



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: October 12, 2021

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

Meeting Minutes

Board Members:

Present: Josh Bell, Kate Brainerd, Shauna Brown, Cathleen Carter, Sherrie Mortensen, Danielle Pedersen, Kathryn Reeves, Alison Taylor, Elizabeth Totterer, Nicki Wake, Jim Wiscomb

Absent: Linda Eyring, Marcia Goodrich, Jessica Hercules, Breanne Kelly, Mark Mataya, Natalie Mataya, Stephanie Nicolaides, Tim Stack

Quorum present? Yes

Proceedings:

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

· *Minutes (Kate Brainerd)*

Motion by Elizabeth Totterer to approve the September minutes, seconded by Shauna Brown and passed.

· *Treasurer's Report (Shauna Brown)*

Treasurer's Report

Shauna Brown walked the board through her new finance spreadsheet. She invited comments on the layout and showed the board how she had different sections for the organization's budget and the conference budget. Danielle Pedersen reminded her to account for our annual dues to the Mountain Plains Adult Education Association (MPAEA). Shauna asked Kathryn Reeves about vendors who apparently paid \$0 for their conference sponsorships. She wondered if there were in-kind agreements that she wasn't aware of. Kathryn clarified that the Armed Services Vocational Aptitude Battery is a non-profit organization and therefore exempt; GED provided the conference gift bags; ProLiteracy owes sponsorship money, but just haven't paid it yet. Kathryn explained that the organization has three sponsorship levels. A gold sponsorship costs \$1,000 and guarantees a presentation time slot for the vendor; a silver sponsorship costs \$500; and a bronze sponsorship, worth \$200, purchases only a sales table. There is some wiggle-room based on in-kind donations. Shauna projects that the organization will have in \$5,000-\$6,000 going into this year. Cathleen Carter requested that invoices include the treasurer's phone number.

Motion by Jim Wiscomb to approve the Treasurer's Report, seconded by Alison Taylor and passed.

· *Current Business*



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Conference Committee Update (Nicki Wake)

Nicki Wake reported that the Conference Committee will meet once more this fall to assess the Fall Conference. To date, the committee has only received 3 conference evaluations. They are hoping to receive more, and Nicki encouraged all board members to fill one out. Some board members think that the Thursday workshops may have been too long. There was also discussion of whether it was too much to have the State Directors Meeting during the conference, but overall the response to that was positive.

Update on Board Member Recruitment (Kate Brainerd)

Kate Brainerd reported that she had followed up with each person who filled out an interest form for board membership. The email she sent described the responsibilities of board membership and also explained all committees in which a prospective member had shown interest. She is waiting to receive replies.

Final Debate and Motion: Membership Fee Structure and Payment Platform for Those Not Attending Conferences (Shauna Brown)

Shauna Brown reported that she has chosen Mightycause as the best choice for online membership services. It is easy to use and it is possible to apply for a fee waiver. The board had previously decided that the non-conference membership fee should be \$40.

Motion by Kate Brainerd to approve contracting with Mightycause to collect a \$40 non-conference membership fee via the AEAUT website, seconded by Jim Wiscomb and passed.

The board expressed satisfaction with this decision. It will allow people to join the organization and enjoy its benefits even if they are not able to attend the Fall Conference. Shauna added that the list of member benefits she created for the previous meeting needs to be either adopted or amended in order to explain and promote membership in AEAUT. She shared her document listing the benefits. Jessica Hercules suggested that the list emphasize partner membership in MPAEA and the Coalition of Adult Basic Education (COABE). The board also advised that the lines "Discounts on selected licenses" and "Scholarships" should be deleted. Those are ideas that may be carried out in the future, but are not current benefits. USBE offered 35 scholarships to the conference this year but AEAUT did not. There was some discussion of whether AEAUT should add "Relicensure points" to the list of member benefits. However, those points are issued by USBE, not AEAUT. Shauna asked how mini-grants should be described. Kate Brainerd asked her to write that the mini-grants are for "classroom-focused projects". **(Action Item)**: Shauna will finalize the list of member benefits and send it to Natalie Mataya. Natalie should send the list out via email to all new and current members as well as posting it to the website in conjunction with the non-conference



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membership sign-up link. Alison Taylor suggested that AEAUT sets up an auto reply for new members that includes the list of member benefits.

Amending Bylaws to Allow Email Motions and Debates (Kate Brainerd)

Kate Brainerd directed the board's attention to the copy of the AEAUT Constitution she had sent to members prior to the meeting. Elizabeth Totterer asked about the language in Article IX – Forums. Section F – Funding of Forums refers to, "...Article VIII, Section C, above." However, Article VIII has no Section C. **(Action Item):** Kate will examine the earlier editions of the Constitution prior to the next board meeting and see if she can find the missing referent.

· New Business

Discussion of Logoed Items for Gifts or Incentives (Nicki Wake)

Nicki Wake would like the board to purchase some pop-up banners and other small gift items with AEAUT's logo. Cathleen Carter pointed out that the organization actually has 4 pop-up banners, each with the heading "Adult Education is..." and the AEAUT logo. USBE also has an Adult Education pop-up. The group discussed purchasing a table cloth or a table runner. Sherrie Mortensen added that better signage and more pens would have been helpful at the board member recruitment table. Logoed pens were discussed as a good idea, since they are useful and not considered "trade show trash". Jessica Hercules said that she appreciated the cell phone stand she received in her conference bag – another good idea. **(Action Item):** Kathryn Reeves offered to find some resources for logoed items and send the information to Nicki.

Discussion of AEAUT's Philosophy on Spending Revenues (Josh Bell)

Tabled

Discussion of Responsibilities of President-Elect, President and Past President (Kate Brainerd)

Kate Brainerd shared feedback that she had received from Natalie Mataya. Natalie questioned the responsibilities of the elected officers, wondering why the president elect was assigned conference planning, when it is his/her first year of service to the organization. She wonders whether more people would be interested in serving on the board presidency if they did not have to plan a conference as their first task. Cathleen Carter agreed that the president elect needs a lot of support to carry out the conference planning responsibilities, and that it can be overwhelming. Cathleen's recommendation is to require that the AEAUT president serve on the Conference Committee alongside the president elect, to offer guidance. Nicki Wake concurred that she



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became president elect without any idea of how to plan a conference. Her recommendation is to have the president elect serve on the Conference Committee, but not as the chair. Jessica Hercules asked why the president elect chairs the Conference Committee. Kate Brainerd replied that it is stipulated in the Constitution, but the rationale was never explained by the original writers. There is no reason we can't change duties around, but we would need to revise the Constitution to do so. Jessica suggested that current practice allows an energized, freshly elected president elect to start creating change and building contacts. Danielle Pedersen wondered if the president elect even needs to serve on the Conference Committee. Years ago, the conference was the only activity of AEAUT, but that is changing. Elizabeth Totterer countered that the annual elections are tied to the Conference. Shauna wondered if it might be better to remove committee assignments from the Constitution in order to have more flexibility. On the other hand, requiring particular board members to chair specific committees provides stability. **(Action Item):** Kate will prepare possible Constitutional changes for the next meeting, including committee assignments, officer assignments, email debate, and the typo identified by Elizabeth.

· *Business not on the Agenda*

Mini-Grants (Nicki Wake)

Nicki asked about whether it is permitted for mini-grant recipients to change the emphasis of their grant spending. This could be an issue if a teacher has left-over money available after carrying out the funded project; or if a teacher's needs change. Kate Brainerd replied that she didn't have an answer to that – it had not come up before. **(Action Item):** Kate will contact the members of the Mini Grant Committee and ask them to advise on parameters for situations like these.

Assessment of the Meeting

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

Motion to adjourn the meeting at 11:30 AM by Jessica Hercules, seconded by Jim Wiscomb and passed.

-Minutes submitted by Secretary Kate Brainerd.