



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: September 14, 2021

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

## Meeting Minutes

### Board Members:

*Present:* Josh Bell, Kate Brainerd, Shauna Brown, Cathleen Carter, Marcia Goodrich, Sherrie Mortensen, Stephanie Nicolaidis, Danielle Pedersen, Kathryn Reeves, Tim Stack, Alison Taylor, Nicki Wake

*Absent:* Linda Eyring, Jessica Hercules, Breanne Kelly, Mark Mataya, Natalie Mataya, Elizabeth Totterer, Jim Wiscomb

*Quorum present?* Yes

### Proceedings:

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

· *Minutes (Kate Brainerd)*

**Motion** by Nicki Wake to approve the July minutes, seconded by Sherrie Mortensen and passed.

**Motion** by Stephanie Nicolaidis to approve the August minutes, seconded by Marcia Goodrich and passed.

· *Treasurer's Report (Shauna Brown)*

### "AEAUT" in Articles of Incorporation

The final step in changing the organization's name to the Adult Education Association of Utah (AEAUT) is a name change in the Articles of Incorporation. **(Action Item):** Shauna Brown will send the appropriate form to Cathleen Carter for her signature.

**Motion** by Kate Brainerd to adopt the organization's name as Adult Education Association of Utah (AEAUT) in the Articles of Incorporation, seconded by Josh Bell and passed.

### Treasurer's Report

Shauna Brown reported that AEAUT had \$3,101 in deposits this month, mostly from vendors for the Fall Conference. \$2255.95 in withdrawals were primarily for the purchase of 2 Owls. AEAUT has purchased them, but the cost will be reimbursed by Essential Ed as part of their conference sponsorship. AEAUT has not yet received the reimbursement, but it has been committed.



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The current bank balance stands at \$36,000. Upcoming expenditures are conference scholarships, the renewal of organizational membership to the Coalition on Adult Basic Education (COABE) and Fall Conference expenses.

Josh Bell wanted to know the projected revenue is for the conference. Shauna said that she was unable to easily compare figures this year to subsequent years because of the current format of the Treasurer's Report. She may change that format in the future.

**Motion** by Josh Bell to approve the Treasurer's Report, seconded by Alison Taylor and passed.

### · *Current Business*

#### Conference Committee Update (Nicki Wake)

Nicki Wake reported that the organization is a little behind on Fall Conference registrations. To date, 84 people have registered, and attendance was projected to be 250. Most likely, about 150 will attend. Food costs will be reduced proportionally. The organization is projected to make money, but not as much as last year. It is important to encourage registration. Josh Bell proposed inviting attendees from other organizations such as Department of Workforce Services (DWS). Cathleen Carter said that some schools are sending fewer teachers than they had in the past. Danielle Pedersen pointed out that some of the larger programs have not yet completed their registrations.

Danielle copied a link to the conference agenda in the Zoom chat box.

There will be no buffets this year, due to COVID. The awards luncheon will be served and Nicki requested serving assistance from the board between 11:00 AM and 12:30 PM. Volunteers will wear masks and gloves and manage the buffet line. 3 or 4 people are needed and they cannot be members of the Awards Committee because those committee members need to attend the luncheon.

Nicki would like board members to promote AEAUT during the conference and recruit new board members as well. Kate Brainerd offered to help at a recruitment and information table. Josh also offered to help. A prospective board member interest sheet will be needed. Cathleen reminded the group that it is possible to serve on a committee without serving on the board. **(Action Item):** Josh will assign volunteers for the information table and will create a sign-up for prospective board members. The following board members offered to help: Kate Brainerd, Shauna Brown, Marcia Goodrich, Stephanie Nicolaidis, Sherrie Mortensen and Kathryn Reeve. **(Action Item):** Cathleen Carter will bring the Adult Education pop-up banners. It would be nice to have an AEAUT pop-up banner, but there isn't time to get one before this year's conference. Nicki Wake asked if AEAUT has any logoed items to give as gifts or incentives. The organization does not have anything like



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that, but Cathleen Cater offered to bring candy donated by the Carter Foundation, as well as Hi-Chews.

The schedule is full and the variety of presentations looks good.

### Additional Conference Planning

#### Business Meeting Agenda (Cathleen Carter)

1. Recognition of Todd Bird. A trophy has been ordered. Responsibility of Cathleen Carter.
2. A call for new board members. Responsibility of Cathleen.
3. Slide show of mini-grant recipients. Should be after Todd's recognition. Responsibility of the Ad Hoc Mini-Grant Committee.
4. Announcement of Josh Bell as new President Elect. Responsibility of Cathleen.

#### Awards Committee Update (Josh Bell)

Josh Bell reported that this committee, which also comprises Cathleen Carter, Stephanie Patton and Nicki Wake, has identified recipients for each award category and had a healthy number of nominations. Learner of the Year had 5 nominations that were all so good that the committee has decided to give awards to each of them.

Stephanie Patton is also requesting success stories for her presentation.

Award trophies are being made. The Community Partner of the Year and the Legislative award both include trophies. Educator of the Year will include a trophy and paid registration to the annual COABE conference. There will be two Educators of the Year: one for English Language Acquisition and one for Adult Basic Education.

There are additional, unanticipated expenses involved in the awards. There are now 5 Learners of the Year, each of whom will receive \$100 in addition to a trophy. Josh requested \$500 for 5 \$100 cash awards; and \$750 for hotel room costs, for a total allocation of \$1,250 in addition to the amount budgeted. Cathleen Carter expressed the opinion that it would have been better to make these decisions during the initial budgeting process. Kate Brainerd said that the board would need to have a motion on allocation of additional funds.



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Discussion turned to whether there are other sources of revenue to draw from. Utah Education Network (UEN) will be sponsoring a mini-conference in February. There will be a small fee for participation (about \$20-\$25), but that is slated to fund mini-grants next year. Monies in addition to the original awards allocation would need to come from the organization's reserves. Josh was asked what he wanted to request. Josh stated that the board needs to have a conversation about our philosophy on using revenues. Kate said that was fine, but if he wanted more money for his committee, it needed to be allocated at this meeting, because the board would need to approve it. Shauna Brown recommended that the money be taken from reserves.

**Motion** by Josh Bell to allocate \$1,250 in additional monies from reserves to extra costs for the Awards Committee. Seconded by Nicki Wake and passed. **(Action Item):** Shauna will get 5 certified checks for \$100 each. **(Action Item):** Josh will send a list of Learner of the Year award winners to Shauna. Josh and the members of the Awards Committee will reach out to award winners to let them know that they can be reimbursed for hotel costs if they need accommodations.

### New President Elect

There will be no election for president elect again this year, because there were no nominees for the ballot. Cathleen Carter attributed the problem to a lack of willingness to serve in this capacity. Kate Brainerd pointed out that it is the responsibility of the Nominations Committee to manage elections, but there is no functional Nominations Committee, and that more board members were needed to support additional committees. Shauna Brown said that bigger isn't always better and that AEAUT members can serve on committees without necessarily serving on the board. Kate said that this needs to be a goal for next year. In the absence of an election, Cathleen appointed Josh Bell to be the President Elect for the next year.

### Membership without Conference Registration (Shauna Brown)

Shauna Brown urged the board to adopt a non-conference membership fee of \$40. Shauna has reviewed a number of methods for collecting membership payments outside of conference registration. Stripe has one of the most expensive fee structures, but AEAUT does already have an existing account. Each membership would cost \$1.50 to process on Stripe, which means that AEAUT would collect \$38.50 from each \$40 membership due. Venmo is cheaper, but cannot be linked to the AEAUT website without a QR code. PayPal and Mightycause are easier to use. Shauna prefers PayPal, which has a non-profit option to waive transaction fees. The board discussed the merits of the different options



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Shauna also presented a list of membership benefits. She proposed listing the membership benefits and advertising the non-conference membership on the AEAUT website. Josh Bell proposed that in the future, sponsors might be persuaded to offer discounts and other perks to AEAUT members as an additional benefit.

### · *New Business*

#### Robert's Rules of Order on Email Debates and Motions (Kate Brainerd)

During the past month, there were several motions made and passed via email, which could not be recorded in the organization's minutes. After some research, Kate Brainerd reported that according to the Robert's Rules of Order, use of email for debate and motions is permissible on the condition that it is authorized by the organization's bylaws; and that procedures are agreed upon by the members.

Kate had the following recommendations for procedures, based on best practices in other organizations:

1. All debates and motions need to be sent by the AEAUT president;
2. Any motion sent to the board via email must have the words "motion" and "vote" in the subject line. Any issue sent out to the board for debate must have the word "debate" in the subject line;
3. Any motion or debate must have a time frame. In other words, the president must provide a deadline for ending debate or voting on a motion;
4. Only one issue may be addressed per email;
5. All debate or votes on a motion must occur on a consistent thread, meaning that all board members must select to "reply all".

It is the job of the secretary to save the completed email thread and add the motion or debate to the minutes for the next meeting. Any board member can request the completed thread.

### *Assessment of the Meeting*

The next meeting will be held on Tuesday, October 12, 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 Shauna Brown, seconded by Josh Bell and passed.



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-Minutes submitted by Secretary Kate Brainerd.