



Conference Planning Agenda

3.20.14

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IITEA	Iowa Industrial Technology Educators Association
IHEA	Iowa Health Educators Association Iowa School Counselor Association
IFCSE	Iowa Family Consumer Science Educators

- I. Roll Call – Diane
Diane Cornilsen, Dana Lampe, Del Hoover, Dean Lange, Lisa Konecne, Julie Schreiber, Lisa Stange, Tom Oshae
- II. Approval of Minutes from 2.11.14 (attached for review)-- **Diane**
Diane moved to approve the board meeting minutes. 2nd by Tom. Approved.
- III. Final report from affiliates to confirm required # of meeting rooms (Barb, Tom/Ruth, Greg, Lisa Stange) -- we are being flexible on these for now.
Health – 3 on Thursday for the afternoon (smaller room) and two on Friday
FCS --- 1 room for Friday morning sessions (smaller room)
Ag – one large room for Friday afternoon
Ind. Tech – none on Thursday – need 2 small rooms on Friday
No foyer available on Friday, but the Lab is.
Talked about having the Lab flexible for IACTE and/or others
Chief Architect might be a combo for Ind. Tech and FCS in a Lab on Thursday afternoon

Session topics and descriptions should be to Diane by the first week in July in possible. Dana had a link in a google doc that presenters could access and it was on the website.

- IV. Discussion and Workgroups:
 - a. IACTE sessions – Leadership, Advocacy, DOE, Best Practice, Food (preferred vendors list attached)
 - i. Pre-Conference with Predeep Kotmrāju, Iowa DE, CTE Bureau Chief – it would be a Keynote
 1. Session on CTE Nationally, Leadership-Secondary CTE Task Force
 - ii. Jeremy Varner, DOE ---Over view of Task Force
 1. Need short bio, photo, brief overview of session
 - iii. Keynote – Mark Williams, “The Dignity of our Work”
 1. Need short bio, photo, brief overview of session
 - iv. Steve DeWitt – Membership or Association Development
 1. Need short bio, photo, brief overview of session
 - v. Other speakers
 1. Need short bio, photo, brief overview of session
 - vi. IACTE President Letter and photo
 - b. Lodging - Each division had their own hotel -- Quality Inn and Suites, **Courtyard by Marriott** (will be IACTE home base – Dean tried to block rooms today and will follow up), Americinn, Hampton Inn, Country Inn, Fairfield Inn, Holiday Inn
 - c. Promotion—website, program, postcards, directions and map, other

- i. Discussed that postcards are costly. We can use the DE service area people to send out the information via emails that they have. Dean suggested to check with the AEA's to get CTE emails.
 - d. Conference Evaluation, review and revise
 - e. Budget – Dana went over the budget worksheet. We discussed will the speakers need travel expenses? Will we charge one flat fee for the conference and have the affiliates pay their share or just how? How to divide the profits is a question. It was thrown out to look at maybe number of people that attend from each division and IACTE gets 50% of the profits.
 - f. Set Conference Price ---one fee for all no matter what piece of the pie we use. We settled on \$150 for a conference price plus add affiliation costs for IACTE, ACTE, as well as the divisions.
 - g. Exhibitors – for Thursday because of space and the hall would be limited on the second day. Dave has always asked for divisions to give names to him for exhibitors and it was online for people that wanted to sign up. We need to determine cost. Idea is to have exhibitors on the outside edges of the ballroom and not in the foyer or in addition to the foyer (only 35 fit in the foyer). We only have the ballroom and the foyer Thursday. Exhibitors can be in the hallway but then food does not go there. It was discussed that the CTSO's need to be there as well. Thinking it would be good to try to have the exhibitors in the ballroom (room for 24). 6 foot tables were what we used last year. The idea was to have fundraising vendors outside in the foyer, CTSO's and student demos. Vendor dollars will be put in the total to split amongst the profit according to 50% for IACTE and the rest split among affiliates by percentage of their attendance. CTSO's do not pay a fee. They would need to pay for food and/or the affiliate pay for meal tickets for them. Need designated exhibitor hours for them.
 - h. Registration form – has paypal or check and there was no purchase order order. We used Iowa FBLA's website to sign up. Dean would like for the tech updates on Friday to be a choice on the registration form. For students and new teachers, we would like to offer a reduced rate of \$ 50 (students) and new teachers \$75.
 - i. Food – Diane is calling to see if we can use Rick again from Tasteful Dinners and will select the meals. Assorted sandwiches and wraps or lasagna was before.
 - j. Dana will work on conference page for the website. Send things to Dana. Registration link will not be up for awhile. Presenter link will be there for each division to send to the link and an exhibitor link – all by April 15th.
- V. We had a discussion about the following year meeting possibly being held in June in conjunction with the Ag meeting. Region III is typically the third week in June and Ag is the last week in June. FCS might be interested in attaching to the Ag conference (before it) and Health Occupations may be as well since that has been a traditional time for them.
- VI. Adjourn
- VII. Next Meeting – May 13, June 10, July 8, August 12, September 9