

**PAACE Board Meeting**  
**April 8, 2008**  
**Conference Call**

**Present:** Tana Reiff, Susan Mansuetti, Bill Schaffer, Cheryl Heister, Cathie Whitmire, Lori Keefer, Randy Bacon, Alex Dow, Destiny Long, Ulicia Lawrence, Diane Inverso, Anita Cola, Lori McMonigal, Sheila Sherow, Mary Anne Varacalli, Rebecca Wagner, Bootsie Barbour, Bob McNeill

**Absent:** Eileen Kocher, JoAnn Weinberger, Martin Senger, Julie Schumaker, Chuck Klinger, Kim Rossman, Susan Adams, Gary Dean, Ruth Love-Schooley, Debbie Hrach, Scot Mentzer, Suzanne Webster

Meeting was called to order by Tana at 10:05 am.

**Secretary:** Bob moved to approve the March 2008 minutes as presented. Lori seconded. Motion carried. Anita asked that all board members who have not updated their contact information please do so.

**Treasurer:** Bill reviewed the PAACE conference profit/loss report as well as the PAACE Conference Balance Sheet. There was a lot of discussion regarding the food and beverage costs (\$74,964.41). Tana said that that figure can be misleading since many items are included in that total such as AV, hotel rooms for Lit Corps volunteers, and the room for the computer consultant from PSU. There were also a few questions about the supply line items, contracted services and refunds.

Bob and Diane suggested that the food and beverage costs should be itemized so we know the actual meal prices. Tana said that we do have a breakdown but the general budget format is not as detailed as the conference budget. That would also help us compare what we brought in and what was actually spent out. This would all have an effect on our negotiations with Hershey since we want to avoid price increases as much as possible.

Tana thought the actual food and beverage cost was approximately \$54,400. Bill said that our profit was approximately \$28,000 pending a few more receivables. Tana said that she, along with the organizational director, Bill, Diane and Chuck will work on an itemized accounting.

Bill also said that he's working on updating PAACE's articles of incorporation and state sales tax exemption.

Mary Anne moved to approve the treasurer's report. Becky seconded. Motion carried.

**President:** Tana reported that the reaction to the format of our March meeting was positive. She also said that she had responded to the PA-AERC contacts regarding her

conversation with Hershey about inclusion in next year's PAACE Conference. Hershey thought the best option would be to include PA-AERC's session on Friday. Hershey could offer two meeting rooms for two sessions and a room for lunch on Friday afternoon with no increase to the food and beverage obligation. Saturday sessions would be very difficult. Tana has reported back to PA-AERC.

Tana then explained that a disclaimer must be included on board members' blogs, newsletters, etc. so it is known that the PAACE is not sponsoring these. She suggested that we might need a better policy. She added that anything on PAACE letterhead must be official business and referred to the letterhead PDF and usage guidelines at [paacesite.org](http://paacesite.org) under Board forms.

Tana informed us that the Monica Shields approved the contract and that she is on board as organizational director, effective April 1, 2008, as an independent contractor. Monica was very sorry to miss the conference call but she had a prior commitment. Tana said that any tasks for Monica need to go through the president. Monica's immediate priorities are defined and she will work out a process to centralize administration. (See Board Reports for April 2008 for tasks list.)

### **Board reports**

(submitted electronically prior to meeting)

**Communications:** Destiny amended her report to say that PAACE News will be released this week or next week.

Randy moved to approve the board reports. Cathie seconded. Motion carried.

**New business:** Bob and Monica will be facilitating on May 13<sup>th</sup> at the Board Development Meeting. Their presentation will be approximately 90 minutes long. Members are asked to bring the Board Team Handbook to the meeting and review it before the meeting, especially the section on parliamentary procedure. Bob also mentioned that the handbook is geared toward community-based nonprofit organizations, so we should read it with this in mind. We may need a board policy handbook. Bob asked the board to send any suggestions regarding this meeting to him at [robert.mcneill@delval.edu](mailto:robert.mcneill@delval.edu). The meeting will be from 10:00 am until approximately 1:30 pm.

Diane discussed the space issues during the PAACE Conference. She thought that there weren't enough breakout rooms on Wednesday afternoon and that there were too many spaces on Thursday morning. On Thursday, the morning sessions compete with the ABLE General Session. Consequently, there were too many sessions on Thursday morning that were not well attended. We need to rethink how we offer sessions on Wednesday, maybe by adding sessions on Wednesday afternoon. Lori will look through the evaluations to get an estimate of session attendance.

A Strategic Planning retreat is scheduled for June 10 from 10:00 am until approximately 3:00 pm. Lori will have more information about this in May.

Tana inquired about board members interested in attending the COABE Conference in St. Louis, in particular to attend the affiliates meeting there. Member prices would be available to a PAACE representative since we are an affiliate organization.

Tana informed us that Scot Mentzer has resigned, pending a replacement, as chair of the Technology Committee. Please send Tana any suggestions that you may have for a replacement.

She also reminded us to post any questions, concerns, or announcements to the board list as well as any ideas we may have.

Diane moved to adjourn. Ulicia seconded. Meeting was adjourned at 11:15.

Respectfully submitted,  
Anita Cola