

PAACE Board Meeting  
September 9, 2008  
409 Keller  
Penn State University

**Present:** Tana Reiff, Diane Inverso, Lori Keefer, Bill Schaffer, Anita Cola, Martin Senger, Cathie Whitmire, Alex Dow, Mary Anne Varacalli, Katherine Vastine, Destiny Long, Suzanne Webster, Sheila Sherow, Jim Yeager, Bootsie Barbour, Randy Bacon, Susan Adams

**Conference call connected:** Monica Shields, JoAnn Weinberger (approx. 10:30), Susan Mansueti (11:20-11:50)

**Guests:** Ian Baptiste (until 10:35), Rose Brandt (11:20-11:50)

**Absent:** Ulicia Lawrence, Becky Wagner, Eileen Kocher, Chuck Klinger, Gary Dean, Cheryl Heister, Debbie Hrach, Lori McMonigal, Kim Rossman

Tana called the meeting to order at 10:10 am and board members then introduced themselves to Dr. Ian Baptiste of PSU, who is the keynote speaker for the 2009 PAACE Midwinter Conference. He said a few words about himself and stated that he would like to maintain more contact with PAACE.

**Board Reports:** Sheila Sherow gave a short update regarding the PA research conference component on Friday of the PAACE Conference. There are still details that need to be worked out.

Diane completed a mailing to exhibitors interested in attending the conference and informed us that there is an online application for exhibitors as well as for corporate, crafters and national associations. Affiliate tables are not online. The RFP is in GiftTool as well as registration and membership.

Tana told us that Destiny will be stepping down from the Communications Committee in February and asked for members' suggestions regarding a replacement.

Lori moved to approve the board reports. Diane seconded and the motion carried.

Martin moved to approve the August minutes. Bill seconded and the motion carried.

**Treasurer's Report:** In addition to financial reports, Bill reported that new accounts have been opened at Sovereign Bank rather than PSECU because board members are required to be PSECU members to have an account there. Tana and Bill will finalize all of the paperwork today. Funds were transferred from existing to new checking and money market accounts. The old checking account was left open until all checks have

cleared. The bulk of the money was transferred to a money market account earning 2.6% interest. (For exact figures, see Bill's report.) Since there is over \$100,000 (FDIC limit), there was some discussion about what the organization should do with the excess revenue. Some suggestions included CDs with staggered due dates and research grant support.

Bill suggested that the budget committee have this discussion.

Tana requested clarification regarding the Treasurer's report. The figures in QuickBooks didn't match the carried-over figures, but Bill has reconciled the accounts. The sponsorship number wasn't correct and that has been reconciled as well. There were no officers listed on Form 990 in the past and Bill has resolved that issue. Bill wants to redesign QuickBooks to reflect what is really happening and re-categorize expenses to align with F990.

Cathie moved to approve the treasurer's report. Randy seconded and the motion carried. Tana met with Chuck and Bill and they are working on a new budget. She asked Bill to investigate investments and bring recommendations to the board soon. She also sent out a very special thank you to former treasurer Mary Hohensee for all of her help during the summer months.

Bill looked at expenses from January through July and projected numbers for the rest of the year and they seemed to be in line with financial goals of the strategic plan.

Lori will think about updating the action statements for this section of the strategic plan.

Regarding conference sponsorship, Tana said that Steck-Vaughn responded immediately, probably to sponsor a luncheon. Verizon verbally committed to a \$10,000 contribution. Suzanne said that GEDTS has contributed 900 name badge holders. Diane mentioned that Division Directors might have ideas about luncheon sponsorships and is open to suggestions.

Randy said that the Allegheny County Bureau of Corrections will sponsor a hospitality suite for two days.

Jim told us that he updated the reimbursement form and it is addressed to Bill.

Tana reminded us that nomination time is coming up and we should start thinking about recommendations for four positions: Second Vice-President, Secretary, Treasurer, and Central Region Representative.

## **Old Business**

- **PEL Report Response**

JoAnn filled us in on the status of the PAACE opposition to the Pennsylvania Economy League's recommendation to move ABLE from the Department of Education to the Department of Labor.

- PAACE has responded to the Governor twice.
- There are currently over 2,300 signatures on the petition.
- We should contact our state legislators with the message not to accept this recommendation.
- No action has been taken on the potential transfer to Labor and Industry.
- Work is continuing with ABLE website to get links updated regarding laws about adult education.

Tana received an email from Rose Brandt forwarded that her boss, Kate Shaw, indicating the Office of Postsecondary and Higher Education has been involved in a discussion with the PA Commission on Community Colleges and they are interested in partnering with PAACE regarding the PEL report. JoAnn will contact this group. The PDE is nearing completion of their response to the Governor concerning PEL report.

Rose Brandt called in at 11:20 and briefly explained the PEL recommendations and briefed us on the status of the PDE response to the PEL report. She has met with her counterparts from Labor and Industry and no closure has been reached. A second meeting has been scheduled and rescheduled. She feels that it is definitely not a done deal. Everyone agreed that it is very important for the PDE to respond to the Governor as soon as possible.

Other points included:

- Secretary Zahorchak represents the PDE.
- L&I sent a survey to WIBs regarding their work with ABLE partners.
- Rose wanted to present a return on investment report, but Sandy Vito (acting secretary of L&I) had already contracted with L&I for the same report.
- The partnering with community colleges, as well as CTEs and IU representatives, was underscored.

## **New Business**

- **Conference Content**

Regarding a session related to workforce investment, Susan Adams said that Philadelphia offers a WIB 101 session and thought that it might be something to offer at the conference. Tana had spoken with Cheryl Hiestler, who recommended a session focused more on ABLE Coalitions.

Tomorrow Diane and Tana are meeting with Rose Brandt, Michael Westover, Don Paquette, and Susan Mansuetti about the Bureau-invited sessions.

- Last year, some sessions overlapped Bureau-invited proposals.
- Some ideas from the Bureau regarding the sessions they are presenting might have an impact on our ideas.

Other ideas:

- New naturalization procedures
- Health literacy
- Media literacy
- Financial literacy
- ESL welcoming centers

Diane said that the proposal evaluation criteria will remain the same and thanks members who are taking the lead as far as reading submitted proposals.

Things mentioned that need to be discussed with PDE:

- Problems with corrections staff and PAACE membership

- Jim will talk to Chuck Holbrook concerning the corrections intranet and proposal form.
- Cost of conference can be prohibitive. Can Impact funding be used to help with costs?
- Can PDCs help support staff attendance?

- **Conference Registration Fees**

Diane informed us about conference registration fees and food costs. (Meals are subsidized by PAACE.)

Proposed meal fees:

- Legislative luncheon - \$20
- Ice cream social - \$5
- PAACE Lunch - \$22
- Conference Banquet - \$30
- Boxed Lunch - \$16 (Tana is working on getting this sponsored)

Diane also recommended conference registration fees. The recommendations are:

- Early bird membership (Dec. 1 – 31)  
Members - \$125  
Non-members - \$180
- Regular membership - \$145  
Non-members - \$195
- On site membership - \$160  
Non-members - \$210

Diane made a motion to approve food functions, to keep the early bird registration the same and increase all others five dollars. Bill seconded and after some discussion about the food and some vegetarian choices, the motion carried.

She thanked Sheila, Jim and other PAACE members for stepping up to the plate as far as the conference is concerned. The next meeting will be on October 14, location to be announced. The conference planning committee will meet in the afternoon.

Diane motioned to adjourn. Jim seconded and the motion carried at 1:00 pm.

Respectfully submitted,

Anita Cola  
Secretary