

PAACE Board Meeting
May 13, 2008
PSU Rackley Building – Room 303
State College, PA

Present: Tana Reiff, Ulicia Lawrence, Bootsie Barbour, Jim Yeager, Lori McMonigal, Katherine Vastine, Destiny Long, Becky Wagner, Diane Inverso, Eileen Kocher, Bob McNeill, Kim Rossman, Mary Anne Varacalli, Randall Bacon, Cathie Whitmire, Martin Senger, Alexander Dow, Lori Keefer, Monica Shields, Suzanne Webster, Bill Schaffer

Absent: Chuck Klinger, Anita Cola, Susan Adams, Sheila Sherow, Gary Dean, JoAnn Weinberger, Cheryl Hiester, Debbie Hrach, Susan Mansuetti

The meeting was called to order at 10:05 am by Tana Reiff.
Minutes were taken by Cathie Whitmire.

Monica Shields was introduced as the new organizational director and Katherine Vastine was appointed Family Literacy Division co-chair.
Mary Anne Varacalli made a motion to approve Jim Yeager as the new Technology Committee Chair. Diane Inverso seconded. Motion carried.

Tana asked everyone to note on a sign-in sheet if they already had or if they needed a ReadyTalk account. This is for conference calling which would be limited to PAACE business only.

Director's Report

Tana, Diane, and Monica met with Hershey Lodge regarding the 2009 Midwinter Conference. The following are highlights of the meeting:

- Guest room rate for 2009 will be \$123, up from \$117 in 2008.
- Food and beverage obligation will increase to \$40,000.
- Additional meeting rooms have been reserved along with some shifts in the number of rooms per session.
- A block of rooms for the Friday Research Conference has been reserved if needed.
- Monica recommended a contract negotiation with Hershey Lodge if signing a multiple year agreement, as those contracts are written for the benefit of the Lodge. The contract terms can be changed at any time, with no guarantee of a cost break or benefit to PAACE, which would be the main purpose of an extended agreement from our perspective.
- Will likely need to increase meal prices in the future.

- Hershey Lodge has been very agreeable and seems willing to work with the Board to make changes.

Secretary's Report

Tana recommended that we amend the February minutes to include the changes to the Executive Board officers. This is necessary for accurate records. Lori moved to accept the amendment. Bootsie seconded. Motion carried.

Randy moved to accept the April minutes. Bill seconded. Motion carried.

Treasurer's Report

- Bill is working on the state sales tax exemption application. If approved, PAACE will request a rebate of sales tax paid for conference and other expenses.
- Bill presented an updated conference budget report. Final approval is pending report of registration transaction fees and corrected amount of sponsorship donations.
- Bill gave more information on transferring the PAACE business account to PSECU from Sovereign Bank. There are no fees attached to the account, the main office is located in Harrisburg and account access is available by ATM or online. Bill moved "to transfer the financial institution from Sovereign Bank to the Pennsylvania State Employees Credit Union pending any expenditures outstanding with Sovereign Bank." Mary Anne seconded. Following discussion, the motion was carried.
- Lori moved to approve the April 30 treasurer's report. Diane seconded. The motion carried.

President's Report

Nothing in addition to the president's report that was submitted prior to the meeting

1st VP Report

Conference Planning

- Diane spoke with Jan Orris and Mary Anne Varacalli from CEA/PA regarding the possibility of a recognition dinner celebrating CEA/PA's 20th anniversary, which would include past presidents and current board members. She would like to add a page to the PAACE booklet about the anniversary as well.
- As the President's Suite used up 14 comp rooms during the conference, other options are being considered as a location for next year's PDC reception and guest rooms for presidents and speakers. There is another

- available room that is comparable and would only use 2 comp rooms. Remaining comp rooms might be used for grad students or volunteers.
- Possibly the roundtable sessions could be moved into smaller rooms rather than the Marketplace.
 - The idea of poster sessions was discussed. Where they would be held and how they would look and run are still in the discussion stage.
 - The possibility of allowing vendors to do short presentations similar to those at COABE was introduced.

2nd VP Report

Strategic Plan

- In preparation for next month's meeting, Lori asked that everyone review PAACE's mission statement as well as possible goals for the organization. She asked for input from the Board.
- Lori will be sending out a survey to help determine the focus of the strategic planning meeting scheduled on June 10 at 10:00 am. It will be held at the East Shore Area Library in Harrisburg. Be advised that the library doesn't open until 10:00 am, so the meeting will begin as soon as possible. It may not be necessary for the meeting to run until 3:00 pm. More information will follow.
- Lori distributed a draft of the Strategic Plan including goals to focus on.
- Lori asked us to think about these questions:
 1. Where does PAACE want to be in 3 years?
 2. Who is responsible for what on the Board now? Should they be?
 3. What other roles need to be assigned?

Other Reports

- One correction to the legislative report – change the spelling of Lori to Lora Zangari
- The advocacy page has been updated to include the printable postcards and links to find local legislators

Bill moved to accept the board reports. Diane seconded. The motion carried.

The Board Development Workshop was conducted by Bob McNeill and Monica Shields from 11:24 am until 12:24 pm. There was a break for lunch and the workshop continued until 1:40.

At that point Lori moved to adjourn. Randy seconded. The motion carried.

Respectfully submitted,
Anita Cola

