Oregon State College.

iling service  
mailing

- b. There should be a receipt and WCRA cards for each preregistration by mailing service.

3. On site registration Lane C.C. with Pat John incharge.

4. Need to budget for ribbons.

B. Hospitality: Barbara Wassow<sup>M</sup> incharge.

V procedures  
including computer  
equipment

C. Audio/Visual: Val Lister incharge of acquiring equipment; Larry Bridges on site technical coordinator.

1. A check off form will be available to presentors. A deadline will be given to presentors.

2. Assign one room for computer workshops - *1685*

3. Portland CC. will provide student helpers.

Portland Food

D. Food:

*A* 1. Friday banquet: *salmon* ~~salmon~~ broil & steak, cost \$18.00, "Lumberjacks & Woodchoppers Ball: is theme.

2. Food chair: Susan Murray

3. Luncheons: Lucy & Karen will make arrangements in future.

4. Sunday brunch: Cost \$8-10.-

Portland publishers  
chairpersons

E. Publishers:

1. E. Coast chairperson: Richard Thiel WCRA member publisher.

2. W. Coast chairperson: Kate O'Dell will include computer hardware and software.

Leisure Tours  
should not  
overlap with  
sessions)

F. Leisure Tours:

1. Tours Russ Gregory - Chairman

2. Leisure tours: will not overlap with sessions.

3. Pendleton Mill tour possible Thursday am.

*74* 4. MT. St. Helens tour possible Thursday am or Sunday am

*5* 5. MT. Hood Tour possible Sunday pm.

Educational Tours

G. Educational Tours -

1. Mt. Hood Community College

2. Possible Lewis & Clark College



Attachment #1, San Diego, March 30, 1982

*for inclusion  
in call-to confer  
and program, if  
possible.*

TUESDAY, March 30

7:30 pm

Board Reports from Secretary, Treasurer and

~~Site-Selection Coordinator~~

*Coord of State Dir. (mention WARDSPF  
& State emphasis)*

WEDNESDAY, March 31

9:00-12:00

Board Reports from President-Elect, Conference  
Manager, and ~~Coordinator of State Directors~~ *Site Select.*  
Nominating Committee

1:30-5:00 pm

Publications Reports

Journal Editor

Newsletter Editor

Proceedings Editor

Committee Reports

Scholarships and Awards

Placement Bureau

Minority Affairs

Others

*4.00*

*Boylan*

7:30-9:00 pm

Liaison Reports

THURSDAY, April 1

9:00-12:00

*11:30*

Budget, 1982-83

Summer Institute Proposals *& Co-sponsored mtgs.*

SUNDAY, April 4

9:00-10:30

Joint Session - Old and New Boards.

Report from State Meetings

OPENING SESSION

Thursday, 4/1	1:15-2:45
Presiding	Ann Faulkner
Welcome	Dick Lyman
	Beryl Brown
	Officer(s) from sponsoring schools ??
Introduction of Candidates	Nominating Committee - Elaine Cohen
Introduction of Speaker	June Dempsey
Speaker	Hunter Boylan

SECOND GENERAL SESSION

Friday, 4/2	11:30-1:00
Presiding	Ann Faulkner
Election of Officers	Elaine Cohen
Committee Reports	Secretary
	Treasurer
Introduction of Speaker	Dick Lyman
Presidential Address	Ann Faulkner
Election Results	Elaine Cohen

THIRD GENERAL SESSION

Sunday 4/4	10:30-12
Presiding	Ann Faulkner
Introduction of Speaker	Lynn Frady )
	) tentative
Speaker	Emmett Casey )
Conferral of Scholarships and Awards	Vincent Orlando
Installation of Officers	Ann Faulkner et.al.
On to Portland, March 24-27, 1983.	

WCRA BALANCE SHEET

JUNE 30, 1981

CHECKING ACCOUNT:	Beginning balance from end of last report	20,837.40
	Deposits (includes 10,000 money mkt. certificate)	24,679.97
	Subtotal	45,517.37
	Expenditures Non conference related	-5,089.64
	Conference related	-16,892.74
	Balance as of June 30, 1981	23,534.99

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SAVINGS ACCOUNT:	Beginning balance from end of last report	6,623.56
	Deposits	0
	Withdrawals	0
	Interest earned	79.98
	Balance as of June 30, 1981	6703.54

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RECEIPTS:	Dues	3,141.98
	Proceedings	1,020.52
	Conference	8,967.47
	Publishers exhibits	1,550.00
	Total	14,679.97

## WCRA BALANCE SHEET

SEPT. 31, 1981

CHECKING ACCOUNT:	beginning balance from end of last report	23,534.99
	Deposits	2,588.00
	Subtotal	26,122.99
	Expenditures	-5,456.70
	Balance as of Sept. 31, 1981	20,666.29

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SAVINGS ACCOUNT:	beginning balance from end of last report	6,703.54
	Deposits	0
	Withdrawals	0
	Interest Earned	88.71
	Balance as of Sept. 31, 1981	6792.25

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RECEIPTS:	DUES	2415.00
	PROCEEDINGS	173.00
	TOTAL	2588.00

## WCRA ACCOUNTS SEPT. 31, 1981

Budget Catagory	Amt. Budgeted	Expenditures	Balance
1. President	500.00	0	500.00
2. Supplies and Expenses	500.00	353.50	146.50
3. Nominating Comm.	100.00	0	100.00
4. Coord. of State Drts.	175.00	0	175.00
5. Conf. Site Selec.	50.00	0	50.00
6. Treasurer	100.00	0	100.00
7. Secretary	225.00	0	225.00
8. State Directors	500.00	50.00	450.00
9. Newsletter	3000.00	1299.56	1700.44
10. Proceedings	4200.00	0	4200.00
11. Placement	200.00	0	200.00
12. Journal	3000.00	879.07	2120.93
13. By-Laws Comm.	50.00	0	50.00
14. Minority Affairs	200.00	0	200.00
15. Photographer	65.00	0	65.00
16. Board of Directors	2500.00	1541.06	958.94
17. Scholar/Awards	600.00	0	600.00
18. Archivist	50.00	0	50.00
20. Conference	1000.00	0	1000.00
21. Mailing Service	4000.00	1333.51	2666.49
TOTALS	20,615.00	5456.70	15,558.30



Coordinators of State Directors Report  
March, 1982

Eleven State Directors and the Directors-at-Large submitted reports in time to be included in this summary report: Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Southern California, Texas and Wyoming. No burning issues emerged in reading these reports, but a few over-all impressions and comments are worth noting.

1. Well planned and executed regional conferences stimulate membership in and allegiance to WCRA. The Newsletters and Journals are well received - and important - but do not replace human interaction. We should do everything to encourage and support such undertakings. How is the question!
2. Continuity seems to be a problem when Directors are changed. I have a sense that old membership lists, stationery and records are not transferred in many instances, and a new Director starts from scratch. Mitch's notebooks should be instrumental in encouraging a sense of history and continuity in each state. Thanks, Mitch.
3. In states where we have multiple Directors, we should stagger the appointments so there is always continuity. What would you think about appointing three Directors for Texas? The membership and the area is large.
4. Southern California has a very large, but inactive membership. Possibly the Directorship should be transferred out of the LA extended area for a while to give other areas an opportunity to shine.
5. Dorinda McClellan was never reimbursed for 1980-81 expenses. Let's try to catch up and always honor appropriate bills in a timely manner.

6. Several people suggested we create a stronger link among Directors - and between Directors and the Board. We need to make them feel more important to the organization. We do not have a Board/Directors Meeting at this conference. Should we? Can we?
7. What about publishing a WCRA Membership Directory? It could be organized by State and include each individual's areas of expertise. The project could be managed and coordinated by State Directors, but made available to the entire membership. If the idea has merit, how could such a directory be financed? It's an extension of the Talent Bank idea that resurfaces from time to time.
8. Early mailings, even in the form of rough notes, would help Directors begin to "hype" events in time for funding requests to be given to institutional administrators. We could urge more Directors to develop State Newsletters if we provided "hot" copy early in the Fall. We might have to provide more than the usual \$50.00 subsidy to fund such projects. Could we?
9. I do not want to steal Ann's thunder, but she mentioned an interesting idea - election of Directors by State. Let's talk about it.
10. I have not spent the money allocated to the Coordinator for postage, mailing and all such things. With Board approval, I will use it to subsidize the Directors' Luncheon at the conference. In addition, I ask the Board to approve funding for the difference between my contribution and the actual cost of the luncheon. I believe it's the least we can do for people we consider so vital to the Association.

The following membership tally is taken from the December 31, 1981 membership list.

<u>State</u>	<u># members</u>
Alaska	10
Arizona	24
Arkansas	1
California	227
Canada	19
Colorado	26
Connecticut	1
Florida	2
Hawaii	13
Idaho	7
Illinois	11
Indiana	5
Kentucky	3
Louisiana	4

<u>State</u>	<u># members</u>
Maryland	2
Massachusetts	1
Michigan	3
Minnesota	1
Mississippi	3
Missouri	2
Montana	2
Nebraska	3
Nevada	4
New Jersey	2
New Mexico	27
New York	6
North Carolina	1
North Dakota	1
Ohio	3
Oklahoma	8
Oregon	29
Pennsylvania	1
Rhode Island	2
South Carolina	4
Tennessee	4
Texas	112
Utah	12
Virginia	2
Washington	23
Wisconsin	1
Wyoming	3
Mexico	1
<hr/>	
Total. . . .	616

Betty Levinson  
 Coordinator of State/Province  
 Directors

enc.  
 BL/sah



## WCRA BALANCE SHEET

DEC. 31, 1981

CHECKING:	Beginning balance from end of last report	20,666.29
	Deposits	2,189.00
	Subtotal	22,855.29
	Expenditures	-5,980.84
	Balance as of Dec. 31, 1981	16,874.45

---

SAVINGS:	Beginning balance from end of last report.	6,792.25
	Deposits	0
	Withdrawals	0
	Interest Earned	89.88
	Balance as of Dec. 31, 1981	6,882.13

---

RECEIPTS:	Dues	1,860.00
	Proceedings	329.00
	Total	2,189.00

## WCRA ACCOUNTS

DEC. 31, 1981

Budget Catagory	Amt. Budgeted	previous balance	Expenditures	Balance
1. President	500.00	500.00	0	500.00
2. Supplies and Expenses	500.00	146.50	0	146.50
3. Nominating Comm.	100.00	100.00	0	100.00
4. Coord. of State Drts.	175.00	175.00	0	175.00
5. Conf. Site Selec.	50.00	50.00	0	50.00
6. Treasurer	100.00	100.00	0	100.00
7. Secretary	225.00	225.00	72.75	152.25
8. State Directors	500.00	450.00	3.65	446.35
9. Newsletter	3000.00	1700.44	1694.60	6.44
10. Proceedings	4200.00	4200.00	1800.00	2400.00
11. Placement	200.00	200.00	0	200.00
12. Journal	3000.00	2120.93	22.85	2098.08
13. By-Laws Comm.	50.00	50.00	0	50.00
14. Minority Affairs	200.00	200.00	0	200.00
15. Photographer	65.00	65.00	0	65.00
16. Board of Directors	2500.00	958.94	0	958.94
17. Scholarship/Awards	600.00	600.00	0	600.00
18. Archivist	50.00	50.00	0	50.00
20. Conference	1000.00	1000.00	0	1000.00
21. Mailing Service	4000.00	2666.49	2387.59	1612.41
Totals	20,615.00	15,558.30	5,980.84	10,910.97

## WCRA BALANCE SHEET

MARCH 31, 1982

CHECKING ACCOUNT:	Beginning balance from end of last report	16,874.45
	Deposits	12,249.00
	Subtotal	29,123.45
	Expenditures	-4229.58
	Balance as of March 31, 1982	24,893.87

---

SAVINGS ACCOUNT:	Beginning balance from end of last report	6,882.13
	Deposits	0
	Withdrawals	0
	Interest Earned	91.07
	Balance as of March 31, 1982	6,973.20

---

RECEIPTS:	Dues	2760.00
	Proceedings	986.00
	Conference	8503.00
	Total	12,249.00

## WCRA ACCOUNTS

MARCH 31, 1982

Budget Catagory	Amt.	Budgeted	Previous balance	Expenditures	Balance
1. President		500.00	500.00	0	500.00
2. Supplies and Expenses		500.00	146.50	0	146.50
3. Nominating Comm.		100.00	100.00	0	100.00
4. Coord. of State Dpts.		175.00	175.00	0	175.00
5. Conf. Site Selec.		50.00	50.00	0	50.00
6. Treasurer		100.00	100.00	0	100.00
7. Secretary		225.00	152.25	0	152.25
8. State Directors		500.00	446.35	20.71	425.64
9. Newsletter		3000.00	6.44	850.00	- 843.56
10. Proceedings		4200.00	2400.00	2000.00	400.00
12. Journal		3000.00	2098.08	550.98	1547.10
11. Placement		200.00	200.00	0	200.00
13. By-Laws Comm.		50.00	50.00	0	50.00
14. Minority Affairs		200.00	200.00	0	200.00
15. Photographer		65.00	65.00	0	65.00
16. Board of Directors		2500.00	958.94	0	958.94
17. Scholarship/Award		600.00	600.00	0	600.00
18. Archivist		50.00	50.00	0	50.00
20. Conference		1000.00	1000.00	0	1000.00
22. Mailing Services		4000.00	1612.41	807.89	804.52
Totals		20,615.00	10,910.97	4229.58	6681.39

State/Province Directors  
Luncheon/Meeting  
Thursday, April 1, 1981  
11:00am - 1:00 pm

Presiding: Betty Levinson  
Ann Faulkner

- I. Introductions
- II. Issues pertaining to Directorships
  - A. Appointing/electing Directors
  - B. Membership responsibilities
  - C. Networking
  - D. Bank Accounts
  - E. Reimbursements
  - F. Reports
- III. Issues pertaining to Membership
  - A. Items from Board to State/Province Meetings
  - B. Items from State/Province Meetings to Board
  - C. Nominations/Recommendations - 1983 Slate of Officers
  - D. Conference Sites/Bids
    - Portland 1983
    - San Jose 1984
    - and then...1985
- IV. Sharing - what works in my State/Province
- V. The Directors' Notebook/or Continuity now!



Attachment #13, 3/31/82, San Diego

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

---

DRAFT

DRAFT

DRAFT

WCRA LIAISON JOB DESCRIPTION

1. Attend annual meetings of both WCRA and your liaison association or assist president in naming a substitute.
2. Work with <sup>WCRA</sup> president to arrange WCRA co-sponsored meetings during annual, regional, or other meetings of the association to which you're the liaison.
3. Work with <sup>WCRA</sup> president-elect to facilitate co-sponsored meeting at WCRA annual conference.
4. Stay informed of your association's decisions and policies relating to professional issues of concern to WCRA and report to WCRA president.
5. Facilitate communication between WCRA and liaison association as requested.  
*Provide WCRA president name of officer of liaison organization. Encourage writing in newsletter.*
6. Provide the Newsletter editor with timely information for the "Calendar" column about meetings and other events of the association to which you're liaison. (Be sure to check Newsletter deadline dates and have your information in by the deadline.)

*working with each board whenever appropriate.*

DRAFT

DRAFT

DRAFT

INDIANA UNIVERSITY • PURDUE UNIVERSITY

AT FORT WAYNE  
2101 COLISEUM BOULEVARD EAST  
FORT WAYNE, INDIANA 46805

TRANSITIONAL STUDIES

M E M O R A N D U M

TO: Richard Lyman, President-elect WCRA

FROM: *MFO*  
Michael F. O'Hear

DATE: March 1, 1982

SUBJECT: WCRA Journal future

I have talked with both Hunter Boylan and Doree Pitkin at the Journal of Developmental and Remedial Education about Dr. Boylan's proposal. The details I received were similar to those given you. Our logo would appear only on copies sent to our members. Apparently, there is a similar arrangement already in effect with NARDSPE. My question on whether WCRA members who belong to NARDSPE would have any benefit from the proposed arrangement was answered in the negative.

On the positive side, WCRA members would receive a quality journal. This is no small matter considering that the Journal has received less than 20 manuscripts, only six of which could be published; no new articles have been received in four months despite announcements in the Newsletter and letters to all who expressed interest in contributing. We would have active input into the editorial process so that the needs of our members could be met. However, the sporadic nature of editorial meetings could lessen our impact.

On the negative side, the probable price of \$2 per issue (for which WCRA would be billed) is, I think, double what is now paid for an issue of WCRA Journal. This is a saving of our only \$.50 per issue from regular subscription rates. I am also concerned about the loss of what could develop into a fine journal. Will we suffer an identity problem by substituting JDRE for our Journal?

I have sent my editorial board the information I have received to get their views. I hope to have this information before the conference. Needless to say, I would be willing to serve on the JDRE board if the proposal is accepted.

MFO/jeb

March 24, 1982

Dear Elaine,

- Here is the final packet, which contains
1. The Marriott's proposal with Option A & Option B (addressed to Ann)
  2. My room usage worksheet made up from looking at San Diego's program. I counted in 8 workshops only using 4 rooms at one time.  
If this is wrong, then the numbers need to be recalculated
  3. Based upon this description, the Marriott presented a cost analysis at 1983 prices for a total \$1960.

5-11 rooms

You will note that in comparing the two options, there is a room rate difference of \$500. By adding \$5.00 to the registration fee, we could take in \$2500 (given 500 participants). At \$1960, we would need a minimum of 392 participants to cover the cost of the meeting rooms.

There are several issues to be faced

1. On the fear of a recession, says declining dollars and possibly declining attendance at conferences, which is the most economic way to handle this problem



2. Who should pay for the convention site:
- those who stay in the convention hotel, rather than those who stay in less expensive hotels OR
  - all conference participants equally, whether they stay in the host hotel or not.

Plan A - Asks participant \$50 in the hotel room  
Costs the organization \$1960+ (which is the same as having 50 people attend the conference in Plan B)

Do not have to worry about pre registrations (or late registrations)

May mean more haggling with hotel over prices and over the number of rooms actually used

Plan B Rooms cost participants \$0 more

Complementary room rate is based upon the number of rooms occupied on the major night, but may be counted by the number of pre-registrations prior to the cut-off date

No worry about room usage, but must get members to pre-register

This is a "judgment call", which the board will have to decide Good luck!

D S Please bring the complete packet that  
But Heard gave you last year to turn all  
the Board over to the Board to get

Larry MacDonell

# Marriott Hotels

Portland Marriott Hotel / 1401 S W Front Avenue / Portland, OR 97201 / (503) 226-7600

March 2, 1982

Ms. Ann B. Faulkner  
President  
WESTERN COLLEGE READING ASSOCIATION  
4849 West Illinois  
Dallas, TX 75211

Dear Ann:

It is time to confirm the two rate options as discussed in my May 29, 1981 confirmation letter to Ms. Patricia Heard. The Portland Marriott Hotel is very excited to be hosting the 1983 Western College Reading Association Annual Meeting and rest assured of our total support in producing your best meeting ever for all of your attendees.

Noted below are the room rates and meeting room rental charges for rate option A and rate option B. Should you have any questions concerning this information, please don't hesitate to contact me at your earliest convenience.

## Rate - Option A

### Room Rates

<u>Room</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>Option B</u>
single	\$45.00	\$49.00	\$54.00	us. \$59.00
double	\$55.00	\$59.00	\$64.00	
triple	\$65.00	\$69.00	\$74.00	

### MEETING ROOM RENTAL

1981 \$50 per Breakout/Day  
1981 \$325 General Session/Day

1982 \$60 per Breakout/Day  
1982 \$350 General Session/Day

1983 \$70 per Breakout/Day  
1983 \$375 General Session/Day

$$\begin{array}{r}
 560 \\
 375 \\
 \hline
 935 \times 3 = 2805 \\
 \hline
 2805 \\
 420 \\
 \hline
 \$ 3225
 \end{array}$$

Ms. Ann B. Faulkner  
 WESTERN COLLEGE READING ASSOCIATION  
 Page Two

Rate - Option B

Room Rates

<u>1981</u>	<u>1982</u>	<u>1983</u>
\$50.00	\$54.00	\$59.00
\$60.00	\$64.00	\$69.00
\$70.00	\$74.00	\$79.00

MEETING ROOM RENTAL

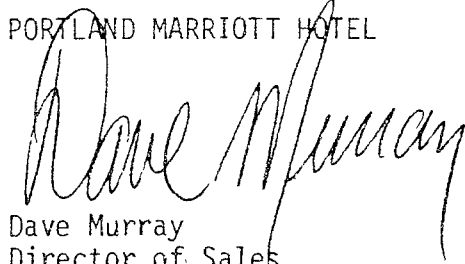
<u>Room occupied on major night</u>	<u>81</u>	<u>82</u>	<u>83</u>
180-200	COMP	COMP	COMP
150-179	200	250	300
120-149	600	700	800
90-119	1200	1400	1600
0- 89	2000	2100	2400

Ann, I understand that after your 1982 meeting you will discuss with your Board which option is most preferred for your 1983 meeting. Please let me know once a decision has been made and I will confirm the final details to you.

Once again, Ann the entire staff at the Marriott Hotel is very excited to be hosting your 1983 program, and I look forward to working with you closely. If I can be of any assistance to you any time, please don't hesitate to contact me.

Sincerely,

PORTLAND MARRIOTT HOTEL



Dave Murray  
 Director of Sales

DM/jvp

cc: Ms. Patricia Heard  
 Ms. Lucy MacDonald

March 16, 1982

Ms. Lucy McDonald  
CHEMEKETA COMMUNITY COLLEGE  
P.O. Box 14009  
Salem, OR 97309

RE: Western College Reading Association  
1983 Annual Meeting

Dear Lucy:

Sorry to have missed you during your recent trip to Portland. I'm glad Dennis Diamond was able to answer the questions that you and Susan Murray had. We all look forward to working with you and producing an outstanding 1983 Annual Meeting for the Western College Reading Association.

As you requested, outlined below is the breakdown of meeting room charges based on your program in San Diego.

<u>TUESDAY,</u>	<u># of Meeting Rms.</u>	<u>Rental</u>
Board Meeting	1	\$70.00
<u>WEDNESDAY,</u>		
Board Meeting/Liaison Meeting	1	\$70.00
<u>THURSDAY,</u>		
Institutes	3	\$70.00 Each
Workshops (8)	4	\$70.00 Each
General Session		Complimentary
State Director's Luncheon		Complimentary
<u>FRIDAY,</u>		
Institutes	2	\$70.00 Each
Workshops (7)	4	\$70.00 Each
Banquet		Complimentary
Publisher's Exhibit (3,000 square feet)		\$210.00
<u>SATURDAY,</u>		
Publisher's Exhibit (3,000 square feet)		\$210.00
Publisher's Breakfast		Complimentary

Ms. Lucy McDonald  
CHEMEKETA COMMUNITY COLLEGE  
Page Two

Attachment #10, 3/31/82, San Diego

<u>SATURDAY,</u>	<u># of Meeting Rms.</u>	<u>Rental</u>
Institutes	2	\$70.00 Each
Workshops (10)	5	\$20.00 Each
<u>SUNDAY,</u>		
Brunch		Complimentary
Workshops (3)	2	Complimentary

Lucy, I hope the above information answers your questions. If I can be of any further assistance, please don't hesitate to contact me at any time.

Sincerely,

PORTLAND MARRIOTT HOTEL

Dave Murray  
Director of Sales

DM/jvp

Ms. Ann B. Faulkner  
 WESTERN COLLEGE READING ASSOCIATION  
 Page Two

Rate - Option B

Room Rates

<u>1981</u>	<u>1982</u>	<u>1983</u>
\$50.00	\$54.00	\$59.00
\$60.00	\$64.00	\$69.00
\$70.00	\$74.00	\$79.00

MEETING ROOM RENTAL

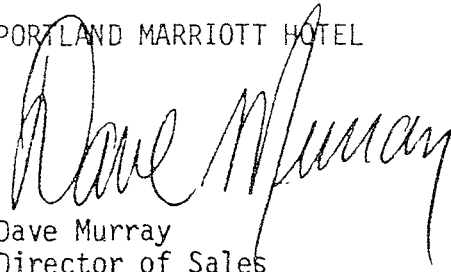
<u>Room occupied on major night</u>	<u>81</u>	<u>82</u>	<u>83</u>
180-200	COMP	COMP	COMP
150-179	200	250	300
120-149	600	700	800
90-119	1200	1400	1600
0- 89	2000	2100	2400

Ann, I understand that after your 1982 meeting you will discuss with your Board which option is most preferred for your 1983 meeting. Please let me know once a decision has been made and I will confirm the final details to you.

Once again, Ann the entire staff at the Marriott Hotel is very excited to be hosting your 1983 program, and I look forward to working with you closely. If I can be of any assistance to you any time, please don't hesitate to contact me.

Sincerely,

PORTLAND MARRIOTT HOTEL



Dave Murray  
 Director of Sales

DM/jvp

cc: Ms. Patricia Heard  
 Ms. Lucy MacDonald

NEWSLETTER REPORT

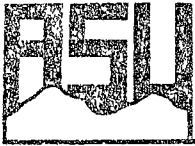
WESTERN COLLEGE READING ASSOCIATION

JoAnn Carter-Wells  
MARCH 31, 1982

1. THANK YOU - support and help during the past for  
and developing and expanding the format of  
INTRODUCTION the newsletter and for opportunity to grow  
and develop through the association  
New editor - Jane Hopper
2. Second -class mailing- Hall Mc Cune from Oxford Mailing  
Service suggested 2nd class mailings; reduce  
rate from 10.9¢/copy to 6¢/copy; requirements-  
quarterly publication, no separate inserts (Journal)  
unless stapled together, and subscription price  
statement somewhere in newsletter; would need  
2 months for processing of permit; have details  
and sample statement in letter from Hall
3. Deadlines - suggested deadlines if we go to 2nd class mailing;  
would accomodate the conference information although  
we need to discuss the relationship of the newsletter  
to the conference mailings - has changed over the  
years due to budget;  

<u>DEADLINE</u>	<u>PUBLICATION-QUARTER</u>
May 15	June July August
August 31 (after board	Sept. October November
October 15 meeting)	December January February
January 15	March April May

- new editor, Jane Hopper, will institute a new  
system for alerting regular column editors and  
contributors of currency of deadlines
4. Columns - suggestions for new semi-regular columns -  
conference strands like ESL, Management, etc; will  
contact strand leaders during conference to discuss  
this with them; will try to emphasize state directors  
regular input - possibly locate someone from resource  
list who would want to solicit and coordinate that part...
5. Budget - not sure where I stand; have not received annual update;  
next year would probably be within the same range; suggest  
additional allocation for driving costs - to printer and  
to mailing service - approximately 600 miles/year....
6. Other items - liasion list- updated one sent to mailing service?  
have old list - no longer useable?  
ads- need billing process; contacted mailing service  
but no process established; have not received details  
from treasurer  
archives- will give old newsletter info. to archivist  
conference issue- repeat program summary as last year?



Center for Developmental Education

Appalachian State University  
Boone, North Carolina 28608

704/262-3057

TO: Board Members, Western College Reading Association

FROM: Doree N. Pitkin, Managing Editor  
JOURNAL OF DEVELOPMENTAL AND REMEDIAL EDUCATION

DATE: March 30, 1982

RE: Mutual Benefits of a Subscription Agreement

The benefits of a subscription agreement between the WCRA and the JDRE are several. Primarily, the WCRA will be able to offer to its members a high-quality established publication directly related to their professional interests at a cost far less than that of initiating and sustaining a separate journal. The JDRE benefits by increasing its paid subscription base in an important area of the country. WCRA nonetheless achieves name reinforcement with members receiving the JDRE, for the cover of each issue will be modified to reflect the fact that receipt of the JDRE is a benefit of WCRA membership.

WCRA will also receive representation on the Board of Editors of the JDRE. The JDRE benefits by expanding available sources of expertise. While serving on the Board, WCRA editors will have status and responsibility equal to that of all other members.

Members of WCRA will receive top-quality professional information and become aware of the JDRE as an accessible publisher. The JDRE will benefit by an increased pool of potential authors.

WCRA will bear the responsibility of providing the JDRE with accurate membership information. In turn, the JDRE will fulfill each member's subscription, bear mailing costs, and settle claims for missing issues. Any restrictions attached to the use of the WCRA membership list will be strictly respected.

Our experience at the JDRE indicates that we have streamlined efficient procedures to serve the memberships of groups such as WCRA at a modest cost. We will be pleased to discuss further details of an agreement.



## WCRA BOARD REPORT March 31, 1982

From: Minority Affairs Advisory Committee

Current Membership #15

Accepting New Members

CONCERNS OF THE COMMITTEE - 1981-82	Action Taken
<p>1. Minority Keynote Speaker - San Diego, Ca</p> <p>These contacts were made: Marva Collins Staten Webster Carlos Ovando Ernie Smith Antonio Servayaga Margarite May Gerald Sue</p> <p>Suggestions were made for: Ruth Love Barbara Jordon William Moore</p> <p>Result: Carlos Ovando-Special Session</p>	None
2. Minority Keynote Speaker for Portland	Open
<p>3. Pre-Conference Institutes - Possible Subjects</p> <p>A. LAC's and Minorities B. Cross-Cultural Staff Training C. Attracting and Retaining Minority Students D. Testing Bias E. Dialectical/Bi-Cultural Language good/bad F. Inherent Attitudes of Non-ethnic Staff Toward Ethnic Students - can you alter G. The How To's of Research, or Research Performed by Minorities.</p>	None
<p>4. A Centralized (to San Diego) Committee member should be involved in the institute preparation</p> <p>However, committee members were involved in conference planning for San Diego.</p> <p>Results: Non-traditional Strand ESL Strand Special Session Non-traditional Panel</p>	<p>None</p> <p>Strong Support Good Support Strong Support Strong Support</p>
5. Follow-up effectively with Newsletter Column	
6. Distribute a WCRA minority member mailing list	
7. Communicate to WCRA Board of Directors a need for funds	None

Committee actively involved in a Fact-Finding Survey.

Survey will demonstrate the effectiveness and influence that:

1. LAC's have on Minority student's retention and academic success in higher education
2. Information from the study can be used to upgrade LAC's in colleges and universities.

From a number of 245 survey questionnaires sent to colleges and universities in California, Oregon and Texas, we have received a 43% return in a two week time period. All of the information and data pertaining to the study will be available for dissemination after June 1982. (See attached sheet)

The Survey will be conducted in two steps:

Step I - will show

1. What types of services are in demand?
2. How are LAC's organized?
3. How are data collected for service evaluation?
4. What percentage of minority student population is served?

Step II - Inquiries will be made in the following areas:

1. Is there consistency in responses?
2. Program and services (materials, methods and staff): do they meet the needs of minority student?
3. Is there a follow-up procedure to determine Center's influence on the retention and academic achievement of minority students?

~~Committee~~ actively involved in a Fact-Finding Survey.

Survey will demonstrate the effectiveness and influence that:

1. LAC's have on Minority student's retention and academic success in higher education.
2. Information from the study can be used to upgrade LAC's in colleges and universities.

WCRA BOARD REPORT

March 31, 1982

3

Advantage of Survey for WCRA

1. Will update past findings of LAC's service to selected group
2. Will serve as an Information Clearing House for institutions, who are interesting in starting LAC's or expanding their Centers to serve a particular student population.

Advantage of Survey for MAAC

1. To look at currency of effort in services to the non-traditional student and how we can offer assistance to various institutions.
2. To access the level of campus commitment to support programs for non-traditional (minority) students.

Budget Report:

<u>Item</u>	<u>Cost</u>
Printing materials	\$ 36.00
Communication	56.00
Mail	
Telephone	
Travel expense	32.00
Mis.	18.00
Total	<u>\$142.00</u>

The Minority Affairs Committee of the Western College Reading Association is conducting a survey of minority students who are using Learning Assistance Centers/ Learning Laboratories in colleges and universities throughout certain sections of the United States.

Would you take a moment to respond to this survey and refold the questionnaire with the return address on the outside of the form.

1. Is there a Learning Assistance Center or Laboratory on your campus?

\_\_\_ Yes \_\_\_ No

If yes, please respond to question No. 2

2. Please check the services your program (facility) offers:

___ Reading	___ Academic Advisory
___ Tutorial Services	___ Peer Counseling
___ Writing	___ Tutor Training
___ Math	___ Other (Please describe briefly)
___ Counseling	_____
___ ESL	_____

3. What methods or procedures do you use to identify your minority student clients?

___ On initial application	___ Daily head count
___ Special Survey	___ Other _____
	_____
	_____

4. What percentage of the minority student population do you serve?

___ American Indian	___ Chinese	___ Micronesian
___ Black	___ Mexican/Latin American	
___ Japanese/Asian American	___ Other	

5. How do you measure the number of minority clients you serve?

___ Course enrollment	___ Head count of clients in Center
___ Tutor/Instructor Contact	___ Other

If other, please describe briefly:

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Minority Affairs Committee  
Western College Reading Association  
Compton Community College  
1111 East Artesia Boulevard  
Compton, CA. 90220

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Return To:

Minority Affairs Committee  
c/o Miranda Montgomery  
Compton Community College  
1111 East Artesia Boulevard  
Compton, CA. 90220

**PROJECTED BUDGET  
1982 WCRA CONFERENCE**

Notes  
Anticipated in some  
CAS'S & out and actual  
written in.

		<u>Expenses</u>	<u>Income</u>
Pre Conference Expenses		900	
Publisher's Exhibits		<del>850</del>	<del>1,800</del>
12-20 exhibitors - 150 each	1800-I		
Publishers Breakfast - 250-\$3.50@	800-E		
Phone/mail expenses 3	50-E		
		3,750	
Printing/Advertising			
Call for Conference	400-E		
{ Program Printing	1,500-E		
{ Miscellaneous Printing }	0		
Advertising - Journals	0		
Preliminary flyer - October	0		
Proceedings - 370-\$5.00@	1,850-E	172	
	172		
Mailing			
Call to Conference	240-E	990	
Strand leaders mailing - \$100@	200-E		
Pre Registration (Oxford)	450-E		
Miscellaneous mailing	100-E		
Preliminary Flyer	0		
		<del>4,000</del>	<del>4,000</del>
Conference Meals			
Dinner - 200-\$15.00@	± 0	2,729	370
Miscellaneous Dinner Expenses	± 0	220	
Brunch - 200-\$8.00@	200-I		
Miscellaneous Brunch Expenses			
Board contribution to Brunch			
Hospitality			
Hospitality Suite - 4 days-\$90@	360-E	<del>900</del>	
No host cocktails	200-E		
Hospitality - Miscellaneous	400 E		
		<del>1,200</del>	
Speakers - Two keynote speakers			
Honoraria	700-E	* 1,400	* still estimate at 11/4/82
Expenses	500-E		
Institutes			
8 Institutes - 25@-\$5.00@	900-I	200	<del>900</del>
Miscellaneous Expenses - \$50@	200 E		
Miscellaneous Expenses			
Student workers - 60 hrs-\$5.00@	100-E	<del>1,000</del>	
Conference Mgr Room - 4 days-\$45@	200-E		
Conference phone calls	100-E		
Decorations	200-E		
Registration packets	0		
Audio-Visual Expenses	200-E		
Entertainment	400-E		
Board Brunch Contribution - 200-\$2	200-E		
Miscellaneous expenses	200-E		

**Projected WCRA Budget  
1982 Conference - Page 2**

	<u>Expenses</u>	<u>Income</u>
<b>Summary of Expenses/Income-Page 1</b>		
Pre Conference Expenses	900	
Publishers Exhibits	<del>200 850</del>	<del>1,800</del>
Printing/Advertising	3750	
Mailing	990	
Conference Meals	<del>4,000</del>	<del>4,000</del>
Hospitality	<del>960</del>	
Speakers	<del>1,400</del> <del>1,200</del>	
Institutes	200	<del>900</del>
Miscellaneous Expenses	<del>1,740</del> <del>1,600</del>	
Sub Total	<del>14,450</del>	<del>6,700</del>
<b>Registration</b>		
<del>350</del> Full Registration (Proceedings and WCRA membership)		<del>17,500</del>
<del>50</del> Registration w/o membership - 40@		<del>2,000</del>
<del>50</del> Registration w/o membership - (One day registration only)		<del>1,000</del>
20 Registration - Incl. membership and Proceedings - 40@		<del>800</del>
100 Late Registration sea		<del>500</del>
Other Income/Expenses	- 175	
Leisure Tours	-75	
Leisure Tour Expenses		
Campus Tours	-100	
Campus Tour Expenses		
Conference Credit		
Conference Credit Expenses		
<b>Grand Totals of Expenses and Income</b>	<del>14,625</del>	<del>28,500</del>

Budget approved by WCRA Board at Board meeting in San Diego, California on Sunday, September 13, 1981..

NOTE: Pre Conference Expenses should be divided into two sub categories. President-elect Expenses \$700 and Manager Exp. \$300.

~~+13,875~~

WCRA BOARD MINUTES

March 30, 1982

San Diego, California

The meeting was called to order at 7:35 pm by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Betty Levinson, Past President; Dick Lyman, President Elect, Mitch Kaman, Secretary; Don Yamamoto, Treasurer.

I. Agenda

Board priorities  
1982

- A. Ann reviewed the agenda for the next three board meetings (Attachment #1).
- B. Ann noted the goal for the March 30, 1982 board meeting will be to take a close look at the financial situation as it will impact all board decisions.
- C. Ann noted that from discussions with board members and her survey the priorities for next year should be:
  - 1. Membership retention and recruitment
  - 2. Liaison
  - 3. Prime role of State Directors and State organizations
  - 4. Focus on committee structure and what those committees are doing.
    - a. board should help committees develop goal statements
    - b. Board should help improve committee operation
    - c. Help correct members get together with correct committees
    - d. Ann challenged board to rejuvenate and rededicate ourselves to goals of WCRA



WCRA Board Minutes, March 30, 1982

II. Secretary's Report

- A. The minutes were approved along with the corrections noted by Gwyn Enright.

Corrections

WCRA Minutes, San Diego, September 1981.

p. 5 and p. 6

Hunter Boylan

p. 11

"...go to past Proceedings writers...."

p. 12

"Replacement of Proceedings Editor"  
"the implications of submitting articles to refereed journals."

"The cost of Proceedings for those who..."

"The package of Proceedings (#4-14)..."

- B. Mitch noted that he completed the State directors and nominations committee handbooks. Mitch hoped that these handbooks would help develop continuity from year to year.

Nominations  
procedure on  
speeches

- C. Mitch noted that the nominations committee needs to come up with a procedure for someone to give a speech for a candidate who cannot make it to the conference.
- D. Ann asked Mitch to develop a list of all people who were previous:

1. State directors
2. Board members
3. Committee chairmen

Mitch will do this project summer 1982.

Secretary's Report (cont'd)

Nominations  
Chairpersons

- E. Ann noted that Elaine Cohen is the present nominations chairman and Pat Heard will be the chairman of nominations for upcoming year.
- F. Secretary's report accepted.

III. Treasurer's Report

WCRA Accounts

- A. Don handed out the balance sheet ending June 30, 1981 (Attachment #2). Total balance June 30, 1981, in checking \$23,534.00 and savings \$6,703.54.
- B. Don handed out WCRA balance as of September 31, 1981 (Attachment #4).
- C. Don handed out WCRA balance as of December 31, 1981 (Attachment #6).
- D. Don handed out March 31, 1982 balance (Attachment #7) and WCRA accounts as of March 31, 1982 (Att. #8).
- E. The board was concerned that mailing charges be charged to specific accounts. Thus, state directors should be charged for mailing lists, etc.

Mailing Service  
costs

- F. The board then reviewed the past year's costs for mailing services and noted the need for a closer accounting of mailing service costs.

1. Maintenance of service by Oxford

a. July	\$371.03
b. August	140.72
c. Sept.	100.88
d. Oct.	237.00
e. Nov/Dec	244.94
f. Jan.	94.75
g. Feb	97.60

The 8-month total of \$1,287.47

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Treasurer's Report (cont'd)

2. Costs for Coordinator State Director was \$184.30
3. Costs for President was . . . . . 557.64
4. President Elect . . . . . 25.03
5. Newsletter . . . . . 799.54
6. Minority Affairs . . . . . 66.00
7. Proceedings . . . . . 257.98

Motion  
Line item  
budgeting of  
mailing services

Moved (Kaman), seconded (Lyman): For the Fall 1982  
the Board should decide which mailing services should  
be charged to appropriate budget categories.

(PASSED)

Motion  
Need to look  
at total line  
item budget

Moved (Kaman), seconded (Levinson) The board directs  
the new treasurer to report at the Fall 1982 meeting  
on the advantages and disadvantages of a line item  
budgeting system in terms of the existing treasurer's  
job description.

(PASSED)

Board support  
of Newsletter

- G. Don noted the Newsletter is overbudget (\$843.56)  
at this time with one more printing this year. It  
was noted that costs have escalated but that the quality  
and quantity of Newsletter has increased. There is  
more in each Newsletter and the board will have to  
budget more money or cut back on the size of the  
Newsletter. The board was proud of the newsletter and

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felt the need to keep supporting it.

President's  
travel to  
NARDSPE

H. Ann noted that she spent almost the entire \$500.00 for telephone and travel to NARDSPE. She felt it was beneficial for President to travel to represent WCRA.

I. Note: As of March 31st WCRA has approximately 30,000 in assets.

Accepted  
Treasurer's  
Report

Moved (Kaman), seconded (Lyman) to accept the Treasurer's report.

(PASSED)

Treasurer to  
invest funds

J. Betty would like to see the new treasurer look into purchasing a CD or other forms of generating greater interest on WCRA funds.

IV. Coordinator of State Directors Report

Concerns about  
State directors

A. Betty handed out a report (Attachment #9). Highlights include:

Item 1. Lack of state conferences - only four this year.

Item 2. Lack of continuity from year to year from state directors. Hopefully the new notebooks will aid in continuity.

Multiple State  
directors

Item 3. Discussion on need for 3rd state director in Texas.

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Advantages: Can stagger term of directors  
to help continuity.

More directors could hold more  
mini conferences.

Disadvantages: Lack of communication among  
three (3) directors.

Betty will discuss the above issues with  
State directors.

Item 4: S. California large but inactive, may be  
3rd State director needed.

Item 6: Need for stronger link between board and  
State directors. Discussed need for meeting  
at conference or having state director on  
board. Mitch felt the need to give state  
directors more directions and goals and may  
be have a longer interum meeting or winter  
board meeting.

Item 7: Board feels state directors should develop  
a membership directory like the Texas directory.  
If that is accomplished, all directories could  
be compiled to form a WCRA directory.

Item 8: State directors are sent board summaries  
and are encouraged to carefully read those  
minutes for important information. Betty  
noted the need for more than \$50.00 for  
state projects.

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Motion  
To increase  
pool of money  
available to  
State Directors

Moved (Levinson), seconded (Yamamoto). The board should establish a contingency fund for special state projects (mini conferences or to have a board member attend a regional conference) which state directors could submit written proposals to the coordinator for funds.

(PASSED)

The coordinator will establish the guidelines for accepting proposals.

No money was budgeted at the time pending review of entire budget.

Election of  
State directors

Item 9: Question of election of state directors:

1. Advantages: a. state members know who is active.
2. Disadvantages: a. No board mechanism for removing poor director nor quality control.  
b. might develop into political process with people interested in personal goals and not WCRA.

Problem with states that are grouped.

Problem on how to hold election.

Need bi-laws change.

Item 10: Betty did not spend all her budget and would like to pay for state directors luncheon.

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Motion  
WCRA pays for  
state directors  
luncheon

Moved (Levinson), seconded (Yamamoto). WCRA will pay  
for the state directors luncheon Thursday, April 2, 1982,  
using the coordinator's budget plus other contingency funds.

(PASSED)

Ann noted that the Board should decide if they want to  
fund a luncheon each year. No action taken at the present  
time.

Selection of  
State Directors

Mitch would like to see names brought to Board from states  
rather than state elections.

Betty will bring up the idea of election at luncheon. Dick  
felt each state set up a state organization and the president  
of that organization will be state director and if they do  
not elect a leader, president will appoint.

Moved (Yamamoto), seconded (Lyman). To approve Coordinator  
of State Directors report.

(PASSED)

Quorum for election is 62 since 616 members as of  
December 31, 1981.

Meeting adjourned at 10:00 pm.

WCRA BOARD MINUTES

April 4, 1982

San Diego, California

President Ann Faulkner called the meeting to order at 9:00 am.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Betty Levinson, Past President; Mitch Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Jane Hopper, Newsletter Editor; Lucy McDonald, Conference Manager (Portland); Karen Smith; Carrie Walker; Miranda Montgomery, Minority Affairs Committee; Beryl Brown, Conference Manager; Anna Marie Schlender

Conference  
Report

A. Conference Report from Beryl Brown

1. Registration

- a. 340 full comprehensive (conference and membership).
- b. 105 one-day registrations
- c. Three one-day with membership
- d. 15 full conference no membership
- e. Total 463.

2. Institutes and Tours

- a. all institutes were full by the time they began.
- b. all tours filled by departure time even though none full before conference.



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3. Budget

- a. \$17,250 preregistrations
- b. \$11,800 site registrations
- c. Total income including meals, etc., \$29,000
- d. Beryl estimates a \$10,000-15,000 profit from conference.
- e. 120 expected for brunch. Beryl thought \$2.00 subsidiary helped increase attendance.
- f. spent less than budgeted in most categories
- g. Beryl felt copier rental worthwhile. Spent \$100.00 on rental, took in \$21.00 cash plus president-elect's expenses. \$4,515 total copies used.
- h. Complimentary rooms decision will have to wait until final room count.

Brunch  
subsidiary

Xerox rental

4. The board warmly congratulated Beryl for a fine job done.

New placement  
director

B. Placement Director Report

- 1. Anna Marie Schlender volunteered to be new placement director. She will:
  - a. put questionnaire into Newsletter
  - b. Board would like information, fliers, articles in each Newsletter about placement.

Placement  
publicity

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- c. Budget has been \$200.00
- d. She has access through WCRA members, to the placement services at University of California Berkley, San Jose and San Fransisco State University.

Minority  
Affairs Goals  
1982-83

C. Minority Affairs Advisory Committee:

- 1. There were two meetings held at this conference
- 2. Goals for 1982-83 are;
  - a. Active involvement in recruitment for MAAC and WCRA and to participate in Portland conference.
  - b. greater involvement in Newsletter
  - c. Dissemination of results of survey results and possible expansion of survey.
  - d. MAAC wants to become more an integral part of WCRA in terms of leadership and responsibility
  - e. Wes Brown will work on minority membership.
  - f. Felton Williams will work on Portland program.

MAAC request  
from Board

- 3. MAAC Request to the Board:
  - a. Committee guidelines for board
  - b. Clarity of committee leadership
  - c. Desire for intern positions for minority members to help with leadership training (work with the board).

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d. MAAC does not want to be seen as a minority committee but as an arm that strengthens and supports the organization.

e. Need more information on how and when the board meets.

Chairman  
MAAC clarification  
of committee  
chair appointments

4. Ann reconfirmed Miranda as chairperson until Portland:

a. Ann noted that existing chairman of committees could make a recommendation to the President for future chairman, but the final decision for appointments rests with the President.

Question on  
name non-  
traditional  
strand

5. Dick asked if WCRA should use the term "Nontraditional student" to describe strands.

Dick felt the term nontraditional was too broad and did not focus in on minorities. No consensus was reached at this time.

6. The Board thanked Miranda and the committee for their fine work.

D. President Elect's Accounting:

1. Dick handed out a preliminary report (Attachment #17). Highlights include:

a. Dick feels WCRA will make a \$15,000 plus profit from the conference.

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- b. Since only one institute director used the \$50.00 budgeted for each institute, Dick will get back to all institute directors and set a reimbursement deadline.
- c. Dick wanted to know about the procedure for refunds for individuals who preregistered but did not show up at the conference.

Motion  
Registration  
refunds

Moved (Levinson), seconded (Lyman). For individuals who preregistered for the 1982 conference but did not attend, and who request refund, the treasurer will refund registration fees minus a \$10.00 handling fee.

(PASSED)

E. Miscellaneous Items Discussed

Need for reimburse-  
ment guidelines

1. Carrie Walker noted that WCRA does not have guidelines for reimbursement of expenses, including set deadlines for reimbursement. Carrie will work on some guidelines.
2. The board needs to set a policy for reimbursing nonshows at the conference who preregistered and must advertise that policy in conference literature.
3. The board needs to adopt committee guidelines.
4. The next board meeting will be July 23, 24, 25, 1982 in Portland.

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Motion  
Per diem  
board members

Moved (Kaman), seconded (Yamamoto). To set board per diem for San Diego conference at \$10.00.

(PASSED)

Motion  
Hospitality  
to Board

Moved (Kaman), seconded (Yamamoto). To reimburse each board member \$120.00 for rooms at the San Diego conference.

(PASSED)

The meeting adjourned at 10:30 pm.

WCRA BOARD MINUTES

March 31, 1982

San Diego, California

The meeting was called to order at 9:00 am by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect;  
Betty Levinson, Past President; Mitch Kaman, Secretary;  
Don Yamamoto, Treasurer.

Others Present: Chuck Hunter, candidate for President Elect  
Elaine Cohen, Nominations Chairman

Portland site  
selection  
report

I. Site Selection Report

A. Elaine handed out the site selection report

(Attachment #10).

B. Discussion on Portland's Mariott Hotels  
options A & B.

1. Should those who stay at hotel pay more per  
room and thus get free conference rooms or should  
hotel rates be \$5.00 per night lower and confe-  
rence fees pay for meeting rooms (Attachment #10).

Motion:  
Conference  
registration to  
pay cost of  
meeting rooms

Moved (Levinson), seconded (Lyman). For 1983 Portland  
conference, WCRA will pay meeting room and other hotel  
charges and raise conference registration fees appropri-  
ately.

(PASSED)

Summer 1982  
Winter 1983  
Board Meeting

Moved (Kaman), seconded (Levinson). The Board will hold  
the summer 1982 Board Meeting in Portland and investigate  
having a winter 1983 meeting in San Jose.

(PASSED)

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1985 Conference

- C. 1985 conference plans have not been made since no institution has come forth to sponsor the conference yet. There has been informal suggestions from:
- Las Cruces, NM
- El Paso, TX
- Houston, TX (in conjunction with NARDSPE)

Candidates  
1982

II. Nominations Committee Report

- A. Elaine Cohen gave the nominations committee report.

Highlights include:

1. The nominees are:

- A. President Elect:

Chuck Hunter, San Jose City College

Karen Smith, New Mexico State University

- B. Secretary:

Mitch Kaman, Larimer County Voc-Tech Center

Kate O'Dell, Kenai Peninsula Community College

- C. Treasurer

Carrie Walker, Stanford University

Mary Ellman, Long Beach City College

2. Ten absentee ballots have come in.

Election  
procedures

3. Introductions will be at Thursday General Session.

4. Limit talks to 2 minutes.

5. Elections Friday's General Session.

6. Speeches before main speaker

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Nominations  
committee  
meeting

7. Elaine will introduce new committee so members can talk to committee members about potential candidates.
8. Face to face meeting if committee at conference critical. However, should not make nominations prior to the elections to see who incumbents will be.

1982-83  
Committee

9. New committee:
  - A. Pat Heard, Chairperson
  - B. Sue Brown, New Mexico State
  - C. Dave Hubelin, University of Oregon
  - D. Pat Mulcahy, University of N. Colorado
  - E. Miranda Montgomery, Compton College
  - F. Seymour Prog, Rio Hondo College

10. Spent money on printing ballots.

Motion to  
accept Nominations  
report

Moved (Lyman), seconded (Yamamoto). To approve Nominations Committee report as proposed.

(PASSED)

III. Agenda for General Sessions

A. Thursday, 1:00-2:30

1. Ann will introduce school officers
2. Ann will introduce Beryl Brown, Conference Manager.
3. Ann will turn chair to Elaine Cohen for introduction of candidates.



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4. Tina Bishop from Lassen College will introduce Hunter Boylan.
5. Ann will close with announcements.

B. Friday, 11:30-1:00

1. Elaine will conduct the election
2. Reports from Secretary and Treasurer
3. Dick will introduce Ann for Presidential address.

Keynote Address

- A. Ann will talk and then ask audience to break into small groups for 15 minute discussion on what is being done in critical areas of:
  1. Maintaining funding
  2. Accountability
  3. Humanize learning assistance
  4. Areas in need of Board support

Political Action

Discussion followed on the need to educate public officials on professional needs and role of WCRA members. WCRA cannot lobby but can inform the public.

C. Sunday:

1. Brunch 10:30
2. Guest speaker Emmett Casey
3. Scholarship and Awards
4. Installation of officers

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Conference  
Presentations

IV. Program Report

Dick Lyman gave program report. Highlights include:

1. Dick pleased with quality of proposals
2. We went from preconference programs to institutes running at the conference. Some are not full yet.
3. Special presentations: Specialists not necessarily in WCRA interest areas making presentations
4. Dick expressed gratitude to:

Coordinator of Section  
Chairpersons

Wayne Herlin, Brigham Young University

Committee Members  
(Strand Leaders)

Lynn Frady, Cuesta College  
Learning Disabilities Strand

Maranda Montgomery, Compton College  
Non Traditional Student Strand

Jeanine Rounds, Yuba College  
Tutorial Strand

Karen Smith, New Mexico State University  
Program Management Strand

Conference Evaluation

Carol Clymer-Walvekar, University of Texas,  
El Paso

Graphics and Program  
Design

Lee Rolin, Sierra College

Word Processing

Taye Takahashi, Sierra College

Editing

Michelle Kalina, Carol Pottorff, Terry Cook  
Sierra College

Printing

Don Skewis, Sierra College

5. Noted the different Strands and program provided for all WCRA interest areas.
6. Conference preregistration 270 as of 3/31/82

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7. 107 different presentations at this conference.
8. Went over budget on printing program but under on all others.

Board noted Dick's outstanding job of putting together and packaging the program.

V. Summer Institute Sponsored by WCRA

Summer Institute

- A. Dick did not have a formal report at the present time, but will bring model for a summer institute board for Fall 1982 meeting. Dick will investigate:
  1. Grants to help defray costs
  2. Support provided by host institution
    - a. Director, Secretary, staff, A/V support
  3. Two week institute.
  4. Graduate credits costs
- B. Topics Board felt possible topics include:
  1. Computer operations for learning centers
  2. Programs for vocational technical students
  3. Learning disabled adults
  4. Cognition and Problem Solving
  5. Mastery learning

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C. Board feelings included:

1. Finding a prominent WCRA member to head up the institute.
2. Summer institute might improve membership in WCRA.
3. Issue a call for proposals based upon specific guidelines.
4. WCRA could provide:
  - a. expertise
  - b. guest speaker recruitment
  - c. program preparation
5. WCRA investment would be:
  - a. seed money
  - b. advertisement
  - c. stamp of approval
6. Reason for co-sponsoring institute
  - a. to provide more services to members
  - b. provide more intensive experience in a single topic that can be provided at conference.

Motion  
to develop  
guidelines for  
summer institute

Moved (Levinson), seconded (Yamamoto). The Board directs Dick Lyman to establish guidelines for a summer institute, which would be subject to board members approval, and to solicit proposals for a summer institute.

(PASSED)

The meeting adjourned at 11:45

WCRA BOARD MINUTES

March 31, 1982

San Diego, California

The meeting was called to order at 1:30 pm by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect;  
Betty Levinson, Past President; Mitchell Kaman, Secretary;  
Don Yamamoto, Treasurer

Others Present: Beryl Brown, Chuck Hunter, JoAnn Wells, Jane Hopper,  
Mary Ellmann, Mike O'Hear, Hunter Boylan, Carol Walvekar

I. Conference Report:

A. Beryl gave an update on the conference. Highlights include:

1. As of 3/30/82 there were 271 conference registrations.
2. Banquet, brunch and Tijuana town still had tickets.
3. The educational tours were underbudgeted.
4. It appears that Beryl will spend less than what was budgeted except for tours.
5. There are no individual conference receipts.  
Beryl assumed Oxford would receipt. Will now need to receipt at registration.
6. Some publishers sent information even if could not send representative.
7. Name tags are color coded for full day vs. one day registration.

Registration  
receipts

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II. Proceedings Report:

- A. Gwyn Enright has resigned as editor.
- B. Ann accepted Gwyn's recommendation and is submitting Deryln Flemming's name as new editor.

Motion for  
Proceedings Editor

Moved (Yamamoto), seconded (Kaman). To accept Deryln Flemming of Brokhaven College, Dallas as Proceedings editor effective April 1, 1982.

(PASSED)

III. Newsletter Report:

- A. JoAnn handed out her report (Attachment #11).

Highlights include:

1. A thank you and good bye from JoAnn.
2. Introduction of Jane Hopper whom she recommends as next Newsletter editor. Jane had previous news experience and is located at the same college as JoAnn which will facilitate transfer of duties.

Motion  
new Newsletter  
Editor

Moved (Lyman), seconded (Levinson). To appoint Jane Hopper as Newsletter editor effective April 1, 1982.

(PASSED)

Motion  
Appreciation to  
JoAnn Wells

Moved (Lyman), seconded (Levinson). The Board expressed its deep appreciation to JoAnn Wells for the fine and outstanding effort over the past four years.

(PASSED)

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2nd class mailing

3. The Board discussed the advantages and disadvantages of sending Newsletter by 2nd class rather than bulk mail.

a. Advantages:

1. faster service
2. less expensive

b. Disadvantages:

1. must staple Journal to Newsletter
2. need subscription price statement
3. cannot have ads
4. must mail once per quarter

Motion  
2nd class mail  
Newsletter

Moved (Lyman), seconded (Kaman). To authorize Jane Hopper to proceed with second class mailing of Newsletter.

(PASSED)

Newsletter conference information

4. The Board wants to keep conference mailings (program) separate from the Newsletter but have news about the conference and call for proposals in the Newsletter.

Newsletter deadlines

5. Deadlines to Newsletter will be:      Issues to Arrive  
May 15      July  
August 31      October  
October 15      December  
January 15      March

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Printing of  
Program Summary  
in Newsletter

Proposed 1982/83  
budget for  
Newsletter

6. The Board suggested new columns on Strands and rotation column among state directors. State directors can sign up for particular issues. Jane will send them reminders.
7. Treasurer needs to send a bill to Jamestown Publishers for a previous ad.
8. The Board would like program summary printed in newsletter.
9. The Newsletter is \$800.00 over budget primarily because of the size of issues and sending out multiple copies to more people.
10. Should budget \$4,500-5,000 for next year. Moved (Lyman), seconded (Levinson). To accept the report of Newsletter.

(PASSED)

JRDE  
Proposal

- IV. Report from Hunter Boylan, President of NARDSPE:
  - A. Hunter brought a proposal from Journal of Remedial/ Developmental Education (Attachment #12). Highlights include:
    1. Have JRDE be part of WCRA membership. WCRA be charged cost of publication.
    2. There would be a special sticker on WCRA member's issues to note that JRDE is a part of WCRA membership.



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3. This offer is not being made to other organizations.
4. JRDE 4,000 paid subscriptions.
5. JRDE is generally self-supporting.
6. JRDE would bill WCRA approximately \$2.00 per issue per WCRA member.
7. JRDE benefits:
  1. certainty of large number of paid subscribers.
  2. JRDE and Center have not made large impact into Western U.S.
  3. Increase JRDE revenue.
8. JRDE costs approximately 20,000 per year.
9. Took two years for adequate number of articles to come into JRDE.
10. Two JRDE editorial slots would be for WCRA members.
11. JRDE supports views of Journal and not other groups like NARDSPE.
12. Will give WCRA members a chance for reduced rate to JRDE.

B. Other issues discussed:

1. Matching resources with NARDSPE.
2. Joint projects/cosponsorship.

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Government  
Affairs

C. NARDSPE Government Activities

1. Provides selected information to government officials.
2. Encourage individual members to write to government officials.
3. Providing information to legislative aids.
4. NARDSPE spends 500-1,000 on government relations.

D. WCRA can help in government areas by:

1. Getting California legislators information.
2. WCRA Newsletter could receive information from NARDSPE Newsletter on government relations.

The meeting adjourned at 5:00 pm.

WCRA BOARD MINUTES

March 31, 1982

San Diego, California

The meeting was called to order at 7:30 pm.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Betty Levinson, Past President; Mitch Kaman, Secretary; Don Yamamoto, Treasurer.

Others Present: Elaine Cohen, Site Selection Coordinator  
Jim Walker, College Reading Association  
JoAnn Wells, Outgoing Newsletter Editor  
Mary Ellmann, Candidate for Treasurer  
Jane Hopper, Incoming Newsletter Editor  
Mike McHargue, Past Secretary  
Jeanine Rounds  
Lynn Frady, CAPED  
Ann Leeds, TESOL  
Ladessa Yuthas, NRC  
Karen Smith, Candidate for President Elect  
Genine Rounds, CCCTA  
Hunter Boylan, NARDSPE  
Carol Wolvecker

I. Liaison Coordinator's Information:

Liaison Report  
Conference  
dates

- A. Lynn Frady, CAPED, 500 members of post-secondary educators of disabled. WCRA/CAPED cosponsored session at this conference. CAPED announced WCRA conference in their newsletter. Emmett Casey of CAPED will speak at brunch. CAPED gave WCRA its mailing list. Would like WCRA to announce their conference.
- B. Ann Leeds, TESOL, International organization, will try to promote WCRA at next TESOL conference. Will investigate cosponsorship of future conferences.

WCRA Board Minutes, March 31, 1982

C. Ladessa Yuthas, National Reading Conference.

Held WCRA cosponsored session at NRC which Dick Lyman was speaker. NRC will cosponsor a session at WCRA conference. Deadline for NRC proposals is April. Conference first weekend in December. Dick Lyman held a hospitality suite at NRC conference. Might be copied at other conferences.

D. Jim Walker, CRA, annual conference last weekend

in October. Most conferences on east side of Mississippi. CRA Board would like to cosponsor with WCRA but geographical problems. CRA is 25 years old, has college reading, teacher education, clinical, and adult reading divisions. Publishers Reading World and newsletter. Dues are \$40.00 per year, with life membership \$350.00 which covers conference dues. Jim contacted Ann Faulkner about testimony to Congress. There was a CRA, WCRA cosponsored presentations at IRA.

E. Genine Rounds, CCCTA, similar to WCRA but limited to California community colleges. Annual conference in Fall. Have associate membership for non community college persons.

WCRA Board Minutes, March 31, 1982

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WCRA Board Minutes, March 31, 1982

Liaison  
Job Description  
(Attachment #13)

E. Ann handed out a draft job description for WCRA liaison (Attachment #13). Changes include:

#1. Add: working with each board whenever possible.

#5. Provide WCRA president the names of officers of liaison organization. Encourage writing articles in WCRA Newsletter.

Facilitating  
Board communication to liaisons

II. Ideas

Discussion on facilitating communication between WCRA board and its liaisons included:

A. WCRA president should send letters to Presidents of liaisons organizations to introduce WCRA liaison.

B. Give liaisons brochures, Proceedings, newsletters prior to the liaison going to the annual meeting.

1. possibly send sample Proceedings to liaison with order forms.

Newsletter to  
liaisons

C. Mail three (3) copies of WCRA newsletter to each liaison. Liaisons can contact WCRA president for additional WCRA materials.

D. Liaisons to provide WCRA president names of officers of their organizations.

E. See if liaison organization will put our president and newsletter editor on their newsletter mailings.

F. See if liaison members will publish in our newsletter and join WCRA and publish in the WCRA Journal.

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Minute summary  
to liaisons

- G. Secretary will send summary of minutes to liaisons.
- H. Put liaison's board of directors on WCRA newsletter mailing list.
- I. Exchange mailing lists with liaison organizations.
- J. Liaisons were asked to send a picture to Newsletter with story about their organization.
- K. Other ideas:
  - 1. Conference call hot line with WCRA and liaison presidents.
  - 2. Liaison chain letter with last person on the chain to act as editor and send copies to all liaisons.
  - 3. Try to be sure that future liaisons are active in WCRA and other organizations.

The meeting adjourned at 9:30 pm.

WCRA BOARD MINUTES

April 1, 1982

San Diego, California

The meeting was called to order at 9:00 am by President Ann Faulkner.

Board Members Present: Ann Faulkner, President; Dick Lyman, President Elect; Betty Levinson, Past President; Mitch Kaman, Secretary; Don Yamamoto, Treasurer

Others Present: Vince Orlando, Awards and Scholarships Chairman  
Bob Lundquist, Placement Chairman  
Kate O'Dell, candidate secretary  
Mike O'Hear, Journal Editor  
Deryln Flemming, Proceedings Editor  
Miranda Montgomery, Minority Affairs Advisory Committee  
Kathy Jackson

Scholarship  
Information

I. Scholarships and Awards:

A. Vince reported the following information:

1. There was no response to the scholarship or Long and Outstanding Award inspite of Summer and Fall 81 Newsletter information.
2. Vince will publicize awards and scholarships at conference.
3. Vince will put nomination and scholarship forms at registration tables.
4. Include scholarship and award information in conference mailing information.
5. Vince to contact state directors.
6. Committee did not do work on research awards.



WCRA Board Minutes, April 1, 1982

Non persual of  
research award

7. The board did not want the committee to  
persue other awards at the present time.

Long and Outstanding  
award recipients

8. Past recipients of Long and Outstanding  
Service Award:
  - a. Seymour Prog
  - b. Loretta Newman
  - c. Sally Brown

II. Placement Report:

- A. Bob Lundquist gave a report on the placement service  
which included:

1. 44 members on mailing list at present time.
2. Has contacted NARDSPE and received three (3)  
job listings.
3. Gets most listings from Chronical of Higher  
Education.
4. Will be displaying listings around conference.
5. Feels state directors should contact placement  
director about jobs.

State directors  
help placement

- B. Board ideas:

Placement director  
at larger college  
or university

1. Send out once a month mailing with hot line.
2. The placement director position should be  
adequately funded and housed in a major college  
or university with an extensive and effective  
placement service.

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(Note: This is not a board policy, but a consensus of the board feelings on April 1, 1982).

III. WCRA Journal:

A. Michael handed out a letter sent to Dick (Attachment #14) on advantages and disadvantages of JRDE offer. The Board discussed the proposal by JRDE to offer JRDE to WCRA members as part of WCRA membership and felt:

1. WCRA could not support two journals to its members.
2. WCRA Journal was off to a good start and the Board wants to support that effort.
3. JRDE proposal would be twice as expensive as WCRA Journal now costs.

Board support  
of Journal

Motion  
Not to offer  
JRDE as part of  
WCRA Membership

Moved (Lyman), seconded (Levinson). The Board declines the JRDE proposal, thanks JRDE for its offer, and will continue to cooperate as we have in the past.

(PASSED)

Ideas to increase  
articles to  
Journal

B. Mike O'Hear felt the biggest problem with the Journal is the lack of articles for submission. Ideas for improving number of submissions to WCRA Journal included:

1. Annual workshop at WCRA conference on writing for publication.

WCRA Board Minutes, April 1, 1982

2. Looking through programs of other conferences and inviting presentors to submit.
3. Editor contact liaisons with other organizations.
4. Proceedings editor should let Journal editor know:
  - a. members who did not submit to WCRA Proceedings
  - b. names of outstanding authors to request them to write a new article for the Journal.
5. The President will announce to the membership at the general sessions the need to submit to the Journal.
6. Michael will hand out a questionnaire to members at the conference soliciting ideas about the Journal.

C. Other issues discussed:

1. The Board strongly supports the Journal and feels Michael is doing an outstanding job.
2. The Board felt more papers will come in later as the Journal is just getting off the ground.

Journal  
Editorial Board

D. The Journal editorial board consists of:

Carolyn Sym

Dave Lemia

Virginia Cremial

WCRA Board Minutes, April 1, 1982

IV. Minority Affairs:

A. Miranda Montgomery handed out her report (Attachment #15). Highlights included:

1. The minority affairs advisory committee met in Dallas and worked on getting a minority speaker in San Diego.
2. The committee spent \$142.00
3. The committee sent out a survey to Learning Assistance Centers (Attachment #16).
4. Miranda noted confusion about who was appointed chairperson.

Minority survey

B. Ann Faulkner praised Miranda and the Committee for their work and encouraged them to:

1. come up with annual goals
2. write a Newsletter article detailing the results of the survey.

C. Betty Levinson encouraged Miranda to send the results of the survey to those Learning Assistant Centers who responded.

The meeting adjourned at 11:00 am.

WCRA BOARD MINUTES

April 1, 1982

San Diego, California

1st General Session:

President Ann Faulkner called the session to order at 1:15 pm.

- A. Ann thanked several individuals for their work, then the host college representatives spoke.
  - 1. Dr. Joseph W. Watson; Vice Chancellor, Undergraduate Affairs at University of California, San Diego.
  - 2. Mr. Bud Camillucci: Assistant Superintendent for Student Services, Sierra College.
- B. Ann turned the chair to Elaine Cohen to introduce the slate of candidates. Each candidate spoke.
- C. Hunter Boylan, President of NARDSPE gave key note address.

The meeting adjourned at 2:40 pm.

WCRA BOARD MINUTES

April 2, 1982

San Diego, California

2nd General Session:

President Ann Faulkner called the meeting to order at 11:30 am.

A. Ann noted that a quorum was present

B. Elaine Cohen conducted the election

1. There were no candidates from the floor

C. The officers for 1982-83 are:

1. Karen Smith, President Elect

2. Mitch Kaman, Secretary

3. Carolyn Walker, Treasurer

D. Ann Faulkner delivered a Presidential address.

The meeting adjourned at