**ACTE Resolutions Committee Meeting Minutes**

**December 6, 2017**

Resolutions Committee Chairwoman Kay Orrell called the meeting to order at 5:30 p.m.

Members in Attendance:

Kay Orrell, *Chair*

Frank Yesalavich, *Region I*

Tim Knue, *Region V*

Laurel Westrom, *PACE Division*

Felicia Williams, *Family and Consumer Sciences Division*

Polly Mingyar, *Guidance & Career Development Division*

Kristy Barnett, *New & Related Services Division*

Alisha Hyslop, *ACTE Staff*

**1. Introduction**

* Members were asked to review their contact information on the roster and write any corrections on the master copy.

**2. Approval of Minutes**

* Polly Mingyar motioned to approve the minutes from the June 16, 2017 meeting with one change to the date. The motion was seconded by Kristy Barnett. The minutes as amended were approved.

**3. Discussion of any necessary changes to resolutions process or promotion**

* No issues or concerns were raised.

**4. Selection of 2018 Chair**

* Kay Orrell will continue to serve as chair for the next program year.

**5. Recognition of retiring committee members**

* Chairwoman Orrell recognized retiring committee members in attendance with certificates, including Tim Knue, Frank Yesalavich, Laurel Westrom and Kevin Moreau.

A motion to adjourn was presented by Polly Mingyar and seconded by Felicia Williams. The meeting adjourned at 5:45 p.m.

*Respectfully submitted by Alisha Hyslop.*