

## ACTE Region I

### *“Policy Committee Meeting”*

St. Louis, MO – America’s Center, Room 224  
12: 30 – 2:30 p.m. – Wednesday, November 16, 2011

(Draft) MINUTES .....

**Call to Order:** The ACTE Region I *Policy Committee Meeting* was called to order at 12:33 p.m. by newly appointed ACTE Vice President, Nancy Trivette. A vacancy was created when previously elected Vice President, Robert Scarborough resigned from ACTE's Board of Directors for personal reasons effective Thursday, September 1, 2011. Nancy stepped forward to resolve the matter. She is currently with the New Jersey Department of Agriculture as Leader and FFA Advisor. Her ACTE approval by the Board of Directors this week presents a steep learning curve. She plans for generate member feedback through development of quarterly newsletters. Leadership and Fellowship Programs have had good attendance numbers at convention. Goals were specified: (1) **Increase Membership in Region I** and (2) **Increase Communications**. Vice President Trivette hopes to stimulate growth in the region by having members distribute the *ACTE Membership Guide*. She passed around a brochure used in FFA illustrating “green gear” as just one possibility for generating enthusiasm. Another example of raising a sense of belonging is a slogan such as FFA’s “Get AG Connected.”

Nancy also reported on a change in the ACTE national convention format which was a Board discussion topic earlier in the week. She noted that ACTE President, Jim Comer announced the plan to attendees at the ACTE Committee and Task Force Breakfast this morning, promising that more details would be forthcoming.

Dave Keaton asked, “Is this something that’s happening in a vacuum?” He is concerned over the convention reformatting process and questioned how and why the membership was not asked to be involved in changes to the convention.

LeAnn Wilson said information may be revealed at tomorrow’s 4:30 p.m. Town Hall Meeting in Room 124.

It was stated there were supposed to be 16 Region I Policy Committee members appointed for representation of each state and the District of Columbia.

Allen Vaughan shared information from the December 11, 1999 Region Operating Policy Manual, but added that it needs to be updated.

**Roll Call of States:** Five Region I Policy Committee members, plus one Headquarters Officer were present. They were: Dave Keaton, Maine; Allen Vaughan, Massachusetts; Nancy Trivette, New Jersey; Robert Walls, Ohio; Van Hughes, Pennsylvania; and LeAnn Wilson, ACTE Chief Financial and Operations Officer.

**Minutes:** The minutes from the *April 28, 2011, Policy Committee Meeting*, held at the *Holiday Inn Express, Albany (Latham), New York* were distributed for review and approval. A motion was made by Dave Keaton and second by Bob Walls minutes be approved...

...motion carried.

**ACTE Financial Report:** LeAnn Wilson reported that the overall picture is positive. She did express some reservation though in regard to this year's Convention. The latest report indicates that we currently stand at 2,754 registered attendees. That is one of the lowest for the start of the event, but she holds promise that the late walk-ins will boost the final number over the next few days. By comparison, the Orlando Convention was 3,212 which was short \$150,000 on budget. However, that loss has been made up over the years. Exhibits are strong this year, but if there is low traffic, it will effect next year's participation.

## STANDING COMMITTEE REPORTS

**Audit:** Chief Financial Officer LeAnn Wilson reported the Committee had met via conference call on September 27<sup>th</sup> with the lead auditor. No areas of weakness and no adjustments were identified. The auditors, CPAA DeLeon and Stang audited the 2010 – June 30, 2011 financial statements, amounts and disclosures, accounting principles and estimates, and overall financial statement presentation. They were found to conform to generally accepted accounting principles. The ACTE Board met earlier this week and approved the audit.

**Awards:** The following members received recognition as Region I winners and ACTE nominees:

### *Teacher of the Year*

*Paul Waldman – Millstream, Ohio*

### *Outstanding Career and Technical Educator*

*Yvonne Kaszubowski – Lebanon, Ohio*

### *Outstanding New Career and Technical Teacher*

*Rose Hartschuh – Sycamore, Ohio*

### *Outstanding Teacher in Community Service*

*Tina Francis – Delaware, Ohio*

In addition, ACTE Region I presents two additional Awards: the *Scott Westbrook, III – Humanitarian Award*, and the *Jim Hanneman – Memorial Award*.

**Bylaws:** No report.

**CTE Support Fund:** Allen Vaughan reported that raffle tickets are now on sale to support Region I. Please stop by the main floor lobby near the Tech Expo entrance to make a donation and take a chance to win. He also encouraged everyone to attend the ACTE Networking Reception and Silent Auction from 5:45 to 7:00 p.m. in the Renaissance Hotel, Landmark Ballroom. The size of the gift may cause some transportation difficulty? A free registration to the convention may resolve that matter?

**Nominating:** A written announcement that the *Thursday* Assembly of Delegates Session has been cancelled. Its purpose is to receive the Nominating Committee report and provide an opportunity for members not on the slate to declare their candidacy from the floor. ACTE Bylaws require that there be a minimum of two (2) candidates for an Board position up for election. An interview of anyone nominated for president-elect must also be carried out by the Nominating Committee. The Bylaws also state if there are not two candidates, the position is declared vacant. However, the Bylaws also state the Board has authority to fill the vacancy. Precedent was set for this process in 2007 after consulting with legal counsel. Therefore, in the best interest of the organization and its members, the Board during its meeting earlier this week, voted unanimously to appoint **Doug Major** to fill the office of President-Elect.

**Resolutions:** Robert Walls commented that in the Board minutes, it's written that the states should meet on Fridays.

### TASK FORCE REPORTS

**Communications:** Van Hughes suggested that Vice President Trivette visit the Region I pages of the ACTE website. It would be a one step in improving communication with members.

**Cultural Awareness:** No report.

**Data and Research:** No report.

**Energy Sustainability:** No report.

**Leadership Development:** Van Hughes reported that the Task Force met this morning from 10:00 to 11:00 a.m. Chair Coleen Keffeler shared this coming Saturday's agenda with the Task Force. The US Army will provide a speaker on the topic of leadership. The Task Force look for feedback from the first session, then plan accordingly the next steps. There is a need to continue recruiting new leaders. LeAnn Wilson was asked to report back to the Policy Committee on how many attendees from Region I would be at the Leadership Training on Saturday. Nancy Trivette will e-mail the rank on Sunday to Region I reps.

**Performance Leadership:** No report, but LeAnn Wilson was asked to gather information on where the 2012 Best Practices was going to be held in order to pursue the possibility of having the next Region I Conference in conjunction with that event..

**Postsecondary Education Membership:** No report.

**Public Awareness:** No report.

**Young Professionals:** No report.

## PUBLIC POLICY TASK FORCE REPORTS

**Elementary and Secondary Education:** Dave Keaton reported there has been no group meeting yet. He will check the website for more information.

**Carl D. Perkins Career and Technical Education:** No report.

**School Reform:** No report.

**Temporary Assistance for Needy Families:** No report.

**Workforce Investment:** No report.

## GENERAL DISCUSSION

The topic of scheduling Policy Committee and Business Meetings for the 2012 Convention in Atlanta was brought up for discussion. Policy should be scheduled on Wednesday and Business on Friday morning. Cave Keaton suggested that we use Region I funds to have a 7:30 a.m. breakfast and place a one hour limit on the meeting.

The group discussed the possibility of the Pennsylvania Career & Technical Education Conference (*PA\*CTEC*) as a possible site to accommodate the 2012 ACTE Region I Conference. Former ACTE Board member, Chet Wichowski has suggested this venue. This state conference is usually held during the last few days of June. More on this topic will be discussed later at today's Business Meeting.

LeAnn Wilson posed a question, "Could we get people in Vermont to become active?" Dave Keaton brought up a strategy that would increase interstate collaboration. It would be based on combining adjacent states in order to conduct meetings for business, professional practice, and collegiality. It would be a convenient way to share ideas, information, instructional practices and procedures, etc. He named specifically, Maine, New Hampshire, and Vermont as an example.

Awards Chairperson, Lynda Spittle will consider Awards Committee appointments. She will attempt to align Region I awards policy with the ACTE national awards requirements.

Allen Vaughan raised concerns about the "new" 12 page state Quality Association Standards requirements. LeAnn was asked to gather information on the number of QAS winners this year.

**Adjournment:** The meeting was adjourned at 2:25 p.m.

**Special Thanks:** I hereby express my gratitude to LeAnn Wilson for providing input to these minutes. She was kind enough to transcribe and share her personal notes. Thank you, LeAnn.

Van Hughes, Secretary



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