

**MAACE Board Meeting
Minutes for Web
February 12, 2005
Montana City**

Attendees: Paula Arneson, Donna Bakke, Becky Bird, Amy Fabey, Jan Huff, Detlef Johl, Nancy Kessler, Marilyn Lockhart, Sandy Myers, Vicki Mattingly, Cathy Smyers, Dixie Stark, Margie Sylvester

I. Call to Order

The meeting was called to order by president Donna Bakke at 8:28 a.m.

II. Secretary's Report

The minutes were reviewed; Detlef moved to approve minutes with discussed corrections, Vicki seconded, motion passed. Amy noted that there were 146 members as of January 1, 2005. Amy also reported that the bylaw change (regarding changing the fiscal year to July 1 through June 30) passed with 27 "yes" and zero "no" votes received. Margie will now submit the request to the IRS and there will most likely be two tax documents filed this year.

III. Treasurer's Report

Margie distributed three financial reports pertaining to MAACE and Professional Development monies.

Detlef made the motion to use remaining scholarship monies for travel expenses for our MPAEA representatives to attend the MPAEA convention in April.

Dixie seconded; the motion was voted on and passed.

Due to the change in the fiscal year (vote by membership passed), Margie will now apply for the change with the IRS. The accountant will have to be paid two times this year if the change is approved.

Cathy motioned to approve the treasurer's report and Dixie seconded. The motion passed.

IV. Committee Reports

a. Awards Committee - Sandy reported that the awards are coming up.

b. Legislative Committee

Dixie reported on her brief discussion with the governor. She is currently identifying key people to sponsor an amendment to HB 2 (money bill) to appropriate a \$225,000 increase in adult education funding.

Dixie is working to get 750 letters sent to legislators regarding the president's budget. Becky suggested that the letters express displeasure with the current budget and the impact would decrease the programs' funding by 66%. Phone calls and emails have the most impact. General discussion was held on the appropriate methods for students to contact legislators.

Dixie stated that this fall we should request a raise in funding from Linda McCullough.

HB 589 – would devastate Title I. It would transfer the functions of the Dept. of Labor (which would include adult basic ed) to Montana Job Training Programs which is overseen by Mt. Assoc. of Counties.

There is also a HB that would appoint the state superintendent rather than elect.

The congressmen should be home during the week of Feb. 19 – 26.

c. Bylaws and Resolutions Committee

Detlef noted that in Appendix A on page 9 of the constitution that it states that MAACE would pay for 75% of expenses for MPAEA board members to attend MPAEA required meetings. In October we voted to cover 100%.

d. Nominations and Elections Committee

Paula will be contacting people to urge them to become board members. Detlef, Sandy and Dixie's terms will end this fall.

e. Public Relations Committee

Cathy reported that she will be receiving a press release to promote the fall conference.

New member packets were distributed at the fall conference.

MAACE lost \$912 on the t-shirt sales from the MPAEA conference. Cathy typed up a report for future consideration when purchasing and selling t-shirts. This report will be placed in the conference binder.

Nancy noted that MPAEA is encouraging the state boards to get involved in promoting the spring conference.

Membership renewals have been sent out.

f. Conference Evaluations

Amy distributed copies of the conference evaluation results in graph form.

These will be placed in the conference binder. Refreshments should be added to the conference evaluation form. The taste of Butte was a big hit.

The money for the conference comes from the professional development fund and the MAACE budget covers any overages (comes from registration monies).

g. Scholarships

13 people received scholarships for the fall conference. Becky interpreted this as the local programs are willing to pay for conference attendance.

Discussion was held regarding scholarships. There will be no second round for scholarships. The extra money will be used to help with MPAEA board member expenses.

h. Professional Development

Norene submitted a written report on professional development. Amy has been contracted to coordinate 2 2-day seminars in Billings and Missoula focusing on reading and reading assessment. Dr. Rosalind Davidson from Harvard will be presenting the first day of the seminars while Cathy and Norene will present the second day.

Reading is a great idea for the first seminars.

i. Finance Committee

Jan reported that an audit was completed during the fall conference. A time must be determined to review the books in the spring.

Dixie is working to make an advocacy dvd of her students. The board members agreed that this was a great idea and that in the future we might possibly make one dvd of students throughout the state.

j. Legislative Action

Donna spoke with Steve McCoy regarding legislative action. Steve said he would be willing to testify in DC for adult education. It was noted that someone should contact members of congress to inform them that someone is willing to testify.

Detlef motioned that MAACE provide funding to send a designated MAACE member to testify to a government entity on behalf of adult basic education as required or needed with board approval.

Dixie seconded and the motion carried. Dixie also mentioned that we should be careful with the amount of money that we spend on these issues due to our 501C3 status (non-profit).

The board discussed calling program directors to remind them to email, write letters and call legislators to provide information and representation for their programs. There are currently 21 programs.

V. Old Business

a. Cost of board meetings – tabled until further notice.

b. Goals of MAACE – During the summer meeting we will be discussing the goals of MAACE.

c. Summer Board Meeting

Discussion was held regarding the location of the summer board meeting. Suggestions included Lewistown, Helena, Great Falls and Bozeman. The meeting will be held on May 22nd and 23rd.

d. Email Decisions

It was discovered that email decisions are acceptable. They are to be ratified at the next regular board meeting.

e. \$500 MPAEA student – Margie reported that this was a non-issue. The money had been reported in the previous reporting period.

f. Secretary and Treasurer Evaluations

It was suggested that the secretary and treasurer provide a report prior to their scheduled evaluations. Discussion was held regarding appropriate compensation and tracking hours.

g. Membership – Discussion was held regarding the current membership practices including the member year, dues and constitutional changes.

Amy will be sending out the “thanks for renewing” letter in March with the newsletter.

- h. Dixie motioned that under current circumstances we support and encourage Donna to attend the MPAEA conference. Dixie withdrew her motion. Detlef motioned that the board fund the expenses of the president to attend the MPAEA conference. Jan seconded. Motion carried.
- i. Historical items - MAACE has items that should be maintained in a safe place. The natural place for these items is with the secretary and treasurer, however, there is no guarantee that something won't happen.
- j. Procedures for applying for MAACE funds for "other" situations – In two situations, student value conference and Irlen certification, MAACE members asked for funds. Discussion was held on designating certain funds for stipends or special requests.
- k. Dixie reported that her term on the MPAEA board is up and Terry Kelley is willing to fill the opening. However, according to MPAEA stipulations, the board member must be elected by March 1st by the Montana MPAEA members. Discussion ensued regarding funding Terry's attendance at the MPAEA board meeting (Page 9, Appendix A). This fall the board will change this addenda to say 100% rather than 75%.

Discussion was held regarding requiring MPAEA board representatives to attend MAACE board meetings.

Cathy motioned that Terry Kelley be appointed interim MPAEA board member for one year (until April 16, 2005) contingent upon his acceptance. Detlef seconded, motioned passed after a hand count, 5 to 2.

VI. New Business

- a. MPAEA award deadline is March 15th. Dixie will send an email via Norene asking for nominations.
- b. Executive Committee – An executive committee would be beneficial to the MAACE board. Detlef suggested that it include the president, president elect and one other board member. Dixie motioned that the board form an executive committee consisting of three board members with the president as the chair. It was decided that a job description needed to be written for this committee. Dixie withdrew her motion.

VII. Adjournment

Cathy motioned to adjourn the meeting and Sandy seconded. The meeting was adjourned at 5:04 p.m.