

IACTE Board of Directors Meeting
Thursday October 17, 2013
Conference Call 7-8 am

Attendance & Introductions (Dana Lampe)

Dana Lampe, President; Dave Bunting, Executive Director; Diane Cornilsen, 1st VP; Deb Throne, Secretary; Kathy Larson, Business; Del Hoover, DE Liaison;

Approval of Minutes from Previous Board Meeting

Dana called for a motion to approve the September Board meeting minutes. Diane made the motion with a second from Dana. No discussion. Motion carried.

Program of Work Committee Reports

Audit Review Committee Report – Margie Warning of Warning Consulting performed the audit. Her recommendation was to provide a 1099 for any contracted positions. Since Dave is the only contracted position, he should receive a 1099 for each tax year. Since IACTE has not had a contract in place for the Executive Director, Dave will ask his counterparts across the U.S. what they may have in place for a contract. This will give us a guideline for preparing a contract for the Executive Director position. Margie had stated there is nothing wrong with our system for collecting and expending money, so this was good news.

Awards & Scholarships Committee – No report.

Conference Planning Committee Report – Dave, Dana, and Diane met this past Monday and reviewed the planning committee meeting last week. Based upon that meeting, it was decided to propose to the board to hold the Unified Conference on September 25-26, 2014 at the FFA Enrichment Center. A motion made by Dana to set this date with a second made by Diane. Since there was not a quorum present, an electronic motion was called by Dana.

Membership Committee – Dana sent an email yesterday requesting volunteers to man our IACTE exhibit at the Iowa School Counselors Association (ISCA) Conference November 4-5.

Dave can be there to set up and man the exhibit on Monday (setup by 7:30am and tear down by 2pm). Dana and Barb can man the exhibit on Tuesday. It would be great to have students to talk with and show what we do in CTE. Dana will send a message out to see if there could be some students help and share.

We are also sharing this table with Ag Educators, so we need to be mindful of that. Affiliates that are able to exhibit should contact Dave Bunting; he will coordinate.

Policy Development Committee – House file 604, Secondary Career and Technical Programming, was the topic of an email sent to Jeremy Varner asking if the President of Iowa ACTE could serve on this task force. No response yet. Dave Bunting has applied to be the facilitator for this task force. A letter has been sent to the new Iowa Department of Education Director, Dr. Brad Bruck, asking for Dave to be invited to facilitate this task force.

- Intermediary Network Grant. Kelli Diemer is the contact for this grant at the DE. Applications are being collected.
- Secondary Programs Task Force – convened before end of this year and made of educational and business stakeholders. A facilitator will be in charge.

Communications Committee – The Program of Work needs to be added to our website. In addition, the group would like to see more bold items on the website to grab a viewer’s attention. Deb also had checked with Jonathan, ACTE Webmaster for our state, about having our old Bizland site redirect traffic to our new site. He had shared with Deb that this will need to be discussed with Bizland. Deb will have that be the next step. Dana requested our Mission Statement be added to the home page of the website. Deb has completed this item.

Dana is working on the Policy Handbook and will send it to Deb when it’s completed. This will not be a complete handbook, but a start. We will need to add the policies as needed. This handbook should go right under the link for the By Laws. This has not been done yet. We also need to place the National Policy Seminar Rotation Schedule to the website, along with the webinar schedule. Deb will get to this as soon as possible.

Deb indicated she has yet to get the website updated with this current year’s meeting minutes. She will work on getting this done.

Nominating Committee – No report. Dana said Lisa, Kelli, and Karen are the Nominating Committee. Dana will push them forward.

ACTE Quality Association Committee (Ad hoc) – Dave and Dana have completed and submitted the Application. The last time Iowa received this award was 2010. Dave is very hopeful that we will be awarded this recognition.

Affiliate Reports – No reports given due to time constraints.

Old Business

We still need a 2nd Vice President and Executive Director. Dana encouraged all members of the board to keep thinking of individuals that would fit these positions.

New Business

National Executive Directors Association dues of \$125 for Dave Bunting have been paid. This was a budget item that has been previously approved by the board.

ACTE Conference – Dave sent the voting delegates list of Dana, Sandy, and Diane. Diane will be attending the Leadership training. Dave will be organizing a dinner for all Iowa participants.

Iowa ACTE Membership Dues Increase – Tabled due to time constraints.

Next meeting will be in November 14 at 7:00 am via conference call.

8:00 a.m. Adjournment

A call for a motion to adjourn was made. A motion to adjourn was made by Diane with a second by Dave. No discussion; motion carried.

Respectfully submitted
Deb Throne, Secretary