

CRLA SUMMER BOARD MINUTES
AUGUST 13-15, 1994
Radisson Tempe Mission Palms Hotel

LIST OF ATTACHMENTS

1. Summer Board Meeting Agenda
2. Approved Minutes from June 23, 1994 Conference Call
3. Past-President's Report from Jo-Ann Mullen
4. Financial Report from Rosa Hall
CRLA Operating Fund Summary - 1993-94
CRLA Conference Budget Summary - 1994 San Diego
CRLA Bank Statements 7-31-94
5. 1994 Conference Evaluation - San Diego
6. 1995 Chair Reports from Rick Sheets
Exhibits Report from Theria Beverly
Radisson Tempe Mission Palms Hotel Letter of Agreement
and Hotel Brochure
1994 Conference Evaluation of Planning & Hotel Services
7. Letter from Dorothy Gray for Canadian Symposium
8. 1994 Site Selection Chair Report from Susan Deese-Roberts
9. 1994 Awards & Scholarships Report from Rosanne Cook
10. 1994 International Tutor Certification Report from Karan Hancock
11. 1994 JCRL Editors Report from JoAnn Carter-Wells
12. 1994 Membership Coordinator Report from Robin Bischof
13. 1994 CAS Report from Martha Maxwell
14. 1994 Professional Liaison Committee Report from Gladys Shaw
15. 1994-95 CRLA Operating Fund Budget
16. 1994-95 Tempe Conference Budget
17. 1994-95 Canadian Symposium Budget
18. CRLA Quick Reference List: August 1994
19. Insert for *Newsletter* advertising Tempe Conf.
20. CRLA Chairs, Coordinators, Editors, etc.
21. CRLA Strategic Planning from Becky Johnen
- 21A Election Committee Report from Joyce Weinsheimer
22. 1994 SIG Coordinator Report from Pat Jonason
23. Report of Lunch with a Mentor (San Diego) from Kathy Carpenter
24. LAC Design/Development Task Force Report - Carolyn Smith
25. Letter from M. Maxwell concerning Professionalism, Privacy, & Ethics
26. Letter to Hunter Boylan & Elaini Bingham confirming CRLA's
Agreement to Co-sponsor NCRDE
27. Letter to Ada Belton concerning CRLA/NADE Collaboration
and signed Collaboration Agreement

CRLA SUMMER BOARD MINUTES
AUGUST 13, 1995 4 11
Radisson Tempe Mission Palms Hotel

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Rosa Hall, *Treasurer*; Sandra Evans, *Treasurer-Elect*; Nancy Moreland, *Secretary*.

MEMBER ABSENT: Jo-Ann Mullen, *Past-President*

GUESTS: Roz Bethke, *Newsletter Editor*; Rick Sheets, *Tempe On-Site Chair*; Richard Holdredge, *Computer Consultant*; Susan Deese-Roberts, *Site Selection Chair*.

The meeting was called to order by Tom Gier at 8:30 A.M.

Approval of Agenda

1. Tom asked for additional items for the Agenda. Four items were added to the Agenda. **Attachment 1**

Rosa made the motion to accept the Agenda as amended. Second-Sandra/Passed

Approval of 6/23 Minutes

2. Tom corrected the Minutes by adding Kathy MacDonald as a committee member for the Canada CRLA Conference Committee. **Attachment 2**

Pat made the motion to accept the May 23, 1994 Minutes as corrected. Second-Rosa/Passed.

***REPORTS FROM OFFICERS
and BOARD GUESTS:***

Past President

3. Jo-Ann was unable to attend the Board Meeting due to a teaching commitment; however, she sent a written report which was discussed by the Board. Jo-Ann had two items requiring Board action: **Attachment 3**

*CRLA Officer to
Oklahoma*

A. Nancy will contact Jo-Ann to discuss whether she or Jo-Ann will represent the Board at the October 7-8, 1994 Oklahoma State Conference.

The Board discussed officers' responsibilities when representing the Board at state conferences. Basically, the officer could give a welcome on behalf of CRLA; make a few remarks concerning the purpose of CRLA, make encouraging remarks to state members, and give the dates of approaching conferences; and assist with the CRLA Membership Table.

*\$300 to Colorado
Conference*

B. Pat made the motion to approve funding \$300 for Colorado to co-fund a speaker or other conference-related event as they co-sponsor a state conference with CoNADE. Second-Nancy/Passed.

*Rationale for Funding
Board Members for
Conferences*

Jo-Ann asked for the rationale for funding Board Members and speakers for local conferences.

State/Regions may request either a CRLA Board member to attend and/or present at their annual conferences and/or money for their conference. Board members are sent to represent CRLA and their presence is to help increase membership at the national level. Ideally, the Board member would give a welcome or keynote address and/or would present a session. The CRLA Board will allocate money to states/regions on a needs and recency basis. States/regions who have never

received funding would get first priority followed by those who have received recent funding. In other words, board members and funding would be based on need and reverse order of previous representation. The idea is we are not going to fund both. Funding would be based on need and availability.

Rosa suggested that a sum be allocated each year for funding Board members attendance at state/region conferences and/or funding of speakers. The amount would be determined by the availability of funds.

The Board discussed this item at length because the members were so concerned with fiscal responsibility, fairness to all states and regions, the need to assist states, and the need to encourage membership.

The Board discussed the need for a policy concerning this matter. Tom requested the Board table this item until a later time.

The Board commended and thanked Jo-Ann for her work.

Secretary

4. Nancy presented Board Members with updated copies of the CRLA Bylaws and Job Descriptions. She noted that Karen Agee should receive recognition for the tremendous amount of work she spent in transferring the many Secretary records to the computer.

The Board commended and thanked Nancy for her work as Secretary.

Treasurer

5. Rosa gave the updated report for the Treasurer. Rosa commended Tom Gier and Karen Lim for their work on the San Diego Conference.

Attachment 4

***Operating Fund
Summary***

Operating Fund Summary for 1993-94
Total Income 42,903.03
Total Expenses 42,806.58
Net Income 96.45

***Conference Budget
Summary***

Conference Budget Summary (San Diego)
Gross Income 76,674.25
Adjusted Gross Income 64,226.25
Expenses 45,299.53
Net Income 18,926.72

Bank Acct. Balances

Bank Statement Balances (7-31-94)
Operating Fund 48,285.49
Conference Fund 60,583.93

Rosa spent a lengthy amount of time working with Pat and Rick in using the Conference Budget and planning for the Tempe conference functions.

***Recommendations
from Treasurer***

Rosa made the following recommendations:

Budget Income

A. Budget income for both accounts as part of the annual budget process.

***Revise Reimbursement
Form***

B. Need revised reimbursement form to reflect account and account number. If possible, use separate form for General Operating Budget and for the Conference Budget. Rosa clarified how Board Members should charge their budgets: travel to Board Meetings should be charged to General Board

Expense; travel representing CRLA would be charged to Operating budget for that office; and travel to the annual conference and Board Meeting should be charged to the Conference Budget.

CRLA Invoice

C. Create a CRLA invoice form for all persons who receive money. Sandra will create the form.

*Donation/Refund
Form*

D. At conference use form for converting refunds to awards and scholarships/request for refunds. Send all on-site refunds after the conference, not on site.

*Overpayments of
Conf. Registr.*

E. Send overpayments paid for conference attendees by mail at time of receipt of conference moneys.

The Board commended and thanked Rosa and Richard for their work with the treasury.

President-Elect

6. Pat gave the President-Elect Report which included six topics:

Attachment 5

Advertising

A. Advertising and Proposal for the Conference. Pat indicated advertising for the conference has been included in the *CRLA Newsletter*, *Journal of Developmental Education* summer and winter issues, and the *Chronicle of Higher Education*.. Pat discussed the value of including the conference information in the *Newsletter* and strongly recommends doing it again for the next conference.

Conf. Speakers

B. Guest speakers for the Tempe conference include:

Dr. Peter Mosenthal
Opening Keynote and Institute
\$1,000 Honorarium plus expenses
Dr. Samuels
Closing Keynote and Institute
\$1,000 Honorarium plus expenses
Karin Winnard
Invited Institute Speaker
\$200 for meals, conf. reg., lodging
Dean Walter Bernstein
Western Connecticut State Univ.
Keynote Speaker Welcome
No expense to CRLA
WCSU provides office for CRLA
Alfredo De Los Santos
Welcome to Conference
Arizona State University

Exhibits

C Rick reported concerning exhibits. Tentatively, there are 16 of the maximum 20 exhibitors. Costs for exhibitors are:

\$300 for 1 table
550 for 2 tables

Advertising rates:

\$100 half page
175 full page
200 two pages
250 inside front/back cover

Theria Beverly is the Exhibits Chair. Rick reported that Theria is doing a good job with preparations for the exhibitors.

Leadership Workshop D. Pat discussed plans for a Leadership Workshop for past/present State/Region presidents and directors to be held on Thursday morning. SIG leaders and others in leadership roles would also be invited. The Board would

Conf. Activities

need to attend a luncheon in conjunction with the workshop.

E. Rick discussed with the Board a list of conference activities and discussed the Letter of Agreement with the Radisson Hotel.

Meeting Rooms

F. Rick distributed copies of the hotel guide and discussed meeting rooms and the Computer Room.

The Board thanked Pat and Rick for their work preparing for the conference.

On-Site Chair

7. Rick's report was included with Pat's President-Elect report.

President

1994 Conf. Eval.

8. Tom's report included a discussion of the San Diego Conference Evaluation Summary. The evaluation was very positive. **Attachment 6**

*Conference Manager
Canadian Conf.*

Tom discussed plans for the Canadian symposium to be held fall 1996. Plans are progressing on schedule. The theme for the symposium will be **International Symposium on Teaching and Learning: Changing with the Times**. The conference is scheduled for April 18-20, 1995 and will be held at the Lodge at Kananaskis (located one hour's drive west of Calgary). Tom indicated 24 presentations will include 16 symposiums and 8 panel discussions. The featured speaker is the owner and CEO of Devry Institute. Tom emphasized that this meeting is not a conference but a "bridge" between conferences; therefore, the format will be different

from the regular conference.

Attachment 7

**STANDING COMMITTEE
REPORTS**

Site Selection

9. Susan Deese-Roberts presented the Site Selection report. **Attachment 8**

***Non-Profit Corp.
Report***

A. Susan had received the New Mexico Non-Profit Corporation Report. At the meeting, Susan completed the form and had appropriate officers sign. Discussion was held as to which officer should receive the form in the future. It was the consensus that someone in New Mexico should receive the form since our organization's corporation is based there.

Accomplishments

***Kananaskis
Contract Final***

B. Accomplishments, changes, new information.

*Susan has finalized the contract with the Lodge at Kananaskis.

*Susan toured several hotels in El Paso with Gladys Shaw. They determined that El Paso facilities are not adequate for our conference at this time. One hotel is expected to undergo major renovations which would cause it to be adequate for our group.

El Paso Visit

***Albuquerque to Host
Fall 1996 Conf.***

*Susan has visited with colleagues in Albuquerque and has sufficient support for hosting the 1996 fall conference there.

Pat Mulcahy-Ernt made the motion to hold the Fall 1996 CRLA Conference in Albuquerque, New Mexico. Second-Rosa/Passed.

C. Direction committee taking in
1994-95

*Plan for Future
Conf. Sites*

*Susan was concerned that CRLA does not have more future sites. Pat is planning a Leadership Workshop for State/Region/Chapter leaders. This would be a good time to ask the State/Region/Chapter people to consider hosting a conference. Susan suggested that it would be good to have a 5 year plan.

Recommendations

D. Recommendations:

Replacement?

*Consider Kathy Carpenter as possible replacement in 1996 and "intern" in 1995-96. Susan is considering continuing in the position; however, she wanted to discuss possibilities with the Board.

Intern?

*Susan also suggested the Board consider rewarding State/Region/Chapters for hosting a conference.

*Reward to Hosting
Conference ?*

The Board discussed each of the recommendations, but no action was taken.

E. Susan had several questions for the Board:

*Summer Board
Meeting at
Kananaskis*

*Concerning the Board Meeting at Kananaskis, Tom had visited with the Lodge officials. The Board will not have comp. rooms; however, they will receive the rate of \$60 per night. The Board Meeting is scheduled for next summer at The Lodge.

Board Meeting for

*The Board Meeting for the

Albuquerque

Albuquerque conference will be held in January, 1996.

Consideration of Hotel Guidelines

*Susan informed the Board that CRLA should consider prioritizing hotel selection guidelines. She discussed problems with the conference rooms needed-sleeping rooms reserved. Our conference is unique in that we have so many meetings. This may present problems in the future. We need to consider having a few evening meetings or reconfigure the number of meetings, or reduce the number. Otherwise, we might need to consider using a convention center.

The Board commended and thanked Susan for her job with site selection.

Awards/Scholarships

10. Rosanne Cook sent a written report to the Board. She requested the Board determine the number of \$500 Scholarship Awards available next year. After Board discussion, it was determined that only two scholarships could be awarded for 1994-95.

Attachment 9

Sandra made the motion that CRLA give only two \$500 scholarships for 1994-95. Second-Rosa/Passed.

Tutor Certification 11.

Karan Hancock sent a written report to the Board. Tom reported to the Board that committee has determined to spread development of the new manual over a two year period. The Board thanked Karan and Tom for helping scale back expenses. **Attachment 10**

Archivist

12. Tom received information that Karen Smith had faxed her report to him here at Tempe; however, no report was received. The Board will consider Karen's report at a later date.

Bylaws

13. Item tabled until Monday.

JCRL

14. JoAnn Carter-Wells sent the Board a written report. **Attachment 11**

Non-Profit Permit

A. JoAnn has worked for 10 months trying to establish a non-profit mailing status for CRLA. She requested that Tom continue the pursuit with the officials in Memphis, Tennessee.

*Publication of
Presidential Address*

B. The Board had a lengthy discussion concerning publication of the presidential addresses as they are given each year. The discussion centered around whether the addresses should be published in the *JCRL*, the *Newsletter*, or both. This item was tabled until later.

Envelop for JCRL

Pat shared the experience of receiving journals with torn covers and suggested that mailing the journals in envelopes might be a way to alleviate this problem. Tom will visit with JoAnn about this possibility. He mentioned that the addition of the envelop might make the postage too expensive.

*Membership
Coordinator*

15. Robin Bischof sent the Board a written report. **Attachment 12**

A. At the March Board Meeting, the Board asked Robin to consider the costs

of her work as Membership Coordinator and present that information to them at the Summer Board Meeting. Robin sent the Board a proposed budget for 1994-94. After a lengthy Board discussion, the Board decided to request a full analysis of the job as Membership Coordinator. This would include a record of the amount of time worked and an explanation of the activities. Robin's report contained only the costs of materials and the Board is concerned with compensating Robin for her time, also. Tom will contact Robin to discuss compensation and responsibilities. The Board will discuss further at the Spring Board Meeting.

*Membership
Resource Form*

B. Should CRLA continue the Membership Resource Form? After Board discussion, Tom requested that Pat present this to the Communication's Task Force for further consideration.

C. Robin had listed the printing of two types of envelopes in her budget proposal. The Board decided to delete printing of envelopes because:
*if the Board is trimming the Budget, we cannot afford this, and
*some officers could not use CRLA labeled envelopes for mailings on their campuses.

*Non-Profit Postage
Permit?*

D. Robin asked about a Non-Profit postage permit for the Membership Coordinator. This item was tabled until the October Conference Call.

Full-Service Mailing

E. The Board also discussed the

Company?

possibility of using a full-service mailing company and just having Robin maintain membership records. Board concern is that the Membership Coordinator's job may need more than one person. The Board will discuss this issue at a later date after Tom contacts Robin.

CAS

16. Martha Maxwell submitted a written report. **Attachment 13**
The Board acknowledges Martha's concerns for getting more responses from CRLA members to help her with information for the CAS Standards. Nancy suggested and the Board agreed that the most expedient way to help Martha would be for her to send CAS Standards materials to the SIG Coordinator who would in turn distribute the material to the appropriate SIG members. Rosa suggested that in some cases, more than one SIG might be polled concerning the same standard. Tom asked Pat to discuss this with Martha and Pat Jonason SIG Coordinator.

Professional Assoc. 17.
Liaison Committee

Gladys Shaw sent a written report for the Professional Association Liaison Committee. **Attachment 14**
Gladys had two requests of the Board:

*PAL Meetings at
Tempe Conf.*

A. Please allow a time for the PAL Committee to meet at the conference that does not conflict with SIG or state meetings.

Reception for PAL

B. Please permit the PAL Committee to have a small reception/forum for conference attendees representing other

organizations and/or interested in liaisioning with CRLA. Gladys offered to take care of any refreshments if they are served.

Tom asked Pat and Rick to consider this request as they are planning the Tempe conference.

The Board adjourned at 4:40 P.M. and will reconvene at 10:00 A.M. on Sunday morning.

CRLA SUMMER BOARD MINUTES SUMMARY

AUGUST 13-15 1995

Radisson Tempe Mission Palms Hotel

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Rosa Hall, *Treasurer*; Sandra Evans, *Treasurer-Elect*; Nancy Moreland, *Secretary*.

MEMBER ABSENT: Jo-Ann Mullen, *Past-President*

GUESTS: Roz Bethke, *Newsletter Editor*; Rick Sheets, *Tempe On-Site Chair*; Richard Holdredge, *Computer Consultant*; Susan Deese-Roberts, *Site Selection Chair*; Karan Hancock, *International Tutor Certification Coordinator*.

1. The Board approved an amended Agenda.
2. The Board approved the June 23, 1994 Minutes with one addition.

REPORTS FROM OFFICERS AND BOARD GUESTS:

3. Jo-Ann Mullen was unable to attend the Board Meeting due to a teaching commitment.; however, she sent a written report to the Board.
 - * The Board approved funding \$300 for Colorado to use in co-sponsoring their state conference with CoNade.
 - * Nancy will represent CRLA at the Oklahoma state conference.
 - * The Board discussed officers' responsibilities when representing the Board at state conferences.
 - * Tom explained the rationale for funding Board Members and speakers for state and local conferences.
 - * Rosa suggested that a sum be allocated each year for funding Board Members' attendance at state/regional conferences and/or funding speakers. The Board discussed this item at length but no action was taken at

this time.

4. Nancy Moreland gave the Secretary's Report. She gave Board Members updated copies of the CRLA Bylaws and Job Descriptions. Nancy recommended the Board commend Karen Agee for her outstanding work while Secretary for converting the many CRLA records to computer disk.
5. Rosa Hall presented the Treasurer's Report. She gave the following financial summaries:

Operating Fund Summary for 1993-94

Total Income	42,903.03
Total Expenses	42,806.58
Net Income	96.45

Conference Budget Summary (San Diego)

Gross Income	76,674.25
Adjusted Gross Income	64,226.25
Expenses	45,299.53
Net Income	18,926.72

Bank Statement Balances (7-31-94)

Operating Fund	48,285.49
Conference Fund	60,583.93

- * Rosa made 5 recommendations to the Board.
 - a. Budget income for all accounts as part of the annual budget process.
 - b. Revise the Reimbursement Form.
 - c. Create an official CRLA Invoice Form.
 - d. Use a form for donations and refunds
 - e. Send overpayments received prior to the conference to members prior to the conference. If members underpay conference registration, keep their money, but make a note on their conference registration record to ask for the remaining amount at the conference.

6. Patricia Mulcahy-Ernt gave the President-Elect Report. Pat led the Board in a discussion of the following items:

- * Advertising for the Tempe conference in:
CRLA Newsletter

JCRL

JDE

Chronicle of Higher Education

- * Speakers for the Tempe Conference.
Dr. Peter Mosenthal - Opening Keynote Speaker
Dr. Samuels - Closing Keynote Speaker
Karin Winnard - Invited Institute Speaker
Dean Walter Bernstein - Keynote Speaker Welcome
Alfredo De Los Santos - Welcome to Conference
 - * Rick Sheets gave a report concerning conference activities and exhibits at Tempe Conference.
 - * Patricia will schedule and Jo-Ann and Pat Jonason will conduct a combined Leadership Seminar for SIG Leaders and State/Region Directors and Chapter Presidents instead of having separate functions for them. She requested that Board Members attend this seminar.
 - * Rick distributed copies of hotel information and led the Board in a tour of the Radisson Tempe Mission Palms Hotel.
7. Tom Gier gave the President's report which included discussion of the San Diego Evaluation and the preparations for the Canadian Symposium.
- * Theme for the 1996 Canadian Symposium: "International Symposium on Teaching and Learning: Changing with the Times." The symposium is scheduled for April 18-20, 1996 at the Lodge at Kananaskis. Tom is planning on 24 presentations with the keynote speaker as owner, CEO of DeVry Institute.
8. Susan Deese-Roberts, Site Selection Chair, gave the Board an overview of her activities this past year.
- * Susan reported she had visited Gladys Shaw and they had toured facilities in El Paso. At this point, El Paso does not have the facilities CRLA needs. One hotel is planning for

some future changes, so it may be a future possibility.

- * Susan informed the Board that Albuquerque will host the Fall 1996 conference. **The Board voted to have the Fall 1996 CRLA Conference in Albuquerque, New Mexico.**
 - * Susan was concerned about planning for future conferences and that states have not volunteered to host conferences. Pat responded that she will discuss hosting the national conference when she conducts the Leadership Seminar in Tempe.
 - * Susan presented several recommendations and had some questions for the Board. She suggested examining guidelines for hotel selection - prioritizing number of rooms, number of sessions, etc.
9. Rosanne Cook sent a written report for the Awards/Scholarships Committee. **Sandra made the motion that CRLA give only two \$500 scholarships for 1994-95.**
 10. Karan Hancock sent a written report for the International Tutor Certification Committee. The Board commended Karan and Tom for scaling back expenses by spreading their production of the Tutor Manual over a two year span.
 11. It was understood that Karen Smith had faxed the Archivist Report to Tom at the Radisson in Tempe; however, he did not receive the report. The Board will hear Karen's report at a later time.
 12. JoAnn Carter-Wells sent the Board a written report from *JCRL*. JoAnn explained that she had worked for 10 months trying to get the Non-Profit Mailing Permit. She asked that Tom continue working on this project.
 - * Another issue that JoAnn discussed was publication of the Presidential Address. The discussion centered around whether the address should be published in *JCRL* or the *Newsletter* or both.

- * Pat suggested having the *JCRL* mailed in envelopes to keep the covers in tact.
- 13. Robin Bischof sent the Membership Coordinator Report. The Board discussed the responsibilities of Membership Coordinator. The Board requested that Robin send the Board a detailed analysis of activities, time, and expenses. The Board wants to be sure Robin is compensated fairly.
- 14. Martha Maxwell submitted the CAS Report. The Board agreed that the best way to help Martha would be to have the CAS standards information sent to Pat Jonason, SIG Chair. Pat could distribute information to appropriate SIG Leaders, and they could solicit responses from their groups.
- 15. Gladys Shaw sent the PAL Report and requested that Rick and Pat give her slots for a PAL meeting and a PAL reception.
- 16. Rosa led the Board in a thorough discussion of the budget. Rosa wanted each Board Member to be sure to understand the budget process. She also stressed the need for accurate budgeting.
- * Rosa reported that Gladys Shaw, CRLA Auditor, suggested at least \$30,000 remain in reserves.
- * Money from conferences is used for the operating expenses of CRLA.
- *

Projected Income for 1994-95 is	\$37,250
Net from last conf.	19,000
Available for Op. Budget	56,250
- * **The Board approved a budget of \$52,200.**
- * **The Board approved the Tempe Conference Budget of \$42,290.** This budget includes \$1,000 for the Site Selection Chair, and \$1,700 for the Albuquerque Conference Site Chair. Projected net income from the Tempe Conference is \$900.

- * **The Board approved \$5,200 for 1994-95 Canadian Symposium management.**
 - * The Board had a lengthy discussion as to offering use of VISA charge card. The Board agreed that it would not be feasible at this time. Tom asked Pat to research how other organizations were handling the use of charge cards.
17. Roz Bethke gave the *Newsletter* Report. She indicated the Fall issue will include a tribute to Tom Pasternack and will include the announcement of the Tom Pasternack International Tutor Award. Roz had some concern as to the accuracy of the membership lists. Tom will check with Robin. The *Newsletter* is scheduled to be out in October. Deadline for the winter issue of the *Newsletter* is October 31.
- * Tom explained the purpose of the *Newsletter* is to serve as a vehicle for the Board and a communication tool for other leaders and members.
 - * The Board will discuss the issue of travel for the *Newsletter* Editor in a future Telephone Conference Call.
18. Tom led the Board in a discussion of committee chairs, coordinators, editors, etc.
- * **The Board approved the motion to set three year terms for committee chairs, coordinators, editors, etc. The exception to this would be for the CAS Representative and the CRLA Archivist.**
 - * **The Board approved establishing the position of Technology Consultant.** Tom asked Richard Holdredge to take that position.
 - * The Board discussed the positions of Membership Coordinator and Associate Membership Coordinator.

CRLA Board Minutes Summary

Radisson Tempe Mission Palms

August 13-15, 1994

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19. Rosa suggested the Board have guidelines for officers' and leaders' expenses. Tom asked Sandra and Rosa to develop expense guidelines. The Board will discuss these in the November Telephone Conference.
20. Becky Johnen sent the Board a written report on Strategic Planning. Pat suggested that Becky lead a Round Table Discussion at the Tempe Conference concerning strategic planning for CRLA.
21. There was more discussion concerning standards. Pat explained the difference between CAS and the Task Force on Standards. Pat will ask Martha Maxwell to lead a Round Table Discussion on standards at the Tempe Conference.
22. The Board worked in Executive Session two different times during the August 13-15 meeting.

Summary of Minutes submitted by Nancy Moreland, Secretary.

CRLA SUMMER BOARD MINUTES
AUGUST 14, 1994
Radisson Tempe Mission Palms Hotel

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Rosa Hall, *Treasurer*; Sandra Evans, *Treasurer-Elect*; Nancy Moreland, *Secretary*.

MEMBER ABSENT: Jo-Ann Mullen, *Past-President*

GUESTS: Roz Bethke, *Newsletter Editor*; Richard Holdredge, *Technology Consultant*; Karan Hancock, *International Tutor Certification Coordinator*.

The meeting was called to order by Tom Gier at 10:00 A.M.

***Budget: Overall Projected
Income***

1. Rosa led the Board in a thorough discussion of the CRLA Budgets. She informed the Board that they would need to fund the Operating Budget, the Tempe Conference Budget, and the Canadian Symposium. Rosa was adamant that Board Members understand the budget process.

Rosa cautioned the Board to work toward as true and realistic budgets as possible. She encouraged the Board to make the following considerations as they worked through the budget process:

* In the past, we have done some inflated budgeting and have not come close to actually spending those amounts. For example: In 1993-94 the budget was set for \$57,240; however, the actual expenses were \$42,806.58.

* Gladys Shaw, CRLA Auditor, cautioned the Board to keep \$30,000 in reserves. Rosa suggested that Sandra place the \$30,000 in a reserves account. That money is currently available.

* Money from the conferences support the operating expenses of the organization.

* Going in to the budget process, Rosa gave the following figures:

Projected Income 94-95	\$37,250
Net last Conference	19,000
Available	56,250

Operating Budget

2. The following information is based on a full day of budget work by the Board. The Board went through the budget several times and worked to set up a "zero based budget." In other words, the Board tried to make the budget as "real" as possible. If items were set up in the Operating Budget but were actually funds for conference activities, the items were moved to the Conference Budget. The following information is presented in summary form and explanations will be given when clarifications are needed.

Attachment 15

Income

Projected income for 1994-95	
Dues	\$30,000
Interest Income	1,400
JCRL (Issues sold to Libraries)	800
SIGs	2,300
International Tutor Cert.	2,000
Tutor Registry	500
Awards/Donations	250
Total Income	\$37,250

Expenses

Projected expenses for 1994-95	
President	\$4,400
President-Elect	1,400
Secretary	1,050
Treasurer	3,580
General Board	11,100

Notes:

Basically, each Board Members' budget is used to travel to States/Regions as requested by members to represent CRLA. The President travels to NADE and makes on-site visits as well as representing the Board at state and regional meetings. The travel requests were given to those Board Members in the closest proximity of the inviting state or region.

General Board Expenses basically cover Board travel for the March and Summer Board Meetings, and monthly Board telephone conferences are budgeted here.

Other CRLA Expenses:	
<i>Newsletter</i>	\$7,000
<i>JCRL</i>	6,475
Gen. Org. Expenses	2,750
Scholarships	
Research Awards	
Bond	
Committees	9,540
Awards	
Archives	
Site Selection	
Nominations/Elections	
Tutor Certification	
Membership Coordinator	
Coordinator States/Regions	980
Past-President	
States/Regions Directors	2,200
SIG Coordinator	175
SIG Leaders	1,500
Total Expenses	\$52,200
Adjusted Income	\$37,250
Total Expenses	52,200
Net Income	-14,950

Remember the approximately \$19,000 net from the San Diego Conference can

be transferred to the Operating Budget,
if needed.

**Pat made the motion to approve
the 1994-95 Operating Budget.
Second-Sandra/Passed.**

Tempe Conference 3. The following budget summary is based
on the projected budget for the annual
conference to be held in Tempe,
Arizona. **Attachment 16**

Projected Income The following sources are projected to produce income for
the conference:

Exhibitor Fees/Ads	\$ 6,000
Full Registration	30,000
One Day Registration	1,200
Institutes	6,000
Total Projected Income	\$43,200

Projected Expenses The following expenses are based on past and anticipated
conferences expenses:

Conf. Chair	\$ 5,800
Travel/Hotel/Food	
Telephone	
Postage	
Printing/Layouts	
On-Site Manager	2,100
Hotel/Food	
Telephone	
Supplies	
Wages/Fees	
Exhibits Chair	600
General Conf. Expenses	11,940
Programs	
Registration Packets	
Calls to Conference	
Other Gen. Expenses	
Supplies	
Postage	
Xerox Rental	
Decorations	
Entertainment	
Audiovisual & Mechanical	
Evaluations	
Advertising/Promotion	
Conference Speakers	5,000
Institutes	900
Computer Fair	2,000

Tours	1,000
Food Functions	9,450
Hospitality	
Publisher's Breakfast	
Leadership Lunch	
Coffee Breaks	
Newcomers' Reception	
SIG Breakfasts/Lunches	
Lunch with Mentor	
Banquet	
Kellogg Reception	
Other Expenses	2,750
Banking Expenses	
Next Conf. Chair Expenses	
Site Selection Chair	
Total Projected Income	\$43,200
Total Projected Expenses	42,290
Projected Net Income	900

Canadian Symposium 4.

Tom presented the following budget for the Canadian Symposium. It was necessary to pass this budget since the symposium will be held Spring 1996 and planning had to start. The projected figures were based on the attendance which will be limited to 200 participants. **Attachment 17**

Income

Tom did not give the Board projected figures, but he explained to the Board that he expects the conference to operate at cost (no profit). In other words, he expects income from registration to off-set any expenses.

Expenses

Tom needs the following expenses in the 1994-95 budget; however, he may have more expenses which will be reflected in the 1995-96 budget.

CRLA Board Minutes
Radisson Tempe Mission Palms Hotel
August 14, 1994
Page 6

Conference Chair	\$ 1,800
Travel	
Hotels/Food	
Telephone	
Postage	
Supplies	
On-Site Manager	400
Hotels/Food	
Telephone	
Postage	
Printing	
Conference Registration	3,000
Postage	
Printing&Publishing	
Total Symposium Management	\$5,200

The Board went into Executive Session at 4:50 P.M.

The meeting was adjourned at 5:20 P.M.

CRLA SUMMER BOARD MINUTES
AUGUST 15, 1994
Radisson Tempe Mission Palms Hotel

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Rosa Hall, *Treasurer*; Sandra Evans, *Treasurer-Elect*; Nancy Moreland, *Secretary*.

MEMBER ABSENT: Jo-Ann Mullen, *Past-President*

GUESTS: Roz Bethke, *Newsletter Editor*; Richard Holdredge, *Technology Consultant*; Karan Hancock, *International Tutor Certification*.

The meeting was called to order by Tom Gier at 8:30 A.M.

***Treasurer Suggests
Third Budget***

1. Rosa suggested setting up a third distinct budget and checking account in order to keep the Canadian transactions clear and easy to understand. The proposed budget was presented on 8-14-94. The Board discussed the advantages and

Pat made the motion to approve the 1994-95 Canadian Symposium Budget of as presented to the Board by Tom. Second-Nancy/ Amended/Passed.

***Approval of Tempe
Budget***

2. The Board had further discussion of the Tempe Conference Budget. Pat added categories which would include \$1700 for the Albuquerque Conference Chair and \$1000 for the Site Selection Chair. The Board had concern about the high cost of the Banquet. The charge to the members covers the cost of meal and entertainment. The Board offered to subsidise the banquet in order to allow

a lower cost for more members to be able to attend. Pat was also encouraged to recommend that SIG Leaders and State/Region Directors and Chapter Presidents attend the Banquet.

Pat made the motion to approve the Tempe Conference Budget which reflects \$1700 for the Albuquerque Conference and \$1000 for the Site Selection Chair. Second-Sandra/Amended/Passed.

No VISA Yet

The Board had a lengthy discussion concerning the issue of allowing members to use VISA charge cards. The VISA company would charge CRLA approximately 3% for each transaction charged by a member. Only two people requested to use VISA for the San Diego Conference but opening the possibility to members for future conferences might require increasing registration for the conferences. Pat raised the thought that probably more people would use VISA for on-site registration. Sandra opened the consideration that if CRLA approves the use of VISA, members may want to charge raffle tickets, etc., and this could cause some major problems if members are "over their limits." Using the VISA in Canada would be another issue. Although other organizations use VISA, the CRLA Board doesn't think CRLA is ready for using VISA at this time; however, Tom did ask Pat to research other organizations concerning the matter. The Board will discuss at a later telephone conference call.

Tribute to Tom Pasternack

4. Roz discussed her plans for the Newsletter and indicated that in her first issue she wanted present a tribute to Tom Pasternack and present the specifics about the new Tom Pasternack Outstanding Tutor Award.

Summer Board Summary

Roz also wants to present issues from the Summer Board meeting in the Fall issue.

*Request from Gene
Kerstiens*

Gene had asked Roz to include a request from him in the *Newsletter* for copies of the *Nelson-Denny* Forms E & F and the manual. He will use these in some research. Tom left the decision up to Roz as to whether she would like to include a "Sharing" column in the *Newsletter*.

Membership Lists

Roz brought up a concern that the CRLA Membership List may lack some names. Her name, Gene Kerstien, and Sandra Evans names were not on the new list. Joyce Weinsheimer's address was not correct. Tom will visit with Robin about this concern.

Quick List Update

Tom requested that Board Members take a few minutes to update the Quick Reference List of Addresses and Phone Numbers. He will forward this information to Robin Bischof.

Attachment 18

*Newsletters Coming
in October*

Roz reported to the Board that the Fall *Newsletter* will be mailed in October. Pat will have a Tempe Conference Information insert in the *Newsletter*.

Attachment 19

Deadline for Winter Issue

Roz told the Board the deadline for the Winter issue of the *Newsletter* is October 31, 1994. Pat suggested for the *Newsletter* to be mailed the third week in January. Members should receive the *Newsletter* by the first week in February.

Purpose of Newsletter

Tom explained that the purposes of the *Newsletter* is to serve as a vehicle for the Board and communication tool for members and other leaders.

*Future Conf. Call Discussion
Newsletter Editor Travel*

The Board discussed the need for the *Newsletter* Editor to be in attendance at Board Meetings. Currently, the Editor only receives funding for one Summer Board Meeting. The Board will discuss this matter in a future Telephone Conference Call.

The Board adjourned to take a tour of the Radisson Tempe Mission Palms Hotel facilities. They were led in the tour by Rick Sheets and Joy from the hotel staff.

*CRLA Chairs, Coordinators,
Editors, Etc.*

5.

Tom led the Board in a discussion concerning the terms of Committee Chairs, Coordinators, Editors, etc. He was not clear as to terms for these positions. Information is in the Job Descriptions, but a comprehensive list would be helpful. Tom will put this list together and keep it with the President's files. **Attachment 20**

Terms

3 Year Terms

Pat made the motion to set positions of Committee Chairs, Coordinators, Editors, etc. to serve three year terms. **Exceptions**

would be for the CAS
Representative and the CRLA
Archivist. Second-Sandra/Passed.

Nancy will need to reflect those changes
in the appropriate job descriptions.

Technology Consultant

Pat made the motion to create the
position of Technology Consultant
to serve CRLA for a three year
term. Second-Nancy/Passed.

Tom asked Richard Holdredge to serve
in the position of Technology Consultant
through 1997. Tom asked Richard to
develop a job description for this
position.

*Associate Membership
Coordinator*

The Board held a lengthy discussion
concerning the Associate Membership
Coordinator and the need for continuing
the position.

Membership Coordinator

The Board held a lengthy discussion of
the responsibilities of the Membership
Coordinator. Does the Board realize all
of the duties of the Membership
Coordinator.

The Board went into Executive Session from 11:30-12:10.

Guidelines Leaders

6. Rosa suggested developing guidelines concerning CRLA leader expenses. Newly elected officers have some expenses paid to the conference board meetings, but in some cases the officers were not sure what expenses were to be paid by CRLA. Guidelines are needed for the CRLA Reimbursement Form so the Treasurer can be more accurate

*Guidelines Reported
Nov. Conference Call*

with budget records. Rosa suggested guidelines be set for travel, hotel, meals, telephone, etc. Sandra suggested the possibility of "caps" for some of these expenses.

Tom asked Rosa and Sandra to develop suggested guidelines and report to the Board in the November Telephone Conference Call. Pat invited Rosa and Sandra to present these guidelines at the Tempe Conference Leadership Seminar.

Strategic Planning

7. Becky Johnen submitted information concerning her article for *JCRL* on strategic planning and the results of the work the Board did in 1992-93 and members did at the 1993 conference. She gave suggestions as to what still needs to be done. **Attachment 21**

Pat suggested that Becky lead a Round Table Discussion at the Tempe conference to pursue this issue further. Pat will contact Becky.

Standards

8. Pat explained the difference between CAS Standards (with NADE) and the Task Force on Standards for responding to NCTE and IRA in regard to reading and language arts.

Tom asked Pat to contact Martha about conducting a Round Table Discussion on Standards at the Tempe Conference.

SIG Report

9. Pat Jonason submitted a written report to the Board. **Attachment 22**

Lunch with Mentor

10. Kathy Carpenter sent the Board a written report concerning the San Diego Lunch with a Mentor. **Attachment 23**

***LAC Design/Develop.
Task Force***

11. Carolyn Smith submitted the LAC Design/Development Task Force Report. **Attachment 24**

Letter from Martha M.

12. Martha's letter was concerning CRLA professionalism, privacy, and ethics. **Attachment 25**

***Letter from Boylan
and Bingham***

13. Tom shared the letter he sent to Hunter Boylan and Elaini Bingham confirming CRLA's co-sponsorship of the NCRDE conference. **Attachment 26**

Letter from Belton

14. Tom shared the letter he sent to Ada Belton and the signed Collaboration Agreement from NADE. **Attachment 27**

Approval of Reports

15. Pat made the motion to approve all reports presented at the Tempe Board Meeting. **Second-Sandra/Passed.**

The meeting was adjourned at 2:10 p.m.

Respectfully Submitted,

Nancy Moreland, Secretary
(These minutes were approved October 13, 1994.)

CRLA SUMMER BOARD MEETING

13-15 August 1994

RADISSON TEMPE MISSION PALMS HOTEL

SATURDAY, AUGUST 13th

Morning Session: 8:30-12:00

Afternoon Session: 1:00-3:00

Room: CAMPANILE

1. Approval of agenda
2. Approval of 6/23/94 minutes (see "Attachment #1")
3. Reports from officers and board guests
 - a) Past President (see "Attachment #2")
 - status of states and regions
 - requests for officers to speak at state/regional events
 - b) Secretary
 - c) Treasurer: financial report
report of 1994 conference
 - d) President-Elect: 1995 Tempe conference program plans
 - e) On-Site Chair: 1995 Tempe conference on-site plans
 - f) President: 1994 Conference report
 - g) Conference Manager 1996 Canadian Conference: update
4. Reports from standing committees
 - a) Awards and Scholarships (Roseanne Cook)
 - (see "Attachment #3")
 - b) Tutor Certification (Karan Hancock)
 - (see "Attachment #4")
 - c) Archivist (Karen Smith)
 - d) Site Selection (Susan Deese-Roberts)
 - e) Bylaws (Patti Glenn-Cowan)

f) JCRL (JoAnn Carter-Wells and Janice Lewis)

- (see "Attachment #5")

g) Membership (Robin Bischof and Rita Dunbar)

- (see "Attachment #6")

- Continuation of the CRLA Membership Resource Form?

- Printing of of two types of CRLA envelopes: regular and
9 x 12?

- Non-profit postage permit for Membership Chair?

h) CAS (Martha Maxwell)

- (see "Attachment #7")

i) Newsletter (Roz Bethke)

j) Political Action (Gladys Shaw)

- (see "Attachment #8")

k) SIGs (Pat Jonason)

- (see "Attachment #9")

l) Evaluation (Tom Dayton)

- (see "Attachment #10")

m) Elections (Joyce Weinsheimer)

- (see "Attachment #11")

n) San Diego 1994 On-Site -

o) Nominations for Awards

(1) Board Special Recognition Award(s)

(2) Long and Outstanding Award

p) misc. reports/requests

- Strategic Planning for CRLA (see "Attachment #12") - *Talle*

- Report of Lunch with a Mentor Chair (see "Attachment #13")

- Concerns from Martha Maxwell (see "Attachment #14")

SUNDAY, AUGUST 14th
Morning Session: 10:00-12:00
Afternoon Session: 1:00-5:00
Room: CAMPANILE

1994-95 Budget Development

1. Budget: Overall Projected Income
2. Operating Budget
 - a) Board
 - b) Publications
 - c) General Organizational Expenses
 - d) Committees
 - e) States and Regions
 - f) misc.
3. Tempe Conference
 - a) Conference Management
 - b) General Conference Expenses
 - c) Conference Program
 - d) Food Functions
4. Canadian Conference: Spring 1996
 - a) Conference Management
 - b) General Conference Expenses
 - c) Conference Program
 - d) Food Functions

MONDAY, AUGUST 15th
Morning Session: 8:30-12:00
Afternoon Session: 1:00-3:00
Room: CAMPANILE

1. WRAP-UP of any items from Saturday and Sunday *Roz - Newsletter*
2. Old business *Martha Maxwell's letters*
CAS - Pat
 - a) Research Grant Proposal
 - b) Task Force on Communications report list of concerns
an/or issues about advertising in the *Journal* and/or
Newsletter.
 - c) Formalizing/compensating position of Membership
Coordinator.
 - d) Standards Task Force Update
 - e) LAC Report from Carolyn Smith
 - d) CRLA/NADE "Agreement of Collaboration"
- (see "Attachment #15")
 - f) CRLA's sponsorship of "National Conference on Research in
Developmental Education"
- (see "Attachment #16")
 - g) Non-Profit Mailing Permit: JCRL/CA; Tempe Conference
 - h) Bonding and Liability insurance
 - i) misc.
-CRLA Quick Reference List: August 1994 (see "Attachment #17")
3. New business
 - 1995 Summer Board Meeting: Canada (prep for Spring '96)
 - 1996 Summer Board Meeting: ----- (prep for Fall '96)
4. Tour of Radisson

CRLA TELEPHONE CONFERENCE
JUNE 23, 1994

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Jo-Ann Mullen, *Past President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*; Sandra Evans, *Treasurer-Elect*.

The meeting was called to order by Tom Gier at 2:00 p.m. CDT.

Approval of Agenda

1. Additions were made to the Agenda. Jo-Ann made the motion to approve the Agenda as amended. Second by Nancy. Passed.
Attachment A

Approval of Minutes

2. Jo-Ann made the motion to approve the Minutes. Second by Sandra. Passed.

1996 Spring Conf. Update

3. Tom reported to the Board concerning the 1996 Spring Conference to be held in Canada. Title for the conference will be "International Symposium on Teaching/Learning: Changing with the Times."

Theme

Conf. Leaders

Leaders for the conference are as follows: Conference Manager- Tom Gier; On-Site Chair- Perry Franklin; Program Chairs- Karl Olsen and Dorothy Gray; Committee Member- Karan Hancock. *Kathy MacDonald*

Plenary Session Responses

The Board discussed the Plenary Session Summary as prepared by Susan Deese-Roberts. Planning for the conference will be focused on the major needs as were discussed in the Plenary Session.

Attachment B

Update

Tom reported to the Board that plans are going well. Pat volunteered to assist Tom with the conference publicity.

CRLA CONFERENCE CALL

JUNE 23, 1994

Page 2

Switch of Annual Elections 4.

Tom consulted Patti Glenn-Cowan concerning any Bylaw revisions needed due to the change from Fall to Spring voting. Patti responded that no election is needed as the change is just a "housekeeping task." Patti did request a copy of the Constitution and Bylaws on disk. Nancy will get those to her when possible. **Attachment C**

State/Regional Requests 5.

Jo-Ann reported the various State/Region speaker requests, and the Board designated members to attend as follows:

Kansas/Nebraska - Becky Johnen

New Mexico - Jo-Ann Mullen

Colorado - Vince Orlando

Oklahoma -

Texas - Nancy

Washington - Tom

Oregon - Jo-Ann will call June. Rosa may be able to attend.

Attachment D

Pilot Project

Becky Johnen wants to advertise a "Blue Light Special" in which memberships for the three month period of Sept. - Nov. would count for the January, 1995 renewal. (May include the Fall Newsletter but does not include the Journals.) Becky requested this pilot project because many states have their conferences during those three months, and she believes CRLA could get more renewals at that time. The Board approved the project. No formal motion was needed for the pilot project.

Jo-Ann also reported that Becky Johnen is representing all of the New England area.

CRLA CONFERENCE CALL

JUNE 23, 1994

Page 3

Reimbursement of Election- 6.
Chair

Rosa had received a reimbursement request from Dee Tadlock. Due to the fact that the request did not have receipts attached, the CRLA Auditor suggested the Board approve paying the expenses. Dee had sent the request with receipts at an earlier time; however, Rosa did not receive them. The Board reviewed the expenses and **Pat made the motion to approve paying Dee Tadlock's election expenses. Second by Rosa. Passed. Attachment E**

Auditor Recommendations 7.

The Board reviewed Gladys Shaw's letter and approved the following recommendations:

*Treasurer issue checks
under \$1,000*

Pat made the motion if an expense under \$1,000 has been budgeted, the treasurer should be able to issue checks on request of the payee so long as the payments do not exceed the total budgeted for that function or person or if the amount does exceed \$1,000, the treasurer should have a second signature of a Board Member. Second by Nancy. Passed.

*2nd Signature Needed over
\$1,000*

Fidelity Bonding

Nancy made the motion to accept Gladys' recommendation for fidelity bonding for officers and conference people handling large sums of money, liability insurance for the CRLA officers, and Event Cancellation Insurance if an Act of God should cancel the conference. Second by Pat. Passed.

Liability Ins. for Officers

Event Cancellation Ins.

Attachment F

CRLA CONFERENCE CALL

JUNE 23, 1994

Page 4

Rosa mentioned that large sums of money (cash) were collected at the San Diego conference. She recommends that the Registration Chair and some On-site people need to be bonded. She was mostly concerned about handling cash. The Board agreed that Rick and Pat should designate who would need to be bonded for the Tempe conference.

Jo-Ann reported that since there were no claims on the Event Cancellation Insurance in San Diego, CRLA would receive a 5% rebate from the carrier, J.D. Williams.

Non-Profit Mailing Permit 8.

This item was tabled until the Summer Board Meeting.

New Scholarship Form 9.

Tom reported to the Board that Rosanne Cooke will work with the form and have it ready for approval at the Summer Board Meeting.

Tempe Conf. Update 10.

Pat reported that the Call for Papers, posters, and white cover pages are ready. She also reported concerning registration fees for conference workers. The Board was in agreement that conference workers spend long hours for the conference and are many times unable to attend functions.

Registration Waivers

Pat made the motion to provide up to 5 registration waivers for full-time on-site conference workers and "one-day registration fee" waiver for up to 10 workers. These waivers would not include meals. All registration waivers would be approved by Rick Sheets

(On-Site Chair). Second by Jo-Ann.
Passed.

Pat also reported that Rick had requested clarification on the ruling of one registration per ten people. The one free registration would be given after ten people from one campus had registered.

Summer Board Meeting

Agenda Items

Budget

11. Tom discussed plans for the Summer Board Meeting to be held in Tempe, Arizona on August 13-15, 1994. Tom requested that Board Members send information to be considered at the meeting to him by July 22.

Rosa asked the Board to get requests to her by July 10 so she can have the budget ready for the summer meeting. Rosa suggested the Board discuss the amount of reserve to be placed back for the Conference Budget. This was another concern presented by the auditor. This will be discussed at the Summer Board Meeting.

*Update on Pres.-Elect
Nominees*

12. Tom gave the Board an update on the President-Elect nominees.

Tom Pasternack

13. The Board discussed Tom Pasternack's passing and what outstanding contributions Tom had made to CRLA. In recognition of Tom, the Board sent a donation to Randolph-Macon in Tom's honor, sent a card to Mrs. Pasternack and the family, and established the Tom Pasternack Outstanding Tutor Award. Pat made the motion to establish the Tom Pasternack Outstanding Tutor Award. Second by Sandra.
Passed.

*Tom Pasternack Tutor
Award*

The award would have the following stipulations:

- A. \$250 check and plaque to be paid for by the ITCP.
- B. Open to undergraduate tutors.
- C. Tutors need to submit:
 - (1) an endorsement from their tutor supervisor
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- E. The essay of the winning tutor will appear in the Summer issue of the *CRLA Newsletter* as part of the "Let's Talk Tutoring" column.

Tom will notify the appropriate people of this award.

*Requests from Newsletter
Editor*

- 14. Roz Bethke requested Board Members to send a brief paragraph concerning Tom Pasternack which would be included in the *CRLA Newsletter*. Roz also requested brief biographical information about each Board Member to be included in the *Newsletter*. After Board discussion, it was decided that although it is a good idea and opportunity for members to get to know the Board better, the Board would prefer the space be used for more professional activities.

CAS

- 15. Jo-Ann reported that she would like this issue tabled until the Summer Board Meeting. Pat reported that Martha Maxwell has had surgery on her hip. Pat added an item concerning the need

CRLA CONFERENCE CALL

JUNE 23, 1994

Page 7

for Board approval for supplemental state standards. This will be discussed at the summer meeting.

Brochures/Letterheads

16. Tom reported that Robin Bischof will have these printed. She just received the masters.

Computer Update

17. Rosa reported she was able to purchase a Mac laptop for \$600. She had 2 external chips added (\$150) and wants to add virus protection, Norton Utilities Disk Doubler, and MicroSoft Word 5.1. **Jo-Ann made the motion to purchase the needed items for the Mac Laptop. Second by Rosa. Passed.**

Next Board Meeting

18. The next Board Meeting is scheduled for August 13-15 unless there is a pressing need.

The telephone conference concluded at 3:42 p.m. CDT.

Respectfully submitted,

Nancy Moreland, Secretary
(These minutes have not been approved.)

ATTACHMENT #1

CRLA TELEPHONE CONFERENCE
JUNE 23, 1994

MEMBERS PRESENT: Tom Gier, *President*; Patricia Mulcahy-Ernt, *President-Elect*; Jo-Ann Mullen, *Past President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*; Sandra Evans, *Treasurer-Elect*.

The meeting was called to order by Tom Gier at 2:00 p.m. CDT.

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Responses*

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CRLA CONFERENCE CALL

JUNE 23, 1994

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CRLA CONFERENCE CALL

JUNE 23, 1994

Page 7

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16. Tom reported that Robin Bischof will have these printed. She just received the masters.

Computer Update

17. Rosa reported she was able to purchase a Mac laptop for \$600. She had 2 external chips added (\$150) and wants to add virus protection, Norton Utilities Disk Doubler, and MicroSoft Word 5.1. **Jo-Ann made the motion to purchase the needed items for the Mac Laptop. Second by Rosa. Passed.**

Next Board Meeting

18. The next Board Meeting is scheduled for August 13-15 unless there is a pressing need.

The telephone conference concluded at 3:42 p.m. CDT.

Respectfully submitted,

Nancy Moreland, Secretary
(These minutes have not been approved.)

ATTACHMENT #2

July 5, 1994

TO: Tom Gier
FAX # 907-7806-1688

FROM: Jo-Ann Mullen *JAM*
FAX # 303-351-2312

RE: ITEMS FOR SUMMER BOARD MEETING

Oregon's Request for a Board Member for October Conference -
Follow-up from June 23rd Conference Call

The phone number June Benson listed has been disconnected, so I'm trying to reach her by mail re. Rosa attending and presenting a session about learning centers/tutoring and/or a luncheon speech for CRLA visibility.

Enclosed are funding requests from:

Northeast and PA/NJ

For speaker (tentatively S. Brookfield) for Spring local meeting

Oregon

For speaker (Rita Smilkstein) for October meeting

Washington

For speaker (Glenn Rosen) for October meeting

I don't know how you want to handle this with the Summer Board meeting being so late. We ask for June 30th submissions (which these people met) for Summer Board action. However, in the past Summer Board action has resulted in a decision to them by Mid-July at the latest.

I also don't know what our policy is on funding speakers/Board members for local meetings. If we are funding both speaker expenses and/or travel and Board member travel, this could get to be

*Just's approval
call
6/12/94*

**
Sum Board*

quite costly. You might want to research this as a policy matter before these requests are put forth for a decision.

SIBS - how can these become "active" - 1 member has complained/voiced concern to me that she belongs to 14 SIBS + Conference Cancellation Insurance No-Claim Bonus

Our rebate for not filing a claim comes to \$25. When the paperwork is complete and I get the check, I'll forward it to Sandra Evans.

Tom, the tentative agenda looks great. I know it will be a productive meeting. I need to check airline fares and schedules and then will let you know about the feasibility of my attending for one day and also which day would work out best.

Best regards to Karan.

has only received 1 piece
of mail from all of them
combined - how can we justify
SIB membership fees?



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education, Chemeketa Community College
4000 Lancaster Dr. NE, Salem, OR 97309-7070

DT: June 10, 1994

TO: Jo-Ann Muller
Coordinator of States/Regions

FR: June Benson *JBenson*
Chapter President, Oregon

RE: Funding Request for Conference

We are planning our fall conference for Friday, October 28, 1994, at the Rock Creek Campus of Portland Community College.

Rita Smilkstein of North Seattle Community College, Washington, has agreed to be our Keynote speaker. Several Oregon members attended her presentation in San Diego and were very impressed. We will pay her honorarium costs from our state budget and we are asking the Board to help with her travel expenses.

Any financial support you could provide would be appreciated

c: Rita Smilkstein

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region OregonStatement of Purpose for Funding Request Fund travel expenses forRita Smilkstein, our keynote speaker for ourfall conference scheduled for October 28, 1994.

Itemize Projected Expenses

<u>Item(s)</u>	<u>Amount</u>
Plane fare	\$ 130.00
Car rental	60.00
Lodging	60.00
MEALS	<u>25.00</u>

TOTAL AMOUNT REQUESTED \$275.00Mailing Address June BensonChemeketa Community CollegeP O Box 14007Salem, OR 97309-7070Work Phone (503) 399-6048 Home Phone (503) 691-3058
(After 9/12)

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

June Benson
signature of State/Region Director or Chapter President

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region NORTHEAST AND PA / NJStatement of Purpose for Funding Request CO-SPONSORED REGIONAL
CONFERENCE WITH PA ASSOCIATION OF DEVELOPMENTAL
EDUCATION TO BE HELD MARCH OR APRIL 1995

Itemize Projected Expenses

<u>Item(s)</u>	<u>Amount</u>
SHARE EXPENSE OF KEYNOTE SPEAKER (TENTATIVELY STEPHEN BROOKFIELD)	\$500

TOTAL AMOUNT REQUESTED \$500Mailing Address 33 OLD EBENEZER RD
LEBANON, PA 17046Work Phone (717) 270-6310 Home Phone (717) 228-1545
FAX 717-270-6385

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.


signature of State/Region Director or Chapter President

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region

Washington

Statement of Purpose for Funding Request

Transportation
and lodging expenses for our
main speaker & workshop presenter
Dr. Glenn Foxen

Itemize Projected Expenses

Item(s)	Amount
Air Fare	\$ 650
Lodging	55
Meals	25
	<u>\$ 730</u>

TOTAL AMOUNT REQUESTED

\$ 500

Mailing Address

Lorraine M. Dreiblatt
5265 Jung Frau Pl NW
Issaquah, WA 98027Work Phone (206) 643-2636 Home Phone (206) 643-2632

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

Lorraine M. Dreiblatt
signature of State/Region Director or Chapter President

Conference Chair

FAX TO: Sandra Evans 409-938-8918
Tom Gier Radisson Tempe Mission Palms 602-968-7677
Rosa Hall 805-943-5573
Pat Mulcahy-Ernt 908-932-8206
Nancy Moreland 806-371-5470

FROM: Jo-Ann Mullen

RE: Additions to Agenda for Summer Board Meeting

My best wishes for a productive Board meeting. Here are two actions items and one discussion item for the meeting:

Action Items

1. Oklahoma would like a Board member to attend their state conference on October 7 & 8, 1994 to make a back-to-back repeat presentation on the morning of the 8th on "Recent Issues in Developmental Education." They would also like this Board member to bring and share CRLA promotion/membership materials.
2. Colorado has been planning a November joint conference with CoNade, an big breakthrough since NADE is strong in Colorado and we haven't had ANY action (even a letter) in Colorado in years. Vince Orlando will represent CRLA at the conference. Jo Berger, Colorado State Director, would like authorization to spend up to \$300 to co-fund a speaker or other conference-related event if this is the direction the planning sessions with CoNade officers takes. CoNade is supplying virtually all of the membership and momentum at present and this would give CRLA something to contribute.

Discussion Item

What is the rationale for funding Board members and speakers for local conferences?

Board members are sent to represent CRLA and their presence is believed to help increase membership at the national level. Ideally, the Board member would give a welcome or keynote address and/or would present a session.

Historically, CRLA allocated seed money beyond the usual allotment for fledgling or precarious local groups to get going. This sometimes enabled a group to bring in a speaker to help motivate local people to commit. Sometimes this money was used simply to get started. For example, many years ago Colorado had a State Director who spent all of the allotted money advertising a conference that was cancelled. When a new Director took over, there was \$0 in the state treasury and Colorado asked for \$100 extra for start-up. After a fairly successful conference, the extra money was paid back to CRLA.

I bring this up because of our recent trend toward funding speaker requests to chapters/states/regions simply because they ask. One state, for example, is getting \$500 for a speaker this year as well as Tom Gier as Board representative. I voted with the Board in favor of this because there is currently no basis on which to decide whether to support or deny such requests. I worry, though, about continuing to fund requests on a "nice guy basis."

Philosophically, is the local conference a mini-national conference?

I am asking the Board to consider this funding rationale issue for the future and decide if it needs to be formalized. If need be, please come up with a policy that we can use in the future and I will then add this policy to the Leadership Handbook.

Division of EMECR - McKee 213- Univ. of Northern Colorado
Greeley, CO 80639
303-351-2189

DATE: July 30, 1994

TO: Becky Johnen, Coordinator for Northeast and PA/NJ

FROM: Jo-Ann Mullen, Coordinator of Chapters/Regions/States

RE: Funding Request for Spring 1995 Conference Speaker -
Co-sponsored regional conference with PA Association of
Developmental Education

The CRLA Board has reviewed and approved your request for \$500.00 for funding to bring a keynote speaker, tentatively Stephen Brookfield, to the Joint Conference scheduled with the PA Assoc. of Developmental Education scheduled for March or April, 1995.

Please use the regular CRLA reimbursement form and mail this to Sandra Evans when applying for this money.

My wishes for a very successful conference during Spring, 1995. Hopefully, this will be in addition to the CRLA conference in Tempe for CRLA members.

Thanks once again for all you do for CRLA.

CC: Sandra Evans

Division of EMECR - McKee 213- Univ. of Northern Colorado
Greeley, CO 80639
303-351-2189

TO: June Benson, Oregon Chapter President
FROM: Jo-Ann Mullen, Coordinator of States/Regions/Chapters
DATE: July 30, 1994
RE: Funding Request for Fall Conference Speaker

The CRLA Board has reviewed and approved your request for funding in the amount of \$275.00 to bring Rita Smilkstein to the October 28th Oregon Conference as keynote speaker.

Please use the usual CRLA reimbursement form and mail this to Sandra Evans when applying for this money.

My wishes for a very successful conference in October.

CC: Sandra Evans, CRLA Treasurer

Division of EMECR - McKee 213- Univ. of Northern Colorado
Greeley, CO 80639
303-351-2189

DATE: July 30, 1994

TO: Lorraine Dreiblatt, Conference Chair
Washington Chapter

FROM: Jo-Ann Mullen, Coordinator of States/Regions/Chapters

RE: Funding Request for Fall Conference Speaker

The CRLA Board has reviewed and approved your request for funding in the amount of \$500.00 to bring Glenn Rosen to the October Washington Conference as keynote speaker and workshop presenter.

Please use the regular CRLA reimbursement form and mail it to Sandra Evans when applying for this money.

My wishes for a very successful conference in October.

CC: Sandra Evans, CRLA Treasurer

CRLA BYLAWS 1994

ARTICLE I--NAME

The name of the Association shall be College Reading and Learning Association.

ARTICLE II--MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his/her annual dues within sixty days after the date they have become payable shall be deemed to have abandoned membership in the Association.

ARTICLE III--MEETINGS

1. The annual CRLA Conference will be held each Fall at a date to be determined beginning with a Fall Conference in 1996. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.

3. State/regional directors and chapter presidents will be encouraged to call an annual, state, or regional meeting.
4. All members of the Association may have the right to attend all membership meetings--annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

ARTICLE IV--BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws, or any provision of law.

3. The title of all property of the Association shall be vested in the Association and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meetings has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE V—OFFICERS

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary, and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of the Bylaws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and the treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.
 - c. Approve personnel of committees.
 - d. Call special meetings of the Board of Directors.

EVENT PLANNING GUIDE

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arrangements for a game of golf at the exclusive Pete Dye-designed Karsten Golf Course nearby.

Whether entertaining clients or perfecting your game, Karsten will challenge and inspire you. Other recreational

amenities include our fully equipped fitness center, heated outdoor swimming pool, whirlpool, sauna and two lighted tennis courts.

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With more than 21,000 square feet of function space, we have the facilities to accommodate your needs. The Palm Ballroom, divisible into

smaller sections, provides an elegant atmosphere ideal for banquets or conferences. For more private functions, our flexible meeting rooms are designed to accommodate various seating configurations for groups of

up to 120. Of these, six rooms surround the outdoor pool and courtyard. Lush foliage and stone fountains accent the beautiful courtyard area of our Garden Terrace – the perfect setting for receptions and pre-function events.

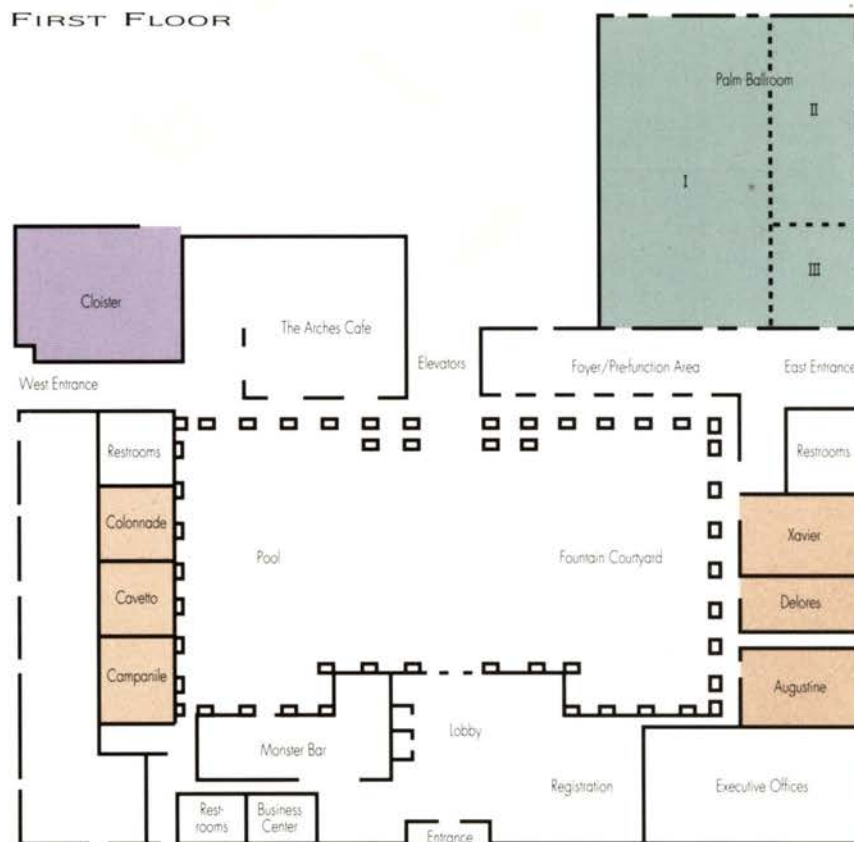


Our personal conference planner will provide your group with attentive service to see that every critical detail of your function runs smoothly – from pre-planning through post-meeting review. State-of-the-art audiovisual equipment is available, as well as our on-site Business Center, complete with secretarial, faxing, duplicating and computer services. And we guarantee your satisfaction with Radisson's *Assured Meeting®* program. Our commitment in writing to ensure the quality and success of your meeting.

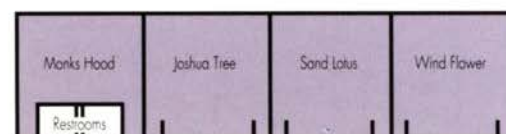


Rooms	Sq. Feet	Dimensions	Height	Classrm.	Theater	Reception	Conf.	U-Shape	Square	Banquet
Palm Ballroom	9,090	101' x 90'	15'	600	1,200	1,500	-	-	-	800
Ballroom I	6,060	101' x 60'	15'	350	800	650	-	-	-	400
Ballroom II	1,980	66' x 30'	15'	120	200	120	60	50	60	200
Ballroom III	1,050	35' x 30'	15'	56	100	60	40	30	40	60
Foyer	3,080	22' x 140'	15'	-	-	450	-	-	-	150
Xavier	1,080	27' x 40'	11'	56	100	90	40	34	40	80
Delores	840	21' x 40'	11'	56	80	70	40	30	36	60
Augustine	1,040	26' x 40'	11'	56	100	90	40	34	40	80
Colonnade	648	27' x 24'	11'	32	50	50	24	20	24	40
Cavetto	648	27' x 24'	11'	32	50	50	24	20	24	40
Campanile	648	27' x 24'	11'	32	50	50	24	20	24	40
Monks Hood	486	27' x 18'	8'	24	40	32	20	14	20	30
Joshua Tree	648	27' x 24'	8'	32	50	50	24	20	24	40
Sand Lotus	648	27' x 24'	8'	32	50	50	24	20	24	40
Wind Flower	648	27' x 24'	8'	32	50	50	24	20	24	40
Cloister	2,475	55' x 45'	9'-10'	96	160	200	40	36	46	120
Courtyard	-	-	-	-	-	400	-	-	-	180
Total Square Ft.	21,979									

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for your important event.



- e. Appoint state/regional directors and director(s)-at-large within thirty (30) days prior to the annual CRLA meeting unless the state or region is a chapter. If the state or region is a chapter, request the chapter president to assume the duties of the state/regional director for the geographical area encompassed by the chapter.
 - f. Appoint an acting secretary, treasurer, program chair, and/or coordinator of state/regional directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in the capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
- 4. The president-elect shall act as presiding officer in the absence of the president and shall act as chairperson of the program committee.
 - 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/regional directors, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
 - 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past president.
 - 7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year there shall be a review of the financial records by a professional auditor to be appointed by the president.
 - 8. Each state/regional director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state/regional director or chapter president shall serve as the membership chairperson for his/her state or region and shall submit an annual report to the Board of Directors not later than February 1 of each year.

ARTICLE VI—FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VII—PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these Bylaws.
2. In all meetings, any member may demand a roll call vote except for those procedures which provide for a mail ballot, including the election of officers.
3. Not later than twelve months prior to the beginning of election balloting, the president shall appoint a past president, who served a one year term as committee member, as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
 - a. The election committee shall confer in a face-to-face meeting and select from the membership at least two members for each of the offices of president-elect and secretary or treasurer.
 - b. The committee shall make available to each nominee and his /her institution, the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
 - c. The election committee shall submit to the Board of Directors the names of at least two members for each of the offices of president-elect and secretary or treasurer in time for action at the summer Board meeting.
 - d. Information about all candidates, one official ballot, and a properly addressed return envelope will be mailed by a date set by the Board to all members in good standing.
 - e. All officers except the president and immediate past president shall be elected by mail ballot.
 - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
 - g. Voting shall be by secret mail ballot. All votes received on or before the date set by the Board will be included in the final count. A majority of the votes cast shall be necessary for election.

- h. Ballots shall be sealed immediately following the count for verification as requested in writing for thirty (30) days from the day of the election.
4. Should a quorum as defined by Article VIII of the Bylaws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

ARTICLE VIII—QUORUM

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31 prior to the annual conference.

ARTICLE IX—AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE X—INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth of the members of the Association. Any action or initiative, referendum or recall shall require a noticed motion and a majority vote of the membership or two-thirds vote of those members present at any annual meeting of the Association.

ARTICLE XI—DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XII—AMENDMENTS

1. These Bylaws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds majority of the votes cast.

ARTICLE XIII—CHAPTERS

The membership in any state, region, province, or territory may petition the Board of Directors to form a chapter of the Association, and upon approval of the Board, chapters may be established. Chapters must comply with the provisions set forth in the Board policy on the formation of state/regional chapters.

BOARD POLICY ON THE FORMATION OF STATE/REGIONAL CHAPTERS

1. Upon approval of the Board of Directors, a chapter or chapters of the Association may be established in any area within a state, region, province, or territory on the petition of 25 members of the Association within the area. To maintain chapter status, membership in the Association must be equal to or greater than the number at the time of chapter initiation.
2. A chapter must adopt its own bylaws which will be compatible with the Constitution and Bylaws of the Association.
3. All members of the chapter must be members of the Association.
4. Elected officers shall consist of at least the president (chair), vice-president (vice-chair/chair-elect), and a recorder (secretary and treasurer duties).
5. The president of the chapter will assume the duties and function of the state/regional director position.
6. Each chapter shall hold at least one chapter meeting a year. A report of its meeting(s) shall be sent to the Coordinator of State/Regions of the Association within one month following the meeting(s).
7. State chapters shall not be affiliated with any other organizations.

8. A chapter may be dissolved at its request or by the Board of Directors of CRLA and shall be so dissolved by the Board if it becomes inactive or fails to comply with the provisions of this article for one conference year. Any treasury funds must be disbursed in accordance with state law. If there is no state law for this situation, then funds will be disbursed by the Board of Directors of the Association.
9. If a state, region, or area chooses not to have a chapter, the position of state/regional director will continue. In the event of the dissolution of a state, regional, or area chapter, the Coordinator of State/Regions of the Association will appoint a person to the position of state/regional director.

CRLA Operating Fund Summary 1993-94

4000 INCOME	
4900 Misc. Income	524.39
4901 CRLA Acct Transfer	0
5001 Dues	20415.00
Dues collected at Conference	11200.00
5002 JDE	0.00
5003 RRIDE	0.00
5004 Both JDE & RRIDE	0.00
5011 Interest Income/Cr Union	1352.87
5008 CU Interest (duplicate acct))	119.41
5012 JCRL	925.00
Total SIGS	2345.00
5006 Internat'l Tutor Certification Program (ITCP)	3287.36
5007 Registry/Tutor	1125.00
Tutor Registry collected at Conference	140.00
5009 NFC Coverage	-5.00
5010 Awards Donations	361.00
Awards/Donations Collected at Conference	1108.00
5013 Glossary	5.00
Total INCOME	42903.03
5000 EXPENSES	
Board Expense	16253.84
Publications	11981.15
General Expenses	7913.06
Committees	2022.77
States & Regions	3635.76
Misc (Transfer to new account)*	1000.00
TOTAL EXPENSES	42806.58
NET INCOME	96.45
Adjusted Income (includes transferred funds)	1096.45

CRLA Conference Budget Summary of Income Report

Exhibitor Fees	5,400.00	
Accounts Receivable	-107.00	
Tutor Registry at Conference*	140.00	
T-shirts/Tote bags	1,254.15	
Scholarships & Awards*	1,108.00	
 SIGs & Dues with Conference*	 11,200.00	
Registration	33,445.00	
One-day registration	1,040.00	
 Institutes	 7,135.00	
SIG Breakfasts	1,127.00	
SIG Lunches	1,550.00	
Lunches with Mentors	1,641.00	
Southwestern Tour	120.00	
Miramar Tour	220.00	
Zoo & Tour Dinner	4,680.00	
Tijuana Tour	700.00	
Banquet	3,900.00	
Dinner on the Town	20.00	
Brunch/Awards	1,112.50	
Harbor Cruise	759.00	
 Refunds	 -1,046.00	
Misc. Income	375.37	
Banking interest	900.23	
 GROSS INCOME	 	76,674.25
 Adjustments	 	
Tutor Registry at Conference	140.00	
Scholarships & Awards	1,108.00	
SIGs & Dues with Conference	11,200.00	
 Adjusted GROSS INCOME	 	64,226.25
 EXPENSES	 	45,299.53
NET INCOME		\$18,926.72

'94 - San Diego

STATEMENT OF ACCOUNT

ANTELOPE VALLEY SCHOOLS FEDERAL CREDIT UNION
759 W. LANCASTER BLVD.
LANCASTER CA 93534

805-945-5805
0607100-00052

Each loan marked * is an open-end loan. The balance used to compute the finance charge on open-end loans is the unpaid principal balance at the time of the transaction. On the date an advance is taken, the amount of the advance is added to the unpaid principal balance. On the date a payment is made, the finance charge and any late charges due are deducted from the payment amount and the remainder, if any, is subtracted from the unpaid principal balance.

The Annual Percentage Rate (APR) is shown in the loan summary below. The phrase "(MAY VARY)" means that this loan has a variable Annual Percentage Rate.

COLLEGE READING & LRN 135100
ASSOCIATION/R HALL 00
26864 N CLAUDETTE ST
#713
CANYON COUNTRY CA 91351

STATEMENT PERIOD	
FROM	TO
07-01-94	07-31-94
MEMBER NUMBER	
8389 009	
953-17-7158	1
SOC. SEC. NUMBER	PAGE

DATE			TYPE OF ACCOUNT / TYPE OF TRANSACTION	LOAN PAYMENT AMOUNT	FINANCE CHARGE	FEE OR LATE CHARGES	CHANGE TO BALANCE	BALANCE
MO	DAY	Y						
07	01	4	01 SHARES - REGULAR SAVINGS				PREVIOUS BALANCE	2500
07	31	4					NEW SHARE BALANCE	2500
07	01	4	CHECKING ACCOUNT				PREVIOUS BALANCE	4906525
07	01	4	DIVIDEND				10118	4916643
07	01	4	CHECK NO. 0105				1571-	4915072
07	05	4	CHECK NO. 0104				10000-	4905072
07	05	4	CHECK NO. 0112				3778-	4901294
07	05	4	CHECK NO. 0113				83082-	4818212
07	06	4	DEPOSIT				47000	4865212
07	06	4	DEPOSIT				391600	5256812
07	07	4	CHECK NO. 0108				22219-	5234593
07	07	4	CHECK NO. 0109				5100-	5229493
07	07	4	CHECK NO. 0110				5145-	5224348
07	12	4	CHECK NO. 0114				32202-	5192146
07	13	4	CHECK NO. 0107				2050-	5190096
07	13	4	CHECK NO. 0117				167200-	5022896
07	13	4	CHECK NO. 0119				8155-	5014741
07	14	4	RETURN ITEM NOT PAYABLE US \$				2000-	5012741
07	14	4	RETURN ITEM NOT PAYABLE US \$				500-	5012241
07	14	4	CHECK NO. 0116				13486-	4998755
07	18	4	CHECK NO. 0118				17316-	4981439
07	18	4	CHECK NO. 0120				37890-	4943549
07	31	4					NEW SHARE BALANCE	4943549
TOTAL			DIVIDEND OF \$106.35 TO BE CREDITED ON 08 01 94					
*****			DRAFT NUMBER SEQUENCE SUMMARY			*****		
0104	100.00	0105	15.71	*0107	20.50	0108	222.19	
0109	51.00	0110	51.45	*0112	37.78	0113	830.82	
0114	322.02	*0116	134.86	0117	1672.00	0118	173.16	
0119	81.55	0120	378.90					
* BREAK IN DRAFT NUMBER SEQUENCE								
***** 1994 YEAR-TO-DATE FINANCIAL SUMMARY *****								
DIVIDENDS			DIVIDEND			MORTGAGE		
PAID			WITHHOLDING			MORTGAGE		
845.23			0.00			FINANCE CHG		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
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			0.00			0.00		
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			0					

***** SUMMER LOANS SIZZLE *****
SUMMER SIGNATURE LOANS - ONE YEAR 10% APR!
WE NOW OFFER AMERICAN EXPRESS TRAVELERS CHEQUES
USE YOUR ATM AT MACHINES DISPLAYING STAR OR PLUS SYMBOLS

This statement is a permanent record of your account. Income tax information appears at the end of the statement.

IN CASE OF ERRORS OR QUESTIONS ABOUT LOANS ON YOUR STATEMENT MARKED WITH AN *

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet of paper at the address shown in the upper left corner on the reverse side of the statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question.

While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUND TRANSFERS MARKED "EFT".

Telephone us or write us at the phone number or address on the reverse side of this statement as soon as you can if you think your statement or automated teller machine receipt is wrong or if you need more information about a receipt or a transfer on the statement marked "EFT". We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days, in the case of a transfer resulting from a point-of-sale debit card transaction or a transfer initiated outside the United States) to do this, we will recredit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

SHARE DRAFT RECONCILIATION**OUTSTANDING SHARE DRAFT**

NUMBER	AMOUNT
115	150 00
271	6,000 00
TOTAL	\$1,150 00

ENDING BALANCE SHOWN ON THIS STATEMENT

49,435.49

PLUS DEPOSITS NOT SHOWN ON THIS STATEMENT

—

SUB-TOTAL

49,435.49

LESS TOTAL OUTSTANDING DRAFTS

1,150.00

EQUALS ADJUSTED ENDING BALANCE

\$ 48,285.49

ADJUSTED ENDING BALANCE SHOWN ABOVE SHOULD AGREE WITH THE
BALANCE SHOWN IN YOUR SHARE DRAFT BOOK.

NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT MAY APPLY TO YOUR
ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT APPLY TO YOUR ACCOUNT.

ANTELOPE VALLEY SCHOOLS FEDERAL CREDIT UNION
759 W. LANCASTER BLVD.
LANCASTER CA 93534

805-945-5805
0607100-00053

Each loan marked * is an open-end loan. The balance used to compute the finance charge on open-end loans is the unpaid principal balance at the time of the transaction. On the date an advance is taken, the amount of the advance is added to the unpaid principal balance. On the date a payment is made, the finance charge and any late charges due are deducted from the payment amount and the remainder, if any, is subtracted from the unpaid principal balance.

The Annual Percentage Rate (APR) is shown in the loan summary below. The phrase "(MAY VARY)" means that this loan has a variable Annual Percentage Rate.

CRLA CONFERENCE 135100
ROSA HALL/ E JOHNEN 00
26864 N CLAUDETTE ST
NO 713
CANYON COUNTRY CA 91351

STATEMENT PERIOD	
FROM	TO
07-01-94	07-31-94
MEMBER NUMBER	
8390 006	
SOC. SEC. NUMBER	
953-17-7158	1
PAGE	

DATE	TYPE OF ACCOUNT / TYPE OF TRANSACTION	LOAN PAYMENT AMOUNT	FINANCE CHARGE	FEE OR LATE CHARGES	CHANGE TO BALANCE	BALANCE
MO DAY Y						
07 01 4	01 SHARES - REGULAR SAVINGS				PREVIOUS BALANCE	2500
07 31 4					NEW SHARE BALANCE	2500
07 01 4	CHECKING ACCOUNT				PREVIOUS BALANCE	6108252
07 01 4	DIVIDEND				12661	6120913
07 06 4	DEPOSIT				54140	6175053
07 18 4	CHECK NO. 0735				16660-	6158393
07 31 4					NEW SHARE BALANCE	6158393
07 31 4	TOTAL DIVIDEND OF \$130.76 TO BE CREDITED ON 08 01 94					
07 35	* * * * * DRAFT NUMBER SEQUENCE SUMMARY				* * * * *	
07 35	166.60					
07 35	* BREAK IN DRAFT NUMBER SEQUENCE					
----- ***** 1994 YEAR-TO-DATE FINANCIAL SUMMARY ***** -----						
DIVIDENDS PAID	DIVIDEND WITHHOLDING	MORTGAGE POINTS	MORTGAGE LATE CHG	MORTGAGE FINANCE CHG	OTHER NON-MTG FINANCE CHG	
860.92	0.00	0.00	0.00	0.00	0.00	

* * * * * SUMMER LOANS SIZZLE * * * * *
SUMMER SIGNATURE LOANS - ONE YEAR 10% APR!
WE NOW OFFER AMERICAN EXPRESS TRAVELERS CHEQUES
USE YOUR ATM AT MACHINES DISPLAYING STAR OR PLUS SYMBOLS

This statement is a permanent record of your account. Income tax information appears at the end of the statement.

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet of paper at the address shown in the upper left corner on the reverse side of the statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

OUTSTANDING SHARE DRAFT		
NUMBER	AMOUNT	
694	1,000 00	
TOTAL	1,000 00	

ENDING BALANCE SHOWN ON THIS STATEMENT 61,583.93

PLUS DEPOSITS NOT SHOWN ON THIS STATEMENT _____

SUB-TOTAL 61,583.93

LESS TOTAL OUTSTANDING DRAFTS 1,000.00

EQUALS ADJUSTED ENDING BALANCE 60,583.93

ADJUSTED ENDING BALANCE SHOWN ABOVE SHOULD AGREE WITH THE
BALANCE SHOWN IN YOUR SHARE DRAFT BOOK.

NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT MAY APPLY TO YOUR
ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT APPLY TO YOUR ACCOUNT.

1994 Conference Evaluation Report

1. How many prior annual CRLA conferences have you attended?

0 41 1 20 2-5 48 6-10 23 10+ 19

2. Have you been a member of CRLA prior to this conference?

Yes 111 No 32

3. How did you learn of this conference?

colleague 47 mailing 43 J. of Developmental Ed 8

CRLA Newsletter 42 J. of College Reading & Learning 7

Other:

previous conf. 8 requested brochure 1 conf. planning 1

4. In which state are you currently employed?

*We need to change this question, i.e., Canada 6
and Province of Prince Edward Island 1.*

CA 43 NM 12 ID 1 AZ 7 KS 5 WA 4 OR 7 TX 8 NJ 3

VA 1 CO 2 IA 1 TN 5 CT 1 VT 1 HI 3 IN 3 OH 3

GA 1 NV 2 ME 2 MN 2 OK 3 AK 1 VA 1 MO 2

IL 2 PA 1 NE 7 LA 1 NH 1

5. What type of position do you hold?

Instructor 95 Counselor 4 Tutor 4

Instructional Assistant 6 Administrator 53

Advisor 1 Administrative Support 2 Librarian 2

6. What is the main area of your employment?

Reading 66 Writing 25 Math 7 Counseling 6
Learning Assistance 60 Tutorial 18 Librarian 2
Study Skills 5 ESL 3 One Each: ABE-GED Prep,
Psychology, Science, Teacher Ed., Ed Reform and Workforce
2000 Issues, Disabilities and Personal Development,
Developmental Ed., Speaking, Medical School,
Staff Development-Evaluation-Research, Data-Computers

7. In what type of institution do you work?

Two-year Jr./Community College 73
Four Year College/University 70
Worksite Literacy Program 1 High School 1 Military 1
Three Year Community College 1

Evaluation of Services and Planning

1. Program printing, layout and information

Excellent 84 Good 54 Average 13 Poor 2 No Response 0

2. Registration process

Excellent 102 Good 40 Average 6 Poor 2 No Response 0

3. Cost of conference

Excellent 54 Good 58 Average 34 Poor 6 No Response 0

4. Exhibits

Excellent 35 Good 57 Average 38 Poor 13 No Response 4

5. Hotel location

Excellent 64 Good 55 Average 20 Poor 12 No Response 1

6. Hotel accommodations

Excellent 67 Good 43 Average 23 Poor 6 No Response 8

7. Pre-conference publicity (call, newsletter articles, ads)

Excellent 72 Good 48 Average 12 Poor 6 No Response 4

8. Tours/Leisure events

Excellent 54 Good 32 Average 9 Poor 2 No Response 36

Comments/Suggestions: (Edited typical comments)

"Beautiful city-- more centralized hotel location would have allowed us to see more and still attend concurrent sessions (P. S. much better location than Kansas City, however!)."

"I felt left out by being at the Hilton as overflow plus it was a nuisance riding the shuttle (even though it was a good idea!)."

"Hotel service was poor in the restaurant especially. Also rooms did not appear to be very well cleaned. While CRLA can't control that ahead of time, we should make our dissatisfaction known."

"Zoo trip was a real treat."

"Zoo trip and Harbor cruise were poorly scheduled. The best activities were either before most of us got here or after we left."

"need more rooms with two beds"

"Hotel rooms were not well set up for multiples in a room - one mirror."

"The hotel room costs were too high and the charge for food in the restaurant was too high."

"CRLA continues to be the best conference available for those of us who work with developmental programs in two year colleges."

"As a first time attendee, I found the institutes and workshops to be helpful, educational, and interesting. Good job!"

CRLA Future Conference Ideas/Suggestions: (Edited typical comments)

"The food at Friday night's Banquet and the Mentor luncheon was the best I've had for hotel meals at a conference setting like this (happy face)."

"Banquet is getting very expensive-- Perhaps have a breakfast or luncheon instead. It would be great to have a breakfast all together."

"Suggest the Visa/Mastercard is accepted for registration over the phone."

"Have hotel reserve more rooms for potential attendees. Called a month ahead and already no rooms left. Appreciate shuttle service offered-- frustrating that times were not always adaptable to needed transportation. Would be good if overflow hotel could be within walking distance of conference hotel."

- "1. Separate rooms for SIG meals.
2. Have a combination of SIG meal and session-- creation of 3 hour (2 1/2-3 hr) block.
3. Evening activity before institutes (such as zoo) great -- but institutes conflicted with sightseeing (Tijuana), maybe save something like that for later in conference (at end). Zoo night was good-- but should end sooner if early in conference.
4. Longer State mtgs-- maybe 5 PM again on Friday, so we can conference with longer meeting if necessary."

"Round tables on hot-topics is a great idea!

Note to CRLA: A membership directory! Do you have any idea how difficult it is for us who are not 'veterans' of WCRLA, etc. to touch base with other members, etc.?"

"More sessions on multiculture, athletics and learned disabilities/special populations (disabilities)."

Just bring in more exhibitors! Let's have some excellent literature, new multicultural novels, and some complementarily software. Aside from your wonderful computer work area, please invite some computer dealers."

"1 hour time slot for State Chapters would be an improvement. Have some sessions on multimedia, Internet, E-mail. The really active members of the organization know the history of the SIGs, scholarship raffle, chapters, but new members need to know these things-- how about a 'History Flier' -- avoids the feeling of being outside a clique, helps to know where to get more involved."

Dr. Freud brought tears to my eyes-- an inspiration! The high point of my trip!"

- "1. Brain research and its implications to teach
2. Critical thing through reading and writing"

"Chairpersons for Institutes should not be required to buy a ticket for that particular institute."

"Consider merging CRLA with NADE soon! Political clout for developmental educational is essential and merging the two groups could help with this."

"1. Registration form should be on one page instead of all spread out on several pages.

2. Should be a page in back of program listing each time slot so a person could fill out each time slot over the conf., with the activity or session she wanted to attend and thereby have her individual schedule on one page."

"Your administrative board is impressive-- this organization is in 'good hands'."

Could you 'recruit' Mentors? I have an idea, but haven't been invited to be a mentor for several years. Do a mentor brunch on getting a sabbatical."

"I would like a basic review for computer illiterate: Explain hypertext, internet, etc.. as well as give a basic overview of hardware and software.

Overview of basic skill material available on computer- both networked and independent.

Overview of authoring programs and ranks- on demonstrations."

"More time for State Chapter meetings. Offer institutes on Sat., perhaps only am. I felt that I was excluded since I didn't want to cancel my classes. Offer a copying service when presenters do not have enough handouts to distribute."

"How about trying some activities for families attending."

1. Need tables for institutes-- too long, too valuable to juggle on lap.

2. Provide conference attendee list or membership list with registration packet. Quick meeting leave uncertain about names-- If haven't asked for card on meeting-- too hard to drop a note farther offer conference (NADE's have been very useful).

It's PC, but important in presenting ourselves as professionals:

- a. Hispanic is a meaningless term: Latino/a is more appropriate and useful.
- b. Freshmen is gender biased: Participants should be encouraged to use the term 'first year' (or equivalent).

Overall Conference Rating (Edited typical comments)

"Excellent variety of presentation. Good job! Well done! Institutional entertainment-- exceptional! Congratulations, Tom and Karen, etal!"

"Registration form was rather convoluted-- price breakdowns for all activities should be on one sheet."

"Great job! Super presentations! How about a sign-up form or some other method for people attending the conference alone to get together for evening outings and/or meals? Some people would prefer the company of a few over a group after being among the masses all day."

"The quality and usefulness of the presentations that I attended was top notch with one glaring exception. That's my primary purpose in attending the conference, but it sure doesn't hurt that the membership is also a fun bunch that makes newcomers feel welcome!"

"As usual, the CRLA conference was well organized and well worth the time and money spent. Congratulations to all concerned on a very good job."

Please don't schedule conference on Jewish Holidays! (Remember that Jewish holidays start the night before they are listed on the calendar.) Thanks!"

"I have been a member since 1976 and it is easy to see how improved and professionalized CRLA has become. I am proud to be a member. The conference plans are without a flaw. Excellent!"

Report prepared by:

Tom Dayton, Evaluations Chair
American River College
5010 Cowell Blvd.
Davis, CA 95616
Work (916) 484-8106
Home (916) 753-2988

1995 CRLA CONFERENCE COMMITTEE MEETING
REPORT OF THE EXHIBITS CHAIR
RADISSON TEMPE HOTEL
AUGUST 12, 1994

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 6

Results of the initial mailings:

(1) A revised list was made based upon new information we have; this is partly due to some companies combining or no longer exist. The revised copy (pink) should be used until we have additional information. However, do not discard the first edition because it may be needed for contact with main offices.

(2) These exhibitors have given a definite yes; please notice comments/requests:

a) Townsend Press requested three tables for the price of two; Pat Mulcahy-Ernt needs to respond to this request. Also, wants a form to indicate exhibit requirements and another packet.

b) National Center for Developmental Education: one table and one full page ad; wants any conference updates.

c) Newsweek Education Program wants one table; will do one proposal.

d) D.C. Heath: undecided on number of tables; requests another packet.

e) H & H Publishers: will require one or more tables.

f) Prentice-Hall: requested one table; sent check to incorrect address; wants a call if received. Rick Sheets needs to follow up on the mailing.

g) QUEUE: requests another packet; will use AZ rep.

h) Gorsuch Scarisbrick: undecided on number of tables; requested a call re 1994 conference to assist with decision.

i) Harper Collins: one table requested; requested a packet for AZ rep.

(3) These publishers were called and are undecided:

a) Houghton Mifflin; b) Harcourt Brace; c) Telesensory: requested a new packet; d) Franklin Learning Resources; e) EDL; f) Green Haven Press Promotions; g) St Martin's Press: requested a packet; and h) West Educational Publishers.

(4) These companies have given a negative response:

a) AMSCO School Publishers; b) Educational Design: secondary only; c) Merit Audio Visual; d) Little, Brown & Company: a subsidiary of another company; e) Interactive Learning refused the packet.

Updates and planned actions:

. A revised Exhibitors Information Page has been prepared.

. Another mailing will be made to accommodate requests and to invite new prospective exhibitors.

. A suggested list of information for an Exhibitors Information Form is provided with this report. This needs to be developed into a standard form for future use.

. Courtesies will be provided for exhibitors: suggestions; gift boxes of AZ products; a wine/cheese reception; luncheon. Funding of this project is unresolved.

Submitted by: Theria M. Beverly, 1995 Exhibits Chair

T. M. Beverly



LETTER OF AGREEMENT

(Revised July 20, 1993)

DATE PREPARED: June 18, 1993

PREPARED FOR: College Reading and Learning Association

CONTACT: Susan Deese

CONFERENCE: Annual Conference

DATES: April 5 - 9, 1995

SCENARIO FOR SUCCESS

Our Assured Meeting Agreement certifies that the management and staff are dedicated to providing the finest in facilities and services, to assure the quality and success of your meeting. If any of your requirements are not properly fulfilled, you will be promptly compensated or credited as needed.

GUEST ROOM BLOCK:

The following room block has been reserved for your group:

<u>Day</u>	<u>Date</u>	<u>Guest Rooms</u>	<u>Day</u>	<u>Date</u>	<u>Guest Rooms</u>
Tue	4/4	20 rooms	Fri	4/7	215 rooms
Wed	4/5	160 rooms	Sat	4/8	175 rooms
Thu	4/6	225 rooms	Sun	4/9	20 rooms

The above room block may be adjusted (increased or decreased) prior to April 4, 1994 with no penalty. Increases in the room block will be limited to 250 guest rooms per night and is subject to group room availability at the time of the increase.

SUITES: 4/5-4/9 1 Jacuzzi King Suite

UPGRADES: 4/5-4/9 5 Courtyard Rooms

Susan Deese
June 18, 1993
Page 2

GUEST ROOM RATES:

The following special rates are confirmed for your organization:

Single	\$89.00	Triple	\$89.00
Double	\$89.00	Quad	\$89.00

April 1994 rack rates are: \$125.00 single / \$135.00 double

Conference rates will be available from Sunday, April 2, 1995 to Monday, April 10, 1995.

All rates are subject to the prevailing state and local taxes at the time of arrival. Our current tax is 9.05%.

The Radisson Tempe Mission Palms Hotel agrees to hold the aforementioned block of rooms until March 21, 1995, at which time the hotel will release the unused portion of the group room block. Reservations received after this date will be honored on a space available basis at the conference rate.

Thirty days prior to arrival, CRLA's room block will be reviewed. Upon approval from CRLA unused rooms may be returned to the Hotel for general sale.

If required, overflow housing may be secured within a one to four mile radius of the Radisson Tempe Mission Palms. Typically, overflow hotel rooms are secured first with the Holiday Inn, Tempe (Rural & Apache), and then with the Embassy Suites - Tempe (Rural & Superstition Freeway). The Radisson Tempe Mission Palms will be happy to provide assistance in securing a room block with the Tempe hotels; however, contracts would be executed directly between CRLA and the specific hotel.

RESERVATIONS:

The Radisson Tempe Mission Palms Hotel will supply your organization with 1500 complimentary reservation cards. Please advise us when and to whom the reservation cards should be delivered. All return reservation cards must be received by your established cut-off date of March 21, 1995. Any reservations received after this cut-off date will be honored on a space available basis only.

Susan Deese
July 20, 1993
Page 3

GUARANTEE POLICY:

All reservations will be held until 6:00 p.m. local time. In order to guarantee a reservation for arrival after 6:00 p.m., a deposit equivalent to one night's room and tax, or the guarantee of same by major credit card, is required. There will be no room cancellation fee for reservations cancelled prior to 6:00 p.m. the scheduled day of arrival. If reservations are NOT cancelled, a "no show" fee will be charged.

GUEST ROOM CHECK-IN TIME:

Check-in time is 3:00 p.m. If your schedule requires an early check-in time, please advise us. We will make every effort to honor your request; however, we cannot guarantee an early check-in. We will be happy to provide luggage storage in the event rooms are not available.

We will be happy to provide early check-in for five Board members if needed.

GUEST ROOM CHECK-OUT TIME:

Check-out time is 12:00 noon. Arrangements can be made for baggage storage beyond 12:00 noon. Late check-outs must be approved in advance.

COMPLIMENTARIES:

It is our policy to provide your organization with one complimentary guest room per night for each 50 paid guest rooms occupied per night by your convention delegates. You may use these complimentary rooms in any configuration of rooms and suites you desire, keeping in mind a suite constitutes two room units.

In addition, we will provide your organization with 1 complimentary VIP Suite over the days of 4/5/95 through 4/8/95. This suite may be used as a hospitality suite during your program. The Radisson Tempe Mission Palms will waive its customary corkage fees for this hospitality suite.

Ten (10) complimentary VIP fruit baskets will be provided by the Radisson Tempe Mission Palms Hotel to those individuals specified by CRLA.

Complimentary coffee and tea service will be provided for both the July, 1994 Board Meeting, as well as the April, 1995 Board Meeting held in conjunction with the Annual Convention.

Susan Deese
July 20, 1993
Page 4

METHOD OF PAYMENT:

It is understood that each individual will be responsible for their own room, tax and incidental charges. Method of payment for these charges will be established upon check-in.

DIRECT BILL PRIVILEGES:

If you require direct billing of the master account, please complete the enclosed credit application and return it to my attention by October 4, 1994. Please advise what specific charges you would like billed to the master account. To ensure the accuracy of your master account, we request that you review your charges daily.

Full payment of the master account is due within 30 days of the conclusion of the conference.

ADVANCE DEPOSIT/PREPAYMENT OF CHARGES:

Our typical advance deposit has been waived for CRLA.

MEETING PROGRAM:

At this time, we have placed an "all space hold" on our meeting facilities from 4/5/95 to 4/9/95. We require a tentative program be submitted to the Radisson Tempe Mission Palms Hotel nine (9) months prior to the convention dates. At that time, appropriate meeting space will be set aside. A final program must be received when the President - Elect visits the hotel in January, 1995 or no later than February 15, 1995.

ADVANCE SET-UP AND DISMANTLING OF FUNCTION SPACE:

Should you require advance set-up of your Function Rooms the day prior to the commencement of your functions, please notify the catering office to check on function room availability and rental charges. Please be aware of your space conclusion time as other organizations may be scheduled into the same function space after the conclusion of your event. All supplies and personal belongings need to be removed at the completion of your event.

Susan Deese
July 20, 1993
Page 5

FUNCTION ROOM ASSIGNMENTS:

Function rooms are assigned according to the anticipated number of guests and set-up requirements. The hotel reserves the right to re-assign the scheduled function rooms with a 24 hour advance notice.

MEETING ROOM RENTAL/REQUIREMENTS:

It is hotel policy to charge meeting room rental. However, based on your cumulative room block, we will provide complimentary meeting space to fulfill your program needs. Should your cumulative room usage fall below 85% of your room block, the following sliding scale will be implemented:

<u>Total Room Nights Utilized</u>	<u>Daily Rental Charge</u>
692 +	Complimentary
691 - 652	\$ 875.00 / day
651 - 611	\$ 1,250.00 / day
610 - 570	\$ 1,625.00 / day
569 - 529	\$ 2,000.00 / day
528 - 489	\$ 2,375.00 / day
488 - less	\$ 2,750.00 / day

Normal Daily Rental Charges

Palm Ballroom	\$ 1,500.00
Augustine	\$ 225.00
Dolores	\$ 225.00
Xavier	\$ 225.00
Campanile	\$ 175.00
Cavetto	\$ 175.00
Colonnade	\$ 175.00
Cloister	\$ 200.00
Monks Hood	\$ 125.00
Joshua Tree	\$ 125.00
Sand Lotus	\$ 125.00
Windflower	\$ 125.00
Total:	\$ 3,400.00

Susan Deese
July 20, 1993
Page 6

Due to the size of CRLA's annual meeting, this association would basically be the only group meeting in the hotel over the dates of the convention. There are several evenings during the entirety of the CRLA convention that no functions are currently scheduled. The hotel reserves the right to book catering functions into meeting rooms during these evenings; however, please be assured no conflicting groups will be placed into the hotel over the dates of the CRLA convention. During the day all space will be controlled by CRLA unless, upon completion of the agenda, some space is returned to the hotel.

The Radisson Tempe Mission Palms will provide at no charge a reasonable amount of meeting equipment, i.e., chairs, tables, blackboards, etc. This complimentary arrangement does not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, we will anticipate it in sufficient time as to present two (2) alternatives: the rental cost to your group for additional equipment, or the change of the extraordinary set-up to a more workable format, avoiding the extra cost.

EXHIBITOR'S CONTRACT

It is understood the primary nature of your exhibits is educational displays and your space requirements for such is approximately 20 exhibit tables of 8' x 30". The exhibit area will be available for set-up by 8:00am on April 6, 1995. It is understood the exhibit portion of your convention will have concluded and be completely clear of the Radisson Tempe Mission Palms Hotel by Saturday, April 8, 1995 at 5:00pm. Due to the size of our storage facilities, the Radisson Tempe Mission Palms Hotel can not accept drayage prior to 48 hours to the conference.

EXHIBIT RENTAL:

The Radisson Tempe Mission Palms will provide the 1st five (5) tables, draped and skirted, on a complimentary basis. Each additional table will be provided at a daily cost of \$25.00 per table thereafter. Electrical hook-ups may be provided at an additional charge of \$12.00 each.

Exhibit rental does not include the following; however, our Convention Services Department will be happy to recommend a decorating firm and will be pleased to cooperate with whomever you desire to function in this capacity.

- 1) Drayage and placement of display equipment
- 2) Decoration and related services
- 3) Guard services

Susan Deese
July 20, 1993
Page 7

- 4) Labor, i.e., carpenters, electricians and drapery men
- 5) Storage of any exhibit-related materials
- 6) Any excessive lighting and electrical power needs over what is normally provided.
- 7) Gas or water supply.

FOOD AND BEVERAGE:

Current banquet menus are enclosed. Final prices for your 1995 convention will be available six (6) months prior to the actual dates of your conference. All prices are subject to a service charge, currently 17% and applicable tax, currently 6.5%. Upon execution of this contract, a Convention Services Manager will be assigned to work with you throughout the implementation of your program. This individual will be experienced in all phases of the hotel and will ensure a smooth and orderly convention.

Although numerous restaurants are just outside our doors, alternate food service can be addressed by our Catering Dept. I am sure CRLA will find our Food and Beverage staff flexible and eager to please.

BOARD MEETINGS:

The Radisson Tempe Mission Palms will provide a complimentary meeting room for Board Meetings from Monday, April 3, 1995 through Saturday, April 8, 1995.

Additionally, a maximum of seven (7) guest rooms will be provided for a two-day weekend in July, 1994. Complimentary meeting space for twelve (12) Board members will also be provided during the July Board meeting in addition to the Board meetings during the April, 1995 convention. It is understood that a few Board members will require accommodations for three days and the Radisson Tempe Mission Palms will be happy to accommodate this request, based upon availability.

A complimentary guest room for the program chair will be provided for two (2) nights in January or February, 1995, for final arrangements regarding conference. This complimentary guest room is based upon hotel availability.

PORTERAGE/MAID GRATUITIES:

Individuals are responsible for any portage and gratuities. However, if you desire, automatic gratuities may be placed on your master account.

Susan Deese
July 20, 1993
Page 8

AIRPORT TRANSPORTATION AND GUEST PARKING:

The Radisson Tempe Mission Palms Hotel provides courtesy transportation to and from the Sky Harbor International Airport. Hotel parking is also available on a complimentary basis.

CANCELLATION DATE: April 4, 1994

CANCELLATION POLICY:

Cancellation by the group of any part of this agreement after the cancellation date specified in this agreement will result in charges for part or all of any resulting loss of revenue.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT - ADA:

The Radisson Tempe Mission Palms represents and warrants that its physical plant complies with the American with Disabilities Act (ADA) and the regulations promulgated thereunder.

IMPOSSIBILITY

Should events beyond the Radisson Tempe Mission Palms Hotel's control or beyond the control of College Reading and Learning Association, such as strikes, acts of God, or civil disturbances materially affect either party's ability to perform, this agreement shall be terminated without prejudice.

CHANGES, ADDITIONS, STIPULATIONS OR LINING-OUT:

Any changes, additions, stipulations or corrective lining-out by College Reading and Learning Association will not be binding to the Hotel until such additions, clauses, or stipulations have been approved by a means of a corrected contractual agreement by the Radisson Tempe Mission Palms Hotel.

Susan Deese
July 20, 1993
Page 9

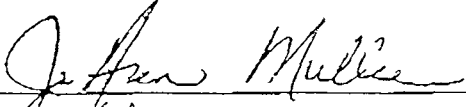
ACCEPTANCE:

Enclosed with this agreement is a duplicate copy. Please sign and return the copy to me by August 15, 1993, so that this agreement may be confirmed and considered definite.

Sincerely,

Valerie G. Ewen
Sales Manager

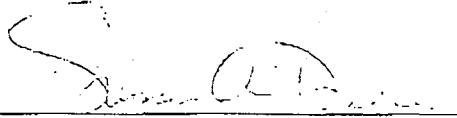
/dml



Signature of Acceptance
Jo-Ann Mullen, Ph.D.

8/6/93

Date



Signature of Acceptance
Susan Deese

8/2/93

Date

CRLA Conference 1995 -- Phoenix/Tempe

Conference Activity Suggestions

LOCAL COORDINATOR **TUESDAY -- Overnight Trip**

SEDONA
Overnight Trip to Grand Canyon -- participants would have to arrive and check-in on Monday; bus would leave on Tuesday morning, travel to Canyon, sightsee Tuesday afternoon, stay overnight, sightsee Wednesday morning; then return to Tempe later on Wednesday.

WEDNESDAY -- All-Day Trip

LOCAL COORDINATOR All-Day Trip to Sedona -- participants would have to arrive and check-in on Tuesday; bus would leave on Wednesday morning, travel to Sedona, sightsee and shops; then return Wednesday evening.

THURSDAY -- Half-Day Trips

*GROUP LEADERS
YR PRG* *AM* { Half-Day Trip to Heard Museum -- arrange for van transportation and docent tour.
Half-Day Trip to Desert Botanical Gardens -- arrange for van transportation and guided tour.
PM { Half-Day Tour of ASU or GCC Tech Center -- arrange for van transportation and guided tour.
Half-Day Tour of PVCC Learning Asst. Center -- arrange for van transportation and tour.

FRIDAY -- Dinner on Town

Minimal day-time distractions?
Organize Sign-Ups for Dinner on Town -- walking distance
Organize transportation to *Rustler's Roost* and/or *T-Bone Steakhouse* (pay ahead?)
Organize transportation to *Garcia's* or some other good Mexican restaurant.

SATURDAY -- Repeat Half-Day Trips

Repeat Thursday tours? (for those who wanted to go but attended Institutes)

SUNDAY -- Early am activities

Early AM -- Hot-Air Balloon rides (list price on registration form and get deposit?)
~~AM~~ or PM Hike up Camelback Mountain -- arrange for van transportation and guide.
Afternoon Horseback ride?

SELF-GUIDED CONTACTS

GENERAL

Organized early-am aerobic opportunities? i.e. water aerobics
Provide maps to Scottsdale Fifth Avenue Shops
Provide maps to Tempe Bookstores
Golf opportunities? (especially for spouses)

NOTES:

Will Radisson provide van transportation?
How about MCC vans??
List all events on registration and get idea of interest; some commitments.

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 7



College
Reading &
Learning
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

c/o Learning Skills Centre • Southern Alberta Institute of Technology • 1301 - 16th Avenue N.W., Calgary, Alberta T2M 0L4

August 15, 1994

Jan Swinton
CRLA SIG Leader
Cognitive Psychology
Spokane Falls Community College
W. 3410 Ft. George Wright Drive
M.S. 3050
Spokane, WA 99204

DRAFT
NEARLY THERE!

Dear Jan,

CRLA 1996 !

Calgary will host CRLA's first international symposium in April 1996. This event will mark the first time in the history of the association that a gathering of CRLA members will be held on "foreign" soil. Please note CRLA's 29th Annual Conference will move to a Fall date in 1996. Calgary's Spring '96 Symposium will be a bridge between the April '95 Annual Conference in Tempe and the Fall '96 Annual Conference.

The Lodge at Kananaskis (located one hour's drive west of Calgary) with its spectacular convention centre is the appointed site for the **1996 International Symposium on Teaching and Learning: Changing with the Times** • April 18, 19 and 20.

This first symposium will feature a series of 3-hour workshops and 75-minute panel or discussion groups by a SIG leader or SIG member of the CRLA. Each SIG leader is invited to recommend at least three SIG members and even nominate herself/himself to conduct a session. Included is a suggested proposal submission format to assist the presenters in developing their presentation. The date due for the nominations is **Friday, October 7, 1994**. Please include an address, phone or FAX number so we can contact nominees promptly.

All speakers must register and pay registration and accommodation fees for the symposium.

Make 1996 a memorable year. Join your Canadian colleagues in magnificent Kanasaskis Country—the place where two rivers meet. In this splendid setting, you will be energized by the breathtaking natural environment while you participate in an invigorating teaching and learning experience.

Karl Olsen (Southern Alberta Institute of Technology, Calgary) and I (Grant MacEwan Community College, Edmonton—180 miles north of Calgary) are working together on the program. Please forward your reply to Karl at the above address or E-mail: "KFOLSEN@ADMN.SAIT.AB.CA".

Karl can also be reached by phone:

Office: (403) 284-8766
FAX: (403) 284-8728
Home: (403) 271-6736

Looking forward to hearing from you...

Dorothy Gray

Co-Chair, Program

International Symposium on Teaching and Learning: Changing with the Times

CRLA 1996 Symposium • April 18, 19, & 20 • Kananaskis, Alberta



**College
Reading &
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

c/o Learning Skills Centre • Southern Alberta Institute of Technology • 1301 - 16th Avenue N.W., Calgary, Alberta T2M 0L4

International Symposium on Teaching and Learning: Changing with the Times

April 18, 19 & 20, 1996

Kananaskis, Alberta, Canada

LEARNING

ELEMENTS OF THE PROPOSAL SUBMISSION

Title

Choose a brief title that will be clear to the intended audience. Remember that the title is important for attracting participants to the session.

Abstract

Limit the abstract to approximately 250 words. Include a statement of goal, a brief explanation of the theoretical framework, and a precise description of the tasks to be performed during the workshop. In the case of a discussion group, identify the specific contribution of each participant.

Summary

Write in the third person and future tense. The summary will appear in the conference program booklet to help participants decide which presentations are most appropriate to their interests.

Workshop (3 hours including 1/2-hour break)

The emphasis of a workshop is on carefully structured activities for the participants. the leader works with a group helping participants solve problems or develop specific teaching or research techniques.

Panel/Discussion Group (75 minutes)

A panel/discussion group provides both formal presentation and participant discussion. It is a forum for the presenter to discuss current issues and for open discussion among all attendees. The organizer is responsible for securing the participation of people representing various viewpoints on the issue.

Dorothy Gray, Program Co-Chair
Instructor, Arts & Science, Student Study Services
Grant MacEwan Community College
Edmonton, Alberta, Canada
Office: (403) 497-5353
FAX: (403) 497-5347
Home: (403) 488-3369

Karl F. Olsen, Program Co-Chair
Supervisor, Learning Skills Centre
Southern Alberta Institute of Technology
1301 - 16th Avenue N.W.
Calgary, Alberta T2M 0L4
Office: (403) 284-8766
FAX: (403) 284-8728
Home: (403) 271-6736
E-mail: "KFOLSEN@ADMN.SAIT.AB.CA"

Karl will be collecting all written responses and enquiries.

COLLEGE READING AND LEARNING ASSOCIATION SITE SELECTION

SUMMER 1994 BOARD MEETING REPORT

DATE: August 13, 1994
TO: CRLA Board Members
FROM: Susan Deese-Roberts, Chairperson

1. ACCOMPLISHMENTS, CHANGES, NEW INFORMATION/ITEMS SINCE
LAST REPORT.

Finalized contract with Lodge at Kananaskis. (verify with Tom, copy)
Site visit to El Paso
Selection of Albuquerque for 1996 site possibilities
Hotel Bids from Albuquerque Hotel

2. DIRECTION COMMITTEE TAKING IN 1994 - 1995.

Final conference sites for Fall 1996, 1997
Develop master plan with Board and State Directors/Chapter Presidents
Mentor Program for On-Site Managers when Site is Chosen

3. ANY RECOMMENDATION UPON WHICH BOARD NEEDS TO ACT.

Kathy Carpenter as Possible replacement in 1996 and "intern" in 1995-1996
State/Chapter recognition - reward for hosting site - \$\$\$\$\$\$

4. QUESTIONS?

Board Meeting at Kananaskis other than an at time of conference?
Board Meeting for Fall 1996 conference?
Northwest/Northern California for 1997?
Prioritize selection guidelines/Problems with conference rooms needed-sleeping
rooms reserved

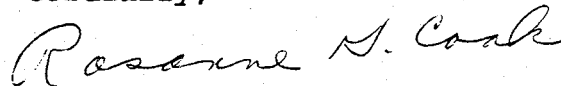
July 21, 1994

Tom Gier
8102 Harvest Circle
Anchorage, AK 99502

Dear Tom,

Please accept this as my report to the CRLA Board. I have some modest goals for the first year; I am chairing the annual conference of the Midwest Learning Center Association and will be President of that organization in the coming year, so my goal presently is to continue Kate Sandberg's work and make some changes in an attempt to generate more applications.

Cordially,



Rosanne G. Cook

RGC:jw
enclosure
cc: Karen Smith
Rutgers University
New Brunswick, NJ 08903

College Reading and Learning Association
Awards and Scholarships Committee

1. Accomplishments, changes, new information/items.

My accomplishment to date is to have figured out what the role of the committee chair is! I have organized materials and written a timeline, so, although I feel I had a slow start with this, I know what needs to be done and when.

I have a start on a committee and have found someone interested in taking over the scholarship raffle (Carol Lyon, formerly chair of the CRLA SIG for Liberal Arts Colleges and Universities).

2. Committee's direction, goals for 1994-95.

The goals, of course, are to generate applications for the awards and scholarship program and to generate funding for the program through the annual scholarship raffle.

In order to generate applications, we will publicize the program to the membership and place announcements of the program in the newsletters of other organizations. I would also like to revise the guidelines and application forms in order to maintain the simplicity of the application form and to provide more complete application guidelines. I would also like to improve the appearance of the application forms by asking a graphic designer to propose some changes.

After talking with Tom Gier, I have identified what may be a more effective deadline of February 15, 1995 (rather than January 15).

3. Recommendations requiring Board action.

I do not have any recommendations at this time but request that the Board determine the number of \$500 Scholarship Awards it wishes to make available next year. Last year, there were two applicants and one was awarded.

Rosanne G. Cook
Awards and Scholarship Chair
July 20, 1994

TO: TOM GIER, CRLA PRESIDENT
FROM: KARAN HAMCOCK, COORDINATOR, CRLA ITCP *Karan*
DATE: 15 JUNE 1994
RE: REQUEST FOR INFORMATION--SUMMER BOARD MEETING

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 10

1. ACCOMPLISHMENTS, CHANGES, NEW INFORMATION:

-as of 15 June 1994 the CRLA ITCP has certified 177 programs

2. DIRECTION, FOCUS, GOALS OF ITCP

-to continue to be a "clearinghouse" for tutor information and a conduit for tutor certification, etc.

- the committee is working on a tutor training manual based on the training criteria as specified in the CRLA ITCP application. Members of the ITCP and other CRLA members have been asked to be contributors to this training manual. So far, the response to this endeavor from the members has been good. We hope to have the new publication ready by Spring, 1995 (this, of course, is open to change!)

3. RECOMMENDATIONS:

-at the 1994 San Diego Conference the ITCP did not have the opportunity to hold a specific business meeting. The luncheon was certainly appreciated, however, because of the logistics of the luncheon setting, the members were not able to really conduct business--this was a lost opportunity for us. It is crucial that the ITCP have the opportunity to meet as a group where business and other issues can be discussed without distractions or interruptions.

4. ANYTHING ELSE:

-the interest in certification has literally "run wild", this has led to an increase in the submission of applications. It has been because of this increase in the number of applications that I have recruited five CRLA members to join the ITCP as evaluators. Each new member is responsible for a tutor training program at her/his institution and has been through the process of certification. I believe each will be a most valuable addition to the CRLA ITCP. The new members are:

-Helen Baril, Director
Learning Resources Center
Quinnipiac College
Hamden, CT

-Elaine Wright, Asst. Director
Learning Resource Center
Quinnipiac College
Hamden, CT

-Jim Gulledege, Director
Wick Sharp Learning Center
Pfeiffer College
Misenheimer, NC

-Dr. Rosa Hall
Learning Center
Antelope Valley College
Lancaster, CA

-Karl Olsen, Director
Learning Resource Center
Southern Alberta Institute of Technology
Calgary, Alberta, Canada

**JCRL EDITORS REPORT - SUMMER BOARD MEETING
JULY 15, 1994**

1. UPDATE FROM CONFERENCE - INSTITUTED ANNUAL EDITORIAL BOARD WORKING MEETING - WOULD LIKE TO HAVE EXPANDED WORKING SESSION AT MINI-CONFERENCE IN CANADA, IF APPROPRIATE
2. DEVELOPED EDITORIAL ADVISORY BOARD JOB DESCRIPTION - ACCEPTED BY BOARD
3. SENT FOR NON-PROFIT STATUS FOR ORGANIZATION; RECEIVED TENTATIVE CONFIRMATION; WILL SEND INFORMATION TO EVERYONE CONCERNED WHEN FINALIZED
4. RECEIVED PRESIDENTIAL ADDRESS FROM JO-ANN MULLEN -DISCUSSED PLACEMENT IN NEWSLETTER WITH ROZ- SUGGEST POLICY THAT PRESIDENTIAL ADDRESSES BE PUBLISHED IN NEWSLETTER; PRESIDENT CAN EXPAND AND REVISE FOR PUBLICATION IN JOURNAL WITH CONSULTATION FROM EDITOR
5. PREPARING SUMMER/FALL JOURNAL - VOL 26, NO 2
6. WORKING WITH ROBIN BISCHOF FOR REVISED NUMBERS FOR BUDGET SUBMISSION; NEED ADDITIONAL INTERESTED *JCRL* ADVISORY BOARD MEMBERS FROM RESOURCE LISTS
7. FORWARDED 35 JOURNALS FOR PALS PER REQUEST FROM GLADYS SHAW - WOULD NEED TO INCLUDE THESE ON A REGULAR BASIS
8. MADE RECOMMENDATIONS TO PR AND COMMUNICATIONS TASK FORCE RE: *JCRL*
9. CONSIDER ROLE OF ADVERTISING FROM BROADER ORGANIZATIONAL PERSPECTIVE- NOT JUST IN *JCRL*; ALSO EXPANDED TECHNOLOGY INVOLVEMENT
10. ADD ROBIN'S MAILING ADDRESS TO COPYRIGHT INFO IN FRONT OF *JCRL* AND EXPAND ORGANIZATIONAL INFORMATION AS PER MODEL IN *JOURNAL OF GENERAL EDUCATION* (ATTACHED); ALSO INCLUDE ORDER FORM FOR FUTURE MAILING- PROBABLY IN ISSUE AFTER THIS NEXT ONE
11. MADE INQUIRIES OF 3 JOURNALS RE: PERMISSIONS POLICY/NOTHING CONCRETE YET; WILL INVESTIGATE COPYRIGHT CLEARANCE CENTER REGISTRATION (AS PER *JGE* ATTACHED)
12. TRIBUTE/DEDICATION TO TOM PASTERNAK IN PREFACE OF THIS COMING ISSUE OF *JCRL*..

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International		
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graduate student status or the endorse-
ment of a faculty member
ent's institution is required:

of Endorser

Payment Enclosed

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in postage and
per year): \$ _____
divisional affiliations
each for 2 years): \$ _____
member subscriptions
\$30 for 2 yrs.): \$ _____
ok must be on a U.S. bank):
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number

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College
Reading &
Learning
Association

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 12

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

8-3-94

Tom -

Here is my proposed Budget
for 1994-95 -

Hope all is well - Have a
great meeting and say
hi to all for me -

Thanks

Robin

**PROPOSED BUDGET FOR
CRLA MEMBERSHIP COORDINATOR
1994-95**

Submitted by Robin Bischof, CRLA Membership Coordinator

*Yearly Expenses: Estimates of Cost

TELEPHONE: \$75.00 X 12 = \$900.00

FAX: Send & Receive \$200.00

**PHOTO
COPIES:** Renewal notices
Conference items
State Reports
SIG Reports
Membership Reports \$460.00

MISC. COMPUTER SUPPLIES:

Paper 8 1/2 X 11
Paper 8 1/2 X 14
Printer Cartridges
Laser Labels
**Software Programs \$ 765.00

** software has not been purchased to date.

MISC. OFFICE SUPPLIES:

Envelopes (both sizes) \$ 480.00
Misc.

POSTAGE:

Estimate with increase? \$1900.00

SUB TOTAL \$4705.00

CRLA Membership Coordinator Budget 1994-5

page 2.

NEW PRINTING BUDGET:

Brochures	
Brochure inserts	
Letterhead	
Membership Cards	
Certificates	
Envelopes	\$700.00 ???

* estimates of cost only. No figures available.

TOTAL: \$5405.00

TIME COMPENSATION: Approximate time spent on CRLA items: 35-40 hr's mo.

Conference Attendance: Expenses only (as requested by Tom Gier)

Dear CRLA Board Members,

I genuinely do not know what to submit in this category. It is embarrassing to try and put a price on the enjoyment I receive from working with this organization and it's members. As changes keep occurring in the management of the Developmental Education Department at Chemeketa Community College, I do not know what the continued support for CRLA will be with this institution. I respectfully submit that my personal support and devotion to the College Reading and Learning Association will remain constant.

Sincerely,

Robin Bischof, CRLA Membership Coordinator

1994-95 INTERIM REPORT
FOR THE
PROFESSIONAL ASSOCIATION LIAISON COMMITTEE
OF THE
COLLEGE READING AND LEARNING ASSOCIATION

Committee Chair: Gladys R. Shaw, Director
Tutoring and Learning Center
U.T. El Paso
915-747-5366 (Office Phone)
915-747-5486 (Office Fax)

Committee members: Kathy Carpenter, Rosanne Cook, Gail Dantzker, Dorothy Gray, Becky Johnen, Cynthia Lenton, Patricia Mulcahy-Ernt, Marianne North, Jolyne Richter, Bonnie Easley, Dr. JoAnn Carter-Wells, Gwen Enright, Betty Myers

Committee Goals

General Goals. The continuing goals of the Professional Association Liaison Committee are to

1. identify professional organizations having similar or related goals.
2. assign a committee member as liaison to each identified organization.
3. develop agreements of mutual cooperation with identified organizations.
4. cooperate with identified organizations on issues of mutual interest or concerns.
5. maintain a directory of identified organizations.
6. provide a Professional Association Liaison Forum at each national conference of CRLA to make new professional contacts and identify current issues of mutual interest or concerns.

1994-95 Objectives

1. Cooperatively formulate goals for the year.
2. Formalize agreements with 2-5 organizations.
3. Implement the formal reporting procedure.
4. Add four to five new committee members and organizations.
5. Identify one issue of mutual interest with one or more organizations if possible and collaborate on addressing that issue.
6. Develop one or more traveling displays for use at other conferences.

7. Have at least three presentations made by committee members at other organizations' conferences.

Actions and Activities since the San Diego Conference

1. Five committee members were recruited at the San Diego Conference.
2. A formal collaboration agreement has been obtained from Commission XVI of the American College Personnel Association.
3. The agreement with NADE has been received.
4. CRLA Archivist Karen Smith has agreed to help us put together one or more traveling displays for PAL use.
5. The committee was given a CRLA banner to use by Becky Johnen.
6. Copies of journals, newsletters, and membership brochures are being gathered to be used for information packets for the PALs use.
7. A recruitment ad has been submitted to the newsletter.
8. A survey has been distributed to PALs for the Task Force on Communications and Public Relations.
9. A list of professional conferences submitted by PALs was sent to the newsletter for publication.
10. PALs have been asked to write liaison profiles for the newsletter.
11. PALs have been asked to invite their liaisons in other organizations to our conference.

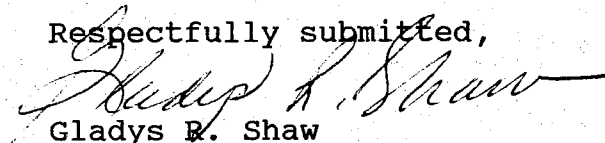
Requests to the Board

Please allow a time for the PAL Committee to meet at conference that does not conflict with SIG or state meetings.

Please permit us to also have a small reception/forum for conference attendees representing other organizations and/or interested in liaisoning with CRLA. I will take care of any refreshments if we serve them, but we do need a good time and place on the conference program.

Please communicate to me any particular concerns for special interests the Board may have on which we can be of service.

Respectfully submitted,


Gladys R. Shaw

CRLA Operating Fund

FINAL BUDGET

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 15

	A	B	C
1			1994-95
2		Accounts	FINAL
3			
4		4000 INCOME	
5		4900 Misc. Income	
6		4901 CRLA Acct Transfer	
7		5001 Dues	30000.00
8		5002 JDE	
9		5003 RRIDE	
10		5004 Both JDE & RRIDE	
11		5011 Interest Income/Cr Union	1400.00
12		5012 JCRL	800.00
13		5014 SIGS	
14		5005 Unidentified SIGs	
15		5015 SIG1 Cognitive Psych	
16		5025 SIG2 College Reading	
17		5035 SIG3 Computer Technology	
18		5045 SIG4 Couns/Guidance Supp	
19		5055 SIG5 Critical Thinking	
20		5065 SIG6 Dev/Basic Writing	
21		5075 SIG7 Emot/MotivAspects	
22		5085 SIG8 EFL/ESL	
23		5095 SIG9 Research & Eval	
24		5096 SIG10 LC Management	
25		5097 SIG11 LearningDisabilities	
26		5098 SIG12 Libr'l Arts Colleges	
27		5099 SIG13 Math Tutorial Progs	
28		5142 SIG14 Multicultural	
29		5143 SIG15 Peer Tutoring	
30		5144 SIG16 Placement Bureaus	
31		5145 SIG17 TRIO	
32		5146 SIG18 Whole Language	
33		5147 SIG19 Workplace Literacy	
34		5148 SIG20 Teaching Excellence	
35		5149 SIG21 HyperCard	
36		Total SIGS	2300.00
37			
38		5006 Internat'l Tutor Certification Progr	2000.00
39		5007 Registry/Tutor	500.00
40		5008 CU Interest (OK to delete this duplicate)	0.00
41		5009 NFC Coverage	0.00
42		5010 Awards Donations	250.00
43		5013 Glossary	
44			
45			
46		Total INCOME	37250.00
47			
48		5000 EXPENSES	

CRLA Operating Fund

FINAL BUDGET

	A	B	C
49		5100 Board	
50		5101 President	
51		5102 P Travel	700.00
52		5103 P Hotels & Food	750.00
53		5104 P Telephone Expense	2500.00
54		5105 P Postage	200.00
55		5106 P Printing & Publishing	0.00
56		5107 P Clerical Assistance	0.00
57		5108 P Supplies	0.00
58		5109 P Misc expenses	0.00
59		5110 P Other (Specify)	
60		MAILING SERVICE	
61		5112 P Other Conf Regist.as Bd Rep.	250.00
62			
63		Total P Other (Specify)	
64			
65		TOTAL PRESIDENT	4400.00
66			
67		5111 President-Elect	
68		5113 PE Travel	750.00
69		5114 PE Hotels & Food	500.00
70		5115 PE Telephone Expense	0.00
71		5116 PE Postage	0.00
72		5117 PE Printing & Publishing	
73		5118 PE Wages & Fees	
74		5119 PE Supplies	200.00
75		5120 PE Misc expenses	
76		5122 PE Other (Specify)	
77		MAILING SERVICE	
78		5150 PE Promotional Photos	
79		Total PE Other (Specify)	
80			
81			
82		TOTAL President-Elect	1450.00
83			
84		5121 Secretary	
85		5123 S Travel	100.00
86		5124 S Hotels & Food	150.00
87		5125 S Telephone Expense	50.00
88		5126 S Postage	100.00
89		5127 S Printing & Publishing	150.00
90		5128 S Supplies	50.00
91		Clerical	150.00
92			
93		5129 S Other (Specify)	
94			300.00
95		5130 S Baggage & Shipping	
96		MAILING SERVICE	

	A	B	C
97		TOTAL Secretary	1050.00
98			
99		5131 Treasurer	
100		5132 T Travel	50.00
101		5133 T Hotel & Food	50.00
102		5134 T Telephone Expense	150.00
103		5135 T Postage	150.00
104		5136 T Printing & Publishing	30.00
105		5137 T Clerical Assistance	700.00
106		5138 T Supplies	250.00
107		5139 T Misc Expenses	
108		5140 T Other (Specify)	1400.00
109			300
110			500.00
111		MAILING SERVICE	
112		TOTAL Treasurer	3580.00
113			
114		5141 Gen. Board Expenses	
115		5151 GB Travel	4200.00
116		5152 GB Hotel & Food	5700.00
117		5153 GB Telephone Expenses	50.00
118		5154 GB Postage	50.00
119		5155 GB Printing & Publishing	50.00
120		5156 GB Wages & Fees	0.00
121		5157 GB Supplies	0.00
122		5158 GB Misc expenses	50.00
123		5159 GB Other (Specify)	
124		5160 GB UPS shipping	
125		5700 Banking/Check Expenses	100.00
126		5705 Plaques	moved
127		Teleconferences (new account)	900.00
128		Parking	moved
129		Conference Registration	moved
130		TOTAL Gen. Board Expenses	11100.00
131		TOTAL BOARD EXPENSES	21580.00
132			
133		5200 Publications	
134		5201 Newsletter	
135		5202 NL Travel	
136		5203 NL Hotels & Food	
137		5204 NL Telephone & Fax	75.00
138		5205 NL Postage	75.00
139		5206 NL Printing & publishing	5000.00
140		5207 NL Wages & Fees	
141		5208 NL Supplies	40.00
142		5209 NL Other (Specify)	
143		5226 Camera-ready Art Prep	1000.00
144		5210 NL Mail Service	750.00

CRLA Operating Fund

FINAL BUDGET

	A	B	C
145		5212 NL UPS	60.00
146		Total NL Other (Specify)	
147			
148		TOTAL Newsletter	7000.00
149			
150		5211 JCRL	
151		5213 J Travel	400.00
152		5214 J Hotels & Food	500.00
153		5215 J Telephone expenses	75.00
154		5216 J Postage	400.00
155		5217 J Printing & Publishing	4275.00
156		5218 J Clerical Assistance	150.00
157		5219 J Supplies	50.00
158		5220 J Misc expenses	
159		5222 Other (Specify)	500.00
160		5223 J Mailing Service	
161		5224 J Conference Registration	125.00
162		5225 Business Cards	
163			
164		Total Other; 5222 (Specify)	
165			
166		TOTAL JCRL	6475.00
167			
168		5221 Monographs	
169		5231 M Graphics	0.00
170		5232 M Printing & Publishing	0.00
171		5233 M Advertising/ Promotion	0.00
172		5234 M Postage	0.00
173		TOTAL Monographs	0.00
174			
175		TOTAL Publications	13475.00
176			
177		5300 Gen'l Org. Expenses	
178		5301 General Expenses	
179		5431 G Postage	50.00
180		5441 G Printing & Publishing	
181		5451 G Wages Fees	
182		5461 G Supplies	0.00
183		5471 G *Promo Media distribution	500.00
184		5481 G Misc expenses	150.00
185		5491 G Other (Specify)	
186		5501 Oxford Mailing Service	0.00
187		5511 Membership Service	0.00
188		5521 Bond	450.00
189		5531 Stationery	moved
190		5541 Scholarship	1000.00
191		5542 Research Awards	600.00
192		*Research Grants	moved to 5502

CRLA Operating Fund

FINAL BUDGET

	A	B	C
193		5543 Brochure	moved
194		5544 JDE Subscription	0.00
195		Anniversary pins	
196		5545 Comm for Acad Stdds Membership	moved
197			
198		5546 San Diego Zoo	0.00
199		5550 Dues Refunds	
200		5555 Powerbook for treasurer	
201		Total G Other (Specify)	
202			
203		TOTAL General Expenses	2750.00
204			
205		Total Gen'l Org. Expenses	2750.00
206		5400 Committees	
207		5402 Awards & Fund Raising	
208		5403 AF Supplies	0.00
209		5404 AF Telephone Expenses	0.00
210		5405 AF Postage	50.00
211		5406 AF Printing & Publishing	50.00
212		5407 AF Sale Items	0.00
213		5408 AF Raffle	30.00
214		5409 AF Plaques	500.00
215		Mailing Service	
216		TOTAL Awards & Fund Raising	630.00
217			
218		5412 Archives	
219		5413 AR Telephone Expenses	
220		5414 AR Postage/Shipping	75.00
221		5415 AR Supplies	60.00
222		5416 AR Other (Specify)	
223		5420 AR Miscellaneous	100.00
224		5428 Moving Services	
225		5417 Conversion	500.00
226		Total AR Other (Specify)	
227		TOTAL Archives	735.00
228			
229		5422 Site Selection	
230		5423 SS Travel	700.00
231		5424 SS Hotels & Food	150.00
232		5425 SS Telephone Expenses	50.00
233		5426 SS Postage	50.00
234		5427 SS Supplies	50.00
235		Total Site Selection	0.00
236			
237		5432 Nominations & Elections	
238		5433 NE Telephone Expenses	50.00
239		5434 NE Postage	200.00
240		5435 NE Printing & Publishing	200.00

CRLA Operating Fund

FINAL BUDGET

	A	B	C
241		5436 NE Supplies	0.00
242		5437 NE Wages & Fees	0.00
243		5438 NE Misc expenses	
244		5439 NE Other (Specify)	
245		MAILING SERVICE	0.00
246		Total Nominations & Elections	450.00
247			
248		5442 Tutor Certification	
249		5452 TC Postage	500.00
250		5453 TC Printing & Publishing	0.00
251		5454 TC Supplies	75.00
252		5455 TC Misc expenses	
253		5456 TC Other (Specify) REWRITE	750.00
254		Layout	
255		Tom Pasternack Scholarship	250.00
256		Plaque for Scholarship	50.00
257		Total TC Other, 5436 (Specify)	0.00
258			
259		Total Tutor Certification	1625.00
260			
261		5465 Membership Coordinator	
262		5470 MC Telephone & FAX	1000.00
263		5475 MC Postage	2000.00
264		5480 MC Printing & Publishing	300.00
265		5485 MC Computer Supplies	800.00
266		5490 MC Office Supplies, misc.	500.00
267		5495 MC Clerical Assistance	0.00
268			700.00
269			400.00
270			250.00
271			0.00
272		*Total Membership Coordinator	5950.00
273			
274		5502 Sponsored Research Comm	50.00
275		5510 Prof. Assoc. Liaison Coord	50.00
276		5520 Political Action Coord.	50.00
277		5530 Incoming President-elect	
278			
279		Total Committees	9540.00
280			
281		5500 States & Regions	
282		5600 Coordinators	
283		5601 CO Travel	350.00
284		5602 CO Hotels & Food	200.00
285		5603 CO Telephone Expenses	150.00
286		5604 CO Postage	100.00
287		5605 CO Printing & Publishing	150.00
288		5606 CO Supplies	30.00

CRLA Operating Fund

FINAL BUDGET

	A	B	C
289		5607 CO Misc expenses	
290		5608 CO Other (Specify)	
291		Total Coordinators	980.00
292			
293		5610 Directors	
294		5611 DI Misc expenses	
295		5612 DI Other (Specify)	
296		5613 DI Special Requests	2000.00
297		5614 DI Regular Group @\$50ea	200.00
298		5615 DI Mailing	0.00
299		Total DI Other (Specify)	
300		Total Directors	2200.00
301			
302		5620 SIG Coordinator	
303		5621 SC Postage	125.00
304		5622 SC Printing	0.00
305		5623 SC Supplies	25.00
306		5624 SC Telephone expenses	25.00
307		Total SIG Coordinator	175.00
308			
309		5630 SIG Leaders	
310		5640 SL Postage	700.00
311		5641 SL Printing & Publishing	700.00
312		5642 SL Supplies	100.00
313		5643 SL Misc expenses	
314		5644 SL Other (Specify)	
315		TWENTY GROUPS	
316		5645 SL Special Requests	0.00
317		Total SL Other (Specify)	
318			
319		Total SIG Leaders	1500.00
320			
321		TOTAL States & Regions	4855.00
322			
323			
324		Miscellaneous Expenses	
325		5800 Conf Accts Checking, to	0.00
326		5801 Conf Accts Savings, to	0.00
327		5901 Conf exp,charged in error	0.00
328		5900 Misc. Expenses	
329		TOTAL Miscellaneous Expenses	0.00
330			
331			
332		Summary Totals	
333		Board Expense	21580.00
334		Publications	13475.00
335		General Expenses	2750.00
336		Committees	9540.00

CRLA Operating Fund

FINAL BUDGET

	A	B	C
337		States & Regions	4855.00
338		MISCELLANEOUS	0.00
339		TOTAL EXPENSES	52200.00
340			
341		Gross INCOME	37250.00
342		plus SIGs & Dues with Conference*	0.00
343		Tutor Registry collected at Conference	
344		Awards/Donations Collected at Conference	
345		Adjusted Income	37250.00
346		TOTAL EXPENSES	52200.00
347		NET INCOME	-14950.00
348			
349			
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CRLA Conf Budget Accounts

1994-95 bdgt

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 16

	A	B
1		1994-95
2	Accounts	BUDGETS
3		
4		
5	4000 INCOME	
6	4100 Exhibitor Fees	6000.00
7	4101 Trans fr old accts	
8	4102 Accounts Receivable	
9	5701 Funds to Trans frm OpFund	
10	4202 Transfer to Op Fund	
11	4301 Tutor Registry at Conf	
12	4302 Badge covers	
13	4402 Book sales/Pat Cross	
14	4500 T-shirts/tote bags	
15	4602 Scholarships & Awards	
16	4211 Donations/Awards w/conf	
17	4512 Refund donated to Award	
18	4502 Raffle	
19	4503 Refund converted to raffle	
20		
21	Total Scholarships & Awards	
22		
23	4220 SIG/Mem Dues with Conf	
24	4246 SIG memberships	
25	4221 SIG1/Cog-Psych	
26	4223 SIG2/Computer Tech	
27	4225 SIG3/Critical Thinking	
28	4227 SIG4/Emot/MotivAspects	
29	4231 SIG5/LC Management	
30	4233 SIG6/Lib'l Arts Colleges	
31	4235 SIG7/Multicultural	
32	4229 SIG8/Research & Eval	
33	4241 SIG9/Workplace Literacy	
34	4222 SIG10/College Reading	
35	4224 SIG11/Couns/Guidance	
36	4226 SIG12/Dev-Basic Writing	
37	4228 SIG13/EFL/ESL	
38	4232 SIG14/Learning Disability	
39	4234 SIG15/Math Tutorial Prog	
40	4236 SIG16/Peer Tutoring	
41	4242 SIG17/Teaching Excel'nce	
42	4243 SIG18/HyperCard	
43	4237 SIG Placement Bureaus	
44	4238 SIG TRIO	
45	4239 SIG Whole Languages	
46	4253 Unnamed SIGs	
47		
48	Total SIG memberships	

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
49		
50	4210 Membership with Conf	
51		
52	Total SIG/Mem Dues with Conf	
53		
54	4200 Conference Fees	
55	4230 Registration	30000.00
56	4245 One day registration	1200.00
57	4252 Misc Onsite Registration	
58	4244 Institutes	
59	4254 Inst1/Creativity in W Ctr	
60	4255 Inst2 Concentration & Lrn	
61	4256 Inst3 Research in Dev Ed	
62	4257 Inst4 Qualitative Research	
63	4258 Inst5 Alphabet Soup ESL...	
64	4259 Inst6 Mgmnt Approaches	
65	4275 Inst7 Mastering Dist Lang	
66	4276 Inst8 Matrix Organizer	
67	4277 Inst9 Empow'ng Students	
68	4278 Inst10 Concentration II	
69	4279 Inst11 Creativity II	
70	4281 Inst12 Striving Excellence	
71	4285 Inst13 Dev Resp Students	
72	4282 Inst14 ...Ask A Question	
73	4283 Inst15 Teacher Researcher	
74	4286 Inst16 Tutor Training	
75	4290 Inst17 Disabilities/Tech...	
76	4284 Unnamed Institutes	
77		
78	Total Institutes	6000.00
79		
80	4268 SIG Breakfasts	
81	4273 BSIG1/Peer Tutoring	
82	4262 BSIG2/College Reading	
83	4269 BSIG3/Computer Tech	
84	4274 BSIG4/Teaching Excel'nc	
85	4271 BSIG5/Critical Thinking	
86	4280 Unnamed BSIG	
87		
88	Total SIG Breakfasts	0.00
89		
90	4260 SIG Luncheons	
91	4288 LSIG6/ Math Tutorial	
92	4267 LSIG7/Workplace Lit'rcy	
93	4263 LSIG8/Emotional Aspects	
94	4291 LSIG9/LC Management	
95	4272 LSIG10/EFL/ESL	
96	4265 LSIG11/Learning Disabl	

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
97	4261 LSIG12/Cog Psych	
98	4264 93 LSIG/HyperCard	
99	4266 93 LSIG Libr'l Arts Coll	
100	4270 Unnamed LSIG	
101		
102	Total SIG Luncheons	0.00
103		
104	4300 Lunch With Mentors	
105	4310 Hughes, Brad M1	
106	4311 Agee, Karen M2	
107	4312 Weinsheimer, Joyce M3	
108	4313 Hancock, Karan M4	
109	4314 Dorwart, Faye M5	
110	4315 Harrington, Judy M6	
111	4316 Batenhorst, Elaine M7	
112	4317 Johnen, Becky M8	
113	4318 Haney, Judi M9	
114	4319 Sandberg, Kate M10	
115	4320 Krause, Nancy M11	
116	4325 Shaw, Gladys M12	
117	4330 Jonason, Pat M13	
118	4335 Carpenter, Kathy M14	
119	4340 Bayerkohler/Tieman M15	
120	5002 Unnamed Mentor Lunch	
121		
122	Total Lunch With Mentors	0.00
123		
124	4321 Special Events & Entnmnt	
125	4333 SE1 Southwestern Tour	
126	4341 SE2 Miramar Tour	
127	4345 SE3 Zoo Tour & Dinner	
128	4350 SE4 Tijuana Tour	
129	4240 SE5 Banquet	
130	4251 SE6 Dinner on the Town	
131	4250 SE7 Brunch/Awards...	
132	4334 SE8 Harbor Cruise	
133	4331 93 Historic Tour	
134	4332 93 Art Tour	
135		
136	Total Special Events & Entnmnt	0.00
137		
138	4201 Refund	
139		
140	Total Conference Fees	43200.00
141		
142	4900 Misc. Income	
143	4901 CRLA Acct Transfer	
144	5001 Interest Income	

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
145		
146	Total INCOME	43200.00
147		
148	5000 EXPENSES	
149	5100 Conf Management	
150	5110 Chair	
151	5111 CH Travel	700.00
152	5112 CH Hotels & Food	200.00
153	5113 CH Telephone	700.00
154	5134 CH Postage	700.00
155	5114 CH Photocopying	500.00
156	5115 CH Clerical Assistance	750.00
157	5116 CH Supplies	100.00
158	5117 CH Misc	
159	5118 CH Other (Specify)	
160	5119 CH Committee Exp	100.00
161	5121 CH Call Pprs/Print	100.00
162	5122 CH Call Pprs/Post	100.00
163	5135 CH Computer layout	1500.00
164	5149 Plaques/Special Service	350.00
165		
166	Total CH Other (Specify)	2150.00
167		
168		
169	Total Chair	5800.00
170		
171	5120 On-site Manager	
172	5123 ON Travel	0.00
173	5124 ON Hotels & Food at Conf	800.00
174	5125 ON Telephone	200.00
175	5126 ON Postage	100.00
176	5127 ON Photocopying	100.00
177	5128 ON Wages & Fees	300.00
178	5131 ON Supplies	350.00
179	5132 ON Misc	
180	5133 ON Other (Specify)	
181	5138 Signs for Conf	300.00
182		
183	Total ON Other (Specify)	
184		
185		
186	Total On-site Manager	2150.00
187		
188	5136 Reserv/depos:Tours & Ent	0.00
189	5130 Exhibits Chair	
190	5140 EX Telephone	50.00
191	5141 EX Postage	250.00
192	5142 EX Misc	

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
193	5143 EX Other (Specify)	
194	5144 EX Printing	50.00
195	5145 EX Decoration	200.00
196	5146 EX Exhibit Hall	0.00
197	5147 Keynote Speaker's Books	50.00
198	5148 EX Supplies	
199		
200	Total EX Other (Specify)	
201		
202		
203	Total Exhibits Chair	600.00
204		
205		
206	Total Conf Management	8550.00
207		
208	5200 Gen Conf Expenses	
209	5201 Programs	
210	5202 PR Postage	100.00
211	5203 PR Printing & Publishing	2900.00
212	5204 PR Misc	
213	5205 PR Other (Specify)	
214		
215	Total Programs	3000.00
216		
217	5211 Reg Packets	
218	5212 RE Printing & Publishing	350.00
219	5213 RE Supplies	200.00
220	5214 RE Misc	
221	5215 RE Other (Specify)	
222	5216 RE Ribbons	150.00
223		
224	Total RE Other (Specify)	
225		
226		
227	Total Reg Packets	700.00
228		
229	5221 Calls to Conference	
230	5222 CA Telephone	0.00
231	5223 CA Postage	200.00
232	5224 CA Printing & Publishing	1000.00
233	5225 CA Misc	250.00
234	5226 CA Other (Specify)	75.00
235	5227 CA JDE Advert for Conf	1290.60
236	Journal of Reading Ad	475.00
237	Total CA Other (Specify)	
238		
239		
240	Total Calls to Conference	3290.60

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
241		
242	5231 Other Gen Expenses	
243	5241 OT Supplies	250.00
244	5242 OT Postage	50.00
245	5243 OT Printing	0.00
246	5244 OT Misc	50.00
247	5245 OT Other (Specify)	
248	5246 OT Xerox rental	200.00
249	5247 OT Decorations	200.00
250	5248 OT Film & Processing	200.00
251	5249 OT Entertainment	500.00
252	5250 OT Audiovisual & Mechan.	2000.00
253	5251 OT Evaluation	1000.00
254	5252 OT Phone Equipment	0.00
255	5129 ON Adver & Promotion	500.00
256	5137 OT Sales Items at Registr	0.00
257		
258	Total OT Other (Specify)	
259		
260		
261	Total Other Gen Expenses	4950.00
262		
263		
264	Total Gen Conf Expenses	11940.60
265		
266	5300 Conference Program	
267	5301 Speakers	
268	5311 SP Travel	1500.00
269	5312 SP Hotels & Food	1200.00
270	5313 SP Wages & Fees	2000.00
271	5314 SP Misc	
272	5315 SP Other (Specify)	
273	5320 Special Event Fees/S. Freud	
274	Handouts/copying	300.00
275	Total SP Other (Specify)	
276		
277		
278	Total Speakers	5000.00
279		
280	5401 Invited Institutes	
281	5411 II Travel	0.00
282	5412 II Hotels & Food	350.00
283	5413 II Wages & Fees	200.00
284	5414 II Misc	150.00
285	5415 II Other (Speciy)	
286		
287	Total Invited Institutes	700.00
288		

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
289	5501 Institutes	
290	5511 I Materials (18 @ \$50)	900.00
291	5512 I Misc	0.00
292	5513 I Other (Specify)	
293		
294	Total Institutes	900.00
295		
296	5601 Computer Fair	
297	5611 CF Wages & Fees	100.00
298	5612 CF Misc	800.00
299	5613 CF Other (Specify)	
300	5614 CF Electrical Hook-up	250.00
301	5616 CF Travel	50.00
302	5624 CF Supplies	50.00
303	5625 CF Computer Rentals	750.00
304	5630 CF Portage	0.00
305		
306	Total CF Other (Specify)	
307		
308		
309	Total Computer Fair	2000.00
310		
311	5615 Tours & Entertainment	1000.00
312		
313	Total Conference Program	9600.00
314		
315	5400 Food Functions	
316	5500 Hospitality	
317	5502 HO Food & Drink	600.00
318	5503 HO Other (Specify)	
319	5504 HO Hotel Room	
320		
321	Total HO Other (Specify)	
322		
323		
324	Total Hospitality	600.00
325		
326	5510 Publisher's Brk.	
327	5516 PB Food	1600.00
328	5514 PB Misc	800.00
329	5515 Other (Specify)	
330		
331	Total Publisher's Brk.	2400.00
332		
333	Leadership Lunch for State Director/SIG LEaders	
334	LL Food	1200.00
335		
336		

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
337	5520 Editor's Lunch	
338	5521 EL Food	0.00
339	5522 EL Misc	
340	5523 EL Other (Specify)	
341		
342	Total Editor's Lunch	0.00
343		
344	5530 State Dir's Dinner/SIG LEADERS LUNCH	
345	5531 SD Food	MOVED
346	5532 SD Misc	
347	5533 SD Other (Specify)	
348		
349	Total State Dir's Dinner	
350		
351	5540 Coffee Breaks	
352	5541 CB Food	3000.00
353	5543 CB Misc	
354	5544 CB Other (Specify)	
355		
356	Total Coffee Breaks	3000.00
357		
358	5550 Newcomer's Reception	
359	5551 NR Food	250.00
360	5552 NR Misc	250.00
361	5553 NR Other (Specify)	
362		
363	Total Newcomer's Reception	500.00
364		
365	5560 Past Board Lunch	
366	5561 PBd Food	0.00
367	5562 PB Misc	
368	5563 PB Other (Specify)	
369		
370	Total Past Board Lunch	0.00
371		
372	5570 Tutor Cert. Lunch	
373	5571 TC Food	0.00
374	5572 TC Misc	
375	5573 TC Other (Specify)	
376		
377	Total Tutor Cert. Lunch	0.00
378		
379	5580 Planning Breakfast	
380	5581 PL Food	double entry
381	5582 PL Misc	
382	5583 PL Other (Specify)	
383		
384	Total Planning Breakfast	

CRLA Conf Budget Accounts

1994-95 bdgt

	A	B
385		
386	5590 SIG Breakfasts/Lunches	
387	5591 SL Food	600.00
388	5592 SL Misc	
389	5593 Other (Specify)	
390		
391	Total SIG Leader's Breakfasts/Lunch	600.00
392		
393	5600 Lunch With Mentor	
394	5602 LM Food	200.00
395	5603 LM Misc	
396	5604 LM Other (Specify)	
397		
398	Total Lunch With Mentor	200.00
399		
400	5610 SIG Social for SIG Leaders	
401	5620 SS Food	moved
402	5621 SS Misc	
403	5622 SS Other (Specify)	
404		
405	Total SIG Social for SIG Leaders	0.00
406		
407	5623 Banquet/Awards dinner	750.00
408	5633 Awards Brunch	0.00
409	5640 Past/Present Site Lunch	0.00
410	5651 Kellog Reception	200.00
411		
412	Total Food Functions	9450.00
413		
414	5650 Other Expenses	
415	5700 Banking/Check Expenses	50.00
416	5702 OpFund exps pd byConf	
417	5800 Previous Conf. expense	
418		
419	5811 Next Conference Account	1000.00
420	5810 Next Conf Chair Expenses	
421	5820 NCC Printing & Publishing	500.00
422	5822 NCC Postage	50.00
423	5825 NCC Advertising & Promo	150.00
424		
425	Total Next Conf Chair Expenses	1700.00
426		
427	5422 Site Selection	
428	5423 SS Travel	700.00
429	5424 SS Hotels & Food	150.00
430	5425 SS Telephone Expenses	50.00
431	5426 SS Postage	50.00
432	5427 SS Supplies	50.00

CRLA Conf Budget Accounts 1994-95 bdgt

	A	B
433	Total Site Selection	1000.00
434		
435	Total Other Expenses	2750.00
436		
437		
438	Total EXPENSES	42290.60
439		
440	Total INCOME	43200.00
441	minus site & conf	
442	Alberquerque, site selection	
443	NET INCOME	909.40

Spring 1996 Canadian Symposium; FY '95

5100 Conf Management

5110 Chair

5111 CH Travel	650.00
5112 CH Hotels & Food	200.00
5113 CH Telephone	750.00
5134 CH Postage	100.00
5114 CH Photocopying	0.00
5115 CH Clerical Assistance	0.00
5116 CH Supplies	100.00
5117 CH Misc	0.00

Total Chair (Manager)

1800.00

5120 On-site Manager

5123 ON Travel	0.00
5124 ON Hotels & Food at Conf	100.00
5125 ON Telephone	100.00
5126 ON Postage	100.00
5127 ON Photocopying	100.00
5128 ON Wages & Fees	0.00
5131 ON Supplies	0.00
5132 ON Misc	0.00
5133 ON Other (Specify)	0.00

Total Onsite Manager

400.00

5221 Conference Registration

5222 CA Telephone	0.00
5223 CA Postage	1000.00
5224 CA Printing & Publishing	2000.00
5225 CA Misc	0.00

Total Conference Registration

3000.00

Total Conference Management FY '95

5200.00

COLLEGE READING & LEARNING ASSOCIATION
QUICK REFERENCE LIST: AUGUST 1994

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 18

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TIME FOR TRANSFORMATIONS



of literacy communities, our knowledge about
adult learning, of beliefs and practices in
college learning assistance programs, ourselves



28th Annual Conference April 5 - 9, 1995

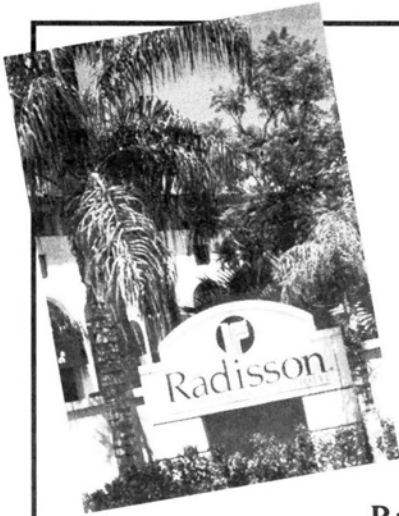
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Tempe, Arizona

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(203) 837-8515



PRELIMINARY CONFERENCE INFORMATION



A Sneak Preview of the College Reading and Learning Association's 1995 Annual Conference

April 5 - 9

**Radisson Tempe Mission Palms Hotel
Tempe, Arizona**



Conference Theme: Time for Transformations

To help you plan for the up-coming spring conference, this sneak preview describes many of the conference highlights and happenings. Additional information will be forthcoming in the next newsletter and in the registration packets.

► **Conference Registration**

Registration for the conference will begin in December.

If you are a CRLA member, a complete registration packet will be mailed to you after December 1, 1994. If you would like additional conference registration packets, you may call Dr. Patricia Mulcahy-Ernt, CRLA President-Elect at (203) 837-8515, send an e-mail note to her at MULCAHYP@WCSU.CTSTATEU.EDU, or write to her at the Department of Education and Educational Psychology, Westside Campus, Western Connecticut State University, Danbury, CT 06810.

Here is a sneak preview of the registration costs: (Do not forward any monies until you have completed your registration packet.)

Full Conference

Early Registration (before March 1, 1995) - \$75

Registration (after March 1, 1995) - \$90

Institution Discount - One free registration will be provided to each college that pays for ten full conference registrations.

One Day Registration - \$60

Institute Registration - \$20 per institute

Food Functions

Saturday Evening Awards Banquet - \$28.50

SIG Breakfasts - \$10

SIG Luncheons - \$15

Lunch with a Mentor - \$15

Ice Cream Social - \$8.75



► **Transportation**

Local shuttle service from the airport to the hotel is offered free of charge by the Radisson Tempe Palms Hotel. Conference participants should call the hotel at the airport courtesy phones for service.

► **Lodging**

Hotel reservations must be made directly with the Radisson Tempe Mission Palms Hotel (602-894-1400). If you request specific types of accommodations, indicate your preferences when you make your reservation. You may use the room reservation envelopes provided by the hotel. CONFERENCE PARTICIPANTS ARE ADVISED TO RESERVE HOTEL ROOMS IMMEDIATELY.

All conference room prices (single, double, triple, quad) are \$89. WHEN YOU MAKE YOUR RESERVATION INDICATE THAT IT IS FOR THE CRLA CONFERENCE IN ORDER TO GET THE CONFERENCE RATE.

► Keynote Speakers

Dr. Peter Mosenthal, Professor and Chair of the Reading Language Arts Center at Syracuse University, will present the opening keynote address on Friday, April 7. His address "Transforming Our Adult Literacy Agenda: None for One and One for All" will focus on the social, technological, educational, and political changes impacting literacy communities. Dr. Mosenthal will also present on Thursday, April 6 a pre-conference institute entitled "Teaching the Principles of Document Literacy." Dr. Mosenthal, a pioneer in the field of adult literacy, has served as a principal researcher with Educational Testing Service in analyzing the results of the NAEP Young Adult Literacy Survey, the National Adult Literacy Survey, and the International Education Assessment. He is currently working on a Workplace Literacy grant to develop more effective college study strategies for students in professional development schools.

Dr. S. Jay Samuels, Professor of Educational Psychology at the University of Minnesota, will present the closing keynote address at the Awards Banquet on Saturday, April 8. His address will highlight findings from national surveys on teacher excellence and characteristics of successful academic programs. Dr. Samuels will also present on Sunday, April 9 a post-conference institute summarizing salient research findings pertaining to the teaching of reading processes. Dr. Samuels is a leading researcher in theories of automaticity and reading development.

Karin Winnard, Program Director of the Tutorial Program at Sonoma State University, will present a featured pre-conference institute on Thursday, April 6. Her institute, "Resources and Methods for Training Tutors," will offer tutorial program coordinators a wealth of materials for tutor training and will feature a variety of interactive group processes. Karin Winnard, an evaluator on the CRLA Tutor Certification Committee, has been active in the field of learning assistance for more than twelve years.

► Special Events

The conference will feature a variety of workshops, roundtable discussions, interactive presentations, and opportunities for CRLA members to meet, learn about innovative developments in the field of learning assistance, participate in a state-of-the-art computer technology lab, and see a host of publishers' exhibits. Among the many conference activities there will be these not-to-be-missed events:

Pre and Post Conference Institutes (Thursday, April 6 and Sunday, April 9)
Publishers' Welcome Reception and Opening of Exhibits (Thursday, April 6)
Leadership Training Workshop (Thursday, April 6)
Newcomers' Reception (Thursday, April 6)
SIG Breakfasts, Luncheons, and Ice Cream Social (Friday, April 7)
Dinner on the Town (Friday, April 7)
Publishers' Breakfast (Saturday, April 8)
Lunch with a Mentor (Saturday, April 8)
Awards Banquet (Saturday, April 8)
Hospitality & Literary Society Meetings (Evenings)



► Special Trips

Tuesday & Wednesday, April 4-5

Grand Canyon - Two-day overnight trip to the Grand Canyon for hiking, tours, and sight-seeing, including a stop in Sedona and overnight lodging at the Maswik Lodge in the South Rim Village (Approximate cost: \$150 per person double occupancy)

Wednesday, April 5

Sedona - All day trip to Sedona for sight-seeing (Approximate cost: \$50)

Saturday, April 8

Desert Botanical Gardens - Local trip to see rare and extraordinary plants from the arid regions of the Earth

Heard Museum - Local trip to an internationally acclaimed museum that features exhibits about the cultures and art of the Native Americans of the Southwest

► Campus Visits

Off-site campus visits to tour local programs will include the following:

Paradise Valley Community College Learning Assistance Center
Arizona State University Technological Center





INVITATION TO CHAIR SESSIONS

28th Annual Conference

April 5-9, 1995

Tempe, Arizona

You are invited to chair a session during the 1995 CRLA Conference. As a chairperson, you have the opportunity to become actively involved as a participant in the program, to meet speakers and session attendees, and to have guaranteed seating during top-quality presentations. No prior experience is necessary.

To chair a session, please complete the following information:

Name _____

Institution _____

Mailing Address _____

City, State, ZIP _____

Mail will be sent to: (Check one.) Work Address _____ Home Address _____

Work Phone Number _____

FAX _____

Home Phone Number _____

E-mail _____

Preference for Chairing a Session: (Please check all that are possible.)

_____ Thursday, April 6, 1995 (Institutes)

_____ Friday, April 7, 1995 (Sessions)

_____ Saturday, April 8, 1995 (Sessions)

_____ Sunday, April 9, 1995 (Institutes)

If you would like a letter of recognition sent to your institution, please complete the following:

Name of person receiving the letter: _____

Title _____

Institution _____

Street Address _____

City, State, ZIP _____

Please send your completed application to the following address by October 1, 1994:

Judith Olson-Fallon
Educational Support Services
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7062

ATTACHMENT #20

SAN DIEGO CONFERENCE EVALUATION

SERVICES & PLANNING: PERCENTAGES

1. Program printing, layout and information (153 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
55%	35.5%	8.5%	1%	0%

2. Registration process (150 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
68%	27%	4%	1%	0%

3. Cost of conference (152 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
36%	38%	22%	4%	0%

4. Exhibits (147 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
24%	39%	26%	9%	2%

5. Hotel location (152 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
42%	36%	13%	8%	1%

6. Hotel accommodations (147 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
46%	29%	16%	4%	5%

7. Pre-conference publicity (call, newsletter articles, ads) (142 responses)

EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
51%	34%	8%	4%	3%

8. Tours/leisure events (133 responses)

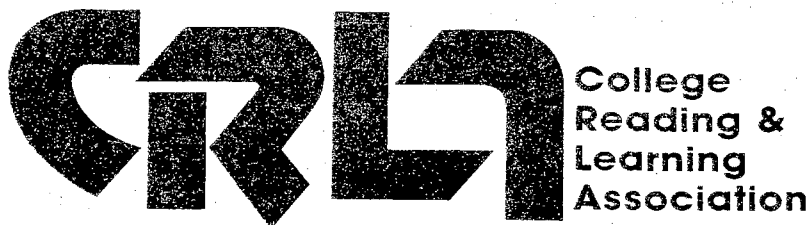
EXCELLENT	GOOD	AVERAGE	POOR	NO RESPONSE
41%	24%	6.5%	1.5%	27%

CRLA CHAIRS, COORDINATORS, EDITORS, etc.

Position	Persons	Term
ARCHIVIST	KAREN SMITH	INDEFINITE
AWARDS	ROSEANNE COOK	1994-97
BYLAWS	PATTI GLENN-COWAN *	?
SITE SELECTION	SUSAN DEESE-ROBERTS	1994-97
ITCP COORDINATOR	KARAN HANCOCK	1993-96
ITCP ASST. COORD.	GLADYS SHAW	1993-96
ITCP RECORDS MAN.	TOM GIER	1993-98
MEMBERSHIP COORD.	ROBIN BISCHOF	?
ASSOC. MEMBER. COORD. **	RITA DUNBAR	?
NEWSLETTER EDITOR	ROZ BETHKE	1994-97
PARLIAMENTARIAN	MARTHA JONES *	?
POLITICAL ACTION COORD.	TRISH DUPART	?
<i>Committee</i> ↑ LIAISON FOR POL. ACTION	?	?
PROFESSIONAL ASSOCIATION LIAISON COORDINATOR	GLADYS SHAW	?
SIG COORDINATOR	PAT JONASON	1993-96
SIG GROUP LEADERS	-	3 YEAR TERMS
CAS	MARTHA MAXWELL	INDEFINITE
<i>Technology Consultant</i>		1994-97

* Replacement to be made by CRLA President by Fall 1994

** Board to determine during Summer 1994 meeting whether to eliminate



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Harrisburg Area Community College-Lebanon Campus
735 Cumberland St., Lebanon, PA 17042

June 25, 1994

TO: Tom Gier

FR: Becky Johnen *Becky*

RE: Strategic Planning for CRLA

I have finally finished my article for JCRL on strategic planning and the results of the work the Board did in 1992-93 and members did at the 1993 conference. I've enclosed a draft of the article for you, particularly if you'd like to pick up the ball and complete the strategic planning process with this Board. I'm willing to help or provide whatever assistance you feel is necessary.

What still needs to be done is:

1. Information gained from the 1993 plenary needs to be synthesized and revised mission, vision, values, goals and objective statements written based on members' thoughts gathered at the plenary. I've enclosed the worksheets used at the plenary. I feel someone on the current Board should synthesize and draft new statements for the Board to review. Pages five and six of the manuscript contain the original statements. After revising these statements, they should go back to the membership for final approval.
2. Using the information gained in the environmental scan (see pages 6-8 of the manuscript), the identified strategic issues (see manuscript pages 8-9), and visions of the future (see pages 10-11), goals and objectives for the next five years should be drafted.
3. All of this information will form the Association's strategic plan, 1994-1999. (This is something that I can help finalize for you.)

After reviewing the information that is here, give me a call if you'd like to discuss.

Hope all is going well with you. Very busy here. I take my comps on July 30, then its on to the dissertation, which by the way, I am doing on strategic planning.

I got your call regarding you doing the Canadian conference. I am willing to help in whatever way now, but my time through December is limited. I should be unencumbered by January and can do more after that. Just keep me posted.

Take care.

HEADED FOR THE FUTURE: THE USE OF STRATEGIC PLANNING TO GUIDE THE COLLEGE READING AND LEARNING ASSOCIATION

Overview

In 1992 the College Reading and Learning Association (CRLA) celebrated its 25th anniversary. It was a time of reflection. According to Weinsheimer (1992) it was, "...a good time to take a look at the collective story that we have become" (p. 1). While 1992 was a year of reflection, 1993 was a year of planning; a year of combining CRLA's collective story with thoughts of the future to create a plan to guide the association into its next 25 years.

Literature Review

According to DuBrin, Ireland, and Williams (1989) planning is the process by which an organization decides upon its objectives and how those objectives will be met. Bossert (1989) maintains that the planning process is a continuous one that assists in the effective and efficient operation of an institution. In the work of Riggs and Akor (1992), three categories of planning are presented: management science, the incremental approach, and strategic planning. The incremental approach (long-range) and strategic planning are the most common planning

methods.

While several models of planning exist, strategic planning is advocated as most appropriate for the future of nonprofit organizations since it emphasizes shifts in direction and includes a broader range of contingency plans (Bryson, 1988; Mengerink, 1990). A review of the literature revealed that strategic planning has many definitions. Bryson (1988) describes it as, "...a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization (or other entity) is, what it does, and why it does it" (p. 5). According to Ho (1992), "Strategic planning is the process of determining what an organization intends to be in the future and how it will get there" (p. 1). DuBrin, Ireland and Williams (1989) define strategic planning as, "The allocation of resources in order to achieve a firm's current and future mission and objectives in a dynamic and competitive business environment" (p. 665). Cope (1987) provides the following definition in an attempt to highlight the essential elements of strategic planning,

Strategic planning is an open systems approach to steering an enterprise over time through uncertain environmental waters. It is a proactive problem-solving behavior directed externally at conditions in the environment and a means to find a favorable

competitive position in the continual competition for resources. Its primary purpose is to achieve success with mission while linking the institution's future to anticipated changes in the environment in such a way that the acquisition of resources (money, personnel, staff, students, good will) is faster than the depletion of resources (p. 3).

No matter what the definition of strategic planning, all have a basic underlying theme--strategic planning is future oriented behavior concerned with a dynamic and complex relationship of the organization with its environment (Wheatley, Anthony, & Maddox, 1991; Rothwell & Kazanas, 1989).

Bryson (1988) cites several benefits of strategic planning: (a) develop effective strategies, (b) clarify future direction, (c) establish priorities, (d) make today's decisions in light of their future consequences, (e) develop a coherent and defensible basis for decision making, (f) make decisions across levels and functions, (g) deal effectively with rapidly changing circumstances, and (h) build teamwork and expertise. Gallagher and Weinberg (1991) discuss how nonprofit organizations must embrace change to survive, and how through a strategic planning process, accommodating change is made easier.

It is important to emphasize that strategic planning is a set of concepts, procedures, and tools.

There are, therefore, several approaches to strategic planning. Mintzberg (1990) has identified 10 schools of thought; however, it is Bryson's (1988) work that provides the most detailed analysis of nine approaches: (a) Harvard model, (b) strategic planning systems, (c) stakeholder management, (d) portfolio model, (e) competitive analysis, (f) strategic issues management, (g) strategic negotiations, (h) logical incrementalism, and (i) innovation.

Despite the existence of these various models, there are eight steps common to the overall strategic planning process: (a) initiating and agreeing on a strategic planning process, (b) identifying organizational mandates, (c) clarifying organizational mission and values, (d) assessing the internal environment for strengths and weaknesses, (e) assessing the external environment for opportunities and threats, (f) identifying the strategic issues facing the organization, (g) formulating strategies to manage the issues, and (h) establishing an effective organizational vision for the future (Bryson, 1988; Groff, 1989; Pearson, 1989; Riggs & Akor, 1992).

Mission, Vision, Values, and Goals

CRLA, in its development of a strategic plan, focused on clarifying organizational mission, vision,

and values, assessing the internal environment for strengths and weaknesses, assessing the external environment for opportunities and threats, and identifying the strategic issues facing the organization. During the 1992-93 academic year, the Board of Directors formulated vision, mission, value and goal statements. Proposed statements included:

Vision: CRLA is a dynamic community of leaders in the fields of reading, learning assistance, developmental education, and tutorial services. We seek to give practical application to research and to promote the implementation of innovative strategies to enhance student learning and to make a positive difference in the lives of students.

Mission: to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.

Values: Inclusive: we recognize the uniqueness of individuals. We celebrate our differences as well as our similarities. We seek a membership diverse in nature. We seek to develop a sense of community. Collaborative: we seek resourceful and cooperative arrangements with each other and others in the field. Creative: We are innovative in our approaches to teaching and learning. Supportive: we create and sustain a climate of caring and respect for all members of our profession. We are facilitative, responsive, and friendly in approach.

Goals: to provide opportunities for dialogue among professionals; to cooperate and coordinate with other professional organizations in the fields of and related to reading; to increase the quantity and enhance the quality of strategies and techniques used to improve student learning; to provide information and consultants to groups enacting legislation directly related to college reading, learning assistance, developmental

education, and tutorial services; and, to act to ensure an environment where effective learning can take place.

At a plenary session during the 1993 annual conference, approximately 72 members reviewed the work of the Board and recommended changes to the draft statements. These recommendations are currently being assessed by the Board.

Identifying Strengths, Weaknesses, Opportunities and Threats

In addition to reviewing the draft statements, the same 72 members provided information on strengths and weaknesses of the association, and opportunities and threats to the association. It is important to note that the following information only reflects the views of the 72 participating in the plenary session. This information has not yet been acted upon by the Board nor by the general membership. Strengths included: openness, inclusiveness, responsiveness to members' needs and input, collegiality, friendliness, unpretentious, collaboration, supportive, professional development, diversity of interests and activities, networking, purpose, sharing of resources, size, multi-disciplined, innovative, creative, quality of people and ideas, professionalism, inspirational, dedication of its members to student success, special interest

groups, history of the organization, scholarships, and publications.

The following were listed as areas the association should improve (weaknesses): marketing of the association/building of name recognition, the use of technology as a communication tool, newsletter to focus on national trends, membership/participation of 4-year research universities, increase state-level participation, liaisons with other organizations, wider distribution of information, cultural diversity, better delineation of conference strands, more balanced, comprehensive presentation in conference programming, and political action.

Opportunities facing the association included: collaboration with the National Association of Developmental Education, joint conferences, linkage with teacher education schools, networking, increasing institutional memberships, sharing of information and expertise, use of grants to support association activities, access to research, and the development of stronger state-level organizations.

Threats or barriers to CRLA were identified as: rapid growth of the association and the loss of the closeness, lack of institution resources to fund travel to conferences, conference costs, state-level budget

cuts, stigma associated with the profession, and many regional and national associations with the same purpose and mission--fragmentation of the field.

Strategic Issues

To identify the strategic issues facing the organization, members attending the second general session at the 1993 conference were asked to identify driving forces, in addition to the education reform movement, that are having an effect on CRLA's journey. The top five issues identified by over 140 members who responded to the question were:

1. Decreasing fiscal resources. Fifty-three percent of the respondents indicated that limited finances and budget cuts were impacting staffing patterns (use of more part-time and adjunct instructors), instructional resources, continuation of developmental and learning assistance programs (when budgets are tight, it is felt that these are the first programs to go), and professional growth opportunities (lack of dollars to travel to conferences). Furthermore, it was felt that the fiscal situation was creating competition for membership in national associations, and that this competition was fragmenting the field.
2. State and national legislation. Seventeen percent of the survey participants indicated that policies made

at the state and national level are having more of an impact on the delivery (what, how, when, how often) of services. Discussions on standardization of curriculum and evaluation as well as outcomes assessment were of particular concern to the respondents.

3. Diversity of student needs. The changing nature of the student (more minorities, emotionally and socially underprepared, more special needs) and of what students need to be competitive in today's workforce was cited by 11% of the respondents as a driving force.

4. Attitudes toward the profession. Eleven percent of the respondents indicated that attention needed to be paid to the attitudes that others, particularly postsecondary administrators, held toward the profession. It was felt that the practice of first cutting developmental education and learning assistance programs when resources are tight indicates a lack of understanding of the needs of developmental courses as well as a lack of importance and priority given to these programs.

5. Impact of technology on delivery. The use of technology as an instructional delivery tool and the impact this has on planning, presenting, and evaluating instruction was listed as a driving force by 9% of the survey respondents.

Visions For The Future

Members, when asked what they wanted CRLA to look like in five years, indicated a strong desire to maintain the high quality of leadership and professionalism already exhibited by the Association. Having a focus as the major force in getting the academic world to recognize learning assistance as a discipline (being seen as the proactive force that influences and shapes the profession) was also expressed as a vision for CRLA. Other visions included more cultural diversity in the membership, more of an international organization, increased use of electronic mail as a means of communicating within the membership, broadening the perspective (become more inclusive) of the Association, more recognition on the national level--become the most desired professional organization, more networking, more collaboration with other organizations, and more presence in political issues and lobbying.

Members of CRLA, in visioning for the future, are divided on the issue of size of the Association. Many want to see a larger membership; several indicated an Association goal should be the doubling of membership in five years. Others indicate that they want CRLA to look a lot like it does right now, "...not hugely

bigger--certainly not less personal or personable or helpful."

Discussion

In 1993, CRLA began the next chapter in the Association's history--it embarked on a journey into the future. With the itinerary for its journey shaped by several strategic visions (the educational reform movement, decreasing fiscal resources, state and national legislation, diversity of student needs, attitudes toward the profession, and impact of technology on delivery), it is up to the membership to chart the course we will follow on our journey. We are not in the same educational environment anymore. To survive in the new, we must continue to move.

CRLA, in using a strategic planning process to determine its direction, has begun to develop a framework that will help guide the Association on its journey to the future. This framework will assist the Association in embracing and accommodating the changing educational arena.

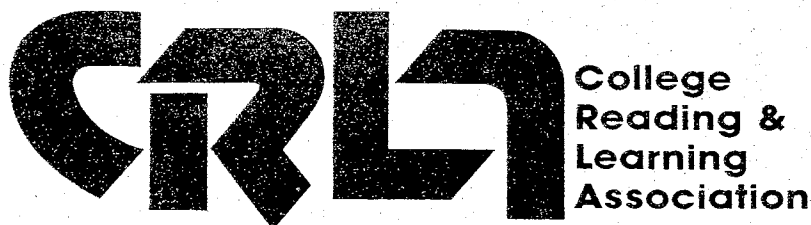
The efforts to date of the Association have resulted in a wealth of information that now needs to be put into a strategic plan that contains methods and timelines for implementation. We must begin our journey with a clear vision of what CRLA is all about.

We must articulate that vision and our plan; our voices need to be heard in places where policies are made. We must be proactive in our efforts. We have the capability to make a positive difference in the shape of education. We must, as Weinsheimer (1992) states, "...use our story to shape a future within the higher education community" (p.6).

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TO: Tom Gier, CRLA President
FROM: Pat Jonason, SIG Coordinator
DATE: July 11, 1994
SUBJECT: CRLA SIG Coordinator Report

The following is a list of the the current SIGs, the SIG leader, and the number of members. This number reflects new membership gained at the San Diego Conference.

Cognitive Psychology	Jan Swinton	61
College Reading	Carol Willis	137
Computer Technology	LaVern Schroeder	50
Counseling and Helping Relationships	Diane Crary	11
Critical Thinking	Craig Stern	90
Developmental/Basic Writing	Mary Fagan Clark	54
Emotional/Motivational Aspects of Learning	Glen Hirsch	48
English as a Foreign/Second Language	Anna-Maria Schlender	39
HyperCard	Richard Holdredge	18
Learning Assistance Center Management	Carolyn Smith	111
Learning Disabilities	Lorraine Peniston	72
Liberal Arts Colleges and Universities	Kelly Hudgins	14
Mathematics Tutorial Programs	Margaret Rogers	43
Multicultural Issues	Patti Dozen	30
Peer Tutoring	Karan Hancock	102
Research and Evaluation	Michael O'Hear	39
Teaching Excellence	Kate O'Dell	28
Workforce Literacy	Sinda Slagle	22
	Carol Pottorff	

These numbers represent a significant growth in the membership of the SIGs. The report that I submitted in March/1994 showed a total membership in all SIGs of 646 members; currently the membership is 969. I was originally quite excited about these numbers until I learned that the latest printout of membership reflected those individuals whose membership expired on 12/93 and who had not yet been dropped. The next quarter's mailing these individuals will be dropped. This gives the SIG leaders an opportunity to encourage these individuals to rejoin both their SIG and CRLA.

Two changes in leadership of SIGs occurred during the last year. Jan Swinton has taken over leadership of the Cognitive Psychology SIG; Patricia Mulcahy-Ernst was the former leader. Kate O'Dell is the new leader of the Teaching Excellence SIG; Carol Morgan was the former leader.

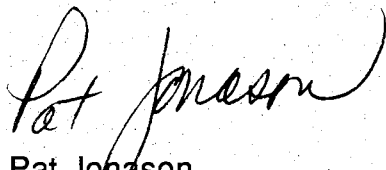
At least two leadership changes are expected during the coming year. Glenn Hirsch and Michael O'Hear have notified me of their plans to step down as leaders; both are active in finding successors.

No new SIGs have formed, and no SIGs folded during the past year.

The additional project/goal that I have established is to revise the SIG Leaders' Handbook. I plan to include samples of SIG newsletters, sample letters to membership and to new members, reimbursement form, procedures for such things as submitting reimbursements and requesting mailing labels, camera-ready CRLA letterhead, description of SIG leaders' responsibilities, and other suggestions that come in from the SIG leaders. Since members of the Board of Directors have served in this position, I would like to hear of other suggestions you might want to make.

The SIG Leaders' Directory is being revised. I received some revisions to the goals and activities portion of the directory from several leaders, but I know that there are still some changes in the works. I plan to have this completed by mid-September and will forward copies to the Board, the archivist, and the membership coordinator.

Respectfully submitted by

A handwritten signature in cursive script, appearing to read "Pat Jonason".

Pat Jonason
SIG Coordinator



Board Minutes
Tempe, AZ
August 27, 1994
Attachment 2A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

July 14, 1994

To: Tom Gier, CRLA President

From: Joyce Weinsheimer, Elections Chair

Re: Report on Elections

This memo is to update you on elections for the upcoming year.

In response to the need to re-open our search for a President-Elect candidate, I acted on the Board's list of approved "possibilities." I am pleased to inform you that Vince Orlando has agreed to run for office.

The slate for elections is as follows:

President Elect: Vince Orlando
Rick Sheets

Secretary: Nancy Krause
Rosalind Lee

Each candidate has reviewed the job description for their office and is in the process of completing a candidate information form. By August 15th I will have a picture, information form, and goal statement from each of the candidates to use to prepare the election mailing. My goal is to send the election information and ballots to all CRLA members by mid September. The President should be able to notify the candidates of the outcome of the election in mid-November.

I wish to thank the CRLA Board for your support in this process.

c. Karen Smith, Archivist

REPORT OF LUNCH WITH A MENTOR CHAIR

1994 CRLA CONFERENCE - MARCH 24-27

SAN DIEGO, CA

DUTIES

1. Have contact with the conference program and site chairs during the summer to determine how many mentors will be desirable based on room available and luncheon plans, their suggestions for possible mentors, and the date that the program chair needs the finalized "Lunch With A Mentor" information for program inclusion. Stress that it is important to keep the costs reasonable as this is a very popular activity with conference attenders; however, an expensive lunch (\$17 at San Diego) discouraged many people who would have liked to participate. Also seek advice on possible mentors from other CRLA members.
2. Contact the desired number of individuals by telephone in early September inviting them to be mentors. Ask them to determine their topics and call you back prior to your deadline date. When you have received the information from all mentors, type up the list and send it to the program chair. Ascertain that the registration form will "insist" that individuals mark three choices so that as some mentors' tables get filled up, people can fill the openings at the tables of other mentors.
3. Send a letter to all mentors giving them preliminary information and a copy of what will appear in the program. Notify them that they must register for "Lunch With A Mentor" on their conference registration form and indicate that they are a mentor. Tell them you will contact them again after January 31 with final information.
4. Confirm with the Treasurer and the Site Chair the cut-off number for each mentor.
5. Send a letter to all mentors in early February with complete information and suggestions.
6. Determine with the Site Chair how participants will find their "Mentor" at the luncheon. (I made 4" x 8" name cards and purchased plant picks from the local florist so that I could stick the picks into the center table decorations with a name card on the top of each one.)
7. Arrive at the luncheon area early to place the name cards and be certain that arrangements are as they should be.
8. After the conference, write thank you letters to all mentors. Also write letters to the administrators of all

mentors that asked you to do so.

9. Write the final report and send one copy to the conference program chair. Place a second copy in the "Lunch With A Mentor" portfolio which was received from the previous chair. Place all other pertinent information and letters in the portfolio and send it to the next "Lunch With A Mentor" Chair.

SUGGESTIONS

1. Make people preregister for "Lunch With A Mentor" on the registration form and charge a minimal fee even if they will be paying for their own lunch on site. People tend to show up for something they have paid for! If room allows, plan on 15 mentors with 10 people at a table (the mentor plus nine.) Be certain to check the table size at the hotel to make certain that their tables will accommodate that many. That is a nice number of mentors, enables 150 people to participate, and if the cost is kept reasonable, I believe all spaces would be filled. At the 1994 Mentor Luncheon even with the outrageous cost of \$17, two sections were full, ten sections had 7-9 participants, and two sections had five registered. Members enjoy this chance to visit with an authority in their field of interest.

At the 1992-93 conference, there were only 10 mentors, the charge was \$3, and these individuals took their groups to off-site restaurants where people paid for their own meals. Over 100 people had their money refunded as the available spaces filled quickly. Unfortunately, the off-site idea had many drawbacks. First, the mentors or the chair had to make reservations at the restaurants. It took quite a bit of time for each mentor to collect his or her group and walk to the restaurant, leaving minimal time to actually exchange information. They also found that the restaurants were noisy, crowded, and ill-suited for serious discussions involving all participant, and the walk back made everyone late for the next concurrent sessions.

2. Consider keeping costs down and providing adequate time and space by doing one of the following:

- A. Ask the hotel if the luncheon could be a "Salad Buffet Luncheon" with 6-8 salads and a roll. People could fill their own plates and eliminate the cost of table setting and waiters. That should cut costs dramatically. If they don't want to do this, could participants go through a salad buffet or regular buffet line in the regular restaurant, pay for their lunch, and carry their plates to a designated room to dine with their mentors?
- B. Or ask the hotel to prepare box lunches for the participants to purchase prior to sitting down with their mentors. In this case participants

3.

should only be charged \$3.00 to register as they will be paying for their own lunches on site. With this options, mentors could be situated in meeting rooms (always empty over the lunch hour anyway) and they could "Picnic" with their groups.

3. Send thank you letters to the mentors (I don't believe this has been done in the past.) Additionally, send letters to the administrators of mentors who request it. These two follow-up letters require a little time, but they certainly build good will for CRLA.

Included in Packet for 1995 Chair

1. Selected information and summary reports from previous chairs
2. Worksheet used in contacting mentors
3. Initial letter to mentors (9/13/93)
4. Follow-up, informational letter (2/3/94)
5. Thank you letter to mentors (3/30/94)
6. Letter to mentor's administrator (3/31/94)
7. Copy of this 1994 chair report.

Submitted by Kathy Carpenter 4/5/94



Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 24

July 26, 1994

Dr. Tom Gier, President
CRLA
University of Alaska-Anchorage
Department of English
Anchorage, AK 99508

Dear Tom:

With regards to the LAC Design/Development Task Force--we are getting nowhere fast (old Midwestern saying). Many of those on our committee are not on twelve month contracts, trying to communicate through the Frank's listserv has helped some, but is not available to all of us. Those of us who have talked this summer--Karen Smith and Joyce W. and I have come to the conclusion that this is a much bigger task than we first realized and perhaps our original time line was unrealistic. Let me suggest that we rethink our time schedule. Frankly, nothing significant is going to happen this summer. I have received very few responses to my letter which included Martha's comments on standards. Those four who have commented appear to be in agreement that if we include the standards they should be limited to Learning Centers. As Karen Smith pointed out many of us have nothing to do with student services.

Karen Smith has posted her "Top Thirteen" on Frank's listserv; Jan Norton picked them up and sent them out over MCLCA's listserv, but Karen has few responses. That's about all we have to report for the summer board meeting. I, truly, do not believe we are even going to have a realistic time line until we all get back in the Fall and have a chance to take a long hard look at the whole package. I plan to write a letter to the Task Force in late August which will explain the situation and call for a consensus as to how to proceed. My over-developed sense of responsibility tells me that I have let you and CRLA down in this regard. Please accept my apologies. I am more than willing to try to spearhead this committee, to gather and to compile materials, and then to report, but it will not be an overnight accomplishment. If CRLA feels a need for speed, I ask that you appoint someone else as chair; otherwise, we will continue to "plug" along.

I hope you've had a great summer. Look forward to hearing from you soon.

Warmest Regards,

A handwritten signature in cursive script, appearing to read 'Carolyn S. Smith'.

Carolyn S. Smith

Board Minutes
Tempe, AZ
August 13-15, 1994
Attachment 25

MARTHA MAXWELL
MM Associates
BOX 2857
White Flint
Kensington, MD 20891
Phone/FAX (301) 530-5078

June 30, 1994

Dear Tom:

There are several items in the last two CRLA Board Minute Summaries that worry me. They involve the Board's position on professionalism, privacy, and ethics.

Specifically, in the March 21-27, 1994 Meeting Summary - Item 8, a motion was made to revise the membership form to include check-off boxes for members who do not want their names released within the organization nor released to other organizations (which passed) and the motion that CRLA no longer supply NADE with a CRLA mailing list to establish a data base which also passed.

My comments:

I was under the impression that CRLA was a professional association NOT a high-school secret society. Professional associations exist to establish, raise, and maintain standards for service to the public (not to amuse themselves). Professional societies usually publish membership lists (look at medicine, law, reading associations, psychologists, ad inf.) so that the public has information about their qualifications.

Also I think it is totally anti-intellectual to refuse to provide lists to researchers to set up a data base or to refuse to send lists and cooperate with other professional associations. Counseling psychologists have had a data base for over 20 years, and record and report regularly on job descriptions, qualifications, experience, training, salaries, amount of time spent on various activities, etc. Perhaps one of the reasons that learning specialists are so overworked and underpaid is that they DO NOT consider themselves professionals, refuse to cooperate in setting up data bases and participating in studies that might help them define their jobs, salaries, and functions to their institutions and to the consumers they serve.

If CRLA members are so concerned about their privacy, do they think their privacy extends to their work too? i.e., do they have unlisted work numbers, do their names not appear in college catalogues, do they not give out business cards, and do they keep their office address a secret too??

ETHICS

The other item was in a board meeting last year in which the board voted NOT to set up an ethics committee and leave ethical questions to their institutions. That too is a juvenile, not a professional attitude implying that there are no conflicts of interest between the role of the learning specialist and their institution. (So Papa knows best!) Why then do professional associations inevitably have codes of ethics (part of the CAS Standards) and ethical standards have been developed by every profession I know of from reading specialists, college placement counselors, writing centers, and even most tutoring programs as well as by the more traditional professions.

Perhaps the Board should consider whether indeed it considers CRLA a professional association or a social club for those who work in learning assistance jobs and do not want to be part of a profession.

Like those in many other student support and student affairs units, learning assistance positions rarely have specific job standards for training and experience. But they are trying to develop ethical codes and professional standards. Does the CRLA Membership Form ask applicants to describe their previous experience and training? Has CRLA ever rejected an applicant?

How can CRLA rationalize setting up a Task Force for Standards if it does not accept other attributes of a professional organization- i.e., identification of member characteristics, ethics, etc.

I'm mighty puzzled.

MARTHA

A handwritten signature in dark ink, appearing to be 'Martha', written over the printed name 'MARTHA'.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

15 May 1994

HUNTER R. BOYLAN, DIRECTOR
ELAINI L. BINGHAM, ASSISTANT DIRECTOR
NATIONAL CENTER FOR DEVELOPMENTAL EDUCATION
REICH COLLEGE OF EDUCATION
APPALACHIAN STATE UNIVERSITY
BOONE, NORTH CAROLINA 28608

Dear Hunter and Elaine:

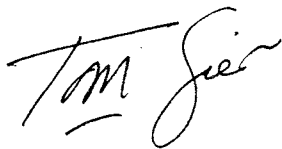
It was a pleasure visiting with you two at the CRLA Conference in San Diego. I particularly enjoyed your presentation to the CRLA Board concerning the second National Conference on Research in Developmental Education scheduled for Fall 1996. During your presentation the Board endorsed CRLA as a co-sponsor of the conference and agreed to get back to you concerning specifics. The following conference sharing arrangements were decided upon during the CRLA Board's May Teleconference.

1. Free exhibit space for CRLA at the National Conference on Research in Developmental Education (NCRDE) and free exhibit space for the National Center for Developmental Education at CRLA's Spring '95 Conference in Tempe.
2. One NCRDE fee waiver to be used by CRLA as its board sees fit and one fee waiver for CRLA's Spring '95 Conference in Tempe to be used as the National Center sees fit.

3. A half page of free advertising in the conference program for CRLA in the NCRDE program and a half page of free advertising in CRLA's Spring '95 Conference program.
4. One guaranteed presentation slot on the NCRDE program for a CRLA representative and one guaranteed presentation slot on CRLA's Spring '95 Conference program for a National Center representative.

As your initial letter indicated, CRLA is not being asked to contribute any money to the conference or to accept any financial risk for the conference. CRLA looks forward to co-sponsoring the NCRDE with the National Center. I look forward to hearing from you as plans progress for NCRDE.

Sincerely,



Tom Gier, Ph.D.
President, CRLA
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508

Office phone: (907) 786-1926
Office fax: (907) 786-1688
home phone: (907) 344-2683

cc: Dr. Pat Mulcahy-Ernt



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

DR. ADA H. BELTON
PRESIDENT, NADE
DEVELOPMENTAL EDUCATION DEPARTMENT
READING COORDINATOR
KEYSTONE JUNIOR COLLEGE
LA PLUME, PA 18440

29 April 1994

Dear Ada:

After so many phone conversations, it was a pleasure getting to visit with you in person at the CRLA San Diego Conference. CRLA's Board of Directors particularly appreciated you taking the time to meet with us and discuss CRLA/NADE issues.

The two main issues we discussed, revolved around the concern CRLA members have voiced about the distribution of their names and addresses both to internal CRLA committees and to other non-CRLA organizations. The two issues were: the continued exchange of mailing labels with NADE and the exchange of a CRLA membership data disk with NADE. Based upon the above mentioned concerns of our members, the CRLA Board, therefore, voted to withdraw, for the time being, from an exchange of mailing labels with all organizations until an appropriate membership form can be devised that allows CRLA members the opportunity to express their desire or non-desire to share their names and addresses. This decision, of course, also prohibits CRLA from exchanging any data disks.

As I explained during the San Diego Board meeting, this is strictly an internal CRLA membership concern and in no way reflects on our excellent relationship with NADE. Hopefully, in the future, we can once again begin to exchange mailing labels / membership information.

To reflect above change concerning mailing labels, and the future possibility holding of a joint conference, I have included a signed and updated version of our "AGREEMENT OF COLLABORATION."
Please sign and return a copy for my files.

Have a great spring. I am already looking forward to seeing you in Chicago in February '95.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Gier".

Tom Gier, Ph.D.
President, CRLA
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508

Office phone: (907) 786-1926
Office fax: (907) 786-1688
home phone: (907) 344-2683



College
Reading &
Learning
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES



National Association For Developmental Education

P.O. Box 5922, North Suburban, IL 60197-5922

AGREEMENT OF COLLABORATION

In the spirit of cooperation and collaboration, The College Reading and Learning Association (CRLA) and the National Association for Developmental Education (NADE) agree to the following:

DELETE: Tom Gier April '94

~~That up to three sets of mailing labels will be shared each year, at no cost, for the purpose of conference-related mailings, such as call for papers and call to conference;~~

That space, at no charge, be provided in respective conference programs to place a call to conference;

That one officer (the position to be determined by each association) will: attend the other's annual conference with conference registration fees waived; have a guaranteed place on the conference program for a presentation; and, have an exhibit table with fees waived;

That the officer attending the annual conference will be invited to meet with the association's board for the purpose of discussing items such as areas of collaboration, joint conferences, and other items of mutual interest;

That the president of each association will write an article to appear in the other's newsletter, the issue to be determined by the newsletter editor;

That each association's conference chair will share information on their annual conference for publication in each other's newsletter, the issue(s) to be determined by the newsletter editor;

DELETE TG/4/94

That conversations on a joint conference to be held ~~in 1997~~ at a mutually agreed upon location in ~~Texas~~ continue on a regular basis; and,

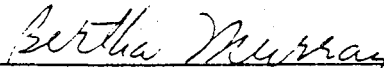
DELETE TG 4/94

That the following areas be explored for potential partnerships between the associations: political action, placement bureau/network, regional and state conference events, professional standards, and others as mutually determined.

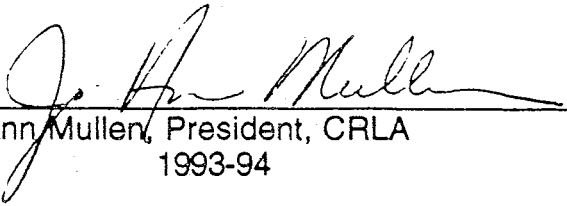
As the current leaders of the associations, we are committed to developing a collaborative relationship between our organizations. We strongly urge those who follow us to review this agreement, adjust as needed, and show support for continued collaboration by signing in the appropriate areas.




Becky Johnen, President, CRLA
1992-93



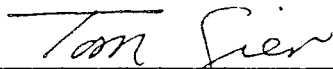
Bertha Murray, President, NADE
1992-93



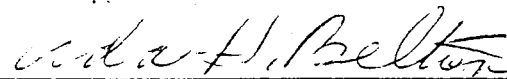
Jo-Ann Mullen, President, CRLA
1993-94



Carlette Hardin, President, NADE
1993-94



Tom Gier, President, CRLA
1994-95



Ada Belton, President, NADE
1994-95

President, CRLA
1995-96

President, NADE
1995-96

President, CRLA
1996-97

President, NADE
1996-97

President, CRLA
1997-98

President, NADE
1997-98

President, CRLA
1998-99

President, NADE
1998-99

To: Tom Gier,
Those comments
are also mine - some a
year later. Thanks.
- Roz

Roz - fyi

M. Ladd

LRC

R-MWC

2500 Rivermont Avenue

Lynchburg, VA 24503

June 14, 1993

Jo-Ann Mullen
Division of EMECR
McKee 213
University of Northern Colorado
Greeley, CO 80639

Dear Jo-Ann,

I think the Board made a mistake at its pre-conference meeting which ought to be corrected before you begin looking for someone to replace me as editor of the *Newsletter* when my term ends in March, 1994. The decision to not have the *Newsletter* editor attend the Summer Board meeting seems to me to be wrong for several reasons; some personal and subjective, others more objective. I regret that no one who was part of that decision ever asked me how CRLA might benefit by my presence (or the presence of any *Newsletter* editor) at the Summer meeting.

As the primary vehicle between the organization and its membership and between CRLA and the rest of the world, it seems to me that the *Newsletter* is very important to the well-being of CRLA. An attractive, interesting, informative *Newsletter* might contribute to a person's decision to remain a member or to become one. A number of issues came up in getting the current issue ready to go to the printer. Since they are likely to arise in the future as well, it would have been helpful to have been able to discuss those problems with the Board this summer.

Moreover, the editor of the *Newsletter* is more than an editor. He/she is also a reporter. One of his/her important tasks is to report on the actions of the Board. The Fall 1991 issue of the *Newsletter* was the vehicle for informing the membership of the dues increase. The Fall 1992 issue was going to feature one of the highlights of the 1992 Summer Board meeting: the decision to hold a joint conference with NADE in 1995. I would like the Fall 1993 issue to feature a story from this year's Summer meeting. If it does, I will have to rely on one of you who will be there to write it.

I may be biased, but I believe the *Newsletter* is as important to CRLA as the *Journal* is. The approved budget for JCRL for the current year includes \$1025 for travel, hotels, food, and conference registration. Why is it that CRLA has funds to send some of its publication editors to other conferences, but is unwilling to fund the travel of its *Newsletter* editor to its own Summer Board meeting? When I was asked by Dee Tadlock if I would consider becoming editor of the *Newsletter*, I asked whether there were any perquisites which went along with the position, e.g., being brought to the Summer Board meeting. I was told that the *Newsletter* editor traditionally attended the Summer Board meeting. I find it ironic that that tradition comes to an end in a year when I came in approximately \$1200 under budget.

Now for the issues on which I seek the Board's advice.

There were a number of articles submitted for inclusion in the Summer issue of the *Newsletter* which I was unable to include due to lack of space. There was not even enough room to include the Application for Membership, something which I believe should be in each issue of the *Newsletter*.

Traditionally, a Call for Papers and a Conference Presentation Proposal Form appear in the Summer issue. They account for 2 of the 12 pages. This year, Becky Johnen asked me to include the CRLA Membership Resource Form. Collectively, those 3 pages represent 25% of the current issue. Since every member receives a Call for Papers, is it necessary to include it in the *Newsletter*? If space is at a premium, would a note about where to write if interested in submitting a proposal suffice? And now that the Membership Resource Form has been approved, why not have the Membership Coordinator mail it to members when they join or renew their memberships in CRLA? Do the members of the Board agree with me that the Application for Membership is something that I should attempt to include in every issue?

Scholarships and Awards would like the size of their "ad" for nominees increased. The coordinator of conference session chairpersons writes that she and Tom Gier are working on a new form for session chairpersons which she assumes will appear in the Fall issue. If space is tight again, should I include the form or should I simply include information about where people can obtain the form? I suspect that every member will receive a copy of "the form" in the Call to Conference.

In my opinion, the *Newsletter* should attempt to avoid duplicating information and forms available elsewhere. Its content, as much as possible, should be material that CRLA members are unlikely to find elsewhere. Although I will continue to use my best judgment

in making decisions about the Newsletter, I am fully aware that it is not my newsletter, but CRLA's. Therefore, I seek the advice and counsel of the Board. Your response will make my job easier and will provide important guidance for my successor.

The "deadline" for the Fall issue is August 1. In addition to "From the President..." could you or some other member of the Board write a feature about the important changes/developments/progress taking place in CRLA? If anyone takes pictures during the summer meeting, please send them to me for possible inclusion in the Fall issue. Speaking of pictures, I am including the photos which Larry Pedroza sent to me from the Overland Park conference.

The Summer issue of the Newsletter is at the printer and should begin being mailed next week.

One other thought ...

Now that many positions in CRLA have three year terms, does it not make sense to increase the tenure of Secretary and Treasurer from two years to three? If it takes most people a year to learn the job, currently half of a person's tenure is spent in learning the position. With a three year term, that same one year learning period represents only a third of the person's tenure. Increasing the terms of office by one year also decreases the number of new persons getting lifetime memberships in CRLA by one-third.

I look forward to learning about the Board's reactions to my diverse assortment of opinions, suggestions, and questions.

Best wishes for a good summer to you, Phil, Daniel, and the Rockies.

Sincerely,

Tom Pasternack

ANTELOPE VALLEY SCHOOLS FEDERAL CREDIT UNION
759 W. LANCASTER BLVD.
LANCASTER CA 93534

805-945-5805

0607100-00175

Each loan marked * is an open-end loan. The balance used to compute the finance charge on open-end loans is the unpaid principal balance at the time of the transaction. On the date an advance is taken, the amount of the advance is added to the unpaid principal balance. On the date a payment is made, the finance charge and any late charges due are deducted from the payment amount and the remainder, if any, is subtracted from the unpaid principal balance.

The Annual Percentage Rate (APR) is shown in the loan summary below. The phrase "(MAY VARY)" means that this loan has a variable Annual Percentage Rate.

COLLEGE READING & LRN 135100
ASSOCIATION/R HALL 00
26864 N CLAUDETTE ST
#713
CANYON COUNTRY CA 91351

STATEMENT PERIOD	
FROM	TO
06-01-94	06-30-94
MEMBER NUMBER	
8389 009	
953-17-7158	1
SOC. SEC. NUMBER	PAGE

DATE	TYPE OF ACCOUNT / TYPE OF TRANSACTION	LOAN PAYMENT AMOUNT	FINANCE CHARGE	FEE OR LATE CHARGES	CHANGE TO BALANCE	BALANCE
MO	DAY	Y				
06	01	4	01 SHARES - REGULAR SAVINGS		PREVIOUS BALANCE	2500
06	30	4			NEW SHARE BALANCE	2500
06	01	4	CHECKING ACCOUNT		PREVIOUS BALANCE	5007288
06	01	4	DIVIDEND		12178	5019466
✓06	01	4	CHECK NO. 0268		2049-	5017417
✓06	01	4	CHECK NO. 0287		8682-	5008735
✓06	02	4	CHECK NO. 0292		12500-	4996235
✓06	02	4	CHECK NO. 0297		9609-	4986626
✓06	03	4	CHECK NO. 0101		16020-	4970606
✓06	03	4	CHECK NO. 0102		22884-	4947722
✓06	03	4	CHECK NO. 0103		25000-	4922722
✓06	03	4	CHECK NO. 0286		2997-	4919725
06	29	4	CHECK NO. 0106		13200-	4906525
06	30	4			NEW SHARE BALANCE	4906525
TOTAL DIVIDEND OF \$101.18 TO BE CREDITED ON 07 01 94						
***** DRAFT NUMBER SEQUENCE SUMMARY *****						
0101	160.20	0102	228.84	0103	250.00	*0106 132.00
*0268	20.49	*0286	29.97	0287	86.82	*0292 125.00
*0297	96.09					
* BREAK IN DRAFT NUMBER SEQUENCE						
***** 1994 YEAR-TO-DATE FINANCIAL SUMMARY *****						
DIVIDENDS PAID	DIVIDEND WITHHOLDING	MORTGAGE POINTS	MORTGAGE LATE CHG	MORTGAGE FINANCE CHG	OTHER NON-MTG FINANCE CHG	
744.05	0.00	0.00	0.00	0.00	0.00	

***** SUMMER LOANS SIZZLE *****
SUMMER SIGNATURE LOANS - ONE YEAR 10% APR!
WE NOW OFFER AMERICAN EXPRESS TRAVELERS CHEQUES
USE YOUR ATM AT MACHINES DISPLAYING STAR OR PLUS SYMBOLS

This statement is a permanent record of your account. Income tax information appears at the end of the statement.

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet of paper at the address shown in the upper left corner on the reverse side of the statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question.

While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Telephone us or write us at the phone number or address on the reverse side of this statement as soon as you can if you think your statement or automated teller machine receipt is wrong or if you need more information about a receipt or a transfer on the statement marked "EFT". We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days, in the case of a transfer resulting from a point-of-sale debit card transaction or a transfer initiated outside the United States) to do this, we will recredit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

OUTSTANDING SHARE DRAFT	
NUMBER	AMOUNT
TOTAL.	

ENDING BALANCE SHOWN ON THIS STATEMENT 49,065.25

PLUS DEPOSITS NOT SHOWN ON THIS STATEMENT 4,386.00

SUB-TOTAL 53,451.25

LESS TOTAL OUTSTANDING DRAFTS 5,243.91

EQUALS ADJUSTED ENDING BALANCE 48,207.34

ADJUSTED ENDING BALANCE SHOWN ABOVE SHOULD AGREE WITH THE
BALANCE SHOWN IN YOUR SHARE DRAFT BOOK.

NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT MAY APPLY TO YOUR
ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR
STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT APPLY TO YOUR ACCOUNT.

Monday, July 25, 1994

Date	Number	To/From	Distribution Account	Deposit	Check/ Withdrawal
Funding account: CRLA OPchk 8389009S75					
6/28/94		FAXON Co.	JCRL	350.00	
6/28/94		Spickelmier, Deborah	JCRL	75.00	
6/28/94		Cal State San Bernardino	Registry/Tutor	20.00	
6/28/94		Becky Johnen	Gift Shop Items	25.00	
6/30/94		Stahl, Norman/Northern Ill U	3 accounts	50.00	
6/30/94		Stevens, Laurie	Registry/Tutor	20.00	
6/30/94		Guam CC	Registry/Tutor	40.00	
6/30/94		Brigham Young, Hawaii	Tutor Certification	25.00	
6/30/94		Middle Tenn State	Tutor Certification	50.00	
6/30/94		Washington State Univ	Tutor Certification	25.00	
6/30/94		Loyola U, Chicago	Tutor Certification	25.00	
6/30/94		Hudgins, Kelly/Sherman	Tutor Certification	25.00	
6/30/94		Weber State Univ.	Tutor Certification	25.00	
6/30/94		Salt Lake CC	Tutor Certification	25.00	
6/30/94		S. Xavier	Tutor Certification	25.00	
6/30/94		Suffolk Univ.	Tutor Certification	25.00	
6/30/94		Paradise Valley CC	Tutor Certification	25.00	
6/30/94		St Edwards U.	Tutor Certification	50.00	
6/30/94		Segura, Humberto/U. Mass	Tutor Certification	50.00	
6/30/94		Oxnard College/Ventura District	Tutor Certification	25.00	
6/30/94		Kings College	Tutor Certification	25.00	
6/30/94		UT, Arlington	Tutor Certification	25.00	
6/30/94		Phillips, Ferna/Medipan, Mass	Tutor Certification	25.00	
6/30/94		Isaac, Kathleen/School?	Tutor Certification	25.00	
6/30/94		Citadel, The	Tutor Certification	25.00	
6/30/94		Harding University	Tutor Certification	25.00	
6/30/94		University of Charleston	Tutor Certification	25.00	
6/30/94		Schreiner College	Tutor Certification	25.00	
6/30/94		New Hampshire Technical College	Tutor Certification	50.00	
6/30/94		McWhorter, Kathleen/Niagara CC	3 accounts	50.00	
6/30/94		Hyde, Margaret/San Jose State	3 accounts	50.00	
6/30/94		Brown, Gary/WSU	2 accounts	45.00	
6/30/94		Jordan, Terry	Registry/Tutor	20.00	
6/30/94		Corkran, Gerald M./Western TX Coll	3 accounts	50.00	
6/30/94		Jones, Helen/Houston TX	2 accounts	10.00	
6/30/94		Talaganis, Amy	2 accounts	25.00	
6/30/94		Bohr, Louise/Chicago/Univ Ill.	2 accounts	45.00	
6/30/94		Olson, Joanne/Univ Miss Med Sch	5 accounts	60.00	
6/30/94		Chadwick, Sandra/Wake Forest U.	3 accounts	50.00	
6/30/94		Zellhuber, Alice/Sheldon Jackson Coll	2 accounts	45.00	
6/30/94		Waggoman, Ann/North Central Texas CC	7 accounts	70.00	
6/30/94		Rogers, Margaret/Shoreline CC	SIG15 Math Tutorial Progs	5.00	
6/30/94		Britton, Susan/Cypress College	2 accounts	45.00	
6/30/94		Rubin, Mary/Cameron U.	2 accounts	45.00	
6/30/94		Feldman, Phil	3 accounts	46.00	
6/30/94		Reid, Gloria/Dhione College	2 accounts	20.00	
6/30/94		Mischinski, Maureen/U of MN	Dues	40.00	
6/30/94		Lieberman, Hope/Cincinnati Tech	2 accounts	45.00	
6/30/94		Brand, Joan/Cincinnati Tech	5 accounts	60.00	
6/30/94		Chandler, Jerry/Butte Coll	Dues	40.00	
6/30/94		Pape, Mary/Iowa Western CC.	Dues	40.00	
6/30/94		Folkers, Tucki	Dues	40.00	
6/30/94		Pensacola Junior College	Registry/Tutor	20.00	

CRLA Operating Budget

Monday, July 25, 1994

Date	Number	To/From	Distribution Account	Deposit	Check/Withdrawal
6/30/94		Spann, Milton/Appalachian State	2 accounts	45.00	
6/30/94		Ramirez, Genevieve/Cal State Long Beach	3 accounts	50.00	
6/30/94		Silverman, Sharon/Loyola Univ, Chicago	Dues	40.00	
6/30/94		McGuire-Boyer, Laura/Sault College	Dues	40.00	
6/30/94		Schlumberger, Ann/Pima CC	2 accounts	45.00	
6/30/94		Primera, Gloria	Dues	40.00	
6/30/94		Biasioli, Barbara/ St Mary's U.	2 accounts	45.00	
6/30/94		Engle, Susan/St Mary College	3 accounts	50.00	
6/30/94		Carmody, Dianne/Georgian Court Coll	Dues	40.00	
6/30/94		Pappas, Linda/Creighton Univ.	4 accounts	55.00	
6/30/94		Kowalski, Susan/Detroit Coll of Business	Dues	40.00	
6/30/94		Sloan, Shirley/Evergreen CC	4 accounts	55.00	
6/30/94		Connolly, Maureen/Aurora Univ	Dues	40.00	
6/30/94		Cheek, Barbara/Pierce coll	2 accounts	45.00	
6/30/94		Wood, Sally/De Anza CC	3 accounts	5.00	
6/30/94		Frady, Lynn/Duesta Coll	3 accounts	50.00	
6/30/94		Davis, Ida/SMU	3 accounts	50.00	
6/30/94		Hannan, Gail/American River Coll	7 accounts	50.00	
6/30/94		Hosking, Paula/DeVrie	7 accounts	70.00	
6/30/94		Arendale, David/UMKC	2 accounts	45.00	
6/30/94		Harte, Kathleen Whetstone/Word Craft	Dues	40.00	
6/30/94		Lambert, Betty/Lethbridge CC	5 accounts	40.00	
6/30/94		Leuenberger, Janet/U. of Neb , Omaha	5 accounts	60.00	
6/30/94		Northwest CC	Registry/Tutor	20.00	
6/30/94		Hay, Judy/Helena Col of Tech	4 accounts	55.00	
6/30/94		McIntyre, Sister Kathleen/U. of Akron	2 accounts	45.00	
6/30/94		Hock, Michael/U. of Kansas	3 accounts	5.00	
6/30/94		Fornistall, Dorothy/La Mar U.	Dues	40.00	
6/30/94		Mohundro, Anne/Seattle U.	3 accounts	50.00	
6/30/94		Stewart, Zakiya/Seattle U.	Dues	40.00	
6/30/94		Smith, James W./Trinity Valley CC	Dues	40.00	
6/30/94		Wickham, Susan, Des Moines Area CC	2 accounts	45.00	
6/30/94		Skelton, Marcelle/U of Alaska, Fairbanks	4 accounts	10.00	
6/30/94		Eddy, Janet/USC	5 accounts	45.00	
6/30/94		North, Marianne/Casper Coll	Dues	40.00	
6/30/94		Angell, Ferelyn/U. of Minnesota	5 accounts	60.00	
6/30/94		Engel, Ann/Iowa Western CC	Dues	40.00	
6/30/94		Dearborn/Robin/UC Santa Barbara	3 accounts	50.00	
6/30/94		DeFrain, David/Central Missouri State	Dues	40.00	
6/30/94		Miller Edith/East Stroudsburg Univ.	3 accounts	50.00	
6/30/94		Sutley, Eletha/Montana Tech	Dues	40.00	
6/30/94		Toivonen, Virginia/Montana Technical C	Dues	40.00	
6/30/94		Thum, Carl/Dartmouth	3 accounts	50.00	
6/30/94		Hill, Vicki/Southern Methodist U	5 accounts	60.00	
6/30/94		Quinsigmond CC	Registry/Tutor	20.00	
6/30/94		Tyson, Kimberly/Marian College	4 accounts	55.00	
6/30/94		Brace, Betty/Portland OR/MHCC	2 accounts	45.00	
6/30/94		Wohler, Ruth/MidPlains CC	4 accounts	20.00	
6/30/94		Chumchal, Sandra/Brian Texas	Dues	40.00	
6/30/94		Cecil, Donald/U of Alaska, SE	3 accounts	50.00	
6/30/94		Oliver, Sharon	4 accounts	55.00	
6/22/94	104	Randolph-Macon Womens' College	GB Misc expenses		100.00
6/22/94	105	Tom Pasternak	2 accounts		15.71
6/22/94	107	Gladys Shaw	T Postage		20.50
6/22/94	108	Tom Gier	PE Telephone Expense		222.19
6/22/94	109	Typographic Services	In-coming President-elect		51.00

CRLA Operating Budget

Monday, July 25, 1994

Date	Number	To/From	Distribution Account	Deposit	Check/ Withdrawal
6/22/94	110	Karen Hancock	TC Postage		51.45
6/22/94	112	Shoreline CC Foundation	SL Postage		37.75
6/22/94	113	Richard Holdredge	PowerBook for Treasurer		832.82
6/30/94	114	Richard Holdredge	PowerBook for Treasurer		322.02
6/30/94	115	Gretchen Pasternak	NL Postage		150.00
6/30/94	116	Best Mailing Service	NL Postage		134.86
6/30/94	117	Sackman Printing	NL Printing& publishing		1,672.00
6/30/94	118	Patricia Mulcahy-Ernt	In-coming President-elect		173.16
6/30/94	119	Karan Hancock	Tutor Certification		81.55
6/30/94	120	Dee Tadlock	3 accounts		378.90
3/27/94	271	Sandra Evans	Conf Accts Checking, to		1,000.00
Grand Total of 120 transactions			CRLA OPchk 8389009S75	4,386.00	5,243.91
Net of 120 transactions			CRLA OPchk 8389009S75		857.91

ANTELOPE VALLEY SCHOOLS FEDERAL CREDIT UNION
759 W. LANCASTER BLVD.
LANCASTER CA 93534

805-945-5805
0607100-00176

Each loan marked * is an open-end loan. The balance used to compute the finance charge on open-end loans is the unpaid principal balance at the time of the transaction. On the date an advance is taken, the amount of the advance is added to the unpaid principal balance. On the date a payment is made, the finance charge and any late charges due are deducted from the payment amount and the remainder, if any, is subtracted from the unpaid principal balance.

The Annual Percentage Rate (APR) is shown in the loan summary below. The phrase "(MAY VARY)" means that this loan has a variable Annual Percentage Rate.

CRLA CONFERENCE 135100
ROSA HALL/ E JOHNEN 00
26864 N CLAUDETTE ST
NO 713
CANYON COUNTRY CA 91351

STATEMENT PERIOD	
FROM	TO
06-01-94	06-30-94
MEMBER NUMBER	
8390 006	
SAC. SEC. NUMBER	
953-17-7158	1
PAGE	

DATE	TYPE OF ACCOUNT / TYPE OF TRANSACTION	LOAN PAYMENT AMOUNT	FINANCE CHARGE	FEE OR LATE CHARGES	CHANGE TO BALANCE	BALANCE
MO	DAY	Y				
06	01	4	01 SHARES - REGULAR SAVINGS		PREVIOUS BALANCE	2500
06	30	4			NEW SHARE BALANCE	2500
06	01	4	CHECKING ACCOUNT		PREVIOUS BALANCE	6282473
06	01	4	DIVIDEND		17960	6300433
06	02	4	CHECK NO. 0719		5458	6294975
06	03	4	RETURN ITEM/T COOK		7450	6287525
06	03	4	RETURN ITEM/T COOK		500	6287025
06	03	4	CHECK NO. 0721		4180	6282845
06	09	4	CHECK NO. 0720		35593	6247252
06	10	4	CHECK NO. 0705		135000	6112252
06	20	4	CHECK NO. 0681		4000	6108252
06	30	4			NEW SHARE BALANCE	6108252
	TOTAL		DIVIDEND OF \$126.61 TO BE CREDITED ON 07 01 94			
			* * * * DRAFT NUMBER SEQUENCE SUMMARY		* * * *	
0681			40.00 *0705 1350.00 *0719	54.58	0720	355.93
0721			41.80			
			* BREAK IN DRAFT NUMBER SEQUENCE			
***** 1994 YEAR-TO-DATE FINANCIAL SUMMARY *****						
DIVIDENDS PAID	DIVIDEND WITHHOLDING	MORTGAGE POINTS	MORTGAGE LATE CHG	MORTGAGE FINANCE CHG	OTHER NON-MTG FINANCE CHG	
734.31	0.00	0.00	0.00	0.00	0.00	

*** * * * * SUMMER LOANS SIZZLE * * * * ***
SUMMER SIGNATURE LOANS - ONE YEAR 10% APR!
WE NOW OFFER AMERICAN EXPRESS TRAVELERS CHEQUES
USE YOUR ATM AT MACHINES DISPLAYING STAR OR PLUS SYMBOLS

This statement is a permanent record of your account. Income tax information appears at the end of the statement.

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet of paper at the address shown in the upper left corner on the reverse side of the statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

- You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUND TRANSFERS MARKED "EFT".

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.

- We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days, in the case of a transfer resulting from a point-of-sale debit card transaction or a transfer initiated outside the United States) to do this, we will recredit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

OUTSTANDING SHARE DRAFT

ENDING BALANCE SHOWN ON THIS STATEMENT

61,082.52

PLUS THREE IS NOT SHOWN ON THIS STATEMENT

541.40

SUB-TOTAL.

61,623.92

LESS TOTAL OUTSTANDING DRAFTS

1166.60

EQUALS ADJUSTED ENDING BALANCE

60,457.32

ADJUSTING CLOSING BALANCE SHOWN ABOVE SHOULD AGREE WITH THE BALANCE SHOWN IN YOUR SHARE DRAFT BOOK.

NOTHING SHALL BE DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT MAY APPLY TO YOUR ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR SHARE DRAFT BOOK) THAT APPLY TO YOUR ACCOUNT.

FUND: AGENCY FUND

FUNCTION: AGENCY - RESIDENT INSTRUCTION

SUB-FUNCTION: ** UNDEFINED COA **

ACCOUNT NAME: STATE-WESTERN COLLEGE READ/LEARN AS

ORIGINAL BUDGET: 0.00

ACCOUNT NUMBER: 7-04-116

ACCOUNT NUMBER: 7-04-116 611 POSTAGE

ORIGINAL BUDGET: 0.00

							ENCUMBRANCES		EXPENDITURES				
DATE	VENDOR CODE	VENDOR NAME	PERRIP ACCT #	PO/REQ NUMBER	CHECK NUMBER	APPROP	AMOUNT	LIQUID	ENCUMB BALANCE	AMOUNT	TOTAL TO DATE	UNEXPEND BALANCE	UNENCUMB BALANCE
>> BEGINNING BALANCE <<									0.00			0.00	0.00

ACCOUNT NUMBER: 7-04-116 613 TELEPHONE - LONG DISTANCE

ORIGINAL BUDGET: 0.00

							ENCUMBRANCES		EXPENDITURES				
DATE	VENDOR CODE	VENDOR NAME	PERRIP ACCT #	PO/REQ NUMBER	CHECK NUMBER	APPROP	AMOUNT	LIQUID	ENCUMB BALANCE	AMOUNT	TOTAL TO DATE	UNEXPEND BALANCE	UNENCUMB BALANCE
>> BEGINNING BALANCE <<									0.00			0.00	0.00

=====

61X COMMUN & SERVICE DEPT CHARGES

0.00

0.00

0.00

0.00

6XX EXPENDITURES - CURRENT EXPENSES

0.00

0.00

0.00

0.00

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ACCOUNT NUMBER: 7-04-116 791 EXPENDITURES - AGENCY FUND

ORIGINAL BUDGET: 16.32-
AMENDED BUDGET: 0.00

						ENCUMBRANCES			EXPENDITURES				
	VENDOR	VENDOR	PERRIP	PO/REQ	CHECK				ENCUMB		TOTAL	UNEXPEND	UNENCUMB
DATE	CODE	NAME	ACCT #	NUMBER	NUMBER	APPROP	AMOUNT	LIQUID	BALANCE	AMOUNT	TO DATE	BALANCE	BALANCE
						>> BEGINNING BALANCE <<			0.00			16.32-	16.32-
091393	000000000	U S POSTMASTER		143581	D	70617			0.00	16.04	16.04	32.36-	32.36-
100693	000000000	U S POSTMASTER		143584	D	72115			0.00	11.15	27.19	43.51-	43.51-
101993	000002657	UNITED STATES POSTMASTER		143586	D	72147			0.00	0.87	28.06	44.38-	44.38-
101993	000002709	VALU-LINE LONG DISTANCE		153493		74672			0.00	3.17	31.23	47.55-	47.55-
102893	000003822	AC PRINTING		148690	T	2			0.00	24.47	55.70	72.02-	72.02-
110993	000002709	VALU-LINE LONG DISTANCE		153493		75690			0.00	1.62	57.32	73.64-	73.64-
111193	000002657	UNITED STATES POSTMASTER		143590	D	75498			0.00	2.20	59.52	75.84-	75.84-
120993	000002657	UNITED STATES POSTMASTER		143592	D	75538			0.00	3.00	62.52	78.84-	78.84-
121693	000002709	VALU-LINE LONG DISTANCE		153493		77284			0.00	0.23	62.75	79.07-	79.07-
010694	000002657	UNITED STATES POSTMASTER		143597	D	75581			0.00	2.08	64.83	81.15-	81.15-
013194	AMEND			13103	A	0	79.07		0.00		64.83	2.08-	2.08-
020394	000000000	U S POSTMASTER		143599	D	77647			0.00	12.33	77.16	14.41-	14.41-
021594	000000000	U S POSTMASTER		143601	D	77662			0.00	4.98	82.14	19.39-	19.39-
022494	000002657	UNITED STATES POSTMASTER		143602	D	77678			0.00	1.10	83.24	20.49-	20.49-
022894	000003822	AC PRINTING		152758	T	2			0.00	42.00	125.24	62.49-	62.49-
022894	000003819	AC A/E BOOKSTORE MAIN CAMPUS		152758		80508			0.00	2.48	127.72	64.97-	64.97-
031094	000002657	UNITED STATES POSTMASTER		143603	D	77694			0.00	2.08	129.80	67.05-	67.05-
032294	000000000	AC PRINTING - FEB		152758	C	2			0.00	2.29	132.09	69.34-	69.34-
040594	000002657	UNITED STATES POSTMASTER		143605	D	81940			0.00	1.44	133.53	70.78-	70.78-
041494	000002657	UNITED STATES POSTMASTER		143606	D	81955			0.00	12.78	146.31	83.56-	83.56-
042694	000000000	U S POSTMASTER		143607	D	81983			0.00	1.44	147.75	85.00-	85.00-
043094	AMEND			43003	A	0	69.34		0.00		147.75	15.66-	15.66-
062394	000002657	UNITED STATES POSTMASTER		143613	D	83720			0.00	18.23	165.98	33.89-	33.89-
063094	AMEND			63003	A	0	15.66		0.00		165.98	18.23-	18.23-
071994	000002657	UNITED STATES POSTMASTER		143616	D	86064			0.00	2.60	168.58	20.83-	20.83-
073194	AMEND			73103	A	0	18.23		0.00		168.58	2.60-	2.60-

79X AGENCY FUND-EXPENDITURES

0.00 168.58 2.60- 2.60-

7XX EXPENDITURES - CURRENT EXPENSES

0.00 168.58 2.60- 2.60-

704116 STATE-WESTERN COLLEGE READ/LEARN AS

0.00 168.58 2.60- 2.60-

71.24 Print's
93.22 Photos
[5.02 Phone]

AMARILLO JUNIOR COLLEGE DISTRICT

ACCOUNTS RECEIVABLE LEDGER

TARC02 08/11/94 AUGUST 10, 1994 09/00/93 THRU 08/31/94 PAGE: 1

FUND AGENCY FUND
 FUNCTION AGENCY - RESIDENT INSTRUCTION
 DEPT OR SCHOOL STATE-WESTERN COLLEGE READ/LEARN AS
 REVENUE AGENCY FUND-REVENUES
 ACCOUNT NUMBER 7-04-116-480

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 ACCOUNT NUMBER      7-04-116-480  
 RECEIVABLE NAME      STATE-WESTERN COLLEGE READ/LEARN AS  
 RECEIVABLE ID #      704116480  
 RECEIVABLE CODE      A

| DATE   | RECEIPT | EXPLANATION           | KEY    | CHARGES | CREDITS | YTD CHARGES | YTD CREDITS | BALANCE | EXP. CODE | NUMBER    | NAME |
|--------|---------|-----------------------|--------|---------|---------|-------------|-------------|---------|-----------|-----------|------|
| 090093 | 1       | BALANCE FORWARD       | (0001) |         |         |             |             | 16.32   | X         | 000000000 |      |
| 102593 | 537648  | SEPT CHARGES 1993     | (0002) | 16.04   | .00     | 16.04       | .00         | 32.36   | X         | 000000000 |      |
| 112293 | 539930  | OCTOBER 1993 CHARGES  | (0003) | 39.66   | .00     | 55.70       | .00         | 72.02   | X         | 000000000 |      |
| 121693 | 541557  | NOV 93 CHARGES        | (0004) | 3.82    | .00     | 59.52       | .00         | 75.84   | X         | 000000000 |      |
| 011294 | 554003  | DEC 93 CHARGES        | (0005) | 3.23    | .00     | 62.75       | .00         | 79.07   | X         | 000000000 |      |
| 012094 | 556405  | SWCRL JUNE 93 PMT     | (0006) | .00     | 16.32   | 62.75       | 16.32       | 62.75   | X         | 000000000 |      |
| 012094 | 556405  | SWCRL NOV 93 PMT      | (0009) | .00     | 3.82    | 62.75       | 20.14       | 58.93   | X         | 000000000 |      |
| 012094 | 556405  | SWCRL OCT 93 PMT      | (0008) | .00     | 39.66   | 62.75       | 59.80       | 19.27   | X         | 000000000 |      |
| 012094 | 556405  | SWCRL SEPT 93 PMT     | (0007) | .00     | 16.04   | 62.75       | 75.84       | 3.23    | X         | 000000000 |      |
| 012094 | 556407  | SWCRL DEC 93 PMT      | (0010) | .00     | 3.23    | 62.75       | 79.07       | .00     | X         | 000000000 |      |
| 020994 | 558961  | JAN 1994 CHARGES      | (0011) | 2.08    | .00     | 64.83       | 79.07       | 2.08    | X         | 000000000 |      |
| 031794 | 561712  | FEBRUARY 1994 CHARGES | (0012) | 62.89   | .00     | 127.72      | 79.07       | 64.97   | X         | 000000000 |      |
| 040894 | 563226  | MARCH 94 CHARGES      | (0013) | 4.37    | .00     | 132.09      | 79.07       | 69.34   | X         | 000000000 |      |
| 041894 | 563893  | FEB 94 PMT            | (0017) | .00     | 62.89   | 132.09      | 141.96      | 6.45    | X         | 000000000 |      |
| 041894 | 563893  | JAN 94 PMT            | (0016) | .00     | 2.08    | 132.09      | 144.04      | 4.37    | X         | 000000000 |      |
| 041894 | 563893  | MAR 94 PMT            | (0018) | .00     | 4.37    | 132.09      | 148.41      | .00     | X         | 000000000 |      |
| 050694 | 565396  | APRIL 94 CHGS         | (0019) | 15.66   | .00     | 147.75      | 148.41      | 15.66   | X         | 000000000 |      |
| 062994 | 572994  | APRIL 94 PAYMENT      | (0020) | .00     | 15.66   | 147.75      | 164.07      | .00     | X         | 000000000 |      |
| 070894 | 574337  | JUNE 94 CHGS          | (0021) | 18.23   | .00     | 165.98      | 164.07      | 18.23   | X         | 000000000 |      |
| 071594 | 574876  | JUNE 94 PMT           | (0022) | .00     | 18.23   | 165.98      | 182.30      | .00     | X         | 000000000 |      |