

**Pennsylvania Association for Adult and Continuing Education  
Board Meeting  
February 8, 2006  
PAACE Midwinter Conference  
Hershey, PA**

**Attending:** Karen Warner, Mary Hohensee, Mary Kay Peterson, Bob McNeill, Debbie Hrach, Chuck Klinger, Suzanne Webster, KayLynn Hamilton, Elaine Green, Destiny Myers, Dehra Shafer, Victoria Fisher, Scot Mentzer, MaryAnne Varacalli, Carol Shefrin, Jeff Woodyard, Barbara VanHorn, JoAnn Weinberger, Emmett Baxendell, Julie Shumaker, Susan Mansuetti, Joe Morales, Ruth Love-Schooley, Tana Reiff, Mike Westover

**Minutes:**

The January Board minutes were approved.

**Officers Reports:**

**President: Bob McNeill**

For the past several months we've had a policy of submitting Board reports electronically so that everyone can read and digest them ahead of time. Bob thanked Mary Kay and Debbie for their role in putting together this year's conference.

**1<sup>st</sup> Vice President: Debbie Hrach (electronically submitted)**

With the resignation of Raiana Mearns, Michael Westover has been temporarily assigned as the PDE representative to PAACE.

I will begin a search for a new ESL Division chair after receiving Elaine Green's resignation. Elaine has found that she just doesn't have the time at this point to devote to the PAACE board. I want to thank Elaine for everything she's done for PAACE and wish her well.

Since the entire month has been devoted to the conference, I have little else to report. Mary Kay, Tana and I spent hours working with the printer on getting the conference book ready. I want to thank both of them for their time and energy. I could not have done this without them.

**2<sup>nd</sup> Vice President: Chuck Klinger (electronically submitted)**

I will have 100 copies of the strategic plan prepared to spread among tables during the membership lunch, and will be prepared to summarize progress during the lunch.

Act 48: We will have one sheet that must be returned at the conclusion of the conference. We have made 800 copies, they will be placed with other conference materials for participants to receive when they register.

COABE: We will have some marketing materials ready for the marketplace, including cards for people interested in helping with planning or on-site next year to provide contact info. Dom Gagliardi, president of COABE, and Tony Morales of Pro Literacy will be coming to Hershey late Thursday (around 9). In addition to taking in some of the conference, they will meet with several members of next year's conference planning group to discuss essential functions, timelines, and other issues. I have information about a few neighboring states' conferences, we will look to market to those groups in some capacity.

I will also be presenting at the correction's ed conference in late April, I will look to promote PAACE with that group.

**(discussion night of meeting)**

Over thirty people are on the planning committee for the COABE conference. Twenty people will be trained by COABE's president.

**Treasurer: Frank Nardone**

Mary reported in Frank's absence that copies of the annual report will be posted on the website. Duane Herman, accountant, reviewed the books. Midwinter Conference ran a deficit last year because things were being charged by the hotel that we did not know about. Mary is assured that things will be better next year. Two major expenses that are paid from Conference monies are the Executive Director's salary and the PAACE Journal. JoAnn Weinberger suggested that next year committees should present a budget for the expenses they expect to incur for the Conference.

Treasurer's Report was approved.

**Secretary: Karen Warner**

Nothing to report

**Immediate Past President:**

**Executive Director Report: Mary Kay Peterson (assistant to the Executive Director)**

Sandy Leopold will continue checking membership through the process of getting the directory done (March, 2006). Sandy is still checking the PAACE post office box.

Mary Kay sent flowers to the Leopold family as condolence for the passing of Joan.

Mary Kay will make a listing of all locations for next year's meetings.

**Regional Representatives Reports:**

**Eastern: Joe Morales**

Nothing to report

**Central: Ruth Love-Schooley**

Nothing to report

**Western: Emmett Baxendell**

Nothing to report

**Division Reports:**

**ESL:**

**AB/SE:**

**CEA/Higher Ed:**

**TLC:**

**Family Literacy: Susan Mansueti (electronically submitted)**

The Division has been busy planning for the PAACE Conference. Everything seems to be in place for the Marketplace Display and the Division Luncheon. Other than that there is nothing else to report.

**Workforce: KayLynn Hamilton (electronically submitted)**

A couple of items that may be of interest...PAACE members KayLynn Hamilton, Suzanne Webster, Priscilla Carman and Amy Wilson will serve as trainers for CareerLink 101 training in the Northeast and Northern Tier Regions. This training will be provided to staff members at CareerLinks statewide. More details to follow.

Also, KayLynn and Priscilla, along with Dr. Rebecca Beatty were awarded funding by Pennsylvania State University Outreach to develop a guide for the Central Pennsylvania Workforce Development Corporation and regional ABLE providers that addresses work-based foundation skills in that region's High Priority Occupations. Again, more details will follow.

**Corrections Ed: Julie Manning**

**Discussion night of meeting:**

Julie did a mailing to all the Wardens across the state. She has a survey she would like corrections ed members to complete. Chuck Holbrook will distribute them. Chuck Klinger is going to be attending a Corrections Education conference; he will meet with Julie before attending.

**Committee Reports:**

**Awards:**

**Budget, Finance, Fiscal:**

**Commonwealth Libraries:**

A new person will be hired at the AdvancE office. We will assume that the new person hired will serve on the PAACE Board.

**Communications: Tana Reiff (electronically submitted)**

We will work with Destiny Myers, the new committee chair, on the spring 2006 issue of PAACE News as well as the PAACE website, as she learns the ropes.

Copy deadline for the spring issue of PAACE News is Monday, March 20.

In cooperation with Carol Shefrin and TIU 11 we will be providing at the conference and on the website an order form for the DVD, "Postcards from PAACE to Joan Leopold." Cost will be \$6.00 postage paid. TIU 11 will handle duplication, packaging, and mailing.

**Constitution, By-laws and Resolutions:****Journal of Lifelong Learning:****Legislative: JoAnn Weinberger**

President Bush has recommended level funding for adult education and zero funding for Even Start Family Literacy. Nationally, the push is to raise the adult education funding to \$700 million and to increase the Even Start appropriation to \$225 million.

**Membership: Suzanne Webster (electronically submitted)**

Membership applications will be available at the membership table in the Marketplace so if anyone expresses an interest in joining PAACE, you can send them there. (LOOK FOR THE BALLOONS!)

I'll have a printout of the membership survey results (similar to what I reported to the board in November) to put on the tables at the PAACE luncheon. We had 70 replies.

**(discussion night of meeting):**

Under "What additional benefits would you like to see?" (#4 item on the survey) was that people would like more networking in the different geographic regions and regional meetings. Suzanne wanted to know how we should address this – perhaps with a follow up survey? Suzanne will try to get clarification on who those people are and what exactly they are looking for.

**Nominations and Elections:****PDE: Mike Westover**

Raiana Mearns resigned her position with the Bureau of ABLE, so Mike will be attending Board meetings in this capacity.

**Strategic Planning:**

**Technology: Scot Mentzer (electronically submitted)**

I have finished the first stages of the web based membership database. Currently 870 member files have been uploaded to the password protected database allowing members files to be viewed by authorized users. I developed the database based on PAACE's membership application with input from the Membership Committee and a few other board members.

PAACE email list subscription forms will be available at the membership table in the Marketplace so if anyone expresses an interest in subscribing to the PAACE member's email list, you can send them there.

**Old Business:**

- The Board Operations Manual is undergoing revisions under Barb VanHorn's leadership.
- COABE Conference – March, 2007
  - There will not be Midwinter Conference held next year – it will be in conjunction with the COABE conference.
  - Higher Ed will hold a smaller conference in lieu of the Midwinter Conference in 2007.
- 2006 votes for slate of officers
  - 270 ballots were returned
  - entire slate was elected
  - Scot mentioned that possibly next year we could have the ballot online. He could give a code to a membership name to help validate the vote. A concern was raised regarding being able to defend the ballots at the annual meeting.
- Posting of workshop handouts will be placed on the website. Scot said next year he will create a database so we can have a cross reference. Debbie will email presenters as a reminder to submit their handouts.

**New Business:**

- Scot started working on the online membership. The database will have the ability to add multiple agencies, addresses, emails, etc. Eventually Board members will be able to search the database. Scot would like to eventually move to all online membership registration and be able to pay electronically. Scot will meet with anyone from the Board in the tech room Thursday at 3:30 p.m. to look at what he's done so far.
- Elaine Green is resigning her position as ESL division chair.

Bob thanked both Elaine and Karen Warner (whose term on the Board has expired) for their support and work during his tenure.

Board meeting was adjourned.

Submitted by,

Karen Warner

Board Secretary