**Association for Career and Technical Education**

*Health Science Education Division*

**Policy Meeting**

Friday November 19, 2014; Nashville, TN

**MINUTES**

### A. Call to Order Gina Riggs call to order at 9:10 am

### B. Introductions: Cindy McConnell, Mark Grigsby, Gina Riggs, Lynne Clarke

### C. Approval of Minutes (December 2013-Las Vegas) Discussion-none

Motion to approve the minutes by Cindy, 2nd Mark Grigsby—approved

Visitors: LeAnn Wilson and Doug Myers came in to thank the committee members for their service to ACTE and HSE. Michael Connet came in to visit and also thanked the members for their service. He visited about the Vision app and the updated information in it.

D. VP Report to Division

1. Activities – explanation of ACTE & HSE –visited with Cindy about the process

a. Past year’s activities for HSE

* VP elected to represent all Divisions on the Executive Board
* Served on leadership panel for OkACTE
* Worked with Arkansas to assist with their state conference after the death of their president Angela Scott
* Attended and helped judge at the HOSA NLC in Orlando; and presented scholarship checks to students
* Attended the NCHSE conference in Denver
* Served as the Award Committee Liaison for ACTE Board
* Created an ACTE HSE video

b. National Consortium for Health Science Education (airline ticket was paid for out of the HSE operating budget)

c. Indiana ACTE follow-up—During NCHSE Gwen stated that their state HSE group was up and running and doing well. Gina had visited them last year to help the group get organized.

d. Served as a speaker for the Mississippi and Arkansas ACTE state conferences

2. Scholarships

a. **2013-14** HOSA ACTE Scholarships = $2, 250

* Bethany Mackey, Mars Hill, NC
* Christine Martin, West Union, SC
* Peyton Scott, Bella Vista, AR
* Victoria Wills, Gilbert, SC
* Ancil Ganaishlal, Coral Springs, FL
* Kiran Sumantbhai Patel, Cleveland, GA

b. Total ACTE dollars given for scholarships since 2007 is $15,250

c. Discussion about the on-line process and how it worked this past year.

d. Gina talked about needing to find ways to replace the Junge Scholarship designated funds. She has been using some of the funds from the HSE accounts since she did not use all of it for operating expenses. We need to find a way to raise monies from partnerships or sponsors and this will be a huge challenge for Cindy in the coming years. Gina and Nancy are working on inviting all the Health vendors to the luncheon to help with donations.

3. Membership report: Gina reported that the membership numbers as a whole for ACTE are increasing, but we are still way down from ten years ago. Gina talked about ways we are trying to recruit members. Each month the division VP received an email list of all the members who are lapsed. Gina sends them an email about why they did not renew, and what we can do to reinforce their desire to renew. Also, when a member renews or pays for a new membership, they receive a very nice personal thank you for Gina. ACTE is responsible for this email and it does make the VP look good. Membership numbers right now are:

ACTE 23,914 up to 26,173

HSE 1,265 up to 1,428

### E. Financial Report

### 1. Designated Funds: $675

### 2. Operating budget: $2,727---only thing Gina used out of the operating fund was the cost of a plane ticket for her to attend NCHSE conference in Denver. She paid her registration and hotel fee on her own.

### 3. Restricted money - Catherine Junge Scholarship (only) account: $4,456. Again, we discussed ways to replace these scholarship funds.

### F. Committee Reports

### 1. Policy Committee- we reviewed the list of members serving on each committee. Gina said this was the hardest part of being HSE VP---getting people to serve on these committees who would participate and attend. Some members would come to Vision and agree to serve on the committee, then not show up next year. It has been really hard to fill these slots, and she told Cindy this would be her biggest challenge for her.

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### 2. HOSA Chairperson Sheila Carlton-has retired from her position. Nancy Allen has been representing HOSA at all the ACTE events and has been amazing to work with. HOSA always sponsors the ACTE Luncheon and provides a speaker for it. This year we saved the money and have Patti Tapley (HSE T.O.Y.) providing the best practices.

### 3. ACTE Committee Reports:

### *By-Laws* Shelba Murray (report given by Gina) only by-law change this year coming before the A.O.D., is not allowing a member to run for ACTE President-Elect from the floor.

*Legislative/*Perkins Joan Thompson (report given by Gina) Perkins was funded this past year, but only to the pre-sequestration level. NPS theme will be “Skills for the Hill” and the date is March 2-4, 2015

*CTE Support Fund* Rita Griffith (absent) No report

*Nominating* Linda Romano – ACTE President-Elect candidates are Lorri Carlisle from Region 4 and Chuck Gallagher from Region 5.

*Resolutions* Twanda Addison/Crystal Freeman -No report

*Awards* Mark Grigsby/Lynne Clarke-We only received one nomination this year and it was for Patti Tapley as HSE Teacher of the Year. Patti was the TOY in Oklahoma and Region 4 this past year. She will be on stage at the ACTE awards banquet tonight.

*Communications* Randi Hunewill – no report

*Professional Development* Mark Elsey – no report

### G. New Business

1. New HSE VP, Cindy McConnell, discussed items she will need to work on such as committee members and scholarship fund raisers, and the process for her to take over.

2. Next year’s conference – sessions, ideas, recommendations, etc. We discussed having a web based or videotaped cadaver lab. Lynne suggested tours to Tulane medical school or the Tropical Disease Center in New Orleans. The format for Vision 2015 will be a Friday, Saturday and Sunday event. We discussed not scheduling any health sessions to coincide with the HOSA luncheon and best practices. Gina was disappointed that ACTE did not put an announcement in the Vision 2014 booklet that all Health Science members were invited to the luncheon. She has already complained about it to the staff. Since Marguerite is no longer at ACTE and we have a new person handling conference planning, Gina will try again to get all the health sessions in one location.

3. Announcements not known before printing:

a. On-line app for Vision, plus the new on-line gaming app for all participants.

b. Pinterest Page for HSE Division. Cindy and Gina have a meeting set up with Saleah from ACTE on Saturday after the general session to start our new page.

4. HOSA and Award luncheon 2014 update – discussed the sponsorship by HOSA as always and saving money this year not paying a speaker. Instead Patti Tapley will facilitate the Best Practices session

### H. Other Business

### 1. Gina reminded members to visit the vendors, and to (especially) thank the Health exhibitors for being at the conference.

2. We discussed the fund raising activities. A quilt with shams was donated by Gina, and we would sell those throughout the conference. Lynne took the quilt down to the HOSA booth to ask the students to sell tickets for us. We decided to do the drawing for it at the divisional business meeting on Friday afternoon and the winner did not have to be present. Tickets for other auction items such as gift cards will be sold as a silent auction item at the HOSA luncheon. The drawing will be held after the Best Practice session.

Meeting adjourned at 11:35