

Iowa Association for Career and Technical Education
Board Meeting Minutes
June 11, 2014
Linn-Mar High School

Attendance - Dave Bunting, Diane Corneilson, Julie Schrieber, Lisa Stange, Tom O'Shea, Dana Lampe, Barb Lemmer, Sandy Warning, Del Hoover, Sandy O'Brien

Meeting called to order at 10 AM at Linn-Mar HS. We shared some personal updates with the rest of the board before starting the meeting.

Increase in Dues Proposal – Dave shared a dues review report. Summary: When Dave came onboard, we have virtually no dollars. Dues were reduced to \$5 in order to have divisions commit to becoming state IACTE members. Ind. Tech is the one group who does not have membership this way. Currently, our conference has helped fund our program of work. We need to continue with our Advocacy, Professional development, and Leadership support to fulfill our goals. D & O insurance – Sandy W. says that may not be needed. This is different than conference liability insurance. This is considered good practice in order to do. Dave's recommendation is to be able to raise dues based on this information. Discussion focused a bit on the support for division affiliates to help the leaders in each group attend those conferences like IACTE, ACTE, Region conferences, etc. Concerns about raising dues from \$5 to \$20 if affiliates do not understand they are members and what we do.

Motion by Julie Schrieber to bring a dues increase of \$10 (raise to \$15) to the delegates at the fall Iowa ACTE conference to have set in place for 2015/16 year (July 1st 2015). Second by Tom O'Shea. Unanimously approved.

We need to revisit how state dues are collected if people join ACTE because ACTE will begin billing for that. If the affiliate also collects at conference, that can be an issue.

2015 ACTE Region III Conference – Iowa is responsible for hosting in June. Lisa is our Region III representative. Dave shared that we need to know dates and location next week already at this year's Region III conference. Target group would be Iowa division leaders between 50-80 people total. Idea – Kirkwood hotel. MN/MO/WIS would be a good central location. Usually 3rd week in June – Policy meetings on Wed around noon and done by noon on Fri. (Sandy, Lisa, Dana, Diane will be the leads on this with Dave and Tom providing support)

Online presenter proposals. ACTE will help us with program/theme/etc.

Barb moved that we have Region III June 17 -19 on the Kirkwood campus. Julie 2nd - Unanimously Approved

2015 Iowa ACTE Conference – Ag is June 23 -25 – at the FFA enrichment center in Ankeny we would connect before. June 21 (Sunday) is Father's Day. FCCLA nationals starts July 6, so FCS wouldn't want to have a week between conferences. June 22nd would be the Iowa ACTE part of the conference on Monday to start it all and then the affiliates go to where they wish. (or – Iowa ACTE could be on Tuesday) Would we have separate registrations? DE updates, etc. would be in the Iowa ACTE portion

and we would need to check on their support dollars as well. Suggestion to have Iowa ACTE committee meetings at this time. Dates will be finalized at the next face-to-face. Affiliates need to communicate to their groups ASAP for feedback.

Executive Director Position – Lisa distributed the Position posting for the Iowa ACTE Executive director position.

Postings should go to our website and affiliate websites. Discussion about changing #3 – to read “Attendance strongly encouraged to ACTE National Conference, ACTE Region II Conference, and ACTE Policy Seminar as budget permits).” Needs to be open-ended enough to fit a variety of individuals. Add sponsorships to 3.c. under duties.

Suggestion is to use the description up to Executive Director Duties, and then hours and compensation are the pieces of the Position posting that will be distributed with the \$3,000 stipend inserted. The Duties are an additional piece that will be on the website for clarification.

Dave will still be here to help us out especially for Region III next year. Sandy will leave the treasurer duties when Dave leaves as she has retired and would like to retire this duty as well.

Timeline: Affiliates and board will distribute the position description ASAP. Position open until filled. The website will have the duties posted. Dana will get the address to put it up on the website. Who should they call for questions – Search committee contact lgstange@gmail.com Also look at Linked in and ACTE connections for posting.

Application website – iowafbla.com/iacte/Registration/execdirectorapp.php

Lisa will work with Dana to get this posted by the end of the week. Barb will check on getting it to Indeed.com

Would it be appropriate to list the openings that will be available on the website?

2nd VP position – post-secondary ideas - Murray Finn?

ACTE Iowa Positions to fill – standing committees ---Region III rotates the duties among their states. Right now we have awards committee opening (sit on national awards committee starting July 1 for two years.) That person needs to coordinate the awards for Region III (done electronically and needs to make sure every state does an assessment and scores winners to award plaques). Dana Lampe volunteered to do this. Lisa is currently on the audit committee until June 30 of 2015.

We dismissed at 2:30 and will have a face to face in July – most likely the 16th. Diane will get information to the board with location and times.

Respectfully submitted,
Lisa Stange
Secretary

Iowa ACTE Board Meeting
Conference Call
7:00-8:00 am
May, 15 2014

Attendance: Dana Lampe, Dave Bunting, Kathy Larson, Karen Swanson, Diane Cornielson

Due to the lack of

Review Budget Summary

Dues Increase Discussion

2015 Region III Conference

ACTE Iowa Appointment Legislative Support Fund Committee

ACTE Iowa Appointment Awards Committee

Iowa Association for Career and Technical Education
Meeting Minutes
Conference Call 7 AM April 17, 2014

Approval of the minutes from last board meeting – Diane approved, Barb seconded passed

Barb Lemmer, Dave Bunting, Tom O’Shea, Diane Cornilsen, Dana Lampe, Lisa Stange, Kriste Kuhse, Greg Kepner

Committee Reports

Agriculture - Barb shared they are doing registration for summer conference, June 1st. Having payment due ahead of time. State FFA conference is in two weeks. Expected attendance is between 200-210

Business – Dana shared that this is National Business Association conference in CA. State conference for all Business Associations have happened in last two months.

FCS – State Leadership Conference was two weeks ago. Working on summer conference at Kirkwood in July

Health – looking at scholarships for students and working on finalizing fall conference information

Ind. Tech - no report

Audit (Sandy Warning) no report

Conference Planning (Diane) –affirmed invited speakers – PraDeep, Katrina Please, Mark Williams, Steve DeWitt (still waiting), NPS students. PraDeep is working on the DE involvement with this as well. He is taking more of a hands-on role. Greg got a 40 room block at the Courtyard Marriot. Still checking to see if other groups need blocks. Working on a blast to put on the website. There is a conference past on our site and things need tweaked a little. Linked Iowa Health Education conference to the association pages. Dana asked where the affiliates would like their pages linked to. Diane reminded that student CTSO reps need to be invited to be in the foyer. Non-profits \$200 and for profit \$ 250 and affiliates can invite their fundraisers there as well.

Dana up that the following year – 2015 – we discussed June for conference around the AG conference. Iowa is in charge of Region III. Typically the hosting State does it the 3rd week of June. The 18th would be the date. 20th, 21st and 22nd would be dates to look at. Going from ACTE dates, June AG starts the 23rd. Diane asked if we could do IACTE along with Region III. Dave shared that only once did a state and region go together. The Region people felt they were lost in it. Even if the state one goes 1 ½ days it would work. Sharing of best practice, leadership development would work great with this format. Kristie shared that FCS would be in favor of Sunday, Monday, Tuesday. 20-22. FCS is on board to join the group every other year. Barb shared that finances would be an issue again since affiliates use this for raising dollars. Dave shared the same goes for IACTE since our dues are low. For Business, this won’t work since many are at FBLA or collegiate conferences the end of that week. Conference Planning Committee will need to get going on this. Each affiliate will need to get together and contact Barb with the name. Lisa represents us on Region III and she will be the lead for the Region III, Executive Director, Region III and president will get that started. Katrina Please will help as well.

Awards (Barb Lemmer, Tom O'Shea) We can use the awards portal on the ACTE website. Barb is getting on this in the next couple of weeks to add our awards – we just can't change the names on ACTE, but on the Iowa link we can name it what we want. We have one award that doesn't align as cleanly – the Oran Beatty Leadership. Barb shared that it could just be an Iowa award. Dave shared that the Beatty award might be well served to connect to another award – ie administrator so that it doesn't have an additional one that is difficult to get another nomination. Lisa and Greg agree that this might be a good idea since they are tough to get nominations. Dave is checking with Kelli Diemer and Colleen Hunt to see if we can still honor him well by doing this. He will get back to us to share what he finds out next meeting.

Membership (Dana) Variety of presentations at conferences and are working on visibility. Each division needs to send dues to Sandy with a list of members. Dave shared that Ag does this through nationals and that is very slick since they are unified. Health, FCS, Ind Tech go through their conference attendance. We have no Ind Tech members currently. Dave asked that the committee can improve collection of dues Dana is going to get that committee together – Dana and Barb will work on a message and membership forms to send to affiliates.

Build relationship with Industry -

Policy Committee (Dana, Dave, Del) - CTE Secondary Task Force (Dave) –PraDeep is hands-on and Dave is very excited. He is very articulate and committed. The 18 member task force has met twice – once in December and then in early March. They will meet again in June. Two very active work teams are together. Career Academies and Regional Centers is one that has met several times. Dana is on another team called High Quality Secondary CTE. They are meeting this afternoon for their second time. Both groups will bring some preliminary thoughts Work-based learning – intermediaries will work with this as well as secondary MOCC. Career Guidance is the other. PraDeep is asking for his department to help Kelli is helping with the Work-based and Amy is with Career Guidance.

Another group is meeting Monday for teacher shortage – not officially with the CTE Task Force, but it is connected, none the less informally. Barb asked how Ag could get on Work-based learning with the SAE group from Ag. Dave shared for her to have Dale talk with Kelli.

NPS students did a great job for those who were able to make it! We are happy to have them come to conference to share this fall.

Visits to legislature happened this year. Region III gave us a \$500 check for our day and Ice Cream Social.

Communications Committee – Dana is going to send out a thank you for membership list and another update. She will also have the minutes posted on the website. Any comments about the website need to be sent to her. Dana said that she would love to continue

Nominating Committee (Karen, Lisa, Kelli) 2nd VP for 2015 (post-secondary) and we need to bring 3 to

Region III Conference - in Rochester in June 18 – 20th. (really starts on Thursday the 19th). Dave encourages us to go. We need a date, location, theme, and place holder for our event. Dana, Tom, Diane, PraDeep, and Dave are all planning on going. Lisa is going to try.

Dues – Have divisions gone back to their affiliates to see if we can raise them? Dave suggested up to \$20 – students to NPS, etc. We have worked on value and it is there. Barb thought the board needs to decide a dues structure. We carry the responsibility as an Executive board to keep us viable. It does not go for a vote as Dave understands it. Dana is going to check on bylaws to see the process for sure. Lisa brought up that some members only join years they go to conference. Our dues go July 1st. This will be on our next meeting.

May 15th is our next call. Dues and Region III will be priorities as well as 2105 conference. Dave suggested we look at our bylaws and if needed, we can meet earlier for dues discussion.

Adjourn – at 8:08 AM Motion to adjourn – Diane seconded by Tom seconded.

Respectfully submitted,

Lisa Stange

Secretary



Conference Planning Agenda

3.20.14

CTE: Learning that Works for Iowa

IAAE Iowa Association of Agricultural Educators

IBEA Iowa Business Education Association

IITEA Iowa Industrial Technology Educators Association

IHEA Iowa Health Educators Association
Iowa School Counselor Association

IFCSE Iowa Family Consumer Science Educators

I. Roll Call – Diane

Diane Cornilsen, Dana Lampe, Del Hoover, Dean Lange, Lisa Konecne, Julie Schreiber, Lisa Stange, Tom Oshae

II. Approval of Minutes from 2.11.14 (attached for review)-- **Diane**

Diane moved to approve the board meeting minutes. 2nd by Tom. Approved.

III. Final report from affiliates to confirm required # of meeting rooms (Barb, Tom/Ruth, Greg, Lisa Stange) -- we are being flexible on these for now.

Health – 3 on Thursday for the afternoon (smaller room) and two on Friday

FCS --- 1 room for Friday morning sessions (smaller room)

Ag – one large room for Friday afternoon

Ind. Tech – none on Thursday – need 2 small rooms on Friday

No foyer available on Friday, but the Lab is.

Talked about having the Lab flexible for IACTE and/or others

Chief Architect might be a combo for Ind. Tech and FCS in a Lab on Thursday afternoon

Session topics and descriptions should be to Diane by the first week in July in possible. Dana had a link in a google doc that presenters could access and it was on the website.

IV. Discussion and Workgroups:

a. IACTE sessions – Leadership, Advocacy, DOE, Best Practice, Food (preferred vendors list attached)

i. Pre-Conference with Predeep Kotmrāju, Iowa DE, CTE Bureau Chief – it would be a Keynote

1. Session on CTE Nationally, Leadership-Secondary CTE Task Force

ii. Jeremy Varner, DOE ---Over view of Task Force

1. Need short bio, photo, brief overview of session

iii. Keynote – Mark Williams, “The Dignity of our Work”

1. Need short bio, photo, brief overview of session

iv. Steve DeWitt – Membership or Association Development

1. Need short bio, photo, brief overview of session

v. Other speakers

1. Need short bio, photo, brief overview of session

vi. IACTE President Letter and photo

b. Lodging - Each division had their own hotel -- Quality Inn and Suites, **Courtyard by Marriott** (will be IACTE home base – Dean tried to block rooms today and will follow up), Americinn, Hampton Inn, Country Inn, Fairfield Inn, Holiday Inn

c. Promotion—website, program, postcards, directions and map, other

- i. Discussed that postcards are costly. We can use the DE service area people to send out the information via emails that they have. Dean suggested to check with the AEs to get CTE emails.
 - d. Conference Evaluation, review and revise
 - e. Budget – Dana went over the budget worksheet. We discussed will the speakers need travel expenses? Will we charge one flat fee for the conference and have the affiliates pay their share or just how? How to divide the profits is a question. It was thrown out to look at maybe number of people that attend from each division and IACTE gets 50% of the profits.
 - f. Set Conference Price ---one fee for all no matter what piece of the pie we use. We settled on \$150 for a conference price plus add affiliation costs for IACTE, ACTE, as well as the divisions.
 - g. Exhibitors – for Thursday because of space and the hall would be limited on the second day. Dave has always asked for divisions to give names to him for exhibitors and it was online for people that wanted to sign up. We need to determine cost. Idea is to have exhibitors on the outside edges of the ballroom and not in the foyer or in addition to the foyer (only 35 fit in the foyer). We only have the ballroom and the foyer Thursday. Exhibitors can be in the hallway but then food does not go there. It was discussed that the CTSO's need to be there as well. Thinking it would be good to try to have the exhibitors in the ballroom (room for 24). 6 foot tables were what we used last year. The idea was to have fundraising vendors outside in the foyer, CTSO's and student demos. Vendor dollars will be put in the total to split amongst the profit according to 50% for IACTE and the rest split among affiliates by percentage of their attendance. CTSO's do not pay a fee. They would need to pay for food and/or the affiliate pay for meal tickets for them. Need designated exhibitor hours for them.
 - h. Registration form – has paypal or check and there was no purchase order order. We used Iowa FBLA's website to sign up. Dean would like for the tech updates on Friday to be a choice on the registration form. For students and new teachers, we would like to offer a reduced rate of \$ 50 (students) and new teachers \$75.
 - i. Food – Diane is calling to see if we can use Rick again from Tasteful Dinners and will select the meals. Assorted sandwiches and wraps or lasagna was before.
 - j. Dana will work on conference page for the website. Send things to Dana. Registration link will not be up for awhile. Presenter link will be there for each division to send to the link and an exhibitor link – all by April 15th.
- V. We had a discussion about the following year meeting possibly being held in June in conjunction with the Ag meeting. Region III is typically the third week in June and Ag is the last week in June. FCS might be interested in attaching to the Ag conference (before it) and Health Occupations may be as well since that has been a traditional time for them.
- VI. Adjourn
- VII. Next Meeting – May 13, June 10, July 8, August 12, September 9

Iowa Association for Career and Technical Education
Meeting Agenda
Conference Call 7 AM February 20, 2014

Approval of the minutes from last board meeting – No minutes to approve at this time

Barb Lemmer, Dave Bunting, Del Hoover, Diane Cornilsen, Dana Lampe, Kathy Larson, Lisa Stange, Greg Kepner

Committee Reports

Agriculture - ready to send things out for conference, have completed their award selections and have had a meeting with all Team Ag not just a

Business – Executive meeting clarifying conference Oct 12-13 at Stoney Creek in Des Moines

FCS – Conference at end of July at Kirkwood. Lisa also shared about the Task force that is meeting to work on the shortage in FCS and Ind. Tech in April.

Health – Dana shared the March 20th is a board meeting at Kirkwood 1152 Lynn Hall. Lunch has two options and Dana will send those out. Awards - have been on

Ind. Tech - no report. They were on the conference call for the conference last week

Audit (Sandy Warning) – Sent out audit review and has been sending out Need a March 20 treasurer report

Conference Planning (Diane)

Dana Summarized – All divisions were on. Most areas wanted extra rooms so the template has been updated, costs will be looked at the March 20th meeting. Website needs to have specific conference dates and will be updated soon.

Awards (Barb Lemmer, Tom O’Shea)

No further than when started for Regional awards. Passwords don’t work. She asked the teachers to contact Kate Dowdy directly. Deadline is March 1.

The State awards need to go to Barb. Awards chairs from divisions need to get in touch with Barb. We will work on these after the Regional work is completed. They will also go through the awards portal. Only business has contacted Barb.

Membership (Dana)

No report

Communications

Tuesday, Legislative Day at 2:30 – 4:00 in the rotunda at the capitol with an Ice cream social. Dave has gotten Steve Oval. We’ll have 5 groups of students and teachers sharing the best practices in Career Education. Dave invited all of the representatives yesterday. Set up starts at 2:00.

Diane and her students made a postcard to send out to administrators promoting the conference date and IACTE

Nominations

No report

Policy Committee (Dana, Dave, Del)

Today at 8:30 AM Dana and Karen will be on a conference call with Senator Harkin on Perkins reauthorization. Greg will be on the call in Karen's place.

2:30 Work team for Task force Secondary Education conference call – 21st century framework. Dana will be on that call and update everyone as needed. Dave shared that the overall CTE Task Force has 18 people. The next meeting is March 7th.

Legislative/National Policy Seminar – (Del Hoover) On our website there is a section for Iowa NPS agenda, etc. Update from Mike Cormack – apprentice bill is being studied currently, discussion around broadband, Financial literacy bill (senate file 2219) voluntary in schools and supported by DE,

NPS – moving along with webinars, students are a very self-motivated group, hotel and air fare is completed, all of the senators are confirmed, White House tour is added this year

Communications Committee (Deb)

Website and emails – ACTE is working on the changes that Dana has requested. The task force information is on the very bottom of the link. Looks like almost everything has been done! Just need conference information put on. Promoting CTE month – Dana wants to get another letter out. Phillip Cronin from SEP has asked to help promote the Iowa Industrial Expo competition. Judge requests and awards are two areas they are looking for help. This is not Skills USA or Project Lead the Way. Greg supports us helping with this.

Nominating Committee (Karen, Lisa, Kelli)

Executive Director – starting work on the job description

Dana will be sitting in with the National executive directors at NPS

Quality Association Application (Dana and Dave)

Complete!

Adjourn – at 7:50 AM Motion to adjourn – Barb seconded by Kathy seconded

Respectfully submitted,

Lisa Stange

Secretary

Iowa Association for Career and Technical Education
Meeting Agenda
January 9, 2014

In attendance:

Sandy Warning, Kathy Larson, Barb Lemmer, Dana Lampe and Dave Bunting.

Sandy moved and Kathy seconded the Approval of the minutes from last board meeting.

Committee Reports while reviewing the Program of Work

Audit (Sandy Warning)

Sandy Warning has indicated the Audit for 2013 is complete.

Conference Planning (Diane)

Diane gave a brief update from the previous conference planning meeting. Conference date is September 26-27 at the FFA Convention Center. At this time Health has committed to join Iowa ACTE for the two days.

Awards (Barb Lemmer, Tom O'Shea)

Each division is to send Division Award Chair contact information to Barb Lemmer to establish who will be recognized for the 2014 Iowa ACTE nominations. Barb will contact 2013 Iowa ACTE winners to let them know when and where to submit their applications for Region III consideration. March 1 is the deadline.

Membership (Dana)

A message was sent members about the ACTE Conference. Another message will be sent this week indicating Happy New Year and a brief review of the Taskforce and CTE Month coming up in February.

Dana would like to set up a meeting with Dave to review the ACTE Member Value Task Force Recommendations sometime in January. This could be via phone call.

We have mentioned visiting Teacher Education Programs. Would anyone be able to or suggest someone who could visit the following:

Contact ISU, Grandview – Agriculture, Family Consumer Sciences

Contact UNI, Coe, Mt. Mercy, Upper Iowa, Grandview, Ashford U –Business

Contact William Penn, UNI, Upper Iowa – Industrial Tech

Policy Committee (Dana, Dave, Del)

Legislative Update from the DE (Del)

Announcement of the new chief for the Bureau of Career & Technical Education. Perdeep Kotamraju. Comes from Minnesota Department of Education.

NPS Update. List of who is attending so far (Del).

Four students Agriculture Tony xx , Business Arian xx, FCS Jill xx and HOSA Nicole xx. Students will begin their conference calls January 22. These calls are to inform the students about Career and Technical

Education, Iowa ACTE, ACTE, Carl Perkins funding, the legislative we will be meeting with, and finding their way around Washington D.C.

Del will continue to work in Iowa schedule and appointments for NPS.

Who is planning on attending NPS? Dana will have a room and would like female roommates, if anyone is interested.

Barb Lemmer and additional representatives of IAAE plan to attend.

Brief review of the Task Force meeting (Dave).

The Task Force is in its beginning stages. This will be a two year program. The goal is to review Secondary CTE in the state and make recommendations to the Governor and the Legislature on changes to be made.

State Legislative Visits. Dana spoke with Mark Chelgren, State Senator from Ottumwa, and he mentioned that February would be a good time to visit the State Capital on behalf of CTE. Friday's are not good, they take those days off. Each of the divisions has responded to her email. The Excel document is attached in the email.

Dave will follow through with the State Capital. Date at this time is February 25. We have the option of meeting in the Rotunda with a snack option. Dave will also get Iowa ACTE on the Social Calendars for Legislatures.

He has also been in contact with Dave Palmer and Steve Ovel to communicate that Iowa ACTE will be in attendance at the Capital.

Communications Committee

Deb and stepped down from being the Secretary and working with the Website. Dana will continue to work with ACTE in updating the Website.

Most if not all of the updates have been made on the website for this year. Please let me know if you see anything that needs to be changed. I will continue to work with John Miller in updating the site.

Nominating Committee (Karen, Lisa, Kelli)

Lisa and I spoke with Ross Arnold, the President of the Executive Directors Council for ACTE. Lisa, Kelli, and Karen have been given his contact information.

Lisa, Kelli, and Karen and all agreed to start meeting to in order to find a replacement for Dave in the Executive Director position.

Quality Association Application (Dana and Dave)
complete

Old Business

Still needing a Second VP and Executive Director

New Business

National Executive Directors Association dues \$125 for Dave Bunting

ACTE Conference

1. Voting Delegate list has been sent in: Dana, Sandy and Diane
2. Diane is attending the Leadership Training
3. Do we have a current list of who is attending?
4. Do we organize an Iowa dinner?
5. Has anyone looked at flights?

Dues Increase discussion

Please review the President's proposed budget for the year. I would like discussion on increasing the dues.

Adjourn

IACTE Board of Directors Meeting
Thursday November 14, 2013
Conference Call 7-8 am

Attendance & Introductions (Dana Lampe)

Dana Lampe, President; Dave Bunting, Executive Director; Diane Cornilsen, 1st VP; Deb Throne, Secretary; Kathy Larson, Business; Tom O'Shea, Health; Greg Kepner, Industrial Technology;

Approval of Minutes from Previous Board Meeting

Dana called for a motion to approve the October Board meeting minutes. Diane made the motion with a second from Greg. No discussion. Motion carried.

Affiliate Reports

Agriculture – No report.

Business – Conference planning committee is beginning to organize. The business group is working with Kelli Diemer of the DE on work-based learning curriculum.

Family & Consumer Sciences – Mary Ann Adam's (DE) responsibilities have been distributed throughout the department. The FACS group is scheduling a meeting with Jeremy Varner to determine how this group will function at the DE level.

Guidance – No report.

Health – Conference planning is beginning to organize. They now have a full board for the health division. The board is working to get the word out that the health division can have a NPS representative this year. They will be establishing one \$1000 or two \$500 scholarship(s) to award to health-bound graduate(s).

Industrial – No report. Greg Kepner continues to not get a response from the affiliate members to get some action. Dave asked if our board could contact President Steve Walstein (Northwest Iowa Community College) to see how we could support him.

Program of Work Committee Reports

Audit Review Committee Report – No report.

Awards & Scholarships Committee – No report.

Conference Planning Committee Report – The venue will be the FFA Enrichment Center on September 25 and 26. Five strands will be represented: (1) National Updates; (2) State Updates; (3) Administrators; (4) Leadership; and (5) Best Practices. Diane said members of the committee have really stepped up to take leadership of each strand. Diane is most grateful.

Membership Committee – There are 250+ members (Dave believes there are a lot more), but Dana is having technical difficulty with her file and will continue to try and resolve her problem. Her goal is to

begin sending information to members regularly about updates and announcements. Having a presence at the Counselors Conference was a success to get our message out.

Policy Development Committee – All names that have been submitted to be part of the Secondary CTE Task Force task force have been forwarded to Jeremy Varner, but it is moving slowly. Dave commented that he hopes to have the first meeting in December.

Iowa Department of Education Liaison Report – See Attachment A.

National Policy Seminar – Dana is looking to receive representative names from the affiliates. The Ag affiliate is still waiting to choose, Business has chosen their representative, Health is still deciding, FACS is still waiting. Name deadline is December 15. Will need a student and a chaperone (if high school). Webinars will be required and Del is working on these. Keep Del updated from the field to help all feel comfortable with students.

Dana is now beginning to work on state advocacy day. Dave can coach Dana on how to set this day up. Steve Ovel is a great connection.

Communications Committee – Dana is working with ACTE on making our membership application more user-friendly for them and us. Dana is working with Lina Perez of ACTE. Could we add the Conference Committee on this page also? Do this on the conference page instead, please. A request was made to have the Iowa Home link on the Iowa ACTE website to be bolded on all pertaining pages. Deb Throne will request this from Jonathan Miller, Iowa ACTE webmaster).

Nominating Committee – No report. Dana will push them forward to fulfill vacant officer positions. Lisa Stange will lead the search for the Executive Director position. Barb Lemmer accepted the nomination of 2nd Vice President.

ACTE Quality Association Committee (Ad hoc) – We just found out that we will be awarded this award. Congratulations to all.

Old Business – None.

New Business

ACTE Conference – Can IACTE pay for Dave's transportation to this conference? Diane made a motion for IACTE to pay transportation expenses for Dave Bunting; Tom seconded. No discussion. Motion carried. Dave said there will be over 60 lowans at this conference. Dave is also organizing a dinner for any lowans that are interested. Dave will be making a reservation at Buca di Beppo for this group, but he will need to provide a guaranteed number of attendees for the restaurant.

Next meeting will be in December 19 at 7:00 am via conference call.

7:55 a.m. Adjournment

A call for a motion to adjourn was made. A motion to adjourn was made by Dave with a second by Diane. No discussion; motion carried.

Respectfully submitted
Deb Throne, Secretary

IACTE – November 12, 2013

Legislative Update

Intermediary Networks

Description: Provides policy changes and funding to support a system of regional intermediary networks. These networks will link schools and businesses to expand work-based learning opportunities, including internships, job shadowing, and related activities. The Department will convene a statewide steering committee with representation from schools, postsecondary institutions, government agencies, and other stakeholders. The steering committee shall recommend program parameters and reporting requirements to the department.

NOVEMBER UPDATE: All 15 Intermediary Networks have been approved and will each receive approximately \$96,000 in funding. See page 2 for a roster of networks.

Secondary Career and Technical Programming Task Force

Establishes a task force to review secondary career and technical programming and policy and to make recommendations that would ensure all students have access to high-quality, globally competitive career and technical education programs. An interim progress report shall be submitted to the Legislature by January 15, 2014, and a final report shall be submitted to the State Board of Education, the Governor, and the Legislature by November 1, 2015.

NOVEMBER UPDATE:

- First meeting in early December
- Membership will include: K-12, community colleges, business, and ex-officio legislators
- Goal: To raise the profile of CTE; modernize state policy (EX: Iowa Code reference Home Economics)

Use of School Infrastructure Local Option Tax (SILO) Revenues

Adds joint infrastructure projects between school districts and community colleges for purposes of offering shared or concurrent enrollment courses to the list of purposes for revenues from the Secure an Advanced Vision for Education (SAVE) Fund. It also specifies that such use does not require voter approval.

Priorities For the 2014 General Assembly

Increased state general aid (SGA) - \$210.75 million

Maintain support for new programs funded by the Iowa Skilled Worker and Job Creation Fund established last session. (*particularly important for CTE)

- *Workforce training and economic development fund (currently 15.3 million) – funds credit CTE programs and other activities which prepare students for work in targeted industries
- *Intermediary Networks – the DE recently began accepting applications for grants. The goal is to establish 15 regional networks.
- Kibbie Skilled Worker Tuition Grant
- Adult education and literacy including ELL
- PACE
- GAP

DE Division of Community Colleges Update

The Division of Community Colleges will be divided into two bureaus: The Bureau of Community Colleges and the Bureau of CTE. Kent Farver will be the chief for the Community Colleges Bureau. Interviews will be conducted to select the chief for the Bureau of CTE.

Intermediary Network Grant
Awards

\$96,665

<u>Application Title</u>	<u>Agency</u>	<u>Applicant</u>
<u>Indian Hills Community College Work-Based Learning Intermediary Regional Network</u>	Indian Hills Community College	Karen Swanson
<u>Eastern Iowa Community Colleges Regional Intermediary Network</u>	Eastern Iowa Community College (Quad Cities Career Connections)	Ryan Bobst
<u>Iowa Central Workforce Intermediary Network</u>	Iowa Central Community College (Central Homeland Security Training Center)	James Kersten
<u>Northeast Iowa Pathways to Employment</u>	Northeast Iowa Community College	Kristin Dietzel
<u>DMACC Work Based Learning Intermediary Regional Network Grant</u>	Des Moines Area Community College	Randy Gabriel
<u>FY14 Intermediary Network Grant</u>	Iowa Western Community College	Chris LaFeria
<u>Iowa Lakes Intermediary Grant</u>	Iowa Lakes Community College	Kari Hampe
<u>Southwestern Workplace Learning Network</u>	Southwestern Community College	Rachel Ramaeker
<u>Intermediary Grant Application--Region 12</u>	Western Iowa Tech Community College	Janet Gill
<u>FY14 Statewide Work-Based Learning Intermediary Regional Network Grant</u>	Kirkwood Community College	Mary Lou Erlacher
<u>Statewide Work-Based Learning Intermediary Regional Network Grant</u>	Iowa Valley Community College District	Cindy Schulte
<u>NIACC 2014 Work-based Learning Intermediary Regional Network Plan</u>	North Iowa Area Community College	Jean Ostrander
<u>WLIN at NCC</u>	Northwest Iowa Community College	Gretchen Bartelson
<u>Intermediary Grant</u>	Southeastern Community College	Jan Wolbers
<u>Hawkeye Work-Based Learning</u>	Hawkeye Community College	Jane Bradley

IACTE - October 17, 2013

Intermediary Networks

Provides policy changes and funding to support a system of regional intermediary networks. These networks will link schools and businesses to expand work-based learning opportunities, including internships, job shadowing, and related activities. The Department will convene a statewide steering committee with representation from schools, postsecondary institutions, government agencies, and other stakeholders. The steering committee shall recommend program parameters and reporting requirements to the department.

Secondary Career and Technical Programming Task Force

Establishes a task force to review secondary career and technical programming and policy and to make recommendations that would ensure all students have access to high-quality, globally competitive career and technical education programs. An interim progress report shall be submitted to the Legislature by January 15, 2014, and a final report shall be submitted to the State Board of Education, the Governor, and the Legislature by November 1, 2015. The Secondary CTE Taskforce will be convened before the end of the year and will include educational and business stakeholders. The Department will hire a facilitator to help coordinate the taskforce work.

Use of School Infrastructure Local Option Tax (SILO) Revenues

Adds joint infrastructure projects between school districts and community colleges for purposes of offering shared or concurrent enrollment courses to the list of purposes for revenues from the Secure an Advanced Vision for Education (SAVE) Fund. It also specifies that such use does not require voter approval.

Priorities For the 2014 General Assembly

Increased state general aid (SGA)

Maintain support for new programs funded by the Iowa Skilled Worker and Job Creation Fund established last session.

- *Workforce training and economic development fund (currently 15.3 million) – funds credit CTE programs and other activities which prepare students for work in targeted industries
- *Intermediary Networks – the DE recently began accepting applications for grants. The goal is to establish 15 regional networks.
- Kibbie Skilled Worker Tuition Grant
- Adult education and literacy including ELL
- PACE
- GAP

*particularly important for CTE

IACTE Board of Directors Meeting
Thursday October 17, 2013
Conference Call 7-8 am

Attendance & Introductions (Dana Lampe)

Dana Lampe, President; Dave Bunting, Executive Director; Diane Cornilsen, 1st VP; Deb Throne, Secretary; Kathy Larson, Business; Del Hoover, DE Liaison;

Approval of Minutes from Previous Board Meeting

Dana called for a motion to approve the September Board meeting minutes. Diane made the motion with a second from Dana. No discussion. Motion carried.

Program of Work Committee Reports

Audit Review Committee Report – Margie Warning of Warning Consulting performed the audit. Her recommendation was to provide a 1099 for any contracted positions. Since Dave is the only contracted position, he should receive a 1099 for each tax year. Since IACTE has not had a contract in place for the Executive Director, Dave will ask his counterparts across the U.S. what they may have in place for a contract. This will give us a guideline for preparing a contract for the Executive Director position. Margie had stated there is nothing wrong with our system for collecting and expending money, so this was good news.

Awards & Scholarships Committee – No report.

Conference Planning Committee Report – Dave, Dana, and Diane met this past Monday and reviewed the planning committee meeting last week. Based upon that meeting, it was decided to propose to the board to hold the Unified Conference on September 25-26, 2014 at the FFA Enrichment Center. A motion made by Dana to set this date with a second made by Diane. Since there was not a quorum present, an electronic motion was called by Dana.

Membership Committee – Dana sent an email yesterday requesting volunteers to man our IACTE exhibit at the Iowa School Counselors Association (ISCA) Conference November 4-5.

Dave can be there to set up and man the exhibit on Monday (setup by 7:30am and tear down by 2pm). Dana and Barb can man the exhibit on Tuesday. It would be great to have students to talk with and show what we do in CTE. Dana will send a message out to see if there could be some students help and share.

We are also sharing this table with Ag Educators, so we need to be mindful of that. Affiliates that are able to exhibit should contact Dave Bunting; he will coordinate.

Policy Development Committee – House file 604, Secondary Career and Technical Programming, was the topic of an email sent to Jeremy Varner asking if the President of Iowa ACTE could serve on this task force. No response yet. Dave Bunting has applied to be the facilitator for this task force. A letter has been sent to the new Iowa Department of Education Director, Dr. Brad Bruck, asking for Dave to be invited to facilitate this task force.

- Intermediary Network Grant. Kelli Diemer is the contact for this grant at the DE. Applications are being collected.
- Secondary Programs Task Force – convened before end of this year and made of educational and business stakeholders. A facilitator will be in charge.

Communications Committee – The Program of Work needs to be added to our website. In addition, the group would like to see more bold items on the website to grab a viewer’s attention. Deb also had checked with Jonathan, ACTE Webmaster for our state, about having our old Bizland site redirect traffic to our new site. He had shared with Deb that this will need to be discussed with Bizland. Deb will have that be the next step. Dana requested our Mission Statement be added to the home page of the website. Deb has completed this item.

Dana is working on the Policy Handbook and will send it to Deb when it’s completed. This will not be a complete handbook, but a start. We will need to add the policies as needed. This handbook should go right under the link for the By Laws. This has not been done yet. We also need to place the National Policy Seminar Rotation Schedule to the website, along with the webinar schedule. Deb will get to this as soon as possible.

Deb indicated she has yet to get the website updated with this current year’s meeting minutes. She will work on getting this done.

Nominating Committee – No report. Dana said Lisa, Kelli, and Karen are the Nominating Committee. Dana will push them forward.

ACTE Quality Association Committee (Ad hoc) – Dave and Dana have completed and submitted the Application. The last time Iowa received this award was 2010. Dave is very hopeful that we will be awarded this recognition.

Affiliate Reports – No reports given due to time constraints.

Old Business

We still need a 2nd Vice President and Executive Director. Dana encouraged all members of the board to keep thinking of individuals that would fit these positions.

New Business

National Executive Directors Association dues of \$125 for Dave Bunting have been paid. This was a budget item that has been previously approved by the board.

ACTE Conference – Dave sent the voting delegates list of Dana, Sandy, and Diane. Diane will be attending the Leadership training. Dave will be organizing a dinner for all Iowa participants.

Iowa ACTE Membership Dues Increase – Tabled due to time constraints.

Next meeting will be in November 14 at 7:00 am via conference call.

8:00 a.m. Adjournment

A call for a motion to adjourn was made. A motion to adjourn was made by Diane with a second by Dave. No discussion; motion carried.

Respectfully submitted
Deb Throne, Secretary

IACTE Board of Directors Meeting
Thursday September 19, 2013
Conference Call 7-8 am

Attendance & Introductions (Dana Lampe)

Dana Lampe, President; Dave Bunting, Executive Director; Diane Cornilsen, 1st VP; Deb Throne, Secretary; Barb Lemmer, Agriculture; Kathy Larson, Business; Kayla Pins Family & Consumer Science; Tom O'Shea, Health; Greg Kepner, Industrial Technology; Karen Swanson, Past President; Del Hoover, DE Liaison;

Approval of Minutes from Previous Board Meeting

Dana called for a motion to approve the August Board meeting minutes. Karen made the motion with a second from Tom. No discussion. Motion carried with a unanimous vote.

Iowa Department of Education Liaison

Dana welcomed Del Hoover to the board. Del will be replacing Kelli Diemer as the liaison to this board beginning immediately.

Program of Work Committee Reports

Audit Review Committee Report – Dave Bunting shared that everything needed to conduct the audit for IACTE treasury has been sent. The records were due October 1.

Awards & Scholarships Committee – No report as the members have not begun work. Dave suggested we keep in line with the ACTE awards alignment. We really want nominees from every division.

Conference Planning Committee Report – Diane is waiting for responses from affiliates on their interest in joining IACTE in late September or October. Tom (Health) indicated they have met and they are on board for this idea. If the affiliates could look at the minutes from the last meeting and report back, it would be helpful to the planning committee. Tom said they will work hard to get their numbers up to 150-member participation. Please see the minutes for further clarification from the last meeting. Diane would like to make a decision soon to secure a venue.

Membership Committee – Dana will send a message to all our members next week, and she will work with Sandy Warning on making sure IACTE has all the members in our database. She also stated a need to touch base with the Guidance affiliate for their membership list to get them more involved.

IACTE has an exhibitor opportunity for the May 2014 Iowa Association of School Boards Conference which may be pricey for an exhibit. So, we might have to revisit whether we also exhibit at the SAI conference and rotate exhibiting at the two conferences. Dave thought our presence at the SAI was phenomenal and would love to continue with this conference. He also

thinks the School Counselors affiliate conference would be another key audience. Dana will research the Iowa School Counselors Conference date.

Policy Development Committee – This committee consists of Dana Lampe, Dave Bunting, Nicky Cline, and the 2nd Vice President. Dana asked Del to consult with Kelli Diemer as to what is expected of him as a liaison to this group. Del will touch base with Mike Cormack and Jeremy Varner on any upcoming items this group needs to be aware of. Dave feels we need to review our policy manual once again.

Another goal is to make sure we are on track with the National Policy Seminar. IACTE needs to make sure the new rotation is posted to the website this next week. Dana will also send out a call for affiliates to start thinking about representation.

A date needs to be set with CTSO's to identify what they are already doing, so we can visit the Iowa Capitol.

Communications Committee – The new website is up and running. Dana asked that the Program of Work be placed on the website. Dana will notify all members of IACTE with an update of our new email address <https://www.acteonline.org/iowa/>. This board would like to see more bolded items on the website. In addition, it was asked if the old website URL can redirect inquiries to the new website. Deb will look into this item and report back.

Nominating Committee – We need to fill three key positions at this time; 2nd Vice President for this year, 2nd Vice President for next year, and an Executive Director as Dave Bunting would like to retire.

ACTE Quality Association Committee (Ad hoc) – Dana and Dave will set up a meeting date and go through the application for the ACTE Quality Association Award. Dave has already started this process. They hope to meet next week.

Affiliate Reports

Agriculture – Next meeting is scheduled for September 28.

Business – A strategic planning session is scheduled for October 5.

Family & Consumer Sciences – Mary Ann Adams has retired from the Iowa Department of Education. The 2014 FACS Conference is going to move forward but will look to join the IACTE Unified Conference beginning in 2015.

Health – This affiliate held their meeting on September 10. Their new website is up and running at www.iowahealthed.org.

Industrial Technology – No report.

Executive Director – No report.

New Business

Diane would like a revised budget update after all final conference numbers. Dana will contact Sandy Warning and ask her to provide an updated report.

Next meeting will be in October 17 at 7:00 am via conference call.

8:00 a.m. Adjournment

A call for a motion to adjourn was made. A motion to adjourn was made by Diane with a second by Greg. No discussion; motion carried.

Respectfully submitted
Deb Throne, Secretary

IACTE Board of Directors Meeting

Thursday, August 1, 2013

Linn-Mar High School

9:30 am – 4:30 pm

Attendance & Introductions (Dana Lampe)

In attendance: Dana Lampe, President; Dave Bunting, Executive Director; Diane Cornilsen, 1st Vice President; Deb Throne, Secretary; Matt Lansing, Agriculture; Sandy O'Brien, Business; Tom O'Shea, Health; Kalya Pins, Family & Consumer Science; Joan Stekl, Family & Consumer Sciences; Kelli Diemer, Iowa Dept. of Education

Absentees: Sandy Warning, ACTE Region III Representative & Treasurer; Karen Swanson, Past President; Barb Lemmer, Agriculture; Kathy Larson, Business; Jane Metcalf, Counseling; Greg Kepner, Industrial Technology;

Program of Work (Dana Lampe)

Audit Review Committee – Not much to discuss because this committee already is in place.

Awards & Scholarships Committee

(Barb Lemmer, Tom O'Shea, and Sandy Warning)

1. Align awards with ACTE
2. Perform the Awards Ceremony at annual conference (date TBD)
3. Follow the timeline for awards submissions as outlined by ACTE
4. Facilitate the award selection process

Conference Planning Committee

(Eric Wueve (Ag); Sandy O'Brien (Business); Ruth Hobson (Health); Kristie Kuhse (FACS); Greg Kepner (IT))

Membership Committee

(2nd Vice President; Dana Lampe)

1. Send personal thank-you to all IACTE members by President
2. Review Member Value Task Force Recommendations
3. Contact Association for Business & Industry for partnership opportunities
4. Messages to members; website benefits (webinars, etc.);
5. Advisory Committees – use to promote IACTE
6. Encourage administrators to promote IACTE to their local CTE teachers
7. Messages to administrators around SAI conference time
8. Did you know video on importance of membership
9. Presence with each affiliate meeting (put a face with IACTE) at least once
10. Approach teacher education programs of association memberships

Policy Development Committee

(Karen Swanson; 2nd Vice President; Nicky Cline; Dan Pickar from Alburnett would be a good person to ask...)

1. Advocacy
 - a. NPS
 - b. The new rotation was presented by Kelli Diemer (See Attachment A). The motion to accept this new rotation was made by Diane Cornilsen and seconded by Dana Lampe. No discussion. Motion carried. Diane Cornilsen moved to amend the previous motion to amend the policy to read "all expenses (i.e. travel..." with a second by Dana Lampe. No discussion. Motion carried.
 - c. Day for IACTE
 - d. Day for CTSO's
 - e. Coordination of Affiliate Divisions
 - i. Ag – January 27, 2014

2. State image
3. Facilitate activities
4. Mentoring – Policy conference call
5. Policy Discussion Webinars

Communications Committee

(Dana Lampe; Deb Throne)

This committee has already been in place. Any items that need to be placed on the website need to be funneled through Deb Throne. She is the connection to ACTE's webmaster who manages our website.

Nominating Committee

(Past Presidents)

1. This committee needs to address filling the vacant members for the 2nd Vice President and Executive Director.

Dana Lampe appointed members to comprise an ad hoc committee that will address the ACTE Quality Association Standards Award. Members that were appointed will now begin work on this work are: Dana Lampe, Dave Bunting, Sandy Warning, Deb Throne, Diane Cornilsen, and Karen Swanson.

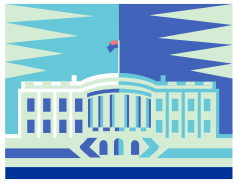
Next meeting will be in September 12 at 7:00 am via conference call.

4:30 a.m. Adjournment

A motion to adjourn was made Dana Lampe with a second by Diane Cornilsen. Unanimous vote to adjourn. Motion carried.

Respectfully submitted

Deb Throne, Secretary



National Policy Seminar Student Organization Rotation Schedule



The National Association for Career and Technical Education (IACTE) 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 will allocate an amount up to \$4000 (up to \$1000 per student from 4 CTE Student Organizations) each year, to cover expenses related for this purpose (i.e. registration, transportation, meals, lodging.) This amount may be adjusted if IACTE is also called on to help support the IACTE officer participation. All student organizations are welcome and encouraged to send representatives as part of the Iowa delegation accommodations, 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 offset additional expenses.

Proposed rotation from 2013 – 2018

2013	2014	2015	2016	2017	2018
Family & Consumer Sciences	Agriculture	Industrial Technology	Family & Consumer Sciences	Agriculture	Industrial Technology
Health Occupations	Business	Marketing	Health Occupations	Business	Marketing
Industrial Technology	Family & Consumer Sciences	Agriculture	Industrial Technology	Family & Consumer Sciences	Agriculture
Marketing	Health Occupations	Business	Marketing	Health Occupations	Business

*If a division doesn't have a representative their scheduled year, we will pass the opportunity to the next division in the rotation. The following year, we will remain with the scheduled rotation.

IACTE Board of Directors Meeting

Wednesday, July 10, 2013

Linn-Mar High School

9:30 am – 4:00 pm

Attendance & Introductions (Karen Swanson)

In attendance: Karen Swanson, President; Dana Lampe, 1st Vice President; Diane Cornilsen, 2nd Vice President; Dave Bunting, Executive Director; Deb Throne, Secretary; Barb Lemmer, Agriculture; Kelli Diemer, Iowa Dept. of Education

Absentees: Lisa Stange, Past President; Sandy Warning, ACTE Region III Representative & Treasurer; Samra Olofson, Business; Marilee Schmalen, Family & Consumer Science; Jane Metcalf, Counseling; Jill Budde & Nicky Cline, Health Occupations; Greg Kepner, Industrial Technology;

Note: If you cannot represent your affiliate during a conference call, please find a replacement.

Evaluate Conference (Karen Swanson)

At this time an evaluation form has not been created. Dana will get the survey/evaluation form completed this weekend and ask the Board to review; she will then distribute it to all attendees on Monday August 20. However, the Board feels that the Iowa Events Center worked very well as a venue for this unified conference. The cost to hold the conference at this venue was competitive. Most attendees liked the facilities and the sessions offered; the Iowa DE received a number of compliments for their pre-conference format.

IBEA questioned whether a higher attendance would occur if they moved their conference back to the October slot since their attendance numbers were way down; the consensus was a 50/50 split. In addition, Krystal of IBEA is waiting to receive feedback from the business teachers of what they liked most about this conference. She will share at a later date. In addition, she will survey the members who did not attend and ask them why. Dave is interested in the results of this type of survey for all affiliates. Krystal also relayed that IBEA is very interested in mimicking IFCS' format for piggy-backing to the Unified Conference. This would require an off-site meeting location for the IBEA portion during overlap session times.

IFCS had decided at their final meeting from the Unified Conference that they were going to hold their 2013 Conference during the third week of July. This was regardless of when IACTE determined when to hold the 2013 Unified Conference.

Conference location – the Iowa Events Center would be happy to host our conference again in 2013 and the facility would be available. Dana would like to explore the FFA Enrichment Center again. The only issue would be whether there is a number of meeting rooms to hold a larger unified conference if all affiliates are joining this forum. We would need to have at least 10 or more meeting rooms available. Also, the FFA Enrichment Center may provide us a better price of renting the facilities than the Iowa Events Center. In addition, they will also provide “free” AV equipment.

Dave shared the idea that as we see more affiliates wanting more discipline-specific sessions, we may need to think about reducing the number of general sessions and provide more of a balance. With regards to our vendor exhibits, IBEA liked having vendors present at the conference but felt that having them be there the entire three days of the conference was probably too much. In addition, it would have been nice to have specific down time specifically for visiting with vendors. It was also learned that IBEA introduces their vendors during a general session. This should be something we consider for next year. The question was raised whether our vendor pricing was in line with the affiliates pricing structure. This is an unknown at this time; we will need to wait until all affiliates have tallied their individual conference budgets.

A motion was made by Diane Cornilsen to approve conference expenses for payment. Motion was seconded and the motion was carried.

The discussion then turned to the date to be settled upon for 2013. With IFCS already setting their date to the third week of July, the Board feels that this would only make sense. Kelli commented that the last week of July is a terrible time for the Iowa DE because so many grant deadlines are scheduled during that week and the DE would not be able to provide high quality sessions. In addition, Dana received a little resistance from IBEA members for the last week of July because this seems to be their only “dead” week. The third week of July came up as a suggestion. The school year is a difficult time to hold a conference because it is such a

busy time of the year for students and teachers. If held during the third week of July, there shouldn't be any conflict with CTSO events either.

Karen made the comment that there will never be a "perfect" time for all affiliates to attend. However, it probably is best at this time to wait until we receive feedback from the evaluation survey before we pin down a date for 2013.

Next meeting will be on October 12 at 7:00 am via conference call.

8:00 a.m. Adjournment

A motion to adjourn was made Dana Lampe with a second. Unanimous vote to adjourn. Motion carried.

Respectfully submitted
Deb Throne, Secretary