

### President Report

With the resignation of three Board members it became essential to make sure these positions were quickly filled. Part of the business for our meeting on the 14<sup>th</sup> is to consider three individuals for these vacancies.

Danielle Blanchard – Membership Chair

Alex Dow - Treasurer

Sara Ward – Technology Chair

If these individuals are selected then we will also have to consider someone for Western Representative. I have received a few recommendations and I am following up with some calls.

I have tried to be engaged with various people on the Board.

- discussed with Sheila the shift in the Research project
- communicated with JoAnn over some advocacy issues and with the Board particularly around the Family Literacy funding concerns
- discussed with Lori and Monica details about the conference
- had an exchange with Michael Westover over PAACE's representation on the ICC
- polled the Executive Committee for feedback/ideas on the ICC
- dealt with some oddities around fiscal concerns with Bill and Monica
- polled the divisions on their thoughts for a division award at the conference
- begun with Chuck Klinger the nominations process
- submitted my article for the newsletter
- checked in with Colleen over the website and her tasks
- solicited input from Bootsie and Alex on western rep ideas
- communicated with Tana over the Fiscal and Budget Committee
- posted to the Members listserv
- reviewed last month's minutes

I look forward to speaking to all of you on the 14<sup>th</sup>. If you did not post your report please do so before our call on the 14<sup>th</sup>. I am curious to see if the divisions are working on their goals for the year.

Thank you for your work on the Board.

Respectfully submitted

Diane

### **June 1<sup>st</sup> VP Report:**

Met with Monica twice to go over the contract and logistics for the conference at the Penn Stater. Have a few things to discuss with the board about content of the meal functions, awards, another dinner option, and the PAACE board dinner.

Confirmed Byron Pitts as the keynote speaker. Received a copy of Byron's book to preview (update will be available by August meeting).

Flyer for information on the conference given to SW, CNE, and Philadelphia PDCs. Also posted an article for the PAACE newsletter). A revised flyer is being created for distribution to the PDCs, administrators, and the website by July 15<sup>th</sup>.

Met by phone with Carol Shefrin about planning and administrator strand at the conference. Confirmed with Michael Westover that there will be some sort of administrator session at the conference.

Worked with Kim Rossman to identify a company that can provide a bus from Philly to the Penn Stater on Wednesday and Friday of the conference. Cost, if full, will be about \$60 per person round trip. We can look into doing this from other areas of the state if there is enough interest.

Set up pricing and food schedule for the conference. Registration will be more but will include two lunch buffets and four snack breaks.

Member prices for the conference:	Non-member prices:
Early bird \$170	Early bird \$230
Regular \$195	Regular \$245
On site \$210	On site \$260

We are also offering a Wednesday evening pizza networking dinner/event for \$15.

The banquet will be approximately \$30 but will include entertainment.

Box lunches will be \$15.

Suggesting an early morning session on Thursday (8 – 9:15) to be followed by the morning snack break (can be used by some as breakfast) followed by another session.

We are proposing moving the keynote speech to the PAACE luncheon on Thursday.

Need to work with a logistics team to plan out sessions, etc.

Awards – we are proposing that the Wednesday lunch (now included with everyone's conference registration) be the awards luncheon where both student and teacher awards are announced. The Thursday luncheon is proposed to include the keynote and the PAACE membership official meeting (announcement of new officers and other short reports)

We are suggesting a Wednesday pizza networking event. There will be no Wednesday evening session (the 7 – 8:15 slot that was sparsely attended). If WERC will still sponsor the ice cream social – it would follow the pizza event and would precede the PDC hospitality suite.

A suggestion is for the board to attend the pizza networking event and then have a short board meeting following it – with ice cream – since the board would be unable to attend the WERC event. What do you think?

I still need to talk to JoAnn about an advocacy session/strand.

Suggested and talked with several people to serve on the PAACE board for the rest of this year (membership, technology, treasurer).

Confirmed Verizon as the honorary chair with a contribution of \$15,000 (up \$5,000 from last year's sponsorship).

Working on ordering conference bags.

Revised conference budget: see attached.

Revised the exhibitor price list and contract. The exhibit hall will truly be an exhibitor hallway – taking place in the halls of the conference center. The vendors will be available for the duration of the conference (Wednesday at noon through Friday at noon). Solicited help with planning the exhibit hallways. Will hold a meeting in late July.

Revised the sponsorship menu – still not complete yet but a draft is attached.

\*\*\*\*\*  
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**2nd VP Report** - No Board report at this time

I do plan on making the Board Conference call

The call on this Thursday is in doubt, Summer Youth Employment Program monitoring visit

Henry

**Treasurer's Report**

Good Morning Everyone,

Please find listed below my report for June 2009.

**MIDWINTER CONFERENCE**

The PAACE Midwinter Conference results has officially been reconciled with GiftTool. The income statement for the conference is attached. The issue with past reporting is that the full amount of revenue from registrations and meals received in 2008 did not pull into prior income statement reports presented to the board.

On the Midwinter Conference budget, please note the following:

1. Some income and expenses for the Midwinter conference were received/paid in 2008 and are reflected on this report.

2. Income and expenses received/paid in 2008 for 2009 will NOT be reported on PAACE's 2009 Income Statement since funds were received/paid in 2008.
3. All expenses have been reconciled with the check register, the Hershey Lodge itemized bill, and other invoices.
4. In budgeted column, the amount for food/beverage was the entire amount paid to Hershey Lodge in 2008. Since I did not receive the itemized bill for 2008, it was impossible for me to breakdown the amounts for lodging, vendor fees, audio/visual, etc.; therefore, the total amount was placed in the food and beverage category.
4. Reimbursable expenses are for the WERC Ice Cream Event and ABLE Administrator's Breakfast, which were initially paid by PAACE and reimbursed by the respective agencies.
6. Any in-kind contributions are not reflected on the income statement since the donations are not actual monetary funds; however, they will be noted as support on PAACE's non profit return.

#### AUDIT INFORMATION

Amended returns for 2006 & 2007 have been completed. Working on amending the 2005 return. We will need to continue to explore if prior returns need amending. I have a meeting with the new accounting firm this Friday to finalized the audit process and make any adjusting entries for 2008. We are in great shape to meet the Aug 15 filing deadline.

#### MONTHLY BILLS

The following expenses were paid for June: Ready Talk, GiftTool, Monica Shields, Tana Reiff, Martin Senger, Cathie Whitmire, JoAnn Weinberger, Collen Duran, and Center for Literacy.

#### TRANSITION

In preparation for the transition to a new treasurer, I am compiling all necessary information (hard/electronic copy for transfer). Signators with need to be changed with Sovereign and ING Direct.

The organizational income statement and balance sheet will follow in a separate email.

Bill

### **Legislative Report**

Legislative Report submitted by JoAnn Weinberger, Chair, Legislative Committee  
With the budget impasse at the state level, there is nothing new to report.

At the Federal level, the House and Senate Committees are beginning to take up appropriations; initially, Senator Specter is critical because of his membership on the Senate Appropriations Committee. The State Directors held a conference call last week for the Single Point of Contacts in states with key senators or representatives. Shawn Barnum listened in representing PA. Their strategy is to have the five largest programs contact the key aide.

On July 15, I will be presenting Advocacy 101 at the meeting of the ABLE Administrators Meeting in Harrisburg.

### **Eastern Regional Rep Report**

I attended the Southeast Professional Development Center Summer Conference at IU-13 on 6/23 and set up a PAACE table with materials I printed from our website. This gave me the opportunity to talk with current members of PAACE and share with non-members our mission. I also had the opportunity to attend two professional development sessions in the morning.

It was a pleasure to see a few familiar members there, including Tana.

In talking with non-members, I captured the interest and email address of an instructor at Graterford SCI. She stated that she would share the PAACE info with her colleagues and get back to me with questions. I have since followed up with an email but have not yet heard back from her.

In comparison to the other tables with materials, my table was rather stark, so I will be sharing my ideas re presentation materials with Colleen no later than July 17.

I will participate on the 7/14 conference call.

Respectfully submitted,

~S

*Shawn Barnum*

Program Manager - Community Based Adult Education

Information Services Manager

Center for Literacy

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### **ESL Report**

Greetings,

A brief report this month:

\* 25 more postcards from the NW were sent to state legislators following the June Board meeting.

\* Martin put together a tri-fold presentation, using materials from the PAACE website, which was on display at the NW/SW inter-regional conference in June - several people (all in corrections) asked about becoming members.

\* Each of us has been in contact with our members to be thinking about possible topics/presenters for the Midwinter conference.

Respectfully submitted,

Cathie

The three of us plan to be on Tuesday's conference call.

E. Cathie Whitmire  
Hispanic American Council of Erie  
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### Communications Chair Report, June 2009 Submitted by Colleen Duran

\*June's focus has been the PAACE summer newsletter, which will be posted on the website by July 13<sup>th</sup>.

\*A request was made for a document with talking points and general information for Board members to use; I put out a request to the Board for information they'd like to see on such a document, due date for this information is July 17<sup>th</sup>.

\*I've also been working with Lori Keefer on the upcoming mid-winter conference.

Thank you,

Colleen Duran

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I will be available to participate in the July 14th board conference call.

**Report from the Central Region Representative:**

I have created a special email distribution and collaboration space using Google Groups for PAACE members in the Central Region. All members from the Central Region were invited by email to join this group which is dedicated to issues and concerns of the region's PAACE members, as well as targeted advocacy efforts. I recently asked members of the group to provide suggestions of specific topics for presentations and workshops at the 2010 PAACE Midwinter Conference.

Mary Mingle

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**Technology Report**

Dear all,

I wanted to send out my final report/farewell. I did some research last month to see if I could find a new host for our website. Scot Mentzer is trying to get away from the web hosting business and thought it would be a good idea to find a new host. There are several hosts available but I was looking specifically at hosts that could handle everything (GiftTool capabilities also). I still have one open email to a web company and will pass that information along to the new Technology Chair ASAP.

Thank you all for the opportunity to work with PAACE again. I just wish I had more time available to work with the organization. I will continue to work with Sara Ward through the transition.

I'm sure we'll all cross paths again at some point.

Thanks.

Jim

Good afternoon –

I will be attending the conference call. I also wanted to follow up Jim's report with an introduction. Many of you know me already, but some not as well as others.

I've worked in adult education since April 2006, and have served as Assistant Coordinator for Southwest Professional Development Center (housed within Greater Pittsburgh Literacy Council) for a little over two years. I previously supported PAACE by assisting with desktop publishing (legislative postcards, programs for luncheons) and graphic design (new conference logo).

The Bureau of ABLE recently contracted a portion of my time at SWPDC to work on technology-related projects. My passion for technology extends beyond work, as I am wrapping up my graduate studies with a project focusing on implementation of IT solutions at large non-profit. Also, I previously served on technology committees for two Chambers of Commerce.

I feel this position is a natural fit and look forward to working with everyone.

Sincerely,

**Sara J. Ward**

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**Family Literacy Report**

Lori Mc Monigal and I would like to thank each of the PAACE Board members for their recent support of Even Start. As of last week over 250 agencies and organizations had signed onto the letter of support.

We both will be on the conference call.

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**Family Literacy Supervisor**  
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**Bureau of ABLE**

I will be on the conference call next Tuesday. There is no Bureau Report at this time.

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**TLC Report**

TLC has nothing new to report and I do plan to participate in the conference call.

Kim

**Corrections Ed Division Report**

Nothing new to report at this time, I will attend conference call on the 14th.

Thank you!

Randall E. Bacon

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**Commonwealth Libraries Report**

Nothing new to report. I will be attending the conference call.

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CHE and Awards reports

Hi Diane,  
Sent this to board site but since it hadn't come thru yet, wanted you to have it.  
Thanks,  
Mary Anne

Mary Anne Varacalli