

PAACE Board Meeting Minutes
April 11, 2006
Conference Call

Meeting began at 10:05

Attendance/Introductions

Debbie Hrach, Destiny Myers, Suzanne Webster, Lori Keefer, Mary Hohensee, Mary Anne Varacalli, Chuck Klinger, Tana Reiff, Joe Morales, Scot Mentzer, Kim Roush, Susan Mansuetti, Mary Kay Peterson, Emmett Baxendell, JoAnn Weinberger, Bob McNeill

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

Tana moved to accept the minutes of the March meeting. Mary Anne seconded the motion.

Motion carried.

Officer Reports

President – electronically submitted

Mary Kay had a call from the Hershey hotel informing her that PAACE currently owes the hotel \$4881.30 (taxes included) because we fell short of rooms and food at our 2006 conference (bill for \$4605 plus tax totals \$4881.30, yes, we are subject to tax on that). They had discounted what we owe by 10% twice, but we still did not meet our contractual obligation in dollar amount. This amount was not placed on our bill because it would then require a 30 day due date, but the representative from the hotel did let Mary Kay know that we are expected to pay this. It was also noted that they have given a significant financial forgiveness by waiving the \$36,000 penalty for canceling our contract for 2007 and that they have not yet replaced our business for that time. We did receive a letter from the hotel releasing us from our obligations for 2007.

The hotel would like to know who the contact person will be to re-negotiate the 2008 and 2009 contracts and to sign the 2010. I believe we need to look at numbers attending the conferences over the past several years to determine whether we need to keep this location beyond 2009, or make a change.

Day of meeting discussion:

Bob's recollection was that we stopped selling meal tickets on Wednesday and Thursday because we were sold out but we still fell short of meal expenditure obligations. Problem was that no one saw a copy of the contract before the conference so that we could have sold the right number of meals or charged more. Mary Kay said that our contractual obligations were 895 room nights \$90,395 + taxes, food \$46,240 + 6% tax and 18% service charge, allowing for a 10% reduction up to prior to 60 days before arrival.

Karen Warner should have attendance counts for the past couple of years so that we can see what the trends are in attendance.

For future conferences, some of the larger conference rooms can be split to hold 2 sessions. It was also noted that there were less people at this conference than usual. There was discussion about how we are not charged for room rentals per se but that these costs are built into charges for flip charts, overhead projectors, skirting, tables, etc. There was also discussion about how to format the presenter applications so that we are sure which presenters need equipment and rooms can be planned with or without equipment to minimize cost.

Tana made a motion that Bob McNeill will compile data and request data that would be needed to more accurate for future conference planning. Joe seconded the motion.

Discussion: Bob asked what our contractual obligations were for the 2008 and 2009 conferences. Mary Kay said that she felt that we can renegotiate these numbers. There was some discussion about who should do this and it was decided that it would be best for one person to do the negotiating and that Bob should be the person to do this and bring information back to the board.

A vote was taken and the motion carried as stated.

Debbie placed an article in the newest PAACE News requesting volunteers from among the membership. Hopefully we'll get some responses and will be able to begin pulling more of our membership into "active" service for our organization. If you recall at our last meeting we decided that committee members would provide me with a list of their volunteer needs. I heard from several people and created a document which was sent along with today's agenda. I ask that you review it and if anyone else has any needs they would like added, please let me know. We talked about posting this for the general membership once it is complete.

First Vice-President

Chuck uploaded the ACT 48 hours for the conference over the past weekend. If people don't have their hours – contact Chuck to get it resolved. Scot gets inquiries via the website and forwards them to Chuck. 198 people got their 8 hours of credit for the conference.

COABE – things are moving along well. Committees are active and engaged in doing things. Scot has the website set up where we can get new information up efficiently. We're set to go to Houston next week. We will be hosting a reception in the exhibit hall where we can market the conference. We will be able to market to a wider audience but will be competing for the attendees attention. Philadelphia Convention and Visitors Bureau will be providing snacks. We also have the conference postcards to distribute and we've ordered bookmarks to give out. Tana and KayLynn are going to dress up in Egyptian garb to promote that King Tut exhibit that will be there. We have a temporary hold on the Franklin Institute for the first evening of the conference. People will get free reign except for the King Tut exhibit. The Franklin Institute is within walking distance of the hotel.

RFPs – We are working on trying to better classify workshop proposals by adding categories specific for administrators, volunteers, teachers, etc. We are adding something for state level personnel and some specific sessions for professional developers and state employees.

JoAnn mentioned that there is a great strand in Houston on public policy. She said that the same people are willing to put it together for us for next year.

Adult numeracy network will support us as well. Ellen McDevitt said that she has spoken with Cheryl Keenan about being at the conference. We're working on getting an effective keynote speaker from the Philadelphia area. COABE has a link to our website for COABE 2007.

Discussions:

Kim – are we doing ABLE Honor Roll and TLC's session with the meeting?

Chuck – we will have a PAACE luncheon – extended lunch on Wednesday at the end of the conference which would be more like the PAACE luncheon. Tana suggested that Kim talk to the Bureau to see if they are still planning to do the various awards next year.

What about some of the other things such as the Legislative luncheon and the Family Literacy awards? Chuck suggested that some things can be concurrent sessions.

Wednesday should be the PAACE annual meeting and awards. JoAnn mentioned that the legislative luncheon would not work in Philadelphia as it would in Harrisburg. Bob thinks that we need to decide what our luncheon would consist of. COABE awards lunch is on Tuesday. We could possibly add to their lunch and then add others to another event or session. Chuck would like to know what the state specific events are so that he can look at those to help with planning. He can take the list and talk to the COABE board while he's there to see what could be done and will have a report at our May meeting.

Second Vice-President – electronically submitted

The legislative committee and regional reps are coordinating regional advocacy trainings. Dates and places will be announced soon. Planning to hold an advocacy training in each PDC region. Each regional rep will be talking to the 2 PDC reps in their area to coordinate venues. They also discussed facilitators and content. Karen Mundie will facilitate in the west. John Weidman will be doing training in the east (2.5 hour workshops). Joe will work on 1 or 2 in the central area. JoAnn would like to know dates and locations in the west and central areas. Emmett has not coordinated with Karen yet. JoAnn is beginning to put together materials, an outline, and handouts. Joe was trying to involve community partners as well. There would be costs involved with travel and duplication. Meals will be done dutch treat.

I am also working with the operations manual task force and am part of the group going to Houston to help promote COABE 2007 at this year's COABE conference.

As a follow-up to our discussion in March about updating the strategic plan a new draft was sent to board members. I've included your input, updated some other items, and added a fifth goal: to hire an executive director.

Debbie called for a motion to accept the revised strategic plan.

JoAnn moves that we accept the revised version of the strategic plan. Mary seconded the motion. No discussion. Motion carried.

The strategic plan will be given to Destiny to post.

Treasurer

Our financial situation really won't allow us to hire an Executive Director until after the COABE conference next year because COABE won't be sending us money from the conference until after it is over. We are used to having an influx of money in January and February but that won't happen this year.

Tana asked if it would be possible for Chuck to ask COABE if we can get an advance against the proceeds of the conference. COABE is providing \$8000 in seed money which should come right after this conference. \$10,000 from our CD in money market can be used for upfront costs.

We will need to be careful with our cash this year.

There was discussion about discounted costs for the conference. There will be a PAACE discount for the conference. You don't need to join COABE to get the conference discount. PAACE members will get the discounted price for the COABE conference. Chuck will get more information about registrations for the conference. Mary asked questions about whether or not we would need a separate checking account for this. ProLiteracy is managing the money that is coming in. We need to be aware of the costs that we will be responsible for.

Most of the PAACE expenses have been paid for this year. Going forward travel costs will still be coming in as well as costs related to the advocacy training. Expenses typically go down in the summer. Mary asked board members to estimate their travel costs for the rest of the calendar year. Some board members said that they submit their mileage to their employer.

Send Mary an email telling her what your expected costs are.

Scot said that website expense has not yet been submitted. Mary asked Scot to send in an estimate and it would be best to pay it quarterly.

Mary asked if she was to pay the additional Hershey bill. It was agreed to pay them in be in good standing.

Mary is also looking into board insurance through PANO. She stated that the PANO dues have also been paid for this year. Once she receives information about board insurance through PANO, she will forward it to Debbie to look over.

There was also discussion about our 990. Mary stated that Bob Hermann prepares our 990 and it is filed every year. JoAnn looked the information up on Guidestar.

Bob moved to accept the financial report as submitted. Susan seconded the motion. No discussion. The motion carried.

Secretary - no report

Immediate Past President – no report

Bob asked about the hiring of an executive director and the timeline. The executive director job description will be written by June 1 and the hiring committee will be formed by then.

Assistant to the Executive Director no report

Regional Representatives

Eastern – no report

Central – no report

Western – Emmett is following up with Karen on arranging the advocacy trainings. Emmett is hoping to host one at Goodwill and then one in the northwest.

Standing Committees

Technology – no report

ESL – no report

AB/SE – no report

Workforce – no report

CEA/Higher Ed – no report

Family Literacy

I'm trying to keep the momentum up for advocacy in the Family Literacy Division. I encouraged people through the newsletter as well as at the SEQUAL meeting I attended. Mike Sobkowski is also speaking at the SEQUAL meetings and giving participants handouts containing "Tips for Communicating with Elected Officials."

At JoAnn's request I called the Pennsylvania Cable Network on Thursday March 30 during the Good Schools Pennsylvania and the Education Policy Leadership Center discussion to ask how we can make Family Literacy a priority in the state.

TLC no report

Legislative – electronically submitted

FEDERAL APPROPRIATIONS: The first step in the federal budget process is the passage of the Budget Resolution. The Senate Budget Resolution passed with an additional \$7 billion for health, human services, labor and education programs. House Budget Committee voted along party lines (22 Republican in favor, 17 Democrats opposed) to report the House Budget Resolution to the floor without the additional \$7 billion. This now goes to the Conference Committee.

Currently, “Dear Colleague” letters are being circulated to the Senate Appropriations Committee related to raising the allocation for both Even Start and adult education grants. Senator Santorum signed on to the “Dear Colleague” letter relating to adult education. These letters are directed to Senator Specter, so he could not sign on.

PAACE MEMBERS activated: 40,000 fuchsia colored postcards were printed and distributed for completion and sending to federal legislators. 40,000 neon green colored postcards were printed and distributed for completion and sending to state legislators.

These postcards are being sent because the Bureau is beginning to receive questions from state legislators.

On behalf of PAACE, the legislative chair has sent letters to each federal and state legislator regarding the need to increase funding for ABLE and Even Start/family literacy programs.

WIA REAUTHORIZATION: No progress

TANF REAUTHORIZATION: The new requirements requiring “core activities” for 20 hours per week with ABE, GED, and ESL have to be linked to vocational education are going to create major changes in the welfare recipients’ enrollment in ABLE programs.

REGIONAL WORKSHOPS: Based on a conference call of Tana, the regional representatives, and the legislative chair, planning has started for regional advocacy workshops this spring that would both provide background to PAACE members regarding federal and state legislative processes as well as motivate participation in this year’s efforts to increase funding.

Corrections Ed

Nominations/Elections – Mary Kay will be sending out a letter to the membership requesting nominations. Western representative is up this year.

Strategic Planning

Awards

I am going to discuss the higher ed awards process with Mary to determine what will be the best timeline to implement this process and the expected outcomes.

Communications – electronically submitted

The spring edition of PAACE News is currently being reviewed by the editorial board. It will be “published” online on April 10th with a notice being sent over the PAACE members’ list-serve. There have also been a few new presentation handouts that have been added to the website. Web traffic has been up more over prior years. This may or may not be due to posting of the lessons on the web.

Bylaws – Barb reports that they have been getting input on the various positions. It has been useful to look at the organization’s operations and the roles of the members. We’re still shooting for September.

Membership

Suzanne would like to have a discussion regarding membership issues, which she has discussed with Scot Mentzer.

Database for the website priorities are reflected in the new strategic plan. There is a timeline of things that we would like the database to do. Right now, the database membership information is online but it is not correct. We’d like to move the membership registration online by June 1st. People would fill out the information online, print out the form, and mail the check with the form to the correct person. Scot has also created a new file for payment history. Updates can be done for a variety of functions.

Renewals can possibly be prompted by email or postcard. In the past - a reminder was sent to a member to renew three months prior to the membership expiration. If the person did not renew after a year, the file would be purged. Discussion followed about the procedures going forward. Suzanne isn’t sure what help to ask for or what she specifically needs to do.

Suzanne, Tana, and Scot can draft a letter to the membership on the listserv.

New members and renewals will receive a letter from the president of the board. Debbie will work on revising the letter that Suzanne can send out. Mary will forward new memberships that she receives from the PO Box to Suzanne. Mary Kay has a short stack of letterhead and envelopes left that she can forward to Suzanne.

Renewals – Suzanne can work with Scot on renewals. Scot can add a renewal date field to the database. Suzanne will contact Sandy Leopold to verify what the dates mean so that she can begin to work on the renewals.

Board members need to look at the database to see what is there and how everything is set up. The goal will be that board members can go to the membership directory to print out mailing lists and such. Comments were made that the membership list is going to be in flux for the next year. The people who became members of PAACE at the time of conference are not yet in the database. Membership months and years need to be tracked.

Payment date, payment type, and memo fields have been added.

After all the discussion, it was decided that Suzanne will send out renewal notices 30 days prior to expiration and then if not paid, the membership will purge 90 days after that date.

ABLE Representative

**Post-secondary Representative
PDE Libraries**

Budget/Finance – electronically submitted

I have reviewed the pages of the OM relative to the Fiscal Affairs Committee and have some questions which will be asked during our “meeting”.

Old Business

New Business

Mary read a thank you letter from Sandy Leopold.

Scot made the motion to adjourn. Susan seconded the motion. The meeting adjourned at 12:47.

Minutes submitted by:
Lori Keefer
board secretary