



COLLO  
Executive Committee Meeting Notes  
February 22, 2010

Present: M Buckner, K. Peno, P. Greasley, T. Kowalik, M. Boucouvalas.

Agenda

1. CONFINTEA VI Follow Up

a. Next steps?

- i. COLLO member association representation who attended John, Marcie, David and Lynn (ProLiteracy).
- ii. **Decision/Action** - Marcie will send agenda for the Pre-Conference Meeting of Civil Society
- iii. **Decision/Action** – Tom will notify members that report is posted on UIL site and ask that they read before the fall meeting.
- iv. **Decision/Action** - Marcie will call together John Henschke, Lynn Curtis, David Harvey, Bob Hill to meet informally to prepare list of questions, insights, concerns, suggestions on how COLLO might work with the government agencies.
- v. **Decision/Action** – Marcie will arrange a meeting of John, Lynn, David, Bob Hill and Emily Spencer and Brenda (Assistant Secretary of Adult and Voc Ed) to get their perspective.
  1. Purpose: Dialogue representatives of Adult Ed practitioners
  2. Where do we go from here as a country? - Facilitating factors, constraints
  3. How might COLLO support and facilitate work together, i.e., NGO's and government agencies?
  4. Possible outcome may be ideas for presentation at the COLLO meeting in the fall.
  5. **Decision/Action** – Marcie will work with Marjean to determine panelists for a presentation at COLLO fall meeting.
    1. Panel presentation
    2. History
    3. Background of UNESCO
    4. CONFINTEA VI
    5. US follow up items

2. Follow Up with 9 Issues Initiative

a. Do we move ahead? (**Decision** - Yes)

- i. **Decision/Action** – Tom will find list of issues
- ii. **Decision/Action** – Tom will distribute issues to COLLO members asking them if their organization has explored and discussed any of these issues, prepared a position, and has developed a position paper. He is to ask members if they would be willing to share the document(s) with COLLO. If the association hasn't explored these issues, then ask them to please discuss these issues and think about a position with the intent to discuss them at the fall meeting?

- iii. Possibly expand distribution of issues to all U.S. adult and CE associations/organizations and ask their leadership if they feel these issues are important, if they have position papers, and asking them to give them thought at their next board meeting and send their ideas to a T. Kowalik prior to the next COLLO meeting. Aggregate data and ask these association leaders to come to a COLLO meeting to begin talking through issues most important to their association with the goal to be to educate and forge consensus that will move adult and CE forward.
- 3. New Project/Initiatives
  - a. What types of projects might COLLO undertake that will make a difference, generate visibility, and meet the needs of adult learners?
    - i. Building an identity for COLLO, build some momentum, encourage members to represent their entire association as opposed to their own position. (Possibly create a virtual task force of COLLO members (or appointees from member associations) to expand engagement of member associations, to bring more hands to support our efforts, and undertake projects identified by COLLO membership)
    - ii. **Decision/Action** – Tom is to ask current members to use list of organizations generated at the last September COLLO meeting, to personally contact those they know within the target association and invite to join. Members contact T. Kowalik after talking, and then Marjean sends an invitation to mail to them.
    - iii. Learn more about member Associations – direct current members to each others’ website to learn about their peer Associations
      - 1. **Decision/Action** – T. Kowalik is to begin listserv conversation to determine “What member organizations are passionate about.”
    - iv. Develop webinars on key topics – attempt to deliver quarterly webinars; build upon findings from the issues.
    - v. **Decision/Action** – delay hardcore membership recruitment campaign until we can continue to add value to the members.
- 4. Status of Finances
  - a. **Decision/Action** - K. Peno will send out financial report. Nearly \$12,000 in savings (earning .1% interest), \$200 in checking.
  - b. **Decision/Action** to encourage K. Peno to exploring account paying greater interest.
    - i. **Decision/Action** – K. Peno will explore and report to this group.
  - c. **Decision/Action** to discontinue using an accountant; find a less expensive firm to put our taxes together.
    - i. **Decision/Action** - K. Peno and M. Buckner will follow up to make recommendation to the Executive Committee.
  - d. **Decision/Action** - K. Peno will handle filing the income tax forms and the IRS 990N.
- 5. Status of Membership
  - a. **Decision/Action** - K. Peno will wait to send second notices to members who have not yet paid for this year until after we have fall meeting and agenda planned.
- 6. Fall Meeting - September 20, 2010; 1 DuPont Circle ACE Conference Room
  - a. **Confirmed**

Respectfully submitted - Thomas Kowalik, Secretary