**Association for Career and Technical Education – New and Related Services Division**

**2016 Annual Policy Meeting**

**Westgate Las Vegas Resort, Conference Room 9**

**November 29, 2016**

**11:30 a.m. – 12:30 p.m.**

**Minutes**

1. Call to Order Anesa Hooper
	1. Introductions

Anesa Hooper, ACTE NRS Vice-President, called the meeting to order at 11:39 a.m.

Guests present:

* Doug Meyer, ACTE Past-President

Members present:

* + - Cynthia Pellock, Research Section President
		- Kristy Barnett, Special Populations Section President
		- Kirk Edney, Instructional Materials Section President and Bylaws Committee Representative
		- Claire Zevnik, Member At-Large and NRS Past Vice-President
		- Brenda Conell, Support Staff Section President and Nominating Committee Representative
		- Sherry Adrian, NRS Past Vice-President
		- Bo Zabierek,

Anesa asked members to introduce themselves and provide a brief overview of their sections.

* 1. Review Agenda – all members present reviewed the meeting agenda.
	2. Agenda Revisions – no agenda revisions were identified.
1. Minutes Anesa Hooper

The members present reviewed the minutes from the 11/19/2015 NRS Annual Policy meeting. Kirk Edney motioned to approve the minutes as submitted. The motion was seconded by Kristy Barnett and passed unanimously after a vote from the members present.

1. Old Business Anesa Hooper
	1. Committee Reports
		1. ACTE Bylaws Committee Report Kirk Edney

Kirk Edney reported that there are no changes recommended to the ACTE Bylaws at this time. He added that the committee will begin discussions related to whether or not retired members are eligible to run for the role of ACTE President.

* + 1. ACTE Nominating Committee Report Brenda Connell

Brenda Conell reported that the ACTE Nominating Committee met on June 19th to begin the selection process for the ACTE President-Elect. The committee met again on July 22, 2016 and interviewed John Gaal and Becky Cox as candidates for the role.

The committee met a third time on August 19, 2016 to discuss qualification language amendments proposed at the Region V conference. Region V expressed concern over the lack of state diversity represented in the role of President-Elect over the past ten years. In an effort to address this concern, Region V proposed a change in the ACTE Board Policy Manual to state that President-Elect nominees may not be from the same state or division as the Standing President, the President-Elect, or the Past-President. The Nominating Committee discussed the proposal and presented the proposal to ACTE’s legal counsel. Legal counsel recommended against moving forward with this proposal.

The Nominating Committee did not adopt the proposal, but did recommended that the Regions and Divisions review their policy manuals to add language to ensure diversity of states/divisions in their Vice-President qualification language.

* + 1. ACTE Resolutions Committee Report Kristy Barnett

Kristy Barnett volunteered as the ACTE Resolutions Committee representative and will attend the committee meeting tonight at 5:30 p.m.

* 1. Section Reports
		1. Career Academy Kevin English

Not present; no report

* + 1. Cooperative Work Experience Audrey Blackwell-Bradwell

Not present; no report

* + 1. Information Technology Education Carl Lyman

Not present; no report

* + 1. Instructional Materials Kirk Edney

Kirk Edney reported that the Association for Instructional Materials is currently in the process of reorganizing. They have developed a Facebook page and are actively working to reach out to members who have indicated an interest in curriculum materials. Their focus at this time is on recruiting additional membership.

Kirk also expressed concern that the long-standing NRS curriculum sharing round table was not approved as a session for Vision 2016. He added that this is first year this session was not accepted and stated that many members would be disappointed because this has been a popular session in past years.

Claire Zevnik stated that AIM would like to send information to all new NRS Instructional Materials section members. Anesa said that she will work with ACTE to develop an eblast for this purpose.

Claire added that the annual AIM meeting will be held tomorrow morning at 6:30 a.m. in Sid’s Café (located in the Westgate hotel).

* + 1. Integration of Academics and CTE Deb LeMothe

Not present; no report

* + 1. International John Gaal

Not present; no report

* + 1. Makers of Policy William Hudson

Not present; no report

* + 1. Other Alan Shotts

Not present; no report

* + 1. Professional Development Elizabeth Richard

Not present; no report

* + 1. Public Information Anesa Hooper

Anesa explained that since she could not hold the office of Vice-President and the Public Information Section President role, that she will send an email to the PI section members asking for a volunteer to assume this role. She added that she would like to see membership in this section grow.

* + 1. Research Cynthia Pellock

Cynthia Pellock reported that the ACTER conference began yesterday and continues today in cooperation with ACTE. She also stated that she had been in continuing communication with Elizabeth Richard, Professional Development Section President, and Richard Yocke, Teacher Educators Section President about combining these three sections into one section. The group has discussed potential section names including CTE scholars or Higher Education.

* + 1. ROTC TBD

Not present; no report.

* + 1. School Safety Dawn LeBlanc

Not present; no report.

* + 1. Special Populations Kristy Barnett

Kristy Barnett reported that the Special Populations section is working to increase membership to 750 so that the section can become a division again. She explained that the section members have updated their website and operating policies so that they are ready when they reach the membership threshold. She also explained that section members developed a monthly outreach program that consisted of an eblast containing a newsletter, but were told by ACTE staff that they were only allowed to use four eblasts per year. Anesa said that she would check with ACTE to clarify this policy.

Kristy also reported that an LGBT group contacted her last year and wanted to join Special Populations, but after discussion, it was determined that the group would like to start their own section in NRS. Information about starting a section was sent to this group, but no application to become an NRS section has been submitted at this time.

* + 1. Support Staff Brenda Conell

Brenda Conell reported that the Support Staff section offered a Meet-and-Greet session at Vision 2016 as an opportunity to network with section members from across the nation. Though only three Support Staff members attended the session last year, membership in the Support Staff section increased by 48 members.

* + 1. Teacher Educators Richard Yocke

Not present; no report

* + 1. Tech Prep TBD

Not present; no report

1. New Business Anesa Hooper
	1. Section Membership Update

Anesa reported that NRS division membership increased from 2,806 members in in FY16 to 2,935 members in FY17.

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| **New & Related Services (NRS) Sections** | **FY16** | **Current** |
| Career Academy | 169 | 190 |
| Cooperative Work Experience | 304 | 311 |
| Information Technology | 237 | 235 |
| Instructional Materials | 123 | 120 |
| Integration of Academics & CTE | 270 | 278 |
| International | 23 | 22 |
| Makers of Policy | 40 | 42 |
| Other | 217 | 223 |
| Professional Development | 164 | 165 |
| Public Information | 73 | 80 |
| Research | 79 | 76 |
| ROTC | 98 | 91 |
| Safe Schools | 18 | 14 |
| Special Populations | 524 | 512 |
| Support Staff | 120 | 275 |
| Teacher Educators | 241 | 209 |
| Tech Prep | 106 | 92 |
| **Total** | **2,806** | **2,935** |

* 1. Division Fellows – Anesa reported that Elaine Webb from Franklin County Schools in Louisburg, North Carolina will be the 2017 ACTE Fellow representing the NRS division.
	2. Website Content – Anesa reminded members present to review the NRS website at [https://www.acteonline.org/nrs/#.WD4lm432apo](https://www.acteonline.org/nrs/%23.WD4lm432apo)
1. Announcements Anesa Hooper
	1. Conference app

Anesa urged members to download the app because it is the most up-to-date for last-minute changes.

* 1. National Policy Seminar

Anesa announced that NPS will be held at the Crystal Gateway Marriott in Arlington, Virginia on March 13-15, 2017. She reminded members present of the value in attending this event.

* 1. Vision

Anesa reported that Vision 2017 will be held in Nashville, Tennessee on December 6-7 and Vision 2018 will be in San Antonio, Texas (dates TBD).

* 1. Call for Session Proposals Timeline

Anesa reported that the Vision 2017nCall for Presentations opens on December 5, 2016 and closes on February 28, 2017. She handed out the process timeline and instructions for becoming a proposal reviewer and added that information is also available on the ACTE website. She asked for volunteers to serve as proposal reviwers. Cynthia asked if only NRS Policy committee members could volunteer as reviewers, and Anesa explained that any NRS member can be a proposal reviewer. Anesa said that all review teams need to be assembled by January 13, 2017.

* 1. Other

Doug Meyer, ACTE Past-President, encouraged committee members to vote in the election for President-Elect. He stated that voter turnout has only been around 7% in the past, and that more voter participation is needed.

1. Adjournment

Claire Zevnik motioned to adjourn the meeting at 12:38 p.m. the motion was seconded by Brenda Conell and was passed unanimously after a vote from the members present.