

May 2009 – PAACE Board Reports

President's Report

Much of my work this month has revolved around the process for reviewing the Operations Manual. I want to thank everyone for their hard work and time they gave to the process. I will aggregate the information and bring it to the meeting on Tuesday. When I discussed this with the Exec Committee we felt that there are only a few areas that may warrant further discussion.

I have given Lori some assistance in her planning for the conference. She and Monica are doing a great job with getting things organized.

This month I had the pleasure of representing PAACE at the PDE/ABLE Success Story event. PAACE awarded two checks of \$100 for the Larry Goodwin award (and a plaque) and the high scorer for the GED. There were other folks there from the Board. So there was a wonderful representation.

I have continued to meet with Monica and Bill over the fiscal and legal needs of PAACE. It has been important to still make sure some of our legal documents are in order especially when it comes to filing taxes.

Just yesterday I received an inquiry from someone from PDE who was interested in the online petition that PAACE had put online for the Tuition Relief Fund. I will follow up with that and see how we can work with them.

I also had some time over the month to have sidebar conversations with some of the Board members. Some communications were to discuss ideas and plans and some from members who are seeking direction. It is great to see an engaged and dedicated group of colleagues!

See you on Tuesday and thank you Suzanne for arranging the space and the conference call hook up.

Respectfully submitted
Diane

1st VP

Conference planning is well underway. These are the things that I have worked on this month: Theme – I worked with some board members and general members to come up with a tag line. The proposed theme is Chart a course: Destination adult education. The logo and such is being designed and things will revolve around the general travel category. In this time of uncertainty (budgets, staffing, content, professional development, etc.) there is much that can be done about administrators and practitioners charting a course for the future. I have begun to price conference bags that will look like boat/deck totes. By the June meeting, I should have some graphics to share.

Monica and I met and worked on the proposed conference budget that I will present to the board for approval at our meeting. We are saving money in many categories and are asking Hershey for decreases in room commitments and meals. I would like to talk with the board about some ideas for rearranging the timing of certain functions at meals – not eliminating anything, just moving the time/date. I'd also like to discuss adding a Wednesday evening meal option that would be networking in nature. The other discussion would be about the PAACE luncheon and membership meeting.

I've begun investigating Keynote Speakers. I will have a list of people that have been suggested and will welcome any input from board members.

One of the items on the conference evaluation that came up was the suggestion to expand the Exhibit Hall. I'd like to discuss some proposed ideas as well as ask any board member that has been to a conference that had an exhibit hall to share their conference program page with the list of exhibitors with me to help us to contact potential vendors.

I would like to propose that PAACE purchase a laser printer (the ones in the \$200 range) for use at the conference in the registration area. Utilizing this printer in pre-conference preparation and at the conference will more than pay for the expense. I will detail some of the cost savings when going over the proposed budget.

I've also contacted people who have offered to help with conference planning and have confirmed help for the RFP process. Monica and I would like the RFPs to go out a month earlier so that we can start to share the sessions with potential attendees earlier (this was a suggestion from the evaluations).

I will be bringing the conference session evaluations with me for the division chairs to take with them.

I will be attending the meeting.

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Organizational Director

Recently, Lori and I have been meeting to work on conference planning and a budget for the '10 conference. I've been in discussions with Hershey about conference needs and to work on a contract. Additional work has been to solicit quotes from nonprofit attorneys to review our bylaws prior to our undertaking revisions.

Talk to you on Tuesday!

Monica

Treasurer's Report

Hi All:

I hope this email finds you well. Please find attached PAACE's Income Statements and Balance Sheet for April 2009.

My aunt passed away on Saturday morning, so I will not be able to join you for our meeting.

Please find listed below the Treasurer's Report.

1. The amended return for 2007 has been completed to correct the directors information.
2. We have requested an extension to file the 2008 return since the 2007 had to be changed before 2008 could be filed.
3. Initial meetings have been held with the new CPA firm - Beck, Gogolski, and Co LLC regarding the filing of the 2008 return.
4. All Midwinter conference income and expenses have been finalized and the report will be distributed for all members.
5. A few more changes have been made to the reimbursement form. The new version will be posted shortly.
6. Since interest rates are very low, I recommend that upon maturity of the ING Direct CD, we leave the funds in the ING savings account. The rationale is that both the CD and savings pay at a rate of 1.25%. The shortest CD term is 6 months. Since the savings pays the same and we are not "locked in" to a time frame, we can purchase a CD when the rates increase.

Respectfully Submitted,
Bill

Budget, Finance and Fiscal Affairs Committee:

No report. I would request that the treasurer report on status of new CPA and income tax filing, including the 2007 amended return.

I will not be attending the meeting.

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Tana Reiff
TIU Community Education Services
Immediate Past President, PAACE

Eastern Regional Rep

Eastern Regional Representative Report - May 2009
Submitted by Shawn Barnum, Eastern Regional Representative

I emailed a letter of introduction to members in my region and received a number of responses.

I will participate in Tuesday's meeting via conference call.

Shawn Barnum
Program Manager - Community Based Adult Education
Information Services Manager
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ESL Division

Hello everyone,

We have been focusing on completing/sending the neon advocacy cards, and discussing proposal topics...Susan suggested investigating ESL research topics would be useful.

Martin and I plan to be at Tuesday's meeting.

Respectfully,

Cathie W

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Legislative Report

Legislative Report – May 2009
Submitted by JoAnn Weinberger, Legislative Chair

Budget challenges are upon us. At the state level, the Senate has recommended a budget with \$16 million for adult education and family literacy. This is a \$6.5 million decrease. This would be on top of the federal cut. Considering that the Senate slashed \$1 billion from the Education Budget as a whole, we represent a very small amount. Now, it is imperative for all PAACE members and their constituents to send all the neon green postcards that they have. Furthermore, on 5/6, I posted an alert asking all members to thank their state legislators for their funding AND invite them to an event or to visit a class. If Division Directors and Regional

Representatives can reinforce this message, I would appreciate the help. The expectation is that the budget will be determined and pass in late June (the deadline is June 30) or the first week of July.

On May 5, the President was to submit his budget for 2010-11. I have not yet seen or heard what is in the adult education line item for WIA Title II. Meanwhile, there was a hearing on WIA reauthorization on May 5 in the House of Representatives.

There are 475 signatures on the Tuition Relief electronic petition.

Addition

On May 5, President Obama announced his budget requests for 2010-11. Of critical interest to us are the following:

Even Start and NIFL are recommended for elimination. The administration is proposing a \$6 million increase in funding for National leadership activities so they are basically moving the NIFL money in that direction.

The state grant line item has a \$74 million increase, \$67 more for the regular grants and \$7 more for EL/Civics. There is language in the budget that seems to relate the state grant increase to the change in the census data for this year's grants and for an error that OVAE picked up this spring in state grants from 2003-2008. This caused the reduction of \$1.8 million in PA's allocation. This is related to the inclusion in the formula for those years in which the count for all states included 16, 17, 18 year olds who did not have a high school diploma but were enrolled in a regular high school program. I will have more information tomorrow on the proposed use of the increase.

JoAnn

JoAnn Weinberger
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ABSE Report

I have sent emails to random members of the ABSE Division to remind PAACE members to send the green cards in support of the 1 million dollar state increase campaign.

I will attend the May 12th meeting.
Bootsie

Northwest Professional Development Center
Stairways Behavioral Health
2919 State Street
Erie, PA 16508
814-878-2008
http://web.mac.com/nwpdc/NWPDC/Home_Page.html

Western Regional Rep

- I have been trying to encourage support for the \$1 million state increase campaign (neon green PAACE cards)
- In our agency we were able to collect at least 176 cards that were sent to seven different state senators and 15 different state representatives. Of that total we were able to target 27 of the responses to the Senate Minority Appropriations Chairman and 29 responses to the Education Sub Committee Chair of the House Appropriations Committee
- I plan to be at the meeting on May 12

Thanks.

Alexander Dow

Commonwealth Libraries Report

The only thing new I have to report is that I will be the representative to PAACE for a while longer. There will no change in representation at this time. I will be at the meeting next week.

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Workforce Division Update Cheryl Hiester

On April 24, I attended a meeting at PDE with representatives from ABLE, Labor & Industry and Welfare. The purpose of the meeting was to discuss strategies for strengthening ABLE's role as a full workforce development partner. The outcome of the initial meeting was for ABLE to create guiding principles for ABLE agencies and coalitions for working with LWIBS and CareerLinks. A second meeting has not yet been scheduled.

There is a perceived disconnect between what ABLE providers are doing and what workforce development partners think they should be doing. The guiding principles will provide some clarification to everyone in terms of what ABLE agencies need to do in order to meet performance standards and what flexibility is needed in order for the systems to connect in a way that our students benefit.

I am including my 2009-2010 goals for the Workforce Division. My goals are in blue and are embedded in the strategic plan. These are a first and very rough draft. I would appreciate feedback from the board about how these goals can be strengthened.

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.

Workforce Division Advocacy Goals for 2009-2010

1. Workforce Division Chair will monitor local, state and national items related to ABLE's role in workforce development and keep the board and members apprised through board updates and member updates.
2. Workforce Division Chair will work with the Workplace Education Research Center to stay current with trends and expectations for the field.

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

Workforce Division Member Service Goals for 2009-2010

1. Workforce Division Chair will encourage participation in the workforce division of PAAACE.
2. Workforce Division Chair will seek feedback from the division membership to determine how the division could best serve the group.

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

PAAACE conference presentation on becoming a board member

FISCAL AFFAIRS

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

Objectives:

- Establish and maintain a budget development process that matches PAAACE'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 PAAACE'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

Discussions about the possibility of research grants

Partnering for the research conference aligned with the PAACE conference for 2010

Workforce Division Professional Development Goals for 2009-2010

1. Workforce Division Chair will solicit proposals for Mid-Winter Conference.
2. Workforce Division Chair will recommend readers and read proposals for conference selection.
3. Workforce Division Chair will seek feedback from the membership to determine the professional development needs of members related to workforce development.