



Board Meeting Minutes 7.16.2021

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Kirkwood Community College, The Hotel at Kirkwood Center,
7725 Kirkwood Blvd SW, Cedar Rapids, IA 52404
Room 185, 9:00 a.m. – 3:30 p.m.

9:00 Welcome and Introductions. Thank you to outgoing Board members! Thank you to Kirkwood Community College for hosting our meeting.

IACTE Board Training – Sandy Miller (9:00 am) “*Analogy of Leadership to a Slinky*”

Code of Conduct and Conflict of Interest Policy and Disclosure Statement - New Board members only

IACTE Representative Responsibilities by Month - handout

Bylaws/Policies will be discussed later in the meeting.

Sandy shared about the value of advocacy and bringing students to events.

- I. Call to Order – Greg Krawiec 9:51am
Approval of agenda. *Motion: Matt May Second: Susan Seufferer Vote: Approved.*
Attendance – Roll call
 - i. *Greg Kepner, Barb Schult Susan Seufferer, Nancy Johnson, Katy Blatnick-Gagne, Tara Troester, Laura VanWaardhuizen, Greg Krawiec, Sandra Miller, Anna Brooks, Jessica O’Connor, Karen Van De Walle, Sandy Warning, Doralene Abdel-Halim, Tammy Steinwandt, Matt May, Dan Kiley, Dana Lampe*
- II. Approve previous IACTE Board Minutes 5/17/2021, IACTE Board Minutes 6/21/2021
 - o *May: Motion: Dan Kiley Second: Tammy Steinwandt Approved: Voted*
 - o *June: Motion: Karen Van De Walle Second: Katy Blatnick-Gagne Approved: Voted*
- III. Reports
 - o 2020-2021 Annual Treasurer’s Report - Sandy Warning – Approval to submit for audit
 - i. See attached
 - o Division Reports – Quick oral report today
(Prepare a written Annual Division Report and send to President Greg Krawiec and S. Miller by Sept 1)
 - IAAE – Jessica O’Connor
 - o *Report: see attached*
 - o *178 members so far for 2021-2022*
 - o *200 people attended the IAAE conference June 28-30*
 - o *National FFA Convention in person October 28-31, 2021*
 - *Some virtual options*
 - o *State:*
 - *Contests held and planned*
 - o *Next IAAE meeting: August 11, 2021*
 - IBEA – Barb Schult
 - o *Finding your Focus Conference (September 26-27) in Des Moines*
 - o *Sandy can give greetings to conference attendees*
 - IFCSE – Doralene Abdel-Halim/Nancy Johnson

- 2021 IFCSE Conference
 - New for this year to connect to IACTE Conference
 - Discount offered to those attending both conferences– Any numbers on those registered yet?
 - Discount to vendors attending both conferences – Any numbers on those signed up yet?
 - Sandy to bring greetings from IACTE and host exhibit table
 - Katy to speak on DE including unified membership presentation.
- By-Laws are being reviewed – last done in 2008!
- Need to set goals regarding recruitment, announcement of unified membership, communication to membership from DOE, meetings/trainings by Key Members.
- IHEA – Tammy Steinwandt
 - Fall and Spring Conference
 - Dual Membership
 - Share with IACTE 51 Members
 - Transitioning Board - both outgoing and incoming
 - Working on in-person conference - 2022 (June) in Des Moines
- IITEA – Dan Kiley/Matt May
 - Back for a year
 - Virtual Conference with IACTE in 2020
 - Tri-State Industrial Tech Conference (SD, NE, IA) First annual conference
 - 20 Iowa Educators Attend
 - 63 total attendance
 - July 22, 2021 - Next Board Meeting
 - Conference: September 20, 2021, at Knoxville Raceway
 - 83 Members in association - May need to consolidate members with Sandy Miller
- IWBL – Tara Troester
 - Membership Numbers -?
 - Waiving cost of membership for 2021-2022
 - Provides access to resources
 - The website has updated the WBL handbook
 - Conference - April 5, 2022
 - In Des Moines (State Only Conference)
- For all Reports - please have a 2020-2021 report for the 'House of Delegates' report
 - <https://www.acteonline.org/iowa> for example of report
 - EXAMPLE
- ACTE Region III Representative Report –Greg Kepner
 - i. Report: See Attached
 - ii. Membership:
 1. 20,730 - National Memberships
 2. 2987 - Region III Membership
 - iii. June 15-17, 2022 - Iowa Hosts
 - iv. Goals:
 1. Establish Mentoring Program
 2. Increase numbers in Federal Advocacy
 3. Host and complete three public awareness events
- DE Liaison Report – Katy Blatnick-Gagne

- i. *Preparing Perkins Applications*
 - ii. *FCCLA- Hired new executive director*
 - iii. *(Executive Director) All positions should become fulltime*
 - iv. *Should have growth for all CTSO*
 - v. *Working on Middle School Standards as a CTE team*
 - 1. *To use Perkins in middle school must have CTE standards*
 - 2. *Will send it out hopefully this fall*
 - **Bylaws Revision – Greg Krawiec**
 - i. *Bylaws committee has met numerous times and for numerous hours.*
 - ii. *Both the existing Bylaws and Policies and the suggested revisions from the committee were handed out to each person in attendance today*
 - iii. *Send written Comments to Sandy Miller by the end of July.*
 - **Executive Director and Membership Report – Sandy Miller**
 - i. *See report for details – Attached at end*
 - ii. *CTE learn - four modules/courses = 1 masters credit from University of Central Missouri if pay the graduate credit fee and complete additional requirements*
- IV. **Old Business:**
- **IACTE Conference – Greg Krawiec, Katy, Sandy M All Board members, please plan to attend!**
 - All board members need to register!*
 - Share with colleagues - find people to present*
 - i. *Keynote – Kate Kreamer, Advance CTE*
 - ii. *ACTE presenter – Kelli Diemer*
 - iii. *Dept of Ed – Sponsorship?*
 - iv. *Registrations (Discount of \$30 if attending both IFCSE and IACTE) (\$15 from each organization)*
 - v. *Call for Proposals*
 - 1. *Open for proposals*
 - vi. *Exhibitor discount of \$50 (\$25 from IACTE, \$25 from IFCSE to exhibit at both conferences)*
 - vii. *House of Delegates Numbers*
 - viii. *Hotel – Residence Inn Ankeny, 151 SW Main St., Ankeny, 515.446.7300, \$139*
 - ix. *Caterer – Joni Bell, Great Caterers of Iowa*
 - **SAI Conference, August 4**
 - **Bylaws Revision – Present suggested committee revisions – Greg Krawiec**
 - i. *Notes or comments - to Sandy Miller by July 30, 2021*
 - ii. **See notes under awards committee*
- V. **New Business:**
- **CTE Learn**
 - i. *Purchase for 2021-2022?*
 - ii. *Free course registration through July 31 for old board members*
 - 1. *Costs \$1200 a year - take back for our divisions. Share the value with other teachers*
 - 2. *Sandra asked if we could make a Motion to continue CTE Learn?*
 - a. *We discussed the pros of paying for it another year.*
 - b. *Motion: Dan Kiley Second: Matt May Voted: Approved to keep CTE learn in the budget*
 - **Unified Membership – Kelli Diemer 11:00 and Sandy Miller**

- i. PowerPoint
 1. *Benefits: Access to all ACTE material*
 - a. *More resources from ACTE*
 - b. *Events and Product Discount*
 - c. *Awards*
 - d. *Insurance*
 - e. *Professional Development*
 - f. *Techniques and CTE News*
 - g. *Networking*
 - h. *Career Tech Update*
 2. *Each division will need to take this to their boards (IAAE is already unified)*
 - a. *Greg Kepner discussed the value he has seen personally*
 - b. *Susan Seufferer commented on the challenge of charging more in each division and how to get member buy-in*
 - c. *Discussion followed on how to pay or who would receive the dues*
 - d. *May not enroll until 2022/2023*
 - e. *Could pay in installments like ACTE offers- if financials is an issue What?*
 - f. *Dan Kiley - we need an overview for each division to share the benefits at our division conferences to get other divisions on board.*
 - g. *Greg Krawiec: Seems positive; will work on the financial burden. Asked if Ag is willing to switch how they pay dues - top-down?*
 - i. *Could reps do a session on unification at IACTE? Or ACTE - helpful to have local support*
 3. *Voted to push forward unified dues (Need to include word-for-word motion next time.)*
 - a. *Motion: Susan Seufferer Second: Karen Van De Walle Approve: Passed.*
- o Region III Conference hosted by Iowa June 15-17, 2022
 - i. *Save the Date Flyer*
 - ii. *Need to have liability insurance*
 - iii. *Accepting Call for Proposals by September conference*
 - iv. *Spread the word to your Division*
 - v. *Plan to attend and help*
 - vi. *Registration will be through IACTE (Sandy Warning)*
- o Advocacy

Sign up to volunteer or find people to attend

 - i. *ISCA Conference November 15-16, 2021*
 - ii. *IASB Conference November 17-18, 2021*
- o Proposed Draft Budget 2020-2021 – Sandy Warning To be voted on at House of Delegates Meeting Sept 21
 - i. *Susan Seufferer - Since Region III is in June - it needs to be on our budget*
 - ii. *Katy: Why is fiscal budget July 1-June 30; House of Delegates vote on Budget in September. Then you have financial transactions on an unapproved budget for several months.*
 1. *Change bylaws to have Board not House of Delegates approve budget.*
 2. *Greg - this year will stay the same. Beginning next year, as long as the bylaws are approved, the budget will be approved in July by Board to align with fiscal year*

- Awards – Dana Lampe (*Instructional Coach at Linn Mar*)/Barb Schult and Bylaws/Committee discussion on Roles
 - i. Need a Co-chair with Barb according to bylaws? *We have not followed this for a while. Barb was expecting to do the work solo since that is how Dana has been working. To follow the bylaws, we need co-chairs*
 - 1. Options:
 - a. *Dana's recommendation: Only one chair. Can we change the bylaws? Only one. And board reps help with selection as judges.*
 - b. *Keep and make sure there are two co-chairs.*
 - 2. *Karen out of proposed bylaws: Cochair would be two IACTE board representatives*
 - a. *Reason left at two - as they saw value with extra input from multiple divisions as well as more help*
 - 3. *Committee: Typically, one person from each division serves as a judge for awards*
 - a. *Discussion on who should serve on the committees and how selection should be conducted for fairness*
 - 4. *Co-Chair:*
 - a. *Discussion must have assigned roles, so tasks are shared equally and timely completion of work.*
 - b. *Susan Seufferer - Value to have one chair and then a representative from each area*
 - i. *Sometimes communication still falls through the cracks*
 - c. *Keeping bylaws at two - who is the second?*
 - d. *Suggestion: Greg Krawiec - Chair does have to be on the IACTE board*
 - 5. *Bylaw committee - discuss this again*
 - 6. *Greg Krawiec - systematic approach to doing business. Develop a process and use it year after year so this conversation doesn't happen year after year.*
 - a. *Systematically - how do we pick committees based on bylaws, and how do we keep accountability. Only over time will this culture exist*
 - 7. *Side Information- Committees: If the committees are not functioning, why do we have them?*
 - a. *Katy - from the leadership, we need to work on getting those committees started if they are in our bylaws.*
 - i. *If we don't have the committee - it won't happen. Find chairs for the committee, work to get things done*
 - b. *Laura - some of them might not be functional to have them anymore*
 - c. *Get better at following by-laws; knowing roles as board members, president - complete program of work and have updated each year*
 - i. *Need to update program of work and have easy access to move forward*
 - d. *Greg Krawiec - Committees don't work; they need to help structure and function these groups. Be disciplined to change the culture of committees moving forward*
 - i. *Dan Kiley - should committee reports be a part of our agenda?*
 - 8. *Representatives - need a volunteer co-chair of the committee. Due by August meeting.*
 - a. *Additionally - assign committee members from each division*
 - b. *After no one volunteered - suggested changing the by-laws to have one chair. Barb Schult will serve as chair.*

- 9. *Dana - Recommend committee adding Business - Education Partnership and Champion for CTE award to our award panel*
 - ii. David Bunting Teacher Preparation Scholarship nominations due Sept 1
 - iii. IACTE Awards – Divisions need to submit their winners by Sept 1
 - Second Vice President needed for 2021-2022 Postsecondary, Industrial Tech or Health?
 - i. Past President's committee - *Susan Seufferer (Immediate Past President), Can assign any IACTE past president to the committee (edit bylaws to say IACTE past President). Find contacts to get other past presidents involved.*
 - ii. *Need someone to serve - to rotate through secondary and post-secondary, not necessarily needed to rotate through divisions - but good to get the different perspectives*
 - 1. *Pass names onto Susan Seufferer*
 - VISION –
 - i. Need three Voting Delegates
 - ii. December 1-4, Early bird rates end 8/15, \$395 ACTE member, \$585 non-member, by 10/16 \$445 ACTE member
 - iii. Our policies say we reimburse President, 1st VP, and 2nd VP and if one of these is unable to attend, the Past President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses if either ACTE or ACTE Region III does not reimburse those expenses.
 - 1. *Why do we only reimburse early bird registration? This may be too early for school to process. Reimbursement happens after registration*
 - 2. *Voting Delegates: Greg Krawiec, Karen Van De Walle, Greg Kepner Alt. Sandra Miller and Laura VanWaardhuizen*
 - Polos for Board Members? Name Tags?
 - i. *To represent professionally and represent*
 - 1. *Sandra: Found an inexpensive source, and can get polos for board members*
 - a. *\$10-\$15 for polos*
 - ii. *Recommend a Blue polo with IACTE in white, pay for out of the fund. Buy name tags (board needs to approve Sandra buying these)*
 - iii. *Motion: Katy Blatnick-Gagne Second: Jessica O'Connor Approval: Pass*
 - Future Monthly Meeting Times – Has been 3rd Mon of every month 5:00 – 6:00 Can we move meetings to 4:30 to 5:30 Anna's request
 - i. *All fine with changing the time of the meeting: New meeting is at 4:30 - 5:30 for meeting time*
 - Other? Executive Director Review
 - i. Sandra: In 2019 board would review assets, this has not been done look at assets and consider stipend
 - 1. Bylaws reflect task list for executive director
 - 2. Need formal review process to set goals for the years
 - 3. Current Compensation: \$7200
 - ii. Table discussion until the formal review is created and sent to Greg Krawiec
- VI. Adjourn (Quick Conference Planning Meeting to follow)
 - *Adjournment: 2:38 Karen Moved to adjourn. Susan seconded. Approved*

IAAE Membership

- 178 members (as of 7/15/21)

Annual Conference

- Held at FFA Enrichment Center June 28th-30th
- Over 220 in attendance
- Election of new officers
- [2021 Conference Files](#)
- Promoted various IACTE opportunities
- Award Winners
 - **Outstanding Administrator**-Tascha Brown, Des Moines Public Schools
 - **Ideas Unlimited**-Kevin Blair, Griswold
 - **Teacher Turn the Key**-Hunter Hamilton, Gladbrook Reinbeck
 - **District Outstanding Young Member**
 - **NW**-Tiffany Tomlin, Emmetsburg
 - **NC**-Kaitlyn Bartling, Iowa Falls-Alden
 - **NE**-Sarah Wille, MFL MarMac
 - **SW**-Raelyn Harris, Greene County
 - **SC**-Kaylee Miller, Winterset
 - **SE**-Blair Bodkins, Calamus Wheatland
 - NAAE Outstanding Early Career Teacher-Steven Eskildsen, Belle Plaine
 - NAAE Outstanding Teacher-Jacob Hunter, North Scott

FFA

- National Convention in person October 27th-30th in Indianapolis, Indiana
 - Virtual option available
 - Alternative format for contests
- Various contests have been held and others planned for this fall

Next Meeting

- August 11th

2020-2021 ACTE Region III Report to the Iowa ACTE Board (7-16-2021)

Membership

ACTE 20,730 (April 2021)

Region III Membership – 2987 (May 2021)

IA-296, IL-382, IN-186, MN-474, MO*-1433, WI-216 (*unified)

ACTE Region III conference in person at Mystic Lake, MN on June 16-18, 2021

Keynote speakers, reception, student panel, social, and silent auction

18 breakout sessions, 4 company/interest tours, and 10 vendors

Awards Ceremony – 27 nominees for 8 award categories

Awards of Merit – 10 awarded (Iowa – Tara Troester, Karen Swanson)

Policy committee meeting

2022 conference: June 15-17, 2022 at Embassy Suites in Des Moines, IA

ACTE CareerTech Vision Conference

Hybrid at New Orleans, LA: December 1-4, 2021

Early bird registration deadline: August 15

ACTE Region III Strategic Plan Goals

Create a Mentorship program in Region III to support new teachers (3 yrs or less)

Increase the number of members in Region III engaging in federal advocacy in the ACTE Action Center

Complete at least 3 activities per year designed to increase public CTE awareness

CTE month activities public awareness workshop at Region III conference

Develop Public Service Announcements for CTE Educators and distribute

Develop and distribute a CTE PR toolkit for Region III members

State media tours

ACTE Fellows

New Professional Fellow – Carmel Dare (M)) and Zachary Johnson (MO)

Experienced Fellow – Kaleb Smith (IL)

EMC Postsecondary Leadership Success Program

Brad Kinsinger (IA)

Dr. Ashlee Spannagel (IA)

Brian Rick (IL)

Moira Lafayette (WI)

Region III people serving in positions at ACTE

Cindy Stover (IL) is the ACTE Fellowship Coordinator

Danny Camden (IN) is the ACTE Trade and Industrial Education Vice President

Kelli Diemer (IA) is the ACTE Director of Membership

Lisa Stange (IA) is the Region III VP

Brandon Russell (MO) is the Region III VP Elect

Teacher Shortage Grant

Kathryn Feuerhelm has completed her contracted research

Final report will be completed by the end of 2021

Shari Hernandez will launch the Teach CTE Toolkit and PR campaign

IA, IL, IN, MO all received Quality Association Standards Awards in 2020

Respectfully submitted by Greg Kepner - ACTE Region III Policy Committee Member



Executive Director Report 7.16.21

CTE: Learning that Works for Iowa

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Member Value and Engagement

- Bylaws committee working to update Bylaws and Policies.
- Website Updated:
 - Conference links updated – Exhibitor information letter and registration link, hotel information, CTSO registration
 - 2021-2022 membership form updated on all links
- Eblasts
 - CTE Learn new WBL and Perkins courses launched
- IAAE Conference – Brought in person greetings, June 29 at FFA Enrichment Center
- Updated Division Representative duties handout

Professional & Leadership Development

- Region III Conference, Iowa hosts in 2022
 - Theme: *Bridges to CTE*
 - Worked to figure out payment method and time of meeting rooms needed
 - ACTE is not currently offering Connect or Lead Leadership trainings so several rooms on Wed are not needed
- Iowa ACTE Conference, Sept 21, 2021
 - Exhibitor registration form and informational letter sent to all potential exhibitors/sponsors with \$25 discount for all who also exhibit at IFCSE conference
 - CTSO registration form sent to all state advisors along with request to exhibit at advocacy events
 - Keynote – Kate Kreamer, Advance CTE, wants 1 ½ hours
 - Secured caterer and hotel block
- Need 2nd Vice President nominations for 2021-2022

Advocacy and Awareness

- School Administrators of Iowa Conference August 4, 8:00 – 3:30, Community Choice Credit Union & Convention Center Des Moines – Will take volunteer teachers who will bring students to showcase CTE learning.
- Registered for ISCA Conference, Nov 15, 8:00 – 2:00, Nov 16, 8:00 – noon, Need exhibitors.
- IASB Conference, Wed., November 17, 3:30 – 5:00; Thursday, November 18, 9:00 – 2:00 p.m., Need exhibitors.

Strategic Partnerships

- Iowa WBL division - New Rep is Tara Troester
- IFCSE - Extended conference discount of \$30 (\$15 from IFCSE and \$15 from IACTE) to those who attend both conferences
- PACE wants to begin work to create value for and then become a Division of Iowa ACTE

- Attended PACE Zoom meeting, June 28
- Began term July 1 as President of NEDA (National Executive Directors Association)
 - July 12 and August 23 NEDA informal Zoom meetings
 - Planning for VISION Business meeting and sharing session

Innovation

- Unification – arranged for Kelli Diemer to present through Zoom at July Board meeting
- CTE Learn –
 - Free Master Key for all 2020-'21 Iowa ACTE Board of Directors, all board members encouraged to sign up for courses and complete within the next year.
 - CareerPrepped – Free login for all educators to use. This platform helps students build, prove and showcase essential workplace skills.

Membership Report: Paid memberships during the 2020-2021 year

461 Affiliated & Associate Members by 6.21.2021

plus 7 members paid ACTE in June (These 7 members will not be in Sandy Warning's report because payment is in 2021-2022 year.)

TOTAL: 468 Affiliated and Associate Members by 6.31.2021

9 Student Members (Free)