



*Educate. Advocate. Lead.*

## Region V Policy Committee Meeting Notes

Wednesday, April 6, 2022  
Rapid City, South Dakota  
9:00 am - 12:00 pm MDT

**Present:** Trish Zugg, Janet Goble, Craig Statucki, Mark Branger, Maggie Cox, Frank Messina, Robert Covington, Alyssa Alcos, Dodie Beamis, Steve DeWitt, Nora Zollweg, Coleen Keffler, Jenn Fisk, Shani Watkins, Tracy Kearn, Shelly Thome, Annika Russell.

Shani Watkins called the meeting to order at 9:06 MDT.

**Approval of agenda:** Janet Goble calls for a motion to approve today's agenda; Trish Zugg moves to approve the agenda with flexibility, Jenn Fisk seconds, no discussion or opposition, motion carries.

**Approval of Conference Call Minutes (January, February & March):** Janet calls for a motion to approve the minutes from conference calls held in January, February & March; Jenn Fisk moves, Tracy Kearn seconds, no discussion or opposition, motion carries.

**Steve DeWitt, Executive Director of ACTE:** Steve thanked all who attended the recent National Policy Seminar. The Association is doing well with membership ticking up. ACTE has a few new hires: Dr. Sophia Alston, Postsecondary CTE Manager; Laura DiNardo, Senior Manager of Strategic Partnerships. ACTE is ramping up for the VISION conference. Steve is looking forward to this Region V conference.

**Financial Report (2021-2022 Budget):** Shani reviewed the sources of income: operating budget received from ACTE and the designated fund coming from Region V conference profits. The operating budget is healthy even though it only shows \$7,733 currently; other funds will be posted soon (timing issue). Currently there is \$56,142.64 in the designated fund; the Region V conference profits are not yet included in that figure.

The designated budget will be determined in May. It is good to keep \$25,000 in carry over funds which can help states put on the conference if they don't have the budget to front the conference costs. Coleen advises to have \$30,000 in carry over to take inflation into account. We also receive investment revenue from the designated fund.

Policy Committee members can submit to Shani travel receipts up to \$1,200 for reimbursement, along with the physical address where to send the reimbursement. These funds are designed to help those who don't have other resources. Conference registration is not allowable, only travel expenses. After receiving receipts, Shani will send to the Policy Committee to approve via email. It was noted that the marketing committee will turn in expense receipts from the conference.

Shani reviewed the different budget categories noting that some of the categories may need to be increased for next year. Committee chairs need to understand there is a budget and how to submit for reimbursement. Committee chairs will submit a proposed budget in May. We have two experienced Fellows who will receive reimbursement to attend the Region conference.

**2022-2023 Budget Development:** The operating budget is due April 30 to ACTE. ACTE has provided a template to help with the budget process. \$7,398 operating budget for FY23 – cannot be carried over so need to use it before the designated budget. Allocate \$1500 for Fellows scholarships and \$5000 first timer conference attendee stipends. Shani reviewed the FY22 budget to give historical perspective.

Historically, a \$750 stipend was given for the Fellows coordinator. Discussion of increased travel costs in support of increasing the stipend. Jenn Fisk motioned to raise the coordinator stipend from \$750 to \$850, Shelly Thome seconded. Discussion/clarification: money is for fellowship coordinator and can be used as they see fit; no opposition, motion carries.

Jenn Fisk motioned to take \$850 for fellows coordinator out of the designated funds and put it in the operating budget. Trish Zugg seconds. It was suggested the \$48 remaining be applied to postage; Maggie Cox mentioned the Marketing Committee discussed sending postcards to maintain connection to first timers; extra postage would be nice.

Shani called for a motion to approve the operating budget for FY23 as indicated; Tracy moves, Trish seconds, no further discussion or opposition, motion carries.

**Region V Vice President Elect:** Shani noted that nominations open on April 1<sup>st</sup> for the VP Elect position. It is required to have 2 people running in the election in order to fill the position. The elect position will shadow during Shani's third year as VP. If you know of someone, please have them submit the required paperwork which is due in June. The voting happens at VISION with the elect position to start in July (Shani's last year); then the person would assume the VP position for the following 3 years.

**Review of ACTE Board Meeting:** Shani reviewed the following items from the recent board meeting:

1. ACTE is fully staffed but are reassessing the needs/opportunities so they can better support members.
2. List of future VISION conferences:
  - a. 2022 Las Vegas Nov. 30-Dec 1
  - b. 2023 Phoenix Nov. 29-Dec 2
  - c. 2024 San Antonio Dec. 4-7
  - d. 2025 Nashville Dec 10-13
  - e. 2026 New Orleans 100th anniversary Dec 2-5
  - f. 2027 Las Vegas date TBD
3. Virtual session "Good Trouble" June 9th - Butler Tech is hosting with ACTE. Focuses on IAED and supporting students. Busting IAED barriers in CTE.
4. 2020 Fellows short changed since everything was virtual due to the pandemic.
5. Advanced CTE were proposing to change the career clusters; is now on hold indefinitely. ACTE has nothing to do with that since Advanced CTE own the career clusters.
6. Teach CTE coalition - [acteonline.org/teach/cte](http://acteonline.org/teach/cte). Steve DeWitt would like other activities and mentioned needing blogs on why teaching is a great profession.
7. Promotions and scholarships to become a CTE teacher.
8. National spokesperson to represent each CTE area.
9. April OCTAE cybersecurity award coming.
10. WBL conference in Utah - bursting at the seams (sponsors, attendees).
11. Advanced CTE - train the trainer model, data literacy.
12. NEDA – Dodie Beamis reported they were forced to meet regularly via monthly zoom meetings; this mode has been better for the association.
13. Board facilitated discussion - how can ACTE help overwhelmed teachers. Why are teachers overwhelmed? What kind of self-care should we support? The Region V Conclave was well received; Shani would like to continue virtual opportunities to support teachers.
14. Scott Stone, incoming ACTE President's, three goals: CTE Learn Champion, creating more post-secondary level teacher tracks, teacher recruitment/retention. Discussion about new-to-CTE and/or incoming CTE teacher session at VISION (up to 30 teachers).
15. CTE support fund - supports public policy topics. Lisa Stange challenged the ACTE board to support CTE fund. We need to advocate and support in Region V. Previously known as "legislative support".
16. IAED mentee/mentor - 32 sessions at last VISION conference; Techniques did magazine focus; 200 members; pre-conference at VISION. CTE Learn module. Refine/define with IAED means.
17. Review of political landscape.
18. Next level post-secondary leaders (name change).

**Region V Strategic Plan:** Shani reviewed the 2021-22 Strategic Plan which is housed in the Google Drive. The committee decided last July to continue the plan. When we review the designated fund budget in May, we will align that budget to the 2022-23 strategic plan.

**2022-2023 strategic plan:** the ACTE board is updating the plan and there will be additional items, e.g. IAED will be added. We will hold off on our Region 2022-2023 plan until the May meeting to ensure it reflects updates from the overall ACTE strategic plan. We want to make sure additions translate to achievable goals. Trish noted that for the opportunity fund there is a \$2,000 cap per state. She is trying to leave good notes for her successor.

**Review of Policy and Procedures Manual:** Shelly Thome said ACTE recommends the following be added to the policy manual: "Statements and/or policies in this document will not be in conflict with the articles of ACTE." Shelly motions the sentence be added to page 3 of the policy manual, Jenn seconds, no discussion or opposition, motion carries. Maggie Cox mentioned the Marketing Committee might be bringing forth a couple of changes (naming, etc.) after their meeting tonight.

**Region V Fellows Report:** Coleen Keffeler introduced Fellows Nora Zollweg and Frank Messina. She reported they'd had an awesome year. The book study this year was *Leaders Eat Last* and the Fellows will be presenting a conference session on Friday. After the conference ends, Shani will send an eblast that applications are open (due May 1), then the Policy Committee will make the selection. Nora's term as a Fellow will end June 30<sup>th</sup>. Frank will be in year 2 and we will welcome someone new. Coleen requested to always include previous Fellows on invites to keep them "part of the family".

**Communication Awards:** Coleen Keffeler mentioned that the Fellows are in charge of these awards which will be finalized prior to the announcement at the conference.

**First Timers for Region V:** Maggie Cox mentioned the program will be based on previous years: welcome, introduce Policy Committee members, Fellows at the door to welcome people, local chocolates for treats, waiting on logo magnets, organizational structure, Region V schedule, close with how can you make connections this weekend and moving forward. Starting morning with music to get people energized and excited. Steve DeWitt will give welcome from ACTE. Dodie mentioned it is important for First Timers to see leadership but may not have enough chairs (small room). Dodie sent email to First Timers; would be good for Maggie to send another email today to remind them. 7AM continental breakfast, 7:30-8:15 First Timers session. Only had 7 people apply for First Time stipend but have over 65 First Timers. There may have been some confusion for those who attended virtually last year and counted that as their first time. In Colorado, First Timers were tasked with meeting new people. Make sure you introduce yourself to the First Timers and make connections with them. They'll be wearing ribbons and they will be recognized during the opening general session.

**Region V Hall of Fame Award:** Mark Branger said it will be awarded tomorrow morning. The deadline is February 1st for next year's applications. Coleen has the plaque and Mark will get the name plate ordered. The Policy Committee recommended the deadline to be consistent with other award deadlines. Shani said the deadline will move to March 1st starting next year.

Hall of Fame Award, First Timers stipend and Opportunity Fund grants proposed to have March 1st deadline for consistency – all these awards impact the Region conference. Trish moves the Hall of Fame Award, First Timers stipend and Opportunity Fund grant deadlines are due March 1<sup>st</sup> – with flexibility to make sure the list is complete (anything due in the spring, including reports). Tracy seconds. Discussion: Coleen requests the Fellows deadline stay on May 1<sup>st</sup> since people come to conference, get excited, and then apply. No opposition, motion carries.

**Region V Opportunity Fund Grants:** Trish Zugg noted we typically bring up applicants during this Policy Committee meeting and vote. She reviewed the process and timeline for the Opportunity Fund grants:

- 2021 applicants/2020 reports this conference
- States' applications due by March 1st
- Region V conference Policy Committee meeting - look at applications and approve/deny

- Awarded at Region V business meeting
- Scope of work over the next year, report out at next Region conference
- At Region conference - reporting out for previous year's work and announce new awardees
- We pay out at end of the scope of work; some weren't able to do work and declined award; others didn't finish
- Some didn't have funds to do work before getting money; made one-time vote to give half up front and half at the end
- Last year - took vote to pay out now vs. after scope of work (but on books still pay out at the end)
- Trish has organized the Google drive to help clarify
- Does not have Utah and Nevada reports yet
- Need to clarify what reports are due and when
- No form for the Opportunity Fund grant report - 1 page, couple paragraphs to report out
- Application is now a Google Form; Trish will create Google Doc for future reports, timeline
- Utah is on extension year because of Covid
- Trish is working on payments due - who needs them, who got them already
- She created a Google Sheet for Opportunity Grant Fund Applications for 2022-23
- Sometimes checks have been ready for business meeting, sometimes they've been mailed
- 2022-23 applicants - reviewed project narrative; have enough money for each application. Policy Committee reviewed from the Google drive and voted on each one as follows:
  1. Oregon - Successful Strengths Coaching Course \$1800
    - i. Don't see matching funds
    - ii. How many people affected? Train the trainer?
    - iii. After further clarification, this application was denied because it was an individual instructor wanting support to go to a training personally.
  2. Utah - CTSO Advocacy Program \$1600
    - i. Yes matching funds
    - ii. Approve
  3. Wyoming - WACTE conference \$2000
    - i. What would the opportunities/experiences include?
    - ii. Who is the consultant for \$10K?
    - iii. Salaries?
    - iv. Is it something specific, unique offered at the conference?
    - v. After further clarification, this application was denied due to request being for state conference keynote speaker, which we felt was something all states do on an annual basis.
  4. Montana - Increase Montana ACTE membership - Welcome CTE box - \$1740
    - i. State match
    - ii. Approve
  5. Alaska - resource clearinghouse for networking and PD
    - i. State match
    - ii. Multiyear, huge task, lots of facets
    - iii. Approve

Discussion – it was approved to distribute half of the funds immediately; and after reporting out next year, distribute the rest of the funds. A concern was expressed in how to get funds back if states don't do the work. Trish suggested adding verbiage in the application to indicate funds would need to be returned if the work wasn't completed. Craig suggested the funds could be changed to a reimbursement model. If there are extenuating circumstances, we will work with the states. Trish will add the verbiage to the application and we'll review in May.

**Region V Website Update:** Shani asked the committee to regularly check links on the website and let her know if corrections need to be made. Example: nominating form still going to Annika (who hasn't been on that committee for the past 3 years).

**Region V Conference Calls:** Shani asked if the third Thursday at 4:00 PST still works for everyone (yes). She will put together next year's schedule.

**Region V Committees Review (Budget/Report):** There will be committee reviews at the business meeting. Budgeting will happen in May.

Maggie Cox - Marketing - can have as many committee members as you want but must fill out the nominating form and let Dodie know. For people whose name is on the official list but have not responded, take their names off the list. We need to continue to recruit and grow the committee. The committee has changed its name to "Membership, Marketing & New Ideas Committee" but the name change is not yet reflected in the policy manual. She thought the name change was approved by the Policy Committee in 2019 but wasn't sure. The updated committee vision needs to be reflected in the policy manual.

Maggie would like to do a virtual follow up for first timers to remind about how to get involved in serving on committees. The committee would like to host a social at VISION next year in Las Vegas; may needs funds which can be put on their proposed committee budget for the Policy Committee to review in May. She is pulling together a group to work on a social media marketing plan.

**Member/Innovative Awards Update:** Craig Statucki will announce member awards on Friday evening. He's excited about the Crazy Horse venue for the awards. The committee members did a lot of judging; each judge had 2 categories, judged 15 applications each. There are still in need of more judges as they like having 3 judges for each category. They may add one question to video submissions (name, state, job, why CTE is important to you) which could be used during the award ceremony. There were 58 nominees, 17 did not submit videos; 7 lifetime award winners nominated and only 3 turned in videos. Craig would like to recognize all lifetime achievement winners from previous years – and find out why lifetime achievement nominees aren't submitting videos. He would like to go back to presenting cowbells for lifetime achievement winners; nominees were emailed 3 times to remind about submitting videos; the committee viewed all the videos they could even if they were submitted in the wrong format. Historically, nominees would interview at the conference and decisions would be made who went forward. The interview process was moved to an online video submission. Shani mentioned they are supposed to have one applicant per state but have allowed more than one per state. The judges don't know who they are judging (from different state than the assigned applicants).

**Nominating committee:** Dodie Beamis asked if she should go back to Oregon or Alaska to replace the opening on the Policy Committee. Shani recommends going to Oregon to replace (Trish has been subbing for Oregon).

**Innovative program award:** Dodie showed the plaque. Will be awarding innovative awards on Saturday morning during the roundtable session. Everyone gets recognized who applies (only 5 applied); not a competitive award.

**Social Media/Hashtags (Region V Accounts?):** Jenn Fisk facilitated discussion and the following hashtags were decided upon: #RegionV22 for the conference and #ACTE\_RegionV for general use.

**State of the States:** Jenn has received reports from eight of the states; reminders were sent. There are 13 states represented and expected to report at the business meeting. She may need to send a sample packet so states know what's expected (there are lots of new people). Jenn will create a Google doc for states with all the forms. It was suggested a small virtual meeting could be held with 3 states at a time to walk through expectations. This will be revisited during the June Policy Committee meeting.

**Update on Region V 2022 Conference (April 6-9) – South Dakota:** Dodie expressed concerned about the budget: the registration fee was set at \$450 and now not sure how much money will be given back to Region V because of inflation. Coleen said, "if we break even this conference is a success." There are 160 registered (hoped for 100) and 20 registered the last 2 weeks. All the tours are full except the Agriculture tour. They offered attendees from South Dakota a discount for \$350 - price per person is \$344. Transportation costs have escalated - \$6,500 for buses (\$3,000 last time 5 years ago). \$75,000 deposited, \$51-52K expenses expected; will share final figures at the next policy committee meeting.

Mark Branger expressed thanks for South Dakota hosting the conference. It is amazing with less than a year to plan. All but one of the previous committee members was able to help this time which really helped.

Cyle Miller hand crafted "thank you" pens for the speakers from deer antlers (students weren't able to help as much as he thought). Made one for each policy committee member. Cyle's email will be shared so we can thank him.

The committee is excited about the program, tours, and the awards at the Crazy Horse experience. Kudos to Ron Umehira and Mark Branger for organizing the Saturday morning Best Practices roundtables. There will be 13 tables from different states.

The Silent Auction will close 2:00 on Friday. This year they are giving the money back via a drawing to attendees on Saturday morning. The Mt. Rushmore tour leaves at 2:00; others leave at 2:15. There was snow in Deadwood yesterday so bring coats, gloves, etc. Meals are part of the registration fee and cover a non-alcohol beverage.

Shani ordered a plaque to recognize Mark Branger for his service as the previous VP and will present it to him at the business meeting. Please be prepared with "one word that exudes Mark" on how Mark has supported Region V.

Shani distributed Region V thank you cards so the committee can write personal thank you notes. Mark brought them and recommends to have them on hand.

**Update on Region V 2023 Conference (April 12 - 15) – North Dakota:** no report.

**Update on Region V 2024 Conference (April 9-12) – Hawaii:** Alyssa Alcos came from Hawaii and will share a presentation about the 2024 conference during the business meeting. The hotel is secured and the room rates are set.

**Future Region V Conference Proposals:** Shani Watkins said there are no proposals for the 2025 conference or beyond. If you know of any state interested, please let Shani know. Shani noted it was interesting to learn at the ACTE board meeting that other regions have a rotation list of states to host region conferences. Trish thought it would be valuable to explain that the region has forward funding to host conferences. Some states may be hesitant to host because they don't know what the added work load would be and/or they don't have an executive director. If states are hesitant because they don't have enough help, could the Policy Committee members help? Could there be a stipend for helping? Jamie at ACTE could help plan the conference. Tracy is the liaison for next year and will help North Dakota with the region conference.

Should there be a Region Conference Planner position with a stipend? Craig asked if we need to establish a region conference committee (members could be from outside of the hosting state). Alaska combined their state and region conferences.

**Good of the order:** Since there will be two new Policy Committee members in July, Shani asked about having a retreat in July. We can start to dig into the strategic plan and decide how can we better develop institutionalized systems to make it easier in the future. We will talk about having the retreat at the May Policy Committee meeting.

Policy Committee members at Region conference: attend Leadership 101 to be introduced (don't have to stay); First Timers (7:30 AM Thursday).

April 15th newsletter deadline - tell Shani if have items by April 14th; would like items from others besides her.

**Adjournment:** The meeting was adjourned at 12:41 MDT.