

**AGENDA FOR CRLA BOARD MEETING**  
**Wednesday, May 16, 2007 3:00 EDT**  
(2:00 CDT; 1:00 MDT; 12:00 PDT)

**Conference Call**

- 1. Call to Order – Sharon 3:00 p.m.**
- 2. Approval of the Agenda – Sharon 3:05 p.m.**
- 3. Approval of the Minutes – Dorothy 3:10 p.m.**
  - The March 29 Minutes correction of removing Kathi Carpenter's name from Russ' ACDEA report,
  - An error in reporting the size of the CRLA position statement poster size (needs to be 11x17 instead of 11x7)
- 4. Treasurer's Report—Ann—3:20 p.m.**
- 5. Executive Assistant Report – Gretchen--3:30 p.m.**
- 6. Membership Report – Vicki 3:40 p.m.**
- 7. NewsNotes – Anne-Marie 3:50 p.m.**
  - NewsNotes—July 5<sup>th</sup> deadline for August newsletter. Anne-Marie has sent our assignments.
- 8. States and Regions and SIGs – Valerie 4:00 p.m.**

**OLD BUSINESS**

- 9. Insurance for conference – Rick 4:10 p.m.**
- 10. 2007 Conference Report – Rick 4:20 p.m.**
- 11. Leadership applications received – Sharon 4:35 p.m.**

**NEW BUSINESS**

- 12. IMPC concerns – Vicki 4:45 p.m.**
- 13. NCDE celebrations – Karen Agee's recommendation – Sharon 5:50 p.m.**

**OTHER**

**Next meeting:** \_\_\_\_\_

No meeting in June  
July 6---3:00 EDT  
Aug. 10—3:00 EDT

**ADJOURNMENT**

COLLEGE READING AND LEARNING ASSOCIATION

MINUTES  
BOARD MEETING  
May 16, 2007 3:00 p.m. E.D.T.  
Conference Call

**MEMBERS PRESENT:** Sharon Taylor, President; Rick Sheets, President-Elect; Valerie Smith Stephens, Past President; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Gretchen Starks-Martin, Executive Assistant; Vicki Papineau, Membership Coordinator. **GUESTS:** Jan Norton, recently elected President-Elect, and Ed Fernandez, recently elected Secretary.

**1. Call to Order** President Sharon Taylor called the meeting to order at 3:05 p.m. The Board congratulated officers-elect Jan Norton, President-Elect, and Ed Fernandez, Secretary-Elect, and welcomed them to the Board Meeting.

**2. Approval of the Agenda** Items 10, "Leadership Applications," and 12, "IMPC Concerns," were moved to follow the approval of minutes to accommodate Sharon's schedule.

**MOTION: That the Agenda be approved with the suggested changes. Ann/Rick. MOTION PASSED.**

**3. Approval of Minutes** Dorothy discussed a draft of the April 27 Minutes, and wording was changed in Item 9, "Conference Insurance," to read, "Rick will send the insurance information needed to Sharon to obtain insurance for the 2008 and 2009 conferences."

**MOTION: To accept the April 27 Minutes as corrected. Dorothy/Ann. MOTION PASSED.**

The following motions were made to amend previous Minutes.

**MOTION: To remove Kathy Carpenter's name as co-author of the ACDEA report given by Russ Hodges (Item 6) at the March 29, 2007, Board Meeting. Dorothy/Valerie. MOTION PASSED.**

**MOTION: To correct the CRLA Position Statement poster size from 11 inches by 7 inches to 11 inches by 17 inches (Item 8) in the April 12, 2007, Minutes. Dorothy/Ann. MOTION PASSED.**

**4. Leadership Appointments** Sharon reported on the applicants for leadership positions, noting that she has received applications, resumes, and letters of support for a number of candidates. Concern was expressed by Board members about reported confusion about the submission deadline. The Board agreed to adhere to the later understood deadline of June 15. Sharon will email all of the candidates to inform them that the later deadline will be adhered to. Board members will discuss applications at the July 6 Board Meeting. It was also suggested that the applicants who are not appointed to current positions be encouraged to pursue other CRLA leadership opportunities.

Gretchen requested that Sharon send copies of all of the applicants' materials to her for the Executive Assistant's files.

**5. IMPC Concerns** The Board addressed concerns about the IMPC program including growth of the program, accuracy of records and lists, and paucity of yearly reports. Sharon will telephone the IMPC Coordinator, Doirin Eddy, to share the Board's concerns about the program and to open discussion about a plan of action. Sharon will email the Board with a summary of her discussion with Doirin.

Sharon left the meeting at this time, and Rick Sheets, President Elect, chaired the rest of the meeting.

**6. Treasurer's Report** During the month of April, CRLA had a total income of \$12,207.67 and total expenses of \$15,055.89. For the month, CRLA had a net loss of \$2,798.18 and assets of \$338,158.37. Ann expressed concern that there had been only one month during the first four months of 2007 during which CRLA had made a profit. She will review expenses to see if anything is out of the ordinary for those four months. Ann noted that she usually starts getting exhibitor checks about mid-May but has received only about \$4,500 from Linda Russell, Exhibits Chair, so far this year. Also, she has not put money into a CD yet as she is waiting for the imminent purchase of the LCD projectors before she does so. Rick noted that Linda has sold seven booths for the conference and three full-page conference program advertisements, so some conference money should be coming in. The complete April statement is attached to these Minutes.

**MOTION: To accept the April Treasurer's Report. Ann/Dorothy. MOTION PASSED.**

**7. Executive Assistant's Report** Gretchen reported the following.

- **Awards and Scholarships** Jane McGrath reported to Gretchen that all is proceeding as expected.
- **Robert Griffin Award** There has been one nomination thus far.
- **TIDE** Lucy MacDonald reported that not many people have signed up to attend.
- **Karen G. Smith Award and Distinguished Teaching Awards** Gretchen asked the Board to consider nominees for the awards.
- **Awards Banquet Protocol** Gretchen and Rick will work on awards protocols for the conference.
- **Annual Reports** Gladys Shaw, CRLA Archivist, reported to Gretchen that she has not routinely received the annual reports that should have been sent to her. She suggested that Gretchen send hard copies and copies of the reports on a CD. Gretchen will send Gladys a CD containing the reports she has received every three months.

**8. Membership Coordinator's Report** Vicki reported the following.

- A TIDE eblast to members was sent May 15, 2007. (Information was sent from David to Rick then on to Amy May 10.)
- Seven out of ten of the "Invitation to Join" letters to IMPC programs were returned to sender. Concerns about this program were expressed to the Board.
- In the next two weeks, postcards will be sent to members with no or bad email addresses. (This is a once a year mailing.)
- As of May 15, 2007, CRLA has 1042 members with 2007+ expiry. This compares to 934 members with 2006+ expiry on May 7, 2006.
- Vicki will need new "Thanks for Joining" and "Thanks for Renewing" letters for 2008 from both Sharon (letters sent June 1 to the 2007 conference) and Rick (letters sent after the conference to June 1, 2008). She requested that former leaders share their letters with Rick and Sharon. She asked that the new letters be sent to the Executive Assistant for proofing and then to her. She will need to get the letters from Sharon to Amy and the printer by June 15. Rick will send Amy his electronic signature. Vicki suggested that Gretchen remind Sharon that she needs to revise the letters.
- Vicki spoke with Barbara Calderwood May 16 about the latter's request to include a reminder about discounted subscriptions to the *Journal of Developmental Education* in *NewsNotes* and a flyer and/or sample copies of the *Journal* in conference bags. Vicki suggested, and the Board agreed, that since companies are charged to have materials placed in the bags, that a memo about the discount be placed in the bags and that copies of the *Journal* be handed out at the NCDE booth. An eblast will be sent announcing the *JDE* discount May 17, and, at Barbara's request, it will be followed with a mailing. Vicki gave Barbara permission to use the CRLA database.

**MOTION: To accept the Membership Report as presented. Rick/Ann. MOTION PASSED.**

9. **NewsNotes Editor's Report** Anne-Marie, in a May 15 email to the Board, noted the following.
- July 5<sup>th</sup> is the submission deadline for the August *NewsNotes*. She has sent out assignments.
  - She would like to include a promotion on IMPC in the next issue and anything that the Board thinks needs to be published in *NewsNotes* about mentor certification.
  - She will send the Board an update on what she has for the call-to-conference issue.

#### 10. Past President's Report

- Valerie reported that she will be attending the Pennsylvania/New Jersey CRLA conference May 18, 2007, and that she will present an institute at the Utah State Meeting May 23.
- She is still attempting to locate SIG and State Leaders who are not current members.
- Valerie shared a letter from Melissa Thomas, the Graduate Student Learning Assistance Coordinator at the University of Texas, San Antonio, requesting the formation of a new SIG, *Graduate and Professional Student Success*. Melissa stated that she and Laura Heidel, Learning Strategies Coordinator at the University of Houston, who would be a co-leader, have fifteen people interested in becoming members of the SIG. Vicki will check the names of those interested in joining the SIG to determine their CRLA membership status, and she will forward Melissa the procedure for non-members to apply for a 2008 membership to CRLA and the SIG. Valerie will send a copy of the SIG leader job description to Melissa and Laura, will inform Melissa that Vicki will be working with the membership requirement, and will direct Melissa to Rick to set up a conference meeting for the SIG.

**MOTION: To accept the new SIG, *Graduate and Professional Student Success*, proposed by Melissa Thomas, based on her following the guidelines for its formation. Rick/Ann. MOTION PASSED.**

The establishment of the SIG will officially begin June 2, 2007, to coincide with the 2008 membership year. It will be added to the website and to the 2008 membership application.

#### OLD BUSINESS

11. **Conference Report** Rick emailed the Board (May 15, 2007) with a detailed Conference Report. He reported at the Board meeting that there are twenty-four half-day pre-conference institutes and two full-day institutes. Among the possible 145-48 session proposals on his working matrix, there are 114 one-hour session proposals that have been approved by the multi-stage, multi-reader proposal approval system (thirty reviewers and typically four to nine reviewers per proposal). Rick noted that those who submitted the proposals appreciated the reviewers' comments. He sent eight notices to recommend change in proposals. Most submitters complied. He confirmed with the three identified vendors who are presenting that they will not be doing any self-promotion.

**Demographics** Rick reported that proposals have been submitted for all strands plus the three areas of focus of the theme of the conference (student, staff, and organizational learning) though he may target some of the areas that have minimal representation (LD, ESL, and organizational learning among them).

He noted that he is looking forward to working with Nicole Friling, the Portland DoubleTree representative. Rick shared with the Board that he is considering setting up the four large areas of the ballroom with round tables, is using one of them for Lunch with a Mentor, and will use that area plus the other three areas for sessions that involve interaction and discussion. A majority of the thirteen concurrent session rooms he would like to set up with both round tables and theater seating to accommodate participants who prefer both types of seating. He commended Lonna Smith, Conference Site Evaluator, for her expertise in finding a hotel setting that provides effective rooms for sessions.

In his written report, Rick listed comments about or progress on the following.

- A personalized form letter has been sent to presenters listing status, average score, comments, and additional needs.

- An extended date to respond will be sent to all presenters submitting after the initial deadline reminding them to join CRLA by June 1 for the best conference rate.
- A final note will go to all presenters in July reminding each presenter to register, to chair a session, and to invite them to review the web-posted version of their session for corrections.
- He sent an email to all extended deadline submission presenters asking them to register between July 1 and July 15. Presenters who have not registered by then will receive reminders that they must register or they will be removed from the list of presenters.
- He is gearing up for Portland summer on-site visit with a Thursday, June 14 schedule of looking at the space, registration set-up, storage needs, rooms scheduled, and flow of the conference to get a sense of moving people through the sessions and events. He plans to come with a rough draft of rooms scheduled for all events and plans to begin plugging in the breakout sessions.
- He is hoping to fill the position of Chair of Chairpersons soon and included in his report the names of several suggestions for the position.

## NEW BUSINESS

**12. NCDE (and CRLA's) Celebrations** Two issues were discussed by the Board: Karen Agee's suggestion for the "Keeper of the Flame Awards" in celebration of CRLA's Fortieth Annual Conference and her recommendation that CRLA honor the thirtieth anniversary of the National Center for Developmental Education. Karen recommended three people for the Board's consideration for awards at the conference, all three of whom have received previous awards given by CRLA. Concern was expressed about the merit of giving what might be perceived as an excessive number of awards at the conference. The question arose that, perhaps, it isn't the number of awards that is objectionable, but may be the time spent on the ceremony. Gretchen estimated that CRLA gives thirteen to fifteen awards at the conference. Discussion will continue at the July Board Meeting on the number of awards given and the procedure in giving them. Suggestions were made to divide the awards among more than one ceremony and to rethink the protocol of the Awards Banquet. In honoring NCDE's anniversary, Karen recommendations (in her April 29 email to the Board) included placing a congratulatory notice on the CRLA website, interviewing Hunter Boylan and others at NCDE for *NewsNotes*, sending NCDE a birthday card with congratulations from the CRLA Board, and asking how CRLA can help celebrate NCDE's accomplishments, perhaps at the CRLA conference. The Board concurred with Rick's suggestion of placing a banner on the CRLA website during the next months to honor NCDE. He noted that he will replace it with a message pre conference to advertise the CRLA conference. Discussion about Karen's suggestions will continue at the July board meeting.

## OTHER

**13. Future** Rick suggested that, in addition to the President, that the Past President and the President Elect be given the moderator pin number for the conference call board meetings. It was the consensus of the Board to do so.

He reported that Russ Hodges has been asked to be the featured speaker at the Research in Developmental Education Conference in Puerto Rico in fall 2008. It was also suggested that Russ represent the CRLA Board at the conference. Since it is Board policy to consider current Board members first, it was agreed to table the suggestion until the July meeting. Jan Norton noted that she will also be presenting at the meeting; therefore, the Board will consider sending both Jan and another representative.

**Next meetings:** There will be no meeting in June. The next Board meetings will be **July 6 at 3:00 p.m. E.D.T** and **August 10 at 3:00 p.m. E.D.T.**

**ADJOURNMENT** The meeting was adjourned at 4:50 p.m. E.D.T.

College Reading and Learning Association  
Balance Sheet  
End of Month – May 2007

<b>Assets:</b>	
Certificates of Deposits	\$191,458.75
<b>Beginning Balances:</b>	
Operations Account	\$ 131,724.98
Conference Account	\$ 10,310.66
Savings Account	\$ 5,088.54
<b>Income:</b>	
Scholarships	\$ 60.00
Membership Dues	\$ 8,200.00
Interest Income	\$ 1.73
Tutor Certification	\$ 5,225.00
ITPC Pins	\$ 316.25
Misc Income	\$ -
SIG Income	\$ 880.00
Mentor Certification	\$ 150.00
JCRL	\$ 1,290.00
Tutor Handbook	\$ 1,895.00
Learning Assistance Monograph	\$ -
Royalties	\$ 459.99
Total Operating Income	\$ 18,877.97
Total Conference Profit	\$ 3,200.00
<b>TOTAL INCOME</b>	<b>\$ 22,077.97</b>
<b>Monthly Expenses:</b>	
General Board	\$ 128.53
General Organization	\$ 668.77
Publications	\$ 3,864.84
Committees	\$ 1,083.99
Membership/States and Regions	\$ 1,025.62
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,771.75</b>
<b>TOTAL CONFERENCE EXPENSES</b>	<b>\$ 513.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 7,284.75</b>
<b>Net Monthly Income(Loss)</b>	<b>\$ 14,793.22</b>
<b>Assets At End of Month</b>	<b>\$353,376.15</b>

Reported by Ann Wolf, treasurer July 2, 2007