

CAACE Board of Directors Meeting
Stamford Adult Education, 175 Atlantic Street, Stamford, CT
May 18, 2018

Present: Mayela Aguirre, Lawrence Covino, Sarah Dudzic, Roszena Haskins, Joseph Lawler, Anthony Mangiafico, Reina Marasco, Heather Pelletier, Gabriel Riccio, Angela Thomas Graves, Lori Wyrebek.
Also: David Downes, Kelley Lanahan

1. Minutes

No minutes were presented as the previous meeting scheduled for March had been canceled.

2. Treasure's Report – Lori Wyrebek

- a. Reports for February, March and April were reviewed. Motions were made to accept the reports and they were approved.
- b. Larry recommended that the Tina Jeter Memorial Scholarship be entitled the CAACE Memorial Scholarship.
- c. Issues for further discussion at a later date are to include allocations for scholarships, conference costs absorbed for guests of honorees, and gifts.

3. SDE – absent

No report was given.

4. Committee Reports

Conference committee – Heather Pelletier

The conference fared well financially, and the reviews overall were very favorable. The attendance at workshops was very good and well-distributed; a few sessions had to be closed out. We got good feedback from the vendors. The presenters received favorable reviews. Attendees liked working with Eventbrite. The keynote speaker and the use of technology throughout the event were also rated highly.

Discussions with the Marriott for 2020 are already underway. Items for negotiation included the number and cost of Guest Rooms, guarantees on the number of meals to be provided and the dates of March 25, 25 and 27. A motion was made to approve the contract and was so carried.

Advocacy – David Downes

The Legislature relaxed its position on securing background checks, but districts will still have to show that precautions are taken to protect persons and property. Districts can provide their own background checks, but the considerations on who needs to be checked is still very broad. It was suggested that HR can conduct the necessary checks through a DCF database. A discussion ensued concerning a variety of options for external background checking programs and their associated

costs. Sarah cautioned that only one person in the district be designated to carry out the background checks to assure consistency in the standards that are being applied.

The State budget was approved and the same allocations for Adult Education were granted. Money to fund the GED programs was also secured.

We are backing the initiative for A Working Connecticut; we want to see gubernatorial candidates who believe in, and are willing to push for, workforce development.

Membership –

We are currently working without a chairperson for the Membership Committee.

Larry, Heather, Dave and Gabe have agreed to meet to review and possibly amend the by-laws. The goal is to complete this task by September.

Finance – Kelley Lanahan

Renewal notices will go out. We will be reviewing membership lists and will evaluate dues by association designation (i.e. Associate, etc.)

There are additional items that should be up for consideration (attending Board Meetings electronically, etc.) People should submit perspectives on this and other ideas for future discussion.

The proposed budget was reviewed, with increases and decreases explained and approved.

Nominating –

Paul Dzialo, Paul Flinter and Maria Pukas are discontinuing their seats on the Board. This will result in three vacancies on the Board

There are five (5) new members joining the Board, however: Gina Eller -Stratford, Andrew Rockett – Vernon, Fred Silbermann – Meriden, Kimberly James – Tunxis CC, Jim Horan – CT Association for Human services. They can be voted in following the Policy Forum in June. It is important to expand our affiliations, especially in regard to workforce development.

Personnel – ad hoc

Related topics were discussed previously under affiliated topics.

5. Public Comment

None offered

6. Old Business

No items were raised.

7. New Business

2018-19 Board Meeting Schedule location proposal

Going forward, Board meetings will be held at Bristol Adult Education rather than spreading the locations throughout the state. The Board Meeting for this June, however, will be at J Roos Restaurant following the Policy Forum, which will begin at 9:30am, not at 9:00am as in the past.

10/19/18 Directors Summit

The opportunity to meet with other service providers will be achieved at a proposed Directors' Summit scheduled on November 19, 2018, from 9:00am to 12:00pm. An Executive Board meeting will be held in the afternoon. Directors will have an opportunity to meet and talk about what they're doing. It will provide a service to new Directors who have only been on board a short time.

Outreach & Marketing: Recruitment Committee

There has not been a big push for marketing, as any state-wide programs have been deemed to be too expensive (the 15-second video clip that has been used in movie theaters was discussed.) Strategies will be discussed at the Directors Summit. Sarah volunteered to explore the compilation of a marketing strategies "tool kit". Posters displayed at the American Job Centers locations had achieved a positive increase in program inquiries.

Need to appoint Membership Chair

Tabled until after the Directors Summit.

Bylaw Review Committee

As previously mentioned, volunteers came forward to review the bylaws this summer.

- i. We need to consider how we can provide security in our buildings: how do we promote essential communications? What are the extant safety protocols that need to be established? The District has to take the initiative to provide and/or enhance security, and fund the necessary enhancements accordingly.
- ii. We have to start thinking of soliciting for a volunteer to shadow Heather on her activities as chairperson of the Conference.
- iii. Dave and Larry have been meeting with the Office of Early Childhood concerning programs to provide childcare, and, more specifically, the funding necessary to enact such programs. Districts can get funding grants to match funds up to \$20,000, but that will not go very far in providing long term child care throughout the year. Lack of appropriate child care resources is seen to be a major prohibition for many mothers who would like to attend school.

8. Correspondence

A letter from Paul Dzialo was read announcing his resignation from the Board.

9. Good & Welfare

Sue is hosting an event on November 8 at the Townhouse Restaurant, as she has in the past, from 4:00pm to 6:00pm. There will be a short program. Guest Speaker. Also, she shared information about a meeting she attended on how to share administrative data.

Reina is retiring in June after 28 years of service.

Sarah moved that the meeting be adjourned, and Tony seconded. The motion was approved and the meeting adjourned at 11:45am.

Respectfully submitted,
Gabe Riccio