

**Pennsylvania Association for Adult and Continuing Education
Board Meeting
December 13, 2005
Harrisburg, PA**

Attending: Tana Reiff; Jan Wessell; JoAnn Weinberger; Julie Manning; Kim Roush; MaryAnne Varacalli; Chuck Klinger; Bob McNeill; Debbie Hrach; Suzane Webster; Mary Kay Peterson; Karen Warner

Minutes: November minutes were approved

Officers Reports:

President: Bob McNeill (discussion day of meeting)

Bob announced that we will be using Slate B for our voting ballot. This will be:

2nd Vice President: Tana Reiff

Treasurer: Mary Hohensee

Secretary: Lori Keefer

Mary Kay will talk to Dave Manzo concerning mailing of ballots. Karen Mundie may help with this as well.

Some years at the Midwinter Conference, a Service Award is presented. It was moved and seconded to change the name of this award to: The Joan Y. Leopold Award for Service to PAACE. Generally the Program Chair or President and Executive Director nominate and decide who should receive this award. A possible selection for this year could be Sherry Royce.

1st Vice President: Debbie Hrach (electronically submitted)

As you all know I've been very busy with all the conference activities. With a tremendous amount of assistance from the board division chairs as well as Bob, Tana, and Mary Kay, things are moving along. All the division chairs and their committees ranked the proposals, and I calculated a percentage for each based upon the number submitted from each division. We will have 108 sessions at the conference.

Everything that is needed has been sent to the printer for the tabloid. Our target date for sending this out is December 19. I have all the sessions scheduled and am in the process of sending out notifications. I have also contacted Sheila Sherow to let her know how many Literacy Corps volunteers we'll need.

The registration form is ready. Karen and I tested it a number of times, found a few glitches, but Bob B. fixed these and it's ready to go—so you can begin to get your staff registered for the conference.

I'm working on various parts of the program booklet and will need those of you responsible for certain sections to have them to me no later than January 4. The "assignments are as follows:

PAACE Info page:

Mary Kay

CEA/PA:

Mary Anne

PAACE Life Members	Sandy Leopold
Proclamation	Mary Kay
Conference at a Glance	Mary Kay/Debbie
A Tribute to Joan	I need a volunteer to do this
Federal Legislative Update	JoAnn (already received this)
Annual Legislative Luncheon	
Exhibit Hall and Marketplace	Mary Kay/Helen
Conference Banquet	
2005 PAACE Marketplace/Vendors	Mary Kay
Sessions/abstracts/times/places	Debbie
Presenters	Debbie
Keynote	Debbie
Honorary Chair	Debbie
Conference Theme	Debbie

If you could all bring your 2005 conference book with you to our meeting next week, perhaps we could take just a few minutes to make sure that everything is covered, and I can ask a few questions.

(discussion day of meeting)

Notifications went out Friday to presenters. Thirty were turned down. Debbie will choose from them if others chosen refuse. Tabloid proof is done. Monday it will be mailed. Registration form is ready online. Fifteen literacy volunteers will help with sessions.

In order to avoid meals being served to nonpayers, tickets will need to be shown. It was suggested that some identification be placed on the name tags of those who paid for meals instead of using tickets.

Mary Hohensee will do higher education awards; Raiana Mearns will do outstanding ABE student awards.

Sandy Leopold will continue to do membership through Midwinter Conference.

Debbie will ask Sandy Strunk to put together a tribute page in the conference booklet for Joan.

2nd Vice President: Chuck Klinger

Chuck will have a conference call for COABE with the president of that organization to get everything in order. Leadership committee is lined up. Promotional materials are ready for Midwinter Conference. Chuck plus several others will be attending this year's COABE conference in Houston. PAACE will be responsible for choosing a theme for the COABE conference. There was a suggestion to have an historic theme because of having it in Philadelphia.. PAACE will also be responsible for most of the conference sessions. There will, of course, be some standing ones such as legislative. There will be an official website for the conference as part of the COABE website.

Treasurer:

Mary Kay distributed a treasurer's report. Report was approved

Secretary:
No report

Immediate Past President:

Assistant to the Executive Director Report: Mary Kay Peterson

Mary Kay will be meeting with Hershey personnel today. The hotel costs will remain the same as last year.

Regional Representatives Reports:

Eastern: Joe Morales (electronically submitted)
No report from the East.

Central:

Western: Emmett Baxendell (electronically submitted)
No report at this time.

Division Reports:

ESL:

AB/SE: Libby Wilson (electronically submitted)

I am sorry that I won't be able to make the meeting on Tues.; however, I will plan to attend the one in Jan.

The best bid I received for the 100-page booklet is 130 copies for \$512, or approximately \$4 per booklet. The lessons are creative, for example: Linguine Triangles, Marshmallow Molecules, Sentence Auction, Starburst Geometry, Toilet Paper Solar System, Medical Dictionary, 20% Off Shopping Spree, and many others. Since these teachers were recognized as some of the best in our state, I feel other students and teachers would benefit from their lessons. I ask that the board please vote to approve the project.

(discussion day of meeting)

Libby can use money from her line item in the budget to have lesson plans printed for the conference.

CEA/Higher Ed: MaryAnne Varacalli

No report

TLC: Kim Roush (electronically submitted)

TLC is ready to publish the next newsletter, with a promotion of the Midwinter Conference. The newsletter has descriptions of two featured trainings, one ABE and one Family Literacy.

TLC is doing very well in respect to the number of tutors which have already been trained - Family Literacy has already met its requirements for the year.

Family Literacy: Susan Mansuetti (electronically submitted)

We received five submissions for the Goodling Best Practice Awards. They were sent to the judges for review on Friday, December 09, 2005. We have been working towards getting new people involved in PAACE and especially Midwinter activities.

Due to other commitments, neither Julie nor I will be able to attend the board meeting on Tuesday, although I hope to see everyone on the 19th.

Workforce:

Corrections Ed: Julie Manning

Julie would like a list of all county prison facilities across the state and a database of emails to remind folks of the conference and to solicit ideas to share. Tana suggested that Julie might get a table at the Market Place for her division.

Committee Reports:

Awards: Mary Hohensee

Mary moved the date back for award nominations.

Budget, Finance, Fiscal:

Commonwealth Libraries:

Communications: Tana Reiff (electronically submitted)

Copy deadline for the winter issue of PAACE News was to be 12/19, but due to the luncheon, it's not realistic.. This issue is very important, just prior to the conference, so let's please move the deadline to 12/21 and stick to it. Every division should have a pre-conference message! Over the holiday break I will not be chasing down articles. Will aim to release the winter issue in very early January.

If you are involved in conference planning, please run all information that should be posted on the website through Debbie Hrach, who will compile text and send it to me.

We need at least one person to take some digital photos at the luncheon. Volunteers, please bring your cameras!

Constitution, By-laws and Resolutions: Barb Van Horn (electronically submitted)

From the Constitution, Bylaws and Resolutions Committee, the Operations Manual task force has not met; however, I have begun to review the existing manual and inserting sections of the bylaws to make sure those 2 documents are in alignment. We will really need to depend on Board members and probably even past Board members to locate procedures or guidelines that have been developed over the past few years for inclusion (or least to have them available) for members taking on Board responsibilities.

Journal of Lifelong Learning:

Legislative: JoAnn Weinberger (electronically submitted)

Report: federal appropriations: no news

WIA Reauthorization may occur in the next several months.

TANF Reauthorization may take place as part of Reconciliation Process. This would not be positive.

(discussion day of meeting)

It's now possible that WIA will be reauthorized. ABLE may have to get each program to recompile for funds.

Membership: Suzanne Webster (electronically submitted)

I have no report from membership and plan to attend the meeting on Tuesday.

Nominations and Elections:

Slate B will be used

PDE:

Strategic Planning:

Technology:

Old Business:

Operations Manual: Bob reminded each officer to look at the Operations Manual and send updates to members of the committee. There will be a report from the committee at the January meeting.

The agreement PAACE set up with Mary Kay Peterson as Assistant to the Executive Director did not allow for reimbursement of expenses. A motion was made and approved to amend the agreement to include reimbursement of expenses incurred for the position as Assistant to the Executive Director.

New Business:

Next meeting will be January 10

Meeting was adjourned.

Minutes submitted by

Karen Warner
Board Secretary