

PAACE
Board meeting minutes
November 13, 2007
Conference call

Meeting called to order at 10:03.

In attendance: Chuck Klinger, Tana Reiff, Diane Inverso, Mary Hohensee, Lori Keefer, Cathie Whitmire, Susan Adams, Suzanne Webster, Lori McMonigal, Julie Shumaker, Kim Rossman, Mary Anne Varacalli, Bootsie Barbour, Alex Dow, Ulicia Lawrence (late), JoAnn Weinberger (late), Sheila Sherow (til 11:15), Susan Mansueti (til 11), Eileen Kocher

Absent: Randy Bacon, Debbie Hrach, Martin Senger, Joe Morales, Ruth Love-Schooley, Bob McNeill, Destiny Myers, Scot Mentzer

Tana made a motion to accept the October minutes and board reports with the revision as submitted by Tana. Mary seconded. Motion unanimously approved.

President:

COABE was happy with the report on the conference that was submitted. They have asked for a comparison of expenses versus budget, whereas the report that was submitted was a tally of the expenses. Chuck will work on the revision and submit that to COABE.

Chuck thanked everyone for their help on the conference again.

Chuck talked with Debbie about the nominations slate for the open board positions. As of today, the slate of candidates is:

2nd VP – Lori Keefer

Secretary – Anita Cola

Eastern Rep – Becky Wagner

Treasurer – there have been a couple of people recommended but Debbie is still confirming working on finalizing the nomination. There was some discussion as to whether Becky Wagner would be interested in the role of treasurer. Chuck and Debbie are also approaching Don Butler from the Community College of Philadelphia to see if he is interested in serving as treasurer. Once the slate is complete, Chuck will send the slate out over the board listserv for approval and then voting will be done via Survey Monkey.

Joe Morales is changing jobs and leaving adult education. His last day at the IU is November 16th. Tana asked if he was going to complete his term as Eastern Region Rep. Chuck said that Joe contacted him to let him know that he is resigning from the board effective November 16th.

Discussion of the RFP for the Executive Director:

Chuck forwarded the documents from the attorney that he has been communicating with regarding the Executive Director.

One of the questions that the attorney had was regarding the incorporation of our organization. She found 3 possible listings but none that were PAACE. There was discussion about the 3 possibilities. Chuck will follow up on this and will keep the board apprised of developments.

JoAnn asked about some of the language in Exhibit A of the RFP that was submitted. She had questions about the following bullet:

Development of timeline for advocacy issues at local, state and federal levels (*i.e.*, identification of political offices to be contacted, when contact is made and issues to be addressed)

JoAnn suggested that the last phrase be eliminated 'issues to be addressed'. There was some discussion about whether the ED would need to develop the timeline for advocacy issues. JoAnn suggested that it might be added that the ED role would be to provide support for the legislative committee.

Tana wanted language to be amended throughout the agreement to read conference operations planning.

It was suggested to add something related to membership in Exhibit A, perhaps managing the membership.

There was discussion about the language around renewing the contract and when we can amend the goals for the position. Chuck will check with the lawyer about these points.

There was some discussion about the language around Workman's Comp and Unemployment Insurance. Chuck will check on whether we can just say that PAACE will not provide these or whether it has to be written that they must obtain their own.

Chuck will take all of the questions and suggestions and talk them over with the attorney. Once the draft is revised, he will send it out over the board listserv for approval.

First Vice President:

Tana got a few responses on the brochure about some typos.

Right now, 4000 copies are going to be printed. It only costs \$50 more to get 4000 rather than 3000. The mailing list is approaching 2000 now and then there are bundles that will be sent to other organizations.

Mary Anne made a motion to support the printing and distribution of the conference brochures. JoAnn seconded. Motion unanimously approved.

It was discussed that the conference registration site should be ready to go by December 1st.

Tana wanted to discuss the cost of tables for the exhibit hall. Right now, it costs \$400 for a commercial table and \$600 for two. The cost is \$60 for non-commercial tables. Tables cost us \$90 and we have a minimum guarantee for 56 of these. We do not have a sponsor for the grand opening of the exhibit hall as of yet. There is no deadline given for the reservation of commercial tables.

There are some commercial tables sold but there are many more that can be sold. There have been requests for non-commercial tables from other non-profit groups. Some other non-profits have been invited to exhibit at a cost of \$60. However, some non-invited non-profits have inquired about reserving a table. Tana was interested in discussing the board's position on this

and what the cost should be. After discussion, it was suggested that non-commercial, non invited non-profits be charged our cost for the table. Tana will tell non-invited non-profits that after December 1st, tables may be available for \$90.

For future discussion – the commitment for 56 tables may be something that should be negotiated with Hershey.

Research –

Sheila was very pleased with the follow through with research proposals for the conference. Only 3 of the research proposals that were accepted would qualify for the scholarships that were previously discussed. 2 graduate students and a post-doc submitted proposals that were accepted. The next step is to market the conference to the universities so that we may get conference participants from there.

Chuck brought up the division lunches for the conference and what was being planned. Cathie asked if the divisions were allowed to solicit door prizes for their luncheon and if so, was letterhead available to do this. It is fine to do this as long as the efforts are coordinated so that two representatives from PAACE are not approaching the same place for a donation. It was decided that board members should communicate over the board listserv if a company is being solicited for a donation. The content and format of the lunches are varied. It is up to the division to decide the format. JoAnn offered her help at any of the lunches.

Treasurer's report:

Mary is still working on the budget document as a PDF. PAACE is in a good cash position as we go into the conference. Mary pointed out that when you look at expenses there is a mistake. Line 6700 – Research conference shows \$40,000. This should be added to the COABE expenses rather than in that line item.

Some of the expenses that are showing are things that we are doing to invest in the organization (GiftTools and Authorize.net). Mary wanted to call attention to the check detail. These are the checks written since the last report. \$2,233.95 to a board member (Tana) was reimbursement for ½ of the cost of the conference bags that Tana charged to her credit card because PAACE does not have one. Tana got authorization from Chuck and Mary before doing this.

Travel is listed as separate divisions on this report but we had agreed to pool this expense into one category so that it isn't charged to each division's budget. Mary is aware that the travel expenses when submitted for reimbursement will all come out of the one travel line in the budget.

Tana asked for clarification on where/how the budget for the conference will be reported. Chuck reminded the board that there is a committee that will be meeting to see how this can be reconciled within the budget.

Tana asked the division chairs to take the \$60 for the conference table out of their budget and that wasn't represented in the budget. Mary just asked if any division chair wants to have a

table, please let Mary know so that she can reconcile that. Kim Rossman will be doing the \$60 table. Lori McMonigal for family literacy is also interested in a table.

Suzanne made a motion to accept the treasurer's report as presented. Ulicia seconded. Motion unanimously approved.

Membership –

Suzanne wanted to discuss the rates for membership. Right now retirees and volunteers get a reduced membership rate. The question was asked as to how many members we have from these categories. We only have 8 retirees active, 5 active volunteers, and 3 active students.

Current rates are: students, \$25, volunteers and retirees, \$15. After discussion, it was agreed that all three groups would be charged \$20.

Tana made a motion to change the membership rate to \$20 for students, volunteers, and retirees. Lori McMonigal seconded. Motion unanimously approved.

The website and listserv will be used to communicate to the membership about membership due to the change to using GiftTool. Tana and Suzanne are working on the membership list and uploading the members into the new database.

Mary asked about how members will be able to pay for their membership and Tana mentioned that the person can pay by credit card or invoice.

Suzanne said that board members can ask her when their membership is up if they are not aware. PAACE will send notification out to members with their user ID and password when the registration form is live. Others will be notified as their membership expires as to how to renew or join.

Legislative:

JoAnn reported that PAACE was represented at Capitol Hill Day. Karen Mundie and two others were able to visit with aides for Senators Casey and Specter. They spent about 45 minutes with each. Walter Long, former GPLC student, went along and shared his experiences. Karen also sent a report to the board on Capitol Hill Day. JoAnn suggested that a report on Capitol Hill Day be included in the next newsletter.

JoAnn reported that Pennsylvania is in the lead among the states with the number of signatories on the petition for presidential candidates to respond to questions regarding adult education. This is an important project being undertaken by VALUE. She has been emailing the listserv about the need to do this.

Other:

Tana asked about the timeline for the RFP. Chuck said that he will get in touch with Angela, the attorney, about the questions. Next week, Chuck will send the revised RFP out to the board for approval and then we can accept proposals.

Lori made a motion to adjourn the meeting. Diane seconded. Meeting adjourned at 11:55.

Next meeting is December 11th in State College in the Keller Building room 304.