**Association for Career and Technical Education**

*Health Science Education Division*

**Division Business Meeting**

Friday November 19, 2014; Nashville, TN

**MINUTES**

### A. Call to Order (designate reporter)

Gina Riggs gave welcome and called the meeting to order.

Lynne Clarke was designated as reporter.

### B. Introductions – all attendees gave name, state and content taught, along with other leadership positions if applicable

Gina Riggs, OK

Cindy McConnell, AL

Lynne Clarke, GA

Becky Cornelius, AL New Attendee

Mark Grisby, TN

Linda Romano, NY

Patty Tapley, OK

Jennifer Ford, OK

Karen Woods, TN

Guests – Leann Wilson and Doug Meyer

Both expressed appreciation to Gina for her service. ACTE staff is looking forward to working with Cindy in the coming year.

Saleah Loomis (ACTE’s Digital Media Coordinator) met with the group before the official meeting to discuss our HSE Pinterest page. Apparently it has already been set up. Saleah agreed to help us organize it and help get the word out about it.

### C. Approval of Minutes (December 2013-Las Vegas)

Business meeting minutes dispersed from December 6, 2013 to attendees and reviewed. Motion by Cindy McConnell to accept minutes, seconded by Jennifer Ford; motion approved

D. VP Report to Division

1. Explanation for new attendees on the ACTE and HSE processes

2. Past year’s activities for HSE:

* Gina was elected to represent all Divisions on the Executive Board
* Served on leadership panel for OkACTE
* Worked with Arkansas to assist with their state conference after the death of their president Angela Scott
* Attended and helped judge at the HOSA NLC in Orlando; and presented scholarship checks to students
* Served as the Award Committee Liaison for ACTE Board
* Created an ACTE HSE video

3. Attended the National Consortium for Health Science Education conference in Denver. (Gina’s airline ticket was paid for out of the HSE operating budget)

E. Scholarships – most checks were given to the students at the HOSA NLC in Orlando. New online format for scholarship submission and judging was much smoother this year, although submissions were down this year.

a. **2013-14** HOSA ACTE Scholarships = $2, 250 total given

* Bethany Mackey, Mars Hill, NC
* Christine Martin, West Union, SC
* Peyton Scott, Bella Vista, AR
* Victoria Wills, Gilbert, SC
* Ancil Ganaishlal, Coral Springs, FL
* Kiran Sumantbhai Patel, Cleveland, GA

b. Total dollars given for ACTE HSE scholarships since 2007 is $15,250

c. Discussed the need to find new ways to raise funds for scholarships – especially sponsorships

F. Membership report: Membership is up from last year, but still not great. We need to do better as an association:

ACTE 23,914 up to 26,173

HSE 1,265 up to 1,428

a. Discussed National Universe ACTE map – large gap between CTE professionals and ACTE members; and how do we recruit those who are actually working in CTE.

b. Gina receives lapsed member list from ACTE and she does follow-ups with each one by email. Some do not respond at all and are most likely retirements or members leaving the system. Some respond back about forgetting to renew or not being able to afford the dues any longer. Those who are new members (or renew) receive a personal thank you sent from Gina. ACTE takes care of this and Gina gets a lot of feedback from members on this personal note.

### G. Financial Report

### 1. Designated Funds: $675

### 2. Operating budget: $2,727

Only expense this year was plane ticket to Denver for NCHSE Conference. But she will be sending in an invoice for the HSE Teacher of the Year plaque

### 3. Restricted funds - Catherine Junge Scholarship account has $4,456. Gina discussed the challenge getting donations or doing fundraisers to replace the money we have spent on HOSA scholarships. She said this was going to be a challenge for Cindy to help replenish the funds. Maybe we can find some sponsors to help with this. We did have a few vendors donate some auction/door prizes for the HOSA luncheon yesterday.

### H. Committee Reports

1. *Policy Committee***-** Gina reported this has been one of her toughest jobs as the VP, as it is hard to keep members on the committees who will attend and participate. We are always looking for new members, and she explained duties and obligations of being a committee member.

a. Gina and Cindy will be rewriting Health Science Division Operating Policies according to the new ACTE template.

### 2. *HOSA Chairperson:* Sheila Carlton (has retired)-HOSA sponsored the luncheon again this year, and has as long as she has been attending ACTE. They usually pay for a speaker, but we decided to save money this year and have our Teacher of Year Patti Tapley facilitate a Best Practice session for us. She did an awesome job.

### 3. *By-Laws:* Shelba Murray (absent) Discussion of the only bylaws change this year was the ability to run for ACTE President Elect from the floor of AOD. This bylaws proposal failed to pass. We explained the Assembly of Delegates process for members who had not been to AOD in the past.

### 4*. Legislative/Perkins:* Joan Thompson (absent) – National Policy Seminary is March 2-4, 2015 and the theme this year will be “Skills for the Hill”.

### 5*. CTE Support Fund:* Rita Griffith (absent) – no report

6. *Nominating:* Linda Romano – Lorrie Carlile from Region 4 and Chuck Gallagher from Arizona are the two candidates for ACTE President-Elect. Members will receive an email from ACTE with a password to vote. Only 7% of the members actually vote. So please vote.

7. *Resolutions:* Twanda Addison (absent)/Crystal Freeman (absent) – ACTE decided not to take a position on the new national science standards at this time.

8. *Awards:* Mark Grigsby/Lynne Clarke – Only nomination this year was Patti Tapley from Oklahoma for HSE Teacher of the Year. We need a way to encourage nominations for HSE awards.

9. *Communications:* Randi Hunewill (absent) no report

10. *Professional Development:* Mark Elsey (absent) ACTE spent $7,000 at this conference to videotape some of the sessions for our web site. This is for members who were not able to attend. Members that did attend and were unable to make each session will be able to see them free of charge.

### I. New Business

1. Welcome to new HSE VP Cindy McConnell. She will take over in July of next year.

2. Next year’s conference – Vision 2015 will be November 19-22 in New Orleans and it will be a Friday, Saturday and Sunday format. The call for presentations is open and we are looking for any ideas or recommendations for the conference. We have discussed doing a cadaver lab and videotaping it for all our members. We also discussed the possibility of doing a HSE tour of Tulane Medical School or the Center for Tropical Diseases.

a. HSE will try to request ONE room for all HSE activities at next year’s conference. We tried this year, but the conference planner from last year is no longer with ACTE.

b. If you have any suggestions please be sure to include these items on your conference evaluations.

3. Announcements not known before printing:

a. HOSA and Award luncheon 2014 update – 62 in attendance and Gina reported that ACTE did not put in the program booklet that ALL HSE members are invited per out request from last year. She will work on this again.

b. We did a good job inviting the exhibitors to the luncheon and they ended up donation quite a few door prizes including a shaking baby manikin from Reality Works, four Starbucks gift cards from National Healthcareer Association, and 50 on-line pass codes for an on-line health program from Applied Education Systems.

### J. Other Business

1. HSE Policy manual needs to be rewritten and Cindy and Gina will begin to work on that project next month.

2. Pinterest -Saleah Loomis from ACTE discussed establishing a Pinterest page for Health Science Education Division---she met with the group before this meeting started.

Minutes taken by Lynne Clark