

430-544-8646

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD MEETING**

**DATE: April 2, 2004**

**LOCATION: Conference Call**

**MINUTES**

**MEMBERS PRESENT: Kate Sandberg, President; Russ Hodges, President-Elect; Laura Symons, Past President; Frieda Campbell-Peltier, Secretary; Rexanne Bruno, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator;**

The meeting was called to order by President Kate Sandberg at 11:04AM (Alaska).

1. **APPROVAL OF AGENDA:** There were no changes or additions to the agenda.

**MOTION: That the agenda be approved as written. Laura/Russ. MOTION PASSED.**

2. **APPROVAL OF MINUTES (FEBRUARY 8, 9 & 10, 2004):** Minor changes and/or corrections were made to the February 8 minutes. There were no changes or corrections to the February 9 and 10 minutes.

**MOTION: That the minutes for February 8, 9 & 10, 2004 be approved as corrected. Rexanne/Laura. MOTION PASSED.**

3. **TREASURER'S REPORT:**

**a. Treasurer's Report:** Rexanne reported that the Balance Sheets she sent out to the Board previously were for January and February 2004. Both Balance Sheets are attached to these minutes. The March 2004 books have not been reconciled yet. As previously noted at the end of February, we had a balance of \$234,164.96. This is over \$20,000 more than we had at the same time last year. Rexanne noted that she is considering purchasing a seventh \$25,000 Certificate of Deposit with the excess cash, but she will discuss this with Gladys Shaw first.

Our major sources of income through February of this year have been membership dues (\$ 18,050), Tutor Training Handbook sales (\$ 3,660), SIG Income (\$ 1,635), and Tutor Certification (\$ 1,350). Most of our expenses have been board related, primarily travel (\$ 5,416.32).

The two renewed certificates of deposit are: one with a 6-months term earning 2.65% APY and the other with a 24-month term earning 2.02% APY. Rexanne noted that she is waiting to receive the last set of signature cards for these new accounts, then she will mail them to Kate and Russ for their signatures, and finally forward them to the respective financial institutions.

Rexanne sent a package containing the 2003 financial records and summaries to the auditor, Gladys Shaw, last week. She has already acknowledged receiving the package and expressed her appreciation for our timeliness in providing these records so soon.

Rexanne mentioned that she is still trying to renegotiate our contract with CCS to have them remove the \$75 fee for website design. She will continue to pursue this change to our contract. Rexanne also mentioned that she is still trying to locate a bonding insurance company and will contact some of the sister organizations to see if they have any suggestions.

**MOTION: That the Treasurer's report be accepted as presented. Russ/Laura.  
MOTION PASSED.**

**b. 2004 Operations Budget:** The 2004 Operations Budget is attached to the February 9<sup>th</sup> Board meeting minutes. Approval of the budget was moved until after the 2004 Conference Budget was approved.

4. **SIGs and STATE/REGION/CHAPTER REPORT:** Laura reported that the Mid-Atlantic Regional Conference went very well. Many people from other states attended. Due to the raffle of tuition handbooks and CRLA T-shirts, the Mid-Atlantic Region donated \$65 to the CRLA scholarship fund. The Mid-Atlantic Region may be interested in hosting the CRLA Conference in 2007 in Baltimore.

Laura reported that Wyoming Region also had a great conference. Both Frieda and Jann Gardner, past Board Secretary, were keynote speakers.

Laura will submit a formal report of conference activities to the Board at the next meeting.

Karen raised questions about the activities of the Distance Learning SIG, and Laura will communicate with the SIG Chair to get update on SIG activities.

5. **2004 CONFERENCE REPORT:** Russ reported that he has received proposals for 71 concurrent sessions, two six-hour institutes, 12 three-hour institutes, and five poster sessions. He noted that we still are 25 proposals short of what we received last year. Russ is considering extending the submission deadline date to another week, but he cautioned that reviewers need time to receive and read the proposals. He noted that some people had trouble submitting their proposals online. Although the Board decided that Anne-Marie should receive copies of all proposals as a backup system, he is the only one getting the proposals. He was told that it is not possible to have two people get the proposals as the system is set up now. We need to correct this so that proposals are received by more than one person.

Russ raised the question about advertising for the conference. The Board agreed that a full-page ad should be run in the *Journal of Developmental Education* in the fall,, and Rexanne confirmed that funds have been budgeted for this purpose.

Russ stated that he expects to see a profit of approximately \$16,708 on the 2004 Conference. He explained that item #7400 (Food Functions) was refigured using previous food costs plus a 10% increase to cover the high cost of food in Kansas City. A copy of the revised 2004 Conference Budget is included with these minutes as Attachment C.

In conclusion, Russ reported that he will be presenting a three-hour institute at the Heartland Chapter conference in Nebraska next week, and he will be going to Kansas City May 13-16 to meet with the hotel staff and on-site co-chairs for the 2004 Conference.

**MOTION: That the Board approve the 2004 Conference Budget as amended. Rexanne/Laura. MOTION PASSED.**

**MOTION: That the 2004 Operations Budget be approved as amended to incorporate changes made to the 2004 Conference Budget. Russ/Laura. MOTION PASSED.**

Rexanne will send out a revised 2004 Operations Budget to the Board.

- 6. MEMBERSHIP REPORT:** Vicki submitted a written Membership Report via email to the Board members. A copy of the report is included with these minutes as Attachment D.

Vicki reported that she did email Anna Crockett regarding promotion of ITCP pins and handbooks. Kate will also communicate with Anna regarding promotion materials that should be prepared to be used a state, regional and chapter conferences. After speaking with Anna, Kate will advise Karen on whether to revise the ITCP Coordinator's job description.

Vicki reported that she made the changes to the titles on the Reference Guide that the Board discussed at the last meeting and sent this out to the Board.

- 7. EXECUTIVE ASSISTANT'S REPORT:** Items under this heading will be discussed under Old Business – Job Descriptions.
- 8. NEWSLETTER REPORT:** Anne-Marie submitted a written report on the Newsletter and Newsnotes. This report is included with these minutes at Attachment E.

Kate described the publication schedule for the Newsletter and Newsnotes that Anne-Marie suggested in her report. The Board agreed with Anne-Marie's

suggested schedule of publication of the Newsletter (February, August, and December) and Newsnotes (April, June, and October). Kate will notify Anne-Marie to proceed with this schedule.

**MOTION: That the Board approve the publication schedule for the Newsletter and Newsnotes as presented in the Newsletter Report. Russ/Laura. MOTION PASSED.**

**9. ANNOUNCEMENTS:**

**a. Elections Results:** Valerie Smith Stephens has been elected as the President-Elect, and Ann Wolfe will be the incoming Treasurer. Karen noted that she will retain all ballots for 30 days as stipulated in the Bylaws.

**b. CASP/CRLA Joint Conference:** CASP has agreed to the terms set forth by CRLA for a joint conference for 2006 in Austin, TX, with expenses and income to be divided between CRLA and CASP on a 60/40 percent basis.

**c. Monograph:** Reviewers have made their recommendations regarding Mike O'Hear's monograph on program evaluation, and Kate has notified Mike. Mike will decide what he wants to do from here.

**d. Next Board Meeting:** Next Board meeting is scheduled for May 14, Conference Call.

**OLD BUSINESS**

- 1. JDE CONTRACT:** Kate initiated discussion on renewing the CRLA contract with the NCDE regarding reduced-cost subscriptions to the *Journal of Developmental Education* for CRLA members. Some concern was raised about the cost/benefit to CRLA of distributing promotional packets (Item #8). Some considerations for revising this item included setting a date of June 30 for sending promotional email to CRLA members and removal of labels and postage. Kate will communicate with Barbara Calderwood concerning these issues and inform the Board at the next meeting. However, Board members agreed that we should renew the JDE contract since it an important benefit to CRLA members.

**MOTION: That, in principle, we continue our subscription agreement for the Journal of Development Education for three (3) years with NCDE. Rexanne/Laura. MOTION PASSED.**

- 2. JOB DESCRIPTIONS & COMMITTEE CHAIR TITLES:** Vicki reported that she sent out emails to everyone whose titles were changed on the Committee Chair's reference guide. She did not receive any responses.

**Job Descriptions:** Karen reviewed the changes to the Ad Hoc Committee Chair's job description. She will incorporate the changes and send out the revised job description when completed.

**MOTION: That the Board approve the Ad Hoc Committee Chair's job description as revised. Rexanne/Laura. MOTION PASSED.**

Karen began the discussion on changes to the Awards & Scholarship Committee Chair's job description. However, questions regarding who should be responsible for special recognition awards prompted a lengthy discussion. Karen will initiate email discussion with Board members regarding this job description. The Board will vote on a revised job description for the Awards & Scholarship Committee Chair at the next meeting.

Discussion on changes to the bylaws was tabled for the next meeting.

3. **PAC and PALS COMMITTEES:** Kate announced that the PAL's Committee Chair suggested combining the PAC and PAL committees and suggested that further discussion regarding these two committees is warranted. In the meantime, Anne-Marie will run announce the open PAC Chair position in the Newsletter.
4. **GUIDING PRINCIPLES/GOALS:** Kate asked the Board to consider what we want to call the "guiding principles/goals" that were discussed at the February meeting. The Board agreed that the term "principles" is most appropriate. Therefore, Kate will include the list of principles in her next Letter from the President to inform CRLA members.

#### **NEW BUSINESS**

1. **PUBLICATION OPPORTUNITY - American Association of Higher Education (AAHE) and the National Learning Communities Project (NLCP):** Kate put forward an opportunity from Jan Swinton that CRLA support an AAHE/NCLP monograph. CRLA's support would primarily allow AAHE/NCLP to use the CRLA name in promoting and selling the monograph, *The Pedagogy of Possibilities: Developmental Education, College-Level Studies, and Learning Communities*.

**MOTION: That the Board allow AAHE/NCLP to use the CRLA name and logo to promote the publication of the NCLP monograph. However, the Board declines the privilege of purchasing copies of the monograph for sale at the 2004 conference. Russ/Frieda. MOTION PASSED.**

Kate will communicate with AAHE/NCLP regarding CRLA's support of the monograph, but that we cannot help sell or distribute it at this time.

2. **WEBSITE:** Board members commented on the need to update and revise information on the CRLA website. Kate advised all Board members to review the site and send suggestions for revision and correction to her in the next month. She will collate the responses for Board discussion and then give recommendations to Corrine.

**MOTION: That the meeting be adjourned. Rexanne/Vicki. MOTION PASSED.**

The meeting was adjourned at 1:03PM (Alaska).

**ATTACHMENTS**

- A. Balance Sheet – January 2004
- B. Balance Sheet – February 2004
- C. 2004 Conference Budget
- D. Membership Report
- E. Newsletter Report