

CRLA Telephone Conference Call
September 15, 1992

Board Members Present:

Becky Johnen, *President*; Joyce Weinsheimer, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Becky coordinated the call with Rosa and Karen at 9:30 a.m. CST. Joyce entered at 9:40.

Appointment of Susan Deese to semi-permanent Site Selection Chair

1. Becky reported that Susan Deese had accepted the Board's offer of a position as hotel negotiator for CRLA. On the question of whether hotel negotiation was a major and integral portion of the site selection chair's duties, it was agreed that they cannot be separated. Susan should perform full duties of site selection and help to train past presidents and others who want to learn about negotiating with hotels. This removes site selection from the series of duties required of past presidents and reduces the five-year commitment to four years. **Susan Deese was appointed semi-permanent Site Selection Chair responsible for hotel negotiation and other duties associated therewith.**

(M) Karen Agee

(S) Joyce Weinsheimer

PASSED

Extra funding for Cognitive Psychology SIG approved

2. Becky reported that she had received a funding request from the Cognitive Psychology SIG for \$250, above the \$100 allocated, for copying and mailing two editions of the newsletter. Rosa reported that of the \$1250 budgeted last year for SIGs only \$792 was spent. Becky suggested that the SIG's report had been prepared in time for Board action at the summer budget meeting but had been delayed en route by summer vacation of the SIG coordinator. Joyce reminded the Board that a similar request had been approved in 1991. It was agreed to **support Pat Mulcahy's request for extra funding for the Cognitive Psychology SIG.**

(M) Joyce Weinsheimer
(S) Rosa Hall
PASSED

3. Rosa reported that Michael O'Hear had requested reimbursement for SIG duties but had not submitted receipts. Becky had approved payment by telephone. Rosa had made reimbursement but informed Michael that future payments would require receipts.

4. Becky reported that Apple Corporation is still working on its budget; it will not be known until late September whether donation of a PowerBook to CRLA is likely. Becky is talking with grant donors to see if a computer could be donated to Chemeketa Community College for CRLA's use, instead of directly to CRLA.

5. Rosa reported that she has put the budget on her Mac, making it easily transferable to the secretary and archives. She is also keeping the "green book" of financial records.

6. Joyce reported that the president of the Minnesota Organization of Developmental Education, affiliated with the Minn. Reading Association, had contacted her to inquire about benefits of affiliation with CRLA, such as reduced or joint membership rates and journal fees. MODE does not want to become a state chapter of either NADE or CRLA but to retain its autonomy. Becky will talk with Gladys about liaison possibilities; this will be an agenda item for the October conference call.

Karen Smith to address CRLA at 1993 conference brunch

7. Becky updated the Board on Jo-Ann Mullen's plans for speakers. Barbara Bush cannot commit more than one month before a speaking date. Becky, Jo-Ann, and Kathy Carpenter had discussed the talent within CRLA itself; Karen Smith has agreed to speak

at the brunch at the Kansas City conference on the topic of how to run a learning center and maintain support during fiscal problems. CRLA will pay her hotel room. The Board was pleased that Karen had been chosen to speak.

8. Becky reported numerous requests for assistance in setting up centers and establishing standards. She has been referring callers to SIGs or appropriate individual members. Joyce said that last year she had done lots of similar consulting; she found it necessary to refer callers to a CRLA member at an appropriate-size institution. It was agreed that Rita Dunbar's work on referral resources information will be helpful.

9. Past Presidents have not received ballots for the election of officers. Joyce explained the procedure for printing mailing labels for lifetime memberships. Becky will have Robin Bischoff send a membership list to Rosa .

10. Becky set the next telephone conference call for Tuesday, October 20, at 9:30 a.m. CST (7:30 a.m. PST).

Becky adjourned the conference call meeting at 10:22 a.m. CST.

Respectfully submitted,



Karen Agee, *Secretary 1991-93*

(These minutes have not been approved.)

**CRLA BOARD MEETING
SUMMARY OF MINUTES
Overland Park Marriott Hotel
Overland Park, Kansas
July 10-12, 1992**

Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Kathy Carpenter, *Outgoing Treasurer*; Tom Pasternack, *Newsletter Editor*; Pat Jonason, *On-Site Chair*; Roz Bethke and Judy Ballard, *On-Site Committee*; Bertha Murray, *President of NADE* (one hour on July 11).

July 10, 1992

1. Minutes of the April 6-12, 1992, conference Board meetings were approved after being amended as follows: Item 16 in the summary of minutes was reworded so as not to imply that the Elections chair notifies candidates of results after the election; on April 12, p. 4, it was Becky rather than Joyce who volunteered to write to Gene Kerstiens.
2. Profit margins of the 1991 and 1992 conferences were compared by Kathy Carpenter: the 1991 conference earned \$5,425, while the 1992 conference earned \$25,996, including \$18,335 in donations and \$7,661 in fees.
3. The 1992 conference budget was detailed, with listed donations more than covering the extra costs of the 25th Anniversary celebration.
4. Kathy Carpenter suggested continuing her procedure for turning small conference refunds into donations to the scholarship fund and providing training for registration-desk personnel.
5. Statistics on participation in conference activities and food functions were reviewed. About 489 members attended the 1992 conference in San Francisco.
6. The number of conference evaluations completed was up 50%, according to JoAnn Carter-Wells' report, and innovations in evaluation procedures will be continued.
7. Jo-Ann Mullen outlined 1993 conference plans and key personnel. K. Patricia Cross will be Keynote Speaker at the First General Session.
8. Pat Jonason described plans for the 1993 conference undertaken by the On-Site Committee.

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July 11, 1992

9. The Board approved funds requested by Oregon (\$500) and New Mexico (\$200) state groups for speakers at their fall conferences.
10. California became a state chapter.
11. Acquisition of a laptop computer for CRLA secretaries compatible with the Archivist's scanning and storage systems will be investigated through Chemeketa Community College.
12. Kathy Carpenter provided the Board with financial statements for the past three years and demonstrated that the 1992 conference recouped the losses of the previous two years through increased fees and donations. Investigation will be undertaken concerning sterner action to be taken to reduce losses incurred by members "bouncing" conference checks.
13. Treasury funds were transferred to Rosa Hall.
14. Kathy Carpenter presented to the Board a "Portfolio for Treasurer," clearly describing policies and procedures for the office.
15. Due to bonding agency restrictions, the Board agreed to cease the practice of giving monetary advances to members to conduct CRLA business, retaining the practice of early transfer of funds to a new Treasurer to establish accounts. Because this policy requires that members undertaking CRLA work sustain any debt until submitting receipts to the Treasurer and receiving repayment, it was agreed that the Treasurer make timely reimbursements by weekly repayment of bills and that persons undertaking CRLA jobs should be informed of the new "no-advance" policy.
16. Tom Pasternack had to perform layout work for the spring 1992 issue of the *Newsletter* himself, costing himself a week's work but saving CRLA more than \$500.
17. The Board supported development of an Exemplary Practice Award that alternates yearly between outstanding curriculum and exemplary program and charged the Awards and Scholarships Committee to determine criteria for such awards. The committee was asked to present a draft to the Board before the 1993 conference Board meetings so that the award and criteria can be discussed by the membership at the conference.

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18. It was decided not to create an award for best article in *JCRL* at this time.
19. The Board accepted Becky Patterson's Elections Committee report and suggestion that when election results are announced the President make available to runners-up an appropriate alternative role.
20. The Placement Bureau was removed from the SIG network, and the future of CRLA placement services will be under study.
21. Tom Gier's report on the Tutor Certification Committee was accepted. He was asked to write formal, discrete job descriptions for Tutor Certification Coordinator and Assistant Tutor Certification Coordinator.
22. The Tutor Certification monograph will be rewritten to contain, rather than a list of those "willing to share," written resources and a bibliography.
23. The policy on travel for *JCRL* editors was clarified.
24. JoAnn Carter-Wells and Janice Lewis were named new Editor and Executive Editor of the *Journal of College Reading and Learning*.
25. Robin Bischof was appointed Membership Coordinator and Rita Dunbar Associate Membership Coordinator for three years, replacing the former mailing service.
26. Bertha Murray of NADE met with the Board and discussed difficulties with producing a shared conference in 1995. It was agreed to continue other forms of liaison and to explore the possibility of an overlapping conference in 1995. One organization would hold its conference Saturday through Wednesday and the other, Wednesday through Sunday of the same week, with shared keynoters, publishers' exhibits, and some institutes in the middle of the week. Becky Johnen was empowered to represent CRLA in discussions with NADE of an overlapping conference.
27. The formation of guidelines for making decisions surrounding research-related issues was referred to the Evaluation and Research SIG.
28. All job descriptions will be revised to indicate that appropriate correspondence should be submitted regularly to the Archivist. Further, updating the job description will be written into each job description.

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29. An operating budget of \$50,075 and a conference budget of \$35,950 were approved for 1992-93, for a total budget of \$86,025 for 1992-93.

Respectfully submitted,

Karen S. Agee

Karen S. Agee
Secretary 1991-93

(These minutes have not been approved.)