



ACTE Administration Division Policy Committee Meeting

Monday, February 19, 2024

1:00 PM - 2:00 PM (CT)

[Join Zoom Meeting](#)

AGENDA

- **Welcome & Roll Call**

- Eric welcomed everyone to the meeting thanking them for their time, in spite of today being a holiday and professional development day across many states, resulting in some members having conflicts with availability.
- Policy Committee members present: Eric Ripley, Martin Hanley, Sandra Adams, Scott Rogers, Dwight Hughes, Joe Sieczkowski, Robyn Castleberry

- **Updates from VP**

- ***Rhodes Branding*** - Webinar Planning
 - Eric will be meeting with w/ Rhodes Branding to ensure it brings value and will not be a 'sales pitch' to the members
- ***VISION 24 & Best Practices 24 Session Reviewers***
 - Eric sent a request for volunteers for session reviewers but did not get very many volunteers. Due to the large number of session proposals, he will be submitting the policy committee members for proposal reviews and appreciated everyone for their willingness to help.
- ***Committee Membership (Region II, Nominating) & Secretary Position***
 - Members who are facing their first term deadlines are the Region II representative (Julie Pack) and nominating committee representative (Amanda McGee). They may choose to do a second term to be determined at a later date. The secretary position will be vacated by Wendy Perry at the end of the term. Sandra Adams will find a replacement or work with other members to determine who will take the role.

- **Division Membership & Budget Updates**

- The Admin Division January membership number was 4,026 which was down by approximately 50 members for the year over year trend. Administration division is still one of the top divisions, coming in slightly under the agriculture division.
- The budget has not been completely expended, leaving approximately \$800 to be spent or returned to ACTE. More discussion surrounding the budget to follow.

- **Division Associates Updates**

- ***NCLA***-Dwight Hughes, as the outgoing president reported that Steven Weltsch will be taking over as president for the next meeting. He provided updates for the NCLA retreat to be held in Portland, Maine and Best Practices will be held in Portland, Oregon in October. They are expecting another great conference.
- ***CTEEC***-No update given

- **2024 Fellowship Updates**

- **Toinette Outland** (Experienced)-no report given
- **Kara Bogner** (New Professional)-no report given
 - Eric reminded the committee members that the Administration Division provided financial sponsorship to two ACTE Fellows each year and has seen the value as the administration division has several former fellows in positions of leadership, contributions to committees, and/or presentations at state & national events
- **VISION 2023 Reflections/Comments**
 - Discussion on Vision 2023 brought comments about speakers, give away items and room usage that were positive. One item that was not communicated prior to the conference brought concerns over costs and how to budget for future conferences. The extraordinary cost for AV equipment for the 50 minute business meeting came in 3 times higher than was budgeted. Eric was in conversation with the ACTE office regarding the situation to look at a plan moving forward to provide more informed pricing for divisions to utilize in planning. This may create the need for virtual meetings versus in-person meetings in order to save money for the division.
- **2024 National Policy Seminar Plans**
 - Eric reminded the committee members that the National Policy Seminar was quickly approaching. He would be there early for the ACTE Board meeting but leaving after Tuesday's events on Capitol Hill.
 - NPS-March 17 - 20, Washington D.C.
 - ACTE Board of Directors Meeting (Saturday & Sunday, March 16-17)
 - ACTE Administration Division / NCLA Welcome Reception - Still in the Works!
 - The Minnesota Association of Vocational Administrators was interested in working together for the reception. The administration division had \$800 to offer towards the reception. Eric received strong support by the committee members to put any unused funds towards the NPS reception. Dwight indicated NCLA was in support of partnering with the NPS reception, as well. Eric will be working with the hotel to determine the financial need to be shared by the supporting groups for a reasonable expense.
- **Division Strategic Plan Worksheet** (Sandra Adams)
 - Sandra and Eric had collaborated on the strategic plan worksheet before Sandra shared with the committee members during the meeting.. She went over her plans for the division through each strategy section of the worksheet. This included a lot of discussion between members and generated targeted ideas for the division to grow and add value to members, as well as ACTE as an organization. Sandra also focused on several avenues for reaching members, past, present and future to engage and utilize collaborative strengths. She plans to share her draft with the committee before finalizing and submitting to ACTE.
- **Content for Future Newsletters** - Spring Newsletter (April 15)
 - Eric invited the group to provide information for the spring newsletter that will be going out in April.