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|  | **Board Minutes****9.18.15** | *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* |
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1. Attendance - Roll call – Barb Lemmer, Lisa Stange, Jeff (Tex) Mayes, Sandy Miller, Dana Lampe, Greg
2. Approve previous board minutes (July 21, 2015) – Jeff moved we approve minutes, Lisa 2nd approved
3. Treasurer's Report (July 1 - Sept. 17, 2015) – Sandy will send us an updated report, Lisa needs a report for the Regional III conference expenses. Money from the DE remains at the Iowa level.
4. Division Reports -

Ag (Jeff) nothing new to report. Delegation of about 10 will be going to joint AAE and ACTE conference. Moving forward with strategic plan for fall programming for team AgEd.

Business (Dana) Board meeting is in October so that is when they meet.

FCS (Lisa) – FCCLA ex. Director and STAR coordinators resigned the end of the summer. New director, Timothy Marx was hired and has been in contact with ACTE for help with setting up guidelines and reports. They have been very helpful.

Ind Tech (Greg)- getting ready for a conf. Oct. 29-30 so hopefully the division will get going again

Health, Counselors – no reports

1. Program of Work – Committee Reports
	* Audit Review (Sandy Warning)
		+ July 1, 2014 - June 30, 2015

Board insurance

Sandy Miller – Board insurance –Our policy with Allied included kidnapping and workplace violence –Forest T. Jones person (Fred Wheeler) looked it over for us and said it was good and that we should also have conference liability insurance. Sandy Warning said we have another for that. Fred said both pieces would cost $1,000 for each as a ballpark figure. Jeff moved that we pay the premium to Allied for directors and board insurance. 2nd by Lisa. Passed.

Barb suggested we do the same review with conference insurance for the next meeting.

* + Conference Planning (Barb Lemmer)
		- Pat Thieben is going to write the request for a conference check from the DE this year since Del Hoover has retired. $2500 is typical amount we ask for.
		- Division representatives needed
		- 2016 conference plans – since we do not have a conference date planned Barb suggests another type of professional development with divisions. Webinars could be a part of this, perhaps with the Task Force information. Barb will talk with Pradeep for ideas. Jeff thought our one day topics conference were useful this summer. Maybe we could look at just a one day without overnight in fall of 2016. What can we use the dollars for this year? Another idea would be to have all divisions in for the strategic planning meeting in December. ? Division reps are asked to bring this back to their groups.
	+ Awards and Scholarships (Dana Lampe)
		- Bunting – CTE teacher scholarship of $1000 a year – this committee will need to contact Dave for this and set up the process.
		- Division representatives needed
		- Document a process to be distributed to each Division
		- Establish timeline for awards submissions – State Level 2016 March 1st- FCS is done, Business and Ind Tech will know in Oct., Ag in Jan. These will need to go to the portal. Last year’s who are in the system from last year are in the awards portal and need to go on to Region III and March 1 is also the deadline. It might help to have committee members review them so the letters are good. Dana will be on the national interview teams this year so she have some great ideas and feedback for people.
		- President Obama has added National CTE scholarships – we need to investigate this and a process. First deadline is Oct. 15th. Sandy recommended that we encourage secondary students to apply this year through our divisions. Dana recommended we have a communication sent out to divisions as to what it is. Sandy Miller will write this up and make sure they are aware of this soon.
	+ Membership (Sandy Miller)
		- Identify dues remitters for each division

Sandy has a spreadsheet from Dave and one from Sandy Warning. They are different. Sandy’s is up to date. Sandy Miller is going to get in touch with ACTE for help in updating the database. There are about 550 members on Sandy Warnings list. Dates are what are confusing because of when they join and not all are ACTE in addition to IACTE.

* + - Options to maintain membership database – Barb wondered if ACTE has a system where we can enter Iowa names only. Sandy will check into that. Discussion on deciding on a membership year. Table the discussion for next meeting so Sandy gets some time to work with the lists.
		- Sandy Miller would like a list from each division members who paid the dues for Iowa.
		- There still has not been a resolution from FCS conference payment and dues for IACTE. Barb will get in touch with Julie to see how that gets resolved.
		- ACTE says it is $5 for student members to join Iowa ACTE nationals. Barb will check on the history and how our policy and bylaws read.
		- Jeff brought up if we could do a district (school) dues – it is in our bylaws, what is the cost. (and what are the benefits of Iowa membership in addition to ACTE benefits) and is it Perkins allowable (Del question?)
	+ Policy Development (Barb Lemmer)
		- School Administrators – only division that was represented was Ag. FCS and Ind tech did communicate but were unable to find students to participate. For the upcoming meetings, each division rep needs to help find schools to attend. Barb will set up a schedule and copy Sandy Miller as well. Dana suggested there is a google doc with the times created and then we can fill in the time slots.
		- Iowa School Counselor Association - November 2-3 - -not sure we are signed up yet. Sandy Miller will check with Sandy Warning to pay it. It is in our budget.
			* Identify participating Divisions **with students** to showcase CTE
		- Iowa Association of School Boards - November 18-20
			* Identify participating Divisions **with students** to showcase CTE
		- National Policy Seminar (Discussion and Motion)
			* Please refer to the attached NPS Student Organization Rotation Schedule
			* Need for have divisions select participating students by November 1st – Del Hoover needs those names --
		- CTE Day at the Capitol
			* Need to schedule a day - Sandy Miller will be calling

Rest of the agenda is suspended until next meeting.

Dana moved we adjourn at 8:15. Greg seconded. Passed.

Respectfully submitted,

Lisa Stange

Remaining Agenda items not discussed:

* + Communications (Diane)
		- Quarterly newsletter
		- Website changes and updates
	+ Nominating Committee (Lisa and Sandy)
		- Finding a 1st VP
		- Finding a 2nd VP
1. Other
	* Board contact information
	* Quality Association Standards (QAS) Award