

MAACCE Board Meeting Minutes

Friday, October 21, 2016, Tan Tar A

Attendance: Shannon Moore, Lydia McClellan, Brad Dorris, Dawn Voyles, Jimmy Reed, Kathy Hueste, Patrick Stewart, Lorraine Gardner, and Ramona George. (Phone call in: Stacey Bloggett, Patty Stark and Dr. Shaw)

Call to order and Introductions

- Secretary's Report-motion
Presentation of June 24, 2016 minutes. Approved
- Treasurer's Report-motion.
Checking account balance at Boone County Bank \$47,334.53. CD at Bank Midwest current balance is \$12,399.89. The CD mature on 1/28/2017.
Discussion on registration fees, regular fees \$260 (\$225 conf. fee and \$35.00 dues)/ Early bird \$235.00 (\$200 conf. fees and \$35.00 dues).
Treasurer and the accountant are working on catching up on the tax filings, due to the previous treasurer's failure to file multiple years.
Proposed 2017 conference budget: \$67,875 in revenue with \$56,947.10 in expenses, with a net profit of \$10,927.90.
MAACCE 2017 Operating Budget, \$10,150.00 revenue and \$9,782.00 expenses.
Motion to approve the 2017 budget, Treasurer Report and Operating Budget. Approved
- President's Report
Discussion of board appointments.
- Board Issues
AAACE appointment needs to be made. The annual conference is November 8-11, 2016 in ALBURQUERQUE, NM.
Community Education category is encouraged to increase membership. Discussion about re-installing Corrections as category. The process is the board recommends adding a new category, the membership votes at the annual meeting to make it official, if approved the next conference the category is official.
- *Standing Committees*
Award and Nominations: (Please find attached the nominations for awards forms for 2017.) Dr. A, Michael Shaw has district obligations on Oct 21 and will not be able to be in attendance. I will either be in attendance or phone conference during the awards section of the agenda. Please note the following changes on the forms we made after the June BOE meeting:
 - Added a category of Higher Ed
 - Changed the deadline to Dec 31, 2016
 - Changed wording of awards to be Awards of Merit per category

- Made a notation if nominations were for more than one area for the nominee to submit one application per award

The Hovland application form has also been updated. Please advise any changes or additions needed prior to the BOE meeting and we will update and resend prior to the mass emailing. Thank you Stacey Blodgett for the list of MAACCE members email addresses. –Board approved the Award and Nominations committee recommended changes.

The Awards and Nominations committee will need provide nominations for Secretary (2 year term) and President-elect (total of 3 year term).

Publications: Tina was not able to attend the meeting. She is willing to help with the conference planning-- just would rather not chair any particular committee.

The MAACCE Website has been updated with the following:

- 2016-2017 Executive Council
- 2017 Conference page/menu, including dates and Brad's contact info.
- News Post with information on Planning Committee
- June 2016 General Membership Meeting minutes

The MAACCE Facebook page posted information on Planning Committee. The 2017 conference theme and information will be added to the Website and Facebook Page as soon as received. Unfortunately, no 2016 conference pictures have been submitted. Contributions and suggestions are welcome- contact Tina Bueneman Hunsel hunseltina@prcommunityed.org.

Need photos of 2016 Conference to place on MAACCE website and FB page.

Legislation: Deb Briggs was unable to attend the meeting.

Membership: As of 10/19/16, we have 292 paid members. 3 people have not paid for the membership and their names are highlighted at the bottom of the excel spreadsheet.

- Category Chairs

Community Education: Kathy Hueste and Lydia McClellan will attend the October 23rd Community Education meeting. They will discuss with the group remaining a category with MAACCE.

Afterschool: Working on a 5-K Run at the 2017 Conference. Needs a contact list of After School MAACCE members. Will work with administration to increase membership.

Higher Education: Susan and Rachel won't be able to attend this Friday in person nor via conference call as they have a training that day as well as an off-site training at a school to facilitate. They look forward to the follow up email filling us in on what took place. They do not have any report at this time for the meeting.

AEL Directors: Directors used grant dollars to send AEL instructors to the MAACCE Conference. Category money was used for scholarships to send directors and instructors to the conference. The next AEL Directors' meeting will be October 26-28.

AEL Instructors: Need email addresses for AEL teachers.

- *Affiliate Reports*

AACCE: vacant

COABE: Submitted By Juli DeNisco

Reminder: Every MAACCE member is a COABE member!

COABE Advocacy:

- COABE brought together state association leaders from around the country for the second Capitol Hill Day on September 28, 2016! Many connections were made with legislators and key staff as they endeavored to raise the voice of adult education nationwide. Our own Brad Dorris stepped in to cover for me as my health didn't permit me to travel. He met with Missouri Legislators to DC along with Bob Weng. They discussed what our programs offer and the importance of our presence in our communities.
- Another Capitol Hill Day is scheduled for possibly February 2017. Please feel free to offer any suggestions for information you would like relayed to our legislator's offices. This is for advocacy only not lobbying.

COABE Conferences:

- 2017 in Orlando, FL – The Conference Entitled **Adult Education: Today's Magic for Tomorrow's Dreams** will be held at Disney's Coronado Springs Resort April 2-5, 2017. MAACCE members receive a discount on registration because we are large group member of COABE. The applications for scholarships and awards and mini grants were recently released on the COABE website. Check the website as they will be offering 50 mini grants to cover the cost of the registration.

COABE Regional Conference:

- MAACCE will not be applying for the COABE grant this year since we were awarded it in 2014 and 2016 I feel we should let one of the other states awarded the \$10,000 for 2017. I plan to apply for the grant again for the 2018 conference.

COABE Virtual Conference:

- COABE will hold a fall virtual conference on Tuesday, October 25th and Wednesday, October 26th. This will include 8 hour-long sessions from 9:00 a.m. to 5:30 p.m. (EST) each day, plus presenter interviews, keynote speakers, and opportunities for networking. A certificate of completion will be provided for each participant. This conference will showcase top national presenters and is provided

by a partnership with McGraw Hill Education. All the presentations will be available on demand following the conference for six months. This is an inexpensive and excellent way to receive convenient professional development.

Social Media: Follow COABE on Facebook, Twitter, Instagram and the COABE App

- Old Business-none
- New Business-none
- Next Board Meeting and Conference Planning Meeting-March 24, 2017
- Next Conference Planning meeting-January 2017 conference call. The date to be announced.

MAACCE Treasurer Report

October 2016

Checking Account – Boone County National Bank: \$47,334.53

CD – Bank Midwest: \$12,399.89 MATURES on 1/28/2017

Attached is a budget with actuals from the 2016 MAACCE Conference. We have not received the \$10,000 grant from COABE as of 10/20/2016 but that amount is reflected in the revenue for the conference.

Attached is an operating budget for 2017 which is based on the membership dues collected during the 2016 conference.

Attached is a budget for the 2017 conference. I am basing this budget on an early bird rate of \$200 and a regular rate of \$235. I am open to an increase if the committee/board is interested in increasing registration. This budget is based on a conservative number for revenue in order to create a “worse case” scenario.....which still shows us making a profit on the conference. This is a fluid budget that will change depending on number of registrants, vendors, cost of meals, etc. I would appreciate the support of the board in passing this budget. We will continue to plan the conference the same way as the past two years with constant, consistent communication between the committee chairs and treasurer.

I will need a board vote on how to proceed with the CD when it matures in January 2017.

Stacey Blodgett

MAACCE Treasurer

2017
MAACCE 2015 Proposed Conference Budget

Revenue	Qty.	Cost/item	Ext. Cost	Total Cost
Registration Fee	125	\$200.00 225		\$25,000.00 28,125
Registration Fee - Early Bird	125	\$165.00 200		\$20,625.00 25,000
Membership Dues	250	\$35.00		\$8,750.00
Exhibitors				\$4,500.00
Silent Auction/Raffle				\$1,500.00
Total Revenue				\$60,375.00 67,875.00

Expenses	Qty.	Cost/item	Ext. Cost	Total Cost
Speaker Expenses				\$10,800.00
Entertainment				\$700.00
Decorations				\$425.00
Printing:				\$2,000.00
Conference Bag	250	\$4.00		\$1,000.00
Door Prizes				\$1,000.00
Awards - including Hovland				\$2,100.00
Office Supplies/MISC				\$300.00
Category Stipends				\$4,000.00
Silent Auction				\$100.00
Exhibitor Tables				\$1,600.00
AV company				\$2,700.00
Cash Bar Set up	2	\$75.00	\$150.00	\$150.00
Meals -	250	\$90.00	\$22,500.00	\$22,500.00
Meals Service Fee - 22%				\$4,950.00
Misc.				\$75.00
Registration	250	\$3.95	\$987.50	\$987.50
LDI Lunch	10	\$18.00	\$180.00	\$180.00
LDI Meal Service Fee				\$39.60
LDI Dinner - offsite			\$340.00	\$340.00
LDI Speaker			\$1,000.00	\$1,000.00
Total Expenses				\$56,947.10

Net Profit

10,927.90

MAACCE 2017 Operating Budget

Revenue	Qty.	Cost/item	Ext. Cos	Total Cost
Membership	290	\$35.00		\$10,150.00
Total Revenue				\$10,150.00

Expenses

Affiliation Expenses				\$5,050.00
*Quickbooks	12	\$36.00		\$432.00
Treasurer Stipend		\$1,500.00		\$1,500.00
Website Maintenance		\$200.00		\$200.00
Accounting Fees		\$2,100.00		\$2,100.00
Board Meeting		\$250.00		\$250.00
Planning Committee Meetings		\$250.00		\$250.00
Total Expenses				\$9,782.00



MAACCE 2016/17 FY Award Categories

All nominations must be active MAACCE members

Continuing Education Award of Merit

Please Describe Nominees

1. Commitment to Excellence in practice.
2. Dedication to students and constituents.
3. Contribution to research and/or improved practice.
4. Commitment to the philosophy/advocacy of **Continuing Ed** principles.

Higher Education Award of Merit

Please Describe Nominees

1. Commitment to Excellence in practice.
2. Dedication to students and constituents.
3. Contribution to research and/or improved practice.
4. Commitment to the philosophy/advocacy of **Higher Education** principles

After School Excellence Award of Merit

Please Describe Nominees:

1. Helped improve practice or delivery of before and after school program options
2. Had a positive impact on an student development
3. Displayed innovation in the development/delivery of before and after school practice.
4. Improved safe options for before and after school child care

Community Ed/Higher Ed Achievement Award of Merit

Please Describe Nominees

1. Helped improve practice or delivery of community based education.
2. Had a positive impact on an individual, community, or constituent base.
3. Displayed innovation in the development or delivery of practice of Community Ed.
4. Contributed to the betterment of an individual, community, or constituent base.

Adult Education Award of Merit

Please Describe Nominees

1. Demonstrated an active interest in promoting and developing Adult Education options
2. Exhibited dedication to the advancement of constituents and individuals in the field.
3. Demonstrated a commitment to the philosophy of adult education practices.
4. Employed the use of adult education and principles through programming and leadership in adult, continuing, and community education.

Distinguished Service Award (all categories)

Please Describe Nominees

1. Contribution to sustained service in the any category.
2. Service as a mentor or resource to colleagues and practitioners in any category
3. Effort to promote MAACCE at the local, state, or national level.
4. Continued commitment to preserving excellence of practice in the field.
5. Evidence of sustained interest in the field.

Newcomer Award (all categories)

Please Describe Nominees

1. Nominee must be a member of MAACCE at the time of the nomination
2. Must have been a member of MAACCE for less than five years.
3. Had a positive impact on one of the categorical field (Adult Ed; Continuing Ed; Community Ed or After School Programs).
4. Dedication to students and constituents.



MAACCE 2016/17 FY Award Categories

Nominate Today! – Please help support and recognize the contributions of our MAACCE members by nominating them for one of our Awards. Please use the application form below.

Form may be submitted by mail or email. Deadline for Nomination Submission is February 28, 2017

Mail Applications to
Dr. A. Michael Shaw
Jennings Missouri School District
8831 Cozens
Jennings, MO. 63136
Or E-mail applications to: dramichaelshaw@yahoo.com

(Choose only one area per form, if you are nominating one person for more than one award send in a form for each nomination)

Check the Award for which you are Nominating

- Continuing Ed Award of Merit
- Higher Ed Award of Merit
- After School Excellence Award of Merit
- Community Ed Award of Merit
- Adult Education Award of Merit
- Distinguished Service Award (all categories)
- Newcomer Award (all categories)

Nominee: **Employer:** **Job Title:**
Years in the Field: **# Years MAACCE member (if applicable)**
Address: **Work Phone:** **Email:**

Please use the corresponding criteria numbers on the Award Categories sheet to complete the sections below. Not every number may apply. Be concise and specific in documentation.

- 1.
- 2.
- 3.
- 4.
- 5.

Nominator: **Employer:** **Job Title:**
Address: **Work Phone:** **Email:**



MAACCE 2017 Hovland Award

The Missouri Association for Adult Continuing & Community Education Development Fund was established as the result of a challenge made at the 1995 MVAEA/MAACCE Conference by Howard and Eunice Hovland of South Dakota. Based on the success of the Missouri Valley Adult Education Association Development Fund, the Hovlands offered a startup donation to any state association beginning a similar fund. The MAACCE Board voted to establish a fund and appropriated matching startup funds. The Hovland's donation was received later that year.

The MAACCE Development Fund (Hovland Award) is for \$1000 and is designed to provide MAACCE members with the opportunity to undertake a special project with some financial support for expenses. The award may be used by itself or in combination with other resources. Up to \$500 of the award may be requested with appropriate invoices prior to completion of the above requirements.

The project must be completed prior to the 2018 MAACCE conference. Results of the project must be shared in a concurrent session at that conference and a written report must be submitted. Full payment of the award will follow completion of project, presentation of the project at a concurrent session, and submission of the written report. Only MAACCE members are eligible to apply.

Please use the application form below and submit by email. Deadline for Nomination Submission is February 28, 2017

E-mail applications to: dramichaelshaw@yahoo.com



MAACCE 2017 Hovland Award Form

Due February 28, 2017

Click on the first field and then type, and then use your "Tab" key to move to the next field.

Name:

Employer:

Address:

Job Title:

Work Phone:

Email:

Title of Project:

Location of Project:

Description of Project:

Purpose of Project:

Method of Implementation:

Need For and Impact of Project:

Anticipated Outcomes:

Innovative Activities:

Budget
