

UAACCE Board Meeting

January 9, 2009

JATC Room 316 – Lory Curtis Hosting

Present: Tom Borg, Nate Southerland, Judy Tukuafu, Sandra Grant, Laura Layton, Janet O’Riley, Lory Curtis, Connie Vincent

Present by WIMBA: Heather Young, Steve Schofield, Cyd Grua

Excused: Todd Bird, Douglas New, Katrina VanCott, Kaye White

Tom called the meeting or order at 10 am. Welcome and short introduction by each new Board member. Nate handed out new Board books to the new members. Tom then asked the members to read the December minutes.

Corrections: Steve’s names should be Schofield NOT Scholfield.

Laura moved to except the minutes with changes, Judy seconded. Motion passed

Additions to the agenda: NCEA dues, Letter to Board, Archives to be added just before lunch.

Financial Report: Janet reported that she has been working with Nate to bring the books up-to-date. She isn’t sure exactly where the Service Learning and Resiliency funds are being held – in a CD or checking or savings. She will work with Burton to clarify. She is still working on the conference finals. Connie will get the information to her as soon as possible.

Judy’s gifts to the Board will come out of the President’s fund. D4 \$201.19; the awards for outgoing Board members will go into C8 \$145; and repayment to Todd for lunch at the December Board meeting to Todd Bird in D2 \$94.42. Actual conference budget is approximately \$12,193.42. A4 correction: \$119.57. F1 should be reduced to \$6,500 and the balance to the general fund; F2 should be reduced to \$5,000 and the balance to the general fund. There are still a few outstanding checks but we have about \$20,304.16 in checking.

There will be Board meeting travel to St. George. Nate and Janet will make sure the budget is correct. There should be space for office supplies, Janet’s travel to Board meetings, \$7 for Incorporation renewal. Totals for the year’s income is between \$3,000 and \$3,500.

We will be getting a check from UVU as soon as the final invoices for conference have been paid. The income was approximately \$17,327 including \$2,000 for UVU; expenses are approximately \$16,165.81 with \$1,225 for membership and a new of approximately \$1,161.19. Final numbers will be given as soon as UVU’s check is received.

Information to and from Burton is a high priority and Janet will work on that.

Janet will work to get the CD signatures in order. It was decided that Janet, Nate, Tom, and Sandi's signatures should be on the CDs.

When the RFPs for Service Learning and Resiliency are awarded we will need to make sure that the \$11,500 is in liquid assets so that grantees may request the funds.

Board Meeting Schedule – Nate and Tom handed out information about the upcoming year:

Date (2 <sup>nd</sup> Friday of each month unless otherwise indicated)	Time (9:30 a.m. unless otherwise indicated)	Host	Notes/Local Service Awards/Program Highlight	Newsletter
Jan 9, 2009	9:30-3:30 (lunch)	Lory Curtis – Jordan ATC		
Feb 13	9:30 – 12:00	Kaye White		Articles Due: Feb 15 <sup>th</sup>
March 13	9:30 – 12:00	Janet		Published Mar 1
April 10	9:30 – 12:00	Laura		
May 8	9:30 – 12	Connie -UVU		Articles Due May 16
June 12	9:30 – 12:00	Tom		Published June 1
July- TBA	TBA	U of U	Conference committee planning meeting	
Aug 14	9:30 – 12:00	Judy		Articles Due: Aug 15
Sept 11	TBA	Steve		Published Sept 1
Oct 9	9:30 – 12:00	UEN	Last meeting before UAACCE conference	
Oct 23	9:30 – 12:00	U of U – Fall Conference		Articles due Nov 14
Dec 11	9:30 – 1:30 (lunch)	Jones Center		Published Dec 1

November Post-Conference meeting to nominate President-Elect – possibly Nov 13<sup>th</sup> at UVU with Connie hosting. TBA

Annual Internal Audit: to be chaired by a UAACCE member not on the Board and two other members, to be completed by end of February and report at the March meeting. The Board will ask

Scott Greenwell to chair (Tom will contact). Laura will be willing to serve and Tom will call Todd to see if he will be available. The Audit committee, if formed, could meet with Janet to review the records, immediately after the February meeting.

Tom has asked Janet to remain as Treasurer, Sandi to remain as secretary, and Nate to remain as Executive Secretary. All have agreed.

The grant applications will be put on-line by Nate and they can be filed on-line with mail-in copies of the signature pages. The following should be notified of the availability of the grants, the Utah Afterschool Network, Alan Griffith's office, school districts, members, colleges, etc. Once the grants are on-line information will be sent out. Questions can be asked by email. A selection committee will be convened in May to review the applications.

Judy moved that the grants be put on-line and distributed; Nate seconded. Motion passed. Sandi will begin compiling a list including Jennifer Atwood at the Utah non-profit association. 801-596-1800. Grants are due back in April, so we have February and March to get a review committee together. Sandi will design the review score sheets.

Newsletter timeline is part of the Board meeting schedule. Need to ask Marty Kelly for an article on the adult education board rules and GED; Tom will call to get an articles on the State of Continuing Education; Laura will put a save the date article for conference. Everyone needs to write about what's happening in their area. Sandi will try to get an Executive Summary on the new NAALs Report.

Day on the Hill: It is suggested that we set up our own Day on the Hill with Nikki's help. Have a state or federal workshop. Nate moved that we not attend the NCEA's Day on the Hill but plan a state initiative of some type. Ask the Public Affairs committee to provide a training for legislative advocacy. Connie seconded. Discussion: Each year NCEA promotes a Day on the Hill for Washington DC to meet and talk with Congress and/or their staffers. Ted's staff on concurrent enrollment went through the process in DC and their mission objectives to help train people to work with the legislature. With the current climate and major changes in DC it was felt that next year might be a better year to go to DC. It was suggested that we meet with the staffers in Utah for the US Congress/Senate to give them information but get more involved with state politics. It was felt that we are missing an opportunity. Motion passed.

NCSCEA Summer Institute: NCEA dissolved the state organization. The Community Education Forum felt that Utah should contact the other states, and possible hold a leadership training in Utah. The Forum will send out feelers and decide if it is possible.

WIMBA: Nate gave the Board some information on how to WIMBA. This will be good to use especially as Board members get further apart. This will allow them to participate in meetings without long distance travel. Heather demonstrated using her microphone on how people at a distance can speak in the meeting, they can also type their comments online

to whoever is monitoring the WIMBA. Nate told us that you can set up a room with all the necessary information for a meeting, i.e., handouts, power points, etc. at be put into the WIMBA room ahead of time and then broadcasted over the system. Nate mentioned that you could do a number of different varieties of conferences, it is easy to use, you can link to a classroom with a quick system check the first time only. If the equipment is available you can see the person who is talking, type in or speak into the conference, you can show websites, white board, power points, share documents, do tutoring with students and rotate presenters. Microphones (headsets) are needed to listen in to the audio and web cams are needed to show speakers. Works best with individual components, but can be adapted to classroom style; you can archive the information, record to watch later. It has a listen and chat feature, if headphones are not available. The first time you set it up you will need to use the set-up wizard – they will ask you to disable pop-ups, Java plug ins and it will walk you through how to set up, test your audio/visual. Run the Wizard if you have not used WIMBA before. Everyone can have their own EIMBA Room and set-up presentations in the room for teaching. It is licensed for all Utah Educators – if you go into Blackboard you can long into WIMBA, my UEN account – for k12 educators. Nate will set up the WMBA about 9 am for each meeting, if you are interested try to get on and open your account and set it up before the meeting. WIMBA also tracks statuses of who is there, etc. It's a great tool – Thanks Heather and Nate.

## Break

Constitutional Update: All changes must be voted on conference and must be sent to members at least one month before conference. Nate reviewed the latest changes approved at the last conferences and handed out the newest version of the constitution: Emeritus members, Lifetime membership, elected appointed, where information can be found and how explained about different sections and answered questions, etc. We have no Ex-Official, (these are members of the community invited for a specific purpose to a Board meeting) members, changed some of the language on standing committee. The Board Roster has committees on the back. Quorum: we have nine Elected Board members and five officers at Quorum is seven or more members of the Board voting. Forums with directions, chairperson(s) of the forum become liaisons to the Board.

Constitution doesn't cover the Strategic Plan, no specifics of Association accomplishment. We should do a retreat to do strategic planning, include members of the Association to create a committee to work on the Strategic Plan. This is a good year to begin the planning process; we may want it to phase in the process. Commitment of time is important. Invite passed Board members, past-Presidents, and invite other community members. It was suggested that a weekend might be a better choice for working on the plan, instead of week days. Recommend the Executive Committee to work on procedures for the Strategic planning process.

NCEA dues: \$315 for yearly dues to NCEA, Judy moved that with the changes in NCEA we should not pay dues this year and to skip other association dues until we have more information about the benefits to UAACCE are determined. Janet seconded. Discussion: NCEA reduced conference rate for individual members (3) on the application, NCEA newsletter needs to be forwarded to the membership. There is always a risk to disassociation from any national organization, are we eroding our status? Are individual memberships enough to pass information on to others, if they are willing? MPAEA gives the most benefits for the money, we should stay with them. Motion passed

Archiving: According to the constitution the Treasure and Executive Secretary are responsible to archiving UAACCE , we need to get more information from Russ and then make a decision.

The Adult Education State Board of Education Rules passed at the last meeting. The GED is out for review and will be introduced to the State Board. The Adult Education Rule included that the GED is now to be called a Utah High School Completion Diploma. Students will have to decide what route they want, GED or regular high school completion. UAACCE opposed changes.

Fall Conference: The date was changed to October 23, 2010 a Friday. It will be a one day conference at Fort Douglas Officers Club at the University of Utah. There will be pre-conference sessions on October 22, 2010 at different locations in the city. Laura will have the committee decide what will be offered. The Board needs to begin thinking of a theme for the conference.

Liaisons: Shauna South has been the liaison from adult education, Marty has not named another – she should be asked if she wants one on the Board. Another possibility is the chair of the Deans Council, however, they have not meet in almost a year. Cyd Grua is the liaison from the Board of Regents. Laird will not be continuing as a liaison. The liaisons need to take an active role with the Association, the representation could be an issue, information needs to flow in both directions, and the liaison needs to be committed to working with the Board. It was decided that Tom should ask Marty Kelly for a representative from adult education. Ted Ungricht, UVU's concurrent enrollment if he is not available maybe he could recommend someone. Maybe he could help with training and political action. Tom suggested that Gail Mahler be invited as a liaison representing higher education. She has taken a position with USU at Weber and is very interested in working with UAACCE. She may be a candidate for fill the vacant Board position for two years. We need to look at who else in the community, e.g., someone from Utah Afterschool Network, Ethnic Affairs Office, ESOL, Laura may want to invite someone to be a conference liaison.

Forum Chairs: Nikki and Sandi – Community Education Forum

Adult Education Forum – separate from USOE, ten UAACCE members must request the forum

Continuing Education Forum – Gayle Mahler

Corrections Education Forum – Check with Todd and/or Lory

Committees: Send out a message to membership asking if they would like to be on one of the committees. Let them know who the chairpersons of the committees are:

Nominations and Elections, Awards: Past-President Judy

Scholarships: Executive Committee

Newsletter: Nate (interim), Judy and Steve to assist

Technology and website: Nate

Public Affairs: Sandi, Ted?, Doug

Membership: Janet, Heather, Gayle

Professional Development: Connie, Todd, Kaye

Conference: Laura, Steve, Executive Committee, Lory, Forum Chairs

Audit: Scott, Todd

Next meeting: Confirm by communication which committee each Board member wants to be on. Send out an email to members.

We should have organizations come in and do a presentation on what they do, how we can help them, how they can help us. Janet is willing to look at the list for membership to consider for presentation and/or work with UAACCE.

Discussion: How do we get the committees to achieve three goals? Next meeting for discussion. Email to confirm on committee assignments, information from the field, to get goals for the year.

Speakers should come in about 11:30 am, we will need to give them a token of appreciation, to tell us about what they do as an organization.

Community Awards: Come up with one or more people to get an award. There should be a letter on why they should get an award, the presentation will be made at a Board meeting. Who do you want to recognize for helping education? Our business always expands to allotted time. Janet will give the presenters a choice as when to present.

Maybe we could have Board members if they can provide a lunch or do Dutch treat lunches at each meeting.

Goals and Priorities: What do we want to have happen this year?

1. At least one Professional Development training per group, continuing education, corrections education, adult education, community education. Need more input from membership.
2. How many members are there currently – usually reflect conference list. Keep it up to date, responsibility of Membership Committee. Maybe we need a “What happened to.....” section in the newsletter to let us know about members no longer associated with UAACCE.
3. Extend membership to anyone who qualifies by virtue of their position. It may take an incentive to join.
4. Are we losing conference attendance because of this—Organizational/Institutional membership? Membership committee will look at the pros and cons. They may come to conference.
5. Need to know why people should belong to UAACCE. What are the benefits to members? What is the unique benefit? Opportunity to build relationships with others in the same position. Legislative advocacy, professional development, conference, etc?
6. We may want to have two levels of the newsletter: (1) everyone – general with dates for training, conference information, etc.; (2) members – details of each item.

1:45 pm Judy moved to adjourn, Laura seconded. Motion passed.

Thanks to Lory for hosting (again).

Next Meeting: February 13, 2009. Place to be Announced (possibly SLCC)