



**In person location: LLRC 4210 Upper-level Library and Learning Resource Center**

- 7. Director's Update:** (Discussion/Action)  
Director will give updates/information on CAEP, MLACE and/or TE topics.
- a. CAEP Allocation—Preliminary for 25/26 in NOVA
  - b. CFAD—Consortium Fiscal Administration Declaration Due May 2<sup>nd</sup>
    - i. Consortium must approve in NOVA on or before May 2<sup>nd</sup>
  - c. MLACE Carryover Policy Revised
- 8. One Time Request and Approval** (Discussion/Action)  
MLACE agency voting members submit one-time requests for programs and professional development according to criteria set by members in the one-time request rubric.
- a. AVAS—Request for End of Year Celebration/Outreach for Fall **Total Request: \$2500**
- 9. Member Updates-** (Discussion)  
a. Members agreed during the March meeting:
- i. Monthly verbal report if member has any new information—no more than 5mins-report out per agency
  - ii. Will use the monthly verbal report as record of Member monthly update
  - iii. Annual Program Review in October, November and December.
  - iv. Annual Plan due on August 15—Euline will remind members in June
- 10. 3-year planning Process and Tasks and Due dates** (Discussion)
- a. Group will go over 3-year plan template—focus on Section 3,4,5
  - b. Activities for the 3-year plan should include current and near future
  - c. Final Draft Reviewed before May 9<sup>th</sup> Meeting; final draft approved at June 9<sup>th</sup> Meeting
- 11. Workgroups**
- a. Consortium members meet to discuss and strategize according to program area. (Discussion)
- 12. Adjournment** Time: First motion/Seconded/Approve: (Action)
- A. Reminders: Next Meeting Date and Time: May 9 2025 10-1pm  
B. CAEP Due Dates:

### May 2025


- **May 2:** CFAD for 2025-26 due in NOVA \*
- **May 9:** Consortium Monthly Meeting—final draft of 3-year Plan

### June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **June 9:** Consortium Monthly Meeting (Monday)—approve final draft if revision needed
- **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

PowerPoint Slide Show - [CAEP FY25-26 Preliminary Allocations & CFAD Overview (1)]



## Reminder: Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
<b>May 2, 2025</b>	CFAD Certification due in NOVA
<b>June 20, 2025</b>	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
<b>August 15, 2025</b>	Annual Plan ❖ Must be submitted and approved by all members in NOVA
<b>September 1, 2025</b>	Certification of Allocation Amendments due in NOVA
<b>September 30, 2025</b>	<ul style="list-style-type: none"> <li>• Member Workplan &amp; Budget submission</li> <li>• Carryover Compliance Year 2 snapshot assessment</li> </ul>
<b>October 30, 2025</b>	Consortium certification of all Member Workplan & Budgets
<b>December 1, 2025</b>	Member Q1 Expenditure Report

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