

**Association for Career and Technical Education**  
**New and Related Services Division**  
**2014 Annual Policy Meeting**  
November 19, 2014  
Nashville, Tennessee

**Minutes**

**1. Call to Order**

The meeting was called to order at 9:13 a.m.

Members Present:

- Kirk Edney, Instructional Materials Section President and ACTE Bylaws Committee Representative
- Liz Richard, Professional Development Section President
- Brenda Conell, Support Staff Section President and ACTE Nominating Committee Representative
- Claire Zevnik-Cline, New and Related Services Past-Vice President

Guests Present:

- LeAnn Wilson, ACTE Executive Director
- Doug Meyer, ACTE President-Elect

**2. Minutes**

The committee members reviewed the minutes from the December 04, 2013 NRS Policy Committee meeting.

Sherry commented on the following item recommended by section representatives at the 2013 meeting:

- *Schedule division meetings so they do not all occur at same time.* Sherry presented this idea to ACTE staff members and it was well-received, but the conference planning activities were already in process, so it did not happen this year.
- *Add section names to program book for NRS sessions.* This concept was also presented to ACTE staff members, but fell through the cracks with the change in conference planning leadership.
- *Send a summary of NRS activities at Vision three times prior to the event at 2-week intervals.* Sherry developed the NRS At-a-Glance document and emailed it to all Vision participants before the conference.

Kirk Edney made a motion to approve the minutes presented. The motion was seconded by Brenda Conell and passed unanimously after a vote from the committee members present.

### 3. Old Business

#### a. ACTE Bylaws Committee Report

Kirk will attend the Bylaws meeting during this conference. As the past Bylaws representative, Brenda reported that the committee met three times over the course of last year and developed several amendments that will be presented at the Assembly of Delegates.

- One of the amendments concerns removing the Emerging Divisions language from the ACTE bylaws. This will establish parameters that specify a minimum of 25 members to be recognized as a section and a minimum of 750 members to be recognized as a division. It will eliminate the 200-member designation for Emerging Divisions.
- Sherry also reported that there are several instances of language modifications to address housekeeping issues.
- Another amendment addresses membership categories and changing the name of the “Associate” category to “Corporate”.
- She also announced that a proposed change to Article 7 (which addresses the process of nominations) includes allowing divisional and regional VP nominations from the floor as long as the candidates being nominated have been interviewed by the respective nominating committees.

#### b. ACTE Nominating Committee Report

Brenda will attend the Nominating Committee meeting during this conference. Sherry reported that there are two candidates for ACTE President-Elect: Lorri Carlile from Region IV and Chuck Gallagher from Region V.

#### c. ACTE Resolutions Committee Report

Sherry reported that Laura Manahan, the new Resolutions committee representative, will attend the Resolutions committee meeting during this conference.

### 4. New Business

#### a. Membership

SECTIONS	FY14	Current
ACTE CAREER ACADEMY SECTION	119	121
ACTE COOPERATIVE WORK EXP SECTION	284	292
ACTE INFORMATION TECHNOLOGY SECTION	173	183
ACTE INSTRUCTIONAL MATERIALS SECTION	111	130
ACTE INTEGRATION OF ACADEMICS & CTE	257	275
ACTE INTERNATIONAL SECTION	28	23
ACTE MAKERS OF POLICY SECTION	26	28
ACTE OTHER SECTION	231	289
ACTE PROFESSIONAL DEVELOPMENT SECTION	165	165

SECTIONS	FY14	Current
ACTE PUBLIC INFORMATION SECTION	48	82
ACTE RESEARCH SECTION	92	92
ACTE ROTC SECTION	90	84
ACTE SAFE SCHOOLS SECTION	18	19
ACTE SUPPORT STAFF SECTION	58	77
ACTE TEACHER EDUCATORS SECTION	302	320
ACTE TECH PREP SECTION	116	114
ACTE SCHOOL TO WORK/CAREER	195	Transferred to Guidance

NEW & RELATED TOTAL: 2,294

Sherry reported that the School-to-Work section transferred to the Guidance division. Even with this transition of 195 members, the NRS section membership has actually increased by 176 members. Only three sections had a decrease in membership. The “Other” section had the largest numerical increase in membership (58 new members) and the Public Information section had the largest percentage increase (70.8%). In addition, ACTE’s overall membership is up from 23,914 in 2013 to 26,173 in 2014.

Liz asked Sherry to send a list of the members in the “Other” section to the section presidents so that they could reach out to these members for specific section membership. She also requested a list of the current Professional Development section members. Sherry will request this list and send it to Liz.

Brenda asked for a list of Support Staff members. Sherry will request this list and send it to Brenda. Sherry will also check on the availability of a national award for Support Staff members.

**b. Website Content**

Sherry reported that only four sections have active links on the NRS website: Information Technology, Instructional Materials, Professional Development, and Safe Schools. She asked the section leaders with active links to review current content and asked section leaders without active links to reach out to their membership for content suggestions. She will follow up with an email to section leaders who were not present at the meeting.

**c. Policy Manual**

Sherry explained that the ACTE Bylaws committee developed a new policy manual template designed to align the format used by the regions and divisions. The NRS Policy committee members present reviewed the template and approved transferring the existing NRS operating policies into the new format. Brenda Conell volunteered to transfer the existing policies into the new template.

Sherry explained that the ACTE Bylaws committee also recommended that the regions and divisions adopt standardized language for the purpose of their policy committees, including a statement reflecting that the function of the committee is member-driven rather than simply a support role for the Vice-President.

Next, Sherry informed the group that the ACTE Board of Directors discussed adding additional members to each division's/region's Policy committee. Additions to the NRS Policy committee would include one member from each region and a representative from each affiliated organization. The members present did not agree that this would be valuable for the NRS Policy committee. One concern discussed was that this would increase the number of members that must be present for a quorum, which is already an issue at NRS Policy committee meetings.

Finally, Sherry explained that the ACTE Board of Directors recommended that the regions and divisions establish a common amendment policy to regulate all policy manual revisions moving forward. Below are several recommendations

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<b>Days notice to VP (prior to VISION)</b>	60 days	60 days	Prior to vote
<b>Revisions submitted in writing</b>	Yes	Yes	Yes
<b>Notice to policy committee (prior to VISION)</b>	15 days	15 days	Prior to vote
<b>Other notification</b>	Presidents of divisional organizations/State Presidents	Presidents of divisional organizations/State Presidents	Presidents of divisional organizations/State Presidents
<b>Approved at annual meeting</b>	by majority of members present	by majority of members present/responding	by majority of members responding
<b>Approved by Board</b>	Yes	Yes	Yes
<b>Submitted to membership (prior to VISION)</b>	Yes	Yes	Yes

After significant discussion over the options, the committee determined that the best course of action is for the section leaders to discuss the options with their members. Section leaders will send a summary of the responses to Sherry so that she can report back to the ACTE Board of Directors at the National Policy Seminar in March.

One issue that the committee felt strongly about was the ability to vote online. Since achieving a quorum is consistently difficult for NRS, the Policy committee members present felt that it is critical for members to be able to vote electronically. They agreed that this option would provide an avenue to collect as many votes as possible. In addition, they felt that the reason many NRS members don't attend the policy and business meetings held at Vision each year is not due to a lack of interest, but instead is often a result of a lack of funding.

**d. Other**

Sherry reminded the committee that elections for the new NRS Vice-President will take place at Vision 2015. Sherry will reach out to the section leaders for volunteers to participate in a nominating committee to select the candidates. This committee will interview candidates and present them to the NRS membership at the NRS business meeting at Vision 2015.

Liz asked for suggestions on how to involve members in section activities and felt that we need to stress what we do to provide value to our membership – especially as budgets get tighter. She suggested allocating time for sections to meet at Vision and recommend that Sherry reach out state NRS Presidents/officers to get their input.

**5. Announcements**

**a. Conference Apps**

Sherry explained that there are actually two separate apps for this year's conference – the actual conference planner app and a new game app. She further explained that the game takes the place of the passport and includes a QR code reader that earns points when used at events and exhibitor booths. She added that the easiest way to find the apps is to search for the exact title:

- i. CareerTech Vision 2014 by Netronix Corporation
- ii. CareerTech Vision GameOn by GenieConnect Limited

**b. Virtual Vision**

Sherry explained that several sessions would be recorded at the conference this year. These sessions will be available free of charge to all registered Vision 2014 attendees and for a fee to all others interested. It is an attempt to offer professional development at a reduced cost to those unable to attend the conference in person.

**c. National Policy Seminar**

Sherry reminded the group that NPS will take place 3/2/2015 – 3/4/2015 at the Crystal Gateway Marriott in Virginia.

#### **d. Vision Updates**

Sherry informed the group of upcoming Vision events:

- Vision 2015 will take place in New Orleans, Louisiana on November 19<sup>th</sup> – 22<sup>nd</sup>.
- Vision 2016 will take place in Las Vegas, Nevada on November 19<sup>th</sup> – December 3<sup>rd</sup> at the Westgate Resort. She informed the group that this is the original Las Vegas Hilton, but the facility has been renovated since the last Vision conference.
- Vision 2017 will take place in Nashville, Tennessee at the Gaylord Opryland from December 6<sup>th</sup> – 9<sup>th</sup>.
- Vision 2018 is currently in the planning phase. Conference dates have not yet been determined, but potential site locations include San Antonio, San Diego, and Phoenix.

#### **e. Other**

Sherry reminded the group of Friday's general session that includes the newly developed "Power Talks" which are presented like TED Talks with four presenters speaking for approximately 14 minutes each.

### **6. Adjournment**

Brenda Conell moved to adjourn the meeting. The motion was seconded by Kirk Edney and passed unanimously after a vote from the committee members present. The meeting was adjourned at 11:02 a.m.