**Meeting Minutes**

**Board Members:**   
*Present*:  Josh Bell, Kate Brainerd, Shauna Brown, Cathleen Carter, Linda Eyring, Marcia Goodrich, Jessica Hercules, Justin Martinez, Mark Mataya, Sherrie Mortensen, Stephanie Nicolaides, Danielle Pedersen, Kathryn Reeves, Tim Stack, Alison Taylor, Nicki Wake,

*Absent*: Todd Bird, Breanne Kelly, Natalie Mataya, Elizabeth Totterer (excused), Jim Wiscomb

*Quorum present?* Yes

**Proceedings:**   
· *Meeting called to order at 10:05 AM.*

∙ *Minutes (Kate Brainerd)*

MOTION by Nicki Wake to approve minutes of previous meeting; seconded by Shauna Brown and passed.

*· Treasurer’s Report (Todd Bird and Shauna Brown)*

Outgoing Treasurer Todd Bird and incoming Treasurer Shauna Brown have not connected yet, and Todd is absent from today’s meeting, so the Treasurer’s Report cannot be presented. (Action Item): Shauna will reach out to Todd about the transition. Cathleen Carter asked Shauna to ask other board members for assistance if she is unable to reach Todd.

· *Current Business*

Advocacy Committee Update – (Josh Bell)

Josh Bell reported that, given the potential for funding increases in the legislative session, he recommends that program directors think of innovative ways in which to spend money. There will be plenty of funding from the state and also CARES money available. He has sent Cathleen Carter an infographic: “$889”. This, and other materials are ready to send out to the board and Cathleen can choose which ones to send within the next few days. Cathleen had them available to share at this meeting. The board reviewed “Adult Education Flyer 2018 End of Year”, “Student Adult Education Flier” and “Adult Education Talking Points Flyer”. These were designed by USBE. Mark Mataya suggesting adding a QR code that would link to a program directory or the AEAUT website. The board discussed the advantages of personalizing flyers to individual programs, in which case the flyers would need to be in a format other than PDF. **(Action Item):** Josh will get them out to the board in a format that can be edited. The board reviewed “10 Tips for Adult Learners”. Mark suggested that this flyer also contain a QR code. Josh and Mark think that the association needs to use the web site more, and that it should be in the main conduit of our messaging. Mark asked Tim Stack if he would set up a QR code link to AEAUT’s web site.

Cathleen asked whether there would be a Day on the Hill for Adult Education. Josh replied that all Days on the Hill have been bumped to next year. Mark pointed out that some legislators are setting up digital town hall meetings. If any of these meetings are appropriate for AEAUT board members to attend, they should do so.

Advisory Committee – (Cathleen Carter)

Cathleen Carter reported out on the meeting of the Advisory Committee.

The funding formula will exclude data from FY 19-20.

There will be revisions made to the state Policies and Procedures Manual. (Action Item): Danielle Pedersen will send a draft Policies and Procedures Manual to Cathleen to share with the Advisory Committee.

Danielle is looking for professional development ideas for the 20-21 school year.

The AEAUT Fall Conference was announced for October 7-8.

Statewide Collaboration Calls - (Cathleen Carter)

Cathleen Carter reported that technical difficulties prevented the last statewide collaboration call from happening. She is going to try again and will send out email announcements to potential participants. She expressed some uncertainty as to whether the announcements were being received. **(Action Item):**  Cathleen will test the email announcements and check with Linda Eyring to see if it is functioning.

Use of Conference Revenues for Mini-Grants (Kate Brainerd)

Kate Brainerd brought up the implementation of mini-grants as a meaningful use of revenues raised by the 19-20 Fall Conference. Given that the idea of awarding mini-grants has been well-received by the board, Kate asked if she could assemble an Ad Hoc Mini-Grants Committee. Volunteers to serve on the committee with Kate: Jessica Hercules, Linda Eyring, Stephanie Nicolaides, Sherrie Mortensen and Elizabeth Totterer. **(Action Item):** The committee will meet before the next board meeting and make preliminary plans for mini-grants.

AEAUT Website - (Cathleen Carter)

Recently, it has come to the attention of the board that it is important that potential AEAUT members can use the website to join the organization. We now know that membership excluding conference registration should be $40. Cathleen Carter inquired of Tim Stack whether it would be possible to add that functionality. Tim explained that, since the Utah Education Network hosts the website, it can’t be set up to accept outside payments. Board members asked whether it would be possible to include a link to an outside platform for collecting revenue. Nicki Wake pointed out that this could be our mechanism for collecting conference fees this year. Cathleen agreed and reminded the group that we have a Stripe account.

Discussion turned to linking social media to the web page, perhaps next to “Contact Us”, there could be a link called “Stay Connected”.

Marcia Goodrich asked if the web site was meant for students to use. Kate Brainerd stated that she felt the audience should be adult education professionals. Mark Mataya and Josh Bell envision a wider audience: community members, students and stakeholders. Mark suggested a community resource page. Danielle Pedersen would like the AEAUT website to act as a forum that is less restricted than the USBE adult education site. She also reminded the board that we had planned on uploading the recorded sessions from the last Fall Conference on the site. That still needs to be done.

It is clear that the web site requires a lot of attention. The Public Relations Committee was reestablished, with Alison Taylor as chair. Members are Danielle, Tim and Sherrie Mortensen. Mark said he would be available to join if needed. Sherrie reported that Mountain Plains Adult Education Association (MPEA) would like an update about the status of our website.

Having covered all scheduled items, the meeting turned to two matters not on the agenda.

Additional to agenda: MPAEA update (Sherrie Mortensen)

MPAEA has requested that Sherrie Mortensen submit an answer to the following question by 2/12: How has the pandemic changed the way adult educators provide services, for better and for worse? Sherrie is to submit one positive and one challenging aspect. The group brainstormed.

Positive: improved virtual learning platforms; smaller classes; greater resilience; fewer students, but more motivated; more professional development.

Challenging: smaller classes; difficulties with virtual learning; many students have stopped out; too much professional development.

There will be no MPAEA conference this year, virtual or in person, although they are offering sates a platform on which to stage events, and would like content. AEAUT will post our recorded sessions from the Fall Conference. Another suggestion was to post Adam Little’s trainings on using Excel. Danielle Pedersen also suggested a training on managing emotions during difficult times. It is an 8 session course, each session being 1 hour long. (Action Item): Danielle will send the link to Kate to pass along.

Additional to agenda: Fall Conference

Justin Martinez requested more information on specifics of the conference. Mark Mataya replied that the dates and location had been settled: October 7-8 at Jordan Commons. The Conference Committee has met but has not yet chosen a theme. It is almost time to send out a call for presenters. Mark also suggested that AEAUT should make sure Brian Olmstead is invited to attend and support the organization. Danielle Pederson said that USBE will be contributing $7,500. She is uncertain of whether that money could be used for both speakers and facilities. (Action Item): Danielle will check on restrictions on the funding and report back to the committee. Cathleen Carter invited Justin to join the conference committee. He is expecting a new baby and cannot make commitments at this time.

*Assessment of the Meeting*

Kate will change her practices for sending out documents. It appears that board members who use Outlook are receiving the meeting link but not the associated documents. She will in future send them separately.

The next meeting will be held on Tuesday, March 9, 2021, from 10:00-11:30 a.m. Kate Brainerd will send out a Zoom invite prior to the meeting.

- MOTION to adjourn at 11:08 AM by Josh Bell; seconded by Justin Martinez and passed.

-Minutes submitted by Secretary, Kate Brainerd.