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

**2017 Annual Business Meeting**

**Nashville, TN – Gaylord Opryland Hotel**

**Delta Island E**

**December 6, 2017**

**1:30 p.m. –3:00 p.m.**

**Minutes**

1. Call to Order Anesa Hooper
	1. Introductions – ACTE NRS Vice President Anesa Hooper called the meeting to order at 1:30 p.m. She asked members to introduce themselves and provide a brief overview of their positions.
	2. Members/Guest(s) Present:
* Anesa Hooper, ACTE NRS Vice-President
* Anita Parks, Instructional Material and Professional Development Member
* Brenda Conell, ACTE Support Staff Section President
	+ Michelle McNutt, Member
	+ Karen Derrick, Member
* Kristy Barnett, ACTE Special Populations President
* Michael Wetzel, ACTE ROTC President
* Stacy Smith, ACTE Information Technology President
	1. Review Agenda – All members present reviewed the meeting agenda. Stacy Smith, motioned to approve the agenda with correction (*see Agenda Revisions line item*). The motion was seconded by Michael Wetzel and passed unanimously after a vote from the members present.
	2. Agenda Revisions – Corrected ACTE NRS Resolution Committee Member is Kristy Barnett
1. Minutes Anesa Hooper

Review minutes from 11/30/2016 meeting

The members present reviewed the minutes from the 11/30/2016 NRS Business meeting. Stacy Smith moved to approve the minutes. The motion was seconded Michael Wetzel 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 Richard Yocke

No Report

* + 1. ACTE Resolutions Committee Report Kristy Barnett

Brenda Conell reported the following on behalf of Kristy Barnett:

The Resolutions Committee met on June 16, 2017. There was one resolution submitted by the June 1 deadline. That resolution was submitted by Region V and it changes the ACTE Lifetime Achievement Award to be given to one person from each region, instead of one national award. The committee believe that the resolution is to be deferred to the Awards Committee. Therefore, the Resolutions Committee did not approve the submitted resolution to move forward in the Resolutions process, but to instead forward the resolution to the Board of Directors so that they are aware that this resolution was submitted when they consider the Award Committee’s recommendations related to the Lifetime Achievement Award.

* 1. Section Reports
		1. Career Academy Sandy Mittelsteadt (not in attendance)

No report

* + 1. Cooperative Work Experience David N. Bird (not in attendance)

Anesa Hooper stated that Cooperative Work Experience is now called “Work Based Learning – Use of Apprenticeship”.

* + 1. Information Technology Education Stacy Smith

 Stacy Smith reported that the web page has been updated last year to establish member’s recruitment and improve Information Technology Education pathway curriculum. He added that on the local level, one of the hurdles is the Microsoft certifications this year.

* + 1. Instructional Materials Kirk Edney (not in attendance)

No report.

* + 1. Integration of Academics and CTE Debra LeMothe (not in attendance)

No report

* + 1. International Barbara Ann Herrmann (not in attendance

No report

* + 1. Makers of Policy Craig Clark (not in attendance)

No report

* + 1. Other TBD

No report.

* + 1. Professional Development Anita Parks

Anita Parks is currently a member but have not seen anything or anyone who she can connect with in regards of Professional Development Section meeting. Anesa agreed to follow-up and check on section meeting scheduled on a national level. Stacy suggested perhaps sending information out or social meeting for sections.

* + 1. Public Information Anesa Hooper

No report.

* + 1. Research Cynthia Pellock

No report.

* + 1. ROTC TBD

No report.

* + 1. School Safety Dawn LeBlanc (not in attendance)
		2. Special Populations Kristy Barnett

Kristy Barnett reported that the Special Populations Section Web site has been updated. She also added that the section is developing surveys utilizing Survey Monkey application to better market the section and possible member recruitment.

* + 1. Support Staff Brenda Conell

Brenda Conell reported that the Support Staff Section met. One of the items for discussion was getting the Outstanding Support Staff of the Year Award on a national level. We visited with Kate Dowdy, ACTE Staff Member and she suggested to start developing the award with in the section. We will start sending another eBlast to reach out to our members. Anesa shared that there’s anything that she can assist on a national level.

* + 1. Teacher Educators Richard Yocke (not in attendance)

No report.

* + 1. Tech Prep TBD

No report.

1. New Business Anesa Hooper
	1. Section Membership Update – Anesa reported the following: Career Academy-*212*, Cooperative Work Experience–*388*, Information Technology Education-*264*, Instructional Materials-*180*, Integration of Academies and CTE–*272,* International-*20*, Makers of Policy-*35*, Other-*183*, Professional Development-*168*, Public Information-*71*, Research-*72*, ROTC-*84*, School Safety-*28*, Special Populations-*568*, Support Staff-*420*, Teacher Educators-*190*, and Tech Prep–*93*. Total number of *3,257* NRS Division members this year. It was what members belong to the “Other” section. Anesa mention that she will follow-up and provide an update.
	2. Website content: Anesa shared that the ACTE Website is currently being updated and should be ready toward the beginning of the year. The website should be a more user friendly, better design, and easier to use on mobile devices.
	3. 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 encourage downloading the conference app on mobile devices due to paperless conference this year due to the following: low cost, real time updates, and sessions can be easily bookmarked.
	2. National Policy Seminar: Anesa suggested for members to attend the National Policy Seminar scheduled on March 5 to 7, 2017 in Arlington, VA. Accommodations at Crystal Gateway Marriott, Arlington VA.
	3. Vision 2018 – Anesa informed everyone that Vision 2018 is scheduled on November 28 to December 1, 2018 in San Antonio, TX.
	4. Additional Information: Anesa share the upcoming ACTE Strategic Plan this year which includes the following: 1) Member Value and Engagement, 2) Professional and Leadership Development, 3) Advocacy and Awareness, 4) Strategic Partnership and 5) Innovation.
3. Adjournment:

Kristy Barnett moved to adjourn the meeting at 2:02 p.m. The motion was seconded by Michael Wetzel and passed unanimously after a vote from the members present.