

PAACE Board Reports September 2009

President's Report: Hello Everyone,

Wow! Whoever said the summer is quiet. August has found me very busy with many different items.

- Engaged in conversation with Henry over his plans.
- Approached Cheryl Hiester over considering a new role for her on the Board.
- Planned a replacement for Workforce Development Chair.
- Posted many times to the member listserv keeping them informed of the budget concerns and sharing information about other agencies during this time
- Aggregated the information from the survey that was posted to member about services. Shared that information with the members, the Bureau, some local Press and other non profits who are also in the same situation.
- Continue to find ways to support the Treasurer as he builds his knowledge and confidence in his new role (go Alex!)
- Consulted with the Legislative Chair over strategies that PAACE can be engaged.
- Spoken with the Eastern Regional Rep over ideas for advocacy
- Attended a rally to support other non profits and to have a voice for adult education
- Checked in with the various committees (award, technology, research and promotions) and with some became engaged in planning and discussion
- Worked with OD in building ideas for the Board members to visit legislators
- Reviewed last month's minutes
- Consulted with the Executive Committee
- Discussing with the 1st VP ideas for the upcoming conference
- Hashing out ideas with the Membership chair on her new role and how to get everything in motion

I found the general tone of my role is to be a conduit of information and to keep the ideas and conversations going. I plan to speak with you all on Tuesday September 15 at 9:30. I will send out an agenda next week with the dial in information also for our call. If there is something that you would like to see on the agenda let me know.

Respectfully submitted
Diane

Diane C. Inverso
Director of Education
Mayor's Commission on Literacy
1901 Vine Street, Ground Floor
Philadelphia, PA 19103
MCOL ph # 215.686.5250
Voice Mail # 215.686.5253
inversod@freelibrary.org

1st VP report: Hello everyone.

The big thing to report is that the conference has been moved to June 1-3, 2010 at the Penn Stater. Getting this done required a bit of work behind the scenes. I also worked on revisions for the website related to its content about the conference and worked with Colleen to get the revisions posted to the paacesite. Thanks to Sara for sending out the info over the SWPDC blog. Also thanks to Bootsie for getting out the updated information.

I'm happy to report that 6 people have volunteered to help on conference committees as a result of the emails that were sent out about the conference date change. All were folks that had not been involved in PAACE before. These 6 are in addition to 4 others that I had spoken with before. So that is 10 new recruits to working on the conference and hopefully getting more involved with the organization.

I continue to talk with the Verizon representatives about their honorary chair sponsorship of the conference. I have to fill out their grant request proposal this weekend (it's a big one!).

I worked on getting some comparison prices for the promotional materials that Shawn and committee were working on.

I've started to revise the timeline for conference planning so that I know where we stand. I participated in the executive committee calls and worked with Diane on finding a replacement for the 2nd VP position. I attended an advocacy rally today and will attend the rally on Tuesday.

Lori Keefer
Program Director
GPLC
100 Sheridan Square 4th floor
Pittsburgh PA 15206
412.661.7323 ext 131
fax: 412.661.3040

Treasurer's Report: 1. Attached are the updated: August 2009 Income statement, Year to Date Income Statement, and current Balance Sheet. I've also included the 2008 reports in comparison to current reports. I will look into reconciling the Quickbooks with the bank accounts to update our records.

2. I propose transferring \$100,000 from the Sovereign Accounts to start new PNC accounts. I propose moving \$25,000 to a non-profit checking (no minimum balance, no monthly maintenance fee) and \$75,000 to a Business Money Market account that would earn a 1.50% introductory rate for 90 days, and then would likely earn 0.65% (rates vary, attached are the current Money Market rates as of today). There is no fee on the money market as long as there is a \$2,500 average monthly balance.

3. I also looked into sweep accounts as suggested on our last conference call. At this time both PNC and Sovereign recommended against sweep accounts based on current market rates, it's likely the fees associated with such accounts would outweigh any interest gains we would accrue.
4. I updated the reimbursement form with my contact information, it's now on the website. Thanks to JoAnn for prompting me to do that, Jim Yeager for redesigning with my contact information, and Colleen for posting the new form.
5. On the board conference call earlier this month, I recommended changing the fiscal year from the calendar year to July 1 – June 30 of a given year. Now that we're moving the upcoming conference to June, I would recommend keeping the fiscal year as is (the current calendar year) until upcoming years when the budget concerns have passed and the organization gets into a routine of a regular conference schedule.
6. Will look into ways to create a succession plan for future treasurers and to further document accounting procedures.

And thanks to everyone for your help and support as I transition into this new position.

Alexander Dow

Downtown Center Manager
GPLC
411 7th Ave, Suite 525
Pittsburgh, PA 15219
(412) 393-7601
www.gplc.org

Organizational Director's report: Good morning! My work for PAACE this month as included:

- helping Danielle and Sara navigate Gift Tool
- arranging meeting times and locations
- collaborating with Alex on financial matters
- discussing with Diane the planning of meetings with legislators/staff in Harrisburg. These meetings are proposed for the afternoon of the October board meeting and yet to be determined time in the spring. An additional message will follow.

Monica

Legislative Report: Legislative Report submitted by JoAnn Weinberger:

All efforts have been geared toward working with members to get involved around the budget impasse. Rallies have been held with adult literacy participation in SE PA (Media, Delaware County), Blair County (Altoona), and Pittsburgh. A major statewide press conference will be held September 8 in Harrisburg at the Capitol. (Due to budget constraints and an expected turnout of 100-200 people, this event is now being called a press conference instead of a rally). I have been working with Shawn Barnum to have PAACE involvement at other SE events, including a Bucks County rally, another Delaware County rally particularly around education, and a possible visit to Sen. Ericson's office (Delaware and Chester County Senator).

Although the Budget Conference Committee did meet in Harrisburg this week, they have now adjourned for another week. There is no sense of urgency. The education, human, and social services groups all want a fair budget and they want it now. The budget levels being discussed for adult literacy represent a 27% cut. Not only will this impact services this year, but it will effect federal funding next year because the maintenance of effort will have decreased.

JoAnn Weinberger
President/Executive Director
Center for Literacy
636 South 48th Street
Philadelphia, PA 19143

215-474-1827

Budget & Fiscal Affairs: I have explained to Alex Dow, the new treasurer, that PAACE had stayed with Sovereign Bank due to the ease of transferring accounts within the same bank. However, I agree a statewide bank would be more convenient for everyday business and agree with Bill Schaffer that we should avoid keeping more than \$100,000 in one bank due to changing FDIC limits.

Note that if automatic payments are to be moved from Sovereign to a different bank, Authorize.net, GiftTool, and other account holders will need to be promptly notified. Be sure to allow time for this process.

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Tana Reiff
TIU 11 Community Education Services
Immediate Past President, PAACE

Family Literacy Report:

Hi Everyone,

We don't have anything new to report from the Family Literacy Division at this time. We have been getting the word out about the conference date change and are hoping some members of the field will be interested in being part of conference planning. Katherine and I both plan to participate in the call on the 8th. Lori McMonigal and Katherine Vastine

NW Rep Report: Hi,

I'm sorry but we have no report for the coming meeting.

Marcia Anderson

Good morning all!

Membership:

This month:

- I've gained access to GiftTool and Monica has shown me how to use the program. I am continuing to 'play' with it to become more acclimated with the system.
- I've also started looking at other similar organizations to see what benefits they offer their members. I am looking into how we can make membership more enticing to new and returning members and make PAACE a less abstract organization to them. Any thoughts on this would be greatly appreciated!
- I've been emailing Shawn in regards to the promotional materials and hope to touch base with him today.
- Diane brought to my attention that we need to start thinking of membership renewal and how it would affect and be affected by the conference change date, which is open to discussion. My initial thoughts were to keep everything on the same calendar, ie. follow the fiscal year, July- June. I worry though, that we JUST changed the membership year, so I don't know if it is the best plan.

I think that's it.

Respectfully submitted,
-D

Danielle Blanchard - Krane
Program Manager
Goodwill of Southwestern Pennsylvania
2600 East Carson Street
Pittsburgh, PA 15203
412-390-2345

Commonwealth Libraries Report: I have nothing to report at this time.

Eileen R. Kocher | State Aid Librarian
333 Market St. | Harrisburg, PA 17126-1745
Phone 717.783.5743 | Fax 717.787.2117
ekochoer@state.pa.us

Technology Board report:

Since the last board meeting via conference call, I have...

- 1) Spoken with Monica and learned how to access **GiftTool** with an opportunity to explore this web-based tool.
- 2) Contacted the subcommittee members (Colleen, Martin, Shawn) who will explore the pros/cons of a PAACE presence on **social networking sites** such as LinkedIn and Facebook. Our schedules are difficult to coordinate so we will convene via e-mail and report our findings at a subsequent meeting.

For those new to social networking, please check out this video on YouTube that offers a simply-stated overview:

http://www.youtube.com/watch?v=6a_KF7TYKVC

In a similar style to the previous video, here is one that highlights LinkedIn:

<http://www.youtube.com/watch?v=IzT3JVUGUzM>

- 3) Modified the PAACE **conference logo** to reflect date change.
- 4) Obtained the password and user name for the **online petition tool** PAACE uses.
- 5) Changed several members e-mail addresses for the Members **listserv** as per their request
- 6) Please remember to CC me on **your postings** as the system does not alert me to postings requiring moderation in a timely fashion. Given the time-sensitive nature of legislative updates, I aim at tending to listserv moderation several times each day (weekends too).
- 7) Obtained digital files from Destiny for PAACEsite. I look forward to working with Colleen as we transition web editing responsibilities by the end of September.

Respectfully submitted,

Sara J. Ward

Assistant Coordinator, Southwest Professional Development Center

Greater Pittsburgh Literacy Council

100 Sheridan Square 4th Floor

Pittsburgh, PA 15206

Direct Line: 412-661-7323 x111 Tel: 412-661-0811 Fax: 412-661-3040

<http://swpdc.blogspot.com>

Eastern Regional Rep Report

I obtained pricing for portfolio jackets and tablecloths with our logo; Lori K. is currently working on some additional comparison shopping. Katherine V. and I have been working on stats/informational sheets for use with the jackets, and Danielle and I plan to talk later this week re promotional materials, reaching out to non-ABLE funded agencies and expanding member benefits as part of an effort to boost membership. I have also been talking with Sara re the networking site; additional discussion is necessary.

I joined the Southeastern PA Coalition for Essential Services, as a CFL employee and PAACE rep, after attending a rally in Media August 26. JoAnn and I then participated on Tuesday's coalition conference call, and I am taking the lead on an attempt to organize a meeting with Senator Erickson. I also have agreed to attempt to mobilize PAACE members in my region for a rally in Sharon Hill on 9/14 and a rally in Doylestown on 9/15. I will be attending the press conference in Harrisburg on 9/8.

Respectfully submitted,

~S

Shawn Barnum

Program Manager - Community Based Adult Education

Information Services Manager

Center for Literacy

636 South 48th Street

Philadelphia, PA 19143

215.474.1235 x268

215.472.7290 (fax)

CHE Report:

- Notified CEA/PA of change of dates and location for PAACE conference
 - Contacted lead from Lori: CCAC Dir. of Admissions whom I invited to be on the Higher Ed Proposal Reading committee for next year; she is also willing to help at conference if she still has a travel budget
 - Forwarded information about LERN's webinar on Customer Service to PAACE and CEA/PA
- PAACE has sent to listserv.

Awards:

No report

Diane am sending this to you also in case it doesn't get to the board
Mary Anne Varacalli

Bureau Report:
I have nothing to report at this time.

Susan Mansuetti | Family Literacy Advisor
Bureau of Adult Basic and Literacy Education
Pennsylvania Department of Education
333 Market Street, 12th Fl. | Harrisburg, PA 17126-0333
Phone: 717.787.5532 | Fax: 717.783.0583
smansuetti@state.pa.us | www.pafamilyliteracy.org

TLC's report:
TLC has forwarded various advocacy and conference messages on to the field. I can participate

in a conference call on either date. **Kim**

Corrections Ed Report

Good morning fellow PAACE Board members, I know this has been a trying time for everyone and every program is trying really hard to maintain and put on a strong front for the clients we serve. I'm very proud to be a member of this board that has just bonded together to fight the tough battle! Times are hard everywhere and the Corrections Education Division is not exempt. Which leads me to the subject of my report, I don't know how to deal with my responsibilities and obligations to the PAACE board and all the additional tasks I've been assigned here at ACJ. Therefore I propose that I submit for your approval Kathy Pavel of I.U.1 as a candidate to co-chair this division at least for the remainder of my term. Kathy works with the corrections ed. departments of Washington and Green County Prisons. I have co-facilitated trainings with Ms. Pavel for the SWPDC at the Inter-regional in Sharon and SCI-Fayette and have plans for trainings at SCI-Pittsburgh and Green. Please let me know if this proposal is acceptable and I will begin the process of transition immediately. Thank you again for all of your support!

Randy
Corrections Ed. Chairperson

Communications Report:

- Working with Sara Ward regarding technology issues
- Updates to the PAACE website
- Emailed with Diane Inverso about the structure/needs of the fact sheet for members to use with legislators

I will not be able to join the conference call meeting on the 15th.

Thanks, and have a great Labor Day weekend!

Colleen

Colleen Duran
Area Coordinator, East Central Area
Greater Pittsburgh Literacy Council
c/o Wightman School Community Building
5604 Solway St. # 211
Pittsburgh, PA 15217

Phone: 412-421-0525
Fax: 412-661-3040
cduran@gplc.org
www.gplc.org