

IAACE Board Meeting

Barnes & Thornburg, Indianapolis, IN

January 8, 2016

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—Sara Gutting

II. Approval of June Minutes – Deb Sherwood

III. Treasurer Report—Bonnie Cardwell

Checking balance: \$34,107.93

Savings Balance: \$6,769.40

Stephanie moved to accept report, Bob seconded. Approved.

IV. State AE Update—DWD

- a. Change in statewide call 1/20 @ 10am. Will have significant updates. Marilyn stressed to participate. Call mainly for directors.

V. Committees

a. Action Items Only

- i. Membership: Question from Stephanie from Mike Landram @ Literacy Alliance. Would like us to consider doing a group rate so all of their employees could be registered
 1. Table this & discuss in the future. Would like to have an answer to this question.
 2. Ask COABE (Jodi Angelone) what her thoughts are
 3. Sara & Stephanie send a welcome letter
 4. Need to come up with a reminder letter re: expiration date
 - a. Possibly print spreadsheet for board to review
 5. Think about sending out a card to new members - contains expiration date, etc
 6. Discuss welcome letter to board. Discuss in February.

7. Stephanie will draft a letter to expired members (539) and send on for approval
8. DWD Slides -

b. Mentorship Committee

- i. Staff member in the program is leaving the program
- ii. Talk about program further
 1. Limited spots, must apply for approval
 2. Paperwork to be put together to focus on areas such as assisting in state paperwork, etc
 3. What's difference between mentoring & professional development?
- iii. Possibly put in the bylaws in the future

c. Conference Committee—Jeff Clutter

- i. Discussion regarding combining IAACE conference and Summer Institute
 1. State approached us with /contracting supporting our conference in replace of Summer Institute
 2. Sara & Jeff had to come up with financials to give to DWD to support the conference in December
 3. Jeff showed conference budget pre/post combined conference
 4. Proposal is to start conference on Wednesday 1/2 day - would be state driven initiatives on Wednesday
 5. Allison Barber (keynote) would start off on Wednesday
 6. 3 breakout sessions on Wednesday - mostly DWD presenters or presenters they find
 7. Thursday - another keynote (Craig J. Boykin)
 - a. from GED to PhD
 8. Friday - adding a session after lunch, possibly open session or Q&A with the state
 - a. goal to finish at 2 or 2:30pm
 9. Discuss: What do we want our conference to be and how can we improve it with state resources?
 - a. Giving attendees a book when they arrive - can engage members throughout the year via blogs/forum on website - with an ongoing professional development focus (Marilyn suggestion) to be used in the future
 - i. Tim Elmore series (Stephanie suggestion) - on working with millenials
 - ii. Ask for suggestions and email to Jeff

- iii. Could use one of the authors for next year's keynote speaker (Tom suggestion)
10. Conference App (like COABE's) - (Double Dutch COABE) - it's a yearly subscription
- a. Download app, contains schedule, bios, topics, strands, allows to search, users can create their own schedule for the conference
 - b. Can submit surveys through the app
 - c. Social aspect: Has a 'twitter' like feed thru the app
 - d. Allows to post pictures
 - e. Games, can collect points
 - f. Map of conference area
 - g. Discussion boards can be created - have a year to continue discussions
 - h. Poling - presenter could have poling in their sessions
 - i. Virtual parking lot
 - j. Goal is to download ahead of time so they can create their schedule
 - k. Also a web version for those who don't have a smartphone
11. Opened for discussion:
- a. Stephanie - can we have a late start time so we don't have to leave class/cancel class?
 - i. 2pm - 6pm
 - ii. How does this affect hotel check-in?
 - iii. Possible Wed topics: Androgogy, paperwork,
 - b. Tom - pushback: Can we pay for 1 day only? Do we know if this partnership is going to be a 1-year partnership or is this longterm?
 - c. Mandi asked - directors need to know this for budgeting reasons
 - d. Lori - if we merge conferences, do we have to stick with April dates?
 - i. Once our contract is up, we can move dates
 - ii. We can also ask French Lick about changing dates in 2017 - Jeff will ask
12. Benefits of partnering (financially)
- a. We have to pay for food - DWD cannot pay for that
 - b. Ticket cost \$175 or \$165
 - i. at \$165 we would net \$12,564 (doesn't include membership fees)

- ii. at \$175 we would net \$20,000 (nic membership fees)
 - iii. Non-member fees: \$275 (\$100 difference)
 - 13. Tom mentioned doing smaller regional 1/2 day conference
 - 14. Stephanie moved to motion for IAACE to accept an agreement to partner with Department of Education, Division of Workforce Development, for our state conference in 2016. Nickie seconded. Approved.
- ii. Constant Contact/registration
 - 1. Switching from Eventzilla to Constant Contact since we are already using Constant Contact for email marketing and the fees are less expensive.

VI. Other Business

- a. Old Business
 - i. TCU - Tom still needs to contact TCU
- b. New Business
 - i. Meeting location: Central library - not as many spaces for parking and for rooms. Possible to use old Indy Reads location, depends on security at the door to let us in.
 - ii. February meeting: meet live or GoTo meeting. Planning live meeting.
 - iii. March meeting: live if members can attend
 - iv. April meeting: will hold meeting at French Lick (unless we need to meet in person earlier in the month)
- c. Announcements

VII. Adjourn Board - Michelle motioned to adjourn, Bonnie seconded. Approved.