

## **PAACE Board Member Reports September 11, 2007**

**Executive Director:** electronically submitted by Kayte Connelly  
Administration: The trip to Lancaster to organize files was fruitful. Mary Hohensee and I were able to locate a copy of the IRS document that contained our official designation as a 501 (c)3 information. With these numbers and this copy, Mary was able to submit for Charitable Tax Relief status with the state. When we are approved, PAACE would no longer be liable for state sales tax. This would provide immediate relief of considerable sales tax affiliated with conducting the conference each year. The 2008 conference budget was prepared with the understanding that this relief would be granted by that time, projected to be a net savings of approximately \$3,000, when eligible.

PAACE Midwinter 2008: During conversations with Hershey Lodge for details for 2008, Luke Kracke pushed the issue for contracting for 2010. This is something that has been done in the past; to contract for 2 years in advance. At this time, all of these negotiations have been turned over to the committee. I believe the committee will be making recommendations about whether to stage it at Hershey or not; or it may be something that the Strategic Planning or Finance Committee is considering. I do know that there was a good deal of conversation about the optimal centralized location that Hershey offered.

Succession Plan: After the trip to Lancaster, I was able to complete the documents for Part I with the exception of the bank and insurance information. After the June board meeting, the Executive Committee encouraged me to compile the information that would be shared jointly with the Executive Director, the President and the Treasurer. In Lancaster, Mary felt it would be best for this information to be shared strictly with the President and the Treasurer. This document leaves a blueprint for critical organizational information. A signed copy of what was available to me, was sent to Chuck Klinger and Mary Hohensee and is on file. The other two portions pertain to governance succession and the strategic plan and will need to be completed by the board after the strategic planning process is concluded.

By-law Revision: As directed by the Executive Committee, I participated in a call with a non-profit expert lawyer, suggested through our membership with PANO. The purpose was to determine the best way for PAACE to proceed with the consideration for the by-law stipulation concerning two representatives from the same agency serving on the Executive Committee. To assure that legal protocol was being followed, the conversation with Don Kramer, Esq. was scheduled. The recommendations from that conversation are under advisement. Language for potential conflicts of interest are also addressed.

Advocacy: I have provided resources for legislative links, how-to's for legislative approaches, and conducting a Virtual Public Policy Day as offered through the modifying best practices concepts.

-More information about the change in the accountability and record keeping for any legislative efforts by nonprofits can be found on the PANO website. The state and federal requirements differ and may have an impact on how you engage your constituents in legislative affairs.

-Comments on the revisions of the 990's for nonprofits are being accepted by the IRS until the end of next week.

Inventory of Paperwork: All documents retrieved from Mary Hohensee's office are being shipped to Chuck Klinger. The plan was for me to retrieve the three or four additional boxes at the end of August, after I moved. This did not happen. All unused supplies are being shipped as well as the balance of the petty cash.

Contract terms: Because of the continued confusion about the terms of my contract, and the workload distribution, Chuck Klinger and Diane Inverso and I began reviewing the job description with in early August. When Executive Committee met after those conversations began, and considerably changed the dynamics of the description to coincide with a title of Administrative Director and un-restricted time requirements, it was no longer feasible for me to continue the contract with the new scenario. This was not an easy decision, but one that was in the best interest of all parties.

I presented Chuck Klinger with additional links to Event Planning Sites where you might locate an individual who has specific skills in that area; to on-line registration service sites; and have presented in the past, affordable membership programs which would record current financial data, permit appropriate letters to be generated and update all vitals for each membership history in a single entry. I also provided information on board orientation and board responsibilities before those sessions were recently conducted.

*It was indeed a pleasure to work with all of you. I hope that our paths will cross again. I wish you continued success as you strive to create excellence in adult continuing education in the Commonwealth of Pennsylvania.*

**President:** electronically submitted by Chuck Klinger

I accepted the resignation from the position of Executive Director by Kayte Connelly, effective September 13<sup>th</sup>, 2007. I would again like to thank her for initiating the process for us to have a succession plan, for us to become tax exempt, and for other general support for the organization. We need to begin discussing next steps at the September Board meeting.

In addition, Linda Lazar has resigned as Workforce Division Chair. She indicated she is interested in helping PAACE in the future, but is not able to fulfill her role as division chair at present.

I attended a Success Stories planning meeting. The awards offered by ABLE for outstanding practitioners will be held at the conference. We are recommending recipients receive a complimentary registration to the conference. They will also be asked to be involved in some type of presentation at a concurrent session to share their expertise. The awards offered by ABLE for outstanding students will be a stand-alone event. ABLE will invite all legislators upon confirming the date and location. Once recipients are announced, PAACE regional representatives will contact programs and offer to support them in inviting their specific legislators to participate.

We are looking to improve our communication within the organization in general, and among the Board in particular. To that end, the Executive Committee has begun having periodic conference calls to have general discussions, which will hopefully make Board meetings even more efficient and productive. We also held two calls, one for Division Chairs, the other for Regional Representatives, to discuss their specific roles and responsibilities. All of these seem to have been very helpful for all involved in terms of making everyone more comfortable in their roles and developing more of a sense of synergy on the Board.

We should be closing the books on the COABE Conference soon, perhaps by the meeting. In addition to being a success in terms of quality professional development, it appears it will be a financial success as well. We will need to soon discuss wisely investing any profits from the conference.

**1<sup>st</sup> Vice President:** electronically submitted by Tana Reiff

Here are the highlights of conference planning news. I sent a fuller report to the committee after our 8/24 conference call, and there are updates here. Overall, it looks as if the conference is shaping up very well. We want it to be “the premier professional development event for adult educators and their community partners in Pennsylvania” that we are billing it as.

- The online proposal submission form went live on 8/28. Deadline is 10/1. Eileen Kocher and I posted the RFP on the PAACE list and various national adult education lists, or sent it to key people to post. As of 9/6 we have received five proposals, three from out of state. Ilsa Powell Diller and Becky Wagner will sort the database and send proposals to the lead readers for each of 11 categories. I am sending instructions to the readers, seven of whom are PAACE Division Directors. Each lead reader should solicit at least two others. Proposals will be sorted by category. Readers will evaluate proposals between 10/5 and 10/15 using the rubric used for COABE, rather than ranking. The aim is quality over strict allocations. The Bureau of ABLE is soliciting proposals to be pulled out of the pool and marked in the program as official Bureau sessions. A “directive” that all proposals submitted by anyone from an ABLE-funded

agency must be reviewed by the Bureau prior to submission to PAACE was misinterpreted. Only Bureau-solicited proposals must go through the Bureau.

- Keynote speaker is Cheryl King, from Kentucky, study director of the National Commission on Adult Literacy. She is eager to meet PA adult educators and address our “Opening Windows” theme. Keynote is Thursday 2/7, 9am.
- Honorary chair is PA Workforce Investment Board, Robert Garraty, executive director. Garraty said PA WIB is honored, looks forward to developing the link between adult ed and 80 Industry Partnerships, and offered support for conference publicity. Representatives will be present during the conference and Dr. Garraty will provide remarks at the conference banquet Thurs. evening.
- On behalf of PAACE, Barbara Van Horn is inviting Cheryl Keenan as a special guest, to speak in a session following the PAACE luncheon on Thursday 2/7.
- Marnie Whelen sent out exhibitor invitations and contracts. One has already sent a check. Ulicia Lawrence is working on noncommercial exhibitors. Ten tables are reserved for the subsidized rate of \$60. PAACE Divisions will be invited; money will be transferred out of Division budgets.
- I developed and mailed sponsorship packets to 10 targeted companies and foundations on 8/10 and completed three online applications. Marnie attached a PDF of the Sponsorship Opportunities document to exhibitor invitations. As of 9/6, two of the prospects have declined and we are following up on others, as appropriate.
- A new conference page, along with PDFs of exhibitor and sponsorship information, has been posted to paacesite.org. (Thanks, Destiny.)
- We have requested a proposal from ProLiteracy to handle online registration and are investigating other options. I hope to have something to bring to the board meeting.
- Divisions need to give me a firm answer as to whether they will hold their meetings at Friday lunch. We need to have box lunches on the registration form and reserve a few extra rooms.
- Mary Anne Varacalli has consented to be PAACE Awards Committee chair. The PAACE higher ed students award will be revamped to seek out former ABE students and other postsecondary successes, in the absence of ABLE outstanding student awards at the conference. Two CEA/PA scholarship awards will be presented at the Wednesday luncheon rather than the Thursday banquet. The Wednesday event will be renamed “Recognition Luncheon.”
- Don Butler, special events committee, is working on “PAACE Night” (reception, banquet, after-dinner entertainment) with an event planner and potential sponsor. The theme will be Chinese New Year and/or Mardi Gras, since both fall during conference week.

- Sheila Sherow is recruiting 20 LitCorps student volunteers at Penn State. We are budgeted for 20, receiving comp registration, rooms, and meals. Anita Cola is organizing other conference volunteers (PAACE members).
- Sheila Sherow is working with Gary Dean at IUP on publicizing and developing the new research sessions strand with other PA adult education graduate programs.
- The planning committee's next meeting will be in Harrisburg, 10/9 at 1pm, following the PAACE board meeting.

I also 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.

**2nd Vice President:** electronically submitted by Diane Inverso

I want to thank everyone (20 people) from the Board who participated in the survey about the strategic plan. I have listed below the link that has the report for the results for you to review. You should be able to go to this link and see the results. I plan to be at the meeting on Tuesday for further discussion. I encourage you to also look at the comments area for what people "wrote in". The comments are very insightful.

[http://www.surveymonkey.com/sr.aspx?sm=R\\_2fo0tkExWFNqaLREokNMuG\\_2fgCmVa\\_2foUFAi36lvMqVv8\\_3d](http://www.surveymonkey.com/sr.aspx?sm=R_2fo0tkExWFNqaLREokNMuG_2fgCmVa_2foUFAi36lvMqVv8_3d)

Let me give a bit of the highlights of the report. I'll pick a few questions to illustrate here.

When asking people about their views of what they thought were critical priorities for PAACE to consider today you will see that there seems to be 4 areas of interest. I will list the highest to the least in that order.

Educate members on advocacy issues and activities to pursue

Develop an orientation packet

Identify membership expectations

To provide elected officials with information on issues and positions

When asking people about their views of what they thought were critical priorities for PAACE to consider three to five years from now you will see that there seems to be 2 areas. I will list the highest to the least in that order.

Educate members on advocacy issues and activities to pursue

To provide elected officials with information on issues and positions

When asked what do you believe will be the most significant external factor affecting PAACE's mission five years from now? Many of the comments dealt with issues of funding.

When asking people about how they would rank PAACE services and programs the responses were very close. There were 3 areas that came out closer to the top. I will list them the highest to the least in that order.

- Advocacy and Awareness Efforts
- Professional Development Opportunities such as the PAACE and research conferences
- Information Services such as the member database, directory, e-mail list

The answers to question 8 had ideas for the PAACE conference that Tana and her committee may want to review.

Please read the comments because people gave very thoughtful comments and ideas.

**Treasurer:** electronically submitted by Mary Hohensee  
I will be joining you for the meeting via telephone so if you have any questions regarding procedures for invoices I would be happy to address them at that time.

Chuck and I are in the process of finishing up the bills for COABE and determining the split. Chuck should be able to give you a more detailed report at the meeting.

**TLC:** electronically submitted by Kim Rossman  
I will not be able to attend the PAACE meeting next week and I apologize that I was not able to participate in the conference calls. I know I would have been one who would have benefited greatly.

TLC is running smoothly, although Board changes have occurred. Lee Stork has had to resign as the chair due to health reasons and Ed O'Donnell is currently the chair.

We are engaging a workgroup to develop a training for new facilitators for TLC, and the goal is to provide ongoing PD for TLC facilitators. ABE trainings are being presented at literacy programs on a normal basis, and family literacy trainings are currently on hold as our family literacy coordinator, Colleen Serencsits recovers from a broken kneecap.

**Eastern Region Rep:** electronically submitted by Joe Morales  
Not much to report other than what Chuck Klinger included in his report regarding ongoing efforts to improve overall communication between board members and between regional reps and PAACE members. This summer's advocacy workshops were effective and well received by those who attended. I look

forward to working with the board and other regional reps to increase opportunities for PAACE members to share ideas and/or concerns through the website and regional reps.

**Western Region Rep:** electronically submitted by Alex Dow

Updates for Alexander Dow, Western Regional Representative:

- Karen Mundie facilitated an excellent advocacy workshop in our region on July 13. We had nine participants at our session and many of the participants came away enthused to begin or continue advocacy work. The other session scheduled, unfortunately was cancelled due to low registration.
- I requested extra student success story calendars from ABLE and mailed them to educational aides and our contacts in the regional offices for our US senators and representatives in our district.
- On Friday, September 7, 2007 GPLC will celebrate International Literacy Day by honoring 32 GED graduates from our program. Scheduled to be our keynote speaker will be City of Pittsburgh Mayor Luke Ravenstahl. Also representatives from the regional offices of Senator Specter, Senator Casey, US Congressman Doyle, and US Congressman Altmire are scheduled to attend.
- I participated in a conference call with other regional reps last week to help clarify the role, expectations, and direction of regional reps. I came away with a better sense of the expectations and purpose of this role. Thanks to Chuck and everyone else who helped in setting up and adding info during that call.

**Communications:** electronically submitted by Destiny Myers

There are a few new items to report:

- 1) We have added four new members to the PAACE News Editorial Board. We're excited that these new members will join the current Editorial Board members in ensuring the quality of the quarterly PAACE News publication!
  - Lynette Hazelton, District 1199c Training & Upgrading Fund
  - Peggi Kelley, Greater Pittsburgh Literacy Council
  - Chrissie Klingler, Bedford County Literacy Council
  - Drucie Weirauch, Penn State ISAL
- 2) It's time for the fall edition of PAACE News. All division representatives, regional reps, program chairs, and board members are encouraged to submit or solicit articles. These articles should be of interest to the general PAACE membership or members of a specific division of PAACE. **The deadline for submissions is September 17** with a planned publish date of September 28<sup>th</sup>.

- 3) The PAACE website has been updated to include conference information. Any information concerning the conference can be send to Destiny Myers ([dmyers@tiu11.org](mailto:dmyers@tiu11.org)). Changes to the website will be made, run by Tana Reiff, and then published to the internet.

**Membership:** electronically submitted by Suzanne Webster

- There were 21 new/renew PAACE members in August.
- Postcards and emails were sent to members with expiration dates of August, September, and October.
- Inactive members were marked in the member records on the PAACE site. (a tedious task)
- I downloaded a member spreadsheet and eliminated the double (and sometimes triple) listings and came up with 562 members. However, I'm not sure that everyone is included in the spreadsheet --I noticed that Tana is listed but her sister, Annette, is not listed and I know that she should be there. What I can do is look at the pull-down list and manually go through to see which names are listed there that don't appear on the spreadsheet. From the list of 562, 203 are inactive (expire dates of Sept 06 - May 07).

**CHE:** electronically submitted by Mary Anne Varacalli

- CEA/PA has sent an email to all members requesting proposals and giving the link to the proposal forms on the website.

- have a three-member committee which will read the proposals.

- have agreed to chair the Awards Committee and am in the process of revamping the higher ed criteria.

- The Western Regional chapter of CEA/PA is having their kickoff luncheon on Sept. 14th at Robert Morris University; Dr. Peter Draus, assistant Dean, School of Adult and Continuing Education, will be presenting "Experiences in Moving from a Hybrid to Totally Online Master's Program".

- A CEA/PA sponsored Educational Fair is being held on September 25th at the Alcoa Technical Center in the Pittsburgh area.

**ABSE:** electronically submitted by Bootsie Barbour

An email was sent to all members of the division about the PAACE Conference and proposal submission. I also asked that members email me with the kinds of sessions that they would be interested in attending at the conference. I have

gotten one other reader for the proposals and waiting to hear from two other people.

I have been making random personal calls to members, about 10 per week, talking about what it means to be a member of PAACE and asking for suggestions as to how to make the division stronger and more meaningful to members. I am planning several phone call focus groups. One of my goals is to get more members and the other is to get ideas for the division session at PAACE.

I dusted off the session assignment spreadsheet that we used at COABE and was thinking of how to adapt it to PAACE.

ESL: electronically submitted by Martin Senger  
Cathie Whitmire and I will be attending Tuesday's meeting.

There will be a brief article about PAACE, soliciting for possible content, speakers, and proposals in the upcoming NWPDC newsletter.

An e-mail was sent to Carol Hallstrom, of the USCIS in Philadelphia, to see if anyone from her agency would be willing to present regarding the changes to the Naturalization interview, available materials (for practitioners/clients) and the new fee schedule. She will be out of the office until the 14<sup>th</sup>.

A statewide needs analysis for professional development, one for ESL teachers and another for administrators, is in the works. The form is currently being distributed and tabulated, (in hard copy or on-line format). The data collected will be used to guide the planning process for the division. The form was based on a survey created by CAELA (Center for Adult English Language Acquisition), and we were given authority to modify it as we saw fit.

Letters (emails) of introduction have also been sent to every ABLE-ESL provider in the state, introducing the new co-chairs of the ESL Division.

**Family Literacy:** electronically submitted by Lori McMonigal  
In collaboration with the Commonwealth Libraries, Family Literacy hopes to have a children's author as a special guest at the PAACE Marketplace.

The CSIU Family Literacy Supervisor attended the Pennsylvania's Promise for Children Luncheon participating as an Ambassador for the Northumberland County Community Engagement Group and Family Literacy. Governor Rendell spoke at the luncheon to help kick off Pennsylvania's Promise for Children, a state initiative to promote quality child care and early education. Governor Rendell stated that quality early education is the moral and economic responsibility of all Pennsylvanians.

The Shamokin and Milton CSIU Family Literacy sites were featured in the Shamokin News Item and Milton Standard Journal. These articles highlighted the accomplishments of two families and the services offered through the program.

If you or anyone might be interested in viewing the articles here are the links <http://www.standard-journal.com/articles/2007/08/17/news/news02.txt> and [http://www.zwire.com/site/index.cfm?newsid=18710559&BRD=2715&PAG=461&dept\\_id=562463&rfi=8](http://www.zwire.com/site/index.cfm?newsid=18710559&BRD=2715&PAG=461&dept_id=562463&rfi=8)

**Bureau Representative:** electronically submitted by Susan Mansuetti  
This will be my first meeting as the Bureau Representative and I'm looking forward to working with everyone again. I have been involved in several conference calls for the 2008 PAACE Conference, and expect to be more active as the conference progresses.

**PDE Library Services:** electronically submitted by Eileen Kocher  
Kocher assisted Tana with the PAACE Mid-Winter Conference preparations by compiling a list of web site and list serv contacts that would be appropriate for use in advertising the Request For Proposal and later on, the announcement for the conference. Kocher also posted the PAACE Conference RFP to all the NIFL list serves.