

**Action Item:**

Proposal for AE Director, Michelle Davis, AE Adult Basic Education Coordinator, Ruth Olson and AE Lead Instructor, Carol Hokanson, to travel Out of State to National Coalition of Basic Education conference in March/April 2019.

Where: New Orleans, Louisiana

When: March 30 - April 3, 2019

Estimation of Cost per person:

Registration per person = \$515.00

Hotel per night = \$199.00

Flight = \$452.63 round trip

Total per person = \$1962.63 x 3= **\$5887.89**

\*have applied for mini grant to help cover costs

AE grant funds will cover the cost of the Conference for employees.