

ACTE Region V Policy Committee Working Meeting 4-15-15 9:00am

Present: Rick Ross, Diane Walker, Marianna Goheen, Sherilyn Senef, Dodie Bemis, Pepper Poulsen, Chuck Gallagher, Mike Gross, Doug Meyer, LeAnn Wilson

Pre-meeting discussion of changes needed to Policy and Procedures Manual: Fellows receive \$1500, Policy Committee opening/vacancy unexpired term and running again, revise mini-grant rubric. Kari feels there should be a Region V Leadership Conference Guidebook put together.

Marianna approved some checks - email will be forwarded to put with the minutes.

Chuck calls the meeting to order at 9:07am.

Policy Committee 5-6:30 today. Committee meetings tomorrow from 9-10, not tonight from 6:30-8:00pm (need to make sure that there is some sort of announcement for members on the hotel board or something). Leadership 101 folks will meet at 12:30 to plan (19 attendees). Region Conference bids at Policy Committee this evening.

Policy Manual review:

page 2 - structure should be on the website; don't put names on the blocks - link to other committees.

page 3 - punctuation changes; add word "manual" on the first line of page 3

page 4 - "Implement" a second bullet point under General Purposes; Promote "concepts'

page 5 - omit last sentence of first bullet; omit "the" before ACTE in 3rd bullet; "The Region V Vice President will be responsible"; omit 'shall also' and add "Leadership" before Conference; add "s" to resolution; "recommendations" to Board of "Directors"; Region V Standing Committees; add "State Association Executive Directors, if applicable" to the list. Punctuation changes.

Rick questions whether only being on an ACTE committee would limit candidates for VP - e.g., an Executive Director. Dodie agrees with that rationale. Pepper believes that is an ACTE requirement - would have to check (Marianna reads the language from Region VP nomination on ACTE website - "leadership in ACTE" and "recommended to have served on one or more ACTE committees . . . ", etc.). Pepper notes that they have dealt with that in Utah that there should be a caveat allowing someone to come in earlier (sit on board for a shorter period of time). Marianna believes there needs to be a bigger picture involved from the Region level than just with state. Rick points out that there should be some filtering from the Nominating and Membership committees, and then there is a vote by members, however, we don't want to lose good candidates. Many look at the time commitment and support before determining whether they are qualified to run. Another issue is that administrative support (fiscal or general) changes at the local level, and people may need to withdraw from elected office. This has

been a national problem. There should be at least five years of background in the association and region. Update language from VP nomination - "recommended to have served . . ." rather than "must have served".

page 6 - Second bullet point - "authorized" time to "effectively execute" and omit third bullet. Additional duties from ACTE Region VP (be visible at meetings, newsletter, webpage, Chair of Policy Committee, lead meetings, attend state conferences as requested, etc.,) - add those in which are not in our list. There will not be another election for 2-3 years, so perhaps this should be an item of discussion for a conference call when the new Policy Committee members come in as of July. Present to members in New Orleans. Bylaws need to be voted on (same as national), and presented 30 days in advance. The Board can update these. Strategic priorities are lower case (not a document) - strategic purposes instead (Dodie feels there should be priorities)? Omit "the" before ACTE, add "Leadership" before Conference. Add "Select mini-grant recipients", "Select HHOFF recipients" and "Select Region V Fellows", "Attend meetings . . ." becomes a numbered. Add "Serve as an ex officio member of a Region V Standing Committee." "Serve as a liaison with assigned states."

page 7 - When a member leaves due to lack of support, is that really a vacancy, and does this situation cover that? When obligations cannot be fulfilled, that falls under current language. Nominations Committee forwards eligible candidates to the Policy Committee and the Policy Committee appoints (not elects) the new member. A person may not serve a second consecutive term without one year off. Rick suggests "recommended" to serve on a state Board or region committee rather than "should have". Dodie believes there should be more than one year of service in other activities - two years is good. The person needs more experience. We do need to have some flexibility for the Nominations Committee; Marianna notes that there does need to be knowledge and understanding as liaison between ACTE and the states. After further discussion, leave as is for now, with the option to go back and review at a later date. Officers - capitalize "Chair", etc. Marianna is the Vice-Chair of the Committee for now. What are the qualifications for that position? At national, it wouldn't be a new person coming in; Chuck feels it should be someone already on the board - will be appointed at the meeting this afternoon. Rick says it could be moved to appointment at the July conference call. Sherilyn suggests doing it now for this year. Diane nominated, will take the position of Secretary for the coming year. Vice-Chair nominate Rick, seconded, accepted for one year. Change to "Region V Leadership Conference" Policy Committee liaise with committees.

page 8 - There will be five members Second bullet - The Chairperson will be selected from current members of the Nominations Committee. Chairperson or designee will act as Region V representative on the corresponding national ACTE Committee (this needs to be put under each committee's statement of duties). However, we are not in sync on terms. Don't take Rick off now (he's done June 30), but get the terms back in sync (Annika only have a one-year term this time). Change "Committee Appointments" to "Duties".

page 9 - There should be a second member from the same state as the chair, and a minimum of 5 members. The chair is an ex officio member with no voting privileges except in the case of tie votes. The Awards chair should be a three-year term, per Pepper; they should be on the committee for a year, then chair for 2 years, with time to groom the next chairperson (need language for proposal and selection or appointment criteria). They get no financial support, however, so the person may not be willing to fill the slot for 3 years. Chuck says if the Awards Portal was

open through national allowing phone interviews to be done before coming to the conference, that would be a good option. Pepper pushed at the national Awards meeting to have all regions do remote (record for later viewing - this is an increasing issue due to travel restrictions) interviews - only 2 of 5 (IV and V)(do interviews at the region level. Marianna feels that there was some confusion or mis-communication - letter from Kate to the state winners (selected to consider for region consideration), then Speranta sent out another email (congratulations, moved on and we will interview top 2), third email on top 2. Awards at state didn't get the communication from Kate - either do a receipt to track who got it, or do individual email to each person. Kate sent emails out to states - I didn't get it. Possibly move up the deadline to the portal to February 1 or the 15th. States can submit before that deadline. Can there be a flexible date for our region?? States need to update their Awards info in the portal and with Kate so that they can get communications, and communication from ACTE goes to state Awards Chair (add that contact on page 5). Change "Committee Appointments" to "Duties" and add "Region V Awards Committee will work with the Policy Committee and Leadership Conference Planning Committee to coordinate necessary facilities for the awards process." Pepper also raises the issue of only interviewing 2 people, when we are so large, and the point total differences can be minute - may need to do top 3-5. Offer these as recommendations to the Awards Committee, and ask for feedback - Pepper can do that during the committee meeting tomorrow. Could we get every state Awards Chair to be a member? Plaques need to be made and put nameplates on them. Rick has a company that will donate and send them. Chair automatically selected for new term. Create a form letter for awards winners for reimbursement.

"Each award winner may receive a financial contribution toward their expenses of attending ACTE's annual conference" for the first sentence. Pepper and Marianna thinks it needs to stay in policies (it is not an award check, but to offset costs). Put a letter to that effect into with the check.

page 10 - Leg - Purpose instead of Mission (for all committees). Minimum of 5 committee members, no max. Chair selected by the current members. Chairperson or designee will act as Region V rep.

page 11 - same as above. Add "Leadership" before Conference

page 12 - change from "recommendations" to "Chair or designee shall serve". Region V throughout "Other Committees". Appointees to Region V Standing Committees (omit and ACTE). Person appointed for unexpired vacancy not from same state.

page 13 - annual conference throughout; Region V - each state or territory will be allocated one vote (take out 3 delegates) - don't have delegates. Budget - initial caps and punctuation. Financial report and approved budget shall be presented.

page 14 - Doug suggests: Conference profits shall be split equally between Region V and host state association, and Auction proceeds shall be split equally between the CTE Support Fund and Region V (per MOU). Dodie addresses concerns about CTE Support Fund that she has heard. LeAnn says the website is updated with info - most of the donations come from region conferences - only about \$7k, and so it has gone to small expenses of

Policy Briefs and advocacy efforts. It used to get \$40-50k annually, and superintendents challenged each other to contribute. Doug says that there was also feedback nationally that it was focused upon too much, so it was scaled back. It may need to be re-branded. Many years ago, a staffer spent full time getting donations, and that can't be done any more. Individual giving is more difficult now, also. Do a better job of communicating the uses of the CTE Support Fund. Host state will be selected by the vote of states at the business meeting. Default to host state cancellation refund policy, which is published in advance on registration forms.

page 15 - revisions at regularly scheduled meetings of the Region V Policy Committee.

Appendix - HOF form has been revised. Rubric for the mini-grant needs to be revised since the grant was revised in December. Template for State of the State and Fellows information is not appended (on version from website). Rubric for HOF and mini-grant need to go to website.

Fellowship stipend language regarding carryover that was approved from committee conference call in January needs to be included in the Policy and Procedures Manual. It also needs to go on to the Fellowship Application (re-visit to make sure attending, get reimbursement for district). If they don't have district support, then should they remain a fellow or get support going forward. Up to \$1500 per year (with receipts), with no carryover from first to second year.

Reviewed agendas for Policy Committee and Business meetings. Add item to Policy Committee agenda to discuss committee liaison.

(Diane communicate with Dodie and Mark about changes to Policy Manual)