**Welcome – Johnnie Hamilton.** Call to order by Johnnie.Those in attendance were Amber Nottingham, Anne Johnson, Anne Mezzanotte, Bob Wilson, Bridget Covell, Bryan Ortez, Carla Mullins, Debbie King, Cathy Shank, Christina Harper, Cynthia West, Deanna Addis, Dena Smith, Denise Aiken, Emily Batten, Erin Clemens, Gara Griffin, Gordon Anderson, Heather Bayne, Helen Marria, Hollie McIntyre-McGilton, James Adkins, Jeanne Chandler, Joan Carloni, John Holmes, Johnnie Hamilton, Julie Hagan, Kari Geary, Kate McEvoy, Katrina Reed, Kay Pitrolo, Ken Cedar, Kim McConnaughy, Kristi Vermillion, Leanna Hughart, Lori Kuffner, Louise Miller, Malyka Knapp-Smith, Marie Bias-Jones, Melissa Everly, Mike Shaffer, Misty Dawson, Mollie Kennedy, Nathan Hindy, Neavoda Judy, Nick Northup, Nick Zervos, Pam Young, Patrician Butler, Paula Gould, Rebecca Metzger, Robin Haupt, Robin Lance, Samuel Hunter, Sandra Adkins, Savanna Whited, Shalom Tazewell, Sharlee Brooks, Sherlene Dailey, Susan Ellison, Terry Branch, Tirza Kay, Todd Murray, and Vanessa Clay.

**Review/Approval of Minutes from October 2015 Meeting – Rebecca Metzger.** Meeting minutes were distributed and read. The meeting minutes were approved. Motion made by Carla Mullins to accept the meeting minutes. Second motion by Katrina Reed. Motion adopted.

**Treasurer’s Report – Anne Mezzanotte.** The Treasurer’s Report as of September 30, 2016, was distributed and read. The checking account has $63,899.29, and certificates of deposit are $17,093.73. There is no money in the Paypal account. Paypal requires the social security number of the person using the account, and with the association account, Anne was using her number. Due to how this could impact her taxes, the PayPal account will no longer be used. Treasurer’s report was accepted.

**Committee Reports:**

**Conference - Christina Harper.** 275 people registered and attended the conference. Basket raffles are going well.

**Awards: - Hollie McGilton-McIntrye.**  There were 32 nominations this year. Alumni read and scored the awards via an electronic Excel sheet. Some criteria changes caused issues. Awards will be presented tomorrow at the awards luncheon. Retirees will be acknowledged tomorrow at the banquet too.

**Student Organization - Denise Aiken.** Student success videos were collected. Vanessa aided Denise to put the seven videos into a loop. Instead of students speaking during the awards banquet, student videos are being shown. There is a QR code for adult ed student success videos via O365.

**Alumni - Diana Flanagan.** Diana could not attend the conference. Kim reported for Diana. Diana made a Facebook page and added retirees to it. She is looking for ways to involve retirees in conferences. Linda Berlin and Tyann Douglas have been able to assist at the conference this year. Eight retirees will be recognized at the banquet. Mary Oliver will be joining us tomorrow.

**Membership - Amber Nottingham.** 255 members accepted memberships with their registration. Amber will send out emails to those who turned down the free membership to verify their choice was not an error during registration.

**Public Relations** – No report.

**Legislative - Shalom Tazewell**. COABE Capitol Hill Day was 9/28/16. Visits to U.S. congressional delegation were made, and they were educated about WIOA and the impact it’s having on our programs. President Obama cut Title 2 funds. Congress raised it up but not to where it was. Shalom met with Congressman Jenkins, and he was sympathetic. A COABE Advocacy Efforts for Adult Education Funding hand out was disseminated. The last page of the hand out had resources for activities to do with students.

Shalom recommended the end of February as a good time for WVAEA, Inc. legislative day. Nick Northup, Amber Nottingham, Shalom Tazewell, and the Garnet ESL class attended last year.

**OLD BUSINESS:**

*Updates to webpage/webmaster assignments.* Jack Price provided a resignation. Rebecca Metzger has been updating the website and volunteered to continue updating it.

*February 2016 Day at the Legislature*

**NEW BUSINESS:**

*Status of Teacher of the Year Award*. Kim reported how after a conversation with Mendy Marshall, it was determined that the criteria established for the teacher of the year award could not be met by all nominees. The instructor for the program of the year will receive the free COABE conference registration.

*COABE Registration for Orlando, April 2017).* Kim reported COABE provides a complimentary COABE conference registration. .

*COABE Group Membership / Approval.* WVAEA can renew membership with COABE for $1,200. Nick Northup made a motion to renew COABE membership for $1,200. Robin Haupt seconded. Motion accepted

*Paula Gould’s resignation from board Development Committee*. Kim reported that Paula resigned from the Board Development Committee. Johnny Hamilton thanked Paula for her service to the committee. Her resignation was accepted.

*Location for 2017 Conference*. Johnny solicited names of possible places to stay. The location must be able to take at least 300 people, and there needs to be enough rooms for sessions. Stonewall, Pipestem, Greenbrier, Waterfront, Snowshoe, Oglebay, Bridgeport Conference Center, and the National Conservation Training Center were suggested by meeting attendees. The National Conservation Training Center is a facility with a nearby hotel. Canaan is too small. A conference In Charleston would require use of the Civic Center. Mike Shaffer recommended Camp Dawson as a fiscally responsible location. Johnny Hamilton is looking into Camp Dawson catering all of the meals. Pipestem has cabins but bad technology. Waterfront has bad wifi and can cancel rooms if they conflict with a WVU game. Oglebay is totally remodeled. Nick Zervos reported there was a stigma with staying at Greenbrier. Chief Logan is not big enough, and the Beckley area has Gauley season. Snowshoe has no cell service. Bridgeport isn’t big enough. The three choices were narrowed down to Oglebay, Camp Dawson, and the National Conservatory.

**Present Slate of Nominees/Election - Heather Bayne.** Current open positions are president, vice-president, and three board members. Julie Hagan and Christina Harper are nominated for President. Denise Aiken and Nick Northup were nominated for Vice-President. Board member nominations include: Sandra Adkins, Misty Dawson, Neavoda Judy, Katrina Reed, Pat Johnson, Hollie McGilton-McIntyre, Mike Shaffer, and Robert Wilson. Cindy West was nominated from the floor, and attendees were instructed to write her name on the nomination form. Attendees were instructed to select up to three board positions; all positions will be announced at the awards luncheon tomorrow. Robin Haupt and Heather Bayne are counting votes.

Respectfully submitted,

Rebecca Metzger