

**PAACE Board Meeting
May 8, 2007
Harrisburg Area Community College
Blocker Hall, Room 229
Minutes**

Call to Order

Meeting called to order at 10:15

Attendance: Mary Anne Varacalli, Suzanne Webster, Eileen Kocher, Diane Inverso, Chuck Klinger, Tana Reiff, Mary Hohensee, Kayte Connelly (arrived at 10:30)

Excused:

Secretary

Discussed minutes format. Future minutes should concisely reflect outcomes of discussions, decisions, and actions. Board reports submitted electronically prior to the meeting will be available in a separate document. The board encourages members to be concise in their reports, knowing they will be archived.

Tana moved to approve the April minutes as submitted; Mary Anne seconded. Approved.

Executive Director

Kayte reiterated availability of PANO resources and workshops to PAACE board members, as she had notified us in an e-mail to the board list.

Treasurer

Mary distributed balance sheet dated May 7, 2007 and reported that finances are in good shape. She recommended we continue with ReadyTalk (through PANO) as our conference calling service. Net receipts from COABE appear be about \$218,000 before \$30,000 administrative fee due COABE. After all expenses, PAACE and COABE will split the net. Mary will provide recommendations at the June board meeting for storing COABE income. Mary is working with Scot Mentzer, technology committee chair, re: posting treasurer's reports on paacesite.org.

Mary Anne moved to approve the treasurer's report as presented; Suzanne seconded. Approved.

President

Tana moved to go into executive session; Diane seconded. Approved.

Mary moved to end executive session; Tana seconded. Approved.

As a result of the executive session, Chuck will make an inquiry to Rose Brandt, director of the Bureau of ABLE, to discuss student awards in 2008.

Chuck has conveyed to Kayte the executive committee's priorities for her. In addition to concentrating on the operations manual, succession plans, and conference, Executive Director will arrange meeting locations and refreshments.

Sheila Sherow has agreed to serve as chair of the Research committee, which has been vacant for some time.

Chuck is working to fill the ESL committee chair vacancy with co-chairs.

KayLynn Hamilton resigned as Workforce Division director. Suggestions for her replacement are being solicited.

First Vice-President

Tana announced a conference call of the 2008 Midwinter Conference committee for May 22 at 9:30am.

Tana updated discussions with Gary Dean and others regarding research at Midwinter. At this point, there will be a research strand but not a replacement for the PA Adult Education Research Conference.

Second Vice-President

Diane reported that she is going through comments to the draft strategic plan survey. The survey will be for the board only, not the full membership.

Membership Committee

Suzanne reported about 100 new or renewal memberships from the COABE conference registration form, including a few institutional and student memberships. Total membership number will be available after Scot has updated the database.

Technology

Tana reported that Scot would like to step down as committee chair but continue to administer the Web site. A replacement will be solicited.

Miscellaneous

Chuck has copies of a DVD containing video from the COABE conference, including the opening plenary session, policy session, Jonathan Kozol's keynote address, Mummies, and Rose Brandt's Bureau of ABLE session. Videos will be formatted and posted online.

Mary Anne moved to adjourn; Diane seconded. Approved. Meeting adjourned.

Next meeting will be a conference call on June 12, 2007.

Respectfully submitted,
Tana Reiff