

PAACE Board Meeting Minutes  
September 11, 2007  
Keller Bldg Room 304 Penn State

Meeting called to order at 10:05

Attendance: Chuck Klinger, Mary Anne Varacalli (left at noon), Susan Mansuetti, Lori McMonigal, Julie Shumaker, Ruth Love-Schooley, Diane Inverso, Susan Adams, Sheila Sherow (left at 11), Suzanne Webster, Tana Reiff, Bootsie Barbour, Cathie Whitmire, Alex Dow, Martin Senger, Destiny Myers, Lori Keefer, Mary Hohensee (via conference call – left at noon), Joe Morales (arrived at 10:30).

President:

Chuck welcomed Sheila and the work that she will bring research into more prominence to that. Cathy, Martin, and Susan all representing the ESL division – will bring new life to the division. It's nice to have Susan back on the board, although in a new role to help the communication between PAACE and the Bureau.

A few vacancies exist on the board –

If you know of people that you think would be good for these slots please let Chuck know:  
We are going to be hiring a new executive director.

Linda resigned as workforce division chair. We definitely need proposal readers soon too.

Constitution/Bylaws/Resolutions – parliamentary

Post-secondary and higher education – we may work with Rose on someone for this vacancy.

Nominations for officers for the next year – Debbie Hrach should be doing this but we will work on this together. We'll be looking for nominations for Treasurer, Secretary, 2<sup>nd</sup> VP

President Agenda Items:

Success stories – the Bureau is looking at recognizing outstanding educators and outstanding students. The teachers will be recognized at the conference. We need to be sure that they are recognized at one of the lunches. We recommend that we waive registration fees for the recognized outstanding teachers. We'd like to have the teachers as featured presenters as either a panel or other form of presentation. The nomination form is available online at [paadulthood.org](http://paadulthood.org) and the deadline is October 5<sup>th</sup>.

Chuck or Tana will send an email out to the field that registration would be waived.

We can ask the Bureau how they would like to communicate the message that the student and educator awards will be held differently this.

Joe suggested that perhaps one of the students that wrote a letter of support to be there to speak.

Cathie also suggested videotaping some students.

Orientation calls –

They were conference calls rather than orientation and the plan is to do these at least once or twice per year. Mary has agreed to work on the draft of the operations manual.

One thing that we heard in the calls was to utilize the membership database. Chuck proposes that we set aside some time at the October meeting to work with the membership database. There was some discussion about revisiting the membership database. One of the things that we are looking into is a way to help us with registration for this year's conference.

Next steps in replacing the Executive Director –  
Chuck distributed the job description and stressed that a good majority of the job is focused on the conference.

Joe brought up that it would have been helpful as a board member to know what was happening with the discussions with Kayte prior to the resignation. Chuck reiterated that Kayte was asking for clarification and then things moved quickly.

We will work on better communication.  
Kayte's resignation is effective on Thursday and she will be mailing out all of the PAACE things tomorrow.

Where we're going from here – we'd like to move quickly from here.  
Tana realized that she would need some extra help with planning the conference and contacted Dehra Shafer to see if she would be available to help plan the conference. Dehra was interested and Tana brought this to the executive committee.

Tana made motion to hire Dehra Shafer for six months as a conference operations planner at \$1,000 per month with the outlined responsibilities that include only the conference.  
Bootsie seconded the motion.

Discussion:

Ruth asked if Dehra was interested in the ED position. Dehra has expressed interest in the position. However, the executive committee feels that the ED position will be posted and applications accepted. We are looking to hire an ED for November 1.

Joe asked if the compensation would change for the ED since the conference planning position would be paying the same. It was discussed how this is the busiest time of year.

Keep in mind that this is an independent contractor position. Ruth asked if Dehra should be called interim ED but it was agreed that Dehra would be hired as conference planner only at this time.

Vote: All in favor except Joe who abstained. Motion carried.

Process for hiring a new executive director:

Form a committee to review the ED job description, post to the PAACE listserv, and the PAACE site, call for applications, and make a decision.

It was suggested that the conference be represented first on the job description for prioritization. The executive committee also discussed contracting with an agency for some administrative support for PAACE to let the ED focus on more ED related tasks.

It was suggested that PAACE talk with an HR attorney before proceeding with the ED job search.

There was discussion about Kayte's last report as submitted for the board reports. Chuck will draft a response to Kayte's submitted report and will present it to the board at or before the next meeting.

We asked about anyone who is interested in serving on the search committee. It will be comprised of the executive committee and Martin and we will ask Carol and Bob. The committee will work on revisions to the job description, get it posted, and proceed with interviews and hiring. Target for a recommendation for hiring would be the November meeting.

Secretary:

Joe made a motion to accept the June meeting minutes as submitted. Diane seconded. Motion unanimously approved.

Treasurer:

Treasurer's report was distributed. This represents the current financial situation. We're still in the process of reconciling the COABE conference. Expenses were pretty standard for the period. Please send Mary vouchers directly rather than the Council. Mary's address will be posted on the website. 140 Palm Avenue Apt. 3, San Francisco CA 94118-2541. [maryliteracy@prodigy.net](mailto:maryliteracy@prodigy.net). Mary is still using her cell phone 717-940-0929.

Nominations could possibly be done online rather than spending the \$450 for mailing ballots. Chuck suggested that we use our account with Survey Monkey or another site called Constant Contact.

Tana moves that we approve the Treasurer's report as presented. Suzanne seconded. Motion unanimously approved.

Research: Sheila has been working with Tana on the conference. Gary Dean has been very supportive. It looks like we need to have some follow through so that things going forward. They would like a presence at the conference and how PAACE and the research field can be more interdependent. Trying to get proposals in and have a good showing at the conference. Diane brought up the idea of sponsoring some type of fellowship for a graduate student that may also benefit PAACE by the person doing some work for PAACE.

Sheila is reaching out to her contacts at LitCorps and at the University and trying to get some proposals around applied research.

Tana mentioned that we thought about 10 registration scholarships for the conference for graduate students that would not otherwise be able to attend. Universities that offer adult education are IUP, Penn State, University of PA, Temple, and Cheney. We as an organization need to build awareness of applied research.

Research is becoming more important for administrators who are writing grant proposals – and there is more emphasis on this from federal and state levels.

Martin is on the board of the Three Rivers TESOL and will help with getting the word out there as well. Sheila also said that we can make efforts to form a relationship with specialty areas such as TESOL.

As a professional organization, we have to help move people in the direction of working with research. Showcase what has been done but also pave the way for the future, which fits in with the theme of opening windows.

Susan Adams suggested that there be a strand or something at the conference where a professional article is posted on the website and people can register to talk with a researcher (reflection) about the article.

Mary Anne thinks that this would be a good partnership with CHE as well.

Gary was talking about the Journal and there is the possibility that the research and journal committees could merge.

1<sup>st</sup> Vice President:

Proliteracy is still interested in handling registration for the conference.

Tana wanted to talk about our policy re: the PAACE mailing list. In the past we have not released it, but I am wondering if we could offer it to COABE and possibly some neighboring state adult ed organizations in exchange for theirs. COABE is discussing the possibility of waiving their policy for our conference brochure mailing, at their Nov. board meeting.

Discussion focused on the legality of this and it was decided that we would not give our list but request that they pass out our information.

Meeting adjourned at 12:15.

Next meeting: Tuesday October 9<sup>th</sup>, 10 – 12ish, Tri-County OIC Harrisburg, 500 Maclay St. Harrisburg, PA 17110

Conference planning committee will meet at 1 on the same day in the same location.

Minutes respectfully submitted by:

Lori Keefer

Board secretary