

**June 2009**  
**PAACE Board Reports**

President's Report

Hello Everyone,

I hope you have all survived these last few weeks.

- I have attached to this report the agenda for Tuesday's meeting (Residence at Governor Square Apartments, 2018 N. 5th Street, Harrisburg).
- I have also attached the revised Operations Manual. After our last meeting I asked if Tana could help us with making the changes in the document. She did exactly that and returned this to me. Please review it and I am hoping that we have time to vote on Tuesday on accepting this revised version. Thanks Tana!

Most of my month was busy with communicating with various folks. I have had exchanges with Lori K. over the conference and some of the plans. I also have spoken with Monica over conference planning, legal concerns and also financial planning. In May and the last week I have had a conference calls with Bill and Monica over the fiscal reporting. We (Colleen and Jim) are also looking to see if there are capabilities on our website that will allow us to develop a secure area for an exchange of information among Board members. Also I have had exchanges with Shawn and JoAnn over advocacy ideas.

I want to mention that Suzanne Webster will be leaving the Board. It will be sad to lose Suzanne. She has shown commitment to her work with PAACE and great loyalty to the organization. Thanks Suzanne!

Regards,  
Diane

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**PAACE 1<sup>st</sup> VP report:**

I met with Monica to finalize what we would like the contract with Hershey to look like.

We've decided to greatly reduce our commitments and Hershey seems amenable to this. We haven't signed anything yet. We are looking at possibly having the conference at the Penn Stater, given that many programs are facing large funding cuts and attendance may

be down this year. We have gotten some info from Penn State that Monica and I are going to review in the next few days.

We are going to send out the RFP earlier this year and I reviewed the RFP for changes. Monica will make the changes and the RFPs will go out at the beginning of July with proposals due by the end of August. This is moving things up a month so that we can plan to get more information out about content of the conference before early bird registration ends.

The logo has been designed for the conference (see attached).

I held a conference call with the committee about changing the membership meeting. We also discussed proposed meal changes.

Tana has agreed to work on corporate sponsorships for the conference again. I am in the process of revising the sponsorship menu.

I have gotten samples of some possible conference bags.

I am still working on the keynote speaker. I received no additional suggestions from board members. Front-runners are Byron Pitts, CBS national news correspondent, Crystal Kuykendall, and Archie Willard.

I will be writing a short letter for the PAACE news about the upcoming conference.

We need to decide what role LitCorps members can serve at the conference if we are not going to be doing individual session evaluations.

The Bureau has notified me that they will not be doing an administrators' breakfast at the conference this year. It is not clear whether or not there will be an administrators' meeting though.

There was no response regarding merging the research conference with PAACE so we are proceeding as if there is not.

I have not received any conference booklets or info from other conferences about their exhibit halls. I will be meeting with an exhibit call subcommittee in June to work on this.

Due to a conflict with a GPLC event, I will be unable to be at the board meeting.

Lori

#### Organizational Director's Report

This past month I have been working on conference planning with Lori and trying to negotiate down the expected amounts in the contract with Hershey. I also arranged for meeting space and spent time discussing finances with Diane and Bill.

Monica

Budget, Finance and Fiscal Affairs Committee:

No report, but I noticed the website lists this committee as Budget and Fiscal Affairs, which is different from how it's listed in the bylaws.

As Immediate Past President, I would like to bring to the board the suggestion that, in light of the Bureau of ABLE's plans to discontinue student and teacher awards, PAACE consider either expanding the postsecondary adult student awards program or starting a new award for ABE students and perhaps one for teachers as well. This would involve a nominations process, maintaining contact with sponsors and/or award recipients, securing photos and biographies, logistics of bringing honorees and their families to the conference, significant expense depending on the number of awards, etc. This might be on the agenda as a discussion item and/or a task force of board members and other PAACE members could be appointed to investigate the possibility of new awards.

I will not be attending the 6/9 meeting.

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Tana Reiff  
TIU Community Education Services  
Immediate Past President, PAACE  
(717) 299-8912

Membership Report

There is not much membership activity at this time of the year. Eight membership payments are still pending; another notice will be sent this month. I am not able to attend the meeting.

Suzanne

Helen Guisler TIU 11  
Haesook Hong Vita Education Services  
Alandrea Lee Genesis II Inc., Pitman NJ  
Andrea Petresky Carbon Community College

Lisamarie Rollins            Genesis II, inc.  
M. Lana Shells   MontCo OIC  
Kelly Sines            Literacy Volunteers of Chen. Co, Norwich NY  
Terriss Trueblood        Tri-County OIC

### **Communications Report**

In the past month, I have put the finishing touches on a new Board reimbursement form and have investigated the possibility of having a secure location for file sharing on the PAACE website (have emailed Scot Mentzer about this but have not heard anything from him yet).

Thanks.  
Jim

### **ABSE Report**

The main activity of the ABSE Division has been working on how to implement professional development around the topic of Teaching Reading to Adults. This is the ABSE Goal for the year. Although Workforce Education is on everyone's mind, there is definitely an undercurrent of talk about the importance of knowing how to teach reading at all levels and this was stated by the practitioners I have talked with. I have been following several list serves about the topic and feelings can run very hot about the pros and cons of certain "methods". We have expertise in the state with a broad range of knowledge from those involved with the STAR project, the Learning Differences Project, and Literacy Corps to name a few. I would like to plan for a "strand" or a "thread" or some appropriate way to highlight a balanced approach to teaching reading at the PAACE Conference.

I would like the ideas of the Board as how to proceed as I am a bit stalled.

ThePAACE/ABSE Division/ESL Division will be represented at the NWSW Interregional Conference.

Bootsie

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Stairways Behavioral Health  
2919 State Street  
Erie, PA 16508  
814-878-2008  
[http://web.mac.com/nwpdc/NWPDC/Home\\_Page.html](http://web.mac.com/nwpdc/NWPDC/Home_Page.html)

### **ESL Report**

Greetings,

The ESL Division is looking for new presenters and/or facilitators, specifically people who might be interested in the areas of Professional Development, Workforce Education, and Research. We would

appreciate any recommendations you may have as far as contacts in these areas.

We would really like to beef up the number of proposals received for Midwinter 2010, to maintain, and hopefully increase, attendance.

We have been forwarding all advocacy alerts to other local practitioners who may not be current PAACE members, and encouraging them to take action.

There will be a PAACE table at the NW/SW Interregional conference in Sharon next week. Martin and I plan to post information about the Board (from the website) and be available to answer any questions.

Martin, Susan, and I plan on attending the meeting on Tuesday.

Respectfully submitted,

Cathie Whitmire

## **Treasurer's Report for May 2009**

### Audit

Regarding the auditing of the 2008 tax return, we are currently on hold; however, an extension of time to file was submitted to the Internal Revenue Service for 2008. The extension gives PAACE until August 15, 2009 to file the return.

Several errors have been found in filed returns for tax years 2005, 2006, & 2007, which will affect the filing of our 2008 return. In short, the return requires that income and expenses for the previous four years be reported on the current tax return. For example, on the 2008 return, we must report income and expenses for 2004, 2005, 2006, and 2007. The issue is that incorrect amounts for prior year income and expenses have been reported on the 2005, 2006, and 2007 return. I am in the process of obtaining copies of returns filed for tax years prior to 2005.

I have contacted Duane Herman, our former accountant, for copies of years prior to 2005. This should take at least one to two weeks to obtain. If Duane does not have copies, I will need to request them from the IRS, which could take up to six weeks. At the time that I receive copies of these returns, I will move quickly to remedy the prior years and focus on getting the 2008 return filed. Once the other returns have been corrected and the 2008 return has been filed, a copy of the returns will be forwarded to Monica Shields to retain for PAACE's records. I will also retain copies.

### Monthly Bills and Reimbursements

All monthly bills and reimbursements have been paid as of 5/28/09 or before. The bills consisted of Ready Talk, GiftTool.com Inc., and Bry-Mar Trophy. Reimbursements to Lori Keefer, Monica Shields, Cathie Whitmire, Martin Senger, and a replacement check

for Jackie Taylor were issued and mailed. Joann Weinberger's reimbursements were received after the check run; however, her checks were cut and mailed on 6/2/09.

In addition, there was an additional payment to the Center for Literacy for legislative committee expenses that were not paid under the previous treasurer. The bill was paid and will result in the current year expenditure line exceeding the budgeted amount.

#### Reimbursement Form

I would like to extend a thank you to Jim Yeager for redesigning the reimbursement form. It has been attached for your review and to explore.

#### CD

Our CD matured yesterday and will be reinvested at 1.5% interest.

#### New Format for Reports

Please find attached the following reports:

1. Description of Account to outline which expenses are posted to particular accounts. This report will not be provided monthly and is for reference only.
2. Income Statement for January 1 – May 31, 2009 as compared to budgeted figures. Income and expenses for Midwinter Conference reflect only funds received and disbursed during 2009.
3. Year-To-Date Comparison between January 1 – May 31, 2009 and January 1 – May 31, 2008. Income and expenses for Midwinter Conference reflect only funds received and disbursed during 2009.
4. Monthly Comparison between May 1-31, 2009 and May 1-31, 2008.
5. 2009 Midwinter Conference Income Statement reflects income and expenses for Midwinter Conference reflect funds received and disbursed during 2008 and 2009. Reimbursable expenses are for ABLE's payment for the administrative breakfast and payment for the Ice Cream Event.

Note: Since membership payment dates were changed this past year, you will notice that we are behind in membership dues. This will self-correct when membership dues renew in November 2009. Current estimates project that we will have less excess revenue over expenses in the amount of \$43,000 as compared to last year.

#### **Eastern Regional Representative Report:**

I had a meeting scheduled with Senator Farnese; unfortunately, he was "running late" at a luncheon the day I was scheduled to meet with him, but I did meet with his executive director, Patty Byrnes, for about thirty minutes, and I do believe I made a good case for level funding.

Patty was well prepared for the meeting with a budget spreadsheet in hand; however, she was ill informed on several fronts, and that is of concern to me. I am now thinking about

how to best ensure that legislators have an accurate and timely picture of adult ed.

I have already shared with JoAnn the details of the meeting, and she and I are meeting this Thursday to discuss advocacy. Ideally, I would like to see advocacy efforts made on a proactive basis vs. a reactive basis. I know that a few people are already doing this; however, I cannot help but think about the potential rewards that might come from a concerted proactive effort. Given the tight schedules of our membership and other adult educators, administrators and partners across Pennsylvania, this may prove to be a challenge; however, I would like to explore options.

I will attend the 6/9 meeting.

*Shawn Barnum*

Program Manager - Community Based Adult Education  
Information Services Manager  
Center for Literacy  
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### **TLC Report**

TLC has been sharing legislative updates with literacy programs and posting appropriate items on the TLC website.

No other updates at this point.

I am planning to be at the meeting.

**Kim**

### **Legislative Report:**

Legislative alerts have been circulated to PAACE members to contact their state legislators and the governor to urge level funding of adult education and family literacy. The list of organizations responding is more inclusive than ever before: Adult Literacy Action Penn State Beaver, Adult Literacy Lawrence County, Allegheny Intermediate Unit, Altoona Area School District, ARIN Center for Education, Bedford County Literacy Council, Bidwell Training Center, Center for Literacy, CIU # 10 Development Center for Adults, Central PA Literacy Council, Central Susquehanna Intermediate Unit, Clarion County Literacy Council, Community Learning Center, Community Women's Education Project, Cumberland Valley School District, District 1199c Training and Upgrading Fund, Forbes Road CTC, Greater Pittsburgh Literacy Council, IHM Center for Literacy, Intermediate Unit 1, Keystone Opportunity Center, Lackawanna College, Lancaster Lebanon Intermediate Unit 13, Lehigh Carbon Community College, The Literacy Center, Literacy Council of Schuylkill County, Literacy Council of Reading-Berks County, Lutheran Settlement House, Luzerne Intermediate Unit, Mansfield University GED program, Mid-State Literacy Council, PathwaysPA, Pennsylvania

School for the Deaf, Reading Area Community College, SCOLA Volunteers for Literacy, SEAMACC, Somerset County Technology Center, Tunkhannock Area School District, TIU11 Community Education Services, Urban Bridges, VITA, Washington Family Literacy Program, WERC, YMCA Education and Technology Center, and from numerous individuals who have responded personally because their agencies have policies prohibiting legislative contact.

Although the state budget should be passed by June 30, it is expected that it will not be passed until sometime in July.

A federal legislative alert was also circulated in Philadelphia to promote contact with Congressman Fattah, a Philadelphia representative who is on the House Appropriations Committee. The supplemental appropriation bill for Iraq and Afghanistan contains language in the Senate for the US Department of Education to use lapsed funding to provide up to the \$17 million for states losing federal money due to the change in the calculation (PA lost \$1.8 million). Although the language is in the Senate Bill, it is not in the House version. So, now a conference committee needs to meet and iron out the differences. That conference committee is meeting the week of June 1.

I will be in attendance for the June 9 meeting.

JoAnn Weinberger  
Chair, Legislative Committee

### **Western Regional Rep Report**

- On 5/11 I sent an email to the western region following up on JoAnn's emails about advocacy requests.
- As an agency I'm aware of over 300 contacts that we've made to our state legislature regarding the current campaign
- Unfortunately, I will not be able to attend the June 9 meeting.

Thanks.

**Alexander Dow**

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