

MAACCE Executive Board Meeting
January 10, 2014
1-4 pm

Meeting called to order at 1:07 pm by Timothy Fowler

In Attendance – Timothy Fowler, Jimmy Reed, Jim Sharrock, Mary Reed, John Henschke, Ramona George, Charity Stillings, Patty Stark, Shelby Philip, Cheryl Graber
Absent call-in – Billy Radar, Lisa Weatherly, Juli DeNisco (each is sick or recovering)

Board changes – Barbie Banks and Michele Gadbois in new positions and no longer on board;
Clint Campbell - AEL Teachers category chair; Gabe Branstetter - CE category co-chair;

Secretary's Report

- September 26, 2013 minutes have been approved via email
- Will get January 10 minutes out for review, revisions and approval next week
- Jimmy Reed made a motion that 2013 General Membership Meeting Minutes be posted online, John Henschke seconded. Minutes will have notation that they are subject to change prior to approval at the 2014 conference. Motion carried.
- Will email updated board list to all board members

Treasurer's Report –

- Currently have \$46,189 in all bank accounts
- Operating monies are \$4,264 in Boone County National Bank
- Board previously approved moving Bank Midwest (St Joseph, MO) monies to Boone County Bank as the accounts mature
- Treasurer board position up for election this year
- Conference income - \$53,982 conference expenses - \$66,000
- Conference deficit of \$12,019
- Income looks like it should be 54,000 – taking into consideration that Reg online takes \$4.95 per transaction 3.95% for credit card transactions makes up this difference
- \$25 per person membership fees are included in conference registration
- For the past two year, have not segregated \$25 membership fees from conference fees
- President Elect met with Jim this morning to go over budget and books in regards to the 2014 conference
- Need a detailed budget – ins and outs of money – income and expenses
- In 2013, 233 conference registrants were early-bird –just two weeks prior to conference. Suggest earlier cut-off date for early-bird rate
- need to have an annual budget for organization separate from the conference budget
- need to have a calendar of annual expenses
- need a balance sheet with income and expenses
- Mary Reed made motion that the Treasurer complete a spreadsheet for the income and expenses of the past two years and made available to board and membership by February 10. Timothy seconded.
- This will make it easier to make budget decisions in the future.
- Treasurer gets allocated pay of \$1500 after a successful audit
- Mike Sommers in St Louis is the accountant for MAACCE

- Jim will forward Mike Sommers' contact info to Timothy so that Tim can meet with Mike
- Mike Sommers, account, is responsible for filing tax documents for MAACCE
- Membership fee of \$25 should be folded into registration fee, but board should make allocations as to where these monies go
- Jimmy Reed made motion to accept Treasurer's Report, Ramona George seconded. One vote no. Motion carried.

Awards & Nominations

- Judy and Patty have gotten together and are working on letters to make nomination process easier
- Possibility of honorary awards at 2014 conference
- Timeline for nominations for Treasurer and President-Elect – how is this info going out to membership? Will be on website and will go out to different organizations. Hope to get out in February and due back in March. Make sure we include criteria for officer nominations.
- It is every board members' responsibility to recruit board members – nominate people to attend LDI, as it is a good growing tool for nominees.
- Suggestion – descriptions of each award – wording needs to be changed.
- Awards committee is made up of the Past President and one member from each category.

Historian/Publications (Publicity) - no report given

- President-Elect will contact her to see what is up and ask her to touch base with President.

Membership – no report given – President will contact her

Legislative – Billy Radar out today with the flu

Old Business

June 2014 Conference

- Jimmy Reed had a good budget meeting with Jim Sharrock today. It is a small budget.
- Have a logo thanks to Amy Parris.
- Vendor exhibit packet is almost ready to go – optimistic about vendor participation – creative levels of vendor participation.
- Goal this year is to create more vendor traffic.
- May raise vendor rates
- Jimmy is now on regonline – it will be live within a month.
- Reg Online has created a new user friendly format.
- Reg Online transaction fee is \$3.75 per registrant.
- Reg Online surcharge for credit card use – should we build it into registration costs?
- Now at 3.95% for cc processing – used to be 4.95%.
- Estimated 50% registrants pay with credit card.
- Need assistance with decorations – unable to get ahold of decorations chair. Looking for volunteers and chair for Decorations committee. 80's theme is easy to do – just need someone to do it. Tan Tar A charges heavily for using their decorations.

- Planning committee will meet at the end of January. Will discuss raising the vendor rates. May have vendor rate to include conference registration
- Will have a 5K during conference and may be sponsored by an entity.

COABE/MAACCE 2018 Conference

- Conference planning materials will be emailed along with January 10 minutes.
- 2015 grant opportunity available for a speaker? \$10,000 and much paperwork to be completed.
- Timothy will touch base with Jamy, who has been in communication with Sharon.

Strategic Planning -

- The committee has not met as a group yet , but Timothy has had phone meetings with Jimmy, Jim, and Mary. Have not met with Jamy & Billy yet. Goal of phone meetings is to find out what is working and what is not working on the board, what elements are missing from the board process, and what needs to be changed or improved on the board.
- Board development is a huge part of strategic planning.
- Two themes –First is identifying the next level of leadership. Need more development of leaders. Identify people who want to serve on the board and have skills to work on the board. Second is developing a work plan for the board (recruitment dates, audits, newsletters). It takes new board members a while to figure things out. Need more potential leaders and nominees for board.
- Board members need to be more accountable for their positions. Work plan for the board will help alleviate this. Need job descriptions. Need a descriptive and easy job description for your predecessor. Maybe something we could give LDI.
- Possibility to do a mini-board meeting for new board members after the conference. Have a full blown board meeting on Tuesday at conference and a mini-board meeting on Friday for the benefit of new board members. Use Tuesday evening as sort of a board retreat.
- Constitution & Bylaw Review Committee – Jamy – table for now

Website Maintenance

- Jeff Schroeder, 1474 Serenity Circle, Longmont CO 80504
- (303) 229-8030 email – jeff@zingstudios.com

Category Reports

Community Education – Lisa is sick

After-School

- Has grown tremendously
- Need an AS category co-chair
- DESE monitors after school programs of grant recipients and has promoted “best practice” breakouts at conference – these have been empowering and hugely successful – have increased conference attendance in this category

- Need contact list for After-School members so quarterly newsletters can be sent to keep members informed and keep MAACCE at the front of their minds – especially when members are doing budget planning and selecting conferences to attend.
- These newsletters help members learn what they can get involved in with MAACCE – this will help recruit new leaders and fuel more board development. Encourage LDI for members.
- Need to get contact info from Reg Online and from membership board chair for these newsletters
- Jimmy and Erika both suggested the AS category share with the board how we get our people involved in the conference. Our category has continued to grow in recent years and I think that is primarily because it's one of very few ways to satisfy the 21CCLC grant requirement and it's promoted well through this network of people
- MASN committees met in December and will meet again in March. These committees include: Professional Development, Quality, STEM, Public Policy/Advocacy, and Public Awareness and Marketing.
- Could keep everyone more involved in the conference planning if could get a list of attendees like the one available last year.
- On Reg Online, not all conference registrants select a category. Suggest forwarding newsletters so can be published on MAACCE and distributed through MOSAC.
- DESE offered Afterschool Retreat and Assessment Grants again this year. The due date was Dec. 6
- MASN offered scholarships for STEM trainings in December
- *All Grown Up* summit about Middle/High School Afterschool Programs will be held in February
- Afterschool Programs will have the opportunity to participate in The Student Spaceflight Experiments Program Mission 6 to the International Space Station.

AEL Teachers – no report given

AEL Directors

- Educational Testing Services hope to have as a big sponsor at the conference.
- Beginning January 2014, Missouri's new high school equivalency test will be the HiSET test developed by Educational Testing Service (ETS). The cost of the new **computer based** test will be \$95, which includes a \$60 registration fee for the cost of the test and \$7 for each of the five test sections to cover the costs of administering the test. Because examinees do not have to complete the entire test at one time, they can take the test in sections. Students must register for the test online, at www.hiset.ets.org.
- The \$60 registration fee will allow individuals to test three times during a 12-month period. Re-test fees per section will be \$7.00.
- Information from the HiSET program also will help identify areas in which candidates are career- and college-ready, as well as areas in which additional preparation may be needed.
- The work of the HiSET program has been divided into two phases (Phases 1 and 2) that will continue to evolve as many states adopt and implement career- and college-readiness curriculum standards and move toward new standards in science and social studies.
- MoLearns.com will be the high school equivalency online class, formerly GEDOnlineclass.com.

- MAELAA (Missouri Adult Education and Literacy Administrators Association) Board is listed on the submitted copy of this report.

Higher Education – position vacant

- Is there a list of the 200 proprietary schools in Missouri?
- John Henschke has a colleague who may be interested in this position.
- What is the criteria for LDI attendance – have been a MAACCE member for more than one year, but have had participants attend during their first year.

Affiliate Reports

LERN

- Have used two of the ten available LERN/MAACCE memberships.
- Affiliate costs \$1975 per year
- Mary will give Cheryl the CE organizations that want the LERN memberships.
- Cheryl Graber will take over the affiliate LERN memberships.
- Cheryl will meet with Lisa and Gabe to pursue the remaining eight MAACCE/LERN memberships.
- Will get word out to community ed category.
- LERN – or other affiliate – should be discussed by CE category at the category breakout at conference.
- Need an alternate LERN affiliate.
- Stephanie Tolen would be a good LERN affiliate alternate.

AAACE

- Over 450 people at conference in Lexington.
- Written report emailed to Board 1-8-14.
- National conference in Charleston SC in November, 2014.
- Call for proposals due April 21 for the November conference.
- Possible 2014 AAACE affiliate candidates exists. Jim Sharrock and Jamy Preul both attended the AAACE Lexington conference.
- Final report will be given at June MAACCE conference.
- AAACE organization is going strong and managed well.
- AAACE report from conference Per Jim Sharrock - Things are changing in higher education. Don't need a college degree to get a job – there are certification programs that can get you a job - we can help with these programs.

COABE – Juli's report given by Shelby Philip

- The conference will be March 16-19, 2014 in Pittsburgh.
- Has MAACCE paid the COABE Membership? Treasurer says he needs the bill. Juli has requested a bill be sent to Treasurer.

MVAEA

- Have not met since last report.
- MVAEA interested in having a preconference in connection with MAACCE conference.
- Estimate fee \$25 per person with 50 participants.

- Possible speakers to present at free or reduced price.
- Doable, but need info to MAACCE within next four weeks.
- Would like to do a pre-conference breakout for directors at conference.

New Business

Is there a new affiliate taking the place of NCEA?

Official audit of books

- Goal of March 1, will get info to Mike for audit.

Board insurance

- Has been recommended to us by others.
- Timothy will investigate this topic and make a recommendation on this.
- Dr. Henschke will check with AAACE to see if they have insurance for their affiliates.

Use 2014 conference participation - by category – to determine future focus and direction of MAACCE.

- Look towards marketing and growing individual categories.
- Higher Ed is dormant now, CE trying to grow. Adult Ed has funding concerns.
- Look at numbers after the conference to look at possibility of adding categories and members.
- RegOnline is a valuable tool in getting this done.
- If our next board meeting is Tuesday in June, “here are some recommendations for our categories” “here are some ways to grow our categories”. Needs to be on several peoples agendas to grow categories.
- Alternative Ed? Parks & Rec? Need to do more outreach.
- Good speakers and presentations will bring in more attendees and members.

Next Meeting

- We have met our meeting requirement of meeting twice a year
- Tuesday, June 17, 2014, at Tan Tar A – time to be determined
- Board reports due to the President the week before – June 10.

Meeting adjourned at 4:00 pm – motion made by Ramona George and seconded by Jimmy Reed – motion carried.

Respectfully submitted,
 Mary Reed
 MAACCE Secretary
 1/31/14

MAACCE FUNDS
as of 12/31/2013

Bank MidWest — *St Josephs*

Small Business Account	\$8,783.81
Saving Account	\$8,860.69
CD Maturity 4/4/2014	\$11,981.01
CD Maturity 8/19/2014	\$12,299.12

Boone County National Bank
BCNB \$4,264.56 — *operating monies*

TOTAL **\$46,189.19**

MAACCE AEL Directors Category Report

1. Beginning January 2014, Missouri's new high school equivalency test will be the HiSET test developed by Educational Testing Service (ETS).

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2. MoLearns.com will be the high school equivalency online class, formerly GEDOnlineclass.com.
3. MAELAA (Missouri Adult Education and Literacy Administrators Association) Board

President:	Shannon Moore
President Elect:	Betty Wymore
Secretary:	Sarah Porter
Treasurer:	Susan Burns
NW Region Rep:	Deborah Briggs
Central Region Rep:	Lydia McClellan
Southwest Region:	Linda Dishman
Northeast Region:	Rhonda Jones
MAACCE Rep.	Ramona George
Nominating Committee:	Amy Jones, Sonja Thomas and Clay Ware

Submitted by Category Chair: Ramona George 1/10/2014

AFTER-SCHOOL CATEGORY REPORT

- Jimmy and Erika both suggested the AS category share with the board how we get our people involved in the conference. Our category has continued to grow in recent years and I think that is primarily because it's one of very few ways to satisfy the 21CCLC grant requirement and it's promoted well through this network of people. (Jimmy is willing to speak to this during the meeting). I feel like I could keep everyone more involved in the conference planning if I could get a list of attendees like the one I had last year.
- We need a category co-chair
- MASN committees met in December and will meet again in March. These committees include: Professional Development, Quality, STEM, Public Policy/Advocacy, and Public Awareness and Marketing.
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Please let me know if there is anything else I can gather. I'll be with you by phone tomorrow and will have to duck out at 3 pm. Sorry.

Charity

Charity Stillings

Director of Program Development

Boys & Girls Club of the Ozarks

1460 Bee Creek Rd.

Branson, MO 65616

Phone: 417-335-2089

Fax: 417-336-2818

GREAT FUTURES START HERE.

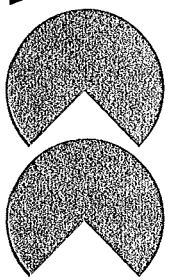
COABE Liaison Report
Submitted by Juli DeNisco

COABE conference is March 16-19 in Pittsburgh, PA early bird deadline is January 20th.

Nominations for awards and applications for grants and scholarships deadline is January 31st. Good scholarships to those in Adult Ed field that have been COABE member for two years.

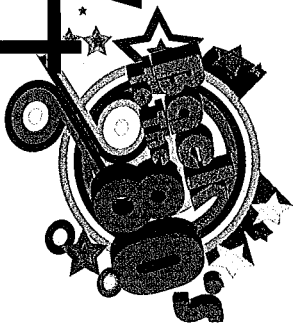
Everyone can learn more by going to COABE.org

MAAACE 2014



E

2014



Event Snapshot List for 2013 Annual MAACCE Conference (#1194391) Inactive					
Report Date: Friday, January 10, 2014					
Location: Osage Beach					
Overall Statistics	Total	% of Total	Limit	% of Limit	Revenue
Registrations	<u>276</u>	100%			\$54,943.00
Cancellations	<u>8</u>				
Type Breakdown	Total	% of Total	Limit	% of Limit	Revenue
MAACCE Members -Early Bird Discount	0	0%			\$0.00
MAACCE Members -Early Bird Discount Copy	<u>233</u>	84%			\$46,666.00
MAACCE Lifetime Member - "Early Bird Discount"	<u>13</u>	5%			\$2,557.00
MAACCE Members - Regular Registration	<u>25</u>	9%			\$5,739.00
MAACCE Lifetime Member - Regular Registration	<u>3</u>	1%			\$702.00
Vendor Registration	0	0%			\$0.00
MAACCE Membership Fee ONLY (not attending conference)	<u>3</u>	1%			\$75.00
Status Breakdown	Total	% of Total			Revenue
Confirmed	<u>277</u>	98%			\$55,739.00
Canceled	<u>7</u>	2%			\$0.00
Payment Method Breakdown	Total	% of Total			Revenue
Credit Card (Amex)	<u>4</u>	1%			\$1,194.00
Credit Card (Discover)	<u>1</u>	0%			\$498.00
Credit Card (Mastercard)	<u>14</u>	5%			\$6,210.00
Credit Card (Visa)	<u>49</u>	18%			\$15,400.00
Not Applicable	<u>127</u>	46%			
Pay Nothing Now	<u>82</u>	30%			\$32,437.00
Custom Fields	Total	% of Total	Limit	% of Limit	
New Member	<u>16</u>	6%			
Attended before	<u>10</u>	4%			
AEL Adult Education and L	<u>13</u>	5%			
AS After School	<u>25</u>	9%			
CE Community Education	<u>20</u>	7%			
HE Higher Education	<u>2</u>	1%			
AAACE	<u>3</u>	1%			
COABE	<u>4</u>	1%			
MVAEA	<u>1</u>	0%			
NCEA	<u>1</u>	0%			
Agenda Items	Total	% of Total	Limit	% of Limit	Revenue
Breakfast 6-21	<u>41</u>	15%			\$24.00
Registrant Only	<u>36</u>	13%			
Not attending	<u>3</u>	1%			
Registrant & 1 Adult Guest - \$12.00	<u>2</u>	1%			\$24.00
Registrant & 2 Adult Guest - \$24.00	0	0%			\$0.00
Registrant & 1 Child Age 6-12 - \$9.00	0	0%			\$0.00

Registrant, 1 Adult and 1 Chil... - \$21.00	0	0%			\$0.00
Registrant, 1 Adult & 2 Child ... - \$30.00	0	0%			\$0.00
Registrant, 1 Adult, 1 Child 6... - \$21.00	0	0%			\$0.00
Lunch 6-21	41	15%			\$0.00
Registrant Only	37	13%			
Registrant Only (Vegetarian)	1	0%			
Not Attending	3	1%			
Registrant & 1 Adult Guest - \$15.00	0	0%			\$0.00
Registrant & 2 Adult Guest - \$30.00	0	0%			\$0.00
Registrant & 1 Child Age 6-12 - \$9.00	0	0%			\$0.00
Registrant, 1 Adult and 1 Chil... - \$24.00	0	0%			\$0.00
Registrant, 1 Adult & 2 Child ... - \$33.00	0	0%			\$0.00
Registrant, 1 Adult, 1 Child 6... - \$24.00	0	0%			\$0.00
Lunch guest is a veggie	0	0%			
Awards Banquet 6-21	41	15%			\$20.00
Registrant Only	32	12%			
Registrant Only (Vegetarian)	2	1%			
Not Attending	6	2%			
Registrant & 1 Adult Guest - \$20.00	1	0%			\$20.00
Registrant & 2 Adult Guest - \$40.00	0	0%			\$0.00
Registrant & 1 Child Age 6-12 - \$10.00	0	0%			\$0.00
Registrant, 1 Adult and 1 Chil... - \$30.00	0	0%			\$0.00
Registrant, 1 Adult & 2 Child ... - \$40.00	0	0%			\$0.00
Registrant, 1 Adult, 1 Child 6... - \$30.00	0	0%			\$0.00
Banquet guest is a veggie	0	0%			
Breakfast 6-22	41	15%			\$24.00
Registrant Only	32	12%			
Not Attending	7	3%			
Registrant & 1 Adult Guest - \$12.00	2	1%			\$24.00
Registrant & 2 Adult Guest - \$24.00	0	0%			\$0.00
Registrant & 1 Child Age 6-12 - \$9.00	0	0%			\$0.00
Registrant, 1 Adult and 1 Chil... - \$21.00	0	0%			\$0.00
Registrant, 1 Adult & 2 Child ... - \$30.00	0	0%			\$0.00
Registrant, 1 Adult, 1 Child 6... - \$21.00	0	0%			\$0.00
Attending LDI	10	4%			\$0.00
Yes, I would like to attend	10	4%	23	43%	
Attending BTAP	1	0%			\$0.00
Yes, I would like to attend	1	0%	20	5%	
Sponsor Selection	0	0%			\$0.00
Gold Sponsor - Awards Banquet - \$500.00	0	0%	2	0%	\$0.00
Silver Sponsor - Wednesday Wel... - \$375.00	0	0%	1	0%	\$0.00
Silver Sponsor - Thursday Morn... - \$375.00	0	0%	1	0%	\$0.00
Silver Sponsor - Thursday Afte... - \$375.00	0	0%	1	0%	\$0.00
Bronze Sponsor For Profit - \$250.00	0	0%			\$0.00
Bronze Sponsor Non Profit - \$150.00	0	0%			\$0.00
Vendor Additional Table	0	0%			\$0.00
Additional Table - \$100.00	0	0%			\$0.00
Additional Advertising	0	0%			\$0.00
Full-Page Advertisement (color... - \$150.00	0	0%			\$0.00
Half-Page Advertisement (color... - \$100.00	0	0%			\$0.00
Full-Page Advertisement (b&w, ... - \$75.00	0	0%			\$0.00
Half-Page Advertisement (b&w, ... - \$50.00	0	0%			\$0.00
Adult Cruise Tickets 6-19	4	1%			\$70.00
1 - Adult Cruise Ticket 6-19 - \$10.00	2	1%			\$20.00
2 - Adult Cruise Tickets 6-19 - \$20.00	1	0%			\$20.00
3 - Adult Cruise Tickets 6-19 - \$30.00	1	0%			\$30.00
4 - Adult Cruise Tickets 6-19 - \$40.00	0	0%			\$0.00
Kids Cruise Tickets 6-19	0	0%			\$0.00

1 - Child Cruise Ticket 6-19 - \$5.00	0	0%			\$0.00
2 - Child Cruise Tickets 6-19 - \$10.00	0	0%			\$0.00
3 - Child Cruise Tickets 6-19 - \$15.00	0	0%			\$0.00
Under Cruise Ticket 6-19	0	0%	20	0%	\$0.00
1 - 3 & Under Cruise Ticket 6-...	0	0%			
2 - 3 & Under Cruise Tickets 6...	0	0%			
3 - 3 & Under Cruise Tickets	0	0%			