

PAACE Board Meeting
April 10, 2007
State College Keller Building Room 409H
AGENDA

CALL TO ORDER:

EXECUTIVE DIRECTOR:

Electronically submitted by Kayte Connelley

Administration: I have attached a copy of the business card template that is being used for correspondence. It can be used with the Avery 8876 sheets.

COABE – Several door prizes were received from the Philadelphia community. Those prizes that were not picked up from the Exhibitor raffle were shipped after the event. Many thanks to everyone who assisted with the many, many areas of service and to those individuals who recruited additional staff and volunteers to assist.

PAACE Midwinter 2008 – The signed contracts have been returned to me from the Hershey Lodge. One of the areas of concern that needs to be addressed: how will the memberships that came in this year that can be counted towards next year's conference affect our budget? For example, if the membership is by annual date of joining (March – February for example), how many people will already be members and not have to re-join for the lower registration fee. If it's a low number, it's a moot issue. Something to consider.

Press – Waiting for remarks from Cheryl Keenan and Rose Brandt to distribute a follow-up release.

Strategic Planning – I'm attaching two articles (a simplistic board assessment and a strategic planning guideline) and a link to a free board toolkit for any assistance in this endeavor.

<http://www.managementhelp.org/boards/boards.htm#anchor579041>

These are samplings of tools that may assist in this process. I understand others will be forthcoming and appropriate consultants recommended. I will be submitting a guideline for board minutes to Lori Keefer which she and I discussed at the COABE conference.

Priorities – I look forward to working with everyone on the list of priorities that will be forthcoming at the board meeting.

OFFICERS

Secretary: (corrections/additions & approval of previous month's minutes)

Treasurer: electronically submitted by Mary Hohensee

Thanks to those of you who have sent condolences regarding my mother's death. It means so much to me.

Chuck and I spoke last week and we are waiting for all the bills to come in from COABE to pay the remainder.

I will be providing Chuck with a spreadsheet on the payments to date as well as expenditures so he can report to the committee and we can keep track of funds for COABE.

Kayte and I will be meeting after the PAACE meeting to go over fiscal procedures and to talk about receipts for membership and how that may be streamlined for the membership committee.

Tana has also asked for fiscal information from the 2006 PAACE conference to help her and Kayte accurately budget for the 2008 conference.

President: electronically submitted by Chuck Klinger

- Upcoming meetings: I'm sorry, I think these got a little ragged based on our cancelling a meeting in the fall and changing the February meeting to a conference call. So, here's what we are planning for upcoming meetings:
 - April 10th, State College
 - May 8th, Harrisburg
 - June 12th, Conference Call
 - July, No meeting
 - Beyond that, I'd like to see what happens with our strategic planning. Speaking of which ...
- As Diane mentioned, we had a nice chat with Ashley Del Bianco around strategic planning, she had some good ideas. One thing we had discussed at the March meeting was tacking an extra day onto our May meeting to do our plan – the concern with this seems to be extra time away from the office and even finding a day that works for most, if not all. So, here's where we are with this (we can certainly discuss more at the meeting and also feel free to share your thoughts over the list-serve):
 - We discussed developing a survey of sorts to collect data from the board to help prioritize goals for our plan (based on our previous plan and new developments). This still seems like something worthwhile to do.
 - One of the biggest issues is time, both in terms of people's ability to participate in planning and then to be able to implement the plan we develop. If we are able to get everyone's input through a survey, it may be more efficient to have a committee work on drafting a strategic plan instead of trying to have it be a whole Board activity. It definitely makes sense to have a committee charged with implementation, especially since I suspect Diane may, because of her experience helping with the conference this year, be more involved in next year's conference than a 2nd VP typically is.
 - You may hear me push for subcommittees a lot this year, and also spreading responsibilities beyond the Board. I think we have a lot of people ready to assist with various tasks and to be more efficient really need to use all of the help we can get (I think this was part of our last plan and we've started trying to do this). Ideally, people shouldn't have to spread themselves too thin by serving multiple roles or being on multiple committees.
 - I think if everyone is on okay with this, our priority should be the development and implementation of the survey we discussed at the last meeting and discussing what other data we have that could/should drive our strategic planning (such as the membership survey we completed as part of our previous plan).
- The COABE Conference seemed to be a success on a lot of fronts. We had a great turnout. I haven't received the final registration report but last I heard we were over 1200 (counting on-site registrations). We heard great feedback about the quality of sessions, and were able to sell all of our King Tut tickets (and 20 more). The other thing I think we did was really make a positive statement about Pennsylvania, both in terms of planning and conducting the conference and also all of the great work that's done. I may have more info by Tuesday in terms of final numbers, but we have a lot to do to close everything out. Thanks to the Board for all of the support during our planning and throughout the conference.
- The Bureau of ABLE will be honoring Pennsylvania's 2007 Outstanding Students May 1st. I know at least a few Board members will be there (myself included), but next week will be our last meeting prior to this event so we may have some things to discuss in terms of our support.
- Even though it's not really the end of the year, it kind of feels like it is, so I'd like to again thank everyone for their work in keeping things running smoothly. We had a pretty challenging year-and-a-half, but I feel we are really together now and in a position to do even greater things. Also, thanks for the award, it was really nice and I feel it's a reflection on everyone that I got an award instead of being impeached.

First Vice President: (Program Chair: Midwinter Conference) **electronically submitted by Tana Reiff**

A call for volunteers on the PAACE e-mail lists solicited about a dozen members from all over the state to host the PAACE booth in the exhibit hall at COABE. Beneath the PAACE banner, materials on the table included membership brochures, 2008 conference sign-up, all volumes of PAACE Journal with submission and subscription information, advocacy postcards, and TLC brochures.

As program chair for the 2008 PAACE Midwinter Conference, I solicited volunteers for the planning committee during and after COABE. So far, several COABE planners have signed on (enthusiastically - no arm twisting required), along with a few new recruits, to help with technology, registration, exhibit hall, food & beverage, special events, program book, and evaluation. I'm still working on some other areas. Bob McNeill, Angie Parett, and Scot Mentzer are collecting code for the online proposal and registration forms, which we will modify and post on paacesite.org. Another early order of business is to plan the budget. We will propose conference registration costs to the PAACE board by June.

I would like to propose the conference theme: "Opening Windows." The idea came to me in connection with Philadelphia, and Ben Franklin's advice to open windows and breathe the fresh air. In this time of budget cuts, it is imperative that adult education take a deep breath of fresh air and provide services in new ways, e.g. collaborations and more efficient delivery systems. This theme emphasizes the positive opportunities before us. It also applies to sharing research and best practices, and to adult education opening windows in our students' lives. What does the board think of "Opening Windows"?

Any suggestions for a keynote speaker?

Second Vice President: (Committee Chair: Strategic Planning) **electronically submitted by Diane Inverso**

With the COABE 2007 conference activities (almost) behind us I was able to turn my attention to PAACE's strategic plan. Chuck and I had a conference call with Ashley DelBianco (TCC Group) on April 2nd. Ashley use to work at NCAL out of the University of PA and has knowledge of the workings of PAACE. In her recent position at TCC Group, Ashley has worked with organizations around such things as strategic planning. She had agreed to have a conversation with us and to try and advise us in this process. Chuck and I wanted to pick her brain around the process of planning and also looked for suggestions on how we should proceed.

Ashley shared many good ideas and helped moved us forward in our planning. There were some key components that she felt that we should have in place for this planning.

1. Situational Analysis – collecting our data
2. Setting Goals and Future Directions – strategies to get to our objectives
3. Plan Development – what will be our implementation process

The other point that Ashley felt strongly about is that a team or "ad hoc" committee should be formed to better build the capacity on the board as well as disseminate what ever is developed.

After our conversation with Ashley, she sent us some materials to review. These were articles that she felt would be helpful in planning our next steps and on thinking through the facilitation of this process. Ashley has kindly offered to be available to advise us generally if we felt it necessary. She has also offered to send us some names of appropriate consultants.

PROGRAM DIVISIONS

Adult Basic and Secondary Education (AB/SE): electronically submitted by Bootsie Barbour

Sitting at the PAACE table at COABE was an interesting experience. PA practitioners were interested in what PAACE did and took the membership flyers. Several were not sure if they were members or not, stating that "I am not sure but I think our Director signs us up". This may be crack that we can close with some work with agency Directors! Out of state people asked good questions as to what we were doing in PA. I was interested in what other states organizations were doing.

In March, I met with Janet Anderson, Community and Economic Development Coordinator for Senator Jane Earl to ask for support for the Governor's Budget. I felt it was a positive meeting followed by several e-mails and ongoing communication. This was my first experience talking to a legislature and realized how important it is that our message is clear, consistent, and backed by facts and data. I also felt that it would be a difficult battle as several times it was mentioned that some people felt that the budget might not be passed until late summer.

I have started to put together a survey to send out to the ABSE membership that might give me some guidance as to how I might best represent this group. Destiny has offered to help me with the technology for this project. Thank you Destiny! I have more questions than answers at this point and certainly would appreciate any suggestions from the Board. I also would like to organize some phone conference focus groups with members to get suggestions for building membership and also getting more active involvement from current members. I like the idea of building some "ad hoc" committees as suggested by Diane.

Continuing Education Association of PA (CEA/PA): electronically submitted by Mary Anne Varacalli

CHE Report

- The Continuing Education Association of PA has awarded two \$500 scholarships again this year. there were 11 applications and the 2 award winners are both from Seton Hill University: Denise Daugherty from East McKeepport and Cathleen Ruble from Crabtree PA. Congratulations to both!
- 2 articles have been submitted to Destiny for the PAACE newsletter.

Corrections Education: electronically submitted by Randy Bacon

I have contacted all of the corrections education programs listed in the ABLE Directory with an introductory email and have received a good response from those in the field. Those programs who have responded indicated their eagerness to cooperate and assist in anyway necessary to develop a strong corrections education division.

English as a second language (ESL):

Family Literacy: electronically submitted by Lori McMonigal

Dyan Brandt and I introduced the "Family Focused Finances" (financial literacy in a family context) resource during a session at the COABE conference. We had some folks attend our session, but also had several approach us throughout the conference and through email asking for more information about the resource. This was exciting and we are preparing to distribute copies of the curriculum to those in the field.

Tutors of Literacy in the Commonwealth (TLC): electronically submitted by Kim Rossman

Update on TLC - in new grant increased collaboration with PDS is stressed, along with current services provided.

Workforce Education: electronically submitted by KayLynn Hamilton

I am pleased to report that we had a terrific Workforce Education Pre-conference as part of COABE 2007. We had about 60 attendees that listened to informative presentations and participated in lively discussions. We recruited a small team to coordinate next years' Workforce Education COABE Pre-conference in St. Louis. Several PAACE members assisted with the

coordination of this event and others served as facilitators throughout the afternoon. Thanks to all that helped to add yet another successful dimension to COABE 2007.

REGIONAL REPRESENTATIVES

Eastern
Central
Western

STANDING COMMITTEES

Awards

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

Communications: electronically submitted by Destiny Myers

PAACE news deadline is now April 20th. Thank you to those members who have already turned in your articles!

John Zhong (Bureau of ABLE), Tana, and TIU staff members took photos at the conference. I'll be posting some of these photos on the PAACE site as well as sharing some with COABE. If you have any great photos, please feel free to share them by emailing me (if there are one or two) or sending a CD to the address below.

I'll need to get a copy of the budget report and any other materials from the PAACE luncheon that we will want posted on the website.

Constitution, Bylaws and Resolutions

Journal of Lifelong Learning

Legislative: electronically submitted by JoAnn Weinberger

Although PAACE advocated with Senator Casey to sign on to the Dear Colleague Letter to the Appropriations Committee chair requesting additional funds for adult education, he did not sign on. Both Karen Mundie and I tried to encourage this action, but to no avail. Now, the effort moves to the House.

Postcards are in the process of being distributed to each program. 20,000 each of federal and state cards were printed. Thanks to Destiny for the graphic design support.

"Educating Legislators" or advocacy workshops need to be planned, two in each region. One addition to the agenda could be discussion of an Advocacy Policy that could be adopted by each 501(c)3 agency. The Greater Pittsburgh Literacy Council has a great example.

The Policy Strand at COABE went exceedingly well.

Membership

Midwinter Conference (First Vice President)

Nominations and Elections (Remote Past President)

Research

Technology

NON-VOTING BOARD MEMBERS

Bureau of ABLE

Postsecondary Education

Department of Corrections

PDE Library Services: electronically submitted by Eileen Kocher

One last change to the COABE2007 web site is the addition of a pdf file containing the complete text of the COABE program book.

OLD BUSINESS

NEW BUSINESS