

**Mountain Plains Adult Education Association
Summer Board Meeting – Las Vegas, Nevada
July 14-15, 2008**

Minutes

Meeting called to order at 9:30 am by President Kelsee Miller. Present were Teri Zutter, Lou Workman, Detlef Johl, Sharyn Yanoshak, Myna Frestedt, Nancy Lambott, Shannon Newman, Brad Deeds, Rom Bushnell, Mike Williams, Kaye White, Jake Gustin, Jolene Goerend, Lily Beth Brazones, Danielle Collins

Kathy Neff was introduced to tell about the hotel and give us a tour. Teri discussed next years' meeting with options for meals and activities.

Ken Zutter was able to buy www.mpaea2009.org this year. More discussion will be held on whether to continue with this.

Kaye moved and Sharyn seconded that the Treasurer pay the lunch bill rather than keeping separate receipts. Motion carried.

Lou Workman presented the minutes from the post-conference board meeting. Mike made the motion and Myna seconded that minutes be approved with one correction "respectively vs. respectfully" Motion carried.

Detlef reviewed the finances. We have additional library memberships this year. There were no CDs this year so interest is all from savings. The Idaho conference made \$15,919.00 last year. ProQuest brought in \$73.00 in royalties. The Salt Lake conference has brought in \$1903 in marketing so far. Kaye will report on conference funds. We have about \$643.84 in checking, \$25,428.88 in savings, \$24,266.22 in T. Rowe Price. This year we have a profit of \$8,514.33.

We have one outstanding scholarship that has not been paid. Discussion followed on tightening requirements to receive the money since receipts were not turned in on time. A recommendation has been made that we pay the scholarship this year but we re-enforce requirements for the following years.

Since getting a memo from a Colorado board member who was not present today, the status of CAEPA in MPAEA was discussed by Colorado members. It appears the memo was not reflective of all members of CAEPA.

Discussion followed that we need to fully inform new board members about duties and what MPAEA does for their states. Emphases can be made at the business meeting, through the President's address and in the newsletter. Outgoing board members should also orient their replacement before going off the board.

Lily Beth brought up the 2010 conference in Phoenix which will be chaired by Miriam Kroeger, Lily Beth Brazones and Myna Frestedt. First choice is May 12-14 and second is May 17-19, third June 6-8. The closer to summer, the cheaper the hotel rates. The Arizona State Department of Education is co-sponsoring. Therefore, National Staff Development Council (NSDC) standards need to be followed when accepting proposals. A link to these standards could be put on the MPAEA website. The tentative theme will be "Finding The Treasure in Adult Education". It was suggested that MPAEA join NSDC. Hotel rate structures are: winter \$141, April-May \$109, June-August \$74. Arizona will look into Tucson rates.

Kaye White reported on the Salt Lake conference. There will be about \$10,000 profit coming to MPAEA. Registrations were about 324. There should be about \$300 in memberships.

Nancy reported on the conference evaluations.

State conferences:

Arizona, October 24, Surprise (Phoenix)
Colorado, not until August 2009
Idaho, October , Boise
Montana, 16-17, Missoula
Nevada, MPAEA March 1-4
Utah, November 6-7, Orem
Wyoming, October 8-10, Cody

MPAEA Conference, March 1-4, 2009 in Las Vegas
AAACE, November 9-14, Denver

Kelsee will inform Nate that we should pay for www.mpaea2010 so we can stay informed from Arizona on their future conference plans.

Lou will send the recent membership list to Nate to be added to the membership listserv.

Adjourned at 5pm on Monday and resumed again at 9am on Tuesday.

Board members broke up into discussion groups on their committees.

Audit Committee: The audit committee reviewed the books. Rom moved that we accept the income/expenses and we accept them as being fiscally sound. Brad seconded. Kaye asked about having an external audit, which the board did not think was needed and is very expensive. Motion carried.

Detlef presented a short history of our finances for comparison on colored pages. Mike Williams reviewed recommended income and expenses. Anticipated income is \$49,440.00. Anticipated expenses are \$46,300.00.

Marketing Committee: It was suggested we have more raffles, rather than t-shirt sales. The website will be reviewed to enhance MPAEA. As Lou emails the list of members and non-members, look for correct contact information and get this information back to Lou to update the database. Also, make personal contact with these past members.

It was suggested that we have teacher scholarships where they may obtain professional development that could help them in their classrooms. Books could also be purchased for their classroom. \$2000 could be added to the budget, which would be \$250 per state. Nancy moved that a new scholarship called "teacher innovation classroom project" be awarded up to 8 teachers at \$250 each. Awardees will submit information to the newsletter editor for publication. Payment will be made in advance of the project. Rom seconded. Motion carried.

Detlef made the suggestion that we decrease another line item rather than increasing the budget. Lily Beth moved that we eliminate the Student Scholarship award and line item from the budget. Mike seconded. Motion carried. The reason this was eliminated was that no one has ever applied and it doesn't appear to fit within our mission. This student scholarship was intended for students in adult basic education programs to apply for matching funds from their states to come to the MPAEA conference.

The Memorial Scholarship will be renamed the Larry B. Wickham Memorial Scholarship, pending family notification. Nancy moved, Rom seconded. Motion carried. The Scholarship Committee will review the funds available for next year.

Kaye moved we accept the budget as presented and amended. Jake seconded. Mike noted revenue now as \$49,440 and expenditures, \$44,300.

New board members needed for next year are needed in Arizona (Shannon), Colorado (Scott), Nevada (Brad), Wyoming (Rom) and New Mexico. Nominations will need to be sent out in mid-December.

Membership Committee: Scholarship forms will be available to present at the conference as well as a slide presentation of past conferences and benefits of MPAEA. The packets will include a questionnaire to write answers to the questions and turn in for a prize. Book companies and others will be contacted for member discounts. New members will receive a pin and a membership card.

Rom suggested we make sure each states' Directors join MPAEA. Since some already belong, it was suggested that the individual states invite their state directors (paying their way) in order to get them involved in issues. Further discussion will be held within the Nevada conference committee.

It was discussed by Kelsee that we decide how to handle the rotation schedule for conferences. New Mexico still has not responded whether they have an organization.

We will move the conference rotation schedule up; therefore in 2011 the conference will be in Montana. Kaye moved, Shannon seconded, Motion carried.

Bob Croker discussed last year that we have a professional development CD developed. He will be asked to chair this ad hoc committee, with Myna and Nancy helping.

It was suggested we have three years minutes posted on the website. Lou will email those since 2006 to Nate. Person responsible for content, send to Nate with a cc to the Executive Board who will then provide direction to the full board and to Sharyn for updating the handbook.

Kelsee addressed the Strategic Plan document and Myna reviewed for the board. Myna asked for volunteers to serve on three objectives. She will be communicating through email.

Detlef reviewed previous discussions about asking other states to join MPAEA. This will be pursued by Nancy and Kelsee at the AAACE meeting in Denver this November. In order to advertise and promote MPAEA at the conference, they said that \$300 be used to pay for a table at the conference.

For reimbursement for summer board, Detlef gave each person an expense form to be filled out and returned with all receipts attached.

Meeting adjourned at 2:30pm.

Respectfully submitted,

Lou Workman
MPAEA Secretary