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Region V Policy Committee Meeting Notes VISION in person and Virtual

Wednesday, December 1, 2021

8:00 - 10:00 am CST

Present: Shani Watkins; Shelly Thome; Jennifer Fisk; Trish Sugg; Tracy Kern; Bradley; SD ACTE; Ron Umehira; Janet Goble; Frank Mesina (fellow); Coleen Keffler; Dodie Bemis.

Shani Watkins called the meeting to order at 8:05 CST.

Approval of Agenda for December Policy Committee Meeting: Shani calls for a motion to approve; Tracy Kern moves, Shelly Thome seconds, no discussion or opposition, motion carries.

Approval of minutes from October Policy Committee Meeting: Shani calls for a motion to approve; Shelly Thome moves, Jenn Fisk seconds, no discussion or opposition, motion carries.

Financial Report: Shani shared the region's financial report. We have good balances mainly due to the fact that last year the events were virtual at minimal cost. Shani explained the difference between the operating funds and the designated funds. The projected designated fund balance is \$25,337.01.

Review of Policy and Procedures Manual: Shani told the committee that our region's Policy and Procedures Manual needs to be reviewed by the ACTE board annually. ACTE has requested that we add a statement into our Policy Manual as follows: "General ACTE polices included in this document will not be in conflict with the Articles of Incorporation, bylaws, or operating policies of the Association of Career and Technical Education (ACTE)". Discussion followed on where would be the best placement of this statement in our Policy Manual.

Jenn Fisk moved to include the new statement in our Policy Manual directly below our current statement on the Policy Manual Introduction page. Tracy Kern seconded the motion; no discussion or opposition; motion carries.

Review Region V Strategic Plan: No discussion.

Region V Committees Review (Committee Liaisons): Dodie Bemis reported that Dawn Tornquist has resigned from the Policy Committee. In order to fill Dawn's position on the committee, Dodie consulted with Mark Branger and it was recommended that Trish Sugg be appointed to finish Dawn's term (ending 6/30/22). Additionally, since Trish has previously served on the Policy Committee and is familiar with the responsibilities, Dodie and Mark also recommended that Trish be appointed to continue in the position starting 7/1/22.

Jenn Fisk moved to approve Trish to finish Dawn's term on the policy committee and to continue serving starting 7/1/22. Tracy seconded; no discussion or opposition; motion carries.

Additionally, Dodie and Mark reviewed the policy handbook regarding committee member resignations and recommend information be added to clarify the process of an appointment to fulfill the remaining term.

Marketing Committee: This committee has not been meeting and needs to be reorganized. Ron has been assigned to be the liaison for this committee. Discussion if Maggie would want to continue as chair of this committee. Dodie reviewed the current members on the committee to see who might be asked to step up and lead the committee. Ron will report at the business meeting that the committee hasn't met but that he's looking forward to meeting soon to develop marketing strategies for the region conference in South Dakota.

Shani asked the committee members if anyone needed help reaching out to their assigned committee liaisons. No one indicated that it was an issue.

Leadership Conclave: Shani learned at the ACTE board meeting that Region II presented a virtual leadership session to their region which included an overview of the ACTE structure. They invited the leadership in each of their states. Would we be interested in doing something similar? Discussion: this could increase the engagement for less-active states; could help participation on region committees; would be nice to offer close to the Region V conference (end of February); would be nice to offer a networking session at the Region V conference for those participating in the virtual leadership session; could be called "Region V Leadership Conclave". Shani will check the phone numbers for each of the state representatives so the policy committee members can make a personal contact to encourage participation in the conclave. Decision: we will have a virtual Region V Leadership Conclave at the end of February with a networking session at the Region V conference. Shelly will make some flyers. Policy committee members can then reach out to the state board and state liaisons to encourage attendance.

ACTE Leadership: LeAnn Wilson, ACTE Executive Director, joined the meeting. She was excited to see in-person attendance and thanked all for coming. The Policy Committee is a critical element of the future of ACTE. Gratitude expressed for those serving and volunteering to support ACTE.

Budgets - Committee Reports: no report.

Region V Website: if you see corrections that need to be made to the website, let Shani know.

Region V Awards Guidebook - Best Practices: no report.

Region V Fellows Report: Coleen Keffler introduced the Fellows in attendance. The group's book study is *Leaders Eat Last*. Coleen Keffler, Jenn Fisk and Nora Zollweg have updated the awards rubric. They are also creating digital badges (for websites, digital communications), certificates and photo opportunities.

Region V Hall of Fame Award: Dodie Bemis reported that Mark Branger is the current Hall of Fame liaison for these awards; however, in the future, the past Region V VP will take care of Hall of Fame awards and nominations.

First Timers for Region V: Dodie will promote the First Timers award at the Business Meeting. It is a 2-year award to help support attendance; the application is OK; can't include registration in the award, only travel expenses; deadline changed to March 1st; \$250 reimbursement 1st year, \$250 reimbursement 2nd year; 10 people first year, 10 people second year; reimbursement submission form for travel costs only.

Region V Opportunity Fund Grant: Trish Zugg was given this assignment very recently but is ready to report at the Business Meeting. Five states will be reporting at the Region V conference in April. Trish will reach out to make sure the states are progressing on their Opportunity Grants and are ready to make an oral report at the conference.

Trish will update the Google form; timeline: goes out Jan. 15; March 1 reminder for application; March 15 applications due; Policy Committee decides grant recipients prior to the Region V conference; awarded at conference. Discussion followed if the Policy Committee wants to distribute half of the grant money early with the balance to be distributed after the work is done. Trish will review past Policy Committee minutes to see if this discussion/decision already happened.

State of the States: Jennifer Fisk reported being ready for the business meeting. There was a review of the online procedures for those attending virtually.

Social Media Coordinator Report: Jennifer Fisk noted that the hashtag for the VISION conference is #VISIONCTE21. During February's CTE Month, she would like to feature pictures from states highlighting programs from different schools throughout the region. Please send photos and descriptions/information to Jenn.

Update on Region V 2022 Conference (April 6 - 9) – South Dakota: Tracy Kern reviewed information about the conference and provided handouts with the general conference outline. All meals and transportation are included with the registration cost (there is a complimentary shuttle from the airport). The Policy Committee meeting will be held on Wednesday, April 6th at 9:00 am. Thursday will be tours (choose your tour when registering). Friday will be breakout sessions and the business meeting. Friday night awards banquet will be held at the Crazy Horse Memorial. It will be a traditional Native American meal and entertainment. Saturday will feature a CTE networking exchange. Ron asked each state to host a table to share best practices.

Registration is available now; however, the schedule needs to be posted online and specific times for the Thursday tours need to be listed. The committee is excited that the local manufacturing program is making pens from deer antlers for presenter gifts.

Update on Region V 2023 Conference (April 12 - 15) - North Dakota: Carla Hixson reported that the keynote speakers have been arranged. The conference is still in the planning process.

Update on Region V 2024 Conference (April 6-9) – Hawaii: Ron Umehira reported that the hotel proposals are due today (has received 5 proposals to date). Hawaii ACTE makes the decision on which hotel to choose. The dates are actually April 9-12 with a Tuesday arrival and Friday departure. Room rates range from mid-\$200s to low \$300s for 2024 confirmed. The Ala Moana Hotel will block 150 rooms for \$169-\$189/night. Will be presenting more information on the hotel at the Region V business meeting.

Future Region V Conference Proposals: Shani Watkins reminded the Policy Committee that conference proposals from states for upcoming conferences are welcomed.

Awards Committee Update: Craig Statucki emailed information to present at the business meeting this afternoon. Nora will report on national award winners from Region V: Shani Watkins, Administrator of the Year and John Mulcahy, Lifetime Achievement Award. Will start early January for the next round of awards. Applications will be due March 1st.

Region V Promotional Strategies: Ron Umehira is now the liaison to the marketing committee and will be focusing on the Region V conference coming up in April. It was also recommended to let states know that all nominees go forward, that it's not a competitive award. In the end, it creates a collective of innovative practices.

Region V Business Meeting Rehearsal: Shelly reminded the committee that only 1 vote is allowed per state designee. ACTE will take care of the voting tallies. Shani reviewed the presentation for the meeting and answered questions so all are prepared for business meeting this afternoon. Reminder that any member can make motions; however, only the one state designee can vote on motions.

Good of the Order/Adjournment: Shani calls for a motion to approve; Jenn Fisk moves, Tracy Kern seconds, no discussion or opposition, motion carries.

Meeting adjourned at 10:28 CST.