

PAACE December 2009 Board Reports

1st VP Report: 1st VP board report for November 2009 activities:

Worked with Monica to review the marketplace registration form as well as the conference registration form.

Made corrections to the conference fee information page and asked Sara to repost it.

Called to confirm the conference room rates (cheaper than advertised!). Posted the information to the members' listserv and sent out the information to others that asked. Also had this information posted (thanks Sara) to the website conference page.

Spoke with some people about David Rosen's request for PAACE to cover his travel expenses for him to do several technology related presentations at the conference. Discussed with executive committee.

The PDCs are bringing in Dr. Beverly Ford for some presentations at the conference.

I would like the divisions to recruit readers for the RFP process. The readers will be needed in early/mid-February.

Responded to several people who had questions about the RFP process. I sent out an email to the members with a template of what the RFP asks for so that potential presenters can plan their submission before completing it online (thanks Monica for making the template form!).

With the help of Monica Matthews, booked the DJ for the PAACE Night (a considerable savings here).

The SWPDC is going to possibly cover more of the conference expenses for SW programs than they have in the past. Spoke with Sue Snider about this.

Participated in the executive committee calls, conferred with Monica/Danielle about membership issues, conferred with Sara about technology things.

Here are the dates for the registration for the conference:

Early bird – now through February 28th

Regular registration – March 1 – May 15th

On-site – May 16th through conference

I will be soliciting/organizing volunteers for working on soliciting exhibitors for the marketplace.

Tana is working on sponsorships.

I will form a committee to work on content for the networking event.

I will be at the meeting.

Lori Keefer
Program Director
GPLC

2nd VP Report: I will attend the meeting in State College on December 8.

Is anyone interested in carpooling? I live in Mount Joy – easy access from Route 283.

2nd Vice President Report:

I joined the PAACE LinkedIn Group– nothing else to report this month.

Cheryl Hiestor

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

Treasurer's Report:

Attached are:

1. Current Profit and Loss Statements for Month and Year (and comparisons from last years)
2. Statements of Assets and Liabilities (and comparison from last year)
3. Reconciliation report for November
4. Draft of my understanding of the financial transaction from Conference/Membership registration to money in our account
 - Step five is the step I'm still fuzzy on and I think where most of the confusion lies and previous misunderstandings happen. I spoke with Authorize.net yesterday and they mentioned that if we want to switch to PNC as the end result of our credit card deposits we'll need to inquire to see if they can do this directly or if there is a company that can from their end. Previously I was under the impression that Wells Fargo is the company that authorize.net uses as the credit card processor. This is apparently not the case, that it depends on the end bank (i.e. PNC) to link with a compatible company or do it themselves. I'm planning on checking in with PNC and Sovereign to get more information about this and hopefully we'll have some better idea of the money flow in the next month or so, so we'll be better prepared to track conference revenues.
5. I'll be on the call on Thursday

Treasurer's Update: Wanted to get an update out before the call today - attached is the updated information after my calls today with PNC and Wells Fargo. The mystery has been cleared away for me and I believe the updated, attached document is the accurate representation of the information of the flow of money from registration to account in terms of membership and conference fees.

Also, unfortunately, in speaking with Wells Fargo today, our current transactions are once again being held up by security. The representative put me in contact with the security department but the woman in charge of our account is out of the office until Tuesday.

Before I spoke with Wells Fargo, I spoke with a Merchant Service (Credit Card Processing) person at PNC. He said they offer the service for a one time set up fee of \$195 (we'd get \$150 back as a rebate), a \$15 monthly fee (which he'd waive permanently if we enrolled by 12/31), and charges of 2.4% and \$0.29 per transaction (better than our current fees of \$9.95/month, 3.2% and \$0.32 per transaction with Wells Fargo).

Unless there are any objections I will switch over to PNC Merchant Services as soon as possible. I would strongly advise we do this as it's a better deal and will alleviate the problems we're apparently having over with the Wells Fargo security department. I'm really frustrated at this point with Wells Fargo and their customer service. I think it rivals Sovereign for poor service and I've been more than happy with PNC thus far.

Thanks

Alex

Organizational Director's Report: I've been working on the following for the past month:

- Talked with Danielle regarding membership
- Updated the membership site in Gift Tool to ready it for 12/1 renewal
- Refined the RFP and constructed an Adobe file that mirrors it so that applicants can answer the questions before entering the site
- Marketplace registration and conference registration prepped
- Investigated Capwiz at JoAnn's request. Please review the attached proposal from the merchant. I would love to look into like opportunities if anyone knows of any competitors. I've also listed some demo and client sites for you to peruse. I would appreciate some feedback.
 - <http://capwiz.com/salesstate>
 - <http://capwiz.com/pataxfairness>
 - <http://capwiz.com/psu>
- Collecting media contacts across the state

I'm interested in knowing who might be attending the January meeting in Harrisburg. If you are attending the January meeting, would you be able and interested in meeting with a legislator and/or staff in the afternoon. With the holiday, I'll need as much lead time as possible to schedule appointments. Please email me at mona.shields@comcast.net regarding your possible attendance in January.

I'll be calling in for the meeting on Tuesday due to an afternoon class.

Monica

Commonwealth Libraries Report: I have nothing to report this month. I will be at the meeting in State College.

Eileen R. Kocher | State Aid Librarian
333 Market St. | Harrisburg, PA 17126-1745
Phone 717.783.5743 | Fax 717.787.2117
ekoher@state.pa.us | www.education.state.pa.us

Research division Report: We have nothing to report this month. I will be at the meeting in State College.

Sheila Sherow

Bureau Report: I have nothing to report, and I will be unable to attend the meeting next 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
Phone: 717.787.5532 | Fax: 717.783.0583
smansuetti@state.pa.us | www.education.state.pa.us

Technology Report: *I regret that I cannot attend or call in to the December 2009 meeting because of a simultaneous work meeting.*

November 2009 Technology Report

- Web updates (collaborating with Destiny Long)
 - Legislative page (collaborating with JoAnn Weinberger [Legislation Committee Chair] and Shawn Barnum [Eastern Region Representative])
 - Conference information (collaborating with Lori Keefer [1st VP])
 - PAACE journal page update (in progress)
- Contact Gary Dean (Journal of Lifelong Learning Committee Chair) to troubleshoot journal inquiry received to the web@paacesite.org email address
- Update contact information on the board member listserv and list on PAACEsite
- Spoke with the Diane Inverso (President) about utilizing webinar technology to host the annual meeting
- Introduce the LinkedIn group for PAACE
 - 38 members to date (using downloaded membership [life, regular, and organization] from GiftTool dated 11/17/09 to confirm membership)
 - 3 politely rejected for not being members and encouraged to join for this membership benefit
 - 2 members of AAACE joined (and I joined theirs) to get ideas from each other
 - Generated how-to PDF to control the email notifications from LinkedIn
 - Maintain job board which allows postings for 15 days
 - Developed subgroups for divisions
- Brainstormed with Mary Mingle (Central Region Representative) for technology-based PAACE conference sessions
- Brainstormed with possible Technology Committee Chairs so I could move to the open Communications Committee Chair position – I contacted people I knew with technology skills/interest – waiting to hear back prior to the December meeting before we post the recruitment in PAACE News
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- Collaborating with Destiny Long on web disk space issues and how to proceed with the Communications position until that or Technology is filled
- Arranged to meet with Danielle Blanchard – Krane (Membership Committee Chair) to brainstorm membership perks .
- Legislative postcard for JoAnn Weinberger (Legislation Committee Chair)
 - Designed and revised
 - Obtained 2 Request for Quotes – one from Williams Printing and one from Whitmore
 - Currently in printing and to be shipped to JoAnn, invoice to Alex Dow (Treasurer)

Respectfully submitted,

Sara J. Ward

Technology Committee Chair

Pennsylvania Association for Adult Continuing Education (PAACE)

Western Regional Rep Report: Hi,

Weather permitting, both Lynne and I will be at the Board meeting.

Report: We are talking to administrators about why or why not their folks join PAACE. We want to find out what barriers (besides \$\$\$) they perceive may be keeping instructors from joining. We've also kept legislators in the loop as far as the budget passing but agencies are experiencing hardships due to lack of cash flow.

Marcia Anderson
Western Area

TLC Report:

TLC has contacted division members requesting proposals and asking what they would like from PAACE.

I plan to attend the meeting.

Kim

Eastern Regional Rep Report:

-I am in the process of editing the promotional and advocacy materials per input received this month from JoAnn, Tana and Kim; I hope to be able to disseminate to the Board prior to Tuesday's meeting.

-I spoke with JoAnn and Sara about updating several links on the website.

-I spoke with Danielle about moving forward the PAACE brochure after new member benefits have been clearly defined.

-Alexis Brown (Executive Director, CWEP) expressed an interest in putting together an ad hoc committee of administrators in the Philadelphia area to address advocacy issues. I spoke with her the week of the 9th and informed her I am willing to facilitate advocacy sessions and play an active role on the committee. Alexis stated she would communicate with Diane re addressing this issue at the next admin meeting in the city. I also mentioned to Alexis that we are looking for a motivated individual for the position of Eastern Regional Rep and encouraged her to give the matter every due consideration.

-I spoke with Judy Rittenhouse (ProJeCt of Easton) re supporting her in her advocacy efforts, which she would like to further develop. I will provide her with our new materials when they are approved by the Board and plan to offer any additional support she may require.

I will attend Tuesday's meeting.

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

Legislative Committee Report

Submitted by JoAnn Weinberger

Postcards are being printed for sending to legislators on behalf of students placed on waiting lists. They will be sent to each program with directions on how to use them.

Diane sent a letter to the Governor requesting 2010-11 funding at the same level that the Governor had requested for 2009-10.

The website was updated with information on State and Federal Appropriations.

Although I will not be at the meeting, I will call in.

JoAnn Weinberger

President/Executive Director

Center for Literacy

636 South 48th Street

Philadelphia, PA 19143

Corrections Ed. Report:

Corrections Ed. has nothing to report at this time.

As of now, I will be unable to attend the meeting. If something changes and I can attend, I will notify you.

Kathleen Pavel
ABLE Coordinator/Corrections

ESL Division Report:

Pax et bonum! (peace & goodness)

We have been working on adding material to the ESL Division LinkedIn site. We have one reader for the RFPs. We have also sent out an email to the PAACE-ESL members reminding them of the 2010 RFP and also offering assistance in helping develop an RFP (for newbies). Cat & I are planning on attending next week.

Martin E. Senger

Award and CHE Report:

Hi Everyone,
Awards - No report
CHE - Contacted CEA/PA to put the link to the RFP on the website and asked to also send the info out to all members.

I will be at the meeting next week.
Thnaks,
Mary Anne

Mary Anne Varacalli

Membership report

- Touched base with Monica on updated GiftTool and responsibilities. GiftTool is ready to handle membership for the upcoming year.
- Composing membership renewal email. Looking to see if there is a way to do a mail blast utilizing GiftTool. Monica will ask our rep. Will also piggyback membership message with conference registration message.
- Meeting with Sara to discuss updating the benefits of membership utilizing technology.
- Spoke with Shawn B about updating the brochure.

Regretfully, I am unable to attend the meeting.

Respectfully submitted,
-Danielle

Central Regional Representative Report

On November 11, 2009, I posted the PAACE Conference Request for Presentation Proposals invitation to the following NIFL email discussion lists:

Workforce Competitiveness
Reading and Writing Skills
Adult Literacy Professional Development
Technology and Distance Learning
Assessment

Katherine Vastine posted a copy of this message to NIFL's Health Literacy discussion list. Kim Rossman posted the message to NIFL's Learning Disabilities list.

I will re-post the message again in late December or early January and then before the deadline.

I responded to one request for assistance from a presenter (Art Ellison) submitting his proposal online.

I am continuing to encourage regional practitioners to consider submitting presentation proposals for the conference (including several regional practitioners who are working with the PDC on action research projects).

I plan to attend Tuesday's board meeting in State College.

Danielle: When you have the membership renewal email message completed, could you send me a copy. This will help me develop the PAACE membership message Professional Development Centers will send to regional practitioners.
Thanks, Mary

Mary Mingle, Central Northeast PDC, mmingle@comcast.net

Workforce Division Report:

[There is nothing to report from the Workforce Division. I plan to join the meeting next week.](#)

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

Family Literacy Division Report:

Co-chairs posted the RFP to the PSU Family Literacy listserv. The Governor signed the Family Literacy Proclamation recognizing November 1 as Family Literacy Day. We announced the proclamation over the listserv along with some web based resources to promote this event.

Unfortunately, neither Katherine or I are able to attend the meeting on the 8th.

Lori McMonigal and Katherine Vastine

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