



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: May 11, 2021

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

## Meeting Minutes

### Board Members:

*Present:* Josh Bell, Shauna Brown, Jessica Hercules, Justin Martinez, Stephanie Nicolaidis, Danielle Pedersen, Kathryn Reeve, Tim Stack, Alison Taylor, Elizabeth Totterer, Nicki Wake

*Absent:* Kate Brainerd, Cathleen Carter, Linda Eyring, Marcia Goodrich, Breanne Kelly, Mark Mataya, Natalie Mataya, Sherrie Mortensen, Jim Wiscomb

*Quorum present?* Yes

### Proceedings:

· *Meeting called to order at 10:00 AM.*

· *Minutes (Kate Brainerd)*

MOTION by ##### to approve minutes of previous meeting; seconded by ##### and passed.

· *Treasurer's Report (Shauna Brown)*

Shauna Brown reported that there is a monthly charge of \$13 to Amazon Prime. She is not sure who set up the account, but we don't need to continue the subscription if it's not utilized. Shauna will contact Natalie Mataya and see if she has more information about it. There was also an unknown charge to an account in Abu Dhabi for \$408 plus fees in April. No one knows what the charge is for, and Shauna is assuming it is a fraudulent charge. She will ask former Treasurer Todd Bird if he knows anything, and work with the bank to dispute the charges. The group also discussed the hacking of President Cathleen Carter's email last month in another attempt to defraud the organization. All board members should carefully check senders' addresses and apply common sense when reading requests from fellow board members.

Shauna needs a certified copy of our articles of incorporation (in the AEAUT name, not UAACCE) to make the name change on our 501c3. Some members recalled updating them with former President Amy Hunt in 2018-2019, but were not sure where there is a copy or how to have them certified. Further discussion was tabled until next month's meeting, to allow for further consultation.

MOTION by Stephanie Nicolaidis to approve the treasurer's report; seconded by Elizabeth Totterer and passed.



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: May 11, 2021

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

## · *Current Business*

### Conference Committee (Nicki Wake)

Danielle Pedersen shared the draft conference schedule. Conference registration fee will be \$150. The estimated cost per person (includes Eventbrite fees, venue costs, and meals) is about \$80, so the Conference Committee is projecting that the conference will generate \$15,000-\$20,000 in revenue.

The awards committee will convene in the next month to set up the timeline/process for award nominations. Awards will be given at the Oct 7 Luncheon. Joshua Bell volunteered to chair the committee. Committee members include Stephanie Patton, Stephanie Nicholaides, and Cathleen Carter. Natalie Mataya has access to the nomination forms used last year.

### Ad Hoc Committee for Mini-Grants (Jessica Hercules)

No submissions have been received yet. Jessica Hercules reminded all board members to share the information and encourage members to submit an application.

### PR Committee Update – (Alison Taylor)

Alison Taylor reported that Tim Stack is making the website more secure by changing the address to an “https”.

### Utah-Designed Assessment for English Language Learners (ELLs) - (Josh Bell)

Mark Mataya is absent again. Josh Bell said that Mark was really the driving force behind this project, and that he preferred that Mark report out to the board. The topic was tabled until next month.

## *Assessment of the Meeting*

The next meeting will be held on Tuesday, July 13, 2021, from 10:00-11:30 a.m. Kate Brainerd will send out a Zoom invite prior to the meeting.

- MOTION to adjourn at ## AM by ##; seconded by ## and passed.



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: May 11, 2021

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

-Minutes submitted by Secretary, Kate Brainerd, based on meeting notes taken by Danielle Pedersen.