

## Board Development Workshop notes

Some topics discussed included:

- What would be a good way to bring new and returning board members up to speed with what's happening in PAACE?
- Do we have an operations manual? (Yes. Revisions in progress)
- Look for Robert's Rules of Order online to become familiar with them

Items of interest:

What requires board action? What's your responsibility to the membership?

How can we make the board better? Suggestions included:

- More open format with informal discussion
- Conference calls for more focused business, possibly by division
- Keep everyone engaged
- Set master calendar for the year, including committee meetings
- Always have an agenda for every meeting that is held

For more information, contact Bob McNeill at [robert.mcneill@delval.edu](mailto:robert.mcneill@delval.edu)

### President's Report:

I have filed the final report of the 2008 PAACE Midwinter Conference. It provides task lists and recommendations for all program and operations aspects of the conference. Financial report is separate.

Consulting with Monica and Diane before I sign the 2009 and 2010 Hershey Lodge contracts.

Received a letter from Dennis M. O'Brien, Speaker of the PA House of Representatives, in response to PAACE's letters to all state legislators last month. I will pass around the letter at our board meeting and submit it for filing.

June 10 agenda is attached. Please print a copy and bring it with you.

See you Tuesday,  
Tana

Tana Reiff  
TIU Community Education Services  
President, PAACE  
Voice: (717) 299-8912  
Fax: (717) 299-3738

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

Hello Everyone,  
Here is an update of some of the Conference work.

Monica, Tana and I have been in conversation with Hershey Lodge over the Conference 2009 contract. As of today there are a few things that are still being revised and corrected. Hopefully these last few items will be addressed soon and Tana can sign the contract. Once this has been rectified then the 2010 contract will be addressed.

Tana, Monica and I reviewed Gift Tools to see the set up and to check to see if some things could be added or adapted. Monica contacted them and learned that we could probably do the RFP and the Exhibitor registration via Gift Tools. Monica is in the process of getting those figures together. Unfortunately they have not created a method to do membership renewals and a better way for some credit card concerns. We will need to look at how to make sure membership is handled so as to not create headaches for all involved and make some decisions on the type of credit cards being used. I also feel that we should only accept the conference registration online and not accept paperwork for registration.

The conference title will be *PAACE Yourself: Keeping up with Adult Education*. Tana already has visions of people jogging/running.

Also, I have come up with names as potential KeyNote Speaker or conference sponsors. These are just suggestions. So please do not discuss this with anyone until it has been decided upon. As you can imagine, invitations for some of these people could be very political and a sensitive item and they will be checked, discussed and cleared when appropriate. So I would be interested in hearing your comments on these folks and any ideas for any other potential speakers. If you have suggestions for other people please forward their name and contact information to me.

Martin Bean, Managing Director of Education for Worldwide Public Sector at Microsoft Corporation

Donna Cooper, Secretary. Governor's Office of Policy and Planning

Bob Casey or Arlen Specter, Senator

David Rosen, Adult Literacy Advocate

Sandy Vito, Acting Secretary of Labor and Industry

I am also attaching a proposed timeline that needs to be fleshed out more and a suggested list of committees and members. Again please feel free to share your ideas and thoughts.

I am hoping to have a draft of a budget to you as well for the meeting. If and when we get that completed then I will send it out ahead of time for people to see.

Thanks!

Diane

Diane C. Inverso

Director of Education

Mayor's Commission on Literacy

1901 Vine Street, Ground Floor

Philadelphia, PA 19103

MCOL ph # 215.686.5250

Voice Mail # 215.686.5253

<b>Committee</b>	<b>Committee Members (suggested)</b>	<b>Responsibilities</b>	<b>Main Tasks</b>
A/V	Monica	<input type="checkbox"/> Computer lab <input type="checkbox"/> A/V in breakout rooms, meal functions, reception, coffee break, etc.	<input type="checkbox"/> Contract suppliers of laptops for computer lab and all other A/V <input type="checkbox"/> Coordinate with Sessions Committee <input type="checkbox"/> Order all A/V needs
Awards	Mary Anne V., Kim R.	<input type="checkbox"/> PAACE awards <input type="checkbox"/> Bureau of ABLE awards presented at conference <input type="checkbox"/> Plaques	<input type="checkbox"/> PAACE Awards Committee chair liaison with contacts for all awards <input type="checkbox"/> Compile text/order plaques for PAACE awards <input type="checkbox"/> Coordinate w/CEA/PA <input type="checkbox"/> Provide content for luncheon booklet
Budget, Contracts, & Accounting	Monica, Bill, Diane, Tana	<input type="checkbox"/> Conference budget <input type="checkbox"/> Hershey contract <input type="checkbox"/> Supplier contracts <input type="checkbox"/> Event Order	<input type="checkbox"/> Plan conference budget <input type="checkbox"/> Negotiate Hershey contract <input type="checkbox"/> Negotiate/provide/sign contracts w/guests and other providers as needed <input type="checkbox"/> Review Event Order (just prior to conference) <input type="checkbox"/> Collect accounts receivable <input type="checkbox"/> Reconcile budget
Evaluation	Lori K., Karen M.	<input type="checkbox"/> Session evaluation <input type="checkbox"/> General evaluation <input type="checkbox"/> Evaluation data	<input type="checkbox"/> Update session evaluation form <input type="checkbox"/> Update general evaluation form <input type="checkbox"/> Arrange for printing of both <input type="checkbox"/> Coordinate with Volunteers to distribute and collect forms <input type="checkbox"/> Relay Act 48 data <input type="checkbox"/> Compile and analyze data
Exhibits	Marnie, Ulicia, Monica	<input type="checkbox"/> Invitation <input type="checkbox"/> Contract/Application form <input type="checkbox"/> Commercial prospects <input type="checkbox"/> Nonprofit exhibitors <input type="checkbox"/> Floor plan <input type="checkbox"/> Onsite management	<input type="checkbox"/> Update/distribute commercial invitation and application <input type="checkbox"/> Update/distribute application to nonprofits <input type="checkbox"/> Research new prospects <input type="checkbox"/> Collect/record payments <input type="checkbox"/> Gather ads <input type="checkbox"/> Develop floor plan <input type="checkbox"/> Communicate with exhibitors (instructions, protocols, times, etc.) <input type="checkbox"/> Manage Exhibit Hall, incl. drink tickets
Marketing/Communication	Destiny, Tana, Eileen, Diane,	<input type="checkbox"/> Promotional Brochure <input type="checkbox"/> Contact development <input type="checkbox"/> Mailing list <input type="checkbox"/> E-mail publicity	<input type="checkbox"/> Research audience/purposes of promotional brochure <input type="checkbox"/> Research potential direct

	Monica, Bootsie, Michelle Bailey, Chris Strengre	<input type="checkbox"/> Web content <input type="checkbox"/> Tickets <input type="checkbox"/> Signage <input type="checkbox"/> Program Book <input type="checkbox"/> Art <input type="checkbox"/> General Printing <input type="checkbox"/> Bags and name tags	contacts <input type="checkbox"/> Develop mailing list <input type="checkbox"/> Provide spreadsheet for mailing promo brochure <input type="checkbox"/> Identify e-mail lists and publicize RFP, registration, and conference itself through them <input type="checkbox"/> Provide content for paacesite.org and other relevant websites (before and after conference)
Meal Functions & Special Events	Sue Snider, Don Butler, Monica, Kim R., Bureau Liasion, Diane, Sara Ward	<input type="checkbox"/> Recognition Luncheon (Wed) <input type="checkbox"/> PAACE Luncheon (Thurs) <input type="checkbox"/> Coffee Break (Thurs) <input type="checkbox"/> Presidents & Newcomers Reception (Thurs) <input type="checkbox"/> PAACE Banquet (Thurs) <input type="checkbox"/> DJ Dance (Thurs) <input type="checkbox"/> Division lunches(Fri) <input type="checkbox"/> PA-AERC lunch? (Fri)	<input type="checkbox"/> Select menus <input type="checkbox"/> Plan agendas <input type="checkbox"/> Coordinate w/Bureau of ABLE – admin breakfast <input type="checkbox"/> Head tables <input type="checkbox"/> PAACE Night theme <input type="checkbox"/> Book DJ <input type="checkbox"/> Door prizes for coffee break <input type="checkbox"/> Decorations <input type="checkbox"/> A/V for events <input type="checkbox"/> Meal counts <input type="checkbox"/> Produce luncheon booklet
Registration	Monica, Karen W., Suzanne W.,	<input type="checkbox"/> Online form <input type="checkbox"/> Registration support <input type="checkbox"/> Registration management <input type="checkbox"/> Onsite registration management	<input type="checkbox"/> Update GiftTool form <input type="checkbox"/> Coordinate w/PAACE Membership Committee <input type="checkbox"/> Field registrant support questions <input type="checkbox"/> Manage and monitor registration, incl. marking rec'd payments <input type="checkbox"/> Provide head counts <input type="checkbox"/> Produce name tags <input type="checkbox"/> Print and stuff envelopes (tickets, order, etc.) <input type="checkbox"/> Process intake and onsite registration <input type="checkbox"/> Provide receipts on request <input type="checkbox"/> Follow up unpaid balances <input type="checkbox"/> Taking credit cards on the phone
Sessions	Diane, Monica, Lori K., Bootsie, Carol Sh., Susan Adams, Cathie Whitmire, Martin Senger, JoAnn	<input type="checkbox"/> RFP <input type="checkbox"/> Proposal reading <input type="checkbox"/> Scheduling <input type="checkbox"/> Presenters	<input type="checkbox"/> Revise online proposal form <input type="checkbox"/> Coordinate w/Bureau of ABLE re: designated sessions <input type="checkbox"/> Organize lead readers <input type="checkbox"/> Sort/distribute proposals and instructions <input type="checkbox"/> Aggregate reader data <input type="checkbox"/> Liaison with presenters <input type="checkbox"/> Schedule/rooms <input type="checkbox"/> Coordinate A/V needs <input type="checkbox"/> Liaison for Bureau sessions

	Weinberger, Katherine Vastine, Lori McMonigal, Kim R., Randy B., Marty Anne V., Susan M., Sheila Sh.		
Special Guests	Diane, Monica, Susan Adams,	<input type="checkbox"/> Keynote Speaker <input type="checkbox"/> Honorary Chair <input type="checkbox"/> Advocacy <input type="checkbox"/> Other Speakers <input type="checkbox"/> Sponsor reps <input type="checkbox"/> Past presidents	<input type="checkbox"/> Booking <input type="checkbox"/> Bio/photo, Travel/hotel/meal arrangements <input type="checkbox"/> Hosting <input type="checkbox"/> Comp registration <input type="checkbox"/> Comp meals
Sponsorship	Tana	<input type="checkbox"/> Sponsors <input type="checkbox"/> Advertisers <input type="checkbox"/> In-kind and non-cash contributions <input type="checkbox"/> Door prizes	<input type="checkbox"/> Update menu <input type="checkbox"/> Develop prospects <input type="checkbox"/> Contact prospects <input type="checkbox"/> Negotiate specifics <input type="checkbox"/> Arrangements/Presentations <input type="checkbox"/> Solicit in-kind and non-cash contributions <input type="checkbox"/> Solicit door prizes
Volunteers	Anita, Frank W., Sheila S.,	<input type="checkbox"/> Onsite volunteers <input type="checkbox"/> Literacy Corps	<input type="checkbox"/> Determine needs <input type="checkbox"/> Solicit volunteers <input type="checkbox"/> Schedule and manage registration desk etc. <input type="checkbox"/> Stuff conference bags <input type="checkbox"/> Coordinate with Evaluation to distribute/collect forms

2<sup>nd</sup> VP (Members were asked for comments in advance)

## PAACE Strategic Plan Worksheet

**Mission:** PAACE is a non-profit educational association whose mission is to enable its diverse members to help adults achieve lifelong educational goals and to represent its members by exercising leadership at the local, state and national levels. Consequently, PAACE advocates a learning society as vital to an improving and sustainable quality of life for its state regions, commonwealth, and nation. PAACE annually recognizes an outstanding adult educator and outstanding adult students from basic and higher education.

**Do you think that the mission statement needs to be revised or updated? Yes No**

**If yes, what do you think should change?**

**The following are categories that can be addressed by our upcoming strategic plan. Take a look at the categories and consider the ones that you think are of importance to the organization as it moves forward – keeping in mind the mission of the organization, our volunteer structure, and our financial situation.**

**\*\* Give each category a ranking of 1 to 5 – 1 being of low importance to be considered in the upcoming strategic plan and 5 being very important to include.**

**\*\* For those areas that are chosen, we will be writing a goal statement for each, then writing objectives to achieve the goal. Groups will then be asked to work on action plans between our June meeting and our August meeting.**

**\*\* Perhaps you have an idea for a goal statement for one or more of the categories. If you do, please write that in as well and I will put these together to form the starting point for some of our discussions next week. To help you begin to think about the categories, some suggested topics for goal statements are included in parentheses. These are just ideas and your thoughts are not limited to what is listed there.**

**If you feel that there is another category that wasn't included or that one category may fit as a subcategory of another, please indicate that as well.**

To give you an example of what this might look like, the following is taken from COABE's strategic plan (a full copy of COABE's strategic plan is attached to the email):

*Goal 2: Provide for effective and efficient communication.*

*Objective 1: Solicit input from COABE membership as to needs.*

*Objective 2: Communicate regularly with all COABE members.*

*Objective 3: Seek new members from areas of the field not previously recruited.*

**Categories for us to consider include:**

\_\_\_\_\_ **Member Services** (goal could be about communication with members, providing a reason for people to be involved with PAACE, info available on website, the journal,

etc. Perhaps technology can be combined with this? What about professional development?)

Goal:

Objectives:

\_\_\_\_\_ **Advocacy** (goal could be about advocating for money, for adult learners at the state and national levels)

Goal:

Objectives:

\_\_\_\_\_ **Fiscal Affairs** (goal could be about developing our financial position, the budget development process, seeking sponsors, grants, or other resources, etc.)

Goal:

Objectives:

\_\_\_\_\_ **Board Development** (goal could be about recruiting members, orienting new members, board meeting participation, attracting new committee members, etc.)

Goal:

Objectives:

\_\_\_\_\_ **Technology** (goal could be about how we use technology to serve our membership, manage data, communicate, etc.)

Goal:

Objectives:

\_\_\_\_\_ **Governance** (goal could be about by-laws, board policy – is this something that could be combined with board development?)

Goal:

Objectives:

\_\_\_\_\_ **Professional Development** (goal could be about providing quality professional development, providing a well run, quality conference, publishing the journal, etc.)

Goal:

Objectives:

\_\_\_\_\_ **Leadership** (goal could be about providing leadership to the field, being a premier professional organization)

Goal:

Objectives:

Lori Keefer

**Treasurer's Report** (Balance Sheet to follow)

Hi All,

Please find attached the Treasurer's Report for the June board meeting.

A finalized Midwinter Conference report will be distributed to board members by the beginning of July.  
Funds should be transferred from Sovereign to PSECU by the end of June.

Mary and I are still working together to assign specific credit card processing charges to the PAACE conference. This should be concluded by the end of June.

I will not be at the meeting.

Thanks, Bill

**Technology Committee Report**

During the past month, I have worked with Scot Mentzer to get up to speed on using cPanel. I have spent most of my time navigating the cPanel system and reviewing the PAACE website to "catch up" on what is happening in PAACE. After sending a message to introduce myself to the field, I received many emails of congratulations from members of PAACE and was actually able to recruit someone from the field to be a member of the technology committee. I have informed him that I am working on getting myself up to speed on things on this point and will be in contact with him soon to discuss how he may want to assist the committee.

I will be at the Meeting on the 10<sup>th</sup>.

Jim

James M. Yeager  
ABLE Tech  
Institute for the Study of Adult Literacy  
208 Rackley Building  
Penn State University  
University Park, PA 16802  
(877) 857-8869  
(814) 863-6108 (fax)  
email: [jmy3@psu.edu](mailto:jmy3@psu.edu)

**Membership Report**

There were five membership renewals in May.  
A third notice was sent to the ten members who joined on GiftTool prior to the conference but never paid.  
A second email was sent to GiftTool Support to cancel two duplicate transactions.

I will not be able to attend.

Suzanne Webster  
Membership

## Legislative Report

At the state level, budget negotiations are proceeding. To date, PAACE has not found a legislator on the leadership ranks who will really rally for our cause. My understanding is that postcards are being sent, so legislators are receiving the message. Politics is certainly a large part of what happening, with the Governor requesting additional funding, especially for basic education and healthcare, and the Republicans saying that the budget should be reduced. At this time, there is a question as to whether the budget will be passed by the deadline of June 30.

The following represents the latest in a Federal Update.

LEGISLATIVE UPDATE, MAY, 2008  
by Lynn Selmsler, Public Policy Consultant for COABE

### Budget and Appropriations

The House and Senate have now reached an agreement on the Budget for 2009. The final conference report would provide \$84.4 billion in discretionary funding for the Function 500 account or \$8.4 billion over the president's request. (Function 500 includes funding for education programs.) As you will recall, this agreement sets the overall funding levels for the 2009 Budget. The House and Senate have not yet voted on the conference agreement, but action in the House is expected later this week. The budget resolution does not require a Presidential signature. Funding for individual programs is determined by the House and Senate Appropriations Committees.

Once the overall limit is established, the House and Senate Appropriations Committees will divide funds among the various Subcommittees, which will divide the funds among programs under their jurisdiction. We have already met with House and Senate Appropriations Committee staff to set forth our funding request for 2009. The request is for \$750 million for adult education and \$99 million for Even Start.

There is a good chance there will not be a final funding bill passed for our programs this year and that final numbers will be set after a new President takes office. Last year the White House forced Congress to comply with its overall funding limits, which caused Congress to cut funding for a large number of programs, including adult education. Word is that Congress will refuse to enter into such an agreement this year as it does not want to make further cuts to key programs.

This, however, does not mean we can drop our efforts to secure additional funding. Based on my experience, anything can happen and we must be prepared. Other education organizations are continuing their efforts and if we do not, we could stand to lose additional funding.

Health Literacy

On December 6, 2007, Senator Norm Coleman (R-MN) introduced S. 2424, the National Health Literacy Act, to ensure that all Americans have the basic health literacy skills to function effectively as patients and health care consumers. Unfortunately, at the present time, the legislation only speaks of coordination with adult education at the national level and activities are operated under the Public Health Service Act through a Health Literacy Implementation Center. Staff from the Senator's office spoke before the National Coalition for Literacy in December. They are open to working with the adult education field to make changes to strengthen the adult education provisions currently in the bill.

#### National Institute for Literacy

Bob Weng, President of COABE, has sent a letter to Senator Kennedy, requesting that no new members be confirmed by the Senate for the National Institute for Literacy Advisory Board until after the upcoming elections. The intent of Congress was for the National Institute for Literacy (NIFL) to focus on adult education since limited resources for our program existed in the Department of Education. Over the past years, individuals have been appointed to the board with limited or no experience or expertise in adult education and have tended to push NIFL to expand its work to cradle to grave literacy efforts. Since other resources exist within DOE for literacy for K-12 education, it is our goal to have NIFL continue to focus on adult education.

In other NIFL news, the Board has decided to seek a new director for NIFL to replace Sandra Baxter, the current director. It is our hope that such a change will also be postponed until a new Administration is in place. However, it appears at this time that a search will be underway in the near future. We will monitor this activity. Should the search go forward at this time, we will work to ensure that any new director has expertise and experience in adult education issues.

[JoAnn Weinberger](#)

#### **Western Regional Rep Report**

- As we conclude our letter writing advocacy campaign, we've mailed out 458 total letters to state and federal representatives.
- We're now beginning to collect and mail advocacy post-cards from PAACE, we've mailed out 31 cards to state senators and representatives (attempting to target members of the leadership and appropriations committees).
- I'm hoping to send an email out to the Western Regional members to encourage participation and/or collect information about post-cards sent sometime this month.

Unfortunately, I will not be able to attend the meeting on Tuesday.

Alex

### **Family Literacy Report**

The Family Literacy co-chairs learned a wealth of information about board participation and practices from the last meeting's activities. We are both hoping to have the members of the Family Literacy Division more involved and connected with PAACE throughout the year.

Both Lori McMonigal and Katherine Vastine will be in attendance for the June 10 Strategic Planning Retreat.

**Katherine A. Vastine**  
**Family Literacy Supervisor**  
**Central Susquehanna Intermediate Unit**  
PO Box 213  
Lewisburg, PA 17813  
Ph. 570.523.1155 ext. 2325  
Fax 570.524.7164  
Email [kvastine@csiu.org](mailto:kvastine@csiu.org)

### **Communications Report**

Hi everyone,

The Summer Edition of PAACE news is scheduled to come out in June. Please send your articles to me by June 16<sup>th</sup>. Remember, articles do not need to be long and can also be written by a member in your division or region. To view the last edition of PAACE News for examples, please click on this link: <http://www.paacesite.org/paacenews/newsspring08.html>

I will be unable to attend the June 10<sup>th</sup> meeting b/c I have a meeting scheduled at PDE that day.

Thanks,  
Destiny

Destiny Long  
TIU 11 Community Education Services  
MCIDC Plaza, Building 58  
6395 SR 103 North  
Lewistown, PA 17044

717-248-4942 ext. 199  
717-248-8610 fax  
[dlong@tiu11.org](mailto:dlong@tiu11.org)

**Directions East Shore Public Library**  
**4501 Ethel Street**  
**Harrisburg, PA**

The library is behind the Colonial Park Mall.  
Parking is free. The meeting room is in the lower level of the building.

**From Lancaster:**

Follow I-283 N toward Harrisburg. I-283 N becomes I-83 N / US-322 W. Take the US-22 E exit- Exit 50A- toward Colonial Park. Keep right at the fork in the ramp. Turn left onto Colonial Road. Proceed past the entrance to the Colonial Park Mall. Turn right immediately after Integrity Bank onto Ethel Street. The library is the first building on the right.

**From State College:**

Follow US-322 E. toward Harrisburg. Merge onto I-81 N / US-322 E toward I-83 / Hershey / Hazleton. Merge onto I-83 S / US-322 E via EXIT 70 toward Hershey / York / PA Turnpike. Merge onto Jonestown Road / US-22 E via Exit 50A toward Colonial Park. Turn left onto Colonial Road. Proceed past the entrance to the Colonial Park Mall. Turn right immediately after Integrity Bank onto Ethel Street. The library is the first building on the right.

**From Philadelphia:**

Follow I-76 W toward Harrisburg. Merge onto I-283 N via exit 247 toward Harrisburg / Hershey. I-283 N becomes I-83 N / US-322 W. Take the US-22 E exit - Exit 50A- toward Colonial Park. Keep right at the fork in the ramp. Turn left onto Colonial Road. Proceed past the entrance to the Colonial Park Mall. Turn right immediately after Integrity Bank onto Ethel Street. The library is the first building on the right.

**From Pittsburgh:**

Follow I-76 E / Pennsylvania Turnpike toward Harrisburg. Merge onto Harrisburg Pike / US-11 N via exit 226 toward I-81 / Harrisburg. Merge onto I-81 N toward Harrisburg. Merge onto I-83 S / US-322 E via exit 70 toward Hershey / York / PA Turnpike. Merge onto Jonestown Road / US-22 E via exit 50A toward Colonial Park. Turn left

onto Colonial Road. Proceed past the entrance to the Colonial Park Mall. Turn right immediately after Integrity Bank onto Ethel Street. The library is the first building on the right.