



**Iowa ACTE Board  
Meeting Minutes**  
4.24.2023  
4:30 p.m.

**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
IPACE	Iowa Postsecondary, Adult and Career Education
IWBL	Iowa Work Based Learning

- I. Call to Order at 4:30 p.m. - Karen Van De Walle
- II. Attendance – Roll call, Present: Sandy Miller, Karen Van De Walle, Ashlee Spannagel, Doralene Abdel-Halim, Greg Kepner, Nancy Johnson, Sandy Warning, Barb Schult, Marjorie Lane, Kim Dreaden for Brad Kinsinger, Tara Troester. Guest - Laura Van Waardhuizen A quorum was present.
- III. Approve previous board minutes
  - a. It was moved by Ashlee and second by Tara to approve the minutes of 3/27/23. Motion carried.
- IV. Treasurer’s Report (quarterly) - Sandy Warning (Oct, Jan, **APR**, July.)
  - a. Bank Balance is \$66,239.57 for the quarter ending March 31, 2023.
- V. Division Reports (very briefly highlight upcoming initiatives/concerns/help needed)
  - a. IAAE - Jessica O’Connor – no report
  - b. IBEA - Barb Schult –
    - i. IBEA is seeking award nominations. Award nomination deadlines:
      - Outstanding Business Student – May 1
      - Outstanding Business Educator – May 1
      - (4 Awards – Secondary, Post-Secondary, New Secondary, New Post-Secondary)
      - Outstanding CTSO Advisor – May 1
      - Service to Business – June 1
      - Distinguished Service – June 1
      - Hoffman Award – June 1
      - Iowa BEST – July 15Please go to [IBEAONLINE.ORG/FORMS](https://www.ibeaonline.org/forms) for details
    - ii. The IBEA Conference One Teacher: Many Hats will be held September 17-18, 2023. The dates align with the ACTE Conference. The IBEA conference will be held at The Courtyard by Marriott in Ankeny, which is a beautiful facility. The location is great, with quick access to I-35 and numerous businesses and eateries in the area.
    - iii. Business Education Teacher Mentoring Program  
<https://www.ibeaonline.org/business-teacher-mentoring-program>.
  - c. IFCSE - Marjorie Lane
    - i. We continue to work on our conference to be held August 2 -3, 2023 on the ISU campus. The food is decided, and we are working on breakout sessions, and presenters.
  - d. IHEA - Tammy Steinwandt (submitted report by Tammy and presented by Sandy M.)
    - i. IHEA Conference
      1. Cancelled the June Conference, “Promoting Engagement for Holistic Learning”
      2. Scholarships
        - a. In lieu of a Conference IHEA is instead offering \$1000 scholarships to students enrolled in a credit or non-credit health program in an Iowa Community College. Please send the link below to anyone that may be interested or wants to find out more information! Application Deadline is May 15th!!
      3. <https://iowahealthed.org/awards-%26-scholarship>
      4. Next IHEA Board Meeting is May 2023

- e. IITEA – Vacant – no report
- f. IPACE - Brad Kinsinger – presented by Kim Dreaden
  - i. The board has completed all paperwork with the state of Iowa to have our status as a 501c6 and Established a bank account to conduct business. On Friday, April 21, 2023, IPACE board members, plus another member who is currently a NextLevel Postsecondary Leader Fellow, met to discuss initiatives for the upcoming year and get the word out about IPACE. IPACE is planning to submit conference presentation proposals for various upcoming conferences to promote the work of the group. It was noted that there is a conflict with Iowa’s Best Practices Conference and the Postsecondary ECMC Conveying held in Denver, Colorado.

g. IWBL - Tara Troester linked

**Annual Conference, April 4, 2023**

- 248 Attendees (including 13 exhibitors)
- Positive feedback on all aspects of keynote, sessions, and food.
- Recommendations were to encouraging presenters to use the microphones in the rooms
- Session Requests
  - Student Based Enterprise
  - Engaging Parents
  - Supporting Special Populations
  - Employer/Internship Host Site Experience
  - Small School Practices
- April 2, 2024, IWBL Coordinators Conference
  - Prairie Meadows Conference Center

i.

VI. ACTE Region III Representative Report - Greg Kepner

- a. The conference hotel link is open for the conference. The Conference Registration link is coming soon. A newsletter will come out soon. There have been no Region III meetings since last June. Sandy updated us with the Region III conference schedule.

VII. Program of Work - Standing Committee Reports

- a. Audit Review - Sandy Warning- no report
- b. Awards and Scholarship (David Bunting and Sandra Miller CTE Teacher Preparation Scholarships - Sandy Miller) - Barb Schult
  - i. Awards – Sandy Miller has been in communication with the National ACTE Awards contact people.
  - ii. Scholarships - The David Bunting CTE Teacher Preparation Scholarship and Sandy’s generous Sandra Miller CTE Teacher Preparation Scholarship of \$1,000 for ten years have been added to the webpage and awards portal. My gratitude to Sandy for completing this task! Please continue promoting and/or nominating candidates for the 2025 awards.
- c. Conference Planning – Ashlee Spannagel
  - i. We haven’t met since our last meeting. The Keynote is Katie Becker, CTE: A Roadmap for the Future of Education. Everything is going on schedule. Ashlee asked Sandy M. to push out second call for proposals and to ask Dennis for DE sponsorship.

- d. Membership – Karen – no report
- e. Policy Development - Greg Krawiec – no report
- f. Communications - Greg Krawiec – no report
- g. Nominating - Greg Krawiec – no report

VIII. Ad Hoc Committee Reports

- a. Executive Committee Appoints Iowa ACTE Executive Director for 2023-2024, then Board approves - Ashlee reference (Bylaws: Article VIII. Officers B. 1. Executive Director) - Ashlee Spannagel
  - i. We have a candidate to consider for appointment.
- IX. Ex-officio reports
  - a. Executive Director - Sandy Miller – see below\*
    - i. Biennial Report Filed with Iowa Secretary of State - Sandy Miller
    - ii. CTE Day at the Capitol will be February 6, 2024
  - b. DE Liaison Report - Cale Hutchings - no report
- X. Unfinished Business
  - a. Iowa Region III Award of Merit recipients – Doralene and Ashlee will be Iowa’s recipients for the ACTE Region III Award of Merit.
- XI. New Business
  - a. Iowa ACTE Organizational Chart and "umbrella" organizations - Sandy Miller shared these two graphics that she made for the IWBL Conference greetings to help divisions and our board understand and communicate our relationship and governing bodies.
  - b. ACTE New Strategic plan January 2023 for our use and review - Sandy Miller
  - c. Executive Director Contract - Ashlee Spannagel
    - i. It was moved by Doralene and second by Ashlee to approve the Executive Director contract as presented. Motion carried.
  - d. Recommendation for Appointment – Executive Director - Ashlee Spannagel
    - i. It was moved by Ashlee and second by Doralene to appoint Ms. Kristen Bandy as the Executive Director effective July 1, 2023. Motion carried.
  - e. New Executive Director Onboarding/Training – Compensation - Ashlee Spannagel
    - i. It was moved by Ashlee Spannagel to allow Kristen Bandy \$25.00 per hour up to 10 hours, plus travel and meal expenses for the onboarding in June. Second by Barb Schult. Motion carried.
  - f. Region III Conference - Attendees - Sandy Miller asked who is attending and reminded the board members to complete their registrations. Attending are: Greg Kepner, Barb Schult, Laura Van Waardhuizen as new Region III Representative and Sandy Miller.
  - g. IACTE Conference - Need more presentations - Only have 6 and 2 are exhibitors - Sandy Warning
  - h. IITEA board representative vacancy - plan of action? Karen Van De Walle will reach out to Matt and Cale.
- XIII. Other
- XIV. Next Meeting
  - a. May 22, 2023, 4:30 pm Virtual
  - b. June Meeting Date – There will be no June meeting
  - c. Board Celebration Date – Ashlee will send out a Doodle poll to find a date for the in-person all day board meeting. We will try to lump together the celebration and that meeting.

Meeting Adjourned.

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**\*Executive Director Report**  
**April 24, 2023**

**Program of Work:**  
**Member Value and Engagement**

Membership Report:

By 3/2831/2023

IACTE Membership for 2022-2023

July through February: 160 members

March membership: + 232 members

**Total Professional Members: 392**

**Student Members: 9**

March Event:

IWBL Conference Exhibit and Presentation with PPT and prizes for audience participation –April 4, 2023

Upcoming Events:

IHEA Conference Exhibit: June 14 – 15, 2023 (cancelled)

IAAE Conference Exhibit: June 25 – 27, 2023

IFCSE Conference Exhibit: August 2 – 3, 2023

IBEA Conference Exhibit: September 17 – 18, 2023

Awards

Iowa ACTE Region III Award of Merit – Iowa may select two this year. Voting has taken place. Karen will announce results.

2022 Iowa ACTE award recipients moved on to Region III level on March 1.

Iowa Award of Excellence nominations are due August 1.

IACTE Organizational Structure Graphic

ACTE/IACTE umbrella graphic

ACTE Strategic Plan, January 2023 – December 2027

### **Advocacy and Awareness**

CTE Day at the Capitol 2024: Save the Date February 6, 2024

ACTE National Policy Seminar follow up:

Six ACTE Hill visit reports were filled out.

Six personal thank you messages have been sent to the six staffers we met with.

Six personal thank you messages were sent to the legislators. CTSO state officers and chaperones were copied on the thank you messages.

### **Professional & Leadership Development**

Iowa ACTE Best Practices Conference 2023 planning is underway. Call for Proposals opened March 1. Keynote Speaker: Katie Becker

Region III Conference is June 12 - 14, Springfield, MO area. Call for proposals is open until May 5.

ACTE webinars are available and stored on CTE Learn. CTE Learn and CareerPrepped platforms are free to all members. Here is a [document](#) that explains more of what CareerPrepped is all about.

[https://www.ctelearn.org/downloads/CTE\\_Learn\\_CareerPrepped\\_Paper.pdf](https://www.ctelearn.org/downloads/CTE_Learn_CareerPrepped_Paper.pdf)

### **Teacher Pipeline**

David Bunting and Sandra Miller teacher prep scholarships have been updated and added to the awards portal. Teacher educators have been asked to disseminate the information and nominate deserving students. Applications due August 1, 2023

### **Strategic Partnerships**

Exhibitors will partner with Iowa ACTE for the Iowa ACTE Best Practices Conference.

CTE Learn is a great partner that we need to market to our divisions and regions.

### **Inclusion, Access, Equity and Diversity**

Equity strand at Iowa ACTE Best Practices Conference – Jeanette Thomas

Respectfully submitted,  
Sandra Miller