



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Institutional Representatives Business Meeting – January 28, 2006  
Scottsdale, AZ**

**– MINUTES –**

**In Attendance:**

**Institution**

Albertus Magnus  
Aquinas College  
Baker University  
Cardinal Stritch University  
Gwynedd-Mercy College  
Indiana Wesleyan University  
Montreat College  
Southern Wesleyan University  
St. Gregory's University  
University of Phoenix  
Warner Pacific College  
IPD  
CAAHE  
CAAHE

**Representative**

Carolyn Shiffman  
John Horn  
Donald Clardy  
Bob Simmons for Kathleen Radionoff  
Joseph Coleman  
Sharon Drury  
Deborah Wright  
Dan Holland  
Jean Thornbrugh  
Beverly Downey  
Ed Whitehead  
Deanna Boe  
Sue Salter – as CAAHE Executive Director  
Marina Aguilar – as CAAHE Secretary/Treasurer

**Not Present:**

**Institution**

Averett University  
Belhaven College  
Centenary College  
Cornerstone University  
Hope International University  
Ohio Dominican University  
Olivet Nazarene University  
Shorter College  
Thomas More College  
William Penn University

**Representative**

open  
Donna Weeks  
Bryon Grigsby  
Robert Simpson  
Chris Davis  
Fay Ellis Jones  
Carol Maxson  
George Dupuy  
Nathan Hartman  
Judith Richardson

**Secretary's Report:** John Horn presented the minutes from the CAAHE Institutional Representatives' Meeting of June 2005. The minutes were unanimously approved.

**Treasurer's Report:** John Horn presented CAAHE's Statement of Operations through December 31, 2005 (attached). Marina Aguilar announced that Medaille College has opted to decline membership this year resulting in revenue reduction of \$1,005.00. The treasurer's report was accepted.

**Systems Review Update:** Deanna Boe gave an update on the first IPD Systems Review utilizing a peer reviewer. The first peer reviewer selected was Colleen Smith from Cornerstone University. Deanna stated that Colleen did a very good job and her participation shed a positive light on the review outcome.

**June 2006 Conference Update:** Since Michele Willingham has resigned from Hope International University, Sue Salter and Marina Aguilar will be overseeing the conference activities with the assistance of Carolyn Shiffman. The conference is being held June 14-16, 2006 in Newport Beach, CA at the Hyatt Regency hotel. The entertainment on Wednesday evening, 6/14, will be a beach party at the Newport Dunes Waterfront Resort across the street from the hotel. Call for Proposals have been distributed as well as the initial conference announcement. The theme for the annual conference is "Building Lasting Learning Communities".

**June 2007 Conference Pre-Planning:** Albertus Magnus College will be hosting the June 2007 CAAHE Conference in New Haven, CT. The CAAHE Vice Chair, Carolyn Shiffman, is currently researching hotels and entertainment for the event.

**January 2007 CAAHE Institutional Rep Meeting Update:** Sue Salter announced the dates for the January I/R Meeting – January 26-27, 2007. The group unanimously voted to hold the meeting again at the Marriott Scottsdale Suites Old Town with the same meeting agenda format.

The CAAHE meeting adjourned at 11:30 a.m.

<b>CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION (CAAHE) 2005-2006 BUDGET ADOPTED JUNE 2, 2005 *Revised 1-27-06*</b>	
<b>REVENUE</b>	<b>2005-2006 PROPOSED BUDGET</b>
Institutional Base Dues - 1/3 of total revenue shared among 22 members equally (\$985 x 21 members)	\$20,685
IPD Dues (~ 50% of base dues)	10,835
Sliding Scale Based on enrollment	7,475
June Exhibitor Fees & Sponsorships	5,000
June conference Reg. Fees (100 x \$50)	5,000
Cash reserves - carryover from 2004-05	15,000
<b>Total Revenue</b>	<b>63,995</b>
<b>EXPENSES</b>	
Institutional Representatives Meeting, January 2006	3,500
Annual Conference, June 2006	45,000
Executive Board Meetings	3,000
Conference Presenter Stipends	4,000
Paul E. Hoffner Awards	2,000
Taxes	3,995
Promotional Expenses	0
Commission Expenses - Support	2,500
<b>Total Estimated Expenses</b>	<b>63,995</b>
<b>SUMMARY</b>	
Total Revenue Available	63,995
Total Expenses	63,995
<b>Net</b>	<b>0</b>



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

STATEMENT OF OPERATIONS  
December 31, 2005

# CAAHE-Statement of Revenue & Expenses

9/1/2005 Through 12/31/2005

1/10/2006

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Category Description	9/1/2005- 12/31/2005
INCOME	
Dues Income	29,220.00
Interest Income	0.18
TOTAL INCOME	<u>29,220.18</u>
EXPENSES	
Bank Charges	40.00
Misc. Expense	97.05
Taxes & License	
Federal	2,471.43
State	1,194.18
TOTAL Taxes & License	<u>3,665.61</u>
TOTAL EXPENSES	<u>3,802.66</u>
OVERALL TOTAL	<u>25,417.52</u>

# CAAHE-Balance Sheet

(Includes unrealized gains)

As of 12/31/2005

1/10/2006

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Account	12/31/2005 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
A.N.B.	
Ending Balance	0.00
plus: Checks Payable	0.00
TOTAL A.N.B.	0.00
F.I.B. 30-15570	0.00
F.I.B. 31-12434	0.00
WF 0808-679005	
Ending Balance	41,156.13
plus: Checks Payable	16.50
TOTAL WF 0808-679005	41,172.63
WF 6808-197057	257.77
TOTAL Cash and Bank Accounts	41,430.40
Other Assets	
Deposits	0.00
Prepaid Taxes	0.00
TOTAL Other Assets	0.00
TOTAL ASSETS	41,430.40
<b>LIABILITIES</b>	
Checks Payable	16.50
TOTAL LIABILITIES	16.50
OVERALL TOTAL	41,413.90