



**Iowa ACTE Board
Meeting Minutes
1.23.2023
4:30 – 5:30 PM**

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
IPACE	Iowa Postsecondary, Adult and Career Education
IWBL	Iowa Work Based Learning

- I. Call to Order – The Zoom Meeting was called to order at 4:31 pm by President Karen Van De Walle.
- II. Attendance – Present: Karen Van De Walle, Barb Schult, Marjorie Lane, Jessica O’Connor, Doralene Abdel-Halim, Sandy Warning, Ashlee Spannagel, Tara Troester, Brad Kinsinger, Greg Krawiec, Greg Kepner, Nancy Johnson, Tammy Steinwandt, and Sandy Miller, Executive Director.
- III. Approve previous [IACTE Board Minutes 11/14/2022](#)
 - A. It was moved by Ashlee Spannagel and seconded by Tara Troester to approve the minutes of November 14, 2022. Motion carried.
- IV. [Treasurer’s Report](#) – Sandy Warning presents a quarterly report only in Oct, Jan, April, July. She is still waiting on \$915.00 from Conference registrations. The balance on 12/31/2022 was \$70,537.25.
- V. Division Reports
 - A. IAAE – Jessica O’Connor
 - i. They are having a meeting on Saturday, January 28, 2023.
 - B. [IBEA](#) – Barb Schult
 - i. The 2023 NBEA Hybrid Convention will be held April 3-6, 2023, in Kansas City, MO. Attendance can be In-Person or Virtual. There has been dialogue regarding the dates the 2023 IBEA Conference to follow the IACTE conference. No decisions have been as to date.
IBEA awards are available for nominations:
<https://www.ibeaonline.org/forms>
 - **Outstanding Business Educator - Secondary Level (7-12)**
 - **Outstanding Business Educator - Post-secondary Level**
 - **Outstanding New Business Educator - Secondary (1-5 year teacher)**
 - **Outstanding New Business Educator - Post-secondary (1-5 year teacher)**
 - [Outstanding CTSO Advisor](#) (Due May 1)
 - [Hoffman Award Nominations](#) (Due June 1)
 - [Distinguished Service Award Nominations](#) (Due June 1)
 - [Service to Business Education Award Nominations](#) (Due June 1)
 - Iowa BEST AwardBusiness Education Teacher Mentoring Program
<https://www.ibeaonline.org/business-teacher-mentoring-program>.
 - C. IFCSE – Nancy Johnson/Marjorie Lane
 - i. IFCSE has decided to hold their conference in Ames on August 2 & 3 (The two days following the FCCLA event). We will be meeting in person, barring weather issues, on Feb.18, 2022 at the Palmer Building on ISU campus.
 - D. IHEA – Tammy Steinwandt

- i. They are meeting today. Their Best Practices Zoom Conference will be Feb. 23, 2023. The Iowa Health Education Conference will be June 7-8 at the FFA Enrichment Center.

E. [IITEA](#) – Matt May

- i. We had our monthly meeting on Jan. 12, 2023
We went over our feedback from our fall conference, to help us start planning for the Fall of 23 conference.
We also discussed plans for our conference location and other ways to attract new members.
Other topics that were discussed, 1st year industrial tech teacher mentor's and possible scholarships for those teachers to help them out. Creating Vendor lists for tools and equipment and other possible industry partners to reach out to for program donations.
Summer PD dates were given for multiple pathway areas, being held at William Penn, Indian Hills CC and AEA # 9
This concludes my report.

F. IPACE – Brad Kinsinger

- i. They are working on their nonprofit status and working with Indian Hills for Tax IDs, etc. Then they will be ready to roll.

G. [IWBL](#) – Tara Troester

- i. Annual Conference will be on April 4, 2023 at Prairie Meadows.
Reviewing proposals on 1/24/2023
25 session proposals as of 1/16/2023
Late registration closes 3/30/2023
We did not include a discount for memberships because we had shared the pricing in October to be included on budget requests.
Link to IWBL/IACTE/ACTE Membership is on the Eventbrite site.
New website in the works
Partnering with Waukee APEX students for new website and social media posts

VI. Standing Committee Reports

A. Audit Review – Sandy Warning

- i. The report has been turned in and we have feedback. There were no issues or recommendations. Pass with flying colors.

B. [Awards and Scholarship](#) – Barb Schult

- i. Emails will be sent to all 2022 Iowa ACTE award recipients by January 26, 2023, to encourage them to edit their Iowa ACTE Award application for advancement to the 2024 ACTE Regional level awards. The revisions are requested to be completed by February 20, 2023.

Kent Storm (Seuferer), Iowa FBLA Executive Director, requested information about the Iowa ACTE Awards application cycle, advice, and ways to promote award and scholarship opportunities for FBLA advisers and members. I provided him with all of the awards, how the application process works and deadlines. Below is his contact information.

Kent Storm

Executive Director
Iowa Future Business Leaders of America (Iowa FBLA)
723 Curtis Ave, Chariton, IA 50049
Direct: 515-657-8260
Main: 866-442-3252
www.iowafbla.org | kent@iowafbla.org

NOMINATIONS/APPLICATIONS REQUESTED!!!

Time for each area to start promoting the awards for this fall!

- 2025 ACTE Administrator of the Year
- 2025 ACTE Counseling and Career Development Professional Award
- 2025 Lifetime Achievement & Hall of Fame Award
- 2025 ACTE New Teacher of the Year
- 2025 Postsecondary Professional of the Year
- 2025 Teacher Educator of the Year
- 2025 ACTE Teacher of the Year
- 2025 Carl Perkins Community Service Award
- 2023 Dave Bunting CTE Teacher Preparation Scholarship Application
- 2023 Oran Beaty Leadership Award

- C. Conference Planning – Ashlee Spannagel
 - i. Met last week January 17 for first conference planning meeting.
 - 1. The facility, FFA Enrichment Center and date, September 19, 2023 have been selected. Greg Kepner is working on a call for proposals to be reviewed by Sandy and to post Mar 1 – June 15. Sandy and Doralene caterer, Sandy Warning is connecting with ACTE about the new registration process and to get the registration form ready. The committee will meet March 1 to start talking about Keynote Speaker ideas.
- D. Membership – Karen – no report
- E. Policy Development – Greg Krawiec – no report
- F. Communications – Greg Krawiec – no report
- G. Nominating – Greg Krawiec – no report
- VII. ACTE Region III Representative Report – Greg Kepner
 - A. Region III Report
 - i. The new officers for ACTE were selected.
 - ii. ACTE Election Results:
 - 1. Carrie Schneider, President-Elect
 - 2. Bart Taylor, Trade and Industrial Education Division Vice President
 - 3. Sandra Adams, Administration Division Vice President-Elect
 - 4. Brooke Kusch, Counseling and Career Development Division Vice President-Elect
 - 5. Shawn Freie, Postsecondary, Adult and Career Education Division Vice President-Elect
 - iii. The call for proposals for Vision 2024 in Phoenix AZ is open now.
 - iv. The regular price for Visions will go up by \$150.00 but the Early bird price will be the same as last year with a deadline of July 15.
 - v. There will be a Teach CTE Summer Region II Workshop in Minneapolis on June 27-29, 2023.

- vi. IAED is accepting applications for mentors. And part time Manager position is open.
 - vii. This week, Jan 26 at noon CST will be a seminar “Bridging gaps in Postsecondary CTE.
 - viii. There has been no Region III meeting since our last meeting.
- VIII. Ad Hoc Committee Reports
- A. Executive Director Successor Search – Ashlee Spannagel
 - i. The committee met (the executive committee of officers) met last week. One individual is interested.
 - ii. Sandy Miller is putting together a list of duties in our policies and has gotten lists of sample duties from across the country through NEDA helpline.
 - iii. Ashlee will work on a contract. Sandy does not currently have a contract and we feel it would be better to have one in place.
 - iv. The committee will make a recommendation to the board for a new director.
 - v. Greg Krawiec added that we should consider bonding our Executive Director.
 - vi. The search committee will meet January 30.
- IX. Ex-officio Reports
- A. DE Liaison Report – Cale Hutchings – no report
 - B. [Executive Director and Membership Report](#) – Sandy Miller *(SEE BELOW)
- X. Unfinished Business
- A. Member Value and Engagement: IACTE Conference, 2022 –Sandy M & Sandy W.
 - i. Evaluation
 - ii. [Financial summary](#)
 - B. VISION
 - i. 105 registered from Iowa
 - ii. State Leadership Workshop - Great for all Board members and state leaders
 - iii. Awards Gala Lisa Stange was the ACTE Lifetime Achievement and Hall of Fame recipient.
 - iv. Assembly of Delegates representatives were Karen Van De Walle, Greg Krawiec, Laura Van Waardhuizen, and Sandy.
 - v. NEDA sharing and SCM – Thursday
 - vi. Iowa ACTE received the QAS award for the 10th year in a row at State Leaders Breakfast – Thank you to Greg, Greg, Lisa S., Brad, Katy, and Sandy M. for attending.
 - vii. ACTE President-Election
- XI. New Business:
- A. Advocacy
 - i. CTE Day at the Capitol – Thursday, Feb 9. 7:00 a.m. – 2:00 p.m.
 - 1. Scheduling Request completed 12/28/2022
 - 2. Proclamation Request completed 12/28/2022
 - 3. 121 registered so far plus expecting an additional 100 FCCLA members
 - 4. Action Item: Donuts, Coffee, and Juice?
 - ii. **It was moved by Ashlee and seconded by Greg Krawiec to have coffee, juice, and donuts for CTE day at the Capitol. Motion carried.**
 - 1. Do you want a Day at the Capitol 2024? Who will sign contract?
 - a. Sandy Miller will request date and get contract. Sandy Warning will sign the contract for 2024.

- B. Region III Policy Committee Representative for 2023-2026?
 - i. Need to elect by Feb 1 according to our Bylaws Article X
 - ii. **Barb Schult moved that we nominate Laura VanWaardhuizen to be our Region III Representative. It was seconded by Barb Schult. Motion carried.**
 - iii. Karen thanked Greg Kepner for his service, time, and dedication on the Region III Policy Committee.
- C. National Policy Seminar (discussed during Executive Director's Report)– four CTSO state officers, FCCLA – Ian Hertenstein, FFA – Ryan Wolf, HOSA – Sanya Oli, Skills USA – Alyson Ball, plan to attend. Chaperones Alison Hertenstein and Kent Storm. Iowa ACTE pays up to \$1000 for each student's documented expenses.
 - 1. Work is being done to have four Zoom training sessions
 - 2. Information email sent
 - 3. Information Sheet and Contract
 - 4. Expense Form
 - 5. Rotation document
 - 6. Requested student discount from ACTE
 - 7. Chaperones have volunteered.
 - 8. Hotel reservations have been made.
 - 9. Flights will be secured soon if not already.
 - 10. Appointments with legislators will be requested.
- D. State Chapter Module (SCM) – SW and SM extract monthly SFD (State Financial Detail) from the SCM and then figure amount of dues for each division. Checks have been written for July – December.
- E. Executive Director Search – discussed above.
- F. Iowa ACTE State Conference, September 19, 2023, FFA Enrichment Center
 - i. Call for Proposals will open March 1.
- G. Change June meeting date from June 12 Region III dates are June 12-14. We will discuss this at our next meeting.
- XII. Other – no other business.
- XIII. Adjourned Ashlee Spannagel moved to adjourn the meeting. Barb Schult seconded. Meeting adjourned at 5:44 p.m.

Future Meeting Dates: Mondays, 4:30 – 5:30 via Zoom – Feb. 27, March 27, April 24, May 22, June 12

[*Executive Director Report](#)
[January 23, 2023](#)

[Program of Work:](#)
[Member Value and Engagement](#)
 Membership Report:

The SCM (State Chapter Module) is up and running and S.W. and S.M. understand its functions. It is proving to be very beneficial. Checks to divisions for July – December have been written.

Unified Membership

What are divisions doing at conference time and all year to encourage membership and explain and advocate for unification? If dues are collected at any level, they need to be collected for all levels.

Professional & Leadership Development

Iowa ACTE Best Practices Conference 2023 planning is underway. Region III Conference is June 12-14 in Missouri.

CTE Learn modules and ACTE webinars are available.

Advocacy and Awareness

Iowa Association of School Boards (IASB) conference: Iowa Events Center, Des Moines

November 16, 2022, 3:30 – 5:00 with set-up prior, Sandy W. and Sandy M. attended.

November 17, 2022, 9:00 a.m. – 2:00 p.m., Set-up 8:00 – 9:00, Jane Hoegh, with 4 Pro Start students and Sandy M. attended.

CTE Day at the Capitol: February 9, 2023, 7:00 – 2:00. Let's fill the Rotunda with displays of High quality CTE programming! Spread the word in your divisions. A registration form is on our website and has been sent out to all last year members (770) and all Iowa ACTE members in the SCM (599). Registration is free! Lt. Governor Adam Gregg will read the Governor's Proclamation declaring February as CTE Month at 10:00 a.m. in the Rotunda.

Strategic Partnerships

Iowa ACTE is sponsoring four CTSO students with \$1000 each to attend National Policy Seminar(NPS) in Washington D.C. March 19 – 22. Four Zoom sessions are planned for training. Room reservations and discounted registration is supported by **ACTE**. **IFCSE** supports the FCCLA student by contributing up to \$1000 for the student's adviser to chaperone. **HOSA** and **SkillsUSA Iowa** are supporting their state executive director to attend to chaperone their two high school students.

Students attending are:

Ryan Wolf, **FFA**, NE State Vice President

Ian Hertenstein, **FCCLA** President

Sanya Oli, **HOSA** President

Alyson Ball, **SkillsUSA Iowa** State Officer

Respectfully submitted,

Sandra Miller