

**UAACCE Board Meeting
May 8, 2009
Utah Valley University**

Present: Lory Curtis, Laura Layton, Nate Southerland, Todd Bird, Connie Vincent, Sandra Grant, Janet O'Riley, Gayle Mahler, Heather Young, Katrina VanCott, Tom Borg

WIMBA: Shauna South

Excused: Judy Tukuafu, Kaye White

<i>Assignments</i>	<i>Due Date</i>	<i>Responsible Party</i>
Newsletter articles	June 30	Tom- President's article Laura – Conference Katrina – Bio Articles of interest – All
Audit Report	June 13	Audit Committee
Community Service Award	June 13	Kaye?
Election Results	June 13	Nate
Grant Update	June 13	Nate
Conference Update	June 13	Laura and all committees

Tom called the meeting to order at 9:45 am and thanked Connie for hosting and for breakfast.

The Board read the March and April minutes.

Corrections for March Minutes: On page 2 change Cory to Kory Holdaway

Corrections for April Minutes: Change May to April 28th

Nate moved to approve the March minutes as corrected. Janet seconded. Motion passed.

Nate moved to approve the April minutes as corrected, Lory seconded. Motion passed.

Lory noted at in the March minutes as discussion about budget cuts was in the minutes. He wanted to note that: Corrections received a 25% cut in budget; all of adult education took a 10% cut, which meant that Corrections received a 35% cut in budget. What could UAACCE have done to correct this problem? Or to help inform the legislature that this was not a good thing for Corrections Education.

The inmates now must repay any tuition for post-secondary classes since the funds transferred to Corrections from Higher education is not sufficient to cover the costs of have the classes.

The UAACCE Day on the Hill training readiness can help train members to address the issue of Bill 100, to build relationships to help reverse the issue, It was suggested the Mike Haden or others may help make this change. We will want to look at the statistics on how it impacts graduation, etc. at the prison. So far nothing is being done. Kaye was asked to help gather information and data from Salt Lake Community College on the courses they were teaching at the prison.

Additions to the agenda: listing of agencies with names and with membership contacts. The process would be expensive and incomplete the minute it was finished. IN order to have membership names and contact information, each member would have to sign a release agreement to allow us to do this. The risks our weigh the uses. The suggestion is to link to other program sites from the webpage. With the exception of Community Education there are contact sites that can be linked to UAACCE's web page. Nate has information that can match the links to the website. Nate stated that the website was not working correctly now but would be fixed shortly.

Connie had to leave for another meeting. Thanks Connie for hosting.

Newsletter: Thanks Nate for getting the last one out. The next newsletter will come out in July. Nate needs all articles by the end of June. All conference information will need to be included. Tom needs a president's article, an article about Katrina, conference and anything else that is going on.

Budget: Janet handed out the budget sheets. We have had some increase in the CDs and savings. She is finally getting the information she needs. We noted that she will have to be making deductions for the grant awards. There was a \$2,000 bill from LERN from the last conference that somehow missed being paid. She has paid that bill. Annual dues are \$25. \$1394 went into the checking account from the conference income from UVU, but that will be recorded as income on last year's budget not this year's budget. Janet is working hard to get everything caught up and in order. Nate suggested that we include an extra line for expenses and revenue for the 08 and 09 conferences each year since the conference is in October and is not always reconciled until the beginning of the new year.

It was noted that the \$100 to MPAEA should be moved to affiliate dues. The question was asked about interest bearing checking account. Janet noted that only the savings and CDs were interest bearing.

Sandi moved to approve the financial statement as amended, Laura seconded. Motion passed.
Thanks Janet!

Audit: Janet has all the information for the audit. Russ Collett will be coming later; Laura and Todd will assist in the audit. We will reimburse Russ for his mileage. His membership was complimentary because of the work he did for the archives.

Taxes: Nate reviewed IRS information: non-profit organizations whose annual gross income is \$25,000 or less for three years is not required to file a return, just a postcard with the information. The MPAEA conference income did not push us over the top of the limits, because we were operating under MPAEA, therefore we can continue to file small. Nate will make the adjustment with IRS to file a short year, so we can report from November 1st to October 31st instead of the calendar year. The reasoning, is that since membership is given at conference it only makes sense to operate on a fiscal year instead of a calendar year. Nate will sent Janet a copy of the IRS forms.

Larry Horyna: Recommendations, since Larry was such a large part of UAACCE for the beginning until 2000 as the Executive Secretary and newsletter editor, we should do something to recognize him. IT was suggested that since we already have a UAACCE award in Larry's name that we invite his wife Pat to conference and present her with the information that UAACCE will donate a scholarship in Larry's for a person in Park City. We would also place a plaque at the Park City School District Office recognizing Larry. The donation will be made in his name

for an adult or community education person. Janet will contact Judy about this and report back. It was suggested that the scholarship be \$500 - \$1,000.

Nate moved that we invite Pat and family to the awards Luncheon and at that time give \$1000 award, with the recommendation of it going to the Park City Adult/Community Education for a scholarship. Heather seconded. After a short discussion the Motion passed.

History project: We will wait for Russ. He has submitted items for archiving and will submit the bill and may continue to update. We do not have any information about how to access or add to the archive. We also need to know what else must be done.

Community Service Award: We did not give one this month. Kaye had wanted to bring someone but she has been involved with the SLCC/ATC merger but will do something for the next meeting. Laura wanted to know what we were doing for the honorees. They will receive a framed certificate with a write-up from the person that nominated them. The information will also be put into the newsletter. It's a nice way to honor someone from the community and to get people involved. Usually the host of the month would facilitate this award.

Board member discussion: We have had no formal information for Doug New. However the By-Laws state that if the Board member misses three consecutive, unexcused meetings they can be replaced on the Board, because we have had no information from Doug we need to move forward.

We now have three vacancies on the Board, since Connie announced her retirement from UVU and moving on to private industry. Nominations are:

1. Katrina Van Cott, Assist Director, UVU Conference and Workshop. She has worked with Conferences at UVU for three years in planning, organizing, and implementing events on and off campus. She has a Bachelor of Science degree from UVU and is currently finishing another Bachelor of Science in Business Administration while pursuing a Master of Arts in Education Administration from the University of South Dakota. Katrina is also an Adjunct Professor for the Department of Digital Media, teaching an average of one to two classes each semester. Katrina is happily married to Noah Van Cott and spends what free time she has with him and family close by.
2. Erin L Clark , ESL instructor, Davis Adult Education. Erin received a Bachelor's degree in English Literature and a Master's degree in Applied Linguistics from the University of Utah in Salt Lake City, Utah. After finishing her Master's degree, she spent a year teaching American Culture and American History at the University of Tirana in Albania

through the English Language Fellow program. She has also lived in the Philippines. She is in her sixth year teaching ESOL to adults for Davis County Schools at the Davis Applied Technology College (DATC) in Kaysville, Utah, along with coordinating the night ESOL programs at the DATC and two satellite programs. Erin has also been a teacher trainer for the Northern Utah region certified through the Utah State Office of Education and the Center for Adult English Language Acquisition (CAELA).

3. Jane Ellen Solomon, Guidance Counselor, Jordan Adult Education. Jane Ellen is currently working as a guidance counselor at Southpointe High School, the adult education program for Jordan District. She entered education as a speech pathologist, then left education to work in the travel industry for a few years. Jane Ellen loves her work as a guidance counselor and finds working with the adult students challenging at times, but very rewarding. She received her B.A. and M.S. degrees in Speech Pathology and Audiology from the University of Utah, and her M.A. ED in Educational Counseling from the University of Phoenix. Jane Ellen is a member of UAACCE and Utah School Counseling Association. In her spare time, she loves to travel, sing, perform on stage, volunteer in her church, and spend time with her family.

Nate will place this information on the listserv for members to vote early next week. Tyson Smith has agreed to be a liaison representing private vendors. Tyson works for HEC in Bountiful with "Reading Horizons." We will ask him to help work with vendors for the conference.

Sandi asked about information received from the grantees about agreeing to the changes we requested in their grant applications. Nate indicated that they had successfully replied and the committee agreed to award:

Resiliency: \$2,900 to South Park at the prison for training and trainer of trainers for resiliency; \$900 to United Way of Northern Utah's Grants Center for a new computer; and \$2,700 to United Way of Northern Utah for three years of community resiliency training.

Service-Learning: \$920 to United Way of Northern Utah to help train high schools students about gardening; \$2,300 to Grounds for Coffee to set up community gardens with training for volunteers and self-enclosed gardens for the elderly; \$1,280 to South Park at the prison for books to help train inmates to tutor other inmates; and \$500 to Dixie College Community Education to help design a "Green Building".

Connie moved to approve the awards, Laura seconded. The motion passed.

The next part is the funding. Based on the applications the committee decided that the payment schedule in the application would not be appropriate for the design of the

projects. Nate will work with each of the projects and set up a flexible schedule for each of them once they accept the award. Nate will send the award letters out in the next couple of week. And work out the payment schedule for each program. The programs will be asked to either present at conference or at a Board meeting the results of their project.

Fall Conference: Many of the details are in the April minutes. The email vote was for “Linking Lifelong Learning” for our theme. UEN will donate design time for the design of a logo and it will be emailed out for a vote. Sandi noted that the adult education Summer Institute has been cancelled.

We are looking at six mini-summits to address: adult education; corrections education; community education; continuing education; ESL; and After-school.

The Officers Club has 4 sections: 2 will be used for the main keynote and lunch; 2 will be used from breakout sessions. The U Guest House has four breakout rooms. Vendors will be in the banquet room along with the silent auction. We will begin the continental breakfast and registration at 7:30 AM. All food will be served in the banquet area so that participants can meet with vendors. A Vendor Card will be used for vendor door prizes.

The Board agreed that they would rather not have short session, so it was decided to have four longer sessions. So each session will be 50-60 minutes. Presenters may need more time and in that case they can set up a part I and part ii for their presentations.

Forums—critical issues, this is to be a yearly event but with only a one day conference there might be a better way to collect this information, i.e., forms; handouts etc. We need to have a prize drawing for those who turn in the conference evaluations. We don’t want to make the vendor unhappy; hopefully Tyson will be able to help us in this area.

There is not a lot of parking, but there is a tracks stop just across from the Officer’s Club, we need to encourage people to take the tracks.

Cost of the conference \$99. UAACCE will offer 20 scholarships for \$50 each, limit of three per program. We need to get this information out.

There will be an updated call for presentations but it will be up to each committee to decide how they will use the forms. Nate will get these to the Board members.

Subcommittees: Corrections: Todd and Lory

Logistics: Nate and Katrina

Adult Education: Shauna (ideas – GED changes)

Continuing Education: Gayle, Tom, Heather, Ann O’Brien (U of U Cont. Ed.
aobrien@aoce.utah.edu – 801-585-0945)

ESOL: Erin Clark, Sandi

After School: Christine Forsner, Laura, Janet

Community Education: Janet, Judy

Vendor: Tyson, Katrina, Nate – presentations in keynote room “over the shoulder sessions”

Silent Auction:

Keynotes: “Making a good Impression in 90 seconds or less Cost \$10,000 for Education \$5,000); Larry Gelwix – Rugby Coach. KSL travel show “Leisure travel” on Sundays (free) “For Ever Strong” about him, from Highland High School 18 National titles, Motivational speaker; Brod Baggert – literacy, poetry, entertainment; possibly invite Buttars since he saved adult education helping to go from at 30% cut to only 10%; resiliency speaker- Al Zystla; Sandi Peterson from Davis – she spoke at MPAEA; Christine Kearn; Don Gale; LaVell Edwards; Mike Shchappi—Laura will take the ideas and will make contact and report back. We need two speakers one at the end needs to be light and only about 20 minutes.

T-shirts and centerpieces – We have centerpieces already and they are stored at UVU, as are the extra T-shirts from MPAEA.

Laura will finalize the plans, let her know about any conference ideas or plans, she will get a committee together to work on the speakers.

Steck-Vaughn will be a sponsor and will need someone to staff the table. Conference progress reports will be given at the next meeting for all committees.

Archives: Russ arrived and gave an update of the archive process. He found that the 1993 Resource Directory was in most libraries. He gathered information from Nikki (Zada’s); Sandi (Larry’s and her’s); Sue’s copies of minutes; and from Nate and the website. His collection of the Constitution was missing the original one, but he will keep looking. Most of the Communicators were found; his is still missing some of the minutes; and he compiled a brief history of the first 20 years of UAACCE. He found a history of adult education and used that as his base for the history. There is not a lot of information on

Community Education; he did get some information from Burton. He will be working with Larry's wife Pat to see if Larry had some additional information at home. BYU wants as much of the archive digitally if possible. He also included the Conference Programs he could find; he is still looking for some minutes etc. He will email Nate a list of what he has. He also made a summary page of each year.

To add to—it is possible, we should have one person in charge of working on the information to submit. We need to keep updating the digital information. Russ is still scanning some of the additional information. There are a few things that still need to be done.

Copy of the information: Russ will burn a CD of what he has to give to our committee. Russ will stay to conduct the audit.

Last order of business: Thank Connie with flowers and a card. June 1st will be her last day at UVU.

Nate moved to adjourn, Janet seconded. Motion passed

Meeting adjourned at 1:15 PM

Next Meeting: June 12, 2009 – Place to be announced.