



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Institutional Representatives Meeting - January 29, 2005
Phoenix, AZ**

- MINUTES -

In Attendance:

Institution

Albertus Magnus
Aquinas College
Baker University
Belhaven College
Cardinal Stritch University
Centenary College
Cornerstone University
Gwynedd-Mercy
Hope International University
Indiana Wesleyan University
Medaille College
Montreat College
Olivet Nazarene University
Southern Wesleyan University
University of Phoenix
Warner Pacific College
IPD
CAAHE
CAAHE

Representative

Carolyn Shiffman
John Horn
Donald Clardy
Colleen Ramos
Kathleen Radionoff
Bryon Grigsby
Robert Simpson
Joseph Coleman
Michele Willingham
Tom Griffin
Jenifer Bavifard (1/28)
Deborah Wright
Carol Maxson
Keith Iddings
Beverly Downey (1/28)
Ed Whitehead
Deanna Boe
Sue Salter – as CAAHE Executive Director
Marina Aguilar – as CAAHE Secretary/Treasurer

Not Present:

Institution

Averett University
Benedictine University
Ohio Dominican University
Shorter College
St. Gregory's University
Thomas More College
William Penn University

Representative

Lee Bash
John Mikula
Mike Bromberg
George Dupuy
Fr. Charles Buckley
Nathan Hartman
Judith Richardson

Appointment of CAAHE Secretary/Treasurer: John Horn opened the floor calling for a vote to appoint Marina Aguilar as CAAHE Secretary/Treasurer and Marina was unanimously appointed.

Secretary Report: John Horn presented the minutes from the CAAHE I/R Meeting in June 2005. Minutes were amended to include Kathleen Radionoff who was left out in error. Minutes were then approved.

Treasurer's Report: John Horn presented CAAHE's Statement of Operations through December 2004 (attached) and adopted budget for 2004-2005 (attached). The treasurer's report was accepted.

June 2005 Conference Update: John Horn, Aquinas College, discussed plans in progress for the 2005 Annual CAAHE Conference to be held in Nashville, Tennessee, June 1-3, 2005. John Horn proposed extending the Call for Proposals from 2/4/05 to 2/14/05 and the motion was approved. John announced theme of conference: "*Advancing the College Mission: Through Adult Enrollment, Service, and Programs*" and gave a brief overview of conference agenda. Early registration was proposed as an incentive to deliver a discount on Grand Ole Opry tickets on Friday, June 3rd, or possibly a free ticket to the CAAHE member only. We are also seeking donations from institutions for giveaways. Those donations should be sent directly to John's attention at Aquinas College. John is also looking for a grand prize.

June 2006 CAAHE Conference Pre-Planning: Michele Willingham, 2005-2006 CAAHE Chair, is working on dates for 2006 conference which will be either 5/31-6/2/06 or 6/7-6/9/06. Michele is checking on hotel location, availability, and possible tourist attractions for entertainment portion.

January 2006 Annual I/R Meeting: Sue Salter announced the dates for the January I/R Meeting – January 27-28, 2006. The CAAHE group voted for same hotel (Marriott Scottsdale Suites Old Town) and the same meeting agenda format.

Vote on CAAHE Ed Tech Commission: The Bylaws for Information Systems/Educational Technologies Commission were re-distributed to CAAHE representatives for review and discussion. Though Items of concern were impact on CAAHE budget and viability of commission, the commission passed with a majority vote.

The CAAHE business meeting ended at 10:00 a.m. The group then began discussion on identified topics.



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

STATEMENT OF OPERATIONS
December 31, 2004

CAAHE-Balance Sheet

(Includes unrealized gains)

As of 12/31/2004

1/11/2005

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| Account | 12/31/2004 Balance |
|-------------------------------------|-----------------------|
| ASSETS | |
| Cash and Bank Accounts | |
| A.N.B. | |
| Ending Balance | 0.00 |
| plus: Checks Payable | 0.00 |
| TOTAL A.N.B. | <u>0.00</u> |
| F.I.B. 30-15570 | 0.00 |
| F.I.B. 31-12434 | 0.00 |
| WF 0808-679005 | |
| Ending Balance | 23,323.03 |
| plus: Checks Payable | 16.50 |
| TOTAL WF 0808-679005 | <u>23,339.53</u> |
| WF 6808-197057 | 377.33 |
| TOTAL Cash and Bank Accounts | <u>23,716.86</u> |
| Other Assets | |
| Deposits | 0.00 |
| Prepaid Taxes | 0.00 |
| TOTAL Other Assets | <u>0.00</u> |
| TOTAL ASSETS | <u>23,716.86</u> |
| LIABILITIES | |
| Checks Payable | 16.50 |
| TOTAL LIABILITIES | <u>16.50</u> |
| OVERALL TOTAL | <u>23,700.36</u> |

CAAHE-Statement of Revenue & Expenses

9/1/2004 Through 12/31/2004

1/11/2005

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| <u>Category Description</u> | <u>9/1/2004- 12/31/2004</u> |
|-----------------------------|---------------------------------|
| INCOME | |
| Dues Income | 12,548.00 |
| Interest Income | 0.13 |
| TOTAL INCOME | <u>12,548.13</u> |
| EXPENSES | |
| Uncategorized | 0.00 |
| Bank Charges | 40.00 |
| Commission | 10.00 |
| Hoffner Award | 500.00 |
| Speaker Fee | 550.00 |
| Taxes & License | |
| Federal | 4,479.00 |
| State | 2,080.00 |
| TOTAL Taxes & License | <u>6,559.00</u> |
| TOTAL EXPENSES | <u>7,659.00</u> |
| OVERALL TOTAL | <u>4,889.13</u> |

**CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION (CAAHE)
2004 - 2005 ADOPTED BUDGET**

| REVENUE | 2004 - 2005 ADOPTED BUDGET |
|--|---------------------------------------|
| Institutional Base Dues - 1/3 of total revenue shared among 23 members equally (\$942 x 24 members) | \$22,610 |
| IPD Dues (~ 50% of base dues) | 11,300 |
| Sliding Scale Based on enrollment | 5,590 |
| June Exhibitor Fees & Sponsorships | 5,000 |
| June conference Reg. Fees (100 x \$50) | 5,000 |
| Total Revenue | 49,500 |
| Cash Reserves - Carried over from 2003-2004 | 19,000 |
| Total | 68,500 |
| EXPENSES | |
| Institutional Representatives Meeting, January 2005 | 3,000 |
| Annual Conference, June 2005 | 45,000 |
| Executive Board Meetings | 3,000 |
| Conference Presenter Stipends | 5,000 |
| Paul E. Hoffner Awards | 1,500 |
| Taxes | 9,000 |
| Promotional Expenses | 0 |
| Commission Expenses - Support | 2,000 |
| Total Estimated Expenses | 68,500 |
| SUMMARY | |
| Total Revenue Available | 68,500 |
| Total Expenses | 68,500 |
| Net | 0 |