

February 27, 1992

Kathy Carpenter
Director of Learning Center
University of Nebraska - Kearney
Kearney, NE 68849

Dear Kathy:

Here are the proposed minutes from the teleconference one month ago, with an apology and a strange story. I had felt out of sorts and stressed for several days and could not understand why I should have such tension headaches. Early yesterday morning, while getting ready for work, it occurred to me for no reason at all to read through the CRLA secretary's duties. (I've been trying to consolidate several versions of the treasurer's job description but hadn't looked at the secretary's for some time.) I read that I was responsible for making minutes of conference calls within a month. Aach! Of course the secretary should type up minutes on every meeting, even if only electronic. Moral and professional anguish were overwhelming, but for some reason the headache went away instantly! I suspect I have a fairy godmother who is quite put out with me and kept whacking me with her wand until I paid attention.

What information do you have for the secretary's report? (I don't believe I want to confess this malfeasance to the assembled body; perhaps you have some other news to report.) If you can get to me by the 26th of March any information you want shared, about money or otherwise, I will be most happy.

Sincerely yours,



Karen Agee

encl

CRLA Telephone Conference Call
January 27, 1992

Board Members Present:

Joyce Weinsheimer, *President*; Becky Johnen, *President-Elect*; Dee Tadlock, *Coordinator of State/Regional Directors*; Karen Agee, *Secretary*.

Becky coordinated the call at 9:00 a.m.

Recognition of Bob Griffin

1. Gene Kerstiens has suggested to Becky that CRLA honor and recognize Robert Griffin, CRLA's first president, at the 25th anniversary celebration this spring, the San Francisco conference. Ina, Bob's widow, is still living in San Diego. The Board agreed that Becky should contact Ina Griffin and find out what kind of participation in the conference her schedule and inclinations permit.

2. Becky reported that the Airport Marriott has had ribbons printed for their personnel to wear during our conference--but by error all are printed with "CRA." The Board agreed that Becky should request that the hotel staff not wear the ribbons unless the error is corrected.

3. Becky is still awaiting communication from Susan Deese and Becky Patterson to find out what they have learned about a possible special arrangement with Marriott.

Pre-conference meetings with Airport Marriott staff

4. Becky reported that she and Shirley Sloan would spend two hours on April 6 meeting with all the Airport Marriott department heads and the chefs, to go over the conference in detail. Every item of food, equipment and room arrangement will be reviewed at those meetings. The Board expressed appreciation to Becky for this attention.

Responsibility for producing promotional videotape

5. Becky asked whether Carol Clymer were going to produce the promotional videotape by filming at the conference. Dee has talked with Carol and does not believe Carol is planning to

do the filming. Becky will contact Carol to confirm that Becky will make the video and will arrange the personnel to do the filming.

6. Becky wants the brunch on Sunday, April 12, to end by 11:30 a.m., which would allow only one hour for awards and prizes after the brunch speaker. Should raffle prizes be awarded earlier in the conference, perhaps at the banquet, to save time at the brunch? There was some concern that awarding prizes early would shorten the opportunities for purchasing tickets and thus reduce intake of funds for scholarships. Becky will talk with Kate Sandberg and with Karan Hancock, who will be handling the raffle for Kate, to discuss the difficulty.

*Limerick activity at Newcomer
Orientation*

7. Becky reported that her Newcomer Orientation staff have prepared limericks for each Board member based on personal and professional information sent to them. Newcomers will meet the Board members through these limericks.

8. Becky is planning for past presidents to serve as facilitators at the plenary session. Each discussion/ problem group will need someone to tape record or take notes on ideas expressed. Each Board member should send suggested topics for the plenary session to Becky by early March.

9. Becky reported that she and Shirley Sloan had met for 12 hours with Airport Marriott hotel staff on Saturday, January 25. The staff seemed to be preparing well for our conference; no surprises or disagreements were noted.

10. Kate Sandberg still needs nominations for scholarships, ^{Becky} ~~Becky~~ reported.. Each Board member agreed to send nominations or contact constituencies to do so.

11. Becky advised the Board that Townsend Press is paying for the canvas bags for the conference, with their ad on one side and the conference logo on the other. Becky reported that the bags are very attractive; she will send each Board member one and will soon ship five cartons to Shirley Sloan. There was discussion of how much should be charged for the bags at the conference.

Too few publishers intend to display

12. ^{Shirley Sloan + Norma Spalding} ~~Becky~~ will recontact publishers because only eight or nine have indicated to date that they want to display wares at the conference.

The conference call concluded at 9:35 a.m.

Respectfully submitted,

Karen Agee, *Secretary 1991-93*
(*These minutes have not been approved.*)



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

University of Northern Iowa Cedar Falls, IA 50614-0383

March 23, 1992

Dr. Kathy Carpenter
Learning Skills Center
University of Nebraska - Kearney
Kearney, NE 68849

Dear Kathy:

I did not make copies of the reimbursement form you sent me and have tried to approximate it on the page enclosed. Also enclosed are the Passenger Receipt for airfare and a copy of the Master Card bill for lodging in Des Moines the night before the early-morning trip. I do remember sending you the form and receipts earlier, Kathy, truly; that envelope may have ended up with your Christmas cards, because I sent it to your home address (probably in mid-December?), expecting that your winter vacation might correspond with ours.

If my approximation of the appropriate form is not close enough, I can fill one out in a few weeks at the conference, but I thought you might have too much to do at the conference already to worry about this.

I'm still confused about the Treasurer's job description. I'm enclosing a photocopy of what's in the secretary's book and the addendum page. I cannot find any version of the job description that uses Roman numerals I through VII, so why does the addendum begin with VIII?

I have attempted a revision of the duties with some kind of organization--by chance, into seven categories--and the addendum as the eighth category. In doing that, I saw that the Treasurer has to make suggestions for revising the job description as she leaves office, so perhaps you'll have time after this conference to make some sense of all this. The last enclosure is a copy of my attempted organization, but you will probably have a better way to group the various responsibilities of the office. In a few cases I have changed the wording, to simplify and clarify, but certainly you will come up with better solutions to those problems. The highlighted areas refer either to the mailing service (which references could be made more generic or eliminated altogether) or to the audit committee (which is about to be replaced in word as well as in fact).

Kathy Carpenter
March 23, 1992
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The final enclosure is a new version of the Summer Board meeting minutes. They're essentially the same, but we finally purchased a home computer with a laser printer, and I want the minutes to look nice. Please look them over before the conference, if you have time.

How I wish I could arrive early in San Francisco--or stay late--and spend some time with you again!

Sincerely yours,

Karen

Karen Agee

encl

COORDINATOR OF STATES/REGIONS
 REPORT TO THE CRLA BOARD OF DIRECTORS
 APRIL, 1992

MEMBERSHIP

State/Region	Spring 90	Spring 91	Spring 92
Alaska	17		15
Arizona	35		38
Canada	18	24	32
Hawaii	13		13
Iowa-Missouri	12		23
Louisiana/Arkansas	9		
Mid-Atlantic	10		12
Minnesota	10	14	21
Nebraska-Kansas	28		
Nevada	5		21
New Mexico	17		50
Texas	103		94
Washington	45		46
Oregon	44		
California, North	86		
California, South	134		
Colorado	22		
Great Lakes	15		
Idaho	9		
Mid-South	5		
Montana	8		
Northeast	12		
North/South Dakota			
Ohio River Valley	14		
Oklahoma	6		
Pennsylvania/New Jersey	4		
Southeast	17		
Utah	7		
Wyoming	7		

ANNUAL REPORT SUBMITTED:

Alaska	Mid Atlantic
Arizona	Minnesota
Canada	Nebraska-Kansas
Hawaii	New Mexico
Iowa-Missouri	Texas
Mid-Atlantic	Washington

STATE/REGIONAL ACTIVITIES

(From those submitting annual reports)

Regional or State Conferences:

Alaska
Arizona (Co-Sponsored)
Nebraska-Kansas (Co-Sponsored)
Mid-Atlantic (Virginia College Learning Association Conference--not technically under the CRLA umbrella though associated in spirit and by common membership)
New Mexico
Texas (Co-Sponsored)
Washington

Newsletters/Mass Mailings:

Alaska
Arizona
Canada
Hawaii
Iowa-Missouri
Kansas-Nebraska
Mid-Atlantic
Minnesota
New Mexico
Texas
Washington

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