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ACTE Region V Policy Committee Meeting 12/6/17 - Nashville

Present: Diane Walker, Dodie Bemis, Craig Statucki, Mark Branger, LeAnn Wilson, Shani Watkins, Coleen Keffeler, Tim Knue, Becky Wallace WA DOE Dir of CTE, Julia O'Brien ACTE, Rachael Mann, Pam Stroklund, Amy Lorenzo (ID), Pepper Poulsen, Becky Cox

- Call to Order and Introductions: Dodie Bemis at 8:51am
- Approval of the Agenda: Dodie Bemis requests approval with flexibility - Coleen, Craig second, all approve, passed
- LeAnn Wilson appreciates everyone's attendance at the conference and supporting ACTE - PD opportunity. The numbers are up for a non-Las Vegas venue, over 4K. Dodie will update about the board meeting. She appreciates everyone's work and dedication. Region V is the strongest region and is a critical part of the work. OR and CA have the most registrations for the conference (200 CA, 300 OR), with 1400 from Region V out of 4k attending. Vegas is doing additions, so can't go out more than 3 years; hope to be there in 2022. Will be in Anaheim in 2019 (San Antonio, Anaheim, Nashville, New Orleans in the meantime).
- Julia O'Brien is here to take in things regarding membership, so is interested in any ideas from Region V. She works in communications and marketing, and would like to address any issues that anyone has. The new website is under construction and will be ready in April. They can host state websites, as well.
- Approval of the minutes November, 2017: Diane Walker - everyone received October minutes and no November meeting. Mark Branger moves to approve, Diane Walker seconds - one typo on page 3, first paragraph, last word "outcomes" - as modified, approved.
- Financial Report: Mark Branger - no expenditures since last meeting, but he did turn in invoice for shirts. One line item will change next year is due to free conference calls. Whoever does the treasurer job next year needs to be aware of that. We do work to keep \$20k carryover each year, while still serving members with award winners stipend, first time stipend, mini-grants. Thanks to Coleen for the format we have been using the last several years with operating and designated separated. Cora has been wonderful to work with - she may stop by to address some questions Dodie and Mark had. One item that was difficult was the financial reports he got without detail, and it didn't show what category the funds came from. It is now much easier with monthly detail reports - it saves a great amount of time. Dodie is very appreciative of Mark's efforts and it makes things

much more transparent. There must be specific documentation of expenditures, which can either be through meeting vote and minutes or electronic vote via email sent to Cora. Mark Branger moves to approve, Shani Watkins seconds, all approve.

- Storage for Region V: Mark Branger distributes a sheet with different options, including Dropbox, Google, and Resilio. Mark had been given authority to get a free Dropbox account, but looked at alternatives because of the cost of \$75 per month for a business account. Google is free up to 15GB, with additional charges. Resilio is free, but requires a software download with no web interface, and archives files for 30 days (with none for large files). Diane prefers either Google or Dropbox sharing. We could create a team drive in Google educational suite, or Dropbox and then share own individual files. Otherwise, it would be nice for ACTE to provide each region some cloud storage. Minutes are stored on the website, but not all of the other documents. LeAnn says that there is a Board resource page, and something like that could be used. Rachael says she has a paid account, and she can create a shared file which could remain even when she goes off the committee. We are only at less than 1GB currently. One issue would be fellows and HOF nominations which we wouldn't want to have open. LeAnn says that we can chat further. Perhaps those two could go through the Awards portal. Perhaps there could be a login page - LeAnn will have to check. They would have to post the documents at the national office. She will investigate and bring back a recommendation to the Committee. NV and CA have created state ACTE accounts which can be passed along to any new members and "un-shared" with members who leave. Shani has something similar for a state leadership association. LeAnn says the new website will be mobile friendly and can upload videos.
- Review Of ACTE Board meeting: Dodie Bemis reports that the attendance numbers for the conference are up - almost 1k more than 2014, with 1400+ from Region V. Finances are very positive, with all categories at or above projections as a result of the conference. Region V shared mini-grants idea, and national is now using that with divisions for additional funding. It has worked very well for us, with AZ, CO, ND receiving funds this year (Dodie has checks to present at the business meeting). They voted down the name change for the Lifetime Achievement Award name change to Smith-Hughes and it will go back to Awards for further consideration. Another item under consideration is an Innovative Program award - Region V can share the one it already has. Region V always has lots of award applications to consider, which is wonderful. Consistency in branding - Julia explains there is a 55-page branding and style guide and asking that everyone use that. It also includes messaging ideas when dealing with educators and other stakeholders. There is a PowerPoint template which can be used. It covers values of the national organization in talking points, etc. Membership will soon transition over to Rebecca Cox, and the newsletter will go to Marcus going forward. There are now 38 unified states, with NC recently joining; hope AZ and WA will do so soon. Rachael asks the distinction of unified vs non-unified and what the benefit is of unifying, plus who makes the decision. There are only 5 non-unified states. Craig reviews the process that NV went through two years ago; there were minimal members who left as a result,

but it was a lot of work to get it done. WA does a hybrid, and allows national dues to be paid through conference registration - they have challenges getting any dues changes made. AZ has a unique situation with their conference and membership structure, but Pam is very supportive of the national association. Mark explains that MT wanted to do a poster project and since they are unified, it saved \$6k in graphic design. AZ has had representation on the national board (Chuck Gallagher). The Board authorized LeAnn to create and staff a new position for Senior Director of Programs to get subject matter experts to provide strong content, not only for national but also state events that ACTE is working with, as well as with divisions, per Julia. ACTE LEAD is in its initial year to get young professionals more acclimated and to be prepared for future leadership positions. There are 21 participants this year. Our two region fellows will participate. Dodie will be sending out requests from 11 division VP's and Policy Committees to get positions filled (Marketing, etc.). We are always willing to help from Region V. LeAnn had to leave, but Julia says that she would like to let the group know that the new Strategic Plan was approved; Dodie will share it with the group.

- Review of Policy and Procedures Manual: Diane Walker reminds the committee that two items need to be changed - mini-grant September 1 of each year, and second is updating or changing the Fellows Coordinator info in the appendix due to the situation with Mary Anne Behrens's health. Dodie asks about **Mike XX (New?)** who is second in command. Christine Nelson is stepping back due to health issues. There is nothing in there about the CTE Support Fund. Coleen asks if we will open up the Fellows Coordinator for applications - will discuss that later in the agenda. Craig moves to approve mini-grant change to September 1. Both are in the appendices, so those don't need to be approved. Craig withdraws motion to approve. Mark suggests we review the manual in more detail in Colorado Springs - it is our governing policy - especially for the new members. Dodie concurs. The new version needs to be posted on the website.
- Discussion/Selection Of ACTE fellows: Dodie Bemis thanks the members for their consideration, and understands the consternation with the Awards Portal. Coleen did everything early, and got an email that they hadn't been done (from Craig because ACTE didn't forward scores to him, and we had agreed to send him names). There are many new folks at ACTE and things seem to be getting lost in the cracks (e.g., committee members and terms). The rubric we submitted was changed, and it didn't add up. Rachael feels like she's tech-savvy, and she couldn't figure it out, either. Bob Van Dyke is also a fellow approved from last year who withdrew due to a family emergency, and is participating again now. We have three national fellows and two region fellows - Joni Simpson and Shelley Goerdt. Joni met Dodie and Coleen at the CTE Support Fund table and that's how she got involved.
- Region V Fellows Report: Craig Statucki reports that we do need a coordinator and determine the application process and get it publicized. Craig did one conference call with few attendees due to time zones, and some email contacts. They are meeting F2F after Assembly of Delegates. They have chosen their book study Leadership Gap by Daskal, and will do a presentation in CO. They may also do another presentation on high quality CTE programs in CO,

as well, and will discuss that tomorrow, also. Shelley and Craig have discussed some different directions, begun with Mary Anne, about how to get more direct impact in Region V. There needs to be discussion about whether the fellowship program would be more aligned with the national model. Currently, they met quarterly by phone, and once per month for three months during the book study (related to the state association, as well as individually). Each was assigned a portion to lead the discussion, and do a presentation at the Region Conference. There are face to face meetings at Vision, NPS (if possible), and Region V. Fellows are required to attend Vision and NPS one over the two-year period. They also assist with the publication awards judging. Pam would like to see a presentation about that at the conference, also. The person will need some institutional knowledge about how ACTE and state associations work. Craig doesn't feel he has that depth of knowledge at this time to take the position. Diane suggests putting a position description together first, and make that available to candidates. Rachael can check to see if there is one already written for AZ or national. After that, Coleen suggests opening it up through the Nominating Committee to see who is interested, with the understanding it comes back to Dodie to review and either select or vote well before the application comes out (begin July 1). Dodie feels that Craig and Rachael (and possibly Shelley) should be a sub-committee to work on the selection; Craig will continue until a new person is selected. Dodie would like to have the description by the end of December for review by the committee on the January call. Applications should be due by March 1, review and decide then announce in April. Diane Walker moves to provide the \$750 coordinator stipend to Craig in the interim, Mark Branger seconds, Craig Statucki abstains, approved - motion passes.

- January conference call on 1-8-18 at 10:00am MT, and Shani will organize setting up the call-in. The primary order of business will be consideration of the fellows coordinator. Mark requests a list of the fellows so that he can update the website.
- Since we appointed two fellows this year due to an ACTE change, do we need to pay for both? If so, we need to approve a budget change.
- First timers for Region V: Dodie Bemis will continue to take care of this and will announce the stipend at the business meeting on Friday (\$250 each year for two years). Deadline is March 1, with notification by March 15.
- Region V Hall of Fame Award: Coleen Keffeler has not received anything to date, with one inquiry and one that Dodie mentioned as a possibility. Dodie brought the large plaque to display. Coleen will reach out to the person who has asked late the last two years to remind them to apply timely.
- Tim needs to leave - WA has over 100 people in attendance. There is no region social event this time.
- Region V Mini Grants: Rachael Mann will get the checks from Dodie to present Friday. She will do very brief remarks about what each is doing with their funding and shake their hand.
- Region V Website Update: Mark Branger says the only thing he saw to update is the fellows section. Coleen says the Policy Committee still shows Sherilyn and Rick, so that needs to be updated by Annika. Dodie did update it with our new members and will send it out.

- Region V Committees Review: Dodie encourages us to make connections with our committees. Diane reports that Eric Ripley is the new chair of Leg. Dodie informs he was not able to attend conference, so Diane will see about setting up a meeting (done virtually via Google Form). Shani will work with Tracy, and Craig works with Pam.
- Update on Region V 2018 Conference Colorado: Sarah Heath had another meeting and couldn't attend this time. Things are moving ahead well. CO will not be taking half of the proceeds since the state department is handling everything - all will be going to Region V.
- Leadership Strand: Coleen Keffeler will work with CO to make sure that this is covered. ACTE Connect is a new program, per Dodie, for a pre-conference leadership event at the Region Conference. Some feel that ACTE is taking too large a role, in that they have hired someone to do the training. We have addressed this a few calls ago, in that we have a long-established program, and won't be using their speaker. Dodie was asked about it at the board meeting this week and informed them that we decline (already do a leadership strand, and he spoke last year). The general consensus is that we already have a presentation, but if he wants to do a breakout session, that would be okay; it's great that they offer the service, but we shouldn't be required to use it. Would we then have to pay his way? ACTE would pay if he comes for a pre-conference, but not sure if they would otherwise. Another bone of contention is that we don't have the conference host state sign an MOU with ACTE. Dodie shares a spreadsheet of region and division conference income history.
- Update on Region V 2019 Conference Montana: Mark Branger reports that he has an outstanding planning committee - they already have tours and speakers booked, are getting bags, etc. One of the pre-conference tours will be to Yellowstone Park. The new site they chose has still not broken ground, so they are back to the regular place they do the state conference, but can't use the second hotel, which puts a crunch on breakout sessions. They will do tours all day, which will then split times for breakouts. The tours will be around different themes. Thursday night's event will be at a wedding venue with pitchfork fondue, etc. Mark Perna is the Thursday keynote on CTE (has a book coming out soon), and Terry Sumerlan will address more of a leadership theme. The state department is paying for all of the keynote speakers for this and 5 state conferences with some carryover funds. Can they have a table at the CO conference? Check with Sarah.
- Region V conference proposals: Craig says NV is looking at 2020, possibly in Lake Tahoe (Harvey's bargain to package with their state conference - he just got the email this morning with rates of \$69-89 per night, fly into Reno). Shani asks about having something in Portland. Rachael asks about AZ, and Dodie says that Pam has been hesitant because of the size of the state conference (would it take away from theirs?). OR lost another president, so another new person is coming in, and that will effect how it goes. Amy is texting her president to see if ID is a possibility. Pam says ND is looking at 2021.
- Region V Conference Planner: Mark asks for any suggestions from SD. The only items Coleen and Dodie say are that some of the dates need to be flexible to work within the state's timeframe and particulars of the venue. California had put one

together, and Mark put one together, so we amalgamated them as a resource. We hope it will be a good resource and working document for future states. Coleen saved some suggestions so will review and get them to Mark. It is on the website. Craig suggests taking out the mention to the CTE Support Fund.

- Conference Bid Sheet: Mark says there are not changes necessary of which he is aware.
- Awards Update: Pam Stroklund - Pam will update the publications award info to go to Craig. Pam distributes information that will be distributed at the business meeting. Kate Dowdy left, so they have a new person (Megan) they are meeting with at noon. Pam has only heard from a few people for the award stipend; we have several from Region V to be recognized this evening. Dodie says ACTE has now said they do not want to reimburse for conference registration fees - only for travel and hotel. Mark says MT uses the Awards Portal for state awards, but has had so many difficulties that they are only putting the winner in there - it's separate from the video interview. They have the best committee ever - she is still looking for a rep from every state. No awards reps from AK (as corrected by Pam Stroklund), CA or WY - they don't have to attend the conference, just judging. Mark is updating the digital badges; Dodie says she thinks national is also adopting those. Advanced Engineering students are re-designing the trophies. The new high quality CTE indicators are not done yet. New award for Teacher Educator. This is Pam's last year as Chair. Dodie thanks Pam for everything she does. Dodie asks about the possibility of doing a poster session with the Innovative Program Awards - she has challenges getting photos from the programs. It's not a competitive award - just need to submit; encourage from every state.
- Region V promotional strategies: Shani and Tracy will visit about this.
- Good of the order: OR state conference planning meeting is on Friday from noon to 12:50pm, right before our business meeting, so if anyone wants to attend, please do so (Tim Knue will go for a short time). Dodie is concerned that ACTE is bypassing Region V in the process. Should we have a breakout session at the conference on July 30-31, 2018? Shani is willing to do that. Dodie will give the proposal to Michael Connet. Dodie reviews the agenda for the business meeting on Friday. The name of the Region V rep to the Audit Committee is changed to Victoria Crownover or may be Shelley. We do need to allot time for Pepper and Mark to address the group as Region V VP candidates (let Pepper know, if we see her again before-hand). Wear our new shirts on Friday, and we'll take a group picture at the end of the meeting.

Adjournment: Craig Statucki moves, Rachael Mann seconds, all approve. Meeting adjourns at 11:55am

Respectfully submitted, Diane L. Walker, Secretary