**Association for Career and Technical Education – New and Related Services Division**

**2016 Annual Business Meeting**

**Las Vegas Convention Center – Conference Room 9**

**November 30, 2016**

**4:30 p.m. – 5:30 p.m.**

**Minutes**

1. Call to Order Anesa Hooper
	1. Introductions – Anesa Hooper, ACTE NRS Vice President, called the meeting to order at 4:35 p.m. Anesa asked members to introduce themselves and provide a brief overview of their positions.
	2. Members Present:
* Anesa Hooper, ACTE NRS Vice-President
* Brenda Conell, ACTE Nominating Committee and ACTE SSS President
	+ Dennis Moran, Member
	+ Karen Derrick, Member
* William Hudson, ACTE Makers of Policy President
* Sandra Mittelsteadt, ACTE Career Academy President
	+ Karen Shorts, Member
* Debra LeMothe, ACTE Integration of Academics and CTE President
* Claire Zevnik, ACTE Instructional Materials
* Kristy Barnett, ACTE Special Populations President
* Carlene Lotty Blumenthal, IACTE NRS Secretary
* Anita Parks, Professional Development Member
	1. Review Agenda – All members present reviewed the meeting agenda. Kristy Barnett, Special Populations, moved to approve the agenda. The motion was seconded by Karen Derrick and passed unanimously after a vote from the members present.
	2. Agenda Revisions – no revision.
1. Minutes Anesa Hooper

Review minutes from 11/19/2015 meeting

The members present reviewed the minutes from the 11/19/2015 NRS Business meeting. Brenda Conell moved to approve the minutes. The motion was seconded by Claire Zevnik and passed unanimously after a vote from the members present.

1. Old Business Anesa Hooper
	1. Committee Reports
		1. ACTE Bylaws Committee Report Kirk Edney

No report

* + 1. ACTE Nominating Committee Report Brenda Conell

Brenda Conell reported that the committee met three times in 2016: a) June for selection process; b) July for interview process, and c) August for Region V proposal.

* + - 1. Selection - there were two candidates selected for President Elect: Becky Cox and John Gaal. Anesa encouraged everyone to vote, vote, and vote!
			2. Interview – both candidates were interviewed and will present their remarks and platform at the Assembly of Delegates.
			3. Region V proposal: President-Elect nominees may not be from the same state or division as the standing president, president-elect or past president. Motion failed.

Recommendation: Regions and Divisions to review their policy manuals to add language to ensure diversity of state/divisions in their Vice President Qualification language. The committee recommends that this issue be handled at the Division and Region Level. Motion passed.

* + 1. ACTE Resolutions Committee Report Bo Zabierek

Bo…volunteered to represent the Resolutions Committee. He also reported that both Resolutions 1 and 2 (Work-Based Learning Opportunities and Alternative Certification) were approved and passed.

* 1. Section Reports
		1. Career Academy Sandy Mittelsteadt

Sandy Mittelsteadt, CTEC Administrator, volunteered to represent Career Academy section and would like to get more involved on a national level. She reported that all Career Academy sessions were canceled due to no facilitators but did not have notification to its members. Anesa suggested to do send an “eBlast” to communicate to its members.

* + 1. Cooperative Work Experience David N. Bird

No report.

* + 1. Information Technology Education TBD

No report

* + 1. Instructional Materials Kirk Edney

Claire Zevnik reported on behalf of Kirk Edney. She reported the Association for Instructional Material (AIM) met and elected 2017-18 new officers: Kirk Edney, President, Brenda Conell, Vice-President/Awards, and Claire Zevnik, Secretary/Treasurer.

* + 1. Integration of Academics and CTE Debra LeMothe

Debra LeMothe reported that they are working on Project Based Learning format this year.

* + 1. International Barbara Ann Herrmann
		2. Makers of Policy Craig Clark

No report

* + 1. Other TBD
		2. Professional Development Anita Parks

No report.

* + 1. Public Information Anesa Hooper

Anesa Hooper reported that Public Information provides professional development to its members. They provide two-way media/public relations programs and they serve as the organizational and community advocates for CTE.

* + 1. Research Cynthia Pellock

No report.

* + 1. ROTC TBD

No report.

* + 1. School Safety Dawn LeBlanc
		2. Special Populations Kristy Barnett

Kristy Barnett reported that they are working on rebuilding Special Populations membership for Division eligibility. Current membership is 512 and Special Populations need at least 750 members to become its own division.

* + 1. Support Staff Brenda Conell

Brenda Conell reported that ACTE Support Staff sent out an eBlast via NRS Division for support staff members to have the opportunity to “Meet and Greet” at Vision 2016. We doubled our attendance this year. One of the items for discussion was getting the Outstanding Support Staff of the Year Award on a national level. Anesa agreed to follow-up.

Brenda also introduced the Oklahoma ACTE Support Staff President, Dennis Moran. Dennis shared some of the highlights of 2016 events including the Outstanding Support Staff of the Year, who was awarded $2,500 and $2,500 towards the school. This monetary award sponsored by Express Professionals.

* + 1. Teacher Educators Richard Yocke

No report.

* + 1. Tech Prep TBD

No report.

1. New Business Anesa Hooper
	1. Section Membership Update – Anesa reported that NRS membership increased this year (FY16 2,806 and Current membership is 2,935).
	2. Division Fellow(s): This year’s NRS Fellow is Elaine Webb, of Franklin County Schools, Louisburg, NC. Anesa highly recommended to consider applying for ACTE National Leadership Fellowship Program. She explained that this program is an instrument to provide professional development, policy knowledge and leadership development.
2. Announcements Anesa Hooper
	1. Conference App: Anesa asked members whether conference app is being utilized. The majority of the members like the app.
	2. National Policy Seminar: Anesa suggested for members to attend the National Policy Seminar scheduled on March 13 to 15, 2017 in Washington DC. Accommodation – Crystal Gateway Marriott, Arlington VA.
	3. Vision 2017 – Anesa informed everyone that Vision 2017 is scheduled on December 6 – 9, 2017. She also shared that VISION 2018 venue will be in San Antonio, TX,
	4. Call for Session Proposals Timeline is December 5, 2016 – February 28, 2017. Proposal Review Committee are the following: Anita Parks, Brenda Conell, Claire Zevnik, Karen Derrick, and Sandra Mittelsteadt.
3. Adjournment:

Kristy Barnett moved to adjourn the meeting at 5:42 p.m. The motion was seconded by Claire Zevnik and passed unanimously after a vote from the members present.