

**PAACE Board Meeting
May 9, 2006
Harrisburg, PA**

Attendance/Introductions

Joe Morales, JoAnn Weinberger, Chuck Klinger, Mary Anne Varacalli, Bob McNeill, Suzanne Webster, Debbie Hrach, Mary Hohensee, Tana Reiff, Kim Roush, Michael Westover, Lori Keefer

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

JoAnn made a motion to approve the minutes as presented. The motion was seconded by Mary. Motion approved.

Officer Reports

President

We talked about liability insurance. We are going to go ahead and make a decision on board insurance for just the board and then make an adjustment in coverage once an executive director is hired. I'm going to contact PANO regarding job descriptions for an executive director and what our options are in terms of contracting for this position or hiring someone part-time.

The information required for continued membership with PANO was completed and mailed. Mary Hohensee has made a second attempt to contact PANO regarding board insurance. Although a request for volunteers was placed in the PAACE News, I've not heard from anyone. We'll just keep trying through various channels and place another request in the summer edition. I have contacted Michael Westover regarding suggestions for the ESL position. Michael worked very closely with the EL Civics content standards committee that was composed of some top ESL practitioners in PA. I feel that he would know who might have some flexibility in being able to get to meetings; ability to start and finish projects; etc. We don't have to go with any of his recommendations, but it would be a place to start.

Debbie informed the board that she would be moving to Florida at the end of June. The executive committee had a conference call to discuss options. Debbie is willing to stay on as president although she will be unable to preside over or possibly attend meetings. She would be able to help with the search for a new executive director and she will be able to work with the executive committee via conference calls. The executive committee felt that the best possible option would be for Debbie to stay on as president and finish out her term. That would allow Chuck and Tana to continue their work on the COABE conference while the board looks for a new executive director. The option of Debbie resigning was considered, with the 2nd and 1st vice presidents moving up, but it was thought to be less attractive because there would be considerable change mid-year during a time when there is no executive director.

Mary made a motion that Debbie continue on as president through the end of her term.

Tana seconded the motion.

Discussion:

Bob suggested the following:

Debbie will be able to carry out the duties of president through the end of her term with the exception of chairing the monthly meetings. JoAnn seconded this.

Further discussion: Chuck brought up the question that this might cause a gap in the past president duties.

Debbie said that she would still try to do the duties. The board could still decide to appoint an alternate chair for the committees that are normally chaired by the past president and remote past president.

Debbie could always reserve the right to resign from the board.

Vote – all in favor - everyone, no one objected, no one abstained.

Tana – an aside – write a job description for potential board members. We also discussed how we use technology to send reports.

First Vice-President

Here's the timeline for COABE \$ as I understand it:

- I have a check for \$8000 made out to PAACE – I'll bring next week if that's okay, Mary.
- We should get money from Pro-Literacy at the conference (late March 2007) based on pre-reservations (although I'm still trying to get more specific info).
- Exhibitors' fees, ad money for program books, sponsorships, etc. should come in periodically as we move forward. My guess/hope is this would account for at least \$25000.

Money going out prior to the conference:

- We've had some expenses for promotional items, such as the postcards and bookmarks (I have an invoice for the bookmarks, will bring next week as well).
- I believe 2 people will be submitting expenses for the trip to Houston – IU #13 is covering Tana and I think IU #11 is covering me.
- We are hoping to reserve the Franklin Institute for a reception, which would be \$7000. Working with Steck-Vaughn to sponsor, although not sure how the money would flow. My hope is they deal directly through the Franklin Institute. We would also sell tickets for King Tut as part of this – Don Butler (co-chair of hospitality) is leading this charge and details are sketchy as the Institute doesn't have everything set up yet for next March.
- I think other expenses will be handled through conference fees, etc., except possibly money for upcoming planning meetings and other odds and ends.

The "official" PAACE delegation went to the COABE conference. The team consisted of Chuck Klinger, Diane Inverso, KayLynn Hamilton, and Tana Reiff. Rose Brandt from the Bureau of ABLE participated in our activities there. COABE board seems happy with what we are doing for next year's conference. Chuck passed around a call for presenters form. Part of the committee's responsibility will be to determine which proposals fit into which presentation format. There was some discussion about interest areas for presentation: experienced legislation, transitions, diversity rather than minority issues, etc. We are hoping to have this finalized and given to Scot to post by the end of the month.

ProLiteracy will do the registration; we are responsible for proposals. We're hoping to be ready for registration in November.

Conference activities will begin on Sunday, March 24th. We are looking for a tour company that can do some tours. We are also looking to have tours available on Saturday, March 23rd - these could also be family oriented.

Sunday – tours, board meeting, and pre-conference.

Monday evening reception will be at the Franklin Institute. We're talking to Steck-Vaughn to see if they would sponsor this event. The Franklin Institute will be open to conference attendees for free, possibly it will be \$30 for people to go to the King Tut exhibit (Don Butler from Community College has primarily been working on this. \$7000 for renting the Franklin Institute, refreshments are extra. We're looking for Steck-Vaughn to cover the rental and the refreshments). Tickets are \$30 each for the group to get in to the exhibit. We're dealing with national reps for this. Vendor fees are typically around \$800. For every table a vendor purchases, they get 1 free conference registration and other people for \$100.

We're contracted for 2100 or 2250 room nights for the conference.

Monday – there are still questions about the legislative luncheon – or more appropriately - policy talk

We need to get some feedback to see if there was a good response to the policy strand.

Possible COABE events/days:

Monday – was a networking lunch with the group divided into regions.

Tuesday – awards luncheon (COABE awards)

President has a reception, adult numeracy network have a reception.

Wednesday – our meeting/luncheon

Anything that we want to do separate from our luncheon can be arranged.

The sessions are similar in length to our conference. Registration does not cover the meals.

The planning group has looked into other potential large sponsors. Anyone with ideas on potential sponsorships let the conference committee know. Possible ideas: Comcast, Turkey Hill, Kellogg's.

The biggest hurdle right now is finding our speakers for the conference. Someone is in contact with Cheryl Keenan. Right now Ilsa Powell Diller is taking the lead on finding speakers.

TLC Board was discussing about their annual meeting and when would it be. TLC is not even sure if it would be well enough attended to offer.

The other states have offered one day registrations. Texas offered a one day registration for the last day because it was their state meeting day.

PAACE and COABE members get the same discount- \$250 for early registration. \$300 for late PAACE/COABE registration. Non members pay \$300 for early registration and \$350 for late non-member registration.

The board has discussed subsidizing some of the costs of registration for PAACE members.

Lunches will run about \$33 and we would be charging \$10 (because of the registration subsidy).

Second Vice-President (electronically submitted)

I was part of the delegation to Houston last week to promote COABE 2007 in Philadelphia. I've reported my notes to the conference committee and Chuck will have a general report to the PAACE board. I also attended the COABE 2007 planning meeting in Philadelphia May 2.

The legislative committee chair, regional reps, and I are coordinating six "Educating Your Legislators" workshops around the state in May and June. These individuals will report their specific activities. We are mailing a postcard to all PAACE members this week and will be actively promoting the dates on the PAACE members e-mail list and website. Regional reps will contact legislative points of contact directly. We are getting quotes on a PAACE decal to apply to workshop folders and have available for other purposes.

I am also working with the Operations Manual Task Force and helping the membership and technology committees coordinate efforts in cleaning up the membership list and setting up the online database.

Tana has resigned from the Operations Manual Task Force. Lori will be taking over Tana's place on that committee.

Some discussion about PAACE advocacy workshops and whether the events can be advertised in the PDC newsletters. PAACE membership information should be available at each of these sessions. The postcards are being sent out first-class presorted mail this week.

Secretary – no report

Treasurer

Financial statements will be presented at the meeting.

Balance sheet shows the cash position. The check detail is from the last meeting.

Mary's Literacy Council was reimbursed \$885.37 for conference calls. She needs to know what the conference call on 3/15 was for.

Bob has a question about separating the COABE expenses, which has started. Chuck has given us a check for \$8000 that is going to the special account. The \$8000 has more than covered the expenses thus far.

Bob made a motion to approve the financial report as presented. Tana seconded. Motion approved.

Immediate Past President

Regional Representatives

Eastern - electronically submitted

Advocacy workshops have been scheduled for the Eastern Region for the following dates and locations:

May 26, 2006 - Center for Literacy (Phila.) Noon-2:00 p.m.

June 8, 2006 - Northampton Community College Noon-2:00 p.m.

Central – electronically submitted

For my region I have scheduled advocacy workshops at the Danville BJ's Pit BBQ on Friday, May 26 from 12:00-2:00. Lunch will be dutch treat. And at Tri-County OIC on Friday, June 9 from 10:00-12:00. I do not believe I will be able to attend this meeting. I will see you all in June.

Western - electronically submitted

The western region has scheduled two advocacy workshops. The southwest will hold their workshop on May 26th at Goodwill Industries of Pittsburgh. The northwest will hold their workshop on June 2 at the New Castle Public Library. Karen Mundie, from GPLC, has graciously agreed to conduct the workshops in the western region. Thanks go to Joy Zamierowski and Marcia Anderson for helping to find a space for the workshop in the northwest.

Standing Committees

Technology – electronically submitted

The Technology Committee has been working closely with the Membership Committee to revise and design the online membership database. Several new options have been added to the database. In addition to maintaining basic member information online, we now can view payment and membership status information. Also, several M.S. excel files are available for download: a member list, member phone list, member mailing list information, and a complete file of all member records. The next goal (6/01/07) will be to migrate our current paper membership form to an online membership registration process.

Please visit the database at members.paacesite.org:

Un: paace

Pw: paace7

Depending on your browser type, you might have to enter the username/password three times.

Tana mentioned that Scot is ahead of schedule on the membership database.

ESL

AB/SE

Libby has nothing to report this month

Workforce – electronically submitted

ABLE practitioners Amy Wilson, Dale Cross and Bonnie Weldon presented a workshop at the recent COABE Conference in Houston that highlighted the Workforce Education Research Center and Carlisle OIC.

Next week, the annual PA Partners Conference will be held in Hershey. PA Partners is one of the largest and longest-running gatherings of workforce development professionals in the United States, the Annual Employment, Training and Education Conference draws an audience of more than 1,400 workforce development professionals representing local, state, federal and private-sector partners from throughout the commonwealth and the region. PAACE Board members JoAnn Weinberger, Emmett Baxendell and KayLynn Hamilton will present workshops as well as Sheila Sherow, Amy Wilson and Bureau Director Rose Brandt.

Several ABLE agencies are participating in CareerLink 101. This training is for statewide CareerLink staff and the goal of the project is to:

1. improve customer service to job seekers, employers, and the community
2. enhance the quality of career development and employer services
3. achieve greater organizational integration so that PA CareerLink services are aligned and seamless.

The PA CareerLink Training and Credentialing Program is designed to offer professional development courses to its employees so that they will be able to more fully support the Job Ready PA initiatives.

CEA/Higher Ed – electronically submitted

The CEA/PA board had a conference call yesterday about having a special day at COABE or participate.

CEA/PA Secretary, Rebecca Sterley has been honored by the National Academic Advising Association (NACADA).

Rebecca's presentation, "Academic Advising via Online Communication: Bearing the Facts While Avoiding Cyber and Legal Bear Traps", given at the NACADA Region 2 conference in Lancaster in March 2006, has been selected as the BEST presentation in Region 2! With this distinction, Rebecca has been invited to repeat her workshop at NACADA's national conference to be held in Indianapolis, Indiana in October 2006. Along with this award comes the offer of financial support for the conference registration and/or travel expenses.

Rebecca, Director of the Faculty Advisor Support Center at Indiana University of PA (IUP), has also been the CEA/PA member who has been responsible for creating CEA's display table at the MidWinter Conference.

Family Literacy

Susan has nothing to report this month

TLC

TLC is looking for new board members. Secretary, 1st vice and 2nd vice are open.

Legislative

Electronically submitted:

Plans are almost finalized for six regional "Educating Legislators" trainings. Thanks to Tana, a postcard will be going to the membership with the information.

Marcella Movits, a graduate student working with Barbara Van Horn at the Institute for the Study of Adult Literacy, has conducted a survey of the PAACE legislative points of contact. JoAnn will bring the results to the May meeting.

On the budget front, a "Dear Colleague" letter has been circulated regarding Even Start for the House Appropriations Committee. Unfortunately, only two Pennsylvania legislators have signed on: Platts and Dent. JoAnn has notified the other PAACE legislative points of contact to urge their congresspersons to sign on.

JoAnn hears that postcards are being sent to both PA and federal elected officials. It is important that this process continue.

Appropriations is very quiet right now. A letter was circulated to increase Even Start funding – only 4 Literacy President Survey is available on Survey Monkey – please take the time to complete it. It is available at <http://www.surveymonkey.com/s.asp?u=85102489618>

At the meeting:

Thanks to Barb Van Horn who had a graduate student, Marcela Movits, conduct a survey of the PAACE legislative points of contact for each Congressional District. Through this survey, we learned that it would be helpful to have: email addresses and phone numbers of PAACE members by congressional regions; a simplified version of the directions and issues for students (GPLC did a newsletter similar to this last year); and regional workshops which we are doing. Six "Educating Legislators" workshops will be held throughout the state. The first one will be May 26th, with a conference call for presenters on May 22nd. The regional reps will be hosting the educating legislators events.

Request for legislative districts – Tana doesn't think that we are ready yet but the PAACE membership list will be available to board members so that they can extract information in spreadsheets. For legislative districts – need to have 9 digit zip codes to determine legislative district.

There was discussion about how to obtain the 9 digit zip codes from the membership directory. Since we only collect 1 address from members – we're not sure if it is a home or work address. We need another field to check for this. Lori offered her work study student to help with this.

Corrections Ed - Chuck will meet with SCI school principals – to promote COABE and PAACE

Nominations/Elections

Strategic Planning

Awards – we will be doing awards at COABE at the PAACE luncheon on Wednesday at COABE. We don't know the specifics of this.

CEA/PA is deciding if they will be participating. Higher Ed award? Success story? Success stories are typically being coordinated by the bureau. There are conference rooms available. We are worried about not having them at conference. Michael said that he isn't worried about the expense but rather the logistics. Rose and Michael talked about having the time that the recipients spend at conference be a little more organized/supervised so that they can have a better conference experience.

Michael asked: What is the attachment of PAACE to the awards (Success Stories and APEX).

Discussion of Bylaws point 2 below. Perhaps it could be blended. Kim and Joe offered to be on a committee to work with Bob on this. It is the season for submitting nominations so a decision needs to be made shortly.

A new look needs to be focused on the legislative luncheon anyway because it is a legislative luncheon in name only. There have been very few aides attending in recent years.

Tana made a motion that Joe and Kim be appointed as an awards sub-committee working with Bob McNeill on the awards, PAACE's involvement, and the rationale for the awards being under the PAACE umbrella. Mary Anne seconded the motion. The motion was approved.

Communications

Bylaws – electronically submitted

On behalf of the Operations Manual task force, I would like to present a recommendation to the Board regarding specific sections of the Manual. Specifically,

1. We recommend that the Board appoint an individual - or task force - to draft new guidelines for the Awards Committee. Rationale: Since the Manual was last revised, this committee has changed significantly. Not only do we now have PAACE's usual awards - Adult Educator and Service - we also have the Family Literacy Best Practices Award (Family Literacy Division) and CEA's outstanding student award. And, we have always (I think) taken responsibility for ensuring that the awards for teachers, ABLE learners, higher ed learners, etc. have been planned and happen at Midwinter. We need a comprehensive list of the awards, why PAACE sponsors or supports (with logistics at Midwinter) the awards, and who is responsible for what aspects of the awards (promoting, coordinating, selecting and notifying, logistics at the conference, costs). The OM task force is making progress with the entire manual, but this committee, in particular, appears to need more in depth work.

2. We recommend that the Board appoint an individual - or task force - to review and revise, if necessary, the first two pages of the OM - the Statement of Ethics - and provide the Board with recommendations for where this statement should be located and shared with new Board members and/or members. We do not believe that this statement belongs in the OM; however, we do believe that it is an important document and worthy of consideration as the Board goes about its work.

Debbie will contact PANO to check on their recommendations for this.

Below is my report from the Constitution, Bylaws and Resolutions Committee and OM Task Force:

On April 18, the Operations Manual task force had another conference call to discuss the manual. To date, we have collected information from some of the current Board members, including 2 of the geographic representatives, 3 divisions (ABSE, TLC, CEA), 4 committees (communications, legislative, technology, membership), 2 officers (1st VP, secretary), and 1 past president. I have incorporated all comments and sent an updated version of the manual to task force members. Although we have promises from several other committee chairs and past presidents, we will continue to request input as we move forward with updates to the document. A reminder will be sent after the task force's next conference call on May 16.

As noted in the recommendation above, we had an extended conversation about the Awards Committee. This needs a major overhaul. We would like the Board to appoint other members to assist in rewriting the responsibilities for this committee and to review and rewrite, if necessary, the PAACE Statement of Ethics.

The Task Force looks forward to the Board's consideration of our recommendations. Also, I'm expecting other members of the task force who will be at the meeting to add to - or correct - the above report for entry to the minutes.

Membership – electronically submitted.

Shown below is a draft of the postcard to be mailed and emailed to those whose memberships expire on or before May 2006. Comments are welcome. Before this is done, the membership form address will need to be updated and the directions on the website will need to be adjusted.

Dear Adult and Continuing Educator,

In reviewing the PAACE membership list, your membership has appeared as expiring on or before May 2006. If we do not receive your renewal by July 31, 2006, your name will be removed from the membership list pending receipt of your annual dues.

To renew your membership -

1. Go to www.paacesite.org
2. Click on "Join PAACE" in the left navigation bar
3. Click on "Download the PAACE Membership Form"
4. Follow the directions listed below this link

Your support and interest in PAACE are increasingly important as we position our organization to be a key leader in advocacy, innovation and education, now and in the future.

Suzanne Webster
PAACE Membership Chair
ssw133@psu.edu
814-865-6604

At the meeting, Suzanne requested a letter from the president to serve as proof of membership. Bob gave Debbie a copy to work from.

Procedure: The letter will be sent to new members. Suzanne asked about letter head and envelopes because we are just about out. Tana will work on the text and formatting for the letterhead. The letter will be on regular paper with a PAACE logo with an acknowledgement of membership.

ABLE Representative (see discussion about PAACE awards)

Post-secondary Representative

PDE Libraries

Budget/Finance

Bob McNeill and Mary Hohensee have been working on budget issues. They will have a draft at the meeting on Tuesday to present. They will need time to discuss the various differences in this year to be sure that we have covered all the bases.

The draft budget is based on what was spent in the past. We need to be talking about a 2007 budget by August. The conference chair and membership chairs will need to project revenues for the next year. Each committee chair needs to submit their financial needs and the rationale for them.

Mary suggested that all of the various travel lines be grouped together rather than as individual line items. The budget should be for projects that the committees or people want to do. It was suggested that there should be a line item for general organizational expenses as well as one for board insurance.

The membership income is only budgeted at \$18000 but in the past it was running about \$30000. It might not be possible to reach this higher number this year. Caution was expressed that there is no

expense tied to an executive director stipend or related expenses. If that were included, the budget would be running in a deficit.

There was discussion about a few ways to try to recruit new members and it was decided that membership forms need to be distributed at various events, such as the advocacy trainings and the NW/SW interregional conference.

We will need to vote on the budget at the June meeting. Travel will be pulled out so that everyone can see what is left in their budget.

There was discussion about a PAACE banner and display board. We currently do not have these but may need to acquire them.

Old Business

New Business

Next meeting is at the Keller Building, room 304, in State College on June 13th. There is no meeting in July.

Mary Anne made a motion to adjourn. Bob seconded the motion. Meeting adjourned at 12:56 pm.

Minutes electronically submitted by:
Lori Keefer
Board secretary