

Annual Report
President
Tana Reiff
February 12, 2009

First, I want to say it has been an honor serving as PAACE president. The board has been engaged and active, and it's been a pleasure working with all of you.

Activities of the organization over the past year, from the President's perspective:

Organizational Director: Negotiated and signed contract with Monica Shields of Pittsburgh, to provide operations services to PAACE (called "Organizational Director"). In addition to the responsibilities listed in Exhibit A of the contract, I, in consultation with the executive committee, provided Monica a "to-do" list, with priorities and contact information. I am very pleased with Monica's work, especially in connection with Midwinter Conference. I recommend renewal of her contract. Diane and I met with Monica on February 10 and she agreed to continue. Board approval will be needed by April 3, 2009.

Strategic Plan: Major accomplishment of this year for the organization. Led by 2nd Vice-President Lori Keefer. Filed at paacesite.org.

Advocacy: Upon Board approval, worked with the Legislative Committee in a drive to oppose the Pennsylvania Economy League's recommendation to move oversight of Adult Basic and Literacy Education funds from the Pennsylvania Department of Education to the Department of Labor & Industry. With the advice and assistance of several past presidents, the Executive Committee, and the Legislative Committee, wrote a letter to Governor Rendell citing flaws in the PEL report and outlining PAACE's position and reasons ABLE should stay in the Department of Education. Set up and publicized an online petition ("Keep adult education the Department of Education") that garnered over 2,400 signatures and hundreds of unsolicited comments. Sent the Governor a hard copy of the petition, along with a sheet of selected comments. The only formal response was a letter from the Acting Secretary of Labor & Industry; however, action toward moving ABLE has discontinued.

Representation: Presented the Larry Goodwin Award at the Bureau of ABLE's Success Stories event in May 2008. Corresponded by e-mail and letter to institutions, government officials, sponsors, and others on behalf of the organization. Wrote quarterly President's messages for *PAACE News*. Maintained communication with the Director of the Bureau of ABLE and the Deputy Secretary for Postsecondary and Higher Education.

Conference: Served as General Chair of the 2009 PAACE Midwinter Conference, offering guidance, advice, and oversight based on experience as the 2008 Conference Program Chair and on the conference budget as approved by the Board. Designed the conference logo, publicity brochure, signs, and program book (not a presidential duty).

Fiscal Affairs: Opened interest-bearing checking and money market accounts at Sovereign Bank, including setting up new signatories. Worked with the Treasurer and Organizational Director to develop a process for receiving, depositing, expending, and recording revenues and expenses. Solicited conference sponsorships, garnering \$17,000 in cash contributions and at least \$1,500 in in-kind contributions. Will contact bank to add the new president as a signatory and remove myself.

Board Development: Solicited Bob McNeill and Monica Shields to facilitate a Board Development Workshop in May 2008 based on *The Board Team Handbook*, which we purchased last year and distributed to all Board members. Recommend that copies be provided to all new Board members and training be provided at least once a year.

Research: Proposed that PAACE fund a research project. Met with Sheila Sherow, Research Committee chair, and Kate Shaw, Deputy Secretary of Education for Postsecondary and Higher Education to discuss

formulation of a research question. The Board approved \$20,000 to fund a research project to be managed by the PAACE Research Committee.

Leadership: Worked with virtually every member of the Board to support the efforts of their Board position. In particular, worked with Awards, Communications, Legislative, Membership, Nominations, and Research Committees. Helped to put Board members in touch with other relevant contacts and advisors. Provided input for PAACE's 2008-11 strategic plan. Proposed for Board approval a Workforce Development Division Director; interim and elected Central Geographic Region Representatives; Constitution, Bylaws and Resolutions Committee Chair; and Communications Committee Chair. Planned agenda for and presided at all 11 monthly Board meetings, three by conference call. Held Executive Committee conference calls prior to all but one Board meeting. Conducted all PAACE business in accordance with our Bylaws and according to basic parliamentary procedure. Edited a draft of a new Operations Manual.

Addendum: At the February board meeting, the board approved Colleen Duran of GPLC as the new Communications Committee chair. Welcome, Colleen! She has some great ideas for PAACE communications. Many thanks to Destiny Long for serving so capably in this position for the past three years. As a former Communications Committee chair myself, and having been at the hub of organization activity, I recognize the importance of this board position and appreciate everything that Destiny has done for PAACE communications.

1st VP Report

Greetings Everyone,
Here is the report that I gave at our last Board meeting.

Coming to the conference we had

- 667 people registered.
- 40 people who have volunteered
- 31 vendors/affiliates using 42 tables
- 112 sessions scheduled

Admin - 13 ABSE - 21 Adult Literacy - 13 CHE - 6
Corrections - 4 ESL - 7
Family Literacy - 10 General - 18 Public Policy - 5 Research - 3
Workforce Development - 11

- 2 planning committee meetings

The Divisions have been asked to set goals at their luncheon on Friday and when necessary the election of a division representative.

Through this year with the help of Destiny, Tana, Eileen and various folks there were communications that went out to the members, listservs, newsletters announcing the conference. Destiny kept the website up to date with planning. Announcements were sent requesting RFPs, vendors, and conference registrations. An article was sent to the various PDCs to use if appropriate in their newsletters encouraging people to register for the conference.

The Annie E Casey Foundation was asked to act as Honorary Chair for the conference. Two people from the Foundation agreed to attend and represent the Foundation.

Dr. Baptiste was selected to be the Key Note presenter for the conference. Ian Baptiste agreed to fulfill that role and began to plan his speech for the conference (which he changed a week before the conference).

RFPs were handled through Gift tools. Presenters were notified if they were or were not selected. Kallie Akamine maintained the program database and adjusted it as needed. Jubi Williams worked with Kallie to create the session schedule. They aligned rooms with set up to accommodate the requested type of session. Information was shared based on the type of session planned and AV needs.

Jim Yeager worked with getting the AV aligned with the sessions planned. Also a final list to turn over to the Lodge to have in place the needed AV equipment. A computer lab was ordered and arranged.

Food for the luncheons and banquet was arranged by Sue Snider with Monica completing the final details with the Lodge. Tickets were printed for the meals and the drinks.

Kim and Mary Anne worked to coordinate the awards. Finalists were selected and plans were made to get them to the luncheon. Legislators were contacted to show their support of the awardees. Plaques were ordered. The luncheon program was put together by Sara Ward with Tana doing the final edits.

Michelle Bailey worked with Kallie Akamine and Ulicia Lawrence to find vendors and to engage them for the conference. Affiliates were contacted and lined up for the Marketplace. Ads were gathered for the program. A new layout for the exhibit hall was set up and vendors were contacted with directions on how/when set up would occur. Registration for vendors occurred through Gift tool.

Planning with the Bureau began in the summer. The Bureau decided on who they felt should be offering a Bureau session. This was shared with the conference chair to help with planning and scheduling. Plans for the ABLE Breakfast were developed by the Bureau and Susan Mansuetti following through with the final ideas.

Don Butler headed the PAACE night planning. He developed the idea/theme for the evening and found the materials for decorating. Don contacted the DJ for the dance.

Anita rallied the volunteers and Sheila gathered the LitCorp students. Schedules were developed to make sure all situations were handled.

The program was developed by Tana. Tana worked with the printers to make sure it looked just right. A team of editors were pulled together to read...read...read! Signs were designed by Tana. All printing was handled by Tana. Anything visual got special attention by Tana.

JoAnn arranged for the Governor's proclamation and made sure Tana had it for the program. JoAnn also contacted Jackie Taylor and lined her up to do the Public Policy session.

Invitations went out to the VIPs. Lori K. arranged for seating at the head tables and the invocations and making sure everyone was in the "right" place.

There are many more details for the conference. Also there were many more people who made sure that the event was planned, developed and occurred as smoothly as possible. I thank everyone for their hard work and support and most definitely their words of encouragement.

I am confident that Monica has been fully "broken" in for planning and executing a PAACE conference.

Diane

2nd VP Report

Attached is a revised update on our strategic plan as my report for this month.
Thank you.
Lori

PAACE Strategic Plan 2008-2011

MISSION

PAACE is a nonprofit educational association whose mission is to enable its diverse members to help adults achieve educational goals, to exercise leadership for adult education, and to advocate lifelong learning as vital to economic security and social equality.

ADVOCACY

Goal: Increase adult education advocacy efforts and visibility at the state and national levels.

Objectives:

- Provide PAACE members with timely information on state and national adult education issues.
- Provide opportunities for adult educators to become more active in advocacy efforts.
- Establish and/or maintain relationships with state and federal public officials.

Action items:

Information about legislative alerts, the PAACE petition in response to the PEL report
Emails to members about advocacy efforts
Advocacy workshops, Advocacy sessions at conference
Meetings with legislators at the local levels
Established a cooperative relationship with the PA Commission on Community Colleges.

MEMBER SERVICES

Goal: Expand membership base and increase member participation in the organization.

Objectives:

- Educate the adult education community about PAACE member services.
- Expand opportunities for communicating and community building.
- Develop communication channels to solicit input from PAACE membership.

Action items:

PAACE conference session about serving on the board

Need to develop a marketing plan
Need to form a communication plan
Division luncheons at conference

BOARD DEVELOPMENT

Goal: Strengthen the effectiveness of the board of directors.

Objectives:

- Develop methods and materials to recruit and orient new board members.
- Develop a board operations and policy manual.
- Provide activities aimed at building board team and meeting effectiveness.

Action items:

Board operations manual to be in draft form Spring 2009
Held a board training on being a board member
PAACE conference presentation on becoming a board member

FISCAL AFFAIRS

Goal: Strengthen PAACE's financial position to assure resources are available to meet initiatives.

Objectives:

- Establish and maintain a budget development process that matches PAACE's resources to the organization's strategic plan.
- Develop a budgetary process that assures timely, accurate, and easily understood financial reports to board members.
- Analyze short- and long-term investment opportunities.

Action items:

Discussions about PAACE's fiscal position and investment options.
Transferred accounts to interest-bearing checking and money market accounts.
Develop processes for accounts payable, accounts receivable, and bookkeeping.
Secure state sales tax exemption and apply for rebate.

PROFESSIONAL DEVELOPMENT

Goal: Identify and provide quality professional development opportunities in adult education.

Objectives:

- Stage an annual conference, the content of which reflects current knowledge, practice, and developments in the broad field of adult education.
- Promote research in practical areas of adult education.
- Establish partnerships with other organizations to expand professional development opportunities for members.

Action items:

2009 conference
\$20,000 allocated to fund a research project directed by the PAACE research committee
Partnering for the research conference aligned with the PAACE conference for 2010

Legislative Report

LEGISLATIVE REPORT PAACE MIDWINTER FEBRUARY 2009

Two Key Messages

1. You now know what it means to be involved in advocacy.

In response to the report of the Pa Economy League report to the State Workforce Investment Board, PAACE supported what you do by preparing a detailed analysis for the Governor, providing you with a petition which was used to share with the Governor and members of the state legislature, and provided follow-up letters to the Governor. And yes, the activities produced results. What did you do? You, your colleagues, your tutors, and your students signed a petition and wrote informative comments. You have visited with your legislators to demonstrate that what you do includes workforce education as well as other educational purposes.

Can you stop now? No, educating legislators never stops! Just as you responded to the PEL report, you need to be as responsive to every legislative alert and opportunity that comes your way.

2. Information is power, and the PAACE Legislative Committee tries to provide you with the most up-to-date information including action steps that you can take. During this year, you received 6 action alerts as it relates to appropriations at the federal and state level. And, you received postcards for your legislators. You also received two action alerts as it related to the PEL report, one alert to communicate with the Obama Transition Team, and a general request that you send your legislators letters of congratulations after the election and invitation to events. In addition, you received one information-loaded email regarding literacy data available from the National Assessment of Adult Literacy.

We are now starting another appropriations cycle, at both the state and federal levels. At the State level, Governor Rendell has recommended a 2.9% decrease in funding for ABLE programs – \$500,000. PAACE is recommending a \$1 million increase. So, please ask yourself a question: will you be involved in the process? Will you communicate with your state legislators? Will you teach your students to write business letters and have them advocate for something they believe in? Will you inform your community partners?

At the Federal level, we have already been involved in the Economic Stimulus Package, but regular appropriations for WIA Title II and re-authorization of the Workforce Investment Act are yet to come. Will you be involved in the process.

The Legislative Committee is committed to providing you with the information. I hope you will all be committed to using the information and working with you legislators.

Western Regional Rep Report

- I have meet with staffers from Senator Casey and Senator Specter's office encouraging them to ask the senators to support adult education in stimulus package legislation.
- I have updated the Pennsylvania Leadership, Appropriation, and Education Committees in the Pennsylvania House and Senate (since some new members took office in January). I forwarded this to Destiny who uploaded the change to the website (thanks again Destiny). I will also attach this document for board members info and to distribute in your areas. If you notice a legislator in your area, please do your best to make colleagues aware of the importance of contacting these persons.
- On a federal level potentially key members of the House of Representatives in Pennsylvania are:
 - o Representative Murtha (parts of Allegheny, Armstrong, Cambria, Fayette, Indiana, Somerset, Washington, Westmoreland Counties, all of Greene County) (Member of the House Appropriations Committee)
 - o Representative Fattah (Philadelphia area) (Member of the House Appropriations Committee)
 - o Representative Platt (Adams, Cumberland, York Counties) (member of the House Education Committee)
 - o Representative Sestak (most of Delaware, part of Chester and Montgomery Counties) (member of the House Education Committee)
 - o Representative Altmire (Parts of Allegheny, Beaver, Butler, Lawrence, Mercer, Westmoreland Counties, all of Lawrence County) (member of the House Education Committee, also a member of the subcommittee on Higher Education, Lifelong Learning and Competitiveness).
- I have printed out some advocacy related materials for the PAACE table. Thanks JoAnn for forwarding information and for the suggestions.
- Myself and Karen Mundie (GPLC) will present an advocacy session at PAACE on Friday at 11:00.
- Looking forward to the conference, thanks to everyone for your work on it.

Alexander Dow

Downtown Center Manager

PAACE ABSE ANNUAL REPORT
2008-2009

For this fiscal year the ABSE Division focused efforts on Advocacy. Throughout the year we have used much of the material from the 2008 Art Ellison PAACE session as handouts to teachers and administrators. Questions from ABSE teachers mostly were asking for formats of letters to use in their classes with students. I see a huge need for the topic of Advocacy to get past Administrators of ABLE agencies to the teachers who actually can involve students in the Advocacy process.

I have worked with Alex Dow, Western Regional Rep, to attend an Interregional Conference in western PA to promote PAACE and the topic of Advocacy. I feel that I need to work more closely with other Regional Reps to have the Division have more of a presence in across the state. Unlike PAACE Divisions that deal with more defined interest groups such as ESL and Family Literacy, ABSE is more undefined and ambiguous. In my opinion, it needs to have more of a definition or “brand”.

Thank you to Karen Mundie who facilitated a session on Advocacy at the 2008 Division Lunch and set the stage for much of my communication with several key ABSE members during the year. Thank you to JoAnne Weinberger who led a Q&A Advocacy session at the Division Lunch this year.

I have worked with Suzanne Webster to get an email list of ABSE members and have continued to work to clean up this list. I would like to have a better understanding of “who” the people in this division are and “what” their needs are. I have made random calls to teachers on this list to listen to what they see as the role of PAACE and how they might impact our field.

The Division actively sought out presenters to send in PAACE Conference Proposals. Five educators from the ABSE Division read and evaluated PAACE Proposals for the conference.

Bootsie

ESL Annual Report

Greetings everyone!

The ESL Division co-chairs Susan Adams (YMCA of Philadelphia), Martin Senger (Greater Erie Community Action Committee) and Cathie Whitmire (Hispanic American Council of Erie) are pleased to report the following activities for the previous year.

- We are attempting to build a statewide communication network for the purposes of ongoing personal/professional development/sharing of information (within our division).
- We have begun to establish contacts with other statewide ESL organizations {AACE-Ohio & Commission for Adult Basic Education and Literacy (CABEL)}
- We have strongly pushed advocacy (specifically the PEL report and state budget), and were pleased with the response.
- We solicited proposals for the 2008 Midwinter conference and readers for them as well... We hope to INCREASE the number of proposals submitted next year.
- We have been getting the word out about changes to the Naturalization process/exam throughout the year, and are pleased to have guest speakers on the topic at this year's Division Luncheon.

In the coming year, we would like to focus on:

- Transitioning (models and approaches to raise numbers)
- Bridging the gap between K-12 and Adult Ed ESL (increased communication and information sharing)
- Soliciting more high interest, quality presenters for next year's conference

Communications Report

Over the past year, I have worked on maintaining the PAACE website as well as publishing the quarterly online PAACE newsletter. Highlights for the year include:

- Posting conference information, conference schedule, presentation handouts (coming soon), and also arranging photo coverage at the conference
- Maintaining the advocacy section of the website and adding a section to find your legislator and a list of key legislators/committees (Thanks to Alex's work on compiling this)
- Helping to create the online petition and working with JoAnn and Tana to post information to the website about the issues
- Worked with JoAnn to update and print advocacy postcards
- Updating the membership page to include directions for registering online and changes to the membership year (Thanks to Suzanne's easy to follow directions)

I have really enjoyed working with all of you over the past three years. I know that Colleen Duran will do a great job as the new communications chair! I will be talking with her tomorrow (2/19) and we will begin working together to begin the transition.

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Family Literacy Report

Again this year, we collaborated with the Commonwealth Libraries to invite the 2008 PA One Book author, Katherine Ayers, to the PAACE conference for a book signing. She was also a conference session presenter.

As a service project for the conference we collected items for the Ronald McDonald House of Hershey and their Family Room. We had an overwhelming response and delivered two car loads of items.

This year we had 12 applications for the Goodling Family Literacy Best Practice Awards. There was a tie for first place and, thanks to the generosity of the Goodling Institute, we were able to award two first place awards.

Katherine Vastine
Family Literacy Co-Chair

Corrections Ed Report

The Corrections Education Division is working to solidify a connection between the sub-divisions of corrections education (State, County, and Community Corrections). in an attempt to forge a relationship between the three to develop continuity in educational and professional development training for the clients and staff. We have a long way to go, but the conference will provide and excellent opportunity to make a major step forward in achieving that goal.

Randall Bacon
Corrections Education Division Chair

Technology Annual Report

I do not have a full year wrap-up for my report since I have not spent a full year yet with PAACE, but here is what I have so far.

1. Have maintained the PAACE Members and Board Listserve.
2. Made some minor changes on several pages of the PAACE website.
3. This first year has been time for me to learn the ins and outs of the cPanel software used for the mailing lists and website.
4. I have worked with Suzanne Webster to keep the mailing list in line with the memberships in GiftTool. I also have spent some time trying to learn the GiftTool system.
5. Made minor adjustment to the PAACE Reimbursement form and look forward to working with Bill on a new version of the form.
6. Helped plan/coordinate the A/V aspect of Midwinter Conference.

To summarize my work so far, I would say I have been trying to learn the systems we use and will continue to try to find ways to make the systems better.

See you all very soon.

Jim

Bureau Annual Report

I didn't get a chance to send this before the conference. Here is the Bureau Report:

As the Bureau Representative, my main role is to listen to the concerns of the Board Membership and to bring those concerns back to the Bureau for discussion and clarification.

During this past year, I kept Rose Brandt informed of any concerns brought about by the PEL Report that were expressed at meetings she was unable to attend.

I tried to create a better understanding at the Bureau level as to what exactly was meant by "Bureau Requested Sessions" to be submitted to the PAACE conference. In this capacity I also worked on getting the Bureau proposals submitted on time, and ensured that proposals were complete before the final selection date.

I worked with a committee on planning the ABLE Administrators' Breakfast sessions and then simplified the agenda following the change in Bureau Directors.

Susan Mansuetti | Family Literacy Advisor
Bureau of Adult Basic and Literacy Education
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Membership Report

After years of consideration, and without too many glitches, we have successfully made the change to a fixed PAACE membership year and a totally electronic system – no more paper membership forms! There are still some issues to work out to be able to get the information we need, but we have the time to explore our options and determine the best way to gather this information.

Here are the current membership statistics –

661 – total number of members

24 – Associate

502 – Individual

14 – Organizational

121 – Life

8 – New Life memberships

Bootsie Barbour

Cecelia Connelly-Weida

Tammy Freiler

Diane Inverso

Ulicia Lawrence

Kimberly Stephens

Peggy Trout

Rehnuma Lizzie Wahab

183 – New PAACE members (over 27% of total membership)

13 – Associate

168 – Individual

1 – Organizational

1 – Life

28 – Number of outstanding membership payments

Enjoy the pasta buffet without me – I'll be eating ice cream!

Suzanne Webster
Membership chair

TLC Annual Report

TLC has been regularly forwarding on advocacy information to literacy programs and posting it on the website, www.flcliteracy.org.

Revisions to TLC's bylaws are being voted on at the annual membership meeting at this midwinter conference and the proposed revisions include changing the introductory wording from:

Tutors of Literacy in the Commonwealth (TLC) is a special interest section of the Pennsylvania Association for Adult and Continuing Education (PAACE). Its relationship to PAACE is defined and governed by the Constitution of PAACE. TLC supports the principles and purpose of PAACE as set forth in the Constitution.

to:

Tutors of Literacy in the Commonwealth's (TLC's) mission is to provide volunteer tutor support to Pennsylvania's adult and family literacy programs. Initially TLC's relationship to PAACE was defined and governed by the Constitution of PAACE. Upon establishment of TLC's 501c(3) status, TLC became an independent organization continuing as a special interest division of PAACE with a seat on the PAACE Board.

TLC has been assisting with the awards luncheon held at the PAACE Midwinter Conference and has also initiated an Outstanding Tutor of the Year award. For 2009 this award will be presented at the same time as the Student Success Stories.

TLC continues to offer tutor trainings to PA adult and family literacy programs and participate in monthly PAACE meetings.

Journal of Lifelong Learning Report

The PAACE Journal of Lifelong Learning is at the printers. We are having 800 copies printed (same as last year) and the estimated cost is \$2202.83. The journals should be ready to mail out to PAACE members later this month. We will get an updated membership list from Suzanne Webster prior to mailing the journals.

Let me know if anything else is needed.

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