

PAACE
Board Meeting Minutes
January 8, 2008
Tri-County OIC
Harrisburg, PA

Meeting called to order at 10:05 am.

In attendance: Chuck Klinger, Tana Reiff, Eileen Kocher, Destiny Myers, Lori McMonigal, Susan Adams, Diane Inverso, Bootsie Barbour, Cathie Whitmire, Martin Senger, Bob McNeil, Susan Webster, Mary Anne Varacalli, Ruth Schooley, Kim Rossman, Becky Wagner,

Absent: Randy Bacon, Debbie Hrach, Scot Mentzer, Mary Hohensee, Julie Shumaker, Alex Dow, Gary Dean, Susan Mansuetti, Sheila Sherow, Lori Keefer, JoAnn Weinberger

Announcements

Becky Wagner is the acting regional representative for the Eastern Region until her formal election.

Minutes

Martin Senger made a motion to approve the December minutes. Diane seconded. Motion unanimously approved.

Treasurer's Report

Mary sent out a copy of the financial reports over the board e-mail list. Bob has spoken with Mary and would like to point out a few things. Bob reports that the organization is in a good cash position due to the COABE conference. However, it is important to recognize that the total assets on these reports include \$20,000 from 2008 Midwinter Conference funds and \$62,000 from COABE revenue. He noted that it is important to see what PAACE's cash position is like without these two conference revenues. Bob suggested that once there is a new treasurer, he will need to work with the bank make some short and long-term investments.

State sales tax exemption status – By conference time, we should have a tax-exempt status. The delay in obtaining this status is due to some problems with the mailing address that have been or will be corrected.

During budget planning call on Thursday, some things to consider are: the amount we want to invest in for the long-term and short-term, expected revenues from membership, revenue projections from the conference, how much we expect these membership and conference revenues to support PAACE operations, and other potential sources of incomes such as sponsorships.

Cathie Whitmire motioned to approve the treasurer's report. Martin Senger seconded. Motion unanimously approved.

President's Report

Discussion of the RFP for the Executive Director

At this point, there have not been any RFPs submitted. There is still a week left. There was discussion about having previous candidates also be considered. This may be an option if there are not any RFPs submitted. Bob noted that it will be important to include the payment for the ED position in budget discussions.

Elections

There have been 64 votes so far for the current slate. Chuck reports that this is a pretty good response rate. The votes have been pretty much unanimous with no surprises.

Other Items

Tana recommended that PAACE consider scrapping the current PAACE email list and importing the GiftTool list for the mailing list. Cathie recommended that PAACE revisit the benefits of the organizational membership category. It is important to note that changes to this membership category would also require a change to the bylaws.

First Vice President

Tana shared the current status of the conference. There are 626 people registered and the hotel is 85% booked. The conference budget is based upon 650 attendees. She thanked the Bureau of ABLE efforts (especially Rose Brandt and Chuck Holbrook) for their support and encouraging attendance at the PAACE Midwinter Conference.

Tana estimates that if the numbers goes over 750 or 800, space may become an issue. Chuck noted that it will be important to keep an eye on the meals and space as registration increases as well. Tana will see what caps might be needed for meals, registrations, and session spaces. There was also discussion that for future conferences, it will be helpful to have Division chairs continue their efforts to promote the conference to their division and share input in types of sessions and room sizes needed. Martin is interested in assisting Lori Keefer with compiling final conference evaluation responses in hopes to identify session trends and attendees. Division meetings can also be used as an opportunity to debrief about conference and organization.

Chuck said it might be helpful for Tana to consider if there are any areas where the board could provide assistance, especially since some board members may not be able to stay for the planning meeting afterwards. Tana reports that Karen Warner will be coordinating the registration, which will be a big help.

Website and messages sent out need to be clear and concise so that people are clear on conference registration directions. Diane suggested developing and posting an FAQ list. Chuck also suggested considering working with ProLiteracy next year if Karen and IU 12 are not able to commit next year. Tana commented that ProLiteracy does not offer

member authentication while our registration and membership are coordinated in GiftTool.

Sara Ward is working on the Luncheon Brochure. Mary Anne and Mae Stephens are providing text and pictures. Tana is editing.

Tana feels that the big pieces of conference planning are covered, and appreciates all help offered. It is difficult to delegate some pieces that are already in process. One area in particular is the sponsors and special guests. Diane and Susan A. and will take care of transportation for Cheryl King, Keynote Speaker, as well as assist the Verizon and Steck-Vaughn representatives.

Susan M. and Kim are working with the Bureau of ABLE to reserve tables and logistics for the teacher and student awards.

Bootsie offered to organize volunteers for coverage for the PAACE Marketplace table. Suzanne will bring all set-up items (postcards, banner, etc). Destiny also volunteered to help Suzanne organize the items for the table.

Tana is requesting a policy around registration of those who have unpaid balances. An email will be sent to everyone who has not paid as of 1/25. Bob suggested including a statement in the email that individuals should be prepared to show a note from their agency stating that they will be making payment. If at all possible, payment should be made at the registration desk. To streamline the registration desk process, a note inserted in registration envelopes will indicate if payment has not been made. Becky suggested having a separate line for those with unpaid balances so that those at the desk can record status of payment.

2nd Vice President's Business

Diane had no additions to her report at this time.

Regional Reps

Regional Reps will not be seated at head table for the luncheon this year because seats are limited.

Division Chairs

Bootsie suggested supporting a PAACE scholarship fund through fundraising, raffle, etc. to help students transition to secondary education as a way to generate participation of members throughout the year.

Martin emailed all division chairs about budgeting throughout the year. Each division has a budget of \$200. Bob recommended determining where the money is coming from, look at revenue, and then see if additional spending is realistic. Also have to consider in-kind funding sources.

Susan A. shared the idea of providing hospitality baskets or gifts to welcome special guests.

Other Business

Membership numbers: 635 (with expiration date of March 1st or after)
Suzanne also has a list of individuals' expiration dates.

Tana also mentioned issues with mail routing. Kim credited Jill for her work with getting issues resolved.

Bob motioned to adjourn the meeting. Bootsie seconded. Meeting adjourned at 12:07.

Next Meeting:

February 6 at the PAACE Midwinter Conference, 7 pm