

MAACCE Executive Board Meeting Minutes
Tan-Tar-A, Lake of the Ozarks
September 26, 2013

Meeting called to order at 11:25 am by Timothy Fowler

Attendees: Timothy Fowler, James Reed, Jamy Pruel, Jim Sharrock, Mary Reed, Ramona George, Dr John Henschke, Juli DeNisco, Shelby Philip, Patty Stark, Billy Rader

Note: Tan-Tar-A connection difficulties prevented remote attendance of some board members – this will not count as a “missed meeting” for these individuals.

Introductions of board members and review the mission of MAACCE

- Michelle Gadbois has moved – Clint Campbell of Blue Springs may be her replacement – he is co-chair, so may take her place.

Secretary’s report – The June 21, 2013, board meeting minutes have already been approved via email. Will send September 26, 2013, minutes via email next week for revision and approval. All affiliate and category chairs should email their reports to board secretary for inclusion with board minutes.

Treasurer’s report – \$49,257 in bank as of the end of August – this includes Bank Midwest monies.

- Current funds more like \$45,000
- LDI participants need to receive \$50 stipend checks. Six participants in LDI – some did not attend all LDI functions. Four LDI checks will be distributed.
- Two Bank of Midwest CDs will be moved to Boone County National Bank when they mature, as approved in June 2013 board meeting. Boone County National Bank is current operating account.
- All money has been collected for conference. Need to deposit one conference check of \$199.
- Suggest accountant look at our costs and income to avoid losing money on conference-need a clear understanding of our finances. President needs to know name of accountant. Need to set up a meeting with accountant to look at current financial statements and get an independent audit.
- Practice a sustainable model – be able to weather a storm – a culture of sustainability – so future board members do not have to deal with financial hardships.
- Some of the Treasurer’s Report items will be discussed in a strategic planning meeting. Timothy will get in touch with accountant . Would like to get a profit and loss statement.

Ramona George made a motion to approve treasurer report – Juli DeNisco seconded – motion passed.

Conference – spent \$12,000 more than brought in, reserves helped fund shortage.

- Tan-Tar-A bill about \$44,000 which is typical of conference cost from previous years
- Attendance - 230 in 2012; 273 in 2013
- Conference costs around \$56,000 – currently don’t have enough upfront funds for 2014 conference.
- President recommends goal to have \$57,000 plus 25% to cover future conference
- Sponsors and vendors is one way to get more money for conference.
- Cosponsoring a conference with COABE is another way to bring in more money – but not happening for another five years.
- Possibility of some ‘meals on your own’ at next conference

- We are contracted at Tan-Tar-A until 2015 for conference.
- Tan-Tar-A may build in other benefits back to MAACCE due to continued increase in attendance.
- For conference, want to avoid a large metropolitan area because local people will not be able to stay at hotel and will decrease number of rooms booked.
- Outside expenses also add into conference costs
- Some AEL departments are cutting professional development from budget and will cut number of conference attendees for 2014. Will address this at conference planning meeting on September 27.

Strategic planning – recommendations for the board about strategic planning

- Timothy is in charge of strategic planning committee, and he provided a strategic planning sample from another non-profit organization.
- There are benefits to strategic planning – avoiding threats (NCEA dissolved), fluctuations in membership, liaison replacements
- Need strategy for replacing board members, need to increase participation in LDI for future board members.
- Need to think beyond conference –value to members
- Strategic planning is a time intensive project – this is a volunteer board, plus this is a transient board. Last three Treasurers are no longer on the board.
- Need to get input from all levels – engage the membership.
- Assemble background data – we don't currently have easy access to historical data – it is in archives. Example---background data required for \$10,000 COABE grant application.
- Nature of the board – should have 17 on the board – no one should serve more than one position.
- Bylaws and constitution have been updated and new info needs to be put on website. Dana Patterson was in the process of this when she relocated to Alaska. Possible this info is in boxes Dana passed onto Timothy when she left. Dana also started descriptions of different board positions and a guide for each position.
- Need to make sure By-Laws and Constitution are being followed.
- Need to have direct access to the webmaster to keep website current. There is outdated info on the website – this is misinformation
- Most people visit website to get info. This is an urgent need to be addressed.
- Newsletter is not done.
- Need to think long term and plan long term. Where do we want to be in 3-5 years?
- How to use resources and where to put our energy. How we operate? How are our finances? How are we going to address these money issues? Need to talk with accountant.
- Need strategy for replacing board members and affiliates. Need development for board members.
- Should create a board handbook detailing duties and responsibilities of each board position.
- Two people will attend AAACE conference in hopes of replacing current affiliate.
- Suggest one mandatory breakout at conference – have a Q & A with members?
- What are we offering members? A benefit is the networking at the conference. Networking is a big asset of MAACCE.
- Engage membership between conferences – what is going on in your field – support diverse people in lifelong learning
- Need a password protected portion of website for the board to exchange information. Need to look at and resurrect the previous info on google.docs.

- Updates for MAACCE website should be reviewed by Pres, Pres-Elect, Past Pres then goes to webmaster without delay.
- Mary Reed made a motion that all officers on the board be part of the strategic planning group. Pres, Pres-elect, Past President, treasurer, secretary, and open to other interested members. Billy Radar volunteered to be on committee. Recommendations from strategic planning will be brought before board/membership. Jimmy Reed seconded. Motion carried.
- Need to be in touch with our members, etc. Suggest a survey to all our members like what you want between conferences? Survey Monkey??? What does membership mean to you? How can we support your lifelong learning between conferences?
- See where MAACCE and AACCE are alike and or different. We might get help from AACCE. Foundation of AACCE goes back a hundred years. AACCE is much focused and is our original organization. Strategic committee will set a date to meet. Will also canvass past presidents and prospective members.
- Need to get a list of MAACCE members – Barbie was membership chair – should be able to access members through reg online.
- Timothy will bring the boxes of Dana's MAACCE info to first strategic planning meeting. At some point would like to get this info on a protected portion of the website as a soft copy.

COABE National Meeting And Hosting –

- opportunity to host national COABE meeting in 2018.
- Was done in 2008 and made good money.
- COABE will provide seed money. Payout is worth it.
- Takes three years to plan with COABE.
- Start looking for venues in Missouri. Branson would be a good option – need to make sure they can handle the amount of people – 2600 attendees, plus need a major airport.
- Juli forwarded COABE co-hosting conference info to executive board via email. Info has timeline. Will table until next meeting so board can review materials and see what is next.

New business -

- Need to make sure we have most up-to-date info on website – constitution and bylaws.
- Get information updated so can give to new board members for review.
- Create a board handbook. Dana started this. Probably in four boxes left from Dana.
- Timothy will bring these boxes to first strategic planning meeting.

Historian position – Not in the constitution – but we need a central point of contact to be the archivist.

- Had a historian in the past.
- Archives are available in St Louis, Kansas City and Columbia.
- Should have a board member who is Archivist – a central point who receives historical and current info and gets it digital and on website -- migrating the hard copies to computer.
- Should have a technical services person who gets historical info and gets it digital. Billy Rader volunteered to work with web developer. Billy will help get website get back to what it should be, but he will need input from board.
- Need a volunteer to be a historian, then can add this position to the board.
- Appears to be some missing info (historical and current) from website.
- Need an audit trail from where we came from.
- Migrate hard files to website.
- Website and newsletter are on hold due to Theresa having a baby.

- There should be a way to contact the webmaster on our website.
- Note: On October 15, received invoice from Webmaster. It is included with these minutes and Webmaster's contact info is listed on invoice.

Newsletter – Plan was to get one out after the June 21 board meeting to recruit AAACE affiliate members (give two \$300 scholarships to attend)

- Newsletter has not gone out as of today (September 26).
- We do have two people who will attend AAACE conference - Jamy Preul and Jim Sharrock.
- Jamy will do a limited version of the newsletter.
- Category chairs and affiliates need to send reports to Jamy by October 4.

Higher Education Category – currently there is no HE Category Chair

- Seven years ago was a thriving category, but attendance has decreased
- Bylaws state "higher education" as a category.
- As a category, HE gets \$1000 budget for conference expenses and their own breakout sessions.
- Will do future outreach in this category
- There are over 200 proprietary schools in Missouri – possible HE future members .
- Jimmy Reed made a motion to table this for now. Patty Stark seconded. Motion passed.

Constitution & by law review committee – table until we clarify where latest constitution and bylaws are.

Conference budget – need a budget for Conference Planning Meeting on September 27.

- With current MAACCE financial situation in mind, need to bring in more money and cut expenses where possible.
- Early-bird registration was the largest percentage of registrants. Suggest a regular conference registration of \$325 with an early-bird of \$275, with expectation that most will take advantage of early-bird rate.
- Rate increase will get us to \$61,000 and we need to get \$67,000 to break even.
- Registration covers all meals presently.
- Need to get more money from vendors or sponsors.
- Raise the cost of registration or we cut back on items like meals and raise the amount we get from sponsors/vendors.
- Possible to add another early bird tier, possible as early as December 31, January 31, March 15, then full rate.
- December 31 would be a problem for AEL.
- A price increase will be a problem for AEL.
- Five food events last year – possibly cut out a food event (on your own or pay).
- Will approach MVEA about sponsoring Wednesday evening food.
- Ad rates need to go up and we need to sell more ads.
- Members need to visit vendor tables.
- Went from 20 (2012) vendors to 6 (2013). Add more home-based businesses – these were more popular with membership.
- Tan-Tar-A booth charges were \$83 per booth.
- Of registration costs, \$90 goes to food.
- Sunset cruise was \$700.

- Possible to break meals down individually into tickets and have registrants pay for meals individually.
- If we charge individually for meals, enable families to be able to buy meal tickets for families.
- If less than 362 total room nights, we will be billed for facility usage.
- More rooms booked, more perks to MAACCE (comp nights, etc).
- The 5K race helped us go well over minimum room usage.
- Possible to charge for remote attendance/hook up to attend breakouts?
- Goal is to maintain fiscal responsibility of conference and at least break even.
- Tan-Tar-A cost has remained consistent at about \$44,000
- It is possible on Reg Online to add in purchased meals.
- Registration fees will be determined after Planning Committee meets, Jimmy will then bring a request before the board for registration fees for approval via conference call or email vote.

MAACCE conference evaluations –

- Received 114 evaluations after Friday breakfast – (out of 273 attendees)
- Not as many people stayed for General Membership Meeting. Could be result of extra breakout Friday morning after breakfast or bland breakfast.
- Better to end on high note and to do meeting during breakfast so people can eat during General Membership Meeting.
- Food went down 6 percentage points to 3.7 out of 5.0
- 4.5 for hotel accommodations (good) –
- new Tan-Tar-A owners – all rooms will be updated by 2014 conference, so guest accommodations will be better
- 4.2 for overall conference – that is fantastic
- 4.6 on presenters (capstone 4.7) – indicates good professional development
- Did not charge for Lake Cruise, as part of entertainment budget, so many new people got to do cruise and loved it.
- Should charge for cruise or offer free cruise ticket for conference workers/volunteers – example --presenters
- Perhaps try survey monkey in the future for evaluations.
- Would be helpful to get emails from registrations in a file to send a mass email with evaluations.
- Problem is that some people say they are not getting emails.

Affiliate and Category Reports – Please email to Secretary for posting with minutes.

Next board meetings - Virtual meeting Friday, January 10, 1-4 pm

- Telesys conference system - rooms throughout Missouri will enable face-to-face meeting without travel.
- Timothy will reserve system for that day and will reserve closest location to each board member. Board members can travel to Columbia (Timothy's) for meeting.
- Strategic planning committee will meet before then.

Meeting adjourned at 4 pm Jim Reed motioned and Jamy Preul seconded

Respectfully submitted,
Mary Reed, Secretary

MAACCE July 2013 - June 2014

Bank Midwest Checking

		Starting Balance	\$8,783.81	From 6/30/13 Ending
July				
	Income			
	Expenses			
			\$8,783.81	
August				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
September				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
October				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
Novemeber				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
December				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
January				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
February				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
March				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
April				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
May				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	
June				
	Income	\$0.00		
	Expenses	\$0.00		
			\$8,783.81	

Bank Midwest Savings Account

		Starting Balance	\$8,858.45	From 6/30/13 Ending
September, 2013				
	Interest	\$0.00		
			\$8,858.45	
December, 2013				
	Interest	\$0.00		
	withdraw		\$8,858.45	
March, 2014				

MAACCE July 2013 - June 2014			
	Interest		\$0.00
			\$8,858.45
June, 2014			
	Interest		\$0.00
			\$8,858.45
		Ending Balance	\$8,858.45
Bank Midwest Certificates			
	CD 4310003307	\$11,949.73	Renewed 1/4/13
	CD 4310004297	\$12,299.12	Renewed 6/19/13
		Certificate Balance	\$24,248.85
Boone County National Bank			
		Starting Balance	\$54,902.78
July			
	Income	\$4.00	
	Expenses	\$50,683.39	
			\$4,223.39
August			
	Income	\$5,118.22	
	Expenses	\$1,975.00	
			\$7,366.61
September			
	Income	\$0.00	
	Expenses	\$0.00	
			\$7,366.61
October			
	Income		
	Expenses		
			\$7,366.61
November			
	Income	\$0.00	
	Expenses	\$0.00	
			\$7,366.61
December			
	Income		
	Expenses		
			\$7,366.61
January			
	Income		
	Expenses	\$0.00	
			\$7,366.61
February			
	Income	\$0.00	
	Expenses	\$0.00	
			\$7,366.61

MAACCE July 2013 - June 2014				
March				
	Income		\$0.00	
	Expenses		\$0.00	
				\$7,366.61
April				
	Income			
	Expenses			
				\$7,366.61
May				
	Income			
	Expenses			
				\$7,366.61
June				
	Income		\$0.00	
	Expenses		\$0.00	
				\$7,366.61
		Ending Balance	\$34,038.45	
		TOTAL		\$49,257.72
			\$0.00	

MAACCE 2012/2013 SNAP SHOT

2012/2013

Income:	\$53,982.23
Expenses:	\$66,001.41
Difference	-\$12,019.18

Run for Awareness

Income:	\$4,292.50
MAACCE donation	<u>\$2,28.00</u>
	\$4,520.50

Donated to cause	\$3,092.50
T-shirts	<u>\$1,428.00</u>
	\$4,520.50

Current Funds

August 31 - \$49,257.72

Paid since August 31 - \$4,168.64

LDI stipends _____ X \$50

Deposit \$199.00

Current Funds **\$45,288.08**

2013 Conference


Income	\$53,982.23
Expense	\$56,250.21
Difference	-\$2,267.98

MAACCE Board Meeting
September 26, 2013
Category Report AEL Directors

HiSET Training for AEL Instructors

As part of our transition to the High School Equivalence Test, Educational Testing Service (ETS) will be providing training for adult education instructors. The nature of the training will be to inform teachers regarding the content and the format of the HSE test. Regional training meetings were held the week of October 21–25.

HSE TEACHER TRAININGS		
Date/Time	Location	Parking
October 21 1:00-4:00 pm	Session 1 - Ozark Technical College Lincoln Hall 815 North Sherman Springfield, MO 65802	Parking lot across the street from Lincoln Hall.
October 21 6:00-9:00 pm	Session 2 - Ozark Technical College Lincoln Hall 815 North Sherman Springfield, MO 65802	Parking lot across the street from Lincoln Hall.
October 22 1:00-4:00 pm	Session 1 – Penn Valley Community College 3201 Southwest Trafficway Kansas City, MO 64111-2764	
October 22 6:00-9:00 pm	Session 2- Penn Valley Community College 3201 Southwest Trafficway Kansas City, MO 64111-2764	
October 23 1:00-4:00 pm	Truman Office Building Room 490/492 301 West High Street Jefferson City, MO .65102	Any state parking lot around the Truman Bldg. http://oa.mo.gov/fmdc/facilitiesoperations/ccprk1.htm
October 24 9:00 am – 12:00 pm	Cape Girardeau Career and Technical Center Room 110 A, B, C 1080 South Silver Springs Road Cape Girardeau, MO 63703	Career and Technical Center parking lot.
October 24 6:30-9:30 pm	Brittany Woods Middle School Media Library 8125 Groby Road University City, MO 63130	Middle school parking lot.

October 25 1:00- 4:00 pm	St. Charles Community College Social Science Building Auditorium 4601 Mid Rivers Mall Drive Cottleville, MO 63376	Community College parking lot. http://www.stchas.edu/about-scc/maps_directions/campus-buildings.html
October 26 1:00 – 4:00 pm	State Fair Community College Thompson Center (Building #6) 3201 West 16 th Street Sedalia, MO 63501	Parking is available by the Thompson Center.  Directions to SFCC southside.doc SFCC Map.jpg

The training will include information on the design and content of the HSE, details of the scoring system, and a question/answer session. Seating is limited.

High School Equivalency Test-HiSET Questions and Answers

1. I understand that the \$60 plus \$35 covers the entire test, but if a student has to retake one test, do they pay another \$60 plus \$7?
No, the \$60 is good for 12 months; they would only have to pay \$7.00 for the subtest that would need to be retaken.
2. Will students still mail in an application for authorization? Or will everything be done online with a debit/credit card?
There will be no mailed in applications, everything will be done using the ETS online system.
3. Is the authorization valid for two years?
An examinee must start registration all over again if they register to take a test and do not end up taking any of the tests within the 12 month time period.
4. How much will the practice test cost?
The practice test will come out fall of 2013. The test will be \$7.50 per subject (x5) but you will have the option to make as many copies as you'd like.
5. What will practice tests look like?
In Fall of 2013 there will be a Paper Based Test (PBT) and a Computer Based Test (CBT) version of the practice test.
6. Will 2013 scores carry over to 2014?
No, there are currently no plans to carry over 2013 scores into 2014.
7. Will the process for accommodations change?
Yes, the process will change. The accommodations application will be sent to ETS -> EST Office Reviews the application -> ETS will work with test takers to schedule at a testing center.
8. For scheduling the computer-based test, will students have the flexibility on dates and times as they do now?
Yes, students will be able to use the ETS online system to determine which dates and times are available at each of the testing centers.
9. Will test takers have to move to a group test if times and dates aren't available? No, group testing should not be needed.

10. What is the turn-around time for receiving scores on the paper-based test?
About 2 weeks.
11. Are the CBT results immediate, even the essay?
Yes, for all but the essay; the essay portion will take about 5 days to score.
12. Is there a site that an instructor or student can visit to see a sample of what the new CBT looks like?
You can find that information on the "Test at a Glance" section at <http://hiset.ets.org/>
13. How will the 2014 HISET differ from the current version of the GED®?
The tests will be very similar the first year but the new HSE/HISET will gradually start to align more and more with College and Career Readiness (CCR) Standards.
14. How many times can you take the test?
The test taker will be allowed to test 3 times during a 12-month period. The 12 month period begins on the date of the transaction/payment of the battery. A student has 12 months from the date of purchase to complete the battery. Scores do not expire but the unfinished sections would need to be purchased as a battery or as subtests.
15. Does the CBT and the PBT mix?
Yes, they can be used interchangeably.
16. Will we use the HISET name?
No, we will be using HSE (High School Equivalency)
17. How long will the scores be good?
Scores will be good until the test changes in a "major" way, which is not expected until Phase 2, at least 3 years from the launch date.
18. Can I use GED® scores to get a HSE in 2014?
No, there are no plans to use GED® scores in 2014 to produce a Missouri credential.
18. How will ETS Scores differ from GED® scores?
The ETS scores will be two digits, but similar in there being a "floor" score and a total required score to pass.
19. Will the earliest sign up date for the test still be in November?
Yes, the earliest enrollment date is still set for November 4, 2013.
20. How will the calculator work?
The CBT has the calculator built into the system and handheld calculators must be used for paper which must be provided by the testing center.
21. Will the new HSE certificate continue to have the seal?
Yes.
22. When will we have more information?
We will collect all information that we receive on www.hse.mo.gov
23. What is the Official cost of the test?
The official cost of the test is on the press release on the DESE/HSE website
 $\$50$ to ETS + $\$10$ DESE + $\$7$ per subtest (x5) = $\$95$

24. Will the test be revised each year?
Yes, the test will gradually be revised for the next three years to keep pace with high school rigor.
25. Does Post-Secondary know about the new HSE?
We will keep communicating with schools but most Post-Secondary schools will only be looking for a secondary certificate, which we currently provide.
26. Once I pass the HSE can say that I have a "GED®" when filling out college and career applications?
Yes, the HSE will have the same credentials as the GED®.
27. Will the test be different from state to state?
No, the HiSET will be the same from state to state.
28. Will the new HSE align to CCR?
After Phase I (3 years) the HSE will align more closely to the CCR.
29. Can you continue to use the GED® Practice tests in the classroom?
GED® Practice tests should still be a valid tool for 2014, however, each year after that they will become a less valid.
30. How will 16-17 year old test takers enroll through the online system?
This topic is still under discussion with ETS.
31. What are the approved test preparation materials for the HSE assessment?
ETS is currently in negotiations with testing prep vendors such as Steck-Vaughn and McGraw Hill and are working on getting approved test prep materials available for public use. We will update our website as this information becomes available.
32. What if there is a non profit organization or charity that would like to pay the registration fees for multiple test takers?
ETS is currently looking into a "voucher" type system where one person, or group, can purchase multiple "vouchers" that can be used as payment for registration fees.
33. Will programs such as the Sylvan Learning® Group be allowed to administer the new HSE?
No, we are currently only allowing testing centers approved by the state and ETS administer the new HSE assessment.

Missouri Training Institute offers AEL Leadership Series

The Missouri Training Institute is excited to announce that they will be offering an Adult Education and Literacy Leadership Series. This series is designed specifically for the professional development of directors and lead program staff in the areas of leadership and supervisory/management.

There are seven workshops in the series. Upon completion of the entire series, participants will be presented with a certificate of completion signed by Joan Gable, Dean of Trulaske College of Business as well as Alan St. John, Director of Missouri Training Institute. These workshops will be held in Room 204, Cornell Hall, Trulaske College of Business on the University of Missouri campus. Sessions will be held from 9:00-4:00.

Dates and topics are:

October 9, 2013 – Defining Your Leadership Role

November 6, 2013 – Communicating Successfully
December 19, 2013 – Finding and Keeping the Cream of the Crop
January 7, 2014 – Guiding Conflict Resolution and Leading Your Team
February 6, 2014 – Coaching and Motivating Employees
March 4, 2014 – Influencing Up
April 8, 2014 – Leading Change

AEL Director's Organization MAELAA Provides scholarship

MAELAA Scholarship Foundation provides scholarship for undergraduate postsecondary study for students who earned their GED® credential in the state of Missouri. For more information, please visit the following pages:

[Scholarship Foundation for Applicants](#)

[Scholarship Foundation for Donors](#)

MAELAA Board for 2013-2014

President: Shannon Moore

President-elect: Betty Wymore

Treasurer: Susan Burns

Secretary: Sarah Porter

Northwest Region Representative: Deborah Briggs

Central Region Representative: Lydia McClellan

MAACCE Representative: Ramona George

Nominating Committee: Amy Jones, Sonya Thomas, Clay Ware

MAELAA website-maelaa.org

Report submitted by Ramona George 10/22/2013

COABE Affiliate Report

Juli DeNisco COABE Liaison

Here is what you need to know about the upcoming events of COABE.

- We are considering a COABE/MAACCE joint conference perhaps in 2018.
- It has been requested by COABE that we pay our MAACCE Group membership I believe that that has been arranged with Jim Sharrock.

Collaborate with your colleagues for professional growth, building connections, and exploration in Pittsburgh: THE place to be!



- Hotel rates \$139-\$155 per night
- Tuesday night FREE dance party and Presidents' reception
- COABE Member registration fees starting at \$360

Easy Transportation

- \$3 bus from airport to hotel
- Megabus at convention center
- Amtrak and Greyhound a block from convention center
- Safe, family friendly city with MANY attractions
- For further information contact: director@paacesite.org

NOMINATE SOMEONE TODAY

OR APPLY FOR A GRANT!

Awards, Incentive Grants, and Scholarships

National-Level, Competitive Opportunities

We are pleased to provide six national level awards, valued at \$1,000 plus travel and registration expenses, to attend the national COABE conference where winners and their nominators are honored.

COABE also offers incentive grants, valued at \$1,500 plus \$750 for travel, to winning applicants. Incentive grants support activities or projects in the field of adult basic education through the secondary level. In addition, all members are welcome to apply for scholarships valued at \$2,000. Scholarships from COABE fund--or partially fund--college level courses of study that will advance the professional standing of COABE practitioners.

Through the generous funding of the *Dollar General Literacy Foundation*, COABE has awarded more than \$250,000 in awards, incentive grants, and scholarships over the past 10 years. To learn more about how you and your colleagues can participate, this link will take you to the awards and resources. <http://www.coabe.org/>

Conference Awards

The conference committee for the **2014 COABE PAACE Conference** in Pittsburgh, Pennsylvania is busy planning an exciting and informative conference.

Description of COABE Awards

The **Adult Learner of the Year Award** is provided to a learner who has demonstrated leadership within the formal or non-traditional learning environments. This award is given to a student who has overcome difficult circumstances to pursue adult learning, who has supported other adult learners, and who has managed significant adult responsibilities such as those related to employment, family or community.

The **Outstanding Teacher of the Year, Edgar M. Easley Award** is provided to a practitioner with five or more years of adult education teaching experience that participates in school and community activities. This award is given to an individual who understands the characteristics of the adult learner and who is committed to the adult/continuing education profession.

The **Adult Basic Education Administrator of the Year Award** is awarded to an adult education administrator with five or more years of experience who has made an outstanding contribution toward fostering the concept of education as a continuing life-process. The awardee must demonstrate a contribution to adult education at the community, state, and/or national levels.

The **Partners in Adult Learning Services (PALS) Award** honors an individual or organization that is not employed in the field of education, but that has made an outstanding contribution to adult basic education/literacy as a community leader at the local state, regional, and/or national level. Contributions may be in one of several areas such as: legislative/public policy, leadership, instruction/tutoring, innovative services, initiating cooperative interagency activity, school/community/business partnerships or advisory committees.

The **Outstanding Workplace of the Year, Chester Klevins Award** honors an institution which has developed an outstanding workplace literacy program serving a local community, state/province, region and/or nation, has provided programming for more than three years, has

developed customized services/curriculum at varied workplace settings, and who can provide evidence from employers that the program has met their objectives.

The **Promoting Literacy Nationally and Internationally, Kenneth J. Mattran Award** honors an individual who has a distinguished record of achievement in promoting literacy at the national or international level.

COABE Incentive Grants

COABE provides incentive grants which support activities or projects in the field of adult basic education through the secondary level. The best practices gained by the incentive grant winners will be archived in an online repository as a resource for the literacy field. The overall purposes of the grants are to promote:

- Field-based, practitioner-developed activities for student/faculty growth
- Program improvement through enhanced curriculum, instruction, assessment, counseling, student services, research/evaluation, or community involvement

Projects that are considered for support may include, but are not limited to, the following:

- In-house video production for orientation, staff development, instructional scenarios
- Mentor teacher or peer coaching training/implementation
- Development and dissemination of innovative instructional materials/techniques, including distance learning activities
- Assessment and evaluation procedures
- Small research projects such as student follow-up studies, classroom research on effective instructional techniques, effect of child care service on attendance, etc.
- Cross cultural training
- Systematic evaluation and training for innovative use of software for specific purposes
- Enhanced guidance activities, student services, student handbooks
- Expanded recruitment/retention strategies
- Development and implementation of student needs assessment
- Development of instructor resources such as handbooks, supplementary materials, abstracted bibliographies or materials evaluation and selection for professional libraries, developing/collecting and cataloging a realia library
- Networking/community linkages

COABE Scholarships

Scholarships from COABE fund, or partially fund, college level courses of study that will advance the professional standing of COABE practitioners. Examples of scholarships include employees or volunteers in the field of adult basic education earning a degree or a state certificate/credential; obtaining an ESL certificate; teacher/counselor obtaining counselor/administrative credential; earning an advanced degree in adult education.

Conference Mini Grants: With generous funding provided by the Dollar General Literacy Foundation, COABE will award fifty mini grants to defray conference registration costs.

MVAEA Board meeting Report

10-17-2013

Report by: Shelby Philip

Six representatives, including myself, met at Iowa Western Community College for the MVAEA board meeting.

The financial report was covered. We discussed the investments that the organization has in American Securities. The investments are going well.

The board discussed having a presence at each of the state conferences this coming year. It was proposed that the representatives talk to the state boards about having either a pre-conference or a workshop within the state conference to help connect the states, build awareness of the MVAEA and generate some revenue for the organizations.

In regards to Missouri, it was discussed that we might add onto or supplement the Leadership Institute part of the pre-conference. There would be an additional small fee added to the application of the conference for all those who wished to attend the preconference. The convenience was discussed for programs that have directors and other members on the board who would attend early. Possibly they could bring their teachers early as well so that they could benefit from the PD and other preconference activities.

Several speakers were brought to the table. Members of MVAEA will contact the speakers and discuss with them the possibility of presenting at the state conferences for a reduced salary in order to generate revenue and keep expenses low. Other goals for this would be to add membership to MVAEA.

Projected to cost around \$25 a person with a required 50+ in attendance.