

IAACE Board Meeting

Vincennes University Logistics and Training Center

December 15, 2017

10:00 A.M. - 12:00 P.M.

Mission: To advocate for adult education in Indiana.

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

1) Call to Order-Rob Moore

- a) Present: Sheila Butler, Brandi Cardwell, Jeff Clutter, Michelle Davis, Jan Helman, Rob Moore, Ted Pearson, Polly Redmond, Laura Smart, and Jennifer Wigginton
- b) Call In: Natalie Reuter and Mandi Logsdon
- c) Absent: Lauren Bell

2) Approval of Minutes-Brandi Cardwell

- a) Correction for November minutes: Savings account balance was \$5,014.07
- b) Motion to approve minutes as corrected by Jan, seconded by Polly. All approve.

3) Treasurer Report-Jennifer Wigginton

- a) Balances
 - i) TCU Checking: \$63,660
 - ii) TCU Savings: \$5,014
 - iii) Fifth Third: \$1,000
 - iv) Paypal: \$614
- b) Jennifer has the final tax return draft.
- c) The state letter demanded a tax payment. An error is showing that the IAACE owes sales tax. Organization's accountant is working to rectify the issue.
- d) Quickbooks error has been resolved for Jennifer.
- e) Motion to approve treasurer's report made by Laura, seconded by Sheila. All approve.

4) State AE Update-DWD

- a) None

5) COABE Update-Sara Gutting

- a) Discussed if the organization should continue receiving the COABE journal.
- b) Motion to continue the membership rate with the journal made by Jan, seconded by Polly. All approved.

- c) Brandi talked to Sharon regarding assistance with help finding vendors/sponsors for conference. They will be sending a cobranded email to their email list.

6) SWIC Report-Rob Moore

- a) Meeting on 12/14. No action taken on any items.
- b) SWIC Career Counseling Taskforce reviewed graduation plans and shared that DWD will integrate Indiana Career Explorer into an 8th grade Finance 101 course.
- c) Sector Strategy Taskforce shared input on Skill Up grants.
- d) Youth Taskforce is looking for volunteers to serve as JAG judges. It is a half day commitment. Government Holcomb is serving as the Chair of the national JAG board.
- e) Next Level 2018 has five goals including 1) cultivate a strong and diverse economy 2) build the state's infra-structure 3) develop a 21st century skilled and ready workforce 4) attack the drug epidemic and 5) deliver great government services
- f) Next Level Job -240,000 individuals have visited the web site and 12,000 submitted application to receive training by VU and Ivy Tech
- g) DWD's new Commissioner Greg Payne was introduced.

7) Indiana Literacy Association Update

- a) Pat Griffin resigned. ILA meets in December and will pick a new representative.

8) Committees

a) Advocacy-Jeff Clutter

- i) Encourages other to review the monthly COABE Educate and Elevate email.

b) Communications-Brandi Cartwell

- i) Using blog from the Bloomington's Limestone Post – article re: adult literacy, adult education, recidivism
- ii) We are now COLLO members – they will be sending us something to put on our website and in the newsletter
- iii) COABE journal survey – 90% of members voted to continue receiving
- iv) Would like to purchase a copy of the *Change Agent*, a biannual magazine for adult educators and learners published by the [New England Literacy Resource Center](#) (NELRC) at [World Education](#)
- v) Will purchase a single \$12 subscription to see if board is interested

c) Professional Development-Sheila Butler

- i) Sheila and Martha Finch Anderson had a WIN webinar last week. It is a free program for anyone in the state of Indiana. The program provides career readiness skills and prepares individuals for the WorkKeys test.
 - (1) It includes a supplemental skills button with business writing, communication, technology skills, and more. It will also read to you and has Spanish subtitles.
 - (2) In teachers section there are 90 hours of soft skill lesson plans that can be copied and distributed and used as a distance learning tool.
- ii) An additional resource is Math-Aids.com with an annual membership fee of \$19.95.
- iii) Jan mentioned simplifying lesson plans as they are overwhelming.
- iv) Brandi discussed ordering one subscription of Change Agent.
- v) Sheila also recommended ReadWorks.org as it is a free resource. It allows teachers to assign students an article per day.
- vi) Michelle suggested PDFs present at the annual IAACE conference. An email will be sent to Dan Devers and a brainstorm meeting will be help prior to the January meeting at 9:00 A.M.

d) Membership-Mandi Logsdon

- i) Change in staff has extended the deadline of when Mandi can work to build membership of Ivy Tech.
- ii) Offering organization memberships for Regional Workforce Board or Nonprofits were discussed.
- iii) Current membership 471

e) Mentoring-Natalie Reuter

- i) Discussed and determined to merge committee with professional development committee.

f) Conference Committee-Michelle Davis

- i) A conference schedule was finalized. Committee will be meeting after Board meeting.

9) Other Business

a) Old Business

- i) Discussed purchasing video devise.

b) New Business

- i) ILA Discussion:
 - (1) Pat Griffin resigned her seat on the ILA. Bylaws state a member shall be on the board of the IAACE.
 - (2) Nomination committee: Diane Gaskin, Sara Gutting, and Dave Miller.
 - (3) Jennifer motioned to accept the nomination to represent the ILA on the IAACE Board, Polly seconded. All approve.

(4) Discussion with ILA board members about reorganizing into a Board of Directors only or foundation with ILA board members and IAACE board members. ILA would focus on fundraising efforts and grants.

(5) IAACE would ensure transition of members would be seamless and there would be proper representation for literacy at the IAACE annual conference

(6) Bob commented that this is still the direction that the ILA wants to go

(a) Discussed IAACE possibly kicking a portion of conference fees back to ILA for grant money OR portion of member dues going to the ILA to raise funds for grants, scholarships, etc.

(7) ILA 'foundation / fundraising arm' would have to write new bylaws

(8) Questions for accountant:

(a) Can IAACE dedicate money to ILA if ILA remains as a separate entity?

(b) Can we create a simple MOU stating our obligations to each other?

(9) Jennifer proposed a year long trial via a MOU

(a) Jeff proposed getting it on paper for attorney to approve

(b) MOU as written on board by Rob:

(i) ILA to be a board only (foundation)

(ii) IAACE support to ILA

(iii) ILA members would become IAACE members

(iv) ILA board – funding for grants to literacy adult ed programs

(v) ILA board has IAACE board seat

(vi) IAACE board maintains ILA seat

(10) Jeff will work on the MOU

ii) Next meeting January 19 at VU logistic center.

10) **Adjourn Board**

a) Motion to adjourn made by Jennifer, seconded by Jan. All approve.