




The mission of the Utah Association for Adult, Community and Continuing Education, as the primary advocate for lifelong learning in Utah, is to meet the diverse needs of all Utahns by providing and supporting quality educational opportunities.

Location: Utah State Capitol
350 State St.

 Salt Lake City, UT 84103

Date: February 5, 2020
 9:30-11:00 AM

Meeting Minutes

Board Members:

Present: Blaine Fackrell, Kate Brainerd, Joshua Bell, Mark Mataya, Danielle Pedersen, Tim Stack, Gerald Jackman, Todd Bird, Tyson Smith, Cathleen Carter, Crystal Gulotta

Absent: Sean O'Leary, Jen Christenson (excused), Breanne Kelly, Mitch Peterson

Quorum present? Yes

Guests: Brian Olmstead, Stephanie Patton, Jim Wiscomb

Proceedings:

· *Meeting called to order at 9:30 by President Mark Mataya.*

· *Minutes (Kate Brainerd)*

One amendment was proposed to the minutes from the previous meeting. Kate Brainerd requested that the line, "The next meeting will be held on Tuesday, February 21st, 2020, from 9:30-11:00 a.m. at Capitol Hill" be amended to "February 5th".

MOTION by Cathleen Carter to approve minutes of previous meeting; seconded by Josh Bell and passed.

· *Treasurer's Report (Todd Bird)*

The Treasurer's Report was tabled until the next meeting. There have been no new expenses or revenues since the previous meeting.

· *Current Business*

- Finalize board president elect (Mark Mataya)

Mark Mataya verified that the board-elected position of President-Elect had been filled and thanked Cathleen Carter for accepting it.

- Finalize name change to Adult Education Association of Utah (AEAUT) (Mark Mataya)

This new name has been adopted after much debate. We have the web domain, email address and an updated logo. Tim Stack reported that he has been removing old content from the previous website. The new website includes a "Contact Us" link. Tim asked who would be maintaining the



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membership's contact with the board. That will be the responsibility of Natalie Mataya, the new board executive secretary (see notes below). Tim would like photos of all board members for the web site. He can take them today after the meeting, if anyone would prefer that. Kate Brainerd asked how she should get the logo for the board's letterhead and correspondence. Tim told her she could just lift it off the web site. Josh Bell thanked Tim for his hard work on our online presence.

The constitution will need to be revised with the new name. **(Action Item):** Kate will prepare a revised constitution. The revised constitution will need to be approved by the membership again at the 2020 Fall Conference.

Brian Olmstead reminded the board that UAACCE was a 501(c)3, and will need to have its status revised with the name change. Todd Bird said that he looked into this briefly last year, and that it had not seemed difficult. **(Action Item):** After receiving an amended constitution (which will be necessary for the revision) from Kate, Todd will start the process.

MOTION by Kate Brainerd to adopt the new name Adult Education Association of Utah (AEAUT); seconded by Mark Mataya and passed.

-State Directors' Meeting, March 23

The meeting will run from 8:00 a.m. to 3:30 p.m. This is USBE's meeting, but they will allocate 90 minutes to AEAUT for lunch and a presentation. USBE is not authorized to provide meals, so AEAUT has offered to provide one.

Rough presentation agenda

- 1) Introduction and comments from Mark Mataya or Todd Bird about the organization, including value added of automatic membership in Coalition of Adult Basic Education (COABE) and the Mountain Plains Adult Education Association (MPAEA)
- 2) Comments from Cathleen Carter about Conference Committee
- 3) Comments from Mitch Peterson about PR Committee
- 4) Report by Josh Bell about "Day on the Hill"
- 5) Presentation on *Burlington English* (see notes below)

- AEAUT-sponsored lunch

Danielle Pedersen reported that Stephanie Bulgrin of *Burlington English* would like time out of the regular meeting to present their new product. She suggested that *Burlington English* could sponsor breakfast for the group, or perhaps co-sponsor lunch in conjunction with AEAUT. It is important that USBE not appear to endorse *Burlington English* by having the company's presentation during the regular meeting. **(Action Item):** Danielle will connect Stephanie



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Bulgrin of *Burlington English* with Blaine Fackrell, who has offered to arrange the catering for the lunch, so they can work together on it. **(Action Item):** Blaine will approach the caterers who provided last year's lunch about catering one this year. Perhaps Tyson Smith would like a similar opportunity as well, to promote *Reading Horizons* products. Tyson said that he would like to do that at some point in the future. Josh Bell requested that a future agenda item should be a discussion of how we select vendors to attend conferences and sponsor events. He expressed some concern that this needs to be better codified in order to prevent *carte blanche* for vendors of every type. Mark Mataya countered that these relationships are generally well-established, with known vendors. He offered that a committee could be assembled to look into creating guidelines. Kate Brainerd clarified that, although there is not a committee dedicated to this task, ad hoc committees may be created and disbanded for any purpose at any time.

-Invitation for non-director committee chairs (Mitch Peterson, Cathleen Carter) to join meeting electronically about mid-day, to talk about their committees and recruit members.

This meeting is to be held in Cedar City, and Mitch and Cathleen are not required to attend. The host of the meeting, Matthew Van Blaricom suggested that they join the meeting using Google Hangouts during the AEAUT-sponsored lunch meeting. It will be an opportunity for these committee chairs to make a request for committee members. Cathleen expressed the desire to make a pre-recorded video about her committee and its needs instead. **(Action Item):** Cathleen will create a video introducing herself and the Conference Committee. She will send a copy of the video to Cedar City with David Vande Veegaete and send a link to Stephanie Patton of USBE, who will integrate it into the day's slides. **(Action Item):** Kate will reach out to Mitch Peterson and find out how he would like to participate in this meeting.

-“Day on the Hill”: Last minute details update (Advocacy Committee – Josh Bell)

Printed materials to be distributed were passed around and unanimously declared a success. As orders for a print job were not made prior to USBE's deadline for free printing, the printing will be paid for by AEAUT. That cost was not stated at this meeting. The pop-up banners created in tandem with the print materials will cost a total of \$1,326.

AEAUT's open house in the Capitol rotunda will be catered by The Old Spaghetti Factory for approximately \$1,500, bringing the total event cost to about \$3,000. Todd Bird commented that “Day on the Hill” is about \$500 over budget. A gratuity of 18% must also be factored in, and will probably be included on the invoice. Josh Bell said that he had considered forgoing food, concerned that passers-by would eat most of it. However, he had heard that some legislators plan to attend, so he decided to commit to providing food. The caterers should arrive at about 2:30 p.m.



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Josh requested that anyone who could bring tablecloths for the event do so. **(Action Item):** Cathleen Carter offered to send tablecloths from Granite School District. Old Spaghetti Factory will provide plates and utensils, but Josh suggested extra supplies.

Josh reported that he expected some programs to bring students and offer representation. However, he was uncertain who would attend and said they would improvise as needed.

-Executive Secretary search update (Ad Hoc Selection Committee – Crystal Gulotta)

Crystal reported that Natalie Mataya has accepted our offer. The process was without incident and Natalie was the only candidate. Initially, Natalie had requested a higher rate of pay (\$3,200-\$3,500). However, the budget allocation had already been made for this year. There is a strong possibility that, if the Fall Conference goes well and generates good revenue, an increase could happen next year. Mark Mataya said that Natalie would try it for a while and see how the responsibilities of the job gelled with the pay. A long discussion ensued. Josh Bell stated the opinion that we should pay her what she asked. Other board members countered that the issue of pay had been dealt with and included in the job description back when the job was posted. Todd Bird's opinion was that we need to be careful with the organization's money. Stephanie Patton asked if there was a job description. Mark passed her a copy of the rough draft. Kate Brainerd pointed out that the document had been revised extensively and that the rough draft bore little resemblance to the actual job description. However, all board members who had participated in the discussion of executive secretary pay had used the rough draft to view and talk about Mark's estimated hours required for each aspect of the job. Josh Bell asked for a copy of the final job description for the next meeting. **(Action Item):** Kate will supply Josh with a copy of the job description.

Kate reported that she had sent Natalie the email lists of member contacts. Natalie had expressed concern, relayed through Mark, that the lists were not complete. The board agreed that a good email list might require merging more than one incomplete list. Danielle Pedersen mentioned that the nametag file would be helpful in sorting out the email list. **(Action Item):** Natalie will organize the membership email list and send the updated list to MPAEA and COABE.

Natalie relayed through Mark the suggestion that she start working on AEAUT's presence on Facebook, Twitter and Instagram. Kate recommended that Natalie work in conjunction with Mitch Peterson and the PR Committee on social media. The board will need to work with Natalie to determine what committees she needs to interact closely with, and whether she should plan to attend some or all regular board meetings.

-Taxes for this position (Todd Bird, Cathleen Carter)

The executive secretary job will require that Natalie fill out a 1099 for contract services.



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• *New Business*

- Rebranding for AEAUT – next steps (PR Committee – Mitch Peterson)

Tabled for the next meeting, as Mitch was absent.

- Establishing Fall Conference Committee (Conference Committee – Cathleen Carter, with Mark Mataya)

Due to time constraints, this topic was spoken of only briefly and must be prioritized at the next meeting. Recruiting new members of the committee is very important, so Cathleen Carter can have the support she needs. Cathleen requested the post-conference survey results from last fall. She envisions a flier with a QR code. One of the early activities will be a call for presenters. Danielle Pedersen suggested that the COABE conference is a good opportunity to solicit resources like vendors and a keynote speaker. Naturally, USBE will assist with logistics.

Board members discussed participation from Youth in Care (YIC). Cathleen pointed out that many adult education teachers at Granite School District enjoyed the overlapping content at last year's conference. This had been a topic at the board meeting in October 2019. At that time, the board decided to plan its next conference without collaboration with YIC. Mark Mataya reiterated the desire to try to "stand on our own" and plan a conference just for our membership. Danielle said that AEAUT could no doubt manage a conference without YIC, but that they do provide money and additional attendees. There was brief discussion on how the opening social needs to be reevaluated.

- Rules for Advisory Committee

-Who will be chair?

Mark Mataya proposed that, since the AEAUT president had no committee responsibilities spelled out in the constitution, that person should be considered for the chair of the AEAUT Advisory Committee. The board discussed whether it would always be a good idea to have the AEAUT president also serve as chair of the Advisory Committee. After all, it is expected that, at some point in the future, the president of AEAUT will not be a program director. It would be a better idea to reassess the leadership of the committee each year.

-Who can participate?



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This aspect of the conversation was not addressed in this meeting. Tabled for next meeting.

-Other rules that need to be established

Mark suggested that committee protocol include a monthly private meeting with the State Adult Education Coordinator. Some board members questioned whether private meetings with the State Adult Education Coordinator were appropriate and requested clarification of what these meetings would entail. Josh Bell, who served as Chair of the Adult Education Advisory Board when it was under the auspices of USBE, explained that these meetings had in the past been for the purpose of setting the agenda for the next meeting of the advisory board, rather than trying to pressure or influence the coordinator with the president's program needs. Mark expressed the desire to have this meeting codified as protocol in order to compel any future State Adult Education Coordinator to meet with the AEAUT Advisory Committee and take the partnership seriously. Josh added that formalizing the setting of the meeting's agenda each month would cement the relationship between the USBE and AEAUT. Stephanie Patton questioned whether it was possible to compel the State Coordinator to do anything. AEAUT cannot make USBE work with them. Brian Olmstead said that, if the two entities were working well together to create positive change and help adult learners in Utah, any State Coordinator would want to work with them.

Time and frequency of meetings was raised briefly, but no conclusion was reached.

• *Additional Matters*

-A topic was raised that was not on the agenda. Tyson Smith requested a few moments to explain that he would like to finish his service on the board. A different board member will need to be recruited who can represent AEAUT to vendors. Josh Bell thanked Tyson for his valuable service, and asked that this topic be added to the agenda for the next meeting. The board will brainstorm other possibilities. Additionally, it is not necessary that a vendor representative serve in capacity of board liaison. Another configuration could work as well.

-Another topic was raised that was not on the agenda. Blaine Fackrell introduced Jim Wicomb, who will be taking over as Adult Education Director for Morgan School District upon Blaine's retirement. He is following Blaine through his daily work routines. His presence at the AEAUT board meeting does not necessarily signify that he is interested in participating.



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· *Assessment of the Meeting*

The next meeting will be held on Tuesday, March 10 2020, from 10:00-11:30 a.m. at Guadalupe School.

-Meeting adjourned at 11:10 a.m.

-Minutes submitted by Secretary, Kate Brainerd.