



**Iowa ACTE Board
Meeting Minutes
10.24.2022
4:30 – 5:30 PM**

CTE: Learning that Works for Iowa

<i>IAAE</i>	<i>Iowa Association of Agricultural Educators</i>
<i>IBEA</i>	<i>Iowa Business Education Association</i>
<i>IFCSE</i>	<i>Iowa Family & Consumer Sciences Educators</i>
<i>IHEA</i>	<i>Iowa Health Educators Association</i>
<i>IITEA</i>	<i>Iowa Industrial Technology Educators Association</i>
<i>IPACE</i>	<i>Iowa Postsecondary, Adult and Career Education</i>
<i>IWBL</i>	<i>Iowa Work Based Learning</i>

- I. Call to Order – V.P., Ashlee Spannagel called the Zoom meeting to order at 4:35 p.m. The agenda was approved.
Approval of agenda
- II. Attendance – Roll call – Ashlee Spannagel, Barb Schult, Brad Kinsinger, Sandy Warning, Nancy Johnson, Sandy Miller, and Tara Troester. Doralene Abdel-Halim entered the meeting at 4:50 p.m. Only six voting members. Seven voting members needed for a quorum. No quorum.
- III. The IACTE Board Minutes of 8.5.2022 were read but not approved due to the absence of a quorum.
- IV. The Treasurer’s Report was given by Sandy Warning. Balance \$79,081.31, Actual Balance would be \$67,59,81 after we pay IFCSE for their conference registrations. \$6,700 still to collect from conference.
- V. Division Reports
 - A. IAAE – Jessica O’Connor sent her report
 - i. The Iowa Association of Agricultural Educators Board met Wednesday, October 5th virtually at 7:00PM. Board members reviewed officer responsibilities and heard committee reports. Updates were provided on commitments from Team AgEd, Who will be attending the NAAE Conference, status of our mid-year mentor/mentee conference to be held in November and review of the policy handbook. The board worked to identify three major goals they would be working on for the next year.
 - B. IBEA – Barb Schult –
 - i. **Iowa Business Education Association, Report for IOWA ACTE, October 24, 2022**
IBEA 2022 Annual Fall Convention was held September 25-26, 2022, at the Holiday Inn & Suites, Urbandale, IA. The theme was Back to the Future with keynote speaker Dr. Celina Peerman.
Attendance numbers:
Participants - 52
Social Event - 24
Presenters - 15
Exhibitors - 8
The social event was held at Eatery A, Des Moines, IA
Awards available for nominations:
 - **Outstanding Business Educator - Secondary Level (7-12)**
 - **Outstanding Business Educator - Post-secondary Level**
 - **Outstanding New Business Educator - Secondary (1–5-year teacher)**
 - **Outstanding New Business Educator - Post-secondary (1–5-year teacher)**
 - Outstanding CTSO Advisor (Due May 1)

- Hoffman Award Nominations (Due June 1)
 - Distinguished Service Award Nominations (Due June 1)
 - Service to Business Education Award Nominations (Due June 1)
 - Iowa BEST Award
Business Education Teacher Mentoring Program
<https://www.ibeasonline.org/business-teacher-mentoring-program>.
- C. IFCSE – Nancy Johnson
- i. We held a successful conference with 104 people in attendance. We gave 250.00 cash awards to the Educator of the Year, New Educator of the Year and Student of the Year. We are currently looking at having our 2023 conference during the first week of August to accommodate our members who wish to have the conference in the summer as a motivator for the new school year.
- D. IHEA – Tammy Steinwandt – no report
- E. IITEA – Matt May
- i. Meeting this Thursday, the 27th to review the responses from our feedback survey from our conference.
- F. IPACE – Brad Kinsinger
- i. **Iowa PACE (Postsecondary, Adult, and Career Education)**, IACTE Board Report, October 24, 2022
Officers:
President: Ashlee Spannagel, Southeastern Community College
Vice President: Jeff Henderson, Indian Hills Community College
Treasurer/Secretary: Kim Dreaden, Indian Hills Community College
IACTE Rep: Brad Kinsinger, Hawkeye Community College
Finalizing Logistics: We are working through the process of formalizing a bank account, tax ID number, board insurance, etc. Ashlee Spannagel and Kim Dreaden are working on communication to send out to highlight how IACTE members who work in the postsecondary setting can add IPACE to their ACTE membership.
ACTE Postsecondary Convening: The inaugural postsecondary convening was held October 6 and 7, 2022 in Myrtle Beach, South Carolina. Ashlee Spannagel led several discussions/sessions. The convening focused on expanding career pathways, building apprenticeships, closing access and equity gaps, and supporting faculty recruitment and retention.
ECMC Foundation Leadership Collaborative Convening: Held in Nashville, Tennessee October 18 – 20, 2022. This included the six different fellowships supported by the ECMC Foundation around postsecondary CTE opportunities and challenges. Access and equity were a major focus of this convening. NextLevel Alums Jeff Henderson, Laura VanWaardhuizen, and Brad Kinsinger attended.
NextLevel Postsecondary Leaders Application: Applications for the fifth NextLevel cohort is now open through November 1, 2022. Spread the word. Reach out to any NextLevel alum for further details.
- G. IWBL – Tara Troester
- IWBL Report, Tara Troester, October 24, 2022**
10/13/2022 Last IWBL Executive Meeting
Annual Conference, April 4, 2023

Prairie Meadows, Altoona

Call for Proposals will open December 1, 2022, and close January 20, 2023

Registration:

Registration will open January 6, 2023

Early Bird: \$200 - March 1, 2023

Regular: \$250 - March 15, 2023

Late: \$300 - Closes on March 31, 2023

Will model the unified membership process after the practices of other divisions when registering for conferences.

Next Meeting: 11/17/2022

- VI. Standing Committee Reports
 - A. Audit Review – Sandy Warning
 - i. The books have been turned in and are in the process of being reviewed.
 - B. Awards and Scholarship – Barb
 - i. The awards presentation went well, and letters will be written and sent to IACTE winners for application for regional awards
 - C. Conference Planning –
 - i. Karen (2022)
 - 1. Survey results were submitted to be used as we prepare for next year's conference
 - ii. Ashlee (2023)
 - 1. We can begin planning soon and contact speakers. Ashlee will send an e-mail asking for volunteers to plan next year's conference. Ashlee, Doralene, Sandy W., Sandy M. are on this committee.
 - D. Membership – Karen - no report
 - E. Policy Development – Greg Krawiec - no report
 - F. Communications – Greg Krawiec - no report
 - G. Nominating – Greg Krawiec - no report
- VII. ACTE Region III Representative Report – Greg Kepner - no report as there has not been a meeting
- VIII. Ex-officio Reports
 - A. DE Liaison Report – Cale Hutchings – No report
 - B. Executive Director and Membership Report – Sandy Miller attached*
- IX. Unfinished Business
 - A. IACTE Conference – Karen, Sandy M & Sandy W.
 - i. Sandy - The IBEA decided to have their conference on a Sunday/Monday
 - ii. There was only one meat served at our conference – should have been two meats. We will not be billed for it.
 - B. Unification – Update from divisions
 - i. Ashlee discussed the need for ACTE to get directions and a way for people to add an ACTE division to their membership.

- X. New Business:
 - A. Advocacy
 - i. ISCA – Iowa School Counselors Conference, November 7 – 8, Still need volunteers to attend with Sandy
 - ii. IASB Conference – Iowa Association of School Boards Conference,
 - 1. November 16 – Still need volunteers to attend with Sandy
 - 2. November 17 – Jane Hoegh and Pro Start students
 - B. State Chapter Module (SCM) – SW, SM have access and have been trained, State Financial Detail (SFD) soon will no longer be sent to us. We will have to extract it from SFD
 - C. Election results
 - i. 2nd Vice President 2022-2023– Doralene Abdel-Halim
 - ii. Secretary 2022-2024 – Nancy Johnson
 - iii. Members were notified with eblast & Board Directory on Website
 - D. QAS (Quality Association Standards Award)
 - i. Greg Krawiec and Sandy Miller submitted this October 15 which includes our required Annual Report to ACTE
 - ii. results will be available on December 3
 - E. CTE Presidential Scholar Nominations
 - i. 22 nominated: 15 Ag, 2 Applied Science, 2 Health Science, 3 Business
 - ii. Judges’ rubrics due yesterday, top 5 advance
 - iii. We discussed adding Tara Troester to the judging panel. It will be discussed next month.
 - F. VISION
 - i. 51 currently registered from Iowa
 - ii. State Leadership Workshop, Wednesday, Nov. 30. It would be good for all Board members, \$25.
 - iii. Awards Gala, Wednesday, Nov. 30
 - iv. First -Time Attendees Orientation, Thursday, Dec 1, 7 – 8 am
 - v. Assembly of Delegates, Thursday, Dec. 1, 10:00 – 11:30 – Karen, Greg, Greg, Sandy, Alternates – Laura VW, Lisa S. We have one more voting delegate than previous years for a total of four voting delegates
 - vi. NEDA sharing and SCM – Thursday (Sandy)
 - vii. SCM training with Developer – Friday, December 2, 4-5:00
 - viii. State Leaders Breakfast, Saturday, Dec. 3, 8-9 a.m. – Greg, Greg, Karen, Laura VW, Lisa S., Katy Blatnick-Gagne, Sandy M.
 - G. Program of Work 2022-2023 – Sandy M.
 - i. She has been working on this and needs the names of presidents for all the divisions.
 - H. Webpage updates –
 - i. Board Directory, Minutes, Conference and Awards Committees, Award of Merit Recipients, CTE Teacher Prep Scholarship Recipient, Award Recipients, CTE Day at the Capitol have been updated with registration link and information letter.
 - I. Sandra Miller CTE Teacher Preparation Scholarship

- i. Sandy has generously pledged \$1000 for ten years for \$10,000 total for this scholarship.
 - J. Sandy's Retirement
 - i. The Executive board is planning to visit on this topic after November 1. Sandy will continue as Executive Director through June 30, 2023 and will be a resource for a new hire through that date. ACTE has verbalized support to help us find someone. This will be discussed in depth at the November meeting. Sandy's last day is June 30, 2023. `
 - K. Other
 - NO OTHER BUSINESS
- XI. Adjourn
 - Meeting adjourned at 5:33 pm.

Future Meeting Dates: Mondays, 4:30 – 5:30 via Zoom

November 14, 2022
December – No Meeting
January 23, 2023
February 27, 2023
March 27, 2023
April 24, 2023
May 22, 2023
June 12, 2023? (Region III Meeting date)

***Addendums:**

Executive Director Report
October 24, 2022

Program of Work:

Member Value and Engagement

Membership Report:

Working to record membership.

Annual Report to ACTE and Quality Association Standards Award

We successfully submitted the QAS which includes the mandatory Annual Report by October 15. The Annual Report is mandatory to remain in good standing with ACTE. The purpose of the QAS is to provide benchmarks for state associations to determine levels of performance and satisfactory service to their members and prospective members.

Division Conferences: Greetings along with an exhibit table were brought to several division conferences

- IFCSE – Sept 19 at FFA Enrichment Center, Ankeny – Sandy Miller
- IBEA – Sept 26 at Holiday Inn, Merle Hay Road, DM – Sandy Miller

Website updates:

- 2022-2023 Board of Directors
- Approved minutes
- Committees
- Award and Scholarship winners
- CTE Day at the Capitol

2nd Vice President and Secretary Election:

- Electronic ballot sent to all who were members by June 30
- Results sent to all members

Professional & Leadership Development

Iowa ACTE Best Practices Conference was a success. Sept 20, 2022, FFA Enrichment Center, Ankeny, IA

- 153 Registered, IFCSE joined our conference with 43 members attending both the September 19, IFCSE and the September 20, IACTE conferences. They are included in the 153.
- 21 Exhibitors plus 7 CTSO and division exhibitors
- Director Ann Lebo sent remarks for Dennis Harden to read at the Luncheon Session
- Keynote speaker Aaron Putze, Iowa Soybean Association
- DE Speaker Dennis Harden, CTE Bureau Chief
- ACTE speaker Kelli Diemer
- 30 Concurrent Sessions
- Awards were presented
- Dept of Ed helped sponsor the conference
- Membership was promoted with discounted conference registration fee
- SCHED app was used successfully
- Magnetic name badges for Board of Directors were ordered
- Gavel given to past president – Greg Krawiec
- Received publications from ACTE for Iowa ACTE conference and future advocacy events
- Save the Date Sept 19, 2023, Iowa ACTE Best Practices Conference, FFA Enrichment Center

NEDA (National Executive Directors Association)

- Membership paid for 2022-2023

Advocacy and Awareness

Iowa School Counselors Conference (ISCA): at Iowa Events Center, Des Moines

Nov 7-8

Iowa Association of School Boards (IASB) conference: Iowa Events Center, Des Moines
 November 16, 2022, 3:30 – 5:00 with set-up prior
 November 17, 2022, 9:00 a.m. – 2:00 p.m., Set-up 8:00 – 9:00

CTE Day at the Capitol: February 9, 2023, 7:00 – 2:00. Let's fill the Rotunda with displays from every division! Spread the word in your divisions. A registration form is on our website and will be sent out. There is no registration fee.

Strategic Partnerships

Presidential Scholar Nominees

- Eblast sent to all members
- 22 Total nominations
- Service Area Nominations – 15 Ag, 3 Business, 0 FCS, 2 Ind Tech, 2 Health, 0 Information Systems
- Judging was due October 23 at midnight

Respectfully submitted,
Sandra Miller