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|  | **Board Meeting**  **Minutes**  **6.21.19** | CTE: Learning that Works for Iowa | |
| IAAE | Iowa Association of Agricultural Educators |
| IBEA | Iowa Business Education Association |
| IFCSE | Iowa Family & Consumer Sciences Educators |
| IHEA | Iowa Health Educators Association |
| IITEA | Iowa Industrial Technology Educators Association |

DMACC Ankeny Campus

Building 24 (Health building) Room 203

Welcome and Introductions Laura VW called the meeting to order at 9:20 by having people introduce themselves and share their summer vacation plans/dream vacation.

1. Call to Order – Kendra Ericson/Laura Van Waardhuizen
2. Attendance – Roll call – Kendra Gansen, Kelsie Engleken Laura Van Waardhuizen, Greg Kepner, Dan Kiley, Sandy Warning, Sandy Miller, Lisa Stange, Susan Seuferer, Shannon Smith, Laura Van Waardhuizen, Kendra Ericson
3. Approve previous board minutes 3.19.19, 4.16.19, 5.21.19 (no quorums) –Kendra Ericson moved to approve the minutes. Susan 2nd. Motion passed.
4. 2018-2019 Annual Treasurer’s report through 6.20.2019, - Sandy Warning went through the treasurer’s report. We are sitting very well and appreciate the support we have gotten from ACTE Region III, the DE and outside sources.
5. Division Annual reports given today can be used on September 17 if they include the whole year summary. Otherwise, please prepare a written Division Annual Report and send it to Sandy Miller by September 10.

* IAAE – Karen Van De Walle – Conference is this coming Monday and Tuesday.
* IBEA – Shannon Smith—3 summer workshops being offered through IBEA with UNI credit available ($400 stipend for teachers) $25 for IBEA members, $50 for non-members, Sept 29-30 is the fall conference, SUNSational PD through DE was held last week.
* IFCSE – Kendra Gansen/Kelsie Engleken -- Conference is August 5 -6 at Ames Alumni Center, registration is low and we believe it is because of the July 1 start of fiscal year. Sandy encouraged everyone to do a membership drive in addition to your conference.
* IHEA – Maureen Weaver – Health conference is next week at Prairie Meadows the 27th and 28th. Attendance is down and they believe it is because they had to change the time of year. We only have 60 registered right now.
* IITEA – Dan Kiley – Grant Wood gets 23 Ind. Tech together. Hoping to get more word of mouth out for people getting together.

Sandy shared that she likes to bring greetings from Iowa ACTE. She also asked if everyone has a membership form and/or a link to Iowa ACTE and ACTE. Sandy has hard copies.

1. ACTE Region III Representative Report –Greg Kepner Conference in Lisle had 100 attendees. There was a lot going on and good tours and breakouts. We went through the strategic plan for Region III and met most of our goals. Fellow program and other leadership activities are increasing and we hope to have more take advantage of the opportunities. MN cleaned up on the awards. There were a lot of good candidates. Our Media Tour and QAS were two things that we helped the Region meet. NPS was well attended by Region III this past year. Teacher shortage work will be done at the national level!
2. DE Liaison Report – Lisa Stange

Pradeep left for CA yesterday and we will be conducting a search in the near future for a new Bureau Chief. We are close to an offer for the Ind. Tech opening and the opening for Info Tech or Ag Generalist just closed and they will be interviewing soon. Standards are getting updated after public comment and the plan is to have them go to the State Board for approval in August. Perkins V work is in the work and there will be a large board but also many calls for some committee work so we encourage members to be a part of any they are able to give some input to.

Executive Director Report and Membership Report – Sandy Miller presented a written report. She gave out one of our Award of Merits from Region III to Kendra Ericson. Recommendation to send out a specific invitation to our award winners to go to the SAI and ISCA, etc. In particular, the teachers of the year from each group and tell them that they have a stipend from Iowa ACTE to attend. Get Sandy Miller the emails and she will send an email out to them. We model our program of work goals after ACTE goals. The Board thanked Sandy for all of her work and energy. We definitely appreciate your dedication and want you to get a name tag – in addition we agreed that when we look at the budget for next year we want to include a raise. The budget review will look into this.

1. Program of Work rest of 2018 – 2019 and 2019 - 2020

**Member Value and Engagement**

**Committees**

* Membership: Need payment and membership information of members for 2019 – 2020 from each division after division conferences. Who is contact person from each division? Ag – Carrie Putz, Business – Carrie Kohl, FCS – Luann Bibler, IHEA – we will know after their meeting next week
* Awards:
  + Awards Applications Due September 1st – Dana Lampe We need more nominations. Last year we had one adm, one lifetime, two teacher, two new teacher, and one Carl Perkins. Our nominees should come from each division awards. We need help with the awards chairs on how to do this and make it more effective. We have quite a discussion about this. Sandy is going to reach out to other state execs to see how they do it. We also know Ag is very strong in this area. We need to ask Karen how this works.
  + David Bunting Teacher Preparation Scholarship Due September 1 of each year—do we need to extend the date?– Dana Lampe We need to promote it again and update the document that is on the page.
  + Iowa Merit – we need to have some kind of policy on how to do this with a date and then a letter to the person asking for a picture and write up and get them to come and let them know they are invited to conference. Dana is going to propose a procedure to go into policies and will type it up and send to Sandy for our next meeting.

Anyone seeing anything that needs updated or it off, let Sandy Miller know and she will send it in to update.

We took a break for lunch.

* Proposed Budget for 2019-2020 House of Delegates will vote on this Sept. 17. – Sandy Warning
* Audit – Sandy Warning
* Communications – We need some additional ways to communicate – our committee really isn’t functioning. Looking at the goals in the Bylaws, we could use better communications from our Board members to their divisions once you have heard from. Getting a welcome from the President to put on our website would be good. Sandy will do one too. Each of the division websites are encouraged to link to the Iowa ACTE websites.

**Professional and Leadership Development**

2019-2020 IACTE officers and board members –, Need 2nd V.P. Discussion was to ask Greg Krawiec. Sandy will contact him and see. If he says no, we need some other ideas

* Duties of IACTE Representatives – Handout – Sandy Miller -- Please look at this and share with your new board reps. Comment if we need other items and/or you have other input. Dana will look for awards items and suggest some changes as well.
* Iowa ACTE Conference, Tuesday, September 17, 2019 – Laura, Kendra, Greg, Lisa, Sandy, etc
  + Keynote – John McHugh, Kwik Trip/Kwik Star – we are not sure if he needs mileage or not – Sandy will ask him if he would consider a session in addition to a 45 min or hour keynote
  + Director Ryan Wise will give us a welcome
  + ACTE presenter – Michael Connet, we want to move Michael to lunch and a session
  + Budget-we are going to keep close to what we did the year before-
  + Schedule at a Glance —Committee will work on this -- we have space for about 28 sessions and we can move people into the big room if needed. We discussed allowing vendors to do sessions. It was shared that if our proposals aren’t full, why not allow it?
  + Registrations—we discussed using Eventbrite with SCHED for next year. Sandy W. will talk with Kriste Kuhse at IFCSE how that works for them this year.
  + Exhibitors—look for built in time to go to exhibits
  + Non-profit Exhibitors
  + Caterer
  + Next year Conference Date Sept 22 or Sept 29?
  + If we were to get shirts or something else, with a logo, what would we agree on to wear? What about name tags? Cardigans or dress shirts? Polos? Laura VW will look into some ideas and bring it back to us.
  + Hotel – Best Western Premier, 2502 SE Tones Dr., Ankeny, IA 50021, 515.965.5678 $105 King, $115 (117.60 w/tax), 2 Queens ($128.80 w/tax)
* Career Tech VISION , December 4 – Dec 7, 2019 Anaheim, CA
  + Attendees - Kendra E and Laura, Susan will check to see if she can go Greg is planning on it, Lisa, Sandy M. We reviewed the policies to see how much people would be reimbursed.
  + Early-bird registration due July 12
  + Voting Delegates? Our Policies say that we reimburse the President, 1st V.P. and 2nd V.P. and if one of these three is unable to attend, the Past President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses if either ACTE or ACTE Region III does not reimburse those expenses. We had three voting delegates last year. Voting delegates will be Greg, Laura and Susan for sure

**Advocacy and Awareness**

Set up prior to exhibit times listed. All events are open for volunteers.

* + School Administrators of Iowa (SAI) Conference (SAI), Wednesday, July 31, 2019,Community Choice Credit Union Convention Center, Des Moines, Exhibits 8:00 a.m. – 3:30 p.m., Booth #224
  + Iowa School Counselor Association (ISCA) Conference Monday and Tuesday, November 4 – 5, 2018 Prairie Meadows Conference Center, Altoona, Exhibit registration has not opened. Exhibit times are usually Monday, November 4, 7:30 a.m. – 3:30 p.m.; Tuesday, November 5, 8:00 a.m. – Noon
  + Iowa Association of School Boards Conference (IASB) Wed, November 20, 3:30 – 5:00 p.m.; Thursday, November 21, 9:00 – 2:00 p.m.; Community Choice Credit Union Convention Center - Iowa Events Center, Des Moines
  + CTE Day at the Capitol Thursday, February 6, 2020 – Sandy looking into a caterer for bfast maybe and also going to ask the Governor to sign a Proclamation
  + National Policy Seminar, Arlington, VA – March 30 to April 1, 2020 Rotation schedule. Discussion about how many students we should support and how much monetary support we should give each student for 2020. Who will attend and lead students? We will still have the same support for the 4 students at $1,000 each. Greg and Laura may be able to come. Lisa will continue to check with Katy and the DE.

**Strategic Partnerships**

* ACTE Quality Association Standards Application --Sandy will do this again. We need to evaluate her as a board and also send out a member survey. Sandy W will get a survey going.
* IBEA Window Cling—Dara Knutson from IBEA has asked about a combined logo window cling. The decision was that we would want to include all associations rather than pay for this with one association. Sandy will let Dara know.

**Innovation**

* We host Region III Conference in 2021. Sandy would like board members to attend the June 17-19, 2020 Region III conference in Minnesota to get an idea of what Region III conferences look like. Greg as Region III rep and Lisa as Region III VP will be the ones working on conference planning. There will be a planning committee for that 2021 conference and funds will be available to help pay for those people to attend in 2020.

1. Other business

The board took the time to ask Sandy to leave so we could review her performance and we are so happy with her work. She takes on things that we often don’t/can’t do as a board and we hope that she will ask us for when she needs help. We thank her so much for the support and her passion. Karen moves that we set the Ex. Dir yearly salary at $7200 with an annual review for an additional stipend based upon performance and budget. Will start as of July. Susan 2nd Motion passed. Sandy accepted the offer.

* 1. We are also getting her a name tag in the shape of the state of Iowa with ACTE logo on it.
* Items from Region III Strategic Plan
  + ACTE has Fellow program which we have not done within our state or much within the region. Kendra E is interested in doing it. Cindy Stover is heading up the Region III Fellow program.
  + Achieve 100 School – where all CTE teachers in a school are ACTE members.
  + Recruit at least one additional business partner nominee. Sandy would like for us to nominate one from Iowa to the Region. Dana would like to add the two Impact Awards to the Iowa portal. We would use the same criteria as they do for national ACTE.

1. Future Meeting Times for 2019-2020–Will be third Thursday of every month 5 – 6:00 p.m. Starting in July 2019
2. Adjourn at 3:20 THANKS EVERYONE

Respectfully submitted,

Lisa Stange, Secretary