**ACTE BUSINESS EDUCATION DIVISION**

**POLICY COMMITTEE MEETING**

**GAYLORD OPRYLAND CONFERENCE CENTER**

**9:00a-11:00p – NOVEMBER 19, 2014**

In attendance: Gary Hutchinson-ACTE/BE Division President; Jim Gleason-President/CEO, MBA Research; Kirk Larson-Executive Director, BPA; Robert Zabierek-Region I member; John Cannady, CTE Department Head, Brewbaker Technology Magnet High School, Montgomery, AL; Dana Lampe-Technology Integration Coach, Linn-Mar Community School District, Marion, IA; Dona Orr, University of Idaho; Kelli Diemer-BED Representative to ACTE Bylaws Committee; Kay Orell-Retired, BED Representative to ACTE Resolutions Committee.

There were three other ACTE members present who were there for observation purposes.

The meeting stated with introductions.

During the past year, Gary has been looking over and began the updating of the BED Policy Manual. It was very outdated and needs to be updated. A new version had been created that followed the format recently created by the ACTE Bylaws Committee and input from Lauren Lessels, ACTE Governance Administrator. All members of the newly created committee had received a copy of the updates prior to this meeting. The purpose of the meeting was to review the updated manual and have a version to be recommended to the membership for adoption at the Business Meeting to be held Friday, November 21, 2014 during CareerTech VISION 2014.

The main part of our manual is to update our Affiliates and the Policy Committee.

Ideas generated for Affiliates:

* Historically, BED had several affiliated organizations. We were down to one, which meant a policy committee of three. The committee was changed to include:
  + The following individuals shall be the **voting members** of the Policy and Planning Committee:
    - ACTE/BE President
    - ACTE/BE Immediate Past President\*
    - ACTE/BE President Elect\*
    - One representative from each associated organization
    - ACTE/BE Standing Committee Chairpersons
    - BE Representatives to ACTE Committees
    - Regional Representatives
  + **Liaison members**
    - Other representative from business related groups may be invited to attend meetings of the Policy and Planning Committee as non-voting members.

Other parts that were edited included:

* Officer Elections – to be in line with ACTE procedures
* ACTE Committees – ACTE changed representation by divisions to their committees several years ago. The BE Division will have representatives for the ACTE Bylaws, Nominating, and Resolutions Committees.
* BED Committees – *each standing committee shall be composed of a chairperson – appointed by the BED VP and one member from one of each of the five ACTE Regions. Chairperson assignments shall coincide with the current BED VP’s term of office.*
  + Thirteen standing committees are listed: Awards, Diversity Action, Communications, Legislation, Membership, Nominations, Operating Policies, Professional Development, Program Leadership, Strategic Plan, Resolutions, Career and Technical Students Organizations, Ad Hoc.
  + It was determined that not all these committees are need or at least need to be standing. Therefore, three committees will be listed as standing Divisional Committees and the others brought together at the discretion of the current VP:
    - Standing: Awards, Legislative, and Professional Development

Other changes and language updates were discussed and agreed upon.

President Hutchinson would present the finalized document to the membership at the ACTE/BE Division Business Meeting to be held Friday, November 21, 2014, at 5:00pm.

If accepted, President Hutchinson would then finalize all editing and forward a copy to each Policy Committee member for final approval. This finalized document would then be sent to ACTE for distribution per ACTE guidelines.

Finally, there were several positions that were vacant. All committee members would look for interested members to contact President Hutchinson so all positions could be filled as soon as possible.

Meeting ended at 10:45am.

Respectfully submitted,

Gary Hutchinson

ACTE/BE Division President