

7. **Guest Speakers**—guest speakers share and present information to the group about their services and scope of services that are relevant to adult learners, and adult and career education.

8. **Member Updates-** Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) (Discussion)

9. **Director’s Update**

(Discussion/Action)

Director will give updates/information on CAEP, MLACE and/or TE topics.

- a. MLACE Fact Sheet Update
- b. Self-Assessment tool for our Three-year Planning
- c. CAEP Events in 2025

10. **Adjournment** Time: **First motion/Seconded/Approve:**

(Action)

A. Reminders: Next Meeting Date and Time: February 21, 2025 10-1pm

B. [CAEP Due Dates:](#)

January 2025

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2025

- **Feb 28:** Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025

- **Mar 1:** 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** End of Q3
- **Mar 31:** 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *

April 2025

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2025

- **May 2:** CFAD for 2025-26 due in NOVA *

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **Jun 20:** CAEP Three-Year Plan Due
- **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *



- **Jun 30:** End of Q4