

# IAACE Board Meeting

Indy Reads, Indianapolis, IN

September 11, 2015

10:00 a.m. – 12:30 (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

- a. In attendance: Tom Miller, Sara Gutting, Jeff Clutter, Alicia Hawkins, Michelle Davis, Stephanie Ross, Bonnie Cardwell, Deb Sherwood, Lori Huddleston, Bob Stephenson, Jennifer Wigginton, Nickie Nolting
- b. Introductions

## II. Approval of June Minutes – Deb Sherwood

- a. Transition meeting approval. Bonnie made motion, Stephanie second. Approved

## III. Treasurer Report—Bonnie Cardwell

- a. Balance Dec 1<sup>st</sup> \$26,132.70, Conference Income \$82,522.71, Expenses \$16,463.63, Net Income \$16,463.63. Checking acct \$35,827.16, Savings \$6,769.17, Bank Total \$42,596.33
- b. Sara recommending a line item under income for ‘membership dues’
- c. Reports going forward to be monthly (show balance as of beginning of month)
- d. Michelle motioned to accept, Stephanie second. Approved

## IV. State AE Update—Alicia

- a. Grant competition (info from Feds): Considering three options.
- b. DWD is getting feedback on WIOA from the field. Attitudes are positively shifting.
- c. Discussion regarding ‘30 second trainers’ ensued. Ideas to help the adult education field understand WIOA regs, assessments, InTers, resources, etc.
  - i. Direct to teachers, directors, etc. Make specific.
  - ii. Possible PD Committee project

- d. Document put out by Johann Uving re: Vision for AEFLA re: setting out course for the future
- e. SWIC Update: Meeting September 17<sup>th</sup>. Standing committees disbanded July 1<sup>st</sup>. #1 Youth initiatives: 75% of funding directed to out of school youth; concerns how this will effect in school JAG programing. #2 WIOA #3 Demand driven system – pipeline of people who will be employed at the end.  
Discussion: Check with membership how this is or not working. Monthly newsletter to address OOS youth initiatives, highlight what is occurring in different regions. Prosed questions: how can it remain competitive with groups still working together? Will Regional Youth Councils collaborate?
- f. DWD marketing social media campaign
- g. Skills Up

## V. Committees

- a. Advocacy—Michelle Davis
  - i. Define what advocacy means to IAACE and members.
  - ii. Consider a “step by step playbook” with tasks for advocacy.
  - iii. Consider more Advocacy information in monthly newsletter
- b. Communications—Tom Miller
  - i. Track monthly how many members are opening newsletters, sharing on Facebook and Twitter; and to note of which stories get more openings.
- c. Professional Development—Nickie Nolting
  - i. Board discussed the original Adult Education PDF system offered locally, provided new teacher trainings, mentoring, etc.
  - ii. PD Survey will be resent. DWD would like to have our results so that they can compare them to theirs.
  - iii. Look at what New York is doing with ‘Master Teachers’ program
  - iv. Alicia wants to know how DWD and IAACE can partner together for PD.
  - v. Stephanie would like to see more local training, due to much of their funds going into traveling costs.
  - vi. Nickie would like to have ‘master teacher’ who can assist in training new teachers and suggested for IAACE to obtain grants to fund trainers.

- vii. Sara mentioned that we want to partner with DWD but we need to discuss parameters between DWD and the association. She reminded everyone that we represent the membership and we need to stay focused on our mission statement.
- viii. Sara asked Alicia if IAACE conferences, trainings, and PD offerings will be recognized by DWD as fulfilling teachers PD requirements for the state. Per Alicia, as of now it will NOT since it's not DWD sponsored.
- ix. Alicia asked for feedback on program's PD (how do you disseminate best practices, etc). What does it look like and what do we see as DWD's role?
- d. Membership—Stephanie Ross
  - i. 291 current members
  - ii. 3 new members in last month
  - iii. Will send Sara names of new members so that she can send a welcome letter
  - iv. Stephanie met with Caroline Foster:
    - 1. Discussed: What's our draw & appeal for being a member? How do our benefits affect WorkOne, how can our PD help WorkOne? Do they want to advertise anything on our newsletter?
  - v. Sara asked, should we send newsletter to entire database or 291 members?
    - 1. Jen mentioned 'this is your last newsletter' better join!
    - 2. Tom mentioned teaser for non-members/old members
      - a. Send once every other month, etc (ex. interested in this topic, renew your membership to receive entire newsletter)
      - b. Conference Info –
      - c. Send reminders to members to alert when membership expires.
    - 3. Membership drive in newsletter focus for Adult Ed Week OR in October
      - a. Email blast
    - 4. The board discussed when membership terms. Suggestions were fiscal timeline or calendar year. Committee will prepare additional options at next meeting.
    - 5. Membership dues with not be included in conference fee

6. Might consider to offer discounted rate at IAACE conference for active members
7. The Board agreed to have a section on the webpage if anyone would like to serve on an IAACE committee.
8. Put in February newsletter: "Your membership expires in April. If you want the discounted fee you must renew your membership"
  - a. Committee needs to think through renewal/expiration dates
- e. Mentoring—Deb Sherwood
  - i. Plans are to rebuild a formal program, integrating original mentoring project.
- f. Alumni—Linda Warner/Timmie Westfall
  - i. Considering an alumni gathering centrally located, possibly in Indianapolis.
  - ii. Would like to add 'Where are they now?' section to the newsletter
- g. Conference Committee—Jeff Clutter
  - i. Awards
  - ii. Elections
  - iii. 2015 Conference Budget
  - iv. Last week committee met and went through last conference notes (positives & negatives). Brainstorming themes.

## **VI. Other Business**

- a. Old Business
  - i. Sara discussed hiring a finance person who would file entity reports, tax reports, etc. Would cost between \$2 to \$4K.
    1. Nickie motioned to move forward with bringing 2 or 3 names to next meeting and voting. Bonnie seconded. Approved.
  - ii. ILA discussed. Do we move forward with combining and making a commission.
    1. Jennifer will send bylaws with intent of purpose and other required documents
  - iii. TCU discussed. Working with Tom to get together with a TCU rep to change our banking from 5/3 to TCU.
- b. New Business

- i. Kristin Campbell has resigned. Sara would like someone from a southern region to replace her. Board will offer recommendations. Final decision made by president, assured with board agreement.
  - ii. October meeting: Many people will be on fall break.
    - 1. Anything that needs to be voted on will happen at the beginning of the meeting
  - iii. November meeting:
    - 1. Meeting changed to November 6<sup>th</sup>
  - iv. Extend board meetings to 2:00pm for committee workshops.
- c. Announcements: None noted

VII. Adjourn Board – Michelle motioned to accept, Jennifer 2<sup>nd</sup> the motion, all approved.