Quarterly Board Meeting February 2019 Minutes

Date: 2/15/2019
Time: 9:00 am
Minutes Taken by: Monica Orsot (Secretary)

I. 9:00 am--Call to Order and Roll Call by President (Libby Favrot)

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<tr>
<th>Executive Board Members</th>
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<tr>
<td>☒ Libby Favrot</td>
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<tr>
<td>☒ Marilyn Schwartz</td>
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<td>☒ Shondel Havard</td>
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<tr>
<td>☒ Tawn Augustus</td>
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<td>☒ Monica Orsot</td>
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<th>Region Representatives</th>
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<tr>
<td>☐ Michele Seymour</td>
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<td>☒ Tammy Terry</td>
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<td>☒ Stefanny Chaisson</td>
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<td>☒ Connor Chauveaux</td>
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<td>☒ Falencia Ezendu</td>
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<td>☒ Kelsey Osman</td>
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<td>☐ Gwen Vaughn</td>
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<th>Ex Officio Members and Guests</th>
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<tr>
<td>☒ Kaye Sharbono</td>
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<tr>
<td>☒ Angela Day</td>
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<td>☒ Erin Landry</td>
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<td>☒ Janet Tassin</td>
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<td>☐ Andrea Buttross</td>
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Guest Representative from Morgan Stanley arrived after roll as noted in Morgan Stanley section.

II. 9:05 am--Approval of Minutes

- Minutes from November 2nd, 2018 were read.
- Changes or amendments noted: Angela notes the balances should be reflected on minutes on the November 2nd meeting.
- **Motion:** To accept the minutes from November with note that balances should be reflected in all future minutes.
  
  Properly Seconded
  Abstentions: None
  Unreadiness: No
  Yay vs Nays: Passed Unanimously

  Motion Carried/Motion Tabled/Motion Declined: **Motion Carried**

III. 9:10 am--Financial Report

- Financial Report read by Tawn (Treasurer): Doesn’t have access to Decembers numbers due to lack of ability to download the .pdf document. Met with Bland 2-3 weeks ago to discuss the separation. Stated will send a detailed copy of general ledgers Dec 31 2017 and Dec 31 2018 financial statements. Should have it by the end of February.
Balances:
  ● Capital One Accounts: $52,673.38 – Previous balance at 12/31/18
  ● Angela reminded about money at LA Tech that is sitting.
  ● PayPal Account: Balance of $500 as of Dec. 31st, 2018
  ● Question as to whether is was a credit card fee or payment for memberships -- Erin confirmed was set up for membership payments.
  ● Tawn will get finance committee together to go over financial statements and report updates.

IV. 9:15 am -- Call for Newsletter Submissions from Board and Programs

● Deadline for February is the 27th. Will go out for Monday, March 4th.
● Program submissions
● Will send push reminding membership about COABE

V. 9:20 am -- Status Review of P&N Relationship

● Website: we have the login information for our accounts, Libby is working with Erin to transfer our website to SquareSpace.
● Phone: old one disconnected, new one is 225-384-6625 (Google Voice Number)
● Address: PO Box 24700, New Orleans, LA 70184 (on website) General Mailing
  ○ Physical Address: (Legal) Addresses haven’t changed but will be changed soon. Will likely incur a fee. Using Personal Address.
  ○ Angela says we may not be allowed to use the LCTCS office address but she will ask.
  ○ Angela suggested UPS mailing office and using the street address for that office
  ○ Suggested to wait until after have the Executive Director
● Documents: Libby received passwords for various accounts and a thumb drive. She has uploaded it to DropBox. Thumb drives sent to Marilyn and Tawn. Libby has intention to share with board but wants to organize files before sending. Would like Board volunteer to help organize the files. Shondel and Angela volunteered to help sort the files.
● Membership: JoinIt® was more of a hassle for syncing so spreadsheets were used to organize membership by organization. “Remaining Programs NOT institutional” needs more information to complete and clarification. Libby is working toward cleaning up.
  ○ Libby will make the spreadsheet for membership open to the board once updated.
The list can be used by region reps to email or board members can use to contact members in a region or organization. This list is reflective of current paid members.

- There is another list of emails of all past members.
- Confidentiality issue raised by Kaye that members are not contacted unless notified “for use by board.”
- Tammy raised question about setting up a Remind for members in their region. Discussed need to send disclaimers. Board will work toward adding disclaimer to membership sign-up form. Use BCC when emailing and line addendum stating “For LAPCAE intuitional purposes only.”

- Newsletter update: Secretary (Monica) sent out to whole list
  - Needs to get with Advocacy to get wording for their initiatives and contact person.
  - Can add legislators and partners once we develop list and have targeted info sent to them (Marilyn)

- Finances: Libby has debit card from Capital One for online reservations
- Climate Controlled Storage unit to store LAPCAE and conference items
  - Prepare invoice for months up to conference COABE may pay for it. Need to verify.
  - Consolidated items from years past and have more storage space than needed (anticipation of future needs)
  - $100 per month

- Taxes: Tawn did not get general ledger (recapped). Year and a half of taxes need to be retrieved. 1099 information was given. Angela recalled that taxes need to be filed in October. “15th day of the 5th month ending of that organization’s fiscal year.” End of fiscal year is June 30th.
  - He filed last October for 2018. (Email was sent by Bland stating taxes were filed and extension filed).
  - Suggested Finance Committee look toward getting 3 quotes from separate CPAs.
  - Janet confirmed that Nov 15th tax deadline

### VI. 9:40 am--COABE 2019 Preparation

- Board member duties and expectations:
- Review of “Boots on the Ground” meeting: Angela recapped—2/15/19
  - 1,964 total registrations
  - 215-LA registrations. (Early bird ended yesterday with expectations of another 300-400 registrants).
  - Andrea suggested 30+ volunteers
  - 55 volunteers for COABE (not counting board)
  - Angela recommends board volunteers 4 hours a day for each day.
  - COABE says they need 70 volunteers—(minimum 2 hours a day)
- Lowest volunteer time is 1-2 hour blocks
- Bagged stuffing is Saturday (1pm to 5pm) we need to be at the hotel by noon. Volunteer party from (5-7).
- Getting 9-10 parking passes.
- Sit on front row of opening session, board will lead the 2nd line.
- Sunday and Monday to pick up speakers (Angela and Shondel) Google, Amazon, Tyson, NCFL (VIPS) [Black Escalade or Explorer]
- Career Pavilion (Kaye): ACTE had one as part of their conference and attracted a lot of attention, COABE will do one as well. Louisiana businesses are needed ($200 per table). Businesses looking for employees or training of employees.
  - Ochsner Health Systems—Erin suggested an official invite from President of COABE sent directly and CC the contact that tagged the organization.
  - Workforce was suggested.
  - Angela sent LWC information to the conference. Erin suggested to directly email LWC board members that are business people. (Board members and Region Reps). Making a connection to LAPCAE and lay groundwork.
  - Email targeted to businesses from COABE about what COABE is and how it connects to adult education and what they may do. (send 15 emails and cc each LAPCAE board member). Mention the local rep as contact point for them. (Attention focused on New Orleans area)
- Color Guard and National Anthem—Kelsey O. and Tawn will look for someone to sing the national anthem. Kaye needs to know so that can go into program. Suggested Holy Cross, ROTC or Boy scout Color Guard. (Monday, April 1st)
- Student Ambassadors—Kaye (TX, OK, AL, AK) we need student ambassadors from LA. LAPCAE should support these efforts. Advocacy is working on finding students. Students can be previous students that are trained to be advocates for our initiatives. [Team of 3: 2 staff and 1 student or 2 students and 1 staff]. Students should be registered on online form and Laura from COABE would contact them after approval. Erin suggested it would lower cost to get staff already attending the conference to be part of those teams.
- How to approach student—get them to commit to training and reach out to other students—students in future may be provided a stipend ($100/yr or $50/month) and mileage if approved by board. We can start small.
- For the COABE conference: 8 student ambassadors (one from every region) sent to ambassador training with Region Reps. (Students do not need to pay the $150 for Pre-Conference—Kaye will look into updating it)
Discussed that LAPCAE will allocate up to $1000 per region (Max budget of $8,000) for student ambassadors to participate in the student ambassador training at COABE this year—tracked by Region reps (names and teams and one-night hotel reservations) students can leave after Sunday. Erin will email the Region Reps with information. Have teams set up by next Friday.

- **Motion:** LAPCAE will spend overall $8,000 with up to $1,000 per region to send student ambassadors to training at COABE conference this year.
  - Properly Seconded
  - Abstentions: None
  - Unreadiness: No
  - Yay vs Nays: Passed Unanimously
  - Motion Carried/Motion Tabled/Motion Declined: **Motion carried**

- Advocacy committee can get together and speak to with COABE contact Laura to coordinate. (Erin)

- If any board members want to do the Paddle Boat or pre-conferences they can pay for themselves separately. Send Angela info if you would like to do so.

- **AWARDS:** meeting of general membership is Tuesday, we voted to change date of yearly conference, difference in dues price, membership calendar (when to pay), we need to have decided beforehand.

- Taskforce to work on these topics needs to be created.
  - Is LAPCAE running something in 2019?
  - Nothing until Nov 2020, do we want to do regional things?
  - Do we want to increase the cost of membership, what amount, tiered institutional membership needs to be reviewed (as noted earlier).

- Next Quarterly Board meeting is public at COABE (General Membership).
  - Revision of bylaws
  - New conference dates 2020
  - Update Legislative Day and Student Ambassadors (P&C update and Advocacy update to general membership)
  - Notify membership about Executive Director
  - Notify update in membership dues

- **Awards:** Admin, Support Personnel, Teacher, and Recognition of Student Ambassadors at COABE or later in year at LCTCS (possibility), is there time to get nominations, get board vote, and get awards done? Template will have to go out Monday. (Time and Location of LAPCAE general session is 2:45 to 3:45 on Tuesday, Room: Rhythms 2---Marriott)
  - Google Form send out Monday via Constant Contact
    - Deadline to nominate March 1st
    - Preface special event
● Feb 18th to Mar 1st—March 4th to 8th Board vote Stefanny nominated (get with Monica about Constant Contact)
● Google Forms (nominations Feb 18th) and another Google Form for board (voting—Mar 4th), awards need to be made
  o Re: Membership—We need to have some event or draw to keep LAPCAE in members’ radar.
  o LAPCAE table at COABE can have award winners pics and information.
  o Possibility of Kaye’s suite have light refreshment with board and winners after the awards at the Sheraton (confirm with Kaye)
● LCTCS plans on going to legislature to ask for money for Adult Ed in possibility of having a separate line item in state budget—Advocacy is important in these efforts.
● Shondel and Muriel led a meeting to support advocacy outreach this week—they met with teachers and book club to inform them on correctional and adult education (Jackson, LA). It was suggested about presenting to Rotary. (Tie into student ambassadors) We have to amplify our students voices.

VII. 11:13 am-Morgan Stanley Presentation (working Lunch)
● Our financial Advisor for 6 years (Robert Foard—Morgan Stanley Rep)
● Account set up (Non profit) Brokerage Account—Asset allocation is done for us, MLP good income but rises and falls with price of oil.
● Talked about more efficient way of managing our accounts—Looking at the chart from Morgan Stanley handout. We could manage the portfolio by having a unified management account—active passive stance. Diversify sleeves and have investments broken down on the investment and value side.
● Provided portfolio. The model portfolios can be picked by the board as to how aggressive we want to manage our account. Progressively aggressive from left to right. Stock heavy portfolio currently (100 percent). Small decisions are made by Morgan Stanley but type of portfolio can be decided by board. Model suggested based on needs for income. Maybe 86 stocks/14 bonds mix (Tactical) under model 5. Opportunistic Growth. Could be more cautious if we decide. (models 3-5)
● Have TransAmerican and little one-offs that need to be managed. Not good long term plan.
● Make sure the new president sends in the appropriate paperwork in timely manner. W-9 was out of date. Mandatory withholding was done in December. Need to file with tax return so we get that money back. Up-to-date for 2019. Will send out a 1042-S.
● Currently, managers are charged internally around 2%. If we choose a portfolio, it would be unwrapped and be around 1% and reflective in reporting. Every individual manager could be hired and fired at will if not performing well. More control by Morgan Stanley.
When to take out money? One time or over time? Timing issue but depends on budget. Money from COABE should be put in savings rather than put into Morgan and withdrawn. We need to open a saving account for LAPCAE and look toward investing extra but have accessible if need for operating costs. No penalty for withdrawing with MS.

VIII. 12:17 pm Advocacy Plan
- Rate the importance of activities on form after reviewing the plan provided (completed by board and turned into Erin).
- May 22nd is Legislative Day. Will get a save the date from Erin.

IX. 12:31 pm--Committee Reports
- Finance Committee—chaired by Tawn
  - Will meet Tuesday or Wednesday afternoon. Will discuss Morgan Stanley information and put in language can understand and choose from. Open to recommendations. (Take to professional 3rd party and get opinion)
  - Balance—Capital One: $33,143 could go up to $100,000 if COABE pays ($50,000 stipend and $60 on every LA member registered)
  - No resources needed
- Advocacy Committee—chaired by Erin
  - Ambassador Training—Learn how it is done in other states and determine how to implement in our state.
  - Choose students to work the Legislative Day and the work and coordination that needs to happen with LAPCAE and LCTCS.
  - Email campaign software (Insight software can customize to LA and get analytics).
  - Work to coordinate meeting with students and legislators. COABE Capitol Hill day in May, tentatively send Conner to represent LAPCAE. (President email)
  - Work on priorities after looking at survey results
  - No resources needed
- Partnership and Communications Committee—chaired by Monica
  - LWC (email from Angela) two that participated in last LAPCAE, will forward us the emails from those
  - Timeline Newsletter (monthly) and every two weeks social media, specific questions and target a program (showcase a student or teacher, what are you proud about this month). Teacher resources
  - Add legislators and senators (house of reps emails). (Check email)
  - Diploma by educational attainment link (LCTCS) {Email Adrienne for application}
  - Countdown to COABE possible e-blasts—Needs to have following:
    - LAPCAE general session information included
    - Agenda abbreviated (updates from Board)
• Awards Ceremony (make big)
• notification of sessions of interest (highlight)
  o Teacher Tips: Do they have a tip or technique for dealing with TABE 11/12 (in newsletter) link to google form to collect responses and show responses in next newsletter.
  o Pictures need to be taken and sent to our social media platforms.
  o Website (award members 2017), bio on board members, needs updating
  o HiSet conference July 15-17, 2019 is in Iowa. Partner with state association. We could look to do in future. (Angela can talk to Jason Carter)
  o No resources needed

X. 1:25 pm—2021 Conference Options
● Marksville—paragon wants us back will have to look at more information before making a decision, image needs to be considered, has to be a draw for membership

XI. 1:35 pm—Executive Director—Next Steps
● Interested Party absent from discussion
● Libby distributed the Executive Director contract and board members read to discuss points.
● Opened by President for comments or concerns--items from Contract:
  o Conference Related—Added bullet for Vendors
  o Under “Communication”, clarification on how much ownership of website and social media piece (figure out on the coordination), will help facilitate the communications plan but not be content creator (exact expectation should be clarified with interested party and Secretary).
  o Contractor Compensation- C. Equipment and Supplies: board will set budget on expenses (board can decide if expenses come out of salary), expenses may be tax write-off for the contractor. Sub-contractors expensed from contractors salary.
  o Confidential Information: missing word members but was explained has existing and expected customers or third parties covering members

● **Motion:** To accept the contract for the position of Executive Director for LAPCAE.
  Properly Seconded
  Abstentions: None
  Unreadiness: No
  Yay vs Nays: Unanimous agreement (Yays)
  Motion Carried/Motion Tabled/Motion Declined: **Motion Carried**

● Choices for filling Executive Director position: (Marilyn discussed what the ED ad-hoc committee decided)
  o Part time salary, Contract is one year
Committee felt LAPCAE needed someone who can start immediately—needed to have background in Adult Education.

Recommendation to advertise within the Adult Education community for now. Eventually look to advertise outside of Adult Education community.

Do we open to Adult Education community (membership list) give qualification list and basic info on duties or offer negotiations to interested party?

Timeline would be months before position filled (time lag—interviews, deadlines)

Issued raised with possible conflict of interest with COABE President’s term overlapping with conference and Executive Director position. As of July 1st interested party will no longer be COABE president and is interested in position.

Timeline was given as start date being Feb 1st.

There may be other Adult Education people who have skill set to serve as Executive Director. Opening it up would make it clear and fair.

Time issue is most crucial: board or committee would have to set deadlines, and set up interviews

- **Motion:** Vote on whether to offer interested party or open up to Adult Education community.
  - Properly Seconded
  - Abstentions: None
  - Unreadiness: No
  - Yay vs Nays: Unanimous agreement
  - Motion Carried/Motion Tabled/Motion Declined: **Motion Carried**

**Vote Options:**

- 1-advertise and open up to AE for interview
- 2-offer directly to interested party for negotiation

- **100% passed to offer to interested party (Kaye)**

- Negotiation process with interested party (President Elect Marilyn Schwartz and Treasurer Tawn Augustus)

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**XII. 2:17 pm--Next Meeting**

- Will be the General session at COABE
- **Motion:** To adjourn at (2:18 pm) was made.

  - Properly Seconded
  - Abstentions: None
  - Unreadiness: No
  - Yay vs Nays: Unanimous agreement
  - Motion Carried/Motion Tabled/Motion Declined: **Motion Carried, meeting adjourned**