



Board Meeting Minutes

1.15.15

CTE: Learning that Works for Iowa

IAAE Iowa Association of Agricultural Educators

IBEA Iowa Business Education Association

ITTEA Iowa Industrial Technology Educators Association

IHEA Iowa Health Educators Association

ISCA Iowa School Counselor Association

IFCSE Iowa Family Consumer Science Educators

- I. Attendance--Roll call
Diane, Dave, Lisa, Del, Barb, Dana, Greg, Ruth
- II. Approve previous board minutes (11.13.14) and (12.12.14)
Motion to approve, Seconded by, Approved,
- III. Division Reports
Business – Nothing – no board meeting to date
Ag, Looking for another rep – FFA Legislative Day, January 27
Board meeting at FFA Enrichment Center on Saturday, January 17
Looking to hire a program manager and would like others to join with them to make a fulltime position—manage conference, FFA Convention, student organization, possible IACTE Director responsibilities. Barb will find out more
IT -- Nothing – no board meeting to date
- IV. Program of Work – Committee Reports
 - Audit Review (Sandy Warning)
 - Conference Planning (Barb Lemmer, 1st VP)—defer to 12-12-14 but briefly summarize conference planning to date
Barb: Meeting Tuesday, 1-13 – Barb contacted Courtyard, verified all meals, registration can go online as soon as additions are sent to Sandy and then sent to ACTE, looking at Steve Ovel from Kirkwood for keynote, workshop development. Sandy O’Brien working on sponsors and exhibitors; Dave shared all exhibitors’ contact information with Sandy to date. Del is going to help with promotion. Theme: CTE: Learning that Works for Iowa.
 - Awards and Scholarships (2nd VP, IACTE Region III Rep, Dana) –
 - Awards page has been updated on our website—note there are two pages
 - Dana is going to follow up with winners so they get their information for Regional Conference and will be in contact with divisions for awards.
 - Awards deadline is March 1
 - As people start writing their applications, Dave would be happy to review their input. Content for Regional and National level submissions needs to be outstanding
 - Iowa has opportunity to recognize three people for Award of Merit at Region III Conference
 - Membership (2nd VP, Diane)
 - Dave – “qualified yes” to having a current membership list and would be willing to share to double check divisional and IACTE members
 - Dave receives about 80 newsletters back each time he has sent – doesn’t know if the email address is correct. National office sends a monthly report to Dave
 - Current paid membership is approximately 750

- Policy Development (Dave) and Del -- NPS
 - Del – Students going to date: Ag students, IITEA – Skills USA
Chaperones not identified

Challenges: difficulty getting students due to money , difficulty getting chaperones due to cost, organizing trip for two students to date

What are we doing to address this?

Barb is attending NPS and Del is attending.

Ag generally sends president elect and president. Barb suggests IACTE President elect and 2nd VP be NPS attendees in the future.

Dave – if Department of Ed is able to justify professional development for teachers to learn about legislative process, which would be a win-win for our budget. Can't use Perkins \$\$ for students so \$\$ from conference is how we need to fund student attendance at NPS.

- \$2000 in IACTE budget to help fund; FFA student completely covered so can completely fund 1 or 2 students.
- Motion was made to approve a contract with the Iowa DOE to increase IACTE Conference Sponsorship from \$2500 to \$4500 for fiscal year 2015. IACTE would work jointly with Iowa DOE to fund (2) professional development teacher scholarships to attend NPS not to exceed \$4999.99.

Greg moved to send out for board member approval by email vote

- Communications (Diane and Dana)
 - Dana – mockup limited by ACTE and by personal time to commit
 - Dave – ISCA has a person who organizes their conference along with other roles; maybe this person would be willing to work on the website
- Nominating Committee (Lisa and Dana)
 - No report

V. Other

- Region III Conference Update – Dave
 - Starting to get state showcase, tours identified
 - Request in for a keynote speaker and working with several folks for the gallery walk.
 - Eblasts going out soon

VI. Motion to Adjourn

Moved by Greg, seconded by Lisa

Respectfully submitted,

Diane Cornilsen

IACTE President

THEME: "Let it go"

Diane Cornilsen called the meeting to order at 9:15 AM

Attendance was taken by attendees introducing themselves. In attendance:

Dave Bunting (ex. Director), Lisa Stange (secretary), Julie Schreiber (IFCSE), Lisa Konecne (IFCSE), Kendra Ericson (IHEA), Trina Staton (IHEA), Greg Kepner (IITEA), Sandy O'Brien (IBEA), Del Hoover (DE), Sandy Warning (treasurer), Devin Butt (IAAE), Barb Lemmer (IAAE), Kristie Kuhse (IFCSE), Diane Cornilsen (Pres)

Diane started us by thinking about planning through a modified wall walk with Strengths, Challenges, Opportunities, and Threats to our organization. We rotated through the group and then ranked the items in each area that we could make a plan for and follow through.

Strengths

Connections to State/Fed as well as industry

Advocacy effort the past couple of years on board

Strength of IACTE conference pulls everyone together

Challenges

IACTE conference Dates (funding and time to attend)

IACTE conference competition with division conferences

Leadership – volunteers to serve

Some divisions not active

Opportunities

Advocacy for CTE

Membership growth

Connect with STEM

Leadership Development

Sharing of best practices/professional development

Threats

Lack of people stepping up in leadership positions

Maintain Vision of IACTE but also independence of affiliates

Legislation

Perceived competition of affiliates with DE/Post sec vs. sec/within school systems

CONFERENCE 2015

Barb shared about the 2015 conference. Date has been set for June 23rd. Ag and FCS are on board and hooking up on either side of those days. Other divisions are doing their own at their own times. Counselors are not engaged, but do get the emails. Some problem are date changes which make it difficult for people to join. When funding is limited for conferences to attend, people pick and choose and often pick their affiliate group. Is the conference format there for what we need?

Dave met with Pradeep and shared some thoughts about the evolution of the IACTE conference. He talked about the background that the K-12 does not have CTE in their radar. Dave sees that we have a strong leader at the DE now. Pradeep suggested to join the Dept. of Ed as part of their annual conference meeting. Business to discuss – celebrate CTE, awards, administrative value,

Del shared their fall meeting is a Perkins update. He feels it should still be an IACTE conference and not just a DE conference. This past year, Pradeep had people from the field come to share what they are doing. Perkins coordinators come to the DE meeting – about 5 hours.

Licensure hours and CEU's are important for people to attend conferences.

Marketing was done very well the last year and we did a good job of getting people there in the fall. Coming from the DE is a good plan. FCS has made a commitment to do a combined every other year. Health talked about joining in that format. Ag has tried and it will not work for them.

This year we have partners for Ag and FCS. We also have the Region III in Kirkwood the end of that week. The Region III is where we would bring together the leaders of the organizations and help make those connections.

Barb suggested we have a meeting sometime of the key leaders in the organizations to get together.

Perkins update is traditionally in October.

Barb moved that the IACTE collaborate with the DE and have a conference in the Fall of 2015 and drop the June IACTE conference. Greg seconded. Discussion - Kristie shared the FCS view since the FCS joined the group and changed dates because this would be a unified conference. To change it at this point in time is changing how it was sold to be with them. There was a lengthy discussion and that the June conference is only one day – Tuesday. Motion did not carry.

Diane moved in Fall of 2016 we move to a conference with the DE. Seconded by Greg. Motion passed.

BUDGET

Diane went over the proposed budget that was approved at the assembly of delegates. We need to address advocacy costs, division willingness to share expenses, NPS. Sandy shared that with a one day conference we will not have the same conference revenue with this conference. IBEA felt raising the dues and ask for a contribution for other activities, that brings a negative response. Dave shared some thoughts – do we need to live within our budgets to do advocacy? Instead of sharing the exhibitor dollars should it just be earmarked to advocacy? Kristie shared that a table at the FCS conference is free for CTSO's and asked why the counselors are charging IACTE for an exhibit. Should we ask for a free table in groups we are a part of? IA school boards, IA administrators, IA counselors are all great advocacy efforts for us. Do we want to continue all three for about 2500 for all three, last year we spent

\$500 for CTE day with a grant from Region III but this year we don't need to do that with where our location is (this year that date is April 6). Ag has always had a booth at administrator's conference and they are thinking they should drop it and then just join in with IACTE. It was suggested that the dues we pay should pay for the booths.

For NPS, we need some extra funding if we are going to send 4 students. Dana moved that we reduce the number of students we fund to 3 each year at whatever cost that might be. No second.

We have budgeted for \$2000 for NPS. It was discussed that two students would each get \$1000. How do we decide who goes? Ag said they would send a student no matter what and would fund their student this year. Would was on the list this year – Ind. Tech, Marketing, Ag, FBLA. Ag is deferring their IACTE dollars this year. FBLA would fund a chaperone to go with a student. DECA could get help with this from IBEA. Ind. Tech is going to advocate for them to go. Del suggested four students at \$500 each and if they want to go, they will have to come up with the rest from affiliates, CTSO's or parents, schools, etc. Lisa moved. Trina seconded. Friendly amendment is if someone declines, the dollars are re-allocated equally. Passed. Ind. Tech, Marketing, Ag, and Business people need to know that they have dollars available for a student and they need to provide a chaperone along with the rest of the funding for the trip. IACTE will register the people.

Lunch break at 11:56

Item #4 – **Region III** conference has some dollars budgeted to allow affiliate leaders to attend Region III. We are the hosts this year and we will be here at Kirkwood. Usually 60-70 state leaders come together and it is a showcase of what is going on in CTE in the State/Region. Dave had suggested that we help fund the leaders to come. We have budgeting \$800 for this. Sandy will write checks to each division to reimburse a leader's attendance (\$800/5).

Dave and Lisa went over the Region III conference outline that will be at Kirkwood June 24-26 (right after our state conference in Ankeny.) Registration is now posted on the ACTE/IACTE website. Theme is Leading the Way with CTE. Encourage officers from division to attend. Potential stipend discussed for one officer from each division given free registration.

Executive director – this is a value added position that we need to find a way to fill (and pay). This is not in our budget currently.

General finance discussion – All divisions except Ind. Tech and Counselors charge the \$5 IACTE dues with their dues. Come July 2015, it will be \$15. Philosophically we want to make a profit on a conference to help fund our advocacy efforts and utilize some sponsorships to help us.

Dues collection process? We need to know when to expect \$\$ to come in from the affiliate conference. Should be turned in within so many days of collecting the dollars.

Meeting and a process would help – committee from IACTE look into a meeting in the near future.

Executive director

We need to talk with some people who have a passion for CTE – see what the major pieces are that the board needs taken care of and ask these people what we can count on them to do. Illinois has hired a person who is retired, MN is looking for someone. Dave is done June 30th.

What are our priorities for an Executive director? Finding partnerships/sponsorships – Advocacy – communications – Financial responsibilities –

Follow up with talking to the names that Dave will give the committee. Lisa will follow up with the committee.

IBEA pays a small stipend to a treasurer, an executive secretary and a webmaster (\$1600). Can we pay a treasurer? Sandy is also done in June.

Another Idea for how to rotate our people on the executive board is to rotate by affiliate instead of just Post-sec/secondary.

Between Ex. Director and treasurer, what could we afford? \$1500 for treasurer? Ex director -- \$3000

2nd VP – need to fill this position. It was post-secondary but we will take anyone --- Thank you SANDY!!!! Duties are in bylaws.

Memberships – we need community college people as members – let's look to a community college as an institutional membership for our organization. All faculty can be a member at this cost -- Same could be for K-12 – and institutional membership per school and give them a member fee for conferences.

Membership – brand that we are all proud members of IACTE and not just the affiliate. Diane is checking on this --- do we have a membership card or certificate? Possibly for their portfolio? Stickers for their laptops?

Awards --- Dave compared the awards at ACTE to division awards. Strongly suggest to nominate someone to the national awards even if they don't align to the affiliate awards. The awards portal is very easy connection. Selling yourself is what gets the awards.

Communication – working on website reorganization. Get division leaders contacts to Diane. Public thank you to Diane for the first two newsletters. Be sure to send Diane division news as well.

Work to increase industry partners.

Opportunities for Advocacy -- we need to re-apply to exhibit. SAI for next August – we will need to contact in order to get in on the list.

Barb will be in contact with committee members for conference planning.

Respectfully submitted,

Lisa Stange, Secretary



Board Meeting Agenda

11.13.14

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
ISCA	Iowa School Counselor Association
IFCSE	Iowa Family Consumer Science Educators

- I. Attendance--Roll call
Del, Dave, Diane, Sandy Warning, Barb, Lisa S.
- II. Approve previous board minutes (10.9.14)
Motion to approve, Barb seconded by Diane Approved
- III. Division Reports
AG --- Barb, emergency board meeting planned
Good contingency going to ACTE Vision 2014 Conference
STEM Grant approved
Alburnett Ag teacher working to get students to School Board Conference on 11-19, 11-20
- IV. Program of Work – Committee Reports
 - o Audit Review (Sandy Warning)
 - Conference Expenses and Revenue
All expenses have been paid
Audit has been done with no suggestions for improvement; books are closed
 - o Conference Planning (Barb Lemmer, 1st VP)—defer to 12-12-14 but briefly summarize your first conference planning meeting
Conference Committee met on Tuesday, November 4. Date and place for the 2015 Conference was verified. Discussion ensued about who was joining us; health is planning to have their own conference. Two main groups overlapping the conference are FCS and AG.

Can we do something different? Everyone is tied into their own conferences. Any other way to get Divisions to come together – Discussion to be continued at strategic planning meeting. Barb talked to Kristi and moving forward to involve Ag and FCS.

Dave -- Great support from Pradeep for IACTE. Good healthy conversation.
 - o Awards and Scholarships (2nd VP, IACTE Region III Rep, Lisa Stange) – Progress made toward:
 - Establish timeline for awards submissions
Lisa, heard nothing about awards to date
 - Document a process to be distributed to each Division
Will need to communicate to Division -- Add to Division ByLaws so as new people in each Division are responsible for awards, they will have details about awards

Dave – ask Divisions to grow their awards in addition to their own Divisional awards

Lisa – scramble for people to nominate people for awards

Dave -- Same discussion at national level – just try to make it easier, reduce paperwork for person nominating and person applying

o Membership (2nd VP, Diane)

- IACTE Quarterly Newsletter 1 sent
- Would like division input for Newsletter 2 – mid to end of December
Divisions need a membership form with IACTE and ACTE dues
Sandy received an updated membership list from Business and FCS – Diane needs final membership list

Lisa – is there a process in place to join ACTE and IACTE vs. going through Divisions. Dave --We get a monthly check from ACTE for Iowa folks who join IACTE.

Dave – challenge for the membership list is to determine which members have moved or retired. We need a list of all of the officers in each Division – treasurer, conference, membership chair, etc.

o Policy Development (Dave)

- Iowa School Counselor Association—November 3-4
Dave—never had so much fun in his life; students are phenomenal! No other exhibitor has students and they were prepared with interactive activities and visited with school counselors. Focus on learning and will repeat with the IA Association of School Boards Conference. Handout given to counselors.
- Iowa Association of School Boards Conference – November 19-21 – handout to be presented called, CTE WORKS!
- Ag-Legislative Day – Barb
FFA Legislative Day is January 27.
FCCLA Legislative Day is in February.
- National Policy Seminar (Discussion and Motion) – defer to 12-12-14
 - President’s budget suggests two (2) students at \$1000, however, 4 students at \$500 could be proposed if CTSO puts \$500 toward NPS
 - o Need a motion and second to approve funding for NPS
 - o Communicate decision to Divisions
Del – holding back to see who the students are and webinars to begin in January
 - Dave – check to see if registration is open for NPS or not – not open yet

o Communications (Diane and Dana)

- Quality Association Seal Update
- Advocacy Page with photos update TBD
- Awards Page with 2014 recipients

o Nominating Committee (Lisa and Dana)

- Second VP
- Executive Director

- Treasurer

Lisa – talk about getting the committee together in Nashville to visit about our options for an IACTE Executive Director

2nd VP -- open

Dave--National rotation is a 6 year cycle; if a state doesn't have a person they defer; could cycle leadership opportunities through Divisions in Iowa

V. Other

Strategic Planning Meeting set for December 12, 2014 at Kirkwood Community College
1138 Linn Hall from 9 am to 3 pm

Lisa Stange – Region III Conference talking points:

Dave – primary audience is leaders and future leaders; Depart. Of Ed. is willing to provide financial support, pre-conference with post-secondary showcase, ideas for speakers, gallery walk – state showcases (10 minute sharing); tours being looked at

Visit with others about the Region III Conference – Need to get the word out to Iowans

Discount to affiliate officers to encourage them to come is a possibility.

Do Divisional Bylaws provide funding for IACTE and/or ACTE professional development?

Dave suggested giving Divisional a line of credit to send their leaders to region III conference, NPS or IACTE Conference, etc.

Any thoughts for organizing our strategic planning meeting is welcomed by Diane and as soon as possible – thank you for your support!

VI. Motion to Adjourn

Lisa, Greg Second

Respectfully submitted,

M. Diane Cornilsen
President, IACTE



Board Meeting Agenda

10.9.14

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

ISCA Iowa School Counselor Association

IFCSE Iowa Family Consumer Science Educators

- I. Attendance--Roll call
Diane Cornilsen, Dave Bunting, Kathy Larson, Dana Lampe, Lisa Stange, Barb Lemmer, Julie Schreiber
- II. Approve previous board minutes (July, 2014)
Dana moved to approve and Lisa seconded.
- III. Division Reports
IBEA – Conference is this Sunday, October 9, 2014
Executive Board meeting is Sunday, 125 registered participants. Will wait to see how board interprets the participation. Tonya Skinner is their Keynote speaker.
Kathy Larson is going to resign her position in IACTE rep. Dana will be placed on the slate for election at the conference on Monday.
IAEE – ACTE AAE conference in November. Applied for a Kings grant, helps Ag teacher with professional development.
FCS- No major changes.
IITEA – No report
IHEA – No report
- IV. Program of Work – Committee Reports
 - Audit Review (Sandy Warning)
 - Conference Expenses and Revenue
Conference expenses have not all been settled yet, no report at this time.
 - Conference Planning (Barb Lemmer, 1st VP)
 - Tuesday November 9, Conference Call – Each division is needing to have a representative at this meeting.
 - AAE Jeff Mayes is looking into contract at the FFA Enrichment Center.
 - FCS would like to be at FFA Enrichment Center Tues, Wed, Thurs.
 - Barb has begun working on a budget.
 - ACTE will be on Tuesday, Officers will most likely come in Monday night. AAE will come in on Tuesday and have book the Courtyard Marriott.
 - Awards and Scholarships (2nd VP, IACTE Region III Rep, Lisa Stange)
 - Dana will be the committee chair, Lisa Stange, and each of the reps will be on the judging panel.
 - March 1 will be the deadline for both State and Regional submissions.
 - An application will for Oran Beaty will need to be developed.

- The portal will be open in December for State winners to go in and update their submittals.
- It is important for the applicants to read the rubrics for most points. Unique and memorable.
 - Align awards with ACTE
 - Establish timeline for awards submissions
- March 1 for both State and Regional
 - Document a process to be distributed to each Division
- Dana will develop a quick “How to” for submittal
 - Membership (2nd VP, Diane)
 - Increase IACTE membership
 - IACTE Quarterly Newsletter –

Divisions are needed to send member data to IACTE so we would have the most current membership data. The better the data, the more information members get.

Lisa Stange indicated that Region III’s goals is membership. Lisa will

Barb suggests to send membership information to the Membership Chair. Direct communication instead of going through the representative.

- Policy Development (Dana, 2nd VP, Dave, Diane)
 - Iowa School Counselor Association—November 3-4
 - Identify participating Divisions **with students** to showcase CTE
IAAE: \$50 sent to IACTE to contribute to booth cost
- IBEA:
IITEA:
IHEA:
IFCSE:
ISCA:

It was suggested the message be sent to all members indicating the opportunities. Dave has mentioned he is available for Monday. Set up is 6:30 am, Prairie Meadows Conference Center.

- Iowa Association of School Boards Conference – November 19-21
 - Motion to approve expense of \$795 for IACTE Booth
 - If motion is approved, Identify Divisions **with students** who will showcase CTE:
IAAE: Has its own booth reserved
IBEA:
IITEA:
IHEA:
IFCSE:

ISCA:

Motion to move approve the expense for the School Board Conference of \$795. Moved by Barb Lemmer, seconded by Julie.

Dave will be able to help orchestrate this exhibit at this conference.

Advocacy suggestion. We could rotate the organization for each of these exhibits. Iowa ACTE would/could apply for the exhibit; then each division could take their turn in participating in organization the exhibit.

Suggestion that each division help with the expenses during this rotation.

National Policy Seminar (Discussion and Motion)

- President's budget suggests two (2) students at \$1000, however, 4 students at \$500 could be proposed if CTSO puts \$500 toward NPS
 - Need a motion and second to approve funding for NPS
 - Communicate decision to Divisions

Discussion: Do we send just 2 for \$1000 or 4 for \$500?

FFA is volunteering to send a student, they are in the rotation.

Motion to send two students to NPS at \$1000 each. Lisa Stange moved. Barb seconded. Barb has moved to table the motion until November, Dana seconded. All were in favor.

CTSO and or the affiliates pay

- Please refer to the attached NPS Student Organization Rotation Schedule
- Communications (Diane and Dana)

Posting on the Website items from the Quality Association Award such as minutes, Plan of Work

- Nominating Committee (Lisa and Dana)
 - Second VP

Tom O'Shea has stepped down from 2nd VP. Representatives need to share with each division the open positions.

Dave indicated the bylaws may need to be put aside, depending on who may be interested; due to the rotation of secondary to post-secondary.

- Executive Director

One application has been submitted, Rebecca Young.

Julie Rosin Executive of Des Moines Central Campus. She is nearing retirement and is looking to stay involved. She is highly respected in the CTE relm. Is a former FCS teacher and is currently an administrator at Des Moines Central Campus. She also serves on the CTE Secondary Task Force with Dave, Dana, and Lisa.

Dave suggests to have a discussion to the affiliates and their involvement. Negotiate what her duties would be.

AAE has concerns that the duties and the amount of pay are not appropriate. A suggestion of reviewing duties and assignments of affiliate's responsibilities could be.

- Treasurer

Sandy Warning's duties will end June 30, 2015. We are needing a replacement. Representatives need to share with each division the open positions.

Additional Discussion:

It was suggested to have a special meeting with the Presidents and Representative meet to develop a strategic plan.

Diane will setup a December date.

V. Other

- CTE Support Fund and silent auction basket. Need a motion to provide \$100 to support the development of a basket

Dana move to provide \$100 to support the development of a basket for the ACTE conference. Lisa seconded. All approved.

- Vision 2014
 - Confirm attendance
 - State Leadership Breakfast attendees

Dave had sent a message to those attending to confirm.

- ACTE Awards Banquet – Need motion to support board member attendance at awards banquet @\$75/person

Lisa moved to pay for \$75 for Dana to attend the Awards Banquet. Diane seconded. Approved. Dana is the Iowa representative for the Region III Awards Committee.

VI. Motion to Adjourn

Dana moved to adjourn. Lisa seconded.

M. Diane Cornilsen, President
Iowa Association for Career and Technical Education

Minutes submitted by Dana Lampe



Board Meeting Minutes

8.21.14

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 Cornilsen, Tom O'Shea, Dave Bunting, Dana Lampe, Sandy Warning, Lisa Konecne, Absentee Vote: Kristie Kuhse
- II. Motion was made by Lisa Konecne and seconded by Dana Lampe to set aside the by-laws to appoint the position of 2nd VP for the Iowa ACTE Executive Board. No discussion, motion passed.
- III. Motion was made by Dana Lampe and seconded by Diane Cornilsen to appoint Tom O'Shea to the position of 2nd VP for the Iowa ACTE Executive Board. No discussion, motion passed.
- IV. Dave Bunting will update the IACTE Executive Board Directory – please update the board rep position for your affiliate and provide contact information (school, email, phone, other)
- V. The board will meet at the Courtyard by Marriott Ankeny on Wednesday evening, September 24 to review the Assembly of Delegates Agenda, proposed dues increase, 2014-15 Budget and to stuff gift bags
 - o Dave volunteered to purchase candy for the bags
 - o We are asking for “free” stuff for gift bags from community colleges and exhibitors. If you can gather some, please help out
 - o Diane will call the Marriott for a gathering space to accomplish all of the above; the FFA Enrichment Center is not available Wednesday evening
- VI. Motion to adjourn, Tom O'Shea; Seconded by Dana Lampe

Respectfully submitted,

Diane Cornilsen, President
Iowa Association for Career and Technical Education



Board Meeting Minutes

7.16.14

CTE: Learning that Works for Iowa

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IHEA Iowa Health Educators Association

Iowa School Counselor Association

IFCSE Iowa Family Consumer Science Educators

- I. 9 o'clock – Refreshments courtesy of the Hotel, Lunch Selection (menu attached)
- II. Roll call --- Diane Cornilson, Doug Hotek, Tom O'Shea, Dave Bunting, Del Hoover, Lisa Stange, Barb Lemmer
- III. Approve previous board minutes (Dave moved with one revision - Murray Fenn – Tom 2nd – passed)
- IV. Review 2014--2015 Program of Work
 - o Diane reviewed the program of Work
 - o Need an Ag rep and a Health for next year
 - o We should ask someone with Guidance—especially with the concerns that are happening state-wide. Diane will contact Jane Metcalf to see who might be able to join us
 - o Awards will need to be a bit different for next year as we might be behind a year for Region III and Nationals because we have a quick turn around -- identifying the awards person from each division and having a conference call to show how to go about it and be sure we have someone in all categories from each division
 - o Michael Connet handles membership at the national level for ACTE. He is in Cedar Rapids now. They will have someone in every Region supporting membership locally. They are re-doing their membership information—Welcome letters, etc. and want a theme each state could use. Wisconsin has made a brochure for their division.
 - o School Board -- \$795 , Counselors --\$300 Nov. 3/4, SAI—not this year, maybe next \$650
 - o Advocacy – we would like to do this again, but want to be sure to coordinate with the affiliates. We need to check with the CTSO's to see when they are going and their dates. Dave will check this out.
 - o Mike Rowe (Dirty Jobs guy) spoke at ABI—if we need to build a stronger industry connection this might be something we do with students. Sarah Roth is the contact.
 - o Website pictures, etc. can be used for our website
 - o Del shared that the Lobbyist from the DE was appointed to the PER board, so that position is vacant.
 - o The CTE task force has several of our members sitting on it and Dave is the moderator.
 - o Discussed an Advocacy page on our website. – Our website itself can show member value on the front page.
 - o National Policy Seminar – we put Del as the lead there because he is the one that facilitates the trip. We need to revisit sending 4 students and getting lots of rooms and look at other ways to take students to other venues as well within the state
 - o Dave asked for a commitment to a certain number of newsletters to members. (and be sure to link back to website) --quarterly???
 - o Still in need of a 2nd VP from post-secondary education
 - o We went over the website ---

- V. 11 o'clock—Tour of the Hotel At Kirkwood
- VI. Noon – Lunch
- VII. Afternoon Business:
 - Conclude Program of Work
 - Review and update IACTE Board of Directors Membership (attached)
 - 2014-15 Board Conference Call Dates: 10-9, 11-13, 1-15, 2-12, 4-16, 5-14
 - Board face to face meeting on June 11
 - Review and update IACTE Conference Committee Membership—Del, Diane, Dave, Lisa, Dana, Greg, Tom, Kristie?, Tiffany Johnston (Ag), Sandy O'Brien
 - Third weekend in June 22 – 26th
 - IACTE Unified conference would be the 23rd (Tues) affiliates can also go Monday and or Wednesday.
 - The Region III starts Wednesday, June 24 at noon through Friday at noon at Kirkwood Hotel in Cedar Rapids. This would give some travel time for people to come from DMACC to Cedar Rapids
 - We are still looking at dates for the affiliates to join.
 - 2014-2015 Iowa ACTE Proposed Budget (attached)
 - Discussion
 - Present and vote on dues Increase to present to Assembly of Delegates (rationale attached)
 - For conference, IACTE gets ½ of the conference profit and the affiliates get a percentage of the profits based on attendance.
 - Vendors would be split as well – Income minus any expenses (meals, etc.) Net income divided 50/50 by the division that procured them (even going back to another year when they first got them)
 - suggestion came from Ind. Tech to look at hiring a promoter – discussion was that the DE consultants are the ones that the instructors look to for information and we don't often have the dollars for this piece to hire
 - Suggestion to help balance the budget is for the expenses for the Student support come from the affiliate division that supports the CTSO groups in line to attend this year (
 - Advocacy from CTE division booths – incomes is to ask the divisions to support the expense of booths (evenly divided by AG, FCS, IND TECH, BUSINESS and HEALTH OCC)
 - Region III Conference Planning Team and Key Task Areas
 - Minn. Region III was fantastic. Some great tours, keynotes (one from a 12 year old entrepreneur), and break outs. Gallery Walk was a ten-minute corridor walk to learn a bit about a hot topic.
 - Dave shared a conference preliminary plan. He would like someone from each affiliate in addition to those listed (Lisa, Diane, Dave) Barb volunteered to represent Ag.
 - Goal is to get one person from each division within Iowa (25 total from Iowa and at least 10 from each state)
 - Update Iowa ACTE 2014 Conference – Presenter Gifts, Evaluation Form, Program
 - Iowa ACTE 2015 Conference Planning Committee – Barb Lemmer, Chair
 - Tentative report from divisions participation for June 2015

- IACTE Conference Date to be confirmed, posted to website for 2015 and 2016
 - Set dates for 2014-2015 conference planning (conference call and face to face)
 - NPS, State Advocacy Ideas—Discussion
 - If we show good stewardship of our dues, going to \$15 from \$5 – the discussion was to maybe not have 4 students go to NPS, but only two and spend the other dollars in-state to advocate here in Iowa where we are.
 - The ag teachers already send two teachers to NPS anyway and would prefer the IACTE dollars go to the state advocacy pieces. FFA pays for this each year and would like to encourage the other affiliates to help out as well. The DE puts in dollars to have their rep go and organize this.
 - Need to fill IACTE 2nd Vice President position. This person must come from the post-secondary level, since our past 2nd VP was from secondary. This person will have the opportunity to attend the ACTE Leadership Training Program along with our 1st Vice President to help prepare them for their role on the IACTE Executive Board.
 - As 2nd Vice President, the responsibilities are to:
 - Chair the Membership Committee
 - Play a role in the Policy Development Committee
 - Attend Executive Board meetings/calls
 - Report on committee work
 - This is a four year commitment: 2nd VP (year 1), 1st VP (year 2), President (year 3), and Past President (year 4).
- VIII. ACTE Vision 2014 – Attendees, travel --- going this Nov – Diane, Tom, Lisa, Dana, Barb (we have 3 delegates and Dave has the paperwork to put their names in – Thursday 10:30 – noon AM Gaylord Hotel Governor’s room A- E—President needs to pick up the tickets. Delegates are: Barb, Diane, and Lisa and Dana is the alternate.
- IX. Motion to Adjourn – Lisa moved we adjourn at 3:50 seconded by Dana. Passed.

Respectfully submitted,
 Lisa Stange, secretary
 Iowa Association for Career and Technical Education