

UAACCE Board Meeting

September 12, 2008

Dixie College Alumni Building, St. George, Utah

Present: Judy Tukuafu, Janet O'Riley, Laura Layton, Tom Borg, and Sandra Grant

Present by phone: Heather Young, Scott Greenwell, Cyd Grua, Shauna South, Todd Bird, Connie Vincent, Ted Unrgricht

Excused: Kaye White, John Kent, Nate Southerland, Laird Hartman

Unable to connect: Nikki Lovell, Leslie Herold

Judy called the meeting to order at 9:45 am

Board read the minutes: Changes to the minutes: Resiliency funds will expire in December of 2009 and remaining funds will go into UAACCE's general fund.

Scott moved that the minutes be approved as changed. Janet seconded. Motion was passed.

Janet gave the financial report: the report has been updated, moving the Community Education monies to the Community Education Forum, The MPAEA conference funds will be sent shortly. Janet could not find the 07 statements and everyone is looking for that information. Janet gave a special thanks to Nate for all of his assistance in the transition. Since the next Board meeting is in Orem, Janet will meet with Burton and make the transfer of the CDs into the new names and have the signature cards returned to the banks. \$15646.74 will be sent to MPAEA.

Laura moved to approve the financial report, Tom seconded and the motion passed.

Update on the Constitution and By-law changes by Scott. Scott indicated that Nate made the changes recommended by the Board at the last meeting in the Constitution, plus a few additional minor word changes. The changes will go out to the membership in the next newsletter and be voted on during the November conference.

Newsletter: Constitutional changes, an article from Todd about corrections, Cyd a article on concurrent enrollment and distance education, executive summary on the higher education reauthorization.

Scott mentioned that we have neglected Continuing Education at conferences and we need to have good breakout sessions. It was mentioned that there will be a higher education reauthorization Webinar soon and will send the information to Tom. Utah Valley University no longer has a continuing education department. It was rebuilt but under a new name.

Any updates on continuing education need to get to Nate as soon as possible to for the newsletter. Conference information will be included in the newsletter, including a call for presentations, award nominations, constitutional changes, and nominations for the Board (these need to go to Scott). It is important that the Board pass the word around to get at least 4 people to run for the Board. The Board is also looking

for a historian. The Board needs to be recruiting people. We all know good people and we need to contact them so they don't have to nominate themselves. Jump Start information went to Nate already.

The Ad Hoc Committee for Service Learning has not had a chance to get together. It was suggested that the Board do the same with Service Learning funds that they did with Resiliency funds. Janet will call the committee together (Janet, Nate, Sandi and Nikki) and they will present their decision at the next Board meeting.

Connie commented that the International Service Learning Conference will be at UVU on October 2-3, 2008. This was the first most of the Board members had heard about the conference. Connie will send out information about the conference to the Board. Connie also said there was information on the website.

Conference: Tom, Janet, Laura, and Judy met last night. Tom passed out a tentative sessions timeline that can be tweaked if needed..

Conference Schedule:

November 6th

9-11:30 am Pre-conference sessions

Grant writing – Sandi

Google Tools – UEN

CPR Training – CPR Trainers

12 – 1 pm Registration and Social/reception with food (Cost about \$6 per person)

1-2:15 pm Welcome, Keynote: LERN Julia King Tamang – marketing, generational marketing and will also do a breakout session

2:15-2:30 Break

2:30-3:30 Breakout sessions – 6 locations, plus vendor presentations

3:30-3:45 pm Break

3:45-4:45 pm Breakout sessions

5pm - Dinner – Speak Dan Jones: Political situation with education information (Meal cost \$20 per person)

November 7th

7:30-8:30 am Past Presidents Breakfast – a brief explanation of what this was for- Scott will prepare the agenda for the breakfast (about \$50 total)

7:30-8:30 Registration and Continental Breakfast (\$6 per person)

8:30 am Welcome and Business

8:45-9:30 am Speaker: Karen Richardson – Special Education Advisor, Brain connects

9:30-9:45 am Break – augment continental breakfast (\$3 per person)

9:45-10:45 am Breakout sessions

10:50-11:50 am Breakout sessions

11:50-12 noon Break

12-1:30 pm luncheon, business, awards, etc. (\$8.50 per person)

1:30-1:45 pm Break

1:45 -2:35 pm Breakout sessions – forums for all areas – include critical issues for each area

2:35 – 2:45 pm Break

2:45-3:45 pm Breakout sessions (includes the critical issues from each forum meeting)

3:35-3:45 pm Break

3:45-4:30 pm Motivational Speaker (To be determined) Prizes, fun, etc.

Other beverage breaks—refill deal, contingency about \$5 per person

Total food budget \$51 per person – doesn't include past presidents' Breakfast

Kimberly joined us from UVU. Tom noted that we have 4-5 proposals for sessions, Nate and UEN will have 5 sessions (to be held in the library computer lab); Laird will have at least 4 continuing education sessions; 5-6 sessions for corrections – Jeff will do one topic that will be repeated. Laura will also submit one for corrections; there will be one critical issues sessions; 4 forum sessions (adult, community, continuing, and corrections); Judy and Todd will each do a sessions; Shauna will work with the adult education sessions; Sandi and Nikki will work with the community education sessions; Laura will also propose a community education session; should have something on service learning and resiliency. We need more sessions, all Board members were encouraged to help fill the sessions – we need a total of 36 sessions, 6 for each of 6 breakout sessions.

Conference information will be in the newsletter; postcards will be going out this week with highlights and web information. The main brochure will go out in October. The web is up and ready for registrations. Form: deleted VISTA Volunteer scholarships instead offer 10-\$100 scholarships to UAACCE members (partial conference costs) the balance \$95 will be paid by the member and will include membership since only \$51 is needed for meals). Or simply send out information that scholarships are available for UAACCE members.

There was some confusion on the registration form about the pre-conference sessions and the cost. Need to be clear that the CPR training is \$40 for early registration and \$45 for late. The other two sessions will be \$25 for early registration and \$35 for late registration. Tom will make sure the Kimberly gets this information. Registration form needs the UAACCE logo added.

Assignments: A Bid Basket from each members can be any size, but at least one each.

Board members needs to nominate people for the awards and Board positions.

Judy is working with vendors – she asks all Board members to help with sponsors for as low as \$200 – vendor information is on the website.

Scott will contact the chamber or chambers: especially the Provo/Orem chambers; ethnic chambers, etc. Scott felt that it would be better to contact the SL chamber next year since the conference will be in Salt Lake. Ted and/or Connie will try and contact the Provo/Orem chamber.

Scholarship applications will go to Nate and the executive committee will approve the applications. Since conference scholarships should go to a wide number of members from all over the state the executive committee will make the announcement before the late registration deadline, so that those not receiving a scholarship will be able to register at the early registration fee. Adult Education will not be offering scholarships for the conference. Nate will put this information – about scholarships – in the newsletter.

The conference food decisions were made last night with the ad hoc committee. All Board members need to be at the opening social to mingle with the conference attendees and to meet and greet old and new participants. There will be ribbons for 1st time attendees and/or members and also for the Board members. Board members are also asked to wear their UAACCE shirts or vests, at least on the 1st day. The food will be a light lunch – mini croissants, fruit, cheese, crackers, and beverages.

T-Shirts need to be sent to Sandi as soon as possible for the quilt. Please send them to her office address: Sandra Grant, USOE, 250 East 500 South, PO Box 144200, Salt Lake City UT 84114-4200. She would like large or x-large t-shirts if possible.

We will not have a conference T-shirts, but the MPAEA conference shirts will be sold. We will look into making luggage tags for each person. Jane and Sandi will talk about how this can be done.

Nate will bring an example of the UAACCE shirts and vests to the conference so that members can pre-order and pre-pay for them. The shirts/vests will be ordered and mailed to the member.

We will NOT be doing a raffle with year, but would like donations for prizes to be given away during the last session on Friday to help keep people at the conference. We will ask vendors for prizes to be given away at the breaks in the vendor area. We might also serve dessert from lunch in the vendor area. We currently have about 8 or 9 confirmed vendors.

Laura will be in charge of gathering prizes so if you have one please get it to her. Scott will be asked for a trip and/or a registration for the MPAEA conference in Las Vegas next year.

Nate will be ordering extra bags since there are not enough MPAEA bags left over, the new bags will be without the MPAEA logo.

Ted and Kaye will work on evaluations.

Laura will take the lead on taking pictures during conference to help put together a picture history of the conference. Laura may be asking you for help.

Scott has already gotten the table decorations. They are fall floral arrangements that can be given away during the last session also.

All Board members are asked to be facilitators and to recruit others that might be interested. Connie will put together the facilitator packets. Connie will also be in charge of trouble shooting the equipment.

Tom will email and updated conference budget to the Board. Friday only will be \$115 since it is the fullest day. Todd will work with Jeff Galli to make sure that the Gunnison Prison people will be able to attend the conference. Friday is a full day with extra emphasis on corrections education.

UAACCE historian/archive records. Myna Frestad from MPAEA has been working the archiving the MPAEA records and can be of help for our archive records. Judy will contact her for information. The Board should be looking around for who we would like to house our records. A history of UAACCE needs to be compiled. At one time Russ volunteered to do this. Scott was nominated by Laura to do this. We should be able to pay a stipend to get the history together, summarize a year, photo records, awards information; each past-president should be able to write something about their year in office. Burton was one of the original members and could be of great assistance and would Sue Meyers who was the secretary for a number of years. Judy will look at the money and contact Russ to see if he is still interested. Executive Secretary provides as many records as possible for the archive. We will not add the historian to the constitution since it will be on an as needed basis. Scott will work with Nate to get some ideas together for the next meeting.

Forum Reports: Community Education: Jump Start is being headed by the Utah Afterschool Network and the After School Alliance. Jump Start is for all afterschool program people both for profit and non-profit programs. It is a hands on conference that gives teachers ideas to begin the next year of programs.

Continuing Education: the Deans have not gotten together but they are interested in Communities of Practice (meets on a regular basis); Marketing is always a concern – marketing courses and programs for each institution— this information is on the website, some discussion on continuing education deans and directors. Cyd will send some email contacts for information.

Shauna commented that adult education is concerned about the legislative audit report and that adult education will be making some changes in regard to adult high school completion and GED testing with the idea that the GED is equivalent to a high school diploma. Another item of discussion is illegal immigration and how it will affect programs and how undocumented immigrants fit in to Senate Bill 81 which passed this last legislative session. One area that might save adult education is the term post-secondary benefits. She remarked that the staff is committed to doing something for the conference, since there will not be a corrections workshop this year. The Adult Summer Institute is scheduled for August 3-5, 2009 and is geared for teachers. October 7th is the next director/coordinator meeting in Salt Lake City.

Tom thanked everyone for their support and help with the conference. Please contact him if you have questions about the conference. The October meeting is critical since it will be the last Board Meeting before conference. He also thanked those who attended by phone.

Judy thanked everyone for their attendance and Janet for hosting the meeting and for lunch for those who were in St. George.

Mileage for Board members will be figured as follows: Must be over 100 miles round trip: figure at 25 miles per gallon X number of miles X actually cost of gas. Forms must be turned over to Janet for reimbursement.

Tom moved that the meeting be adjourned, Laura seconded. The motion passed and the meeting adjourned at 11:30 am.

Next meeting: October 10th at Utah Valley University at 9:30 am. Connie will let everyone know which building and room we will be using.

