



## Board Meeting Minutes December 1, 2023

1. Acceptance of Minutes
2. Treasurer's Report

Lori Wyrebek provided a report and reviewed the account. Checking account and Vanguard account were reconciled through October 31, 2023.

**Motion was made to accept the Treasurer's report by Heather Pelletier  
Seconded by Flor De Hoyos  
Unanimously approved.**

3. Executive Director Report  
Larry Covino asked that the CAACE Board complete a Board Demographic Survey. The survey is anonymous and for board members only.

### **Strategic Planning committee met and next meeting is 1/10/24**

- 3-5 year strategic plan
- Multiple meetings, 6-12 month process

### **Website Updates**

- Updated with current information
- Goal is to drive everyone to website
- Send Larry updates, corrections, changes to the website
- Conference info up to date

### **Social Media Support**

- Christine Valdez has been invaluable in helping social media posts
  - Highlight a different program each month is an idea to gain social media followers
- Please share with Larry to include in Legislative Support Documents
- Working with Christine to develop materials/one-pager that can be customized with own programs data
- Share info with local BOE
- Michelle Bonora also shared data that will be used - check with Larry

### [Academy of Medical Professions](#)

- East Hartford had a partnership with them - no enrollment (Anthony)
- Live or asynchronous classes
- Internships placed at CVS or UCONN health
- Reputable company
- Larry will engage with them and discuss conference vendor opportunities
- IRIS Presentation by Debra Riding



#### 4. Workforce Development Boards

Kymbel Branch reported that they are moving the location of the New Haven office. No additional report at this time.

#### 5. COABE Update

Christine Valdez reported that the COABE conference registration is open and no further updates at this time.

#### 6. Committee Reports

Anthony Mangiafico announced there will be a change in how we report going forward. Board members will receive summary prior to meeting and can ask questions at meeting or have further discussion. This will enable the CAACE Board to shift to professional learning.

##### a. Conference

Larry Covino reported that the conference planning is progressing. Covino will reach out individually to prospective vendors. Artwork by Dana Little will be shared at the conference committee meeting. The theme is set - Adult Learning, Adapt, Advance, Achieve. Looking to expand CAACE to a regional conference. Covino has talked to folks in Rhode Island, New York, and New Jersey. A bus trip to the casino is being explored for the conference attendees Thursday night.

##### b. Advocacy reported by Larry Covino.

- Met this morning, 12/1
- Survey to Program directors re: recruitment and number of students on waiting list
- Building argument to address teacher shortage
- Collecting data
- No cap for adult ed next year
- Continue to build on advocacy
- Working with governor's workforce council
  - Speaking with Kelly Valiris
- Working with CT United Way
- Digital literacy programs and teaming up with local libraries
- State literacy committee meeting and receiving RFPS later this year

##### c. Membership

- Updated constant contact with all new members
  - 1704 members listed
  - 294 new members
- Please send suggestions for new members to Larry Covino so he can reach out.
- Christine Valdez is helping to develop engaging marketing materials to recruit new members.
- Lori Wyrebek asked that Covino email new members so that she can invoice.

##### d. Finance

Lori Wyrebek reported that the accountant was working on returns.

##### e. Nominating

No report - Angela Thomas Graves



**f. Professional Learning**

Anthony Mangiafico reported that the 2nd directors meeting is scheduled for January. It will be a virtual meeting.

**g. Marketing**

No report - Michelle Bonora and Anthony Mangiafico

**7. Public Comment**

**a. IRIS Presentation by Debra Riding**

**8. Old Business**

No old business.

**9. New Business**

Jessica Reho's from Literacy Volunteers of Waterbury has submitted her resignation. She will be taking a position with the Town of Waterbury.

**10. SDE UPDATE**

No update

**11. Correspondence**

No correspondence.

**12. Good & Welfare**

Conference committee is scheduled to meet following the Board meeting. It will be virtually.

Linda Blakesley wished name the violence that is currently happening in the Middle East. Our students and staff may need support. It might be appropriate to provide affinity spaces, listening spaces, check-ins, and offering empathy to all as we navigate these trying times.

Robert Breitbard from Burlington English is working on putting together a statement.

Heather Pelletier shared that the Board received a thank you for card acknowledging the loss of her family member.

**Motion was made by Heather Pelletier to adjourn the meeting at 11:07 a.m.**

**Seconded by Wyrebek**

**Unanimously approved.**

Respectfully submitted,  
Linda Blakesley, CAACE Board Secretary  
February 1, 2024