



*Educate. Advocate. Lead.*

**ACTE Region V Policy Committee Meeting 4-20-16 San Diego**

Call to Order and Introductions: Dodie Bemis; Sherilyn Senef; Diane Walker; Mark Branger; Coleen Keffeler; Pepper Poulsen; Rick Ross; LeAnn Wilson; Tim Knue; Mary Anne Berens; Chuck Gallagher; Lyn Velle arrives 11:15

Meeting called to order at 8:49am PDT

Approval of the Agenda: Dodie Bemis requests approval of the agenda with flexibility; Coleen Keffeler moves, Pepper Poulsen seconds, with no objections, the motion is approved.

Approval of the minutes from 11/19/15 in New Orleans: Dodie asks why we need to go back and approve these minutes; with Policy Committee, it should be done monthly, although the minutes of the Business meeting from New Orleans will be considered on Thursday afternoon. We approved these in December of 2015.

Dodie requests consideration of approval of the minutes from 4/14; Rick Ross so moves, Pepper Poulsen seconds, no discussion, all in favor, the motion is approved.

Financial Report: Mark Branger discusses the latest figures provided by Cora from ACTE; we are always a few months in arrears, using the March figures at this point as the latest. Quite a few bills from the Policy Committee are not reflected here. Dodie would like to take care of business first, and look at the proposed budget. This format was created last year in Kansas City, with Skye Anderson, Coleen, and Mark collaborating. The operating, and designated funds are both reflected on one page for clarity. The operating funds come from ACTE membership, then the designated are those which roll from year to year, usually profits from the annual conference. The

approved budget last year has expenditures to date on the reverse side. April is when most of the Policy Committee reimbursement requests come in; Dodie has a folder with all of the expenditures, and those need to be reviewed for the budget going forward. The third column is the actual to date, and the balance was estimated at \$15, 000, with the current actual about \$20,000, but there are more expenditures to come out. The conference call expense needs to be increased for future budgeting; we are doing more calls than before, so need to determine whether that should continue. Coleen feels it is helpful. The general consensus is that the format is very easy to read and understand. We will discuss the next year's later. Rick Ross moves to accept, Coleen Keffeler seconds, no further discussion, all in favor, the motion is approved.

Cloud Storage Solution Proposal: Mark Branger sent out a document some months ago with potential cloud storage options. Their board uses DropBox and everyone has access to the documents. It is a way to allow everyone to see what's there, and provides continuity for new members, without having to do a thumb drive or binder which is cumbersome. Mark feels that the drawback to Google Drive is that it requires conversion of the documents to a different format, which DropBox doesn't. It opens automatically. There is an expense, however. They pay roughly \$50 per year for a business account for DropBox. It would have to be a budgeted item. Dodie asks whether there needs to be motion for discussion. Pepper asks about using DropBox until it's filled and then start paying. You get so much space for each person that's invited. Tim Knue says he doesn't feel that's still the policy. Mark believes it's a minimal amount to pay when everyone has access and changes are instantaneously reflected for everyone. It doesn't show change history. According to LeAnn Wilson, ACTE uses DropBox, but many things are stored on the website. Many present explain that they use DropBox, and there is general feeling that they don't like Google Drive. Coleen asks if only the author can make changes to documents; Mark says if the author give editing rights, they can edit. Rick asks who will maintain the DropBox; Mark says it would have to be someone on the Policy Committee, and coming in for three years so there is continuity. Dodie feels that since Mark has familiarity, and he will be on the Policy Committee for at least two more years, it would be advantageous for him to take care of it. Rick suggests it be the same person who takes care of the website. Pepper asks if Sherilyn Senef has familiarity with DropBox, and she does, so perhaps she could oversee it's management for the Committee. Mark has converted all

of the forms to fillable pdf's for the website, and those could be shared in the DropBox so everyone has access. Rick says he is working on the policy manual quite a bit, and it could be done there. Diane Walker could upload the minutes right away and not have to send them out. Rick and Pepper feel that the free account is enough space; it doesn't require more until pictures are put in. Dodie wants to make sure we approve that direction first, before we decide who will be in charge. Rick Ross moves that the Policy Committee try DropBox for one year, and re-evaluate at the South Dakota conference, Coleen Keffeler seconds. Tim suggests that if there is an issue in the interim, it be reviewed again. Rick accepts the friendly amendment - move to approve DropBox free option with continuous evaluation, Coleen seconds. Mark says that if we do this, and anyone on the Committee needs assistance, we can sit down and take a few minutes to go through it. No further discussion, all approve, motion passes.

Dodie says that Sherilyn only has one year left on her term on the Policy Committee, so that may not be the best option. Diane has submitted paperwork to go for her own term on the Policy Committee. Rick has one more year left. Mark doesn't mind taking on the management; the main task is sending out invitations to everyone. Pepper asks if it will be left up to everyone to put in their own items, e.g., Diane for minutes - will each make their own folder. The Committee needs to decide on what folders are required, as it can get cumbersome. Mark suggests only including the basics, such as minutes, agendas, policy manual, website, budget. Dodie wants to keep it simple. We all have too many hats to wear, so we don't want to get everything confused. Rick feels that the conference planning manual should be on the website, as it will be accessible to anyone who wants to bid. The Hall of Fame would be there. The DropBox will be kept only for the Policy Committee, not the public. With the committee's approval, Dodie will appoint Mark Branger to oversee DropBox for one year.

Review of Policy and Procedures Manual: Rick Ross sent out the latest draft of the Policy Manual before this meeting. The major change was in the language regarding the Region V VP Elect, ensuring that it is a non-paid job shadow position for the additional one year term. Diane reads aloud the two changes on pages 6 and 12, and Mark projects it on the screen for attendees to view. This was borrowed from Region I, III, and IV as a model. Pepper wonders if the person comes from a state or district which will not support the person financially, and they would have to do so themselves; would that

prevent them from participating. Since it is optional, Rick feels it would not prevent them. Dodie explains that we are the only region which doesn't have the position, and the others are all positive about having the position - it allows for more familiarity and history. Rick clarifies that the person who holds the position could still hold another office, e.g., still be on the Policy Committee. There are no further qualifications other than being eligible to be the VP the next year. Despite the fact that we had not officially adopted this, Kate Dowdy has added us to the board nomination process, to meet the election portal deadline, per Dodie. Since Dodie served on the Policy Committee a few times, she had some familiarity with things, but not all will have the same advantage. We have not accepted these changes so far. Rick Ross moves to approve the changes on the VP Elect as noted above, Pepper Poulsen seconds. Diane notes that the page numbers need to be updated/corrected. Coleen thanks Rick very much for his hard work in getting the Policy Manual up to date. With no further discussion, all approved, motion passes.

In further discussion, Mark points out that each Standing Committee is supposed to present a proposed budget prior to March 1; it has been done informally. Pam Stroklund has sent an email. We need to get her more involved, as she is really on top of things; Mary Anne Berens agrees. She is one of Kraig Steinhoffer's disciples and does great work, per Rick. Dodie has received figures from some, but not others. She feels the March 1 deadline is too early. She has only gotten requests in the last week or so. Since the committees meet at the Region V Conference, should they prepare their budget here, although that may be a bit late for the Policy Committee? Or should it be done at the Vision conference? Pepper feels the budget is based on the prior year. Since the portal closes March 1, Awards doesn't know until then how many people who are applying, so doesn't know how many certificates will be done, or if there is some token for each state award winner. Rick has all of Pam's materials. Mark feels the March 1 date should be changed to be later. Rick feels it should be May 1, since the Region budget isn't due until May 31. Then we could work with the committees to fine-tune. Mark Branger moves to change the language in the Policy Manual under budgets category to reflect that the deadline for standing committees to submit budget requests move from March 1 to May 1. Pepper Poulsen seconds the motion. Chuck Gallagher notes that the committees will be meeting at the conference, and they could conceivably give it to the Policy Committee at the conference. The general consensus is, however,

that they need more time to get it done. With no further discussion, all in favor, motion passes. Rick will put this in his report for the business meeting. Mark also notes specific qualifications for the Policy Committee, that page 8 includes other officers, specifically Vice Chair and Secretary, and we haven't done it. The group recalls that it was done last year (Rick Ross was appointed Vice Chair and Diane Walker as Secretary). Add it to the agenda at the end of this meeting.

LeAnn Wilson informs the Committee that she has checked and the budget is due to ACTE on April 29, so we need to amend the last motion from May 1 to the last day of the ACTE Region V Leadership Conference; Rick Ross makes the amended motion, Pepper Poulsen maintains her second. Without further discussion, all in favor, motion passes.

Region V Website Update: Mark Branger updates the group on changes; thanks to everyone who has looked at it and made suggestions. It is now better than it has been in the past. The bottom part of the page with the archive, etc., really needed updating. Pepper asks about the State of the State template, which is now in a fillable pdf format, which is phenomenal. However, some people said they couldn't insert more than one line. Also, when Pepper was printing them, if it went beyond the size of the box, with a slide bar, it wouldn't print everything without going to a Word document copy and paste. Mark tries it here, and it doesn't word-wrap, so it needs to be corrected. Coleen also notes that the mini-grant page shows Chuck as the VP, so it needs to be updated. Dodie says we are so used to seeing it, that we don't always catch the changes that need to be made. Whenever any Policy Committee member is on the site, they need to point out changes to Mark which need to be made, particularly in their area of oversight. Mark then passes on changes to Jen at ACTE. Doug Meyer feels that the Region V website is one of the best, in his opinion, because of Mark's efforts. Mark says that Jen is wonderful to work with; she makes changes very quickly. LeAnn says that she is great and they are very happy with her; they are in a good place with their staff. Pepper and Dodie echo the sentiment that all of the ACTE staff are so helpful. All thank Mark for his work.

First Timers for Region V: Dodie Bemis received a record number of applications this year; we discussed this item on the conference call before last. The unfortunate part of this is that there was not enough money for the stipends in the budget (there was half as

much); it should have been \$250 each year for 2 years, times 10 stipends, which is \$5000. Dodie went with what she's been doing the last 8 years, and went over. She will figure out how to rectify that with other expenditures. There were 37 applications, which is outstanding. She tries to make sure there is one from every state, look at the dates they came in, determine whether they are members (over a dozen were not from CA and OR); the priority is for members (suggest that in the future). There were 18, 10 for first year, and 8 from second year, with attendees from a variety of states (2 AZ, 2 CA, 2 OR, 1 ID, 1 ND, 4 repeats). Dodie has checks for all but the ID woman, and Cora will have to send that out. When you have 380+ attending, we should expect more numbers. Eight returnees is a record, per Chuck. A woman from WY sent a thank you is that the best part is that she gets to come to SD next year, as well. We need to modify the budget to cover it going forward. Chuck asks how many came back when the change was made to go to the second year; it was 3 in the past, and now 8. The division into two parts has made the number of returnees increase. The woman from ND last year couldn't come back this year. Rick will make sure she goes to SD next year. Chuck also suggests that if a state got it before, perhaps consider giving precedence to a state which did not receive it in the past if there are too many applications. Dodie says that is something to look at, but just wonders if it is an anomaly due to high numbers this year.

Review of Region V Hall of Fame Award Application: Coleen Keffeler says she got several questions about whether the nominee has to be an ACTE member, and they do. We need to stress their contributions to Region V, even though we had 3 great nominees this year, it's not explicit enough on the application form. That will need to be updated. Mark agrees. Dodie notes that Pam Ferguson and Pam Stroklund really worked hard on updating the Innovative Program award, which was important. Mary Anne really worked to update the Fellows program. Rick requests that the rubric be updated, as well, which Mark found.

Region V Mini Grants: Coleen Keffeler feels we should address this item during the budget process. The reason the application was not sent out for this fiscal year is because the states approved (AZ, MT, NV) didn't get their money last year, and it had to come out this year. When Coleen and Mark worked on the budget, then discussed with the Policy Committee, it was determined it needed to wait. Montana and Nevada sent in their claims, and have only spent \$3600 out of \$5000. Dodie will check with Pam

Ferguson and Mary Anne with Shelly to make sure they received their money. Snehal Bhakta brought it to Dodie's attention that NV hadn't gotten it.

Pin Design Contest: Rick Ross recruited Derek Smith from UT to help with the pin design; he is excellent and is very knowledgeable. His wife tragically passed at the end of March (they were out on a date on their 4-wheelers and she flipped it), and since Rick feels he is not qualified to do this, we will move the competition to the Marketing Committee. Rick asked that we judge the entries we did receive, and that will happen at our May meeting so that we can provide the award to the student. There were 15-16 submissions this year. Sherilyn, Autumn, and Dodie discussed it during the Marketing Committee call, and they are fine with that division of labor. The \$50 award will be made to the winning student. Pepper updates on Derek's status that he will stay on the UT board, although he did not come to the conference nor will he attend the UACTE meeting next week. The Marketing committee will decide what to do for next year.

Fellows Report: Mary Anne Berens reports that she received one application, plus a second which missed the deadline. She notified the second applicant that it was late. Another woman sent it, and when she opened to the application, it was a letter of support, and the other documentation, but there was no application. Mary Anne requested the additional documents, but never received. Shelly Goerdt is the only fellow application, and she is approved. They will meet here. Eric Lustig and Craig Statucki have been wonderful to work with. Ken Holmes had to drop out due to his wife's grave illness. They will present on Friday on a book study they did. The last year or so have not met expectations of performance, so there will be some clarification of requirements and participation so that the stipend is earned with an accountability piece. Thanks to the Policy Committee to the increase in the stipend amount. Craig Statucki is an amazing young man. The fellowship is designed to grow future leaders in the association, as well as increase personal growth. We need to see how they will go on in the association. The next piece is the Publication Award which is overseen by the fellows. They have done a great job with it; they review the publications based on a rubric. They only get about 5 submissions out of all of the 16 states. It doesn't have to be re-created, so she is not sure why more states don't participate. She wonders if people think it's a cumbersome task to put everything together. It can be the website link, e-newsletter links, etc. Pam Stroklund asked her to get the awards for that piece;

she worked with Chuck Gallagher and had them done in wood made by a man from Tucson. The fellows will present the awards. The direction for the program is positive. Two people who have applied for next year are stellar. Dodie asks that the fellows be announced at the Business meeting. Eric will also provide a report. Mary Anne asked them both to be there; it will be a requirement going forward. There is sometimes a conflict with presentations and meetings, which is some consideration. Dodie asks if \$250 should be held back until they meet their obligations. Rick says they were not allowed to submit their requests for reimbursement until after Region V Leadership Conference when he was a fellow to make sure they did attend as required. Rick also had to stand and give a report about his own activities as a fellow during the Business meeting. Dodie decided not to have Eric attend this morning because of the depth of our agenda. Rick notes that attending the meeting, even if not presenting, is beneficial to learn about the inner workings. Coleen says that by splitting the stipend into two portions may help people with more limited finances. South Dakota used to do a stipend, and payment was made based on providing required reports. We will budget for 2 fellows for next year.

#### Region V Committee Report Review: Liaisons:

- Awards - Pepper Poulsen has a written report which she distributes, plus sample programs and poster pictures. Mary Ann will submit her budget request for the Publications to Pam Stroklund. Pepper is ecstatic about the number of candidates (51 from 13 states), as it is growing each year. Having been on the national committee for a few years, Pepper feels we are growing in region numbers in teacher applicants because we align well with the national award. National ACTE has made it such an honor to be nominated and win, which increases the numbers of submissions; the process has gotten much easier, as well. The final survey was sent out, with 22/51 completing; there is a handout with the responses. The process seemed to work quite well. They will discuss it with the national awards committee in a few weeks. The concern was not putting additional responsibility on Kate Dowdy at the national level. With the number of candidates, and only having 3 not submit the video, that is good. All were contacted to do so, and those three didn't respond. Other regions only get 14-15 total applicants. We are doing 3D trophies; Rick shares a picture, and Dodie sent one out recently. Mark asks about the cost of each trophy; including the design cost, they were \$55 each for



materials, plus some fabrication time (\$10/hour), for a total of \$385. If the model is used in the future, the cost can be reduced with minor changes. Including the posters and programs, the total was \$1100. Diane had the Innovative Programs awards made. Perhaps let the winners get the additional posters that can't be put up on around the site. Diane explains that the Knight HS Digital Design & Engineering Academy made the Innovative Program awards, at a cost of \$15 each for the acrylic sailboats. Pam sent out emails to the award finalists about the process; it was very thorough. Pepper asks LeAnn if we could try to get a sponsor for the region awards, similar to what Stratasy's does for the national awards. LeAnn says they would appreciate any ideas about how to go forward. Perhaps get a donation for the materials either at cost or free, with recognition. They can talk about it later.

- Legislative Policy/Resolutions - Diane Walker notes there is no written report from the committee, however, we will be meeting this evening, and will review Perkins re-authorization, nominating committee procedures, etc. Lyn Velle has directed correspondence with the members by e-mail.
- Marketing/New Ideas - Sherilyn Senef says there is nothing new to report. There has been little to no feedback from the committee to Autumn. There will be over 100 first-timers who plan to attend the meeting in the morning, according to survey results. The committee will also need assistance with handing out ribbons at lunch. Dodie ordered Ghirardelli chocolates as gifts for people when they come in, first-come, first-served. They will answer questions regarding the conference. Pepper asks if the first-timers will get to eat breakfast, and Diane explains it will be 7-8:30. Autumn will get the ribbons tonight and they will be disbursed tomorrow at lunch. Pam is on the Sea World tour; there will be ribbons for award winners, and Dodie will give them to Pepper. There are also Committee Member ribbons which will be given out tonight. Autumn is going to take pictures, also. They will take pictures of the Hall of Fame and of award winners on Saturday. Derek will probably continue with the pin contest; the committee will discuss and decide what to do.
- Nominating - Rick Ross heard about a month ago from Annika Russell, but nothing since. She does not have one person coming for the committee meeting. Rick notes that has always been a challenge on the committee; he used his cell phone to do a conference call in the past. They do need to do work in

advance; there are only a few nominations which have been received (one for awards, two for policy). Many committee members are from WY; we need to really promote membership throughout the year. Dodie will announce tomorrow that if people want to participate, they need to submit their paperwork by the beginning of the Business meeting. Perhaps the liaison states can get more people involved. Rick says the states with strong leadership within the region have people on the committees; we need to build up the strength of the state leadership, and it will follow. Nevada, Utah, and Colorado are all stepping up both at the region and national levels. Darrell Green from CO is doing a great job in getting people to participate; he plans to retire in the next couple of years, so we need to capitalize on that while he's still here. Doug Meyer names KS, NE, ID, OR and suggests that we reach out to those states at the conference to get them more involved. Their membership numbers have skyrocketed over the last couple of years. Sherilyn is the liaison for OR, and that would be a great group to work with (nothing since the mid-2000's). It only takes one person who is a believer, and he can make the magic happen, per LeAnn. Tim says that Oregon's conferences are on hold in future until legal issues are resolved. UACTE pays for President-Elect, President, Past President and Pres Elect-Elect to encourage them to participate at the region level. They probably don't have a good idea of what some of the committees do, so there should be some explanation of what the parameters of each. Mark says they are required to serve on a committee if MACTE pays their way. How can we entice more people to take part. It's better not to have the committees on Wednesday night, because people are still coming in. Pepper says it doesn't have enough explanation of what the committees do as part of the program; the Policy Committee needs to educate the conference attendees better. If they don't have their supervisor's signature, ask them to turn it in, and we will follow up with them. Tim Knue says it is always a struggle; each officer must participate in a committee, and there are rules about which they can join, perhaps the Executive Director can say which one. Tim wonders about then having the Policy Committee members come out of the standing committees as a general rule. Rick says that the fellowship applications have a similar issue, with most coming from AZ and CO; we need to get more people involved all around. Rick feels that not everyone should take on more, especially when they are new, however, they eventually need to step up to the plate and grow through

the committees; Dodie agrees. Doug says another avenue to get more people involved is to have them do a presentation about a great program they have in their district, and then entice them from there. Coleen would be willing to work on a presentation over the summer explaining the committees, how they tie into state and national committees, and give contact information for the current committee chairs. Rick suggests doing it as a national webinar; LeAnn says that could be done - that way it's a benefit to all of the regions. Dodie is mentioning committees - part of the script; Mike Woods is also doing a session on revitalizing committees. Tim says it is a push-pull to get people involved. We can't be afraid to ask people to get involved; Mark agrees. Doug says people at the higher levels must ask, and that was a point raised at the board meeting at Vision. Anyone can attend a committee meeting; you don't have to be a member (be explicit about that). There needs to be an announcement in advance about the meetings; there seems to be a lack of communication or understanding. Mary Anne feels that every fellow also needs to be on a committee, or everyone who attends the conference should come.

Update on Region V Conference California: Diane Walker shows the PowerPoint she prepared about registration figures by state, job title, online and paper. Mark wonders why there is an increase in numbers; Diane opines it could possibly be due to the California Career Pathways Trust Grant focus, but it is still greater than the last time we had it in California. Doug says we did a good job advertising. Tammie Holloway may need help this afternoon to get the raffle gifts ready (collect and prepare - may be more than expected). Diane explained about the one elevator under repair with the available second, stairwell, etc. The Policy Committee, LeAnn and Doug, offer their help wherever needed.

Update on Region V 2017 Conference South Dakota: Coleen Keffeler has been in contact with Dr. David Jones from NC State University, who will do the Strengthfinders presentation (at NPS 2-3 years ago), and will also do a breakout session. He doesn't have a standard contract, so they may need assistance from ACTE. One tour will be Sturgiss Industrial Park (mini career day similar to what they do with students, with 7 partners). Roma's Ristoranti in Spear is a great supporter of ProStart, and is doing a proposal to do supper there after the tour. They have a conference call next week.

### Region V Conference Proposals:

1. Tim Knue as a proposal for 2018; they had the conference in 2009. They have identified for them to make it work it must happen in an even year because of legislative sessions. Tim is the registered lobbyist for CTE in the State of Washington; since 2020 was too far out, they decided to do 2018 proposal, and MT will propose for 2019. He distributes a summer conference flyer which would be similar for marketing. Roxanne Trees from Seattle Public Schools put together a full planning manual based on the 2009 conference, and made a proposal from it plus California timelines. The conference would be at a lodge ~ 45 minutes from Portland, OR; go up the Columbia River Gorge to the Bridge of the Gods, and the theme would be CTE: Bridge to Success. Multnomah Falls is right along the freeway. The problem with shuttles is when to schedule to pick up people from the airport; it would be rental car dependent or other means to be determined (airporter shuttles). The lodge is a partnership with USF, tribes, etc. There is an 18-hole golf course, zip lines through the woods, natural hot tub with service available, tree house rooms, everyone on property, 3 ballrooms, 10 breakouts, and a few smaller rooms for capacity. Based the proposal on 250 attendees (200 prior conference). There are 3 riverboats operating on the gorge. There is the Skamania Museum near the property where an evening dinner event could be held; they are working on pricing now to see if it could be within reason. Tim provides cards outlining activities in the local area; bikes can be checked out and used on local trails. The plan would be April 19-21, 2018 based on availability; there are 219 sleeping rooms. With 250 attendees, we can "own" the property. They don't have all of the figures together, but have put together the bid sheet. The total proposed budget is \$106k, with registration fee of \$525, only early bird. Food is a bit more expensive than other facilities they have investigated. Educational tours would focus on viticulture, fisheries, etc. This could be a great way to get OR more involved. There are snacks out all day long. They have factored in sponsorships, etc. Projected profit would be \$14k for WA and Region V (each). It could also be at the Davenport Grand in Spokane during the last week in April (new hotel) - the Lodge was very excited to work with WACTE on the proposal. The figures include service charges. Chuck asks how many would be necessary to break even (each person adds \$350 to cost); if the

number is around 150, then there are additional fixed costs to consider. The evening social could be either on-site or off-site, with additional expense; Tim is trying to get the cost down. Dodie is concerned about the aspect of driving to the lodge, which also increases expense and planning. Doug says that Spokane would be another option. There would be a different pricing structure for Spokane, and there may not be much savings in facility costs; it is definitely a fantastic option, but would be a week later. Traditionally, the vote is done at the Business meeting at the Region V conference, but could it be done at Vision. At Doug's suggestion, Rick feels we have the flexibility to approve the state but not the specific facility, and do that later. The vote is done at the Business meeting. Kansas moved the facility without permission last year; Washington changed the facility last time. If we wait until November/December, it would compress the planning time very much. Get suggestions at the Business meeting about how to handle the transportation issue, etc. There are 3 delegates with 1 vote per state at the Business meeting.

2. Montana's proposal was based on 2018 dates, but with a change to 2019, they may do things a bit differently. Mark is proposing Boseman with Grand Tree Best Western and the Holiday Inn is next door. They host state conferences there, and it is newly remodeled. They could not house the state conference with 200 this year, but will use this year because most of the ag teachers will be gone. Using both hotels would alleviate that problem. There is a new convention center being built slated to open in 2019. There is a place in Butte/Fairmont Hot Springs, tripling convention space, which would also be an option. Mark can't provide more details, but have agreed state rates on \$92 for the hotel rooms. The airport in Bozeman is 11 miles away, with free shuttle service from the hotels. In Butte, it is 20 miles away, and not sure of hotel service. The Bozeman area has lots of high tech business which could have tours; they could do a night at the Museum, with trips to West Yellowstone, local distilleries working with ag community, etc. (listed on the back side). Mark asks whether proposals should be done three years out; Coleen says that's what happened when South Dakota proposed last time. Doug agrees it was done, but then went back to two years because no one was interested. There is still a question about selecting the state vs. the venue; there needs to be a decision two years out on the venue as a joint venture with the

host state and the Policy Committee. There could be a problem with choosing venues 3 years out. This would need to be in the Policy Manual.

Tim says it would be advisable to have an MOU between the host state and the Region that outlines responsibilities, and risk management. It needs to be a give and take, with some latitude for the state, per Mark. Contracts need to be signed as soon as he can. Westbrook Resort is across the street from SEA-TAC airport and is another option. He would be okay with not getting the conference this time because of the elements of risk and unknowns of price, etc. Diane agrees that there is an element of uncertainty in not knowing just how much the Region should do and how much the state, so an MOU would be helpful. Also, sometimes contracts need to be signed immediately to get the prices. There were 216 in Arizona in 2007, 180 in California in 2008; Chuck feels you normally get about 1/3 from the host state, and need 150 at least to break even. Region V needs to have that information available to the potential bidders so they can make an informed decision.

Montana will propose for 2019 for the state and not the venue; Rick would also like to see Washington also present their proposal. If there is a loss, Region V doesn't take any of it - it's all the state's burden; the states are in it to make a profit. Alaska took a loss at Alyeska. Last year's conference made \$7991 (\$14,000 total, split).

Lyn Velle notes that ag teachers prefer to go to their own conference rather than ours. That shouldn't enter into consideration for proposed attendance figures.

Review Region V Conference Planner: Mark Branger provided an update on the conference planner, with input from the committee and the California crew with additional items as they have arisen. Mark explains to Tim that this manual will be available going forward for any states who are considering putting on a conference. Mark Branger moves to accept the proposed conference planning guide as a working guide, Diane Walker seconds. Mark asks that South Dakota use it and provide additional input for next year. Mark will email a copy to Doug Meyer as requested. Without further discussion or comment, all approve, motion passes. The manual will be put on the Region V website.

Region V VP Elect: Dodie Bemis asks that we get out the word, and get people to apply through the portal before June 15th. Explain the reason why it is being done in advance at the Business meeting.

Appointment of Policy Committee Vice Chair and Secretary: Dodie Bemis (Rick suggests the Region V VP Elect); Diane Walker will accept the role of Secretary for the upcoming term if she continues on the Committee. The "select" language should be clarified going forward (Doug says it can be an appointment). Dodie appoints Rick Ross as Vice Chair and Diane Walker as Secretary.

Region V Areas for Improvement: Dodie Bemis asks what we could do better; what leadership is not being provided, or what needs to be done. Mark feels we have been doing that through updates of Policy Manual, creating the Conference Manual, more communication with liaison states. Pepper says we got 13 state of the state reports, more award submissions, so the communication seems to be improving. Coleen notes we don't always hear back from our state liaisons. Doug says that the Policy Committee is doing much more than in the past, and compliments members on their actions. Dodie is doing a great job in building upon what was done during Doug and Chuck's tenures. Pepper asks whether the name has to be Policy Committee; Mark suggests Leadership or Planning. Rick and Mary Anne feel it is an Executive Committee. The other regions have Policy Committees - LeAnn isn't sure what's in the national bylaws. Chuck suggests working more closely with the states which are not as involved.

Communication Strategies: Dodie notes that she likes the monthly conference calls; Mark feels we are communicating and getting more done as a result. She does wish we could do more with the committees, and getting more people actively participating. We need to continue the work so that Region V keeps progressing; we can't sit upon our laurels. Pepper asks if it would be advantageous to invite committee chairs onto a conference call at least twice per year for more detailed conversation, input and requests for help. All agree it's a good idea; Dodie suggests doing it in September or October before Vision. Lyn also feels it is good to put the reports in the newsletter. Pam asked for a co-chair to sit on the national committee, however, then she doesn't participate in national calls and doesn't get all of the required input. She wouldn't have to attend Vision, necessarily - attend the banquet. Rick asks how much time does it take to

participate in the national committees - one phone call per year; again, this is a point of education. Pepper and Dodie have concerns about putting in a co-chair, due to a loss of continuity.

Leadership 101 - It is now over 40 people for the session; Dodie expresses consternation over the fact that 11 have signed up in the last 24 hours. Most late requests are from California. The hotel staff will need to re-set the room with more tables and chairs.

Draft 2016-17 Budget: Mark Branger says we won't know what the San Diego income will be for about a month. Put in the draft budget to ACTE by the end of April, but it doesn't have to be approved at the business meeting. Cora reports that membership income will be about \$6800 (a bit lower), with \$12,000 profit projected for conference income. Fellow expenses for 2 per year at \$1500 (only 2 total this time, \$3,000 - could increase \$1500 next year with additional fellow). It can be modified if/as we know of changes as of July 1. Awards should be \$500 x 7. Mark doesn't feel comfortable with mini-grants again this year, until we know what the revenue will be. Their state does 2 budget scenarios, and perhaps he could do that. He put in a line item for the pin design; Marketing will need to decide that. The meeting expense doesn't happen very often, so should that be used for coffee. The designated can't be carried over, so we need to spend it - leave it as a fill (can move) and spend it. First timers should be 10 and 10 for \$5000. National fellow at \$1,000. Committee budgets as proposed. Travel expenses, Hall Of Fame, CTE Support Fund basket, need to increase amount for conference calls (take out of meeting expense), gifts for committee members. Balance would be \$4605 going into next year. Doug asks whether we want to do the additional national fellow, as that is optional. Rick asks if first-timers would come without the stipend; people probably would do so, it just helps defray expenses. We could cut down the number. Mark proposes not doing the additional national fellow due to our current budget status. It's up to the VP and Policy Committee when to approve the budget. Put that in the Policy Manual. Should we re-convene after the committee meetings, or just handle it on the next conference call? Mark suggests we complete it by June or July. Next call in May (Rick will do a poll, stay away from week of May 11).



Good of the Order: Dodie Bemis - Diane notes we will have a national ACTE Membership Advisory Group meeting tomorrow at 1:30. Dodie announces the state leaders networking session on Friday in Room 354 and social at 4:30-5:30.

Adjournment: Dodie Bemis at 12:50 PDT