

January 15 Report of Goals, Activities, Accomplishments, and Plans for July – December.

June 15 Report of Goals, Activities, Accomplishments, and Plans for January – June.

S/R/C: Northeast Chapter

Date: June 11, 2019

Current/Upcoming Leader(s):

Jennifer Malloy, President 2018-2019

Bernard Grindel, President 2019-2020

Email: President@CRLANortheast.org

1. Describe your major S/R/C goal(s) for the past six months:

- Continue to encourage membership, participation, and engagement in and with the Chapter
- Continually maintain an accurate list of contacts- both current and prospective members
- Continue to enhance communication with membership- both current and prospective
- To conduct regular board meetings monthly.
- Distribute chapter newsletter to membership in January 2019
- Encourage members and confirm candidates to run for elected open offices of Treasurer, Secretary, and President-Elect, and to express interest in appointed positions (Membership, Communications, Editor-in-Chief); conduct elections for 2019-2020
- Final coordination, promotion, and execution of the CRLA NE Annual Spring Conference on April 5, 2019 at Quinnipiac University in CT.
- Encourage and solicit involvement with Spring Conference (i.e., proposal submissions, nominations for Chapter Awards, volunteer support).
- Submit request from CRLA National for funding to financially support the NE Spring Conference, specifically to be used toward keynote speaker; submit reimbursement for funding upon approval of funding request.
- Prepare for smooth transition of leadership; onboard and prepare incoming board members for their positions.

2. Activities implemented to accomplish this/these goals (attach documents if appropriate). If goals were not met, please indicate what was preventing your SRC from meeting these goals? (indicate what resources or training that your group needs).

- Newsletter was distributed to chapter membership on January 20, 2019 and featured articles from board members and general members. Communications Coordinator Amani Tatum took leadership for this project, with President Jennifer Malloy finalizing and submitting.
- The January 2019 newsletter encouraged chapter involvement and highlighted selected opportunities (e.g., conference attendance, proposal submission, nominating colleague for an award, hosting a small professional development event, running for chapter office, etc.).
- Communication with membership primarily centered on promoting the spring conference and encouraging chapter involvement; it was often conducted through the official chapter email

addresses created in Fall 2018, although individual phone calls were conducted to members during the winter to discuss the conference.

- While the enhanced membership registration tracking spreadsheets were helpful in automatically logging registration information, it was a challenge to get particular board members to maintain the records and generate timely receipts. This was due to a combination of two things 1) some board members were stretched thin between two positions and, understandably, needed to be discriminating about their responsibilities, and 2) other board members' commitment to their positions significantly waned.
- Board meetings were primarily held twice monthly. Secretary Sarah Glessner took minutes at most of the meetings, with other board members stepping in when she did not attend. All minutes were approved at Board meetings.
- The NE Spring Conference was held on April 5, 2019 at Quinnipiac University in Hamden, CT. Approximately 50 people attended the conference. Northeastern's Dr. Neal Lerner delivered the keynote address on "Meaningful Reading, Meaningful Writing, Meaningful Learning." In addition to a Chapter meeting, 11 concurrent sessions were held, as well as 4 thematic roundtable discussions. President Elect Berny Grindel was the conference chair, while other board members provided planning assistance for selected areas. Attendees expressed positive feedback about the opportunity to connect with colleagues and hear informative presentations.
- President Jennifer Malloy submitted – and had approved - a funding request for \$1000 from CRLA National in February 2019. She applied for reimbursement of funds on May 6, 2019, but there has been neither confirmation of application, nor funds delivered from National.
- Past President Marisa Passafiume was primarily responsible for generating interested candidates for the 19-20 board. Marisa's efforts were successful. Four new people joined the board, with four current board members transitioning to new roles. All board positions in 19-20 are filled with no board members stretched across two roles. New board members officially took office on June 1, 2019, however, the summer often has some transitional lag during these quieter months.
- President Jennifer Malloy organized efforts from outgoing board members to seamlessly transition their responsibilities and duties to new board members. Outgoing board members posted their relevant paperwork, projects, and notes to the share drive and were directed to speak 1:1 with the individual inheriting their role, when appropriate. In many cases this was attended to (or is in the process of occurring; a physical handoff of Treasury materials makes this transition more logistically complicated). However, the same board members who were no longer committed to executing their responsibilities extended this same attitude to onboarding new folks.

3. Summary of any S/R/C Funding requests, including outcomes:

- Same as above: President Jennifer Malloy submitted – and had approved - a funding request for \$1000 from CRLA National in February 2019. She applied for reimbursement of funds on May 6, 2019, but there has been neither confirmation of application, nor funds delivered from National.

4. S/R/C-related activities at the Annual Conference:

- Bi-Annual chapter meeting
- Distribution of Executive Reports

- Annual member get-together (self-pay lunch)

5. Your last S/R/C newsletter or communication was sent to members on

Newsletter was distributed January 20, 2019 with membership communication occurring all spring due with regard to conference and elections.

Your next S/R/C newsletter or communication to be sent to members on

Our next newsletter is scheduled for fall-winter. Late summer-early fall announcements are tentatively planned, in addition to a membership wide survey.

6. Describe your major goal(s) for the next six months:

- Solicit feedback, information, and ideas from general membership that will help shape the direction of the chapter. Identify opportunities or initiatives that the membership is interested in gaining from their regional professional development organization.
- Identify ways to improve upon and utilize the CRLA NE Chapter website.
- Improve maintenance and handling of chapter membership records, receipts, and prospective members.
- Help support new board members so they can feel motivated, encouraged, and excited about their new roles.
- Continue to build membership, communicate effectively and professionally.
- Send CRLA NE representative to LAANE in October 2019 in Greenfield, MA.

7. What services and activities you are considering to help meet the goal(s):

- In addition to bi-monthly board meetings, we are considering having more regularly scheduled 1:1 calls or executive leadership meetings to not only increase communication, but also accountability.
- 19-20 President Berny Grindel is working on a draft of the chapter wide survey referenced above.
- Individual "training" phone calls with new board members will occur as needed to go over an initial walk through of "how-to's," (e.g., how to maintain membership records, how to update the website, etc.).

8. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?

- Clear, timely, and regular communication about deadlines, policies, or expectations would be strongly welcomed!!! Our Chapter frequently feels out of the loop from National and would love to just feel supported.

9. Does your S/R/C Page accurately reflect the current and/or upcoming SIG leader's name and contact information? ___Yes XNo If not, please include updated information.

If "S/R/C page" refers to [this webpage](#) then no, it is not accurate, nor has it been updated after any previous occasion that this request has been made.

Jennifer Malloy, President 18-19

Bernard Grindel, President 19-20



S/R/C Goals and Activity Report

Email address: President@crlanortheast.org

Please email this completed form and any attachments to the SRC Coordinator, Lauren Humphries, at lauren.humphries@bucks.edu.

SRC Goals and Activity Report_2018