

Pennsylvania Association for Adult and Continuing Education
Board Meeting held at Joan's House
January 13, 2004

Attending:

Dave Manzo, Cathy Forsythe, Linda Herr, Raiana Mearns, Leanne Stasiulatis, Karen Mundie, Joan Leopold, Bob McNeill, KayLynn Hamilton, Rob Bender, Ruth Love-Schooley, Barbara Van Horn, Mary Kay Peterson, JoAnn Weinberger, Dehra Shaffer, Mary Anne Varacalli, Tana Reiff, Carol Shefrin

Minutes:

December minutes were approved with corrections

Officers Reports:

President:

- Letters of invitation to Midwinter Conference were sent to Gov. Rendell and William Larkin
- Dave will set up an appointment with support people from PeopleWare concerning issues with the online version
- Dave presented a name for the new Western Representative – Emmett Baxendelle was approved by the Board for the position
- Scot Mentzer has the online conference registration on the PAACE website.
 - Linda Herr said that she heard from several people at the PDC meeting saying the couldn't get on the website.
 - Some people can't get the downloadable form.
 - Online registration confusing
 - Dehra suggested a listserve announcement should be sent regarding how to use the form.
- The Midwinter Conference Act 48 will be on ecampus
 - A reminder note should be put in the registration packet for people to sign up for Act 48 on ecampus

1st Vice President:

- The conference tabloid should be in people's hands by the end of the week
- Musical entertainment for Thursday banquet will be provided by Milton Hershey School
- About 12-13 vendors have registered for the Market Place. Reminders went out to others
 - Some vendors will sponsor breaks
- Cheryl Keenan will be present at the Distance Learning Pre-Conference and the Legislative Workshop

2nd Vice President:

- Bob reported one particular highlight from the PANO workshop he attended. It is recommended to get more members-at-large to join a committee. He distributed copies of the PANO newsletter as well as copies of the PowerPoint presentation.
 - LeeAnne said that the State library has books on Board effectiveness

- Bob asked for volunteers for a planning committee of next year's conference
- Bob reviewed the progress on the revision of the by-laws with the Board and indicated the he had incorporated the changes provided by Joan from PANO. The following timetable was agreed to:
 - All suggestions/corrections to Bob via email (mcneillr@devalcol.edu) by February 13th
 - The suggestions/corrections will be incorporated into the by-laws for review/discussion on March 9th
 - The Board will vote on the revised by-laws at the March meeting
 - The Board approved by-laws will be sent to PANO and our attorney for review during March and April
 - The Board will vote on the recommendations of PANO and our attorney at the May meeting (May 11th)
 - The revised by-laws will be sent to the membership in May and June for their vote, with voting to close on June 30th
 - Once the membership approves the by-laws, we will then proceed to review/revise the operations manual.

Treasurer:

- Mary sent report in her absence. Any questions will be held until February

Immediate Past President:

- Karen will get together with Mary for this year's audit. It was suggested that we look into an external audit for this year.

Executive Director Report:

- Joan reported that so far there was a low number of rooms reserved for the conference at the hotel
- Joan also reported that longtime member Jack Sittman's wife died
- A list of people's names was sent around who were being dropped from membership. Five reminders had been sent out to these folks
- The PAACE membership is holding steady

Regional Representatives Reports:

Central:

- A hard copy of the newsletter was sent to people who have no way to access the web

Division Reports:

Workforce:

- Ice Cream Social will be held from 7-9 p.m. Wednesday at the Midwinter Conference
 - A flyer was sent regarding the ice cream social

Publication:

- PAACE newsletter is online

Family Literacy:

- Megan Lloyd, a children's book illustrator, will be at the conference.
- A children's art show will be held at the conference
- At the Division luncheon a family from Lancaster will share their success story

CHE:

- Sent letters to members as a reminder to register for the conference
- Will have a hospitality suite at Midwinter Conference
- Had two scholarships to students

Corrections:

- A mission statement was submitted and a short article was put in the newsletter

Committee Reports:**Legislative:**

- John Weidman will ask people in the Senate race and Primaries Presidential race their position on adult education and higher education
- John is willing to do workshops
- John's projected total yearly hours are 225 and will use \$7,500 out of the \$10,000 originally budgeted
- John needs a new contract – old one expired in December
- The Board approved a contract for a Legislative Advocate, John Weidman, with a cap of \$7,500 and monthly reports
- JoAnn is working on a letter to Gov. Rendell for next year's budget. She will ask him to recoup the 6% we lost last year and add \$1.4 million (total of \$21 million). She will also put a sentence in the letter asking for support of the Connelley Center which is threatened to have to close
- JoAnn may have a petition for people to sign at Midwinter Conference
- Reauthorization of WIA – Pennsylvania may not have anyone on the Committee
- JoAnn will let us know the major issues so letters can be sent for support.

Awards:

- Ten higher education students have been chosen to be honored at the conference.

Commonwealth Libraries:

- Acting replacement for Gary Wolfe is Clair Zales.

Nominations and Elections:

- The ballots were sent and we've had a good response.

Membership:

- Will have a table at Midwinter Conference. A volunteer is needed at the table.

Strategic Planning:

- Is done every three years. Next year Debbie Hrach will work on this.

Communication Committee:

- Discussion was held about replacing Public Relations
- Does this need to be changed in the By-laws
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By-Laws:

- Discussion was held concerning the Constitution and By-laws.
- The responsibilities of the officers need not be “committee”, i.e. 2nd VP – Strategic Planning; 1st VP – Midwinter Conference Program Chair; President – Midwinter Conference Chair. A revision should be made in the By-laws that the Immediate Past President should be in charge of Fiscal Affairs and audit; and the Remote Past President should be in charge of Nominations and Elections.
- Our actual fiscal year is the calendar year
- Conflict of interest statement should be put in
- Email any changes or inconsistencies to Bob
- Membership should vote on By-laws.
- A copy of the By-laws was given to PANO
- A lawyer will review By-laws before posting on the website
- Timeline for By-laws:
 - March – By-laws will be presented to Board and voted on
 - May – look at PANO and lawyer suggestions
 - June – send to members

New Business:

covered

Old Business:

covered

The next meeting will be held at the PAACE Midwinter Conference. The meeting was adjourned.

Minutes submitted by:

Karen Warner
PAACE Board Secretary