

AGENDA FOR BOARD MEETING
January 20, 2006

1. **CALL TO ORDER: Valerie**
2. **APPROVAL OF AGENDA: Valerie**
3. **APPROVAL OF MINUTES, November 5, and December 9, 2005: Dorothy**
4. **TREASURER REPORT: Ann**
5. **SIG AND STATE REGION/CHAPTER REPORT: Russ**
6. **EXECUTIVE ASSISTANT REPORT: Karen**
7. **MEMBERSHIP COORDINATOR REPORT: Vicki**
8. *NewsNotes* **EDITOR REPORT: Anne-Marie**

OLD BUSINESS

9. **2006 CONFERENCE REPORT: Sharon**
10. **2007 CONFERENCE REPORT: Valerie**
Approval of Online Proposal
11. **REVIEW OF CAS MATERIALS: Karen and et.al.**
12. **FORMAL APPROVAL TO CHANGE AWARDS AND SCHOLARSHIP**
APPLICATION DEADLINE FROM 8/15 TO 8/1: Karen
13. **JOB POSTING LINK FOR CRLA WEB SITE: Russ/Corrine/ Kate**

NEW BUSINESS

14. **DISCUSSION OF ELECTRONIC BALLOTS TO VOTE FOR CRLA OFFICERS:**
Kate/Corrine
15. **APPROVAL APPLICATIONS FROM LINDA RUSSELL AND SANDRA CHUMCHAL**
FOR EXHIBITS CO-CHAIRS FOR THE 2006 CONFERENCE
16. **REQUEST FROM PAT JONASON REGARDING CONFERENCE ACCOUNT:**
Valerie/Ann
17. **REVIEW OF CONFERENCE REGISTRAR REPORT: All**
18. **CONFIRMATION OF BOARD MEETING SCHEDULE IN AUSTIN: Valerie/Sharon**
19. **EXECUTIVE SESSION:**
20. **NOMINATION OF ACDEA FELLOWS: Voting Officers**
21. **OTHER:**

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: 3:00 pm EST, Friday, January 20, 2006

LOCATION: Conference Call

MINUTES

MEMBERS PRESENT: Valerie Smith Stephens, President; Sharon Taylor, President-Elect; Ann Wolf, Treasurer; Dorothy Bonser, Secretary; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator

1. CALL TO ORDER: The meeting was called to order by President Valerie Smith Stephens at 3:08 PM.

2. APPROVAL OF AGENDA: Ann Wolfe asked that there be an addition to the agenda regarding a certificate of deposit. It was suggested that the item be discussed under New Business. Also, since Russ Hodges' involvement with the memorial service plans for Cindy Peterson may require that Agenda be modified to accommodate his arrival at the meeting, the SIG and State/Region/Chapter Report may be moved.

MOTION: That the agenda be approved as amended. Ann/Dorothy. MOTION PASSED.

3. APPROVAL OF MINUTES:

MOTION: That the December 9 Minutes be approved. Dorothy /Sharon. MOTION PASSED.

4. TREASURER'S REPORT: Ann submitted a revised October 2005 Statement for approval. The revised statement reflects credit card charges for October which she did not receive until the November Statement.

The November Statement shows income for the month \$5,504.39; expenses, \$25,654.24; assets of \$260,386.31. The reason for the low income for the month is that all the new or renewal memberships have been reported to the Conference Registrar and not to the Treasurer.

Since Ann had not at the time of the January Board Meeting received all of the bank statements for December, she will give the December report at the February Board Meeting.

MOTION: To approve the Treasurer's Report including the revised October Statement and the November Statement. Ann/Dorothy. MOTION PASSED.

The approved End of Month Statements are attached to these Minutes.

5. SIG AND STATE REGION/CHAPTER REPORT: Because Russ was not yet in attendance, Valerie moved to the next item on the Agenda: The Executive Assistant Report.

- 6. EXECUTIVE ASSISTANT REPORT:** Karen Agee reported that the display board is not yet completed. Since its design is contingent upon the completion of the new CRLA brochure that she, Vicki Papineau, and Rick Nguyen are currently working on, the boards will be completed shortly after the brochure appears in final form.

Karen has been working on job descriptions and will continue making minor changes as needed. Karen had forwarded to the Board Kathi Bartle Angus' budget request and her suggested job description for PALS. Since last year's Board discussed whether the liaison role should be continued, she asked the Board to consider Kathi's requests before the operations budget for next year is completed.

Past President Russ Hodges arrived at this time.

Karen attended the Winter Institute on the Board's behalf January 3-6 and will submit a report in writing. Since Russ Hodges also attended several activities of the Winter Institute at his own expense and since Karen did not use the entire amount she requested for attending, she asked that the Board consider reimbursing Russ for his meals (approximately \$40), an amount which would not exceed the unused amount of Karen's request. It was the consensus of the Board that Russ be reimbursed for his meals.

- 7. MEMBERSHIP COORDINATOR REPORT:** Vicki Papineau reported that the first membership renewal notices for 2006 were mailed January 17, 2006, which, because of many extenuating circumstances, is over a month later than they are usually sent. She sent 258 notices to those with a 2004 expiry and 721 to those with a 2005 expiry.

In 2005, mailings to 16 conferences, including materials and displays, were made to SRC and other sister organizations. She completed 262 mailings to fill *Tutor Training Handbook* or ITCP pin orders or other requests of materials and 64 electronic mailings of SRC and SIG address lists and other requests of materials. These mailings do not include materials mailed to and from CRLA's own conference site. Vicki requested that she and Russ be notified of any upcoming conference mailing needs as they arise.

Vicki also reported that the new CRLA brochure, display board, and web updates are pending because of extenuating circumstances involving those involved in the project. She is awaiting new photo options from the brochure person. Since the materials are needed for the NADE Conference February 15-18, she and Karen will expedite their completion before that time.

Vicki further reported that she will update schedule of conference mailings to SRC and sister organizations the table of conference attendance of Board members as she is informed of which officers attend sister organization conferences of conference dates, which officers are attending, mailing instructions and numbers of attendees.

She noted that Pat Jonason requested that the Conference Registrar's Report sent to Board members as an email attachment be discussed either at today's meeting or the February Board Meeting.

Russ suggested that Board Member attendance at conferences and meetings of sister organizations be publicized in *NewsNotes*.

Ann inquired if anyone were doing the follow up on establishing a Fed Ex account to facilitate the extensive mailings the Membership Coordinator has to make. It was agreed that Ann and Vicki will determine how to establish a feasible method of establishing a working account for Vicki.

Russ Hodges asked Vicki whether memberships of the 25 2005 members of the Arizona Chapter will be valid through June 1, 2006. Vicki suggested that a request for an extension of membership time should be submitted to her by the group and that the situation could be worked out in this singular circumstance.

- 8. SIG AND STATE REGION/CHAPTER REPORT:** Russ Hodges informed the Board of the plans that had been made for Cindy Peterson's Memorial Service. He noted that Lucy McDonald, as a representative of CRLA, will deliver the eulogy. He requested that the Board consider support for Lucy's travel expenses.

MOTION: That the Board provide \$500 to Lucy MacDonald for travel expenses from Florida to Austin to represent CRLA at the memorial services for Cindy Peterson. Russ/Ann MOTION PASSED.

Russ also shared the text written to send CRLA members to inform them of the sad news of Cindy Peterson's death and the arrangements for her memorial service. He asked the Board's approval for Valerie to send the email to all CRLA members.

MOTION: That President Valerie Smith Stephens send CRLA members an email to inform them of Cindy Peterson's death and the arrangements for her Memorial Service. Russ/Sharon. MOTION PASSED.

Russ continued with several motions seeking the concurrence of the Board regarding states, chapters, and regions.

MOTION: To approve Past President Russ Hodge's appointment of Joan Mauch of Kwantlin University College, BC, to become the Director of the Canadian Provinces. Russ/Sharon. MOTION PASSED.

MOTION: To approve Past President Russ Hodge's appointment of Ronaele Whittington of the University of Hawaii to become the CRLA Director of the State of Hawaii. Russ/Dorothy. MOTION PASSED.

MOTION: To approve the New Mexico Chapter's request to change from a Chapter to a State organization. Russ/Sharon. MOTION PASSED.

MOTION: To approve Past President Russ Hodge's appointment of Bobbi Lightle to become the CRLA Director of the State of New Mexico. Russ/Ann. MOTION PASSED.

Russ also sought the approval of the Board to fund Patricia Mulcahy-Ernt's request of \$1000.00 to be used as follows for a 2006 CRLA Northeast Conference: Refreshment Breaks \$500, Hotel \$200, Planning \$200, On-site Conference Expenses \$100.

MOTION: To fund Patricia Mulcahy-Ernt's request for up to \$1000 to fund a 2006 CRLA Northeast Conference. Russ/Dorothy MOTION PASSED.

Russ reported that Rick Sheets has petitioned CRLA for the Arizona state group to become a chapter. They need 25 members to become a Chapter. Of the 28 signers of the petition, only 17 are current members. Karen Agee suggested that perhaps Arizona could combine with New Mexico to form a combined chapter. Russ will contact both groups with that suggestion.

Russ also reminded the Board of the following events:

A CRLA Southeast Symposium will be held February 4, 2006. Lucy MacDonald will be the keynote speaker.

He and Ann Wolf will attend the NADE Conference February 15-18.

President Valerie Smith Stephens will be attending the California Chapter Spring Conference, March 10, 2006, for which Janet Bagwell is one of the coordinators.

The Mid-Atlantic CRLA Conference will be held in Charlottesville, Virginia, March 24-25 with Anna Crockett, Laura Symons, and Tina Barnes coordinating the event.

CRLA Northeast 2006 Annual Spring Meeting, April 2-4, 2006, will be held at Saratoga Springs, New York, concurrently with the NYCLSA conference. Patricia Mulcahy-Ernt will be one of the coordinators.

The MNADE/CRLA Minnesota/North Dakota/South Dakota Regional Meeting will take place Sept. 28-29, 2006. Linda Russell is one of the coordinators.

Texas CASP/and the International CRLA Joint Conference will take place October 18—21, 2006. Sharon Taylor and Karon Mathews are Conference Co-Chairs.

The Technology Institute (TIDE) co-sponsored by CRLA, NADE, and Texas State University will be held July 23-29, 2006, with Russ Hodges, site coordinator.

He requested that Board Members let him know of any other CRLA regional or state conferences so that he can keep a record of them and so that Anne-Marie can announce them in the newsletter.

Russ reported that the Technology and Distance Learning SIG submitted a funding proposal of \$500 to send one of their members to TIDE to promote professional development within the SIG and to use as a marketing tool to encourage others to join the SIG.

MOTION: That the Board provide up to \$500 to the Technology and Distance Learning SIG to send one of its members to TIDE. Russ/Sharon. MOTION PASSED.

OLD BUSINESS

9. 2006 CONFERENCE REPORT: President Elect Sharon Taylor reported that conference plans are moving along, and that she will be attending a conference meeting with CASP conference committee members. Valerie suggested that the CRLA/CASP budget meeting be held Saturday morning, February 4, and that the tour of the hotel be held later that day. Sunday, February 5, the CRLA operating budget meeting will be held for CRLA Board members and appropriate members of the CASP Conference Committee. The \$9000 CASP birthday celebration budgeted item will be clarified at our February meeting. Sharon additionally reported that the proposal timeline and proposal form are now online. She has also sent the conference logo to CASP for their newsletter, and will send ads to NTA, ATP, and the *Journal of Developmental Education*. She will also send copies of that ad to all Board members. She will contact Betty Black and Karon Matthews to coordinate efforts in getting a list of people to review proposals.

Valerie reported that she has received the exhibit co-chair applications from both Linda Russell and Sandra Chumchal. She will appoint them and then seek concurrence from the Board.

Corrine Johnson, Web Coordinator, entered during Sharon's report. The Agenda was modified to accommodate Corrine's attendance at the meeting.

10. JOB POSTING LINK FOR CRLA WEB SITE: Corrine Johnson will add job posting link on the CRLA website. Russ pointed out that no one took advantage of the posting earlier, but perhaps that was because it was posted when people were concerned about Katrina. He did note that several people have asked that even though jobs are often posted on the listserv, it might be a good idea to have the feature on our website. Russ and Corrine noted the need for guidelines (how long an item would stay posted, for example). Corrine will send the guidelines that she has to all of the Board Members so that we might discuss them at the February Board Meeting. Mid-February is a reasonable deadline for us to put up the link. Corrine will monitor the site as agreed in an earlier Board decision.

The Board agreed to add "website review" to the Agenda for the February meeting. The key players of the committee who originally designed the guidelines will schedule a meeting during an evening non-Board meeting time in Austin to meet with the goal of re-creating the list of corrections and changes in policy on maintaining the link on the CRLA website. After that meeting, Corrine will be informed of the decisions and will send suggested guidelines to all Board members for approval.

NEW BUSINESS (Agenda item moved to accommodate Corrine's presence)

11. DISCUSSION OF ELECTRONIC BALLOTS TO VOTE FOR CRLA OFFICERS: The topic of electronic elections was discussed extensively. Though the Board consensus is to pursue electronic balloting, establishing a secure process and environment is vital before the online voting can take place. Ideas to establish a secure site were suggested, but since no one had a definitive means to establish a secure environment (using member name, member email address, an assigned member number, preventing non-members from voting), Valerie suggested further investigation. Corrine suggested also that we might investigate paying for a professional service to provide a secure system. It was

noted that a paid system may cost less (perhaps around \$500) than our current paper ballot system. Our website, she suggested, does not offer a secure enough firewall, and it would cost a great deal more with our web server to make our site more secure. Russ offered to collaborate with Lucy MacDonald and her SIG about how other professional organizations handle electronic balloting, and Corrine will continue to investigate ways to provide a secure environment and will send information about the paid services to the Board so that we might come up with a system within the next few months.

Corrine Johnson left the meeting at this point.

- 12. 2007 CONFERENCE REPORT (OLD BUSINESS):** The Board had received a forwarded report from Valerie (January 19) from Site Evaluator, Lonna Smith. The report detailed Lonna's visit to four hotels in Portland with Rosalind Lee, former Site Evaluator, and Frieda Campbell-Peltier, On-Site Chair, giving a charted comparison of room rates, sizes, and availability; and it contained narrative ratings of the hotels either stayed in or visited by the conference site evaluation team. Their unanimous first choice is the Doubletree; their second choice, the Marriott Waterfront; the third choice, Red Lion on the River; and a hotel which they rated as unsuitable to our needs, the Hilton. Lonna noted that Portland seems to be an ideal place for a conference.

Valerie suggested that the next step is for Lonna to work out a contract. Russ suggested that the Lonna submit a final choice of two hotels to the Board for us to make a decision. In considering a date, the following suggestions were discussed: adhering to the traditional October 26-31 window; the earlier the better the chance of good weather, according to On-Site Chair, Frieda; avoiding Jewish New Year, if possible; work around NCLCA's conference schedule leaving a two- or three-week gap between the two conferences, if possible. Russ will contact Wendy Wilson about NCLCA.

- 13. REVIEW OF CAS MATERIALS (Old Business):** Karen had emailed the Board two drafts of the *CAS Contextual Statement*. Karen explained that the contextual statements of programs in CAS' "blue book" tend to be informal, like the Learning Assistance Programs version. She explained further that the title of each of the contextual statements for the Student Affairs Program *Bluebook* begins with the words "The Role of" Each area (learning assistance, minority programs, academic advising, among others) needed an introduction which would place the document in historical context and the context of higher education. Also, in the original statement, learning assistance was not mentioned at all.

Karen, Carol Dochen, and Frank Christ worked on the contextual statement of Learning Assistance Programs to rewrite it to provide not only a historical context, but also a scholarly context. They included separate listings of references, resources, and journals, organizations, and websites. She added that the new version of the statement provides some documentation for claims made in the document to make it a bit more scholarly, and their hope is that other groups will follow suit as they begin to revise their statements as well.

If our Board approves the document, Becky Johnen will then merge it with ideas from NADE revisions to make one cohesive document. Karen noted that it was pointed out during the Winter Institute that NCLCA has not had a presence in CAS; therefore, Becky may wish to invite them to comment on the contextual statement. She added that perhaps

NCLCA may want to be included in the revision of standards as it occurs within the next 12-18 months

MOTION: That the revised CAS conceptual statement be forwarded to Becky Johnen. Russ/Ann. MOTION PASSED.

MOTION: That the Board send the CAS conceptual statement to NCLCA in the collaborative spirit that the Blue Ribbon Committee intended. Russ/Dorothy. MOTION PASSED.

Karen will send the document on. She expressed her appreciation to Carol Dochen and Frank Christ.

14. FORMAL APPROVAL TO CHANGE AWARDS AND SCHOLARSHIP APPLICATION DEADLINE FROM 8/15 TO 8/1 (Old Business):

MOTION: To change the awards and scholarship application deadline from 8/15 to 8/1. Russ/Ann. MOTION PASSED.

Karen will let Jane McGrath know.

NEW BUSINESS

15. APPROVAL APPLICATIONS FROM LINDA RUSSELL AND SANDRA CHUMCHAL FOR EXHIBITS CO-CHAIRS FOR THE 2006 CONFERENCE

MOTION: To approve the three-year appointment of Linda Russell as Exhibit Chair. Dorothy/Russ. MOTION PASSED.

16. REQUEST FROM PAT JONASON REGARDING CONFERENCE REGISTRAR'S

ACCOUNT: Pat Jonason requested the Board consider keeping the conference registration account open with \$1000 so that the registrar will not have to open a new conference account each year. Ann will let Pat know that a consensus has been reached to grant her request to keep the account open with \$1000. This will be established in the Operations budget.

Registration at the 2006 conference was revisited at this time, and Russ brought up the issue of cost of registration for Texas residents. Valerie suggested that questions and issue regarding the conference be sent to Sharon, and they will be discussed at the February meeting. Sharon noted that Mary Ann Greenlees is working on a draft registration form and will collaborate with Pat Jonason on the final form.

It was suggested that the CRLA Board be thoughtful on how we can establish a welcoming environment to work within with the CASP members. Valerie suggested that CRLA provide breakfast Saturday morning to the entire CASP/CRLA group to create a welcoming, warm, positive tone. Sharon will work with Alan Constant to set that up.

Discussion continued on Pat Jonason's report. Pat also expressed two concerns about exhibits and exhibitors: meal tickets and registrations for company representatives. She suggested that the Board give direction on how to handle granting meal tickets, and for the latter issue, Pat recommended that we have limits on these numbers. Karen Agee is

going to send the Conference Registrar Report to Bill Horstmann, Linda Russell, and Sandra Chumchal so that they can send their ideas to the Board before discussion at our February Board Meeting.

Pat Jonason's report also listed a clarification that needs to be made about reimbursement request for registration for the *JCRL* Editor. Valerie will contact the latter to inform her that travel expenses are reimbursed, but not registration.

Pat also asked for clarification of what constitutes "student" tuition for a CRLA conference. It was previously established by the Board the any student (graduate or undergraduate) who is taking six hours and submits a current schedule with conference registration would be granted student status.

Pat also asked that Amy Dugan, who was invited to attend the 2005 conference to provide registration support and to meet the Board, be similarly be asked to attend the 2006 conference especially because of an increased projected number of attendees. CRLA paid for her travel and meals for the 2005 Conference. It was suggested that we continue to invite Amy to attend the conference and that she be additionally invited to attend arrive a little earlier to attend a couple of the Board meetings to know more about how we operate. Karen will inform Pat of the Board's decision.

Pat also asked the Board to consider placing anyone who handles a large amount of money for CRLA under bond. She asked to be informed about who should be on that list. The Board agreed to Pat's request and will consider who should be on the list. The cost (estimated at \$300) will be included in the Operating Budget. Discussion will continue in February.

Pat suggested that for future conferences the Board might want to look at companies that provide online registration services. The cost is typically 5% of the registration amount for a very simple form. For CRLA that 5% minimum would have cost \$6352 for the 2005 conference.

The Board will examine Pat's detailed report and at the February Board Meeting and will continue discussion on the good points that she has raised. Valerie will let Linda Russell know that she has been appointed Exhibits Chair, and Karen will send Linda Pat's report.

The Board, regarding the value of Pat's work at the conference, recommended that she continue as conference registrar. Valerie will contact Pat to ask if she will renew her three-year appointment. She will ask Pat if there is something that the Board can provide her with to make her job easier.

MOTION: To officially thank Pat through a vote of appreciation for her work and her very thorough report. Russ/Dorothy. MOTION PASSED.

17. CERTIFICATE OF DEPOSIT: To establish a new \$25,000 six-month (4.4 APR) certificate of deposit with the Spokane Teacher's Credit Union, Ann needs to have the request officially entered in the minutes showing Board approval to open the account.

MOTION: That the Board approve Ann Wolf to open an account with the Spokane Teachers Credit Union for a \$25,000 six-month certificate of deposit and that Ann Wolf,

Valerie Smith Stephens, and Sharon Taylor be the signers for the certificate. Ann/Russ. MOTION PASSED.

Ann, Valerie, and Sharon will need to put their signatures and a copy of their driver's license on file with the Spokane Teachers Credit Union. It was decided that the signatory forms be completed at the Board meeting in February.

18. CONFIRMATION OF BOARD MEETING SCHEDULE IN AUSTIN: Those who will be arriving in Austin Friday will meet for dinner.

19. OTHER:

MOTION: To grant Jane McGrath up to \$1100 for travel expenses to attend the Blue Ribbon Commission. Russ/Ann. MOTION PASSED.

Ann will let Jane know.

Activities requiring immediate Board attention were summarized:
Valerie will write to Amy, she will send a plant in Cindy Peterson's memory to David Caverly, she will notify Linda Russell of her three-year appointment as Exhibits Chair, she will welcome Sandra Chumchal as the Exhibits Co-Chair for the 2006 Conference and will send her a job description which Karen Agee will have forwarded to Valerie; she will check with Lonna about dates for the 2007 conference.

Dorothy Bonser was asked to reinstate the "to do" list for Board Members.

19. EXECUTIVE SESSION: Those who are not voting members of the Board left at this time. At 4:50, the Board went into executive session to discuss possible nominations for ACDEA Fellow. At 5:30, the Board emerged from executive session.

MOTION: That the meeting be adjourned.

President Smith Stephens adjourned the meeting at 5:30 pm.

College Reading and Learning Association
Balance Sheet
End of Month – October 2005

Assets:

Certificates of Deposits \$155,429.09

Beginning Balances:

Operations Account \$ 128,397.17

Conference Account \$ 5,119.65

Savings Account \$ 3,484.50

Income:

Scholarships \$

Membership Dues \$

Interest Income

Tutor Certification \$

Misc Income \$

SIG Income \$

Mentor Certification \$

JCRL \$

Tutor Handbook \$

Learning Assistance Monograph \$

Total Operating Income \$ -

Total Conference Income \$ -

TOTAL INCOME \$

Monthly Expenses:

General Board \$ 2,645.58

General Organization \$ 252.71

Publications \$ 221.02

Committees \$ 2,090.67

Membership/States and Regions \$ 1,436.76

TOTAL OPERATING EXPENSES \$ 6,646.74

Conference Expenses \$ 5,144.16

TOTAL EXPENSES \$ 11,790.90

Net Monthly Income(Loss) \$ (11,790.90)

Assets At End of Month \$ 280,639.59

College Reading and Learning Association
Balance Sheet
End of Month – November 2005

Assets:

Certificates of Deposits \$155,429.09

Beginning Balances:

Operations Account \$ 109,146.98

Conference Account \$ 12,475.49

Savings Account \$ 3,485.09

Income:

Scholarships \$ 10.00

Membership Dues \$ 1,800.00

Interest Income

Tutor Certification \$ 1,850.00

Misc Income \$ 224.39

SIG Income \$ 155.00

Mentor Certification \$

JCRL \$ 15.00

Tutor Handbook \$ 570.00

Learning Assistance Monograph \$

Total Operating Income \$ 4,624.39

Total Conference Income \$ 880.00

TOTAL INCOME \$ 5,504.39

Monthly Expenses:

General Board \$ 3,100.22

General Organization \$ 1,313.65

Publications \$ 2,348.28

Committees \$ 8,537.16

Membership/States and Regions \$ 1,466.44

TOTAL OPERATING EXPENSES \$ 16,765.75

Conference Expenses \$ 8,888.49

TOTAL EXPENSES \$ 25,654.24

Net Monthly Income(Loss) \$ (20,149.85)

Assets At End of Month \$ 260,386.31

Prepared by Ann Wolf, treasurer Jan 16, 2006