

***MAACE Winter Board
Meeting Minutes, Fairmont
01/29/2009***

In attendance: Steve McCoy, Jean Lemire Dahlman, Kathie Daviau, Darrel Hannum, Shelley Jo Isaak, Yvonne Hauwiller, and DeeDra Reum. Absent: Margaret Bowles.

I. Approval of Minutes

Darrel motioned to approve the minutes from the conference call on October 14, 2008. Kathie seconded that motion. Motion carried.

II. Treasurer's Report

Transfer Funds from Savings

DeeDra presented an analysis of funds to the Board for review. This brought up the first item of business. Because there is \$727.52 in the checking account after paying for the boardroom, the Board felt it might be necessary to transfer funds from savings into checking to pay for future mailings, travel reimbursement, and other items of business. The Board agreed and decided to vote at the end of the day on an actual amount.

7-month Certificate expired

DeeDra brought to the Board a notice stating the 7-month certificate expired on 01/22/09 and was reinvested automatically on that date; however, if the Board so chooses to withdraw those funds, there is a 10-day grace period to do so. Shelley motioned to keep the certificate for 7 more months while investigating new options. Steve seconded. Motion carried.

Travel Reimbursement

DeeDra produced an itemized breakdown of funds, based on GSA rates; it would cost MAACE to reimburse Shelley, Jean, and Yvonne's travel to Fairmont per the Board's request at the 10/14/08 conference call. Yvonne donated her travel expenses to MAACE, and did not seek reimbursement. Shelley donated her meals per diem, and did not seek further reimbursement. Jean also donated her meals per diem but did seek reimbursement for her mileage from Helena to Fairmont and back and for her stay at Fairmont. Kathie motioned to pay Jean's mileage and lodging for a total of \$257.11 for her stay at Fairmont, which would cover room charges she incurred for her and Shelley Jo. Darrel seconded. Motion carried.

Deborah's pay for September

Per the conference call on 10/14/08, the Board asked Steve to negotiate pay with Deborah Richardson for her final workdays. Deborah asked for reimbursement for September's work. Deborah was paid \$125 per month for her work for MAACE. Darrel moved to pay Deborah the \$125 she is owed, thank her, and end any further agreement. Shelley seconded that motion, and the motion carried.

Number of Members

As of 01/29/09, there are 58 MAACE members.

III. President's Report

Steve expressed gratitude for everyone's travels and participation during this busy time. He also shared some memories of past MAACE Board retreats, and was grateful we could revive the tradition. Thanks to everyone's donated travel expenses, he noted the meeting was costing the organization less than the typical conference call.

IV. Old Business

Professional Development Committee

MPAEA may be postponed for a year, as they think New Mexico may be in line for their conference after all. This will bump Montana to 2012. Detlef discussed possibly hiring an event planner if we may need assistance; Detlef is sure MPAEA will pay for an event planner, although it will reduce MAACE profits. Monique and her Missoula staff may be willing to assist with conference planning as she has conference planning software. The Board felt an event planner would not be necessary and possibly pretty costly. Shelley researched possible locations in the Flathead and felt it may be difficult to host a conference in that area, as there are only 2 hotels in the area that can accommodate that capacity. More specifically, Whitefish Mountain Lodge can host enough rooms, but there is no dining facility large enough; in addition, organizing sectionals may be difficult with their space constraints. If the sectionals and/or dinner were to be held at 2 separate locations with the intention of bussing people, Whitefish Mountain Lodge is 35 miles up the mountain, which poses difficulties with transportation. Grouse Mountain Lodge was also a possibility, but it only has 150 rooms. Shelley also reported there is no hotel large enough in Big Fork. In Kalispell, the Hilton Garden Inn Suites does have enough room for sectionals, dining, and lodging, but it is not a great location nor a nice display of Montana as it is an industrialized area. The Board felt Western Montana would be great if we can make it work, and everyone felt Missoula is the next best option. Steve is going to ask Monique to look into a few possible locations. As a plan B, Kathie will start looking into possible locations in Billings if Missoula should not workout.

MEA-MFT

The planning meeting for the 2009 MEA-MFT Conference in Billings (Oct. 17-19) is 01/30/09, and Kathie asked the Board for a vote on which of the 4 possible conference options. Of the 4 options submitted to the Board, the Board felt the second option was the best for MAACE and the membership. This will entail having the sectionals at Skyview with being able to choose from any sectional offered at the conference, a MAACE only hospitality room, and MAACE will be able to have a membership meeting and/or a board meeting in scheduled rooms. After a lengthy discussion, the Board thought a theme of "Let's Reconnect" would be

appropriate. With the possible assistance from Margaret, MAACE could offer several sectionals, an old Board meeting, a breakfast business meeting, and a social/banquet for the membership; this would be paid for by MEA-MFT. Kathie moved to have MAACE co-conference with MEA-MFT in Billings on Oct. 14-16 at Skyview with a MAACE-separate hospitality room, 2 meeting rooms, a theme of "Let's Reconnect" with a separate brochure to be mailed to MAACE membership, asking Margaret to incorporate a training on Wednesday prior and to help pay for programs' travel, while MAACE also hosts an off-site social banquet at 4:00 pm with hors d'oeuvres paid for by MEA-MFT. Shelley seconded. Motion carried.

ANN/TESOL Memberships

Yvonne posted a letter on LINC'S, as well as mailed one to all project directors, regarding donations made by her and Rose to MAACE to purchase 20 ANN memberships (one per site) and 2 TESOL memberships (first come, first serve). As of 01/29/09, only three individuals have shown interest in the ANN memberships, and no one has shown interest in the TESOL membership. In the newsletter, Shelley will be getting additional information out to the membership regarding the value of these memberships. Participants will need to fill out their own applications and pay their own dues. MAACE will reimburse individuals upon proof of purchase. DeeDra will email a copy of the ANN membership application to all project directors to forward to their math instructors. Kathie also felt it necessary to extend the membership to a 2-year period if not all 20 sites respond; this will allow for those interested to have 2 year's worth of memberships if no one else responds. Darrel moves to email the application to project directors and remind folks of the significance of these memberships in the newsletter by March 15 as well as to make Rose aware of the status of her donation. Shelley seconded, and motion carried.

Bylaws and Resolutions Committee

During the October conference call, Steve asked the Kathie, Norene, and the Board to review the bylaws and handbook for possible changes. After many details and rationalizations were discussed, Kathie will strike out suggested changes and submit to membership for approval before following through with election at MEA-MFT/MAACE Membership Meeting. Yvonne seconded. Motion carried.

Suggested changes to the Handbook were to be discussed, but the conversation was tabled until the membership votes on the approval of the changes to the Bylaws.

Finance Committee

The MAACE taxes were completed on time. They were expensive, but they are finished. This was Margie's last duty as MAACE Treasurer. Dixie Stark offered to conduct an internal audit, and that is scheduled for February 17, 2009. DeeDra and Dixie will be meeting briefly in the morning, and they will meet with Steve in the evening to discuss the

findings. Once this is complete, Steve and DeeDra will present the findings to the Board.

Advocacy Committee

Steve briefed the Board on the background of the letter to OPI (Madelyn Quinlen) per David Strong's thoughts, attempts to go through the governor's office and being denied, and Judy Smith's presentation at MEA-MFT in Missoula. After that, Steve presented the three advocacy priorities to the Board for publication pending membership approval. Steve motioned to approve the priorities as written. Shelley seconded. Motion carried.

At the federal level, the Advocacy Committee is preparing a timeline for the next two years with a "Plan B" for the membership to see. In particular, Steve said to watch House Bill 2 and be prepared to defend them if necessary.

There have been several rumors about Adult Education being in the Stimulus Package. Through the Single Point of Contact Network, Steve was told an increase for ABE was included; however, the National Institute for Literacy Network says ABE was not included. As it turns out, ABE was not included. Margaret Bowles received a call from Tester's office to get information and said that Title II is not included, but it needs to be. Phone calls need to be made to Tester as soon as possible.

Steve also gave a copy of Grassroots Legislative Guide to the Board members to review. He feels it is very useful information to know, and he will be sure there is a link to this guide on the website.

Public Relations Committee

Through MAACE's efforts to reach out, Steve has been receiving responses, and this is encouraging. Steve and DeeDra will draw a name and get on email about the MAACE member that is winning \$100. We will send postcards out to the membership again in May or June.

Shelley is concerned the website is outdated. Although the links are current now, we need to update the Business Section, Annual Report 06-07; the resources section: Professional Development calendar (ANN, TESOL, etc. links on website); MPAEA scholarship section; newsletter section; memberships/awards section (outdated with Margie's contact information still); election information and deadlines; Committees and Members section with Chair's (Jean) contact information available.

Shelley also mentioned wanting colleague profiles on the website to assist with creating that "community" sense within the field. It would not have to be extensive, but enough to make people feel like they know their colleagues a bit.

V. New Business

Nominations Committee

Kathie volunteered to Chair the Nominations Committee, and Yvonne, Jean, and DeeDra volunteered to assist as well. Steve's term (Western) is up, but he would like to run again. Shelley (Western) is current for one year after this term. Yvonne's (At Large) term is up, and she is ready to

retire from MAACE; Darrel (At Large) is on for one more year. Jean's (Eastern) term is up, and she is not sure if she would like to run again, but she will notify the Board soon, and Kathie (Eastern) is in for one more year. Kathie will write something up by mid-March and late August regarding nominations and distribute to the membership regarding upcoming nominations. DeeDra will be sure to send electronic copies of nomination forms, etc. to Kathie.

Scholarships/Mini-Grants

The Board would like to see scholarships available to the membership to get to MEA-MFT/MAACE in Billings. This will help to support our conference. Shelley moves to offer four \$125 scholarships to MAACE members to attend MEA-MFT in October. Jean seconded. Motion carried. Steve created an Ad Hoc Scholarship Committee with DeeDra serving as Chair and Shelley and Yvonne assisting. The duties are clearly described in page 19 of the MAACE Handbook.

Non-Profit Association

Dixie Stark graciously donated \$75 to MAACE for the purchase of the MNA (Montana Non-profit Association) membership. This will be really useful to MAACE as they assist exclusively 501(c)(3) organizations. They are able to assist in voice and advocacy, lobbying, legislative alerts, ongoing education of public policy, and many more things. Jean moved to join MNA within the 2nd bracket for \$75 a year membership fee donated by Dixie Stark. Yvonne seconded. Motion carried.

Funding Formula Meeting

Steve discussed the results of the funding formula meeting, and the Board agreed that they would revisit the conversation if it affects MAACE's three advocacy priorities.

Newsletter

Shelley said a newsletter would be sent out to the membership in the beginning of March. The Chairperson from each committee will be asked write a small blurb (50-200 words) on updates. If these could be ready by February 20, she would have sufficient time to compile the information for distribution. Steve would also like to include a President's report where he will show the price of a Board meeting as compared to the price of a conference call and a small note to the membership regarding MAACE's status.

FY09-10 Budget

Steve asked the Board if MAACE is required to submit an annual budget. No one was really sure; although Darrel said the President and Treasurer usually iron those things out when the Annual Report is filed. DeeDra will go through the archives and get in touch with Margie for some direction. Steve and DeeDra will begin the Annual Report and submit it to the Board for review before submitting on April 15, 2009.

Awards Committee

Jean volunteered to Chair the Awards Committee, and DeeDra volunteered to assist. The Board would like to entertain nominations for

all awards. The awards criteria will be placed on the website, and a small note of reminder will be sent to the membership in the newsletter. DeeDra will email the awards criteria and updated forms to Jean for update, and Shelley Jo to be posted on the website. DeeDra will also look at prices of plaques and be sure it is in the budget for all awards. The deadline for application submission will be May 15. DeeDra will send reminder emails to the membership in April if there are not significant nominations. Based on the criteria given, DeeDra and Jean will be selecting awardees.

Compulsory Education Bill

The Compulsory Education Bill pertains to school attendance, requiring students aged 7-16 years attend school; however, if it passes, would require students aged 6-17 years to attend school. This would mean that 16 year olds would no longer be able to enroll in ABLÉ program or take the GED exam. Margaret Bowles asked the Board to discuss it, and because of the Board's diverse opinions, the Board agreed that MAACE would not advocate for or against this piece of legislation.

Fundraising

The Board feels it imperative to raise monies for MAACE and lengthy discussions regarding fundraising were had. The Board agreed that MAACE would have 50/50 raffles at MEA-MFT in Billings, providing this is allowed by MEA-MFT. Shelley also discussed donating artwork for the raffle tickets.

Mailings

The Advocacy Committee will be preparing printable 1-page talking points to be posted on the website and emailed to the membership. Shelley would also really like to see postcards sent out for when clients complete GEDs. The quarterly newsletter will be sent out in March, and a follow-up postcard with reminders will be sent by email in late April.

VI. For The Good of The Organization

Darrel stated that the monies for WIA may help ABLÉ services a bit, and as Chair of the Advocacy Committee, he will keep the field informed. Jean said that this Board is very dynamic, and she appreciates everyone pulling their own weight. Yvonne also said that she feels very connected to the Board and the field, and she feels very good about what the organization is doing. Steve expressed gratitude to everyone for attending the meeting and working so hard. He also reminded everyone that although we have a lot to do, we have also gotten a lot done! The Board would like to again, thank Dixie Stark, for her gracious donation for the MNA membership for MAACE, as well as Deborah Richardson, for her service to MAACE.

Steve entertained a motion to adjourn. Jean motioned to adjourn. Darrel seconded. Motion carried.

