

PAACE Board Meeting
April 14, 2009
Conference Call

Meeting called to order at 10:05 a.m.

Attendance: Diane Inverso, Lori Keefer, Henry Wardrop, Anita Cola, Bill Schaffer, Monica Shields, Bootsie Barbour, Cathie Whitmire, Katherine Vastine, Kim Rossman, Cheryl Hiester, Mary Anne Varacalli, Randy Bacon, Alex Dow, Colleen Duran, JoAnn Weinberger, Sheila Sherow, Eileen Kocher

Absent: Tana Reiff, Susan Adams, Martin Senger, Lori McMonigal, Mary Mingle, Becky Wagner, Bob McNeill, Gary Dean, Suzanne Webster, Chuck Klinger, Jim Yeager, Kate Shaw, Susan Mansueti

Henry moved to approve the March minutes based on the changes we discussed. Kim seconded and the motion carried.

Treasurer's Report:

1. Bill moved to change the mileage reimbursement to match the IRS standard mileage allowance. Mary Anne seconded and the motion carried.
2. Bill moved to change accounting firm to Beck, Gogolski, & Co, Inc. to audit books and prepare non profit corporation return for 2008. Bootsie seconded and the motion carried.
3. Bill moved to institute meal reimbursement up to \$35 in a 24-hour period. Itemized receipts are required. Alcoholic beverages will not be reimbursed. JoAnn seconded and the motion carried.
4. Bill moved to institute hotel reimbursement up to \$100 in metropolitan areas (i.e., Philadelphia, Harrisburg, Pittsburgh, & State College) and outlying areas up to \$80 per night. These reimbursements do not include tax. Randy seconded and the motion carried.

Changes in policy (motions not required to be made) were also discussed.

1. Bills and reimbursements received by the 15th of the month will be paid and mailed by the 20th.
2. Bills and reimbursements received by the 30th/31st of the month will be paid and mailed by the 5th.
3. For reimbursements, itemized receipts are required and must be attached to the expenditure form.
4. Treasurer will email confirmation of receipt of reimbursements and confirmation of mailing on the day that items are received and mailed.

5. All deposits are to be forwarded to Monica.
6. The reimbursement form will be finalized for implementation in May.

Lori moved to approve the treasurer's report. Kim seconded and the motion carried.

Bill's contact information is:

Mailing: 654 Saw Creek Estates, Bushkill, PA 18324

Fax: 570-647-0662

Email: Wschaffer@northampton.edu

Other Board Reports

Cheryl asked for clarification regarding division reports that Henry wants. She wanted feedback concerning what was appropriate for PAACE dissemination. It was suggested that looking at PAACE's strategic plan would help in clarifying these especially for the workforce division with the new re-alignment. Henry suggested that the group should discuss the goals and keep PAACE members informed of new information.

Bill moved to approve the board reports. Mary Anne seconded and the motion carried.

Old Business

Diane thanked the Board for the work they completed on the operations manual. She will aggregate the suggested changes, send them out the board for further examination and will finalize for the May meeting. We should be prepared to vote on it at that time.

New Business

Becky Wagner asked to be relieved of her duties as Eastern Regional Representative. Shawn Barnum is interested in this position and JoAnn highly recommended him. Diane moved to appoint Shawn Barnum to fulfill Becky's term as Eastern Regional Representative. JoAnn seconded and the motion carried.

JoAnn asked us to follow up on three critical issues this week.

1. Sign the electronic tuition relief petition
2. Send postcards to state senators and representatives regarding state appropriations
3. Call, email, or fax Congresspersons and Senator Specter regarding increasing the federal appropriation to \$750 million.

She has been working with Michael Westover regarding ideas that need reinforcing.

Bob McNeill has asked Lori and Kim to join the bylaws committee and would like more board members to help. Cathie volunteered and anyone else interested should contact Bob.

Monica continues to clear up any issues from this year's conference and is starting to plan for next year's. Hershey Lodge expenditures were approximately \$20,000 less than last year. A full accounting of the midwinter conference will be provided at the May meeting. She was very pleased with Hershey's performance and said that Hershey is interested in a multi-year commitment from us but Monica would like a price break to commit to this.

She continues to compare prices with other venues and has been working to streamline processes.

Lori talked about some new ideas she has for next year's conference. She had discussed a passport/travel theme, making the PAACE luncheon more accessible to more people with more networking opportunities. She is beginning to look for an honorary chair and has already gotten a sponsor, Scott Selkowitz, a PAACE past president. He enjoyed his experience so much at this year's conference that he decided to offset the cost of the past presidents' reception with a gift of \$1000. Two of Lori's staff will help Monica with the on site registration and the evaluation component will be on-line as much as possible. She wants to try to offer more technology and ESL offerings and Cathie mentioned that she has ideas about that.

Monica and Lori will prepare a conference budget to present at the May meeting with a discussion around PAACE 2010.

Colleen offered many thanks to Destiny for all of her help transitioning to her new position and for posting this month's minutes.

At 11:15, Henry moved to adjourn. Randy seconded and the motion carried.

Respectfully submitted,
Anita Cola
Secretary