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|  | **Board Meeting Minutes****1.15.16** | *CTE: Learning that Works for Iowa*

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| *IAAE* | *Iowa Association of Agricultural Educators* |
| *IBEA* | *Iowa Business Education Association* |
| *IITEA* | *Iowa Industrial Technology Educators Association* |
| *IHEA* | *Iowa Health Educators Association* |
| *ISCA* | *Iowa School Counselor Association* |
| *IFCSE* | *Iowa Family & Consumer Sciences Educators* |

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1. Attendance - Roll call

Barb Lemmer, Sandy Miller, Lisa Stange, Kyle Kuhlers, Lorri Haskell, Greg Kepner, Dana Lampe, Kendra Erickson, Julie Schrieber

1. Approve previous board minutes (Dec. 10, 2015) – Stand approved by general consent
2. Treasurer’s Report & Budget (July 1 – Present) – Sandy Warning sent them out
3. Division Reports (highlight upcoming initiatives/concerns/help needed)
	* IAAE – Barb shared that Ag Ed had a meeting last Saturday and reviewed their strategic plan and upcoming June conference and are pushing awards
	* IBEA – Kyle Kuhlers – winter collaboration January 25th in DM and a Spring collaboration Febr. 26th in Hiawatha. National conf is in March 22-26, in Vegas Iowa conference in Oct 23-24. December 16th members of congress said they would maintain Perkins at the same level for next year but Federally they are working on 5year plan, Kyle will go in January with Hawkeye to state capitol
	* IITEA – Greg Kepner - December meeting and they are seeking a new president, March 2 – 4 is their National Conf. in DC, two of them will be at State capitol for IACTE day and will bring students (Phil Kronin and Greg)
	* IHEA – Kendra Erickson – they are working on getting going this year, planning conference for June 2-3 at Prairie Meadows in Altoona, Kendra is planning on attending the day at the capitol and will do what they can to support IACTE
	* ISCA – Amy DeGroot-Hammer – No report
	* IFCSE – Julie Schreiber – conference in June, next meeting is Feb 20th, there is an FCCLA day at the capitol is coming up. Looking at awards as well and trying to update
4. ACTE Region III Representative Report – Lisa Stange no updates
5. DE Liaison Report – Lisa Stange -- Thanks Pat Thieben for all of your help for IACTE from IACTE, Spring update will be coming and focus will be for Perkins administrators and we are working with IACTE for the fall conference to be focused on Best Practices. Our team in CTE at the DE is almost complete again, a communications person will be hired soon. We have been working with the new program applications rollouts for secondary and CurriCUNET for post-secondary. There have been a few glitches, but that is to be expected with new technology.
6. Executive Director’s Report - Sandy Miller – Written report included (attached at the end of the minutes)
7. Program of Work – Committee Reports
	* Conference Planning - Barb Lemmer
		+ Spring Professional Development Webinars – Have February person, just need to set up a date. Barb is working on contacting people for March and April
		+ 2016 Conference and Committee Membership/Chairperson – Barb is requesting that we have a small stipend for a chairperson for the conference. She is putting together a proposal for 1,000. We also need one person from every division on the committee. Barb suggested at least two from each division so there could be some consistency. Each division please send Barb an email for the conference committee. (And other committees as well!)
	* Awards and Scholarships - Dana Lampe
		+ Promotion and submission of awards from divisions—all Iowa ACTE winners have been sent messages to update to move on to Region III (March 1st is the deadline if they get it in by mid-February then the awards committee can look through it and give suggestions to make it stronger) and judges have been set up as well.
		+ Talked about changing the date to April for the division awards that go on for the state IACTE awards.
		+ IACTE CTE Teacher Preparation Scholarship—this as well as Oran Beaty will be put into the awards portal
* Membership Report - Sandy Miller
	+ Policy Development - Barb Lemmer
		- CTE Day at the Capitol --
		- National Policy Seminar—See attached – Del Hoover is heading the trip
		- Task Force Report – update will be coming
		- CTE Month Promotion – Lisa and Dana are working on a postage stamp picture to put in your social media and there will be an email going out to encourage people how they sign emails and promte CTE today
	+ Communications - Diane Cornilsen
* Quarterly Newsletter -- anyone can write an article and submit it
* Suggested website changes
	+ Nominating Committee - Diane Cornilsen
		- 1st and 2nd VP needed Dana will get an email out to past presidents to help out with the nomination process.
1. Other
	* Dana encouraged all division members know what we are doing and communicate with them what we have talked about
	* Sandy – promoted June Region III conference
		+ Sandy, Lisa, Dana, Greg are all going
		+ All Iowa ACTE award winners will be invited
* Sandy – what do we want to do for strategic planning this year – this is part of QSA application. She will set out a program of work to the board for the next meeting. We will need to have a face-to-face meeting sometime in June.
1. Motion to Adjourn -- Dana motion to adjourn At 7:55 AM

Respectfully submitted,

Lisa Stange, Secretary and Region III representative

**Executive Director Report**

**January 15, 2016**

**Meeting at Department of Education**

Met with Pat Thieben, Barb Lemmer, Greg Kepner and Pradeep Kotamraju on December 18 to discuss plans for 2016-2017 Iowa ACTE Conference and 2015-2016 Iowa ACTE Professional Development sponsored activities.

**Newsletter: *Iowa ACTE Works***

Wrote several articles for the first newsletter.

The first newsletter of the year, which was 5 pages in length, was sent out electronically to all members on Sunday, Dec 20th! This featured our Quality Association Standards award that was received at VISIONS, President’s message, Region III award recipient, Executive Director’s message, Meet the Executive Director article, photos and descriptions of students at the School Administrator’s Conference in August, and School Counselor and School Board Conferences in November.

**Membership Form**

Sent out our new membership form to all IACTE board of directors, division presidents and Dept. of Education Bureau of CTE staff members to use when a divisions do not have their own membership form.

**CTE Day at the Capitol, Monday, Feb 8, 9:00 – 3:00**

An email with four attachments was sent to seven teachers interested in attending, Iowa ACTE board members, division presidents, and Dept. of Education Bureau of CTE staff members.

* Three-page Information Sheet with goals and objectives of the day, schedule, guidelines for entering and use of the capitol, how to find your legislator, proper attire and inclement weather plans
* Capitol Complex Map
* Frequently Asked Questions document
* Reservation details sheet

Working with ACTE to secure *Iowa Fact Sheet* and *CTE Works!* handouts for CTE Day at the Capitol.

**Iowa ACTE Web Site**

The Iowa ACTE Executive Committee and Board of Directors names and email contact information has been updated for the 2015-2016 year.

Will continue to send updates to ACTE to post.

**Iowa ACTE Board of Directors and Division Presidents Directory**

Iowa ACTE Board of Directors and Division Presidents Directory is complete and has been sent to all Iowa ACTE board members and division presidents to facilitate easier communication.

**Health Sciences Dues**

Located the correct contact people from the health sciences division. Working with health sciences division to secure dues payment and membership information for members from this division. Approximately 50 members.

**Membership**

Continually working to establish accurate excel file of current membership and accurate contact information especially correct email addresses.

**Table Covering for Advocacy Events**

Researching economical, professional-looking table coverings for advocacy events.

Respectfully Submitted,

Sandra Miller

**National Policy Seminar**

Congratulations to Jake, Jaedon, Blake and Kendra, for being chosen to attend the 2016 National Policy Seminar!!!

I would like to schedule the following dates and times for phone conference calls so that you can be prepared for your National Policy Seminar Experience.  Iowa has a long tradition of sending students to NPS who are well prepared.  Our conference calls will have you very well prepared!  You are also aware that you may call, text, or email me with questions or assistance anytime.

I believe we have agreement on the time.  Let me know if we need further adjustments on the time and if the dates will work for you.  We will go to "Plan B" at many times during the course of this experience, so fasten your safety belts!  This will be a blast!!!

Attached is an agenda and meeting materials.  Please be sure to have these handy during the meeting.

To join the meeting, use the telephone number below and enter the conference code when prompted.  If you have calling from a cell phone, please be sure you are in a quiet area free of background noise.  Please be close to your computer in the event I need to send you additional  materials during the meeting.

Cordially,

Del Hoover, Consultant

Green Hills AEA

ddh202@msn.com

515-238-8961

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| Phone Conference Calls | Date | Time | Call Information | Topics |
|  Conference Call 1  |  Monday, January 18, 2016      |  8:00 – 9:00 p.m. |  Call 1-866-685-1580Conference Code 5152813866# |  Welcome!!!IACTE / ACTEIowa Congressional DelegationFact Finding:  Your representative  |
|  Conference Call 2   |  Monday, January  25, 2016 |  8:00 – 9:00 p.m. |  Call 1-866-685-1580Conference Code 5152813866# |  Perkins Federal FundingIowa Congressional DelegationFact Finding:  Perkins FundsBegin crafting your message  |
|  Conference Call 3   |  Monday, February 8, 2016\*Sean Lynch |  8:00 – 9:00 p.m. |  Call 1-866-685-1580Conference Code 5152813866# |  Talking w/ Senators & Congressmen\*NPS Sessions\*Perkins fundingCTE FactsWorking on your message  |
|  Conference Call 4   |  Monday, February 22, 2016 |  8:00 – 9:00 p.m. |  Call 1-866-685-1580Conference Code 5152813866# |  Finalizing your messageNavigating Washington DCFinal thoughtsPack your bags!  |