

WVAEA, Inc. Board Meeting  
Lincoln Adult Learning Center  
July 13, 2018

**Welcome.** In attendance: Julie Hagan, Nick Northup, Kim McConnaughy, Kari Geary, Dianna Flanagan, Denise Aiken, Sandra Adkins, Misty Dawson, Todd Murraray, Carla Mullins, Tina White, Katrina Reed, John Holmes

**Approval of minutes (January 12, 2018)**

Katrina Reed made a motion to approve the minutes from the January 12, 2018 WVAEA, Inc. Board Meeting. Misty Dawson seconded the motion. Motion carried.

**Treasurer's Report.**

Anne reported that as of June 30, 2018:

Checking Account- \$73,438.22

C.D.'s: \$17,123.21

Total Assets: \$90, 561.43

**COMMITTEE REPORTS**

**Conference.** Nick reports that we are going to Camp Dawson for 2018 and will likely be going to Camp Dawson for 2019.

**Awards.** Hollie is not attendance in today, but Dianna reports that everything is moving along with awards. We had more nominations than we have had in several years.

**Membership.** Membership will be built into conference registration again this year, with the option to opt-out of membership. It may be beneficial to put a paragraph on registration that explains what it means to be a member of WVAEA and that individuals are not eligible for WVAEA grants without being a member of WVAEA. Some people have been choosing to opt-out and then later apply for grants and don't understand why they aren't a member since they attended the conference. Kari reports that there have been a few people apply for membership since the conference. However, not all who have applied have paid their fee so they haven't received official membership.

**Public Relations.** In the past we had discussed developing a Facebook page, but this has not been done. We would still like to establish one.

**Legislative.** Shalom is not in attendance. Kim is not sure that she wants to continue with this commitment because we have hired a lobbyist. Kim will reach out to her one more time to make sure that she doesn't want to continue with this role. We will discuss at next meeting about appointing a new chair.

**Student Organization.** Denise is going to check security settings for videos so that we can ensure that you don't have to login to view the videos via Office 365. Denise thinks that using YouTube will be a better way to do the videos. Julie is going to create a template for instructors to utilize when submitting student success stories so that they have uniformity. The template will be sent out in August and Julie and Denise will work together to get the posters completed.

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**Alumni.** Dianna reports that there has been a good alumni response this year when she has sent out Facebook messages. There are a few alumni who don't like to use Facebook and have requested using email, but Dianna doesn't plan to do this. Kim and Dianna have both been adding retirees to the Facebook page so that they can receive updates.

**NEW BUSINESS**

**New WVAEA Logo:** We would like to do a contest with students to come up with a new WVAEA logo. Pam would like us to wait until after the WV Adult Ed logo competition has been completed (After August 1). Kim suggested that we run the contest in September and then announce the winner at the conference. We will give an Amazon gift card as a prize.

**Point of Sale System:** The last couple conferences we have ran into issues with how vendors and families pay when attending the conference. We have enough funding that we could buy a Point of Sale System, such as Square, that would allow people to make payments who don't have a purchase order system. We could utilize it on the iPads to complete transactions for vendors, raffles, etc. Square takes a very small percentage for each transaction. This could help increase sales at the conference because of people not carrying cash. John made a motion to purchase a Point of Sales System. Denise seconded. Motion carried. Julie and Kim will work with Anne to make the purchase.

**Re-hiring of Lobbyist:** We need to decide if we would like to rehire Lori as our lobbyist. Last year we got a late start, so we need to decide soon as to whether we would like a lobbyist for the 2019 legislative session. Lori was good at communicating information to Kim and Julie. Kim will get a proposal from Lori to see what the cost would be for the 2019 session. Once we receive the proposal we will discuss again.

**Award revisions:** The awards committee made some changes to conference awards back in March. Mendy wanted the awards to be more data and performance based. The Program of the Year, SPOKES Instructor of the Year, AE Instructor of the Year, and Administrator of the Year have been changed to data-based/performance-based awards. State staff/regional coordinators will take part in choosing the recipients for these awards. SPOKES student of the year, AE student of the year, collaborative partner, and outstanding service awards will still be selected through a nomination process. Professional development awards, New teacher of year SPOKES/AE, and literacy volunteer awards were eliminated.

**Grant Requests:** Carla is keeping track of grants on a spreadsheet. If there are any questionable requests, it will be sent to Julie and Kim before being approved. Pam suggests that regional coordinators look at grant requests that come from their region. Before approving, Carla will send to the regional coordinator for the individual requesting the grant. Members can now ask for up to \$1,000 a year. In the last year there have been 13 special events, 20 program supplemental and 18 professional development grant requests, for a total of \$12,071.75. Grant recipients are going to be required to fill out a "Grant Award Expenditure Report" within 3 months of receiving the grant, with receipts attached. This form will be sent out with the grant award email. Grant recipients will also be required to submit pictures and a summary of their event/usage of the money.

**COABE:** For the last several years we have bought a group membership for COABE—typically around \$1,200. However, we don't seem to be really utilizing this membership. COABE has been asking for success stories from different states. Denise reports that it is difficult to upload these success stories. A

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media release is required. Denise is going to look into the details and we will determine if we need to add this release to orientation paperwork. As a whole we need to try to stay more up-to-date and take advantage of all that COABE has to offer. Everyone in WVAEA has the same identification number. It may be beneficial to send out an email after the ID is received to make people aware. Julie reports that they are having a virtual conference in October 25-26 for a \$500 group fee for all instructors to attend. Pam is going to take the lead to keep everyone abreast regarding COABE. Misty made a motion for WVAEA to spend \$500 for the COABE virtual conference. Katrina seconded. Motion carried.

\*Kim will make another request for the complimentary COABE registration. It will be given to the AE Teacher of the Year.

**Request to cover Wufoo fees:** There has been a request to cover the Wufoo fee for this year due to the RESA transition. Pam made a motion to cover the Wufoo fee. Katrina seconded. Motion carried.

**Request to cover Weebly fees:** We have discussed giving the website a new look. To have access to more features, it would be beneficial to purchase a paid version of Weebly. Denise made a motion to purchase the Weebly paid version. Misty seconded. Motion carried.

**Resignation:** Heather Bayne is resigning from her board member position, as well as her role as the board development chair. Pam made a motion to approve Heather's resignation. John seconded. Motion carried.

Katrina has agreed to fulfill the role as the board development chair. Misty made a motion to approve Katrina's role as board development chair. Denise seconded. Motion carried.

**Other Items for Discussion:** Sandra reports that 4 people applied for TASC scholarship. She feels that all 4 were well qualified. Currently WVAEA covers 2 individuals. Sandra is asking that WVAEA cover all 4 applicants for this year. This would be an additional \$2,000 from WVAEA. Misty made a motion to provide additional money for the scholarships. Katrina seconded. Motion carried.

Thinking ahead, Pam reports that the PD office is unsure of whether they will have a full-time secretary. We need to think about who will cover the duties that Leeann did in the past; conference registration and during conference. Julie's program assistant may be able to fulfill these duties once she starts working and is trained. Pam also said that presenters need to think about printing their own packets. We will continue to discuss these issues as the transition from RESAs to ESCs continues in the coming months.

**Motion to Adjourn.** Katrina made a motion to adjourn. Denise seconded. Motion carried.

Respectfully submitted,

Kari Geary

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