



North Dakota Association for Career and Technical Education

840 5th Ave NW • Valley City ND 58072 • (T) 701.490.0828 • (F) 701.845.7190 • (E) rick.ross@vcsu.edu

NDACTE Board Meeting

Tuesday, August 6th, 2019, 4:30 PM

Maple Room – Bismarck Convention Center

Bismarck, ND

The meeting was called to order at 4:30 pm by President Pam Stroklund.

Executive Director Rick Ross Took Roll.

Present: Paul Zettler, Pam Stroklund, Elizabeth Bjerke, Christa Brodina, Alison Orgaard, Bryan Stastny, Joan Birdsell, Heather Frey, Jill Quinlivan, William Fritz, Dustin Norby, Kristen Buchmeier, Wayde Sick, Tracy Becker, Eric Ripley, Danielle Luebke.

Absent: Karlee Feist, Dustin Martin

Guests: Michael Connet

Approval of Agenda – additions to agenda were – 3a Program of work. Agenda approved

Program of Work- Program of work was distributed via email prior to the conference. Changed Region V from Colorado Springs, Co. to Lake Tahoe, NV. Discussion about newsletter, Newsletter will be done fall and spring, added Spring newsletter to March of Program of work. Bryan Stastny moved to approve with changes, seconded by Dustin Norby motion passed.

Approval of the 2019-20 budget – Changed executive director salary back to \$325.00 month. Added a \$200.00 stipend for Innovative Program Award. Reduced member ribbons from \$125.00 to \$75.00. Changed the error on Membership Incentive from \$250.00 to \$350.00. Added a Standing Committee fund of \$1000.00. Added board member shirts of \$500.00. Budgeted income of \$35435.00 and expenses of \$42,200.00. Moved by Paul Zettler, seconded by Christa Brodina, motion passed.

Executive Board Assignments – President Stroklund referred back to policy manual and presented a sign up sheet for committee members to sign up for. Outside members of the board can serve on Standing Committees. Discussion as to where Reuben Guenther Scholarship fundraisers should fall. Decided that it will be a duty of the Marketing Committee. President Stroklund created a CTE Learn Task Force with membership of Christa Brodina, Alison Orgaard, and Jill Quinliven. No motion required, Rick will get the list to the executive board.

ACTE Events: Career Tech Vision (Dec 4th – 7th, 2019) Pam, Eric from the board will be attending.

National Policy Seminar – (March 29th – April 1st, 2020) Elizabeth will be attending.

Region V (April 22nd – 25th) New Vice President will be attending.

Wayde Sick gave approval to use Brenda Schuler at the state office to collect names and hotels for all NDACTE members attending Vision. Members must contact Brenda with this information.

Old Business:

Membership: Board decided to write a policy on Division representation on the NDACTE Board. Currently our policy states that if a division falls below 10 members, they are not allowed representation on the board. Discussion followed about grace periods. National ACTE has a 2 year grace period for divisions that fall below their minimum. Policy Committee will look into this policy.

New Business

Quality Association Standards Award – due in October, Bryan Stastny moved to put in the application, seconded by Heather Frey, motion passed.

Career Vision President Social – Rick stated that he will find a location and fund the social this year.

Committee reports and expectations for the year – The October Meeting, committees should present their goals for the upcoming year.

CTE Learn – Michael gave a report on CTE Learn. No cost to the state association and some education programs have no cost to state members. Some professional development has a cost associated and NDACTE would receive 15% of the costs in a cost share. Committee was formed to research the idea.

Google Drive - Eric Ripley commented that NDACTE should use Google Drive. Discussion followed about use of google drive. Liz Bjerke moved to have NDACTE documents put on google drive, Kristen Buchmeier seconded. Motion passed.

Announcement – Michael Connet thanked the board and North Dakota Department of CTE for our hospitality and our dedication to ACTE and Career and Technical Education.

Next meeting – Executive board will be in October; Rick will send a doodle poll the end of September to gather meeting times and dates. Meeting will be over Zoom meeting.

Meeting Adjourned at 6:09 pm.

Pam Stroklund President NDACTE



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NDACTE Board Meeting

Tuesday, October 8th, 2019 4:00 pm – 5:00 pm

Zoom Conference Meeting

The meeting was called to order at 4:02 pm by President Pam Stroklund.

Executive Director Rick Ross Took Roll.

Present: Pam Stroklund, Elizabeth Bjerke, Dustin Martin, Joan Birdsell, Karlee Feist, Jill Quinlivan, William Fritz, Dustin Norby, Wayde Sick, Mark Wagner, Eric Ripley, Danielle Luebke.

Absent: Paul Zettler, Alison Orgaard, Bryan Stastny, Heather Frey, Kristen Buchmeier, Christa Brodina

Approval of Agenda – No additions to the agenda. Agenda approved

Directors Report – Rick Ross

- a. Current Membership was discussed Membership as reported from ACTE is at 409. Rick mentioned that there were about 85 members that were past due or will be due before the end of the year. President Stroklund agreed to send a letter to those members.
- b. NEDA Application – NEDA membership has been paid and submitted for \$125.00
- c. QAS Application – Board approved moving forward with QAS (Quality Association Standards) application to be completed by executive director. Joan Birdsell moved, Seconded by Dustin Norby
- d. Discussion on the use of Google Drive for documents
- e. Current Training – Rick discussed the training for executive directors in our monthly meeting, current training was on completing the QAS application.

Financial Report –

Checking account 1 -	\$41,526.83
Checking account 2 -	\$2115.00
Edward Jones Fund -	\$28,379.29

President Stroklund asked what effect membership would have on budget. Rick explained that every 1 member lost reduces revenue by \$35.00 to lose 85 would be a loss of about \$3000.00.

New Business

- a. QAS Report – completed during directors report.
- b. Elizabeth Bjerke request to attend ACTE Region V and not NPS. - Joan asked if anyone was attending NPS, it was reported that Eric Ripley and Rick Ross may attend. William Fritz moved to send Elizabeth Bjerke to Region V in place of NPS, seconded by Dustin Martin. Motion Passed

Old Business:

- a. T-Shirt Sales – Reported inventory to date and that we are still selling shirts. Sales total at that date \$4,415.00 Expenses \$1573.30 Donation to Rueben Guenther Scholarship \$2841.70. Department of CTE reported that a check should be cut to ND Community Foundation. The board decided to turn the t-shirts over to the membership committee, Rick will store the shirts. 2 shirts were requested to turn over to Governor and Lieutenant Governor.
- b. CTE Learn – nothing to report

National Policy Seminar – (March 29th – April 1st, 2020) Elizabeth will be attending.

Region V (April 22nd – 25th) New Vice President will be attending.

Wayde Sick gave approval to use Brenda Schuler at the state office to collect names and hotels for all NDACTE members attending Vision. Members must contact Brenda with this information.

ACTE Events

- a. Career Tech Vision – Anaheim California Dec 4th – 7th, 2019.
- b. National Policy Seminar – Arlington Virginia March 29 – April 1, 2020
- c. ACTE Region V – Lake Tahoe Nevada April 22nd – April 25, 2020

Division and Committee Reports

- a. Legislative – Eric reported that with the passing of Perkins 5 that the nation is working on implementation of Perkins 5. Wayde Sick reported that North Dakota is in a good place legislative. The state will be working next session to increase reimbursement rates to where they should be.
- b. Resolutions – no report given
- c. Nominations – no report given
- d. Policies – no report given, question was asked as to what constitutes a quorum.
- e. Audit Budget – No report given
- f. Public Relations/Marketing – Dustin Norby – Fundraising ideas were discussed and next meeting the committee will give a report on ideas for fundraising.
- g. Membership – William Fritz has agreed to be chair.
- h. Awards – Danielle Luebke – no report given
- i. Region V Planning – Rick reported that we have one keynote speaker under contract and the committee is working on a second. We have the venue (Delta Hotel in Fargo) and we are working on ideas for tours.
- j. No Division reports given

Announcements – No announcements

Meeting Adjourned at 4:53 pm.

Pam Stroklund President NDACTE



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NDACTE Board Meeting

Thursday Feb 13, 2020 3:45 pm – 5:00 pm

Zoom Conference Meeting

The meeting was called to order at 3:45 pm by President Pam Stroklund.

Executive Director Rick Ross Took Roll.

Present: Pam Stroklund, Elizabeth Bjerke, Alison Orgaard, Dustin Martin, Bryan Stastny, Joan Birdsell, Jill Quinlivan, William Fritz, Wayde Sick, Mark Wagner, Eric Ripley, Danielle Luebke, Rick Ross.

Absent: Paul Zettler, Christa Brodina, Karlee Feist, Heather Frey, Dustin Norby, Kristen Buchmeier,

Approval of Agenda – Added to New Business Letter G, Proposed Policy Manual Change. Add Article IV Section 4 for first reading. Agenda approved.

Approval of Minutes from 10-8-2019 – William Fritz moved to approve the minutes, seconded by Liz Bjerke. Minutes passed.

Directors Report – Rick Ross

- a. Current Membership was discussed Membership as reported from ACTE is at 351. Rick explained how the membership has grown since last month and we are expecting to stay the same or a slight increase for the next months.
- b. Non-Profit Status – forms were filed with North Dakota Secretary of State and NDACTE has non-profit status for the next year.
- c. Federal Taxes – Federal taxes have been filed and are still in pending mode for last year.
- d. ECMC Foundation Fellowship – Rick has been selected as a fellow for this post-secondary program for the next year.

Financial Report –

Checking account 1 -	\$37,355.66
Checking account 2 -	\$2115.00
Edward Jones Fund -	\$28,641.14

New Business

- a. PDC Registration Process – Wayde Sick and Rick Ross provided background on why registration process has to changed and options to change. Dept of CTE has decided to work with National ACTE to provide registration for the PDC conference, the registration would work with all associations from the state that wish to use ACTE to register and use for dues and event collections, there will be no cost to Dept of CTE for registration process or credit card fees. Bryan Stastny moved that NDACTE should support the use of ACTE by the Department of CTE for PDC registration and event and dues collection and that NDACTE will use this process for membership collections. Seconded by Joan Birdsell. Motion Passed.
- b. Pam Stroklund explained the services provided by National ACTE that are available to NDACTE.
- c. NDACTE Leadership Travel – Pam explained the proposed changes to the leadership travel Change up the order of National Travel for NDACTE officers to better prepare each for leadership and require all officers to attend additional leadership training provided at Region V, CareerTech Vision and National Policy Seminar. New order would include:
 - Vice President – attend Region V plus the Leadership Training the day before the conference
 - President-Elect – attend CareerTech Vision plus the Leadership Strand the day before the conference
 - President – attend National Policy Seminar advocating for CTE plus the Leadership Strand the day before the conference

Discussion Followed

Joan Birdsell Moved to use the new travel proposal starting with the new officers next year. Seconded by Bryan Stastny – Motion approved

- d. Career Tech Vision Awards Banquet Representation – Pam expressed that the President and Executive director should attend the awards presentation when NDACTE has a member up for National Award. Eric discussed and Rick explained why he was not there. No action taken.
- e. PDC Awards Luncheon Sponsorship. Pam explained that the Department of CTE is looking for sponsorships for the PDC awards luncheon. Wayde Sick discussed the needs for sponsorship. Rick discussed NDACTE's role in the past awards sponsorship. Joan Birdsell moved to sponsor the awards luncheon for \$1000.00, seconded by Bryan Stastny. Motion approved.
- f. State Leaders Call – Pam explained the state leaders call from National ACTE. Rick explained the calls are recorded and can be listened too by our members.
- g. Proposed policy manual change for NDACTE.

Add Section 4 to Article IV: Meetings:

Section 4: Establishing a Quorum for Meetings

A quorum shall be established for NDACTE board meetings when at least a simple majority of voting board members are present. A simple majority is defined as one more than half. So for example if there are currently ten voting board members, there would need to be at least six present in order to conduct a meeting.

If a quorum is not present the NDACTE President in coordination with the Executive director will determine an appropriate amount of time they are willing to wait for a quorum to arrive. During this time board members should contact absent board members to see if a quorum can be achieved.

In the case that a quorum cannot be achieved during the amount of time allocated the meeting should be rescheduled to another date.

Joan Birdsell moved to approve the 1st reading as written, seconded by Liz Bjerke, motion approved.

- h. Rate to reimburse Liz Bjerke to attend Region V – Joan Birdsell moved to reimburse Liz at Region V Rate, seconded by Jill Quinlivan motion approved.

Old Business:

- a. Reuben Guenther Scholarship review – Rick informed board that Paul Zettler will review scholarship application for NDACTE.
- b. Reuben Guenther Scholarship Fundraiser – discussed a miracle minute at PDC. Committee will bring other ideas to next meeting.
- c. CTE Learn – report given on CTE Learn by Pam. Alison Orgaard moved to approve a 1 year contract with ACTE for CTE Learn, seconded by Joan Birdsell, motion approved.
- d. Awards
 - a. Portal will be opening soon – January 24th to April 30th
 - b. Impact award applications being sent. Reviewers for Impact award are Pam Stroklund, Wayde Sick, Dan Rood

ACTE Events

- a. Career Tech Vision – Nashville Tn Dec 2nd – 5th, 2020.
- b. National Policy Seminar – Arlington Virginia March 29 – April 1, 2020
- c. ACTE Region V – Lake Tahoe Nevada April 22nd – April 25, 2020

Division and Committee Reports

- a. Legislative – Eric and Wayde reported that there are proposals to use legacy fund for the support of CTE, the governor has made CTE a priority. Budget has not been developed yet and Perkins is proposing an increase.
- b. Resolutions – no report given
- c. Nominations – no report given
- d. Policies – no report given
- e. Audit Budget – No report given

- f. Public Relations/Marketing – Dustin Norby – is looking into selling shirts (polo or something with a collar) at PDC or before PDC.
- g. Membership – William Fritz will be having a zoom meeting in a couple of weeks with the committee.
- h. Awards – Danielle Luebke – no report given
- i. Region V Planning – Rick reported that we have two keynote speakers under contract. We have the venue (Delta Hotel in Fargo) and we are working on ideas for tours. The committee is comfortable where we are in the process.

Division Reports

- j. Administration – Christa Brodina – focusing on local need assessments
- k. Agriculture – William Fritz – Winter Career Development Events
- l. Business – Joan Birdsell – State conference at the end of March, was asked to host a meeting for region but declined.
- m. Career Development – Dustin Martin - no report
- n. Family and Consumer Science – Karlee Feist – no report
- o. Health Sciences – Heather Frey – no report
- p. Marketing – Dustin Norby – no report
- q. Special Populations – Kristen Buchmeier – no report
- r. Technology and Engineering – Jill Quinlivan – competitions at the end of March in Minot.
- s. Trade and Industry – Bryan Stastny – SkillsUSA the end of April
- t. Department of CTE – Wayde Sick and Mark Wagner – Perkins state plans to federal government by April 15th. Holding workshops
- u. Region V Report – Eric Ripley – getting ready for Region V conference in Lake Tahoe, NV

Announcements – Congratulations to Eric Ripley as ACTE Vice President Elect for Administration Division.

Meeting Adjourned Joan Birdsell moved to adjourn, Bryan Stastny seconded, adjournment approved. 5:13 pm.

Pam Stroklund President NDACTE



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NDACTE Board Meeting

May 4th, 2020 4:00 pm – 5:15 pm

Zoom Conference Meeting

The meeting was called to order at 4:00 pm by President Pam Stroklund.

Executive Director Rick Ross Took Roll.

Present: Pam Stroklund, Elizabeth Bjerke, Christa Brodina, Alison Orgaard, Dustin Martin, Joan Birdsell, Jill Quinlivan, Dustin Norby, Kristen Buchmeier, William Fritz, : Paul Zettler, Karlee Feist, Heather Frey, Wayde Sick, Mark Wagner, Eric Ripley, Danielle Luebke, Rick Ross.

Absent Bryan Stastny

Approval of Agenda – Added to New Business Letter H, CTE Learn. Agenda approved.

Approval of Minutes from 2-13-2020 – William Fritz moved to approve the minutes, seconded by Joan Birdsell. Minutes passed.

Directors Report – Rick Ross

- a. Current Membership was discussed Membership as reported from ACTE is at 353. Rick expressed concerns about membership due to pandemic.
- b. Rick explained how Region V is planning to take place in Reno NV, Date in October.
- c. Rick explained that NEDA was having weekly meetings about how to handle conferences.

Financial Report – Checking account 1 - \$37,355.66

 Checking account 2 - \$2115.00

 Edward Jones Fund - \$29,321.64

Update on State CTE – Wayde provided an update on State CTE. Perkins 5 was reviewed and Fed recommended 5 responsive returns. Deb Huber retired and was filled from within. Marylyn Ogaard will retire in June. Dr. Duscherer term is up on the board and will be retiring. Office is telecommuting since April 15. Divisions have been holding weekly or bi-weekly virtual meetings. CTSO events will be held virtually.

Mark Wagner provided an update on Professional Development Conference – Directors Award deadline moved to June 15. Looking over alternative ways to hold PDC. Office is committed to holding PDC, just may be different.

New Business

- a. Resignation of Vice President – Liz will remain until August to fill out term. Dustin Norby Moved to accept the resignation of Liz as Vice President effective August 10th, Christa Brodina Seconded. Motion Passed.
- b. Resignation of Executive Director- Rick Ross submitted his resignation as executive director and will stay on until a replacement can be hired. Moved by William Fritz to accept the resignation of the executive director effective when a replacement is hired. Seconded by Joan Birdsell. Motion passed.
 - a. Eric Ripley spoke to have a hiring committee and process.
 - b. Wayde wished to have someone in place by June 30th.
 - c. Christa Brodina moved to establish a hiring committee to advertise job description. Paul Zettler second. Motion passed.
- c. Membership Incentives – Rick informed of the \$35.00 incentive. William Fritz mentioned that the committee is working on some other incentives.
- d. Region V Planning Conference in Fargo – Rick has concerns of two Region V conferences in the same year. Discussion on asking Region V to move Fargo conference to 2023. Rick will send out notice to Region V Policy Committee asking to move.
- e. Region V in Reno – discussion held earlier.
- f. NDACTE fundraiser – Polo shirts from Port Authority with ACTE logo. Dustin shared shirt screen. If going forward, will have a link on google drive to share. Will set shirt price after June meeting.
- g. Nominations for NDACTE Officers – Need to vote for VP in august.

Division and Committee Reports

- a. Legislative – Eric and Wayde. State looking at a 10% reduction, secondary grants are exempt. The state will evaluate vacant positions for savings. Relaunch Americas Workforce ACT.
- b. Resolutions – no report given
- c. Nominations – no report given
- d. Policies – Paul Zettler moved to accept Section 4, Article IV Establishing a Quorum for second reading. Liz Bjerke seconded. Motion passed.
- e. Audit Budget – No report given
- f. Public Relations/Marketing – Dustin Norby – no report given
- g. Membership – William Fritz – membership room at PDC with food and water. Keep \$35.00 incentive. Incentive as a Region V conference discount. Bingo for \$50.00 gift cards.

- h. Awards – Danielle Luebke – extended the dates to 5/15.
- i. Region V Planning – no report given.

Division Reports

- j. Administration – Christa Brodina – weekly meetings being held.
- k. Agriculture – William Fritz – virtual state convention being held. No judging at state convention. Holding bi-weekly meetings.
- l. Business – Joan Birdsell – State conference virtual FBLA conference.
- m. Career Development – Dustin Martin – meeting at midwinter – holding bi-weekly meetings.
- n. Family and Consumer Science – Karlee Feist – Board meeting in May. Holding Bi-weekly meetings, National FCCLA is virtual.
- o. Health Sciences – Heather Frey – Held virtual conference – National Conference will be virtual.
- p. Marketing – Dustin Norby – DECA was cancelled. Held Tests to rank student competitions.
- q. Special Populations – Kristen Buchmeier – Meeting regularly. Spring conference cancelled. Working on membership
- r. Technology and Engineering – Jill Quinlivan – TSA conference was cancelled.
- s. Trade and Industry – Bryan Stastny – no report given
- t. Region V Report – Eric Ripley – Lot of conversations about conferences. Innovative grants for next year.

Announcements

Next Meeting – Doodle poll will be sent out for next meeting in June.

Meeting Adjourned Joan Birdsell moved to adjourn, Christa Brodina seconded, adjournment approved. 5:13 pm.

Pam Stroklund President NDACTE



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NDACTE Special Board Meeting

Tuesday June 23rd, 2020 10:00 am – 11:00 am

Zoom Conference Meeting

The meeting was called to order at 11:01 pm by President Pam Stroklund.

Executive Director Rick Ross Took Roll.

Present: Pam Stroklund, Bryan Stastny, Christa Brodina, Joan Birdsell, Heather Frey, Jill Quinlivan, Dustin Norby, Wayde Sick, Mark Wagner, Eric Ripley, Danielle Luebke, Rick Ross, Carla Hixson.

Absent: Paul Zettler, Elizabeth Bjerke, Alison Orgaard, Dustin Martin, William Fritz, Karlee Feist, , Kristen Buchmeier,

Approval of Agenda – Agenda was approved

New Business

a. NDACTE Financial Authorization

- a. Bryan Stastny moved: Add Carla Hixson as an authorized representative/signature for North Dakota Association for Career and Technical Education on our accounts at First Community Credit Union. 2 accounts. Seconded by Crista Brodina motion passed.
- b. Joan Birdsell moved: Add Carla Hixson as an authorized representative/signature for North Dakota Association for Career and Technical Education on our account at Edward Jones, financial representative Dan Klein. Seconded by Heather Frey. Motion passed.
- c. Bryan Stastny moved: Remove Richard Ross as an authorized representative/signature for North Dakota Association for Career and Technical Education at First Community Credit Union Accounts. (2 accounts). Seconded by Crista Brodina. Motion passed.
- d. Bryan Stastny moved: Remove Richard Ross as an authorized representative/signature for North Dakota Association for Career and Technical Education at Edward Jones, financial representative Dan Klein. Seconded by Joan Birdsell. Motion passed.

b. Professional Development Conference

- a. End of Year Executive Board Meeting – Carla Hixson will send out a doodle poll as to time of meeting. Meeting will be over zoom.
 - b. Beginning of Year Executive Board Meeting – meeting will be on Tuesday August 11th at 11:30 am.
 - c. General Membership Meeting – meeting will be held over zoom video conferencing from Grand Forks Schools. They have a 300-user license. Joan Birdsell moved to have the meeting on Tuesday August 11th, 10:00 am. Seconded by Heather Frey. Motion Passed.
 - d. Election of Vice President – Nominations committee will work on logistics of having a virtual vote and having candidates record a video for general population to see.
 - e. Awards Presentation – held on Monday August 10th. Time to be determined. Rick will provide a script to Department of CTE. Board decided to recognize at the virtual ceremony then have board members present awards to recipient at their respective schools in the fall.
 - f. Recruitment of new teachers. Discussed with Dept of CTE if possible, to have a video presentation as part of each departments time at PDC. They were checking on it. NDACTE will request list of new teachers from Department of CTE and send letters to them. Will also send letters to all cte teachers. Membership committee will draft a letter.
 - g. Registration for PDC and collection of dues for ACTE and divisions – Department of CTE is in discussion with ACTE about this.
 - h. Fund Raiser – no fund raiser this year.
- c. Region V Conference in Fargo. Bryan Stastny moved to accept the change of conference dates as suggested by Region V Policy Committee from April 2021 to April 2023. Seconded by Joan Birdsell. Motion Passed. Eric Ripley is working with Delta Hotel to move date. Conference committee will work with Key Note Presenters.
 - d. Carla Hixson Executive Director duties and compensation for June. Rick informed the board that Carla and he have been in transition with meetings. Bryan Stastny moved to pay Carla \$325 for month of June. Seconded by Crista Brodina. Motion Passed.

Meeting Adjourned Bryan Stastny moved to adjourn, Heather Frey seconded, adjournment approved.
11:23 am.



Pam Stroklund President NDACTE



Date



Minutes
NDACTE Board Meeting
Friday, July 17, 2020 10:00 am
Zoom Video Conferencing

- I. **Call to Order**— Pam Stroklund, President called the meeting to order at 10:10 am.
- II. **Roll Call – Quorum**

Attendees: Wayde, Pam, Dustin, Dustin, Heather, Holly, Jill, Joan, Liz, Paul, William

President Pam Stroklund; Past-President Paul Settler; President-Elect Liz Bjerke, Holly Strand-Rysgaard, Vice President Alison Orgaard, Executive Board Members Christa Brodina, Dustin Martin, Joan Birdsell, Heather Frey, Jill Quinlivan, William Fritz, Dustin Norby, Kristen Buchmeier, Wayde Sick; Executive Director, Carla Hixson

Absent: Bryan Stastny, Karlee Feist, Mark Wagner, Eric Ripley, Danielle Luebke

- III. **Approval of Agenda –**
Moved by Joan Birdsell
Seconded by William Fritz
Agenda approved
- IV. **Approval of Minutes from June 23, 2020 meeting**
Moved by William Fritz
Seconded by Dustin Martin
Minutes approved

V. **Open Issues**

- 1) PDC Prep August 10-12, 2020 and Agenda for Annual General Meeting Tuesday, August 11, 2020 @ 10:00 AM
 - a. ND CTE update given by Wayde Sick
 - Program area specifics should be coming out by the divisions soon
 - General Session will be Monday, August 10th at 10 am. The General Session will close with awards Mark Wagner and Rick Ross are getting awards program together.
 - CTE will list NDACTE Meetings and voting info – Carla Hixson will get the information to Wayde.
 - Rick and Mark working on awards program. No update provided.
 - Registration – everything is ready to go, waiting for the link from ACTE. We will be provided with one link and all the registrations will be there.

- PDC NDACTE Meeting should be recorded and upload it somewhere for members to get to it. Carla Hixson will send it in an e-mail to NDACTE members. Wayde will get back to us after talking to Tracy Becker on how this will work.

b. Standing Committee updates –

- **Legislation** - Pam Stroklund, Eric Ripley, Wayde Sick

Wayde will update at the Annual NDACTE General Meeting including - Perkins, Federal Appropriations and 2021-23 State Legislation.

- **Resolutions** - Paul Zettler, Bryan Stastny

Paul Zettler will update at the Annual NDACTE General Meeting including the standard thank you's including Rick as Executive Director – Outgoing President, State CTE PDC new format, etc.

Motion by Liz Bjerke to give \$100 to the Reuben Guenther Scholarship in recognition of Rick Ross as NDACTE Executive Director.

Second by Holly Strand-Rysgaard

Motion approved

- **Nominations** – Liz Bjerke, Holly Strand-Rysgaard, Bryan Stastny.

Holly Strand-Rysgaard reported the nominations team met and established a process to solicit VP interest. Each candidate will provide a link to a short campaign video that will be made available to NDACTE members. As of now, only one person, William Fritz, expressed interested in the VP.

Voting will go live during the NDACTE annual meeting.

Discussed taking nominations from the floor would be difficult, Carla will verify if there is anything in the by-laws about on the floor nominations and will let Holly and Liz know what she finds out.

- **Policies** - Elizabeth Bjerke, Holly Strand-Rysgaard, Paul Zettler

Paul Zettler will update at the Annual NDACTE General Meeting Update on policy changes that have taken place this year:

- a. Quorum
- b. Division Representation
- c. Executive Director job description

- **Audit** - Alison Orgaard, William Fritz

Records will be audited by the year end meeting. Carla will provide financial records to Alison Orgaard and William Frits for the audit. An update will be provided at the Annual NDACTE General Meeting.

c. Ad Hoc Committee updates – what needs to be completed by PDC and reported at the Annual General Meeting?

- **Newsletter Editor** - Carla Hixson

ND CTE August Newsletter – will include:

- NDACTE General Membership Meeting will be Tuesday, August 11, 2020 at 10:00am over Zoom Video Conferencing.
- Remind CTE teachers and administrators to renew their memberships online. Not a part of PDC registrations this year.
- Division Openings on the NDACTE board
- Region V Conference in ND will be in Fargo on April 2023.

ND CTE September Newsletter – will include:

- NDACTE Awards and list of board members and their board positions

- **Public Relations, Marketing, NDACTE Booth, Social Media** – Dustin Norby, Joan Birdsell, Jill Quinlivan

Dustin Norby reported they will use CTE T-shirts as giveaways for recruitment.

Dustin will get the NDACTE Logo prepared as zoom background for membership to use during PDC. Pam provided the logo to Dustin in a PNG format. The committee will provide instructions on how to upload logo into zoom to memberships

Wear your NDACTE shirts to the PDC August 10-12. Carla will get these out to board members who have not received theirs.

- **Membership** - William Fritz, Joan Birdsell, Dustin Martin, Heather Frey

William Fritz reported that membership will develop some recruitment information to be mailed and emailed. The recruitment information includes benefits, professional development, ACTE resources during COVID, state contacts, how to become a member. The recruitment information will be emailed to division leaders.

Membership sign up day – September 1 – Those that pay membership prior to September 1 will be eligible for a door prize – Carla Hixson will host a live zoom to draw prize winners. Door Prizes include: Book - literacy strategies, gift cards, etc.

Membership also discussed how do we get our members to be ACTE members like Ag ed. Ideas and activities to get more divisions to join like Ag.

Motion by Paul Zettler to enact promotions outlined by membership committee and allocate the dollars for membership recruitment during PDC.

Second by Joan Birdsell.

Motion approved

- **NDACTE/PDC** - Pam Stroklund, Carla Hixson, Mark Wagner

Discussion was held previously under ND CTE update.

- **NDACTE Awards** - Danielle Luebke, William Fritz, Heather Frey, Kristen Buchmeier, Karlee Feist

Power point presentation with a script – Rick Ross and Mark Wagner working on this. Carla will connect with Danielle on getting awards plaques out to winners.

- **CTE Reception**- Pam Stroklund, Elizabeth Bjerke and Holly Strand-Rysgaard

ND CTE will not be hosting an Awards Luncheon this year; therefore, \$1000 allocated as support will not be expensed.

- **ACTE Convention** - Pam Stroklund, Carla Hixson

Pam will provide an update at the Annual General Meeting on the number in attendance at Career Tech Vision, Awards Ceremony with Wayne Kutzer representing North Dakota/Region V as ACTE Lifetime Achievement Award nominee, and a social held in his honor.

- **Region V Planning Committee – Fargo 2023**

- Planning Committee Members: Carla Hixson, Christina Brodina, Kristen Buchmeier, Katie Hatt Rokke, Denise Jonas, Danielle Luebke, Holly Strand-Rysgaard (New-Mary Jo Anderson -Sheyenne High School - West Fargo and Andrea Benson, West Fargo)

Carla will Chair and get committee together to pick dates after PDC.

- **CTE Learn** - Pam Stroklund, Christa Brodina, Alison Orgaard, Jill Quinlivan

The ND portal is up on the ACTE website. CTE Learn is a good resource to promote in membership materials.

d. Division Updates on PDC

What have each of the divisions heard regarding what will take place for their areas.
EX: Venue - Face-to-face (F2F), virtual, mix, special events planning, etc.

Divisions with a * have representatives that expire this year, need an update on how they will be discussing with their divisions on either staying on the board or seeking another rep

- Administration – Christa Brodina
Meeting regularly – talking about meeting F2F August 28.
- Agriculture – William Fritz
PDC F2F August 10-12 at Radisson – doing it for credit
Ag will need a division replacement if William is elected VP
- Business Education – Joan Birdsell *
Virtual PDC pre-recorded sessions.
Business Education voted Joan to stay on NDACTE Board.
- Career Development – Dustin Martin

Meet F2F Tuesday at 2-6 pm – in small meeting room
Going to National Armory on Wednesday as a tour.

- FACS – Karlee Feist*
No report.
- Health Sciences – Heather Fry*
PDC – no updates
Believe Heather found a replacement. Heather will update Carla with replacement for Health Sciences.
- Marketing – Dustin Norby
PDC will be virtual
- Special Populations – Kristen Buchmeier
PDC No updates - believe virtual
- Trade, Industry & Technical – Bryan Stastny
No report – believe virtual
- Technology and Engineering – Jill Quinlivan*
PDC – no update
Division representative, Jill may get the position again – Jill will update Carla

VI. New Business

- 1) Virtual Conferencing venue options for future NDACTE Board Meetings

Motion by Christa Brodina for NDACTE to purchase zoom for a year

Second by Joan Birdsell

Motion approved

Carla will purchase Zoom for NDACTE for one year.

- 2) ACH payment option for NDACTE Executive Director payroll

Motion by Christa Brodina to set up ACH monthly executive director payments for the end of each month for that month's payroll.

Second by Pam Stroklund

Motion approved

- 3) Edwards Jones – 2nd name on account currently is Wayne Kutzer

Motion by Pam Stroklund to have present VP, Allison Orgaard, as second name on Edwards Jones for the next 3 years (July 2020 to August 2023).

Second by William Fritz

Motion approved.

- 4) Annual Report and agendas/budgets.

Carla will set up a time to work with Pam Stroklund, Liz Bjerke and Holly Strand Rysgaard to prepare annual agendas and 2020-2021 budget. Needs to be completed prior to the PDC.

VII. Executive Director Report

- 1) Membership – As of 6/30/2020 - 348 members
(includes 26 memberships that expired on 6/30/2020)
- 2) Budget Update –
Moved by Kristen Buchmeier to approve budget update
Seconded by William Fritz
Motion approved
- 3) I Am CTE T-Shirt Inventory
4 Small; 18 Large; 30 X Large; 5 XX Large;
Total 57 remaining

VIII. Review of Action items

Action Item	Owner	Due Date	Status
CTE will list NDACTE Meetings and voting info – get this to Wayde	Carla	7-25-2020	
Rick and Mark working on awards programing including Power point presentation with a script	Mark Wagner, Rick Ross Danielle Luebke	Prior to Monday, August 10 th	
Carla connect with Danielle on awards plaques to get out to awards winners.	Danielle Luebke Carla Hixson	After PDC August	
\$100 to the Reuben Guenther Scholarship in recognition of Rick Ross as NDACTE Executive Director. Send card to Rick Ross letting him know \$100 was sent to the Reuben Guenther Scholarship in recognition of him as serving as NDACTE Executive Director.	Carla Hixson	After PDC August	
Discussed taking nominations from the floor would be difficult, Carla will verify if there is anything in the by-laws about on the floor nominations and will let Holly and Liz know what she finds out.	Carla Hixson	7-25-2020	
Records will be audited by the year end meeting. Carla will provide financial records to Alison Orgaard and William Fritz for the audit.	Carla Hixson	7-25-2020	
Carla get NDACTE shirts to Liz, William and Paul and ask other board members if they need some for the PDC. Mail shirts to board members that need them prior to PDC.	Carla Hixson	7-25-2020	
Get the NDACTE Logo prepared as zoom background for membership to use during PDC and provide instructions on how to upload logo into zoom to memberships.	Dustin Norby	Prior to PDC August 10.	
Wear your blue NDACTE shirts during the PDC Conference.	All Board Members	August 10-12	

Membership sign up day – September 1 - for a door prize – Carla host a live zoom to draw a name –	William Fritz and Carla Hixson	September 1	
William Fritz reported that membership developed some recruitment information to be mailed and e-mailed. The recruitment information includes benefits, professional development, ACTE resources during COVID, state contacts, how to become a member. The recruitment information will be E-mailed to division leaders.	Membership Committee – William Fritz, Joan Birdsell, Dustin Martin, Heather Frey	Prior to PDC August 10	
Wayde will check on specifics if Division Reps can use CTE list serve to send out / endorse NDACTE membership information.	Wayde Sick	Prior to PDC August 10	
PDC NDACTE Meeting should be recorded and upload it somewhere for members to get to it. Carla Hixson will send it in an e-mail to NDACTE members. Wayde will get back to us after talking to Tracy Becker on how this will work	Wayde Sick and Carla Hixson	Prior to PDC August 10	
Region V – Carla Hixson will be chair and will get a team together after PDC to pick dates, etc.			
Division Terms that are up that need to update Carla Hixson on who is the NDACTE Division Representative: Ag if William becomes VP FACS – Karlee Feist Health Sciences – Heather Fry Technology and Engineering – Jill Quinlivan	William Fritz Karlee Feist Heather Fry Jill Quinlivan		
Carla will purchase Zoom for NDACTE	Carla Hixson		
Set up ACH monthly executive director payments for the end of each month for that month's payroll.	Carla Hixson and Wanda at FCCU		
Edwards Jones – change authorizations to Carla Hixson and Alison Orgaard. Carla will connect with Allison on this.	Carla Hixson		
Send out to Leann Wilson – Welcome director of ACTE – pre-recorded message	Carla Hixson will send to board		Completed
Carla will set up a time to work with Pam Stroklund, Liz Bjerke and Holly Strand Rysgaard to prepare annual agendas and 2020-2021 budget. Needs to be completed prior to the PDC.	Carla Hixson Pam Stroklund, Liz Bjerke and Holly Strand Rysgaard	Prior to PDC	
NDACTE logo – get it in the right format (PNG) for Zoom upload to Dustin	Pam Stroklund		Completed
Eric will set up the General Membership meeting since need more than 100 participants	Eric Ripley		
Record it – CTE will post it potentially talking to Tracy Becker.	Wayde Sick		

IX. **Adjournment at 11: 50 am**
 Moved by William Fritz
 Second by Heather
 Meeting Adjourned

Respectfully Submitted by

Carla Hixson

Carla Hixson

Date: 7/22/2020

Approved by NDACTE President

Pam Stroklund

Pam Stroklund

Date: 7-23-20



DRAFT
NDACTE End of Year Board Meeting
Thursday, August 6, 2020 2:00 pm
Zoom Meeting

I. Call to Order—Pam Stroklund, President called the meeting to order at 2:00 pm

II. Roll Call – Confirm Quorum

Attendees: Pam Stroklund, Elizabeth Bjerke, Holly Strand-Rysgaard, Alison Orgaard, Christa Brodina, Dusting Martin, Bryan Stastny, Joan Birdsell, Karlee Feist, Jill Quinlivan, William Fritz, Dustin Norby, Wayde Sick, Eric Ripley, Danielle Luebke, Kristen Buchmeier

Absent: Paul Zettler, Heather Fry, Mark Wagner

III. Approval of Agenda – No additions to the agenda, agenda approved.

IV. May 4 Minutes & Attendance

Moved by William Frtiz

Second by Joan Birdsell

Minutes approved.

Approval of Minutes from June 23, 2020 meeting

Moved by Brian Stastny

Second by Christa Brodina

Minutes approved.

V. PDC Report – Wayde Sick

Next week, PDC offered via virtual which is a different version. The main event and awards ceremony will be Monday, August 10, at 10 am. PDC Ag and Career Development moved to virtual event so all divisions are virtual. Anything that can be recorded will be so that others that miss will be able to view it. Registration with ACTE has been a learning curve and will assess for next year. CTE doesn't have registration counts, they are so sort of loose this year. May not have actual counts because of no registration fee. If individuals are not a current ACTE member and have been directed to the website, have individuals not worry about registering, all the links will be included in communication coming out from ND CTE. The live events individuals can just click on the link to attend.

VI. Directors Report – Carla Hixson

1) Membership 348

Table with 2 columns: Division Name and Membership Count. Rows include Administration Division (47), Agricultural Education (96), Business Education (26), Career Academy Section (1), and Counseling and Career Development (43).

CTE Scholars	2
Engineering and Technology Education	15
Family and Consumer Sciences Education	53
Health Science Education Division	18
Instructional Management & Materials	1
Marketing Education	11
Postsecondary Adult & Career Education	1
Special Populations Section	12
Trade and Industrial Education	21
National NCLA Membership	1

2) Financial Report –

- a. FCCU Checking Account – End of Year Balance \$35,527.85
- b. FCCU Checking Account – July 31, 2020 Balance \$35,120.89
- c. FCCU Region V Savings Account – End of Year Balance \$2,115.00 – Changed account to a savings account as per FCCU request.
- d. Edward Jones Investment Account – Do not have access yet hoping to have soon.
- e. 2019-2020 Budget Recap – Budget was established at Revenue of \$35,435 and Expenses at \$42,200 for a deficit of \$6,765. 2019-2020 Actuals were Revenue at \$35,626.22 and Expenses at \$36,127.85 for a deficit of \$501.63. So overall, the budget did better than anticipated.

Approval of the financial report and budget recap:

Moved by Brian Stastny

Second by Joan Birdsell

Motion approved.

VII. 2020-2020 Budget Proposal - the 2020 – 2021 NDACTE Proposed Budget was reviewed, no action was taken at this time.

VIII. Board Member Terms

3 Division Rep positions terms end in 2019-2020:

Business Education – Joan Birdsell – Joan will stay on

FACS – Karlee Feist – Karlee will stay on

Technology and Engineering – Jill Quinlivan – Technology and Engineering is still looking for a representative

Health Sciences – Heather Fry’s term is up, and Andrea Benson will be the new Division Rep.

IX. ACTE Events:

- 1) ACTE Region V - One Day Virtual Conference, October 29, 2020, hosted by Nevada
- 2) Career Tech Vision – December 2-5, 2020, (potentially virtual) Gaylord Opryland Resource & Conference Center, Nashville, TN– Early Bird Extended to August 31
- 3) National Policy Seminar – March 22-24, 2021, Crystal Gateway Marriott, Arlington, VA
- 4) ACTE Region V – April 14-17, 2021, Lake Tahoe, NV
- 5) NCLA – Virtual – October 8-9, 2020

X. Standing Committee – Update and report to General Meeting

- 1) Legislation - Wayde Sick

State General Funds: The agency is in the process of developing and submitting our 2021-23 Biennial Budget. As you may be aware, we have been instructed to consider a 10% reduction for our budget but exclude large grants. This includes our grant line item for secondary CTE programming. We will have a number of optional requests included in budget, including cost to continue, new and expanding

programs and potentially Career Center funding. In conjunction with this, the agency is exploring alternative ways of funding programs, instead of the current percentage of salary method. We are exploring a number of other states' models, looking at pros and cons of each in order to determine what works best for ND. We hope to have this work complete prior to the 2021 Legislative Session.

At the federal level, the House has passed their budget bill which includes a 1.4% increase in state grants. It now moves over to the Senate. It is unsure how quickly the Senate will act on that due to COVID-19 and the upcoming election. Also, any CTE funding included in the next Cares Act Stimulus package has stalled. ND CTE is monitoring those bills as they move through Congress.

2) Resolutions - Paul Zettler

No new information to share with the board and will be ready to deliver the resolutions discussed at our last meeting during the general meeting next week.

3) Nominations – Holly Strand-Rysgaard

The Nominations Committee has received one interested candidate for the role of the NDACTE Vice President position. This candidate is William Fritz. Mr. Fritz has submitted a video that can be found on the NDCTE PDC Website : <https://www.youtube.com/watch?v=IPOE5OL7i9s>

At the NDACTE General Meeting, there will be a call for any further nominations for this position. In the event there are other nominations, that person will be asked to provide a link to a YouTube video expressing interest in the position. The alternative would be to provide a brief impromptu speech during the General Meeting. The new candidate(s) will be added to the Electronic voting poll. Voting will take place at: <http://www.easypolls.net/poll.html?p=5f22f070e4b0065ae3b423e8>.

In the event there are no other nominations from the floor, the motion to cast a unanimous ballot will take place and Mr. Fritz will serve as the 2020-2021 Vice President for NDACTE.

4) Policies - Paul Zettler

No new information to share and will give an overview of the policy changes made this past year at next week's general membership meeting.

5) Audit - Alison Orgaard

The budget and minutes were reviewed for the previous year and items were found to be in order and complete. We have been in the process of transition and filling the missing pieces. I believe at this point, all is up to date and accurate.

XI. Ad Hoc Committees - Update and report to General Meeting (Please prepare a short summary of your report to be shared with board members prior to the meeting. Send your summary to Carla Hixson by Wednesday, August

- 1) Newsletter - Carla Hixson – Instead of two NDACTE newsletters a year will try and have monthly stories included in the ND CTE Newsletter by working with Kevin Reisenaur for monthly stories. Information included in ND CTE July Newsletter NDACTE Update and PDC information and the August Newsletter will have Award winner's information.
- 2) Public Relations, Marketing, Social Media – Dustin Norby
Working on the Zoom logo for the PDC and NDACTE members to use, he will include directions on how to use the logo as background in zoom.
- 3) Membership - William Fritz
The committee is working with National ACTE to create a membership brochure featuring the benefits of becoming a member and information related to NDACTE, such as membership renewal link, CTE Learn Portal, and Membership Drive Sign Up Day. The brochure will also be used has a recruitment tool for future issues. The brochure should be ready by August 14th, 2020.

The NDACTE will host a Membership Sign Up Day on September 1st, 2020. If you are a registered member of the NDACTE, you will have your name put into a drawing for a door prize. The NDACTE Executive Director will host a live Zoom meeting to draw the names. The door prizes are the following:

- 3- \$50 Scheels gift cards
- 3-\$50 Amazon gift cards
- 1- "But I'm Not a Reading Teacher! Literacy strategies for CTE Educators"- Book

NDACTE will give out five \$35 dollar incentive for getting someone to sign up as a member to the association.

4) NDACTE Awards - Danielle Luebke

There were 14 applicants in 10 categories, the applicants have not been notified as of today. Danielle and Carla will notify all individuals. The awards have been recorded and ready for the general session next week.

5) CTE Reception and Awards Luncheon- Pam Stroklund

NDACTE had committed \$1000 in sponsorship of the ND CTE Awards Luncheon to where NDACTE award winners are honored. Due to the virtual nature of PDC this year, ND CTE will not be hosting an Award Luncheon and these dollars will not be expended.

6) ACTE Convention - Pam Stroklund

35 NDACTE members attended the 2019 CareerTech Vision Conference in Anaheim, California. Wayne Kutzer, past ND State CTE Executive Director, was recognized on stage as a finalist for the ACTE Lifetime Achievement Award and added to the newly designated ACTE Hall of Fame for Lifetime Achievement. A social was held in his honor at a local restaurant in Anaheim.

North Dakota received the Quality Association Award during the State Association Leadership Breakfast.

7) Region V Planning Committee – Carla Hixson – The Region V Conference will be April 13-15, 2023 at Delta Hotel Fargo, ND. Quarterly planning meetings will start soon, still looking for more committee members if interested.

8) CTE Learn - Pam Stroklund -

Last year at PDC, Michael Connet provided an overview of CTE Learn, an online professional development resource developed and maintained through ACTE (www.ctelearn.org). CTE Learn offers over 150 free or fee-based courses and is open to everyone with ACTE members receiving a discount. Distance learning resources have recently been added due to the pandemic. NDACTE approved signing a 1 year agreement with ACTE to have its own portal for promoting professional development in our state. The ND CTE Learn portal is set up and 16 members are currently registered. Should any users subscribe to take fee-based courses, NDACTE will receive 15% of the net revenue generated through out portal.

CTE Learn will be promoted this year to CTE staff through various means.

XII. Unfinished Business – no unfinished business

XIII. New Business

1) Officer Training Manuals and Training

In the past, board members have not had training and currently there is not a manual for new board members to better understand their roles and board expectations. Pam Stroklund explained we would

like to work with Carla and put together what the responsibilities of the board members and officer positions are and then have some sort of officer training on a yearly basis. Will work with a task committee to establish this. May be an added expense to develop it but ongoing would be responsibility of the Executive Director.

Committee set up will be the executive officers, Paul Zettler and others are welcome. Please let Pam know if you would like to be involved.

2) Website and Social Media Management

Discussion took place in regard to paying someone to develop and maintain a website and to have a consistent social media presence to promote the organization and NDACTE membership.

MOTION: William Fritz moved to table an independent website from ACTE and social media management until the next meeting Bryan Stastny seconded. Motion carried.

3) Bylaws and Policy Handbook Update

Paul Zettler and committee updated the policy handbook but will need to be updated with changes this past year. Also NDACTE by-laws were found, they will need to be reviewed. If you would like to be a part of updating the policy handbook and reviewing the bylaws, please sign up for this on committee assignments.

XIV. Announcements

- 1) Membership Registration Incentive –Drawing will be September 1, 2020 via zoom.
- 2) Nominations – The voting poll is LIVE but will be edited accordingly if we have nominations from the floor. (by laws require taking nominations at the General Membership Meeting)
<http://www.easypolls.net/poll.html?p=5f22f070e4b0065ae3b423e8>
- 3) Link for Committee Assignments –tiny.cc/NDACTEcommittees
- 4) NDACTE Logo Virtual Background for Zoom
- 5) Remind your Divisions about annual meeting, link and agenda
- 6) Reminder to wear your NDACTE Board shirts to PDC

XV. Review of Action items

Action Items - August 6, 2020 2:00 pm	Owner	Due Date	Status
Edwards Jones – change authorizations to Carla Hixson and Alison Orgaard.	Carla Hixson Alison Orgaard	July	In process
Danielle and Carla will notify all applicants of awards	Danielle and Carla		
PDC NDACTE Meeting should be recorded and upload it somewhere for members to get to it.	Eric and Laurie	Prior to PDC August 10	working on this
Carla connect with Danielle on awards plaques to get out to awards winners.	Danielle Luebke Carla Hixson	After PDC August	
For membership drive, purchase Scheels and 3 Amazon gift cards of \$50 each and a book donated by William.	Carla	September 1	
William Fritz recruitment information e-mailed. The recruitment information will be e-mailed to division leaders.	William Fritz	Prior to PDC August 10	
Division Reps can use CTE List serve to send out NDACTE Membership Information for the membership drive	Division Reps	Before September 1	
Get the membership drive book to Carla	William	September 1	
Get the NDACTE Logo prepared as zoom background for membership to use during PDC and provide instructions on how to upload logo into zoom to memberships.	Dustin Norby	Before PDC	
Check with Rick on VCSU graduate credit for CTE Learn	Carla / Pam		

Officer Training Manual – let Pam know if you are interested in being on the committee	All board members		
tiny.cc/NDACTEcommittees – please sign up for one of the standing committees and one of the ad hock committees. All membership will be able to be a part of the committees	All board members		
Membership sign up day – after September 1 - for a door prize – Carla host a live zoom to draw a name	William Fritz and Carla Hixson	September 1	
Division Terms that are up that need to update Carla Hixson on who is the NDACTE Division Representative: Ag if William becomes VP Technology and Engineering – Jill Quinlivan TBD	William Fritz Jill Quinlivan	After PDC August	
\$100 to the Reuben Guenther Scholarship in recognition of Rick Ross as NDACTE Executive Director. Send card to Rick Ross letting him know \$100 was sent to the Reuben Guenther Scholarship in recognition of him as serving as NDACTE Executive Director.	Carla Hixson	After PDC August	
Region V – Carla Hixson will be chair and will get a team together after PDC.	Carla Hixson	After PDC August	
Get NDACTE annual meeting information out to your divisions.	All board members		

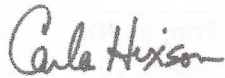
XVI. Next Meeting Date:

- General Session Meeting via Zoom - August 11, 2020 10:00 am
- New Year Board Meeting via Zoom - August 11, 2020 11:30 am or right after the NDACTE General Session

XVII. Adjournment

Motion to Adjourn by Bryan Stastny
Second Dustin Norby
3:23 meeting adjourned

Respectfully Submitted by



Carla Hixson

Date: 8/06/2020

Approved by NDACTE President

Pam Stroklund

Date:



2019 - 2020 NDACTE Budget

CHECKING ACCOUNT	BALANCE	6/30/2020	\$	35,527.85
REGION V SAVINGS ACCOUNT	BALANCE	6/30/2020	\$	2,115.00
EDWARD JONES INVESTMENT ACCOUNT	BALANCE	4/27/2020	\$	29,947.24

REVENUE	Notes	FY19-20 Budget	FY19-20 Actuals
Member Dues - ND CTE	243 @ 115	\$ 27,945.00	\$ 28,132.00
Member Dues - ACTE	85 @ 35	\$ 2,975.00	\$ 2,845.00
New Professionals (Division Reimbursement)	2 @ \$250	\$ 500.00	\$ -
Division New Teacher of Year Awards (Division Reimbursement)			\$ -
Region V Conference		\$ -	\$ -
Interest and Miscellaneous Income	Checking Dividend	\$ 15.00	\$ 14.22
Miscellaneous Income			\$ -
Miscellaneous Income	Mini Grant		\$ -
Miscellaneous Income NDCTEA Teacher of the Year	NDCTEA Teacher of the Year		\$ -
Rueben Guentner Scholarship T-Shirt Sales		\$ 4,000.00	\$ 4,635.00
TOTAL REVENUE		\$ 35,435.00	\$ 35,626.22

EXPENSES	Notes	FY19-20 Budget	FY19-20 YTD
Membership			
ACTE Dues - Paid to ACTE	237 @ \$80	\$ 19,000.00	\$ 19,662.00
New Professionals	2 @ \$500	\$ 1,000.00	\$ -
Membership Development/Incentive		\$ 350.00	\$ 315.00
PDC Badge Ribbons		\$ 75.00	\$ 158.37
Executive Director			
Monthly Contract Salary	\$325 Per Month	\$ 3,900.00	\$ 3,675.00
October Board Meeting		\$ -	\$ -
January Board Meeting		\$ -	\$ -
ND PDC Conference		\$ 350.00	\$ 350.00
NEDA Dues		\$ 125.00	\$ 125.00
Newsletter Editor			
NDACTE Awards			
Awards (Plaques)	\$800	\$ 800.00	\$ 737.00
Innovative	200 stipend	\$ 200.00	\$ 200.00
Administrator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
Career Guidance Counselor of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
Post-Secondary Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
New Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
Teacher Educator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 315.00
Lifetime Achievement	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 115.00
PDC Social Contract - Luncheon sponsorship	\$1,000	\$ 1,000.00	\$ 1,000.00
PDC Social Expenses			
Division New Teacher of the Year Awards			
Membership Dues from Previous Year Not Paid		\$ -	
NDCTEA New Teacher of the Year Stipend			
Meeting/Conference Expenses			
State Executive Board Meetings		\$ 300.00	\$ 295.00
ACTE Convention (Executive Director)	\$2,000 @ 70%	\$ 1,400.00	\$ 1,400.00
ACTE Convention (President)	\$2,000 @ 70%	\$ 1,400.00	\$ 1,400.00
National Policy Seminar (President-Elect)	\$2,500 @ 70%	\$ 1,750.00	\$ -
Region V Conference (Vice President)	\$2,000 @ 70%	\$ 1,400.00	\$ -
Board Member Travel Stipends	1 @ \$500	\$ 500.00	\$ 500.00
Travel Stipend for lifetime achievement of the Year (only award in 20	wayne kutzer \$500.00	\$ 500.00	\$ 500.00
Other Expenses			
Standing Committee Fund		\$ 1,000.00	
CTE in the Great Hall	50/50 Share with NDCTEA		
Office Expenses		\$ 150.00	\$ 46.56
Miscellaneous Expenses		\$ 145.00	\$ -
Board Member Shirts		\$ 500.00	\$ 430.48
Reuben Guentner T-Shirt Expenses		\$ 1,600.00	\$ 1,425.00
Reuben Guentner scholarship T-Shirt donation		\$ 2,400.00	\$ 2,841.70
Region V Conference President's Social			\$ -
Square Expense		\$ 150.00	\$ 61.74
TOTAL EXPENSES		\$ 42,200.00	\$ 36,127.85
FISCAL YEAR GAIN / (LOSS)		\$ (6,765.00)	\$ (501.63)