

## ACTE Policy Committee Meeting 4-15-15 5:00pm

Chuck Gallagher called the meeting to order at 5:05 pm

Approval of the agenda: Marianna move, Pepper second, all approve

Approval of the Policy Committee Minutes 11/19/14 Nashville TN: Diane Walker notes there is still a blank in the amount of donations for the state basket \$304.68 cost - donated \$495.32, and that she mis-stated the dates of the 2016 Region V Conference for April 20-23. Pepper Poulsen notes that the 8 states are Alaska, NV, UT, WA. Rick moves to accept as modified, Marianna seconds, all approve.

Review of Business Committee Minutes: Rick Ross notes that the same change regarding dates of the Leadership Conference for 2016 needs to be made, page 2, fifth paragraph (April 20-23). That is the only change noted.

ACTE Update: LeAnn Wilson thanks Mike and Kari for hosting the conference this year. ACTE thinks very highly of Region V - because Region I is weakest, hired Mike Woods from York, PA to consult with them to provide info, and he will be attending the Region V conference to observe a high quality conference. He has made contacts with 13 states, and is updating actions. He attended part of the State Directors meeting with LeAnn last week. Region V is the most active, and represents teachers and students. She will provide an update on Perkins tomorrow, as well as the National State Directors meeting with panel discussions. Vision conference was right on for attendance, but NPS continues to suffer because of weather. It will be the same in 2016, but two weeks later in 2017. There was good content, and there continues to be much legislative activity including ESEA. She will update on the CORE Community and micro-documentaries tomorrow, as well. LeAnn was very interested in our work with the Policy Manual this morning, and it is a model for other regions. Dodie asks LeAnn to share with the Policy Committee about the video clips of award winners and VP's so that they can be used at state conferences; ACTE would appreciate them being promoted at any opportunity - they are only a few minutes long. The National Universe campaign was begun at VISION, which shows that we are only reaching a fraction of the CTE professionals out there, and need to increase our efforts. Great things are happening for CTE, with contacts from many organizations, and we need to capitalize on this. Chuck asks if anyone can access the videos - yes; but not everyone can access the webinars. Let LeAnn know if there are any topics for webinars that we would like to see - there are e-blasts and on the website. National leaders will be reaching a record number of state conferences this year. Mike says that we need to maximize the videos around state and region events to reach more people. Rick says that in ND if teachers go through four of the webinars, they can get CE credit. Region VP videos can be downloaded - will not be doing a DVD. Colleen Keffeler suggests that putting a specific subject line of the emails may be helpful. Chuck also suggests putting in an ad about the webinar (put it at the top instead of the bottom).

2015 Region V Updates: We are meeting in Kansas City this year. Mike notes that Salon C and D will be the room for First Timers tomorrow morning. Committees will be in one large room, and they will be able to go find them once they are done (Dodie feels that the names of the committees should be listed, so they know what is available, or

have each chair do a brief promo - there are 28 first timers attending). Marianna asks about the requirement of having everyone go through the Nominations Committee process; yes, they do need to do that, per Chuck. He e-mailed out the forms in advance to everyone attending, along with where there were openings. Annika has received one for Policy and one for Nominations. Chuck will provide hard copies to distribute. Mike also notes that there needs to be a discussion about the tours tomorrow morning - no one can attend the Harley plant with open-toed shoes, although dress is casual; tours are high quality. The presentations are of a wide variety - at least 2 leadership topics in each rotation - they are very pleased with that. Attendance is down, and a bit disappointed. We need to determine how to disseminate information at the state level better. Attendance estimates are about 130, but optimally would be closer to 200. Please ask everyone to visit the exhibitors and support them, as they have supported the conference in significant ways.

Budget Reports: Chuck Gallagher distributes budget information.

Operating: Policy member reimbursement of \$750 each, Fellows coordinator for \$750, \$1000 for each fellow (x4) - \$500 additional for one fellow for carryover expense from last year's not used (\$4500 total), which uses up the entire total, with a deficit of \$2231, and the balance coming from designated. If the operating budget is not used, it goes back to ACTE. \$7519 was provided by ACTE based upon membership (down from \$7654 last year). Chuck asks about how much is received - \$1 per member, and a certain amount per number of states and territories in the region.

Designated: Chuck reviews each of the categories under the designated budgets. We will review mini-grants today, and won't use that whole amount. \$1000 additional will be removed from Fellows before July. There were 6 returning first-timers, so not all will be used there (most we've had so far - changed policy to \$250 for each). Dodie asks about the budget for the Membership Committee - \$350 is not enough - requested \$1000 to \$1250 for ribbons and first-timer gifts, books for Leadership 101. Chuck says there is enough money to cover that, and he will double-check. Rick recalls that the amount for the books was requested during December 8 conference call (came in a bit higher than initial request). Marianna says that the minutes do mention budgets, or it could be in emails after the Bismarck conference - she will need to look (will check her emails); Dodie notes that the stipend for first-timers is \$5000, and then the budget for gifts was additional, and ribbons for frequent attendees and certain year benchmarks (had to order in bulk initially). Lyn did not request any budget for Legislative Committee. Chuck notes that this will help set up the tentative budget for next year. When Dodie provides receipts, they will be paid. Rick notes that the budget shows an expense of \$304, but none of it was spent because it was donated by the states. Chuck says Region V budgeted that amount, but the money was obtained from the states - would have to check and see if \$800 total was donated to the CTE Support Fund. Pepper was reimbursed the amount to create the basket. The checks went directly to the CTE Support Fund, as pass-through. Dodie emailed Kate to find out exactly how much was given; there is nothing in the Business committee meeting minutes, and Mark Branger says his state board approved a donation, but he doesn't know if it was actually paid. Diane Walker notes that the same happened with her state. Dodie can check her emails to see how much and from whom. It could be that Region V also put in \$304 - Chuck will double-check. LeAnn believes that there might have been a \$304 on the ACTE P&L as a fund-raising expense, and didn't effect Region V P&L - came out of ACTE instead of Region V budget. Pepper does wonder if

the ticket sales covered the cost of the gift card tree. Chuck says that other regions and states followed suit with donations. Marianna suggests that ACTE look at the idea of soliciting checks rather than auction items. There is a duplicate entry for the Region V basket - need to determine if that should come out. Vision Printing was for additional printing cost not budgeted. Cost of conference call varies depending upon number of people participating. Policy Committee plaques were a little higher this year than in the past. Started with \$44356, budgeted \$26531, with balance of \$14948 (\$6000 for mini-grants will go back in). Chuck has encumbered some for travel which will go in now - national covers his travel, except for Region V and the budget is for visits to other states. Dodie notes that another \$1000 should be reflected for Mark for web design out of designated funds (\$500 was encumbered and the second \$500 at this conference). Once other expenditures come in, Chuck will update it.

Review Proposed 2015-16 Operating Budget: The budget for fellows is being increased to \$1500 per fellow. Chuck notes that we can use the current year as a model for next year. Marianna says that our budget with those increases will put the region in deficit spending - overspending revenues. Chuck says the balance will come out of designated funds; Marianna feels that is not best practice, and Rick agrees. Chuck asks what should be changed; perhaps move one or more items to designated categories (e.g., move Policy Members over to Designated). Doug suggests leaving one fellow under Operating and move the others to Designated, and any balance set for VP travel. Mike feels that someone who is good with budgets could set up a sheet. Mark and Colleen suggest two revenue sources on one budget with expenses, and transfer from one revenue source to another. ACTE does not involve itself in how the budget form is done - they are kept separately due to interest income on designated funds, but otherwise it is not an issue. The greatest majority of expenses is paid from the present to the end of the fiscal year. Marianna is amenable with that, as long as it is allowable. Separate accounts are presented to ACTE, but the one sheet is a better presentation to the members. The budget we get from ACTE is a set amount. Marianna moves to submit a budget for operating expenses for 6 policy committee members at \$750, fellow coordinator for \$750, 1 fellow for \$1500, and Colleen suggests a friendly amendment from \$769 to proportions reflect actual budget allocation for region expenses. Rick Ross seconds. Chuck has received the new figure (last month), and it is less than the 14-15 figure. Motion Approved. Marianna moves that the purposes of the business meeting, we create one budget with two sources of revenue, and projected expenditures for Region V for 2015-2016. Mike Gross seconds. Rick Ross says that the motion should be changed to "all revenue sources", such as conference income, investments, ACTE, etc., so that we are aware of all sources of income to be cleaner. Doug Meyer says that it is not really multiple sources of revenue - it is an accumulation over a period of years, and it is all shown as designated, with income added and expenses subtracted in a running total. The conference income goes into the designated account, so not really a separate revenue stream. Rick Ross then withdraws his earlier suggestion. Motion passes.

Proposed Designated: The webmaster was a one-year pilot, so Chuck asks about whether that will be continued.

Chuck will work on getting a new budget together for the business meeting and review by committee.

Update on Region V Conference San Diego, CA: Diane Walker provides a brief update in the absence of Sheryl Ryder. Bahia Resort in San Diego on April 20-23, 2016. Moving forward with selecting tour sites, exhibitors, etc.

Bids for 2017 Region V Conference: Colleen Keffeler presents a bid sheet for South Dakota. The hotel (Rushmore Plaza Holiday Inn) is being refurbished with finish date of December. There is a shuttle to take attendees around Rapid City at no charge. She reviews the bid sheet with cost of hotel rooms. The \$15,000 figure is based on the 2011 cost. They want to keep the registration at about \$400 including meals. Looking at possible tours. There are bag donations from Wahl Drugs, which is a huge supporter of CTE. Believe that flight costs will be \$400-\$700. Tour cost will include a meal. The hotel is very excited about bringing the conference back based upon prior conference. Pepper asks about the effect of moving NPS to a later date (March 15), which wasn't known when this put together. Easter is around the same time. There is another conference in the state, and would lose attendees and the property if it's made later. Sioux Falls is another option, but it may not have the same appeal as Rapid City with the Black Hills. Colleen will have to go back to the property and find out what they have available; if in May, people won't be able to attend, and late April effects SkillsUSA.

Mini-grants: One proposal received from Nevada. Pepper wonders if the polos are for the board - Marianna notes that they are for each new member. Mark also submitted a proposal for Montana, although they did receive the mini-grant last month. States not receiving the grant receive preference, although they are not precluded from receiving again. The amount of Montana's request was about \$1500 (and there is the required match). Chuck received the email, and didn't send out the request to the Policy Committee. This would fit within the budgeted amount of \$8,000. Chuck suggests going forward with the Nevada request, and will forward the Montana request for review to the other Policy Committee members. Rick Ross moves to approve Nevada's request for \$2k, Diane Walker seconds, approved. Chuck plans to get the Montana proposal into the Policy Committee's hands tonight and consider it in a special meeting tomorrow morning at 7:00am (Mark gives a synopsis of competition among divisions - current membership 383, increased 25-30 - goal of 400 members - do the same thing again).

Mike Gross needs to leave to deal with conference issues at 6:39pm

Region V Hall of Fame - honorees have been selected (3) who will be inducted and announced. Chuck has the plaques.

Fellows Report tomorrow

Reviewed the Policy Manual at length this morning, and will have the corrections made for approval. Marianna Goheen notes that we will need to make a change to reflect the decision of the committee this evening on the budget (page 12 under Budget). Pepper Poulsen asks about including in a duty will need to be added to make a Policy Committee member (page 6) will oversee the region Standing Committees, and also under each committee that there will be a Policy Committee liaison. Rick Ross notes that there are 6 Policy Committee members and only 4 Standing Committees, so that could cause some ambiguity.

Conference calls - keep them monthly, and look at a schedule when we have new members participating as of July 1.

New business - Pepper announces that all of the award winners have been chosen.

Pepper Poulsen moves to adjourn, seconded by Marianna Goheen. Meeting adjourned at 6:50pm.

**Additional Meeting 4-17-15 8:40am**

Chuck Gallagher, Dodie Bemis, Diane Walker, Pepper Poulsen, Rick Ross, Sherilyn Seneff

Difficulties with printing out the budget, Chuck is making changes and get it printed. Since two mini-grants were approved, total is \$3425, leaving \$4575 which was not spent. New fellows were approved at \$1500 going forward for 15-16. "Proposed budget 2015-2016"

Dodie found out yesterday that a first-timer from SD submitted paperwork to her district and it didn't get transmitted, Meghan, and would like to have \$250 stipend. Rick says a ND ag teacher submitted for stipend and never heard back - speak with Kraig. There had been 6, so this would make 8, and budgeted for 10. Pepper Poulsen moves to pay the two additional first-timer stipends, seconded by Rick Ross, motion passes.

Rick will fill in for Mike for the State of the State - work with a timer.

Chuck would like to have the changes made to the proposed budget by Mark.

Pins - possibly reduce the number of pins created in future, since not as many given out. Some will go to the designer (Brittany Terry - teacher Derek Smith), but still have 200 or so left over this time. Recognize them at the Awards in the morning.

Pepper will not be at the business meeting this afternoon. National Awards report is that Region winners will go on to national, make sure to register for awards banquet.

Mini-grants were Montana and Arizona last year - they need to report at the business meeting. At a future conference call, we will address changing the mini-grant to align with all Region V purposes.

No firm update on Mike Gross's son - in an induced coma at the moment.

Adjourned 9:05