

CRLA BOARD MEETING AGENDA
September 9, 2005
2:00PM – 4:00PM Central Time
Conference Call

CALL TO ORDER

1. Approval of Agenda
2. Approval of Minutes for June 24, 2005
3. Treasurer's Report – Ann
Approval of Treasurer's Report
4. States/Regions/Chapters & SIGS – Kate
Approval to fund Learning & Study Strategies SIG request for \$300
5. Executive Assistant's Report – Karen
6. Membership Report – Vicki
7. Newsletter Report – Anne Marie

OLD BUSINESS

1. CRLA Website
2. 2005 Conference Update – Valerie
Approval to purchase four LCD projectors w/replacement lamps
3. 2006 Conference Update – Sharon
4. 2007 Conference
5. Mike O'Hear's Book
6. Funding Request
7. Awards & Scholarships Policy

NEW BUSINESS

1. October Board Meeting (This meeting was cancelled)
2. 2005 Award Nominations
3. Executive Session

ADJOURNMENT

CRLA BOARD MEETING AGENDA

July 22, 2005

**2:00PM – 4:00PM Central Time
Conference Call**

CALL TO ORDER

1. Approval of Agenda
2. Approval of Minutes for June 24, 2005
3. Treasurer's Report – Ann
Approval of Treasurer's Report
4. States/Regions/Chapters & SIGS – Kate
Approval of revision to Policy for Funding SRCs & SIGs
5. Executive Assistant's Report – Karen
6. Membership Report – Vicki
7. Newsletter Report – Anne Marie

OLD BUSINESS

1. ITPC
2. IMPC
3. 2007 Conference Report – Russ
4. 2006 Conference Report – Sharon
5. 2005 Conference Report – Valerie
6. Website Revisions – Russ
7. Mike O'Hear's Book
8. Awards & Scholarships

NEW BUSINESS

1. Charge Card for Exhibits
Approval to allow McGraw-Hill to pay fees with charge card
2. Copying from Tutor Training Handbook
3. Permission to Share Member Information
Approval to allow Texas State University of use names, etc. of Texas CRLA members

4. Future Board Meetings

ATTACHMENTS

COLLEGE READING AND LEARNING ASSOCIATION

**BOARD MEETING
DATE: July 22, 2005
LOCATION: Conference Call
MINUTES**

MEMBERS PRESENT: Russ Hodges, President; Valerie Smith Stephens President-Elect; Frieda Campbell-Peltier, Secretary; Ann Wolf, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, *NewsNotes* Editor; Dorothy Bonser, Incoming Secretary

The meeting was called to order by President Russ Hodges at 2:03 (CST).

1. **APPROVAL OF AGENDA:** No changes were made to the agenda.

MOTION: That the agenda be approved as presented. Frieda/Ann. MOTION PASSED.

2. **APPROVAL OF MINUTES:** Minor corrections and clarifications were made to the minutes of June 24, 2005.

MOTION: That the June 24, 2005 minutes be approved as corrected. Frieda/Valerie. MOTION PASSED.

3. **TREASURER'S REPORT:** Ann distributed the End-of-Month statement for June and the Income Statement for January 1 thru June 30, 2005 via email to the Board members. She also sent out revised copies of the 2005 Conference Budget that included Board approved changes to some of the line items.

She reported the end-of-month totals for June as follows: total assets of \$339,062.81, total income of \$6,492.74, and monthly expenses of \$5,239.35 for a monthly income of \$1,253.39. The End-of-Month statement is attached.

MOTION: That the Treasurer's Report be approved as submitted. Ann/Frieda. MOTION PASSED.

4. **STATES/REGIONS/CHAPTERS & SIGs:** Kate reported (via email) that she is continuing to work on organizing the SRC/SIG Leader CD with Vicki. She also urged the Board to approve a revision to the current SRC and SIG Funding Policy that will extend the deadline for submitting funding proposals to June 15 to include groups that might want to hold an event in late summer or early fall. Below is the proposed change (indicated in bold), and the complete revised policy is attached (Attachment B).

... either December 15 or February 1. If an SRC or SIG has not previously requested funds and finds that it needs funding for a late summer or fall event, that funding must be requested by a late date of June 15.

Non-substantive revisions were also suggested to update the document. The Board reviewed the proposed revisions and agreed that they are appropriate.

MOTION: That the revision to the Policy for Funding States, Regions, Chapters, and Special Interest Groups be approved as presented. Ann/Valerie. MOTION PASSED.

5. **EXECUTIVE ASSISTANT'S REPORT:** Karen reported that she will be proposing some changes in job descriptions for the Treasurer and On-Site Evaluator. She will bring the job descriptions to the next meeting. She also will send out all job descriptions for the Board to review.
6. **MEMBERSHIP REPORT:** Vicki reported that she has requested information to update rosters for the Reference Guide, SRC Presidents, and SIG Leaders. She will revise the current rosters and send out to the Board when completed.

Russ asked Vicki if she thought it would be a good idea to bring Amy Dugan to the 2005 conference to train her on registration, and collaborate on creating ITPC and IMPC databases. Vicki and Ann will talk with Amy to determine travel costs and dates she will be able to attend. Ann will review budget line items to determine appropriate line charge for Amy's travel to the conference. Ann will report to the Board at the next meeting.

7. **NEWSLETTER REPORT:** Anne-Marie reported that she is trying to put the *NewsNotes* into a real newsletter format before sending it out to members. Her expected publication date is July 29. She will send emails to SRCs and SIGs to remind them to send in reports of activities to be included in *NewsNotes*. She will also put the schedule for reporting in *NewsNotes*.

OLD BUSINESS

1. **ITPC:** Russ reported that ITPC is up and running. Anna Crockett has completed the transfer of all of the files to Tina Barnes, the new ITPC Coordinator. She has written her final article to announce the change in the program name and to introduce the new coordinator. Vickie assured the Board that no changes need to be made to the ITPC pins as a result of the name change.
2. **IMPC:** Russ will continue to work with Doirin Eddy and Nancy Kosmicke on the status of IMPC. IMPC pins may need to be discussed with the new Coordinator.
3. **2007 CONFERENCE:** Russ reported that Laura Symons and Terri Massie-Burrell have assured him that they would like to host the 2007 conference in the Mid-Atlantic Region. Karen has sent appropriate paperwork for them to present an official bid. Lonna Smith and Rosalind Lee will apprise the Board of who will travel to Washington, DC after the bid has been received.
4. **2006 CONFERENCE:** No new information was shared on the 2006 conference at this meeting. Sharon will update the Board at the next meeting.
5. **2005 CONFERENCE:** Valerie reported that conference logistics and schedules are about 99% completed. She is waiting for information on Lunch with a Mentor to complete this part of the Call to Conference. She stated that the conference information should be ready to go online August 1. She is scheduled to go to Long Beach July 27 to finalize conference

details with the onsite co-chairs and hotel staff. Afterward, she will send a draft of the conference program to the Board for review and comments.

Frank Christ has requested a booth for LSCHE and LRNASST as non-profit collegial exhibitor, as in 2003. Valerie will check with Bill Horstman to determine space availability, communicate this information to Frank, and bring a motion on this issue to the Board for consideration.

6. **WEBSITE REVISIONS:** Russ reported that the new website has not been published yet. He will communicate with Kate to determine the status of the revised website.
7. **MIKE O'HEAR'S BOOK:** Russ reported that he had talked with Jeanne Higbee, Chair of the Media Advisory Board (MAB) about options for this book. Since the MAB has not written policies yet, and since plans to publish the book began in 2001, years prior to the establishment of the MAB, action on this issue will be determined by the CRLA Board. Therefore, Russ outlined the process involved in considering the book for publication. He will send the revised manuscript to last year's CRLA reviewers for a final review. After the reviewers have read and commented on the revised manuscript, Russ will bring the issue of publication back to the Board for consideration. If the Board recommends publication, Russ will approach H&H Publishers to see if they still want to publish the book.
8. **AWARDS & SCHOLARSHIPS:** A member noted from 2002 Board minutes that the Professional Development Scholarship could be used for "conferences" and asked about applying for the scholarship to attend the CRLA conference. Karen discussed with the Board of the history of the wording of the Professional Development Scholarship. After consideration, the Board agreed that the intent of the scholarship in 2001 had been to encourage and support professional development of CRLA members in any venue, including annual conferences, e.g. NADE and CRLA conferences, and the new Board in 2002 had made more restrictive rules. According to the wording in the current policy, the professional development scholarships cannot be used to attend annual conferences. Karen will draft a revision to the policy (effective 2006) to be considered by the Board at the next meeting. In the meantime, Ann will determine if funds remain to support CRLA Leaders' travel to the conference if necessary for use by this individual.

NEW BUSINESS

1. **CHARGE CARD FOR EXHIBITS:** McGraw-Hill has requested permission to use a charge card to pay for fees they will incur for booth, ad space reservations, and cyber café support before the 2005 conference. After checking with Pat Jonason, Ann reported that allowing exhibitors to use charge cards would not create a problem. However, CRLA loses money when this happens. The Board will take up this issue more fully at a later date. For now, the Board agreed to allow McGraw-Hill to charge expenses for this conference only.

MOTION: That McGraw-Hill be allowed to pay their fees for Cyber Café, their exhibit booth, and their ad in the conference program with an approved credit card for the 2005 conference. Ann/Frieda. MOTION PASSED.

Ann will inform Pat Jonason and Mary Jo Donnelly, McGraw Hill's representative, of the Board's decision.

2. **PERMISSION TO COPY FROM TUTOR TRAINING HANDBOOK:** Donna Waggoner has asked permission to copy pages from the *Tutor Training Handbook* to be used for training at her institution, Santa Barbara City College. The Board agreed that this would be an appropriate use of the materials.

MOTION: That Donna Waggoner be granted permission to copy articles from the *Tutor Training Handbook* to use for tutor training purposes at Santa Barbara City College. Valerie/Ann. **MOTION PASSED.**

3. **PERMISSION TO SHARE MEMBER INFORMATION:** Russ stated that Texas State University is creating a doctoral degree program in Developmental Education. The state requires the institution to conduct a needs survey. Russ asked the Board for permission to get the names, emails, and institutions of Texas CRLA members for use in collecting data for the needs survey.

MOTION: That Russ and his colleagues at Texas State University be allowed to use the names, emails, and institutional affiliation of Texas CRLA members for conducting a program needs survey. Frieda/Valerie. **MOTION PASSED.**

4. **FUTURE BOARD MEETING:** Russ suggested that the Board take a break in August to accommodate summer vacations. A tentative "emergency" board meeting date was set for August 12 should an emergency arise. The September meeting is scheduled for September 16 at the same time.

MOTION: That the Board meeting be adjourned. Frieda.

The meeting adjourned at 1:32PM.

ATTACHMENTS

A. TREASURER'S REPORT

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

Assets:

Money Market Account	\$ 59,964.32
Certificates of Deposits	\$ 143,194.85

Beginning Balances:

Operations Account	\$ 131,046.06
Conference Account	\$ 1,021.45

Savings Account	\$ 3,482.74
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Income:

Scholarships	\$ 5.00
Membership Dues	\$ 1,200.00
Interest Income	
Tutor Certification	\$ 3,825.00
Misc Income	\$ 267.74
SIG Income	\$ 145.00
Mentor Certification	\$ 50.00
JCRL	\$
Tutor Handbook	\$ 570.00
Learning Assistance Monograph	\$

Total Operating Income	\$ 5,062.74
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Total Conference Income	\$ 1,430.00
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TOTAL INCOME	\$ 6,492.74
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Monthly Expenses:

General Board	\$ 462.18
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General Organization	\$ 647.00
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Publications	\$ 666.00
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Committees	\$ 675.94
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Membership/States and Regions	\$ 900.72
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TOTAL OPERATING EXPENSES	\$ 3,351.85
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Conference Expenses	\$ 1,887.50
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TOTAL EXPENSES	\$ 5,239.35
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Net Monthly Income(Loss)	\$ 1,253.39
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Assets At End of Month

\$ 339,062.81

Prepared by Ann Wolf, treasurer 7/18/05

B. REVISED SRC & SIG FUNDING POLICY

Policy for Funding CRLA States, Regions, Chapters, and Special Interest Groups

In order to provide services to members unable to attend CRLA's annual conferences, offer professional development activities for the membership, and encourage the growth of CRLA's membership, the Executive Board will establish funding of up to \$1000 for each State, Region, Chapter (SRC) and up to \$500 for each Special Interest Group (SIG), respectively, for proposals that fulfill one or more of the above purposes.

Each February, the Board will allot a portion of the budget to funding SRCs and SIGs, the amount to be determined by consideration of the funding requested by all SRCs and SIGs during the previous year and other budgetary needs. The amount allotted for the year will be announced in the March NewsNotes and by other means determined by the Board. If SRC or SIG funding requests exceed the amounts budgeted for them during a given year, then funds will be disbursed by the Board based on the merits of the proposals, their likelihood of fulfilling the stated purposes of this funding, how often the SRC or SIG has previously received such funds, and the treasury of the SRC or SIG.

There will be two primary deadlines for proposals from SRCs and SIGs seeking such funding. Proposals must be received by the Coordinator of State/Region/Chapter & SIG Leaders by either December 15 or February 1. If a SRC or SIG has not previously requested funds and finds that it needs funding for a late summer or fall event, that funding must be requested by a late date of June 15. Board decisions and recipient notification will follow within two months of these dates.

Approved 0722/05