Mission:
Promote and improve career and technical education. Provide service, leadership opportunities, and recognition to its members. Support career and technical education as an integral part of the educational system.

Strategic Goals:
1) Member value and engagement – increase membership and increased use of social media
2) Professional and leadership development – increase award submissions and opportunities for professional development and involvement
3) Awareness – increased use of social media

<table>
<thead>
<tr>
<th>Date</th>
<th>Initiative</th>
<th>Responsible</th>
<th>Action Items</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2021</td>
<td>PDC</td>
<td>Executive Director President</td>
<td>Prepare interactive booth and giveaways for PDC Tradeshows complimentary booth</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PR / Marketing Committee Membership Committee</td>
<td>Miracle Minute – Reuben T. Guenthner Scholarship</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$35 ($50) membership incentive forms</td>
<td></td>
</tr>
<tr>
<td>Complete prior to the PDC</td>
<td>PDC</td>
<td>State Staff / Coordinator Executive Director President Membership Chair</td>
<td>Finalize Plans CTE Reception - Organize entertainment activities and promote them to the membership and attendees. (State Staff / PDC Coordinator, President, President Elect) Coordinate activities, secure ribbons, secure, promote and award door prizes during PDC</td>
<td>Complete</td>
</tr>
<tr>
<td>Complete prior to the PDC</td>
<td>NDACTE Business</td>
<td>President Executive Director</td>
<td>Complete Annual Reports &amp; Post on the NDACTE and ND CTE PCD website</td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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</tr>
<tr>
<td>Complete prior to the PDC</td>
<td>NDACTE Business</td>
<td>Executive Director, President</td>
<td>Prepare Budget, Update Program of Work, Plan and Prepare Agendas for Pre/Post-Conference Meetings and Annual Business Meeting, Update Committee Assignments</td>
<td>Complete</td>
</tr>
<tr>
<td>Complete prior to the PDC</td>
<td>NDACTE Board Training</td>
<td>Executive Director</td>
<td>Develop Orientation and Officer Training Manual outlining Board Member duties and responsibilities</td>
<td>Complete</td>
</tr>
</tbody>
</table>
| Complete prior to the PDC   | NDACTE Business             | Executive Director, Vice President, Audit Committee | NDACTE Annual Audit – Thoroughly review the financial activities and records of NDACTE during the preceding year. Review the following materials:  
1. NDACTE Financial account balances  
2. NDACTE Budget format  
3. Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures | Complete |
<p>| 25th of the month           | ND CTE Newsletter           | Executive Director               | Submit Monthly NDACTE Update to ND CTE                                                                                                                                                                     | NDACTE Meetings at the CTE Professional |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Initiative</th>
<th>Responsible</th>
<th>Action Items</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2021</td>
<td>Development Conference and NDACTE Scheduled Meetings</td>
<td>President</td>
<td>Conduct End of year meeting</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President-Elect</td>
<td>Conduct Annual Business meeting</td>
<td></td>
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<td></td>
<td></td>
<td>Conduct New year board meeting</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td>NDACTE Awards presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDC</td>
<td>Executive Director</td>
<td>Conduct New Board Orientation</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership Campaign</td>
<td>Membership Committee</td>
<td>Promote New Member Incentives</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td>Promote New Professional Stipends</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Distribute NDACTE Membership and CTE Learn information to divisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee meeting</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Website/Social Media</td>
<td>Marketing Committee</td>
<td>NDACTE website development &amp; maintenance/social media posting</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Website Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25th of the month</td>
<td>Executive Director</td>
<td>Submit Monthly NDACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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<tr>
<td>September 2021</td>
<td></td>
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<tr>
<td></td>
<td>NDACTE Officer &amp; Board Manuals</td>
<td>Executive Director Executive Officer Team</td>
<td>Review materials and update NDACTE Officer and Board Member Training Manual</td>
<td>Complete</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Membership Chair Executive Director</td>
<td></td>
<td>Solicit Applications for New Professional for 2 $500 travel stipend – Deadline is Oct 1.</td>
<td>Added for 2022 Program of Work</td>
</tr>
<tr>
<td>Sept 7 4:00-5:00</td>
<td>Region V Planning Executive Director</td>
<td></td>
<td>Region V Planning Committee zoom meeting</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Membership Drive Executive Director</td>
<td>Membership Chair Vice President Division Reps</td>
<td>e-Mail Renewals Contact and Recruit Sept 1 6 $50 Gift Card drawing 1) Julie Woodbury – no longer NDACTE Member (Amazon) 2) Ronda Schauer ($50 Scheels) 3) Paul Kosienski ($50 Scheels) No longer NDACTE Member 4) LaRae Rosenfeldt ($50 Amazon) e-mailed 5) Sheldon Schmiess ($50 Amazon) e-mailed 6) Larry Lueck ($50 Scheels) mailed</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Region V Planning Executive Director</td>
<td></td>
<td>2023 Region V Planning Committee meeting</td>
<td>Skipped Sept</td>
</tr>
<tr>
<td></td>
<td>NDACTE Vice President</td>
<td></td>
<td>Instruct committee chairs about their assignments and assist them in carrying out their tasks and check with the committee during the year to assure process is being made.</td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly NDACTE Newsletter Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td>October 2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1</td>
<td>Membership Chair</td>
<td></td>
<td>New Professional Applications Due – select 2</td>
<td>Complete</td>
</tr>
<tr>
<td>October 1</td>
<td>President</td>
<td></td>
<td>Coordinate ACTE Voting Delegates</td>
<td>Complete</td>
</tr>
<tr>
<td>October 12 4:00-5:30</td>
<td>NDACTE Business</td>
<td>President</td>
<td>NDACTE Fall Board Meeting – Zoom Conference</td>
<td>Complete</td>
</tr>
<tr>
<td>October 15th</td>
<td>Executive Director</td>
<td></td>
<td>Complete Annual Report and Quality Associations Standards information</td>
<td>Complete – awarded QAS</td>
</tr>
<tr>
<td>Region V Planning</td>
<td>Executive Director</td>
<td></td>
<td>2023 Region V Planning Committee meeting</td>
<td>Skip Oct</td>
</tr>
<tr>
<td>Website/Social Media</td>
<td>Media Specialist</td>
<td></td>
<td>Website developed</td>
<td>In progress – draft ready</td>
</tr>
<tr>
<td></td>
<td>Marketing Chair</td>
<td></td>
<td>Social media plan developed (with monthly themes?)</td>
<td></td>
</tr>
<tr>
<td>Website/Social Media</td>
<td>Executive Director</td>
<td></td>
<td>NDACTE website development &amp; maintenance/social media posting</td>
<td>Reviewing Draft</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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<tr>
<td></td>
<td>ACTE</td>
<td>President – Elect President</td>
<td>ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget.</td>
<td>Complete</td>
</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>November 2021</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>ACTE Vision</td>
<td>Lorie Ruff</td>
<td>Coordinate ACTE Vision List - Name of Attendees</td>
<td>Complete</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Membership Campaign</td>
<td>Membership Committee/Chair</td>
<td>Select New Professionals for all ACTE Conferences</td>
<td>Complete – Val Wagner</td>
</tr>
<tr>
<td></td>
<td>CareerTech Vision 2021</td>
<td>Executive Director</td>
<td>Inform ND Delegates of Activities</td>
<td>Complete</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee Zoom meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>4:00-5:30</td>
<td>Website/Social Media</td>
<td>Marketing Committee/Chair</td>
<td>ND ACTE website development &amp; maintenance/social media posting</td>
<td>ND ACTE.com</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
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<tr>
<td></td>
<td></td>
<td>Website Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>December 2021</strong></td>
<td></td>
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<tr>
<td>Dec 1</td>
<td>ACTE</td>
<td>President Elect</td>
<td>CareerTech Vision Virtual Leadership Training</td>
<td>Complete – Carla Hixson attended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 1-4</td>
<td>ACTE Annual Conference</td>
<td>President- Elect</td>
<td>CareerTech Vision –</td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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</tr>
<tr>
<td></td>
<td>Coordinate a ND social during the ACTE Annual CareerTech Vision Convention.</td>
<td></td>
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</tr>
<tr>
<td>ACTE</td>
<td>President</td>
<td>National Policy Seminar Registration</td>
<td>Start Planning Congressional Visits– Arlington, VA</td>
<td>Alison Orgaard working on it with other members</td>
</tr>
<tr>
<td></td>
<td>President - Elect</td>
<td>Review and make recommendations regarding policy changes or updates. With the Executive Director, update the NDACTE Policy Handbook.</td>
<td></td>
<td>William and Alison reviewing</td>
</tr>
<tr>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee meeting</td>
<td></td>
<td>Skipped this month</td>
</tr>
<tr>
<td>Website/Social Media</td>
<td>Marketing Committee Executive Director Website Developer</td>
<td>NDACTE website development &amp; maintenance/social media posting</td>
<td></td>
<td>Alison has it ready to go</td>
</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly NDACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td>January 2022</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Executive Director</td>
<td>Submit taxes and paperwork to Attorney General on behalf of NDACTE</td>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>President</td>
<td>Vision 2020 Report – Determine where this report goes</td>
<td></td>
<td>Take off next year</td>
</tr>
<tr>
<td>Jan 4 4:00-5:30</td>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee Zoom meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>ACTE</td>
<td>NDACTE Board</td>
<td>2022 Region V Conference</td>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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</tr>
<tr>
<td></td>
<td>Rapid City, SD</td>
<td></td>
<td>Identify Participants to attend</td>
<td></td>
</tr>
<tr>
<td>January 11, 2022</td>
<td>ND ACTE Awards</td>
<td>Awards Committee</td>
<td>Refine Awards Application and review process</td>
<td>Complete</td>
</tr>
<tr>
<td>4:00-5:30</td>
<td></td>
<td>President</td>
<td>Quarterly Board Meeting – Zoom</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website/Social Media</td>
<td>Marketing Committee</td>
<td>ND ACTE website development &amp; maintenance/social media posting</td>
<td>Paying for site and URL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Website Developer</td>
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</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
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<tr>
<td>February 2022</td>
<td></td>
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</tr>
<tr>
<td>Entire Month</td>
<td>Career/Tech Ed Month</td>
<td></td>
<td>Promote your Program <a href="http://www.acteonline.org">www.acteonline.org</a> promotional ideas</td>
<td>Complete</td>
</tr>
<tr>
<td>February 1</td>
<td>Committee Chair</td>
<td></td>
<td>Select New Professional Region V</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website/Social Media</td>
<td>Marketing Committee</td>
<td>ND ACTE website development &amp; maintenance/social media posting</td>
<td>Additions to site were made including 2023 Region V Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Director</td>
<td></td>
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<td></td>
<td></td>
<td>Website Developer</td>
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<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td>March 2022</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>March 1</td>
<td>Region V Awards</td>
<td>Awards Chair</td>
<td>Advance ND ACTE Award Candidates to Region V</td>
<td>Complete</td>
</tr>
<tr>
<td>March 1</td>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee Zoom meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>4:00-5:50</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>March 21-23, 2022</td>
<td>ACTE</td>
<td>President</td>
<td>National Policy Seminar</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arlington, VA</td>
<td></td>
</tr>
<tr>
<td>Website/Social</td>
<td>Marketing Committee</td>
<td>Executive Director</td>
<td>ND ACTE website development &amp; maintenance/social media posting</td>
<td>Paid for site to become NDACTE.com – waiting conversion from</td>
</tr>
<tr>
<td>Media</td>
<td>Website Developer</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td>April 2022</td>
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<tr>
<td>April 6-9</td>
<td>ACTE Region V Business</td>
<td>Vice President</td>
<td>Region V Conference</td>
<td>Complete -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Representative of 2023 Committee &amp; Chair</td>
<td>Rapid City, SD</td>
<td></td>
</tr>
<tr>
<td>April 12</td>
<td>ND ACTE Business</td>
<td>President</td>
<td>Quarterly Board Meeting – Zoom</td>
<td>Complete</td>
</tr>
<tr>
<td>4:00-5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP Nominations</td>
<td>President-Elect Nominations Committee</td>
<td>Begin VP Candidate Search</td>
<td>NDCTE Newsletter article in May</td>
<td></td>
</tr>
<tr>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee meeting</td>
<td>Set guidelines, search for, and screen candidates for ND ACTE Vice President nominations.</td>
<td>Complete</td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
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<tr>
<td></td>
<td>PDC Planning</td>
<td>PR and Membership Committees</td>
<td>PR events</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Membership campaign ideas</td>
<td></td>
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<td></td>
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<td></td>
<td>meet to discuss</td>
<td></td>
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<td></td>
<td>Submit budget items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website/Social</td>
<td>Marketing Committee Executive Director</td>
<td>NDACTE website development &amp; maintenance/social media posting</td>
<td>Working to get NDACTE.com live</td>
</tr>
<tr>
<td>Media</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Website Developer</td>
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</tr>
<tr>
<td></td>
<td>25th of the month</td>
<td>ND CTE Newsletter Executive Director</td>
<td>Submit Monthly NDACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>ND CTE Newsletter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Due April 30th</td>
<td>NDACTE Awards Awards Committee</td>
<td>NDACTE Member, Impact and Innovation Award Nominations</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>NDACTE Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2022</td>
<td>ND ACTE Awards</td>
<td>Awards Committee Executive Director</td>
<td>Select Award Winners</td>
<td>In Progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Send names and short bio to PDC coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supply names for plaques and Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notify winners</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare and send press release</td>
<td></td>
</tr>
<tr>
<td>May 3</td>
<td>Region V Planning</td>
<td>Executive Director</td>
<td>2023 Region V Planning Committee meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>4:00-5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website/Social</td>
<td>Marketing Committee Executive Director</td>
<td>NDACTE website development &amp; maintenance/social media posting</td>
<td>NDACTE.com works!</td>
</tr>
<tr>
<td>Media</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Website Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Initiative</td>
<td>Responsible</td>
<td>Action Items</td>
<td>Status</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------</td>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>ND ACTE</td>
<td>Executive Director Past President</td>
<td>Update Guide for NDACTE Board Members in time for annual Executive Board Orientation.</td>
<td>In Progress</td>
</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**June 2022**

<table>
<thead>
<tr>
<th>Prior to June Board Meeting</th>
<th>ND ACTE Business</th>
<th>Executive Director President President-Elect Vice President</th>
<th>Prepare Budget 2022-2023 Prepare 2022-2023 Program of Work</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14 4:00-5:30</td>
<td>ND ACTE Business</td>
<td>President Executive Director</td>
<td>Quarterly Board Meeting – Zoom Approve 2022-2023 Budget and Program of Work</td>
<td>Meeting to be held June 21</td>
</tr>
<tr>
<td>June 15</td>
<td>Executive Director Performance Evaluation</td>
<td>Past President (chair) President Executive Director</td>
<td>Executive Director Performance Review/ Contract Renewal</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Website/Social Media</td>
<td>Marketing Committee Executive Director Website Developer</td>
<td>ND ACTE website development &amp; maintenance/social media posting</td>
<td>On going</td>
</tr>
<tr>
<td>25th of the month</td>
<td>ND CTE Newsletter</td>
<td>Executive Director</td>
<td>Submit Monthly ND ACTE Update to ND CTE</td>
<td>Submitted</td>
</tr>
<tr>
<td>June 30</td>
<td></td>
<td>Executive Director</td>
<td>PDC e-mail reminder</td>
<td>Scheduled</td>
</tr>
</tbody>
</table>
# ND ACTE Executive Committee 2021-2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly Strand-Rysgaard</td>
<td>Past-President</td>
<td></td>
</tr>
<tr>
<td>Alison Orgaard</td>
<td>President</td>
<td>Career Development</td>
</tr>
<tr>
<td>William Fritz</td>
<td>President - Elect</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Tana Erbes</td>
<td>Vice President</td>
<td>Counseling and Career Development</td>
</tr>
<tr>
<td>Christa Brodina</td>
<td>Division Rep</td>
<td>Administration</td>
</tr>
<tr>
<td>Dustin Martin</td>
<td>Division Rep</td>
<td>Career Development</td>
</tr>
<tr>
<td>Bryan Stastny</td>
<td>Division Rep</td>
<td>Trade, Industry &amp; Technical</td>
</tr>
<tr>
<td>Joan Birdsell</td>
<td>Division Rep</td>
<td>Business Education</td>
</tr>
<tr>
<td>Karlee Feist Benth</td>
<td>Division Rep</td>
<td>FACS</td>
</tr>
<tr>
<td>Andrea Benson</td>
<td>Division Rep</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Jill Quinlivan</td>
<td>Division Rep</td>
<td>Technology and Engineering</td>
</tr>
<tr>
<td>Desiree Severance</td>
<td>Division Rep</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Laurie Salander</td>
<td>Division Rep</td>
<td>Marketing</td>
</tr>
<tr>
<td>Mary Anderson</td>
<td>Division Rep</td>
<td>Special Populations</td>
</tr>
<tr>
<td>Kelly Pierce</td>
<td>ND CTE</td>
<td>Division same as President</td>
</tr>
<tr>
<td>Wayde Sick</td>
<td>ND CTE</td>
<td>Department of CTE</td>
</tr>
<tr>
<td>Eric Ripley</td>
<td>ACTE</td>
<td>Administration</td>
</tr>
<tr>
<td>Danielle Luebke</td>
<td>National Fellow</td>
<td>NDACTE Awards Chair</td>
</tr>
<tr>
<td>Carla Hixson</td>
<td>Executive Director</td>
<td>NDACTE</td>
</tr>
</tbody>
</table>
## 2021-2022 NDACTE Budget to EOY Actuals

### Checking Account
- Balance: $40,816.33

### Region V Savings Account
- Balance: $4,440.24

### Edward Jones Investment Account
- Balance (-$4,040.74 YTD Change): $28,500.76

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues - ACTE</td>
<td></td>
<td>$12,250.00</td>
<td>$11,559.25</td>
</tr>
<tr>
<td>New Professionals (Division Reimbursement)</td>
<td></td>
<td>$500.00</td>
<td>-</td>
</tr>
<tr>
<td>Region V Conference</td>
<td></td>
<td>$1,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Interest and Miscellaneous Income</td>
<td>Region V Savings Dividend YTD $.79</td>
<td></td>
<td>(823.00)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>ACTE ACH ERROR - this is PDC Registration funds, will be deducted</td>
<td>(26,090.00)</td>
<td>(26,090.00)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>Mini Grant</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Revenue**

$(-13,340.00) | $(-14,353.75)

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>FY 21-22 Proposed</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Professionals</td>
<td></td>
<td>$1,000.00</td>
<td>$500.00</td>
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<tr>
<td>Membership Development Incentive Drawings</td>
<td></td>
<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>Membership Development Recruitment Incentive</td>
<td></td>
<td>$350.00</td>
<td>$50.00</td>
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<tr>
<td>PDC Badge Ribbons</td>
<td></td>
<td>$160.00</td>
<td>-</td>
</tr>
<tr>
<td>Executive Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Contract Salary</td>
<td>$333.33 Per Month</td>
<td>$3,999.96</td>
<td>$3,999.96</td>
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<tr>
<td>October Board Meeting</td>
<td></td>
<td>$125.00</td>
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<tr>
<td>January Board Meeting</td>
<td></td>
<td>$200.00</td>
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</tr>
<tr>
<td>ND PDC Conference</td>
<td></td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>NEDA Dues</td>
<td></td>
<td>$125.00</td>
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<tr>
<td>Membership Bonus</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
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<tr>
<td>ND LACTE Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards (Plaques)</td>
<td></td>
<td>$800.00</td>
<td>$643.66</td>
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<tr>
<td>Innovative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovative</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
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<tr>
<td>Administrator of the Year</td>
<td></td>
<td>$315.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Teacher of the Year</td>
<td></td>
<td>$315.00</td>
<td>$80.00</td>
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<tr>
<td>Career Guidance Counselor of the Year</td>
<td></td>
<td>$315.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>Post-Secondary Teacher of the Year</td>
<td></td>
<td>$315.00</td>
<td>$280.00</td>
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<tr>
<td>New Teacher of the Year</td>
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<td>$315.00</td>
<td>$35.00</td>
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<tr>
<td>Teacher Educator of the Year</td>
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<td>$315.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Lifetime Achievement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl Perkins Community Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting/Conference Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDC Luncheon sponsorship</td>
<td></td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>PDC Social Expenses</td>
<td></td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>State Executive Board Meetings</td>
<td></td>
<td>$113.04</td>
<td>-</td>
</tr>
<tr>
<td>ACTE Conference (Executive Director)</td>
<td></td>
<td>$1,084.43</td>
<td>-</td>
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<tr>
<td>ACTE CareerTech Vision Convention (President-Elect)</td>
<td></td>
<td>$1,400.00</td>
<td>-</td>
</tr>
<tr>
<td>National Policy Seminar (President)</td>
<td></td>
<td>$1,750.00</td>
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</tr>
<tr>
<td>Region V Conference (Vice President)</td>
<td></td>
<td>$1,400.00</td>
<td>-</td>
</tr>
<tr>
<td>ACTE CareerTech Vision Convention (President since missed last year)</td>
<td></td>
<td>$1,400.00</td>
<td>-</td>
</tr>
<tr>
<td>Board Member Expense Stipends</td>
<td></td>
<td>$1,500.00</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing Committee Fund</td>
<td></td>
<td>$393.50</td>
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</tr>
<tr>
<td>Office Expenses</td>
<td></td>
<td>$95.90</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td></td>
<td>$195.62</td>
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<tr>
<td>Board Member Shirts</td>
<td></td>
<td>$223.00</td>
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</tr>
<tr>
<td>Website URL / Host paid till 7/25/2024</td>
<td></td>
<td>$253.95</td>
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</tr>
<tr>
<td>Website Development / Social Media Management</td>
<td></td>
<td>$500.00</td>
<td>-</td>
</tr>
<tr>
<td>Square Expense (2.75% of sales on credit card)</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Zoom (July 27, 2020 to July 26, 2021)</td>
<td></td>
<td>$160.40</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Expenses**

$23,073.97 | $10,248.46

### Fiscal Year Gain / (Loss)

$(-36,413.96) | $(-24,602.21)

### Fiscal Year Gain/(Loss) After ACTE Correction Adjustment

$(-10,323.96) | $(-1,487.79)
I. Call to Order — President, Alison Orgaard called the meeting to order at 4:31 pm

II. Roll Call — Carla Hixson confirmed quorum with the following:

Members Present: Holly Strand-Rysgaard, Alison Orgaard, William Fritz, Tana Erbes, Christa Brodina, Dustin Martin, Bryan Stastny, Joan Birdsell, Karlee Feist Benth, Jill Quinlivan, Desiree Severance, Laurie Salander, Mary Anderson, and Kelly Pierce.

Ex Officio Members: Wayde Sick, Eric Ripley, Danielle Luebke and Executive Director, Carla Hixson

Members Absent: Andrea Benson

III. Motion to Approve Agenda

Addition to the agenda – Brian Stastny motioned to add officer handbook stipend to unfinished business. Second by Holly Strand-Rysgaard

Motion approved.

IV. Motion to Approve Meeting Minutes from August 8, 2021, made by Brain Stastny.

Second by Joan Birdsell

Motion Approved.

V. Directors Report – Carla Hixson

1) Membership update - 335
2) 2021-2022 YTD Financials

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account - FCCU</td>
<td>7/31/2021 $40,543.96</td>
</tr>
<tr>
<td>REGION V SAVINGS ACCOUNT FCCU</td>
<td>7/31/2021 $2,116.04</td>
</tr>
<tr>
<td>EDWARD JONES INVESTMENT ACCOUNT</td>
<td>7/31/2021 $32,443.46</td>
</tr>
</tbody>
</table>

VI. Executive Board Assignments and Expectations for year was reviewed and sheet passed around for board members to sign up.

Standing Committee –

1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
2) Resolutions – Holly Strand-Rysgaard (Past-President chair), Mary Beth Anderson
3) Nominations – William Fritz (President-Elect chair), Bryan Stastny, Dustin Margin, Holly Strand-Rysgaard
4) Policies – William Fritz (President-Elect chair), Bryan Stastny
5) Audit – Tana Erbes- (Vice President Chair),
Ad Hoc Committees –
1) Newsletter - Carla Hixson
2) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander and Desi Severance
4) ND ACTE/PDC – Wayde Sick, William Fritz, Desi Severance
5) ND ACTE Awards - Danielle Luebke, William Fritz, Kelly Pierce
6) CTE Reception/Awards Luncheon- Alison Orgaard, William Fritz, Kelly Pierce
7) ACTE Convention – William Fritz, Carla Hixson
8) Region V Planning Committee –Carla Hixson - April 13-15, 2023, at Delta Hotel, Fargo, ND

VII. Division Updates:
1) Administration Division – Christa Brodina
2) Agriculture Education Division – Desi Severance
3) North Dakota Business Education Division – Joan Birdsell
4) Engineering and Technology Education Division – Jill Quinlivan
5) Family and Consumer Science Division – Karlee Benth
6) Guidance and Career Development Division – Dustin Martin
7) Health Science Education Division - Andrea Benson
8) Marketing Education Division –Laurie Salander
9) Special Populations Division and Equity Division – Mary Anderson
10) Trade and Industrial Education Division – Bryan Stastny
11) ND CTE – Kelly Pierce

VIII. Motion to Approve 2021-2022 Program of Work made by Brain Stastny
Second by Christa Brodina
Motion approved.

IX. Unfinished Business
Christa Brodina motioned for the executive director Carla Hixson to receive a $200 stipend for the development of Officer Training and Board Handbook. Motion seconded by Brian Stastny; motion approved.

X. New Business
1) Quality Association Standards Award (will be 8th year in a row) – board agreed that ND ACTE should fill out the application for this award again.
2) Career Vision President’s Social – No budget for the social this year.

XI. Motion to Approve of 2021-2022 Budget made by Eric Ripley.
Second by Brian Stastny
Motion approved.

XII. Action Items

<table>
<thead>
<tr>
<th>New Action Items August 10, 2021</th>
<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign up for a committee</td>
<td>Board Members</td>
<td>Oct 12</td>
<td></td>
</tr>
<tr>
<td>Get Resolutions out</td>
<td>Carla Hixson</td>
<td>Sept</td>
<td></td>
</tr>
<tr>
<td>Review of Action Items August 8, 2021</td>
<td>Owner</td>
<td>Due Date</td>
<td>Status</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Alison will work on developing a new web site for NDACTE</td>
<td>Alison Orgaard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate ND AG and ACTE registration so they don’t pay twice</td>
<td>Carla Hixson, Lucas Schmaltz, Lorie Ruff, &amp; ACTE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

XIII. Meeting Dates

**2021-2022** - Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm

- October 12, 2021 4:00-5:30 – Zoom
- January 11, 2022 4:00-5:30 – Zoom
- April 12, 2022 4:00-5:30 – Zoom
- June 14, 2022 4:00-5:30 – Zoom

**During PDC August 8-10, 2022**

- August 7, 2022 – Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD
- August 9, 2022 — Tuesday, 7:30-8:00 am - General Membership meeting - In person, location TBD
- August 9, 2022 — Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
- August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD

XIV. Adjournment

Motion to adjourn by Brian Stastny
Second by Joan Birdsell
Motion approved.
Meeting adjourned at 5:16 pm.

XV. Board Orientation - ½ hour following board meeting.
Minutes
NDACTE Board Meeting
October 12, 2021, 4:00 PM Central Time
Zoom Meeting

XVI. Call to Order—President, Alison Orgaard called the meeting to order at 4:04 pm

XVII. Roll Call – Quorum confirmed with the following Members Present: Holly Strand-Rysgaard, Alison Orgaard, Andrea Benson, William Fritz, Tana Erbes, Dustin Martin, Bryan Stastny, Jill Quinlivan, Desiree Severance, Mary Anderson, and Kelly Pierce. Ex Officio Members: Wayde Sick, Danielle Luebke and Executive Director, Carla Hixson

Members Absent: Christa Brodina, Joan Birdsell, Laurie Salander, Karlee (Feist) Benth, Eric Ripley

XVIII. Approval of Agenda – Motioned to approve agenda made by William Fritz
Second Jill Quinlivan
Motion Approved

XIX. Motion to Approve Meeting Minutes from August 10, 2021 with corrections made by Desi Severance
Second by William Fritz
Motion Approved

XX. Directors Report – Carla Hixson
1) Current Membership as reported 341 Members down from last Sept 2020 at 367 but up from August 2021 which was 335.
2) Quality Association Standards Award (QAS) Application and Annual Report were submitted on Oct 11
3) Financial Report –

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account - FCCU</td>
<td>09/31/2021</td>
<td>$ 40,472.33</td>
</tr>
<tr>
<td>REGION V SAVINGS ACCOUNT FCCU</td>
<td>09/31/2021</td>
<td>$ 2,116.31</td>
</tr>
<tr>
<td>EDWARD JONES INVESTMENT ACCOUNT</td>
<td>09/31/2021</td>
<td>$ 32,464.74</td>
</tr>
<tr>
<td>($1,599.25 YTD increase)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

XXI. Committee Assignments – Some Standing and Ad Hoc committees could use more members.
Standing Committee –
1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
2) Resolutions – Holly Strand-Rysgaard (Past-President chair), Mary Beth Anderson
3) Nominations – Alison Orgaard (President-Elect chair), Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard
4) Policies - William Fritz (President-Elect chair), Bryan Stastny
5) Audit – Tanya Erbes (Vice President Chair), William Fritz
Ad Hoc Committees -

9) Newsletter - Carla Hixson
10) Public Relations, Marketing, ND ACTE Booth, Social Media – Laurie Salander, Desi Severance
11) Membership - William Fritz, Dustin Martin, Bryan Stastny, Karlee Benth
12) ND ACTE/PDC - Wayde Sick, William Fritz, Desi Severance
13) ND ACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce
14) CTE Reception/Awards Luncheon - Alison Orgaard (President), William Fritz (President-elect), Kelly Pierce (State Staff / PDC Coordinator)
15) ACTE Convention – William Fritz (President), Carla Hixson (Executive Director)
16) Region V Planning Committee – Carla Hixson (chair) - April 13-15, 2023 at Delta Hotel, Fargo, ND

XXII. Division Updates:

1) Administration Division – Christa Brodina – No Report
2) Agriculture Education Division – Desiree Severance – FFA leadership competitions wrapped up. State Contest in November. National Convention will be in person.
3) North Dakota Business Education Division – Joan Birdsell – No Report
4) Engineering and Technology Education Division – Jill Quinlivan – Have fall leadership coming up this fall.
5) Family and Consumer Science Division – Karlee Benth
6) Guidance and Career Development Division – Dustin Martin – Attended Choice Ready Workshops to learn more about increasing access for students.
7) Health Science Education Division - Andrea Benson – Oct 25 is HOSA Conference. Other Health Summits happening in ND for the division again.
8) Marketing Education Division – Laurie Salander – No Report
9) Special Populations Division and Equity Division – Mary Anderson – Executive Board meeting this week, will have spring conference in Spring in Jamestown. Increase membership campaign planned.
10) Trade and Industrial Education Division – Bryan Stastny – Fall leadership conference in October. Will be taking students to Mid America this fall.
11) CTE – Wayde Sick, Kelly Pierce – Agency is involved in team evaluations across the state and division visits. Programs for new teacher, admin and counselor visits set up, CTE will see them twice in first year. Choice Ready workshops – 3 held over the last 3 weeks. Partnered with DPI on these with at least 450 people in attendance. CTSO events are face to face and live this year. ND will have a special legislative session starting Nov 8 – to determine any changes to legislative districts due to census and determine how to use the ARPA dollars. CTE submitted a few initiatives for the ARPA dollars, however, none were accepted. There were $9 billion in asks and only $1 billion to distribute. Career Centers update on the $70 million to distribute for Career Centers in ND. Federal guidance was released and included multi-purpose community facilities however, they must meet all 3 requirements 1) enhance work, 2) provide educational opportunities 3) health monitoring (how will achieve health monitoring at the facility ex: tele health – (E-care). Working on addendums to incorporate #3.

XXIII. 2021-2022 Program of Work – Review - CTE Brenda Schuller used to would collect who is attending ACTE Vision conference. CTE will continue to send it out on lists serves requesting who is attending, Wayde will assign to someone to continue this.

XXIV. Unfinished Business

1) Website and Social Media Management – Alison has been building website. 90% done.
2) Bylaws and Policy Handbook Update – Alison working with William – 95% of way through policy handbook. Will look to have an electronic vote before next August.

XXV. New Business – no new business
## XXVI. ACTE Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1-4, 2021</td>
<td><strong>CareerTech Vision 2021</strong></td>
<td>New Orleans, LA</td>
<td>ACTE’s CareerTech VISION is the must-attend event for career and technical educators, industry representatives and business leaders. The most comprehensive professional development and networking event of its kind in the nation, you will connect, collaborate and build lasting friendships with thousands of career and technical education (CTE) professionals transforming students’ lives every single day.</td>
</tr>
<tr>
<td>December 1 @ 1:00 pm to December 4 @ 5 pm</td>
<td><strong>Home (careertechvision.com)</strong></td>
<td>Hybrid Conference Online / Onsite</td>
<td>Vice-President attends &amp; Coordinate ND ACTE voting delegates and plan ND social reception Inform ND Delegates of Activities (Exec Dir)</td>
</tr>
<tr>
<td>March 21-23, 2022</td>
<td><strong>National Policy Seminar</strong></td>
<td>Arlington, VA</td>
<td>NOTE:</td>
</tr>
<tr>
<td></td>
<td><strong>ACTE State Leadership Training</strong></td>
<td>Virtual – 4-hour training not sure of time zone</td>
<td>Attending: Carla Hixson, Alison Orgaard, William Fritz</td>
</tr>
</tbody>
</table>

### Rates:
- **In Person – ACTE Member**
  - $395 early bird by August 15
  - $445 Advance by Oct 16
  - $525 Regular after Oct 16
- **Virtual – ACTE Member**
  - $250 by October 16
  - $300 AFTER Oct 16
<table>
<thead>
<tr>
<th>Event</th>
<th>Conference Name</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6-9, 2022</td>
<td>ACTE Region V Conference</td>
<td>Rapid City, SD</td>
<td>Rates: $79 Single King / Double Queen + tax $89 Double Queen Mini-Suite + tax $109 Plaza Suite Includes: free parking, complimentary shuttle and high-speed internet Reservations: 605-348-4000</td>
</tr>
<tr>
<td>Attending: Carla Hixson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 28-29, 2022</td>
<td>ACTE’s National &amp; Utah’s Work-Based Learning Conference</td>
<td>Salt Lake City, Utah</td>
<td>Learn about best practices in work-based learning from across the country. Learn more and register at <a href="http://www.acteonline.org/wbl-conference">www.acteonline.org/wbl-conference</a></td>
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<td>August 8-10, 2022</td>
<td>ND CTE PDC Conference</td>
<td>Bismarck, ND</td>
<td>All Board Members expected to attend</td>
</tr>
<tr>
<td>April 12-15, 2023</td>
<td>ACTE Region V Conference</td>
<td>Delta Hotels Marriott, Fargo, ND</td>
<td></td>
</tr>
</tbody>
</table>

**XXVII. Action Items**

<table>
<thead>
<tr>
<th>Action Items Oct 12, 2021</th>
<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order new Board Member shirts</td>
<td>Carla</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Website - $12 or $16 a month - NDACTE.com</td>
<td>Alison and Carla</td>
<td></td>
<td>90% complete</td>
</tr>
<tr>
<td>CTE Brenda Schuller used to would collect who is attending ACTE Vision conference. CTE will continue to send it out on lists serves requesting who is attending, Wayde will assign to someone to continue this.</td>
<td>Wayde Sick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate ND AG and ACTE registration so they don’t pay twice</td>
<td>Carla Hixson, Lucas Schmaltz, Lorie Ruff, &amp; ACTE</td>
<td></td>
<td>Request in to ACTE</td>
</tr>
</tbody>
</table>
XXVIII. **2021-2022 Meeting Dates** - Held Quarterly on the 2\textsuperscript{nd} Tuesday of the month from 4-5:30 pm

January 11, 2022 4:00-5:30 – Zoom
April 12, 2022 4:00-5:30 – Zoom
June 14, 2022 4:00-5:30 – Zoom

**During PDC August 8-10, 2022**
August 7, 2022— Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD
August 9, 2022— Tuesday, 7:30-8:00 am - General Membership meeting - In person, location TBD
August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD

XXIX. **Adjournment**
Motion to adjourn by Bryan Stastny
Second by Dustin Martin
Motion approved.
Meeting adjourned at 4:43 pm.
Minutes
NDACTE Board Meeting
January 11, 2022 4:00 PM Central Time
Zoom Meeting

XXX. Call to Order—Meeting called to order by President, Alison Orgaard at 4:01 PM

XXXI. Roll Call – Quorum confirmed.
Present: Alison Orgaard, Andrea Benson, Christa Brodina, Dustin Martin, Laurie Salander, Jill Quinlivan, Joan Birdsell, Kelly Pierce, Desi Severance, Mary Anderson, Tana Erbes, William Fritz, Eric Ripley, Wayde Sick, and Carla Hixson (Executive Director)
Absent: Bryan Stastny, Holly Strand-Rysgaard, Karlee Benth, and Danielle Luebke

XXXII. Approval of Agenda – Motion was made by William Fritz and second by Tana Erbes to approve the agenda. Motion Carried.

XXXIII. Approval of Minutes - Motion was made by Mary Anderson and second by William Fritz to approve the October 12, 2021, minutes. Motion Carried.

XXXIV. Directors Report – Carla Hixson
4) Current Membership – 359 members as of December 31, 2021 – June 2021 was 304
5) Submit taxes and paperwork to Attorney General – Submitted, status is pending
6) ND Domestic & Foreign Non-Profit Corporation Annual Report Status – will submit this week
7) Financial Report –

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account - FCCU</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>REGION V SAVINGS ACCOUNT FCCU</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>EDWARD JONES INVESTMENT ACCOUNT</td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>

Total Income July 1-Dec 31, 2021 - $10,229.00
Total Expenses July 1-Dec 31, 2021 – $5,191.80

XXXV. Committee Updates:

Standing Committee –
1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
   • Set up of hill visits – Holly Strand-Rysgaard, Eric Ripley and Alison Orgaard will be attending National Policy Seminar and setting up visits.
   • There are several key ND legislators that have announced that they will not be running again that have been advocates of education. NDACTE will need to keep an eye on those running and make sure they understand CTE issues.
2) Policies - William Fritz (President- Elect chair), Bryan Stastny
- Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. The manuals are complete. They just need to be reviewed one more time and brought back to vote. Alison Orgaard and William Fritz will meet and get things finalized.

Ad Hoc Committees -
17) Newsletter - Carla Hixson
   - January article to encourage nominations for awards. February will promote Region V Leadership Conference in Rapid City, SD.
18) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander, Desi Severance
   - Website Development update – See Old Business.
19) NDACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce
   - All members should start thinking about nominations
20) Region V Planning Committee – Carla Hixson (chair) - April 13-15, 2023 at Delta Hotel, Fargo, ND
   a. Air Museum Dinner event confirmed
   b. Goal is to have majority of tours confirmed by April

XXXVI. Division Updates:
1) Administration Division – Christa Brodina – Grants and work based learning discussions at last meeting. Next meeting will focus on legislative priorities.
2) Agriculture Education Division – Desiree Severance – Winter Leadership Conference had 1,000+ students present. FFA winter contests will be in March.
3) North Dakota Business Education Division – Joan Birdsell – Fall Leadership Conference went well.
4) Engineering and Technology Education Division – Jill Quinlivan – Getting ready for TSA.
5) Family and Consumer Science Division – Karlee Benth – no report.
6) Guidance and Career Development Division – Dustin Martin – Midwinter Conference focused on adjustments to new Choice Ready.
7) Health Science Education Division - Andrea Benson – No report.
8) Marketing Education Division – Laurie Salander - No report.
9) Special Populations Division and Equity Division – Mary Anderson - Met in Jamestown to unify as a state and update special pops programs.
10) Trade and Industrial Education Division – Bryan Stastny - No report.
11) CTE – Wayde Sick, Kelly Pierce – Have been busy with team evals and new teacher visits. CTE established work groups have been designed for staff to have more of a voice on CTE efforts. CTE PDC registration will not be partnering with ACTE. Based on state recommendations, PDC needs to “cut ties” with advocacy groups for registration. Carla, Wayde and Mark will meet on this.

XXXVII. 2021-2022 Program of Work – Review status of past items and upcoming items listed in action items

XXXVIII. Unfinished Business
1) Website and Social Media Management
   1. Website ready to go live. It was recommended to purchase website domain name with no advertising for $144 / year or $12/ mo. The site does have the capacity to process money for an additional cost but will not go that route at this time. Carla and Alison will move forward with this purchase.
2) Bylaws and Policy Handbook Update - Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. The manuals are complete and need to be brought back to vote. Alison Orgaard and William Fritz will meet and will finalized the timeline for NDACTE members to vote at annual membership meeting in August.

XXXIX. New Business
1) Region V Leadership Conference April 6-9, 2022, in Rapid City SD
1. Silent Auction item to bring – Want a ND item ($100 most). Ideas included chocolates from Widman’s Candy Shop in Grand Forks, Items from ND Tourism (Shoplegendary.com), Gift for something from Medora. Members like the Medora idea and Mary Anderson will follow up with a contact she has to see if they would be willing to donate.

2. Table highlighting an innovative program or idea happening in the state – the committee like the potential of Krista Brodina doing something in regard to the success of her Day Care Program. Carla will reach out to Krista to see if she is interested.

3. Booth to promote Region V Conference in Fargo 2023 – Carla will man this booth and the conference committee is looking to have some giveaways in the booth.

XL. ACTE Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21-23, 2022</td>
<td>National Policy Seminar</td>
<td>Holly, Eric and Alison are</td>
<td>The Capitol is still not completely open to visitors, but recent groups that have held DC-based conferences have reported positively on being able to schedule meetings with congressional offices.</td>
</tr>
<tr>
<td></td>
<td>Arlington, VA</td>
<td>attending.</td>
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<td></td>
<td>In Person - ACTE is exploring a hybrid option with virtual components and will announce whether that will also be available in early January, will follow a similar schedule to past years but may have to make some COVID-related tweaks.</td>
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<tr>
<td></td>
<td>Plan for Congressional Visits</td>
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</tr>
<tr>
<td></td>
<td>Hotel</td>
<td>Crystal Gateway Marriott</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1700 Richmond Highway</td>
<td>Rates will be available by Jan. 7.</td>
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<tr>
<td></td>
<td></td>
<td>Arlington, VA 22202</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Phone: 703-920-3230</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rates: $277 plus 13.25% tax</td>
<td></td>
</tr>
<tr>
<td>April 3-5, 2022</td>
<td>Skills USA State Conference</td>
<td>NDSCS and some in Fargo</td>
<td>More information from Tracy Becker at NDCTE to follow</td>
</tr>
<tr>
<td>April 6-9, 2022</td>
<td>ACTE Region V Conference</td>
<td>Rapid City, SD</td>
<td>Call for presenters:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$79 Single King / Double Queen +</td>
<td>Region V Conference 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tax $89 Double Queen Mini-Suite</td>
<td><a href="http://google.com">google.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+ tax $109</td>
<td>Advance Registration $450 by March 10, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reservations: 605-348-4000</td>
<td></td>
</tr>
<tr>
<td>Date Range</td>
<td>Event Title</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
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<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 28-29, 2022</td>
<td>ACTE’s National &amp; Utah’s Work-Based Learning Conference</td>
<td>Salt Lake City, Utah</td>
<td>Learn about best practices in work-based learning from across the country. Learn more and register at <a href="http://www.actonline.org/wbl-conference">www.actonline.org/wbl-conference</a></td>
</tr>
<tr>
<td>August 8-10, 2022</td>
<td>ND CTE PDC Conference</td>
<td>Bismarck, ND</td>
<td>All Board Members expected to attend</td>
</tr>
<tr>
<td>September 28-30, 2022</td>
<td>Best Practices and Innovations Conference</td>
<td>Sea Crest Beach Hotel, Cape Cod North Falmouth, MA</td>
<td></td>
</tr>
<tr>
<td>November 30-December 3, 2022</td>
<td>Vision 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 12-15, 2023</td>
<td>Region V Conference</td>
<td>Delta Hotels Marriott, Fargo, ND</td>
<td></td>
</tr>
</tbody>
</table>

### XLI. Action Items

<table>
<thead>
<tr>
<th>Action Items Program of Work and January 11, 2022 Mtg</th>
<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance 2021 NDACTE Award winners as Region V Candidates</td>
<td>Awards Chair – Danielle Lubke</td>
<td>March 1</td>
<td></td>
</tr>
<tr>
<td>Select 2022 NDACTE award winners</td>
<td>Award Committee</td>
<td>April 30</td>
<td></td>
</tr>
<tr>
<td>Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook.</td>
<td>Alison Orgaard and William Fritz will meet and will finalized the timeline for NDACTE members to vote at annual membership meeting in August.</td>
<td>April 12</td>
<td></td>
</tr>
<tr>
<td>NDACTE Awards - start thinking about nominations for awards</td>
<td>All members</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Website ready to go live. It was recommended to purchase website domain name with no advertising for $144/year or $12/month.</td>
<td>Carla and Alison will move forward with this purchase</td>
<td>February 1</td>
<td></td>
</tr>
</tbody>
</table>
Silent Auction item from Medora. Mary Anderson will follow up with a contact she has to see if they would be willing to donate an item for the Region V Conference.

At Region V Conference ND will have a table highlighting an innovative program or idea happening in the state – the committee like the potential of Krista Brodina doing something with her Day Care Program.

CTE PDC registration options

Add past 3 years of NDACTE Award Winners to website. Eric sent this information to committee.

Mary Anderson

Carla will reach out to Krista to see if she is interested.

Wayde, Mark and Carla will meet

Alison Orgaard

<table>
<thead>
<tr>
<th>XLII.</th>
<th><strong>2021-2022 Meeting Dates</strong></th>
<th>Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 12, 2022 4:00-5:30 – Zoom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 14, 2022 4:00-5:30 – Zoom</td>
<td></td>
</tr>
<tr>
<td><strong>During PDC August 8-10, 2022</strong></td>
<td></td>
<td></td>
</tr>
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<td>August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD</td>
<td></td>
<td></td>
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<td>August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD</td>
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<td></td>
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</tbody>
</table>

| XLIII. | **Adjournment** | Desi Severance moved and Joan Birdsell seconded a motion to adjourn the meeting. The meeting adjourned at 5:00 pm. |
XLIV. Call to Order — Meeting called to order by President, Alison Orgaard at 4:00 PM

XLV. Roll Call – Quorum was confirmed.

Present: Alison Orgaard, Dustin Martin, Laurie Salander, Joan Birdsell, Kelly Pierce, Desi Severance, Tana Erbes, William Fritz, Holly Strand-Rysgaard, and Danielle Luebke, Wayde Sick, and Carla Hixson (Executive Director)

Absent: Andrea Benson, Bryan Stastny, Christa Brodina, Karlee Benth, Jill Quinlivan, Mary Anderson, and Eric Ripley.

XLVI. Approval of Agenda – The date needs to be changed from April 4 to April 12. Motion was made by William Fritz and second by Tana Erbes to approve the agenda with correction. Motion Carried.

XLVII. Approval of Minutes from January 11, 2022 - Edward Jones account report should have been $33,541.50 instead of $53,541.50 Motion was made by Joan Birdsell and second by William Fritz to approve the October 12, 2021, minutes with correction. Motion Carried.

XLVIII. Directors Report – Carla Hixson

8) Current Membership — 334 members as of March 31, 2022 – June was 304 (8.9% increase)
9) Financial Report –

<table>
<thead>
<tr>
<th>Checking Account - FCCU</th>
<th>03/31/2022</th>
<th>$44,315.74</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION V SAVINGS ACCOUNT FCCU</td>
<td>03/31/2022</td>
<td>$ 2,116.58</td>
</tr>
<tr>
<td>EDWARD JONES INVESTMENT ACCOUNT</td>
<td>03/25/2022</td>
<td>$30,521.12</td>
</tr>
</tbody>
</table>

Total Income July 1, 2021 - March 31, 2022 - $10,649.25 with a budget of $12,250.00
Total Expenses July 1, 2021 - March 31, 2021 – $7,166.09 with a budget of $22,923.96

Clarification on travel reimbursement when not flying and used personal car— State Per Diem? – check with Pam how it was handled in the past.

XLIX. Committee Updates:

Standing Committee –

1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
• NPS Hill Visit update – Eric and Alison went to NPS and met with Staff from Armstrong, Hoven, and Cramer delegation - talking points included the exciting things happening in ND with funds to expand and increase number of centers.

• ND Legislation – early stages in prepping for 2023 legislative session. Governor supportive of CTE with metrics on plan including enrollment, which is increasing. Month away from governors’ recommendation on what departments should set for budgets. On Federal level, ND CTE saw an increase of about $200 thousand.

2) Policies - William Fritz (President-Elect chair), Bryan Stasny
   1. Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. William and Carla will meet on this.

Ad Hoc Committees -
21) Public Relations, Marketing, NDACTE Booth, social media – Laurie Salander, Desi Severance
   • Website Development update – Alison reported that the Region V promotional video is up on the website. She working on getting the website moved to the purchased domain. Currently at https://northdakotaacte.weebly.com/ and purchased domain is www.NDACTE.com. This proving to be a challenge.
   • Plan and implement strategies to market career and technical education year-round. Laurie Salander, Desi Severance prep for PDC activities and submit budget before June meeting if any funds are needed.

22) ND ACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce - We had 3 of the 6 ND award winners that won at regionals and will move on to the national level: Kellie Meyer Counseling and Career Development, Dan Rood, Lifetime Achievement and Tony Boehm, Carl Perkins Community Service. Danielle is working to get an email blast out to members to promote people to apply for 2022 awards, April 30 is the deadline.

23) CTE Reception / Awards Luncheon – Alison Orgaard, William Fritz, Kelly Pierce
   a. Organize entertainment activities and promote them to the membership and attendees.

24) Region V Planning Committee – Carla Hixson (chair) - April 13-15, 2023, at Delta Hotel, Fargo, ND. Save the date postcards are available and will be attached when the agenda is sent for board members to share with their schools and divisions. Transportation for 2023 Region V is a challenge. Dietrich’s out of Valley City was mentioned as an option to be explored.

L. Division Updates:
1) Agriculture Education Division – Desiree Severance – Lot of chapters in midst of annual banquet. Horse event coming up in May at NDAU. Registrations for state convention first week of June.

2) North Dakota Business Education Division – Joan Birdsell – Just wrapped up their conference a couple weeks ago. Did something new with online testing on site. Had little under 1,000 attending face to face.

3) Guidance and Career Development Division – Dustin Martin – Getting career cluster inventories done. Shortage of counselors continues.

4) CTE – Wayde Sick, Kelly Pierce – PDC is in the process of planning, registration starts May 2, call for speakers just went out and vendors will go out soon. Keynote speaker Josh Davies secured – CEO bring you’re “A” game is training on work ethics. CTSO state conferences wrapped up. Career Clusters – advanced CTE decided too much feedback was concerning on changing so they have put a hold on it. Doing industry roundtables that were not represented last time around.

LI. 2021-2022 Program of Work – Review status of past items and upcoming items listed in action items.

LII. Unfinished Business
   1) Website and Social Media Management – covered above.

LIII. New Business
1) Division terms expiring in 2022:
   Administration – Christa Brodina
   Career Development - Dustin Martin - Linda Dockter is a very strong possibility for career development
   Trade, Industry & Technology – Bryan Stastny

LIV. ACTE Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28-29, 2022</td>
<td>ACTE’s National &amp; Utah’s Work-Based Learning Conference</td>
<td>Salt Lake City, Utah</td>
<td>Learn about best practices in work-based learning from across the country. Learn more and register at <a href="http://www.acteonline.org/wbl-conference">www.acteonline.org/wbl-conference</a></td>
</tr>
<tr>
<td>August 8-10, 2022</td>
<td>ND CTE PDC Conference</td>
<td>Bismarck Event Center</td>
<td>All Board Members expected to attend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bismarck, ND</td>
<td><a href="https://www.cte.nd.gov/pdc">https://www.cte.nd.gov/pdc</a></td>
</tr>
<tr>
<td>September 28-30, 2022</td>
<td>Best Practices and Innovations Conference</td>
<td>Sea Crest Beach Hotel, Cape Cod North Falmouth, MA</td>
<td><a href="http://www.acteonline.org/bestpractices">www.acteonline.org/bestpractices</a></td>
</tr>
<tr>
<td>November 30-December 3, 2022</td>
<td>Vision 2022</td>
<td>Las Vegas, NV and virtually</td>
<td>Call for Presentations Deadline is March 31. Vision on-Site through 8/15 $205.</td>
</tr>
</tbody>
</table>

LV. Action Items

<table>
<thead>
<tr>
<th>Action Items Program of Work and April 12 Mtg</th>
<th>Owner</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin VP Candidate Search. Set Guidelines, search for and screen candidates for NDACTE VP nominations.</td>
<td>President elect – William Fritz Nominations Committee Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard</td>
<td>August</td>
<td></td>
</tr>
<tr>
<td>Meet to discuss PR Events &amp; membership campaign ideas for PDC and submit budget request</td>
<td>PR Committee 1) Laurie Salander</td>
<td>June 14</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Parties</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 2022 NDACTE award winners</td>
<td>Award Committee</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>1) Danielle Luebke (Chair)</td>
<td></td>
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<tr>
<td></td>
<td>2) William Fritz</td>
<td></td>
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<tr>
<td></td>
<td>3) Kelly Pierce</td>
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<tr>
<td>Prepare information and awards for PDC Conference</td>
<td>Award Committee and Executive Director</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td>4) Danielle Luebke (Chair)</td>
<td></td>
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<td></td>
<td>William Fritz</td>
<td></td>
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<td></td>
<td>Kelly Pierce</td>
<td></td>
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<tr>
<td></td>
<td>Carla Hixson</td>
<td></td>
</tr>
<tr>
<td>Prepare 2022-2023 Budget for approval at June meeting</td>
<td>Carla Hixson</td>
<td>June 14</td>
</tr>
<tr>
<td></td>
<td>Alison Orgaard</td>
<td></td>
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<tr>
<td></td>
<td>William Fritz</td>
<td></td>
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<tr>
<td></td>
<td>Tana Erbes</td>
<td></td>
</tr>
<tr>
<td>Prepare 2023-2022 Program of Work for approval at June meeting</td>
<td>Carla Hixson</td>
<td>June 14</td>
</tr>
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<td>Alison Orgaard</td>
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<td></td>
<td>William Fritz</td>
<td></td>
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<tr>
<td></td>
<td>Tana Erbes</td>
<td></td>
</tr>
<tr>
<td>Executive Director Performance Evaluation</td>
<td>Holly Strand-Rysgaard</td>
<td>June 15</td>
</tr>
<tr>
<td></td>
<td>Alison Orgaard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carla Hixson</td>
<td></td>
</tr>
<tr>
<td>William and Carla meet on Policy Handbook</td>
<td>William Fritz</td>
<td>June 14</td>
</tr>
<tr>
<td></td>
<td>Carla Hixson</td>
<td></td>
</tr>
<tr>
<td>Secure August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person at State Capital in CTE.</td>
<td>Wayde Sick</td>
<td>May</td>
</tr>
</tbody>
</table>
Check with Pam Stroklund on how reimbursement for Exec Director was done in past when used personal vehicle

Carla Hixson

May 1

Request Sent

LVII. **2021-2022 Meeting Dates**- Held Quarterly on the 2\textsuperscript{nd} Tuesday of the month from 4-5:30 pm

- June 14, 2022 4:00-5:30 – Zoom

**During PDC August 8-10, 2022**

- August 7, 2022— Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, State Capital CTE meeting Room.
- August 9, 2022— Tuesday,7:30-8:00 am - General Membership meeting - In person, location TBD
- August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
- August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD

LVII. **Adjournment** - Desi Severance moved and Dustin Fritz seconded a motion to adjourn the meeting. The meeting adjourned at 4:41 pm.
Draft MINUTES
NDACTE Board Meeting
June 21, 2022 4:00-5:00 PM Central Time
Join Zoom Meeting

I. Call to Order — Meeting called to order by President, Alison Orgaard at 4:05 PM

II. Roll Call — Quorum was not confirmed.

Present: Alison Orgaard, Dustin Martin, Desi Severance, Tana Erbes, Danielle Luebke, Wayde Sick, Andrea Benson, Bryan Stastny, Karlee Benth, Jill Quinlivan, and Eric Ripley, and Carla Hixson (Executive Director).

Absent: Laurie Salander, Joan Birdsell, Kelly Pierce, Christa Brodina, Mary Anderson, William Fritz, and Holly Strand-Rysgaard

III. No new meeting was identified, Next Meeting Dates

During PDC August 8-10, 2022
August 7, 2022— Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting — In person, State Capital CTE meeting Room. Pizza and drinks included.
August 9, 2022— Tuesday, 7:30-8:00 am - General Membership Meeting - In person (please wear NDACTE Shirts), location TBD
August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
August 9, 2022 – Tuesday, 4:30-5:30 pm—NDACTE Executive Board Meeting, In Person, TBD
August 9, 2022 – Tuesday, 5:30-6:30 pm (or directly following board meeting) – New Executive Board Orientation
For new NDACTE Executive Board Members (all other board members welcome to stay), In person, TBD