

**MnACTE Meeting Minutes**  
**January 25, 2017**  
**STEP Program, ATC, Anoka, MN**  
**5:00pm - 8:00PM**

**Meeting Agenda:**

The meeting began at 5:00pm

Members in Attendance:

Jess Lipa, Callon Siebenahler, Debbie Larson, Robb Lowe, Eric Lori Brumbaugh, Kim Landecker

Members attended via phone: Jean Kyle, Bob Lindgren, Jessica Daberkow, Lavyne Rada, Maxine Petersen, Nick Milbrandt

Non-Voting Members in Attendance: Dan Smith, Ginny Karbowski

Secretary's Report:

The 11/25/16 minutes were distributed, reviewed and approved. m/s/p

Discussion of "Who holds all of the meeting minutes, etc. Currently, the President holds the Secretary Reports in the folder for the year, then passes it to the next President to keep, and so on.

An idea was mentioned to set up a dropbox to store all important information (secretary minutes, treasurer's report, bylaws and policy manual) for safe keeping/easy viewing.

Treasurer's Report:

Lavyne is hesitant to spend any money on the Executive Director/Executive Secretary Position until we find out if we have any penalties due to our tax status situation.

Update on our current tax status:

Our tax status online states that the last time we filed was under "MVA", and that we haven't filed since 2011.

Current Balance: \$28,352.94

Lavyne and Ginny have been working on getting our Federal IRS status up-to-date.

Ginny mentioned that Stan her husband (a tax accountant) would be willing to review our tax status and give us ideas on how to proceed, if we would like. Motion to have Stan review our tax status and provide ideas on "Next Steps" was approved. m/s/p

**Old Business:**

Update current tax situation and status of MnACTE Organization:

Officers should look through their job descriptions in the bylaws and make changes as needed. Let Cindy Draho know when you have made your changes, as well as if you looked through it and no changes were needed.

Ginny will send out our current bylaws for members to review. Jess has minutes from 2008-2014 and will send them to Ginny regarding information on our tax status situation

\*See above under Treasurer's Report for more information

### **CTE Task Force update (Callon)**

Callon handed out the CTE Task Force Report which is also on the MDE website. The task force made recommendations to:

1. Establish an ongoing CTE task group to continue working on licensure issues
2. Consider alternate requirements other than a 4 year degree - ie: 2 year degree with lots of work experience.

Jess spoke to the Board of Teaching along with Paula Palmer, and Troy H. They were both very happy with the results of the CTE Task Force and have asked for it to be an on-going committee.

### **Affiliate Reports and VISION Reports (anyone that has highlights to share)**

**VISION:** Kim passed out a report on the policy meeting from the Vision/ACTE Conference that was held last November in Las Vegas. The proposals for presenting at the next Vision/ACTE that will be held in Nashville, TN will be out shortly. Keep checking with Acteonline.org for the instructions to present if interested. Kim handed out information to share from the conference. See attached.

Deb L. also attended as a first time attendee. She was thoroughly impressed with STEM and incorporating that into the classroom. She definitely encourages others to attend if they haven't yet.

### **HOSA: Eric**

A mental health first aid project is being offered through St. Paul Community College on February 24, 2017. It is open to HOSA members, Advisors and board members. The objective of the day is to help identify, understand, and respond to signs of addictions and mental illnesses.

350 Students attended a "Metro Mid-Winter Day" on January 4, 2017 in the St. Paul and Rochester areas to learn more about becoming more aware of the prob

Our conference in February

Upcoming activities for HOSA include:

MNFSO Day at the State Capitol will be on February 6th and 7th, 2017.

A Mental Health First Aid workshop on February 24th at St. Paul Community College

Mn HOSA State Leadership Conference - March 22nd - 24th at the Minneapolis/St. Paul Airport Hilton in Bloomington.

International HOSA Leadership Conference, June 21st - 24th in Orlando, FL.

### **FACS: Deb L.**

The Mn Association of Family and Consumer Sciences State Conference will be held on February 23-25, 2017 at the Holiday Inn in Duluth.

The Association of Family and Consumer Science (AAFCS) National Conference is June 25th - 28th in Dallas, TX. Topics include: Financial Fitness, Trends, innovations, Impacts.

Max Peterson, Teaching and Learning Specialist, from MDE, continues trainings around the state updating FACS teachers on Program Approvals, current opportunities and issues. They offered trainings this past summer in Teacher Cadet Programs and have started planning for summer 2017. Maxine also mentioned that a new statewide initiative is to incorporate "Standards Based Grading."

Family, Career, Community Leaders of America (FCCLA) Student Organization State conference will be held in Bloomington, MN on March 23rd-25th.

**SNP:**

Bob and Kim mentioned that they will be holding their Bi-Annual Conference on February 23rd and 24th, 2017 at Edinburgh USA in Brooklyn Park. Breakout topics include: Experiential Learning, Health & Wellness, Employment & Career Development, Legislation/Due Process and Technology.

We have included a free two year MnACTE/SNP Membership for those that attend both days of the conference. This should add approximately 40 new members to MnACTE for the next two years.

**Business:** Callon gave updates on DECA and mentioned that competitions are happening now around the state. Nationals will be held in Chicago. Jean Kyle is now working at Riverland community College in Austin, Mn

**Ag Ed.** Lavyne discussed the conference that was held last weekend in St. Cloud. There were 200 teachers from secondary and post-secondary that attended. She said it was a great conference with a lot of professional development sessions. One of their members has been named as one of six Minnesota National Officer's. Congrats Andrew!

Awards Position for Region III 2018:

It will be Minnesota's turn to have an Awards Chair for Region III beginning in 2018. This is a two year position. Kim will send out an email to all affiliates to see if anyone is interested in serving in this capacity. Possibly build into our 2018 budget expenses not covered by Region III (Travel, lodging etc. for the Region III Conferences/Vision Conferences.)

National Policy Seminar: Will be held on March 13th -15th in Arlington, VA. Debbie Belfry was unable to attend, but sent the following information:

There is a google list on docx of those attending so far, please add your name to the list if you will be attending. Also, Check [actonline.org](http://actonline.org) for various talking points that will be discussed at the seminar.

Dan mentioned that there are some people from Minnesota who are working on setting up meetings with certain legislative members, to help them better understand CTE. They are hoping to possibly meet with Jason Lewis, a MN Congressman as well.

CTE WORKS Debrief - Maxine mentioned that they are currently looking at 6 different places for next year's CTE Works Conference, due to lack of availability at the Radisson Blue next year. They are looking at three different locations in the Minneapolis/St. Paul area. The other locations are out-state including Arrowwood, Maddens and Breezy Point. The board has pretty much decided to host the conference at one of the three venues in the metro area, due to higher costs with the out-state venues.

#### CTE Month (February) -

Governor Dayton has proclaimed February as CTE Month.

Maxine sent out an email with 3 attachments for CTE Month.

1. A Calendar of CTE Activities,
2. A CTE signature logo for CTE Instructors to place on their emails during the month of February.
3. A Communications letter of activities to do on a school or district level recognizing CTE Month, CTESO Day is February 7th,

#### Mentoring Program:

Ginny K. discussed the newly developed "Leadership Development Program for New CTE Teachers & Faculty." January - June 2017.

This initiative focuses on critical information as well as strategies for successful implementation for new teachers. The first webinar was held on January 12th where Callon, TJ and Lyndsey assisted Ginny with the webinar titled "Your first year(s) as a Career & Technical Education (CTE) Instructor in Minnesota." There were about 20 teachers that attended with a lot of positive feedback. This was a good way to start off the Program. There will be three face-to-face meetings coming up on:

Tuesday, February 28, 2017, 5-7pm, at HTC Brooklyn Park Campus

Thursday, March 2, 2017, 5-7pm at Itasca Community College, Grand Rapids

Spring meeting TBD. Titled "End of Year Responsibilities"

Mentoring for CTE Teachers is a huge job in regards to marketing, recruiting, teaching and running a program. It is felt that these webinars and face-to-face mentoring meetings will be a win/win situation for all by networking, mentoring new teachers, getting to know others in the field, etc.

OTHER INFORMATION:

Shelli Sowles, College and Career Readiness Specialist from NE Metro 916, was awarded the ACTE "Career Guidance" Award at Vision this past December in Las Vegas, NV. Congratulations Shelli! We are all very proud of you and your accomplishments!

Insurance for our Organization (General Liability and Business Policy Insurance) - Tabled until our tax status is up-to-date

A motion was made to pay Ewald for MnACTE's portion of \$2,600.00 for the first half of this year. m/s/p

Mental health was discussed as a possible pathway - exploratory phase

Kim will send out the flyer for the Region III conference after it has been finalized. The Conference will be held on June 21-23 in Indianapolis, IN.

Kim mentioned that for the Region III Conference each state is once again asked to bring a basket for the silent auction which raises funds for Region III. A motion was presented to allow Kim to purchase up to \$30.00 for basket items for the conference. m/s/p

Jess L. mentioned that Macta presented to Senator Claussen recently. They talked about CTE licensure/tiered systems, and about the idea of a CTE Leadership Council being developed (like AG has) for all CTE Secondary and Post-Secondary Teachers. This Council could then look at teacher shortage, programming, licensure, etc.

Hiring of the Executive Secretary Position tabled until our IRS tax status is current.

Meeting adjourned at 7:15pm.

Minutes submitted by Kim Landecker