2013-2014
NDACTE ANNUAL REPORT

Minutes of the 2013 Annual Meeting
August 6, 2013

Minutes of the Executive Board Meetings
August 4, 2013
August 6, 2013
October 7, 2013
January 13, 2014
May 20, 2014


Prepared by
Kraig Steinhofer
Executive Director
NDACTE
Annual Board Meeting – 8/6/2013 – 7:30 a.m.

The North Dakota Association of Career & Technical Education met on August 6th, 2013 at the Ramkota Motel in Bismarck. The meeting was called to order by Chairman Hook.

Members present:

Bob Bjornson, T & I
James Jansen, Ag. Education
Kelly Scholl ND Dept of CTE
Tracy Becker, Marketing
Bobbi Jo Jelinek, Guidance
Pam Strkalund, President Elect
Wayne Kutzer, CTE Administration
Kraig Steinhoff, Executive Director

Rick Ross, Administration
Greg Heitkamp, Technology Education/VP
Joelean Lowman, Health Careers
Paola Trottier, Bus. & Office Tech.
Mary Anderson, FACS
Karen Hook, President

Numerous NDACTE members, approximately 70 in attendance

Members absent:

Karen called the meeting to order at 7:30am

Board Members were introduced and the annual report was reviewed.

Standing Committee Reports

Legislation: Karen gave an update on the minimal change currently happening with CTE.

Nominations: Pam recognized both candidates for VP. The two candidates were Joelean Lowman and Katlyn Botz. Pam moved and Greg seconded to approve the two nominates and have all other nominations cease. Motion Passed Unanimously.

Policies: Pam reported that the board will be making revisions to several policies this fall.

Audit: Greg reported that the audit was completed on Sunday August 4th by James and himself. The books were found to be in proper order.

Ad Hoc Committee Reports

Newsletter: Bobbi Jo indicated that two newsletters were completed, one in October and the other in February.

Public Relations/NDACTE Booth: Tracy discussed that we have water bottles, iPad cases, and notepads to give away at the PDC this year.
Membership: Mary reported that we currently have 390 members and that we continue to offer $50 for a member to recruit a new member.

NDACTE Awards: Pam reviewed the award winners and their prizes.

ACTE National Meeting: Karen reported that the convention was held in Atlanta, GA and that it was the 1st annual CareerTech Vision. North Dakota had 37 members in attendance.

New Professionals: Karen gave an overview of the program and mentioned that we currently have only one applicant.

Region V: Rick reported on the upcoming conference in Bismarck.

Unfinished Business: a drawing was held for several giveaways.

New Business: James presented the following Resolutions: (see 2013 Resolutions attached)

Greg moved to pass resolutions, seconded by Rick. Motion passed unanimously.

A vote via secret ballot was cast with Joelean Lowman receiving the majority of the votes.

The gavel was passed from Karen to Pam.

Meeting adjourned at 7:54 am

Respectfully Submitted,

Kraig Steinhoff
Executive Director
Board Meeting – 8/4/2013 – 3:00 p.m.

The North Dakota Association of Career & Technical Education met on August 4th, 2013 at the Ramkota Motel in Bismarck. The meeting was called to order by Chairman Hook.

Members present:

Greg Heitkamp, Technology Education
Bobbi Jo Jelinek, Guidance
James Jansen, Ag. Education
Kelly Scholl ND Dept of CTE
Tracy Becker, Marketing
Bob Bjornson, T & I
Wayne Kutzer, CTE Administration

Kraig Steinhoff, Executive Director
Joelean Lowman, Health Careers
Paola Trottier, Bus. & Office Tech.
Mary Anderson, FACS
Pam Stroklund, President Elect
Rick Ross, Administration

Members absent:

Jackie Wald, Past President
Kris Scarborough, Special Populations

Karen called the meeting to order at 3:00pm

Roll call and Introductions were made.

Bob motioned and Paola seconded to approve the agenda with the additions of the previous meeting minutes, an update on PDC from Karen, and promotional ideas from Mary. Motion passed unanimously.

Rick motioned and Mary seconded to approve the minutes of the 4-29-13 NDACTE board minutes. Motion passed unanimously.

Director’s Report: Kraig reported the following items: The 2014 Region V Planning Committee met prior to this meeting at 2:00 pm. Our membership is currently 390. We have 15 RSVP’s for the awards dinner at the Bistro. Senator Hoeven’s office called to ask input relating to the federal budget and Carl Perkins funding.

Financial Report: Kraig reported that we have a $16,041.07 CD, $17,926.24 in our checking account, and $5,819.35 in the Region V Checking Account.

The 2012-2013 and 2013-2014 budgets were reviewed.

CareerTech Vision 2013: This year’s event is in Las Vegas, Nevada (December 4th-7th). Pam will be in charge of the Assembly of Delegates this year.

ACTE National Policy Seminar: The convention will be this March in Washington, D.C.

Region V Conference: This year’s convention will be in Bismarck, ND on April 23rd-26th.
Standing Committee Reports:

**Legislation:** No changes at this point

**Resolutions:** James has a couple drafted to be announced at the annual meeting.

**Nominations:** Joelean Lowman and Katlyn Botz will be running for VP.

**Policies:** The policies will be reviewed again this year due to confusion on the working copy including the previous changes.

**Audit:** The audit will be completed after this meeting by James and Greg.

Ad Hoc Committee Reports:

**Newsletter:** Two newsletters will be sent out electronically this year.

**Public Relations:** Water bottles, iPad cases, and notepads will be given out this year at PDC. Mary recommended that NDACTE look at a promotion similar to NDFACS.

**Membership:** Current membership is at 390.

**PDC:** Karen gave a review of this year’s conference

**Awards:** The recipients have been chosen and will be announced at the conference.

**CTE Reception:** The reception will be held Tuesday at 4:15pm. All winners will be announced at once to speed up the process.

**CareerTech Vision 2013:** The event is going to be in Las Vegas, NV.

**New Professionals:** Constance Keller is the only one as of now.

**Membership Benefits:** the awards continue to be very popular as we had the most nominations we’ve had in the last few years

Division Reports:

Administration, Agriculture, Business Ed., Career Development, FACS, Health Careers, Marketing, Special Needs, Technology, and T&I all gave reports on their summer activities and upcoming meetings at the PDC.

**Unfinished Business:** Pam motioned and Rick seconded to approve the investment policy. Motion passed unanimously.

**New Business:** Members signed up to work the NDACTE Booth and NDACTE Registration Table. The program of work will be developed at our Tuesday evening meeting.

**Announcements:** The first timers will all receive a NDACTE notepad. The next meeting is scheduled for Tuesday August 6th, at 7:30 am.
Paola motioned and Joelean seconded to adjourn the meeting adjourned at 4:19pm.

Respectfully submitted,

Kraig Steinhoff,
Executive Director
Board Meeting – 8/6/2013 – 5:45 p.m.

The North Dakota Association of Career & Technical Education met on August 6th, 2013 at the Ramkota Motel in Bismarck. The meeting was called to order by Chairman Stroklund.

Members present:

Pam Stroklund, President
Greg Heitkamp, President Elect
Mary Anderson, FACS
Bobbi Jo Jelinek, Guidance
Tracy Becker, Marketing
Bob Bjornson, T & I
James Jansen, Ag. Education
Rick Ross, Administration

Karen Hook, Past President
Joelean Lowman, Health Careers/VP
Paola Trottier, Bus. & Office Tech.
Dwight Crabtree, Dept of CTE
Stephen DeWitt, ACTE
Kraig Steinhoff, Ex. Dir.

Members absent:

Kris Scarborough, Special Populations

Pam called the meeting to order at 5:45pm

Roll call was taken.

Approval of Agenda:  James moved and Greg seconded to approve the agenda. Motion passed unanimously.

Approval of Budget:  Rick moved and Bob seconded to approve the budget for 2013-2014. Motion passed unanimously.

Executive Board Assignments:  Assignments were discussed and determined. Rick mentioned that he would like to see a task force to review our committees and make recommendations on changes.

Policies/Bylaws:  Greg moved and Bobbi Jo seconded to have the Policies reviewed. Motion passed unanimously.

Division Updates:  Division Representative gave updates on their meetings at PDC as well as upcoming events for the 2013-2014 school year. Rick motioned and Mary seconded to have NDACTE recognize the Ag Division for 100% membership. Motion passed unanimously.

Program of Work:  The POW was reviewed. Paola moved and Greg seconded to have the public relations committee look at starting a Facebook page. Motion passed unanimously.

Unfinished Business:  none
New Business: James motioned and Paula seconded to have Kraig put in the NDACTE application for the ACTE Quality Association Standards award. The Region V planning committee will have its next meeting on October 1st, 2013 at 3:45 pm via ITV.

Announcements: Kraig thanked the board for smooth PDC meetings. Steve Beutler is running for the Career Guidance ACTE VP. Rick Ross is a new member of the ACTE nominating committee. Karen moved and Rick seconded to add announcements to the newsletter. Motion passed unanimously.

Meeting adjourned at 6:36 pm.

The next meeting will be October 7th at 3:45 pm via ITV.

Respectfully submitted,

[Signature]

Kraig Steinhoff,
Executive Director
Board Meeting – 10/7/2013 – 3:45 p.m.

The North Dakota Association of Career & Technical Education met on October 7th, 2013 via ITV. The meeting was called to order by Chairman Stroklund.

**Members present:**

- Pam Stroklund, President
- Greg Heitkamp, President Elect
- Constance Keller, Health Careers
- Danielle Luebke, Guidance
- Tracy Becker, Marketing
- James Jansen, Ag. Education
- Karen Hook, Past President
- Joolean Lowman, Vice President
- Paola Trottier, Bus. & Office Tech.
- Rick Ross, Administration
- Kraig Steinhoff, Ex. Dir.
- Jill Quinlivan, Tech Ed

**Members absent:**

- Kris Scarborough, Special Populations
- Mary Anderson, FACS
- Dwight Crabtree, Dept of CTE
- Bob Bjornson, T & I

Pam called the meeting to order at 4:15pm (due to technical issues)

Roll call was taken.

**Approval of Agenda:** Rick moved and Greg seconded to approve the agenda. Motion passed unanimously.

**Director's Report:** The QSA award will be completed by Kraig and Pam and sent in by the 15th of October. The fall newsletter will be sent out on October 15th. Membership is at 399.

**Financial Report:** The 1st checking account stands at $22,885.20, the 2nd at $5,819.35, and the CD at $16,094.12 (cashed out and added to 1st checking account), total funds of $44,798.67. Rick moved and Karen seconded to approve the financial report. Motion passed unanimously.

**Vision 2013:** Pam, Rick, and Steve Beutler are the three voting delegates with Mark Wagner as an alternate. Benda Schuler will be preparing a list of attendees from ND. Pam plans to have a ND social and will provide information on the event to those attending this year. There are 10 seats for the Leader's Breakfast. Currently there are several seats available. Steve Beutler is running for National VP of Career Guidance. The board is fully supporting Steve in this venture and will help to promote his campaign.

**Policy Seminar:** Kraig, Greg, Don Fisher, and Eric Ripley plan to attend.

**Region V 2014:** Rick gave an overview of the status of Region V. The planning committee recently had a meeting and will have registration for vendors, presenters, and attendees out by the 18th of October.
**Old Business:** Rick moved and Paola seconded to propose a change with the new professionals to $500 with $250 from NDACTE and $250 from the respected division. Motion passed unanimously. Each member will take this to their division for review and will report back to the board. Karen moved and Joelean seconded to update the Executive Board Assignments by combining membership/membership benefits/new professionals and to identify chairs and request a 2 year placement as the chair for consistency. Motion passed unanimously. Karen moved and Constance seconded to approve the new member recruitment plan as prepared by Mary with the correction of plan B as $35 instead of $20. Motion passed unanimously.

**New Business:** Rick gave an overview of the financial proposals. Greg moved and Rick seconded to add $3,000 per month for 5 months into the American Bond Fund from Jodi at Edward Jones in Wahpeton. Motion passed unanimously. Committee members gave updates from their divisions.

Karen moved and Paulo seconded to adjourn the meeting. Meeting adjourned at 5:36 pm.

The next meeting will be January 13th at 3:45 pm via ITV.

Respectfully submitted,

[Signature]

Kraig Steinhoff,
Executive Director
The North Dakota Association of Career & Technical Education met on January 13th, 2014 via ITV. The meeting was called to order by Chairman Stroklund.

Members present:

Pam Stroklund, President
Dwight Crabtree, Dept of CTE
Constance Keller, Health Careers
Danielle Luebke, Guidance
Tracy Becker, Marketing
James Jansen, Ag, Education
Kris Scarborough, Special Populations

Karen Hook, Past President
Joelane Lowman, Vice President
Paola Trottier, Bus. & Office Tech.
Rick Ross, Administration
Kraig Steinhoff, Ex. Dir.
Jill Quinlivan, Tech Ed

Members absent:

Mary Anderson, FACS
Greg Heitkamp, President Elect
Bob Bjornson, T & I

Pam called the meeting to order at 3:45pm

Roll call was taken.

Approval of Agenda: Rick moved and James seconded to approve the agenda with the change of moving James’s report to the top of the agenda. Motion passed unanimously.

Approval of Minutes: Rick moved and Karen seconded to approve the minutes of the August 6th and October 7th meetings. Motion passed unanimously.

Director’s Report: ND ACTE earned the QSA award for the third straight year. Membership is at 393. Taxes will be filed this year by Kraig. The annual domestic report for non profit was filed and paid.

Financial Report: The checking account stands at $24,346.44, the Region V at $10,334.35, and the investment account at $14,680.66 total funds of $49,361.45. Constance moved and Rick seconded to approve the financial report. Motion passed unanimously.

Vision 2013: ND had approximately 35 attend Vision. It was noted that the ND social was a huge success as was the conference.

Policy Seminar: Kraig, Greg, Don Fisher, and Eric Ripley plan to attend.

Region V 2014: Rick gave an overview of the status of Region V. The planning committee recently had a meeting and is currently awaiting registrations.
Division and Committee Reports: Committee chairs and division reports each reported on their current information.

Unfinished Business: Rick moved and Paola seconded to approve Constance Keller as the new professional as a rollover from last year. NDACTE policies will be on the agenda in May to be reviewed. Pam had a handout of the needed changes to our awards. Dwight moved and Karen seconded to approve the changes as presented. Motion passed unanimously. It was noted by Karen that a special thank you to those who worked on the awards updates was necessary. Kraig will be sending an inquiry email out to the new members this year to see if they are interested in a free registration to Region V 2014. The list of names will then be entered into a drawing to identify the winner.

New Business: A discussion was held on the activities planned during CTE Month.

Announcements: February newsletter articles are due to Kraig by January 31st, 2014.

Paola moved and Kris seconded to adjourn the meeting. Meeting adjourned at 4:50 pm.

The next meeting will be May 6th at 3:45 pm via ITV.

Respectfully submitted,

Kraig Steinhoff,
Executive Director
Board Meeting – 5/20/2014 – 3:35 p.m.
Multiple sites over ITV

The North Dakota Association of Career & Technical Education met on May 20th, 2014 via ITV. The meeting was called to order by Chairman Stroklund.

Members present:

Pam Stroklund, President
Dwight Crabtree, Dept of CTE
Constance Keller, Health Careers
Danielle Luebke, Guidance
Tracy Becker, Marketing
James Jansen, Ag, Education
Mary Anderson, FACS

Joelean Lowman, Vice President
Greg Heltkamp, President Elect
Rick Ross, Administration
Kraig Steinhoff, Ex. Dir.
Jill Quinlivan, Tech Ed
Bob Bjornson, T & I

Members absent:

Kris Scarborough, Special Populations
Karen Hook, Past President (ITV malfunction)

Pam called the meeting to order at 3:43pm

Roll call was taken.

Approval of Agenda: Rick moved and Joelean seconded to approve the agenda with the following addition: f. Board recognitions under New Business. Motion passed unanimously.

Approval of Minutes: Rick moved and Joelean seconded to approve the minutes of the January 13, 2014. Motion passed unanimously.

Director's Report: Harvey Link was inducted in the ACTE Region V Hall of Fame, Steve Beutler won the ACTE Regional Career Guidance award and will be advancing to Vision 2014, and Rick Ross is now on the ACTE Region V Policy Board. Membership is at 406. Kraig and Pam will be working with Tracy to secure a new banner for the PDC. The banner quote from ACTE came in at $900 so we will be seeking a less expensive option. Taxes have been filed and were approved on 3/18/2014.

Financial Report: The checking account stands at $26,338.78 and the investment account at $14,839.95, total funds of $41,178.73. Bob moved and Mary seconded to approve the financial report. Motion passed unanimously.

Greg gave an overview of the ACTE National Policy Seminar. Greg, Kraig, Don Fischer, and Eric Ripley represented NDACTE this year.
Rick gave a recap of the ACTE 2014 Region V Conference. Overall, it was a huge success with positive reviews. Rick and Kraig are working on the financials and will have finalized numbers at the PDC.

**Division and Committee Reports:** Committee chairs and division representatives each reported on their current information. Joelean moved and Greg seconded to approve the reports as read. Motion passed unanimously.

**Unfinished Business:** Mary, Pam, & Kraig will be meeting to have a draft of the updates needed to our Policy manual and have a 1st reading at our meeting on August 10th. The board had an extensive discussion on changing the New Professionals stipend from $100 match to $250. James moved and Rick seconded to table the discussion until our fall ITV meeting following the PDC. Motion passed unanimously.

**New Business:** The executive director evaluation was completed by the board and discussed with Kraig by Pam. Rick moved and Greg seconded to increase the executive director pay by $50 per month for the upcoming year. Motion passed unanimously. Eric Ripley has announced he will be running for VP. Rick moved and Greg seconded to create a task force including Rick, Pam, & James to start member longevity recognitions. Motion passed unanimously. Rick moved and Greg seconded to set up a task force of Pam, Greg, & Tracy to develop board member incentives. Motion passed unanimously.

**Announcements:** none

Joelean moved and Greg seconded to adjourn the meeting. Meeting adjourned at 4:50 pm.

The next meeting will be August 10th at 3:00 pm in the Governor's Room at the Ramkota in Bismarck.

Respectfully submitted,

Kraig Steinhoff,
Executive Director
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<th>Difference</th>
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<td>New Professionals (3 @ $100)</td>
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<td>Division Young Educator Awards (5 @ $75)</td>
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<tr>
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<td>Meeting Expenses</td>
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() in the Difference column means under budget. () in the Balance row means a loss because expenses are greater than income.