

**Pennsylvania Association for Adult and Continuing Education  
Board Meeting  
April 12, 2005  
Penn State**

**Attending:**

Susan Mansuetti, Karen Warner, Julie Shumaker, Carol Shefrin, Joan Leopold, Bob McNeill, Mary Hohensee, Debbie Hrach, Libby Wilson, Chuck Klinger, Frank Wascalis, Suzanne Webster, Frank Nardone, Joe Morales, Leeann Stasiulatis

**Minutes:**

Minutes from the March Board meeting were approved.

**Officers Reports:**

**President:**

**1<sup>st</sup> Vice President:** (Electronically submitted)

My report to the board is very short. I've found someone from my program who can assist me with ACCESS for the conference. Angie at Williamsport School District has also agreed to assist in any way she can. I'd like some ideas from all of you regarding a key note speaker. Do you have any suggestions for someone you have found to be exceptional? Bob did such a good job last year, and I'd like to have the same quality speaker in 2006.

I have been approached by Carol Shefrin regarding honoring retirees. I know that we've talked about this in the past, and I'd like to get some of your ideas for doing this. I think most of us agree that this is something that can be done in at least a small way at the conference. Two people that we know are retiring are Nicki Askov and Mike Wilson. I'm sure there are others.

Attached are the strategic plan that we put together last year and some notes that I've made. I also copied portions of our previous strategic plan to our current "draft" so that we can identify those goals/objectives that have been accomplished, those we want to retain, and those that seem irrelevant to our current plan. If you could perhaps add your own notes then print this for our meeting next Tuesday, that will get us moving in the right direction. The more preplanning/prestrategizing (is that a word?) we do, the more efficient our process will be next week. I'll bring a few copies of the "draft," but I don't plan to make multiple copies for our meeting.

**2<sup>nd</sup> Vice President:** (Electronically submitted)

I've tried to forward one of the proposals we've received from a Philadelphia hotel to host COABE, but it wouldn't go through. So, I'll try to briefly describe it. It is pretty expensive. The original room rate was \$179 - I do not consider myself to be much of a negotiator, but I have spoken with them and they are prepared to lower it to \$149, and will be checking in with this year's site, the Marriott in Anaheim, to consider lower rates. Meals are also more expensive. I have had a brief conversation with the Wyndham in Philadelphia, who is also interested. Unfortunately, I have mostly played phone tag with them - I will hopefully have some numbers by the meeting Tuesday. One last note about the Marriott's proposal - they prefer doing this in 2007 to coincide with a flower/plant show in Philadelphia. This could make for a nice activity for folks looking to get away from the conference for a little while, something attractive to the COABE Board.

I see we will discuss this at the meeting. What I think we should do:

- Decide if we can live with the current prices, with most everything being more than our statewide conference - approximately \$149/night per room, a little more for meals, plus more for the registration. This is obviously a negative but it would be a rare opportunity to expand our conference for a year. COABE will possibly negotiate cheaper rates, but we should probably make our decision on where we are currently rate-wise.

If we decide to go ahead, our next steps should be to get best bids for the Marriott and Wyndham, plus I recommend getting one from Hershey. I honestly don't believe COABE will go for it, but it won't hurt to provide an alternative and would be a nice gesture to the Hershey Lodge. Also solidify conference committee chairs - we have some lined up, but no definite commitments. This group plus interested Board members should probably visit the Philadelphia hotels (I'm assuming everyone involved would be familiar with Hershey).

Next, get formal proposal finalized for early May (it seems soon, but we have some done already), work with COABE as needed to finalize any planning. If approved, work with committee chairs to form committees, give final notification to Hershey (deciding what PAACE functions we want to do at COABE, what we might want to do separately in Hershey), and begin working on promotion to our membership.

I hope this helps, I will hopefully have more detailed info for Tuesday.

On another note, I think Debbie has done a great job of putting together a draft of our strategic plan, including identifying what some of our next steps should be. If attending, please take a minute to glance at what she's developed. Even if you won't be attending, it would be greatly appreciated if you would read through the areas and think about what areas of the plan you might have the time and ability to provide some leadership and support.

**Treasurer:**

Balance Sheet and Profit & Loss sheets were distributed. Treasurer report was approved.

**Secretary:** no report

**Immediate Past President:**

**Executive Director Report:**

No report

**Regional Representatives Reports:**

**Eastern:** no report

**Central:** no report

**Western:** (Electronically submitted)

The ABLE providers in southwest are busy with advocacy efforts. Below is a report of activities to date.

**\*\*Literacy Advocacy efforts in the South-West Region have been led by Karen Mundie who is our Single Point of Contact.**

1. We talked about the importance of advocacy at our SW advisory committee meeting.
2. Karen Mundie had a 20-25 meeting with Doyle and took 80 letters, forty from GPLC and 40 wonderful letters from CCAC.
3. Don Block will be meeting with the chief of staff for Melissa Hart sometime this month. (Someone on our Board has a relationship with this person.)
4. We couldn't get a meeting with Murphy in town so Becky Carpenter is trying to get a meeting in DC.
5. Sandy Scanlon (Community College of Allegheny County), who has been very active, and I have had longish talks with Mike Mullen, and he promised us that Doyle would sign on to the Miller-Castle Dear Colleague letter.
6. These are the AIU 3's activities
  - setting up email accounts in our computer lab; students are emailing (from individual email addresses) legislators to talk about what ABLE funded programs have meant to them
  - working on producing a video which would include testimonials from students about the importance of ABLE programs and the impact on their lives
  - asking anyone and everyone who "sets foot" in program sites (other programs, businesses co-located at the site and the UPS delivery person) to sign a petition supporting the program
  - collecting letters written by inmates about the need for ABLE funded programs in corrections facilities, and mailing them to legislators
7. As of April Seventh, GPLC has made these contacts: Santorum 78, Specter 83, Murphy 21, Doyle 105 and Hart 14.
8. Sandy Scanlon has also called all of the above. Her students are still actively advocating as well.

9. Deloris from Focus on Renewal put together a flyer to send to "friends of literacy."
10. Bonnie Huffman (Renewal Inc.) called Murphy and Hart. She also says: Renewal Inc. is doing something similar to Focus on Renewal. I have passed out the postcards "No One Left Behind" at staff meetings. I also sent an e-mail to all staff and supervisors asking them to return the card to me before April 8 so I can send them to our senators.
11. GPLC created an advocacy newsletter to send to all our tutors and volunteers. We also sent it to all programs in the region encouraging them to use whatever they could adapt to their own purposes.
12. Activities from the Jail program (AIU 3): "We have sent letters generated from the student population here at the jail to all of the senators and representatives you have listed. Every instructor has been very cooperative in motivating every student we service to participate in this very important cause."
13. Goodwill Industries used the post cards that were provided and passed them out to students, instructors, volunteers, staff and administrators to sign. Cards have been collected.
14. Goodwill has asked its collaborative partners to show support for this effort by contacting Representatives and faxing letters of support.

### **Division Reports:**

#### **ESL:**

#### **AB/SE:**

**CEA/Higher Ed:** (Electronically submitted)

No Report other than I am mailing the \$1500 from CEA/PA for 1/2 of the \$3000 fee for Bill Draves, Keynote Speaker. Have a great meeting; will miss being with everyone.

#### **TLC:**

**Family Literacy:** (Electronically submitted)

The plaque that was being made for the Alpha Gamma Education Society has been sent.

The Family Literacy and Even Start programs across Pennsylvania have been encouraged to keep writing to their legislators and to emphasize the need to continue funding Even Start since several staffers have said that they are not seeing enough letters that specifically say Even Start.

#### **Workforce:**

#### **Corrections Ed:**

## **Committee Reports:**

**Awards:**

**Budget, Finance, Fiscal:**

**Commonwealth Libraries:**

**Communications:**

**Constitution, By-laws and Resolutions:** no report

**Journal of Lifelong Learning:**

**Legislative:** (Electronically submitted)

The system of points of contact is working well. Both these individuals and the programs in each area have been very active. Letters, student writings, and e-mails have been sent; telephone calls made; and some meetings have been held. 40,000 of the neon yellow postcards have been printed, and 37,000 have already been distributed. If a program needs additional cards, they should contact me.

The U.S. House Appropriations Committee will be having a hearing on the adult education budget on April 14. Bob Bickerton, the state director from Massachusetts will be testifying. We have been asked to feed questions to Representative Sherwood and Peterson, and I have alerted the points of contact for these two representatives to work on this.

TANF Reauthorization: the Senate has amended the definition of "work" to include adult literacy and ESL. This is a big "win."

All PAACE members need to continue their advocacy work and make sure that they include both adult education and EVEN START Family Literacy.

Unfortunately, I will not be at the April 12 meeting. If there are any questions on this report or what is happening by way of advocacy, please let me know. I feel as if I am living and breathing advocacy.

**Membership:**

**Nominations and Elections:**

**PDE:**

**Strategic Planning:**

## **Technology:**

## **Old Business:**

Most reports were sent electronically before the Board meeting and have been incorporated into these minutes. This seemed to work out well. We may want to continue that process. Discussions were held on the submitted reports.

Carol and Chuck shared information concerning COABE 2007. We reviewed and discussed the report submitted by Chuck regarding COABE 2007. The biggest concern is the cost. Hotel, meals and registration more than Hershey. Bob asked about scholarships – possibly reducing rate of registration for PAACE members. This suggestion seemed feasible. Carol's concern was that we have strong leadership from Philadelphia. Motion was made, seconded and approved that we will host COABE 2007.

AAACE – Dave and Mary Kay have been working on the AAACE Conference in November. Some questions that surfaced regarding the conference:

- What expectations will AAACE have of us
- What is PAACE's role
- Should we join AAACE

Bob will contact Mary Kay for some answers to our questions.

Debbie needs a theme and a keynote speaker for the 2006 Midwinter Conference. Email Debbie any suggestions. Suggested for Honorary Chair was Nicki Askov. Debbie would also like somehow to honor retirees such as Nicki, Trenton Ferro, Mike Wilson and others.

The Board approved to pay \$580 for marketing costs for the Adult Continuing Education Research Conference that was held in March.

## **New Business:**

None

Meeting was adjourned. The Board spent time on writing a three-year Strategic Plan. Debbie said she will send out by email the plan as we discussed it at today's meeting for review.

Minutes Submitted By,

Karen Warner  
Board Secretary

