

## **ARF Board Minutes**

April 30, 2012

Location: International Reading Association Annual Convention  
Chicago, IL

Attendance: Vicky Appatova, Gary Moorman, Carla Meyer, Helen Robbins, Amy Alexandra Wilson, Nance Wilson, Lynn Yribarren

### **(1) Approve board minutes**

Board members voted to approve minutes from previous board meeting.

### **(2) Discussion of list-serv**

Lynn Yribarren transferred the ARF list-serv to FIU; however, after the transfer had been completed, the contact person at FIU informed her that only Lynn and one colleague would have administrative access to post to the the list-serv. Due to this problem, Nance Wilson agreed to be responsible for managing the list-serv, either through Lourdes College or through a Yahoo account.

Gary Moorman emphasized the importance of not making the default option “reply all”; rather, the default option should be to reply to the individual who sent the email.

### **(3) Update on credit card system**

After researching different options, present board members unanimously voted to select PayPal rather than Wells Fargo to handle conference and membership payments. Wells Fargo charges a comparable rate to transfer money out of each account; however, Wells Fargo also charges a \$45 annual fee that is not required by PayPal. PayPal is more secure and less expensive.

Lynn Yribarren will set up a PayPal account for ARF. The increased conference fee (\$130) will cover the credit card fee (about 5% per transaction). Credit cards can only be used in advance; once at the conference, attendees need to pay via check or cash.

### **(4) Update on 2013 conference**

Because the 2013 conference is held on the same year that assessments will align with the new common core, the conference theme or keynote will be related to the common core.

For the past three years, there have been three concurrent sessions running with about 110 presenters total. Previous to that, there have been four concurrent sessions running. Future conferences will likely continue to have three or four concurrent sessions.

### **(5) Update on 2014 conference**

Vicky Appatova, Chet Laine, and George Hruby are in the process of finding a keynote speaker for the 2014 conference. They are debating whether or not to invite a speaker from the Gates Foundation in order to hear his/her perspective; if selected, this speaker would be complemented by another speaker who could provide a counterpoint to the Gates Foundation speaker.

#### **(6) Partnership with International Reading Association**

Kathy Grant offered to be a liaison between the International Reading Association and the American Reading Forum. Donna Alvermann agreed to present at a co-sponsored IRA-ARF workshop at the 2013 IRA convention. In the future, these co-sponsored sessions may be related to the theme of that year's conference.

#### **(7) Membership update**

Jennifer Fong will provide the board with a membership update in the near future. The board discussed the importance of accurate records in which each member's name had columns by it indicating what that member had paid for (e.g., conference fees, membership fees, etc.). Nance Wilson recommended that the membership records be kept as a shared Dropbox file to which board members can have access.

#### **(8) Financial update**

As of today, the budget balance is \$15,785.98. Last year, the conference paid for itself with an additional \$2000, despite 10 extra lunch meals that were purchased. The conference costs approximately \$12,000.

Our current deal with the SunDial is set for two more years; after that, we will need to renegotiate rates with them.

#### **(9) Graduate school conference proposals and awards**

In previous years, many ARF members were confused about the application process for graduate student conference proposals and awards. In order to make the application process clearer, board members will send announcements to the list-serv and the website will include short bulleted statements.

Currently, graduate students have until September 1 to submit proposals for the conference. The board debated whether or not September 1 was an appropriate submission date. Nance Wilson suggested that, if the proposal date were pushed back by a few weeks, then professors could assign conference proposals in their fall courses. The deadline was pushed back to September 15. Students will be notified by October 1 whether or not they have been accepted to present at the conference.

In the past, graduate students were notified of whether or not they received the scholarship after they arrived at the conference; they were also notified of the amount of the scholarship while at the conference. The number of recipients and the amount of the award has varied from year to

year, depending on surplus conference money and depending on donations to ARF's Graduate Student Scholarship Fund.

Amy Alexandra Wilson stated that if graduate students knew in advance that they were awarded the scholarship, they may be more inclined to attend the conference.

Because one of ARF's missions is supporting graduate students, Nance Wilson mentioned that it would be nice to support about six graduate students rather than the traditional four graduate students. She wanted to dedicate a set amount of the surplus money to the Graduate Student Scholarship this year in order to guarantee students a given amount of money.

The board proposed to use this year's \$2000 surplus to establish a new base for the Graduate Student Scholarship Funds. The board wants to offer six graduate student scholarships at \$190 each.

Gary Moorman emphasized that, although six scholarships will be awarded, more graduate student conference proposals can be accepted.

#### **(10) ARF Yearbook**

Manuscripts are not due to the *ARF Yearbook* until June 15. Several board members affirmed the benefits of having an online yearbook instead of a printed yearbook, including the fact that they can still accept late revisions on submissions.

#### **(11) ARF Facebook page**

Amy Alexandra Wilson agreed to establish a Facebook page as a further means of informing members about due dates and funding opportunities.