

## **MAACCE BOARD MEETING**

### **TAN – TAR – A RESORT**

September 10, 2004

**Members Present:** Jay Acock, Liz Clemensen, Judy Dishman Michelle Hanson, Alice Hutschrieder, Laurel Hall, Jackie Jenkins, Rhonda Jones, Mary Ann Kramer, Jody Ritter, Brenda Smith, Diane Schroeder

#### **Call for Agenda Items**

1. Affiliates – Jay Acock
2. Treasurer Stipend – Jay Acock
3. Web page Newsletter Stipend – Jay Acock

**Minutes:** Diane Schroeder made a motion to approve the June 18, 2004 minutes with corrections. Jackie Jenkins seconded the motion, and the motion passed by majority.

#### **Treasurer's Report – Jody Ritter**

Two reports were prepared for the meeting and are summarized as follows:

##### **MAACCE Quarterly Report**

- Revenue – 6/12/04-9/2/04 \$34,424.15
- Total Revenue –\$ 91,529.27
- Total Expense - \$57,479.75
- Current Balance - \$33,799.32
- MAACCE Savings Account- \$39,090.04
- Hovland Grant CD - \$11,768.17

Jackie Jenkins made a motion to accept the treasurer's report. Michelle Hanson seconded the motion. The motion passed by majority.

##### **MAACCE Conference / Yearly Report**

Jody passed out a detailed report on the breakdown of charges for the 2004 conference.

- Total charges \$41,299.86
- Profit - \$27,00

Jody suggested that since all bills were paid that \$20,000 be moved from the checking account to a money market account or a CD. Jackie Jenkins made a motion to accept the yearly report, Michelle Hanson seconded, with a friendly amendment made by Diane Schroeder that money be moved at the Treasurer's discretion. The motion passed by majority.

## Category Reports

AEL – Mary Ann Kramer

Mary Ann would like to see more teachers's participating in MAACCE; she plans on perusing the following issues:

- Sending out a teacher survey
- Advocacy
- Pre Conference for Literacy Coordinators
- Seeing if MAACCE could count as an In-service now that guidelines are changing.

Jay suggested that Mary Ann start planning now for the Literacy Coordinators Pre Conference. He also stated that AEL Teachers could be a very powerful organization if they were more united and that Mary Ann would have to work with DESE about AEL In-Service requirements. It would certainly be feasible for MAACCE to host an AEL In-service again with follow up speakers or a sharing session the following day. Alice Hutschrieder suggested that she would like for Corrections AEL Teachers become more involved and share with AEL instructors as they all are facing the same certification (pre and post workshop activities), teaching, and professional development issues.

AEL Admin – Galen Snodgrass

The AEL Division continues to serve students ages 16 and up interested in obtaining a GED, improving skills for employment or advancement, assist children with home work, gain basic literacy skills, and the personal goal of better education. This traditional program assisted 16,301 students apply to take the test. Of those who applied 10,763 followed through by taking the GED Test and 7,620 GED Certificates were awarded. This means 71% of the students that took the test passed. These statistics show not all adults attain the goal of GED attainment. It's obvious that "No Child Left Behind" will change the need of this program.

In addition to the usual 46 AEL Programs found state wide, DESE awarded Special Literacy Grants and EL Civics grants to a few programs in the state, leaving some programs without financial support for FY 05. This is a disappointment for many directors who were funded in the past. I'm sure this concern will be discussed at the fall directors meeting in Jefferson City.

The Annual Fall Director's Conference will be held in Jefferson City from September 22nd-24<sup>th</sup>. Technology training and discussion of a new data collection system that is being piloted in the state will be just two of the main topics discussed at this meeting. Other items of interest will be the new state certification that aligns with traditional K-12 teachers which is currently being worked on by Mark Shore and staff. All 46 directors are looking forward to attending the program in a couple of weeks. In closing, please let me know of any special information that can be passed on to the AEL Division at this September meeting.

CE – Laurel Hall

**State Advisory Council for Community Education** met August 10, at the Governor's Office Building in Jefferson City. They began working on a survey which will be distributed to all school districts, asking what types of Afterschool activities each school district provides for the Patrons of the district. It is hoped to have the information tallied by January 2005 so the report can be shared with everyone interested in Community Education activities across the State. If you would like to help work on this project please contact Mr. Don Owens, Chair of the State Advisory Council.

**21<sup>st</sup> Century Community Learning Centers:** July 2004 started the new year for Cohort three of the 21<sup>st</sup> Century Community Learning Centers. There were 16 grantees serving 40 Afterschool sites approved for Cohort three. To date there are 55 grantees serving a total of 125 Afterschool programs through the 21<sup>st</sup> Century Grants.

All of the 21<sup>st</sup> Century grantees are being trained to use the new Web-based data management program. It is hoped to gather statewide data on Afterschool programs by using this management system as well as allowing the individual sites to print local reports for the schools information.

**School Age Care (Afterschool) Program:** There are 72 school districts participating in this program serving 139 individual Afterschool sites. The SAC programs will also be trained during the months of September/October on how to utilize the new data management system.

Afterschool programs are great for the Children of Missouri. If you would like to know more about Afterschool programs you can go to the DESE Web site and look under 21<sup>st</sup> Century, School Age Care, Afterschool.

**Service Learning: Service-Learning Mini grants**

Missouri Service Learning Advisory Council Students administer a mini-grant program for curriculum-based service learning activities involving Missouri youth of all ages. Mini-grants between \$100 to \$1,000 are available to Missouri school groups for service-learning activities, which are part of an academic class (pre K-12). Mini-grants funds will be available on a first come, first serve basis and will be bi-yearly. The grant deadline is the November 15, 2004 and March 15, 2004. Groups will be notified about the status of their mini-grants the first of the following month.

**Missouri Service Learning Fall Conference**

The Missouri Service-Learning Fall Conference is a gathering of Service-Learning Coordinators, Service-Learning participants, Community Based Organization Representatives, teachers involved in Service-Learning and others interested in Service-Learning. The conference will highlight Best Practices in the area of Service-Learning as well as give those persons who are new to Service-Learning an opportunity learn more about the methodology of Service-Learning. There are roundtable discussions for all

individual or groups participating in Service-Learning and a chance to highlight outstanding efforts by individuals in the Service-Learning arena.

### Show Me Service Training

The Show-Me Service Training is a statewide gathering of national service programs in Missouri. It is sponsored by the Missouri Community Service Commission (Department of Economic Development), the Missouri Department of Elementary and Secondary Education, and the Missouri Office of the Corporation for National and Community Service. The sponsoring agencies receive federal funding to maintain their programs, which focus on service to the community in the areas of public safety, homeland security, environment, education, and human needs.

**Community Education Week / Day:** The week of October 10 – 16 has been declared Community Education Week for the State of Missouri with the day of the 14<sup>th</sup> recognized as Community Education Day for the Nation. As you know Community Education multiplies the richness of after school programs and opens doors of school buildings to everyone as it serves all ages in the community.

**Lights On AfterSchool:** October 14<sup>th</sup>, 2004 has been declared Lights On Afterschool day. This day coincides with Community Education Day on the National level. You are encouraged to celebrate both Community Education and Lights On Afterschool. However, if celebrating both events does not meet the needs of your community, please feel free to celebrate one or the other. You and your program deserve the recognition and your community can enjoy the party.

HE - Mary Cooper & Paulette Isaac  
No Report

DOC – Alice Hutschreider

As of July 1, 2004, DOC has incorporated the use of **Work Place Essential Skills Curriculum** in the GED classrooms. All students with 16 months or less on their incarceration are expected to complete the program. The WES class is being taught in all 23 schools in a variety of teaching strategies. The curriculum utilizes videos, textbooks, and role-playing to develop good communication and job skills.

DOC has also begun teaching employability skills/life skills on a regular basis in all of the DOC schools. This class is geared primarily for those individuals who have a GED or high school diploma. The class is taught by an ES/LS trained instructor with a complete curriculum supplemented with videos, job-training scenarios, interviewing “Fairs”, ETC.

The GED continues to be our major thrust in DOC. The GED pass rate for the DOC schools remains the highest in the state GED programs.

Many DOC schools are now experiencing waiting lists to be put into the DOC GED classes. There are many contributing factors, staff shortage being one.

## **Affiliate Reports**

AAACE – Wendy Hartman

AAACE is encouraging more state associations to become members of AAACE by offering a special two-year membership for the price of one and one half years membership through October 31, 2004.

### **Benefits we receive as an affiliate:**

#### AAACE Publications

- Adult Education Quarterly, the scholarly publication
- Adult Learning, the AAACE magazine
- AAACE On-line, the online publication that will be sent via email.

#### Web page / AAACE Online ([www.aaace.org](http://www.aaace.org))

- Promotional information about your association will be posted on the AAACE web page with links to your association's home page
- Promotion of your conference and information about what your association is doing will be included in the AAACE On-line (upon request)

#### General Liability Insurance Package Policy

- This is the cornerstone of the AAACE risk protection plan and covers both business property and general liability. General liability is bodily injury or property damage that is caused by negligence. The most common causes of this kind of damage are trip and fall accidents at AAACE and affiliate convention or damage to borrowed property. The AAACE policy has been endorsed to extend general liability coverage (not Property coverage) of \$1,000,000 to affiliate groups in order to cover their meetings and events. There is currently no general liability umbrella policy extending coverage beyond \$1,000,000.
- If your organization desires more insurance, it can be purchased through the AAACE carrier. Contact Cle Anderson ([AAACE10@aol.com](mailto:AAACE10@aol.com)) for more information.

Wendy Hartmann and Paulette Isaac Savage are the two MAACCE members who receive the publications. If you would like a copy, please contact either one of us.

**Annual Conference - Weaving Tradition and Innovation - Louisville, KY, November 3-6, 2004**

#### MVAEA – Michelle Hanson

Missouri Valley Adult Education Association Board met July 15 & 16<sup>th</sup> in Ames Iowa. The highlight of the meeting was a visit to the MVAEA archives at Iowa State University. The next board meeting will meet back in Sioux City on October 28 & 29<sup>th</sup>.

The MVAEA Conference was held March 31 – April 2, 2004 in Sioux City, Iowa. Attendance was down quite a bit most likely due to the fact the Iowa State Association held a separate conference a few months earlier. With the tight budgets schools are experiencing, it was hard for individuals to attend both conferences. MVAEA and Iowa did not make any money from the conference. MAACCE did receive \$45.50 off the silent auction.

Missouri was not very well represented at the conference and it would be good to see a better showing at our next conference will be held in Overland Park, Kansas on March 17-18, 2005, especially since this conference is so close. Alice Jenson did receive the MVAEA Achievement Award at the Sioux City Conference.

Michelle reminded the board that 2009 is the next joint conference year for MVAEA and MAACCE. She suggested that the conference be held in Kansas City and that MAACCE may wish to contact a Kansas City Hotel for 2008 –2009 rates.

#### NCEA – Jay Acock

The National Conference of State Community Education Associations met this past July in Florida. Trainings in Learning Styles, Change, Technology and Volunteer Recognition were a few of the sessions given. Next year's Summer workshop for NCSCEA will be held in Oregon, in July. The council asked for the Day On The Hill to be continued. This recommendation will be given to the new Director of NCEA.

The Winter Meeting of NCSCEA will be held November 9, 2004, in conjunction with the Annual NCEA Conference in San Diego.

The 39<sup>th</sup> Annual NCEA Conference will be held November 10 – 13, 2004 in San Diego, CA, at the Town and Country Hotel. The theme for the upcoming Conference is "Creating A Future Without Boundaries". Go to [www.ncea.com](http://www.ncea.com) for additional information.

#### COABE – Lorene James

No, affiliate report was provided by Lorene James. However, Wendy Hartmann submitted the following COABE Conference Proposal Report. Jackie Jenkins will check into 501c3 status with Department of Revenue and MAACCE Auditor.

The following people expressed interest in being on the planning committee: Diane Schroeder, Lorene James, Steve Coffman, Jay Acock, Bob Weng, Kathy Frederking, and Wendy Hartmann. Several members met prior to the conference to discuss future plans on developing a conference bid. The MAACCE Board voted to pursue submitting a conference bid to the COABE Nationals to be considered as the State Association to Host the annual Conference for 2008.

Since then, Wendy Hartmann has met with Geralyn Krist of the Kansas Convention and Visitors Bureau. She is developing a proposal for the board on why we should consider Kansas City, MO as the city for the conference. She will be prepared to present a proposal to the MAACCE Board at the January Board Meeting. Geralyn has offered to host a tour of the Kansas City hotels and host a planning meeting. I have contacted St. Louis Convention and Visitors Bureau and have not heard back from them. We will continue to contact them to see if they are interested in being a host city for the conference.

#### Next Steps:

We need to promote the need for two Conference Chairs. This will be published in the newsletter and on the website. There is travel and expense money for the conference chairs. The committee discussed compensation for the chairs but was not decided. We developed a list of qualities for a chair person. A suggestion is to hire an event planner the last year of the conference.

The initial planning committee will need to meet to select the conference chairs. Once the Conference Chairs are selected, they would then put together the proposal and select their committee members. The Conference Chairs will need about 20 program chairs for the Conference Planning Committees. COABE will provide training and the planning material for the conference.

Select Conference Chairs by fall 2004  
Present to COABE National Board in 2005

### **Committee Reports**

Conference 2004 – Jay Acock

Jay passed out written evaluation report from the 2004 conference for review by board. Suggestions were made for improvement and call for proposals will go in MAACCE September News Exchange.

Conference 2005 – Diane Schroeder

- Theme – Mardi Gras A Celebration of Lifelong Learning
- June 22 – 24
- Decorating Colors – Purple Justice; Green – Faith; Gold – Power

- Celebrations will be stressed throughout conference.
- Still need one more person to work on exhibits
- **Changes: Silent Auction and Door prizes** - More weekend packages combining tickets, hotels nights etc. A price thresh hold on auction items.
- More people on the committee to represent more of Missouri.
- Awards – Combining of Hovland and MAACCE Awards
- Category Meetings-Meetings will be held from 2:30 –3:30 on Thursday.
- Family Activities will be encouraged

Diane passed out 2005 estimated budget for board review. Alice Hutschreider made a motion that the budget be passed, seconded by Jackie Jenkins, and motion was passed by majority.

**Conference Due Dates:** Call for proposals Feb 1<sup>st</sup>, March 4<sup>th</sup>, Hovland and Leadership applications March 4<sup>th</sup>, Early Bird Registration May 6<sup>th</sup>, hotel cutoff at \$105.00 May 23<sup>rd</sup>, cancellation deadline with all money back but \$75.00 May 27<sup>th</sup>, after May 27<sup>th</sup> on money back. Motion was made by Diane Schroeder to accept the conference due dates, seconded by Alice Schroeder, motion was passed by majority.

Diane Schroeder made a motion that we increase the conference cost to \$250.00 with a \$75.00 discount for early registration. Seconded by Laurel Hall, passed by majority.

### **Hovland Grant**

Linda Wright will be our new Hovland Grant Representative working with Rhonda Hammond.

### **Web Site / Newsletter**

Jay announced that Alicia Riner will be in charge of making changes to Web and will be the editor of the newsletter. He reminded the board that it costs us each time we have changes made to the web and that he is checking to see if Ailcia can make changes herself thereby cutting Web costs.

### **Old Business**

MAACCE Registration form will be available in three weeks.

Jay, made a motion that the Hovland Grant be increased to \$1000.00 and after discussion motion was amended by Diane Schroeder to MAACCE awarding two \$500.00 grants, the motion was seconded by Michelle Hanson, and passed by majority.

Jay proposed due to the increased growth of MAACCE that the treasurer be paid a \$1000,000 stipend; Diane Schroeder made a second, and passed by majority.

Brenda Smith made a motion that we pay MAACCE 2005 Registration plus two nights lodging to Jody Ritter as compensation for all her years of devoted service to MAACCE .  
Seconded by Laurel Hall, motion was passed by majority.

Jay made a proposal that the affiliate expenses be changed from \$500.00 to \$1000.00 to cover increased costs. This would be based on receipts only and this money could be used for conference fees, mileage, airfare etc. Diane Schroeder made a motion that we accept this proposal, seconded by Jackie Jenkins. The motion passed by majority.

Mary Ann Kramer asked if MAACCE ever had Affiliates from local or regional organizations. This discussion will be added to the agenda in January.

Diane reminded the board that each category has \$500.00 to spend and that last year AEL Administrators and Teachers offered Scholarships to new members. She suggested that Mary Ann discuss this with Galen Snodgrass as a possibility again this year.

Jay, reminded the board that we give the editor of the Web Page editor \$500.00 and that since the person doing it this year will also be doing the newsletter that the stipend be raised \$1000.00. Rhonda Jones made a motion that the proposal be accepted. No second, the motion died.

### **New Business**

Jay announced that he would be reestablishing the Legislation Committee. Members of the committee will be Alice Hutschreider, Mary Ann Kramer, and Brenda Smith.

Alice Hutschreider suggested that a percentage of the silent auction items go back to the categories. This was tabled until January and added to the agenda.

Jackie Jenkins asked board approval to purchase a CD Burner for the MAACCE Laptop. This item was tabled until January and Jackie will research prices.

Meeting was adjourned at 1:00 P.M.

Respectfully submitted

Rhonda Jones, Secretary

