

UAACCE BOARD MINUTES

January 14, 2011

USU OREM CENTER

Present: Heather Young, Janet O'Riley, Sandra Grant, Tracy Moore, Claudia Thorum, Gayle Mahler, Lory Curtis, Anne Kane, Ralph Squire

Excused: Kaye White, Jenna Duncan, Nikki Lovell, Katrina Van Cott

<i>Assignments</i>	<i>Due Date</i>	<i>Responsible Party</i>
Newsletter Articles	January 28 th	Tom's Conference Report Heather's welcome to UAACCE Adult Education Report Corrections Report Continuing Education Report Community Education Report Board Bios for each edition
Bio template	ASAP	Sandi
Membership Lists	ASAP	Janet and Katrina
MPAEA award and Scholarship	ASAP	Claudia and Tracy
Contact Troy Justesen(spelling?)	ASAP	Kaye at SSLC for Feb. Meeting
Contact Amy Boettger	ASAP	Heather
Audit Committee	ASAP	Heather
Day on the Hill Information	March	Committee members – for each area
Contact Cyd Grua	ASAP	Heather and Lory
Liaisons – Carla, Amy, Tyson		Heather
2011 Conference Contract	February Meeting	Kaye
2011 Conference Keynote(s)	ASAP	Tracy, Lory, Shauna

Minutes

Heather called the meeting to order at 9:15 AM. She announced that Shauna South would no longer be able to attend meetings but that she would still be the Liaison to the Board for Adult Education. Sandi has agreed to the Executive Secretary for another year and Janet has agreed to remain as Treasurer for another year. We will still need a recording Secretary and Shauna is no longer able to make the meetings. This will be discussed at another meeting. Heather and Sandi agreed to take notes for this meeting. Members were asked to introduce themselves for the benefit of the new Board members. Sandi passed out the new Board books.

Heather reviewed the December minutes. Gayle moved to accept the minutes as written, Janet seconded and the motion was passed.

In order to update the membership list we will need to get the conference list from Katrina and additional names from Janet.

MPAEA award: Claudia and Tracy will work together on the MPAEA Educator of the Year award, they will be responsible for getting the information needed for the award and will ask about getting an extra scholarship to the conference.

Heather presented a get acquainted activity in which the Board participated.

Sandi passed out the current Board roster for additional information. Changes were made and Sandi will email the new roster out to board members.

Janet presented the Budget report. Janet reported that we should be getting a check from UVU of \$3,655.29 from conference. She reported that all the CDs come due in September and that she will work with the Bank so that we can stagger the due dates. She also noted that we need to get new people for signatures on the account, specifically Heather and Lory. Sandi moved that the budget report be accepted, Claudia seconded. Motion passed

Janet created a preliminary budget for 2011. It was decided to leave the President's budget at \$1,000 and allow Heather to use the funds to attend meetings and other necessary travel for UAACCE.

The Community Education Forum budget remained large and the money was designated to send two people to Day on the Hill with the National Community Education

Association. A discussion was held about what information needed to be sent back to DC, that those going should be at the meetings to discuss the issues. The need to connect with all areas to make sure that information was ready. It was also discussed that UAACCE also contact the local offices to help guide UAACCE's presentations on the issues. There was also a discussion about looking at the Utah Legislature's issues and help get information out to members. We may want to relook at the impact of going to DC. It was suggested that we have Troy Justesen (spelling?) come to a meeting so that we can ask him questions about what is happening and who we should be talking with. Kaye will be asked to contact him and arrange to have the meeting in a place convenient for Troy.

Adult Education Forum no longer exists, need to find out about Continuing Education Forum – contact Cyd Grua to be a liaison to the Board for Continuing Education.

The following changes were made to the Tentative budget: B2 \$100 was eliminated; C2 was reduced to \$999; C5, C6, and C7 were temporarily combined and \$1000 was put into the budget; D6 was reduced to \$600; D7 was also reduced to \$600.

Sandi moved that we accept the tentative 2011 budget as a working budget to be finalized at a later date, Tracy seconded. Motion passed.

Lory reported that Amy Boettger with Canyons' School District adult education would like to work with the Board, possibly as webmaster. It was suggested that Heather contact her and see exactly what her interest is and invite her to become a liaison to the Board. Lory also suggested that she might be willing to become the recording Secretary as she will need the information for the website. Her phone number is: 801-826-6670 at work, her cell phone is: 801-647-9468 and her email is: amy.bioettger@canyonsdistrict.org

Audit committee: The chairperson of this committee needs to be a UAACCE member that is not on the Board and two members of the Board. Heather will look for a chairperson. It was suggested that Judy Tukuafu or Tom Borg might be good chairpersons.

Janet reported that there wasn't much to report from the Continuing Education meeting as she has not received the minutes. She will report more fully once she has received the minutes.

MPAEA: Tracy reported the Claudia was working on the scholarships for COABE/MPAEA conference. There will be three people from Utah with scholarships. Some

requests were rejected because they were no longer members of MPAEA. Information needs to be made in a timelier manner. Tracy and Claudia will work on the award for Utah.

Website: we need pictures of the new Board members. We will wait for parts of this until Amy is contacted.

Possible liaisons: Carla, Amy, Tyson Heather will check with them.

Committees: It was decided that Public Affairs, Membership, and Professional Development become over reaching and worked into each of the other committees. Sandi, Nikki and Janet will be provide the over-site for the projects in each area. Each of the committees: Adult Education; Community Education; Continuing Education; and Corrections will provide input as to what each of the committees will do doing for: (1) Public Affairs; (2) Membership; (3) Professional Development; and (4) conference. They will report back to Janet, Nikki, and Sandi who will coordinate the information.

Finance Committee: Executive Board with Heather as chairperson

Nominations and Elections: Kaye White, Chairperson

Awards: Sandra Grant, Chairperson

UAACCE Conference: Lory Curtis, Chairperson

Audit Committee: to be determined

Adult Education Committee: Claudia Thorum, Chairperson; Jenna Duncan and Shauna South members

Community Education Committee: Sandra Grant, Chairperson; Janet O'Riley, Anne Kane, and Nikki Lovell members

Continuing Education Committee: Gayle Mahler, Chairperson; Heather Young, Kaye White, Katrina Van Cott members

Corrections Education Committee: Ralph Squire, Chairperson; Lory Curtis and Tracy Morre members

Each of the last four committees will be responsible for their group to provide the following information:

1. Information for Day on the Hill
2. Activities for Public Affairs
3. Activities for Membership
4. Activities for Professional Development
5. How to raise funds: past fundraising activities – Grant writing; Service Learning, Resiliency, Day on the Hill, Corrections Workshop, Group Work Skills (These included a special fee for members)

2011 Conference: From the meeting in December held in St. George the following assignments were made:

1. Selection of Keynote: Tracy (Chair), Lory, and Shauna – suggestions: Bill Draves, Brod Braggert, Origins of English language
2. Conference Theme: Janet (Chair), Sandi, and Nikki
3. Conference Logistics: Kaye – information from the resort

Board Meetings for 2011:

- January 14 USU Center in Orem
- February 11 SSLC Kaye to arrange for Broadcast with Troy, if possible
- March 11 Tracy to arrange for Jordan High School
- April 8 SSLC Kaye to arrange for Broadcast room
- May 13 Heather to arrange in Moab with Broadcasts or conference call
- June 10 Gayle to arrange Broadcast room in Kaysville
- July 8 Lory to contact Board about Conference planning
- August 12 Nikki to arrange in Ogden
- September 9 To be arranged at the Resort
- October 13 At the Resort
- October 14 Conference
- November 11 Janet to arrange in St. George with Broadcasts or conference call
- December 9 Claudia to arrange at Granite Peaks

Lunch was provided.

Thanks to Gayle for setting up the meeting space and getting lunch.

Meeting Adjourned at 1:15 PM

Next Meeting: February 11, 2011 by Broadcast from SSLC with Troy Justesen (?) if possible