

## **PAACE October Board Reports**

### **President's Report**

Hello Everyone,

In preparation for our meeting on Tuesday please review and have a copy of PAACE's bylaws with you. You can find them at this link [http://www.paacesite.org/web-content/PDFs/PAACE\\_Bylaws\\_2005.pdf](http://www.paacesite.org/web-content/PDFs/PAACE_Bylaws_2005.pdf) We are going to review them and see where there may be suggested updates and changes.

Here are some of my September activities.

- Communicated with Tim Shenk as our new Workforce Development Chair.
- Posted many times to the member listserv keeping them informed of the budget concerns and sharing information about other agencies during this time
- Aggregated the information from the survey that was posted to member about services. Shared that information with the members, the Bureau, some local Press and other non profits that are also in the same situation.
- Continue to work with the Treasurer with getting accounts set up and planning
- Consulted with the Legislative Chair over strategies that PAACE can be engaged.
- Spoken with the Eastern Regional Rep over ideas for advocacy
- Checked in with the various Division Chairs
- Worked with OD in building ideas for the Board members to visit legislators
- Reviewed last month's minutes
- Consulted with the Executive Committee
- Discussed with the Bureau Director concerns over the state budget developments
- Discussing with the 1<sup>st</sup> VP ideas for the upcoming conference
- Hashing out ideas with the Membership Chair
- Discussed with 2<sup>nd</sup> VP some ideas for her role as VP
- Engaged with the communications Chair over the newsletter and submitted my article for this issue
- Began a dialogue with the Technology Chair over ideas for best usage of technology for the Board and Members.
- Corresponded with Chuck Klinger over nomination process

I plan to see you all on Tuesday October 15 at 10:00AM. An agenda is attached. If there is something that you would like to see on the agenda let me know. Location: Governors' Apartment Community Room 2018 N 5th St, Harrisburg, PA 17102-1511 (Monica, would you confirm that address for Board members?)

Respectfully submitted  
Diane

## 1<sup>st</sup> VP Report

### Conference:

I wrote and submitted a proposal to the Verizon Foundation for \$15,000 for Verizon to be the Honorary Chair for the 2010 PAACE conference. On October 6<sup>th</sup> I received confirmation that the request was approved.

I have confirmed Byron Pitts as the keynote speaker for the conference. In lieu of paying him his fee, we purchased 225 copies of his book, *Stepping Out On Nothing*, that we can use at the conference.

I met with Monica to revise the sponsorship and exhibitor forms. I will be contacting potential conference volunteers to begin to do work on soliciting sponsorships and exhibitors. Tana has offered to take the lead on sponsorships.

I ordered stickers of the PAACE logo for use on two pocket folders. I've also worked with Sara on some ideas related to technology, webinars, and communication, including LinkedIn.

I participated in the executive committee conference calls.  
I submitted an article for the PAACEnews.

Lori Keefer

## 2<sup>nd</sup> VP Report

Hi everyone! Sorry for my delay in getting this report out...

In accordance with the strategic plan, I will be seeking feedback how I can provide support to the division chairs and regional representatives. Please come to the meeting with suggestions.

I will also support the process of the by-laws and will assist Bob and the team as needed.

I would like to work with the conference planning committee closely so that I am prepared for 2010-2011. Please keep me in the planning loop – I have so much to learn.

Have a great day and I will see everyone tomorrow!

**Cheryl Hiester**

Executive Director  
The Literacy Council of Lancaster Lebanon  
38 West King Street  
Lancaster, PA 17603  
717-295-5523

## **Treasurer's Report**

Attached are the pertinent reports for September 2009 with 2008 for comparisons. Please note the \$21,895 in program income is money that was held up from the conference by our credit card processing company for security purposes. That money is for conference revenues earned in December 2008.

The move of \$100,000 to PNC is complete.

In the operations manual it says that the treasurer's responsibility is to "sign on all checks that draw on accounts of the organization up to and including \$1000. Amounts over \$1000 require a second signature." Since we're an organization that's located across the state and sometimes getting a second signature can require mailing a check across state and waiting for a reply. The process could potentially hold the process of getting a check signed for two weeks or so, I recommend that this clause be changed to read: "sign on all checks that draw on accounts of the organization up to and including \$1000. Amounts over \$1000 require written approval from the Organizational Director, President, or Vice President."

I also propose adding a clause to the Treasurer's Responsibility of the operations manual that reads, "Prepares reconciliation report monthly for executive committee of board."

I'll be at the meeting on Tuesday.

Thanks

Alex

Organizational Director

Hello everyone!

My September activities have included:

Discussions with Diane regarding meetings in Harrisburg with legislators. I've contacted staff of the education and appropriations committees to schedule meetings for a few time slots in the afternoon following our board meeting. The legislators will be in their district offices because session won't convene following the Columbus Day holiday. I tried setting up meetings with staff of those committee members since they have quite a bit of influence. No one would commit to meeting with us on Tuesday, citing budget issues as consuming their time and

energy. Thus, everyone who volunteered to visit and speak on PAACE's behalf need not stay the afternoon. We'll try to set up visits again following a future Harrisburg meeting.

Met with Lori to work on some conference issues.

Worked on a secession planning document to keep all the organization's vital information in one location. Will continue to amend.

Renewed the organization's affiliate memberships with PANO, AAACE, and COABE.

Discussed with Diane some membership issues.

Corresponded with PNC and Sovereign regarding the PAACE accounts and my position as a signatory.

I'm unable to join you on Tuesday due to an afternoon class I'm in. Travel safe!

Monica

### **CHE Awards**

Hi Everyone,

Awards - No report

CHE - continue to update board and members on conference information

- sent LERN Webinar information to PAACE
- sent same info to CEA/PA board and members

I will be at the meeting on Tuesday. Looking forward to seeing everyone.

Mary Anne

### **Commonwealth Libraries Report**

I have nothing new to report. I will not be able to attend the meeting on Tuesday.

Eileen R. Kocher | State Aid Librarian  
333 Market St. | Harrisburg, PA 17126-1745

Phone 717.783.5743 | Fax 717.787.2117  
[ekocher@state.pa.us](mailto:ekocher@state.pa.us)

## Membership Report

This month I've updated information in GiftTool as per email requests and have nagged legislators.

I am also still researching ways to boost membership especially with the conference moved back. I will not be able to attend the meeting.

Respectfully submitted,  
-Danielle Blanchard

## Bureau Report

I have nothing to report at this time. I will be at the meeting on Tuesday.

Susan Mansuetti | Family Literacy Advisor  
Bureau of Adult Basic and Literacy Education  
Pennsylvania Department of Education  
333 Market Street, 12th Fl. | Harrisburg, PA 17126-0333

## Board Report – Technology

1) PAACE LinkedIn site set up – invited a few Board members to share in the experience already and they offered great feedback. I am ready to demonstrate features of having a group in LinkedIn for PAACE to the board. Since creating the test group, I've had 7 people request membership, so there is interest without advertising yet!

I've also created a How-To guide for those who want to import contacts from their MS Office into LinkedIn to find possible connections. If you would like a copy, please email me ([sward@gplc.org](mailto:sward@gplc.org)).

2) Update PAACE pages with obvious outdated information.

3) During exploration found that you can access Board listserv archives by:

- Going to: [http://paacesite.org/pipermail/board\\_paacesite.org/](http://paacesite.org/pipermail/board_paacesite.org/)
- You can also access that by going to PAACEsite, under Quick Links, click **List sign up**.
- Then click the link for **Board** and then the like at the top of the page for **Board Archives**.
- No access code, password, or proof of membership is needed

If the content of the Board listserv is not public information, I recommend removing access from the **List sign up** page on PAACEsite.

4) I also discovered through exploration that anyone can sign up regardless of membership status. Working with Danielle to determine best practices for monitoring who should no longer have access to the list.

5) I will continue to perform text-based edits to PAACEsite and hope to transition all edits in the near future.

6) Explored DimDim (webinar technology) and discussed possible PAACE uses to enhance membership with Danielle. Also possible to host our meetings as a webinar if face-to-face is not possible.

Respectfully submitted,

Sara Ward

## **Eastern Regional Rep Report**

I have been working with JoAnn Weinberger, the Southeastern Pennsylvania Coalition for Essential Services and members in my region on issues related to advocacy. PAACE members were encouraged to attend the 9/8 press conference in Harrisburg and the 9/14 rally in Sharon Hill; additionally, I scheduled a meeting with Senator Erickson, which was cancelled by his home office because he was called into session the day we were scheduled to meet. I will be looking to reschedule the meeting some time in the near future as part of an effort to develop a proactive relationship. I am also working on developing a proactive relationship with Senator Pileggi through a mutual acquaintance, but that is proving to be slow in the making.

I have been working with Katherine Vastine, Tana, Lori and Diane on putting together materials for our PAACE folders. Katherine and Diane were instrumental in compiling data, Tana provided support in making our logo accessible for use on documents, and Lori will have the labels with our logo ready to go. Thus far, I have strong working copies of:

- An Intro to PAACE;
- How to Adopt Your Legislator;
- Tips for Talking with Your Legislator;
- The Pennsylvania State and County Adult Literacy Fact Sheet;
- The Adult Education and Literacy Fact Sheet (nationally oriented).

I will have copies for everyone to review during Tuesday's meeting.

I joined LinkedIn and the PAACE group, and I have been working to expand my network.

Respectfully submitted,

~S

*Shawn Barnum*

Eastern Regional Representative

PAACE

and

Program Manager - Community Based Adult Education

Information Services Manager

Center for Literacy

636 South 48th Street

Philadelphia, PA 19143

### **Western Regional Rep Report**

Although we've been talking to our legislators we have not done anything on the regional level. I have presented information to our WIB about the state of the adult education community in general but especially our two-county community due to both budget cuts and lack of a budget.

Lynne and I are unable to attend the meeting on the 13th. We're anxious to meet everyone in person but we'll have to wait a few more months!

Marcia Anderson and Lynne Watson

### **ESL Division Board Report**

With my hours being cut in half, I will not be able to attend the meeting in Harrisburg. I will forward any reports to Cathie...Susan

Susan W. Adams

ESL Director

YMCA Education and Technology Center

125 S. 9th St. Suite 502

Philadelphia, PA 19107

Greetings,

The ESL Division co-chairs have been working to build regional networking opportunities, and getting the word out about advocacy regarding the state budget impasse. We submitted an article to Colleen for PAACE News about these activities.

Susan forwarded the following statistics for your review:

The US debate over immigration policy has raised many questions about immigrants—their origins, numbers and characteristics, as well as who has settled where.

There are 37.5 million foreign born in the US (2006 statistics from Migration Information Source of the Migration Policy Institute), 44.1 % entered the country prior to 1990, 30.5% between 1990 and 1999, and 25.3% in 2000 or later. These numbers represent 12.5% of the total US population.

We currently have nothing further to report.

Martin and Cathie will attend Tuesday's meeting.

Respectfully submitted,

Cathie

**Please note the NEW agency name and e-mail address below!**

E. Cathie Whitmire  
ESL Instructor/Clerical Support  
Multicultural Community Resource Center  
554 E. 10th Street  
Erie, PA 16503  
(814) 455-0212 x330  
[ewhitmire@multiculturalcrc.org](mailto:ewhitmire@multiculturalcrc.org)

## **Legislative Report**

Update of Board report – please note that the Senate version of the budget includes an additional \$500,000!

Legislative Report – October

State: Tomorrow represents the 100<sup>th</sup> day of the budget impasse for Pennsylvania. The latest version of the Senate Appropriations bill includes a 23.53% decrease for adult and family literacy, less than the Three Caucus version announced weeks ago. Meanwhile, without a budget, cash flow remains a problem throughout the Commonwealth as programs are laying off staff, cutting

back classes and staff hours, not paying vendors, borrowing on credit lines, and doing everything they can to stay alive.

Federal: Please see the announcement below of Adult Education and Family Literacy Week, to be celebrated October 18-23. Note that the U.S. House of Representatives has recognized this week.

*JoAnn Weinberger*  
*Chair, Legislative Committee*  
*PAACE*  
*and*  
President/Executive Director  
Center for Literacy  
636 South 48th Street  
Philadelphia, PA 19143

215-474-1827

[weinberger@centerforliteracy.org](mailto:weinberger@centerforliteracy.org)  
[www.centerforliteracy.org](http://www.centerforliteracy.org)

## Adult Education and Family Literacy Week

October 18-23, 2009

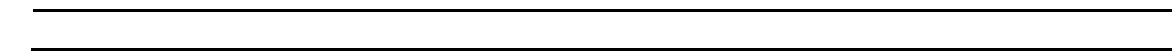
**[www.ncladvocacy.org/aefl.html](http://www.ncladvocacy.org/aefl.html)**

October 18-23, 2009 is Adult Education and Family Literacy Week! Recently passed by the U.S. House of Representatives (<http://clerk.house.gov/floorsummary/floor.html/thisweek.htm>), this is a one-time only dedication to raise public awareness of adult education and family literacy, assist adult learners in need of literacy services, and support increased access to adult education and family literacy programs. Use this opportunity to elevate adult education and family literacy nationwide with policymakers, the media, and the community.

The National Coalition for Literacy has created a resource collection in the NCL Advocacy Clearinghouse and Toolkit ([www.ncladvocacy.org/aeft.html](http://www.ncladvocacy.org/aeft.html)), to support your efforts to raise awareness and celebrate the week.

Resources include the latest fact sheets, sample press releases, and commemoration ideas for raising awareness for program directors, instructors, and partners.

Join the U.S. House of Representatives and NCL in honoring adult learners nationwide. Show your support for increasing access to adult education and family literacy programs to ensure a literate society.



Questions? Contact NCL policy co-chairs Jackie Taylor ([jackie@jataylor.net](mailto:jackie@jataylor.net)) or Marsha Tait ([mltait09@twcny.rr.com](mailto:mltait09@twcny.rr.com)).

[www.ncladvocacy.org/aeft.html](http://www.ncladvocacy.org/aeft.html)

National Coalition for Literacy  
PO Box 2932  
Washington, DC 20013-2932  
Fax: 1-866-738-3757  
[www.national-coalition-literacy.org](http://www.national-coalition-literacy.org)

Communications Report

**Nothing new to report from the Communications Chair. Unfortunately, three herniated discs will prevent me from attending the meeting next week!**

Thanks,  
Colleen

Colleen Duran  
Area Coordinator, East Central Area  
Greater Pittsburgh Literacy Council  
c/o Wightman School Community Building  
5604 Solway St. # 211  
Pittsburgh, PA 15217

Phone: 412-421-0525

Fax: 412-661-3040  
cduran@gplc.org  
www.gplc.org

### **Family Literacy Report**

Hi Everyone,

The Family Literacy Division has nothing new to report. Lori and I both will try to make the next meeting on October 13. Katherine Vastine and Lori McMonigal

Central Regional Rep Report

Central Region Representative: No report this month  
I will be attending the meeting on October 13th.

Mary

### **TLC Report**

No report.

I plan to attend the meeting next week.

### **Kim**

### **Workforce Development report**

I'll see you at the meeting!

Tim Shenk, Assistant Adult Education Director  
Lancaster-Lebanon Intermediate Unit 13  
Instructional Services  
1020 New Holland Avenue  
Lancaster, PA 17601  
Phone: 717-606-1793  
Fax: 717-606-1905

Cell: 717-201-4641