

***Iowa ACTE
Board Meeting
Minutes
October 16, 2023
4:30 PM***

CTE: Learning that Works for Iowa

<i>IAAE</i>	<i>Iowa Association of Agricultural Educators</i>
<i>IBEA</i>	<i>Iowa Business Education Association</i>
<i>IFCSE</i>	<i>Iowa Family & Consumer Sciences Educators</i>
<i>IITEA</i>	<i>Iowa Industrial Technology Educators Association</i>
<i>IPACE</i>	<i>Iowa Postsecondary, Adult and Career Education</i>
<i>IWBL</i>	<i>Iowa Work Based Learning</i>

[Iowa ACTE By-Laws & Policy Manual](#)

- I. Call to Order – Doralene Abdel-Halim, Vice President at 4:35 pm.
- II. Approval of agenda
- III. Attendance – Roll call
 - A. Doralene Abdel-Halim, Cale Hutchings, Karen VanDeWalle, Marjorie Lane, Emily Kromminga, Sandy Warning, Nancy Johnson, Barb Schult, Tara Troester, Laura VanWaardhuizen, and Kristen Bandy (Executive Director)
- IV. Approve previous [IACTE Board Minutes](#)
 - A. It was moved by Marjorie Lane and second by Karen VanDeWalle to approve the minutes of 082123. Motion carried.
- V. Treasurer’s Report - [First Quarter*** \(see below\)](#). There is a net loss since ACTE has not paid us for conference registrations.
- VI. Division Reports – Share highlights
 - A. IAAE – Jen Westphal - No report
 - B. IBEA – Barb Schult - No report
 - C. [IFCSE](#) – Marjorie Lane
 - i. We plan to meet on Saturday, 10/14 to begin the planning process for our next conference. More details will be shared at the next meeting.
 - ii. Emily Kromminga is our new VP/President Elect
 - D. IITEA – Vacant
 - E. [IPACE](#) – Emily Logan (Jeff Henderson filled in for Emily)
 - i. IPACE Division Report
 - ii. 2023 Officers
 1. Past President – Ashlee Spannagel
 2. President – Jeff Henderson
 3. President-Elect - Brad Kinsinger
 4. Secretary/Treasurer – Kimberly Dreaden
 5. IPACE Board Representative – Emily Logan
 - iii. IPACE Updates:
 1. Past President Spannagel and Secretary/Treasurer Dreaden attended the Iowa ACTE Best Practices Conference on September 19, 2023, in Ankeny, Iowa. As Iowa ACTE President, Spannagel significantly contributed to the event. Dreaden attended and presented on Data Driven Decisions.
 2. President Henderson, President-Elect Kinsinger, and IPACE Board Representative Logan attended the annual ECMC Postsecondary Convening and the ACTE Postsecondary CTE Summit in Denver, Colorado, September 18-22, 2023.

5. IPACE Division Leadership was awarded an ECMC Mini-Grant to promote postsecondary CTE throughout the state. The project is in its initial deployment with more information to come.
 - iv. The next IPACE Division meeting is on October 17, 2023.
- F. [IWBL](#) – Tara Troester
- i. **Annual Conference**
 1. April 2, 2024, at Prairie Meadows, Altoona
 - ii. Call for Proposals will open December 1, 2023, and close January 20, 2024
 - iii. Registration:
 1. Registration will open January 5, 2024
 2. Early Bird: \$200 - Feb. 1, 2024
 3. Regular: \$250 - Feb 2 - March 1, 2024
 4. Late: \$300 - March 2 - March 22, 2024
 5. \$50 discount for IWBL/IACTE/ACTE Members
 - iv. **ACTE Alignment**
 1. IWBL Coordinators Executive Board will be in conversation with ACTE to have representation from ACTE WBL division
- VII. Standing Committee Reports
- A. Audit Review – Audit not finished, no report yet.
 - B. Awards and Scholarship – Barb Schult - there no new information to report
 - C. [Conference Planning](#) – Kristen Bandy *see below
 - i. Conference committee members are Doralene Abdel-Halim, Kristen Bandy, Sandy Warning, Kim Dreaden, Cale Hutchings, and Laura VanWaardhuizen.
 - ii. Will discuss dates and venue and e-mail the board with options
 - iii. Conference Planning discussion notes - *****(see below)
 - D. Membership – Kristen Bandy – included in executive report below
 - i. We need to have conversations about this.
 - E. Policy Development – Karen Van De Walle - No report
 - F. Communications – Karen Van De Walle - No report
 - G. Nominating – Karen Van De Walle
 - H. Kim Dreaden is official nomination for VP
 - i. Verification of 2nd Vice President Candidate
 - ii. Overwhelmingly elected as 2nd Vice President but cannot be official until the vote deadline is reached which is Friday.
- VIII. ACTE Region III Representative Report – Laura VanWaardhuizen
- A. No meetings for Region III since the last meeting – nothing to report.
- IX. Ex-officio Reports
- A. DE Liaison Report – Cale Hutchings
 - i. Kristy Volesky and Chris Dzurick left the department
 - ii. Joe Collins is the contact for CTSOs. Cale will cover some of the duties
 - B. [Executive Director Report](#) – Kristen Bandy** (see below)
 - i. Non members for ACTE due to school paying for the entire amount and teachers pay memberships out of their own pocket.
 - ii. The Presidential awards committee members are Ashlee Spannagel, Laura VanWaardhuizen, Cale Hutchings, Kristen Bandy plus the division leaders. The applications will be sent out for evaluation October 24 and need to be back by October 20. We will send the top five applicants to Dennis Harden.

- X. Unfinished Business
 - A. 2nd Vice President vote will be finished on Friday.
 - XI. New Business
 - A. Action Plan for Awards - Barb Shult – next meeting
 - B. Select Next Conference Planning Committee
 - i. The conference planning committee is Doralene Abdel-Halim (Chair), Kristen Bandy, Sandy Warning, Kim Dreaden, Cale Hutchings and Laura VanWaardhuizen
 - ii. We can ask divisions if anyone is interested in being on the conference planning committee
 - iii. There will be a doodle poll to set up the first conference planning meeting.
 - C. CTE Day at the Capitol
 - i. The committee is Karen VanDeWalle, Ashlee Spannagel, Doralene Abdel-Halim, Kristen Bandy, and Cale Hutchings.
 - ii. We are asking the CTSO State Directors to be on the committee this year.
 - D. Advocating at the IASB and School Counsellor’s conferences was discussed in relation to the return on our investment in booth space. This discussion will be on the agenda next month and will require a motion to approve this.
 - XII. Adjourn
 - A. It was moved by Tara Troester and second by Jen Westphal to adjourn the meeting. The meeting adjourned at 6:00 pm.
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***Conference Follow-up Zoom Meeting
Notes Summary
Monday, October 1, 2023
4:00-4:45 pm**

Present Barb Schulz, Tara Troester, Doralene Abdel-Halim, Sandi Warning, Kristen Bandy, Marjorie Lane, Laura VanWaardhuizen, Jen Westphal, Emily Logan, Cale Hutchings, Nancy Johnson

Comments on the comments

1. Many comments on sales pitches in sessions
 - a. Perhaps put all exhibitors in one room
 - a. Vendors won’t come without a session
 - . WBL Tara says “no” at their conference
2. Doralene – same weekend as FCS comments....They want to hear from fellow teachers.
3. Awards “look at me” – funny comment
4. CTSO conferences may be priorities to attendees going forward and that limits their ability to attend more conferences.
5. Division teachers are looking for help from others.
6. More CTSO information
7. Want more information on Perkins – but how much?
8. Laura – Preconference sessions for new teachers – do it. Laura VW is doing one at Vision for teachers in all areas of CTE.
9. Sarah – Th
10. Tere is interest in the post-secondary instructors for pre-conference session.

Ideas for Next Year

1. There were quite a few comments about holding an October conference out of the 35 surveys of 141 conference attendees.
2. Piggyback advantages are the same form for registration and a discounted price for both.
3. It is hard to make everyone happy.
4. Ag is always at the end of June
5. Cale suggested moving away from the school year and targeting the June date. Don't pull teachers out of classrooms.
6. If we make an executive decision and hold a conference alongside the Ag conference, then other groups could hop on board.
7. Check on Ag and do our schedule next to Ag – Day before or After the Ag Conference
8. Division groups would meet during the Ag Conference, probably in a different location. The Des Moines/Ames area has many options.
9. Doralene reminded us that hotels are busy in June which may affect locations
10. Many schools are telling teachers not to be gone for very many days.
11. Option summary:
 - a. Do it with the Ag Conference at the end of June
 - a. Look at January as an option
 - a. Together in the same community

Conference Style Discussion

1. Do we want to use the old style format of Keynote and breakouts, or do we want to find a new format?
2. CTSOs require many days out of the classroom
3. Region II VP Brandon (Missouri) said part or half of the day was detailed, organized networking.
 - a. Divisions meet by themselves in a room.
 - a. Missouri is large because everyone is a member, and it is driven by the Dept. of Education.
2. People (60-75) paid the higher price as a nonmember
3. Cale suggested we revisit formats, go back to industry tours
4. Cale can get Missouri back information for summer, and he can also get Colorado formats also.
5. People want "hands on" and ours if more general.
6. Hands on takes more time
7. Like the networking style
8. Ashlee has some ideas but was unable to attend this meeting. We look forward to her ideas.

****Executive Director Report October 2023**

Prepared by Kristen Bandy

Executive Director

Iowa ACTE Best Practices Conference:

- September 19, 2023 - Held at the FFA Enrichment Center on the DMACC campus
- 2023 Conference Summary
- Review recap notes
- Conference planning Committee members
 - Chair = VP Doralene
 - Members = ED, Other volunteers?
 - Each division leader

- o **2nd VP Kim for the learning curve of conference planning? **PACE rep Emily for post-secondary knowledge?
- o What about asking for non-board member volunteers?
- Set date for next year's conference
 - o goal of April 1st to have a confirmed venue, meals, and activities to begin promotion.
 - o Maybe at least one mailing per year to promote the conference
 - o

Membership:

- 2023 Conference Summary
 - o Total = 149
 - Members = 76 Non-Members = 73
- Membership the previous year was 773 Iowa ACTE members, so this year we had a decline of 361 members, this is a major concern of our board and our statewide CTE members and divisions. For our annual state conference, we had as many members sign up and pay the extra fee to attend the conference as non-Iowa ACTE members as we did those who paid their yearly ACTE dues to attend the conference.
- We have three divisions that are struggling to communicate the value of unified membership to their potential members and so they are considering dropping as an active division. We have concerns about losing divisions.

Advocacy and upcoming Events:

- Presidential Scholar = 69 nominations!!
 - o Top 5 division nominations due to folder NO LATER than **Monday, October 23**
 - o **October 24 – October 30** Iowa ACTE's Presidential Scholar award committee will review and score the top 5 candidates from each division by October 30 at midnight.
 - o The committee consists of the division representatives, the Iowa ACTE President Ashlee Spannagel Region III Representative Laura Van Waardhuizen, DE Representative, Cale Hutchings and the Exec. Director, Kristen Bandy.
 - o Final Nominations sent to Dennis Hardin on **October 31** or before
- Quality Association Standards = sent in 10/15/23
 - o Hopefully this will be the 9th consecutive award
 - o Show QAS to board
- ISCA - Iowa School Counselors Conference: November 6&7, 2023. Vendor with a display.
 - o still need teachers and students and or board members to volunteer to showcase their classroom learning.
 - o ACTE Teacher of the Year to present their success story??
- IASB - Iowa Association of School Boards conference: November 15 & 16, 2023. Vendor with a display.
 - o Thank you, Jennifer and Midland Ag do the 16th from, 1130 to 2.
 - o We still need teachers and students and our board members to volunteer to showcase their classroom learning.
 - o ACTE Teacher of the Year to present their success story??
- NPS - Arlington, VA March 17-20, 2024
 - o CTSO ground this year include FCS, Ag, Industrial Tech, Health Sciences

- The National Association for Career and Technical Education (ACTE) organizes the National Policy Seminar in Washington, D.C. each year as a vehicle for CTE educators and students to learn more how policy is determined and to provide an opportunity for them to contact and impact legislators. IACTE believes that students are a vital and critical portion of Iowa's delegation each year and has committed \$4000 to cover registration, meals, airfare and hotel accommodations for this purpose. All student organizations are welcome and encouraged to send representatives as part of the Iowa delegation, but support will be rotated among the current CTE service areas in Iowa....those service areas which contain more than one student organization may select the one they would like to be represented in the years they are eligible for IACTE support. In addition to IACTE funding, IACTE encourages student organizations to provide additional funding which may defray delegate expenses beyond \$1000 for participants and/or their advisers/chaperones, if possible. For more information about student organizations the State Education Agency recognizes, please visit ctso.educateiowa.gov.
- State CTSO Directors work with us in getting information out to groups
- CTE Day at the Capitol - Feb 06, 2024, 7:00 AM – 2:00 PM
 - Looking at making small changes to activity -
 - Adding a little more structure for districts to attend
 - Arrange floor plan?
 - Committee - according to By-Laws
 -
 - Chair = Past President
 - Members - president, 2nd VP, ED, DOE Liaison
 - This year include CTSO State Directors
- VISION - Nov. 29-Dec. 2 in Phoenix, AZ
 - 38 Iowa educators attending, including Ashlee, Laura, Barb, Marjorie & Jennifer

New Topics:

Advocacy Topics to discuss

Professional conferences(non-division) are they worth the money?

- Advocacy Expense
- IASB Booth 925.00
- ISCA Booth 515.58
- SAI Booth 765.00
- Legislative Day 610.75
- Advocacy Expense - Other 11.65
- Total Advocacy Expense 2,827.98
- Change secondary Advocacy to RPP visits?

***Treasurer's Report

1st Quarter 2023-2024

IACTE Treasurer's Report July through September 2023

Submitted by
Sandy Warning

Income		ASSETS	
Conference		Current Assets	
Exhibitor	5,490.00	Checking/Savings	
Registration	995.00	Community 1st CU	5.00
Total Conference	<u>6,485.00</u>	IACTE	54,108.59
Interest Earned	3.18	Total Checking/Savings	<u>54,113.59</u>
Membership Dues		Total Current Assets	<u>54,113.59</u>
IACTE Dues	840.00	TOTAL ASSETS	<u>54,113.59</u>
IBEA Dues	0.00		
IFCSE Dues	0.00	LIABILITIES & EQUITY	
IHEA Dues	0.00	Equity	
IITEA Dues	0.00	Opening Balance Equity 7/1/2023	62,640.33
IPACE Dues	0.00	Net Income	<u>-8,526.74</u>
IWBL Dues	<u>0.00</u>	Total Equity	<u>54,113.59</u>
Total Membership Dues	840.00	TOTAL LIABILITIES & EQUITY	<u>54,113.59</u>
Scholarship Flow Through	<u>0.00</u>		
Total Income	7,328.18		
Expense			
Advocacy Expense			
ISCA Booth	<u>505.00</u>		
Total Advocacy Expense	505.00		
Conference Expense			
Awards	217.27		
Catering	6,693.92		
CC Fee	158.75		
Expense	1,029.25		
Facilities	2,601.00		
Speaker	<u>292.50</u>		
Total Conference Expense	10,992.69		
Executive Director	2,499.99		
Executive Director Mileage	158.00		
Operating			
Board Meetings	815.95		
Miscellaneous	80.40		
Treasurer Bonding Insurance	100.00		
Treasurer Stipend	<u>250.00</u>		
Total Operating	1,246.35		
Professional Development			
Region III Conference	429.89		
Vision	<u>25.00</u>		
Total Professional Development	<u>454.89</u>		
Total Expense	<u>15,854.92</u>		
Net Income	<u><u>-8,526.74</u></u>		

***Conference Planning Discussion Notes

Sign up for Conference

- a. Our sign up before school started
- a. Promotion by April 1

Conference Date

- 1. Look at Venues other than the FFA Center
- 2. Kim work toward a June Conference
- 3. The committee will work with Kim to do this.
- 4. October is difficult due to CTSOs
- 5. Cale suggests making the move to June 2025
- 6. Consider a larger conference to attract more people.
- 7. The conference committee will consider all of this

Other Conference Dates

- . Ag Conference is Sunday June 23 – Wednesday, June 26
 - 1. They may have meetings Thursday and Friday.
 - 2. FFA mentoring conference Sunday, June 23
- i. IFCSE is looking at June 20-21 or early August 4-6