

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: NWCRLA

Date: June 11, 2019

Current/Upcoming Leader(s): Liz Coleman

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

- Host a conference in March 2019 that is well attended and attracts new members to CRLA.
- Create a system to encourage a wider pool of nominations for open Board Positions increasing the health and diversity of our organization.
- Expand our recently developed Advisory Committee consisting of past presidents, Jon Mladic, and others for ongoing input and advice
- Survey our regional stakeholders to discover methods for improved outreach to those who are unable to attend our conference. Possibilities may include mentoring, on-site trainings from members with experience, funding for food at regional meetings, etc.
- Build a system to expand our member participation in volunteer projects.
- Find a Washington institution that would like to host the conference every other year to reach our northern states regularly.
- Apply for and receive CRLA funding at every opportunity
- Change our bank account used by NWCRLA, and create a regular system of updating signers when leadership changes.

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).

- We hosted a conference in March 2019 that was attended by 110 people. The pre-conference and the keynote by Shawn O'Neill with a focus on how to certify a program was successful in generating interest from learning center professionals who had not yet certified their programs.
- Had our annual board meeting at the conference and elected 2 Board Positions from the state of Washington, which will increase the health and diversity of our organization.
 - a. President Elect – Katie Boswell – Central Washington University (CWU)
 - b. Secretary – Jossie Brown – Eastern Washington University (EWU)
- Implemented our first Local Meet-up at Bellevue College in Washington, joining a director's meeting. Our past President, Jennifer Silky will attend, offering information about NWCRLA and CRLA membership and benefits as well as an activity used in tutor training. **See Local Meet-up application attached.**
- Exploring Everett Community College in Western Washington to host the 2020 conference. This would bring a new member into our leadership circle as a site chair, and be the first of a volunteer led project we would develop.
- Applied for and received SIG funding for our first 2 local Meetups.

- Updated signers and Visa card holders at our bank. The path has been smoothed for annual updates as leadership changes.
 - Weekly meetings of Board members and strategic use of a Google Team Drive for document storage.
 - Held our first board retreat in May, bringing us together for an evening and 1 full day of planning. **See our Goals and Objectives for the Retreat-attached.**
 - Continue to improve the website for accuracy, clarity and interest adding a letter from Page Keller, CRLA President, on our front page, and a member section to enhance benefits for members. <https://www.nwcrla.com/>
 - Encouraged conference attendees to consider hosting a conference or local Meetup, generating interest.
 - Continue discussing creating short and independent projects for volunteers, initiating an Advisory board and revising our bylaws. These are still in process. See goals for this year.
 - Send regular communications to our members in the form of newsletters, conference communications and more. Mailchimp has been a simple and efficient tool.
3. Summary of any S/R/C Funding requests, including outcomes:
Our last request was in June 2018 and details and outcomes were explained in our January 2019 report and this current report.
We will be applying for \$1,000 in funding to assist us in our 2020 regional conference in Washington.
4. S/R/C-related activities at the Annual Conference:
● Reported on activities in our January 2019 report.
● We did advertise the national conference at our regional conference
5. Your last S/R/C newsletter or communication was sent to members on 1/09/2019

Your next S/R/C newsletter or communication to be sent to members on 7/15/2019

6. Describe your major goal(s) for the next six months:
- Begin developing a Policy Manual
 - Review and revise bylaws as needed
 - Begin recruitment of next board election candidates.
 - Finish developing and begin engaging advisory committee
 - Implement 1-2 Local Meet-ups; we aspire to have one of our members in Montana or Idaho apply for Local-Meet-up funding.
7. What services and activities you are considering to help meet the goal(s):
- Survey policy manuals of other S/R/C's and task advisory committee with sharing their policy manuals and their insights as to what should be in a policy manual.
 - Discuss and act on proposed changes to the bylaws that our incoming president is submitting by June 30, 2019.

S/R/C Goals and Activity Report

- Use MailChimp email communications, NWCRLA newsletter, regional meeting at the national CRLA conference, and Local Meet-ups to recruit candidates. Additionally, NWCRLA board members will network locally to entice recruitment.
 - Continue weekly meetings with the current board using Zoom
 - Outgoing past president will lead the advisory committee and work on completing its membership; the NWCRLA board will approach the advisory committee about the policy manual.
 - Use SIG grant funding to fund one to two more Local Meet-ups; apply for a new SIG grant for further Local Meet-ups.
8. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?
- We will apply for the annual \$1,000 to help pay for anticipated expenses for our conference in April 2020 and for hosting a hospitality event at the National CRLA conference.
 - Please update the national website with leadership changes. Most recent update is from 2017.
 - We will seek guidelines from the coordinator and board regarding our policy manual
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.

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