

COLLEGE READING AND LEARNING ASSOCIATION

BOARD CONFERENCE CALL

Monday, December 9, 1996

SUMMARY OF MINUTES

Members on-line: Vincent Orlando, *President*; Kathy Carpenter, *President-Elect*; Patricia Mulcahy-Ernt, *Past-President*; Sylvia Mioduski, *Treasurer*; Rosalind Lee, *Secretary*.

The meeting was called to order at 8:05 a.m. PST.

1. **Agenda approved**

The agenda was approved after additions.

2. **Minutes approved**

The minutes of the board meetings held in Albuquerque were approved.

3. **Minutes Approval Process**

The Board moved to adopt a new procedure for approving minutes of a board meeting. Minutes will be approved within one month of the meeting. This will allow other CRLA leaders to receive information sooner than via the current procedure where minutes are approved at the following board meeting.

4. **Financial Status**

A preliminary financial report of the Albuquerque conference shows an estimated \$23,000 profit. This is significant because it was our first conference held in the fall.

The profit allows us to be on target with the 1996-1997 budget approved earlier in the year.

5. **SIG Coordinator Position**

The board received an application from Patti Dozen for the position of SIG Coordinator after the Albuquerque conference. **It was moved that the SIG Coordinator position be a co-chair position for one year.** The job will be advertised in the *Newsletter* and all applications will be considered when the position is filled at the Sacramento conference for a three-year term.

6. **Executive Editor, JCRL**

Cheryl Mott of Louisiana was appointed Executive Editor of the *Journal of College Reading and Learning* for a three-year term to conclude at the beginning of the fall 1999 conference. Jim Bell was supportive of her application and the two will work together to clarify their respective duties.

7. **Political Action Committee Chair**

This position will be re-advertised in the *Newsletter*. If no one comes forward, one option is to fold it into the Professional Association Liaison (PALs) Committee.

8. **1997 Sacramento Conference**

The conference will be October 23-25 (Thursday through Saturday). It will begin with a keynote and conclude with a banquet. There will be no post-conference institutes. State/Regional meetings will occur after the first keynote.

Kathy has sent a letter to past CRLA officers inviting them to make a special contribution to this 30th anniversary conference.

Fees were set at \$100 for members (\$125 if late), \$150 for non-members, \$75 for one-day registration and \$25 for institutes.

9. **Certificate of Deposit (CD)**

The \$40,000-plus-interest CD will mature January 29, 1997. It will then be renewed at a bank in Tucson, AZ.

10. **Membership Report**

Membership applications received with Albuquerque conference registrations have been processed.

A renewal letter for those whose membership expires in 1996 and those whose membership expired in

1995 has been prepared and will be sent in late December.

Lists of members in each SIG have been generated and forwarded to Pat Jonason.

11. Learning Assistance Center Task Force Document

It was moved that Karen Smith and Frank Christ be appointed to revise the LAC Task Force document and have it reviewed by Carolyn Smith and members of the original task force.

12. Phone Costs

The board is currently using EXCEL as a long-distance carrier. However, EXCEL has no conference call capability and a US WEST connection was used for this day's meeting. Comparative costs continue to be monitored by the board.

13. State/Regions Update

Shirley Sloan is the new president of the California chapter.

Russ Hodges is the new president of the Texas chapter.

Marilyn Becker is the new state director for Minnesota.

Meg Leake is the new regional director for the North-East region.

Teri Gibson is the new president of the Nebraska/Kansas chapter.

Linda Best is the new regional director for Pennsylvania/New Jersey.

There is no leader for Arkansas/Louisiana.

14. Elections Update

A revised slate for Secretary and President-Elect were approved. Publication of the names is pending receipt of letters of institutional support.

15. Letter from Recipient of Distinguished Research Award

Pat will circulate to board members the letter received from Carolyn Wilkie, recipient of the Distinguished Research Award.

16. CAS Meeting

It was moved to support Becky Johnen's transportation expenses to attend the CAS meeting in December, 1996.

17. Future Board Meetings

The next conference call will occur Friday, January 17 at 8:00 a.m. PST.

The Spring Board Meetings will be Friday, Feb. 28, Saturday, Mar. 1 and Sunday, Mar. 2, 1997 (if necessary) in Sacramento at the Red Lion Inn.

The meeting was adjourned at 9:55 a.m. PST.

The minutes of this meeting have been approved.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD CONFERENCE CALL

Monday, December 9, 1996

MINUTES

Members on-line: Vincent Orlando, *President*; Kathy Carpenter, *President-Elect*; Patricia Mulcahy-Ernt, *Past-President*; Sylvia Mioduski, *Treasurer*; Rosalind Lee, *Secretary*.

Vince called the meeting to order at 8:05 a.m. PST.

1. *Agenda*
(Attachment A)

The following items were added to the agenda: States Update, Elections Update, Distinguished Research Award recipient, Phone Expenses.

Pat moved the agenda with additions be approved. Seconded by Kathy. PASSED.

2. *Minutes*

Pat moved the minutes of the Albuquerque Board meetings on October 28, 29, November 1 and 3, 1996 be approved after corrections. Seconded by Sylvia. PASSED.

Speedier approval process

The Board discussed how to approve minutes of meetings prior to the following conference call/meeting so information could be passed to other CRLA leaders sooner.

It was agreed that within one month, the following would occur:

- the draft minutes would be distributed within two weeks of the meeting
- Rosalind would be informed of any revisions within one week
- a second draft would be distributed within one week after that
- each Board member would contact Vince with approval or further corrections
- if an item became contentious, it would be discussed at the next meeting.

Kathy moved the Board adopt the process described above to approve the minutes of board meetings. Seconded by Pat. PASSED.
--

3. Financial Status
*Preliminary Albuquerque Financial
Summary
(Attachment B)*

The preliminary report shows an estimated profit of \$23,000 from the conference. Good job, Vince! This is particularly notable because Albuquerque was CRLA's first fall conference and its scheduling fell close to conferences of other organizations and Hallowe'en. Vince pointed out the combined hotel expenses on the report have not been categorized into meal functions, etc.

The photocopier in the Resource Room which housed session abstracts and other goodies generated a surprising amount of revenue (~ \$300).

There was a general discussion of hotel expenses and meal functions.

Operating Budget Implications

We have received Sandra Evans' (past Treasurer) package of CRLA's tax returns for the past 4 years. Noting the deficit recorded last year was due to the conference moving from spring to fall, the profit made in Albuquerque is in line with past performance. This means we are on target with the 1996-1997 budget we have approved.

4.
3. SIG Coordinator Status
(see Nov. 3, 1996 Attachment B)

Patti Dozen applied for the position of SIG Coordinator at the conclusion of the Albuquerque conference. Pat Jonason has indicated she is willing to work with Patti for one year.

Kathy moved that the SIG Coordinator position become a co-chair position for one transitional year. The job will be advertised in the summer 1997 *Newsletter* and filled at the Sacramento conference for a three-year term. Seconded by Pat. PASSED.

5.
3A. Executive Editor, JCRL
(Attachments C,D)

Cheryl Mott of Louisiana has submitted an application to be Executive Editor of the *Journal of College Reading and Learning*. She and Jim Bell, the Editor, have been in contact. Jim is supportive of her application.

Pat moved that Cheryl Mott be appointed Executive Editor of the *Journal of College Reading and Learning* for a three-year term, concluding at the beginning of the fall 1999 conference. Seconded by Sylvia. PASSED.

Jim and Cheryl will confer to clarify their respective duties.

6.
3. Positions to be advertised

The Chair of the Political Action Committee will be re-advertised in the *Newsletter*. If no one comes forward, one option is to fold it into the Professional Association Liaison (PALs) Committee.

*7. 1997 Sacramento Update
Spring 1997 Board Meetings*

A meeting room at the Red Lion Inn has been booked for:

Friday, February 28	8 - 5
Saturday, March 1	8 - 5
Sunday, March 2	8 - 12

Kathy will be arriving earlier to meet with the on-site chair and committees and confer with the hotel representatives.

Kathy will make room reservations for all of us. It was recommended she reserve our rooms for the conference in October at the same time, and include reservations for 2 incoming Board members plus speakers.

Conference Program

Kathy has been working on the program. The conference will begin on Thursday, October 23 with a keynote and will conclude Saturday, October 25 with a banquet. There will be no post-conference institutes.

To give State/Regional groups higher priority, their meeting time will occur after the first keynote address.

A block of time will be left open so people can network.

*Past Officers' Participation
(Attachment E)*

Kathy has sent a letter to past CRLA officers as a special invitation to the conference. She has several ideas for ways they can revisit the history of CRLA during this 30th anniversary celebration.

Conference Fees

After some discussion, the fees were set at **\$100 for members, \$125 for members who register late, \$150 for non-members, \$75 for one-day registration and \$25 for institutes.**

8. Treasurer's Report

Sylvia reported that the \$40,000 (plus interest) Certificate of Deposit will mature January 29, 1997. It will be transferred to a bank in Tucson, Arizona after that date.

9. Membership Report

Rosalind reported that membership applications from the Albuquerque conference have been processed. Lists of the members in each SIG have been generated and sent to Pat Jonason.

*Renewals
(Attachment F)*

A renewal letter has been prepared and will be sent by Sylvia to those whose memberships expire Dec. 31, 1996 as well as those whose membership expired in 1995, totaling over 800. The labels are "in the mail."

10
**9. Learning Assistance Center Task
Force Document**

Frank Christ and Karen Smith were approached during the Albuquerque conference to continue the work of preparing the LAC Design and Development document for publication. They have agreed to do this. Carolyn Smith has agreed to act as a reviewer.

Pat moved that Karen Smith and Frank Christ be appointed to revise the LAC Task Force document and have it reviewed by Carolyn Smith and members of the original task force. Seconded by Sylvia. PASSED.

11
10. Next Conference Call

The next conference call will occur Friday, January 17 at 11:00 a.m. EST.

12
11. Phone Costs

Vince will monitor the costs of the teleconferences to determine the cheapest and most reliable carrier. EXCEL, whose phone cards we are currently using, has no teleconference capability. Thus, we dialed through the EXCEL lines into a US WEST connection for today's meeting.

13
12. States/Regions Update

New state leaders are:

- Shirley Sloan in California
- Russ Hodges in Texas
- Marilyn Becker in Minnesota
- Meg Leake in the North-East region

There is no leader for Arkansas/Louisiana.

NB: After the conference call, these leaders were confirmed:

- Teri Gibson for Nebraska/Kansas
- Linda Best for Pennsylvania/New Jersey

14
13. Elections Update

A revised slate for Secretary and President-Elect has been forwarded to the Board; this was approved. Release of the names is pending receipt of letters of institutional support.

15
**14. Distinguished Research Award
Recipient
(Attachment G)**

Pat received a letter from Carolyn Wilkie, the recipient of the Distinguished Research Award. Pat will circulate this to board members because it is very special.

16
15. CAS Meeting

Becky Johnen will represent CRLA at the CAS meeting in Washington later in December. A change in Becky's plans means she will need to fly to Washington rather than drive.

Pat moved that the Board support Becky Johnen with transportation expenses to attend the CAS meeting. Seconded by Kathy. PASSED.

Pat moved adjournment of the meeting at 9:55 a.m. PST.

These minutes were approved.