

PAACE Board Meeting
May 12, 2009
PSU – Rackley 303

Attendance: Diane Inverso, Lori Keefer, Anita Cola, Randy Bacon, Alex Dow, Cathie Whitmire, Martin Senger, Colleen Duran, Susan Adams, Suzanne Webster, Kim Rossman, Bob McNeill, Eileen Kocher, Shawn Barnum (phone), Sheila Sherow, JoAnn Weinberger(phone), Monica Shields (phone)

Absent: Henry Wardrop, Bill Schaffer, Tana Reiff, Bootsie Barbour, Katherine Vastine, Cheryl Hiester, Mary Anne Varacalli, Lori McMonigal, Mary Mingle, Gary Dean, Chuck Klinger, Jim Yeager, Kate Shaw, Susan Mansuetti

Guests: Judy Martin, Danielle Blanchard-Krane, Jackie Abel-Stavropoulos

Diane called the meeting to order at 10:05. Bob moved to approve the amended minutes. Cathie seconded and the motion carried.

Treasurer's Report: Bob McNeill asked if it would be possible to get a comparison on the balance sheet between last year and this year. His concern is the financial ramifications of an unsuccessful conference year. Having the ability to assess the financial well being of PAACE would be helpful. Doing this kind of yearly comparison would help assess how the organization should modify their financial strategies. The organization needs sufficient revenue to remain fiscally solvent. Lori asked for a more detailed break out of conference expenses as well. Diane said that she, Monica and Bill have a monthly conference call regarding finances and that they will try to develop a different format to address these concerns.

Martin moved to approve the Treasurer's report. Bob seconded and the motion carried.

Other Board Reports: Some members' reports aren't showing up on the listserv and never make it into the final board report. Members were asked to carefully read the final board report compiled by Anita and to follow up with the secretary or president if that is the situation.

Colleen informed members that June 15th is the deadline for submission to the PAACE newsletter.

Randy moved to approve the board reports. Kim seconded and the motion carried.

Other Business: Lori reported that conference 2010 is well under way and handed out a conference update. The proposed theme is, Chart a Course: Destination Adult Education and will revolve around a travel scenario. More specific information regarding logos, bags, etc... will be talked about at the June meeting. Lori and Monica are working on the conference budget and are worried about attendance with the funding cuts that agencies are facing. They are asking more of corporate sponsors and asking Hershey for concessions on rooms and meals.

Lori said that by using another printing company, the cost of printing will approximately half of what it was last year. Suzanne suggested a card that would fit in the name tag pouch with “conference at a glance” on it. Lori asked members for examples of conference books that were more user friendly.

At 10:25, our guests, Judy Martin, Danielle Blanchard-Krane, and Jackie Abel-Stavropoulos, from Goodwill – Southwestern PA arrived and were introduced by Lori. They are interested in learning more about and getting involved with PAACE.

Lori resumed her conference update. She said that we will realize savings by flip charts, easels and markers by purchasing our own. She will also negotiate regarding AV equipment and we may buy some of our own supplies. She has also lined up two volunteers who will help Monica out with the on site online registration. Verizon will be the honorary chair and Lori has asked them for more money but that has not as yet been approved.

Lori has been working on getting a keynote speaker and has narrowed the field, but welcomes suggestions from the board until the end of the month. She also discussed some different ideas regarding session and conference evaluations. She suggested that conference attendees complete conference evaluations on survey monkey. She proposed that computers be set up near the registration desk and that people could use them to complete conference evaluations before leaving or online after the conference. She also thought it would be a good idea to let presenters keep their session evaluations and ask for general session comments on the conference evaluation. Bob felt that the return rate will drop if online evaluations are implemented. Diane suggested that division chairs develop online evaluations for their presenters and that division people can examine the presenter evaluations and make suggestions.

Kim suggested asking presenters to bring their own evaluations.

Other suggestions included opening the exhibit hall for the duration of the conference, book signing, etc.

Some changes that Lori proposed were moving the PAACE luncheon to Wednesday and holding the membership meeting as a free coffee break to attract more attendees.

There was some discussion about these changes and Diane asked Lori to do a mock schedule by the June meeting. Lori will conduct a conference call with Bob, Kim, Martin and Monica to discuss some of the suggestions such as more cost effective offerings (ice cream social) more structured networking and early communication to members regarding changes.

Bob motioned to accept the proposed conference budget (hand out) as reviewed and explained. Randy seconded and the motion carried.

Monica joined us and explained that the accountant mistakenly copied numbers from the 06 tax return and has amended the 07 return. The 08 return is being prepared.

She also suggested that we hire a non-profit attorney to review changes to the organizations by-laws to be sure that we are in compliance. She has narrowed the selection to three experts in the field of non-profit law: Jack Owen (\$275/hr.), Matt Grosch (\$170/hr.) and Laura Solomon (\$350/hr.).

Bob suggested that we re-write the by-laws as the laws of the organization and then let an attorney interpret and ask the organization how things were meant.

JoAnn suggested another non-profit Philadelphia lawyer and will email information to Monica. Diane asked the by-laws committee, along with Monica to decide on how to move forward with this and to inform the Board of the process they will follow.

Operations Manual: Diane complimented members of the Board for their work on reviewing the proposed revisions to the Operations Manual and mentioned that some of the areas may have to be revised again after by-laws revisions. There were primarily 3 areas to review, pages 11, 13 and 15.

Page 11 deals with budget information in the Operations Manual, budgets for the regional reps and expenditures. Lori and Alex suggested a general enough policy so the by-laws don't need to be constantly changed.

Page 13 deals with information on awards. It was suggested that Outstanding Tutor should actually honor multiple tutors and it was decided that that should be a TLC decision. Since this is not a PAACE award, it was suggested that the outstanding tutor award should be omitted from the Operations Manual since PAACE is simply the host.

Page 15 deals with term limits of budget, finance and fiscal affairs committees. The consensus was that whatever we decide about term limits should be universal for all committees.

Diane will make suggested changes and hopefully send them out before the June meeting so these changes can be voted on at that point.

Research Project: Sheila reported that she and Tana discussed possible topics and are exploring best practices for transitioning to post secondary education. She has asked Michael about the goals for the Bureau and the purpose of the research project. She stated that \$20,000 is not much to work with and Michael said that he is interested in case studies about programs which are realizing gains and others which are not.

PSU and IUP have funding availability using grad students and Dr. Baptiste has a framework that gets down to the real issues that agencies deal with and would like to be involved. A conference call is planned and it may begin this summer. Diane asked the committee for a description of the research project and a tentative budget showing matching or leveraging funds from the universities.

Legislative: JoAnn stressed that **everyone** needs to get involved in advocacy and mentioned planning a rally or some kind of annual event. She stressed that letters and postcards to legislators are imperative and that all should invite legislators to events with our students.

Diane asked if JoAnn along with the regional reps would develop some kind of timeline for yearly activity planning that can be shared with the members. This will help members know and decide on activities they can work on in the course of the year. Of course alerts will continue as those needs arise. Susan suggested that this idea would be a great session to be offered at the midwinter conference. Diane asked Alex and Lori to discuss this in the car ride home and to come up with some ideas for the conference. These should be discussed and planned with JoAnn and the other regional reps. Cathie suggested that a short and sweet description of advocacy should be embedded in an already scheduled event or that it should be posted to the website. Regional groups like Shawn, JoAnn, Alex and Lori are networking on local advocacy efforts.

At 12:15 p.m., Bob moved to adjourn the meeting. Martin seconded and the motion carried.

Respectfully submitted,
Anita Cola