

# IAACE Board Meeting

Vincennes University Logistics Training & Education Center

May 19, 2017

12:00 p.m. - 2:00 p.m. (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, Rob Moore, Natalie Reuter, Michelle Davis, Deb Sherwood, Jennifer Wigginton, Pat Griffin, Laura Smart, Mandi Logsdon, Brandi Cardwell
- II. **Approval of Minutes - Deb Sherwood**
  - a. March and annual meeting minutes reviewed. Rob asked for last names to be included onto motions in annual minutes. Michelle motioned to approve March minutes, Laura seconded. All approved.
- III. **Treasurer Report—Jennifer Wigginton**
  - a. Jenn shared report: TCU balance: \$83,983.06 in checking; \$5010.27 in savings. Fifth Third checking: \$1000. Paypal: \$11672.92. French Lick expenses are not paid yet. Rob motioned to approve report. Mandi seconded. All approved.
- IV. **State AE Update—DWD**
  - a. Notes from Marilyn: Grant award letters released this morning, AE and IELCE required to do necessary adjustments and resubmit budgets.
- V. **SWIC Report -Rob Moore**
  - a. May 9<sup>th</sup> meeting notes:
    - V.a.i. Work ethic certification- an employer driven locally developed to certify student's soft skills for employability- initiative from DWD upon recommendation by the SWIC, approved and signed by the governor. Program is successful after one year into it. Modifications are being considered for the certification to be applicable for Adult Ed.
    - b. SWIC created Future of Work Task Force to address the needs of employers.
    - c. DWD staff to capture data on out of school youth, to track enrollment/involved in services, AE, work place, etc.
    - d. Senate 108 Act: requires DWD to commission an entity to identify programs and services, including literacy, employment outcomes, law provides that a principal or superintendent to recommend to test, symbolic gesture to raise awareness of AE
    - e. Skill Up programs: anticipate a third round of funding.
    - f. Sector Regional Convenings - businesses gather to discuss the talent pipeline, IN Career Website, etc.

- V.f.i. Northern area: Monday, June 5<sup>th</sup> in South Bend at Century Center
- V.f.ii. Southern area: Tuesday, June 13<sup>th</sup>, at Westgate Academy in Odon.
- V.f.iii. Next meeting is in July.

VI. **Committees**

a. **Advocacy—Michelle Davis**

- VI.a.i. Congress will be home for recess May 25<sup>th</sup> -June 5<sup>th</sup>
- VI.a.ii. Sara Gutting attended Capitol Hill Day.

b. **Communications—Tara Kenjockety**

- VI.b.i. Looking for blogs and articles to include in newsletters and website, such as best practices from instructional staff, Conference award winners, and interview new board members
- VI.b.ii. Mandi Logsdon will share student's success stories.

c. **Professional Development—Sara Gutting**

- VI.c.i. COABE virtual conference results
  - VI.c.i.i. 28 participated; attended 70 sessions; one did 12.
  - VI.c.i.ii. Send surveys to participants for feedback.
- VI.c.ii. Regional COABE in Cleveland, OH, in October 5-7, 2017
- VI.c.iii. AAACE: paid \$260 fee, includes two memberships, and half price registration fees. Next AAACE Conference is in Memphis TN, Oct 31-Nov 3<sup>rd</sup>. IAACE members can nominate for their awards.

d. **Membership—Mandi Logsdon**

- VI.d.i. Goal is to maintain high number of membership, currently at 455. Outreach to DWD and WorkOne staff.
- VI.d.ii. Would like to have membership list broke down to show who is from AE, DWD, WorkOne, etc.

e. **Mentoring—Deb Sherwood/Natalie Rueter**

- VI.e.i. Latest interest: Data specialist, and director as mentor; career counselor and director asking for mentor.
- VI.e.ii. Separate applications for mentee and mentors, permission from director, with clearly stated expectations.
- VI.e.iii. Outreach to alumni and retirees to get them involved
- VI.e.iv. Create survey to send to directors to ask if they would use this service; or interested in developing an in-house mentoring program/kit. ,

f. **Conference Committee—Rob Moore**

- VI.f.i. Attendance:
  - VI.f.i.i. 420 attend, compared to 335 in 2016
  - VI.f.i.ii. 22 non members
- VI.f.ii. Comments:
  - VI.f.ii.i. Compliments on theme, colorful and fun
  - VI.f.ii.ii. More time in between sessions
  - VI.f.ii.iii. Offer a longer breakout session (maybe 1.25 hours on one Friday session)

- VI.f.ii.iv. Some negative comments about meals, consider different menu next year.
- VI.f.ii.v. Liked the bags and T Shirts
  - VI.f.ii.v.a. Ran out of certain sizes.
  - VI.f.ii.v.b. Extra of a few sizes
- VI.f.ii.v.b.i. Give away to those who submit newsletter articles.
- VI.f.iii. Strands
  - VI.f.iii.i. Liked literacy strands
  - VI.f.iii.ii. Add corrections strand
  - VI.f.iii.iii. Add New Member introduction sessions
- VI.f.iv. Vendors
  - VI.f.iv.i. Ask what banners, etc they are bringing
  - VI.f.iv.ii. Pay a certain amount based on positioning, spot in area.
    - VI.f.iv.ii.a. Have the layout planned prior to asking sponsors
    - VI.f.iv.iii. Allow set up on Wednesday morning, available all day on Wednesday.
  - VI.f.iv.iv. Send survey for feedback
- VI.f.v. Door prizes
  - VI.f.v.i. ILA has 501c3 status help with donations.
- VI.f.vi. Surveys
  - VI.f.vi.i. 116 responded so far
  - VI.f.vi.ii. 22 of these are first time attendees
  - VI.f.vi.iii. Survey still open for more to respond
  - VI.f.vi.iv. Include survey in newsletter
    - VI.f.vi.iv.a. Respondents entered in a drawing for free registration.
- VI.f.vii. Counts
  - VI.f.vii.i. Meal Counts
  - VI.f.vii.ii. Keynote attendees count
- VI.f.viii. Volunteers
  - VI.f.viii.i. Send “Thank You’s” to committee members outside of board. Brandi will bring in list and cards to sign in June.
  - VI.f.viii.ii. Add on registration for volunteers for
    - VI.f.viii.ii.a. Registration desk
    - VI.f.viii.ii.b. Facilitating: prefer day, time or session.
    - VI.f.viii.ii.c. Offer to be entered into a drawing for \$100 gift card
- VI.f.ix. Board responsibilities
  - VI.f.ix.i. Considerations: reduced/discount rates for board members working at conference.
  - VI.f.ix.ii. Board asked to arrive on Tuesday to help set up, etc.
  - VI.f.ix.iii. Communicate with board on expectations at conference, to facilitate, etc.
- VI.f.x. Intern

- VI.f.x.i. Photographer
- VI.f.x.ii. Social media
- VII. **Other Business**
  - a. **Old Business**
  - VII.a.i. Conference Recap and Feedback: refer to Committee/conference section.
  - b. **New Business**
  - VII.b.i. Vacant board position: Natalie Reuter nominated as secretary.
    - VII.b.i.i.a. Natalie's 1-year term needs to be filled
    - VII.b.i.i.b. Jennifer motioned to declare vacancy. Michelle seconded. All approved.
    - VII.b.i.i.c. Jennifer motioned to nominate Sheila Butler to fill the vacant board position for one year. Deb seconded. All approved.
  - VII.b.ii. 2017-2018 budget- rough draft presented by Jennifer
  - VII.b.iii. COABE Feedback Survey:
    - VII.b.iii.i. Jeff will send out but will send to everyone to review. COABE will give \$100 amazon gift card. This can be apply to membership, or other needs.
  - VII.b.iv. Transition Meeting:
    - VII.b.iv.i. Jenn requested 15 minutes to social media presentation.
    - VII.b.iv.ii. Create binders for new members and past members.
      - VII.b.iv.ii.a. Include directory
      - VII.b.iv.ii.b. Board meeting schedule
      - VII.b.iv.ii.c. Committee list
      - VII.b.iv.ii.d. Social media tab
      - VII.b.iv.ii.e. Expectations of the board members
    - VII.b.iv.iii. Ice Breakers
      - VII.b.iv.iii.a. Jenn will send ideas to Rob
    - VII.b.iv.iv. Date and location
      - VII.b.iv.iv.a. Jeff will find venue, and send out survey to ask feedback for meeting date in July or August.
      - VII.b.iv.iv.b. Current and new members will meet in the morning, after lunch, exiting members excused from afternoon meeting.
  - VII.b.v. June 9<sup>th</sup> meeting as regular meeting. Meetings will continue at VU, scheduled on the third Friday of each month.
  - VII.b.vi. Increase documentation on facts, data on conference, go back a couple years, google drive to maintain data, conference binder, check list, best practices, Brandi will start to work on this.
  - VII.b.vii. ILA board is forming a group membership. ILA would pay flat fee for IAACE membership. Leadership meeting with ILA and IAACE partnership for fund raising, including the benefits of 501c3 status. ILA and IAACE will meet on June 9<sup>th</sup> at 12:30 for a lunch meeting. Bob Stevenson-President, Tom Miller- Secretary.

- c. Announcements
- VII.c.i. Next meeting will be held on Friday, June 9th at 10:00 am at VU, Plainfield.
  
- VIII. **Adjourn Board:** Motion to adjourn by Jenn, seconded by Rob. All approved.