

**MAACCE Executive Council Meeting**  
**Friday, September 17, 2010**  
**12:30-3:00 p.m.**  
**Upper Crust Bakery Columbia, MO**

A meeting of the MAACCE Executive Council held at the Upper Crust Bakery in Columbia, MO, September 17, 2010. The meeting convened at 1:00 p.m., president, Jamy Preuel presiding and Lynn Voss, secretary.

***Members in attendance:***

Jamy Preul  
Amy Whittaker  
Joe Torrisi  
Juli DeNisco  
Theresa Noellsch  
Kathy Stack  
Gayle Jaynes  
Lynn Voss  
Tina Bueneman  
Stephanie Tolen

1. ***Welcome & Introductions***
2. ***Call for Agenda Items***
3. ***Secretary's Report- Lynn Voss.***

The June 25, 2010 minutes contained the follow-up of the Executive Council Meeting in closed session and not minutes from the open, General Session on June 25, 2010 at the MAACCE Annual Conference which could not be recorded in the larger venue. Also, I included only the reports here that were not included in the 4/30/10 Executive Council Meeting Minutes. Motion to approve June 25, 2010 minutes and seconded.

Theresa suggested that these minutes be brought to the next planning meeting as they contained the discussion regarding the changes/corrections for next year's annual MAACCE conference. We also confirmed that Sandy Cruz is now representing the Higher Education category and will be giving those reports from here on out.

4. ***Treasurer's Report: Stephanie Tolen/Amy Whittaker (report given by Stephanie today)***
  - a. ***MAACCE Conference Financial Reports-***
  - b. ***Outstanding Income & Expenses-***

- c. *Projected Account Balance-* Stephanie tried to reconcile the conference as much as possible prior to handing everything over to Amy. The beginning balance as of June 25<sup>th</sup> was \$61,631.65. The checking account is \$43,252.65 as of yesterday. The savings account \$23,694.96 for a total of checking and savings \$66,946.61. Two CDS which will mature in January and September of 2011 and those totals are noted. Total encumbered funds are \$23,460.32 for a grand total of \$90,407.93. This report is projected so there will probably be some minor revisions once some outstanding transactions come through. \$2,400 left to be collected and those people have been notified. Total payment to Tan-Tar-A under “Meetings & Hotel” fees was \$33,610.28. Total deposits for the conference were \$43,047.

This year was a year of transition with membership so we took a loss on the conference but the goal has been to build-up our membership. We did a few more things on this conference than in the past. It was a good conference. We reduced the registration fee which brought in more registrations. Jamy contacted the governor but she never received a response.

## 5. ***Old Business:***

- a. *Thriva for Online Registration-* they charge a certain amount per transaction and ongoing expenses with that. The breakdown of attendees at the June 2010 conference are the following: AEL- 143, Higher Ed- 20, Community Education- 43, and MVAEA- 8. Afterschool which is now a new category, probably did not select a category when they registered.
- b. *Category Allowances-* \$1,000/category except for AEL which is divided among directors and teachers so each one receives \$500. The question of how category expenses may be used came-up. To date, the categories have been able to use the expenses however they choose and there was quite a discussion about this at the board meeting last September 2010. Last year Higher Ed chose to use it for refreshments at their category meeting. This year Community Education did the same thing. This year AEL teachers bought \$500 worth of door prizes and did drawings. Jamy indicated that Rhonda Jones had previously said when she was AEL teacher category that they used to use it for scholarships. Community Education did door prizes as well. When we discussed this last September, it was tabled and never voted on. The question came-up: Can these funds be used for board member travel expenses? We would like to try to settle this question now. Does this have to be voted on? This needs to be voted on at the next board meeting but we need to make all board members aware that this issue will be voted on so they have time consider their position. We also need to make sure that the MAACCE by-laws and constitution do not indicate it should be handled differently. Stephanie made a motion that an agenda be created highlighting this issue and sent out to all members prior to the next meeting. Theresa seconded.

- c. *Quarterly Meeting Schedule:* According to the constitution, we only need to have one meeting/year with the board but it helps to do quarterly board meetings so we would like to maintain this. The board's responsibility is to oversee what the planning committee is doing. We will continue to have four meetings/yr.

**6. New Business:**

- a. *Missouri Afterschool State Network for Category:* They were invited to attend the annual MAACCE meeting and Jimmy wrote into their grants that they had to attend in order to receive grant money. Jamy felt that the membership had not had a chance to vote on this issue but the board voted on this as of the board meeting on April 30<sup>th</sup>.

*As of the April 30<sup>th</sup> meeting, Diane Schroeder indicated that the constitution said there only needed to be sufficient interest and need to establish a new category and does not define any guidelines for that. The by-laws do not refer to establishing a category but talks about establishing a section of a category. You may just need sufficient interest and not a petition. It's up to the board to vote on whether there is sufficient interest and need. There was general agreement amongst the board for an Afterschool category to be established. Diane suggested we amend Jamy's motion and just have the Executive Committee approve the category because the constitution indicates there is no process for this decision beyond the board. Diane made an official motion to have the Afterschool category established. Jimmy seconded. All were in favor. The membership was to be informed.*

Jimmy announced the Afterschool category at the annual June MAACCE meeting. Theresa had some concerns with their ability to get representation at their daytime meetings as they are teachers and teach during the day.

- b. *Turn-around School Donation:* In the June 2010 MAACCE Board Meeting Jimmy said the idea was initially discussed at the planning committee meeting and the subject was raised at the board meeting. Originally we had discussed doing a book drive that turned into collecting \$1.00 from each registrant at the Annual MAACCE Conference for one of the turn-around schools. The reason for this was to support the commissioner's vision of supporting turn-around schools. This would put MAACCE in the good graces of the department by doing a fundraiser for one of the turnaround schools.

The process of selecting the school was through a random drawing this year but do we want to invite the turnaround schools to let us know for what purposes they would utilize the funds given? This is not in anyone's category which is a good thing- prevents a conflict of interest. Set the amount at \$250 and there should be

some sort of application process. Joe made a motion to present a \$250 award gift to a turn-around school each year. Motion seconded, all were in favor, none opposed. \$250 will be the minimum but we may decide to increase this. Joe also made a motion to assign this process to the awards committee. Seconded, all were in favor, none opposed. Joe also agreed to present the award to the school with Jamy and the commissioner or assistant commissioner. We need to place a line for the Annual MAACCE Conference online registration for \$1.00 donations for this purpose.

- c. *Executive Administrator:* This issue was brought up June 5, 2009 up and discussed over the past couple of years. The person in this position would keep all of the MAACCE materials together and when a new president or secretary came in, the executive administrator would have this new information to provide to them. It was discussed that this should be a FT position but at the past president's meeting, it was discussed that it would only take a couple of hours a year which might be all it would take. But we don't feel this is an accurate representation of the time it would take to do this. This person would also be the contact person on the MAACCE web site. To get this person up-to-speed, train the treasurer, secretary, etc., refresh themselves on MAACCE history, technologies, etc. would take longer than a few hours per year. This person would be responsible for interfacing with virtually everyone on the board.

We may wish to consider taking this off of the table for discussion. In terms of passing along information from old board members to new board members, Theresa suggested that each board person be paid a stipend for putting something together of their job description, paperwork, binders, computer files, etc. which could be passed on to the next officer who takes assumes that position.

There were supposed to be some people checking into this by some former board members. Kalimba was to do some ground work on this and then recently, in June 2010, Clay said he would send a sample description of the person who was in this role at COABE. It was estimated to be \$2,000-\$3,000/year, PT for this position. Jamy suggested that we designate the January 2011 meeting to compile job descriptions for each of the board members and their records for their positions. We do not need a motion for this but we need to include this in the agenda and make a point to mention this to all board members that we are asking they do this.

- d. *Dates and Locations for Future Annual Conferences:* Jamy and Jimmy met with the sales representative from Tan-Tar-A and the dates we have for 2012 are June 13, 14 & 15 but we were going to be back at the Westin in Kansas City but it now it appears we will not have a contract there. Actually, it was more expensive to be at the Westin in KC located at the far west of the state than Tan-Tar-A in the middle of the state. So this is actually a good outcome for MAACCE financially.

Are there any hotels or conference centers elsewhere in central Missouri which are better than Tan-Tar-A?

For 2012, Tan-Tar-A has given us a time block of April 30<sup>th</sup> – May 4<sup>th</sup> and April 13, 14 & 15. June is better for many members' availability for the conference. Not so for others. So it was suggested that we should survey the members for upcoming Annual MAACCE Conference dates to determine what will be the best dates and Jamy agreed to do this. All agreed.

- e. *Accept Budget for Annual Conference:* We need to vote on this. Theresa moved to accept the budget for the annual conference, seconded and all were in favor. None opposed.

## 7. ***Committee Reports:***

- a. *Program:* *Stephanie Tolen-* The theme for the 2011 Annual MAACCE Conference will be *Wild, Wild, MAACCE, Educator's Round-Up* so it will be a country-western theme. We talked about the conference schedule and each day it mirrors what occurred last conference and we have completed committee assignments. The dates for the next planning meeting is 10:00 a.m.-4:00 p.m. January 20, 2011 and the Board Meeting is 9:00 a.m.-Noon on January 21, 2011.
- b. *Historian:* *Tina Bueneman-* Tina's term as Historian is now concluded but we do not have anyone new for the position as yet.
- c. *Legislative:* That position is open as well and Jamy has some ideas to fill both the Historian and Legislative position.
- d. *Membership:* *Theresa Noellsch-* No new information. Stephanie said that the Treasurer has historically had some responsibility in this. When people send in their membership forms, it's going to come to the Treasurer so the Treasurer has to record that information, make sure it's in the system and make sure the Membership officer has that information. If the Membership officer has access to the system then Theresa could look at the membership directory, the number of people MAACCE has and once she has a look at the reports, will have all information available to her for e-blasts, etc.
- e. *Publicity/Public Relations:* *Tina Bueneman-* She is new in this position.
- f. *Nominating & Awards:* *Joe Torrisi-* Joe said he read the by-laws so there is a separation for nominating and for awards. So regarding awards, Joe is responsible for five awards at the annual conference and the turn-around award. We need to establish criteria for the turn-around award. The award will be for \$250 and will recognize a turn-around school established by DESE. 1) They must spend the money to benefit the students, whether it's achievement, enrichment, physical fitness or equipment. 2) the previous

honoree is not eligible in consecutive years, 3) the honoree must be present at the Annual MAACCE Conference June 23, 2011 at Lake of the Ozarks, MO and 4) the school must submit an application by deadline.

The second part is the Nominating & Awards committee member is responsible for the president elect and secretary.

Theresa asked if Joe could hold two board positions, the Community Education category officer and Nominating & Awards committee member. We will look into this issue and decide. Joe will initiate the Nominating & Awards work and if the Board finds someone else for this purpose, that will be fine.

g. *Site Selection- Jimmy Reed (not here)*

#### **8. *Category Reports:***

- a. *AEL Administrators: Diane Schroeder- (attached)*
- b. *AEL Teachers: Juli Denisco- (attached)* We set up a Wiggio teacher networking site and about 87 teachers have signed up. She has also set-up a Wiki because they are refining their category description.
- c. *Community Education- Joe Torrisi-* nothing to report- he will follow-up.
- d. *Higher Education-* nothing.
- e. *After School-* no available to represent as yet.

#### **9. *Affiliate Reports:***

- a. *AAACE: Becky Walstrom-* resigned her position. Jamy does not know of anyone else who attends the AAACE Annual Conference. It will be in Orlando, FL this year.
- b. *COABE: Lorene James-* was the affiliate but her term has expired and Jamy will appoint a new person for this. Clay Ware is the regional representative but he is not our affiliate.
- c. *MVAEA: Rhonda Jones- (attached)*

- d. *NCEA: Mike Seppi*- not here but Joe Torrasi provided report as he is on the National Board for Community Education. The National Conference for NCEA will be November 30<sup>th</sup>- December 4<sup>th</sup> in Phoenix, AZ. They just received a \$100,00 grant from the MOTT Foundation to be used for training.

Motion to adjourn. Seconded, all were in favor. Meeting adjourned.





## **AEL DIRECTORS' CATEGORY REPORT**

### **September 2010**

**Submitted by Diane J. Schroeder**

- AEL grants for FY11 were awarded in late May. This is a one-year grant with two one-year renewals possible. Four underserved areas were re-opened for later bidding.
- The AEL Advisory Board and the MAELAA Advisory Board will meet in Jefferson City on May 19. Topics discussed included the following:
  - o Review of FY'10 performance
  - o Administrators' mentoring guide
  - o Professional development
  - o Directors' meeting
  - o 20/20 GED Test and possible test changes
  - o TEAL project update
  - o GED and ESL Online classes
  - o Substitute certification
  - o MAELAA scholarship
  - o Health literacy
- A state AEL Directors' Meeting is scheduled for September 22-24 for programs awarded the AEL funding for FY11.
- No Program Improvement Projects (PIP) are required in FY11. The grant proposals will serve as the programs' plans for FY11.

## **AEL Teachers' Category Report**

### **September 17, 2010**

**Submitted by Juli DeNisco**

- A teachers' network was created on the social networking site WIGGIO entitled MO AEL Teachers. Ninety teachers have joined so far and current members may invite other AEL/ESL teachers. Members are asked to participate by sharing ideas, lesson plans, or web links in the Folder section and/or participate in dialog on the Home Page. The wish is that the teachers' network will continue to build after each conference. Before this the network was created each year using mostly the current attendance from the AEL Category meeting.
- A WIKI was established for several teachers to collaborate on refining the AEL Teachers' Category description before the upcoming conference.



# **MISSOURI VALLEY ADULT EDUCATION ASSOCIATION**

## **MAACCE REPORT September 17, 2010 Submitted by Rhonda Jones**

The MVAEA Board met in Sioux City NE on August 12, 2010

### Conference Planning Meeting:

- MVAEA will be holding the Leadership Academy in Sioux City at the Marina Inn April 28 & 29, 2011. Targets discussed in the planning meeting were: More membership;  
Inactive states- gaining back the membership; meeting the needs of our members; providing a forum for issues in the region that need to be discussed; and possible networking with different groups within MVAEA.
- A minimum registration fee will be determined with a breakeven point – 75-100 people
- In October state reps will bring membership lists and MVAEA will also target Chamber of Commerce offices in NE and SD for new target populations.
- At the October meeting MVAEA will be finalizing the speakers, agenda and budget.

### Consultant Membership Report:

Deb Sisco of North Dakota reported that there are currently 142 members from the June conference . She is also setting up a Facebook account for MVAEA and will have more details at the October meeting.

Next Board Meeting:  
October 21, 2010