

COLLO
Executive Committee Meeting
Monday May 19, 2008

Present: M. Shinn, P. Greasley, M. Buckner, T. Kowalik, J. Henschke.

Reports/Discussions

P. Greasley reported that he is arranging a conference call with Ken Hoffman to discuss COLLO incorporation issues to allow us to obtain status in DC, as CAEO. (See Decisions/Actions).

The group discussed the next COLLO face-to-face meeting date, time, location and topic(s). The morning session agenda is to deal with COLLO administrative business and a round-table discussion of what is happening in member associations. The lunch and afternoon session is to be open to nonmembers, invitees and others interested in the topic for the afternoon workshop, e.g., State Department and Education Department report/conversation about CONFINTEA VI. (See Decisions/Actions).

M. Buckner and J. Henschke reminded the group of the role Marcie Boucouvalas played in preparing the AAACE report for the State Department. J. Henschke recommended that we give M. Boucouvalas much deserved recognition and ask her to help shape the interaction with the State Department representatives for the September meeting. (See Decisions/Actions).

The group suggested that the January/February meeting agenda include a session arranged by Lennox McLendon with a panel of staffers from offices of several legislators to talk about the Role of Adult Education in the newly elected legislature. (See Decisions/Actions).

The group discussed the level of payment to be given for the recent design work on the COLLO logo. (See Decisions/Actions).

The group discussed LERN's previous involvement in COLLO and decided to encourage LERN to become active again. (See Decisions/Actions).

Decisions/Actions

P. Greasley is to call K. Hoffman to schedule a conference call for Friday May 30. First choice for a time is 10 a.m.; second choice is 9:00 a.m.; he is to email COLLO executive committee members with time and call-in directions.

The next meeting for the COLLO is to be either on September 15 or 22 in Washington DC; T. Kowalik is to contact MB Lakin to see if a room at One Dupont Circle can be

reserved for the day. M. Buckner is to contact the Jury's Hotel for room rates for overnight on September 13 and 21.

The meeting is to start at 10:00 a.m. and end at 3:30 p.m. Tentative agenda includes:

10-10:15	Welcome
10:15-11:00	COLLO Administrative reports/actions; Incorporation status, website status, election of officers (Vice President, Treasurer)
11:00-12:00	Members Round Table
12:00-1:00	Lunch
1:00-2:00	Presentation from State and Education Dept representatives
2:00-3:00	Questions/answer session and discussions/conversations with State and Education Dept representatives
3:00-3:30	Meeting closing; summary; next meeting date and tentative agenda

T. Kowalik is to prepare an email meeting invitation and agenda to be distributed to COLLO members. He is to work with P. Greasley to prepare an invitation to be sent to prospective members for the afternoon session after the agenda is confirmed.

T. Kowalik is to contact Lennox McLendon to seek his assistance developing and scheduling speakers/panelists for the January/February COLLO meeting in Washington D.C.

P.Greasley is to call M. Boucouvalas to thank her for her work on the AAACE report and ask that she be involved in arranging the speakers and conversations with State and Education Dept. representatives for the September COLLO meeting.

The Committee agreed to pay Karen Greasley \$300 for her design work to develop the COLLO logo. M. Shinn is to prepare the check.

M. Buckner is to contact LERN representatives to encourage them to rejoin COLLO.