

PAACE
Board Member Reports
November 2007

President's report: electronically submitted by Chuck Klinger

COABE: I am going to Alexandria, VA tomorrow to present a final report to the COABE Board. Diane and I completed it this week (with 31 addendums!) – we are providing the COABE Board with CD versions including most of the documents we used in planning and conducting the conference, which should help future conferences. I'll let you all know how it goes during next week's meeting. I have attached the report, anyone curious about any of the addendums may certainly contact Diane or I.

I will be receiving a draft of an rfp for the executive director/administrative work from the HR specialists later today or Monday, and will pass it along quickly so we can discuss this during the meeting. I spoke with them late this morning to identify the type of work that needs done.

I am hopeful we will have an election slate to present to the Board to discuss at the meeting – Debbie Hrach has been working on this from Florida, which is greatly appreciated. I spoke with her this morning, she is working on one more slot on the ballot.

1st Vice President's report: Electronically submitted by Tana Reiff

The conference continues to take shape nicely. Many pieces have fallen into place, with everyone doing their part. Here is a synopsis of activities since the last board meeting.

Becky Wagner sorted proposals, formatted them into Word documents containing the scoring rubric, and sent them to readers in 11 categories. She then compiled scores and reader comments, along with bonus points for requested proposals and those addressing the conference theme. In consultation with several others, proposals were reviewed for score, category balance, and format. On 10/31, I issued acceptance invitations for 108 time slots. Six more spaces are set aside for awards and speakers' follow-up sessions, ABLE administrators' breakfast, and PAACE board meeting. Confirmation by 11/9 was requested. I will e-mail reminders to unconfirmed presenters and fill in any other available slots with sessions not accepted in the first round. Bootsie Barbour will then take the lead on scheduling. We will begin posting session descriptions to paacesite.org as they are confirmed and will post the schedule in January. The program offers enormous variety, depth, and appeal for all PAACE Divisions, plus Research and Public Policy and a number of sessions of general interest.

Chuck, Dehra, and I met with representatives at Hershey Lodge on 10/29 and worked out many logistical details. They fulfilled our request for extra meeting space. They agreed to wait until after the 2008 conference to ask us to sign a contract for 2010 and revise the existing one for 2009.

Verizon has committed to \$10,000 in sponsorship, which will be applied to the conference bags (\$4,000) and underwriting PAACE Night (\$6,000). Steck-Vaughn will underwrite the

Recognition Luncheon (\$3,500). Several other prospects have declined and a few others have expressed interest.

Bags (1,000) were ordered 10/26 from Marco Meetings, taking advantage of the Asia Direct discount program. PAACE, CEA/PA, and Verizon logos are on a light blue vertical tote with water bottle holder. Advice from past conference organizers was to not include the date or conference logo.

The conference promotional brochure goes to the printer 11/16, scheduled to mail 11/30. Verizon, Steck-Vaughn, and any other sponsor logos will be included, along with acknowledgment of the GED Testing Service, who donated name badge holders (worth about \$700); Hotel Hershey, which donated door prizes; and the Bureau of ABLE. On Monday I will send out another proof as a PDF file for the board's review.

Dehra and I had a conference call with GiftTool on 11/9 to set up online membership and event registration management. We were both very impressed. The setup should be ready to test very soon and we are on schedule for registration to open December 1, if not before. Thanks to Suzanne for preparing the member list. The authorization code to register will be a user ID and password.

Dehra will be in China 11/13-23. She will be able to give PAACE more time upon her return. I want to thank the board for approving her appointment as conference operations planner.

Nine commercial exhibitors have paid for 13 tables and at least six groups for 10 tables in the noncommercial area. VALUE, Inc. was given a complimentary table. We are committed to pay for 56 tables at \$90 each (\$5,040). We have received several inquiries from uninvited noncommercial groups. I would like to discuss with the board how to handle such requests for the subsidized rate.

Please share any other conference concerns during the call on Tuesday.

Treasurer's report: electronically submitted by Mary Hohensee

I have been working with Tana to get PAACE registered with a company that will allow us to have on-line payments or on-site payment as an option whenever we are receiving funds. This will be good for several reasons:

- 1) it may attract new members and conference attendees
- 2) it will create another internal control because our bank will receive all those funds first.
- 3) it is something that might be attractive to our members.

It is important that we keep an eye on costs for this processing, but in the long run this will save time and money.

The PA Dept of charitable organizations contacted me for some additional clarification and said it would be several weeks before we would receive our notification, but things did look good.

I will be sending you the financial statements via e-mail from now on. My new version of Quickbooks allows for an easy way to send financial statements as attachments. Please look for this document to arrive in your inbox on Monday. Checks are being mailed today, so also watch for a reimbursement if you are due one. It never offends me to check with me to see if I received your voucher.

I have also included the budget numbers in this month's financials. Please don't hesitate to ask if you need other information.

Continuing Higher Education Report: electronically submitted by Mary Anne Varacalli

- 2 CEA board members and I read and scored 19 conference proposals sent for Continuing Higher Ed

- Information for the 2 scholarships to be awarded by CEA has been sent to all CEA members and is posted on the CEA website

- Information for the Outstanding Adult Student Award has been sent to all PAACE members; to all CEA members; to 32 PA community college admissions offices or staff and Tana has sent the info to the ABLE PDS list .

- Information is on both websites

Family Literacy Division Report electronically submitted by Lori McMonigal and Julie Shumaker

Julie and I have had a lot of support from the Board, the Family Literacy field, and Commonwealth Libraries in planning for the conference. To connect to our special guest author, Suzanne Bloom, who is visiting the Marketplace, we are planning several literacy-focused activities that will take place at our Division tables. We have advertised the Goodling Best Practice Awards to the field, with the deadline for nominations arriving next week. Last Thursday, Nov 1st, was National Family Literacy Day. Programs around the state have been posting their creative celebration activities on the Family Literacy listserv. Also, the Joan Y. Leopold Children's Book Week Celebration is taking place next week. This celebration includes a special storytime, featuring children's author and illustrator Michael Berenstain, son of Berenstain Bears creators Stan and Jan Berenstain. Papa and Mama Bear will be making special appearances at these events as well. Please see the link below for times and locations!

<http://www.dcls.org/Berenstain.html>

ABSE Division Report: electronically submitted by Bootsie Barbour

I have been working on the PAACE Conference Mailing List, merging different lists including the PAACE Membership List. I think the list includes in excess of 1800 names at this point. There is still time for any additional information to be included. Once this is done Joy and I are preparing for the task of scheduling the sessions.

I have also been thinking what would be a good way to organize the Division Luncheon at the Conference. I would be interested in hearing what others are doing.

ESL Division Report: electronically submitted by Martin Senger and Cathie Whitmire

Cathie and I have been busy planning our activities at the MWC. Also, we are continuing to receive responses to our ESL Teachers/Administrators Needs Analysis. We expect to publish the results at the MWC. Both Cathie & I plan on being on the conference call next week.

Communications report: electronically submitted by Destiny Myers

I have been working with Tana to make sure the PAACE website (especially the conference pages) are up-to-date. I also just wanted to remind you that the next edition of PAACE news will be coming out in December. Although the deadline is not until December 17, now is a good time to be thinking about articles. Remember, other people besides PAACE board members can submit articles so feel free to ask a fellow PAACE member to share some information as well.

Legislative Report: electronically submitted by JoAnn Weinberger

Federal Update:

The Conference Committee for the adult education and Even Start Family Literacy areas have compromised as follows:

- a \$12.5 million increase in adult education
- \$62 million for Even Start Family Literacy (a decrease from this year's \$99 million)

This budget is not yet FINAL because it has to be passed by both the House and the Senate and the President needs to sign it. The President says he will veto the bill because it has additional funds in it (beyond the new funds for adult education and family literacy). Stay tuned for the next episode....

More signatures are needed on the literacy president petition. To date, PA leads all the other states in signatories, but we should continue the push.

Membership report: electronically submitted by Suzanne Webster

There hasn't been much activity with new/renewal memberships for the past month. I have retrieved all of the membership data from the PAACE site so we have an Excel spreadsheet with up-to-date information. At least we have every name; there is still some missing information. I'm hoping that will be taken care of with membership renewals.

The spreadsheet information will be used to import into GiftTools, which is being used for the conference. Only those with membership expiration dates of 3-1-08 and later will be added. It would be a good time to spread the word that memberships need to be current to receive the member discount at the conference. If anyone wants to know when his/her membership expires, I can be contacted at ssw133@psu.edu.

Since we're making changes, this might also be a good time to look at membership rates—specifically the rates for students, volunteers, and retirees. Those rates are as follows:

\$25 – Student

\$15 – Volunteer

\$15 – Retiree

I would like to see what the board thinks about aligning those rates.

Central Region Representative report: electronically submitted by Ruth Love-Schooley

I have set up the requested State College advocacy training for December 14, 9-12 at the State College Community Education Program.