

**Pennsylvania Association for Adult and Continuing Education
Board Meeting
August 9, 2005
State College, PA**

Attending: Bob McNeill, Debbie Hrach, Suzanne Webster, Dale Hrach, Mary Ann Varacalli, Raiana Mearns, Julie Shumaker, Kim Roush, Dehra Shafer, Libby Wilson, Joe Morales, Susan Mansuetti, and JoAnn Weinberger (on speaker phone)

Minutes:

Minutes from the June 14 meeting in Harrisburg were accepted.

Officers Reports:

President: Bob McNeill

1st Vice President: Debbie Hrach (electronically submitted)

- I've been in contact with Jim Copeland from Steck-Vaughn who says that his company is willing to donate the bags for our conference.
- I've been working with Carol Shefrin and Rose Brandt regarding an administrators strand and an administrators meeting at Midwinter conference. Carol will be in charge of the strand; she'll solicit proposals and organize a committee to review them. Rose will work with Sue Conrady, chair of the administrators group to come up with an agenda for the administrators meeting. The plan this year is for the administrators to meet on Friday morning from 8:00 AM to about 10:45 AM (during the first two morning sessions). There are actually several benefits to having it at this time: it may keep people at the conference longer because we seem to lose some practitioners on Thursday evening; it will not require administrators to come earlier than Wednesday; and it will not interfere with the Marketplace.
- Bob Wedgeworth, our keynote speaker, will drive in from Syracuse on Wednesday evening. All he asks is that his hotel room and meals be covered. I've invited him to stay for the entire conference, but unless the weather gets bad, he plans on leaving sometime Thursday, probably after lunch.
- Bob has been helping me with regard to the "call for presenters." Angie Parrott will again assist us with this process. As soon as Bob and Angie review the form and make any necessary changes, Tana will put it up on the website and some of us can again test it to make sure it's working correctly before we send it out to the membership.

- I've been in contact with Glenda Houser and Dave Lykens regarding the technology we'll need for the conference. The plan is the same as last year: 22 computers, 2 projectors and Publisher loaded on 11 of the computers. All have Windows XP SP2 and Office 2003. They'll connect to the internet through Hershey Lodge. We'll need to provide a room at the Lodge for the technology person. Costs will be the same.

(Discussion day of meeting)

There will probably not be a pre-conference for Family Literacy this year. A change needs to be made on the registration form regarding the need for interpreters. This year we would like each presenter to bring a disk with his/her handouts so we can put these on the website. We will also have a table available at registration for extra handouts, which presenters may have with them. This year we would like to have a Literacy Corps volunteer at each session to monitor attendance. Once a room is full, participants will have to choose another session. Chairs cannot be moved in and out of rooms—attendees simply have to arrive on time or choose another session if one is full. We are going to request a third computer lab with 11 additional computers to accommodate the increased interest in technology. JoAnn would again like a Legislative general session on Wednesday afternoon opposite Success Stories

2nd Vice President: Chuck Klinger (electronically submitted)

I just wanted to update you all about what's happening with our bid to host COABE for 2007. I presented our proposal to the COABE Executive Board last Saturday (July 23) in Providence. The meeting went well, they seem very excited about the prospects of holding the 2007 conference in Philadelphia. They have actually approved our bid pending approval of one of our locations (Wyndham and Marriott). The COABE president is hoping to come to Philadelphia August 19 to do official site inspections, after which we should definitely be in business. I've attached copies of the timeline and budget I presented, both of which are still drafts, basically starting points in our planning. Two major things I can think of to let you know about now:

- Fiscal Issues: PAACE is responsible for paying for all items we do in preparation for the conference, including our work to secure a bid. There are a few things I've done already that would probably fall into this category - my trip to Philadelphia to visit hotels (just mileage - Diane Inverso walked, I doubt she'll submit anything) and my trip to Providence. I apologize for the trip to Providence, I remember a discussion at a Board meeting about COABE possibly paying, but they said it's the host organization's responsibility. This will also include PAACE sending a team to Houston for the 2006 COABE conference to have a marketplace booth and sponsor a social event. Diane Inverso, KayLynn, and I are planning to go, possibly dressed as Ben Franklin, Betsy Ross, etc. (KayLynn's idea, we thought it sounded pretty cool). This is part of what's in the attached budget as PAACE seed money, which I took to mean it counts as a conference expense prior to splitting the profits with COABE. Once the conference is approved, COABE will cut us a check for \$8000 in seed money as well. I'm not sure what discussion we need to have at this point or what needs voted on - we approved our work to go forward with the proposal, does that cover everything that goes into it?

- People issues: We have had a pretty nice representation from Philadelphia ABLÉ Administrators volunteering to chair or serve on committees, which will be very helpful as we move forward. Rose Brandt remains firmly behind our efforts, as do the ABLÉ professional development centers who have offered to help in various capacities. I am hopeful that while this would represent a larger workload than our typical midwinter conference, that we will have more support in doing that work. We will also begin working on getting support from neighboring states.

I'm hoping to have some time during our meeting next week to discuss all of this and answer any questions. Unfortunately, I have to catch a 2:10 flight out of Harrisburg, so I would need to either leave the meeting at 11:00 (it's in State College, right?) or I could participate by phone. If members of the Board feel content with what I've written here and maybe just have a few questions, I could probably participate by phone. If there are a lot of questions, comments, discussion items about this, then it would probably be better to do so in person. Please let me know what you all think. Thanks,

Treasurer: Frank Nardone

Secretary: Karen Warner
None

Immediate Past President: Mary Kay Peterson

Executive Director Report: Joan Leopold

Regional Representatives Reports:

Eastern: Joe Morales
No report at this time

Central: Ruth Love-Schooley
No report at this time

Western: Emmett Baxendell
No report at this time

Division Reports:

ESL:

AB/SE: Libby Wilson
No report at this time

CEA/Higher Ed: Mary Anne Varacalli (Discussion day of meeting)

Mary Ann announced three job openings at the Community College of Philadelphia. They are: Assistant Director of Business, Manager of computer and information technology, and Director of Development. More information on these positions can be obtained at ccp.edu website.

TLC: Kim Roush

Family Literacy: Julie Shumaker; Susan Mansuetti

Workforce: KayLynn Hamilton (electronically submitted)

There is only one thing to report from the workforce education division. The Institute for the Study of Adult Literacy's Workforce Education Research Center will host the WERC Conference on August 30 and 31. Opening session speakers will be Jim Parker of OVAE and Rose Brandt of ABLE. We are looking forward to 50 practitioners attending the conference at Toftrees Resort in State College.

Corrections Ed:

Committee Reports:

Awards: Mary Hohensee

Budget, Finance, Fiscal:

Commonwealth Libraries: Leanne Stasiulatis

Communications: Tana Reiff (electronically submitted)

The summer 2005 issue of PAACE News was published in July and is available at paacesite.org. A heads-up that the copy deadline for the fall issue is September 19, which is the Monday after the September board meeting.

Constitution, By-laws and Resolutions: Barb Van Horn

Journal of Lifelong Learning:

Legislative: JoAnn Weinberger (electronically submitted)

I have sent a thank you note to all legislative points of contact asking them to summarize their activities and the results as well as asking them if they are willing to continue. To date, I have received 3 responses.

No news on the state or federal legislative front.

Membership: Suzanne Webster

No report at this time

Nominations and Elections: Dave Manzo (electronically submitted)

I wanted to let you that the slate for next year is set. It has some new faces. As an fyi, I did ask for input for the slate from past presidents, and from current officers.

So, here we go:

Eastern Rep: Joe Morales

Secretary: Lori Keefer, GPLC

Treasurer: Larry Hahn, Tunkhannock Area

2ndVP: Frank Nardone, Luzerne IU

Joan or Debbie, if you would let me know what additonal information you may need for ballot purposes (and, what I need to do to assure the ballot gets out in a timely fashion), and for the program/conference .

PDE:

Strategic Planning: Debbie Hrach (Discussion day of meeting)

Strategic Planning: a lengthy discussion occurred and additional revisions were made to the strategic plan. A third draft is being sent to the board.

Technology: Scot Mentzer

No report at this time

Old Business: (Discussion day of meeting)

COABE: there was a fairly positive response from the COABE board regarding PA's proposal. Mary Ann Varacalli will talk with CEA/PA to find out what this division would like to do in 2006. Most likely they will have their own event. Chuck submitted an invoice for costs relative to COABE conference. A motion was approved to set up a separate fund to track spending for this event. JoAnn Weinberger suggested that expenses to the organization be paid first before other expenses are paid. Bob will ask Mary Hohensee to set up an account for this conference.

AAACE: no update. PAACE's response to the conference committee is that PAACE will inform membership of the conference and assist with registration.

Minutes submitted by

Debbie Hrach

Karen Warner, Board Secretary