

# IAACE Board Meeting

Vincennes University Logistics Training & Education Center

February 17, 2017

10:00 a.m. – 12:00 (EST)

**Mission:** To advocate for adult education in Indiana.

**Vision:** We cultivate leaders who advance adult education for stronger communities in Indiana.

## I. Call to Order—Jeff Clutter

- a. In attendance: Jeff Clutter, Jerry Haffner, Deb Sherwood, Jennifer Wigginton, Jan Hehman, Pat Griffin, Laura Smart, Ted Pearson, Tara Kenjockety, Mandi Logsdon, Sara Gutting, Michelle Davis, Natalie Reuter, Brandi Cardwell

## II. Approval of Minutes – Deb Sherwood

- a. Minutes reviewed. No revisions Michelle motioned to approve minutes. Jan seconded. Approved.

## III. Treasurer Report—Jennifer Wigginton

- a. Contract labor, conference app, COABE membership, mileage reimbursements
- b. 5<sup>th</sup> 3<sup>rd</sup> account: Remains open for auto-pay reasons.
- c. Rob motioned to approve report. Michelle seconded. Approved.

## IV. State AE Update—DWD

- a. New WorkIN Coordinator, Nathan Storm ([nstorm@dwd.in.gov](mailto:nstorm@dwd.in.gov))
- b. Guidance re: infrastructure costs – refer to Erin Craven (DWD Attorney) [ecraven@dwd.in.gov](mailto:ecraven@dwd.in.gov)
- c. FAQ coming out today. Ms. Craven addresses many of these questions.
  - i. Mandi sending TABE order form to send out to board. Jeff also has information we can include in the newsletter for programs to use.
- d. HIPPlus program – webinar date unknown. DWD is working with Anthem BlueCross Blue Shield

- e. Natalie asked about regional operator budgets cuts? Pat responded it's different from region-to-region. Information may be in Q&A/FAQ that is being emailed out today.
- f. **SWIC Report –Rob Moore**
  - i. Met February 8<sup>th</sup>. Governor Holcomb did not outline his workforce priorities as planned. Heard from JAG – celebrating its 10 year anniversary in Indiana. Lilly Foundation non-competitive grant to enhance school counseling. DWD awarded \$600,000 grants for work ethic certifications. Not sure if these funds will go to adult ed. Right now they're for K-12 students. Application for work ethic certification is still online at DWD. President Paul Perkins – formed 3 new sector committees: strategy taskforce, career counseling, WIOA implementation ad-hoc taskforce. Update on commissioner data driven goals. We'll see this in tools used (Career Explorer, etc). WorkIN successes – up and running for 5 years. Have been 4800 enrollments. 85% completions & 75% certifications. 400 WorkIn programs throughout the state.

## V. Committees

- a. Advocacy—Michelle Davis
  - i. Met with Greg Walker at Central Nine. Will be coming back for an additional meeting.
  - ii. Trey Hollingsworth will be visiting
    - 1. Visit their websites to set up meetings (used for Trey)
    - 2. Phone calls have worked for Central Nine
  - iii. Adult Ed not happening this year because of the grants, etc
    - 1. We're planning for 2018
- b. Communications—Tara Kenjockety
  - i. Add to conference page on website re: PGP points: "A certificate doc"
- c. Professional Development—Sara Gutting

- I. Needs direction/guidance from the state and board on whether or not to go ahead with COABE regional grant
  - II. Natalie suggested setting up a meeting with Marva. Cc Jerry and Dan Devers
  - III. Jerry mentioned it would be a good time to set up meeting any time now between June 30<sup>th</sup>
  - IV. Sara asked Jerry: What can we do to support DWD initiatives? Where do you see gaps in PD that we can help fill?
    - a. Jerry mentioned to have the meeting asap.
- c. Membership—Mandi Logsdon
- i. Pat handed out a personalized letter she will be presenting to organizations like WorkOne (service providers, regional operators, etc)
  - ii. Pat will email it to the board to review
  - iii. Natalie mentioned that people who register at the \$279 rate – can we grant them membership? They cannot afford to pay at the higher price but their organization pays the \$279 rate anyway.
  - iv. Rob recommended a personal invitation to new instructors
  - v. **New adult educator membership invite letter**
    - 1. **Welcome to adult education. We're IAACE, here are the benefits of being a member.**
- e. Mentoring—Deb Sherwood/Natalie Reuter
- g. Conference Committee—Rob Moore
- I. Videographer: Vision is a campaign for literacy component. Capture conversations from conference attendees and presenters. Would also advertise for next year's conference.
    - a. Natalie knows a professional that might donate their time.
  - II. Opened up award nominations, board nominations
  - III. 2 keynote speakers
  - IV. Fun components: Pizza & Bowling, Games – Kahoots (Tara and Laura) w/ Dr. Seuss theme
  - V. Board member challenge: Find a conference sponsor
  - VI. Jeff, Jerry, Rob & Jenn will meet after conference committee meeting to finalize logistics, DWD funding
  - VII. Sara has IAACE table cloth
  - VIII. Have a lost & found this year
    - a. Could email lost items after the conference

## VI. Other Business

- a. Old Business

- i. COABE Virtual Conference Report
  - 1. 23 individual have participated, 1 person has watched all 10 (from Impact)
- b. New Business
  - i. Internal Controls from LWG
    - 1. Have been looking at policies and procedures, meet filing deadlines, etc
    - 2. Jeff handed out document for board to consider
    - 3. Budget recommendation: Create a budget each year (in bylaws). Jennifer is working on
    - 4. Cash disbursements: Set a threshold for items that need to be purchased. If over certain amount board will need to approve.
      - a. Mail handling – How do we want to do this?
    - 5. Cash receipts
    - 6. Bank reconciliations
    - 7. Financial reporting – monthly report
    - 8. Tax Filing – LWG is handling
    - 9. Other filings – entity report, LWG is handling
  - ii. Conference T-Shirts
    - 1. Jeff's print shop can do. Full color on black t-shirt \$6 per shirt.
    - 2. Jeff has emailed Dr. Seuss re: copyright laws
    - 3. Rob made motion to purchase \$6 tshirts for all attendees, Laura seconded. Approved.
  - iii. TCU Award – Meritorious Service Award
    - 1. Board comes up with this award.
    - 2. Nickie Nolting (Jan will write up), Theresa Prather (Jeff will write up), Gloria Hubbuch, Joan Mohr
      - a. Jeff to send guidelines
  - iv. Craddock Award (lifetime service to adult education)
    - 1. Gloria Hubbuch
  - v. Sharing IAACE Conference attendee list with DWD for PD requirement.
  - vi. Book Read winners
    - 1. Youth at Risk – David Bartlett
    - 2. Sue Dillion
    - 3. ESL - Sharon Gillund
    - 4. Joe Spiegel
  - vii. Conference Videographer intern:
    - 1. Michelle moved to pay for mileage, meals and hotel expenses. Jan seconded. Approved.

viii. Board Nominations

1. Jeff gave update: 17 nominations total

a. 3 board positions: (11 total) 5 have accepted, 6 haven't responded.

b. Secretary: 1 nomination, accepted

c. President-elect: 5 nominations, 3 have said no and 2 have not responded

c. Announcements

i. Next meeting will be held on March 10, 2017

**VII. Adjourn Board**

a. Jennifer moved to adjourn meeting. Jan seconded. Approved.