May 31, 2019 -- Agenda

Virtual Quarterly Meeting

Date: May 31, 2019
Time: 9:00 am
Facilitator: Libby Favrot
Minutes taken by Secretary M. Orsot

9:00 AM - Welcome & Roll Call - Libby Favrot

Executive Board Members

☑ Libby Favrot  ☑ Marilyn Schwartz  ☑ Shondel Havard  ☑ Tawn Augustus
☑ Monica Orsot  ☑ Kaye Sharborno

Region Representatives

☑ Michele Seymour  ☑ Tammy Terry  ☑ Stefanny Chaisson  ☑ Connor Chauveaux
☑ Falencia Ezendu  ☐ Kelsey Osman  ☑ Gwen Vaughn  ☑ Kelsey Vallee

Ex Officio Members and Guests

☐ Angela Day  ☑ Erin Landry (Guest)  ☐
☐ ☐ ☐

Absent members
Kelsey Osman

9:05 AM - Approval of Minutes
Motion to accept last meeting minutes by Stefanny properly seconded. No abstentions. All ayes. Motion Passed.

9:15 AM - Financial Report

- Account Funds:
  1. Tawn last report from Capital One and Morgan Stanley $201,934.03
  2. Corrected statement for membership listed twice but not deducted
  3. Operational budget $180,178.35

- COABE Payment—Customer deposit 82, 214 current balance Capital One
- Question from Stefanny: why do we have PayPal charge $30 each month for use to process credit purchases? Could look to cut down on costs maybe in future if we can find alternative
- Storage costs were talked about. Possible that in coming months we can maybe look to reduce that as was addressed in LCTCS proposal. Marilyn said it would be nice to have central place that doesn’t change with officers. $155 per month for storage unit in New Orleans (raised by Kaye). Talked about moving and storing it temporarily at Delgado until can send to Kaye’s house until we can figure out if we will have space pending LCTCS proposal. Transferring items to conference will be a focus for Kaye. Angela and Shondell can pick up
the storage boxes and store at Shondell’s until can bring to LCTCS. After every conference cull through boxes.

* Bookkeeper and CPA update: Kaye needs direction on what her responsibilities on this, she will get with Tawn to talk about it. Bookkeeper hired but needs direction and at what point to meet. Will have access to bank account and will keep up with documentation. Would like that in writing. Will coordinate with Tawn offline to schedule time to meet.
  1. CPA—Richard Brown sent letter of engagement and will do our taxes. Kaye had question about IRS form 1099 for her documents and potentially meet with him Monday. Need to see if her firm pays for that or if from LAPCAE. Marilyn stated should come from LAPCAE and Libby agreed. He sounds knowledgeable about nonprofits and fair quote. Was within range of $500-$1000.
  2. Tawn processing final December payment of P&N was advised to go ahead and pay.

* Financial forms and policies were sent out for review and in next meeting we can vote on them.
* Conner asked Tawn if LAPCAE has to use chrome river travel form starting July 1. Marilyn asked for clarification as not everyone is on college campus.

9:30 AM - Sharon Bonney Address

* Sharon Bonney CEO of COABE
* Virtual handshake with board members and will discuss important things that organization wants to discuss
* Happy about COABE conference and asked if there was anything wanted to discuss
* Mission: Inspire educators so adults can succeed, and communities thrive
  o National conference COABE 2020 (mini grants available to LAPCAE members) would need updated membership list. Capitol Hill day attached to end of conference on last day. Bus over to Washington and can stay on their dime.
  o Google Boot Camp Applied Digital Skills Opportunity—Joey Lehrman one of selected expert trainers. Brings training to conference. $1,000 for success stories from those who implement the google training they learned from bootcamp.
    ▪ Badging and Credentialing possibilities (Google Certified Training Credential)
    ▪ Kaye updated about possible Friday in September and October and will update once confirmed. Requested Joey to be trainer.
    ▪ Goal is the do this through the state associations.
    ▪ Webinars are available right now
    ▪ $12,000 given out over course of year
    ▪ Face-to-Face is ideal and laptops or smart phones with projectors
  o Journal is now aimed to teachers and administrators instead of researchers.
    ▪ Career Pathways Edition
    ▪ Prison Literacy Edition
    ▪ Leadership Edition—looking for research articles on leadership, please send to COABE
      ▪ Have any of use read the editions and are we aware of any research of leadership in the field
      ▪ State associations can push out free to members if need customized for $400 can send hotlinks, push certain articles, feature certain people. Visibility and can go out nationwide and encourage as a best practice.
* Professional Development Webinars over 50 and Manager Mondays. Housed on COABE
website. Monthly topics and theme based. Over 18,000 participants annually.

- Virtual Conference 4th Annual last week of October. Will publish dates shortly. State can purchase for $500 for state associations or $50 individually.
- Adult Learner Initiative—Ambassador program asking for input. Received more funding from Dollar General. Conner asked if we could bring 3 or 4 students at different levels. Asked if we were able to bring student ambassador to legislative day last week. Kaye mentioned we were unable to. Kelsey V. was able to identify 4 student ambassadors and have series of meetings within next few months and plan to take to Capitol Hill day in Baton Rouge. Model is available through COABE.
  - Offer adult learner ability to connect with legislators
  - Strand at conference
  - Special: sign up adult education learners for free (community colleges)
    - Benefits contact with legislator
    - Life insurance $60K for year
    - Submit success story and if student is member have opportunity to win $10,000 no taxes taken out and paid way to national conference
    - Workforce partner $2000 recognition
    - Innovation award
- New Workforce Partnerships: Amazon partnership can do site visits and goal is to remove barriers to employment. Contact Sharon if something we are interested in.
- National Xprize app
- State Association Benefits: $5 per member portal for reporting
- Monica asked about getting state associations benefits with costs sent. Bonney stated she would share.
- Erin asked about in-depth orientation and onboarding materials and best practices or models. Budgeting or knowledge of taxes for nonprofits and networking. Region meetings per quarter so that they can discuss best practices and what others are doing. Kaye will be working to connect our region.
- Stefanny asked about student membership with COABE and Sharon mentioned was free. Kaye mentioned about getting membership in order and then adding students. Hope to have straightened by September 1st. Sharon says most associations memberships are in flux. Salesforce database at $5 per person ($2,000) if we partner with COABE.

9:45 AM - COABE State Association Meeting Re-cap
- We were represented at the State association meeting. Different focus areas. Was nice to share with other states Arizona and Florida and their social media platforms, templates for state conferences, webinars, Educate and Elevate, targeted to state concerns, community resources (libraries and workforce) and can see if they can be guests, association branding and making it worthwhile, liability insurance for state organizations through COABE
- Kaye mentioned in 5 years COABE board will be very different representative of partnerships
- Kaye would like to see us follow the national trends and be a leader

9:50 AM - LCTCS Conference - update
- Session Information was submitted and accepted. Will be presenting.
  The Relevancy of Adult Education in Community Colleges and the Workforce of Today and Tomorrow
  1. The Business Case for Adult Education
2. Adult Education is Good for Business
3. Louisiana Association for Public, Community and Adult Education (LAPCAE) – Accelerating the cause in Louisiana

Submitted by Kaye Sharbono on behalf of LAPCAE

- Booth: exhibit $999 early bird rate—a booth and 2 registrations; lowest level of sponsorship; today is deadline. Stefanny mentions it was necessary and would be good for organization. Kaye’s registration and another person on board. Marilyn asked if someone we could talk to about being partners. Kaye will call. Erin stated they have always charged that amount it’s their conference model. Hilton Riverside in New Orleans. Will work to get costs written off as part of partnership and talk about future years getting free or reduced costs.

- Motion: “I motion to get a booth at LCTCS conference” (Shondell) no abstentions, all ayes, no nays. Motion passed.
- Google 3-hour session in afternoon will coordinate with Angela about LINCS sessions.

9:55 AM - Advocacy Committee Report-back

- COABE Capitol Hill Day—Kelsey reported about meeting with legislator about focus on getting people with disabilities access to education. Went to several informative meetings
- LA Legislative Day-- had good materials and distributed and had trouble getting materials on floor of House. Speaker office issues. Lessons learned for next time.

10:15 AM - Partnership & Communication Committee Report-back

- Newsletter will be published quarterly
- Eblasts to send out organization information that are time sensitive and can’t wait until next newsletter
- Executive Director Introduction Letter was sent via eblast to update the membership
- Advocacy Efforts Push—ask that any region representatives or board members send in information to Monica so that we can push what we are doing and get more member involvement.

10:35 AM - Finance Committee Report-back

- April Financial Report (done)
- May Transactions (done)
- Financial Policies – finalizing (Changed a few things on policies. Under budget process changed from $1,000 to $500. Unrestricted current assets changed from $50,000 to $30,000. Purchasing Practices—changed from $1,000 to $500. Proposed travel policy using state guidelines. Actual miles.
- Falencia had a question—when will Executive Director be added to policies as most organizations are handling operating budget and pays bills and would need to be a signer on account? Kaye says they could prepare bills but Tawn would need to pay it. Responsibilities guidelines need to be mapped out for Kaye’s role and treasurer. Kaye had asked about this earlier. Tawn would need to meet with finance committee to iron out. Kaye asked to be part of meeting. Marilyn mentions we need to vote on policies on table here not the upcoming policies of roles for Kaye and bookkeeper.
- Will be voting on policies as is here. Added documents and language may come at next meeting. Inventory policy, travel reimbursement policy, etc. (Introduced so can vote on next meeting)
10:55 AM - LCTCS Partnership Update

- Kaye sent partnership proposal. Response back from Trish that she and Chris Broadwater looked at it but would be meeting soon to discuss it. She will meet with Trish next week. Starting July 1. After COABE, got a call that LCTCS wanted to have a conversation. Dr Sullivan was excited to work with Kaye. Meeting was held with Chris, Trish and Angela. They asked what we need. They want to partner with us. They asked her to write a proposal. Trish wanted LAPCAE to sponsor professional development. Worked with committee to craft and send out proposal. Tammy asked if went out to whole board. Kaye clarified went to Executive committee and was submitted on behalf of LAPCAE. Tammy was brought on board to LCTCS to work on professional development. Marilyn asked Kaye to send any updates from that meeting to board next week. Erin had a few questions: what money will we be spending, what funds and to what amount? Kaye asked for others to send her types of questions to ask at the meeting. Falencia asked for whole board access to the proposal. Kaye will send out.

11:05 AM - Membership Decisions

- Pricing Structure (ad-hoc committee) met to focus on this, wanted to keep ability to have smaller programs to join which is where the part-time comes in. Just a written version of what was written in minutes. September 1st to August 31st. Extend current members up to September. [Libby read out 2019-2020 Membership Plan]
  1. Do we want to still use paper-based form and checks or only online—can make required fields for emails?
  2. Concerns with tier rates getting out to administrators and those payments would be by check. If institutions don’t pay for member can an individual pay for self? Libby says yes. Marilyn marked how its written. Libby will make concerted effort to send to administrators and make them aware they can pay for it with grant money (should be available by August/September).
  3. Votes on accepting pricing tiers:
     - Falencia asked if part time section was necessary. Libby said was to encourage more participation. Those with 10 members are paying same rate as those with 20 members. Thought was if program has 10 members and needed more seats in year, could add them. 10 members or less can be changed to Individual. Individual rate $30 can be added. Falencia asked how to verify part-time vs full-time. Michele asked if could just make $25 instead of part-time or full time. $25 per person. Shondell raised point of losing savings as tiers move up. Discussed raising membership fees. Raise to $30 and keep simple for individual with no part time category.
     - Motion: Stefanny moved to vote on original tier structure with PT and FT. No second. Motion failed to carry.
     - Motion: Monica move to accept the second option [individual rate at $30 with not PT and FT category]. Properly Seconded. No abstentions. 1 Nay, 9 Ayes, 1 absent. Motion passed.
       - Michele-Aye
       - Tammy- Aye
       - Stefanny- Nay
       - Conner- Aye
       - Falencia- Aye
Shondell asked to add groups of 10 or less and separate individual members (clarified by Erin) that was added to tiers in 2nd option.

- Membership Flyer—Created by Kaye and Stefanny can put membership pricing and flyer in membership materials and eblasts
- Membership Plan Next-Steps—Partnership and Communication committee get with Libby to target administrators first
- Current membership list and attendees from COABE to will be used to create roster. People we would email and contact to re-up membership in September.

11:20 AM - Election Decisions

- Calendar
- Staggering Term Length-fix [Proposed Election Staggering Fix document Libby]
  1. Marilyn states the fix is reasonable and should be well advertised
  2. If a board member wanted to run for Executive board spot, they would need to resign. And new person elected for that spot.
  3. Do bylaws have to be re-written about staggering? Two year minimum and no max. Option of whether we can serve longer terms when we were elected for a specific term. Those running for next election would know as it would be advertised.
  4. Motion to vote or table: Stefanny motioned to move on staggering fix calendar. No abstentions, unanimous in favor, motion passed.
     - Michele- aye
     - Tammy- aye
     - Steffany- aye
     - Conner- aye
     - Falencia- aye
     - Kesley O- (absent)
     - Gewn- aye
     - Kelsey V- aye
     - Shondell- aye
     - Marilyn- aye
     - Tawn- aye
     - Monica- aye

Ok with proposed election calendar (internal process)

11:35 AM - Open Space for Business

Motion to close meeting by Shondell, properly seconded. All ayes, no nays. Motion to adjourn meeting passed; No new business discussed.
Adjournment of Meeting