

PAACE Board Meeting
January 11, 2000

Attendance

Mike Sobkowski, Jeff Woodyard, Dave Manzo, Deb Burrows, Dave Fluke, Barb Van Horn, Joan Leopold, Monica Mathews, JoAnn Weinberger, Tom Wojcicki, Diana Statsman, Sandy Strunk, Tana Reiff, Karen Mundie, Kathy Kalinosky, Mary Kay Peterson, Ella Morin

December Minutes

The minutes, with corrections, were approved.

Executive Director Report (Joan Leopold)

- *Tabloids for the Midwinter Conference were distributed.
- *Regional Representatives were given membership lists, as a means of determining who has renewed their PAACE membership.

PDE Reports (Ella Morin)

- *Acting Deputy Director of Secondary and Post Secondary Education is George Shevlin.
- *Pennsylvania has received \$1.1 million for an EvenStart grant, a statewide initiative. Family literacy will be embarking on a two year project that will look at quality indicators, setting program standards and implementing a program improvement process specifically designed for family literacy programs.
- *The Commonwealth library system is moving forward to fill the vacancy left by Cheryl Harmon's departure.

President's Report (Barb Van Horn)

- *A discussion occurred about whether PAACE should join both AAACE and COABE organizations. It was determined that the membership dues for the organizations would not be a factor in PAACE belonging to both organizations.
- *Barb made a motion that PAACE pay membership dues to both COABE and AAACE for 1 year to maintain our membership. The motion was seconded by Karen Mundie. The vote to approve the motion was unanimous.

1st Vice President (Jeff Woodyard)

- *Jeff updated the board on the Midwinter Conference. Jeff would like individuals to alert him about any final changes that need to be made to the program booklet.
- *Jeff stated that the technology lab will be at the Midwinter Conference for 2 days (Wednesday and Thursday), and a T1 line will be available.
- *Mrs. Ridge will attend the legislative luncheon, and Secretary Mallory, of PennDot, will attend the banquet on Thursday evening.
- *The Jimmy Woods Trio will play at the Marketplace, and Hershey Creamery will provide ice cream. There is still some space for providers to exhibit in the marketplace. The Marketplace will open at 5:30pm on Wednesday.
- *MaryKay Peterson, Exhibits Coordinator, gave a brief report about the number and kind of exhibitors. A brief discussion occurred about how to get family literacy vendors/exhibitors to attend.
- *JoAnn Weinberger asked if there could be a PAACE legislative table available in the marketplace.
- *Deb Burrows, PAACE Treasurer, offered a financial report for Midwinter Conference costs, and explained the financial report. The report procedure will allow for a detailed explanation of all costs involved with the Midwinter Conference. Deb explained that she

was just beginning to receive Midwinter Conference information, and that what she was presenting was incomplete.

2nd Vice President (Karen Mundie)

*Karen updated the board on the strategic plan process.

*Karen attended the Kent State pre-summit paper and is willing to share the draft paper from that meeting, and who from Pennsylvania might be attending the summit.

Discussion occurred about the literacy summit, and the goal of the conference.

Treasurer's Report (Deb Burrows)

*The Treasurer's report was prepared and presented by Deb. A motion was made by Jeff Woodyard to accept the treasurer's report, and seconded by Mike Sobkowski. The vote to approve the Treasurer's report was unanimous.

*Deb also stated that expenditures as of now will go into PAACE's new calendar year budget, and expenses will be charged to specific budgetary categories (ex. membership travel would be charged to that category in the budget. A discussion occurred about the new budget procedure.

*Deb discussed the need to establish a budget by the time of the February board meeting, for the new fiscal year.

*Deb also suggested that PAACE needs to get a tax exempt number in order to save money. A motion was made to authorize the paperwork for a tax exempt number: Submission of paper work for tax exempt number and authorization to compensate Duane Herman for costs involved in submitting for the PA tax exempt number. The motion was made by Diana Statsman and seconded by Barb Van Horn. A discussion followed. The vote to approve the motion was unanimous.

Division Reports

TLC (Diana Statsman)

*Training is on track for adult literact training.

*The goal to increase family literacy training is ahead of schedule. The goal to increase family literacy services was 25% but will actually reach 75%.

*There is an adult learner conference in Hershey on March 26, 27.

Family Literacy (Mike Sobkowski)

*Mike is attempting to get more family literacy providers to showcase their programs at midwinter.

*WITF may help with the book drive next year. OIC has collected over 7000 books this year.

ABSE (Joyce Kerrick)

*Joyce is working on a ballot that will be distributed. She is also working on the ABSE luncheon for Friday, February 5th.

Representatives

Monica Mathews (Central)

*Monica has been tracking membership updated with the help of Joan Leopold.

Tom Wojcicki (Western)

*Tom is attempting to get individuals to renew the PAACE membership.

Research Taskforce (Barb Van Horn)

*A meeting will occur on Thursday of the Midwinter Conference at 2:30pm.

Legislative (JoAnn Weinberger)

*The state allocation for Family literacy has been increased for “unserved” counties, and for the summer reading program.

Membership and Membership Services (Dave Fluke)

*PAACE will honor retirees at the Midwinter Conference.

Member Services

*A brochure containing potential member services will be distributed at the Midwinter Conference.

*A news release will be prepared about Mrs. Ridge attending the Midwinter Conference.

*Sandy Strunk discussed the PAACE logo, and shared prototypes with the board. Tana will take the prototype back to the graphic designers. The logo will be shared at PAACE luncheon.

Standing Committees

Technology Committee (Deb Burrows)

*Deb discussed the need to revise the Membership form so that it includes a question about belonging to the listserv.

*Deb also discussed the concept of “Information literacy”, and what kind of position PAACE should take on statewide basis regarding traditional literacy and “Information literacy” (ex use of information related technology such as internet, ALEX, teller machines, unemployment claims, but more than just world of work issues). It was decided that the topic would be included in the Strategic Decision Making process for 2000.

Budget, Finance and Fiscal (Sandy Strunk)

*Sandy discussed how to get a handle on PAACE expenditures

*Sandy stated that a survey will come out to board members related to fiscal guidelines (how money is assigned to various line items in the budget). Sandy would like to have the results by next board meeting.

*Sandy also discussed issues related to existing and new membership categories, related to Dave Fluke’s suggestions from a previous meeting. A recommendation was made by Sandy to change some of the categories and membership costs. A motion was made by Sandy to reorganize the membership categories and seconded by Barb. A discussion followed. The vote to approve the motion was unanimous.

Publications (Tana Reiff)

*Tana thanked Barb for help on getting information for the last newsletter. Tana stated that the newsletter should be seen as a opportunity to report on issues occurring in each committee.

*Tana also suggested that it may be time for PAACE to review how information is conveyed to membership.

*Tana would also like to establish an editorial board to review information for the newsletter.

*Discussion occurred over the use of technology to disseminate information for the organization.

A motion to adjourn the meeting was made Dave Fluke and by seconded Barb Van Horn. The vote to adjourn was unanimous

Next board meeting will occur at the Midwinter Conference on Thursday , February 3 at 7:30am, in Cocoa 1 of the Hershey Lodge and Convention Center.

Respectfully Submitted by
David A. Manzo, D.Ed.