

PAACE Board Meeting  
February 6, 2008  
Hershey Lodge

Minutes

Attendance: Chuck Klinger, Tana Reiff, Alex Dow, Eileen Kocher, Lori McMonigal, Destiny Myers, JoAnn Weinberger, Mary Anne Varacalli, Bootsie Barbour, Cathy Whitmire, Bill Schaffer, Martin Senger, Randy Bacon, Lori Keefer, Susan Mansuetti, Bob McNeill, Diane Inverso, Ulicia Lawrence, Trenton Farrell, Destiny Long, Susan Adams, Jeff Richie, Gary Dean, Cheryl Heister

Meeting called to order at 7:23.

Chuck thanked Tana for a marvelous job for this conference. The high quality conference reflects well on the board. We also are getting more organized in putting on the conference.

Martin made a motion to approve the January minutes, Bob seconded. Motion unanimously approved.

**Treasurer's report:**

Bob went over the reports that were sent by Mary. Bob will give a report on the numbers at the general board session tomorrow. We are in a good financial position due to the profits received from the COABE conference. We are facing more costs for an Organizational Director that we will support through the profits of the Midwinter conference. We are confident that this conference will be profitable and we will have a better idea of the final financials by the March meeting. Mary has volunteered to continue to do the books for us and work with Bill to make a transition to a new system. The finance committee will need to get together to get an operating budget together soon. The subcommittee is formed and will be scheduling a meeting. Tana had suggested that the conference budget be part of the larger overall budget. We received approximately 16,750 in sponsorship for this conference.

Mary Anne made a motion to accept the treasurer's report. Randy seconded. Motion unanimously approved.

**President's report: Chuck Klinger**

The executive committee is interviewing candidates for the Organizational Director position during the conference. We are looking for support for the conference, membership support, and succession planning.

Chuck welcomes all of the new board members including our new officers for 2008-2009: President – Tana Reiff, 1<sup>st</sup> vice President – Diane Inverso, 2<sup>nd</sup> Vice President – Lori Keefer, Secretary – Anita Cola and Treasurer – Bill Schaffer.

**1<sup>st</sup> Vice President: Tana Reiff**

Tana will be giving a report at the luncheon tomorrow. She will give a preliminary report at the March meeting and a final report thereafter. She will be detailing what went right, wrong, and providing suggestions for future conferences.

Tana would like to talk about the conference at the March meeting. Members of the planning committee will be invited to attend.

There is a potential problem with the time of the March board meeting because the Bureau scheduled an administrator's meeting at the same time. Tana will post to the listserv to see what board members think about a possible later time for the board meeting on March .

Tana distributed the Board Team Handbook. Bob may facilitate a mini-retreat around this in April. We are possibly looking at a conference call for our meeting in May.

As of Wednesday morning we had 750 people registered for the conference. Probably 50 of those were complimentary (exhibitors, 15 or 16 for Literacy Corp, and some for sponsors). Our budget was based on an estimate of 650 participants. This was the first time that we had member authentication and it generated approximately 400 new members.

Tana thanked all of the divisions for soliciting and reading proposals for the conference.

**Legislative report: JoAnn Weinberger**

JoAnn sent a letter to all of the points of contact to see if they were interested in continuing as a point of contact. JoAnn distributed a list of the points of contact. JoAnn wants to know what we want to adopt the national position on the state and federal funding.

**Discussion:**

Chuck did a survey of administrators to see what impact funding has had on program services. We have some data to work from for our request.

We could ask for an increase in line with Social Security increases, the CPI, or a figure that would offset the components of the survey that was conducted.

There was discussion about coming up with a good approach to asking for more money. If there is a way to tie in the request to people keeping their jobs or student attendance hours – but do we have the data to support that request?

Diane suggested constructing a timeline for advocacy for activities and what should be done at that time. What types of things would people do in terms of advocacy? What is a good way to utilize people so that their time is productive. JoAnn offered that is fine to come up with a strategic plan but we must keep in mind that emergency calls will still

come up and will require response within 24 to 48 hours. It may be good for us to come up with a way for people to network on what is working in their areas.

In NH, when a student is wait-listed a card is sent to the legislator to say that they have to wait. They also send thank you postcards. Suggestions were made that we do something similar in PA but it depends on what the budget for this is and what we are willing to do.

Tana suggested that JoAnn put together a budget for what advocacy would cost. Chuck wondered if there would be a way to have the postcards downloadable from the website.

JoAnn needs to talk to Rose about using the administrators' association to promote our programs and success. Diane suggested that perhaps it would be better to pursue this through the coalitions.

Chuck encouraged JoAnn to post something to the listserv and encouraged board members to be thoughtful about it and reply.

Diane asked if there are sensitive areas that we should be aware of relative to the Bureau and asked Susan to check on that.

#### **Communications: Destiny Long**

PAACE news deadline is coming up in March, probably around the 17th. Division chairs and reps are encouraged to submit something.

Destiny is working on getting the handouts from the conference presenters up on the web.

#### **Membership – Tana for Suzanne Webster**

Division reps and regional reps will soon be able to get lists of members in your division or region. Suzanne will be able to give you an email distribution list if you are interested.

There was some discussion about getting a better sense of our membership for congressional districts and the difficulty in doing this because 9 digit zip codes are needed.

#### **Journal – Gary Dean**

Volume 17 is at the printers. The color will be dark green this year. Gary reports that the Journal has received a lot of national attention over the years. This is some of the best advertising that this organization can get. It gets national recognition and distribution. It says that the organization is doing something for professional development. NY may be the only other state that is doing something similar.

Traditionally Mary Kay Peterson has handled some of the financial considerations for the Journal but now there is a secretary that can handle this in the future.

Gary said that they have succeeded in turning the back issues into PDFs so that the content of the previous journals will be available online, which will be available through a link from the PAACE site. Due to IUP's revision of its website, this will probably not be available until the end of the semester. Eileen asked how long of a lag time there will be from the publication of the Journal to that issue being placed online. Gary thinks that there will probably be a lag time of about 1 year.

The estimate for printing 800 copies of the journal is estimated to be about \$2100. Gary would like to get approximately 100 copies above the membership list. The Journal should hit the streets by the end of February.

The research conference, with attendance of about 100 -120 participants, had its 8<sup>th</sup> conference last year. It has been a PAACE affiliated and supported event from its inception. At the research luncheon on Friday there will be a discussion about the future of the conference and the affiliation with PAACE.

Bob made a motion to adjourn. Diane seconded. Motion unanimously approved. Meeting adjourned at 8:37.

Minutes submitted by,  
Lori Keefer  
Board secretary