

**PAACE
BOARD MEMBER REPORTS
OCTOBER 2007**

President report: electronically submitted by Chuck Klinger

COABE Conference: Mary Hohensee and I have pretty much reconciled the finances from the COABE Conference, pending a couple revenue sources we are still working on. I will bring updated figures to the Board meeting next week. Diane and I began discussing the final report, which we will need to present at the next COABE Board meeting. This meeting is November 10th in Arlington, VA.

Board Membership: I have been in contact with people regarding the vacant positions of Bylaws Committee Chairperson and Workforce Division Chair. It is possible we will have a new Bylaws Division Chairperson in place for the meeting next week, although those contacted about the Workforce Division Chair have declined. I will contact a few others that have been recommended late next week.

Debbie Hrach contacted me, she will be working toward nominations for elections as she agreed to. I'm very glad and impressed she is still working with us while teaching in Florida. Thanks Debbie!

I also met with an attorney specializing in human resource issues to discuss potential revisions to our Executive Director contract. She made a few general recommendations for future contracts in terms of language, but will be providing more specific recommendations after looking at our existing contract format. She would also be willing to do some type of brief training-type activity for the Board on the nature of contracting with independent contractors as opposed to hiring someone as an employee.

First Vice-President's Report: electronically submitted by Tana Reiff

Conference operations planner: Contact signed with Dehra Shafer. Met in person and by phone several times. Familiarized her with conference planning to date. She has been working with sponsorship, Hershey Lodge, and other operations matters. She will take over registration management (see below).

Proposals: We received about 131 conference session proposals. There is an impressive mix of topics in all categories, including research and several from outside PA and national groups. Readers are lined up in all categories. I worked with Ilsa Powell Diller and Becky Wagner at IU 13 preparing files for readers. About 28 proposals invited by the Bureau of ABLE were sorted out of the reading pool. Readers have been asked to return scored proposals by Tuesday, October 16. We will then review the scores and select those to be offered acceptance. I will be working with the Bureau to consolidate or delete some proposals on redundant or unessential topics.

Registration: Investigated four different options for online registration: a proposal from ProLiteracy to manage the entire process; a proposal from a private contractor to develop a custom system for us to manage; GiftTools, a turnkey Web-based service

specializing in nonprofits; and a small private contractor to develop a simple form. After weighing all the options with the executive committee and taking a guided online tour of the Web-based service, GiftTool, the Web-based service, was determined the best option because it offers all the features we could possibly need at an economical cost, with excellent customer service and no contract. We will import our existing membership database, allowing authentication to take the discounted rate for PAACE members, saving potentially thousands of dollars and building our membership base. (This will require notification of existing members; working with Scot Mentzer and Suzanne Webster on this.) Both the registration and membership forms will be integrated with our website. The user interface is very nice on back and front ends. Mary Hohensee will set up a merchant account so that we can accept credit cards both online and at the conference. (PayPal is not supported.) A paper option will be provided but not encouraged. Registration will open December 1 or before. There will be three rates based on time period with a \$50 member discount. We offer a paper option but encourage online registration. We will have access to our records at any time. We will see how it goes for the 2008 conference and then review overall data management for the future. This is the short version of this journey. Feel free to ask any questions.

Marketing: Color brochure is in process. Bootsie Barbour is coordinating a mailing list. Brochure will be printed in November and mailed to arrive when registration opens December 1.

Sponsorship and Special Events: We are working with several potential sponsors, most notably for a major donation to support "PAACE Night." Don Butler is working on planning that event based on level of sponsorship. So far, we have received 700 name badge holders from the GED Testing Service, door prizes from Hershey Hotel, several declines, and a few promising prospects. We are awaiting notification on foundation grant applications and plan to invite paid exhibitors to sponsor specific events.

Division Lunches: I have not rec'd estimated head counts from everyone, but will put all divisions on the registration form unless you tell me not to on Tuesday.

ABLE Administrators Association: I was a guest at the 9/12 meeting at PDE, where I explained conference proposals and other information relevant to ABLE Administrators. The minutes from that meeting, which are posted at www.able.state.pa.us contain some minor inaccuracies, most notably that there is not an "administrators strand" but rather an Administration category of proposals. I found it beneficial to have a direct conversation with this group.

Committee: Meeting today at 1pm.

Second vice-president: electronically submitted by Diane Inverso
No report

Secretary: electronically submitted by Lori Keefer

Board reports and minutes from the September meeting were sent via email for review and correction.

Treasurer: electronically submitted by Mary Hohensee

COABE:

Chuck and I worked through the reconciliation which he will present at the meeting.

CONFERENCE

I have been checking on using a different paypal for conference payments using a credit card. There seem to be some extra fees which I am checking out. It is important that we make payments by credit card as easy for attendees as possible and still avoid high usage fees. The good thing about this system is it is easy to reconcile the amounts and the money can be moved in one lump sum to the checking account after the conference closes.

DISBURSEMENTS

It would be very helpful if you could get disbursements to me by the last Monday of the month. I want to be able to pay the last business day of the month. Please if anyone has incurred an expense for the conference and has dealt with a vendor make sure the bill is sent to my new mailing address, so vendors get paid promptly.

Thanks to everyone for working with me at a distance.

Family Literacy division report: electronically submitted by Lori McMonigal and Julie Shumaker

We are busy making plans for the conference. We are pleased to have Suzanne Bloom, author and illustrator, as a special guest in the Marketplace. We have put out a strong plea for proposals, and are hoping that we got an increase in interest during the last few days. We are working on obtaining a proclamation recognizing November 1, 2007 as National Family Literacy Day. Also, we are working with the Goodling Institute in hopes of conducting the Goodling Awards for Best Practices during the division luncheon.

ABSE Report: electronically submitted by Bootsie Barbour

The focus of the last month has been on talking to ABLE practitioners about the PAACE Conference. Both teachers and administrators expressed interest in the topics that seem to be driving the funding. The timing of proposal submission with the announcement and talk of the Impact grants probably was unfortunate. Although the news of the deadline was given in advance, people did wait until the last minute to think about sending in a proposal.

I have continued making random calls to division members across the state discussing not only the PAACE Conference but trying to get a feeling as to a direction that the division could take to have more relevance with teachers in particular. It seems that many teachers feel the conference is only for administrators. This becomes more of an issue the further from Hershey you travel, which makes sense.

The marketing database is ready to add the PAACE Membership.

Legislative report: electronically submitted by JoAnn Weinberger

FEDERAL LEVEL

On September 28th U.S. Department of Education issued a press release on the Administration's executive order to strengthen adult education in America. The focus appears to be on adults' preparation for higher education.

<http://www.ed.gov/news/pressreleases/2007/09/09282007a.html>

No further news regarding appropriations.

STATE LEVEL

PAACE needs to plan a campaign to have all the members write to the Governor for two purposes: thank him for recommending the increase of funds as well as request additional funding for 08-09. This campaign should probably occur the end of October/beginning of November.

CAPITOL HILL DAY

Karen Mundie has sent requests to the key aides for Senators Casey and Specter asking for meetings on November 7.

PUBLIC POLICY STRAND--PAACE MIDWINTER CONFERENCE I only know of three proposals submitted for sessions.

Communications report: electronically submitted by Destiny Myers

The fall edition of PAACE news was released. Destiny is working with Scot Mentzer to add a footer to emails that go out over the list-serve to include a note with instructions on how to un-subscribe to the mailing list. Updates to the PAACE site are being made including new conference information as it becomes available.

Technology Report: electronically submitted by Scot Mentzer

Scot Mentzer with assistance from Tana Reiff and Suzanne Webster have made minor updates to the PAACE Member database. Also to comply with FTC rules & regulations a note with instructions has been added to the members list and board list on how to unsubscribe from each mailing list.

In addition I am recommending that the following steps be considered to further comply with FTC regulations:

1. The adding of information to the membership agreement that all new members and renewing members will be subscribed to the membership list serve as a condition of PAACE membership. This should be a check box on the on-line membership form.
2. Policies should be developed on who may subscribe to the Members list, and when and how non-renewing members are removed. (Is this a member benefit?)
3. Guidelines should be developed on what content is appropriate for the list, and how this content should be moderated. Moderators should be requested from volunteers outside

of the Technology committee. (List content goes beyond the scope of tech support)
These guidelines should also be posted on the website.

It is important that we consider these steps, because of SPAM issues on the internet today. I have realized that we are not in compliance with the FTC rules. If a list member were to report us for SPAMMING our hosting company could shut down our site. Unfortunately, most hosting companies have a no-tolerance for SPAM. (It is my company that is hosting the site, but my server is maintained by Hostforweb - thus I must comply with their rules.)

Membership: electronically submitted by Suzanne Webster

Emails were sent to members with expiration dates of November 1, 2007 (12), December 1, 2007 (17), and January 1, 2008 (75).

PAACE 08 – 700 black name badge holders donated by GEDTS were delivered this week.

ESL Division: electronically submitted by Cathie Whitmire

Our division has been busy getting the word out about Midwinter and our new co-directors. We solicited several proposals, and have lined up readers for any we receive.

Here are the high points of our recent activities:

- ♣ We are currently working on creating better communication between the ESL Networks statewide. We are hoping to organize a statewide event for 2008.
- ♣ Our ESL Needs Analysis is ready to be distributed, in both online and offline formats.
- ♣ Martin is working with the PDC coordinators to develop a comprehensive list of ABLE ESL providers, administrators, teachers and tutors. He has heard from 4 of the 6. He recently attended the 3RTESOL Fall Conference at IUP, where the primary focus mirrored our own pursuit of bringing research and practice together.
- ♣ Carol Hallstrom from the USCIS did submit a proposal following the solicitation mentioned last month.
- ♣ Cathie will have to recuse herself from reading/rating the proposal sent in by Carol Shefrin about the Learner's Lives as Curriculum model, as she is slated to be a co-presenter, should it be approved.
- ♣ Articles about the new ABSE and ESL Directors have been printed in the NWPDC newsletter and posted on their website. Both included contact information.

TLC: electronically submitted by Kim Rossman

TLC has been asked to coordinate the new Impact Intensified Tutoring Services; plans for that are proceeding, depending on programs' applications.

I have developed a workgroup of current TLC Facilitators who are helping me create a training for new TLC Facilitators. TLC needs more trainers throughout the state and this training, "Pearls of Wisdom" will be the required training for someone to take to become a TLC Facilitator.

Plans for increasing collaboration and networking between TLC and the rest of the Adult Education system are ongoing. Please contact me if you know of an area where TLC could help a program meet needs.

Eastern region: electronically submitted by Joe Morales

Not much to report at this time. I have agreed to serve as a reader for PAACE conference proposals. Also, I had the opportunity to attend President Bush's "Town Hall Meeting" in Lancaster yesterday. Although the issue of Adult Education was on my mind, the President called on me and the question that came out was about immigration. I wasn't particularly impressed with his answer but, then again, he's the leader of the free world and I'm an adult ed. administrator.

Western region: electronically submitted by Alex Dow

- Karen Mundie approached me about co-presenting a workshop at the PAACE conference on advocacy. We worked on a proposal for the conference.

PDE Libraries: electronically submitted by Eileen Kocher

No report

PDE representative: electronically submitted by Susan Mansuetti

No report

Compiled and respectfully submitted by:

Lori Keefer

Board secretary