



***Iowa ACTE
Board Meeting
Agenda
Feb 19, 2025
4:30 PM***

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IFCSE	Iowa Family & Consumer Sciences Educators
IITEA	Iowa Industrial Technology Educators Association
IPACE	Iowa Postsecondary, Adult and Career Education
IWBL	Iowa Work-Based Learning

[Iowa ACTE By-Laws & Policy Manual](#)

- I. *Call to Order* – Kim Dreaden
Time:
- II. *Attendance* – Roll call - Amanda Brink
 - a. Present:
Amanda Brink
Cale Hutchings
Emily Logan
Jen Westphal
Jessica Lavicky
Kent Storm
Kimberly Dreaden
Kristen Bandy
Laura Van Waardhuizen
Marjorie Lane
Tara Troester
- III. *Approval of Agenda* -Kim Dreaden
Motion: Jen 2nd: Kent
Approval: Yes
- IV. *Treasurer's Report* - Kent Storm
 - a. Treasurer Search
Kent steps down in June. Thanked him for modernizing the process. Would like to onboard new recruit before June. Kim will put a calendar push for us in March to reach out to contacts for ideas on who to nominate for treasurer.
 - b. Budget
Folder dates back to 2016. Needs to update the budget spreadsheet
 - c. Updates: Bank and Membership
Bank: FY 25 folder - reconciliation of all accounts each month
Bank doesn't accept mobile deposits - have to mail envelope to bank
60,800 in bank

Credit card Community 1st Credit Union - Elan
subscription services are on the card - paid off each month
Sandy Warning owner (principal owner)
Will be transferring over the credit card to a new bank

Going to Quickbooks online bank from current one

Membership: Dues fall under treasurer - deposit comes in 1st of month - 10th of each month can reconcile - payout quarterly to divisions not monthly - every 3 months a quarterly range to show the 3 month groupings

IHEA and IBEA - last month to send dues through - no longer affiliated with us
NAAE - doesn't follow divisional structures - done on individual systems - a customized invoice was created due to connections with IAAE

A confusing thing is our taxes. We have not filed them at correct time. Program year in Bylaws July 1- June 30. 990n for taxes w/ less than \$50,000 a year - Last year, 2 conferences in same year - we were above \$50,000 - shouldn't have filed an 990n. Feb 1 to Jan. 31st is what IRS has been using - A tax accountant needs to be hired to file a 990 short form to fix this issue. This is a one time thing to get us back on track.

Past Business: Updates

V. *Advocacy Webinar* [Slides](#)

A lot of great feedback from the webinar - helped novice level advocacy - option to partner or collaborate with them in the future. Thank you to board members who joined the event. It related well to the CTE Day at the capitol.

VI. *Perkins V Stakeholder Draft* - Laura VanWaardhuizen

- a. Update: No updated draft has been created. Laura and Lisa Stang will work on social media items after the fact.
Discussion around social media videos last meeting. Laura mentioned the draft will be coming soon. 5 specific things will be noted in regards for public comment. It looks like later March/April with 2 opportunities for public comment to be recorded for representatives. Opportunity to develop talking points to give opinion on. Important b/c every public comment has to be answered. This will happen with each feedback cycle. Be sure to share this information.

VII. *Strategic Plan Work* - Kristen Bandy & Kim Dreaden

- a. [Stakeholders List](#) that Kristen emailed about.
Working with C & T Strategies - looking for stakeholder groups - narrow down to 5 groups to move forward - once ideas are collected, send to board to pick top 5 - it involves all of us. Once stakeholders are determined, go over with Chris, then he would take the questions to stakeholders for answers and conversation. The group will collect

and tally results. IAACTE will provide those emails. RPP coordinators should have up-to-date CTE teachers. C & T Strategies has been great to work with! More in March.

VIII. Ad hoc Committee: CTE Learn Relicensure Credit - Tara Troester

a. Update

More information in March. Cale, Kristen, and Tara met today. Possible offering to all to broaden their horizons.

IX. Policy Development Committee - Ashlee

a. Update after ACTE's [feedback](#).

Took feedback to ACTE, got responses back, and have created a draft of the information. Within in IA ACTE professional knowledge, a way to help members to be active, where to find information, bring us information, know how to disseminate info on their own. Moving forward with getting a more involved membership, allows us to establish line items to advocate for in the future. It cannot just be us moving forward, we need membership.

Motion to approve: Laura 2nd: Marjorie

Approved: yes

X. ACTE Region III Representative [Report](#) – Laura VanWaardhuizen

Communication survey was sent out - procedures policy for communicating things

XI. Awards and Scholarship Committee - [Draft](#) Tara Troester and Jen Westphal

a. Update

By March 1st, last year's winners need to be moved on. Not all information is in there yet, but it is in the works. The form took a lot of work, but hopefully makes it easier. April 1, 2025 deadline. See draft

XII. Conference Planning Committee - Marjorie Lane

a. [Update](#)

Discussion: Possible licensure renewal credit. If you can show the 15 hours, it might be possible.

XIII. Membership Committee - Kim Dreaden

a. Update: IBEA and IITEA and renewals.

b. By-law Update: *"Membership Year: New memberships shall be for a twelve-month term **beginning on the first day of July**. If this service is contracted, the renewal membership of those members of both Iowa ACTE and ACTE may change to coincide with the ACTE membership cycle."*

Need ad hoc committee for bylaws update to take to delegates this summer:

Marjorie, Emily, Kim, Kristen

XIV. *Ex-officio Reports*

- a. [DE Liaison Report](#) – Cale Hutchings
- b. [Executive Director Report](#) - Kristen Bandy

XV. *Division Report Highlights*

a. IAAE

We recently held our Midyear Conference in Des Moines at Iowa State Fairgrounds. The main focus was SAE or Supervised Ag Experiences and how they relate to Work Based Learning. There were over 200 teachers in attendance. We will be having our annual conference in June as usual. Region 3 for NAAE will be held in Iowa this year at Morningside. We are currently working with getting people to apply for awards. We also are all currently working on contest preparation.

b. IFCSE

IFCSE met January 11 via zoom with current key leaders and officers. Planning for the 2025 IFCSE conference is underway for June 18-20 that will include sessions, round table topics and industry tours that follow the different pathways.

c. IITEA - No report (Vacant)

d. IPACE - [Report](#)

e. IWBL - [Report](#)

XVI. [Dec Minutes Approval](#)

Motion: Jen 2nd: Tara

Approval: yes

XVII. *Adjourn 5:55*

Motion: Emily 2nd: Marjorie

Approval: yes

XVIII. *Reminder: The next Meeting is **April 16, 2025 at 4:30PM**, please use March for subcommittee work.*