

**CAACE Board of Director's Meeting
March 17, 2017**

West Hartford Adult Education, 50 South Main Street, West Hartford, CT

Present: Mayela Aguirre, Judith Blei, David Downes, Sarah Dudzic, Paul Dzialo, LuAnn Gallicchio, Roszema Haskins, Kristin Hempel, Diane Kearney, Kelley Lanahan, Joseph Lawler, Anthony Mangiafico, Steven Phelps, Heather Pelletier (presiding for Larry Covino), Maria Pukas, Marcy Reed, Richard Tariff (via conference phone), Angela Thomas Graves, Lori Wyrebek.

1. **January Minutes** nominated by Kristin Hempel, seconded by Lori Wyrebek. Passed.
2. **January Treasurers** report nominated by Paul Dzialo, seconded by Joe Lawler. Passed.
3. **State:** Marcy Reed reports no news from grant department but expects to be level funded for 2018. RFP/PIP info should be available on state website. State will review RFP/PIP grants and then the grants go to the workforce boards. Social security number issues not addressed yet, students are encouraged to sign up through CT Hires as a way of identification/tracking. Grants due end of April. State unsure as to when grants will be awarded. Kristin asked about using the Adult Ed section of CT Hires.
4. **Committee Reports**
 - **Conference:** Art Ellison will be spending time at the conference to discuss Advocacy. Robust offering of workshops.
 - **Advocacy:** Budget is over looming programs across the board. Best CAACE can do is to testify about how adult education is important. Flat funding is about the same as last year; no cuts is a positive sign. Larry waited to testify about adult education, GED testing and the responses were positive. Dave testified about Adult ed and workforce development/WIOA grants. Key bills: HS graduation credit change starting with the class of 2023. This bill is more performance based/competency based. Teacher Evaluation bill suggestion that requirements would be lessened. Middletown Community College is a model for remedial education/transitional education. Judy mentioned the budget will be a long way away; speculation perhaps not even by the start of the fiscal year. Federal budget may be a 5-10% cut, middle ground. Judy indicates the ECS formula will be the big issue. New non-profit called "Fix the Formula" headed by McKinney - R/Dyson - D. Advocacy still important - may want to have CAACE award winners come to speak to legislators again in late May. Dave would like to know what kinds of advocacy work programs are doing and will be sending out a survey to assess this. Diane Kearny encourages programs to look at middle-skill workers as our primary clients as that is where jobs are. Sarah proposes we host a forum to address how we attract middle-skill students. Heather encouraged CAACE members to vote for David Downes as the Region 1 representative.
 - **Membership:** n/a
 - **Finance:** Lori reports updated QuickBooks programs so that we can invoice program directly. Lori will start invoicing for membership at the end of April. Budget due in May.

- **Nominating:** Dave noted we have two open slots on our Board. Dave is wondering if anyone currently on the board is not returning. Nominating committee is asked to look at bylaws to see if non-directors can serve on the Board.

5. Public Comment: n/a

6. Old Business:

- PD – looking at a couple options for May PD. Kristin will be surveying directors about what type of programing is important.
- Ad/Hoc – Current employee reviews are due.
- Marketing – Looking to schedule a meeting in May. Larry consulting with a marketing specialist for ideas.

7. New Business:

- Larry disappointed in low attendance at the Advocacy meeting. Directors need to be working together in this fiscal situation.
- Kelley reviewed how using Mail Chimp (newsletters) and Survey Monkey (evaluation/feedback) are helping in member outreach. She cautioned that we need to be careful not to oversaturate outreach messages so they don't become an in-box nuisance. Overall, well received outreach and pleased with new member involvement.
- Sarah Dudzic noted that 6/30 is MoveUp night at Dunkin Donuts park. Tickets are \$10 and all proceeds go to MoveUp.

8. Correspondence

- Lori read the thank you note from Karen Boluch thanking CAACE for her get well gift.

9. Good & Welfare – n/a

Respectfully Submitted,
Kelley Lanahan in lieu of Karen Boluch
March 17, 2017