

IAACE Board Meeting

May 13, 2016

- I. Call to Order – Sara Gutting
 - a. Michelle motioned to approve. Bonnie seconded.
- II. Treasurer
 - a. Jennifer motioned. Michelle seconded. Approved
- III. DWD
 - a. Marie Mackintosh leaving. New position at Employ Indy
 - b. Holly Brauneller also moving on.
 - c. Stressed to listen to Wednesday webinar: Important conversations
- IV. Committee
 - a. Mentoring
 - i. Consider mentoring our new board members?
 - 1. Jennifer with Chris
 - 2. Michelle with Natalie
 - 3. Mandi with Jan
 - 4. Tom with Patty
 - ii. Team building at transition meeting?
 - iii. New chair person for committees (for members leading) – Mandi will do membership
 - iv. Folder for new members
 - 1. where to find the bylaws
 - 2. Name & phone numbers
 - b. Communications
 - 1. Send out a hard copy newsletter/Annual Report
 - a. Here is how last year went...
 - i. How do we know if they read it?
 - ii. Submit your name to get a free membership for next year, gift card, etc via email/social media (we want to know you're reading this)
 - iii. Explain benefits
 - iv. New partnership with WGU
 - b. Send in August
 - c. Send in January
- V. Other business
 - a. New Business
 - i. Partnership with WGU
 - 1. Would offer IAACE members a 5% discount on tuition for up to 4 academic terms
 - 2. Will link our membership page to their website & vice versa

3. Q&A with Chancellor for newsletter/blog article (add FAQ page to membership page)
4. Jennifer motioned to approve partnership. Bonnie seconded. Approved
- ii. TCU
 1. Provide link on membership page
 2. Q&A/FAQ page – post to membership page
- b. Transition meeting:
 - i. Yearly planner for new board members?
 - ii. Team building
 - iii. Task force/committee: If you could recreate Adult Education, how would you do it? How can we meet the needs for the next generation? How do we align/advance AE with WIOA? (Forget funding but be reasonable)
- c. Stephanie's position needs to be filled
 - i. Tara Kenjockey?
 - ii. Stephanie made a motion to appoint Tara Kenjockey to her position. Jennifer seconded. Approved.
- d. ILA Conversation:
- e. Conference Recap:
 - i. French Lick Invoice Total: \$64,980.30
 1. Food cost \$53,054.98 (IAACE pays)
 2. DWD expense (from French Lick invoice): \$11,925.32
 - ii. Totals paid (includes other expenses)
 1. Grand Total (will be adjusted)
 - a. DWD \$29,544.01
 - b. IAACE \$54,482.98
 - c. Net \$13,017.02
 - iii. Evaluations
 - 1.
 - iv. **Remember for next year:**
 1. Paid for too many Friday lunches
 2. Thursday Trivia bar:
 - a. 2 bars not necessary
 - b. Bad location
 3. New folders (cost us \$739.52)
 4. Use Jeff's Conference Budget spreadsheet
 5. Registration:
 - a. If you're registering your entire staff: make sure you enter their email address, not yours
 - b. Ask how many years in Adult Ed
 - i. Categories: 1-3, 4-7, 8-10, 10 or more
 - c. Could ask attendees what strands they would like to attend at the conference

6. App

- a. New 'category that best describes you' Categories for App and/or on program
 - i. Workforce
 - ii. Literacy
 - iii. Admin
 - iv. Paraprofessional
 - v. Tutor
 - vi. Teacher
 - vii. New Teacher
 - viii. New Director
 - ix. ESL
 - x. Volunteer
- b. Target audience for presentations
 - i. Who would this presentation be best for?
- c. Keep evaluations without names
- d. Webinar re: app use for presenters
 - i. Teach them how to use it
- e. Food Cost
 - i. Can they give us a discount on the food?
 - ii. Get some competitive offers to show French Lick
- f. TShirts
 - i. Have xtra for purchase & giveaways
 - 1. Idea: "I am a teacher, chauffeur, etc... but you can call me an Adult Educator"
 - 2. "Executive director: because awesome.... Is not a title"
- g. Social Events:
 - i. Bowling:
 - 1. Too small of an area – not enough room for everyone
 - ii. Rent the pool area for an outside reception
 - iii. Have 2 options?
 - iv. West Baden?
- h. Offer Bags?
 - i. Would Dan donate?
 - ii. Kroger or Marsh bags?
 - 1. Has to be done WAY in advance
 - 2. Kroger is in French Lick
 - iii. TCU or WGU
 - iv. ILA/Dollar General Grant
 - 1. Sponsor literacy strand & bags

- i. Wednesday snacks (people getting in & going straight to conference)
 - i. Registration: Bottle water, granola bar, bag of chips/popcorn, apple/banana
 - j. Refund Policy:
 - i. Need to have a 2-tiered refund policy in place
 - 1. 100% refund if cancelled by April 1st 2017
 - 2. No refund after _____
 - k. Ask people if they'll be attending Friday lunch on registration
 - i. Offer take-home lunch
 - ii. Have a snack break
7. Presentations/Strands: Something for everyone each breakout
- a. Market them differently on app and in program(color coded)
 - b. Re-write their descriptions?
 - i. Corrections
 - 1. Talk to Sara re: presenter/presentation ideas
 - 2. Vicky Jones
 - ii. Literacy
 - 1. Talk to ILA re: presenter/presentation ideas
 - iii. ESL
 - iv. WorkOne
 - v. New Teachers? (put in program presentation description)
 - vi. New Directors? (put in program presentation description)
 - c. "On demand" performance for presentations that attendees want to see again
8. Look at room setup
- a. Ask presenters their needs
 - b. Tell presenters: We highly recommend you bring your 'clicker' so you can move around the room