**CALL TO ORDER**. Julie Hagan. Those present were: Anne Mezzanotte, B.D. Brent Bernard, Bill Sentman, Bradley Fluharty, Carla Mullins, Cyndy Sundstrom, Cynthia West, Denise Aiken, Dianna Flanagan, Emily Daniel, Gara Christman, Glenna Triplett, Heather Bayne, Hollie McIntyre-McGilton, Jeffrey Mennillo, Joan Simonetti-Beck, John Holmes, Joseph Holliday, Julie Hagan, Kari Geary, Katie Mehle, Katrina Reed, Ken Cedar, Kim McAdoo, Kim McConnaughy, Kimberly Pickens, Kristi Briggs, Leeanna Hughart, Liz Johnson, Lori Kuffner, Malyka Knapp-Smith, Marty Soltis, Mendy Marshall, Mike Shaffer, Misty Dawson, Nancy Lockwood, Neavoda Judy, Nick Northup, Nick Zervos, Pam Young, Patricia Butler, Paula Gould, Rebecca Metzger, Robin Haupt, Samuel Hunter, Sandra Adkins, Serena Bradford, Sharlee Brooks, Terry Branch, Tirza Kay, Todd Murray.

**APPROVAL OF MINUTES (OCT. 2016)**. Distributed by Rebecca Metzger. Hollie McIntyre-McGilton made a motion to accept meeting minutes. Robin Haupt seconded. Motion passed.

**TREASURER’S REPORT**. Anne Mezzanotte provided a report as of September 21, 2017 total assets on hard are $112,694.41. The checking account has $95,586.89, and C.D.s are $17,107.52. Due to excessive funds, she recommended individuals be able to apply for more than two grants a year to four or five grants a year. Another possibility was to increase the amount of money available for grants. She reported that only one grant request was denied, and the request was to assist a student with paying a cell phone bill. Sandra Adkins made a motion to accept the treasurer’s report. Mike Shaffer seconded the motion. Motion passed.

**COMMITTEE REPORTS**

**Awards**. Hollie McIntyre-McGilton reported she made 11 awards for Ellen, 7 for adult education and SPOKES, and 2 for retirees. Kim McConnaughy has the program. This year the people who made nominations will read the information about the award winner aloud during the ceremony. Two students are speaking this year.

**Conference**. Nick Northup shared conference committee information. The theme was Everything Counts, and the logo was created by Brian Dotson. Participants included adult education/SPOKES instructors, adult education state and regional staff, public service, assessment specialists, DHHR state and regional staff, alumni, and exhibitors/presenters. Nick reported there were 61 presenters, 231 participants, and 10 exhibitors at the conference. Costs for the conference were: overnight Tues.-Wed. $166, overnight Tues.-Thurs. $294, overnight Tues.-Fri. $416, overnight Wed.-Thurs. $164, overnight Wed.-Fri. $285, and overnight Thurs. – Fri. $157.

**Membership**. Of the 231 participants, 215 accepted membership. Kari Geary will email those who denied membership to determine if they denied membership accidentally during the registration process.

**Legislative**. Shalom Tazwell is the legislative liaison. She scheduled WVAEA Day at the legislature for January 29th. If instructors cannot take their students to the capitol, Shalom has class activities that can be completed.

**Public Relations**. Heather Bayne reported a WVAEA, Inc. Facebook page and Twitter account will be created. Conference information will be posted to the website. Cathy Shank and Heather Bayne will work together on reformulating the listserv.

**Student Organization**. Denise Aiken reported there were less than 20 student success stories. The student success stories were put on posters for display during the conference. Some posters had QR codes on them that took viewers to student success videos. Cathy Shank asked about putting the student success stories and videos on the WVAEA, Inc. website.

**Alumni**. Diana Flannigan reported there is a Facebook page for adult education retirees. The only retirees who attended the conference were Diana and Nick Zervous. Tyann Douglass couldn’t come this year, as her mother passed away yesterday.

**NEW BUSINESS**

**COABE News**. Kim McConnaughy shared information about renewal of COABE Membership. COABE provides a complimentary registration to the adult education teacher of the year. There is no adult educator of the year this year; the complimentary registration will be given to the SPOKES Educator of the Year. The COABE conference is in Phoenix, Arizona, from March 25th-28th. Nick Northup and Julie Hagan attempted to link to COABE yesterday for the opening session, but problems with the Internet prevented it from happening. Heather Bayne made a motion to renew COABE membership. Katrina Reed seconded the motion. Motion passed.

**Resignation.** Marie Bias Jones submitted a letter of resignation. Misty Dawson made a motion to accept the resignation. Katrina Reed seconded the motion. Motion passed.

**Update WVAEA, Inc. Logo/Contest.** Discussion of a new WVAEA, Inc. logo to replace the current logo. There will be a gift card prize for the contest.

**January 29, 2018, is WVAEA, Inc. Day at the Legislature.** In the past, teachers used mini-grants to take students to the capitol. Misty Dawson took her class last year. They met with delegates, toured the museum, and had lunch at the capitol.

**Status of Lobbyist for WVAEA, Inc**. WVAEA, Inc. asked for lobbyist proposals. Several proposals were submitted and reviewed. The search continued after the review. Kim McConnaughy sent notices to potential lobbyists. She researched the WV Ethics website as a part of the search. She sent adult education and public service information to interested parties. One lobbyist who originally made a proposal resubmitted and cut her cost in half. More time is needed to get two or three more proposals before making an approval. A lobbyist needs to be hired for the 2018 Legislative session. Individuals making proposals would be interviewed. Public service training personnel have been contacted to form an educational alliance.

**Potential Sites for 2018 Conference**. Potential sites for the next conference include Camp Dawson. Lakeview contacted Kim McConnaughy about returning there. Mike Shaffer reported Jacob Green approved ODTP joining WVAEA, Inc. for a 2018 conference. There would be 70 ODTP employees attending. Cathy Shank inquired about Pipestem as a possible location. Canaan Valley Resort, the

Summersville Convention Center, and Glade Springs Resort are not large enough for the conference. The Waterfront Hotel was suggested, yet there are concerns of the conference guest rooms being bumped if there is a WVU home game. With new management, this may not occur. There is no final date on when the Charleston Civic Center construction will be completed.

**ELECTION**. Heather Bayne presented the slate of nominees and distributed ballots for the election. She announced nominees. Carla Mullins was a write in candidate for board member. The new board members and board positions will be shared at the awards ceremony.

**MOTION TO ADJOURN**. Robin Haupt made a motion to adjourn the meeting. Denise Aiken seconded the motion. Motion passed.

Respectfully submitted,

Rebecca Metzger