

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Sunday, February 21, 1999 New Orleans, Louisiana Summary of Minutes

Hyatt Regency Hotel

Members Present: Michael O'Hear, *President*; Pat Jonason, *President-elect*; Kathy Carpenter, *Past-president*; Lorraine Dreiblat, *Secretary*; Gretchen Starks-Martin, *Treasurer*; Vince Orlando, *Executive assistant*; Roz Bethke, *Newsletter*; Rosalind Lee, *Membership Chair*; Sylvia Mioduski, *Past-treasurer*

1. The meeting was called to order by Mike at 9:00 am.

The agenda was accepted.

2. Minutes

The minutes of the conference call of January 27, 1999 were approved as amended.

Susan Halter, On-site Chair, welcomed the Board to New Orleans.

3. Budgets

All corrections have been made to 1999 Operating Budget. An increase has been made to the treasurer's budget for the purchase of additional memory. The budget was accepted by the Board. Sylvia announced a transfer of profits from the Salt Lake City conference of \$34,989.14 to operating budget.

Mike was commended by the Board for the conference profit.

The New Orleans budget, report for January/February, 1999 and 1998-99 Operating Budget was distributed by Gretchen. Total income for this period was \$64,500, expenses \$40,072.44.

Sylvia was commended for her excellent performance as treasurer. It was suggested that a letter be sent to the University of Arizona expressing CRLA's appreciation for her work.

4. Elections

Vince reported that all ballots are in the mail.

5. Symposium

Breckenridge Colorado has been selected as the proposed site with 250 attendees as a goal. The conference will take place, probably in June, 2000 from Wednesday through Friday.

6. Technology Conference

It was announced that the Technology Conference of South West Texas State designed by David Caverly will be held in San Marcos, Texas, June 27-July 2, 1999.

7. Website

Vince reported that CRLA has purchased the URL, CRLA.net for \$35 per year; the webserver, Tab.net at \$330 per year. All viewers will be sent to the new address if attempting to access other sites. Guidelines for website information from states and regions will be developed by Vince. All information to be put on website should be sent on IBM disc.

8. Canadian Conferences

The Learning Assistance Centers of Alberta, Canadian Community College at Lacombe, Alberta will be held on June 4, 1999. Gretchen or Mike are available to be keynote speaker. The ABEAC Conference 1999 will be held at Harrison Hot Springs from March 25-27, 1999. Lorraine will represent CRLA and present a session.

9. Frank's proposal

- * He will be invited to be a participant at the next Board conference call to discuss his proposal.

10. Report on ACDEA AND NADE

The reciprocity issues of certifying those in developmental education were discussed and agreed upon. One set of labels are provided to each association.

11. Learning Assistance Book

The book written by Frank Christ, Rick Sheets and Karen Smith is in its final stage. It will be sent to Mike for review; he will also write the preface. The final draft will be sent to H & H Publishing Co.; the contract to the Board for approval. Each person who authored a chapter will be given a copy.

12. Tutor Training Handbook

The issue of updating and revision for the handbook was discussed. Approval was given for CRLA to publish it as a monograph.

13. Glossary of Terms

The Glossary was discussed. It seems the demand is minimal/ therefore, there will probably be no further publishing of this document.

14. Research and Scholarship Awards

It was moved and passed to amend the budget of operating expenses to include two(2) research assistance awards and two (2) distinguished research awards for \$200 each. It was also passed to award \$500 each for two scholarship awards and one (1) Kellogg Scholarship.

15. Membership report

Gretchen distributed the CRLA Contract Review and an Invoice from Executive Services

Group. Rosalind Lee reported that as February 1, the total membership is 923.

All old publications of the Journal and Newsletter will be distributed at national and regional conferences. Contact will be made to Karen Smith to be sure that the Archives include all past issues.

16. Scheduling of next conference call

To be held March 24, 1999, at 3:00 EST.

17. Open positions

Open positions and candidates were discussed. Mike also announced the resignation of Tom Gier from all CRLA positions; therefore replacements must be appointed.

The meeting was adjourned at 5:50 pm EST.

The minutes were approved March 24, 1999.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Sunday, February 21, 1999 New Orleans, Louisiana Minutes

Hyatt Regency Hotel

Room

Members Present: Michael O'Hear, *President*, Pat Jonason, *President-elect*; Kathy Carpenter, *Past-president*, Lorraine Dreiblatt, *Secretary*; Gretchen Starks-Martin, *Treasurer*, Vince Orlando, *Executive Assistant*, Roz Bethke, *Newsletter*; Rosalind Lee, *Membership Chair*; Sylvia Mioduski, *Past-treasurer*

The meeting was called to order by Mike at 9:00 am.

1. Agenda (Attachment A)

Kathy moved to accept the agenda. Pat seconded. PASSED.

2. Minutes

Pat moved to approve the minutes as corrected. Kathy seconded. PASSED.

Susan Halter, on-site chair, welcomed the Board to New Orleans.

3. Budgets

All corrections have been made to 1999 Operating Budget (Attachment B). Sylvia also suggested a \$150 addition to Line 92 for the purchase of additional memory for the treasurer's computer, which will increase Line 95, Total Treasurer's Budget to \$3,400.

Lorraine moved to accept budget. Kathy seconded. PASSED.

Salt Lake City 1998: Conference Account (Attachment C) indicates that a transfer of profits, \$34,989.14 will be made to operating budget.

Mike was commended by the Board for the Conference profit

The New Orleans 1999: CRLA Conference Account Budget (*Attachment D*) was distributed by Sylvia.

Gretchen distributed Income Report for January/February, 1999 (*Attachment E*) and 1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98 (*Attachment F*). A discussion followed. Total income for this period was \$64,500, expenses \$40,072.44

Sylvia was commended for her excellent performance as treasurer. It was suggested that a letter be sent to the University of Arizona expressing CRLA's appreciation for her work.

Kathy moved to accept all four budget reports. Lorraine seconded. PASSED.

The Board took at break from 10:30 - 10:45 am

4. *Elections*

Vince reported that all ballots are in the mail.

5. *Symposium*

Mike reported that plans are progressing well. It was announced at NADE. Breckenridge, Colorado has been selected as the proposed site with 250 attendees as a goal. The conference will take place from Wednesday through Friday of 2000 (probably June).

6. *Technology Conference*

It was announced that the Technology Institute for Developmental Education of Southwest Texas State, will be held San Marcos, Texas, June 27 - July 2, 1999. The institute was designed by David Caverly.

7. *Website*

Vince reported that CRLA has purchased a URL for \$35 per year, the webserver Tab.net at \$330 per year. He requested information from Board members to put on the site. The address is CRLA.net. All viewers will be sent to the new address if attempting to access other sites. Guidelines for website information from state and regions will be developed by Vince. All information to be put on the website should be sent on IBM disc.

8. *Canadian Conferences*

The Learning Assistance Centres of Alberta, will hold a conference at Canadian Union College at Lacombe, Alberta will be held on June 4, 1999. They invited a Board member to be the keynote speaker. Gretchen or Mike are available.

The Adult Basic Education Association of British Columbia 9 (ABEABC) will be held at Harrison Hot Springs, B.C., March 25-27, 1999. Lorraine will present as a representative of CRLA.

The Board took a lunch break from 11:30 - 2:30 pm

9. *Frank's proposal*

He will be invited to be a participant at our next conference call to discuss his proposal on a separate entity for learning assistance managers..

10. *Report on ACDEA and NADE*

The reciprocity issues of certifying those in developmental education were discussed. One set of labels are provided to each association within ACDEA and NADE.

11. Learning Assistance Book

The book written by Frank Christ, Rick Sheets and Karen Smith is in its final stage to be completed this week. It will then be sent to Mike for review; he will also write the preface. The final draft will be sent to H & H Publishing Co.; the contract to the Board for approval. Each person who authored a chapter will be given a copy.

12. Tutor Training Handbook

Tutor Training Handbook was also discussed as to updating and approval for CRLA to publish as monograph.

13. Glossary of Terms

The Glossary was discussed. It seems that the demand is minimal; therefore, there will probably be no further publishing of this document.

14. Research and Scholarship Awards

It seems that there is a confusion about awards; therefore, a discussion was held.

Kathy moved to amend budget item 5415 of operating budget to include two (2) research assistance awards and add a line for two (2) distinguished research awards for \$100 each. Pat seconded. PASSED.

Kathy moved to amend the budget item labeled scholarship to two (2) and one (1) for Kellogg Scholarship for \$500 each. Pat seconded. PASSED.

15. Membership report

Rosalind distributed the CRLA Contract Review (*Attachment G*) and the invoices from Sept., 1998 to Jan., 1999 from Executive Services Group (*Attachment H*) from Executive Services Group. She reported that as of February 1, the total membership is 925 (*Attachment I*).

It was suggested that all old publications be distributed at conferences both national and regional. Contact will be made with Karen Smith to be sure that the Archives include all past issues.

16. Scheduling of next conference call

To be held March 24, 1999 at 3:00 EST.

17. Open positions

The open positions were discussed. Mike also announced that Tom Gier has resigned all his positions in CRLA; therefore, replacements will have to be appointed.

The meeting was adjourned at 5:50 pm EST.

The minutes were approved March 24, 1999.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

February 21, 1999

List of Attachments to Minutes

- A. Agenda
- B. 1999 Operating Budget
- C. Salt Lake City 1998: Conference Account
- D. New Orleans 1999: Conference Account Budget
- E. Report for January/February, 1999
- F. 1998-99 Operating Budget: Adjusted to 7/1/98 - 12/31/98
- G. CRLA Contract Review from Executive Services Group
- H. Invoices from Sept., 1998 to Jan., 1999 from ESG
- I. Membership Report

Subj: New Orleans Agenda

Date: 2/10/99 12:31:04 PM Pacific Standard Time

From: OHEAR@ipfw.edu (O'Hear, Michael)

To: carpenterk@unk.edu, pjonason@johnco.cc.ks.us, orlandov@mscd.edu, ldreiblatt@aol.com, gstarks@stcloudstate.edu, miodusks@u.arizona.edu, rosaling@kwantlen.bc.ca, rbethke@johnco.cc.ks.us, Ohear@ipfw.edu

Here is an initial agenda for New Orleans. Let me know any additions.

Apparently we will meet in the Board room there. I will plan for a 9:00 start on Sunday unless people want to postpone the time until 9:30.

1. Acceptance of agenda
2. Approval of minutes
3. Budget matters. We need to give final approval to this year's budget.
4. Open positions. We need to make headway in trying to fill all vacancies that have been open for a period of time. Please bring names of people who have been asked already to fill positions.
 - A. Membership chair. We now have three candidates for this job.
 - B. Journal editor. We need to come up with a list of people not yet called about this position.
 - C. Executive assistant.
 - D. Awards and Scholarships committee chair. Kamar is interested in this if she doesn't get the membership chair or President-Elect jobs.
 - E. Newsletter editor
 - F. Tom's replacement on the symposium group.
 - G. Others.
5. Elections. Any updates relating to the election?
6. Symposium update. A lot has happened in relation to the symposium. It looks like we are down to specifics at last.
7. New Orleans conference update.
8. Website. Vince has made a great start. Now we need to see who needs to contribute material and what material they need to contribute so that we can get the site running full steam ahead.
9. Hotel tour. First thing on Monday we meet the hotel people and get a tour of the facilities.
10. Research awards. As Roz has pointed out, we need clarifications on which award should be doubled.
11. The learning assistance book. The final draft will be days away. Frank has provided a sneak preview for us.
12. Canadian conference and other related matters. There will be a Canadian conference in Alberta in late May or early June. We have

been invited to send a Board member.

13. Report on ACDEA and NADE. I will update the group on what has happened the last few days in Detroit.

14. Becky is supposed to have some strategic planning information for us.

15. Frank's proposal. I am still waiting to hear from Frank on this. I have offered to table this until our next conference call and invite him to respond to Board concerns at that time.

16. Other.

Headers

Return-Path: <OHEAR@ipfw.edu>

Received: from rly-zc05.mx.aol.com (rly-zc05.mail.aol.com [172.31.33.5]) by air-zc04.mail.aol.com (v66.26) with SMTP; Wed, 10 Feb 1999 15:31:04 -0500

Received: from nt10.ipfw.edu (nt10.ipfw.edu [149.164.187.16])

by rly-zc05.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)

with ESMTP id PAA18088 for <ldreiblatt@aol.com>;

Wed, 10 Feb 1999 15:30:59 -0500 (EST)

Received: from smtplink.ipfw.edu ([149.164.187.109]) by nt10.ipfw.edu

(Post Office MTA v3.5.2 release 221 ID# 0-54891U3000L1600S0V35)

with ESMTP id edu; Wed, 10 Feb 1999 15:31:00 -0500

Received: from ccMail by smtplink.ipfw.edu

(IMA Internet Exchange 3.11) id 001E06B0; Wed, 10 Feb 1999 15:30:03 -0500

Mime-Version: 1.0

Date: Wed, 10 Feb 1999 15:27:11 -0500

Message-ID: <001E06B0.C21227@ipfw.edu>

From: OHEAR@ipfw.edu (O'Hear,Michael)

Subject: New Orleans Agenda

To: carpenterk@unk.edu, pjonason@johnco.cc.ks.us, orlandov@mscd.edu,

ldreiblatt@aol.com, gstarks@stcloudstate.edu, miodusks@u.arizona.edu,

rosalind@kwantlen.bc.ca, rbethke@johnco.cc.ks.us, Ohear@ipfw.edu

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

Content-Transfer-Encoding: 7bit

Content-Description: cc:Mail note part

FY 1999 Operating Budget

5 Page(s)

	B	I	J
1	ASSETS/INCOME	Budgeted	Actuals
2			
3	1000 ASSETS		
4	1100 Opening Operating Balance (Jan 1)	56,486.31	
5	1101 Opening Conference Balance	61,403.90	
6	1200 Certificates of Deposit		
7	1201 2 year CD	60,000.00	
8	1202 6 month CD	25,000.00	
9	TOTAL ASSETS	202,890.21	
10			
11	2000 GENERAL INCOME		
12	2001 Conference Income Transfer	20,000.00	
13	2002 Awards/Scholarships	1,400.00	
14	2003 Dues	30,000.00	
15	2004 Interest Income	4,000.00	
16	2005 International Tutor Certification	5,000.00	
17	2006 Mailing Labels	500.00	
18	2007 Misc. Income	100.00	
19	TOTAL GENERAL INCOME	61,000.00	
20			
21	2010 PUBLICATIONS INCOME		
22	2011 Glossary	50.00	
23	2012 JCRL (journal)	750.00	
24	2013 Tutor Handbook	3,000.00	
25	TOTAL PUBLICATIONS INCOME	3,800.00	
26			
27			
28			
29	3000 SIG INCOME		
30	3001 SIG 1 Cognitive Psych	50.00	
31	3002 SIG 2 College Reading	400.00	
32	3003 SIG 3 Computer Technology	160.00	
33	3004 SIG 4 Counseling/Helping	50.00	
34	3005 SIG 5 Critical Thinking	170.00	
35	3006 SIG 6 Dev/Basic Writing	140.00	
36	3007 SIG 7 Distance Learning		
37	3008 SIG 8 Emot/Motiv Aspects	130.00	
38	3009 SIG 9 ESL/EFL	105.00	
39	3010 SIG 10 Research/Evaluation	130.00	
40	3011 SIG 11 Learning Center Managment	390.00	
41	3012 SIG 12 Learning Disabilities	215.00	
42	3013 SIG 13 Liberal Arts Colleges/Universities	40.00	
43	3014 SIG 14 Mathematics	60.00	
44	3015 SIG 15 Multicultural	100.00	
45	3016 SIG 16 Paired Courses		
46	3017 SIG 17 Peer Tutoring	365.00	
47	3018 SIG 18 Workplace Literacy	40.00	
48	3019 SIG 19 Teaching Excellence	95.00	
49	3020 Unidentified SIGS	1,205.00	
50	TOTAL SIG INCOME	3,845.00	
51			
52	TOTAL INCOME	68,645.00	
53			
54	TOTAL ASSETS	271,535.21	
55			
56			
57			
58			

FY 1999 Operating Budget

	B	I	J	K
59	EXPENSES	Budgeted	Actuals	Variance
60				
61	5000 BOARD EXPENSES			
62	5100 PRESIDENT			
63	5101 P Travel	1,000.00		
64	5102 P Hotels & Food	1,000.00		
65	5103 P Telephone Expense	500.00		
66	5104 P Postage	200.00		
67	5105 P Printing & Publishing	200.00		
68	5106 P Clerical Assistance	300.00		
69	5107 P Supplies	200.00		
70	TOTAL PRESIDENT	3,400.00		
71				
72	PRESIDENT-ELECT (in conference account)			
73				
74	5120 SECRETARY			
75	5121 S Travel	500.00		
76	5122 S Hotels & Food	500.00		
77	5123 S Telephone /E-mail Expense	500.00		
78	5124 S Postage	500.00		
79	5125 S Printing & Publishing	250.00		
80	5126 S Supplies	200.00		
81	5128 S Clerical	50.00		
82	5129 S Baggage & Shipping	200.00		
83	TOTAL SECRETARY	2,700.00		
84				
85	5130 TREASURER			
86	5131 T Travel	50.00		
87	5132 T Hotel & Food	500.00		
88	5133 T Telephone Expense	200.00		
89	5134 T Postage	200.00		
90	5135 T Printing & Publishing	100.00		
91	5136 T Clerical Assistance	1,000.00		
92	5137 T Supplies	250.00		
93	5138 T Other (Auditor)	2,000.00		
94	5139 T Training	250.00		
95	TOTAL TREASURER	4,550.00		
96				
97	5140 EXECUTIVE ASSISTANT -- (New 1998-99)			
98	5141 EA Clerical Assistance	100.00		
99	5142 EA Phone	300.00		
100	5143 EA Postage	200.00		
101	5144 EA Printing	200.00		
102	5145 EA Supplies	100.00		
103	5146 EA Miscellaneous	50.00		
104	TOTAL EXECUTIVE ASSISTANT	950.00		
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
116				
117				
118				

FY 1999 Operating Budget

	B	I	J	K
119	EXPENSES (cont)	Budgeted	Adustments	Variance
120	5150 GENERAL BOARD EXPENSES			
121	5151 GB Transfer out to set up Conference	10,000.00		
122	5152 GB Travel-incl 4 airfare:NADE/NTA/MCLCA,WI	7,000.00		
123	5152a GB Other Conferences Reg Fees	500.00		
124	5153 GB Hotel & Food-incl 3nites@NADE/NTA/MCLCA/& 5n	8,000.00		
125	5154GB CRLA Website Maintenance	1,000.00		
126	5155 GB Insurance	1,800.00		
127	5156 GB Conference Calls	1,000.00		
128	5157 GB New Initiatives *G.Shaw trvl to Kell	1,000.00		
129	5158 GB Misc	400.00		
130	5159 GB Computer	0.00		
131	5159a GB Hardware/Software Purchase			
132	5159b GB Computer Repair			
133	TOTAL GENERAL BOARD EXPENSES	30,700.00		
134				
135	TOTAL BOARD EXPENSES	42,300.00		
136				
137	5160 GENERAL ORGANIZATION EXPENSES			
138	5161 G Postage	100.00		
139	5162 G Supplies	100.00		
140	5163 G CAS Dues	200.00		
141	5164 G Bonding	450.00		
142	5165 G Banking/Check Exp	300.00		
143	5166 G Miscellaneous (incl refunds)	300.00		
144	5167 G Computer Hardware/Software	3,000.00		
145	5168 G Ann'l New Mexico Corp Comm	20.00		
146	TOTAL GENERAL ORGANIZATION EXPENS	4,470.00		
147				
148	5200 PUBLICATIONS			
149	5210 NEWSLETTER			
150	5211 NL Telephone & FAX	50.00		
151	5212 NL Publishing (printing/postage/supplies)	3,400.00		
152	5213 NL Layout/Graphics	2,000.00		
153	5214 NL Editor's Postage: US & UPS	100.00		
154	5215 NL Supplies	40.00		
155	5216 NL Travel/hotel/food for CRLA Conf	500.00		
156	5216 NL Miscellaneous	200.00		
157	TOTAL NEWSLETTER	6,290.00		
158				
159	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)			
160	5221 J Telephone	100.00		
161	5222 J Postage	1,500.00		
162	5223 J Printing & Publishing	12,000.00		
163	5224 J Clerical	1,000.00		
164	5225 J Supplies	200.00		
165	5226 J Advertising (addl. \$2000 for '97-98 only)	1,000.00		
166	5227 J Travel/CRLA Conf*	500.00		
167	5228 J Hotel/Food CRLA Conf*	500.00		
168	* 5227/5228 evenly divided bet Ed and Mng Ed			
169	5227 J Miscellaneous	1,100.00		
170	TOTAL JCRL (Journal)	17,900.00		
171				
172	5230 TUTOR HANDBOOK			
173	5231 TH Postage	500.00		
174	5232 TH Printing & Publishing	1,500.00		
175	TOTAL TUTOR HANDBOOK	2,000.00		
176				
177	TOTAL PUBLICATIONS	26,190.00		
178				

FY 1999 Operating Budget

	B	I	J	K
179	EXPENSES (cont)	Budgeted	Adustments	Variance
180				
181	5400 COMMITTEES			
182	5410 AWARDS & FUND RAISING			
183	5411 AF Plaques	400.00		
184	5412 AF Postage	50.00		
185	5413 AF Printing & Publishing	100.00		
186	5414 AF CRLA Scholarship	1,000.00		
187	5415 AF CRLA Research Awards	1,000.00		
188	5416 AF Outstanding Tutor Award (Tom Paste	250.00		
189	5417 AF Outstanding Tutor Plaque	75.00		
190	5418 AF Phone	100.00		
191	TOTAL AWARDS & FUND RAISING	2,975.00		
192				
193	5420 ARCHIVES			
194	5421 AR Postage/Shipping	75.00		
195	5422 AR Supplies	60.00		
196	5423 AR Conversion	2,000.00		
197	TOTAL ARCHIVES	2,135.00		
198				
199	5430 NOMINATIONS & ELECTIONS			
200	5431 NE Telephone	50.00		
201	5432 NE Postage	350.00		
202	5433 NE Printing & Publishing	300.00		
203	5434 NE Clerical	100.00		
204	TOTAL NOMINATIONS & ELECTIONS	800.00		
205				
206	5440 TUTOR CERTIFICATION			
207	5441 TC Clerical	1,100.00		
208	5442 TC Postage	500.00		
209	5443 TC Printing & Publishing	700.00		
210	5445 TC Supplies	350.00		
211	5446 TC Telephone	50.00		
212	TOTAL TUTOR CERTIFICATION	2,700.00		
213				
214	5450 OTHER COMMITTEES/REPRESENTATION			
215	5451 OCR Political Action Coordinator	50.00		
216	5452 OCR Professional Association Liaison Co	100.00		
217	5453 OCR CAS Representative (Ad Hoc)			
218	5453a CAS Travel	100.00		
219	5453b CAS Hotel & Food	300.00		
220	5453c CAS Registration	125.00		
221	5453d CAS Representative's Misc	75.00		
222	5455 OCR Strategic Planning Task Force (Ad	250.00		
223	Past Officers Group (POG)	500.00		
224	TOTAL OTHER COMMITTEES/REPRESENTATION	1,500.00		
225				
226	TOTAL COMMITTEES	10,110.00		
227				
228				
229				

FY 1999 Operating Budget

	B	I	J	K
230	EXPENSES (cont)	Budgeted	Adjustment	Variance
231				
232	5500 MEMBERSHIP/STATES & REGIONS			
233	5510 MEMBERSHIP COORDINATOR			
234	5511 MC Clerical Assistance	200.00		
235	5512 MC Computer Supplies	100.00		
236	5513 MC Membership Service			
237	5513a MC Monthly Service Fee	3,520.00		
238	5513b MC Labels	1,300.00		
239	5513c MC Postage	1,000.00		
240	5513d MC Printing	1,100.00		
241	5513e MC Misc	500.00		
242	5514 MC Postage	300.00		
243	5515 MC Printing & Publishing	200.00		
244	5516 MC Supplies	500.00		
245	5517 MC Telephone & FAX	200.00		
246	5518 MC Miscellaneous	100.00		
247	TOTAL MEMBERSHIP COORDINATOR	9,020.00		
248				
249	5520 STATES & REGIONS COORDINATOR			
250	5521 SR Travel	650.00		
251	5522 SR Hotel & Food	200.00		
252	5523 SR Telephone	200.00		
253	5524 SR Postage	200.00		
254	5525 SR Supplies	400.00		
255	TOTAL STATES & REGIONS COORDINATOR	1,650.00		
256				
257	5530 DIRECTORS			
258	5531 DI Special Requests	5,000.00		
259	5532 DI Supplies/printing	NA		
260	5533 DI Board Travel to States & Regions	1,500.00		
261	5434 DI Misc	50.00		
262	TOTAL DIRECTORS	6,550.00		
263				
264	5540 SIG COORDINATOR			
265	5541 SC Postage	125.00		
266	5542 SC Supplies	300.00		
267	5543 SC Telephone	25.00		
268	TOTAL SIG COORDINATOR	450.00		
269				
270	5550 SIG LEADERS			
271	5551 SL Postage	600.00		
272	5552 SL Printing & Publishing	700.00		
273	5553 SL Supplies	100.00		
274	5554 SL Miscellaneous	NA		
275	TOTAL SIG LEADERS	1,400.00		
276				
277				
278	TOTAL MEMBERSHIP/STATE & REGIONS	19,070.00		
279				
280	TOTAL BOARD EXPENSES	42,300.00		
281	TOTAL GENL ORGANIZATIONAL EXPENSE	4,470.00		
282	TOTAL PUBLICATIONS	26,190.00		
283	TOTAL COMMITTEES	10,110.00		
284	TOTAL MEMBERSHIP/STATE & REGIONS	19,070.00		
285				
286	TOTAL EXPENSES	102,140.00		
287	TOTAL INCOME	68,645.00		
288	Difference	-23,495.00		

Salt Lake City 1998: CRLA Conference Account

CRLA Board Meeting
New Orleans, Louisiana
February 21, 1999
Attachment C

6 Page(s)

	B	C		
1	INCOME	Budgeted	Actual	Variance
2	BEGINNING BALANCE	10,000.00	10,000.00	0.00
3	6100 REGISTRATION			
4	6110 Full Conference Fees			
5	6111 (\$100) FC Member		27450.00	27450.00
6	6112 (\$150) FC Non-member		17475.00	17475.00
7	6113 (\$ 75) FC Student		525.00	525.00
8				0.00
9	6120 One-Day Only Fees			0.00
10	6121 (\$ 75) OD Member		550.00	550.00
11	6122 (\$100) OD Non-Member		550.00	550.00
12	6123 (\$ 60) OD Student		60.00	60.00
13				0.00
14	6130 On-Site Registration Fees (8)			0.00
15	6131 (\$125) LR Member			0.00
16	6132 (\$175) LR Non-member			0.00
17	6133 (\$100) LR Student			0.00
18				0.00
19	6140 One Day On-Site Registration Fees			0.00
20	6141 (\$100) 1997 Members			0.00
21	6142 (\$125) NonMembers			0.00
22	6143 (\$ 75) Students			0.00
23				0.00
24	63 Publishers/Exhibitors -- comped?			0.00
25				0.00
26	TOTAL REGISTRATION	40000.00	46610.00	6610.00
27				
28	6210 PRE-CONFERENCE INSTITUTES			
29	6211 PI A		725.00	725.00
30	6212 PI B		700.00	700.00
31	6213 PI C		490.00	490.00
32	6214 PI D		350.00	350.00
33	6215 PI E		500.00	500.00
34	6216 PI F		475.00	475.00
35	6217 PI G		0.00	0.00
36	6218 PI H		350.00	350.00
37	6219 PI I		525.00	525.00
38	6220 PI J		140.00	140.00
39	6221 PI K		350.00	350.00
40	6222 PI L		150.00	150.00
41	6223 PI M		400.00	400.00
42	6224 PI N		0.00	0.00
43	6225 PI O		0.00	0.00
44	6226 PI P		210.00	210.00
45	6227 PI Q		450.00	450.00
46	6228 PI R		250.00	250.00
47	6229 PI S		0.00	0.00
48	TOTAL PRE-CONFERENCE INSTITUTES	5000.00	6065.00	1065.00
49				
50	6260 FOOD FUNCTIONS			
51	6261 F Awards Luncheon	2340.00	885.00	-1455.00
52	6262 F Banquet (131)	2650.00	3600.00	950.00
53	6263 F Lunch/Mentor (93)	1040.00	1410.00	370.00
54	6264 F Publishers' Breakfast	0.00	0.00	0.00
55	6265 F SIG Breakfast (106)	300.00	1284.00	984.00
56	6266 F SIG Lunch	0.00	960.00	960.00
57				
58	TOTAL FOOD FUNCTIONS	6330.00	8139.00	1809.00

Salt Lake City 1998: CRLA Conference Account

	B	C	D	E
59	INCOME (cont)	BUDGETED	ACTUALS	VARIANCE
60	6300 OTHER CONFERENCE FUNCTIONS			
61	6310 Ads			0.00
62	6320 Awards			0.00
63	6330 Exhibitors	15000.00	14937.37	-62.63
64	6340 Membership	10000.00	7440.00	-2560.00
65	6350 Resource Room	250.00	295.07	45.07
66	6360 SIG's	700.00	1270.00	570.00
67	6370 Scholarship	1000.00	1222.00	222.00
68	6380 Tote Bag Sales/T Shirts/Tutor Hndbks	1000.00		-1000.00
69	6390 TOURS & ENTERTAINMENT			0.00
70				
71				
72				
73	TOTAL OTHER CONFERENCE FUNCTIONS	27950.00	25164.44	-2785.56
74				
75	TOTAL CONFERENCE INCOME	79280.00	85978.44	6698.44
76	TOTAL ASSETS/CONFERENCE INCOME	89280.00	95978.44	6698.44
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
116				
117				
118				

Salt Lake City 1998: CRLA Conference Account

	B	C	D	E
119	EXPENSES	BUDGETED	ACTUALS	VARIANCE
120	General Conference Expenses			
121	7000 GC Refunds	1500.00	1814.00	-314.00
122	7001 GC Banking (returned checks)	50.00		50.00
123	7002 GC Conference Insurance			0.00
124	7003 GC Bounced (NSF) checks	500.00		500.00
125	Total General Conference Expenses	2050.00	1814.00	236.00
126				
127				
128	Conference Management			
129	7010 CONFERENCE CHAIR (Pres-Elect)			
130	7011 C Travel	900.00	315.00	585.00
131	7012 C Hotel/Food	500.00	54.84	445.16
132	7012 C Telephone	250.00	262.97	-12.97
133	7013 C Postage	300.00	1158.54	-858.54
134	7014 C Photocopying	300.00	172.00	128.00
135	7015 C Clerical Assistance	1000.00	612.50	387.50
136	7016 C Supplies	100.00	0.00	100.00
137	7017 C Miscellaneous	400.00	355.51	44.49
138	7018 C Committee Expenses	200.00	0.00	200.00
139	7019 C Call Paper/Print	200.00	120.00	80.00
140	7020 C Call Paper/Postage	100.00	343.25	-243.25
141	7022 C Plaques	300.00		300.00
142	TOTAL CONFERENCE CHAIR (Pres-Elect)	4550.00	3394.61	1155.39
143				
144				
145	7030 ON-SITE MANAGER			
146	7031 OS Hotel/Food	600.00	466.00	134.00
147	7032 OS Telephone	200.00		200.00
148	7033 OS Postage	100.00		100.00
149	7034 OS Photocopying	50.00		50.00
150	7035 OS Clerical Assistance	300.00		300.00
151	7036 OS Supplies	250.00		250.00
152	7037 OS Signs	300.00	400.00	-100.00
153	TOTAL ON-SITE MANAGER	1800.00	866.00	934.00
154				
155				
156	7050 EXHIBITS CHAIR			
157	7051 E Telephone	50.00		50.00
158	7052 E Postage	100.00		100.00
159	7053 E Decorations	100.00		100.00
160	7054 E Draping	3000.00	3178.01	-178.01
161	7055 E Exhibit Hall	100.00		100.00
162	7056 E Printing	50.00	200.00	-150.00
163	7056 E Speaker's Books	0.00		0.00
164	7057 E Supplies	400.00	657.50	-257.50
165	7058 E Miscellaneous	50.00		50.00
166	TOTAL EXHIBITS CHAIR	3850.00	4035.51	-185.51
167				
168	TOTAL CONFERENCE MANAGEMENT	9275.00	8296.12	978.88
169				
170				
171				
172	Conference Planning Expenses			
173	7100 PROGRAMS			
174	7101 P Postage	300.00		300.00
175	7102 P Printing/Publishing	2200.00		2200.00
176	TOTAL PROGRAMS	2500.00	0.00	2500.00
177				

Salt Lake City 1998: CRLA Conference Account

	B	C	D	E
178	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
179				
180	7110 REGISTRATION			
181	7111 R Printing/Publishing	600.00	25.18	574.82
182	7112 R Paid Registration Help(was under OthGenl)	500.00	128.63	371.37
183	7113 R Supplies	700.00	205.52	494.48
184	7114 R Ribbons/Name Tags	300.00	102.77	197.23
185	7115 R Miscellaneous	200.00	461.56	-261.56
186	TOTAL REGISTRATION	2300.00	923.66	1376.34
187				
188				
189	7120 CALL TO CONFERENCE			
190	7121 CC Computer Layout	1000.00		1000.00
191	7121 CC Postage	400.00		400.00
192	7122 CC Printing/Postage	2500.00	1759.01	740.99
193	7123 CC Advertising	1000.00	430.20	569.80
194	7124 CC Ad (Journal of Reading)	0.00		0.00
195	7125 CC Miscellaneous	100.00		100.00
196	TOTAL CALL TO CONFERENCE	5000.00	2189.21	2810.79
197				
198				
199	7130 - 7149 OTHER EXPENSES			
200	7131 OG Advertising & Promotion	200.00		200.00
201	7132 OG Audiovisual	3000.00	1178.00	1822.00
202	7133 OG Conference Website Maintenance	300.00		300.00
203	7134 OG Decorations	250.00		250.00
204	7135 OG Entertainment for Banquet	750.00		750.00
205	7136 OG Evaluation	200.00		200.00
206	7137 OG Film/Processing	300.00		300.00
207	7138 OG Phone Equipment	200.00	75.00	125.00
208	7139 OG Postage	100.00	70.00	30.00
209	7140 OG Printing	200.00	152.59	47.41
210	7141 OG Room Rent (Hospitality)	500.00	387.16	112.84
211	7142 OG Supplies	100.00		100.00
212	7143 OG Xerox Rental	200.00		200.00
213	7144 OG Miscellaneous	100.00		100.00
214	7145 OG T- Shirts	0.00		0.00
215	TOTAL OTHER EXPENSES	6400.00	1862.75	4537.25
216				
217	TOTAL CONFERENCE PLANNING EXPENSES	16250.00	4975.62	11274.38
218				
219	Conference Program			
220	7200 SPEAKERS			
221	7201 S Travel	1500.00	1757.61	-257.61
222	7202 S Hotel/Food	350.00	219.39	130.61
223	7203 S Honorarium	2000.00	1500.00	500.00
224	7204 S Photocopying (handouts)	0.00		0.00
225	TOTAL SPEAKERS	3850.00	3477.00	373.00
226				
227	7210 INVITED INSTITUTES			
228	7211 INV Travel	500.00		500.00
229	7212 INV Wages/Fees	150.00	500.00	-350.00
230	7213 INV Miscellaneous	150.00		150.00
231	TOTAL INVITED INSTITUTES	800.00	500.00	300.00
232				

Salt Lake City 1998: CRLA Conference Account

	B	C	D	E
233	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
234	7220 INSTITUTES			
235	7221 INS Materials	500.00	0.00	500.00
236	TOTAL INSTITUTES	500.00	0.00	500.00
237				
238	7230 COORDINATOR OF CHAIRS			
239	7231 CC Telephone	50.00		50.00
240	7232 CC Postage	100.00		100.00
241	TOTAL COORDINATOR OF CHAIRS	150.00	0.00	150.00
242				
243	7240 COMPUTER ROOM			
244	7241 CF Wages/Fees	500.00	358.40	141.60
245	7242 CF Travel	50.00		50.00
246	7243 CF Computer Rentals	500.00		500.00
247	7244 CF Electrical Hook-up	750.00		750.00
248	7245 CF Miscellaneous	400.00		400.00
249	TOTAL COMPUTER FAIR	2200.00	358.40	1841.60
250				
251	7250 TOURS & ENTERTAINMENT			0.00
252	7251 TE Event			0.00
253	7252 TE Food (Riverboat Cruise Dinner)			0.00
254	7253 TE Transportation			0.00
255	TOTAL TOURS & ENTERTAINMENT	0.00	0.00	0.00
256				
257	TOTAL CONFERENCE PROGRAM	7500.00	4335.40	3164.60
258				
259	7260 - 7279 Food Functions			
260	7261 F Awards Luncheon	1311.00	766.41	544.59
261	7262 F Banquet	3339.00	3935.31	-596.31
262	7263 F Coffee Breaks	3550.00	2295.00	1255.00
263	7264 F Editors' Luncheon	130.00	0.00	130.00
264	7265 F Hospitality	500.00	361.41	138.59
265	7266 F Leadership Luncheon	454.00	4351.92	-3897.92
266	7267 F Lunch with a Mentor	1311.00		1311.00
267	7268 F Newcomers' Reception	1650.00	1198.50	451.50
268	7268a F Newcomers' Miscellaneous	0.00		0.00
269	7269 F Past Board Breakfast	200.00		200.00
270	7270 F Publishers' Breakfast	2700.00		2700.00
271	7269 F Publishers' Opening	2400.00	2397.50	2.50
272	7268 F SIG Breakfast	1021.00	1175.93	-154.93
273	7269 F Svc Chg/Gratuity		3060.65	-3060.65
274	7270 F Tax		1495.33	-1495.33
275	TOTAL FOOD FUNCTIONS	18566.00	21037.96	-2471.96
276				
277				
278				
279				
280				
281				
282				
283				
284				
285				
286				
287				
288				
289				
290				

Salt Lake City 1998: CRLA Conference Account

	B	C	D	E
291	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
292				
293	<i>Next Conference Expenses</i>			
294	7320 NEXT CONFERENCE CHAIR			
295	7321 NC Printing/Publishing	700.00	100.00	600.00
296	7322 NC Postage	200.00		200.00
297	7323 NC Advertising	150.00	430.20	-280.20
298	TOTAL NEXT CONFERENCE CHAIR EXPENSES	1050.00	530.20	519.80
299				
300				
301	7330 SITE SELECTION			
302	7331 SS Travel	700.00		700.00
303	7332 SS Hotel/Food	200.00		200.00
304	7333 SS Telephone	50.00		50.00
305	7334 SS Postage	50.00		50.00
306	7335 SS Supplies	50.00		50.00
307	TOTAL SITE SELECTION	1050.00	0.00	1050.00
308				
309	TOTAL NEXT CONFERENCE EXPENSES	2100.00	530.20	1569.80
310				
311	Total General Conference Expenses	2050.00	1814.00	236.00
312	Total Conference Management	9275.00	8296.12	978.88
313	Total Conference Planning Expenses	16250.00	4975.62	11274.38
314	Total Conference Program	7500.00	4335.40	3164.60
315	Total Conference Food Functions	18566.00	21037.96	-2471.96
316	Total Next Conference Expenses	2100.00	530.20	1569.80
317	TOTAL CONFERENCE EXPENSES	55741.00	40989.30	14751.70
318				
319	TOTAL CONFERENCE INCOME	79280.00	85978.44	6698.44
320	TOTAL CONFERENCE EXPENSES	55741.00	40989.30	14751.70
321	Maintain Conference Account	10000.00	10000.00	10000.00
322	Transfer to Operating Budget	13539.00	34989.14	-18053.26

New Orleans 1999: CRLA Conference Ac

CRLA Board Meeting
New Orleans, Louisiana

February 21, 1999

Attachment D

6 Page(s)

	B	D	E
1	INCOME	SAC Actuals	SLC Ac
2		1997	1998
3	Asset: BEGINNING BALANCE	10,000.00	10,000.00
4			
5	6100 REGISTRATION		
6	6110 Full Conference Fees		
7	6111 (\$100) FC Member	32,200.00	27,450.00
8	6112 (\$150) FC Non-member	11,550.00	17,475.00
9	6113 (\$ 75) FC Student	675.00	525.00
10			
11	6120 One-Day Only Fees		
12	6121 (\$ 75) OD Member	150.00	550.00
13	6122 (\$100) OD Non-Member	1,000.00	550.00
14	6123 (\$ 60) OD Student	0.00	60.00
15			
16	6130 On-Site Registration Fees (8)		
17	6131 (\$125) LR Member	6,750.00	
18	6132 (\$175) LR Non-member	1,050.00	
19	6133 (\$100) LR Student	0.00	
20			
21	6140 One Day On-Site Registration Fees		
22	6141 (\$100) 1997 Members	300.00	
23	6142 (\$125) NonMembers	0.00	
24	6143 (\$ 75) Students	0.00	
25			
26			
27			
28	TOTAL REGISTRATION	53,675.00	46,610.00
29			
30	6210 PRE-CONFERENCE INSTITUTES		
31	6211 PI A	735.00	725.00
32	6212 PI B	630.00	700.00
33	6213 PI C	455.00	490.00
34	6214 PI D	875.00	350.00
35	6215 PI E	225.00	500.00
36	6216 PI F	225.00	475.00
37	6217 PI G	200.00	0.00
38	6218 PI H	75.00	350.00
39	6219 PI I	875.00	525.00
40	6220 PI J	245.00	140.00
41	6221 PI K	770.00	350.00
42	6222 PI L	325.00	150.00
43	6223 PI M	1,075.00	400.00
44	6224 PI N	400.00	0.00
45	6225 PI O	600.00	0.00
46	6226 PI P	125.00	210.00
47	6227 PI Q	700.00	450.00
48	6228 PI R	450.00	250.00
49	6229 PI S	225.00	0.00
50	TOTAL PRE-CONFERENCE INSTITU	9,210.00	6,065.00
51			
52			
53			
54			
55			
56			
57			
58			
59			

New Orleans 1999: CRLA Conference Account

	B	D	E	F
60	INCOME (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
61		1997	1998	1999
62	6260 FOOD FUNCTIONS			
63	6261 F Awards Luncheon (225)	3,240.00	885.00	
64	6262 F Banquet (131)	3,225.00	3,600.00	
65	6263 F Lunch/Mentor (93)	1,395.00	1,410.00	
66	6264 F Publishers' Breakfast	0.00	0.00	
67	6265 F SIG Breakfast (106)	1,248.00	1,284.00	
68	6266 F SIG Lunch	0.00	960.00	
69	6267 F Lunch @ American River (41)	410.00		
70	TOTAL FOOD FUNCTIONS	9,518.00	8,139.00	
71				
72				
73	6300 OTHER CONFERENCE FUNCTIONS			
74	6310 Ads	0.00	0.00	
75	6320 Awards	0.00	0.00	
76	6330 Exhibitors	26,975.00	14,937.37	
77	6340 Membership	11,440.00	7,440.00	
78	6350 Resource Room	0.00	295.07	
79	6360 SIG's	745.00	1,270.00	
80	6370 Scholarship	1,115.00	1,222.00	
81	6380 Tote Bag Sales/T Shirts/Tutor Hndbks	1,450.00	0.00	
82	6390 TOURS & ENTERTAINMENT		0.00	
83	6391 TE American River CC Tour	220.00	NA	
84	6392 TE Riverboat Cruise		NA	
85				
86	TOTAL OTHER CONFERENCE FUNC	41,945.00	25,164.44	
87				
88	TOTAL CONFERENCE INCOME	114,348.00	85,978.44	
89	TOTAL ASSETS/CONFERENCE INCC	124,348.00	95,978.44	
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
116				
117				
118				

New Orleans 1999: CRLA Conference Account

	B	D	E	F
119	EXPENSES	SAC Actuals	SLC Actuals	N'OrlProjected
120		1997	1998	1999
121	General Conference Expenses			
122	7000 GC Refunds	1,641.00	1,814.00	
123	7001 GC Banking (returned checks)	253.64		
124	7002 GC Conference Insurance	0.00	NA	
125	7003 GC Bounced (NSF) checks	1,039.00		
126	Total General Conference Expenses	2,933.64	1,814.00	
127				
128				
129	Conference Management			
130	7010 CONFERENCE CHAIR (Pres-Elect)			
131	7011 C Travel	389.00	315.00	
132	7012 C Hotel/Food	195.10	54.84	
133	7012 C Telephone	231.58	262.97	
134	7013 C Postage	288.79	1,158.54	
135	7014 C Photocopying	283.93	172.00	
136	7015 C Clerical Assistance	2,000.00	612.50	
137	7016 C Supplies	24.29	0.00	
138	7017 C Miscellaneous	207.95	355.51	
139	7018 C Committee Expenses	0.00	0.00	
140	7019 C Call Paper/Print	0.00	120.00	
141	7020 C Call Paper/Postage	0.00	343.25	
142	7021 C Call Computer Layout	1,000.00	NA	See Call to Conf
143	7022 C Plaques	291.78	0.00	
144	TOTAL CONFERENCE CHAIR (Pres-	4,912.42	3,394.61	
145				
146				
147	7030 ON-SITE MANAGER			
148	7031 OS Hotel/Food	194.65	466.00	
149	7032 OS Telephone	6.29	0.00	
150	7033 OS Postage	130.63	0.00	
151	7034 OS Photocopying	59.94	0.00	
152	7035 OS Clerical Assistance	0.00	0.00	
153	7036 OS Supplies	189.07	0.00	
154	7037 OS Signs	466.87	400.00	
155	TOTAL ON-SITE MANAGER	1,047.45	866.00	
156				
157				
158	7050 EXHIBITS CHAIR			
159	7051 E Telephone	0.00	0.00	
160	7052 E Postage	0.00	0.00	
161	7053 E Decorations	0.00	0.00	
162	7054 E Draping	2,976.18	3,178.01	
163	7055 E Exhibit Hall	0.00	0.00	
164	7056 E Printing	0.00	200.00	
165	7056 E Speaker's Books	0.00	NA	
166	7057 E Supplies	0.00	657.50	
167	7058 E Miscellaneous	0.00	0.00	
168	TOTAL EXHIBITS CHAIR	2,976.18	4,035.51	
169				
170	TOTAL CONFERENCE MANAGEME	8,936.05	8,296.12	
171				
172				
173				
174				
175				
176				
177				

New Orleans 1999: CRLA Conference Account

	B	D	E	F
178	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
179		1997	1998	1999
180	CONFERENCE PLANNING EXPENSES			
181	7100 PROGRAMS			
182	7101 P Postage	0.00	0.00	
183	7102 P Printing/Publishing	1,975.39	0.00	
184	TOTAL PROGRAMS	1,975.39	0.00	
185				
186				
187	7110 REGISTRATION			
188	7111 R Printing/Publishing	287.72	25.18	
189	7112 R Paid Registration Help(was under Oth	481.00	128.63	
190	7113 R Supplies	334.33	205.52	
191	7114 R Ribbons/Name Tags	312.41	102.77	
192	7115 R Miscellaneous	14.94	461.56	
193	TOTAL REGISTRATION	1,430.40	923.66	
194				
195				
196	7120 CALL TO CONFERENCE			
197	7121CC Call Computer Layout	Line 134	0.00	
198	7122 CC Postage	425.00	0.00	
199	7123 CC Printing/Postage	2,222.00	1,759.01	
200	7124 CC Advertising	1,290.60	430.20	
201	7125 CC Ad (Journal of Reading)	430.20	NA	
202	7126 CC Miscellaneous	0.00		
203	TOTAL CALL TO CONFERENCE	4,367.80	2,189.21	
204				
205				
206	7130 - 7149 OTHER EXPENSES			
207	7131 OG Advertising & Promotion	0.00	0.00	
208	7132 OG Audiovisual	514.00	1,178.00	
209	7133 OG Conference Website Maintenance	200.00	0.00	
210	7134 OG Decorations	200.00	0.00	
211	7135 OG Entertainment for Banquet	725.00	0.00	
212	7136 OG Evaluation	19.95	0.00	
213	7137 OG Film/Processing	109.88	0.00	
214	7138 OG Phone Equipment	0.00	75.00	
215	7139 OG Postage	0.00	70.00	
216	7140 OG Printing	0.00	152.59	
217	7141 OG Room Rent (Hospitality)	398.72	387.16	
218	7142 OG Supplies	13.73	0.00	
219	7143 OG Xerox Rental	176.00	0.00	
220	7144 OG Miscellaneous	40.00	0.00	
221	7145 OG T- Shirts	727.31	0.00	
222	TOTAL OTHER EXPENSES	3,124.59	1,862.75	
223				
224	TOTAL CONFERENCE PLANNING EXPENSES	10,898.18	4,975.62	
225				
226				
227				
228				
229				
230				
231				
232				
233				
234				
235				
236				

New Orleans 1999: CRLA Conference Account

	B	D	E	F
237	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
238		1997	1998	1999
239	CONFERENCE PROGRAM			
240	7200 SPEAKERS			
241	7201 S Travel	1,716.73	1,757.61	
242	7202 S Hotel/Food	176.53	219.39	
243	7203 S Honorarium	2,500.00	1,500.00	
244	7204 S Photocopying (handouts)	0.00	NA	
245	TOTAL SPEAKERS	4,393.26	3,477.00	
246				
247	7210 INVITED INSTITUTES			
248	7211 INV Travel (Busses for Am Rvr Tech D	1,322.58	0.00	
249	7212 INV Wages/Fees	0.00	500.00	
250	7213 INV Miscellaneous	761.15	0.00	
251	TOTAL INVITED INSTITUTES	2,083.73	500.00	
252				
253	7220 INSTITUTES			
254	7221 INS Materials	50.00	0.00	
255	TOTAL INSTITUTES	50.00	0.00	
256				
257	7230 COORDINATOR OF CHAIRS			
258	7231 CC Telephone	0.00	0.00	
259	7232 CC Postage	107.64	0.00	
260	TOTAL COORDINATOR OF CHAIRS	107.64	0.00	
261				
262	7240 COMPUTER ROOM			
263	7241 CF Wages/Fees	358.40	358.40	
264	7242 CF Travel	0.00	0.00	
265	7243 CF Computer Rentals	0.00	0.00	
266	7244 CF Electrical Hook-up	0.00	0.00	
267	7245 CF Miscellaneous	0.00	0.00	
268	TOTAL COMPUTER FAIR	358.40	358.40	
269				
270	7250 TOURS & ENTERTAINMENT			
271	7251 TE Event (Riverboat Cruise)	1,698.77	0.00	
272	7252 TE Food (Riverboat Cruise Dinner)	1,371.88	0.00	
273	7253 TE Transportation	263.81	0.00	
274	TOTAL TOURS & ENTERTAINMENT	3,334.46	0.00	
275	TOTAL CONFERENCE PROGRAM	10,327.49	4,335.40	
276				
277				
278				
279				
280				
281				
282				
283				
284				
285				
286				
287				
288				
289				
290				
291				
292				
293				
294				
295				

New Orleans 1999: CRLA Conference Account

	B	D	E	F
296	EXPENSES (cont)	SAC Actuals	SLC Actuals	N'OrlProjected
297		1997	1998	1999
298	7260 - 7279 FOOD FUNCTIONS			
299	7261 F Awards Luncheon	4,012.92	766.41	
300	7262 F Banquet	3,944.04	3,935.31	
301	7263 F Coffee Breaks	1,460.58	2,295.00	
302	7264 F Editors' Luncheon	0.00	0.00	
303	7265 F Hospitality	50.68	361.41	
304	7266 F Leadership Luncheon	514.94	4,351.92	
305	7267 F Lunch with a Mentor	1,536.85	0.00	
306	7268 F Newcomers' Reception	1,951.68	1,198.50	
307	7268a F Newcomers' Miscellaneous	0.00	0.00	
308	7269 F Past Board Breakfast	128.15	0.00	
309	7270 F Publishers' Breakfast	3,497.12	0.00	
310	7269 F Publishers' Opening	997.45	2,397.50	
311	7268 F SIG Breakfast	1,123.97	1,175.93	
312	7269 F Am Rvr Technology Day -- lunch	428.31	NA	
313	7270 F Am Rvr Technology Day -- break	282.84	NA	
314	Svc Chg/Gratuity		3,060.65	
315	Tax		1,495.33	
316	TOTAL FOOD FUNCTIONS	19,929.53	21,037.96	
317				
318	NEXT CONFERENCE EXPENSES			
319	7320 NEXT CONFERENCE CHAIR			
320	7321 NC Printing/Publishing	298.35	100.00	
321	7322 NC Postage	0.00	0.00	
322	7323 NC Advertising	0.00	430.20	
323	TOTAL NEXT CONFERENCE CHAIR EXP	298.35	530.20	
324				
325				
326	7330 SITE SELECTION			
327	7331 SS Travel	975.50	0.00	
328	7332 SS Hotel/Food	146.80	0.00	
329	7333 SS Telephone	0.00	0.00	
330	7334 SS Postage	0.00	0.00	
331	7335 SS Supplies	0.00	0.00	
332	TOTAL SITE SELECTION	1,122.30	0.00	
333	TOTAL NEXT CONFERENCE EXPEN	1,420.65	530.20	
334				
335	Total General Conference Expenses	2,933.64	1,814.00	
336	Total Conference Management	8,936.05	8,296.12	
337	Total Conference Planning Expenses	10,898.18	4,975.62	
338	Total Conference Program	10,327.49	4,335.40	
339	Total Conference Food Functions	19,929.53	21,037.96	
340	Total Next Conference Expenses	1,420.65	530.20	
341	TOTAL CONFERENCE EXPENSES	54,445.54	40,989.30	
342				
343	TOTAL INCOME	114,348.00	85,978.44	
344	TOTAL CONFERENCE EXPENSES	-54,445.54	-40,989.30	
345	Maintain Conference Account	-10,000.00	-10,000.00	
346	Transfer to Operating Budget	49,902.46	34,989.14	

CRLA Deposit: Operating Fund

Attachment E

Page(s)

CATEGORY	NUMBER	TOTAL NUM		
Membership		115	40	4640
SIGS				
Cognitive Psychology			5	
College Reading		23	5	115
Computer Technology		6	5	30
Counseling & Helping Relationships		2	5	10
Critical Thinking		10	5	50
Developmental/Basic Writing		6	5	30
Distance Learning		7	5	35
Emotl/Motivatnl Aspects of Learning		5	5	25
ESL		3	5	15
Learning Assistance Ctr. Mgmt		8	5	40
Learning Disabilities		5	5	25
Liberal Arts Universities/Colleges		3	5	15
Mathematics Tutorial		3	5	15
Multicultural Issues			5	
Paired Courses		3	5	15
Peer Tutoring		14	5	70
Research & Evaluation		3	5	15
Teaching Excellence			5	
Workforce Literacy		2	5	10
Glossary		16	5	80.00
Labels			50	
Journals			30	
Tutor Certification		8	50	400.00
Tutor Certification			25	
Tutor Handbook			20	
Scholarship			1	
Scholarship			5	
Scholarship			10	
Other amount				

Date 2/14/99

Initials gem

Total Deposit 5705.00

Expenses: \$ 2403.49

1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98

CRLA Business Meeting
New Orleans, Louisiana
February 21, 1999
Attachment F
5 Page(s)

	B	G	H	I
1	ASSETS/INCOME	BUDGETED	ACTUALS	VARIANCE
2				
3	1000 ASSETS			
4	1100 Opening Operating Balance (July 1)	23,631.86	23,631.86	0.00
5	1101 Opening Conference Balance	59,901.66	59,901.66	0.00
6	1200 Certificates of Deposit			0.00
7	1201 2 year CD	60,000.00	60,000.00	0.00
8	1202 6 month CD	35,000.00	35,000.00	0.00
9	TOTAL ASSETS	178,533.52	178,533.52	0.00
10				
11	2000 GENERAL INCOME			
12	2001 Conference Income Transfer	20,000.00	34,989.14	14,989.14
13	2002 Awards/Scholarships	1,000.00	1,369.00	369.00
14	2003 Dues	30,000.00	12,640.00	-17,360.00
15	2004 Interest Income	1,200.00	3,257.25	2,057.25
16	2005 International Tutor Certification	5,000.00	1,800.00	-3,200.00
17	2006 Mailing Labels	500.00	50.00	-450.00
18	2007 Misc. Income	0.00	0.00	0.00
19	TOTAL GENERAL INCOME	57,700.00	54,105.39	-3,594.61
20				
21	2010 PUBLICATIONS INCOME			
22	2011 Glossary	50.00	0.00	-50.00
23	2012 JCRL (journal)	750.00	32.10	-717.90
24	2013 Tutor Handbook	3,000.00	1,930.00	-1,070.00
25	TOTAL PUBLICATIONS INCOME	3,800.00	1,962.10	-1,837.90
26				0.00
27				0.00
28	3000 SIG INCOME			0.00
29	3001 SIG 1 Cognitive Psych		100.00	100.00
30	3002 SIG 2 College Reading		310.00	310.00
31	3003 SIG 3 Computer Technology		160.00	160.00
32	3004 SIG 4 Counseling/Helping		25.00	25.00
33	3005 SIG 5 Critical Thinking		115.00	115.00
34	3006 SIG 6 Dev/Basic Writing		105.00	105.00
35	3007 SIG 7 Distance Learning		75.00	75.00
36	3008 SIG 8 Emot/Motiv Aspects		80.00	80.00
37	3009 SIG 9 ESL/EFL		50.00	50.00
38	3010 SIG 10 Learning Center Managment		255.00	255.00
39	3011 SIG 11 Learning Disabilities		125.00	125.00
40	3012 SIG 12 Liberal Arts Colleges/Universities		25.00	25.00
41	3013 SIG 13 Mathematics		80.00	80.00
42	3014 SIG 14 Multicultural		50.00	50.00
43	3015 SIG 15 Paired Courses		75.00	75.00
44	3016 SIG 16 Peer Tutoring		260.00	260.00
45	3017 SIG 17 Research/Evaluation		90.00	90.00
46	3018 SIG 18 Teaching Excellence		35.00	35.00
47	3019 SIG 19 Workplace Literacy		35.00	35.00
48	3020 Unidentified SIGS		0.00	0.00
49	TOTAL SIG INCOME	3,000.00	2,050.00	-950.00
50				
51	TOTAL INCOME	64,500.00	58,117.49	-6,382.51
52				
53	TOTAL ASSETS	178,533.52	178,533.52	0.00
54				
55				
56				
57				
58				

1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98

	B	G	H	I
59	EXPENSES	BUDGETED	ACTUALS	VARIANCE
60				
61	5000 BOARD EXPENSES			
62	5100 PRESIDENT			
63	5101 P Travel	1,000.00	964.80	35.20
64	5102 P Hotels & Food	1,000.00	194.94	805.06
65	5103 P Telephone Expense	500.00	2.40	497.60
66	5104 P Postage	200.00	770.30	-570.30
67	5105 P Printing & Publishing	200.00	343.25	-143.25
68	5106 P Clerical Assistance	300.00	0.00	300.00
69	5107 P Supplies	200.00	8.97	191.03
70	TOTAL PRESIDENT	3,400.00	2,284.66	1,115.34
71				
72	PRESIDENT-ELECT (in conference account)			
73				
74	5120 SECRETARY			
75	5121 S Travel	500.00	0.00	500.00
76	5122 S Hotels & Food	500.00	42.68	457.32
77	5123 S Telephone /E-mail Expense	750.00	72.39	677.61
78	5124 S Postage	500.00	46.76	453.24
79	5125 S Printing & Publishing	250.00	159.99	90.01
80	5126 S Supplies	200.00	1.12	198.88
81	5128 S Clerical	50.00	0.00	50.00
82	5129 S Baggage & Shipping	200.00	0.00	200.00
83	TOTAL SECRETARY	2,950.00	322.94	2,627.06
84				
85	5130 TREASURER			
86	5131 T Travel	50.00	0.00	50.00
87	5132 T Hotel & Food	500.00	0.00	500.00
88	5133 T Telephone Expense	100.00	23.49	76.51
89	5134 T Postage	200.00	50.30	149.70
90	5135 T Printing & Publishing	50.00	54.00	-4.00
91	5136 T Clerical Assistance	1,000.00	500.00	500.00
92	5137 T Supplies	250.00	0.00	250.00
93	5138 T Other (Auditor)	1,200.00	0.00	1,200.00
94	5139 T Training		149.00	-149.00
95	TOTAL TREASURER	3,350.00	627.79	2,573.21
96				
97	5140 EXECUTIVE ASSISTANT -- (New 1998-99)			
98	5141 EA Clerical Assistance	100.00	0.00	100.00
99	5142 EA Phone	300.00	0.00	300.00
100	5143 EA Postage	200.00	0.00	200.00
101	5144 EA Printing	200.00	0.00	200.00
102	5145 EA Supplies	100.00	0.00	100.00
103	5146 EA Miscellaneous	50.00	0.00	50.00
104	TOTAL EXECUTIVE ASSISTANT	950.00	0.00	950.00
105				
106	5150 GENERAL BOARD EXPENSES			
107	5151 GB Transfer out to set up Conference	10,000.00	10,000.00	0.00
108	5152 GB Travel	6,000.00	1,169.44	4,830.56
109	5153 GB Hotel & Food	6,000.00	3,576.99	2,423.01
110	5154GB CRLA Website Maintenance	300.00	0.00	300.00
111	5155 GB Insurance	1,600.00	0.00	1,600.00
112	5156 GB Conference Calls	1,500.00	760.11	739.89
113	5157 GB New Initiatives	1,000.00	588.32	411.68
114	5158 GB Misc	200.00	47.16	152.84
115	5159 GB Computer Repair	0.00	0.00	0.00
116	TOTAL GENERAL BOARD EXPENSES	26,600.00	16,142.02	10,457.98
117				
118	TOTAL BOARD EXPENSES	34,050.00	19,377.41	14,672.59

1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98

	B	G	H	I
119	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
120				
121	5160 GENERAL ORGANIZATION EXPENSES			
122	5161 G Postage	50.00	268.38	-218.38
123	5162 G Supplies	50.00	0.00	50.00
124	5163 G CAS Dues	200.00	200.00	0.00
125	5164 G Bonding	450.00	0.00	450.00
126	5165 G Banking/Check Exp	200.00	113.50	86.50
127	5166 G Miscellaneous (incl refunds)	150.00	240.00	-90.00
128	5167 G Computer Hardware/Software	0.00	0.00	0.00
129	5168 G Ann'l New Mexico Corp Comm		20.00	-20.00
130	TOTAL GENERAL ORGANIZATION EXPENSES	1,100.00	841.88	258.12
131				
132	5200 PUBLICATIONS			
133	5210 NEWSLETTER			
134	5211 NL Telephone & FAX	50.00	57.09	-7.09
135	5212 NL Publishing (printing/postage/supplies)	3,400.00	649.79	2,750.21
136	5213 NL Layout/Graphics	2,000.00	366.00	1,634.00
137	5214 NL Editor's Postage: US & UPS	100.00	0.00	100.00
138	5215 NL Supplies	40.00	17.49	22.51
139	5216 NL Miscellaneous	200.00	2.00	198.00
140	TOTAL NEWSLETTER	5,790.00	1,092.37	4,697.63
141				
142	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)			
143	5221 J Telephone	100.00	0.00	100.00
144	5222 J Postage	1,500.00	438.75	1,061.25
145	5223 J Printing & Publishing	12,000.00	5,955.54	6,044.46
146	5224 J Clerical	1,000.00	632.00	368.00
147	5225 J Supplies	200.00	0.00	200.00
148	5226 J Advertising (addl. \$2000 for '97-98 only)	1,000.00		1,000.00
149	5227 J Travel to annual CRLA Conference	NA	NA	NA
150	5228 J Hotel & Food at annual CRLA Conf	NA	NA	NA
151	5227 J Miscellaneous	1,100.00		1,100.00
152	TOTAL JCRL (Journal)	16,900.00	7,026.29	9,873.71
153				
154	5230 TUTOR HANDBOOK			
155	5231 TH Postage	500.00	343.73	156.27
156	5232 TH Printing & Publishing	500.00	399.10	100.90
157	TOTAL TUTOR HANDBOOK	1,000.00	742.83	257.17
158				
159	TOTAL PUBLICATIONS	23,690.00	8,861.49	14,828.51
160				
161	5400 COMMITTEES			
162	5410 AWARDS & FUND RAISING			
163	5411 AF Plaques	600.00	261.20	338.80
164	5412 AF Postage	50.00	79.00	-29.00
165	5413 AF Printing & Publishing	100.00	0.00	100.00
166	5414 AF CRLA Scholarship	1,000.00	0.00	1,000.00
167	5415 AF CRLA Research Awards	500.00	1,000.00	-500.00
168	5416 AF Outstanding Tutor Award (Tom Paste)	250.00	250.00	0.00
169	5417 AF Outstanding Tutor Plaque	75.00	0.00	75.00
170	5418 AF Phone		0.00	0.00
171	TOTAL AWARDS & FUND RAISING	2,575.00	1,590.20	984.80
172				
173	5420 ARCHIVES			
174	5421 AR Postage/Shipping	75.00	0.00	75.00
175	5422 AR Supplies	60.00	0.00	60.00
176	5423 AR Conversion	2,000.00	0.00	2,000.00
177	TOTAL ARCHIVES	2,135.00	0.00	2,135.00

1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98

	B	G	H	I
178	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
179	5430 NOMINATIONS & ELECTIONS			
180	5431 NE Telephone	50.00	0.00	50.00
181	5432 NE Postage	350.00	0.00	350.00
182	5433 NE Printing & Publishing	300.00	0.00	300.00
183	5434 NE Clerical	100.00	0.00	100.00
184	TOTAL NOMINATIONS & ELECTIONS	800.00	0.00	800.00
185				
186	5440 TUTOR CERTIFICATION			
187	5441 TC Clerical	900.00	425.00	475.00
188	5442 TC Postage	500.00	362.09	137.91
189	5443 TC Printing & Publishing	600.00	1,236.43	-636.43
190	5445 TC Supplies	350.00	31.70	318.30
191	5446 TC Telephone	50.00	0.00	50.00
192	TOTAL TUTOR CERTIFICATION	1,500.00	2,055.22	-555.22
193				
194	5450 OTHER COMMITTEES/REPRESENTATION			
195	5451 OCR Political Action Coordinator	50.00	0.00	50.00
196	5452 OCR Professional Association Liaison Co	100.00	0.00	100.00
197	5453 OCR CAS Representative (Ad Hoc)	600.00	0.00	600.00
198	5453a CAS Travel		205.50	-205.50
199	5453b CAS Hotel & Food		312.07	-312.07
200	5453c CAS Registration			0.00
201	5453d CAS Representative's Misc			0.00
202	5454 OCR Missions & Goals (Ad Hoc)	0.00	0.00	0.00
203	5455 OCR Strategic Planning Task Force (Ad	250.00	139.25	110.75
204	5456 OCR Curriculum Standards Ad-hoc Comr	0.00	0.00	0.00
205	5457 OCR Communications Task Force Ad-hoc	0.00	0.00	0.00
206	Past Officers Group	500.00	0.00	500.00
207	TOTAL OTHER COMMITTEES/REPRESENTATION	1,500.00	656.82	843.18
208	TOTAL COMMITTEES	8,510.00	4,302.24	4,207.76
209				
210	5500 MEMBERSHIP/STATES & REGIONS			
211	5510 MEMBERSHIP COORDINATOR			
212	5511 MC Clerical Assistance	300.00		300.00
213	5512 MC Computer Supplies	200.00		200.00
214	5513 MC Membership Service <i>Mailing</i>	5,000.00	3,146.46	1,853.54
215	5513a MC Monthly Service Fee		855.00	
216	5513b MC Labels		543.79	
217	5514c MC Postage		745.71	
218	5515d MC Printing		215.46	
219	5516e MC Misc		1,071.50	
220	5514 MC Postage	500.00	956.00	-456.00
221	5515 MC Printing & Publishing	600.00	1,385.60	-785.60
222	5516 MC Supplies	500.00	770.40	-270.40
223	5517 MC Telephone & FAX	500.00	3.00	497.00
224	5518 MC Miscellaneous	0.00		0.00
225	TOTAL MEMBERSHIP COORDINATOR	7,600.00	6,261.46	1,338.54
226				
227				
228				
229				
230				
231				
232				
233				
234				
235				
236				

1998-99 Operating Budget: Adjusted to 7/1/98-12/31/98

	B	G	H	I
237	EXPENSES (cont)	BUDGETED	ACTUALS	VARIANCE
238	5520 STATES & REGIONS COORDINATOR			
239	5521 SR Travel	650.00	160.00	490.00
240	5522 SR Hotel & Food	200.00	244.29	-44.29
241	5523 SR Telephone	200.00	96.30	103.70
242	5524 SR Postage	200.00	3.00	197.00
243	5525 SR Supplies	400.00	464.74	-64.74
244	TOTAL STATES & REGIONS COORDINATOR	1,650.00	968.33	681.67
245				
246	5530 DIRECTORS			
247	5531 DI Special Requests	3,500.00	1,000.00	2,500.00
248	5532 DI Supplies/printing	0.00	404.29	-404.29
249	5533 DI Board Travel to States & Regions	1,500.00	1,115.21	384.79
250	5434 DI Misc	50.00	0.00	50.00
251	TOTAL DIRECTORS	5,050.00	2,519.50	2,530.50
252				
253	5540 SIG COORDINATOR			
254	5541 SC Postage	125.00	172.35	-47.35
255	5542 SC Supplies	300.00		300.00
256	5543 SC Telephone	25.00		25.00
257	TOTAL SIG COORDINATOR	450.00	172.35	277.65
258				
259	5550 SIG LEADERS			
260	5551 SL Postage	600.00	392.54	207.46
261	5552 SL Printing & Publishing	700.00	0.00	700.00
262	5553 SL Supplies	100.00	20.66	79.34
263	5554 SL Miscellaneous	NA		0.00
264	TOTAL SIG LEADERS	1,400.00	413.20	986.80
265	TOTAL MEMBERSHIP/STATE & REGIONS	16,150.00	10,334.84	5,815.16
266				
267	TOTAL BOARD EXPENSES	34,050.00	19,377.41	14,672.59
268	TOTAL GENL ORGANIZATIONAL EXPENSES	1,100.00	841.88	258.12
269	TOTAL PUBLICATIONS	23,690.00	8,861.49	14,828.51
270	TOTAL COMMITTEES	8,510.00	656.82	7,853.18
271	TOTAL MEMBERSHIP/STATE & REGIONS	16,150.00	10,334.84	5,815.16
272	TOTAL EXPENSES	83,500.00	40,072.44	43,427.56
273				
274	TOTAL INCOME	64,500.00	58,117.49	6,382.51
275	TOTAL EXPENSES	83,500.00	40,072.44	43,427.56
276	DIFFERENCE	-19,000.00	18,045.05	
277				
278				
279				
280				
281				
282				
283				
284				
285				
286				
287				
288				
289				
290				
291				
292				
293				
294				
295				
296				
297				

Executive Services Group

Management, Publishing and Education

February 16, 1999

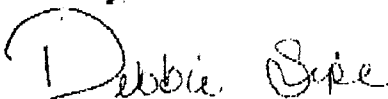
CRLA Board of Directors:

First of all let me say how great it has been working for CRLA, its Board and Membership. Everyone has been more than helpful and patient with me. Rosalind has been a wealth of knowledge with suggestions on everything. She only handed pieces of the puzzle to me as I could incorporate them into my routine and made the transition as smooth and efficient as possible.

Following you will find a six month review of the contract. I struggled how to present my thoughts and comments. Finally I decided to follow the layout of the contract. It is somewhat informal and read like notes that I have made. This felt more accurate and real than a formal presentation. At the end you will find Additional Observations & Comments that did not fit into the contract part.

If you have any questions, comments or concerns, please do not hesitate to contact me.

Sincerely,



Debbie Sipe
Account Executive

Executive Services Group

Management, Publishing and Education

CRLA Contract Review

Monthly Management Fee

\$100.00

Maintain PO Box: PO Box 6251 was reserved in August and paid for a 6 month period. This month the box will be renewed for one year.

Daily Pickup & Sorting: Mail is picked up daily. To date most of the mail is new and renewing members.

Weekly disbursement of mail: There have been a few pieces of mail that needed forwarding. Sent a few new & renewals to Sylvia. Have sent one major batch of renewals to Gretchen. Waiting for a stamp to endorse checks before mailing the next batch.

Storage Maintenance of supplies: Am currently storing the Fall '98 JCRL, 5 x 7 envelopes for the Spring '99 JCRL mailing. Also have 1500 410 envelopes left. Getting ready to reorder for the next renewal mailing and "thank you for renewing" letters. Have 1999 membership cards on hand. Have LOTS of letterhead left. Have only filled two requests for a total of 800 sheets. Have plenty of space left for past issues of JCRLS, newsletters, etc. Cost is included in the Monthly Management Fee.

Database Management Fee

\$100.00

Address corrections, additions, deletions: Much more than I expected. I didn't estimate the total amount of fields that CRLA tracks. It took me a while to become familiar with the SIGs (have them memorized now). Also didn't expect the high amount of new & renewing in September & October. Didn't realize how busy pre-conference was. Have greatly simplified renewal process by providing a pre-printed renewal form. Instead of having to confirm every address, phone, email, etc. Now I only have to check SIGS, resale initials & change expiration date-MUCH FASTER!

Annual purge of inactive list: Copied 1995 & 1996 expiries to a lapsed membership file. Will add the 1997 expiries to that this summer.

Storage & Back-up of active & inactive lists: Back-ups are made every morning and a minimum of one copy is always off property.

2 disks exported each month to secretary & membership chair: I have exported disks to the membership chair each month, but have not done so for the secretary. Just let me know if I should add this procedure to my routine.

Charges for individual items

Labels & Reports: Immediately realize we were charging too much for report & labels. Have instituted the following schedule. Will bill for the renewal mailings & thank you for renewing mailings. Price for shipping has been dropped because its already included in the CRLA monthly postage meter reading. Have added shipping costs for overnight, etc.

Names to be exported and emailed:

Individual request \$ 7.50

Multiple requests \$ 5.00

Labels & Printed Report:

labels (under 100) \$10.00

labels (over 100) \$12.50

Reports to fax \$ 5.00

Postage Meter: Department number read each month & invoiced accordingly.

Copy Machine: Department number read each month & will be invoiced accordingly.

Individual Charges for renewal & thank you mailings: Currently invoiced separately. Will do so for the remainder of the year. Next year would just like to add to the Database Management Fee.

Partial Lock Box

\$85.00

I am currently opening all mail and forwarding memberships and checks on to the treasurer. Making two copies-one for me & one for membership chair. The first main batch was large. Sent UPS Overnight to guarantee delivery. Have ordered a stamp to endorse checks prior to shipment.

Printing

ESG has completed several printing jobs for CRLA and invoiced for each of those individually.

Additional Observations & Comments

- 1.) We neglected to include charges for copies on the copy machine. We have been eating several copies. I have included charges @.06 each when I have done lots (i.e. renewal letters, etc.)

- 2.) At first I felt that ESG had under bid by quite a lot. I was putting in far more hours than the \$285.00 charged. However, much of that was a learning curve that I don't expect CRLA to pay for. We have installed a Time Billing Software program and I am beginning to accurately log the hours I spend with CRLA. Also I can see that the load is beginning to slow down. At this point I will continue to track hours through September 30, 1999. At that time, if I feel it is justified, I will make a proposal for an increase in fees to be presented at the November Board Meeting. I think it will take a full year to get a feel for the total amount of work involved.
- 3.) Requests from SIG & State leaders have been wonderful, kind & helpful. There are not too many to handle.

What I have done well:

Designing the new renewal form is a plus for both ESG and the members. It is much easier for the member to renew (not fill out a form from scratch each year) and for ESG to enter the data. There is a far less chance for error this way. I will do the same thing shortly for Lifetime Members to renew their SIGs for 1999.

In most instances, I have SIG & state requests filled same day or shortly thereafter. A few times it has taken a week due to vacation or sick children.

What I would like to improve upon:

I would have liked to get the first renewal mailing out more quickly. With forms already designed it will not take as long next year. However, I can't really mail first renewal batch until all renewals are in from the conference. Perhaps that can be refined next year.

Still need to send out renewals for Lifetime Members to sign up for SIGs for 1999. I should have done that last month.

I would like to become more familiar with the industry to understand more about the members and their needs.

Next year I will add the Federal Tax ID number to the application & renewal forms. That will do away with about 30 emails I have received since the renewals were mailed.

Final Comments

It has been a great six months. I have enjoyed working with everyone at CRLA and I look forward to a long relationship.

Executive Services Group

INVOICE

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date 1/10/99

Order No.

Sold to: CRLA c/o Rosalind Lee
 Kwantlen University
 Academic & Career Prep. Dept.
 8771 Landsdowne Road
 Richmond, BC V6X 3V8 Canada

Shipped to (if other than Sold to):

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

5000

Letterhead without Auburn address -

on linen paper

\$213.00

Packaging for shipment to members

upon request (chip back/shrink wrap)

16.60

500

Letterhead with Auburn address

53.00

\$282.60

Supplies

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

Thank You For Your Order

Executive Services Group

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

INVOICE

No.
990119

Date
1/10/99

Order No.

Sold to: CRLA c/o Rosalind Lee

Shipped to (if other than Sold to):

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

650

Processing for Annual Renewal Mailing

Matched stuffing, label, meter & seal

MAILING

\$101.27

SERV

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

Thank You For Your Order

EXECUTIVE SERVICES GROUP

PO BOX 5578

AUBURN, CA 95604

(530) 823-1076 • fax (530) 823-6331

INVOICE No. 990212**Date**

2/2/99

SOLD TO: CRLA c/o Rosalind Lee
Kwantlen University
Academic & Career Prep. Dept.
8771 Landsdowne Road
Richmond, BC V6X 3V8 Canada

Quantity	Description	Price	Amount
31 pcs.	Postage	\$	23.23
	January requests (per attached list)	\$	115.75
	Total Due:	\$	138.98

A service charge of 1% will be added each month on past due balances. We thank you for your prompt payment.

Thank You For Your Order

[illegible]i

EXECUTIVE SERVICES GROUP

PO BOX 5578

AUBURN, CA 95604

(530) 823-1076 • fax (530) 823-6331

INVOICE No. 990208**Date**

2/1/99

SOLD TO: CRLA c/o Rosalind Lee
Kwantlen University
Academic & Career Prep. Dept.
8771 Landsdowne Road
Richmond, BC V6X 3V8 Canada

Quantity	Description	Price	Amount
	February Management Fee	\$	285.00

A service charge of 1% will be added each month on past due balances. We thank you for your prompt payment.

Thank You For Your Order

Executive Services Group

INVOICE

No.

990120

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date

1/10/99

Order No.

Sold to: CRLA c/o Rosalind Lee

Shipped to (if other than Sold to):

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

830

Postage

CODE

POSTAGE

\$293.98

December requests (per attached list)

MAILING

173.60

SERV.

Total

\$467.58

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

Thank You For Your Order

December CRLA Requests

Rec'd	Filled	Description	Qty.	Charge	TOTAL
11/30/98	12/4/98	3 Qucik Reference sets of labels	32 each	\$15.00	\$15.00
	12/7/98	state/region requests for Kathy Carpenter exported		\$7.50	\$7.50
	12/7/98	state/region requests for Kathy Carpenter exported MAC		\$0.00	\$0.00
12/5/98	12/10/98	AZ, NM, OK & TX Region labels (2 sets)	165	\$25.00	\$25.00
12/7/98	12/9/98	NE, KS, IA & MO Region to B Smith(exported - didn't work)	70	\$0.00	\$0.00
12/9/98	12/10/98	NE, KS, IA & MO Region labels to B Smith ?	70	\$10.00	\$10.00
12/3/98	12/10/98	NE, KS, IA & MO Region labels to Pat Jonason	70	\$10.00	\$10.00
12/3/98	12/10/98	Great lakes Region exported	65	\$7.50	\$7.50
12/11/98	12/11/98	Oklahoma region emailed	3	\$0.00	\$0.00
12/10/98	12/11/98	Multicultural Issues labels	33	\$10.00	\$10.00
12/16/98	12/16/98	WA, ID, WY, MT & BC labels to Molly Widdicombe	80	\$10.00	\$10.00
		Quick Reference Labels for Lorraine 1 sets	32	\$10.00	\$10.00
12/10/98	12/21/98	NE Region & PA & NJ labels 3 sets	112	\$37.50	\$37.50
		5 sets labels executive board	7 each	\$10.00	\$10.00
		Export NE region to disk		\$10.00	\$10.00
					<u>\$162.50</u>

Copies

12/12/98	Thank you for Renewing letter	110	0.06	6.60
12/12/98	Thank you for Joining Letter	50	0.06	3.00
29-Dec	Thank you for Renewing letter	25	0.06	1.50
				<u>0.00</u>
				11.10

Total \$173.60

Executive Services Group**INVOICE**

No.

981209

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date

12/3/98

Order No.

Sold to: CRLA c/o Sylvia Mioduski

Shipped to (if other than Sold to):

Univ. of Arizona Learning Center

PO Box 210021

Tucson, AZ 85721-0021

Date Shipped**Terms****NET 30 DAYS****Shipped Via****F.O.B.****QUANTITY****DESCRIPTION****PRICE****AMOUNT**

700

Membership Renewal Forms

\$40.00

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

Executive Services Group**INVOICE**

No.

981210

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date

12/3/98

Order No.

Sold to: CRLA c/o Sylvia Mioduski

Shipped to (if other than Sold to):

University of Arizona Learning Center

PO Box 210021

Tucson, AZ 85721-0021

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

2

Postage

\$1.79

November CRLA Requests per list

\$32.50

Total Due

\$34.29

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

November CRLA Requests

[illegible]

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

October CRLA Requests

Date Rec'd	Date Filled	Description	Qty.	Charge	Ship	TOTAL
9/30/98	10/1/98	Membership Reports to Board	714 pages @ .06	\$42.84		\$42.84
10/2/98	10/2/98	Canadian labels for JCRL	29	\$10.00		\$10.00
10/2/98	10/2/98	Redo Texas labels & report	90 each	\$0.00		\$0.00
10/5/98	10/6/98	10 SIGS for Patti Dozen	10 label sets	\$100.00	\$3.00	\$103.00
10/6/98	10/6/98	Learning Assistance SIG for Jan Norton	134	\$12.50		\$12.50
10/7/98	10/7/98	Cognitive Psychology	37	\$10.00		\$10.00
10/16/98	10/21/98	Developmental Writing SIG for Dagmar Corrigan	50	\$10.00		\$10.00
10/21/98	10/21/98	New members to Rosalind Lee	8	\$0.00		\$0.00
10/27/98	10/27/98	4 SIG Reports for Patti Dozen (faxed not mailed)		\$20.00		\$20.00
						\$208.34

Nov-17, 98 01:28P

Learning Center

621-5015

P.4

4

There is a

Executive Services Group**INVOICE**

No.

980944

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date

9/30/98

Order No.

Sold to: CRLA c/o Sylvia Mioduski

Shipped to (if other than Sold to):

Univ. of Arizona Learning Center

PO Box 210021

Tuscon, AZ 85721-0021

COMPLETED

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

1000

Letterhead

(not linen)

\$67.00

Typesetting

20.00

\$87.00

Bylaws Mailing:

850

Cover letter (using above letterhead)

\$35.00

850

Bylaws (2 sides)

83.00

Label Run

12.50

Mail Processing (800 pcs @ 10¢)

80.00

\$231.50

3500

Envelopes - 6 1/2 x 9 1/2

\$258.00

3500

#10 business envelopes

138.00

\$396.00

1000

Membership Cards

\$52.00

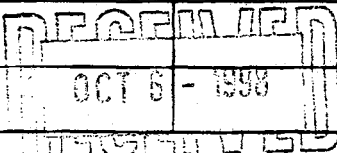
Typesetting

20.00

\$72.00

Total Due

\$786.50



A service charge of 1% will be added each month on past due balances.

We thank you for your prompt payment.

Executive Services Group**INVOICE**

No.

980946

P. O. Box 5578 • Auburn, CA 95604
(530) 823-1076 • fax (530) 823-6331

Date

9/30/98

Order No.

Sold to: CRLA c/o Sylvia Mioduski

Shipped to (if other than Sold to):

Univ. of Arizona Learning Center

PO Box 210021

Tucson, AZ 85721-0021

COMPLETED

Date Shipped

Terms

NET 30 DAYS

Shipped Via

F.O.B.

QUANTITY

DESCRIPTION

PRICE

AMOUNT

September CRLA Label Requests per

attached list

\$161.50

September postage - 869 pieces

\$302.63

Total Due:

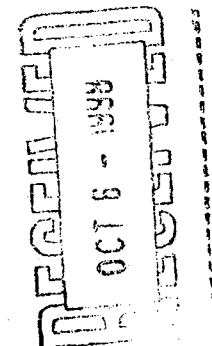
\$464.13

RECEIVED
OCT 6 - 1998
DEPT. OF EDUCATION

A service charge of 1% will be added each month on past due balances.
We thank you for your prompt payment.

September CRLA Requests

Date Rec'	Date Fille	Description	Qty.	Charge	Ship	TOTAL
8/28/98	9/4/98	New Members to Rosalind		\$0.00		\$0.00
8/28/98	9/4/98	New Members to Mike O'Hear		\$0.00		\$0.00
9/2/98	9/4/98	Workplace/Literacy Sig	28	\$10.00		\$10.00
9/2/98	9/9/98	Peer Tutoring SIG	183	\$12.50		\$12.50
9/2/98	9/9/98	PA & NJ Regional	65	\$10.00		\$10.00
9/2/98	9/9/98	Ext. Req. Gladys Shaw	364	\$12.50	\$3.00	\$15.50
9/2/98	9/10/98	Ext. Req. Maggie Mock	364	\$12.50	\$3.00	\$15.50
9/2/98	9/10/98	Ext. Req. Naomi Ludman	364	\$12.50	\$3.00	\$15.50
9/8/98	9/10/98	Teach/Ex SIG, 2 labels & report	47 each	\$15.00		\$15.00
9/10/98	9/10/98	Quick Reference labels, 3 label runs	31 each	\$20.00		\$20.00
9/11/98	9/11/98	Texas regional request label & print out	119	\$12.50		\$12.50
9/18/98	9/18/98	Oregon Labels & report	24	\$10.00		\$10.00
9/28/98	9/30/98	Replace Oregon labels	24	\$10.00		\$10.00
9/22/98	9/24/98	Export & email names for September News <i>letter</i>	805	\$7.50		\$7.50
9/28/98	9/30/98	Export & email names for Computer Technology SIG	86	\$7.50		\$7.50
						<hr/> \$161.50



CRLA Board Meeting
New Orleans, Louisiana
February 21, 1999
Attachment **I**
1 Page(s)



College
Reading &
Learning
Association

P. O. Box 6251
Auburn, CA 95604
debbie2@garlic.com

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Membership Report as of 2/15/99

241 not renewed from 1997

392 not renewed from 1998 (will receive 2nd notice)

122 new members since 9/1/98

487 memberships expire 12/31/99

1 membership expires 12/31/00

1 membership expires 12/31/01

44 memberships expire after 2001

30 envelopes have come in and are waiting to be processed.

First renewal mailing was mailed December 19, 1998.

Second renewal mailing will be mailed February 22nd or 23rd,

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Monday, February 22, 1999 New Orleans, Louisiana Minutes

Hyatt Regency Hotel

Members Present: Michael O'Hear, *President*, Pat Jonason, *President-elect*, Kathy Carpenter, *Past-president*, Lorraine Dreiblatt, *Secretary*, Gretchen Starks-Martin, *Treasurer*, Vince Orlando, *Executive Assistant*, Roz Bethke, *Newsletter*, Rosalind Lee, *Membership Chair*, Sylvia Mioduski, *Past-treasurer*

The meeting was called to order by Mike at 9:00 am.

1. *Distribution of information*

Mike distributed the following documents:

- Quick Reference List (*Attachment A*)
- Table of Contents from the book, A Learning Assistance Center (*Attachment B*)
- Symposium Plan (*Attachment C*)
- Post Conference Report (*Attachment D*)
- Kamal Maheshwari's application for the membership coordinator's position (*Attachment E*)
- Vicki Papineau's application for the membership coordinator's position (*Attachment F*)

The Board toured the hotel and reconvened at 10:55 am to discuss the changes in room assignments from the previously contracted conversation.

2. *Conference Evaluation Form Update*

Mike asked for input. Discussion followed.

3. *Preliminary conference schedule*

Pat distributed a preliminary conference schedule (*Attachment G*) and an introduction to Dr. Betty Siegel, who will be the keynote speaker (*Attachment H*). A discussion followed of the inclusion of a plenary session.

4. Reimbursement of expenses for Board members

A discussion followed regarding reimbursement of expenses for Board members. Gretchen encouraged all members to submit reimbursement forms when completed.

5. Election committee members

Kathy asked for suggestions for election committee members.

The Board took a lunch break from 12:00 - 1:30 pm.

6. Membership coordinator position

Applications were reviewed and discussed.

The meeting was adjourned at 2:35 pm.

The minutes were approved March 24, 1999.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

February 22, 1999

List of Attachments to Minutes

- A. Quick Reference List
- B. Table of Contents from, A Learning Assistance Center
- C. Symposium
- D. Post-Conference Report
- E. Kamal Maheshwari's application for membership coordinator
- F. Vicki Papineau's application for membership coordinator
- G. Conference Schedule
- H. Introduction to Dr. Siegel

- missing -
Apparently never
sent



CRLA Board Meeting
New Orleans, Louisiana
Feb. 22, 1999
Attachment A
4 Page(s)

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

THE CRLA QUICK REFERENCE LIST

February 1999

*Check
Gretchen's*

CRLA HOME PAGE
CRLA CONFERENCE HOME PAGE
JCRL E-MAIL ADDRESS

<http://www.dcc.edu/~crla>
<http://clem.mscd.edu/~crla>
jcrl@unbc.ca

FEDERAL ID NUMBER

95-3177158

CRLA Official Address

CRLA
PO Box 6251
Auburn, CA 95604

Mailing Service

Executive Service Group
P.O. Box 5578
Auburn, CA 95604

Debbie Sipe
(530) 823-1076
(530) 823-6331 fax
debbie2@garlic.com

President

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

(219) 481-6817 work
(219) 481-6880 fax
Ohear@ipfw.edu

President-Elect

Pat Jonason
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210

(913) 469-8500X-3351 work
(913) 469-631-0311 home
(913) 469-2588 fax
pjonason@johnco.cc.ks.us *johnco.net*

Past President

Kathy Carpenter
Learning Center-905 W. 25th St.
University of Nebraska-Kearney
Kearney, NE 68849

(308) 865-8214 work
(308) 865-8157 fax
(308) 236-7601 home
carpenterk@unk.edu

Board Executive Assistant & Elections Committee Chair

Vincent Orlando
Metropolitan State College of Denver
Campus Box 17, PO Box 173362
Denver, CO 80217-3362

(303) 556-3057 work
(303) 556-5390 fax
(303) 744-2697 home
orlandov@mscd.edu

Secretary

Lorraine Dreiblatt
5265 Jung Frau Place, NW
Issaquah, WA 98027

(425) 643-2636 work
(425) 644-8305 fax
(425) 643-2632 home
ldreiblatt@aol.com

Treasurer

Gretchen Starks-Martin
St. Cloud University
720 Fourth Ave. South
~~Clear Lake~~, MN 56301-4498
St. Cloud

(320) 255-4742
(320) 202-0959 fax
gstarks@stcloudstate.edu

(652) 662-2324 home

Membership Coordinator

Rosalind Lee
Kwantlen University College
Academic and Career Preparation Dept.
8771 Lansdowne Road
Richmond, BC V6X 3V8
Canada

(604) 599-2706 x9521 voice mail
(604) 599-2716 fax
(604) 224-1413 home
rosalind@kwantlen.bc.ca

Site Selection Chair

Susan Brown
Center for Learning Assistance
New Mexico State University
Box 30001, Department 5278
Las Cruces, NM 88003-8001

(505) 646-3137
(505) 646-8082 fax
(505) 522-4056 home
subrown@nmsu.edu

Archivist & Past Officers Council Chair

Karen Smith
Kreeger Learning Center
Rutgers State University of New Jersey
151 College Avenue
New Brunswick, NJ 08901-8545

(732) 932-1443 work
(732) 932-1453 fax
kgs@rci.rutgers.edu

Awards & Scholarship Chair

Tom Gier
8102 Harvest Circle
Anchorage, AK 99502

(907) 786-4362
tomgier@webtv.net

By-Laws Chair

Denise McGinty Swann
Learning Skills Center
University of Texas, Austin
900 W. 16th
Austin, TX 78701

(512) 471-3614
dswann@mail.utexas.edu

Conference Exhibits Chair

Donna Wood
State Technical Institute of Memphis
5983 Macon Cove
Memphis, TN 38134-7693

(901) 383-4161 work
dwood@al.stim.tec.tn.us

Cas Representative/Professional Association Liaison Chair

Becky Johnen
West Virginia Northern CC-Wheeling
1704 Market Street
Wheeling, WV 26003-3699

(304) 233-5900 x4461 work
(304) 233-5837 x4402 fax
bjohnen@nothern.wvnet.edu

International Tutor Certification

Gladys Shaw
Program Coordinator
Tutoring & Learning Center
University of Texas-El Paso
300 Library
El Paso, TX 79968

(915) 747-5366 work
(915) 747-5486 fax
gshaw@utep.edu

Assistant Coordinator

Robin Melton
University of Texas-Arlington
PO Box 19509
Arlington, TX 76019

(817) 272-2617 work
(817) 272-3770 fax
melton@uta.edu

Newsletter Editor

Roz Bethke
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

(913) 469-8500 x3792 work
(913) 469-2588 fax
(913) 422-7774 home
rbethke@johnco.cc.kansas.us *jccc.net*

Evaluations Chair

Jan Norton
Missouri Western State College
4525 Downs Drive
St. Joseph, MO 64507

(816) 271-4536 work
(816) 271-4574 fax
norton@griffon.mwsc.edu

Parliamentarian

Carmen Springer-Davis
Peer Tutor Program
Casper College
Casper, WY 82601

(307) 268-2515 work
(307) 266-3065 home
(307) 268-2682 fax
springer@acad.cc.wyecollege.edu

SIG Coordinator

Patti Dozen
Moorpark College
Center for Learning Assistance Services
7075 Campus Rd.
Moorpark, CA 93021

(805) 378-1400 work
(805) 579-1523 home
(805) 378-1499 fax
pdozen@sunny.moorpark.cc.ca.us

Political Action Committee Chair

Gail Platt
South Plains College
1401 College Ave., Box 129
Levelland, TX 79336

(806) 894-9611 x2240
(806) 894-5274 fax
gplatt@spc.cc.tx.us

Professional Development Committee Chair

Karen Agee
University of Northern Iowa
8342 Northview Drive
Cedar Falls, IA 50613

(319) 273-6023 work
(319) 273-7578 fax
(319) 277-1087 home
karen.agee@uni.edu

JCRL Editor

Jim Bell
Learning Support Coordinator
Sunshine Coast University
Locked Bag No. 4
Maroochydore South Queensland 4558
Australia

(07) 5430-1231
(07) 5430-1229 work
jimb@scuc.edu.au

JCRL Co-Editor (Spring '99 Edition)

Lyn Benn
University of Northern British Columbia
3333 ~~Inverness~~ *University Way*
Prince George, BC V2N 4Z9

(250) 960-6365 work
(250) 960-6330 fax
lynb@unbc.ca

JCRL Managing Editor

Maureen G. Hewlett
Learning Skills Center
Room 7-148
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

(250) 967-4365 home
(250) 960-6355 work
(250) 960-6330 fax
hewlett@unbc.ca

1999 New Orleans On-Site Chair

Susan Halter
Delgado Community College
3 Warbler St.
New Orleans, LA 70124-4399

(504) 483-4387 work
shalte@pop3.dcc.edu

(504) 288-5362 (home)
(504) 483-1953 (fax)

February 11, 1999

TO: The Executive Board of CRLA and NADE

FROM: Dr. Susan Brown and Gladys R. Shaw, Co-Chairs of the Joint Symposium 2000 Committee

SUBJECT: Approval of Symposium Plans

Please review the following arrangements regarding the Joint Symposium and sign or indicate any needed revisions.

1. NADE and CRLA agree that all risks and profits or losses will be shared equally between the two organizations.
2. For the 2000 Joint Symposium, the conference function assignments are to be Site Arrangements by the NADE Representatives and Registration and Program by the CRLA Representatives. Subsequently the functions will alternate between the two organizations.
3. The location of Joint Symposium 2000 will be Breckenridge, Colorado if an acceptable hotel contract can be negotiated.
4. The symposium will start Wednesday afternoon and end Friday noon.
5. The maximum number of attendees will be 750 on a first come, first served basis.
6. The week will be the third or fourth week in June, 2000.
7. The title will be the International Symposium on Teaching and Learning: Issues in Higher Education.
8. The early registration fee will be \$120 and the late fee will be \$150 to include one lunch, 2 breakfasts, one reception, and 4 refreshment breaks. There will be no on-site registration.
9. The program will consist of three-hour facilitated group discussions on five issues. There will be four-three hour discussions on different topics related to each issue.

10. The program agenda will be as follows:

Wednesday

8:00-12:00	Registration
12:00-1:30	Lunch – on your own
2:00-5:00	Discussion Block I (4 to 5 discussion groups)
5:00-6:30	Reception
6:30	Dinner on your own

Thursday

7:30-9:00	Continental Breakfast
9:00-12:00	Discussion Block II (4 to 5 discussion groups)
12:00-1:30	Lunch: Bistro or cafeteria style
2:00-5:00	Discussion Block III (4 to 5 discussion groups)
	On your own

Friday

7:00-8:00	Continental Breakfast
8:00-11:00	Discussion Block IV (4 to 5 discussion groups)
11:00-12:00	Closing Plenary Session

11. Each organization will contribute seed money of \$1,500 by March 15, 1999. Checks are to be made payable to Joint Symposium 2000 for which a local bank account will be established with those funds.
12. Should additional funds be needed, prior to the conference, each organization will contribute half to a limit of \$500 each.
13. NADE will sign the hotel contract as Site Manager. Subsequently the organization in charge of site arrangements will sign the hotel contract. However, it is contractually agreed that the two organizations are equally responsible as stated in No. 1.
14. The books of the conference will be closed, the final report submitted and the remaining funds distributed no later than September, 30, 2000.
15. While every effort will be made to have hotels comp rooms for a site visit, the budget will include funds to cover expenses of travel, lodging, and food for one representative from each organization to make a site visit before a hotel contract is signed.

16. Projected working budgets from worst to best are appended subject to unforeseen circumstances which may occur. Proposed budget revisions of \$2,000 or more will be submitted to the boards of both organizations for approval.

Approved: _____
President of CRLA

Approved: _____
President of NADE

Date: _____

Date: _____

**Tentative Budget
Joint Symposium 2000**

Worst Case (150)

Income:

150 reg. @ \$120	\$18,000
Seed	<u>3,000</u>
Total Income	<u>\$21,000</u>

Expense:

Site Visit	\$ 1,500
Printing, Postage, & Supplies @ \$20 per attendee	3,000
Food @ \$56 per attendee	<u>8,400</u>
Total Expenses	<u>\$12,900</u>
Net Income Budgeted	<u>\$ 8,100</u>

Expected (200)

Income:

150 reg. @ \$120	\$18,000
50 reg. @ \$150	7,500
Seed	<u>3,000</u>
Total Income	<u>\$28,500</u>

Expenses:

Site Visit	\$ 1,500
Printing, Postage, & Supplies @ \$20 per attendee	4,000
Food @ \$56 per attendee	<u>11,200</u>
Total Expenses	<u>\$16,700</u>
Net Income Budgeted	<u>\$11,800</u>

Maximum**Income:**

200 reg. @ \$120	\$24,000
50 reg. @ \$150	7,500
Seed	<u>3,000</u>
Total Income	<u>\$34,500</u>

Expenses:

Site Visit	\$ 1,500
Printing, Postage, & Supplies @ \$20 per attendee	5,000
Food @ \$56 per attendee	<u>14,000</u>
Total Expenses	<u>\$20,500</u>
Net Income Budgeted	<u>\$14,000</u>

POSTCONFERENCE REPORT

31st ANNUAL CONFERENCE SALT LAKE CITY November 4-7, 1998

General Planning

I can but echo what Kathy said in last year's report about the need for early planning on key items. I started thinking about a theme as soon as I was elected President-Elect and asked advice and thoughts on possible themes from people within the organization. It took about a month to narrow in on *Two Steps to 2000*, the conference theme. Luckily, I have traveled fairly extensively in Utah and so was familiar with its topography and famous sites in the state. Delicate Arch, a major attraction in one of my favorite national parks, seemed a great logo because looking through the arch conveys a sense of looking into a new dimension, the future. Unknown to me, this symbol was even more significant than I had earlier imagined as it was the symbol of the state's centennial license plate. Since our school has a highly regarded art department, I was able to find help at a cheap price to design the logo.

Closing with the keynote speaker early on was a big plus. Luckily, John Gardner had earlier indicated his willingness to come; that he accepted the money available was a plus. John wanted more information about CRLA, and I was able to give him material that helped him focus his comments on a CRLA audience. I found it was necessary to keep in touch with John at regular intervals to let him know what was going on and to keep up his interest.

Getting entertainment and a luncheon speaker took much longer. Working with Grant Richards, we looked at available entertainment and found much of it too high priced. Likewise, people we wanted for luncheon speaker didn't seem to work out. Only in spring of 1998 did Grant get the UVSC dance group to perform for a reasonable figure. After we discussed Western Governors University, Grant was able to get Amy Carmer to agree to come to the conference for the luncheon. She was a good choice, bringing important information to the CRLA audience, and she was free.

Getting Committee chairs was not as hard as I had thought it would be. I only had two refusals--both for good reasons--from among those I asked. Those taking these jobs were all new to national responsibilities. I elected to fill the function of conference chair myself because I wanted to assure that presentations and the set up would fit what I wanted to see.

The meeting of my chairs and the local people in Sacramento was quite helpful. Mainly, this meeting let me meet and talk to the Salt Lake people who I might not otherwise have met until much later in the process.

Specific Event Planning

Allowing adequate timing for all events and planning innovations were difficult items. I wanted a maximum number of presentations, at least 80, to entice as large a number of people as possible to participate in the conference. This, of course, meant that there would be less free networking time than many people wanted. Still, my feeling was that those who wanted to network could do so even if sessions were going on. I hoped to get more people to stay with the conference until the end by scheduling workshops Saturday afternoon. The workshops, specially chosen because of the quality of presenters, were effective in drawing people, but the Saturday morning sessions had lower than normal attendance. This could have been affected by weather or by moving the Publishers' breakfast to Friday, which may have encouraged people to stay in bed. Moving the banquet to Friday may have slightly increased numbers, though luncheon numbers on Saturday were fairly low. The Wednesday evening Newcomers event drew about as many people as usual. The publishers' opening buffet seemed to draw a big crowd, and we pretty much ran out of food, even though the buffet was resupplied at staggered intervals. The "A Conversation with..." sessions were well attended, and I recommend offering them again. Finally, I elected to honor SIGs and authors in our Hospitality Suite. Patti Dozen felt this went well, though the structure I had hoped for did not materialize.

I was fairly much in control of what the chairs could do, although within the framework, people were free to improvise. Various people have suggested changes in format, many of which might be given a chance. Still, were I given the chance to structure the conference differently, I doubt I would make any major changes.

Fee Waivers

I pretty much followed the pattern of the previous years. I comped costs for the Board and have recommended that these costs be comped for incoming Board members as well. I also comped registration for local people working at the conference and for our keynoter and luncheon speaker, as well as Hunter Boylan and the NADE President, MCLCA President, and NTA President. Invited institute presenters were given cash stipends and not comped. Our entertainers were given free dinners, but as they worked for free, this

was a minor matter. All mentors received a free lunch.

Specific Recommendations

1. The Leadership Institute remains a problem. Kathy started it Wednesday morning and received some negative comments. I did it Wednesday afternoon and also received some complaints. Suggestions have been made to do it at night, or to put institutes at night so that those in the leadership meeting could attend. I don't see an easy answer here. Could the institute be shortened to fit it in around dinner and before whatever is going on at night?
2. The post-conference institutes worked well because they were limited in number and run by some really great people. I would like to see us continue to offer them on this limited basis, perhaps having only two or three would assure decent to good attendance even where the audience is not captive as it is in places like Salt Lake when people need to wait for Sunday flights.
3. The importance of getting a host institute to offer computer institutes cannot be over emphasized. These will become increasingly valued parts of the conference and remain big draws. The problem is that having computers at the hotel is cost prohibitive. The only way to have these institutes is to have a local institution host them. Local people and the conference chair must resign themselves to running back and forth to make sure people get on buses at the right time and place.
4. Presenters must be urged to bring their own computer equipment if they want to use it. While we can provide the basics, the conference and the organization's reputation are enhanced by having powerpoint presentations. Those who want to bring and use computers should be encouraged to do so.
5. The campus tour was a big hit. People like to sample what other schools are doing. The food offered in Salt Lake was a memorable bonus. If the local hosts are able to set up a tour, it should be well received.
6. Other tours are real question marks. Sometimes people come, especially if the tour involves something unavailable elsewhere and perceived as valuable. The Mormon tabernacle choir drew a great crowd; the geneology tour, perhaps because it was held Tuesday, was less successful. It should be remembered that tours involve responsibility for the organization. In most big hotels, people can make their own arrangements and leave the organization with no responsibility.

7. Having the "Welcome Back" reception Wednesday has the advantage of freeing up a conference night for other activities. Also, it occurs right at the start of the conference, a good time to welcome. Combining it with newcomers allows two big events to take place at once. There is a good chance that the keynoter can attend at this time, which is a big plus.
8. Having the hospitality suite open Wednesday through Saturday I felt was a good idea. The big crowds are Thursday and Friday, but Wednesday allows people to continue conversations from earlier activities and gives people something to do right from the moment of their arrival. The Saturday suite is the slowest time. Again, though, it gives people a time and place to say goodbyes.
9. Luncheon speakers probably should be local, if there is someone who can talk on a topic of interest or entertain. In any big city, such people should abound. I limited our concerns in Salt Lake to someone in education generally, but the local people did have several leads which didn't pan out. I suspect that, had we gotten one of these people, we would have drawn more people to come.
10. Definitely exhibits should be closed during general sessions and those exhibitors who come to these sessions recognized. Exhibits must be constantly watched and revised. The exhibits chair has been in office for a year now. Her report should be read, and the conference chair should talk with her about changes. I think we've just about got it right, but we may want to work a little more on it. The conference chair should talk with the exhibits chair about publishers who might agree to be sponsors, particularly the publisher of the keynoter's books. The issue of corporate sponsors seems to be of increasing importance. It can be a major factor in whether the conference makes money or not. Ideally, we should have four or five corporate sponsors. This year the exhibits chair worked on this problem. It is possible the conference chair may need to work on getting more sponsorships.
11. On-site committees should include the following: audio-visual, local events (dinner-on-the-town, entertainment, tours, etc.), registration, graphics, and hospitality, as well as an overall chair. It is imperative to keep close contact with the local chair through the year to get done those things that are needed in an acceptable time frame. My experience was that most frequently I had to indicate a need to local people, then they moved quickly to meet it. I think each year's local committee needs to be in touch with the previous year's local chairs to get an idea

of what to do and how to do it. I think it helps if this contact can be ongoing.

12. Photographs of conference events are important additions to the experience. Although it is good to see if anyone from the host institutions who has special talent in this area will take pictures for a fee, anyone with an eye, a good camera, and a presence at most conference activities will be able to perform this role adequately.
13. The scholarship auction has been a big success. This year we combined it with distribution of minor awards, and it worked pretty well. It does need a minimum of ½ hour, preferably an hour, at which no other event is scheduled.
14. I recommend doing away with ribbons. We used fewer this year than it previous years, but still there were too many. I suggest we may need ribbons for officers, committee chairs, etc., but not for people with other functions. While on the subject, I would like to see name tags for exhibitors printed.



January 22, 1999

Dr. Michael F. O'Hear
President-Elect CRLA
Indiana University-Purdue University
2101 E. coliseum Blvd.
Fort Wayne, IN 46805-1449

Dear Dr. O'Hear:

I am pleased to indicate that Dr. Kamal Maheshwari will have our institutional support to serve as Membership Coordinator for the College Reading and Learning Association. I understand that this appointment does not incur any monetary obligation to Galveston College, however, we will certainly support Dr. Maheshwari's instructional absences in order to attend board meetings. Her colleagues are very generous in lending support by teaching classes in her absence.

Dr. Maheshwari is an excellent teacher and a credit to both Galveston College and her profession. I believe she will serve you well as Membership Coordinator.

If I can be of further assistance in support of Dr. Maheshwari, please contact me. My e-mail address is mkoeninger@gc.edu or call (409) 763-6551 ext. 204.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary Koeninger", is written over a light, stylized graphic element.

Mary Koeninger, Ed.D.
Vice President of Instruction



January 27, 1999

Dr. Michael F. O'Hear
President-elect CRLA
Indiana University-Purdue University
2101 D. Coliseum Blvd.
For Wayne, IN 46805-1449

Dr. O'Hear:

This letter is to express my interest in serving as the Membership Co-ordinator of the College Reading and Learning Association. My long-standing involvement in the organization and encouragement from professional colleagues have created in me a greater desire to serve the organization in the capacity of MC.

My commitment to CRLA spans a period of eight years and includes the roles of sessions chair at annual conferences, a proposal reader and a member of the Scholarship Committee. Furthermore, I have been involved in various civic organizations acting as a coordinator and chair at several events in Galveston and in Houston.

I believe that CRLA has a lot to offer its membership in an era of technological advances and critical challenges. It is evident that carefully planned marketing strategies and varied membership options are critical to lead our organization to be more effective.

I am committed to the following:

- ▶ Carefully planned marketing strategies to increase membership to reflect the diverse student populations we serve.
- ▶ Develop membership categories (regular, life, emeritus, and student/undergraduate).
- ▶ Institutional membership for non-profit organizations.
- ▶ Concerted efforts to help members feel that responsible, concerned input is valued, considered and acted upon.

As requested, copies of my vita and a letter of institutional support are enclosed.

I consider it a privilege to serve as the Membership Coordinator of the College Reading and Learning Association. Your confidence in my abilities is appreciated.

Sincerely,

Kamal Maheshwari
Asst. Professor of Reading

Kamal Maheshwari
7124 North Holiday Drive
Galveston, TX 77550
(409) 763-6551, ext. 325 - work
e-mail address: kmaheshwari@gc.edu
(409)765-9905 - home

EDUCATION

- Ed. D. University of Houston - University Park, Houston, Texas. Curriculum
1980 and Instruction, Reading and Language Arts.
- M. Ed. University of Houston - University Park, Houston, Texas. Curriculum
1977 and Instruction, Reading and Language Arts. Secondary Level.
- M.A. University of Jabalpur, India, 1969. Political Science, International
1969 Relations/International Diplomacy.
- B.A. University of Sagar, India. Literature and Political Science.
1956

PROFESSIONAL EXPERIENCE

- June 1990 - **Assistant Professor of Reading**, Division of General Studies, Galveston
Present College, Galveston, Texas.
- Responsibilities include diagnostic and prescriptive instruction in two levels of developmental reading courses. Major goals for both levels of reading courses emphasize the knowledge and skills necessary for students to become effective and critical readers. Also, writing activities are used as an integral part of the courses to evaluate comprehension and application levels of skills.
- Fall 1994 - **Study Skills for College Students**, Division of Behavioral and Social
Fall 1995 Sciences, Galveston College, Galveston, Texas.
- Responsibilities included assisting students in developing skills to provide insights and strategies to become successful.
- Fall 1992- **Co-Facilitator:** Introduction to Patient Evaluation, University of Texas
Spring 1998 Medical Branch (UTMB), Galveston, Texas.
- Responsibilities included giving effective feedback to a small group of first-year medical students and helping them develop sensitivity regarding cross-cultural issues in patient interviews.
- Summer 1993, **Reading and Writing Professor.** Department of Student Affairs, College
Summer 1994, of Medicine at the University of Texas Medical Branch at Galveston, Texas.

PROFESSIONAL EXPERIENCE (continued)

- Summer 1995,
Summer 1997,
Summer 1998
- Responsibilities included enabling prospective medical students to develop effective reading, writing and study skills.
- August 1986 -
May 1990
- English as a Second Language Instructor.** LaPorte Independent School District, LaPorte, Texas.
- Responsibilities included planning, designing, and implementing receptive and productive language instruction for non-native speakers of English. Also worked with middle school students in a reading and writing pilot project.
- Sept. 1984 -
August 1986
- Director of Purchasing.** Compu-Connection, San Antonio, Texas.
- Responsibilities included purchasing computer products, doing inventory control, product assessment, and sales support for a \$5 million company.
- 1981 - 1984
- Reading Instructor.** North Forest Independent School District, Houston, Texas.
- Responsibilities included planning, designing, conducting, and evaluating diagnostic and prescriptive reading and language instruction for middle-school students.
- Spring 1982 -
Spring 1984
- Developmental Studies - Adjunct Instructor.** North Harris County College - Evening Program, Houston, Texas.
- Responsibilities included teaching reading and writing skills to college students.
- Fall 1981
- English as a Second Language - Adjunct Instructor.** Houston Community College, Houston, Texas.
- 1979 - 1984
- Consultant.** Clayton International Publishing Inc, Houston, Texas.
- Responsibilities included promoting and presenting application of educational materials.
- 1977 - 1981
- Facilitator.** Staff Development. North Forest Independent School District, Houston, Texas.
- Responsibilities included planning, designing, and conducting staff development programs. Also writing and evaluating federal grant proposals, and designing multi-media presentations.

PROFESSIONAL EXPERIENCE (continued)

- 1976 - 1977 **Teaching Fellow.** Department of Curriculum and Instruction, College of Education, University of Houston - University Park, Houston, Texas.
- Responsibilities included team teaching, coordinating and supervising pre-service field teaching experience using multi-media evaluation approach.
- 1974 - 1976 **Teaching Fellow.** Department Foundation of Education, College of Education, University of Houston - University Park, Houston, Texas.
- Responsibilities included teaching undergraduate students. The course was an overview of contemporary social issues in American education and educational psychology.
- 1974 - 1976 **Graduate Fellow.** Multicultural Education, Department of Curriculum and Instruction, College of Education, University of Houston - University Park, Houston, Texas.
- Responsibilities included researching, developing resources and strategies for teaching competencies in multicultural education and designing instructional modules.
- Summer 1976 **Research Assistant.** School-Based Teacher Education Project, Department of Curriculum and Instruction, College of Education, University of Houston - University Park, Houston, Texas.
- Responsibilities included conducting research for the School-Based Teacher Education Project.
- Summer 1975 **Research Assistant.** Department of Foundation of Education, College of Education, University of Houston - University Park, Houston, Texas.
- Responsibilities included developing a program evaluation instrument and analyzing the effectiveness of the competency based project.
- July 1971 -
March 1972 **Instructor.** Political Science, S.S.B. College, Gondia, India.
- 1962 - 1967 **Research Associate.** Bharat Sevak Samaj (prominent Indian Social Service Organization), India.
- 1960 - 1961 **Teacher.** English Language and Literature, and Social Studies, Maheshwari Girls Inter-College, Dibai, India.

PROFESSIONAL EXPERIENCE (continued)

1958 - 1960 **Moderator.** Women's Program of All-India Radio, (National Broadcasting System).

CONFERENCES/WORKSHOPS/PRESENTATIONS

Presenter: "Improving Teaching and Learning: Use of Teaching Portfolio." An institute that illustrated various components of a teaching portfolio to evaluate and enhance the quality of teaching. The annual conference of the College Reading and Learning Association, Albuquerque, New Mexico, November 1996.

Presenter: "Faculty Evaluation Through Teaching Portfolio: A Medium for Self-Reflection." The annual International Conference on Teaching Excellence of National Institute for Staff and Organizational Development (NISOD), Community College Leadership Program, University of Texas at Austin, Austin, Texas, May 1996.

Presenter: "The What, Why and How of Teaching: A Reflective Process." Use of teaching portfolios as effective measures of self-assessment. Innovations in Teaching/Learning annual conference, Ashland Community College, Ashland, Kentucky, October 1995.

Session Chair: "Time for Transformations." The annual conference of College and Reading Learning Association, Tempe, Arizona, April 1995.

"Leadership Training Conference," Texas Junior College Teachers Association, Austin, Texas, September 1994 and September 1995.

Institute Chair: An Institute "Developing Responsible Students," and a session at the Annual Conference of College Reading and Learning Association, San Diego, California, March 1994.

"Infusing Critical and Creative Thinking into Content Instruction," A three-day series of interactive workshops sponsored by the Southeast Consortium of Community Colleges, College of the Mainland, Texas City, Texas, 1993.

Session Chair: "Conference on Academic Support Programs." Annual Conference of the Texas Association of Developmental Education, Fort Worth, Texas, November 1992.

Annual Conference--the Texas Association for the Improvement of Reading, University of Houston-Clear Lake, Houston, Texas, October 1992.

Session Chair: Annual Convention of the National Association of Developmental Education, San Antonio, Texas, February 1992.

"Conference on Academic Support Programs." Annual Conference of the Texas Association of Developmental Education, Amarillo, Texas, October 1991.

CONFERENCES/WORKSHOPS/PRESENTATIONS (continued)

"International Conference on Teaching Excellence," an annual conference of the National Institute for Staff and Organizational Development (NISOD), Community College Leadership Program, University of Texas at Austin, Austin, Texas, May 1991, May 1992, May 1994, May 1995, and May 1996.

"Leadership Training Conference," Texas Junior College Teachers Association, Austin, Texas, September 1991.

Annual Conference--Southwest Regional Conference on English, Galveston, Texas, October 1990.

"Critical Thinking"--An intensive two-day workshop sponsored by the Southeast Consortium of Community Colleges, Galveston, Texas, September 1990.

Facilitator: Fall and Spring convention meetings of the Texas Teachers of English to the Speakers of Other Languages, Houston, Texas, 1986-1988.

Presenter: "Human Relation Skills to Develop Positive Self-Concept," A Staff Development Seminar conducted by Head Start Program, Texas Southern University, Houston, Texas, March 1981. Presented at "Cultural Context of Learning," A Multicultural Symposium observing the 20th anniversary of Peace Corps 1961-1981, Texas Southern University, Houston, Texas, March 1981.

Presenter: "Developing Positive Self-Concept-Intercultural/Intracultural Communication Approach." Multicultural/Community Conference, Texas Southern University, Houston, Texas, March 1981.

Presenter: "The Impact of Two Types of Reading Skills Development Activities on Listening Vocabulary and Reading Comprehension." A paper presented at Texas Joint Council of Teachers of English, Annual Convention, San Antonio, Texas, February 1981.

Presenter: "Writing Performance Objectives." A workshop for Teacher Corps, Texas Southern University, Houston, Texas, August 1980.

Presenter: "Newspaper: A Teaching Tool." A paper presented at Texas Middle School Association Annual Conference, Houston, Texas, February 1980.

Presenter: "The Right to Free and Quality Education." A paper presented at International Year of The Child Conference, Houston, Texas, September 1979.

Presenter: "Utilizing Newspaper in Education." A series of workshops, Sam Houston State University, Texas A&M University, and The University of Houston, Houston, Texas, 1977-1978.

Presenter: "Writing Behavioral Objectives." Consultant and Workshop Leader, North Forest Independent School District, Houston, Texas 1977-1978.

CONFERENCES/WORKSHOPS/PRESENTATIONS (continued)

Presenter: "Status of Women in the Sociology of Indian Society." North Harris Community College, Houston, Texas, 1976.

Presenter: "The Language Arts in Indian Education." Beth Ueshuran School, Houston, Texas, February 1975.

PUBLICATIONS

Maheshwari, Kamal: "The Impact of Two Types of Reading Skills Development Activities on Listening Vocabulary and Reading Comprehension." English in Texas. Vol. 12, No. 4, Summer 1981.

Maheshwari, Kamal: "Viewing the Family as a Cultural Unit: Asian Indian American Families," C.M. Ligon (ed.) Multicultural Staff Development Guide. Texas Department of Human Resources, 1981. (A self-instructional module).

Maheshwari, Kamal: The Impact of Two Types of Reading Skills Development Activities on Listening Vocabulary and Reading Comprehension. Doctoral Dissertation, University of Houston, Houston, Texas, 1980.

Curriculum Material for North Forest Independent School District, Houston, Texas (Developer, Co-Author, and Compiler)

Curriculum Guide (High School). English and Social Studies. 1977-1978.

Curriculum Guide (High School). Cultural Studies. 1976-1979.

Curriculum Guide (Middle School). Social Studies. 1978-1979.

Resource Guide: Social Studies: Collection of Objectives and Measurement Items. 1979-1980.

Resource Packets: Map Skill and Graph Skill. 1979-1980.

Practice Test Manual: A Move to Improve Testing. 1979-1980.

Human Relations Guide Part I, Part II, and Part III, 1979-1980.

PROFESSIONAL ASSOCIATIONS

College Reading and Learning Association (CRLA)

International Hindi Association

PROFESSIONAL ASSOCIATIONS (continued)

International Reading Association (IRA)

National Association for Developmental Education (NADE)

Phi Delta Kappa (PDK) Vice President Membership - 1982-1983

Two Year College English Association (TYCA)

Teachers of English to Speakers of Other Languages (TESOL)

Texas Association for Developmental Education (TADE)

Texas Teachers of English to Speakers of Other Languages (TexTESOL)

Texas State Reading Association (TSRA)

Texas Faculty Association (TFA) - Secretary - 1993 to 1997
Treasurer - 1998 to Present

Texas Community College Teacher Association (TCCTA)

CIVIC AFFILIATIONS

The Alley Theatre Guild, Houston
Galveston Historical Foundation
Galveston Symphony--BRAVO
1894 Grand Opera House, Galveston
Houston Grand Opera Guild
India Culture Society
Indo-American Association
Sierra Club - Galveston Group
University of Houston Bay Area Alumni Association
Board of Directors, 1990 - Present
Scholarship Committee Chair, 1994 - Present

VICKI PAPINEAU

Central Community College
Hastings, NE 68902-1024
(402) 461-2478
vpapineau@cccneb.edu

918 S. Claussen Ave
Grand Island, NE 68801
(308) 384-5245
papineau@ginetworks.com

February 8, 1999

Mr. Michael O'Hear
Indiana University – Purdue University
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805

Dear Mr. O'Hear,

I am writing to apply for the position of CRLA Membership Coordinator. Since the Salt Lake City conference I have been in contact with current coordinator Rosalind Lee regarding the duties of this position. After receiving much encouragement from other CRLA members, I would like to be considered for this position.

You will note from my enclosed vita, that I have had few changes in my recent professional life and I welcome this as an opportunity to grow. Through national and regional conferences, CRLA has provided me with opportunities for professional growth for a number of years. I welcome this opportunity to serve such a wonderful organization and to work with the people that have made it that way. Enclosed is a letter of institutional support from the Dean of Educational Services at Central Community College - Hastings Campus.

Skills that I associate with this job include the desire to work with people and the ability to thrive in an well-organized environment. I look forward to learning about the new arrangement with the database service and I have inquired about my electronic compatibility and capabilities.

Thank you for your consideration and I welcome this opportunity. I can be reached at the work and home numbers and addresses listed in the letterhead.

Respectfully,



Vicki Papineau

Enclosures

VICKI PAPINEAU
Instructor
Central Community College
Hastings, NE 68902-1024

Academic Degrees (degrees, institutions, dates, field of specialty)

BA	Kearney State College	1976	Middle School Education
MA	University of Nebraska-Kearney	1991	Reading Education
MS	University of Nebraska-Kearney	1991	Middle School Education
Certificate	Appalachian State University	1992	Kellogg Institute Developmental Education

Recent Professional Experience

1989 – present Instructor, Central Community College

Faculty Load - Fall, Spring & Summer (Course number, title, credits)

Com 090	Basic Reading	3 credits
Com 091	Intermediate Reading	3 credits
Com 096	Advanced Reading	3 credits
Com 104	Efficient Reading	3 credits

Other assignments: advising general education, pre-nursing and special population students

Current Professional and Academic Association Memberships

College Reading and Learning Association – national and regional
National Association of Developmental Education
International Reading Association
Nebraska State Education Association

Current Professional Assignments and Activities

CRLA Workforce Literacy SIG leader	1996-present
Nebraska State Education Association campus president	1998-present
General Education Advisory Committee – Hastings Campus	1999



February 8, 1999

To: College Reading and Learning Association Members

Dear CRLA Members:

It is with pleasure that I endorse Vicki Papineau on behalf of Central Community College, for the position of CRLA membership coordinator.

Vicki has demonstrated strong commitment to her students and profession. Throughout the years, Vicki has demonstrated her value of professional development through her numerous life-long learning activities.

Vicki will use her fine organizational and communication skills to serve CRLA as membership coordinator in all good ways.

Please let me know if you need additional information.

Sincerely,

Robin Menschenfreund, Ph.D.
Dean of Educational Services

<u>Monday, November 1, 1999</u>	8:00-5:00	Board Meetings
<u>Tuesday, November 2, 1999</u>	8:00-5:00	Board Meetings
Registration	5:00-9:00	Regency Foyer ABC, 3 rd Floor
<u>Wednesday, November 3, 1999</u>		
Registration	8:00a.m.-9:00 p.m.	Regency Foyer ABC, 3 rd Floor
Chairperson's Orientation	8:00-8:20 a.m.	
Pre-Conference Institute A	9:00-12:00	
Pre-Conference Institute B	9:00-12:00	
Pre-Conference Institute C	9:00-12:00	
Pre-Conference Institute D	9:00-12:00	
Pre-Conference Institute E	9:00-12:00	
(Campus Tour?)		
Chairperson's Orientation	1:00-1:20	
Pre-Conference Institute F	1:30-4:30	
Pre-Conference Institute G	1:30-4:30	
Pre-Conference Institute H	1:30-4:30	
Pre-Conference Institute I	1:30-4:30	
Pre-Conference Institute J	1:30-4:30	
(Campus Tour?)		
Leadership Workshop	5:00-7:30	Joint Dinner/2 meeting rooms
Past Officers Council	5:00-7:30	Dinner and meeting
Newcomer's Reception	7:30-9:00	
Hospitality Suite	9:00-12:00	

9:00-1:20

9:00-4:30

Thursday, November 4, 1999

SIG Breakfasts	7:00-8:45	3-4 separate groups
SIG Business Meetings	7:30-8:45	3-4 separate groups
Resource Room	8:00-5:00	
Chairpersons Orientation	8:00-8:20	
Elections Committee	8:00-8:30	
Registration	8:30 a.m.-8:00 p.m.	
First General Session	9:00-10:30	
Introductions		
Welcome to Conference		
Keynote Speaker		
Refreshments	10:30-10:45	
Chapter, States, Regions Meetings	10:45-1:00	27 separate groups
followed by regional lunches		
Concurrent Session #1	1:30-2:30	12 options to choose from/12 meeting rooms
Refreshments	2:30-2:45	
Concurrent Session #2	2:45-3:45	12 options to choose from/12 meeting rooms
Concurrent Session #3	4:00-5:00	12 options to choose from/12 meeting rooms
Exhibits Grand Opening	5:00-8:30	
Complimentary refreshments	5:00-6:00	
No-host Dinner	6:45-9:00	
Hospitality Suite	9:00-12:00	

Friday, November 5, 1999

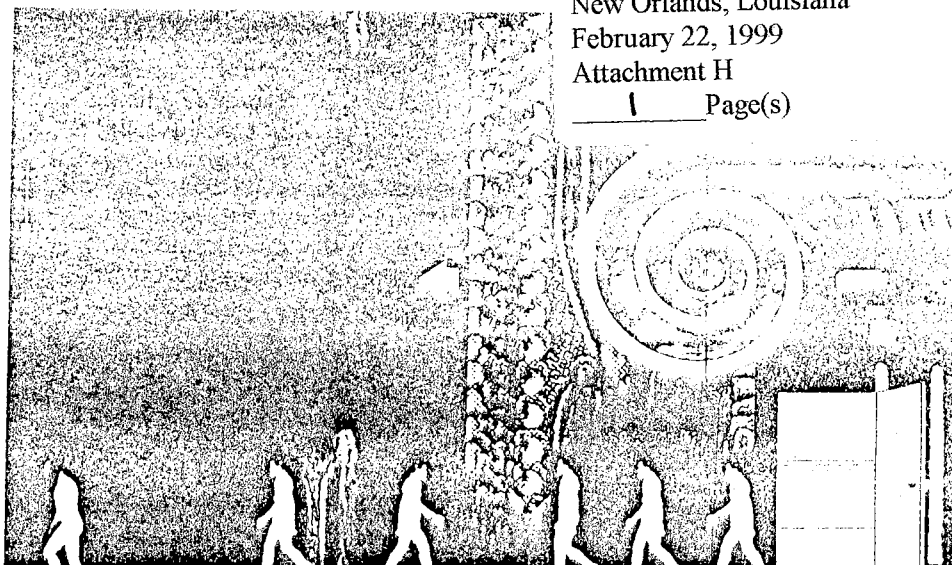
Publishers' Breakfast	7:00-8:30	
Exhibits Open	7:00-8:30 10:30-5:00	
Political Action Committee	7:30-8:30	
Chairperson Orientation	8:00-8:20	
Resource Room	8:00-4:00	
Registration	8:00-6:00	
Elections Committee	8:00-8:30	
Second General Session Business Meeting Reports Presidential Address	9:00-10:30	
Refreshments	10:30-10:45	
Concurrent Session #4	10:45-11:45 10:30-8:30	12 options to choose from/12 meeting rooms
Lunch with a Mentor (SIG sponsored)	12:00-1:30	10-12 separated areas
Editorial Board Luncheon	12:00-1:30	
PALs Meeting	1:45-2:45	
Concurrent Session #5	1:45-2:45 10:30-4:00	12 options to choose from/12 meeting rooms
Refreshments	2:45-3:00	
Concurrent Session #6	3:00-4:00	12 options to choose from/12 meeting rooms
Kellogg Corner	4:00-5:00	
SIG Fair	5:00-6:30	
Awards Banquet	6:30-9:00	
Hospitality Suite	9:00-12:00	

Saturday, November 6, 1999

SIG Breakfasts	7:00-8:45	2-3 Separate Groups
SIG Business Meetings	7:30-8:45	2-3 Separate Groups
Chairperson's Orientation	8:00-8:20	
Resource Room	8:00-4:00	
Registration	8:30-12:00	
Plenary Session	8:30-9:30	
Concurrent Session #7	9:30-10:30	12 options to choose from/12 meeting rooms
Refreshment	10:30-10:45	
Scholarship Auction/Raffle Recognition Session	10:45-11:45	
Third General Session On To Reno Luncheon Installation Speaker	12:00-1:30	
Concurrent Session #8	1:30-2:30	12 options to choose from/12 meeting rooms
Refreshments	2:30-2:45	
Concurrent Session #9	2:45-3:45	12 options to choose from/12 meeting rooms
LRNASST Gathering	4:00-5:00	
Dinner on the Town	5:30-9:00	
Hospital Suite	9:00-12:00	

THE
NATIONAL
TEACHING
&
LEARNING

FORUM



Conference Report

An "Inviting" Theory of Education

William Palmer
English Department
Alma College

"That's inviting." The phrase keeps recurring to me now. I owe it to The Ninth International Conference on the First-Year Experience which took place in St. Andrews, Scotland, July 15-19, 1996. I came away inspired, knowing that many educators around the world not only care about the intellectual and emotional well-being of new students, but also have developed successful strategies and programs to retain them.

John Gardner and staff from the University of South Carolina know how to put on an inviting conference. Twelve countries and almost 100 institutions were represented. On the first day co-director Mary Stuart Hunter said, "USC has prepared the canvas and paints. It's up to us to paint a masterpiece." The painting turned out lovely, in part due to the inviting locale of St. Andrews, a small town on the east coast of Scotland with many stone-built houses, a castle and cathedral in awesome ruin, a wide beach along the Old Course where golf originated, and twilights that last until almost midnight.

The highlight of the conference for me was attending a workshop presented by Betty Siegel, President

of Kennesaw State University in Georgia, USA, who described the philosophy and practice of "invitational education," which she defines this way: "Every person and everything in and around the college/university adds to, or subtracts from, the process of being a beneficial presence in the lives of human beings. Ideally, the factors of people, places, policies, programs and processes should be so intentionally inviting as to create an environment in which each individual is cordially summoned to develop intellectually, socially, physically, psychologically and spiritually." Although this definition may sound like pie in the sky, Betty Siegel brings it down to earth with her unique blend of creativity, problem-solving, and humanity.

Healing the Inhospitable

Colleges, like people, can be sick, Siegel argues. A malaise can exist for years. Faculty and students alike may feel it. While many schools embrace quick-fix solutions by treating symptoms, successful schools adopt a healthy frame of reference—such as invitational education. They can change.

Inspiring others to change seems easy for Betty Siegel. She asks, "How can a school create a climate of change so people don't push back