

**MnACTE Board Meeting Minutes**  
**Tuesday, November 15, 2016**  
**5:00pm to 8:00pm**  
**Secondary Technical Education Program**  
**1353 W. Highway 10, Anoka, MN 55303**

**Meeting Agenda**

Debbie called the meeting to order at 5:10pm

a. Members Present:

Debbie Larson, Deb Belfry, Robb Lowe, Jessica Lipa, Allison Zaccardi, Lori Brumbaugh, Callon Siebenahler, Kim Landecker, Bob Lindgren, Gary Leafblad, Jean Kyle,

Guests:

Dan Smith, Gary Leafblad invited Erik Bryz-Gomia from Southwest Metro to attend this meeting.

By Web-Ex: Jay Nix, Lavyne Rada, Cindy Draho, Maxine Peterson, Nick Milbrandt, Jessica Daberkow

**Quorum** = Deb, Kim, Callon, Lavyne

*Debbie handed out the new Officer/Board Member list for 2016-17.*

**Secretary Report:**

*Reviewed and approved the August 2016 meeting minutes, with changing the Secretary report to April vs. March. m/s/p*

**Treasurer Report:** Lavyne Rada

*Current balance is: \$31,270.89*

*MnACTE lost tax exempt status in 2012 after 3 years of not filing.*

*Lavyne explained that the biggest issue is with the IRS website. The site allowed Lavyne to put in a non-tax postcard, and everything showed to be correct, but then the IRS said we were denied. Lavyne called the IRS and they said that, "We lost our tax exempt status in 2012, and because we don't have an official address we never received the information about our status being denied."*

*We discussed how we wanted to proceed:*

- 1. Do we want to go back through records to fix our tax status?*
- 2. Do we want to start over as a new organization with our current name, bylaws, etc.?*

*Some felt it would be best to start over and apply again. We would need an EIN # and complete an application fee (probably under \$500.00) to retain status.*

*Others, suggested, that it may be best to go back, as there was some talk that the name change had been made already. We need to find the records though to go back.*

*Someone suggested contacting Ginny as she may have ideas as well, and thinks there may be a MnACTE box in the attic of the STEP Program.*

*Cliff Vrieze was our Treasurer back in 1999, Deb B. will email him asking if he has any information. Jim Mecklenburg may have past information, as well.*

*Currently, everything is fine at the State of Minnesota level, but not at the federal level.*

*Bob gave Debbie all past minutes that he had for possible reference regarding this matter. Jess has all copies of our minutes from 2008 on.*

*Deb B. suggested having an Attorney look everything over, with the Attorney consulting us also on general liability Insurance for the board (to release all of us from liabilities) and Business Policy Insurance to cover our meetings at various facilities.*

*Jay suggested an Attorney by the name of Eve Borenstein in Mpls. and thought the cost may be about \$3,000.00.*

*Debbie L. suggested a sub-committee to work with on getting this figured out. Below is a list of possible questions for the sub-committee to ask/based on our discussions this evening.*

**QUESTIONS/COMMENTS:**

*Are we a 501c3?*

*Need tax status corrected.*

*How does our MN filing that we have connect us at the federal level, as we aren't getting information from the Federal IRS.*

*Many felt a name change was already made, Bob thought maybe in 1999. At the national level, many thought that AVA became ACTE in December of 1998.*

*Lavyne currently receives the lobbyist form from Minnesota to be a registered lobbyist.*

*What is our MN number?*

*If you have any other questions/information to add, please let Debbie Larson or Lavyne Rada know.*

Executive Director Position - review draft contract put together by the sub-committee (Callon, Wendie P., Bob, Debbie L., and Kim).

*The Executive Director draft letter was briefly reviewed and tabled, as members felt that we may want to hire an Executive Secretary first to help solve some of the above IRS issues. Many felt that an Executive Secretary position may be more beneficial to our organization at this time.*

*Ideas for what the Executive Director Position would look like vs. what the Executive Secretary position would look like?*

*It was felt that due to the nature of the positions, an idea for pay would be:*

*Executive Director: 150 hours x \$20.00/hr. = \$3,000.00*

*Executive Secretary: 200 hours x \$15.00/hr. = \$3,000.00*

*Lavyne thought that we could afford about 3 years of one of the positions at \$3,000.00 per year. This is without any funds coming in besides yearly dues. Once every 6 years our balance goes up to about \$35,000.00 based on hosting the Region III Conference. Prior statements show that we spend about \$14,000.00 a year, and have an average income of around \$8,000.00 (from dues.) Lavyne said, we drop about \$2,000.00 to \$5,000.00 a year. This varies depending on the location of the ACTE Conference each year with; New Orleans and Nashville being much more expensive than Las Vegas.*

*Rough estimates listed below shows our yearly average balances:*

*2013 = \$37,000.00*

*2014 = \$29,000.00*

*2015 = \$35,000.00 - This was a Region III Conference year for Minnesota*

*Ideas to raise Revenue: have a conference, obtain corporate partners, grant writing after we have current tax status, Affiliates to help pay for the position?*

Executive Secretary ideas:

*A Secretary would keep the minnesota piece in place*

*Complete the ACTE Quality report*

*Complete MnACTE, Region III and ACTE paperwork as needed*

*Update the Bylaws and Policy Manual*

*Assist with correcting the tax status, obtaining Insurance for the Organization*

*Take the minutes at the meetings*

Executive Director Ideas:

*Does not go to conferences*

*Helps run the MN association*

*Would attend local conferences - like CTE Works, our MnACTE meetings*

*Need someone to help us grow and continue leadership opportunities*

*Bylaws and our Policy Manual needs to be updated*

*Liaison between ACTE and MnACTE (webinars, paperwork, etc.)*

*Need continuity - someone to work on ACTE/MnACTE paperwork*

*Liaison between affiliates*

*Need legal issues taken care of, and need monitoring of this*

*How do we grow and continue leadership without an Executive Director? Without growth of membership, we won't have much money.*

Board Members discussed the following:

*Is an Executive Director and Executive Secretary the same thing?*

*How different? See above ideas for examples.*

*Many felt an Executive Secretary would be more appropriate at this time to help with paperwork, etc.*

*Do we want an outsider to possibly fill the Executive Secretary position? If yes, then a good deal of the money would need to go to training.*

*Do they have to have a CTE background?*

*When to hire? Move forward as soon as possible?*

*We discussed the Executive Secretary position being more of a person to complete paperwork. Currently, the President has at least a 16 page report that needs to be*

completed each year. ACTE is also requesting "Fact Sheets" of our organization which involves a lot of paperwork

The President is involved with several conference calls with ACTE

Region III has suggested that Minnesota apply to become a "Quality Association State" through ACTE. This would involve a lot of paperwork to complete, although it is something that other Region III states have applied and been accepted for recently.

Our two main issues right now are; correcting our tax status/IRS/501c3 and updating our Bylaws/Policy Manual.

Another area of concern is Insurance coverage for the organization. A Business Policy would cover the Board of Directors/Officers from personal liability, and we need a General Liability Policy for holding meetings at various facilities.

Robb Lowe made a motion to hire someone as soon as possible to get our tax status in order/not-for-profit status/501c3 and to update our Bylaws/Policy Manual for a fee of \$3,000.00. This position would then be revisited in a year. Gary Leafblad 2nd, m/s/p

If anyone is interested in being on the interview committee, please let Deb L. know. So far, the sub-committee consists of Callon, Debbie L., Lavyne and someone through Macta (per Jess L.)

Jess mentioned that she may know of someone interested in the position.

It should be noted that the board realizes there may be legal fees/IRS fees involved, which will be addressed at a future meeting.

### **Old Business:**

#### CTE Task Force Update (Callon)

Callon reported that the task force is working on:

CTE Teachers in the classroom/Alternative ways for CTE teachers (who have the work experience/training) and classroom teachers to work together.

Currently, all have to have a 4 year degree but it can be in anything.

Bylaws and Policy Manual (address what we currently have and what needs to change to fit our needs.)

The documents are located on google doc for viewing and comments.

#### ACTE Vision (Assembly of Delegates)

*Debbie Larson, Dan Smith, Gary Leafblad & Kim Landecker will serve as delegates with Callon Siebenahler serving as an alternate.*

**ACTE Fact Sheet** due November 18, 2016 (Does anyone have any Minnesota Programs/Schools to highlight?)

*An idea was to use the graphics on the CTE/MnSCU website*

## **New Business**

Membership Initiative - *Tabled as Ginny Karbowski was unable to attend this meeting.*

Recruitment of Board Members for all Affiliates - *Tabled*

Officer Positions - *Tabled*

Mission Statement and purpose of the organization to address affiliate membership and recruitment.

*This was discussed in length, with Debbie writing down ideas/thoughts from members as to what our "Mission Statement" should be.*

Current website that can be accessed with current information - *This was tabled, although an idea was brought up to ask ACTE if they can assist with this.*

### **OTHER INFORMATION:**

*Legislative Day will be held on February 7th or 8th, 2017 with the CTSO Group organizing it. More information to follow.*

*HOSA and FACS provided hard copy reports of their affiliate's accomplishments. The next meeting will be held most likely in January/February, 2017.*

*Debbie Larson, MnACTE President (2016-17) adjourned the meeting at 8:00pm*

Minutes respectfully submitted by Kim Landecker