

IAACE Board Meeting

Vincennes University Logistics Training & Education Center

September 9, 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—Jeff Clutter

In attendance: Jeff, Rob, Sara, Marilyn, Jenn, Mandi, Deb, Natalie, Chris, Ted, and Jan. Brandi on call.

Absent: Tara, Michelle, and Pat

II. Approval of August Minutes – Deb Sherwood

- a. Deb reviewed August minutes.
- b. Correction: Sara asked the board for feedback to make sure the board agreed to send video to members in newsletter.
- c. Motion to approve minutes by Jenn, seconded by Sara. All approved.

III. Treasurer Report—Jennifer Wigginton

- a. Open balance: \$46,829.34
- b. Funds transferred from Fifth Third to TCU on August 12th, with \$1000 remaining in Fifth Third account. \$5,000 was placed in TCU savings.
- c. Jennifer-Quickbooks can be updated for additional fee of about \$20 increase) which would allow us to track and send invoices, etc.
- d. Jeff suggested having Brandi or another board member do some accounting procedures. Sara mentioned asking Jim Higgins for his advice on this and for a recommendation.
- e. Marilyn commented she would like to see a pending receivables area to track pending conference expenses.

- f. Motion to accept treasurer's report by Sara. Rob seconded. All approved.

IV. State AE Update—DWD

- a. State is still working on internal structures.
 - i. Jerry will be overseeing PD and program quality.
 - ii. Staff will be reviewing PD events that will qualify.
- b. Grants manager position is posted.
- c. Statewide call next week will build on the last power point for WIOA.
- d. AE Directors meeting scheduled for October 5th @ 1:30pm to 4:30pm at JW Marriott. Bulk of meeting will be a discussion about IETs.
- e. Sara expressed some concern and questions from the field. Teachers are not getting accurate information from the directors/field. Confused about details on what needs to be focused on with Tables 4 and 5. Asked if there is a webinar specifically for teachers, since most are not aware of the statewide webinars. Marilyn commented that we could translate the statewide calls onto our newsletters.
 - i. What is expected of my students?
 - ii. What is expected of my teachers? (measurable skill gain)
 - iii. Help them understand the performance measures of NRS
 - iv. What exactly are we doing in this first year going into the 2nd year?
 - 1. Only measure to negotiate with the feds in this 1st year is the bottom of Table 4-EFL gain for postsecondary or training entry. (1st slide in the DWD follow up)
 - 2. Sara asked if we could conduct a webinar. Marilyn said that shouldn't be a problem as long as it follows what has

been presented, including sharing parts of Marilyn's power point.

3. Sara proposed doing 30-second trainers. 30-second power points Quiz: "did you know EFL levels have changed", "did you see...."
 - a. Natalie suggested to put these into the email instead of an attachment.
 - b. Mandi says we need to focus on the field staff. Directors have support. Teachers do not.
 - c. Sara recommended doing a short webinar (20 or 30 minutes w/ answer, questions) after the October 5th directors meeting
 - i. Then sending out 30-second trainers
 - ii. Send out to everyone and at the end pitch IAACE "if you liked this trainer..."
4. Sara: As far as competitive grants, will they look at data or just clear and competitive ways? Marilyn responded that data and program quality will be looked at.
5. Natalie asked for the most reliable resource for WIOA. Marilyn will send the info on this and recommended the OCTAE website

V. SWIC update: Meeting – September 15th

- a. Will be online. Everyone is invited to attend in person or online
- b. DWD has a link on website. Search SWIC on their website for the information.

VI. Committees

- a. Advocacy—Michelle Davis
 - i. Advocacy article will be included in newsletter.
 - ii. Brandi redesigned advocacy page and asked for feedback
- b. Communications—Tara Kenjockety

- i. Goal is to have mailer valuable to members to keep.
- ii. Mailer can include conference information such as “Save the Date”, list past award winners to encourage nominations, member benefit information, Sara’s learning centers, and teacher’s corner.
- iii. Brandi to add list of affiliates-partner page on website.
- iv. Central 9 offered to print newsletter
- v. Mailing cost: considering permit for bulk mailing vs direct mailing. We will need more information on cost.

Rob made a motion to allow the president to make the decision to approve pricing. Sara seconded. Approved.

- c. Professional Development—Sara Gutting
 - See above in DWD portion of notes.
 - Brandi will help with 30-second trainers
 - Jan will help out
- d. Membership—Mandi Logsdon
 - Ted and Mandi to have a meeting after board meeting
 - Add Mandi to membership directory
 - Will look over membership page and add new benefits
 - Needs ideas to reach out to field staff
 - Asked if DWD has an email so that we can use for sending prospective (could use what they in statewide emails)
- e. Mentoring—Deb Sherwood/Natalie Rueter
 - Natalie and Deb in discussions
 - Experience Exchange still on website
 - Jan mentioned she enjoyed the cadre (consisted of about 10 new teachers)
 - Set up/networked every 4 weeks w/ lunch, etc
 - Sara asked if we could work with DWD. If staff gets a bad ‘report card’ can they recommend using our mentoring program?
 - Jeff asked if we as an organization can successfully develop a high-quality mentoring program
 - Jennifer asked – “Why should we reinvent the wheel when there are so many things out there?”
 - What can we do with the 5 applicants from last year that we didn’t do anything with? (probably 3, Sara mentored one who quit, one director wouldn’t allow to do)
 - Jeff recommended creating a template that programs could follow on ‘how to do create a mentoring program’
 - Link LINCS template on this and put on our website
 - Teacher induction and mentoring guide

- Mandi recommends posting things on our website
 - This is what TABE is, ConnectEd is, etc, ITS
 - This is what a teacher can expect on this day
 - Rural program
 - Urban program
 - Tara created a YouTube video that we could post – on TABE
- f. Alumni—Linda Warner/Timmie Westfall – no updates
- g. Conference Committee—Rob Moore
 - Discussed upcoming meeting agenda
 - Need a contingency plan for Jeff’s position at the conference. Congratulations to Jeff’s and his growing family! They’re expecting a baby, due date around time of conference!

VII. Other Business

- a. Old Business
 - i. TCU Account-transfer occurred August 12th
 - ii. Book Read Updates
 - 1. A drawing for free membership for those who post on the book read.
 - iii. Board Directory Updates
 - 1. Be aware of the secret access part of website
 - 2. Jeff will update directory on website
- b. New Business
 - i. Website Renewal – Brandi Cardwell
 - 1. Quick link so that people can link to things
 - 2. \$159 for 2-years
 - 3. Sara motioned to approve website fee. Mandi seconded. Approved.
 - ii. COABE PD video by Johann Uving
https://www.youtube.com/watch?v=n_DEJhJLkQc
 Board agreed to support this video and post on our newsletter
 - 1. Sara will put out an article on it
 - 2. Will be included in the November newsletter
- c. Announcements
 - i. NCPN Conference
 - 1. Need a handout for conference
 - a. IAACE information handout
 - b. Bring banner and table cloth
 - c. Membership brochure
 - d. Mandi will do the printing

- ii. Next meeting will be held on November 4, 2016. No meeting scheduled for October. Contact Jeff on any needs and items to include on November meeting agenda.

VIII. Adjourn Board

- a. Jenn approved to adjourn meeting. Rob seconded. All approved.