

PAACE Board Meeting Minutes
October 10, 2006
Conference Call

10:04 conference call called to order

Attendance/Introductions

Chuck Klinger, Tana Reiff, Mary Hohensee, Lori Keefer, Suzanne Webster, Kim Roush, Susan Mansuetti, Destiny Myers, Mary Ann Varacalli, Joe Morales, Emmett Baxendell, Barb Van Horn, JoAnn Weinberger, Eileen Kocher, Scot Mentzer, Mary Kay Peterson

Minutes: Tana made a motion to accept the minutes as presented. Joanne seconded. Motion approved.

Officer Reports

President: (electronically submitted: Debbie Hrach) The Executive Director job posting has gone out. I posted it to PANO and Destiny has posted it to the PAACE website and Tana to the ABLE site. I also sent it out to the general membership and to the PDC's. Lori has told me that she is already receiving letters and resumes.

Lori said that we have received 4 resumes. Chuck will ask Debbie to put it up on the member website and Mary Anne will put it up on the CEA/PA site.

First Vice-President: (electronically submitted: Chuck Klinger) Most of what I have to report is regarding COABE. I've attached the following for anyone interested in seeing what's happening:

- A general update
- Our updated calendar of events
- A listing of groups we're planning to have conduct pre-conferences
- An updated list of committees and members (currently over 40 people)
- A schedule and descriptions for off-site tours available

Mary has sent a deposit for the King Tut tickets that will be sold as part of a reception during the conference. We are urgently trying to get our exhibitor's contract approved by COABE, the hotel, and the exhibit company we're contracting with - once that happens we should begin receiving some revenue.

We plan to open registration in early December, providing a holiday rate of \$250 for members registering before January 5th, an early rate of \$275, and a regular/on-site rate of \$325. We'd like to encourage early registration.

Second Vice-President: (electronically submitted: Tana Reiff) I attended the COABE 2007 planning meeting in Philadelphia on September 8, plan to attend the October 13 meeting, and have been working with Jim Landers at MCOL on a brochure to publicize the conference through a large November mailing.

Tana wanted to add that Bob has been in touch with people at Hershey. They didn't have records of what rooms we used in 2006. Tana sent them a copy of the conference at a glance so that they would know which rooms would be needed for 2008. It looks like things will be status quo for 2008.

Conference call discussion:

Tana said that we had contracts through 2009 but no one seems to have copies of that contract. Kim asked if it was okay for the SWPDC to promote the COABE conference and re-publish the article. Chuck and Tana said that we can promote COABE through the information already sent or available on COABE's website.

Secretary – no report

Treasurer: (electronically submitted: Mary Hohensee) The following income and expenses were incurred as of Oct 5, 2006

Income

Membership \$275

Journal proceeds \$10

Total income 285.00

Expenses:

King Tut deposit \$3,600

Susan Mansuetti 169.36

Lori Keefer 174.03

Strictly Catering 85.00----board refreshments-Septmtg

I am working with the Operations Manual committee to refine the sections that relate to fiscal responsibilities. PANO had some information, but it was just general guidelines which we already adhere to.

Conference call discussion:

Mary mentioned that we really need to be careful with COABE expenses. Mary asked if there was anyone that she needed to speak with about money flow. Chuck suggested that she contact the fiscal person from last year's conference. Tana asked if ProLiteracy will be handling registration. At the conference ProLiteracy will give us a check for the registrations. For onsite registrations, the funds will be reconciled after the conference.

Tana made a motion to accept the treasurer's report as presented. Mary Anne seconded the motion. Motion carried.

Immediate Past President

Regional Representatives

Eastern –Joe has nothing to report

Central

Western –Emmett has nothing to report

Standing Committees

Technology –Scot Mentzer looked into software for Webinars. However, the cost is somewhat prohibitive (\$350/month for 5 years or purchased outright for \$9,000). Tana suggested that we check with Chester County IU about partnering with them because they do the PDE Webinars. Destiny is going to be trained as a moderator for them and she will look into it while she is there. If they do allow us to use their Webinar software there may be no costs associated with it.

Tana asked if board members could tap into the database yet. Scot said that it is not quite up to date yet. Suzanne said that she has been updating information and will have the information to Scot this week. Scot suggested that we then develop a policy about updating (uploading and deleting) the database because it is time consuming to upload. Tana asked that Suzanne and Scot develop the policy and present it to the board for approval.

ESL – Monica has nothing to report

AB/SE

Workforce: (electronically submitted: KayLynn Hamilton) The Workforce Education Research Center (WERC) provided training and technical assistance to 46 ABL practitioners last week at the annual WERC Boot Camp.

The agenda has been developed for the Workforce Education Pre-conference at COABE 2007. The morning will include updates from state and national leaders, while the afternoon will consist of roundtable/networking discussions facilitated by WERC regional technical assistants. We look forward to a lively and informative session!

CEA/Higher Ed – Nothing to report at this time.

Family Literacy – Susan has nothing to report

TLC: (electronically submitted: Kim Roush) Kim Roush attended a four day Instructor Development Academy the last week in September and had an excellent experience. She plans to pull together a training for new potential TLC trainers to go through.

Legislative: (electronically submitted: JoAnn Weinberger) Efforts to obtain the candidates' responses to PAACE questions have resulted in answers from the Rendell campaign. The Swann campaign says they have been completed, but I have not received them. There has been no word from either the Santorum or Casey campaigns.

A draft letter to Governor Rendell regarding ABLE appropriations was circulated to all Board members. My plan is for it to be finished in time for inclusion in the fall issue of PAACE News. The article would also include a draft of a letter for all programs, tutors, and learners to complete and send.

Conference call discussion:

JoAnn sent a legislative report to Destiny this morning for PAACE News. We have a response from Ed Rendell that will be given to Destiny for posting. Right now we don't have a response from Swann. JoAnn wrote a few sentences stating that questions were submitted to both the senatorial and gubernatorial candidates but the only one to respond was Rendell. There are quite a few opportunities to get involved in legislative activities and JoAnn will be posting these and sending out a separate mail. Destiny will add a disclaimer that we are not supporting any particular candidate.

Corrections Ed

Nominations/Elections – Mary Kay Peterson

Mary Kay said that Emmett is going to keep his talents in Pittsburgh so we are looking for a Western Region Rep. Lori and Mary are going to stay on the slate for Secretary and Treasurer respectively. The other position that is open is Second Vice President.

Strategic Planning – Tana has no update at this time.

Awards – Bob McNeill – not present

Conference call discussion: Tana had a question about the service award. At the time there was talk about setting up some criteria for the award but it hasn't been done yet. Tana wondered if it is something that we should look at or if we should keep it informal. Mary Kary said that no one has ever questioned the rationale for who was chosen. It has been someone suggested by the Executive Director and the board president. It was suggested that if someone has a suggestion for a candidate that for now, they give it to the executive committee. Another suggestion was for the board president to send out a request for nominations or suggestions for a recipient for the award.

Communications – Destiny Myers –

If you are on the editorial board for the PAACE News, you should be getting a copy soon to review for the Fall issue.

Bylaws – Barb Van Horn - Barb said that there is nothing new to report on the bylaws. There was a conference call yesterday. Mary has asked the Literacy Council financial person to review policies. Barb has asked Lori to look over the secretary piece. Mary Anne is going to draft the division director piece. For some of the other pieces Barb will work on them, bring them to the committee, and then to the board.

The awards committee tried to get a call together but was not successful. They are still trying to get it together. Tana said that it seems that at this point it is a matter of collecting the information and to see where there are still gaps. Mary Anne will forward information on awards to Joe,

Kim, and Bob.

Ethics – Chuck thought that perhaps we would post an article on this. Joe will write a draft of an article for PAACE News. The ethics issue is a bigger topic that might be addressed with the next strategic plan.

Membership: (electronically submitted: Suzanne Webster) We received three renewals and one new membership last month, which gives us a total of 613 members. 35 postcards were sent to members with memberships expiring in October. Suzanne is sending a mailing list ready for a COABE mailing.

ABLE Representative – Michael Westover – not present

Conference call discussion:

Tana posted the 2006-2007 Provider Directory and the hard copies are getting ready to be mailed along with the annual report.

Tana also mentioned that they are posting the Move Up video on the site soon.

Post Secondary Representative

PDE Libraries – (electronically submitted: Eileen Kocher) - Eileen has been working on improvements and updates to the COABE Conference web site. Please send any information to be put on the web site to Chuck Klinger or Diane Inverso.

Budget/Finance

Mary and Bob are working on the operations manual updates.

Old Business

New Business

Lori made a motion to adjourn. Joe seconded.

Meeting adjourned at 10:53.

Minutes electronically submitted by

Lori Keefer

Board secretary