

**PAACE Board Meeting
December 12, 2006
Tri-County OIC Harrisburg**

CALL TO ORDER: The meeting was called to order at 10:23.

ATTENDANCE/INTRODUCTIONS: Chuck Klinger, Tana Reiff, Mary Hohensee, Jeff Woodyard, Bob McNeill, Kim Roush, Destiny Myers, Mary Anne Varacalli, Suzanne Webster, Lori Keefer

EXECUTIVE DIRECTOR: We are currently in the process of interviewing for a new Executive Director. The executive committee is interviewing two candidates today.

OFFICERS

Secretary: (corrections/additions & approval of previous month's minutes) Bob made a motion to approve the October minutes as electronically presented. Suzanne seconded. Motion carried.

Treasurer: electronically submitted: Mary Hohensee

Through PANO the PAACE board now has board liability insurance this covers errors and omissions in financial reporting. The executive director is an independent contractor and this insurance will cover their liability if they are acting on behalf of the organization within their parameters only. They would be personally liable for other acts because they are an independent contractor.

Attached is the proposed budget for 2007. It was created from input from chairs and historical information. I have created a new section for organizational expenses. Please review and bring your copy to the board meeting tomorrow.

Mary distributed a list of bills that need to be paid. One was for lunch (Genngro's pizza) for COABE committee and one was for printing.

So far we anticipate a 27,000 net income. It includes the seed money for COABE – much of it has already been spent.

Bob motioned to accept the financials as presented, Mary Anne seconded. Motion passed.

Suzanne mentioned that there is perhaps a glitch on the COABE website where if a person registers on the website that we need a directive to people that they still have to send information about how to be a PAACE member. Suzanne said that there seems to be a way to register on the COABE registration form.

Discussion followed about the logistics of the process. Suzanne wants to know what to recommend. Suzanne will talk with Robin about this. Chuck is getting weekly updates on registration.

Mary needs financials from anyone who has bills by December 25 717-295-5342 is the fax and you can send receipts and signed form in the mail.

BUDGET:

Bob has few recommendations for the budget. Bob was concerned that we are relying heavily on the COABE revenue to make the budget for next year. He is concerned that we aren't going to have \$30 – 40,000 every year. COABE revenue is an extraordinary income source and Bob feels that we should not be counted on for income for the next year. If we continue to budget as we have for 2007, if we do not increase revenue, we will have spent our surplus by the end of 2008.

We need to consider the budget items and looking at where we can make adjustments.

Mary Anne asked about projected revenue from the PAACE conference. There is no consistent amount that we can project to make. Being conservative, if we expect to bring in \$20,000 from the conference and we anticipate \$17,000 from membership, we would still be anticipating a \$4,000 shortfall in balancing the budget. We need to discuss this to be sure that we are being fiscally responsible. Some of the budget issues need to be addressed in the next strategic plan (2nd VP will be leading this).

There was discussion about ways to increase membership and therefore increase revenue – which Tana suggested be addressed in the strategic plan. We should talk about fundraising as an organization as a way to increase our cash position in our new strategic plan. Another thing that we can learn from COABE is finding sponsorships.

Mary asked if the membership directory could be online. Tana said that it could.

Bob's recommendations are that the PAACE journal be online and that in-person board meetings be reduced to 4 face-to-face meetings per year. The other suggestion is to increase membership revenue.

Recommendation – we need to have a budget to go forward. Bob suggests that we extend the 2006 budget to January and work on revisions to the budget line items.

Tana moved that Mary present a revised budget based on Bob's recommendations and today's discussion at the January meeting. Destiny seconded. Motion passed.

More discussion focused on the cost of the printing of the journal. Tana will talk with Gary about considering costs related to the journal. Stress to Gary that we are also moving the membership directory online as well as lowering costs in all areas.

President:

First Vice President: (Program Chair: Midwinter Conference)

COABE is moving along. Presenters should be notified next week if their presentations are accepted. At least 3 people read each presentation proposal. Scores were received and the first round of presenters will be notified next week. We received 290 proposals. 8 concurrent sessions and up to 24 sessions. We can have up to 192 good sessions.

The schedule of presentations should be ready by mid-January.

Suzanne asked if the tours are available on registration. We will recommend that a link is provided on the form.

Tana passed out conference brochures. We got Tom Sticht for the networking luncheon.

Second Vice President: (Committee Chair: Strategic Planning) Electronically submitted: Tana Reiff
Activities since last meeting:

- Attended November and December COABE conference planning committee meetings in Philadelphia and have been doing a number of tasks in preparation for the conference, including facilitating the printing and mailing of a publicity brochure; consulting with other committee members and supplying art for bags, exhibitor contract, water bottles, and other specific applications; and posting notices on ABLEsite.
- Led by Bob McNeill, negotiated the 2008 contract with Hershey Lodge (see New Business).
- Worked with Suzanne Webster, membership chair, to distribute the new membership brochure produced last month.
- Proofread fall issue of PAACE News as editorial board member.
- Consulted with Kim Roush and the awards task force to help clarify information regarding all awards presented through PAACE.
- Tested member database, set up by Scot Mentzer, technology chair.
- Contacted Susan Mansuetti, outgoing Family Literacy Division Director, about procedures for electing a replacement.

- Working with Mary Kay Peterson, remote past president and nominations chair, and Whitmore Printing, about options for printing and mailing ballots.
- Participated in e-mail and phone discussions with fellow members of the executive director search committee, selecting candidates to interview and preparing for interviews on December 12 in Harrisburg.

TO DO: I ask all board members to take another look at the strategic plan, posted on paacesite.org under Organization, to see where we stand toward completion of goals. Please report to me by the January board meeting. We will prepare an end-of-year report over the next two months.

PROGRAM DIVISIONS

Adult Basic and Secondary Education (AB/SE):

Continuing Education Association of PA (CEA/PA): Mary Anne said that she still doesn't have interest in a higher ed person to be the legislative co-chair. The proposed Western Rep may be able to work with CEA/PA members in the western part of the state on legislative issues.

Save the date is going out to CEA/PA members.

Corrections Education: new Corrections Rep is Randy Bacon from AIU3 Allegheny County Jail.

English as a second language (ESL): no report, Monica Teles-Carr

Family Literacy: electronically submitted: Susan Mansuetti

I have received and will be scoring the proposals for the Family Literacy section of COABE along with Mike Sobkowski and Rose Gioia-Fine.

In addition, I spoke with Chuck last month, and let him know that with deep regrets, I am resigning my position on the board. I have accepted a new position in Harrisburg, and feel that at this time there are too many changes going on to continue. I will be unable to attend the meeting in December, but I am willing to work with the board to secure a replacement. I know in the past, the Family Literacy Division has nominated people, and then asked the division membership to vote. If this is the direction we would like to take let me know, and I will help. Also, if anyone has any ideas as to people to nominate, let me know.

Tutors of Literacy in the Commonwealth (TLC): Kim had some questions about some of the blanks that she had on the awards report that is attached.

Workforce Education: electronically submitted: KayLynn Hamilton

Plans for the COABE Pre-conference, Adult Education as Workforce Development Partners, are progressing well. Scott Sheely, Executive Director of the Lancaster County Workforce Investment Board and a doctoral candidate in adult and workforce education at Penn State University, has agreed to be the keynote speaker for this event.

The Institute for the Study of Adult Literacy has been awarded a grant from the National Institute for Literacy for the LINCS Workforce Competitiveness Resource Collection. PAACE Board members Barb Van Horn and KayLynn Hamilton will work with partners from The Ohio Literacy Resource Center at Kent State University and the Center for Literacy Studies at the University of Tennessee to develop resource collections that include Workforce Education, Technology and English Language Literacy.

REGIONAL REPRESENTATIVES

Eastern – no report

Central – no report

Western: Electronically submitted: Emmett Baxendell

We are promoting the COABE conference to agency administrators and staff. Promoting the need to send letters to Senators and Representatives to increase adult ed funding.

STANDING COMMITTEES

Awards -- Tana reports that the deadline for outstanding adult educator has been set for January 15th.

2007 CEA/PA scholarships are the only 2 awards that will be given in 2007.

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

This Tuesday Tana and I will report to you on the attached contract with the Hershey Lodge and Convention Center.

Communications – Deadline for next PAACE news is next week. Destiny will send out a reminder to the listserv.

Constitution, Bylaws and Resolutions

Journal of Lifelong Learning

Legislative – Electronically submitted: JoAnn Weinberger

Legislative Report - submitted by JoAnn Weinberger

Federal Funding: The Congress has passed a continuing resolution on appropriations. Therefore, the new Congress will have the opportunity to make decisions regarding funding for adult education and Even Start Family Literacy. The continuing resolution lasts until February 15.

State Funding: Letters to Governor Rendell regarding the need for increased funding are critical! Board members are encouraged to contact their divisions and regions to advocate for the Governor to recommend to the legislature an increase in adult basic and literacy funding of \$3.9 to cover the current use of carry-over funds and another \$4.1 million to increase both quality and quantity of programs. If no additional funding is put into the budget, ABLE programs will have to be cut for 2007-2008.

Membership: Electronically submitted: Suzanne Webster

Scot is working on housing the membership spreadsheet information on the PAACE site. The latest information was uploaded to the site a couple weeks ago. Scot is refining the process so we will soon be able to manage that information totally on the site and board members will be able to access the data they need.

I continue to get occasional inquiries about membership expiration dates, etc. so having a membership contact has been beneficial.

Tana and I have created a new membership brochure (mostly Tana). Each PDC has received 200 brochures to distribute at regional trainings and events. We will have brochures available at the board meeting. If anyone wants brochures and will not be at the meeting, we can arrange to mail or have another board member deliver them to you. Please let me know before Tuesday.

Midwinter Conference (First Vice President)

Nominations and Elections (Remote Past President) Mary Kay electronically submits the following slate for board approval:

Pennsylvania Association for Adult Continuing Education

BALLOT

Officers for 2007

Please mark for each candidate.

Second Vice-President: Diane C. Inverso

Diane Inverso is the Director of Education for the Mayor's Commission on Literacy (MCOL) in Philadelphia. In her work at the MCOL, Ms. Inverso established and coordinated the MCOL's Philadelphia Professional Development Center, and she currently serves as the Project Director of the Center. Diane Inverso has extensive experience in adult educational issues such as family literacy, workforce education, professional development, English as a second language, assessment and training development. Ms. Inverso is involved with the PA Association of Adult and Continuing Education, Commission on Adult Basic Education, Philadelphia Literacy Coalition, Calle Americana CareerLink Advisory Board, and ABLE Administrators' Association. Ms. Inverso's recently published articles include "PDCs offer professional development options," *The Pennsylvania ABLE Staff Handbook, 1998 Edition* and "Creating effective professional development," *Fieldnotes for ABLE Administrators, 2003 Edition*. Diane Inverso is currently a member of the Philadelphia Workforce Investment Board.

Secretary: Lori Keefer

Lori Keefer has worked in the field of education for 13 years and in adult education for over seven years as a tutor, trainer, coordinator, and administrator. Currently, she is the program director for Greater

Pittsburgh Literacy Council. She is also a trainer with the Southwest Professional Development Center and ProLiteracy. Lori has a bachelor's degree in Business and Economics from the University of Pittsburgh, a M.Ed. in Elementary Education from California University of PA, and has begun work in a Ph.D. program in education administration at the University of Pittsburgh.

Treasurer: Mary Hohensee

Mary Hohensee has served 14 years as executive director of the Literacy Council of Lancaster-Lebanon. She also has served for six years as a site reviewer for ProLiteracy accreditation. She has a background in finance and has a CPA license. Mary has been a PAACE board member for five years. Volunteer activities include board development work and facilitating nonprofit groups in strategic planning.

Western Region Members Only

Western Regional Representative (3-year term): Alex Dow

Alexander Dow is currently the Downtown Center Manager for the Greater Pittsburgh Literacy Council (GPLC). In his current position with GPLC, Alexander supervises six teachers, 20 classes, and over 800 students each program year. Alexander also represents GPLC as Vice President of the Allegheny County Community Services Advisory Council. Previously, Alexander supervised 30 volunteers and 100 students as an Area Coordinator for GPLC. Alexander also served two years as an AmeriCorps member with GPLC. He served as an after school counselor and a teacher's assistant for over 100 students at Columbus Middle School on Pittsburgh's North Side. Alexander graduated Magna Cum Laude from the University of Pittsburgh with a degree in Philosophy.

Tana moves that we accept the slate as presented. Mary Anne seconded. Motion approved.

Tana moves that we turn over printing and mailing of the ballot to Whitmore including bulk mailing. Mary Anne seconded. Motion approved.

Destiny will put the slate on the website.

Research – Discussion was that PAACE would provide \$500 to support the research conference.

Tana moves that we make a \$500 donation to the research conference. Destiny seconded. Motion approved.

Strategic Planning (Second Vice President) – see Second VP report

Technology

NON-VOTING BOARD MEMBERS

Bureau of ABLE

Postsecondary Education

Department of Corrections

PDE Library Services

OLD BUSINESS

NEW BUSINESS

We negotiated several changes to the contract in order that both organizations would benefit. The Lodge requested a better count on the room nights we would require and the number of breakout sessions during the conference. This reduced the guarantee that PAACE has to make so that if the room nights do not materialize, PAACE will not have to pay for rooms or meals that are not used. We requested a change in the cut-off dates provided to the Lodge so that they were closer to the start of the conference in order that we could provide a more realistic head count for rooms and meals. We also required the Lodge to provide us complementary rooms for the room nights the conference is responsible for booking; this was not in any prior contract with the hotel. A further discussion permits PAACE to use the value of the comp'ed rooms to offset the cost of the hospitality suites.

All in all we have made, we believe, major strides in working with the hotel regarding the 2008 conference and have negotiated the best contract for PAACE.

Bob said that our new executive director should be focusing on the food part of the conference. Chuck's concern is the 60 day attrition clause. At COABE we have a 21 day attrition clause. Bob feels that should we try to get the suites comped to us if we can. Mary Anne asked for clarification on the meeting room charge.

Bob will ask for clarification on the 60 day attrition rate and the \$1000 meeting room charge.

Although Tana's name is listed on the contract (the conference planner was not sure whose name should be on the contract) we can ask for the appropriate person's name once we review and approve the document on Tuesday. Mary suggested that we have 2 officers of the board sign the contract.

We are tied in to 2009 with this contract as the form. We seriously need to consider negotiating a venue for our conferences for 5 years beginning with 2010. This is something that the executive director may work on.

Lori made a motion that we accept the Hershey Lodge contract as presented with the understanding that Bob will work on negotiating the attrition rate cutoff date and the meeting room charge. Kim seconded. Motion approved.

Tana made a motion that we hold our February 2007 board meeting as usual and that our March board meeting be the annual business meeting at which time we will formally introduce the new Executive Director. Suzanne seconded.

Discussion:

Tana said that they by-laws state that we must have an annual membership meeting in February but that it makes more sense to have the annual meeting at the PAACE luncheon on Wednesday of the COABE conference in March.

Tana revised her motion to be:

Tana made a motion that we hold our February and March 2007 board meetings as usual and that our annual business meeting will be held at the PAACE luncheon at which time we will formally introduce the new Executive Director. New officers will be installed in February and their first meeting will be March.

January 9th is the next meeting – it will be a conference call.
The February meeting – February 13, is 401G Keller in Penn State.

Bob made a motion to adjourn. Suzanne seconded. meeting adjourned at 12:25.

ATTACHMENTS:

BUDGET

INCOME

PROPOSED BUDGET

0001	MEMBERSHIP	17,000
0002	INTEREST	500
0003	DONATION	0
0004	MISCELLANEOUS	0
0007	JOURNAL PROCEEDS	200
0009	COABE REVENUE	30,000
	TOTAL INCOME	47,700

OFFICER EXPENSES

1100	PRESIDENT	500
1200	1ST VICE PRES	100
1300	2ND VICE PRES	100
1400	SECRETARY	100
1500	TREASURER	620
1600	IMMED. PAST PRES	100
1700	REMOTE PAST PRES.	100
	TOTAL OFFICER	1,620

ORGANIZTNL EXPENSES

2101	COMMUNICATIONS	1,400
2303	SUPPLIES	300
2104	PRINTING	875
2106	TRAVEL	5,100
2110	CONTRACTED	12,000
2111	CONF. CALLS	672
2113	CONF/OUTREACH	3,300
	TOTAL ORGANIZTNL	23,647

COMMITTEE EXPENSES

3100	LEGISLATIVE	3,900
3200	COMMUNICATIONS	220
3300	MEM. SRVICES	3,700
3400	TECHNOLOGY	300
3500	NOMINATIONS	550
3600	AWARDS	990
3700	COMMUNICATIONS	680
3800	JOURNAL	3,890
	TOTAL COMMITTEE	14,230

PROGRAM DIVISIONS

4100	ABSE	200
4200	ESL	200
4300	TLC-LITERACY	200
4400	WORKFORCE DEV.	200
4500	FAMILY LIT	200
4600	CONT. HIGHER ED.	200
	TOTAL PROGRAM DIV.	1,200

GEOGRAPHIC REGIONAL REP

5100	EASTERN	100
5200	CENTRAL	100
5300	WESTERN	100
	TOTAL GEOGRAPHIC DIV.	300

Bridal Suite – 3340	0	0	1	1
Governor Suite - 3339	0	0	1	1

Room	Single Rate	Double Rate
Guestroom Block	\$ 117.00	\$ 117.00
Suites Rate		
Conference Parlor –3338	\$275.00 per room per night	
Bridal Suite – 3340	\$395.00 per room per night	
Governor Suite - 3339	\$395.00 per room per night	

EUROPEAN PLAN: These 2008 confirmed rates include overnight accommodations only per room per night and are subject to all applicable taxes currently at 6% PA State occupancy tax and 3% local tax.

COMPLIMENTARY ACCOMMODATIONS: The Lodge will provide one (1) complimentary European Plan guest room for every fifty (50) rooms occupied on a cumulative basis. A standard one (1) bedroom suite counts as two (2) units. **MIDWINTER CONFERENCE ON ADULT EDUCATION** shall assign the individual(s) to be housed in the complimentary accommodations at least 30 days prior to arrival. **Complimentary room units may not be used as credit. Complimentary room nights not used will have no value.**

ROOM RESERVATION PROCEDURES: From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees.

Reservation Form: In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be sending a reservation form for their reservation requests. Credit card information is required at this time to which one night's room and tax will be charged as a deposit. Please have your guests return their completed form on or before **January 4, 2007**. Any requests for special room arrangement must be made on this form. Guest accommodations will be available after 4:00 PM on arrival day and reserved until 11:00 AM on departure day. **The Lodge must approve printed reservation form.**

All room nights, which have not been reserved, as described above will be deemed to be room nights, which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Lodge's general inventory. Reservation requests from your attendees received after **January 4, 2007** will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights would be credited to your block for purposes of any calculation of attrition.

GUEST ROOM CHARGES: It is our understanding that your guests will:

- Sign all charges to **MIDWINTER CONFERENCE ON ADULT EDUCATION's** master account.
- Sign for room and tax only to **MIDWINTER CONFERENCE ON ADULT EDUCATION's** master account. All other charges will be paid by individual.
- Pay their own account upon departure. Credit card is required at this time.

FUNCTION SPACE / REQUIREMENTS: Room assignments are subject to change at the discretion of the Lodge. Final confirmation of room assignments will be given forty-five (45) days prior to your group's arrival. The following agenda indicates our understanding of your meeting requirements. Accordingly, any modifications (i.e., additions, decrease, or elimination of meetings or food and beverage functions) to the program shall require written approval of Hershey Resorts and may result in additional meeting room rental or set-up charges.

Date	Start Time	End Time	Function	Setup	Ag r
Tue., 02/05/08	8:00 AM	3:59 AM	Storage	Other	
Wed., 02/06/08	4:00 AM	3:59 AM	Office		
Wed.,	4:00	3:59	Office	Other	

Date	Start Time	End Time	Function	Setup	Aggr
02/06/08	AM	AM			
Wed., 02/06/08	4:00 AM	3:59 AM	Holding Room		
Wed., 02/06/08	4:00 AM	3:59 AM	Holding Room	Existing Set Up	
Wed., 02/06/08	8:00 AM	11:00 AM	Setup	Table Top Displays	56
Wed., 02/06/08	8:30 AM	9:30 AM	Coffee Break	Other	15
Wed., 02/06/08	8:30 AM	4:00 PM	Registration	Other	
Wed., 02/06/08	9:00 AM	11:30 AM	Meeting	Conference	20
Wed., 02/06/08	11:00 AM	5:00 PM	Setup	Table Top Displays	56
Wed., 02/06/08	12:00 PM	2:00 PM	Lunch	Rounds of 10	35 0
Wed., 02/06/08	2:00 PM	3:45 PM	Meeting	Existing Set Up	50
Wed., 02/06/08	2:00 PM	3:45 PM	Meeting	Existing Set Up	30 0
Wed., 02/06/08	2:00 PM	3:45 PM	Meeting	Classroom	10 0
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Classroom	75

Date	Start Time	End Time	Function	Setup	Ag r
02/06/08	PM	PM			
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	4:00 PM	5:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	5:30 PM	8:30 PM	Reception	Cash Bar Name	35 0
Wed., 02/06/08	7:00 PM	8:15 PM	Breakout	Theatre Style	
Wed., 02/06/08	7:00 PM	8:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	7:00 PM	8:15 PM	Breakout	Classroom	75
Wed., 02/06/08	7:00 PM	8:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	7:00 PM	8:15 PM	Breakout	Theatre Style	75
Wed., 02/06/08	7:00 PM	8:45 PM	Coffee Break	Other	75
Wed., 02/06/08	9:00 PM	7:30 AM	Holding Room		
Thu., 02/07/08	4:00 AM	3:59 AM	Office		
Thu., 02/07/08	4:00 AM	3:59 AM	Holding Room		
Thu., 02/07/08	4:00 AM	3:59 AM	Office	Other	
Thu., 02/07/08	8:00 AM	9:00 AM	Continental Breakfast	Other	10 0
Thu., 02/07/08	8:00 AM	5:00 PM	TT Displays	Table Top Displays	56
Thu., 02/07/08	9:00 AM	10:00 AM	Meeting	Theatre Style	30 0
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75

Date	Start Time	End Time	Function	Setup	Aggr
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	40
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	30
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Existing Set Up	10
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	50
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Meeting	Existing Set Up	30 0
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Classroom	20
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Classroom	75
Thu., 02/07/08	10:15 AM	11:30 AM	Breakout	Theatre Style	75
Thu., 02/07/08	11:45 AM	12:30 PM	Lunch	Existing Set Up	10
Thu., 02/07/08	12:00 PM	2:00 PM	Lunch	Rounds of 11	41 0
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	40
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	30

Date	Start Time	End Time	Function	Setup	Ag r
Thu., 02/07/08	2:15 PM	3:30 PM	Meeting	Theatre Style	40
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Classroom	75
Thu., 02/07/08	2:15 PM	3:30 PM	Meeting	Existing Set Up	41 0
Thu., 02/07/08	2:15 PM	3:30 PM	Breakout	Theatre Style	75
Thu., 02/07/08	3:30 PM	4:15 PM	Coffee Break	Other	10 0
Thu., 02/07/08	3:30 PM	7:00 PM	Setup	Rounds of 10	
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	40
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Theatre Style	40
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	10 0
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80

Date	Start Time	End Time	Function	Setup	Ag r
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	4:15 PM	5:30 PM	Breakout	Existing Set Up	80
Thu., 02/07/08	6:00 PM	4:00 AM	Holding Room		
Thu., 02/07/08	6:00 PM	7:00 PM	Reception	Beer, Wine, Soda	37 5
Thu., 02/07/08	7:00 PM	9:00 PM	Dinner	Rounds of 10	37 5
Thu., 02/07/08	9:00 PM	12:00 AM	Activities	Other	40 0
Fri., 02/08/08	4:00 AM	11:00 AM	Holding Room		
Fri., 02/08/08	4:00 AM	12:00 PM	Holding Room		
Fri., 02/08/08	4:00 AM	2:00 PM	Office	Other	
Fri., 02/08/08	7:30 AM	9:30 AM	Continental Breakfast	Other	15 0
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75

Date	Start Time	End Time	Function	Setup	Aggr
02/08/08	AM	AM			
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Theatre Style	75
Fri., 02/08/08	8:00 AM	9:15 AM	Breakout	Classroom	10 0
Fri., 02/08/08	8:00 AM	9:15 AM	Breakfast	Rounds of 10	10 0
Fri., 02/08/08	8:00 AM	10:00 AM	Registration	Existing Set Up	
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Conference	24
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Conference	24
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Theatre Style	80

Date	Start Time	End Time	Function	Setup	Aggr
02/08/08	AM	AM			
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Existing Set Up	80
Fri., 02/08/08	9:30 AM	10:45 AM	Breakout	Classroom	10 0

NOTE:

- Meeting room rental is **\$1,000.00** plus 6% tax. Any changes or additions to above agenda may result in increased room rental.
- All meal guarantees are required three (3) working days in advance of all meal functions. The Hershey Lodge will set five (5%) above guarantees.

FOOD & BEVERAGE / MEETING REQUIREMENTS: At a later date, one of our Conference Service Managers will be assigned to **MIDWINTER CONFERENCE ON ADULT EDUCATION** and will contact you in order to finalize your specific daily requirements. Should you desire additional food and beverage services and/or meeting space, please advise us as soon as possible so that we may attempt to secure such additional space for your use. The Lodge reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections.

EXHIBITS: Tabletop exhibits can be supplied @ **\$90.00** per tabletop plus 6% and includes one (1) six (6) foot table, draped, two (2) chairs, ashtray, draped side rails and back drop and vendor name sign. Electric can be supplied @ **\$45.00** per 1-110 outlet plus tax. All floor plans must be submitted for approval no later than 30 days prior to arrival. Plans must be in accordance with the Hershey Lodge & Convention Center rules and regulations governing exhibits. If group chooses to have an outside drayage, a flat one-time space rental fee will be assessed according to the number of booths and amount of space required.

The exhibitor indemnifies and agrees to hold harmless the sponsoring and operating association, the Hershey Lodge and Convention Center, and the legal entities which own, lease, and /or operate the Hershey Entertainment and Resort Company, their members, officers, directors, and employees against any or all damage to property or personal injury or loss caused by the exhibitor or his agents, representatives, employees or any other person. The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property or in any way connected with the exhibitor's display caused by the exhibitor, his agents, representatives or employees.

Set-up and tear-down times are calculated at the same rate as an event function day. Set-up and tear-down hours are normally from 7:30AM to 4:30PM daily. Variations from these hours to be negotiated with the Hershey Lodge and Convention Center's management.

The following are **services and facilities included** in the Basic License Fee:

- Show offices and press facilities are required by licensee and in consideration of the licensees.
- House lighting, ventilation, heat or air conditioning will be provided as required during published event hours. Generally, full house lighting, ventilation, heating or air conditioning are maintained from one hour prior to the event until the close of the event. Energy conservation is of prime concern and practical levels of lighting, ventilation, heat and air conditioning will be maintained during set-up and tear-down periods. A utility charge may be assessed for special light and comfort levels during audio-visual set-up, rehearsal and other similar pre-event activities.
- Janitorial services are provided during the course of the event in concourses and public spaces, rest rooms and meeting rooms. For exhibit space booth and aisle vacuuming you may hire the Hershey Lodge and Convention Center's in-house contractor or an approved cleaning contractor.

The following are **special services and facilities NOT included** in the Basic License Fee:

- Licensee is also responsible for all cleaning in the licensed area, including carpeted aisles and carpeted registration areas, carpeted lounges, etc. You may hire the Hershey Lodge and Convention Center's in-house contractor for such services, or an approved cleaning contractor.
- Services such as coat check, booth cleaning, electrical, plumbing, telephone, food and beverage including all water service, audio-visual, and security, can be arranged. Special equipment such as staging and dance floors can be made available.
- Licensee is responsible for the removal of bulk trash, crates, pallets, packing materials, lumber, etc., prior to show opening and following tear-down.

An official service contractor provides freight handling service. Exhibit materials / packages / shipments **WILL NOT BE** received by the Lodge unless deliveries are made on move-in days(s). Otherwise, deliveries will be returned to the shipper at the exhibiting company's expense.

Exhibit material left in the Lodge after the contracted move-out time, or damaged exhibits left behind, will be removed by the official service contract at the expense of the individual exhibit company.

INSURANCE AND INDEMNIFICATION: Lodge and **MIDWINTER CONFERENCE ON ADULT EDUCATION** each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract.

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Lodge and the owner and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including attorney's fees), arising out of or connected with the function, except those claims arising out of the gross negligence or willful misconduct of the Lodge.

ROOM BLOCK AND SERVICES COMMITMENT: When you contract for a block of rooms and meeting / exhibit hall facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and the Lodge makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the Lodge to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition").

In most instances, when groups do not use their contracted room nights or services, the Lodge is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Lodge at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Lodge's rooms and facilities at other times.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges represent a reasonable effort on behalf of the Lodge to establish its loss prospectively, and shall be due as liquidated damages. Because the Lodge reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the Lodge for all of its losses associated with cancellation and/or attrition.

ANTICIPATED ROOM NIGHT AND BANQUET FOOD AND BEVERAGE REVENUE FIGURES: At this time, the Lodge is holding **719** room nights for your use over the contract dates, totaling revenues of

\$84,123.00 which are subject to all applicable taxes. Planned banquet food, beverage revenue, meeting room and exhibit hall rental is **\$41,145.96**. All food and beverage is subject to 6% sales tax and 19% service charge.

ATTRITION: We agree to allow for a 10% reduction in the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” between now and sixty (60) days prior to your arrival date. At the conclusion of your meeting, we will subtract the rooms and banquet food and beverage revenue derived from your performance of this meeting (excluding revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” set forth above. A charge in the amount of ninety (90) percent of any remaining amount will be posted to your master account, plus applicable taxes and service charges.

CANCELLATION: In the event of a group cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of eighty-five percent (85%) of the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 181 to 365 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring between the time of acceptance of this contract and 366 days prior to arrival, liquidated damages in the amount of twenty-five percent (25%) of the “Anticipated Room Night and Banquet Food and Beverage Revenue Figures” will be due, plus applicable taxes and service charges.

Any group room no show or cancellations occurring less than 72 hours prior to arrival will be charged one night's room and tax to the master account. Check-in time is 4PM. Checkout time is 11AM. Any departures after 11AM will be charged half the daily room rate until 4PM. After 4PM, the full room rate applies. We will be glad to store your luggage after checkout so you may continue to enjoy your visit. Please confirm your date of departure as the Lodge charges a \$50 fee for all early checkouts. Emergency situations are an exception and will be handled on a case-by-case basis by the Front Office Manager. Documentation may be required.

FORCE MAJEURE: No damages shall be due for a failure of performance occurring due to Acts of God, war, government regulation, disaster, or strikes which make performance impossible.

DEPOSIT: No deposit is required

Balance to be paid as noted in “Billing Procedures.” Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by **MIDWINTER CONFERENCE ON ADULT EDUCATION** and **MIDWINTER CONFERENCE ON ADULT EDUCATION** shall be liable for amounts as described in the cancellation provisions.

BILLING PROCEDURES: Provided a valid Pennsylvania Sales and Use Tax Exemption Certificate is presented, tax exemption status will be honored for valid charges for which the organization will remit payment directly to the Lodge. However, Hotel Occupancy Tax will be charged for the rental of guest and meetings rooms, unless a valid certificate, specifically stating exemption to Hotel Occupancy Tax is provided. Copies of the Exemption Certificate must be forward to The Hershey Lodge's Accounting Department prior to arrival date.

The following items shall be charged to the Master Account (please check the appropriate boxes): sleeping rooms, tax, incidentals, service charges, banquet food and beverage charges, attrition charges, cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. All master account charges not paid within thirty (30) days of the billing date will bear interest at the rate of 1.5% per month, compounded monthly. Should the Lodge, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

Final balance of the Master Account to be paid by:

Direct Billing. Credit has been established. Master Account billing will be mailed directly to the meeting planner upon conclusion of each meeting. Balance is due (30) days from statement date. The Hershey Lodge charges a 1½% late payment charge on all accounts over thirty (30) days (annual rate of 18%).

MISCELLANEOUS PROVISIONS: This contract is made and to be performed in Hershey, Pennsylvania, and shall be governed by and construed in accordance with Pennsylvania law. By executing this agreement, **MIDWINTER CONFERENCE ON ADULT EDUCATION** consents to the exercise of personal jurisdiction over it by the courts of the Commonwealth of Pennsylvania.

This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by representatives of both parties. No representative of the Lodge has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of the Commonwealth of Pennsylvania, and only in Dauphin County. No food and/or beverage of any kind will be permitted to be brought in the Lodge by the group or any of the group's guests.

AUTHORITY: The persons signing the agreement on behalf of the Lodge and **MIDWINTER CONFERENCE ON ADULT EDUCATION** each warrant that they are authorized to make agreements and to bind their principals to this agreement.

ACCEPTANCE: This contract shall be deemed accepted only after it has been signed by a representative of the **MIDWINTER CONFERENCE ON ADULT EDUCATION** and thereafter signed by a representative of the Lodge. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

We look forward to working with you and to hosting another memorable meeting.

Revision on November 22, 2006 accepted by:

GROUP NAME: MIDWINTER CONFERENCE ON ADULT EDUCATION
By: _____ Date: _____
Name/Title: *Ms. Tana Reiff / Chair 2008*

THE HERSHEY LODGE:
By: _____ Date: _____
Name/Title: *Mr. Guy Bagg / Regional Sales Manager*

Information for Pennsylvania Adult Education Awards

(as of November 17, 2006)

Adult Basic Leadership Excellence Honor Roll (ABLE Honor Roll)

Description - Honors former ABLE students who have demonstrated leadership and contributions as staff, volunteers, and advocates.

Presentation – PAACE Midwinter Conference.

Sponsor/Funding Source – Bureau of ABLE and Tutors of Literacy in the Commonwealth

Application process - Nominations are made by literacy programs

Requirements for candidates – Nominee must have been enrolled in an ABLE funded literacy program for a minimum of a year then moved on to a position of staff, volunteer, or advocate for the agency.

Form of Award – state legislator citation and plaque

Deadline for nomination/application process – typically beginning of December

Adult Practitioner Excellence (APEX) Awards

Description - Recognizes PA practitioners who reflect best practices in their teaching and learning.

Presentation – PAACE Midwinter Conference

Sponsor/Funding Source - Bureau of ABLE

Application process - Nominations are made by agencies and evaluated by a diverse panel

Requirements for candidates - Criteria are based on the Adult Teacher Competencies. Nominees must show proficiency in the areas of adult learning, instructional expertise, community involvement, professional development, and program operations.

Form of Award – certificates of excellence, booklet ???

Deadline for nomination/application process – mid November

GED High Score Award (waiting for response for more information)

Description – Awarded to the individual who achieved the highest score on the GED

Presentation –

Sponsor/Funding Source – Bureau of ABLE, State GED Office

Application process –

Requirements for candidates –

Form of Award –

Deadline for nomination/application process -

Goodling Family Literacy Best Practices Awards,

Description - Designed to recognize FL programs for their efforts to implement evidence-based practices that improve educational service for families and to promote the use of best practices in PA.

Presentation – typically presented during the Family Literacy Division Luncheon at PAACE Midwinter Conference.

Sponsor/Funding Source - Goodling Institute for Research in Family Literacy, College of Education, PSU

Application process - FL Programs submit an application for consideration.

Requirements for candidates - Must be a PAACE member in good standing and properly submit application.

Form of Award – plaque; first place is awarded \$300, second and third places receive \$100 each.

Deadline for nomination/application process – end of November

Joan Y. Leopold Service to PAACE Award (previously the PAACE Service Award)

Description – Awarded to an individual who has provided outstanding service to PAACE, may not be presented annually

Presentation – presented at the PAACE Midwinter Conference banquet

Sponsor/Funding Source - PAACE

Application process – informal process of nomination by a PAACE member to executive director and president of PAACE

Requirements for candidates – PAACE membership not mandatory

Form of Award – plaque

Deadline for nomination/application process -

Larry Goodwin Award (waiting for response for more information)

Description – Awarded to the ABLE program participant who achieved the highest score on the GED

Presentation – PAACE Midwinter Conference

Sponsor/Funding Source - Bureau of ABLE, State GED Office

Application process –

Requirements for candidates –

Form of Award – plaque

Deadline for nomination/application process -

Outstanding Adult Educator Award

Description - Established by PAACE to stimulate, encourage, and reward outstanding contributions to the advancement of adult ed.

Presentation – Presented at the PAACE Midwinter Conference banquet

Sponsor/Funding Source – PAACE

Application process - Nominations are submitted for consideration, Recipient is selected by past winners

Requirements for candidates - Person who has made an outstanding contribution to the development of adult ed. Must be a PAACE member in good standing.

Form of Award – plaque

Deadline for nomination/application process -

Outstanding Adult Students in Adult Basic Education (Success Stories)

Description - The Success Stories Awards recognize adult learners who have acknowledged the power of education in their lives and have enhanced the quality of their lives and those of their families and their communities through their educational achievements.

Presentation – Awards presented at PAACE Midwinter conference. **Sponsor/Funding Source** - Bureau of ABLE

Application process - nominations must be submitted for consideration.

Requirements for candidates – see description

Form of Award – state legislator citation and plaque

Deadline for nomination/application process – end of September

Outstanding Adult Students in Higher Education Awards

Description - Received by ten nominated adult students in higher education programs who have demonstrated persistence and overcome numerous challenges to achieve various levels of higher education.

Presentation – Presented at the Annual Legislative Award Luncheon at PAACE Midwinter Conference.

Sponsor/Funding Source – CEA/PA sponsors one outstanding adult and PAACE sponsors the above mentioned ten

Application process - Nominations must be made by faculty or staff of the higher education institute of enrollment. Nomination process includes nomination along with submissions from nominee.

Requirements for candidates - 21 years of age or older, enrolled within 12 months of nomination as a full or part time undergrad or graduate student in any post-secondary degree-granting Pennsylvania institute. Undergrad nominees must have completed a min of 45 transcript credit hours prior to nomination; graduate nominees must have completed a min of 15 transcript credits prior to nomination.

Form of Award – certificate and state legislator citation, CEA/PA recipient receives a scholarship and the ten PAACE recipients receive a financial award from Mr. Novakovic (amount currently uncertain)

Deadline for nomination/application process – beginning of December

*Status for 2007 Pennsylvania Adult Education Awards
(as of November 17, 2006)*

Adult Basic Leadership Excellence Honor Roll (ABLE Honor Roll) - pending

Adult Practitioner Excellence (APEX) Awards - pending

GED High Score Award - waiting for response to information request

Goodling Family Literacy Best Practices Awards - ???

Joan Y. Leopold Service to PAACE Award - no known nomination at this time

Larry Goodwin Award - waiting for response to information request

Outstanding Adult Educator Award – deadline is January 15, 2007, to be presented March 28, 2007 at the PAACE luncheon at COABE

Outstanding Adult Students in Adult Basic Education (Success Stories) - pending

Outstanding Adult Students in Higher Education Awards - ???