

**PAACE Board Meeting  
January 12, 2010  
Conference Call**

**Attendance:** Diane Inverso, Lori Keefer, Anita Cola, Alex Dow, Monica Shields, Bootsie Barbour, Martin Senger, Cathie Whitmire, Lori McMonigal, Katherine Vastine, Kim Rossman, Tim Shenk, Mary Anne Varacalli, Kathy Pavel, Shawn Barnum, Mary Mingle, Marcia Anderson, Lynne Watson, Bob McNeill, JoAnn Weinberger, Danielle Blanchard-Krane, Sara Ward,

**Absent:** Cheryl Hiester, Tana Reiff, Susan Adams, Gary Dean, Chuck Klinger, Sheila Sherow, Sandra Edmunds, Susan Mansuetti, Eileen Kocher

Diane called the meeting to order at 10:05 a.m. and attendance was taken. The December minutes were accepted and we moved right into the Treasurer's Report.

**Treasurer's Report:** Alex referred to his report and gave a detailed explanation of the profit/loss statement. He reported that he changed the credit card processing agent from Wells Fargo to PNC and asked for questions. Diane asked that he check with the accountant regarding the amount of a check for a required second signature.

Mary moved to accept the treasurer's report. JoAnn seconded and the motion carried.

**Board Reports:** Diane reminded board members to send their reports to Sara if they're having trouble sending them out to the Board listerv. Diane accepted the reports as sent.

**By-Laws:** Bob asked that all members of the Board review the by-laws document that he sent and offer comments, additions, revisions, etc. by February 15, 2010.

Sara talked briefly about the voting process. She will post the revised by-laws to membership, the listserv and paacesite and then direct members to use survey monkey. There will be a two week voting period that will be completed in time for the annual meeting on Feb. 17th.

**Conference Reporting:** Lori informed everyone that the conference schedule was posted and she reviewed the tentative board meeting schedule for 09-10. She also talked about the June Board Meeting that will be held after the conference so we all have a chance to de-brief. She is getting some proposals and asked division chairs to provide her with the names of readers. She asked people to submit proposals and asked that board members pass the word and ask people to submit proposals. She also reminded board members to renew their memberships and make reservations.

Mary Anne asked if there was interest surrounding tours of PSU facilities. Lori thought that sounded great and will discuss it with her.

Lori mentioned that some session times have been changed but that there is the same number of sessions. There are no scheduled sessions during the first evening of the conference. Diane asked Lori to think about people who should be there a day early and those people should notify Lori about their availability.

She mentioned the special attendees; Byron Pitts, Art Ellison, Dr. Beverly Ford and David Rosen and will include an article in PAACE News.

**PAACE Promotional Materials:** Shawn has worked to complete the PAACE promotional documents and sent them to Sara who will make formatting changes and post them to the website. He suggested keeping the FAQ sheet that is already on the PAACEsite.

**Legislative Update:** JoAnn thanked Marcia for the suggestion included in her report and stated that a draft letter template for legislators would be sent to members. JoAnn stated that PAACE has always asked gubernatorial candidates for their positions on issues of concern to us. Should this process go forward pre-primary or post-primary? JoAnn informed the group that this normally happens during the summer months. She suggested waiting until after the primary. All were in agreement. Diane suggested that a letter and brochure be sent to all candidates before the primary. JoAnn and Shawn will discuss which materials should be sent to candidates informing them of PAACE.

JoAnn also reported that she has heard conflicting reports regarding the timeline for reauthorization. Since healthcare is taking longer than originally anticipated, reauthorization will probably not occur in January. Pennsylvania has two congressmen on the key subcommittee writing the legislation and a senator and congressman on the committee. She suggested sending a survey monkey to membership asking which issues of those identified by the National Coalition for Literacy are of the utmost importance to us. She suggested that members rank the top 5 priorities of the 12 issues and that a blank be included for write-ins. That should happen shortly. Diane and Cathie volunteered to help JoAnn frame the wording of the final statements that are sent to PA legislators.

**Annual Meeting:** Diane reported that the annual meeting will be held on February 17th via DimDim. The President, 1st VP, Treasurer, Legislative Chair, Membership Chair and the incoming President will perform a role in the meeting.

Sara spoke about the technical component and what we should expect via DimDim. The Pittsburgh people will meet with Sara in one location and photos will be available. After the business meeting, the guest speaker will be introduced and will do a presentation lasting approximately 30 minutes regarding urban and rural health literacy.

There will be a widget to sign up for the meeting using email addresses and Sara will offer 5 – 10 minute test sessions using DimDim. This session will be archived and the meeting should last for about one and one half hours.

**Membership:** Danielle reported that she has been updating the PAACE brochure and suggested shortening the division sections and adding more space for legislative issues. Danielle will work on modifying this.

**Division/Committee Chairs:** Dane asked division and committee chairs to refer to Cheryl's report regarding duties and give comments, suggestions to Cheryl as soon as possible.

Diane also informed the board of transitions into new roles. Sara will become the Communications Chair, Mary will become the Technology Chair, tentatively Ann Janowicz will

become the new Central Regional representative and we're still looking for an Eastern Regional Rep to take Shawn's place.

**Other Business:** Diane thanked Destiny for her work during the last weeks and reported that the next meeting will be on Feb. 9th by conference call at 10:00 a.m. She asked all board members to attend the annual meeting and also thanked them for submitting reports.

Marcia moved to adjourn at 11:25 a.m. JoAnn seconded and the motion carried.

Respectfully submitted,  
Anita Cola  
Secretary