

PAACE  
June meeting board member reports  
June 12, 2007

Conference call

**Executive director – submitted by Kayte Connelly**

**Administration:** Succession plan part 1 has been prepared and presented for approval.

**PAACE Midwinter 2008** – Became better oriented to the flow of the conference. Met w/Luke Kracke toured the facility. Worked on the menu arrangements and the budget. I was not able to participate in the final conversation for budget preparation but believe it is being presented for approval.

**Membership** – Suzanne Webster spent time orienting me to the process on her end. She is trying to tie up loose ends before turning this responsibility over to me.

**Contract terms** – I have presented various scenarios to bring the terms of my contract up to date. Presently, my hours have exceeded expectations by almost two months. This may be brought up at the meeting for consideration.

**Inventory of Paperwork** – I am meeting with Mary Hohensee on June 13 to go through the corporate records and locate significant documents of importance. After I move in late summer, the intent is for me to gain possession of these boxes. The records will probably come into my possession sometime in late August.

**President – submitted by Chuck Klinger**

1. We have new ESL and Workforce Division chairs:

ESL: We have 3 co-chairs. I wanted one from the East and one from the west, but it worked best to have two from the west. I'm not sure what our rules and regs are around this, perhaps it's more of a committee, but this is an area of growth with PAACE so I feel too much is better than too little. They are:

Martin Senger, GECAC  
Email: [MSenger@GECAC.org](mailto:MSenger@GECAC.org)  
Work Phone: 814-451-5610

Cathie Whitmire,  
Hispanic American Council of Erie  
[cwitcat@earthlink.net](mailto:cwitcat@earthlink.net)  
(814) 455-0212 x330

Susan Adams  
YMCA Education and Technology Center

215-400-2100 ext. 2218  
[SAdams@PhilaYMCA.org](mailto:SAdams@PhilaYMCA.org)

Workforce: Just one, sorry Linda we'll try to find you help if needed! This is also an area that could grow size-wise, so something to make sure we don't neglect.

Linda Lazar  
Schuylkill Intermediate Unit 29  
570-874-0137 Ext. 5112  
[lcl@stcenters.org](mailto:lcl@stcenters.org)  
[lclazar@earthlink.net](mailto:lclazar@earthlink.net)

We are still working on a Bylaws committee chair, then I believe we will be at full capacity. We are also looking at identifying one or more people to form a technology committee that can support Scot and other Board members and improve our capacity related to technology. Thanks to all for their help in identifying these four new additions.

2. I am expecting the video feeds to be ready within the next week from the COABE conference, the keynote and policy panel will hopefully be posted soon.
3. Mary is still working hard collecting money and paying bills related to the Conference. We very recently received the evaluations for the overall conference and individual sessions. Diane and I spoke and will begin sending out reports to individual presenters next week. Our tentative goals are to have some reconciliation on the final fiscal numbers from the conference by the end of the month and to have a report for the COABE Board (and PAACE Board) by mid-fall.
4. I appreciate Rose Brandt and the Bureau's support for the conference during the ABLER webinar that took place today. With concerns about funding, having active ABLER support is extremely helpful in planning to have a successful conference. Tana, Diane, and I will be meeting with Rose later this month to make sure we are on the same page related to the conference and other areas of mutual interest.
5. I would like to encourage all Board members to be active in promoting the various legislative and other activities prioritized by PAACE. It was nice to see a little chatter over the member's list-serve related to JoAnn's most recent legislative alert. Postcards are going out promoting the upcoming Educating Legislators Workshops – as much other types of promotion of these sessions as we can offer would be great – spread the word through your travels and communications! I would say this also goes for conference planning, potential conference proposals, submission of Success Stories.

**First Vice-President – submitted by Tana Reiff**

Planning for the 2008 conference is in full swing. Outline of current activities follows.

Committee: Chuck set up an e-mail list. We held a conference call on 5/22. I have been working with several committee members since then re: online forms, keynote speaker, sponsorship, mailing lists, budget, etc.

Timeline: Worked out a timeline for the entire planning process. This will be a tool for staying on schedule and assigning tasks. Will adjust as reality unfolds, to pass along for the future.

Budget: We are setting up a detailed budget. Kayte, Bob McNeill, Mary Hohensee, Diane Inverso, and I had a conference call 5/30. Budget is based on a break-even goal (although there is already a healthy margin between revenues and expenses), with sponsorship solicited to underwrite key events and items. Will send the Excel file in advance of the board meeting to present for approval. Once approved, any unbudgeted expenses will not be allowed without prior board approval.

Proposed fees: See attached for explanation. Need board approval of this fee structure, designed to hold fees comparable to 2006 levels.

Logo: See attached draft of an identity for the conference theme, "Opening Windows." Comments welcome; sent to planning committee as well.

Sessions: To simplify, and align with PAACE goals, session categories will be based on the PAACE Divisions, plus Research, Public Policy, ABLE Administrators, and General. In addition to regular sessions in reserved rooms, we will offer Roundtables for informal discussions and networking, to be held in or around the Exhibit Hall. RFP will be active Aug. 1 - Oct. 1.

Proposal form: Working with Bob McNeill, Angie Parrett, Scot Mentzer, and a contractor to develop the online form, which will be linked to a database. Please open the attached (Zipped) HTML file in a browser to take a look and offer your comments. It is a minor modification of the 2006 form.

Sponsorship policy: Compiling list of potential sponsors, some commercial, some corporate foundations with ties to adult education. Do we need to discuss suitability of potential sponsors, e.g. possible ethical conflicts?

Sponsorship menu: Developing an annotated list of underwriting opportunities with donation levels indicated, and researching application procedures for each prospect.

### **Second Vice-President – submitted by Diane Inverso**

Over the last few weeks I have received comments and ideas from various board members over the content and style of the survey to help inform our strategic planning process. Just a point of interest, the survey is only for board members. So the audience is very targeted. I am attaching to this email the next version of that survey. Once this survey goes to final version then we will probably use "Survey Monkey" as the tool to disseminate it to all board members. So formatting for the survey may change when it is

placed into the “Survey Monkey” template. I am requesting that the draft of the survey be a point to discuss either at our next meeting or via the board listserv.

**Tutors of Literacy in the Commonwealth – submitted by Kim Rossman**

There will be two newsletters coming out.

**Western Area – submitted by Alex Dow**

Southwest updates:

- we brought PAACE advocacy post-cards to GPLC’s tutor/student recognition event. Approximately 40 tutors and students filled out cards which were mailed to their respective representatives
- I will bring advocacy cards and PAACE membership forms to the Northwest/Southwest Inter-regional conference this Friday (June 9) in Sharon, PA.

**Membership – submitted by Suzanne Webster**

11 membership letters/cards were sent out this month – 6 new memberships and 5 renewals. Kayte and I have discussed the membership process and, after I clean up the files, they will be passed on to her.

We are moving ahead with the member database. Scot has fixed the spreadsheets so they are always live and is working on making them reflect all the current information. When complete, the board will be able to access address, phone, email, payment, and full member lists with the ability to convert these lists to Excel files. Once Scot has finished this, I will check the files for inactive members; then I’ll be able to report an accurate number of active members. Scot has created a membership address list for Destiny so the advocacy workshop postcards can be mailed.

**Communications – submitted by Destiny Myers**

Two things to report:

1. The printer is mailing out the postcards for the advocacy workshops.
2. The website has been updated with information about the workshops and an email was sent over the board and member mailing lists.

**Legislative – submitted by JoAnn Weinberger**

STATE LEGISLATIVE UPDATE: In Harrisburg, the House of Representatives has passed a budget bill that INCLUDES the Governor's recommended \$5 million increase. Next step, the Senate will consider its version, and then the House and Senate will join together to determine the final appropriation which then needs to be signed by the Governor.

FEDERAL LEGISLATIVE UPDATE: GOOD NEWS! On June 7, the House Appropriations Sub-Committee on Labor, Health and Human Services, Education and Related Agencies marked up their appropriations bill for FY08. The sub-committee increased funding for adult education state grants from \$564 million to \$589 million. If

this turns out to be the final figure in the FY08 appropriations bill it would represent the **FIRST INCREASE IN ADULT EDUCATION FUNDING AT THE FEDERAL LEVEL IN THE PAST FIVE YEARS.** We will continue working with the similar Appropriations Sub-Committee in the Senate to push the increase in funding even higher and we will continue to fight for our goal of a FY08 appropriation of \$750 million.

Congratulations to everyone who worked on this issue with the members of the House and particularly to those of you in those Congressional districts that targeted the specific members of this sub-committee for special attention.

Continue completing and mailing the PAACE postcards.

Also, on June 7, the Senate halted consideration of the immigration bill after the failure of a cloture motion to limit debate. Majority Leader Senator Harry Reid has pulled the bill from the floor. There is a small chance that the bill will be brought back for consideration later in this session but most observers' doubt that will happen. Thanks to all of you who did such fine work on encouraging Senators to defeat the Alexander Amendment. The amendment was never offered. All of our work on this issue put us into contact with numerous organizations and US Senators who will be instrumental in helping us to design a high quality, well funded ESOL component that should be part of any future immigration bill.

**ATTACHMENTS:**

**PAACE Midwinter Conference 2008**

**Fees**

**Registration**

	Early Bird <i>by 12/31/07</i>	Regular <i>by 1/25/08</i>	Late/On-site <i>1/26/08+</i>	Scholarship <i>Not available</i>
Member	120.	135.	150.	0
Nonmember	170.	185.	200.	N/A

*Early Bird is same as 2006 "Early Registration." Late/On-site is same as 2006 "Regular Registration." Above "Regular" is the extra income point. 200 registering at "Regular" rate would increase revenues \$3000.*

**Meals**

*(same as 2004 – can't find 2005 or 2006)*

	Legislative Luncheon	20.
	PAACE Luncheon	20.
	Conference Banquet	30.
Division Box Lunch		14.

## 2006 Registration

Early Registration (by January 22)  
\$120 for PAACE Members \$170 for others

Regular Registration (after January 22)  
\$150 for PAACE Members \$200 for others

## Exhibitors

56 tables available; goal to sell 30 at full price

### Commercial:

\$450 includes table, half-page ad  
+ \$50 for electricity  
?? Internet connection  
+ \$150 for full-page ad

### Crafts/Other:

\$300 includes table, no ad  
+ \$50 for electricity  
?? Internet connection  
(to be offered later than Commercial to fill space)

### Nonprofit:

\$60 (subsidized: actual cost is \$90)  
+ \$50 for electricity  
?? Internet connection









conference registration database														
Develop consistent registration process for PAACE Midwinter Conference														

Please describe any other objectives you feel will be most critical to PAACE in **THREE TO FIVE YEARS** from now.

3. What do you believe will be the most significant external factor affecting PAACE’s mission five years from now?
  
4. On a scale of 1 (not at all valuable) to 5 (extremely valuable) or not aware, rate each of the following types of PAACE programs and services based on how valuable they are to you:

<b>Service/Program</b>	<b>Not at all Valuable 1</b>	<b>Not very Valuable 2</b>	<b>Neutral 3</b>	<b>Very Valuable 4</b>	<b>Extremely Valuable 5</b>	<b>I am Not aware</b>
INFORMATION SERVICES such the member database, directory, e-mail list						
PROFESSIONAL DEVELOPMENT OPPORTUNITIES such as the PAACE and research conferences						
AWARDS AND RECOGNITION						
ADVOCACY AND AWARENESS EFFORTS						
PAACE Quarterly newsletter						
PAACE Journal of Lifelong Learning						
PROGRAM DIVISION ACTIVITIES						
REGIONAL GROUP						

ACTIVITIES						
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5. Knowing that PAACE has numerous activities occurring what would be some specific goals and strategies to be considered for

- PAACE Conference**
- Advocacy**
- Research**
- Organizational Management**
- Communications**
- Other**

6. What have we not talked about that you would like us to know or consider as we plan for our future?

PAACE  
Succession Planning Part I  
June, 2007

There are a few components to creating a plan to assist a nonprofit organization to flow seamlessly if there would be a planned or sudden departure of their leadership. There are three essentials: operations (systems and individuals), board or governance, and information (documents).

The first piece I would recommend that we review is information. (I will be traveling to Lancaster on the 13<sup>th</sup> to meet with Mary Hohensee to go through boxes.) This would locate documents that are needed for organizational efficiency and place copies of them in several locations. At this time, I would recommend that there be three sets of documents and they be placed respectively with the President, the Treasurer and the Executive Director. The “books” would then be passed from one officer to the next in succession as terms change and personnel are identified.

The primary responsibility to the community for a nonprofit board of directors is mission and then the reporting of the funds to attain and deliver the mission. Most of the necessary documents center around the creation of the IRS status for nonprofits and then, the financial statements/information required in keeping that status. If possible, a website location could also be established.

This information collection system was adapted by one developed by the Center for Nonprofit Advancement. It will assure that PAACE can quickly continue its work in the most efficient and effective way.

## Information and Contact Inventory for PA Assn. for Adult Continuing Education

	President	Treasurer	ED	Online URL
<b>Nonprofit Status</b>				
IRS Determination Letter _____	_____	_____	_____	_____
IRS Form 1023 _____	_____	_____	_____	_____
Bylaws _____	_____	_____	_____	_____
Mission Statement _____	_____	_____	_____	_____
Board Minutes _____	_____	_____	_____	_____
Corporate Seal _____	_____	_____	_____	_____
 <b>Financial Information</b>				
Employer Identification Number (EIN)# _____				
Tax Exemption Number # _____				
Current and Previous 990's _____	_____	_____	_____	
Current and previous audited Financial statements _____	_____	_____	_____	
Annual Reports _____	_____	_____	_____	
State Sales-Tax Exemption Certificate _____	_____	_____	_____	
Blank checks _____	_____	_____	_____	
Membership Level Payment Records _____	_____	_____	_____	_____
Membership Records _____	_____	_____	_____	
Donor Records _____	_____	_____	_____	
Vendor Records _____	_____	_____	_____	_____
Volunteer Records _____	_____	_____	_____	

**Program Information**

Membership data

Past 5 year analyses  
(data and situation)

\_\_\_\_\_

Conference information

Past 5 year analyses  
(data and situation)

\_\_\_\_\_

**Bank:**

Name(s): \_\_\_\_\_

Account Number(s) \_\_\_\_\_

Branch Representative(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Investments:**

Financial Planner/Broker Company \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there any alternatives? And, if so, what and who is authorized to make them?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who are the authorized check signers? Is there a limit for single signers? Any pertinent spending policies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a safe? \_\_\_\_\_ Keys/Combination \_\_\_\_\_ A safety deposit box? \_\_\_\_\_

Where: \_\_\_\_\_

### **Legal Counsel**

Attorney Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee Records/Personnel Info

W-2, W-4, I-9's Retained by whom: \_\_\_\_\_

Where: \_\_\_\_\_

### **Insurance Information**

General Liability/Commercial Umbrella Coverage Limit \_\_\_\_\_

Company/Underwriter: \_\_\_\_\_ Policy Number \_\_\_\_\_

Representative Contact Info: \_\_\_\_\_

Broker Contact Info: \_\_\_\_\_

Directors & Officers Liability Coverage  
Limit \_\_\_\_\_

Company/Underwriter: \_\_\_\_\_ Policy Number \_\_\_\_\_

Representative Contact Info: \_\_\_\_\_

Broker Contact Info: \_\_\_\_\_

Any other relevant insurances should be mentioned such as: health, unemployment, workers' compensation, disability insurance (short and/or long-term), life, retirement.

Coverage Limit \_\_\_\_\_

Company/Underwriter: \_\_\_\_\_ Policy Number \_\_\_\_\_

Representative Contact Info: \_\_\_\_\_

Broker Contact Info: \_\_\_\_\_

### **Significant Partnerships: (with whom? Why? Impact?)**

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**Signatures/Acknowledgements:**

Date of Completion for Information and Contact Inventory: \_\_\_\_\_

Name of Person (s) Completing Document: \_\_\_\_\_

These documents will be reviewed annually and presented to the next sequence of officers.

Signatures of Approval/Receipt shall be updated annually by PAACE after the election and seating of officers; or when deemed necessary.

\_\_\_\_\_  
Board President Date

\_\_\_\_\_  
Treasurer Date

\_\_\_\_\_  
Executive/Acting Executive Director Date