

Mountain Plains Adult Education Association
Summer Board Meeting
July 9-10, 2007

Minutes

Meeting called to order at 9:00 am by President Myna Frestedt. Present were Teri Zutter, Lou Workman, Detlef Johl, Scott Greenwell, Kelsee Miller, Sharyn Yanoshak, Myna Frestedt, Dianne Marquez, Nancy Lambott, Shannon Newman, Marion Lansford, Brad Deeds, Robert Croker, Suzette Fox, Luella Jones, Rom Bushnell, Mike Williams, Scott Greenwell, Nate Southerland

One correction to minutes was the COABE time frame is about the same as ours. Kelsee moved, Nancy seconded to approve the minutes. Members introduced themselves. A letter was read from Kathy Vickerman concerning the newsletter and journal.

The agenda was reviewed and announcements made.

Paulette Church from Colorado has resigned from the Board. New Mexico Association has asked to not hold the conference in 2009 as scheduled. Luella Jones from Utah has resigned and her replacement will be announced.

Detlef reviewed the finances. We have about \$200 checking, \$20,000 in savings, \$27,545.00 in T. Rowe Price. Dues will be forthcoming from Idaho. We're expecting about \$7000 in dues from the last conference. Gross revenues from Idaho are about \$11,000.

Gary Conti conducted a brief survey by email and sent the results to the Board regarding the Journal. It was noted that only about half the members have email addresses to date.

Myna mentioned that we need better communication between state affiliates. Only three states have links to the MPAEA website. Members were split out to discuss Membership, Finance, Marketing, and Awards.

Marketing reported on committee work. A t-shirt will have the logo on front and a picture on back. Scott will handle this. Postcards were handed out. Using the same vendor for bags, t-shirts, etc. may save money. Jaxxon Promotions was suggested by Luella Jones as a vendor. Lou will provide contact information to Nancy. Marketing MPAEA to the whole region was emphasized. The website has been given the most up to date information. Sandi will make another quilt if each state sends two t-shirts by October 1. Marion Lansford agreed to make 1 table cover with the Mountain Plains logo and states listed. Strands will be created for each category of members at the Utah conference. Scott will send an announcement of the Corrections Association workshop in October.

Membership reported on promoting MPAEA by reinforcing state association relationships. The Board members are encouraged to attend their state conferences and promote the spring conference. Lou will contact the Dean of Continuing Education at the University of New Mexico to see if she can help co-host the conference in 2009. The NMAEA Board has indicated they cannot co-host at this time. It was suggested that we contact COABE to see if they would co-host. Rom Bushnell will make contact. Kelsee will also contact AAACE for co-hosting.

Awards talked logistics and timelines. Prior to summer board meeting talks should be held on vendors, etc. Remind of state awards presented by host state. 120 days prior to conference the vendor should be approached on award plaques. Set up staging area for awards with the banner set up. Awards committee will send out conference attendance certificates to attendees. Plaques to outgoing board members should include the President's input. A disclaimer should be put on everything concerning monetary awards that says "depending on funds available".

Motion made to send a journal and newsletter in hard copy to the State Association contact to be presented to their State Board. Kelsee moved and Nancy seconded. Discussion centered around how to promote the journal in the states. Gary Conti will be contacted by Myna to send table of contents and abstracts. Motion passed.

Scott introduced Judy Tukuafu and Nate Sutherland from UAACCE. They presented information on the 2008 MPAEA conference to be held in Salt Lake City. Keynote speakers were confirmed and this will be added to the website and in the next newsletter.

National Staff Development Council is determining the guidelines used to send employees to a conference for staff development. Specific content must be addressed. This is true in Arizona, Montana and others. Terminology is important in programming for our conference. Send any recommendations on the conference to Scott Greenwell. Bob Croker suggested we try to reach the industries for training and development. Suzette talked of a certificate program that could be introduced.

Pre-conference sessions may include tours around the area or at the University of Utah.

A tour of the hotel was given.

There will be a street fair (Japan festival) in Salt Lake on the last day of the conference in April close to the hotel.

Detlef and Shannon presented budget information. Looking at increasing the membership fee by \$10.00. Conference membership and Institutional membership could be increased. It was suggested that Institutional Membership be raised from \$55.00 to \$100.00. Cuts were recommended in several areas. Discussion will continue tomorrow.

Detlef will pay hotel charges for this meeting. Parking charges will be \$4.00 instead of \$10.00.

Meeting adjourned at 5:15pm.

Resumed Board meeting on Tuesday, July 10, 8:30am.

A reminder was made about all board members being at all board meetings. If three meetings are missed they are off the Board.

The MOU was discussed for future conferences. A conference rate of \$349 was discussed, which includes membership. It was suggested that we advertise the fact that this includes all meals, breaks, membership, and the room rates are only \$79.00 per night. This was compared to other regional conferences. Late registration will be \$374. An email will be sent to all current members using the listserv MPAEA-L@cebrigham.usu.edu

The Utah Association will prepare a conference proceedings CD to be sold for approximately \$10.00 at the conference.

Detlef mentioned that with approval of budget, the board must now decide how the money will be raised to cover expenses. Discussion concerned spending down our funds. Motion made to approve expense portion of budget changes by Teri and seconded by Kelsee. Motion approved.

Membership dues discussed. Motion made by Kelsee, seconded by Nancy, that we increase dues to \$40 after 2008 conference. Motion approved. Note that we don't have affiliate members but we have organizational memberships.

Motion made by Mike, seconded by Suzette, to approve income portion of budget changes. Motion approved. The budget will be sent to the Board by Detlef via email.

Teri presented information on a website provider that will handle more of the business of MPAEA. This could be done for \$2,030.00. This could make us more organizationally state of the art. Given the information provided, Kelsee made the motion that we utilize ITC for our website management, Dianne seconded. The current provider's contract ended June 30, 2007. Motion approved.

Nate suggested we improve the look of the website and is willing to serve on the website committee. Detlef will pay for the month of July to ChurchMouseMedia until the transfer can be made. Teri will contact them and work with the new provider.

Bob Croker suggested we create some professional development CDs that would provide a benefit to members and could provide some revenue. Scott said this could be added to the conference sessions. Bob will present a proposal to Scott.

Gary will be asked to place the next Journal on the web under the Members-only forum. Those wishing to receive it in hard copy must specify this in writing. Motion made and approved.

Peggy has asked for more newsworthy submissions for the newsletter. Kathy, in the past, has had to research articles to fill space. August 1st is the deadline for the next issue. Myna will contact Peggy on the board's suggestions. Each board member will relay information to their states. Kelsee made the motion that the next newsletter go in hard copy but with a note that it will then come out on the web and that members must specify if they want a printed copy. Rom seconded. Motion approved.

A letter will be written by Myna as President to all State Education Directors, welcoming them to MPAEA, listing benefits, the conference, and the possibility of a roundtable for them. Utah's State Director may be able to contact the other states. The Board members will provide their State Director's names and contact information.

Contact should be made with Mike Woolcott to make sure we maintain our Incorporation status. Kelsee was asked to do this.

State conferences:

Arizona, Phoenix, Dec. 11-14, 2007
Colorado, Mar. 12-14, 2008, Omni, Bloomfield
Idaho, Oct. 22-24, 2007, Sun Valley
Montana, Oct. 18-19, 2007, Billings and Belgrade
Nevada, no conference as yet
NM, Nov. 3-5, 2007, Farmington
Utah, Oct 19, Bluffdale
Wyoming, Oct. 8-12 Cheyenne

MPAEA Conference, April 23-26, 2008, Salt Lake City Radisson

Meeting adjourned at 12:30 pm.

Respectfully submitted,

Lou Workman
MPAEA Secretary