

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: CRLA Northeast Chapter

Date: 2-19-16

Leader(s): Thomas Rousseau – CRLA NE President **Email:** trousseau@fitchburgstate.edu

1. Describe your major S/R/C goal(s) for the past six months
 - A. To conduct a membership drive/outreach and maintain an updated list of contacts.
 - B. To conduct an annual audit.
 - C. To submit IRS form 8822B to remove previous Treasurer name and add new Treasurer Kelley Tiarks name for IRS Reporting and CRLA NE checking account.
 - D. To conduct regular board meetings monthly.
 - E. To maintain a professional website www.crlanortheast.org
 - F. To publish a CRLA NE Newsletter in October.
 - G. To establish online CRLA Ne Spring Conference registration and payment by opening an Eventbrite.com account.
 - H. Organize the CRLA NE Spring Conference and select a nationally recognized Keynote speaker.
 - I. Encourage members to run for elected open office of Secretary and President-Elect. Determine Election procedures.
2. Activities implemented to accomplish this/these goals (attach documents if appropriate):
 - A. Membership Coordinator, Megan Penyak, revised and updated the spreadsheet of contact name, position, phone number and she created email distribution list of 375 names email address of Academic Support Services professionals and Reading faculty at all Northeast region Colleges and Universities that also included all former CRLA NE members as well as all national conference attendees for the purpose of inviting them to join our chapter, promoting our annual Spring Conference and for offering CRLA NE professional development opportunities and to expand professional networking. Megan Penyak also updated the current membership list. Megan Penyak and President, Tom Rousseau, attended the annual LAANE conference and hosted a CRLA information table to encourage conference attendees to join CRLA.
 - B. Treasurer, Kelley Tiarks, prepared monthly financial reports and submitted for Board review at monthly meetings. Please refer to attached audit document.
 - C. Kelley Tiarks also conducted our annual audit with participation by Stephanie Carter, a chapter member. Please refer to attached audit document.
 - D. Board meeting were primarily held twice monthly. Secretary, Marissa Loon, took minutes at all of our Board meetings and all minutes were approved at Board meetings. Please refer to attached meeting minute documents.

- E. Communications Coordinator, Joan Giblin, created the webpage layout and provided leadership and oversight to produce our webpage.
 - F. Joan Giblin provided leadership and oversight to publish newsletter. Joan requested the membership to submit articles. In addition, Meghan Glaser editor and chief assisted with editing the newsletter. Please refer to newsletter at www.crlanortheast.org
 - G. Kim DeMur, Kelley Tiarks, Megan Penyak and Joan Giblin all assisted in creating Eventbrite.com site for online annual Spring Conference registration.
 - H. Kim DeMur- President Elect confirmed Lori Saxby – Reading and Academic Support Specialist as keynote speaker for the CRLA NE Spring Annual Conference. Kim secured the conference location at Assumption College, Worcester, MA. She arranged catering and confirmed a preferred local hotel. Kim also solicited a Call for Proposals.
 - I. Past President, Roberta Schotka is reaching out to the membership to encourage members to run for elected office of Secretary and President-Elect. The Board of Directors voted to conduct elections online using SurveyMonkey.com that will begin on February 21, 2016
3. Summary of any S/R/C Funding requests including outcomes:
No funding requested
4. S/R/C-related activities at the Annual Conference:
- A. Tom Rousseau – President and Marissa Loon - Secretary attended the Nov. 5, 2015 Pre-Conference Institute for SIG and SRC Leaders
 - B. Bi-annual member meeting
 - C. Annual member get-together (self-pay lunch)
 - D. Board meeting
5. Your last S/R/C newsletter or communication was sent to members on **10/22/2015**
6. Your next S/R/C newsletter or communication to be sent to members on **2/29/2016**
7. Describe your major goal(s) for the next six months:
- A. Hold the CRLA NE Annual Spring Conference on March 12, 2016 at Assumption College Worcester, MA
 - B. Publish Newsletter in February.
 - C. Conduct Elections for open positions of President-Elect and Secretary
 - D. Submit to IRS tax form for 2015.
 - E. Promote CRLA Professional Development Grant Funds - \$100 grants available to member to sponsor small group regional meetings.
 - F. Continue to build membership.

8. What services and activities you are considering to help meet the goal(s):
 - A. Outreach through our newsletter, personal contacts and attendance at CRLA NE Annual Spring Conference on March 12, 2016, at the Learning Assistance Association of New England - LAANE Conference in October 2016 and at the New York College Learning Skills Association - NYCLSA Symposium on April 3 &4, 2016 to encourage larger membership base, solicit potential board candidates, and publicize CRLA NE Professional Development Grant funding opportunity.

9. Are you submitting a Funding Request? **No**
If yes, please submit with this report.

10. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?
 - A. CRLA National promotional literature to display at our annual chapter conference on March 12, 2016.

11. Does your S/R/C Page accurately reflect your name and contact information? **Yes**

Please email this completed form and any attachments
to the Coordinator of S/R/Cs so that it may be placed on the CRLA website.