

## **IAACE Transition Meeting & June Board Meeting**

**June 10, 2016**

**Walker Career Center**

**10:00 am – 3:00 pm**

### **Transition Meeting Agenda**

- **Welcome:** In attendance: Jeff Clutter – President, Sara Gutting – Past President, Robert Moore – President Elect, Jennifer Wigginton – Treasurer, Deb Sherwood – Secretary, Christopher Westfall, Pat Griffin, Tom Miller, Jan Hehman, Ted Pearson, Lori Huddleston, Bonnie Cardwell, Michelle Davis, Tara Kenjockety
  - History of IAACE - Changed from 501c3 tax status to 501c4. Stong partnership w/ ILA allows us to share tax statuses. Were a huge legislative org in the past until the DWD took control of adult ed.
  - Board responsibilities - Tara moving into Stephanie's place. Jennifer moved in to Stephanie's treasurer role. Ted Pearson taking Jennifer's place on the board. Official vote will happen at the board meeting.
  - Join a committee. Board members should attend 3/4 of the meetings in person. Each new member will be assigned a mentor.
  - Team building activity - art/drawing activity & get to know you with objects that represent ourselves
- **Committee Discussion and Assignments**
  - Advocacy
    - Michelle (Chair)

- Gets the word out about legislation affecting adult education & advocates
- How can we fine tune getting the word out?
  - Make it easy for members to assist in advocating
- Communications
  - Tara, Jennifer, Tom
  - Newsletter articles/blogs
    - 2 x a year hardcopy newsletter
    - Discusses newsletter, etc on conference call once a month
    - Works with other committees
    - Surveys
      - Quick 2-question survey each month
    - Survey of the Month—to keep people involved
- Professional Development
  - Jan Hehman, Sara Gutting, Nickie Nolting
  - Mini regional meetings
  - Brown bag lunches
  - Work in conjunction with DWD
  - Apply for \$10K COABE Professional Development grant
- Membership
  - Mandi (committee chair) chair, Ted, Pat
  - WGU, TCU -

- What benefits do we provide?
- Mentoring
  - Deb and Natalie
  - Originally set up to provide a stipend for the mentor who works with a mentee.
  - Analyze if we will pay for the mentee's time
    - Directors need to sign off on for mentee's
  - Need a budget for future needs
- Conference Committee
  - Rob is chair as President-elect, Jeff, Chris, Lori, Jennifer, Gayle Brooks
  - Will most likely be partnering with DWD
  - Save the date in the fall
- **Book discussion**
  - July 11<sup>th</sup> start date - assigning a board member to facilitate the discussions
  - 1st email about the discussion
    - Welcome email with August start date on July 11th, forum instructions (how to create a login, etc), encourage readers to post questions & comments as you read
      - facilitator will decide if discussions are weekly, bi-weekly
      - facilitator can email the group - include link to forum discussion

- Mind in the making
  - Jen (head), Brandi, Rob, Tara, Sara, Mandi
- Reclaiming our Youth at Risk
  - Sara (head), Deb, Lori
- Career Pathways
  - Ted, Chris, Pat, Jeff
- ESL
  - Michelle (head), Tom, Natalie, Jan
- “Question of the month”
- Two board members per book to facilitate discussion
- Facilitation instructions/parameters
- Use Forum page on the website (More) drop down > forums
- Questions:
  - Mind in the Making (has a book discussion guide)

**Committee Photos**

# Advocacy

- chair  
Michelle Davis

- ① Advocate for members, students, adult education  
Directors, paraprofessionals
- ② Advocacy - update / sample legislator letters
  - send "what AE means to me" to Reps / legislators
  - Essay writing / organized letter writing.
- ③ Adult Ed day @ Stakehouse  
w/ PK with DWD
- ④ Communication w/ COABE

# Communications

Tara

Tom

Jenn

## Goals

\* Connecting each Committee

- Report to communications

\* Hard copy 2 x a year  
newsletter

- Annual Report (Financial) - Sept. end of year

- membership renewal form / Reminder

- Mentoring Program (for new teachers)

- Save the Date (IAACE, NCP, COABE)

- Member Benefits

- w/ 60 % Discount

\* Monthly Surveys - Quick 2 Questions

\* Get members Involved

# Conference

Jeff Clutter, President (Vigo County)

Rob Moore, Chair (Munroe Co.)

Chris Westfall (Vincennes U.)

Lori Huddleston (New Castle)

Gayle Brooks (C.G.)

Jenn Wryginton (Literacy Center - Evansville)  
treasurer

Awards (inc. retirees)

Presenters

Fac. liter & needs

sponsors

vendors

technology

Registration

## Goals

- Use Conference Committee membership  
to us as an opportunity for IAACE  
members to get involved.
- At least  $\frac{3}{4}$  of IAACE members attend  
the conference.
- Offer PD for all aspects of adult ed:  
HSE, ESL, Career pathways, transition  
to post-secondary, ~~etc.~~ literacy, numeracy, ~~ed~~  
directors, etc.



# Membership

Mandi L.

Ted

Pat

Increase memberships

- offer information on benefits in joining

Target audiences - Who are they

Method of promoting

Evaluate progress + try something else

# Mentoring

Deb

\* Natalie

Goal: further develop into a  
pilot program

possibly regionally based

identify experts

director sign-off

Clear funding outlined

program expectations - clear

team w/ PD



# Professional Dev.

(partner with DWD)  
(overlap w/ mentoring)

Jan Hehman

Can we provide P.D.  
scholarships?

Nickie Nolting

Sara Gutting

1. Can we offer more personalized PD at the program or regional level? Not a one size fits all approach
2. Gearing PD towards new teacher? best practices  
(work w/ mentoring committee) networking support
3. PD for specific classes - lower level, higher level, teenage (16-18)
4. PD for new directors/coordinators  
online, webinar, face to face ??

**Board Meeting  
June 10, 2016  
Walker Career Center**

- **Call to Order—Jeff Clutter**
  
- **Approval of June Minutes – Deb Sherwood**
  
- **Treasurer Report—Jennifer Wigginton**
  
- **State AE Update—DWD**
  
- **Committees**
  - Advocacy: Michelle (Chair)
  - Communications: Tara, Jennifer, Tom
    - Newsletter articles/blogs
    - Hard copy newsletter going out in August
  - Professional Development: Sara (Chair), Jan, Nickie Nolting
  - Membership: Mandi (Chair), Ted, Pat
  - Mentoring: Deb, Natalie
  - Conference Committee: Rob (Chair), Jeff, Chris, Jenn, Lori Huddleston, Gayle Brooks,
  
- **Other Business**
  - Old Business
    - TCU—we have set up a date to discuss moving of funds
  - New Business
    - WGU Partnership

- Meeting dates and location for next year
  - Announcements
  - Mentors: Jennifer mentor Chris, Michelle mentor for Natalie and Pat, Mandi mentor for Jan, Deb mentor for Tara, Sara mentor for Ted, Jeff mentor for Rob
- 
- **Adjourn Board**