

**PAACE BOARD MEETING
OCTOBER 13, 2009
HARRISBURG, PA**

10:00am – 12:00pm

Attendance: Diane Inverso, Cheryl Hiester, Anita Cola, Alex Dow, Mary Anne Varacalli, Shawn Barnum, JoAnn Weinberger, Kim Rossman, Randy Bacon, Martin Senger, Cathie Whitmire, Tim Shenk, Kathy Pavel, Susan Mansuetti, Chuck Klinger, Bob McNeill, Katherine Vastine

Absent: Lori Keefer, Monica Shields, Bootsie Barbour, Susan Adams, Lori McMonigal, Mary Mingle, Marcia Anderson, Lynne Watson, Danielle Blanchard-Krane, Sheila Sherow, Sara Ward, Eileen Kocher, Tana Reiff, Colleen Duran, Gary Dean, Kate Shaw

Diane called the meeting to order at 10:10 am and Kim moved to approve the September minutes. Bob seconded and the motion carried.

Treasurer's Report: Alex sent all pertinent reports to the Board and informed us that the move to PNC is complete. Most of his discussion revolved around the fact that according to the operations manual, all checks more than \$1000 need a second signature. Since PAACE is a statewide organization, sometimes getting a second signature could possibly slow the process of getting a check signed by days. This protocol is for organizational control and auditing purposes.

Bob said that the two signature procedure is extremely important and should remain standard operating procedure, but he and Alex felt that the \$1000 limit was too low. Cheryl suggested that Alex discuss this with our auditor for his/her recommendations. Alex will follow up on this and we'll revisit this next month. Diane also asked the Board for suggestions regarding the amount needed for two signatures.

Alex feels that the Treasurer should prepare a monthly reconciliation report for the difference between the bank balance and the book balance and present this to the board. He proposes adding a clause to the Treasurer's Responsibility of the operations manual to this effect.

At this point, Bob suggested developing position descriptions and have them as an addendum to the operations manual. Diane agreed and will ask Monica to work on this.

Other Board Reports: Randy asked to amend his September report since his position is going to be eliminated. He said that Kathy will be the Chair of the Corrections Education Division. Diane thanked Randy for all he's done over the years.

There were no other revisions to the board reports.

Diane asked everyone to copy Sara with their monthly reports so if there's a problem, hopefully she can rectify it. Some reports are not getting to the listserve.

Conference Reporting: Byron Pitts is confirmed as our keynote speaker. In lieu of paying him a fee, 225 copies of his book, *“Stepping out on Nothing”*, were purchased. Lori asks the board to think about the best use of these books at the conference.

Nominations: Chuck spoke briefly about the slate of officers for 2010 and Marcia, Lynne, Anita and Alex have agreed to remain in their positions. He also has a person interested in the 2nd VP position, will talk to him/her and expects to have a slate ready by our November meeting.

PAACE Awards: The discussion revolved around questions about the different awards and this time frame not being conducive to nominations due to budget constraints. Diane and the executive committee recommended continuing to build protocol surrounding nominations and put these in place in 2011. Martin felt that the need is stronger than ever to continue with awards. There were some questions about all of the divisions being involved with the awards and Chuck mentioned that he thought all of the divisions should be involved or none of them should. He also suggested that the GED high scorer and the Larry Goodwin Award could be local celebrations within the agency and the community as well as local legislators. Cheryl will contact the division chairs and have a discussion around this issue. We'll discuss it more next month. Katherine mentioned that the Goodling Award will happen.

JoAnn asked Susan for clarification from the Bureau regarding awards and whether their decision is a permanent or temporary removal of awards. Susan will go to the Bureau with this question.

Research Project: Kim led the discussion and said that Sheila thought that developing a survey, sending it out, analyzing it and all of the costs involved would amount to approximately \$30,000 for a semester of research. Cheryl didn't think we should commit resources to a research project this year or possibly next year either. JoAnn thought the project should be put in abeyance. Bob suggested that the committee still come up with some ideas regarding the project and identify appropriate topics and goals. Shawn suggested surveying PAACE members for their ideas about what topics they would like to see a research project revolve around.

Promoting PAACE: Shawn developed and handed out packets with vital information regarding PAACE, tips on dealing with your legislators including state representatives' and senators' addresses, and a state and county adult education and literacy fact sheet. He asked the Board for other suggestions as to items that should be included. Joann thought that national legislators' addresses should be included. She also feels strongly that we should develop a very professional packet and along with Bob and Shawn advocate for “branding” the organization for consistency. She also asked that we contact her or our regional reps when we are reaching out to legislators. We will continue this conversation at future meetings.

Annual Meeting: Diane asked Board members to think about how the annual members meeting should be handled in February and we'll discuss it in November as well as how to proceed regarding the annual membership fee which is due by December 1st.

Bylaws: Bob had prepared a document and sent it to the Board but it was not received by anyone. He'll resend it and asks us to review it, comment and get back to him in a timely manner. He also reminded us that bylaws shouldn't be changed unless it's a necessity and to look at this document through a membership prospective. We are to look at procedures and ask if we are following them or not. If not, should the procedure be changed? Should some items in the bylaws be in the operations manual? The bylaws must be ratified by members. We'll discuss this more in November and December.

Diane mentioned that Colleen will be stepping down as Communications Chair, so that position will need to be filled. Send any suggestions to Diane. She has spoken to Sara regarding the best usage of technology for PAACE and said that Sara has done an exemplary job chairing the technology division. She also thanked Chuck for attending the meeting and for his work with nominations.

Our next meeting will be by conference call on November 10, 2009.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,
Anita Cola
Secretary