

**Pennsylvania Association for Adult and Continuing Education
Board Meeting
Conference Call
September 13, 2005**

Attending: Bob McNeill; Debbie Hrach; Susan Mansuetti; Joan Leopold; Chuck Klinger; KayLynn Hamilton; Suzanne Webster; Tana Reiff; Libby Wilson; Scot Mentzer; Joe Morales; Frank Nardone; Mary Hohensee; JoAnn Weinberger; Mary Anne Varacalli

Minutes:

Officers Reports:

President:

1st Vice President: Debbie Hrach (electronically submitted)

- Invited eighteen practitioners who presented at last year's conference to submit proposals for this year; there are five more for whom I have no contact information but am in the process of trying to locate.
- Worked with Angie Parrett on updating the call for presenters. Sent it to Tana to post on the PAACE website and to the membership.
- Contacted Bob Bininger who is willing to once again help us with the online registration. He is going to update the form and have is ready by the end of the month. Some of us can then do a trial run.
- Contacted Dave Lykens from Penn State regarding a third computer lab for this year—he said fine, so we'll have 11 more computers, for a total of 33 (3 rooms with 11 each).
- Sent out the third draft of the strategic plan and asked for input. The only input I received was from Tana who suggested that some of the dates be changed because they've either passed or are coming up rather quickly. We can change these as we talk at our 9/13 conference call, then I will send out the final version.
- Would like the name and address of the contact person for corrections so as to be able to send paper copies of the registration
- Talked with Karen Warner regarding her needs for the conference; we want to make registration as smooth a process as possible. Karen would like to develop a way to ensure that we aren't getting checks several months after the conference is over.

(Discussion day of conference call)

Need someone to take care of the ABLE Honor Roll (probably by October or else drop it all together). Amy Wilson did this last year. Debbie will get in touch with her regarding the responsibilities. The Bureau of ABLE has taken over the APEX and Success Stories awards with Raiana Mearns and Jan Wessell taking charge of that. Sherry Royce had worked with these awards in the past, but was not funded this year.

Jim Copeland of Steck Vaughn has said that he would provide us with free bags for the conference. We should make sure that he would be able to put the PAACE and CEA logos on the bags.

Debbie has sent out emails to presenters who were highly rated last year to ask them to return this year. Many have returned "OK" responses. She also sent out Call for Papers to membership.

AB/SE is the only division so far that would like to have the Wednesday night social; TLC would like to have a Wednesday evening session but not an ice cream social. Workforce probably will not. Family Literacy and Higher Ed will have a Friday lunch.

2nd Vice President: Chuck Klinger (electronically submitted)

I think I've sent an update on COABE last week. Other than that, I will be observing the ABLE training for new administrators next week, and have been asked to talk to the group about PAACE (what we do, the benefits to being a member, etc.) I will take membership forms with me, and will have Destiny speak a little about the legislative committee and how important and effective the leadership and work of that group have been.

Treasurer: Frank Nardone (electronically submitted)

I received an email from Mary H. relevant to the Treasurer's report. Mary said most if not all expenses related to Board travel.

Discussion day of conference call:

Discussion was held concerning seed money that we will need for the COABE conference. We will be getting \$8,000 seed money from COABE. Chuck will try to come up with a projection of what we will need for seed money. A motion was made and approved to set up a money market for \$18,000.

Secretary: Karen Warner

No report

August's minutes will need to be approved at our October meeting since it was not posted after corrections were made.

Immediate Past President:

Executive Director Report: Joan Leopold

Joan announced that the renewal membership letters were mailed. She also shared with us some PANO seminar dates.

Regional Representatives Reports:

Eastern: Joe Morales (electronically submitted)

Hello Everyone,

Nothing major to report although I would like to get the word out to members of the South Central Adult Education Coalition that a meeting was scheduled for Sept. 14th at the Harrisburg WIB offices. The meeting may need to be postponed since it is unclear who is coordinating this effort right now. I'll be in

touch with other administrators this week to determine the status of the group and its leadership. Lancaster's Move Up program has also begun and is off to a slow but determined start.

Central: Ruth Love-Schooley (electronically submitted)

I have no report but will plan to be on the call.

Western: Emmett Baxendell (electronically submitted)

One thing to report:

The Move Up project for intensive instruction to TANF clients began July 18th. To date the report on referrals to these classrooms in the west have been slow over all.

Division Reports:

ESL:

AB/SE: Libby Wilson (electronically submitted)

No report from AB/SE.

CEA/Higher Ed:

TLC: Kim Roush (electronically submitted)

In general, Tutors of Literacy is having a very good start to this year. We have scheduled many trainings and Colleen Serencsits, our Family Literacy Coordinator, has kept very busy doing trainings. We are always on the look out for new trainers, as the focus of my position is now administration and coordination instead of doing much training myself. If you know of anyone interested, please have them contact me!!

I've already sent the TLC report, but after our board meeting yesterday afternoon, we came up with some questions that I was asked to present to PAACE. Unfortunately I will not be able to participate in the conference call, as today is our quarterly membership meeting.

(Please keep in mind that I am still "the new kid on the block" and am learning my way around!!).

We would like to advertise TLC's traditional membership meeting at the PAACE midwinter conference in the brochure that is developed for the conference, and we were wondering if it would be possible to present it as a session instead of a membership meeting. And who should I contact about this? The board is assuming that we will keep the usual time slot which would be February 8th, from 4:00 pm - 5:15 pm. Is this correct?

The other question that came up is in regards to TLC being checked on the PAACE form as an organization's special interest group. Can someone tell me what is done with this information

and would it be possible for me to be notified when a new organization checks TLC as their interest group so that I could contact them?

Thanks for your help with these questions and I look forward to hearing from you.

Family Literacy: Susan Mansuetti (electronically submitted)

I have contacted Ruth to find out how we get the national Family Literacy Day Proclamation from the Governor. National Family Literacy Day is November 1.

I have also contacted Barb Van Horn at the Goodling Institute to see if they are still willing to sponsor the Best Practice Awards, and if there is anything that she thinks needs to be changed in the application.

I also have another question. Last year, we asked several people to judge the entries. They included Mary Kay (PAACE), Susan Pannebaker (libraries), Sue Mitchell (PDE Early Childhood), Jennifer Young (Melissa Hart's office - legislative) and Nickie Askov (Goodling Institute).

A couple of weeks ago, I got an e-mail from Mike Sobkowski asking that he be kept in the loop for the awards as he and Don wanted to be sure that the agency receiving the award is a high quality program. What do we do if the judges pick a best practice that is not from an approved program?

Any suggestions?

Discussion day of conference call:

Criteria for Best Practice Awards – will ask Mike Sobkowsky to help with this. Numbers have been sent to Joan for proclamations.

Workforce: KayLynn Hamilton (electronically submitted)

The Workforce Education Research Center hosted a conference attended by 50 ABLE practitioners last week in State College. Attendees participated in workshops in three different workforce development strands. PAACE Board members Emmett Baxendell, KayLynn Hamilton and Suzanne Webster presented workshops at the conference.

41 ABLE agencies are currently affiliated with PA WIN and 17 agencies are participating in the WorkABLE program development grant initiative.

Corrections Ed:

Committee Reports:

Awards:

Budget, Finance, Fiscal:

Commonwealth Libraries:

Communications: Tana Reiff (electronically submitted)

We have been posting conference information to the website as it becomes available. Copy deadline for the fall issue of PAACE News is Monday, September 19. Now's the time to start drumming up your constituencies for submitting conference session proposals and participating in the conference in other ways.

(Discussion day of conference call)

Reminder that Monday, September 19th is the deadline for the newsletter.

Constitution, By-laws and Resolutions:

Journal of Lifelong Learning:

Legislative: JoAnn Weinberger (electronically submitted)

Among the initial priorities of Congress was production by September 16th of individual Congressional Committees' budget reconciliation bills. Thus, by Friday, the potential level of funding for adult education and Even Start would have been announced. Today, Republican Congressional leaders announced that the September 16th deadline is being postponed for at least two weeks. This postponement plus the need to fund the effects of Hurricane Katrina mean potentially increased cuts for the programs of direct concern.

TANF is set to expire on September 30th so expectations are that another extension (the 11th) will need to be approved by Congress. Questions, not clarity, governs at the moment including: how long will such an extension last, will the House push for no more than a month so as to not lose its momentum to put TANF reauthorization in reconciliation, will there be a greater push by some in the Senate to just extend current TANF law for a more elongated period of time?

Membership: Suzanne Webster (electronically submitted)

In order to get moving with Goal 3 of the strategic plan, I looked at the benefits of membership listed on the PAACE website, copied below, which identifies the current benefits (#2). It also mentions an Online Brochure, which I didn't find. Do we have an Online Brochure? As board members, do you see anything missing from this list? Most of the benefits are self explanatory, but some could be expanded. I know there are program division meetings and Ice Cream Socials at the conference and some email updates by division. What could be listed as benefits of membership in a geographic regional group?

#1 Poll membership - I don't remember where we were going with this. Do we want to ask what members see as benefits of PAACE membership and/or what they would like to see as membership benefits? Or something else?

#3 Explore potential opportunities for members - does anyone have any ideas/visions for what these could be?

If anyone has thoughts about these questions, let me know and I will compile for the meeting.

Thanks,
Suzanne

Goal 3 – To identify membership benefits

Identify membership expectations

1. Poll membership
2. Identify current benefits
3. Explore potential opportunities for members Time Selected
committee November 2005

If you are considering becoming a PAACE member, you may view our Online Brochure, which explains the benefits of membership or read below.

Member benefits include:

- * Discounted fee for the Annual Adult Education Midwinter Conference
- * PAACE quarterly newsletter, /PAACE News/
- * /PAACE Journal of Lifelong Learning/
- * PAACE Member Directory
- * Membership in a program division
- * Membership in a geographic regional group
- * Membership in PAACE e-mail list
- * Opportunity for involvement in the advocacy, professional development, and leadership activities of the organization

(Discussion day of conference call:)

Suzanne will poll membership regarding benefits asking what their actual, perceived and expectations are of benefits. Also will ask “What is most valuable benefit you now receive as a member” and What additional benefits would you like”.

Nominations and Elections: Dave Manzo (electronically submitted)

Just an update for the board.

The slate is set. I have sent an article to Tana for the next newsletter, regarding the election. But, I really don't believe that the slate will change. In November I will prepare the ballot. When I receive the mailing list I will mail out the ballots. Hopefully, having the results ready for late December, or January.

PDE:

Strategic Planning:

Debbie will make changes to the Strategic Plan (such as dates) and send out on list serve.

Technology: (Scot Mentzer – electronically submitted)

No report from Technology.

(Discussion day of conference call)

On the months that we set up a Board conference call, we could also set up a chat room as well.

Old Business: (Discussion day of conference call)

Chuck reported on COABE 2007. The Wyndam Hotel is drawing up a contract for us. Chuck will have it sent to the president of COABE to sign. There will be 700 rooms blocked for the conference and we will be obligated for 85%. The room rate will be \$149/day. Meeting space, etc. is free and we will have free conference planning. Joan will look at the contract with Chuck and will also have PANO look at it as well. We will plan on holding the conference in late March, 2007 and will schedule it around National Family Literacy. Preconference will be held Sunday with the conference running Monday, Tuesday and Wednesday.

Treasurer should set up a separate account to track expenses for COABE. \$8000 will be used as start up money after the contract is signed.

Publicity for the COABE 2007 conference was suggested to be held at the COABE 2006 conference. Some publicity gimmick suggestions were for Chuck to act as Ben Franklin while KayLynn would be Betsy Ross. Check to make sure Ben Franklin isn't copy written.

Strategic Plan:

Tana suggested that some of the timelines need to be changed because they are either passed or too close.

Operations Manual:

Any corrections should be given to Debbie for revisions for next month's Board meeting. Debbie will send out copies of the old Operations Manual.

Conference Calls:

Last conference call cost \$355 as compared to a full meeting which usually costs about \$1200. Chuck is looking at doing a video conference (small groups) instead of conference call.

New Business:

Next meeting will be held in Penn State on Tuesday, October 11, 2005

Minutes Submitted By

Karen Warner
Board Secretary