



The mission of the Adult Education Association of Utah, 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: Zoom

Date: January 12, 2021

Time: 10:00 a.m.-11:30 a.m.

## Meeting Minutes

### Board Members:

*Present:* Todd Bird, Kate Brainerd, Shauna Brown, Cathleen Carter, Linda Eyring, Jessica Hercules, Justin Martinez, Mark Mataya, Sherrie Mortensen, Stephanie Nicolaidis, Danielle Pedersen, Kathryn Reeve, Tim Stack, Alison Taylor, Nicki Wake, Jim Wiscomb

*Absent:* Josh Bell (excused), Blaine Fackrell (leaving board), Marcia Goodrich (excused), Breanne Kelly, Natalie Mataya, Elizabeth Totterer (excused)

*Quorum present? Yes*

### Proceedings:

· *Meeting called to order at 10:04 AM.*

· *Minutes (Kate Brainerd)*

MOTION by Shauna Brown to approve minutes of previous meeting; seconded by Mark Mataya and passed.

· *Treasurer's Report (Todd Bird)*

Todd Bird reported that AEAUT's bank balance will be about \$33,000 after paying the invoice for Natalie Malaya's services as Executive Secretary. Todd needs to cut a check for her. Total membership expenses for other organizations: \$750 for Mountain Plains Adult Education Association (MPAEA); and \$1,200 for Coalition for Adult Basic Education (COABE). Cathleen Carter pointed out that when AEAUT pays these costs, the savings for members is significant: \$10 as opposed to \$85, which would be the cost to join these groups as an individual. Todd was pleased with the clear value for money in AEAUT membership.

Discussion turned to the costs of an individual AEAUT membership the does not include registration for the annual conference. That cost should be set at \$40. Nicki Wake suggested that program directors update their membership lists annually. Shauna Brown said that the organization should provide an explanation of membership benefits in addition to conference registration in promotional materials and on the website.

Shauna also inquired as to how Natalie Mataya's status as a contractor will be reflected in the AEAUT's taxes. Kate Brainerd recalled the earlier determination by the board: she should file a 1099. Todd said that this was a first for the organization: AEAUT has never paid anyone more than



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\$500 before contracting with Natalie. Mark Mataya asked whether the time of these meetings ought to be changed in order to allow Natalie to attend.

MOTION by Kate Brainerd to approve the treasurer's report; seconded by Todd Bird and passed.

### · *Current Business*

#### Welcome New Board Member Elizabeth Totterer – (Cathleen Carter)

Cathleen Carter told the group that Elizabeth Totterer is teaching in this time frame, but would read the minutes and was happy to help out with committees as needed.

#### Continued Need for New Officers: President Elect and Treasurer – (Cathleen Carter)

Cathleen Carter, supported by Danielle Pedersen, voiced real concern that the board needed a new president-elect. This position is normally an elected one. However, due to COVID, a normal business meeting was not possible at the last fall conference. If we are not able to choose a president-elect, the best contingency plan is to assemble the Conference Committee and start planning the conference without a chair. Cathleen and Danielle reassured the board that the position was not very difficult and described the duties of the president-elect. The Conference Committee is very important because the annual conference is the main revenue generator for AEAUT. Mark Mataya and Cathleen Carter both agreed to join the Conference Committee this year, in order to make sure the new president-elect is not overburdened. Nicki Wake agreed to serve as president-elect.

MOTION by Shauna Brown to appoint Nicki Wake AEAUT President-Elect; seconded by Linda Eyring and passed.

Todd Bird added that the AEAUT should get a PO box, so that the address attached to the bank account was not the personal address of the board treasurer. This would ease transitions. Shauna Brown asked Todd to describe his job. He keeps accounts, pays bills and presents a treasurer's report at each board meeting. Todd has made this easier by walking the board through the bank statements. He maintains the non-profit status of the organization and does the taxes. Until this year, taxes were straightforward, but the addition of Natalie Mataya as a contractor has introduced little extra complexity. Having said that, he also feels that having the executive secretary as a paid position has been very helpful to the organization – it is worth the trouble. The position of treasurer is also made easier by the fact that AEAUT is doing well financially. To sum up, the job



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isn't difficult, but the tasks are ones that are vital to the maintenance of the organization. When a new treasurer is ready to take over, there will be some additional tasks, such as closing old accounts and opening new ones. Shauna Brown agreed to be the new treasurer.

MOTION by Kate Brainerd to appoint Shauna Brown AEAUT Treasurer; seconded by Mark Mataya and passed.

### Advocacy Committee Update - (Josh Bell)

Josh Bell was absent from the meeting. Mark Mataya stated that he had sent out lists of legislative appropriations committee members. At this time, it looks like education funding will not be cut. In fact, Governor Cox's budget provides more funding for education than expected. Steve Eliason, Representative of House District 45, which includes Entrada Adult High School, paid a visit to students. There is some discussion of the latter part of the legislative session being in person rather than on line. If that is the case, Mark will let the board know.

Shauna Brown asked whether Josh Bell had prepared the talking points he had mentioned in the previous meetings. Mark told her that they were not ready yet.

### Advisory Committee Update - (Cathleen Carter)

Cathleen Carter has been preparing to reconvene the Advisory Committee. She needs to have program directors who are willing to serve as committee members. She is aware that Granite School District and Sal Lake City School District have had permanent representation on the committee in the past when it was run by USBE, and thinks she would like to maintain that structure. Other directors are needed. She will ask for an announcement to be made at the Adult Education Director's Meeting on January 28. She hopes to hold the first committee meeting in about the second week of February.

### MPAEA Update - (Sherrie Mortensen)

Sherrie Mortensen said that there was no new information to impart, since there have been no more conference planning meetings since the one she reported on last time. She received a scheduling inquiry for a committee meeting on 12/22, but Sherrie was the only one to reply. Then, on January 4 and 9, she received a survey asking whether MPAEA should try to have a conference this year. The survey was due on January 11. She feels that there has been very poor communication, and although she knows that there was discussion of a conference in April, she



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knows nothing of the nature or content of the conference. Todd Bird recalled that in past years, MPAEA would combine their conference with the annual conference of participating states on a rotating basis, rather than have an independent conference. He said that went well from a content standpoint, but that MPAEA leadership was not very helpful in conference planning. AEAUT did most of the work, and MPAEA took most of the money. Todd suggested that maybe reaching out to Sean O'Leary, who serves on the board of MPAEA, might be helpful.

Conversation turned to COABE. The COABE conference will be March 21-24: a three-day, virtual conference. Mark Mataya wants the board to know that the early bird registration rate (\$385) is good until 2/14. He encouraged members to attend. He has been nominated to be a regional representative to COABE and hopes board members will vote for him to serve. Danielle Pedersen reminded the board that the AEAUT award for Teacher of the Year includes a registration to the COABE conference, but it is a donated registration and the board needs to work with the award winner to set it up. Nicki Wake asked whether there might be a refund from last year's cancelled conference. Mark replied that he did inquire; however, since COABE hosted an on-line conference during the summer, it appears that a refund will not be forthcoming. Still, he is advocating for rolled-forward fees to apply to this year's conference. Danielle said that she would ask Brian Olmstead whether USBE planned to offer scholarships for COABE conference registration this year. If so, she will have the opportunity announced at the Adult Ed Directors' Meeting.

COABE also has a new opportunity called State Advocates for Adult Education Fellowship. During the yearlong program, fellows will learn how to work with the media, their communities, and policymakers to create change benefiting adult learners and adult education programs. Danielle would like for us to learn more and participate.

### Plan to Continue Statewide Collaboration Calls (Cathleen Carter)

Cathleen Carter will be sending out an email today, scheduling her first Statewide Collaboration Call, which she will schedule in the 3-4 PM time frame. That first meeting will be used to establish a better meeting time, if needed.

### Use of Conference Revenues to Best Benefit Membership (Cathleen Carter)

In earlier meetings, the board had suggested funding mini-grants of \$1,000-\$2,000. AEAUT members could request funds to carry out various projects. Cathleen is very interested in this possibility.



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### *Assessment of the Meeting*

The next meeting will be held on Tuesday, February 9, 2020, from 10:00-11:30 a.m. Kate Brainerd will send out a Zoom invite prior to the meeting.

- MOTION to adjourn at 11:10 AM by Mark Mataya; seconded by Shauna Brown and passed.

-Minutes submitted by Secretary, Kate Brainerd.