

IAACE Board Meeting

French Lick Resort

Friday, May 17, 2019

905 Southfield Dr, Plainfield, IN 46168, USA Suite 145,

<https://zoom.us/j/3177219365>

Mission: To advocate for adult education in Indiana.

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

Happy Birthday to Mike (6th), Laura (15th) and Natalie (27th)!!

I. Call to Order—Michelle

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

II. Approval of April Minutes – Natalie, Secretary

- a. Motion to approve the April minutes by Cynthia Warner-Lowe, seconded by Rob Moore. All approve.

III. Treasurer Report— Sheila, Treasurer

- a. All conference payments are complete with the exception for the French Lick Hotel. We also have one more Lobbyist payment. DWD is working to pay off their invoice.
- b. Checking Balance: \$107,483
- c. Savings Balance: \$5,024
- d. Pay Pal Balance: \$747
- e. Motion to approve the treasurer's report as presented made by Laura Smart, seconded by Cynthia Warner-Lowe. All approve.

IV. State AE Update—DWD

- a. Annual IAACE Conference Invoice: \$50, 370 has been submitted DWD for payment. If there are any questions in the future, please contact Jerry or Marilyn for assistance.
- b. Statewide Performance: NRS Table 4 Measurable Skill Gains will likely reach 60%. It is currently at 59.53%. Additionally, currently 2,500 less enrollments than last year, HSE are also down this year 720.
- c. Jerry Haffner thanked the IAACE Conference for the TCU Award.

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- d. Grants: All grants have scores and final numbers have been determined. DWD will issue the grants soon.
- e. Upcoming IAACE Newsletter: Include important upcoming dates such as when data is to be finalized for the PY, when budget reimbursements are to be submitted, etc.

V. Governor Cabinet Update-Michelle

- a. Michelle Davis is meeting with the Commissioner next week on May 21. Many conference attendees shared how much they appreciated his IAACE conference presentation.
- b. Last time Michelle Davis met with the Commissioner she shared that there are 74 WEIs, Dunkin Supply HVAC training model. This year Central Nine offered a Next Level Job 4 flame HVAC training program. DWD informed Michelle Davis that this training will be removed. Michelle Davis is going to lobby to the Commissioner to keep these training by showing employer support. INTraining is moving to Access Indiana. Michelle Davis will ask for information more about this update.

VI. COABE Update- Sharon Bonney

- a. COABE is seeking feedback on how to improve the annual conference. They would like to increase the number of mini-grant applications. They typically hold a state Association meeting.
 - i. Michelle Davis suggested regional tables to facilitate conversations. COABE will promote & provide more information to attendees to create a greater understanding around what is being offered regionally.
- b. COABE 2020 Baltimore MD on April 5-8. They plan to bus individuals into Washington to push forward the legislative support for funding.
- c. Google Partnership: Use this tool to share and submit adult learner success stories and there is a \$1,000 drawing each month, access information on Google Bootcamp-shows students how to set up a business plan, budget, email account. Learn more on the Educate and Elevate website
- d. Over 50 webinars and Manager Mondays free of charge to all IAACE members.
- e. Adult Learner Initiative-Goal is to have students speak out on behalf of adult education. Participation on Capitol Hill and Learner send to COABE Conference.

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- f. The Educate and Elevate campaign in Indiana has had over 1,000 advocacy actions take place
 - i. There is also an additional \$7 fee for a more state specific advocacy too.
- g. Convener of Partners: 42 national partners and 47 state partners; specially a new partnership with Amazon

VII. Committees Reports

- 1. Audit-Michelle
 - a. No updates.
- 2. Advocacy-Rob
 - a. Joe Loftus, our lobbyist suggest this would be a good time to meet with PJ MaGrew the Executive Director of the Workforce Cabinet to share how adult education fits into the larger picture of workforce. Joe Loftus has offered to talk to the IAACE board about 1) how we could access additional and various funding streams, 2) how we could continue to advocate, and 3) how we can continue to educate our legislatures about how we are different from other entities.
- 3. Communications- Caroline/Jennifer
 - a. All presentations are currently available on the phone App. The Board would like Jennifer Wigginton to move it to the IAACE website and be available to all members.
 - b. Next month communication could center on HSE graduation ceremonies.
- 4. Membership-Laura
 - a. Active Accounts: 471
 - b. 62% are paying members
- 5. Employer Engagement-Christy
 - a. No updates.
- 6. Conference- Ted/Jenn
 - a. 387 Registrations and a total cost of \$107, 628K
 - b. Conference Profit: \$30K
 - c. DWD paid : \$50K
 - d. Some registrations still need to be paid
 - e. Conference Feedback: 93 responses
 - i. Excellent Reviews, keynotes, organization, food, program and venue
 - ii. All committee members should review conference feedback
 - iii. Should we ask all adult education professional to provide feedback regarding where the conference should be held in 2021? DWD said they could communicate that question to Directors. Michelle Davis will draft that information.
- 7. IN Literacy Association-
 - a. No updates.

VIII. Old Business

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- a. [Proposal Professional Development Opportunity](#)- Michelle Davis
 - i. Proposal that at a cost IAACE could contract them to offer professional development across the state. It would be a different type of training from a different provider. It would also be offered at a small cost. This would be a way to offer PD from the IAACE Board with our limited time. We want to make sure it is in conjunction with DWD to compliment the trainings currently being offered.
 - ii. Board Members are to read the proposal and provide feedback at the next meeting
- b. Success Story Book
 - i. Compile DWD success stories to share a copy with each program (32) and sub-contractors (+20). We could start by making 100 copies. Central Nine, Warren Township, and DOC will look into pricing. A committee will be formed at the June Board Meeting.

IX. New Business

- a. Open Board Positions-in July meeting
 - i. Sheila Butler will transition to the Secretary position. The treasurer position is open. The by-laws state that a current board member can fill a vacated position. All members should brainstorm who could take on that position. Jennifer Wigginton will also express to the members of this need.
- b. Executive Director Evaluation
 - i. Annual evaluation should take place before July with all Board Members input. Michelle Davis will create an evaluation tool. Each member will evaluate the Executive Director before the June meeting and Michelle will compile the information and present it in July.
- c. Shirts
 - i. Please write a check or use Pay Pal to pay for your shirt at a cost of \$31.44

X. Announcements

- a. Next meeting will be the transition meeting it will be held on Friday, June 14 at Belterra Casino Resort, 777 Belterra Drive Florence, IN 47020-9402
- b. Hotels are available for a rate of \$119 for Thursday and \$169 for Friday. Let the hotel know you are with the IAACE for a discount.
- c. The board transitions on July 1.

XI. Adjourn Board

- a. Motion to adjourn Board meeting made by Cynthia Warner-Lowe, seconded by Rob Moore. All approve.