

COLLEGE READING AND LEARNING ASSOCIATION

BOARD CONFERENCE CALL Thursday, September 18, 1997 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 11:45 a.m. PDT.

1. **Agenda Approved**
The agenda was approved after additions were made.
2. **Minutes Approved**
The minutes of the September 4, 1997 conference call were approved.
3. **Request from Arizona**
Arizona was granted \$200 for preparing a membership letter, postage and planning a state meeting for spring 1998.
4. **Conference Fees**
It was confirmed the one-day conference fee applies to those who attend only the pre-conference institutes.
5. **Exhibits Chair**
Donna Wood was appointed Exhibits Chair for a three-year term.
6. **Board of Directors' Awards**
It was moved that the procedure used in the past for selecting the recipient of the Long and Outstanding Award be re-instated. Members will be solicited for names of candidates for this award by the Chair of the Scholarship and Awards committee through the *Newsletter* and other means. Nomination forms will be made available.
The recipient of the Special Recognition Award is selected exclusively by the board.
The board went into executive session to select award recipients; these will be announced at the Awards Luncheon in Sacramento.
7. **Future Conference Sites**
Susan Brown is working on a bid from a hotel in New Orleans for fall 1999. The bid will be ready to present to the board after the Sacramento conference.
8. **Other**
It was suggested the past officers of CRLA be organized so there is one person who acts as a liaison between them and the board. It was also suggested they give themselves a name such as Past Officers' Council, Emeriti Council, etc. This will be discussed at the Past Officers' Breakfast in Sacramento.
The idea of a joint CRLA-NADE Symposium will be explored in Sacramento with past and present NADE officers.
Delryn Fleming of Texas is retiring.

The meeting adjourned at 12:25 p.m. PDT.

The minutes of this meeting were approved.

COLLEGE READING AND LEARNING ASSOCIATION

**BOARD CONFERENCE CALL
Thursday, September 18, 1997
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 11:45 a.m. PDT.

1. Agenda

Attachment A

Kathy moved the agenda with additions be approved. Pat seconded. PASSED.

2. Request from Arizona

Arizona has requested \$200. This money will be used for preparing a membership letter, postage and planning a state meeting for spring 1998.

Kathy moved \$200 be approved for Arizona. Pat seconded. PASSED.

3. Conference Fees

There was a query as to whether the one-day conference fee is levied for someone who only attends pre-conference institutes. The answer is, yes, the one-day conference fee does apply.

4. Exhibits Chair

Attachment B

Donna Wood has expressed further interest in the position of Exhibits Chair. In this new position, the person will work with each on-site exhibits chair from year to year and with the publishers continuously for three years.

Pat moved that Donna Wood be appointed Exhibits Chair for a three-year term. Kathy seconded. PASSED.

Vince will inform Donna of her appointment.

4. Minutes

Kathy moved the minutes of the September 4, 1997 conference call be approved. Sylvia seconded. PASSED.

5. Board of Directors' Awards

Before the board moved into executive session, there was a general discussion about the selection criteria for the Long and Outstanding Service Award and the Special Recognition Award.

Kathy moved the procedure used in the past for selecting the recipient of the Long and Outstanding Service Award be re-instated. Rosalind seconded. PASSED.

In this procedure, the chair of the Awards and Scholarship committee solicits nominations from the membership for candidates for the Long and Outstanding Award through advertisement in the *Newsletter* and other means. The names are then presented to the Awards Committee who in turn presents them to the board.

Kathy clarified that this differs from the Special Recognition Award whose recipient is selected exclusively by the board.

The board went into executive session for 20 minutes to select award recipients.

6. Other

Delryn Fleming of Texas is retiring.

Future Conference Sites

Attachment C

New Orleans Potential Bid

Susan Brown is working on a hotel bid from New Orleans for 1999. She had initially requested permission to present a final bid to the board during the Sacramento conference but has since informed us that it will not be ready until after the conference.

7. New Business

Past Officers

Kathy suggested the past officers be organized so that one person is appointed from within the group to communicate with each other and to act as liaison with the board. She also suggested they name themselves, e.g. Emeriti Council, Past Officers' Council, etc. She and Vince will approach them with this idea at the Past Officers' Breakfast in Sacramento.

Joint Symposium Idea

Kathy offered the idea of holding a joint CRLA-NADE Symposium. Boards of both organizations would need to approve this and agree on how to handle the logistical arrangements. She will explore the idea further through informal discussions at the Sacramento conference with past and present NADE officers.

Sylvia moved the meeting be adjourned at 12:25 p.m. PDT. Rosalind seconded.

The minutes of this meeting were approved.

COLLEGE READING AND LEARNING ASSOCIATION

**BOARD CONFERENCE CALL
Thursday, September 18, 1997**

List of Attachments to the Minutes

- A. Informal agenda
- B. Email message from Donna Wood re: Exhibits Chair
- C. Memo from Susan Brown re: New Orleans hotel bid

From orlandov@mscd.edu Thu Sep 18 16:27:33 1997
Date: Tue, 16 Sep 1997 10:17:16 -0600 (MDT)
From: vince orlando <orlandov@mscd.edu>
To: rosalind@Kwantlen.BC.CA, mioduski@ccit.arizona.edu,
carpenterk@platte.unk.edu, mulcahyp@cse.bridgeport.edu,
mbroughton@juno.com, ohear@cvax.ipfw.edu
Subject: Thursday's Meeting
Resent-Date: Tue, 16 Sep 1997 10:03:19 -0600 (MDT)
Resent-From: orlandov@mscd.edu (vince orlando)

Forwarded to: smtp[rosalind@kwantlen.bc.ca]
smtp[mioduski@ccit.arizona.edu]
smtp[carpenterk@platte.unk.edu]
smtp[mulcahyp@cse.bridgeport.edu]
smtp[mbroughton@juno.com]
smtp[ohear@cvax.ipfw.edu]

cc:
Comments by: Vince Orlando@RDG@MSCD-SCOPS
Comments:

I put the wrong time down for the meeting. It's 12.45 mountain daylight, not 11.45. That means 11.45 Pacific, 2.45 eastern.

sorry

v

----- [Original Message] -----
Mike and Marilyn-I've sent you this message but you won't participate in the conference call. Almost all of it is about CRLA awards and it is open only to the "big shots" on the board.

We're going to try to limit this to 30 minutes, but we have 60 set aside by the phone company; however I know some of you have other commitments. Our call will focus on Long and Outstanding and Special Recognition. Please attend to the message from last week which talked about names of possible winners and philosophy of giving these awards. The other two things I'd like to do is approve the minutes from our meeting of the 4th, and approve Donna Wood's appointment as conference exhibits coordinator.

Here's the info: Thursday September 18th-11.45 Mountain Daylight; 1.45 eastern daylight; 10.45 Pacific.

call in number: 303-633-6126

reservation number 3173992

US West Conference Services: 1-800-263-3863

Trouble number, my secretary: 303-556-3057

Talk to you Thursday

From DWOOD@a1.stim.tec.tn.us Thu Sep 18 16:28:17 1997
Date: Thu, 11 Sep 1997 10:20:02 -0600 (MDT)
From: DWOOD@a1.stim.tec.tn.us
To: rosalind@Kwantlen.BC.CA, mioduski@ccit.arizona.edu,
carpenterk@platte.unk.edu, mulcahyp@cse.bridgeport.edu,
mbroughton@juno.com, ohear@cvax.ipfw.indiana.edu
Subject: RE: Committee Reports
Resent-Date: Wed, 10 Sep 1997 07:17:09 +0000 (GMT)
Resent-From: orlandov@mscd.edu (vince orlando)

Forwarded to: smtp[rosalind@kwantlen.bc.ca]
smtp[mioduski@ccit.arizona.edu]
smtp[carpenterk@platte.unk.edu]
smtp[mulcahyp@cse.bridgeport.edu]
smtp[mbroughton@juno.com]
smtp[ohear@cvax.ipfw.indiana.edu]

cc:

Comments by: Vince Orlando@RDG@MSCD-SCOPS
Comments:

More info from Donna Wood on the exhibit's chair postion.

v

----- [Original Message] -----

Vince: I am sorry to be so long in responding about the exhibits liaison position.

I believe that I could contribute to CRLA by chairing this valuable exhibits position. For six years I held a similar position with the regional Southeastern Conference for English in the Two-Year Schools. I was responsible for working with the publishers to place ads in the annual conference program and in the Newsletter; I also solicited exhibits by publishers for the annual conference. Because of the merging of several companies, it became increasingly difficult to keep up with the changes. However, during my tenure as Publications Manager I was able to add about \$10,000 to the SCETC treasury.

I don't have any particulars about this position but I assume the work is similar. I would like to be considered for the job and feel that I have the backing of the school for CRLA related duties. Thanks for considering my application.

=== COVER PAGE ===

TO: _____

FAX: 916045992716

FROM: CLA NMSU _____

FAX: 5056468082

TEL: 5056463136

COMMENT:

Post-It brand

Fax Transmittal Memo 7672

To Rosalind Lee
 Company Kean University College
 Location

Fax # (604) 599-2716 Telephone # (604) 599-2706

Comments

* No. of Pages 3 Today's Date 9/14/97 Time 9:02
 From Sue Brown
 Company New Mexico State Univ.
 Location Dept. Charge
 Fax # (505) 646-8082 Telephone # (505) 646-3137
 Original Disposition: Destroy Return Call for pickup

CENTER FOR LEARNING ASSISTANCE

MSC 5278
 New Mexico State University
 P.O. Box 30001
 Las Cruces, NM 88003-8001
 Telephone: (505) 646-3136



MEMORANDUM

TO: CRLA Board Members
 FROM: Sue Brown *SB*
 DATE: September 15, 1997
 RE: Site Selection

I have received a preliminary bid from the Hyatt Regency New Orleans to host the CRLA Conference on November 3-7, 1999. The room rate quoted (\$148.00) is in 1997 terms and is a flat rate for singles, doubles, triples or quads. The rate will not increase by more than 3-5% each year between now and 1999. Although the room rate is a little higher than we normally pay, this is an excellent rate for New Orleans during this time of year.

Susan Halter has worked extremely hard to get this hotel bid and she is very anxious to serve as conference site chairperson. Her enthusiasm will be invaluable to the success of this conference. I would like your approval to prepare a final bid for this conference to present to the Board in Sacramento.

HOTEL CHECKLIST

HOTEL: HYATT REGENCY NEW ORLEANS

CONFERENCE ROOM REQUIREMENTS: (See attached for additional information)

1. 8+ meeting rooms, theater style for 50-75, morning and afternoon
2. banquet facilities for 450-500 people
3. 1 room with electrical outlets for computer hookups (electrical fees apply)
4. 1 small board room, Monday afternoon through the end of the conference
5. 3,000 square foot room, locked for exhibitors, including 2.5' x 6' tables, electrical outlets (\$65.00 per table, electrical fees apply)
6. room for 500 people for general sessions (meeting room rental of \$200.00 per day)
7. small locked room for audio visual equipment
8. registration table/area with room for SIG displays, CRLA display board, announcements and message board

HOTEL AMENITIES (Negotiable)

1. complimentary room for every 50 rooms, VIP + 1 suite for 150 rooms
2. complimentary hospitality suite, no corkage fees, complimentary use of any attached bedrooms
3. preferential room selection for officers (Gold Passport)
4. lodging/meeting space for 12 board members for 2-day weekend before conference, maximum 7 sleeping rooms (based on availability)
5. complimentary room for program chair for two nights to finalize conference arrangements

Hotel Checklist**Page 2**

6. conference rates and guaranteed rooms for board members beginning Sunday preceding conference (up to 10 rooms)
7. transportation to and from airport or shuttle costs (shuttle \$10.00 each way, taxi \$20.00 each way)
8. transportation to surrounding area for shopping, restaurants, etc. (complimentary shuttle to french quarter)
9. November 3-7, 1999 - \$148.00 flat rate occupancy in 1997 terms.
10. 1500 reservation cards (30 days)
11. ten (10) VIP courtesy baskets
12. other conference(s) during CRLA
13. free or reduced parking rates (Hyatt does not operate garage)
14. extend conference rate to CRLA after cutoff date while rooms are still available during conference dates
15. early check-in for board members on Sunday or Monday of conference week (as available pending sold-out status prior evening)
16. complimentary coffee and tea service for board meetings
17. early arrival Wednesday of conference (as available pending sold out status prior evening)
18. overflow hotel and transportation provided
19. rooms accessible for the disabled
20. alternative food service (group must guarantee minimum revenue)