



Educate. Advocate. Lead.

ACTE Region V Policy Committee Meeting 11-19-15 (New Orleans Hilton Riverside, Oak Alley Room)

Present: Dodie Bemis; Doug Meyer, President of ACTE; Coleen Keffeler; Rick Ross; Pepper Poulsen; Sherilyn Senef; Mark Branger; Diane Walker

Call to order: Dodie Bemis called the meeting to order at 8:33am Central Time

Introductions of Policy Committee and Attendees: In addition to the above, the following were present and introduced: Tracy Kern SDACTE; Mary Anne Berens AZ ACTE; Cora Arita, ACTE; Mike Woods, ACTE; LeAnn Wilson, Executive Director of ACTE, Gary Harts, Guam Community Colleges; John Rist, SDACTE; Snehal Bhakta, NV ACTE (Clark County); Chuck Gallagher joins at 9:40am.

Welcome from ACTE: As they had to leave, Doug Meyer welcomes everyone to New Orleans and notes that it will be a wonderful conference; the association is offering CEU's and the Career Cluster Institute for the first time; there are doubled post-secondary offerings and pre-conference sessions, as well as session offerings; attendance is projected to be around 3700. Two states unified this year (NV and AK) and we have also added Guam, so we are very happy. Thanks to Mark Branger and Diane Walker (Sheryl Ryder) for their work on the Conference Planning Guide - it has been distributed worldwide - everyone who has reviewed it says it is extremely helpful, and it was used at a training session yesterday for regional VP's. One of LeAnn's concerns is how to put together a conference planning team which can work with states and regions, and the document can be modified or changed to meet local needs. Anything we do today with the manual can be passed along. The annual Awards Banquet is tonight, which will be fabulous. LeAnn Wilson also greets the attendees, and says that New Orleans is going to be a great location for the Association. Everything that the Policy Committee does is so important, as actions and decisions impact the national organization. Sometimes we feel we are in the weeds with details, but they appreciate it at the national association level. A lot of what was talked about at the annual ACTE Board meeting involved the state and region level. Dodie represented Region V very well at the Board meeting, and she is a terrific, outspoken leader - the region breakout session was outstanding as a result.

Dodie Bemis welcomes the attendees to the meeting, and lets them know they can come in and out as necessary.

Approval of the agenda: Coleen Keffeler moves to accept the agenda with flexibility, Mark Branger seconds, no discussion, motion passes.

Leadership Workshops: Mike Woods is the ACTE liaison to Region I and he is there to support and help members to become more active in the national association. He has put together 3 breakout sessions related to leadership, which can go in the Leadership Strand for the Region V Leadership Conference. Mike reports he has been working with different regions to provide support to the regional conferences, and this was one item that was most needed, particularly in Region I. One of the biggest items was succession planning, and that is pertinent to all regions. There are strong leaders in place for a long period of time, and then there are no successors who have been groomed to take over when they leave. Another is organizational leadership development, at the division and group level, doing a SWOT assessment, and determine how to make them more robust. The third is leadership in general, including self-assessment and growth. Most have been developed to be 45 minutes in length, and that can be modified for whatever is needed. Any or all of them can be adopted for presentations. It is fully supported by the Executive Director and staff, so there would be no cost (complimentary registration would be appreciated) - transportation and lodging is all covered by ACTE.

Coleen Keffeler mentions that there is a Leadership 101 session with leadership styles, learning roles, marketing, advocacy, policies and procedures, and Region V's connection with state associations. There has also been discussion of doing "Leadership 201" with coverage of Robert's Rules of Order and how to run effective meetings. Mike can cater it specifically to whatever we need, although he touches on some of those items. He realizes that not all regions are the same, so there is flexibility in what can be covered. Diane Walker asks about having some breakout sessions throughout the conference. The Leadership 101 session would be at 2:00pm on Wednesday, April 20th. Mike will stay for the duration and do things throughout if the committee wishes.

Approval of the April 15, 2015 minutes: Dodie asks about whether we need to approve the last year's meeting minutes. Diane, Mark Branger and Pepper Poulsen feel it might be, as that was the last public meeting. Diane Walker moves to approve the minutes, Rick Ross seconds, no discussion, motion passes.

Financial Report: Mark Branger reports that there have been no new expenditures since the last conference call. He would like to have some discussion. Is the format clear, or is there anything that needs to be changed? Coleen expresses her appreciation about the ongoing expenditure column, as it provides more clarity. Mark says that having both operating and designated in one place works better for him. Mark asks what kind of detail needs to be explained at the Business meeting, as the numbers are different than what was discussed in Kansas City, as the actual figures were different than originally provided. Rick notes that we may need to do a motion to approve an amended budget. Dodie says, that in the spirit of transparency, we need to make sure that everyone knows and understands. It's about a \$700 difference. Dodie feels a quick explanation would suffice, with a motion to accept the new budget. Sherilyn Senef notes that we need to have the operating budget to a zero balance by June. When expenses come in from Vision, Dodie notes we need to spend those right away. Dodie asks if Montana and Nevada both got their mini-grant money, and both Mark and Snehal confirm they received them. The funds had to be paid out of this year's budget since they weren't paid last year. We also didn't get the amount of revenue expected from the Kansas conference, so we need to be fiscally responsible going forward. Our projected fund balance this year is \$15,000 while it was \$20,000 in previous years; Mark doesn't want it to be depleted too much. If we should happen to end up with another conference that isn't as productive as hoped, we need to be careful. Mark asks Coleen about previous budget amounts, and she said it was being built up, and doesn't recall that it was below \$20,000; Mary Ann Berens concurs. All of the Policy Committee members feel that it's necessary to be careful. Coleen says that the beginning balance of the year always used to be \$49,000 to \$51,000, and it has declined in the last few years. There were more first timers and fellows outreach, so that resulted in more expenditures. When we started looking at the budget, we saw that we couldn't do the \$1500 for fellows this year. If there is more, then we can increase it, but we won't know what the San Diego conference will bring in at that time (hoping for a good one). Snehal asks about whether the conference is the major fundraiser. They plan to use the mini-grant to help with conference attendance, because it's difficult to get people there. He requests info on the conference earlier - it is available now, and there will be a presentation at the business meeting. Mark brought the wrong budget copies for this meeting, but all have seen it. Mark Branger moves to approve the budget, Coleen Keffeler seconds, no discussion, motion passes.

Operating/Designated Funds Clarification: Cora Arita from the ACTE national business office is present to answer questions. Dodie notes that even though she and Mark have been on the Policy Committee several times, there were still many questions about the budgeting, and both Coleen and Cora were extremely helpful in the distinction between operating and designated funds. The Committee had little input in the past on how the funds were put together - Cora put it together for us in the past. Cora explains there is the operating account, which is the budget that is provided to each

region and division, based upon membership numbers and how many states, with a formula allocated for each region. They typically start working on that in March, then Dodie would get the amount for the next fiscal year. She will then meet with the Policy Committee, who discusses and determines how to spend the available funding. It runs from July to June for the fiscal year. Next March, we will begin work on FY2017. The only restriction is that it can't be used towards registration at ACTE events. If it is not used, the remaining funds are swept and returned to the national association, so it is encouraged to use the funds; the new budget would still be provided, but the new amount is based upon membership, so it can affect the spending forecast. Dodie notes that we need to deal with it at our March or April conference calls - we get a timeline at NPS. It is due back to ACTE by the end of April. Mark suggests that it be covered in March so that it can be approved in April, due to concerns that arose this last year at Overland Park (difference between \$7000 and \$6000 amounts actually in the budget). Cora says she tries to get the budget out by March 20th-25th, so will need to have a conference call before the April meeting. The operating budget must be spent by June 30th.

The designated funds are based on region fundraising, typically the region conference, which is why it is so important to work with host states to optimize funding. The only restriction is that the funds can't be used for membership dues. These funds roll over from year to year. Dodie receives reports monthly on the amounts. ACTE has an investment account, and the gains are shared with the designated accounts; if there is a loss, that is also shared. The last few years, the amounts have been great, however, it's been up and down this year. Rick asks how we know what those amounts are, and Cora explains it's in the financial reports with income and expenditures that are sent out. It includes the prior ending balance, plus investment, additional revenue, and expenditures through each month. Cora asks that we all review the statements carefully to make sure it's accurate, as mistakes could be made (typically not, but still make sure). Dodie sends it to Mark to review monthly. If mistakes are found, then they are corrected right away. Dodie asks whether the committee needs to approve the budget. There does need to be committee approval for designated fund expenditures, but not for operating fund expenditures; if it is under \$250, only one committee member needs to approve, if over \$250, then at least two must approve. Please call Cora at any time with questions. Typically, the incoming VP works on the budget prepared by the outgoing VP; since that wasn't done, Cora put it together. Mark provided that information going forward. Coleen mentions there was discussion several years ago about having the outgoing and incoming VP working together on the budget. Cora recommends that, as everything is provided to both. Regions take care of it differently, as some have the incoming do it, although the outgoing will know more about what the Policy Committee wants. Dodie should have been made aware of what the procedure and budget is to be. ACTE also works to provide that information at NPS, in the event there is any miscommunication.

Dodie recognizes NV ACTE for being a unified state, and notes that unification will assist Region V funding, as well.

Review of ACTE Board Meeting: Dodie said it was an interesting experience, as the national association gives many accolades to Region V, and the other regions are "jealous." ACTE national is going to add a position, as there are so many things going on so they don't have enough people. That staffer will help with programs and communication. The Region II VP noted that the \$150,000 salary and benefit structure seemed high, but it's not high for Washington, DC. They recognized Alaska and Nevada for unifying, as well as Guam for becoming an active charter. Dodie extends her thanks to Rick Ross and Doug Meyer for their perseverance with assisting Guam to re-activate. Dodie felt there was a delegation from Guam attending, which is exciting. Membership recognition was given for OK's huge increase in Region IV, so they got the plaque, and the T&I was the division with the largest increase. OR doubled its membership, which is wonderful, as they have been less active. UT has the third largest membership nationally. Region V had an 8% gain overall. Coleen says there is a cut-off date for membership increases for the budget - not sure when that date is. We should ask Cora about that. Dodie thanks the committee members for sending out lapsed membership notices to our liaison states. Coleen says she doesn't hear anything back from all of her states - others concur. The ACTE Membership Recruitment Advisory group is populated by Region V (CA, CO, and NV). Another committee is the Legacy Advisory Group, which Coleen heads up - they are sparking an interest in stepping up to leadership roles. Former board members participate, and they will do a session on "Oh, the Places You Can Go with ACTE," with info on their background and how to participate; they will split into table groups with discussion questions on state, regional, and national level leadership mentorship and advice. They are also putting lists of suggested readings on the ACTE website. Another group is CTE Awareness Advisory Group - marketing the value of CTE to the community and how it has progressed - Jonathan Howard and Annika Russell work on that. We have many members on national committees. Dodie thanks everyone for their participation and leadership. The Las Vegas conference location is competing with New Orleans for the largest attendance figures. ACTE is looking at returning here in the future. Nashville will be the 2017 conference location. Dodie will share at the Business meeting that the host hotel has been bought by another company, so there will be a great room rate to help compensate for some of the problems last year (it's now the Westgate). The dates are Nov. 30 through December 3, 2016. Rick says he believes the dates going through Sunday for the conference should allow more to attend, since it involves fewer days away from work, and asks Dodie to pass that along.

Review of Policies and Procedures Manual: Rick Ross brought copies of the updated Policy Manual and a sheet with the changes made to the draft - he distributes a few copies to attendees to look at

during this meeting (will need to return at the end). One of the issues is that it was a conglomeration of many documents with different footers, and he will need to have it retyped. The table of contents is off, as a consequence. The page numbers need to be fixed. Mark Branger says he may have the original, and they'll copy and paste whatever they can. In the new document (just changed, and some committee members need copies - we'll get it later), there will be a revision date in the footer. We'll only deal with substantive items in this discussion.

- A section on "Member Awards" was added - one must be a member of ACTE in order to receive a Region V award.
- A section on "Amendments" was also added, which discusses how amendments are handled, per a directive from ACTE. This Policies and Procedures document is approved by the Policy Committee. Bylaws must be published 60 days in advance and approved by members. Members may review the Policy and Procedures Manual, but it's approved by the Policy Committee for their use, not by members. That provision needs to be clarified and re-worded - take out the whole section on the ACTE Board of Directors - approval only by a majority of the Policy Committee, 60 days to the VP, and then 45 days to review by the Committee before the vote.
- The last approved date should also appear on the cover. Other changes noted on the sheet are grammatical.
- There is no timeline for the Hall of Fame Award, so that should also go in the manual - it could go on the Guidelines - that is not in the current version, although it was in a past version. There was discussion about the date when applications are due. Rick asks about January, and Pepper responds that it used to be February 15th, which worked well. Dodie notes that many people only hear about it at Vision, and with the holidays, that makes it tight. If it was March 1st, that is the same as the other awards. Coleen's concern is that the later it goes, the higher the airfare goes to attend the conference. If the deadline is February 15th, Coleen can send it out to everyone, and make a decision the next week on a conference call. That gives at least a month to book airfare, etc. Coleen Keffeler moves for that date, Rick Ross seconds that change, further discussion - nominees will be notified, or is it supposed to be a surprise? If we know they are registered, we can check, and Chuck Gallagher says he feels it's better to have it at the beginning of the conference; all in favor, motion passes. Since the appendix is not officially within the policies, the Guidelines need to go in the manual itself under Member Awards, and have the form in the appendix. Coleen suggests listing the ACTE Awards there, and Pepper also mentions the Image Awards, with applications going to Region V VP or designee, per Dodie and Mark. Diane Walker moves that the Guidelines for the Region V Hall of Fame Award be moved from the appendix to the Member Awards, with the form in the appendix, that the ACTE Awards be listed in that section for reference, as well as the ACTE Image Awards with applications going to the Region V

Vice President or designee. Sherilyn Senef seconds the motion, there is no further discussion, all in favor, motion passes.

- Rick notes that the appendix doesn't include all of the forms, so all of the forms should be included, or none. Mark feels that they all should be there, and Pepper says we need to be sure that it is updated on the website periodically. Dodie and Mark ask that all Policy Committee members review the website periodically to make sure that it is correct and clear, and bring up any questions to Mark and the committee, who can then contact the ACTE liaison. They are very good at updating promptly. Rick will take all of the forms (awards, fellows, etc.) - Dodie notes that Mary Ann has some suggestions on the Fellows forms going forward, so hold that one for future discussion.
- Mark notes that, in the Budget section, we need to add that the budget will be prepared - upon receipt from ACTE, it will be approved at the annual business meeting at the ACTE Region V Leadership Conference, and Sherilyn adds that the Standing Committees shall submit budgets to the Region V VP or designee by March 1 (last bullet), Coleen asks about approval of expenditures from the "Operating and" fourth bullet point - per Cora, we only have to approve from the Designated budget, so take out the operating budget language. Mark Branger moves to approve these changes, Rick Ross seconds, no further discussion, all approve, motion passes.
- Mark also notes that the form on the website for the conference bid is very generic (also not part of the appendix), and recommends that there is a form with more specific information, and add that to the appendix - put that under the Region V Leadership Conference section and reference the form in the appendix. Rick says the way it is written now, he doesn't feel it will affect the rest of it; Rick suggests that Rick and Mark work together on drafting a revised bid form - Dodie appointed them to do so, with a due date of January 1. It was agreed that the form needs to be submitted by April 1st by states with proposals. Nevada has also expressed an interest in doing the Region V conference in the future (they had originally thought of 2017, and may do one for 2018). According to Snehal, the Nevada board has discussed it, but they don't want it in Las Vegas so it doesn't compete with Vision, but have to check on facilities in Reno. There will be discussion at their December board meeting - with an eye to hosting probably either 2018 or 2019. Coleen notes that the last time there was more than one bid, the states did an informational presentation at the Policy Committee, and then a more formal presentation at the Business meeting, where the members vote. As a courtesy, it is nice for potential host states to let the Policy Committee know and explain the procedures. The bids are for two years in advance (error, not three - change already made in updated revision). The tenth bullet point was already changed to be per the host state's published cancellation policy, and it needs to be on all promotional and registration items, and the bid form. Pepper feels that way it becomes part of the bid approval, which effects the region budget.

- Pepper Poulsen moves to approve the noted grammatical changes, Diane Walker seconds, no further discussion, all approve, motion passes.

Guam Charter Update: Rick Ross states he believes there are about 4 people attending from Guam. The community college has been working with ACTE for some time. The order of agenda was suspended to introduce Gary Harts, Guam representative. Rick notes that Guam has been working hard to get the territory association active again. Gary says that Dr. "Sam" and colleagues have been working with ACTE to get the association going, rather than only sending a few individuals to the conference. They feel it will be very productive, and moving out from the community college out throughout the island. Community college faculty are in the high schools with CTE. They will be tapping into faculty members to get them actively involved in ACTE and Region V, doing a needs assessment, and include activities in annual planning process. They are excited. Gary's role is as a liaison, since he works with the community college, and he will be working more on membership. Please pass along any ideas to Gary to communicate to others. He is happy to represent or attend meetings. Feel free to call him at 671.777.1946 as needed. Rick asks whether his correspondence to Dr. Mabini should go to anyone else, also, and Gary provides his business card to get it, as well. Dodie asks Gary to attend the Business meeting on Saturday at 5pm in the Convention Center, and either he or someone else will need to present an update. We really want to promote that. Leah Beffna Halala (phonetic spelling) is the non-community college representative who has been spearheading efforts with ACTE.

Awards: This agenda item is also taken out of order as Pepper needs to go to a national meeting. Pam Stroklund sent an e-mail with two attachments, which were provided. One is regarding video pilot, and the second is a spreadsheet. The documents have been sent to state Awards Chairs and Executive Directors, along with instructions on how to do the videos. They have 7 representatives on the committee, with 6 who have responded, but haven't been able to reach Kenneth Holmes (fellow from CO, per Mary Ann, and she will follow up with him). Pam is seeking additional representatives through an appeal at the Business meeting. Mark notes that their state Awards person won't be at Region V; the video will assist since they won't have to attend the meeting, per Pepper. We need more people to participate so that states are better represented. Dodie said she has started getting some push-back about the video because there is some incentive to attend since they are up for an award, while others are quite happy with the proposal. Pepper explains that nominees should attend as they may still get the award, while it is just that the interview process is done in advance. Coleen used to send a letter to every nominee's administrator about receiving recognition at the conference, even if they don't receive the award - they will be on stage. There is still push-back from the national association, and it can't go on the portal, so Dodie is still concerned about it. Pepper asks about Dodie sending an e-mail to the states regarding the concern being the substantive content of the interview

and not the "production value" of the video. They could possibly disqualify a nominee if any of the rules are broken. There are many who are not tech-savvy, and are quite afraid of the process. We need to keep an open mind, but if it fails, then it needs to be discontinued, per Pepper - do a heartfelt evaluation after the first time. Pepper notes that there is an agenda item on the national committee meeting about streamlining the regional awards process, and she's not sure how that will shake out; she will keep us apprised. Coleen notes that we need feedback from those who submit the videos, as well as those who judge them (Google survey), and from all member states per Ross (if they didn't participate, why not). There are fewer candidates submitting in the states because of the portal, whereas states had done one-page processes had increased numbers in the past.

Discussion/Selection of ACTE Fellows: Policy Committee members have not had a chance yet to review the fellow applications (two for one national position), and that decision needs to be made by December 1 by Dodie, so we need to complete before November 30. Last year, we funded a second position, but with our current fiscal position, we may not be able to do so. Mary Ann Berens notes that both women who have applied (Sharon Metzger and Rachael Mann) are extremely well-qualified and supported by their employers. It will be a tough decision, and we will be proud of our representation in either one (both are from Arizona - one works for the state, and one for a district in ag education). We each are to do the rating (OK, great, and outstanding scale).

Discussion/Selection of Region V Fellows: Mary Ann Berens says that when she took over as Fellows Coordinator, she felt there was not as much input. She met with Dodie about the deadline, because Mary Ann felt it was tied to national requirements. She never sent out the application - it was updated and sent out, but not sure to whom. She has now moved back the deadline to January 15th, and will send out an e-blast to every member after the conference. People would rather begin at the region rather than the national level, so we will do a separate application process. Mary Ann reminds the fellows of their commitments at all scheduled conference calls, and will do a better job of enforcing that - if they miss two, they are subject to removal from the program. They can't get reimbursements without actively participating. They also do in-person meetings at conferences. Not all are able to attend all meetings. She would like to make some changes to the application, with dates, including commitments to conference calls (this is also in the appendix to the Policy Manual, which should really be in the manual proper) and consequences for failing to meet them. Mary Ann also feels that the rubric is duplicative of the "Applicant must submit" section, so put the points with it. They will notify the successful candidates by mid-February so they can be introduced at the Region V Leadership Conference, even though their term won't begin until July 1 of that year. Craig Statucki is the only candidate who was accepted this time, as she got one application plus the candidates from national who were not chosen. Mary Ann and Dodie will discuss the e-blast offline - there must be at

least 4 days' notice in advance to get it sent. Submissions will go directly to the Region V Fellows Coordinator. Mary Ann will ask national fellows candidates who are not chosen if they want to participate at the region level - Rick thinks that is a great idea. We currently have budgeted 4 fellows at \$1,000, so two first-year and two second-year, which needs to be clarified in the budget (plus one national). Right now, we have 2 second-year fellows and one first-year coming on. Jennifer moved to Wisconsin, so she is no longer a fellow.

Fellows Report: Mary Ann Berens will send a written report, and will present at the Business meeting. Receipts for reimbursement to the fellows should be submitted to Dodie and she'll get the information to Mark.

First Timers: Dodie will keep this duty, as she has all of the records for this year. For those in their first year this time, they will get \$250 (also get \$250 second year). It is more difficult to get them back for the second year. She will contact the second year people. Diane is requested to check on the First-Timer application (cleaned up) and provide it to Dodie immediately. Update the locations. That info will be provided at the Business meeting, and Dodie will send out an e-blast. Mark will get it on the website.

Hall of Fame Award: Now that there is a due date, Coleen needs to send out the information, and would like to do that to the state leaders the week after Thanksgiving, and a follow-up in January. Dodie brought the plaque along so that there is a visual at the Business meeting, and a picture of the award winners from 2015. Hopefully, that will trigger nominations. Mark would like to put a link or some sort of document including names that will be a perpetual record of the recipients. Is there a picture from the first year? Mark asks for the names of the first year's recipients - take a picture of the plaque instead. California is going with the recommendation of holding the recognition at Thursday morning breakfast.

Mini-Grants: Coleen and Mark will address why Region V will not be doing mini-grants this year due to the budget ramifications - not paid out of the last year. Ask people to keep ideas for next year. Should we announce at Region V Leadership Conference that mini-grants will be available? It was agreed that we'll have to see where we are at with the California conference before we make that decision in the following fiscal year. Perhaps we will only do one or two, and make it a bit more competitive (more detailed and requiring more thought about what will be done with the money).

Website Update: Mark has been putting documents as fillable pdf's on the website, so that it is easier. There are some that still need to be done, but he is doing it as he goes along.

Committees Review: Sherilyn Senef said she has not heard from Autumn on the Marketing Committee, but she plans to have a meeting before the Business meeting. Diane Walker reports on Legislative/Resolutions - it was decided not to move forward with urgency provisions for the resolutions put forward in Overland Park; instead, information was provided by Lyn Velle to Senator Enzi; the committee is having a meeting on Saturday. Annika Russell is holding an Awards meeting, and has enough members. The paperwork for committee membership needs to be done in advance, with a signature from the supervisor, per Rick. There will not be an "all call" at the Leadership Conference.

Update on 2016 Leadership Conference: Diane Walker notes there will be a full update at the Business meeting with more information, however, registration and hotel reservations and call for presenters are all available at this time. Sessions and exhibitors are starting to come in. Dodie asks why California went so early on the early bird date? Diane isn't sure, as she has not been able to participate in the last two conference planning calls. Coleen asks whether names can be transferred on registration? Dodie notes that there are some states which hold elections in January, which could create confusion or issues with the early bird date. Diane will pass along each of these concerns to the conference chair right away, in hopes of having information before the Business meeting.

Leadership Strand: Dodie and Coleen had a conference call with Curt and Thomas in AZ. Their Western Curriculum Consortium has pooled resources, which has online courses at a cost of \$2.50 per student; they want to expand to Region V to update lesson plans as submitted. On Thursday afternoon, there will be two back-to-back sessions with the first to give an overview of the curriculum, and the second to brainstorm. A third session will be held on Friday morning for further input. There was also discussion about doing a Leadership 201, including running an effective business meeting. Perhaps that could be added to what Mike proposed earlier in the meeting, as there would still be sessions related to association leadership. We would need to get those on the call for presenters. In the past, a member of the Policy Committee has done it or gotten someone to do it, so we have something in each time slot. The call for presenters is due January 30, so we can address this at our February conference call to see what else needs to be addressed. The succession planning is a big one. ACTE had materials on revitalizing committees and boards - maybe get Mike Woods to include those? Coleen will contact Mike.

Update on 2017 Conference South Dakota: The contract was signed with the hotel. The planning committee is forming, and there will be information ready for the January conference call. There is supposed to be a box at the front desk with give-aways.

Region V Conference Proposals: Montana will present a proposal, but there is some concern whether it will be 2018 or 2019, due to also hosting the WBEA conference that year. Nevada is also considering a proposal for an upcoming year. Rick is happy that there are more proposals coming in from other states.

Region V Conference Planner: Mark pulled out his old planning document from WBEA, and Diane provided what Sheryl Ryder put together, so that could be combined to have a draft. Since it needed to be done for Montana due to many board changes since the last time, Mark felt it could be done for Region V. We as a Policy Committee can review and see where modifications need to be made. Dodie suggests that Mark be the discussion leader on what parts we will address for 10 minutes over 3-4 meetings. People can still pick and choose what they want to use out of it. Coleen says there used to be a manual that she utilized in 1999 from Wyoming. There have been different books passed along, but not sure where it is/they are now. If it's on the website, it can be found.

Business Involvement in Region V: Diane Walker explains that she was approached by a trade association, as they want to become more involved on a regional level, in addition to being a conference exhibitor. After discussion, it was suggested that perhaps we have a roundtable conversation/breakout session at the Region V Leadership Conference with different associations participating so we can get their voice.

Pin Design Contest: Rick Ross distributes basic information about the contest, but it needs a few revisions, including the award amount (\$50 to the winner). Get the date together on the same line, misspellings in sponsor and include, change to pin size, put in the most current pin picture. He will create a form so that Mark can put it on the website and then send this out as an e-blast. For judging, Rick will use some of his students who are or who will become ACTE student members.

Dodie also reminds the group that there is a contest for the national awards plaque which is a student contest. That should also be promoted among the membership (it was in Techniques). The Arizona state award is a miniature version of the national award, in blue, on a pedestal with engraving. Dodie feels it should be more than a plaque at the region level; Rick says the Awards Committee should have input into it, and then we will approve it - ask them to consider other options within a price range. Coleen says that the year she received the region award, it was a clock, with a plaque below. Diane notes that with 3d printers, so many more things are possible. Dodie plans to show the picture of the AZ award to Pam Stroklund as an example, and the cost was only \$24. This should be a "big deal" to win.

Region V Promotional Strategies: Hope to meet with them and assign people to go to their states, but not certain what that is, per Sherilyn.

Good of the Order: Recognize all award nominees before Saturday - at a general session either Thursday lunch or Friday breakfast? Rick suggests having a board with all nominees on it where the meals are held. No other arrangements necessary for awards - check with Pam. Diane will pass along these suggestions, as well (there is a conference planning committee call on Monday, 11/23).

Mark Branger suggests that we start checking on having cloud storage for these documents for Region V. DropBox costs about \$50 per year, Google Drive is free - give access to whoever needs it for committees - however, Mark feels that converting the documents from Word may be problematic. Everyone is in agreement this needs to be done. Dodie appoints Mark to investigate and bring back options.

Adjournment: 12:45pm Central Time

Respectfully submitted, Diane L. Walker