

PAACE Board Meeting
June 12, 2007
Conference call

CALL TO ORDER:

Meeting called to order at 10:00.

ATTENDANCE/INTRODUCTIONS: Chuck Klinger, Kayte Connelly, Lori Keefer, Diane Inverso, Tana Reiff, Mary Anne Varacalli, Joe Morales, Mary Hohensee, Bootsie Barbour, Kim Rossman, Alex Dow, JoAnn Weinberger, Suzanne Webster, Sheila Sherow, Scot Mentzer, Michael Westover, Eileen Kocher, Destiny Myers, Cathie Whitmire, Susan Adams, Linda Lazar, Bob McNeill.

OFFICERS

Secretary: (corrections/additions & approval of previous month's minutes) Lori Keefer
Kayte wanted the May minutes to reflect that she got to the meeting at 10:30 because she was lost. Diane made a motion to approve the minutes with the correction. Joann seconded. Motion unanimously approved.

EXECUTIVE DIRECTOR: Kayte Connelly

Kayte wanted to discuss the succession planning document and have it approved. Kayte wanted to also talk about her time allotment. Mary suggested that it was an executive committee meeting and then a discussion with Kayte.

501 c 3 tax exempt letter is missing and Mary said that she hasn't been through all of the boxes to see if it is in there. Tana suggested checking with Duane Herman to see if he has a copy.

Treasurer: Mary Hohensee

Mary sent a report of the disbursements since last meeting. These disbursements are for those that did pre-conference sessions. These are the last big disbursements. Mary had concerns about the cash flow but we received a \$50000 from ProLiteracy that has helped. To date the cash we have received from COABE is \$295,000.

Our payments on behalf of COABE is \$259,000. Which results in \$36,000 in revenue to date.

Mary reiterated that some of the profits from hosting the COABE conference will be used for operating expenses for next year because this conference took the place of our annual conference.

So far we have received \$250,000 in cash from ProLiteracy. Chuck thinks that this total should be closer to \$400,000 in the end.

Disbursement May 15-June 10

| | |
|--|----------|
| New England Literacy | 1,639.00 |
| NAEPDC | 936.00 |
| Adult Literacy & Technology Network | 953.00 |
| Institute for the Study of Adult Lit | 3,194.00 |
| NAASLN | 1,094.00 |
| Adult Numeracy Network | 2,194.00 |
| Ready Talk | 116.40 |
| COABE | 435.00 |
| Center for Literacy | 516.08 |
| Kayte Connelly | 500.00 |
| Kayte Connelly | 164.92 |

Total Disbursements

11,817.40

JoAnn moved to accept the treasurer's report as presented. Tana seconded. Motion unanimously approved.

President: Chuck Klinger

Chuck welcomes new board members.

Sheila Sherow is joining as the research chair.

Mary Kay has sent Chuck a few emails and she has gotten over 500 emails as moderator of the listserv. Scot will remove her as a moderator. Mary Kay is resigning as PAACE representative to the ICC, Interagency Coordinating Council. JoAnn suggests that we recommend someone to be appointed by the Governor. Several PAACE members are on this committee but serving in other roles.

There was discussion about which leadership position should serve as this representative. It was suggested that the second vice-president serve in this capacity. JoAnn said that we would provide the person's name to Rose and she will submit it to the governor. The next meeting is tomorrow so there will not be PAACE membership representative there. It was decided that the second vice president should be nominated because there would be consistency over a 3 year term.

Tana made a motion to recommend Diane as the representative to the ICC. Bootsie seconded. Motion approved with Diane abstaining.

Chuck will email Rose the nomination.

First Vice President: (Program Chair: Midwinter Conference) Tana Reiff

In addition to her report, Tana would like to discuss the conference budget. Mary clarified that we are basing the budget on 650 expected registrations with a low registration fee. There was a three tiered fee structure with a \$50 differential between members and non-members. The regular registration would be \$135 (members) and \$185 (non-members) which is still lower than the last conference. Tana is suggesting three tiers to encourage early registration.

Meals are not included in the registration costs.

Chuck had a question regarding meals and the costs. The costs reflected are actual costs based on what was selected. The costs of the meals are being subsidized. Sales tax is not figured into the cost of the meals.

Kayte mentioned that we are required to pay for 56 tables in the exhibit hall. \$7065 needs to be in the expense column for the exhibit hall.

Bob suggested that the board be flexible with the budget as this is something that will be changing somewhat. Tana is trying to maintain control of expenses.

According to the bylaws the expenses for midwinter conference should go through the Executive Director, President, and First Vice-President.

Bob makes a motion to approve a spending range of \$107,000 to \$117,000 for the midwinter conference based on income projections in the June 2007 projected budget.

Mary seconded. Motion approved unanimously.

Tana wanted a discussion about the conference proposal form for the conference.

Bootsie said that from the point of view for scheduling, it seems that all of the information needed is there.

Tana has sent the form out to the planning committee for review.

Tana wanted to also discuss soliciting sponsors for the conference when some may be controversial. Examples of those that may be controversial are Wal-Mart, Sunoco, and Coca-Cola. Others that are being considered are IBM, UPS, Target, Dollar General, CVS, and Starbucks. Discussion followed and it was generally agreed for Tana to pursue sponsorships from organizations that are not in conflict with our mission and beliefs. If you can think of any other potential sponsors, please send them directly to Tana or over the listserv.

Second Vice President: (Committee Chair: Strategic Planning) Diane Inverso
Diane sent out a survey and was looking for feedback. JoAnn and Kayte provided feedback and made suggestions. Generally, the board was in favor of the survey and the contents of it. There was some discussion about the use of Survey Monkey and the formatting of the questions. Diane will make some changes and send them out to the board.

PROGRAM DIVISIONS

Adult Basic and Secondary Education (AB/SE):
Continuing Education Association of PA (CEA/PA):
Corrections Education:

English as a second language (ESL): Cathie and Susan
They are anticipating large sessions at conference. They are hoping to have high caliber speakers/presenters. Their direction will be concentrated on strategies, instruction, and immigration issues. JoAnn asked that if there is anything related to the immigration issue that should be part of the legislative efforts, please let JoAnn know. Tana recommended inviting people to present. Tana encouraged all divisions to solicit session proposals for the conference, both from within PA and nationally.

Family Literacy:
Tutors of Literacy in the Commonwealth (TLC):
Workforce Education:

REGIONAL REPRESENTATIVES

Eastern – Joe Morales - advocacy workshops being planned for the area
Central
Western

STANDING COMMITTEES

Awards

Audit, Budget, Finance and Fiscal Affairs (Immediate Past President)

Communications – Destiny Myers

- board members and reps please promote advocacy workshops as postcards will be mailed later than planned
- PAACE newsletter – new articles please send by next week or last week of June would be fine.

Constitution, Bylaws and Resolutions

Journal of Lifelong Learning

Legislative – JoAnn Weinberger

- Thanks to Destiny and reg. reps for organizing workshops. All reps have emails with materials to conduct the workshops.
- Good news was reported on the advocacy front, we're on our way but please continue to send post-cards, they are still applicable especially for state senators and federal senators and representatives. We're on our way but please continue to send post-cards. They are still applicable, especially for state senators and federal senators and representatives.

Membership

Midwinter Conference (First Vice President)

Nominations and Elections (Remote Past President)

Research

Strategic Planning (Second Vice President)

Technology – Scot Mentzer

- updated the membership database and updated forms online.
- Call with any questions if you experience problems downloading forms
- Email, address, phone lists are separate columns so to aggregate the full list, they need more time to combine the fields.
- Updated membership listservs
- Working to get complete information on all members
- online registration will automatically recognize membership and encourage joining if not a member already

NON-VOTING BOARD MEMBERS

Bureau of ABLE Michael Westover

- Michael – 5,000 outstanding adult student color calendars are printed, will be mailed out to various programs and other stakeholders (calendar begins in July). The bureau is excited to have this as a great marketing and public relations tool.

Postsecondary Education

Department of Corrections

PDE Library Services

OLD BUSINESS -

NEW BUSINESS - EXECUTIVE COMMITTEE STAYED ON TO DISCUSS SUCCESSION PLANNING

Mary Ann made a motion to adjourn. JoAnn seconded. Meeting adjourned at 12:01.

No July meeting, August meeting info forthcoming.