

IAACE Board Meeting

Vincennes University Logistics Training & Education Center

November 4, 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

- a. Attended: Jeff Clutter, Rob Moore, Marilyn Pitzulo, Michelle Davis, Tara Kenjockety, Ted Pearson, Pat Griffin, and Jennifer Wigginton
- b. On call: Brandi Cardwell
- c. Absent: Mandi Logsdon, Sara Gutting, Chris Westfall, Natalie Reuter, Jan Hehman

II. Approval of September Minutes – Deb Sherwood

- a. Deb reviewed September minutes.
Motion to approve by Michelle, seconded by Tara

III. Treasurer Report—Jennifer Wigginton

- a. Constant Contact fees are \$38 per month. Yearly fees are \$336, a savings of 30%.
 - i. Board approved to pay yearly rate. Rob motioned and Michelle second.
- b. Jenn gave Jim Higgins access to Quick Books
 - i. This will assist with managing taxes and state filings. The 990 Form to be filed by November 19th.
 - ii. Invoicing process utilized through Quick Books.
- c. Jenn will create an association budget. This will lessen the need to approval small items.
 - i. Rob will have clear budget for the conference.
- d. Motion to approve treasurer report by Tara, and seconded by Rob. All approved.

IV. State AE Update—DWD- Marilyn-Statewide call this week

- a. No statewide call scheduled for December.
- b. Regional Town Halls in December for PY17 RFPs
 - i. Informational meetings to discuss who is eligible to apply, grant time line and process. Those who are considering applying are encouraged to attend.
 - ii. IAACE will pass this information to members

- iii. DWD wide switch: Statewide webinars format changed to WebX, will need user ID.

V. Committees

a. Advocacy—Michelle Davis

- i. Bringing back Adult Ed Day at the State House.
 - 1. This is supported by Marilyn and Jerry. Michelle will begin planning event to be in the spring based on legislative calendar. In the past, AE staff, students, and supporters met and toured the state house, and a person gave a speech about how Adult Education benefits Indiana.
- ii. Jeff attended Capital Hill Day in DC with COABE
 - 1. Met with Johann Uving, Director of OCTAE. COABE provided attendees with materials and talking points to use when meeting with lobbyists, representatives, and staff member of legislatures. The event was well organized and a great opportunity to share about Adult Education in Indiana.
- iii. Michelle shared information about *Earn IN Website*
 - 1. Earn IN program provides opportunity to employ college students for tutoring, etc. and to host internships. The state provides 50% of their hourly wage. Eligibility based on income. Michelle's program uses students for tutoring.

b. Communications—Tara Kenjockety

- i. Added a Member Resources page to the website to include TABE and other information. Brandi: suggest adding GoTo resources, DWD website page linked to webinars ppt, and notes.

c. Professional Development—Sara Gutting

- i. Sara and Jeff collaborated with COABE to secure a vital professional development opportunity for IAACE members. Members will have access to the recorded sessions offered through the COABE Virtual Conference.
Refer to New Business, sections iii and iv for extended details.

d. Membership—Mandi Logsdon

- i. Ted and Mandi met. They plan to send a list of IAACE membership benefits to Literacy and Adult Education programs.
- ii. Pat requested handout for WorkOne employees.

- e. **Mentoring**—Deb Sherwood/Natalie Reuter
 - i. Rob suggested outreach to the Adult Education retirees as possible mentors.

- f. **Alumni**—Linda Warner/Timmie Westfall
 - i. Jeff received email that asked what they needed to do. The Alumni event in French Lick had low attendance possibly due to location.

- g. **Conference Committee**—Rob Moore
 - i. Call for presenter is out.
 - ii. Jeff sent vendor information to Theresa.
 - iii. Discussing logo at conference meeting
 - a. Propose a \$25 gift card to logo winner.
 - b. Motion to approve \$25 gift card made by Michelle, Ted seconded, all approved.
 - iv. At last meeting
 - a. Task groups assigned.
 - b. Updated food prices and fees presented

VI. **Other Business**

- a. Old Business
 - i. AAACE Affiliate Membership
 - 1. Includes 3 individual memberships.
 - 2. If two attend conference, the third registration is free.
 - 3. Eligible to be a presenter at Conference
 - 4. Jennifer suggest the President and President Elect attend and President to pick third member. Jeff suggest one person from IAACE organization.
 - 5. Next year conference held in Memphis, TN in October.
 - ii. Hard Copy Newsletter- in other
 - 1. Preview of newsletter
 - 2. Preview of newsletter: Brandi will add conference logo and conference information on front side.
 - 3. Jeff suggested adding list of other winners under Patsy's article. President message is ready for newsletter.
 - 4. Michelle can do the folding, need to get price yet; estimated to be under \$1 per page for color.
 - 5. Comparing mailing and options and cost
 - a. Mailing with stamps cost is \$172 for 343 members.
 - b. Mailing permit cost \$215 plus \$7 fee for one year, but does not include postage.

6. In newsletter, add information that there is a \$50 discount for presenters for the conference

b. New Business

i. 2017 Conference Location:

1. Brandi shared survey results for conference preference: 103 responded-, 50% French Lick, 40 % anywhere, and 10% new location.
2. Sara mentioned hotels reached out to us.
3. Consider renewal of another 3 year contract with French Lick.
4. Based on 330 attendees, obtain prices from places in Indy and other locations. Pat offered to get prices for downtown.
5. Look at attendance and cost from last conference held in Indy.

ii. COABE National Conference 2021

1. Consider Intent to Host Conference-MOU with COABE to host 2021 conference in Indianapolis.
2. Minimal of 300 IAACE members would have to attend. Might negotiate to around 200.
3. This will bring national recognition to Indiana.
4. This would replace the annual conference that year
5. Expectations of IAACE:
 - a. Provide transportation for speakers.
 - b. Secure local sponsors
 - c. Provide volunteers
 - d. Line up local legislators to speak at conference.
 - e. Organize local tours, offsite activities info
 - f. Provide booth at 2010 conference to promote 2021 conference.
6. Expectations of COABE
 - a. Will pay IAACE \$50,000 then \$60 per IAACE member that attends
 - b. Mini grants will be available
 - c. Possible discount rate for members
7. Concerns:
 - a. Higher registration rate than IAACE annual conference.
 - b. Commitment made for future board members that will need to be involved.
 - c. Make sure state will support this in the future

- d. Budget for adult ed staff to attend
 - 8. We will vote in December, with Marilyn's approval to proceed with the application for hosting the COABE in 2021
- iii. COABE Virtual Conference:
 - 1. Held October 25th and 26th. Webinar was recorded.
 - 2. For the fee of \$500, all IAACE members can have access.
 - 3. Deadline to purchase is December 15th.
 - 4. This will count for DWD PD requirement
 - a. Some follow up will be required.
- iv. List of 15 sessions provided.
 - 1. Members are to participate in 10 out of the 15.
 - 2. COABE will provide certifications.
 - 3. Required to implement and submit PD waiver by April 29th.
 - a. What did you choose to implement?
 - b. How did you implement your choice?
 - c. Performance measures.
 - d. What would you do differently?
- v. Marilyn: This will help fulfill PD requirement, and we are providing services to members. Will this hurt attendance at Conference?
- vi. Motion to approve fee of \$500 for access to the COABE webinar for members made by Michelle, Ted seconded. All approve.
- vii. Rob suggest the need to develop cover sheet
- viii. Tara mentioned there might be a fall regional conference by COABE in Midwest, possibly in Ohio.
- ix. Brandi Cardwell position as Member Services Coordinator.
 - 1. Update her contract to include additional responsibilities such as:
 - a. Invoicing for conference and memberships.
 - b. Change her title to Executive Director/ Chief Operating Officer to be in charge of Administrative task, including Quick books. Jeff will like to get small group meeting with Jim Higgins to find out what type of contract is needed, look into changing from contract to hourly, and develop job description. Small group includes Rob, Jenn, and Jeff. Contact Jeff if interested.
 - 2. Jen motioned and Tara seconded to move forward with updating Brandi's contract to reflect title change and added responsibilities.

- x. Chris Westfall taken new position with Vincennes and is resigning from the board.
 - 1. Rob suggested asking a teacher to fill this spot.
 - a. Sheila Butler (Bloomington)
 - b. Lauren Bell from (Evansville)
 - c. Laura Smart
- c. Announcements
 - i. Next meeting will be held on December 9, 2016

VII. Adjourn Board

Motion to adjourn made by Tara, Pat seconded. All approved.