

# **IAACE Board Meeting**

**Oakland City University Plainfield Center**  
**December 7, 2018**  
**10:00 A.M. - 12:00 P.M.**

**Mission:** To advocate for adult education in Indiana.

**Vision:** We cultivate leaders who advance adult education for stronger communities in Indiana.

## **1) Call to Order-Michelle Davis**

- a) Present: Sheila Butler, Michelle Davis, Rob Moore, Ted Pearson, Laura Smart, Cynthia Warner-Lowe, and Caroline Foster, Jennifer Wigginton, Polly Redmond, Christy McIntyre-Gray, Jerry Haffner came at 2.
- b) Call In: Mike Landram
- c) Absent: Natalie Reuter, Mandi Logsdon,

## **2) Approval of Minutes-Natalie Reuter**

- a) Motion to approve minutes as presented by Rob Moore, seconded by Ted Pearson . All approve.

## **3) Treasurer Report-Sheila Butler**

- a) Balances
  - i) TCU Checking: \$ 75,769.13
  - ii) TCU Savings: \$5022.23
  - iii) Paypal: \$86.78
- b) Motion to approve treasurer's report made by Caroline Foster, seconded by Polly Redmond. All approve.

## **4) State AE Update-Jerry Haffner**

- a) Passed out 2019 Next Level Agenda: He highlighted several bullet points On Workforce =Education and Career Training.
- b) Commissioner Payne attended a PD session today on Racism at Natalie's program. He has become more aware of our work and appreciates us more thanks to IAACE advocacy.
- c) Michelle sees nothing in this agenda about Adult Ed. Should we still advocate for WORK IN funds – Jerry said we should do what we think is best for our program.

## **5) Governor Cabinet Update-Michelle Davis**

- a) Cancelled last month.
- b) Meeting Tuesday Dec. 11 at 2:30

## 6) COABE Update-Sara Gutting

- a) **Ambassador Program and student led sessions for students at COABE 2019** (You can review the states that have participated thus far HERE: <https://www.coabe.org/student-ambassador/>) Please encourage the state leader to consider sending an adult learner to COABE 2019 to participate in the Ambassador Program preconference and the adult learner/student voice strand at conference. We are asking all state associations to consider providing the travel and registration funds to sponsor attendance by at least one adult learner from their state. Details on sessions that will be held at conference are HERE: <https://www.coabe.org/student-engagement-strand/>. You will also find additional, helpful information that Regina, our student engagement chair, compiled HERE: <https://conta.cc/2Ro0e3v>
- b) **Awards, incentive grants, and scholarships** Nominations are being accepted for each category of the awards. We hope each state will encourage submissions by the members and also move their own state winners forward for considerations. (Details HERE: <https://conta.cc/2RrJpEZ>)
- c) **National Board of Directors** Michelle is running for Sara's seat. Nominations and applications are being accepted for the following positions on the COABE Board of Directors. We hope that the associations will participate both by nominating a member of their board in the appropriate regions and also by pushing out the ballot to their members once it goes live in January. (Details are available HERE: <https://conta.cc/2RdroKt>)
- d) **Association Membership** Right now we are in full throttle trying to get states to renew their membership. Indiana's membership expires prior to national conference. This impacts all those members trying to register for the conference at the discounted registration rate. It also impacts their members ability to apply for mini grants, nominate for awards, and participate in webinars. Let me know if you have questions about this. We approved our membership and it was paid.
- e) Laura got a mini grant to attend conference and Sheila will be presenting

## 7) Committees

- a) Advocacy-Rob Moore
  - i) Will email to remind people to invite legislators to attend before January's start of legislature.
  - ii) Defer for Joe – see end of minutes for notes on his update today.
- b) Communications-Caroline Foster
  - i) Newsletter coming out needs materials. Ideas were discussed. November had a 50% open rate. Links are less effective. Blog goes out the day before the Newsletter. Deadline Dec. 18
  - ii) Do something for Lip Sync Challenge

- iii) Christy spoke on TIEFF Funding City of Indy gave \$390,000 split between Adult Ed Training Certification and another program. Jenn will send out an email regarding this.
- iv) We need to update the Dollar General Literacy website is totally out of date. Jenn said that it is up to each person to update their information. This could be a blog on how to change it and make use of scholarships
- v) Giving up Constant Contact and going to Mail Chimp that goes with Membership works. Still in transition.

**c) *Membership-Laura Smart***

- i) Membership Works is amazing and is capable of so much. We have 449 members.
- ii) She wants to add a survey for membership to garner information.
- iii) Neil is redoing our website for in kind sponsorship from Weebly and doing on Word Press because it doesn't work with Weebly.  
MOTION: Polly Moves that if we need to pay more for Word Press that Michelle, Rob and Ted can decide to pay it. Cynthia seconded. All Approve.
- iv) Hire a professional photographer to take picture for website at conference.
- v) Laura offered her daughter to photograph. And Caroline said we should give her something. It was discussed that we could comp her food.

MOTION: Rob moves that we ask Colene Smart to intern as photographer in exchange for meals and photo credit. Caroline Foster Seconded and all approved.

**d) *Conference Committee-Ted Pearson/Jennifer Wigginton***

- i) Jenn and Ted and Marilyn met. They went to Legends and it was discussed to close out the street and have a street party
- ii) 2 paid exhibitors New Reader's Press and Susan Lockwood consultant group.
- iii) Sheila will send info on learning resources to be a vendor.

**e) *Employer Engagement-Christi McIntyre***

- i) Meeting didn't happen. Christy has meeting set up with Marilyn, working on getting some business people to do conference presentations and Mandi was going to do one on rural communities.
- ii) Looking for other people to present. Panel on training – Parapro with Polly, Michelle Ellis's program and Michelle/Gayle are suggested.

- iii) WEI Pathway – open discussion – ask state to help with that. Jerry and Marilyn may have something planned for this.
- iv) Google Drive for Adult Ed providers is being rolled out.

**f) Audit-Michelle Davis**

- i) Nothing has started.

**8) Other Business**

**a) Old Business**

- i) State Association Collaboration – need to reach out.
- ii) IN Literacy Association – Mike We have MOU complete. Their board has unfinished business but will be wrapping up this month to have a start for 2019. Able to Capture lost gift from Subaru of about \$5000 for literacy.
- iii) In reading MOU there are 5 things IAACE will do. Transition memberships – send membership list to Jenn. Providing membership opportunities to companies or other agencies that we need to reach out to? Mike said they will review and bring to attention. Update our bylaws that 3 members will be on their board which we will appoint. It was discussed who would be on? President – elect, President, one of president nomination. The ILA meetings happen on GOTO, they were monthly. Schedule hasn't been determined for 2019. One hour long meetings.

MOTION Caroline moved to accept the President, President elect and a President nominated member to be on ILA board. Polly seconded All Approve

We will give 5 hours a month 60 hours a year from our Executive Director to manage paperwork.

- iv) Bylaws are being revised, being sent out for approval and feedback. The ILA info will also be added to bylaws. Read before January and send any changes. These will have to be approved by the membership at convention.
- v) Nomination and Election Committee : Jeff Clutter, Sarah Gutting and Deb Sherwood

**b) New Business**

- i) COABE Renewal Large group membership is \$1200 + \$400  
MOTION by Caroline to renew membership with the Journal and seconded by Cynthia. All in Favor
- ii) Mandi Logsdon submitted her resignation from the board due to her health. She nominates Konnie McCollum to replace her. Her story was told, she has a strong experience. She is a director, this is her second year, replacing Mandi before. Jerry says she is doing amazing things.

MOTION: Caroline moves to accept resignation and seconded by Polly all sadly approve.

Discussion ensued about other nomination potentialals..

MOTION: Sheila moved to accept Konnie McCollum and Christy seconded all in favor.

- c) Joe Loftus – He joined us to update us. Lots of change with legislature in terms of budget process. No discussion of AE at budget hearing. Doesn't know who is going to be chairman of Ways and Means. Many are new to their roles and do not bring expertise. New leadership in place as well. From a budgeting perspective – Dec 17 will bring revenue forecast – expect slightly positive but not by a lot. Biggest will go to Department of Child Services. Not a lot of money going to be available for education. Talks about giving more to K-12 and preK program (after he is reelected in 2021). After all of the recommendation that were released by council very little was in the agenda. AE is silent – is this good or bad? Joe says it means we don't know yet. Current level will be in place. Using MyCook program as an example that they want more of in AE. Joe doesn't have negative feedback. Michelle – asked about WORK IN – it is written in Statute and they are going to reduce and put to K12 or Next Level Jobs, have you heard anything? Should we be advocating to keep WorkIN funding? To the best of his knowledge no specific comment. Joe says from our perspective we have to pay attention to all of the conversation on workforce dollars. Since budget is tight and different legislators have different priorities we need to be watchful. If we can align to employers that are directly receiving the benefits. Get the businesses to go to advocate for us. In the next month what can we do to help? Make sure that we identify our local advocates and encourage them to reach out to legislators. It's been 10 years since we engaged and that was during our move from DOE to DWD. There were a lot of changes in attitudes at how important we were. But we are not immune to budgetary moves. Much more positive program than 10 years ago.

## **9) Adjourn Board**

- a) Motion to adjourn made by Polly seconded by Laura. All approve.
- b) Next meeting is January 18, 2018 10 a.m EST Oakland City University Plainfield.