

UAACCE  
January 15, 2010  
Kaye White, President

In Attendance: Kaye, Tracy, Lory, Tyson, Shauna, Gayle, Heather, Tom, Sandi, Claudia, Janet, Nikki

Actions items from today's meeting:

1. Tyson to collect items for bid basket to go to MPEA Conference in Tempe.
2. UAACCE conference date and theme must be decided by April. (right now Oct. 21 but need to check on availability).
3. Finance committee to meet with Nikki to define operating budget amount for this year.
4. Minutes each month to address the goals for each committee, debrief where they are at and where they are going.
5. Money from vendors and UVU needed to bring budget current.
6. Board members to email potential facilitator names to Kaye White if they want them to be considered for planning session to be held at UAACCE meeting on February 12, 2010.
7. February 12 meeting location needs to be confirmed and members notified.
8. Janet to complete and send check for membership to UNA.
9. Kaye to call Frasier Nelson at UNA for possibility of facilitating strategy session.
10. Heather and Janet to contact Michelle Dumas at UEN to bring website current.
11. Heather to confirm type of remote meetings will be conducted at a distance.
12. Katrina at UVU to check on date availability for conference date on October 21, 2010.
13. Confirm meeting start time for meeting schedule and places for 2010 year.
14. Continue with idea of Adult Education Forum recommendation. Claudia will present idea at the March 23<sup>rd</sup> Adult Education Director/Coordinator meeting in Nebo.
15. Forum outreach to members, proactive measures, representing member's needs, networking and involvement with current issues need further discussion.

9:15 am – Meeting called to order.

Thanks to Tracy for arranging the meeting room, location and lunch arrangements today at Jordan H.S Meeting Dates for the year. Passed around. Locations to be determined.

Minutes from December 11, 2009 reviewed. Sandi moved that the minutes be approved with the exception of the date changed from November 13, 2009 to December 11, 2009 the only error. Gayle seconded.

Kaye asked for an introduction round. We have a new Board member. All introduced themselves.

Future meeting dates for this year's UAACCE Board was discussed. The number of meetings to be held in the coming year was discussed. The Constitution indicates the Board meets no less than nine times per year. Sandi stated that the board has been meeting 11 times per year because of trainings. Typically the Board has not met in July but have a Conference planning meeting. Kaye asked if the group would be open to more distance Ed, satellite, or remote meetings to accommodate less driving for members. Consensus seemed to be that the remote meetings can and should be considered but the face-to face meetings are also necessary.

Future meetings:

Perhaps meet at UVU in September if we have the October Conference at UVU.

May in Moab  
April at Weber.

2010 Meeting dates (see dates and locations on separate sheet)

Jan. 15 – today	July 9
Feb. 12	Aug. 13
Mar. 12	Sept. 10
Apr. 9	Oct. 8
May 14	Nov. 12
June 11	Dec. 10

Possible dates for the October UAACCE Conference discussion proceeded and the mention that any dates already known for other conferences or events should be avoided. UEA dates should be avoided. UAACCE Conference date and theme needs to be decided by April so that a post card or notice to members (save-the-date) can be distributed.

Mountain Plains Conference dates: April 21-24 2010 in Tempe, Arizona. Claudia and Tracy will plan to register. Kaye will plan to register if she can make arrangements so we will have three represented from UAACCE.

The Mountain Plains web site is up those going can now register online. Discussion continued and the bid basket for the MPEA conference last year did not bring in the cost of the basket that was contributed by Utah. It was agreed that we would try to get donations for a basket. Tyson agreed to be responsible to collect items for the basket.

Janet proceeded to review Budget and Balance items. Separate budget was passed out to members. Items mentioned:

Need \$42.00 for PO Box.

Owe Chartwells \$663.00

Need vendor money from previous conference

Need check from Katrina (UVU)

Tyson who worked with vendors last year stated that vendor checks totaling \$500 should be in the PO Box. Amount from UVU range \$1,000 to \$2,000 should be coming.

Budget handout reveals current amounts as of today:

Total: \$47,806.58. It was mentioned by Nikki that the operating budget needs to be defined.

The finance committee will meet with Nikki to define an operating budget for this year. (appropriate for non-profit guidelines)

Sandi moved that the budget reviewed by all be approved as is.

Nikki seconded.

All approved.

Kaye continued with the agenda item namely the UAACCE Constitution and asked if all had reviewed the Constitution.

It covers:

- Rolls of Member
- Committees

Committees in Constitution:

Nominations and Elections

Awards  
Finance  
Public Affairs  
Membership  
Professional Development  
Scholarship  
Technology

Discussion led to the UAACCE newsletter.

Michele Dumas is our contact at UEN to get the newsletter on the UAACCE website.

What roll does the newsletter fall as a responsibility? How to distribute? How to notify members of the newsletter? Is Face book a possibility?

Discussion changed to committees. Kaye asked if some of the committees could be combined. Committees were combined and chairs assigned. (see below)

Lory asked if any members had topics they wanted him to present in Washington DC next week .

The discussion shifted to the goals, purpose and the current strategic plan for UAACCE.

The current strategic plan is somewhat outdated and the board agreed to engage a non-biased facilitator to direct the board in a session to re-visit the goals, purpose and benefits that could be derived for potential UAACCE members.

Several names were mentioned including Fraser Nelson from the Utah Non Profit Association (UNA)

A motion was made to plan the next meeting on February 12, 2010 to start a planning session.

Tracy seconded the motion.

Motion passed.

Members to email any potential facilitator's names to Kaye White.

Discussion continued and website for the Utah Non Profit Association was viewed by all.

A motion was made to join the Utah Non Profit Association.

A vote was taken and the motion passed.

Janet will complete the on-line application and mail in a \$50 application fee for UAACCE to join.

Kaye will call Fraser Nelson from UNA and inquire about the possibility and cost for her to conduct a one day planning session for the UAACCE board on February 12, 2010 at SLCC south city campus or at Granite Peaks.

Kaye will contact the executive committee before agreeing to hire someone to facilitate a one day strategic planning session.

We will temporarily plan on October 21, 2010 (a Friday) for our UAACCE Conference this year.

Katrina at UVU needs to check for date availability.

We talked about trying to enlist more liaisons from DWS or other community organizations.

Janet and Heather will work with Michele Dumas at UEN to get the UAACCE webpage updated in all respects and add the 2010 meeting dates.



UAACCE BOARD MEETINGS  
2010

January 15 - Jordan H.S.

February 12 – SLCC or Granite Peaks

Mach 12 – Jordan Campus (Carla)

April 9 – Weber State (Tom)

May 14 – Moab (Heather)

June 11 – Ogden (Nikki)

July 9 – Conference Committee Meeting

August 13 – Kaysville (Gayle)

September 10 – Orem (Katrina)

October 8 – Granite Peaks Learning Center (Claudia)

OCTOBER 21 – CONFERENCE AT UVU

November 12 – St. George (Janet)

December 10 – Jordan HS (Lory, Tracy)