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|  | **Board Meeting****Minutes****10.17.17** | 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 |

Present: Sandy Warning, Sandy Miller, Greg Kepner, Brad Colton, Lisa Stange, Kelli Flack, Teri Peterson, Courtney Teghtmeyer, Laura Van Waardhuizen, Courtney May.

Approve minutes of previous meeting. Moved by Courtney T. Brad seconded. Motion approved.

Treasurer’s report was reviewed. Sandy reported that the 2016-2017 audit is complete and there were no major comments.

Sandy Miller presented the Executive Director report (attached).

Discussion if we should look into unification. Sandy will look into it and share at our next meeting.

Courtney May – Ag division has 12-13 members going to NAAE and ACTE in December. Looking for feedback as to how other divisions keep records and track members, conferences, etc. FCS shared they have a paid conference coordinator that passes dues on to the treasurer who is a volunteer. IBEA has an executive secretary who is in charge of memberships that gets a $500 a year stipend.

Sandy Warning – IBEA conference is Oct 22 and 23 – big conference! Looking forward to it. Quickbooks was donated. She did not have to purchase it!

Courtney Teghtmeyer – IFCSE Working on Student applications for FCS and August conference

Teri Peterson – Health – looking into how to incorporate their simulation group for the summer conference

Greg Kepner – Ind Tech no report

NPS still need 3 people. Lisa will send out messages the end of month as a reminder to get the names in soon.

CTE Presidential Scholars – have 12 nominations so far. Health is getting two nominees finishing up their forms. Lisa will open the folders for judging this week and let the scorers know when the last two are entered. The goal is to have them scored and decided by Oct 29 so Lisa can get them to the Director the 30th.

We want people to pay memberships by Nov. 8th so they can vote in the election this year for Region III.

Policy and By Laws discussion – ACTE is willing to have someone look at our bylaws and see how we can streamline them to work for us. Our strategic plan and program of work are the same and our committee structure needs some tweaking. Everyone was in agreement that ACTE look at our bylaws and policies.

Sandy asked for approval for a pullup banner for our advocacy events. Cost is about $150-200. Brad moved we purchase one Teri 2nd. Approved.

Meeting adjourned at 5:02.

Respectfully submitted,

Lisa Stange (with Sandy Warning’s help!)

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|  | **Executive Director Report****10.17.17** | CTE: Learning that Works for Iowa |
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**1.** **Board of Directors Directory** was updated with names and contact information and sent to board.

**2. Iowa ACTE Conference**

It was a success! 153 Delegates; 26 sessions; 17 paying exhibitors with 19 tables; 6 non-profit exhibitors; Exhibitor BINGO cards with prizes given; 3 sponsors – the Department of Education, Kuder and 9-1-1 ; awards were presented. ACTE President Elect Rebecca Cox and Cindy Stover, Region III Vice Pres., attended, brought greetings and gave sessions. We cross-promoted membership in concert with conference registrations in result of 49 new or renewal memberships.

**3. Quality Association Standards Award**

This optional award application, due October 15, was successfully submitted on October 12. This is a 40+ page application which is meant to provide each state association a way to self-evaluate and improve practice.

**4. Completed Advocacy**

* **ISU** – Presentation to ISU on Sept 20 to FCSED students about IACTE/ACTE.

**5. Upcoming Advocacy Events** Please read the ***Iowa ACTE Advocacy Event General Information*** sheet sent to you for additional details and names of teachers advocating.

* **IBEA** – Business division conference: Oct 23th at Holiday Inn, Merle Hay Road. I will host the IACTE display and bring greetings to the delegation.
* **Iowa School Counselors Conference (ISCA):** Nov 6 – 7 at Prairie Meadows Convention Center, Altoona.

Monday, Nov. 6 Set-up 6:30 – 7:30 a.m., Exhibit Hall Open from 7:30 a.m. – 5:30 p.m.

Tuesday, Nov. 7Set up 6:30 – 7:30 a.m. Exhibit Hall Open 7:30 – 12:15. We have two teachers (Occ. Therapy and FCS) for Monday and one teacher (photonics) for Tuesday.

* **Iowa Association of School Boards (IASB) conference:** Iowa Events Center, Des Moines

November 15, 3:30 – 5:00 with set-up prior to that. (FCS and Ag)

November 17 9:00 a.m. – 2:00 p.m., Set-up 8:00 – 9:00. **No volunteers as of now.**

* **CTE Day at the Capitol:** February 7; 9:00 – 3:00 with set-up prior. So far, 17 teachers have committed! Let’s fill the Rotunda with displays from every division! Spread the word in your divisions. Teachers should register with me.

**6. Membership Report:**

I am working with ACTE to share membership lists. Iowa has 282 current ACTE members with 224 lapsed Iowa members from the last three years.

Iowa ACTE has 302 Affiliated or Associate memberships plus 55 student memberships as of 10.16.17

**7. Board Responsibilities/Training**

Everyone should read through the By-laws and Policies so that we might understand our responsibilities and/or ask questions. Can each person arrange a way to train their successor with a phone call? Email?

**8. Website updates:**

2017-2018 Board of Directors and Executive Committee names and contact information

CTE Presidential Scholars Information for Iowa ACTE

Presidential Scholar Nomination Form

Presidential Scholar Rubric

2017-2018 IACTE Membership Form

Board Meeting Minutes May 16, 2017 and July 10, 2017

Committee names updated for 2017-2018 of awards committee

**9. E-blasts sent to all members**

CTE Presidential Scholar nomination information letter, nomination form and rubric were sent.

Region III session proposal information was sent.

**10. ACTE Career Tech VISION**

Voting Delegates were registered. Leadership breakfast delegates were registered.

**11. Represented Iowa ACTE on FCS Program Management Committee**

Gave report on what Iowa ACTE has been doing.

**12. Region III “Report to the Board” Report due Oct 20**

Working on this report with Lisa of what we have done in Iowa.

**13. Unification in membership discussion with Lauren Lessels**

**14. Communication Questionnaire for Iowa ACTE**

Please send any questions or topics you’d like a question written about to Sandy Warning or me.

**15. Iowa ACTE Conference 2018**

Need to choose a location and date and then sign a contract.

Respectfully submitted,

Sandra Miller