

**PAACE Board Meeting Minutes**  
**June 13, 2006**  
**Keller Building, State College**

**CALL TO ORDER:** The meeting was called to order at 10:15.

**ATTENDANCE/INTRODUCTIONS:**

Debbie Hrach, Chuck Klinger, Tana Reiff, Mary Hohensee, Lori Keefer, Mary Anne Varacalli, Eileen Kocher, Joe Morales, Libby Wilson, Kim Roush, Barb Van Horn

**OFFICERS**

**Secretary:**

Minutes of the May meeting had been sent for review.

A motion was made by Joe to accept the minutes of the May meeting as presented. Tana seconded. Motion approved.

**Treasurer:**

(electronically submitted)

Financial statements will be presented at the board meeting. Work is progressing on the budget and it will be presented at the June meeting for discussion and voting by the board.

Discussion at the meeting:

We're in a pretty good cash position. We work on a calendar year. Right now we're running about a \$30,000 net income in part because we haven't had an ED and everyone has been very careful with expenses.

Check detail – most checks that were written were to pay for people to attend COABE.

I have been working with the operations manual team and Bob McNeil, chair of budget and finance, to simplify the financial reporting section.

Tana moved that we accept the financial records as presented, Mary Anne seconded the motion. Motion approved.

In looking at the PAACE budget, Tana suggests that 3200 be labeled Journal rather than Publication. Mary put \$3000 for technology but she is not sure if this is accurate. Tana thinks that this might be high. As an aside, when we get an executive director, which won't be this contract year, we might have to get them a computer.

The budgeting process should get started in September for future budgets. We would like to start the process in September and have it approved at the November meeting.

Mary thinks that we need a more organizational budget rather than cost center. She thinks that there is a better way to do this and she will talk with Bob about this to simplify the process. The budget should be tied more to the strategic plan.

Barb pointed out that 1600 and 1700 (past presidents) should come under committees rather than officers.

Legislative line item is up significantly due to the regional meetings.

This budget is subject to revisions as we receive monthly financials.

Mary Anne moved to accept the budget as presented, Barb seconded. Motion approved.

**President:**

(electronically submitted)

I'd like to report that we have a new ESL Division Chair: Monica Teles Carr from Mt. Pleasant Hispanic American Center in Harrisburg and a new representative for the PDE Libraries: Eileen Kocher. Monica could not be here today but she is very excited to be on the board.

The executive board would like to present the ED job description for the board's review and comments. A copy was sent to the board along with this agenda.

Discussion at the meeting:

Mary talked to an employment lawyer for some recommendations. We decided to go with the ED being an independent contractor. The executive committee met along with Jeff Woodyard and Bob McNeill talked and put together the job description that we are presenting to the board. Wording needs to be clarified to state in both Board: and Terms: that the person would report directly to the executive committee of the board. The executive committee may communicate the main point of contact for the executive committee would be the president.

Clarify Board, bullet 3: executive director's

Last bullet – make this bullet more general to cover reports to be submitted to receive payment. We did discuss paying the ED \$1000/month, understanding that the person's hours would vary depending on the time of the year.

Discussion of adding awards recipients to the first bullet under Conference.

Joe suggested estimating percentages for each category of the job description. It was also discussed that it might be helpful for there to be a projected timeline of activities. Barb offered to work on the estimates of this to Debbie in the next week or so.

We wanted to have this person on board by January to participate in COABE.

Membership: bullet 2 – question about the word guidance.

Suzanne will have the membership process cleaned and organized. It was suggested that bullet 2 and bullet 3 being combined and mention that the ED will be working with the membership and technology committees.

Under Communication, third bullet, question about what contracts are meant here. Typo: an should be and.

Advocacy: Should the first bullet include – in cooperation with legislative committee?

It was decided to change the first bullet under communication – take out advocate within legal directives and add and adult education

The second bullet under communication: Write and disseminate information.

There was discussion that we are in the process of change and that the committees will need to step up and guide the direction of the ED.

Under General Skills – do we need to list that someone has to have a four year degree? It was decided that this wasn't necessary.

There was discussion about managing and analyzing data item. It will stay as listed.

The plan is that Debbie will fix up the description and Barb will get the estimates to Debbie as soon as possible.

Where will this be posted? PAACE website, ABLEsite, the PDC newsletters, listserv, and the PAACE newsletter. The next newsletter is scheduled to go out in June so we can put something about it in the newsletter.

Resumes and cover letters will be sent to Lori as secretary of the Board. Start date (January 1) should go in the posting and on the description.

Chuck suggested that the first person have a 15 month contract, then 12 months after that, so that the contract isn't expiring right before midwinter conference.

When do we want to post it to the website? Once the job description is finalized – it can be posted. It was decided that August would be a good time to officially post something to the websites.

(electronically submitted):

Gary Dean contacted me with a request for PAACE's assistance with the Pennsylvania Adult and Continuing Education Research Conference (PA-ACERC) to be held at Penn State, Harrisburg on Feb. 24, 2007. Gary is requesting the following: 1) monetary support to offset the costs associated with the conference, 2) use of the PAACE e-mail membership list to distribute

the call for papers and promote the conference, and 3) create a link on the PAACE web site to the conference web site. He explained that the conference is sponsored by PAACE and various institutions with graduate programs in adult education (Penn State, IUP, Widener, and Rutgers). The cost of the key-note speaker will be approximately \$1500.00 (\$500 honorarium and \$1000 travel and lodging). It is anticipated that the cost of printing and binding the proceedings will be approximately \$1200.00. There will also be costs for lunch and breaks that have yet to be determined. As in the past, it will be the board's decision as to how much assistance we can offer. I know there has also been some discussion on the issue of receipts but can't remember exactly what, if anything, was decided.

Discussion at meeting: Debbie will email Gary to ask that he make this request at a Board meeting and bring financial reports, including their budget. There were questions about if PAACE members attend and if they receive a discount.

#### **First Vice President:**

There are 5 potential speakers for the keynote for COABE. In Houston there were 2 speakers in addition to Cheryl Keenan. They had a keynote as well as a speaker at the networking lunch. Chuck and Ilsa Powell-Diller are working on this.

Steck-Vaughn has agreed to sponsor our Monday evening reception. \$7000 will cover the Franklin Institute and refreshments. We're still waiting for them to set the policy regarding the King Tut exhibit.

The hospitality committee is working on finding tour companies to offer tours for Saturday and Sunday as well as someone to answer questions or arrange tours on Monday.

The committee hopes to have the RFP on the website by the end of June or middle of July.

Exhibitors committee is in contact with several vendors and finalizing contracts. They are also in charge of sponsorships.

ProLiteracy or AAACE may have a list of our counterparts in other parts of the country.

Libby asked if there is an educational consultant in Philadelphia? Libby is willing to help with finding this. Tana suggested that she check with Diane Inverso for possible contacts.

#### **Second Vice President:**

Six advocacy workshops, entitled "Educating Your Legislators," were scheduled throughout the state between May 26 and June 9. JoAnn Weinberger and John Weidman prepared the agenda and handouts. We held a conference call on May 22 to go over the materials with the regional reps and workshop facilitators. I had postcards sent to members and had PAACE stickers made, which will be available to other board members as well. The regional reps will report on the workshops they hosted. I am also working with the executive director search committee and the COABE 2007 committee. Tana has stickers that people can have to put on folders or other things. Tana would like to thank the regional reps – Emmett Baxendell, Ruth Love-Schooley, and Joe Morales - for putting together the two advocacy workshops in each region; Karen Mundie, Ruth Love-Schooley, and John Weidman for facilitating the workshops; and JoAnn Weinberger, legislative committee chair, for preparing content and hand-outs.

Discussion at the meeting:

In other news: Bob McNeill's mother passed away on Memorial Day.

Tana and Bob are planning to meet with reps from the Hershey Lodge on June 26<sup>th</sup> to plan for the future. We have existing contracts through 2009, which need to be renegotiated, as well as planning whether Hershey will be the right venue for future conferences.

Chuck will send a copy of this year's contracts to use as a comparison.

We are contracted for 2200 room nights for this conference. Typically there are 1200 people in attendance. There has been some talk that some programs from the west part of the country are excited about the conference. Usually the state comprises the bulk of the registration. In

Houston, about ½ were from Texas. We're hoping that we can draw from other states in close proximity to PA. We're estimating 1000 – 1500 attendees.

## **PROGRAM DIVISIONS**

**Adult Basic and Secondary Education (AB/SE):** Libby had no report at this time but inquired about getting and providing lesson plans for teachers attending the COABE conference.

**Continuing Education Association of PA (CEA/PA):** Mary Anne said that they voted to not have a workshop at COABE but rather to have a 2 day workshop perhaps at Seven Springs at another time.

**Corrections Education:**

**English as a second language (ESL):**

**Family Literacy:** (electronically submitted) I attended the New Castle Advocacy workshop, and was very pleased with the information provided. I believe Jennifer Young, from Melissa Hart's office, has moved on, so I will be looking for a different legislative aide to review the Goodling Best Practice Awards (state or federal). If anyone has any ideas, please let me know.

**Tutors of Literacy in the Commonwealth (TLC):** TLC is organizing a Train the Trainer training - dates and times TBA. A newsletter has recently gone out and a Family Literacy one will be out shortly.

**Workforce Education:**

## **REGIONAL REPRESENTATIVES**

The advocacy workshops went very well. None had to be cancelled and people were enthusiastic. A key point coming out of the workshops was that advocacy must be an ongoing process and some following discussion that PAACE needs to support that approach through POCs making themselves known and fulfilling the need for more education on what advocacy activities are acceptable.

### **Eastern**

The region had a session at the Center for Literacy. 9 people showed up on a rainy day. People were interested and were interested in meeting again.

There was another session held at Northampton on June 8<sup>th</sup>. 7 people signed up and 3 showed. 2 of the 3 that came were advanced ESL students.

People were not aware of the point of contacts. The people didn't really understand the point of contacts.

### **Central (electronically submitted)**

On May 26th, I held the first of my Educating Legislators sessions in Danville. Five people attended and it went well. I am expecting 7 people at Tri-County OIC on June 9th.

Barb attended to speak to current issues. Jeff provided lunch at no cost to PAACE.

Discussion:

In the Stand Up and Be Counted manual, it states that ABLE funded agencies can spend up to \$2500 each quarter on advocacy. It was suggested that we check with JoAnn about this. John suggested that we ask legislators, Is this an issue that you can support?

### **Western (electronically submitted)**

Two advocacy sessions were held in the western region. One each in the NW and SW.

A total of 18 people attended the sessions. The feedback has been good and participants report that the information will be useful to them in their future efforts around advocacy.

Thanks again go to Karen Mundie for conducting the sessions, Deb Hrach, Joy Zamierowski and Marcia Anderson for their roles in making the NW session possible.

## **STANDING COMMITTEES**

### **Awards**

**Audit, Budget, Finance and Fiscal Affairs** (Immediate Past President)

## **Communications**

(electronically submitted)

The summer issue of the newsletter will be coming out soon. The deadline for submissions is Monday, June 19<sup>th</sup>.

The membership form on the website has been updated so that forms are now to be sent to Mary Hohensee rather than the PO Box in Harrisburg. I'm also adding pictures from the COABE reception to the website and an email will be sent to members announcing the new additions to the site.

## **Constitution, Bylaws and Resolutions**

A conference call has been set up for next Tuesday to work on the operations manual. This is a long process and may take longer than the projected September completion date.

## **Journal of Lifelong Learning**

### **Legislative**

(electronically submitted)

Federal Appropriations: On June 7, the House Appropriations Sub-Committee will be meeting and consider appropriations for adult education and Even Start Family Literacy. Since Representatives Peterson and Sherwood from PA are on the subcommittee, the Legislative Points of Contact and the family literacy programs in their districts have been in contact. PA has 2,440 adults on waiting lists.

I drafted questions for the gubernatorial candidates and emailed them to all board members. At the June meeting, Tana will facilitate a discussion of those questions. Hopefully, that will produce a final version. Higher Ed still needs to submit their question.

Discussion at meeting:

Tana handed out the questions for gubernatorial candidates.

On number 3 – take out will be unable to help their children with their learning and reworded as:

Then, as parents, they will be better able to support their children's learning.

On number 4 – it was suggested that the state average for K-12 be added to give context.

On number 6 – delete the word long.

Susan made a motion to accept these questions with the changes as discussed. Tana seconded. Motion approved.

## **Membership**

**Midwinter Conference** (First Vice President)

**Nominations and Elections** (Remote Past President)

## **Research**

**Strategic Planning** (Second Vice President) Tana suggested that we look at this again at the September meeting.

## **Technology**

## **NON-VOTING BOARD MEMBERS**

**Bureau of ABLE**

**Postsecondary Education**

**Department of Corrections**

**PDE Library Services**

## **OLD BUSINESS**

## **NEW BUSINESS**

JoAnn asked that we discuss a couple of questions she has regarding being a PAACE board member. She is particularly interested in this as we approach WIA reauthorization. Who has

what freedom to act as a PAACE board member? And what happens if PAACE membership best interest is not in the best interest of the bureau?

This item was tabled until the next meeting to give JoAnn an opportunity to participate in the discussion.

Joe made a motion to adjourn. Tana seconded. Meeting adjourned at 12:32.

Minutes submitted electronically by:

Lori Keefer

Board Secretary