

PAACE Board Meeting
December 2007
Keller Building, Penn State
Minutes

In attendance:

Chuck Klinger, Tana Reiff, Lori Keefer, Alex Dow, Martin Senger, Mary Anne Varacalli (left at 12:15), Suzanne Webster, Kim Roush, Susan Mansuetti, Lori McMonigal (left at 12:15), Destiny Myers (left at 12:15), Mary Hohensee (via conference call, 10:05, left conference call at 10:30) Sheila Sherow (in at 10:05, left at 11), JoAnn Weinberger (11:25 until 12:10).

Meeting called to order at 10:00 by Tana.

Secretary:

Martin made a motion to approve the November minutes as presented. Mary Anne seconded. Motion unanimously approved. (Chuck out on a call with a bureau, Mary Hohensee, and Sheila Sherow not at the meeting yet).

Treasurer:

Mary said that we are doing well this year. We have \$62,000 net income due to COABE. We are on budget so far this year. Mary wants us to continue our fiscal conservancy. Mary did a detailed financial report that is approximately 20 pages long. She sent it to Destiny to send over the board listserv so that everyone can look at it and download it. Suzanne will send a spreadsheet to Mary a couple of times each week. Mary is also reconciling the fees from authorize.net. We saved money when we set up the account because we got a \$99 special for setup rather than \$300. Tana mentioned that we saved money with Gift Tool as well. Mary asked if people are still able to pay for the conference with a check. Payment is expected by January 25th. We will have to have a follow-up system in place for those payments that aren't received by then. We will also have to have a protocol for people who come to the conference and the payment hasn't been received.

Dehra has been getting the mail and getting membership information to Suzanne. Mary suggested that she will send deposit slips to Dehra so that she can deposit checks into the account and get copies to Mary and Suzanne as needed.

There was discussion about how to handle people who have outstanding registration fees after the conference. Sheila brought up the point about what happens to those people who haven't paid their registration fees that include meals. Reminders will be sent to the people around January 25th to remind them that they need to bring payment to the conference. It was also discussed that people should be members as of the time of the conference, meaning that their membership needs to be valid through 3/1/08.

Mary will work with the new treasurer for the transition.

A budget committee will be meeting to get information together to inform the fiscal process. Tana made a motion to accept the treasurer's report as presented. Lori seconded. Motion unanimously approved.

1st Vice President:

Conference: conference planning has been very busy. Chuck projects that we will get ½ of our registrations during the early bird. Tana said that there are quite a number of correctional people registering. There is at least one session in each time slot for corrections people except Wednesday night. The PAACE board meeting will be Monday evening at 7. Martin asked as a board member what we are expected to attend. The only suggestion is for board members to attend the PAACE luncheon and as many of the meals as possible for representation. Many of them have registered as non-members. Tana is also surprised by the number of non-members that are registering. It was suggested that some employers won't pay for a PAACE membership but will pay for non-member conference registrations. After the conference we'll be able to get various reports on the number of how many registered at certain dates. If you are having a division table in the marketplace, please let Mary know so that she can deduct it from your division budget. For the hotel, we are at 20% already.

President:

Chuck sent out a survey to administrators about funding that he is sharing the results of with Rose so that the bureau can advocate.

Alex, Martin, Tana, Mary, Dehra, Bob, JoAnn, and Chuck will be a part of the budget committee. In terms of cash, we are in a decent position this year but that is primarily due to the success of the COABE conference. We are hoping to make a profit at the conference this year but that is atypical. The committee has good representation of the various components of the board. Chuck asked Alex to talk with Ruth about expenses that the reps would need to have. Chuck also asked that Martin work with the other division chairs to see what their needs might be. JoAnn can work with Destiny and the other committee chairs. Tana and Dehra can work with the other expenses and needs of the board. The lead for the committee will be taken by Chuck or Bob. Chuck asked if the group can start thinking about the priorities and get that information together for a conference call during the first week of January. Tana asked if the committee can have an end of year report to help with the budget committee's discussion.

The conference is intended to pay for the executive director and the journal and membership dues would pay for the other board expenses. Tana suggests that the conference budget is separate but that the overall budget is dependent upon the success of the conference, due to membership being directly tied to attendance at the conference. The conference should be part of the strategic plan.

Slate for elections:

2nd VP: Lori Keefer - GPLC

Secretary: Anita Cola – Lackawanna College

Treasurer: William Shafer – took over for Chris Coro at Northampton Community College. He also has his own tax business on the side. He is excited about being asked to serve on this role. Chuck had suggested that Mary was still available to do the bookkeeping/accounting but it would be up to William to decide what would work best.

Eastern rep – Becky Wagner

Tana moves that we accept the slate of officers as presented. Martin seconded the motion. Motion unanimously approved.

Survey Monkey will be used for the vote and the results will be sent to Debbie.

The ballot will be out later this week. Bios and pictures should be sent to Destiny for posting on the web site.

Chuck distributed information for the RFP for the independent contractor position. This would be sent out over the member list and post to the website.

Depending on how much experience and familiarity with adult ed and our organization may determine where and how we advertise.

Chuck heard back from the attorney on the contract language. Mary Anne suggested the title of Organizational Director for the independent contractor position.

The timetable would be for the RFP to be posted this week. There was discussion about how to phrase in the RFP the part-time nature of the position and the compensation for the work performed.

Chuck distributed the proposed independent contractor agreement. It was decided to use exhibit A as the tasks section of the RFP.

Alex made a motion to disseminate the RFP with the recommended changes on the PAACE listserv and website. Destiny seconded. Discussion about the dollar amount – not to exceed \$16,000 for the year. Motion unanimously approved.

The Bureau is looking at April 15th as the date for the success stories celebration.

Survey - JoAnn approached Chuck to send a survey programs about increased operating expenses that could be used in advocating for more money for the field. The regional reps were included in the distribution.

We asked about increases in operating expenses, salaries, CareerLinks, and miscellaneous expenses. We also asked about changes that had to be made due to these changes. We've heard back from 31 programs (about 20- 25% of programs). This is something that PAACE may consider doing more often in the future. Chuck will share a summary of the responses at the annual meeting at the conference.

Research:

Tana suggested that Sheila work to target some of the universities and Mary Anne with the CEA to build up support and attendance at these presentations.

Right now the schedule for the conference is up on the site by time but soon there will be a listing by topic area that will help to generate interest in the various sessions at conference.

In looking at the strategic plan and looking at membership, Sheila would be interested in talking about what we can do during the rest of the year to generate interest in membership. She suggested a research forum or something to be held in the summer as an example.

Another suggestion that Chuck made was having regional or topic specific institutes throughout the year.

Martin talked with Gannon University about something similar for the ESL division.

There was also discussion about working together with the research conference.

Legislative:

There was discussion about how to get more people to sign on to the Literacy President petition. It was suggested that we send out a message with ideas for posting ideas to the website and sending over the listserv. Destiny will work on that today.

JoAnn asked Chuck to talk with her separately about the results of the survey.

Membership:

290 with expirations of March 1 or later.

Awards:

Are we getting legislative citations for the conference awards. Tri-County has offered to take the lead on this. We will have names later this week.

ESL:

Martin is still working on his survey of ESL practitioners. He has received 30 responses so far from several of the PDC regions.

Suzanne made a motion to adjourn. Martin seconded.

Meeting adjourned at 12:27.