

PAACE BOARD MEMBER REPORTS January 2008

1st VP report – electronically submitted by Tana Reiff

A month before the conference, program and registration look very strong; however, management and coordination has been quite a challenge behind the scenes.

Dehra Shafer, conference operations planner, resigned 12/11, the day of our last board meeting, due to family obligations and her inability to devote sufficient time to PAACE. Her departure showed just how huge the operations piece is and how grossly we underestimated it. We also observed a need to systematize PAACE's basic business processes, which I recommend be part of the new strategic plan. Chuck and I solicited help for specific tasks from volunteers and took on more ourselves. We took up many offers of help, but some tasks were too demanding to simply pass off, or would have complicated already decentralized management.

Registration remained extremely challenging, especially for Suzanne Webster and me. We have boosted accountability (and revenues) enormously, but it has come at a price in terms of time and stress. Several glitches in GiftTool went unresolved while they were on holiday break. Mary Hohensee worked out some credit card issues with Authorize.net. I extended the Early Bird deadline to 1/4 because of the holidays and the need to manually enter paper registrations before the rate jump. We have fielded countless questions about membership status, entry errors, and payment. Paper registration has been an abomination. It served no purpose except to create many hours of work and exacerbate already inefficient management logistics. I can say right now that I will recommend eliminating the paper option for all but complimentary registrations.

The biggest problem has been managing conference business from at least seven different locations. Currently, TLC is checking the PO box in State College, then sorting and routing by e-mail, snail mail, and fax, and depositing checks. Their assistance is invaluable, but we are all working at a disadvantage. We have spent a lot of time deciding what goes where, reconciling payments, deciphering unreadable faxes, communicating with each other, clarifying processes, etc.

Very fortunately, Karen Warner has consented to be conference registrar. She is currently getting up to speed on the GiftTool system and already knows how to manage the registration desk at the conference after many years of service in that capacity. Thank you, Karen, Henry Wardrop, and Lincoln IU 12 for coming to the rescue.

At the end of the Early Bird period:

612 registrations

Hotel room block 84% booked (unused rooms released 1/4)

Budget is based on 650 registrations. Will have most up-to-date figures for the board meeting.

There is lots more going on but I don't have time to go into detail in this report and will answer questions on Tuesday. After the conference I will submit a preliminary report for discussion at the March meeting, followed by a detailed final report with recommendations later.

The conference planning committee will meet after the board meeting to work out the last details.

Secretary's report – electronically submitted by Lori Keefer

I've been working on the conference evaluation forms and have sent them out for printing.

So far there have been no proposals submitted for the Operational Director position.

Treasurer's report – electronically submitted by Mary Hohensee

The financial report has been sent to you as a PDF file. Please print out copies and bring to the meeting. I will not be able to be there and have asked Bob McNeill to review report with you.

The statements I have sent are year end, but have not yet been reviewed by our accountant Duane Herman. We usually wait until the end of January so that we can properly account for the activity pre-conference.

The online registration is a good way to handle funds and processing. I will have a report at the end of the month regarding costs of managing the conference in this way since there are multiple fees involved.

Another issue is the volume of transactions and the reconciling to our bank statement. It took me over 10 hours yesterday to make sure all the transactions came into the account. It is also more complicated since we have no ED and Jill is helping with deposits etc.

These issues will be much better next year when we have a central location for checks and one person depositing funds. I also have a system in place to reconcile the automatic transfers from credit card more easily.

I am also investigating the ability to automatically download these transactions into Quick books for next year's conference. However, with this being a new process for us, I didn't feel this was a good idea currently.

Please get your invoices, expense reports to me within the next week, there is a lot of activity around the conference and I don't want to miss any invoices.

Communications report – electronically submitted by Destiny Myers

The Winter Edition of PAACE News is now available on the PAACE site. Thank you to everyone who helped me publish this edition before the holidays!

CHE report – electronically submitted by Mary Anne Varacalli

CEA/PA Western Regional meeting will be held at Mountain State University on Friday, January 18th

-reminder emails have been sent to all CEA/PA members to register for the conference
-Outstanding Adult Postsecondary Students have been selected and notified. Bios and photos are being sent to Tana; plaques are being ordered.

- Chuck has invited Kate Shaw, PDE Deputy Secretary of Education to present the awards

Legislative report – electronically submitted by JoAnn Weinberger

FEDERAL UPDATE: The final result of the FY08 appropriations story- Last Wednesday the President signed the final appropriations bill that contains a \$9 million cut in adult education funding from last year's total and a \$22 million cut in the Even Start program. The adult education funding saw a cut of the additional \$25 million from the original bill, and, in addition, 1.747% was cut from the 07-08 appropriation.

STATE UPDATE: PAACE is encouraging the Governor to increase the adult literacy line item by a 3% cost of living adjustment. In addition to a letter sent to the Governor by the president and legislative chair, a legislative alert was sent to the membership encouraging them to also request this increase. At this point, no feedback has been received.

PRESIDENTIAL CANDIDATE PETITION: The push to have 10,000 signatures resulted in almost 5,000. Pennsylvania came in second place to Delaware, which had over 1,000 signatures.

ESL Division report – electronically submitted by Cathie Whitmire

Martin and I have been in contact with our local ESL Network group to see what kinds of things they are interested in doing at the ESL division luncheon. We continue to plan things out.

We notified local agencies of the early-bird deadline extension as well. Both Martin and I will be attending the Board and planning meetings on Tuesday.

ABSE Division report – electronically submitted by Bootsie Barbour

PAACE Advertising and Marketing has continued by emails, phone calls, and distribution of flyers when appropriate. Karen Mundie has agreed to speak at the ABSE Luncheon about the importance of Advocacy. I am very pleased about this, as I feel many people do not understand this important function.

Family Literacy Division report – electronically submitted by Lori McMonigal and Shumaker

We are still working on plans for the conference. We are pleased to announce the winners of the Goodling Best Practice Awards- Allegheny Intermediate Unit (1st place), Altoona Area School District (2nd place), and Lawrence County (3rd place) Family Literacy Programs. Recipients will be recognized at our Division Luncheon.

Membership report – electronically submitted by Suzanne Webster

As hectic as it has been for the last month and a half, PAACE is going to reap the rewards. At the moment, we have 618 members and over half (316) joined or renewed using the online system. I'll have a breakdown ready for the PAACE luncheon of how many are new/renewals, individual, organizational, associate (student, retiree, volunteer), and life members.

No PDE Library report – Eileen Kocher

Bureau Report – electronically submitted by Susan Mansuetti

I am continuing to work with Rose and Tana to make sure that the Bureau's role in the conference is functioning as planned. I regret that I will be unable to attend the meeting on Tuesday.