

PAACE Board Meeting
March 14, 2006
State College, PA

Meeting called to order: 10:05 am

Attendance/Introductions

Debbie Hrach, Destiny Myers, Mary Anne Varacalli, Emmett Baxendell, Lori Keefer, Carol Shefrin, Chuck Klinger, Tana Reiff, Mary Kay Peterson, Suzanne Webster, KayLynn Hamilton, Sheila Sherow (LitCorp), Mary Hohensee (speakerphone), Kim Roush, Ruth Love-Schooley, Barb Van Horn, Libby Wilson, Joe Morales

Minutes: copies were sent out twice to all board members via email

Tana Reiff made a motion that the minutes be approved. KayLynn Hamilton seconded the motion. The motion was approved.

Officer Reports

President (electronically submitted)

The executive board had two conference calls since Midwinter Conference to handle several matters. As you all know from my email of 2/27/06, we've decided to be thorough in our approach to hiring a new executive director. We want to revise the job description to ensure that we get the right person in this job, and we feel that we have a little bit of time due to the COABE conference in March. While we are doing this, we will need committee members to help fill in the gaps—we're not sure what those gaps might be—but we do know that we will need your assistance. Today we'll have a discussion of what the executive director position might look like, and we'll also talk briefly about who might be able to give us some assistance and support over the next few months.

Currently all mail is going to Mary Hohensee's office. We're closing the Harrisburg post office box for the interim. Mary will be checking on the status of the box and the forwarded mail next week.

Other – Bob's sister passed away and the funeral is today. PAACE will send something to the family. Mary Kay will send an updated Board list to everyone as an attachment so that corrections can be made before hard copies are distributed.

First Vice-President

COABE update – Chuck sent an update about the next planning meeting at the site on the 24th. Wyndham is being changed to a Sheraton. The group will take a tour and take care of some planning issues. 23 people met at PAACE for a planning meeting. The committee is trying to build as many sponsors as possible into the conference. Chuck would like the board to start thinking about the costs of the conference. \$250 will probably be the cost. PAACE members don't have to join COABE to get the COABE member's price because we are the host state. KayLynn asked a question about membership costs on the registration form. Chuck stated that PAACE will have its own registration form. KayLynn suggested a PAACE membership drive later in the year – perhaps offering a discount – to avoid confusion of people joining PAACE at conference time.

Perhaps PAACE can pick up some of the cost – for example, PAACE members might pay \$200 and PAACE would pick up part of the cost. Carol offered that when the COABE was held in Pittsburgh that the Bureau put in \$25,000 in support of PAACE members attending. Perhaps someone could talk to Rose about whether the Bureau would be willing to do that again.

Registration committee – ProLiteracy will do the bulk of the work but the registration committee will have to design the template of the form and then provide support at the registration tables. ProLiteracy will handle the money and processing the registrations.

Website: Individual committees will be able to post things to the website but there would be a trigger for Scot, Diane, or Chuck to approve it before it is visible. Scot will set this up and he, Chuck, and Diane will have administrative access.

Chuck said that he has heard from people who are volunteering to help with other PAACE activities but Chuck isn't sure what to tell them. The board agreed to take volunteers that are interested. There was discussion about how to manage the volunteers that are interested in helping PAACE in addition to COABE. There was a suggestion of making a list of the committees that need help that can be included in the newsletter. This list can give the volunteer opportunities and the committee chair for the interested person to contact. Committee chairs can let Debbie know what their needs are. Debbie will post this to the Board listserv and then the list of volunteer opportunities will be sent to the general membership.

Act 48 credit for the conference hasn't been uploaded yet. Chuck will upload the Act 48 credits this weekend. Karen will give Chuck the spreadsheet and he cross-references this against the attendance. Chuck will print the letters. PAACE will pay the postage for mailing these letters out.

Second Vice-President

I have participated in two executive committee conference calls. Several items from these calls will be on the full board agenda. In one call we discussed holding a conference call of regional reps and the legislative committee to possibly plan regional advocacy trainings. The conference call will be on March 24th at 10:30.

Copies of the current strategic plan were distributed for review.

The operations manual committee is Barb, Tana, Mary, Mary Kay, Mary Anne are beginning to work on this. The date for this item needs to be revised. The new goal date is September 2006. The orientation packet wasn't done. It would include the operations manual, strategic plan, and board list. Tana felt that this might not be necessary because all of the information is on the website now. Barb suggested having an orientation for new board members at the March board meeting to orient the new members and to review for the existing board members. Tana also suggested that the board get a paper copy of the board members that includes street addresses.

Strategic plan update:

Goal 1.

Tana is hopeful that the new operations manual and by-laws will be a good resource.

Barb suggested giving updates on the progress on the strategic plan at each meeting or every other meeting.

3rd item – committee chairs to have at least one other person on the committee. Change this date to September 2006.

4th item – explore various options for the board meeting. Chuck and Tana looked into videoconferencing. The I U s and the PDE can offer this for free. There was some discussion that there would still be some travel costs associated with this. We seem to have reached a happy medium with some conference calls and some in person meetings. There was discussion that perhaps we can explore internet conferencing. Destiny has used it before. Everyone would need to have speakers and microphones to do this. As a reference – a conference call costs about \$400. Barb made the suggestion of using a meet me bridge. This works that the people that can't come to the meeting to call in. Those that can't attend the meeting can call in. Barb suggested that we try this for the next meeting in State College. KayLynn will look into conference calls. Chuck will continue to pursue videoconferencing. Debbie suggested that August be a conference call because attendance is sparse.

The April meeting will be via conference call. Mary will look into that.

Mary Anne suggested the date for the strategic plan item for advocacy be changed to October 2006.

Goal 4 – data management – Tana will talk to Scott to have an updated date for this item. Tana suggested that we discuss possibly contracting this out to get this done if this is overburdening a volunteer position.

Developing a consistent registration process – taking Angie off this task but the process for COABE will help us with this.

Tana will revise the strategic plan and get copies out ASAP.

Sandy Leopold sent the PAACE database to Whitmore Printing for the 2006 membership directory. I have been working with Whitmore on minor details, and the finished directory will be bulk-mailed the week of March 13.

The position of ESL Division Director is still vacant. If the Division Directors or Regional Reps have any concerns, please contact me or the president.

Concerning the search for an ESL Division Director - Chuck just sent an email to Erica Runkels – Lincoln IU – York County Prison to see if she is interested. He is waiting to hear back from her.

Tana passed out the membership directories.

Sherry Royce scanned articles about Joan that Tana put together and passed out.

Treasurer

Will give all chairs historical information and detail regarding their budgets and then ask them to put numbers to their plans for the coming year. We will be ready for a budget vote for the April meeting.

Financials as of 2/28/06 were given and explained

Balance sheet – cash position looks good.

Membership - \$12,000 in membership income.

Hershey bill is just over \$59,000.00. Last year was just over \$67,000. There was discussion about specific charges from the lodge. Ex. Rental of the tables \$75/table top in the Exhibit Hall.

Perhaps really asking presenters what equipment they need (flipcharts, overhead projectors, etc.)

to be able to save money where it is possible without skimping. Some of the rooms can be split to accommodate 2 sessions.

Chuck mentioned that the Wyndham doesn't provide tables for the Exhibit Hall but that they need to be rented from an outside vendor. Mary Kay said that this was the case at Hershey as well.

Tana asked about the effect of collecting tickets at the meals. Mary didn't have any specific answer for the question but she feels that it was helpful. PAACE sold out the banquet and luncheon.

Barb Van Horn made a motion to accept the financial statements. Suzanne Webster seconded. Motion approved.

Mary wanted a discussion about board costs. The meeting schedule is not what it will be for the upcoming year because there will be some dates set aside as conference calls rather than face-to-face meetings. There was discussion about budget items, what we should spend money on and what budget plans are needed for various committees. Mary wants a bigger discussion about certain committees that are more strategic in nature and would require discussion or guidance. When people go to COABE in Houston – how much of the travel costs are going to be covered.

Secretary – no report

Immediate Past President

Assistant to the Executive Director

Mary Kay has been taking care of the post-conference clean up and thank you notes. Debbie has the conference evaluations and had 10 copies printed. She found these to be very valuable in preparing for the conference.

Regional Representatives

Eastern (electronically submitted)

Southeast PDC in June: "Diversity for Dummies: Beyond Political Correctness" is scheduled for June 21, 2006. Details and registration information is available on E-campus.

Joe is also doing a training for the SCPDC called Teach them to Fish – building self-sufficiency among learners. It explores the issues and boundaries between being a teacher and a social worker.

Central

No report.

Western (electronically submitted)

The biggest news seems to center around the changes to the welfare program and the push for greater participation in "Core Activities" and how that will impact adult education classrooms.

With the new TANF regulations in place it seems that it will be more difficult for some of the populations we serve to attend classes since class time, apart from a core activity, will not count toward the fulfillment of their required hours. Literacy, GED, and ESL are not considered, by themselves, as Core Activities.

New welfare master guidelines came out March 9th. The Move Up project did make the list of vocational education activities. Post 24 hour clients can use education as a core activity. Single head of households under the age of 20 can use education as a core activity.

Standing Committees

Technology (electronically submitted)

Scott is still working on uploading conference presentations and the database. Please go to www.members.paacesite.org to review the members' database.

username: paace

password: paace7

You may have to enter the username and password three times.

Please email any comments to Scot. Not all of the links are working yet.

More handouts from conference presentations are being uploaded to the website.

ESL no report

AB/SE (electronically submitted)

Our PAACE ice cream social was attended by about 30 people, which was half of those who paid and signed up. I think there are 2 reasons: many went to other sessions, and the Ice Cream Social was in the booklet as being held at 10:15 Thurs.am instead of on Wed. eve. In 2008, I will try to schedule it when no other concurrent sessions are scheduled. We didn't get any questions or large group instruction going, but people enjoyed networking at their tables. The APEX Lesson Plan booklet was distributed, as were postcards about COABE, and people were asked to volunteer for COABE by signing up in the marketplace. I did make a few contacts in the Philly area of people who would be interested in compiling/designing history lessons for teachers who attend the COABE conference. If anyone else is interested in this project, please let me know. Thanks to Scot for putting the APEX booklet on the net. Libby started a discussion about the AB/SE division and getting the group to meet and/or network. She felt that it would be better to have a purpose to gather around to talk about.

Workforce

KayLynn – PACareerLinks are going to be rechartered. Part of the rechartering process involves all of the people working in CareerLinks being required to attend Careerlink 101. For 15 weeks beginning April 3rd, employees will be involved in these trainings. KayLynn, Suzanne, Priscilla, and Amy will be trainers for this project.

Emmett and KayLynn will be doing presentations at PA Partners Conference in May in Hershey. COABE – Amy Wilson will be presenting in Houston with a few people from the Carlisle OIC about the PAWIN process.

CEA/Higher Ed (electronically submitted)

Division Meeting

- Participants commented on the excellent workshops they had attended.
- Copy of article on PHEEA Loan Forgiveness Program for State Veterans Homes Nurses was distributed.
- No one volunteered to consider the Higher Ed Legislative Co-chair role.
- Discussed need for vendors with higher ed focus; explained the need for increase in number of participants in order to attract those vendors.

Legislative Co-chair Issue

- CEA President will email the membership to solicit interest in this; CEA will contact the University of Pittsburgh which has a university position with this focus.
- I will ask the PAACE Higher Ed members for interest.
- While this is taking place, I will contact my local state representative and ask him to send me any information that has a higher ed focus.

Family Literacy

Sue reports that she has no news for March.

TLC (electronically submitted)

Two new Family Literacy trainings were presented at PAACE and are now added to the list of trainings provided. The new Family Literacy trainings are: Activities With Children's Books and Math Activities for Parents as Volunteers - both with the focus of assisting parents in a volunteer role.

Legislative (electronically submitted)

Many thanks go to Tana, who redesigned the postcards for the "increase funding" campaign for both the state and federal levels. 40,000 of each postcard will be printed--on different colors--for ABLE providers to have their students, tutors, board members, and staff send to their legislators.

The attached DRAFT for the state campaign for increased funding is a work in progress. I have been soliciting comments from the PAACE points of contact and would appreciate input from the Board.

At the federal level, the action is in the Budget Committees. The Budget Committees in both the House and Senate are marking up the Budget Resolutions which, as we know, control the total amount of spending that each Appropriation Sub-Committee can allocate for specific programs. Last year total funding for Labor, Health and Human Services, and Education programs was limited based upon the allocation levels contained in the two Budget Resolutions. At this time, it is critical to contact the Budget Committee member from PA Representative Allyson Schwartz.

Thanks to Barb Van Horn, a graduate student who is working with the Goodling Institute will be calling the points of contact to enable them to reflect on what they and the organizations in their Congressional District did last year, what training they feel they need to move forward, and any particular plans for this year's campaign.

Corrections Ed

Nominations/Elections

Strategic Planning see second vice president's report

Awards

Communications (electronically submitted)

Tana Reiff and Scot Mentzer have been helping Destiny get up-to-speed with updating the PAACE website. The major focus of the web work right now is the uploading of the session handouts. Scot has been receiving the handouts from presenters and Destiny has been creating links on the website to the materials. As of March 8, thirty-one sessions had links to handouts and/or presentations. This is about 1/3 of the total number of sessions. Email notifications have been sent over the PAACE members' list-serve to announce the availability of the handouts. Presenters are continuing to send their materials.

Copy deadline for the spring issue of PAACE News is Monday, March 20. Please send any items to Destiny at dmyers@tiu11.org.

Bylaws (electronically submitted)

Barb Van Horn requests that members of the Operations Manual task force bring the copy of the operations manual that she distributed at the Board meeting in January to the meeting in March. The task force will meet after the Board meeting to develop an action plan for updating the operations manual to align with the revised bylaws and to include sufficient information to guide Board members in supporting PAACE activities.

Membership

I would like to have a discussion about a procedure for new and renewal PAACE memberships - Who? Will do what? When?

Suzanne was unclear about what is happening with the PAACE membership information. Debbie said that the executive committee felt that membership information can go directly to the membership chair. However, right now everything is going to Mary. Scot is in the process of getting everything into the database. Tana also suggested that Suzanne work with Scot on the database, which will impact the operations manual as to the function of the membership chair.

ABLE Representative

Post-secondary Representative

PDE Libraries

Budget/Finance

Old Business

New Business

Discussion of executive director position:

The search committee will be comprised of the executive board and a few additional members with there also being representation from higher ed. The board wants to hire someone with some technology skills who possibly could help to monitor the website. Tana suggested that one of the functions be to be more involved in advocacy. There was discussion that the key component is that the board needs to have a vision for what the position should look like considering what PAACE needs and what PAACE can afford. Should the person be a public face for PAACE and/or primarily administrative. Other possible job description items for the executive director

would be for that person to serve as a contact with CEA/PA and PDE and a liaison with other organizations and agencies. Other things that need to be addressed – getting board insurance, having the executive director give yearly reports, keeping in mind that changes should be made systematically and incrementally.

There was discussion about the possibility of putting out RFPs for agencies to submit proposals for serving as the umbrella of “employing” the ED of PAACE and some indirect costs. There was no decision made on this.

The board then discussed the development of a timeline for the hiring process. Tana suggested hiring someone by June 2007 – others thought that we should hire someone by the end of the year. Consensus was that it would be primary to put together a timeline for developing the job description. There was debate as to whether the job description should be written by June or September. It was decided that a draft of the ED job description be put in place by June. Tana mentioned that we would be getting consultation from PANO for possible job descriptions.

We’re committed to Hershey for the conference for 2008 and 2009. There was discussion of how Hershey Lodge is sending us a letter releasing us from our contract for the 2007 conference since we will be hosting COABE in Philadelphia.

The April meeting will be a conference call. Details will follow.

Kaylynn Hamilton moved to adjourn. Joe Morales seconded the motion. Motion approved. The meeting adjourned at 12:55.

Minutes electronically submitted:

Lori Keefer

Board secretary