



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: August 17, 2021

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

Meeting Minutes

Board Members:

Present: Kate Brainerd, Shauna Brown, Cathleen Carter, Sherrie Mortensen, Stephanie Nicolaidis, Kathryn Reeves, Nicki Wake, Jim Wiscomb

Absent: Josh Bell, Linda Eyring (excused), Marcia Goodrich, Jessica Hercules (excused), Breanne Kelly, Justin Martinez (resigned), Mark Mataya, Natalie Mataya, Sherrie Mortensen, Danielle Pedersen (excused), Tim Stack, Alison Taylor, Elizabeth Totterer,

Quorum present? No

Proceedings:

· *Meeting called to order at 10:09 AM.*

· *Minutes (Kate Brainerd)*

Due to lack of a quorum, the Minutes for the July meeting could not be approved. Table until September meeting.

· *Treasurer's Report (Shauna Brown)*

Due to lack of a quorum, the Treasurer's Report could not be approved. Table until September meeting.

· *Current Business*

Conference Committee Update (Nicki Wake)

Registration for the conference is now open and the registration email has been sent. All are encouraged to register.

Nicki Wake walked the board through the Fall Conference budget, per the emergency approval vote she requested on August 12. A sponsor who was not names in the meeting will be purchasing the technology to record (hopefully) all of the sessions at the conference. According to Nicki's approved document, "Venue / Food / Equipment to record breakout sessions" is an expense totaling \$21,000; and "Awards / Presenter Gifts / Travel by teachers to COABE" is an expense totaling \$5,000. Income is projected at \$8,000 for "Sponsorships" and \$37,000 in "Estimated Registration Fees". Total revenue projected: \$19,000. USBE will be purchasing 3 Meeting Owls for use recording conference sessions. These will belong to USBE.



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Kate Brainerd expressed concern about board business conducted over email, since she is not sure how records should be kept, whether motions are binding if they are not put forward for debate, or whether email votes can be considered if we do not receive responses from a quorum. (Action Item): Kate will check Robert’s Rules of Order for guidance and report back.

Awards Committee Update (Josh Bell)

Josh Bell was absent from today’s meeting. Cathleen Carter was able to report on a limited basis on his behalf.

The Awards Committee is planning to give awards that promote the organization. Rather than just a trophy, the committee plans to give cash awards. The committee has received a healthy number of nominations, and will be meeting again later in August to make selections.

Ad Hoc Committee for Mini-Grants (Kate Brainerd)

Kate Brainerd reported that the Ad Hoc Committee for Mini-Grants met on 7/13/21 to select grant recipients. The committee received 13 requests, totaling a little over \$21,000. In order to narrow the field, the committee had pre-determined that non-members would not receive awards. Also, several of the requests were for funding to attend a national conference in Florida during the same dates as the AEAUT Fall conference. These requests were not funded.

Kate reported out on the 9 mini grants that were awarded.

Katie Donoviel	ESLC	Books of collected student writings	\$2,000
Debbie Hann	GPLC	Subscription online <i>News for You</i>	\$260
Gerald Jackman	Box Elder	Drivers ed class for ELLs	\$2,000
Alicia Lucas	Guadalupe	Rolling white boards	\$680
Angie Oldham	GPLC	field trips	\$500
Gayle Painter	Provo	Reading Horizons materials	\$1,000
Andrew Peterson	Central UT	Equipment: Film / Digital Media	\$1960
	Academy	pre-apprentice program	



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Naomi Trammell	Weber	Document camera	\$300
Nikki Van Orman	Washington	AEAUT Conference attendance	\$1239
Total			\$9,939

The committee will check in with each of the recipients to make sure they still want to receive the funds. Each recipient will submit a slide for a presentation of the projects at the AEAUT business meeting on 10/8.

Cathleen Carter added that the proposed winter mini-conference would be a great way to generate revenue for future mini-grants.

Advisory Committee Update – (Cathleen Carter)

There is nothing new to report at this time. The next meeting of the Advisory Committee is scheduled for next week.

Assessment of the Meeting

Due to the high rate of absence at today's meeting, the board has requested that Kate Brainerd record all future meetings and send out a recording with the minutes.

The next meeting will be held on Tuesday, September 14, from 10:00-11:30 a.m. Kate Brainerd will send out a Zoom invite prior to the meeting.

Meeting ended at 10:46 AM without a motion, due to lack of a quorum.

-Minutes submitted by Secretary, Kate Brainerd.