



***Iowa ACTE  
Board Retreat  
Minutes  
July 22, 2024  
9:30 AM***

***CTE: Learning that Works for Iowa***

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

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

- I. **Call to Order** – Kim Dreaden
- II. **Code of Conduct** - Kristen Bandy
  - a. All board members were asked to review and sign code of conduct sheets along with any conflicts of interest; turned in to Kristen
  - b. Inquiry to share a copy of the signed (unsigned) code of conduct to review regularly
  - c. In the future, have a discussion and go over the Code of Conduct; share examples/non-examples; What does it look and feel like?
- III. **Board Expectations Training: Chris Dzurick (9:30 - 11:30) Chrisdzurick@me.com**
  - a. Presentation by Chris from C & T Strategies: 4 Modules
  - b. Basics of Board Governance:
    - I. Six Principles of a Non-Profit Board (6):
      - A. Governance and Oversight, Support and Advocacy, Resource Management, Policy and Planning, Executive Leadership, Community Connection
    - II. Legal Responsibilities of a Non-Profit Board (3):
      - A. Duty of Care, Duty of Loyalty, Duty of Obedience
    - III. Fiduciary Responsibilities of a Non-Profit Board (4):
      - A. Financial Oversight, Fundraising, Compliance, Risk Management
      - B. \*Follow laws and intentions of donations and/or finances
    - IV. Best Practices for Effective Board Governance (12):
      - A. Clear Roles & Responsibilities, Regular & Structured Board Meetings, Strategic Planning & Vision, Board Education & Development, Effective Communication, Diverse & Inclusive Board, Regular Performance Evaluations, Strong Financial Oversight, Commitment to Ethics, Active Engagement & Participation, Effective Leadership & Governance Structure, Stakeholder Engagement
    - V. Board Member Continuum: (see Continuum in the Presentation)  
Strategy & Policy Board  
Strategy, Policy & Managing Board  
Managing Board  
Managing & Operations  
Operations & Activities Board

**Keep in mind the following ideals:**

Individual Vs. Collective Responsibilities

Engagement Vs. Participation

Communication & Collaboration

Strategic Planning Fundamentals:

What is our Definition & Purpose?

Four Key Components:

Vision/Mission Statement, Environmental Analysis (SWOT), Goal Setting,  
Strategic Initiatives

Road Map to Strategic Planning:

Core Values, Future State, Goals, Objectives, Tasks

\*Brian Chesky 11 Star Experience (YouTube video)

Inverting a Board Agenda (see Slide)

Instead of: Updates, Reports, Guest Speakers, Old Business, New Business

Try: New Business "The Mega Issues"

Strategy

Policy & Operations

Education

Routine

Effective Discussion:

Stakeholder Priorities

Current Realities

Capacity

Ethics

Ideas for Best Practices: Onboarding Training, Meeting Structures, Understanding of Commitments/Length of Time, Efficiency, Award Applicant Streamlining, Strategic Plan Creation (where are we going and how to get there), How to represent groups when they aren't at the table,

**IV. May Board Minutes**

**V. Legislative Action Protocol - Ashlee Spannagel**

- a. A letter was sent out to FCCLA advisors/families last winter - Contained misinformation - distributed across the state - IACTE was asked to support the legislation being proposed - Having a discussion w/ the originator would be helpful
- b. There is no process or procedure to respond to requests; Concern in how it was distributed along with misinformation
- c. Have a platform for divisions to discuss legislation; disseminate info when needed
- d. Currently have a policy committee but not a lot of action
- e. This doc/info will be added to the Iowa ACTE website when final
- f. Can have a registered lobbyist - needs to be investigated - can we send out info under our 501c4

- g. Reach out to Iowa Non-Profit Center in IC - we need more clarification before moving forward
  - h. Ideas from the [Colorado ACTE for legislative page](#)
  - i. Consider hiring a lobbyist? Costly?
- VI. Awards**
- a. This is always a challenge between the divisions and ACTE to move on to state
  - b. Possible at each meeting, division chairs bring a name for award nominations
  - c. Make the Iowa award process easier, then put in all info when moving on to regionals
  - d. Need an awards chair
  - e. Figure out how divisions fit into the awards line up - Crosswalk for other awards
- VII. Membership**
- a. Subcommittee formation - Emily Kromminga/Laura Van Waardhuizen/Jen Westphal/Kent Storm
  - b. Discussion was held around how to show IaACTE value to divisions
- VIII. Iowa ACTE Strategic Plan**
- a. Will be discussed at the August meeting
- IX. Approval of agenda**
- a. Moved by [Kim Dreaden](#), second by [Marjorie Lane](#) to approve the agenda. Motion carried.
- X. Attendance**
- a. Present: Ashlee Spannagel, Barb Schultz, Kristen Bandy, Emily Logan, Jen Westphal, Kim Dreaden, Tara Troester, Cale Hutchings, Kent Storm, Chris Dzurick (zoom), Laura VanWaardhuizen, Emily Kromminga, Amanda Brink
- XI. Upcoming Meetings**
- House of Delegates September 17 - 4:30-5:30
- \*Looking for 2nd VP nominations
- 3rd Wednesdays - 4:30 - 5:30 (**Aug 21**, Oct, Dec, Feb, April, June)
- July 21, 2025 Board Retreat Location TBD

*Ideas to Discuss: Digital Project Management?, Calendar for meetings/CTSO/Upcoming events, Google Drive/Shared Folder, Share info/Get Feedback at Local/Regional Advisory meetings, Consider Meeting structure (how often to meet, committees, etc), Division Report Structure, Set Norms*

**\*NOTE:**  
Please add or make any corrections to the notes.