

PAACE Board Meeting
March 11, 2008
East Shore Area Library, Harrisburg

Present: Tana Reiff, Eileen Kocher, Susan Mansuetti, Bill Schaffer, Cheryl Heister, JoAnn Weinberger, Martin Senger, Cathie Whitmire, Lori Keefer, Randy Bacon, Alex Dow, Destiny Long, Julie Shumaker, Ulicia Lawrence, Diane Inverso, Anita Cola, Chuck Klinger, and Kim Rossman.

Absent: Susan Adams, Gary Dean, Ruth Love-Schooley, Lori McMonigal, Debbie Hrach, Scot Mentzer, Sheila Sherow, Mary Anne Varacalli, Suzanne Webster, Rebecca Wagner, Bootsie Barbour

The meeting was called to order by Tana at 1:05 pm.
Minutes taken by Destiny Long until 1:40 pm.

Secretary:

Martin made a motion to approve the minutes as presented. Diane seconded. Motion unanimously approved.

Treasurer:

This is Bill's first meeting as treasurer. Although there were not financial statements this month, Bill did share some updates. Bill has been working with Mary Hohensee to transfer access to the PAACE account to him. He has also been looking at other banks and is considering Pennsylvania State Credit Union. He said that he feels that this credit union will provide better options for our cash assets and investments. The sales tax exemption certificate should be finalized within the next two weeks. He will also work with PAACE to make an appeal to have sales tax reimbursed to us. Tana noted that this is important because PAACE was billed sales tax for all conference expenses (hotel, bags, etc).

President:

Tana welcomed everyone and thanked board members attending. In order to make the meetings the most effective use of members' time, she would like to see more discussion and work done outside of the board meetings. The board meetings could then focus on:

- 1) board input
- 2) governance
- 3) board development activities

A list was passed around to present Board members to update their current address, email, phone, and fax. This list will also be used to set up Ready Talk accounts

(conference call). Board members are encouraged to come to any members of the executive committee with any questions or issues they may have. Tana would like to the board meetings to follow more parliamentary procedures.

Board reports:

No board members present requested any additional discussion or action on board reports. Tana noted that we should begin approving the board reports during the meetings. Bill motioned that we accept the board reports as submitted. Randy seconded. Motion passed unanimously.

Old Business

New Business

Recommendation for Organizational Director

The search committee interviewed the two candidates that applied for the Organizational Director contract. The executive committee is recommending the board accept Monica Shields as Organizational Director. She is from Pittsburgh and is a volunteer with HOBY. They felt that she had the experience needed to be successful in this contract. Tana also noted that Exhibit A in the OD contract is different than what was put out in the RFP. Tana reviewed these changes, which included:

- 1) functioning as a single point of contact for PAACE, and
- 2) expansion of succession planning.

The contract would be for the full \$16,000, which would include all her expenses as Organizational Director.

Lori moved that we offer the independent contractor for Organizational Director to Monica Shields. Diane seconded. No discussion. Motion passed unanimously.

State Legislative Request

As a follow up to the February meeting, JoAnn Weinberger talked about the postcard campaign advocating a \$1 million cost of living allowance (COLA) increase for adult education and family literacy. The discussion centered on the language that should be used in a “sound bite” that would document the amount of increase requested and the reasons for requesting the increase without offending anyone at the State regarding Impact Funding.

Lori Keefer suggested that the wording be very general, omitting Impact altogether or asking Rose exactly how she would like it phrased.

Tana thought the language should be focused on and talk specifically about COLA. She also suggested that JoAnn, Alex and Lori have a conference call to discuss the wording, post the results to the board and then we could vote online.

JoAnn Weinberger moved that PAACE advocate for a \$1 million cost of living increase for adult education and family literacy. Bill Schaffer seconded and the motion was unanimously carried with the language to be determined.

Board Development Meeting

The April Board Development Meeting will be in State College on the 8th with a room in the Rackley Building available to us from 9:30 am until 1:00 pm. Lori added that there may be a Board Development Retreat for strategic planning sometime in June. More to follow.

Research Conference Proposal

The next discussion centered on the proposal for incorporating the PA-ACERC, Pennsylvania Adult and Continuing Education Research Conference, into the PAACE Midwinter Conference. Suggestions included a one day post conference on Saturday or a post-conference on Friday during the PAACE Conference. The concern about Friday was that it may suggest to everyone that a one day conference registration would be an option.

Lori suggested talking with the Hershey Lodge, getting their input and Tana will respond to PA-ACERC.

Conference Review

Lori Keefer handed out an overall conference evaluation and the results were overwhelmingly positive. Then Tana led a few activities reflecting our feelings and responses to the conference as a whole.

We formed small discussion groups for approximately 20 minutes with one member reporting back to the whole. Some of the observations/comments included:

- Executive Committee – This group felt that the administrators’ strand of the conference could be expanded especially the administrators’ breakfast session. It was agreed that PAACE would work closely with representatives of the Administrators’ Association as well as Susan Mansuetti at the Bureau to insure the administrators’ expectations are realized.
- Division Directors – Cathie Whitmire felt that the division directors needed to do more networking to better address members needs.

- Committee Chairs – This group felt that there were some logistical issues with the hotel regarding the administrators’ breakfast that could be resolved. However, the feedback from the administrators was that this networking opportunity was very valuable. Also, although feedback from vendors was generally positive, this group felt that exhibitors and hotel staff need to be on the same page as far as the set up in the exhibit hall. Chuck mentioned that some organizations subcontract with someone to deal strictly with vendors.
- Advocacy – This group was very pleased with Art Ellison but still disappointed with the attendance in advocacy sessions. They want more of us involved with advocacy issues since it is everyone’s responsibility. They brought up the fact that no legislators or aides were present at the recognition luncheon on Wednesday.

General Discussion

During the last part of the meeting the board discussed the question, “Is PAACE willing to provide the human resources and financial commitment to stage a conference of this size and depth at Hershey?”
The board’s consensus was overwhelmingly “yes.”

Bill and Diane suggested that duties must be clear and concise in order to recruit volunteers.

Lori said that we need PR to move different events forward. Susan mentioned that the conference equates with the organization and vice versa.

Chuck asked if we could think of other ways to do the same thing. Should we change the location? Should we supplement a statewide conference with regional conferences?

Tana stated that a huge effort was made to expand the audience for the conference. She acknowledged the critical importance of Rose Brandt’s authorization to use Impact grant funds to send ABLE program staff to the conference.

Should we partner with AAACE, ACHE, etc.?

Ulicia thought that bridging the gap nationally as far as GED, Workforce Education, etc., would help the organization grow.

Bill thought that the percentage of agencies’ budgets that goes to professional development figures into the number of registrants, which brought us back to the whole funding issue.

Lastly, members were asked to provide feedback to Tana regarding the format of the meeting.

Lori moved to adjourn, the motion was seconded and the meeting was adjourned at 3:40 pm.

Respectfully submitted,
Anita Cola

