

2022-2023 NDACTE Annual Report



North Dakota Association for Career and Technical Education
2022-2023 Program of Work

Mission: Promote and improve career and technical education. Provide service, leadership opportunities, and recognition to its members. Support career and technical education as an integral part of the educational system.

Based on the ACTE Strategic Themes, North Dakota ACTE will focus on these three priorities during William Fritz’s presidency. The program of work includes specific strategies to help ensure progress towards the priorities.

- 1) Member Value and Engagement – NDACTE’s success is reliant on the success of divisions and educators. Strengthen division communication on NDACTE membership to increase NDACTE Membership.
- 2) Professional & Leadership Development – Promote leadership roles in NDACTE and ACTE, increase award submissions and increase use of CTE learn for professional development.
- 3) Advocacy and Awareness – Advocate for and be a catalyst in changing perceptions of CTE, as well as promote and bring awareness to IAED initiatives nationally.

Date	Initiative	Responsible	Action Items	Status
July 2022				
July 15	<ul style="list-style-type: none"> • PDC - Professional & Leadership Development • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • PR / Marketing Committee • Membership Committee 	<ul style="list-style-type: none"> • Prepare interactive booth and giveaways for PDC Tradeshow complimentary booth • \$35 membership incentive forms 	Complete
July 15	<ul style="list-style-type: none"> • PDC Professional & Leadership Development • Member Value and Engagement 	<ul style="list-style-type: none"> • State Staff / Coordinator • Executive Director • President • Membership Chair 	<ul style="list-style-type: none"> • Finalize Plans • CTE Reception - Organize entertainment activities and promote them to the membership and attendees. (State Staff / PDC Coordinator, President, President Elect) • Coordinate activities, secure ribbons, prepare for new teachers’ session 	Complete
July 15	<ul style="list-style-type: none"> • NDACTE Business • Member Value and Engagement 	<ul style="list-style-type: none"> • President • Executive Director 	<ul style="list-style-type: none"> • Complete Annual Reports & Post on the NDACTE and ND CTE PCD website 	Complete
July 15	<ul style="list-style-type: none"> • NDACTE Business 	<ul style="list-style-type: none"> • Executive Director • President • President-Elect 	<ul style="list-style-type: none"> • Post Budget and Program of Work • Plan and Prepare Agendas for Pre/Post-Conference 	Complete

Date	Initiative	Responsible	Action Items	Status
		<ul style="list-style-type: none"> Vice President 	Meetings and Annual Business Meeting <ul style="list-style-type: none"> Update Committee Assignments 	
July 15	<ul style="list-style-type: none"> NDACTE Board Training Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Update Orientation and Officer Training Manual outlining Board Member duties and responsibilities 	Complete
July 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director Vice President Audit Committee 	NDACTE Annual Audit – Thoroughly review the financial activities and records of NDACTE during the preceding year. Review the following materials: <ol style="list-style-type: none"> NDACTE Financial account balances NDACTE Budget format Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures Provide a list of current NDACTE members IRS Tax Exempt Status NDACTE Investments 	Complete
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Complete
Before the 25 th of each month	<ul style="list-style-type: none"> ND CTE Newsletter Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
July 30	<ul style="list-style-type: none"> Website/Social Media Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	NDACTE website maintenance/social media posting <ul style="list-style-type: none"> Annual meeting information Annual Report Promote PDC Booth information 	Complete
August 2022				
August 8-10	NDACTE Business	<ul style="list-style-type: none"> President President-Elect 	<ul style="list-style-type: none"> Conduct End of year meeting Conduct Annual Business meeting 	Complete

Date	Initiative	Responsible	Action Items	Status
			<ul style="list-style-type: none"> • NDACTE Awards presentation 	
August 10	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Executive Director • President 	<ul style="list-style-type: none"> • Conduct New year board meeting • Conduct New Board Orientation 	Complete
August 8-10, 2022	<ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Membership Committee • Executive Director 	<ul style="list-style-type: none"> • Promote New Member Incentives • Promote New Professional Stipends • Distribute NDACTE Membership Info to Divisions • CTE Learn information to divisions 	Complete
August 8-10, 2022	Region V Planning <ul style="list-style-type: none"> • Professional & Leadership Development 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • 2023 Region V Planning Committee meeting 	Complete
	Website/Social Media <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Marketing Committee • Executive Director 	<ul style="list-style-type: none"> • NDACTE website maintenance / social media posting • Update Board members on website • Update Award Winners on website 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Submit Monthly NDACTE Update to ND CTE 	Complete
September 2022				
	NDACTE Business	<ul style="list-style-type: none"> • Executive Director • Executive Officer Team 	<ul style="list-style-type: none"> • Review materials and update NDACTE Officer and Board Member Training Manual 	Complete
Sept 1	<ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Membership Chair • Executive Director 	<ul style="list-style-type: none"> • Solicit Applications for New Professional for 2 \$500 travel stipend – Deadline is Oct 1. 	Complete
Sept 6 4:00-5:00	Region V Planning <ul style="list-style-type: none"> • Professional & Leadership Development 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Region V Planning Committee zoom meeting 	Complete

Date	Initiative	Responsible	Action Items	Status
	Membership Drive <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director Membership Chair Vice President Division Reps 	<ul style="list-style-type: none"> e-mail Renewals Contact and Recruit Sept 1 - 6 \$50 Gift Card drawings 	Complete
	<ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President 	<ul style="list-style-type: none"> Instruct committee chairs about their assignments and Assist them in carrying out their tasks and Check with the committee during the year to assure progress is being made. 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
October 2022				
October 1	NDACTE Business	<ul style="list-style-type: none"> Membership Chair 	<ul style="list-style-type: none"> New Professional Applications Due – select 2 	Complete
October 1	NDACTE Business	<ul style="list-style-type: none"> President (President elect) Executive Director 	<ul style="list-style-type: none"> Coordinate ACTE Voting Delegates 	Complete
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Complete
October 11 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> NDACTE Fall Board Meeting via Zoom 	Complete
October 15 th	NDACTE Business	<ul style="list-style-type: none"> Executive Director Executive Officer Team 	<ul style="list-style-type: none"> Complete Annual Report and Quality Associations Standards information to ACTE 	Complete
Oct 4 4:00-5:00	Region V Planning Website/Social Media	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee meeting 	Complete

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 			
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness	<ul style="list-style-type: none"> Marketing Chair Executive Director 	<ul style="list-style-type: none"> Website updated Social media plan developed (with monthly themes?) 	Complete
	ACTE Event <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President – Elect President 	<ul style="list-style-type: none"> ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget. 	Complete
Before the 25 th	ND CTE Newsletter Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
November 2022				
	NDACTE Business	<ul style="list-style-type: none"> Carla Hixson – from ACTE 	<ul style="list-style-type: none"> Coordinate ACTE Vision List - Name of Attendees 	Complete
	CareerTech Vision 2022 <ul style="list-style-type: none"> Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director President 	<ul style="list-style-type: none"> Inform ND Delegates of Activities 	Complete
Nov 1 4:00-5:30	Region V Planning Website/Social Media <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee Zoom meeting 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
25th of the month	ND CTE Newsletter Website/Social Media	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement 			
November 30-December 3, 2022	Vision 2022 ACTE Annual Conference <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> President - Elect 	<ul style="list-style-type: none"> Attend Vision 2022 	Complete
December 2022				
	ACTE Event - VISION <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development 	<ul style="list-style-type: none"> President Elect (President elect) Executive Director 	<ul style="list-style-type: none"> VISION ACTE Leadership Training Register and pay \$25 to attend training Coordinate a ND social during the ACTE VISION Convention. No Budget. 	Tana Erbes attended
	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> National Policy Seminar Registration Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	Eric Ripley attended
	NDACTE Business	<ul style="list-style-type: none"> President – Elect Past President 	<ul style="list-style-type: none"> Review and make recommendations regarding policy changes or updates. With the Executive Director, update the NDACTE Policy Handbook. 	Complete – no changes recommended.
Dec 6 4:00-5:00	Region V Planning <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee meeting 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
Before the 25 th	ND CTE Newsletter	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement 			
January 2023				
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 990-N Form for taxes Submit and pay filing fee for Nonprofit Corporation Annual Report to Secretary of State on behalf of NDACTE 	Complete
Jan 3 4:00-5:30	Region V Planning <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee Zoom meeting 	Complete
	NDACTE Business	<ul style="list-style-type: none"> NDACTE Board 	<ul style="list-style-type: none"> 2023 Region V Conference Fargo, ND Identify Participants to attend 	Complete
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Complete
	NDACTE Awards Website/Social Media <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> Refine Awards Application and review process 	Complete
	NDACTE Awards <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Remind NDACTE Award Winners that are moving forward to Region V of the \$200 stipend to attend Region V Conference 	Complete
Jan 10 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete

Date	Initiative	Responsible	Action Items	Status
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
February 2023				
Entire Month	Career/Tech Ed Month <ul style="list-style-type: none"> Advocacy and Awareness 	<ul style="list-style-type: none"> All Members 	<ul style="list-style-type: none"> Promote your Program www.acteonline.org promotional ideas 	Complete
Feb 7 4:00 -5:00	Region V Planning <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee meeting 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
25th of the month	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
March 2023				
March 1	Region V Awards <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Chair 	<ul style="list-style-type: none"> Advance NDACTE Award Candidates to Region V 	Complete
March 7 4:00-5:00	Region V Planning <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee Zoom meeting 	Complete
March 20-22	ACTE <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> National Policy Seminar 2023 Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	Complete
	Website/Social Media	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 			
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
April 2023				
April 12-15	ACTE Region V <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President 	<ul style="list-style-type: none"> Region V Conference, Fargo, ND 	Complete
April 18 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	Complete
	VP Nominations <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> President-Elect Nominations Committee 	<ul style="list-style-type: none"> Begin VP Candidate Search Set guidelines, search for, and screen candidates for NDACTE Vice President nominations. 	Complete
	<ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> PR and Membership Committees 	<ul style="list-style-type: none"> Recruitment during PDC Develop PR events Membership campaign ideas Submit budget items 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Complete

Date	Initiative	Responsible	Action Items	Status
Before May 1 deadline	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> NDACTE Member Award Nominations Impact Award Nominations Innovation Award Nominations 	Complete
May 2023				
	NDACTE Awards <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee Executive Director 	<ul style="list-style-type: none"> Select Award Winners Send names and short bio to PDC coordinator Supply names for plaques and Program Notify winners Prepare and send press release 	Complete
May 2 4:00-5:30	Region V Planning Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> 2023 Region V Planning Committee meeting – Wrap up 	Complete
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
	NDACTE Business	<ul style="list-style-type: none"> Executive Director Past President 	<ul style="list-style-type: none"> Update Guide for NDACTE Board Members in time for annual Executive Board Orientation. 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
June 2023				
Prior to June Board Meeting	NDACTE Business	<ul style="list-style-type: none"> Executive Director President President-Elect Vice President 	<ul style="list-style-type: none"> Prepare Budget 2023-2024 Prepare 2023-2024 Program of Work 	Complete
May 16 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom Approve 2023-2024 Budget and Program of Work 	Complete

Date	Initiative	Responsible	Action Items	Status
Prior to June 15	NDACTE Business	<ul style="list-style-type: none"> • Past President (chair) • President • President-elect • Additional board member appointed by President • Executive Director 	<ul style="list-style-type: none"> • Performance Review/ Contract Renewal • Conduct Executive Director Performance Evaluation 	Complete
	Website/Social Media <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Marketing Committee • Executive Director 	<ul style="list-style-type: none"> • NDACTE website maintenance / social media posting 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Submit Monthly NDACTE Update to ND CTE 	Complete
June 30	NDACTE Business	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • PDC e-mail reminder 	Complete

2022-2023 NDACTE Executive Board

President: William Fritz President-Elect: Tana Erbes

Vice President: Gabes Kieffer Past President: Alison Orgaard

Division Reps: Barbara Quintus, Pam Stroklund, Kellie Meyer, Bryan Stastny, Joan Birdsell, Karlee Benth, Andrea Benson, Jill Quinlivan, Desiree Severance, Laurie Salander, Nikki Fideldy-Doll

Ex Officio: Wayde Sick, Eric Ripley, Danielle Luebke, Shari Jerde

Executive Director: Carla Hixson • (e) NDACTE@Outlook.com



MINUTES
NDACTE End of Year Board Meeting
August 07, 2022 5:00-7:00 PM Central Time
ND State Capital CTE Meeting Room

- I. Call to Order—Meeting was called to order by President, Alison Orgaard at 5:12 PM
II. Roll Call – Quorum was confirmed.

Present: Alison Orgaard, Bryan Stastny, Christa Brodina, Desiree Severance, Dustin Martin, Holly Strand-Rysgaard, Jill Quinlivan, Joan Birdsell, Karlee Benth, Kelly Pierce, Laurie Salander, Tana Erbes, William Fritz, Danielle Luebke, Wayde Sick, and Carla Hixson

Absent: Andrea Benson, Eric Ripley, and Mary Anderson

III. Approval of Agenda

Motion was made by Bryan Stastny and second by Dustin Martin to approve the agenda. Motion Carried.

IV. Approval of Minutes from April 12, 2022 meeting.

Motion was made by Joan Birdsell and second by Bryan Stastny to approve the April 12, 2022 minutes. Motion Carried.

V. Directors Report – Carla Hixson

- 1) Involved in an ACTE pilot in a new state module that will allow states to run reports without going through national ACTE. I will be able to run several reports including Current Members (including their ACTE divisions), Financial Roster, Lapsed Members, New Members, Renewals, and State Members who attended ACTE National Events. From what I have played around with so far, it is working great! This will be a great addition and I should be able to be more responsive to board inquiries regarding membership. It will officially roll out end of August.
2) Proposal from Michael Connet at ACTE to write a Bremmer Bank grant for free state specific learning modules within CTE Learn. The board was interest in investigating the possibility. Carla Hixson will follow up with Michael Connect.
3) Current Membership – Current Membership report 304 members June 2021 to 336 members June 2022 (32 members increase at 10 1/2 %)
4) Financial Report –

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU (\$40,816.33), Region V Savings Account FCCU (\$ 4,440.24), and Edward Jones Investment Account (\$28,500.76).

Total Revenue: July 1, 2021 – June 30, 2022, is \$11,559.25 with a FY budget of \$12,250.00
Total Expenses: July 1, 2021 – June 30, 2022, is \$ 10,248.46 with a FY budget of \$22,923.96
Fiscal Year gain of \$1,487.79

VI. Committee Updates:

Standing Committee – Information to report at the Annual General Meeting

- 1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
This will be a legislative year in ND, there are new counseling requirements for schools and CTE in budget process for upcoming session.
- 2) Resolutions – Holly Strand-Rysgaard (Past-President chair), Mary Beth Anderson
3 resolutions to bring forward at the General Membership meeting
- 3) Nominations – William Fritz (President- Elect chair), Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard
July 29th, 2022, Gabes Kieffer, the agriculture instructor from Mayville CG confirmed she would run for the office of NDACTE Vice President.
- 4) Policies - William Fritz (President- Elect chair), Bryan Stastny
Will be voting on Policy Handbook tonight and By-Laws at annual meeting Tuesday morning.
- 5) Audit – Tanya Erbes (Vice President Chair), William Fritz
The audit committee met with Carla Hixson to review the 2021-2022 financial activities and records of NDACTE. The Audit Committee found that financial reports were accurate and in order.

VII. Ad Hoc Committees - report at the Annual General Meeting

- 1) Newsletter - Carla Hixson
Will continue as last year with appropriate articles in ND CTE Monthly Newsletter
- 2) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander, Desi Severance
Laurie Salander - Will be doing keychains in the booth, push more tidbits from the site. Marketing 2 kids need a project – how do they market NDACTE.
- 3) Membership - William Fritz, Dustin Martin, Bryan Stastny, Karlee Benth
William – An email was sent out to all members on July 5th to plan membership ideas for 2022 PDC.
Dustin and William with the help of Carla emailed each other to develop a plan for ideas. The committee decided on the following items for the membership drive at 2022 professional development conference:
 1. 10 Referral Incentive of \$35.00- A member gets someone to join NDACTE a. Each division will be given ten forms to hand out at their division meetings on Monday. If a division runs out, members can pick up at the NDACTE booth. b. A drawing will be held to select the 10 winners for the \$35.00
 2. We will again have a drawing for six gifts cards of \$50/each (3 Amazon and 3 Scheels) a. You have to be a member by August 31st, 2022. The drawing will take place on September 1st, 2022. Carla Hixson will notify the winners.
 3. The membership meter was discussed but eliminated because some divisions are renewing or adding members through their division so their division treasurer will be in contact with ACTE for membership after PDC
 4. The committee decided against the QR code with the membership link to ACTE. We are limited to where we can hang the items at the convention center.
- 4) NDACTE/PDC -Wayde Sick, William Fritz, Desi Severance
ND PDC Conference – August 8-10, 2022
 - Tradeshow Activity -
 - Recruitment of new members during PDC
 - Sign up for Board Members in NDACTE Booth
 - Awards Presentation –
 - Download the app please
- 5) NDACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce
Only had 6 nominations total, discussion potentially moving the date for nominations to increase nominations
- 6) CTE Reception/Awards Luncheon- Alison Orgaard (President), William Fritz (President-elect), Kelly Pierce (State Staff / PDC Coordinator)

Do the Reuben T. Guenther Scholarship fundraiser during social. Alison will speak.

VIII. **Division Reports** – report at the Annual General Meeting – Divisions with an * have representatives that will expire this year.

- 1) Administration Division – Christa Brodina* - Pam Stroklund possibly
- 2) Agriculture Education Division – Desiree Severance – state fair – lots of ag programs displayed work over 20,000
- 3) North Dakota Business Education Division – Joan Birdsell – nothing to report
- 4) Engineering and Technology Education Division – Jill Quinlivan – nothing to report
- 5) Family and Consumer Science Division – Karlee Benth – nothing to report
- 6) Guidance and Career Development Division – Dustin Martin* -
- 7) Health Science Education Division - Andrea Benson – no report
- 8) Marketing Education Division – Laurie Salander – nothing to report
- 9) Special Populations Division and Equity Division – Mary Anderson* (fill partial term) – Michael will bring up during division meeting.
- 10) Trade and Industrial Education Division – Bryan Stastny* - will continue – national convention in June had 4 individuals place as medial winners and several placed in 4-10 place.
- 11) CTE – Wayde Sick, preparing for upcoming budget and legislative session
- 12) ACTE – Eric Ripley – no report.

New Division Representation Board Members

Current Rep	Division	New Rep
Christa Brodina	Administration Division	Pam Stroklund
Dustin Martin	Guidance and Career Development Division	
Bryan Stastny	Trade and Industrial Education Division	Bryan Stastny
Mary Anderson	Special Populations Division and Equity Division	
Kelly Pierce	CTE Representative Follows Division area of President	Nikki Fideldy-Doll

IX. **2022-2023 Program of Work** – Completed Year on track

X. **Unfinished Business**

- 1) Bylaws – William Fritz – will be voting at General Membership meeting
- 2) Policy Handbook Updated – William Fritz – The draft Policy Handbook updates were reviewed by William Fritz. - Motion was made by Bryan Stastny and second by Desiree Severance to approve the updated Policy Handbook. Motion Carried with all members present approving.
- 3) Website update – Alison Orgaard – everything is on the NDACTE.com website.

XI. **New Business**

- 1) Executive Director Evaluation – Holly Strand-Rysgaard
- 2) Approval of 2022-2023 Program of Work
Motion was made by Christa Brodina and second by Bryan Stastny to approve the 2022-2023 Program of Work. Motion Carried.
- 3) Approval of 2022-2023 Budget
Motion was made by Bryan Stastny and second by Dustin Martin to approve the 2022-2023 Budget. Motion Carried.

XII. **Announcements**

- 1) Remind your Divisions about annual meeting
- 2) Promote the Region V Conference, it brings in money for NDACTE

3) Reminder to wear your NDACTE Board shirts to

1. General Membership meeting
2. Awards luncheon

XIII. ACTE Events

Date	Event	Location	Details
September 28-30, 2022	Best Practices and Innovations Conference	Sea Crest Beach Hotel, Cape Cod North Falmouth, MA	www.acteonline.org/bestpractices Signature event for secondary and postsecondary CTE Administrators. \$445
November 30-December 3, 2022	Vision 2022	Las Vegas, Nevada ACTE's CareerTech VISION is the must-attend event for career and technical education (CTE) professionals.	Early bird registration is now open! www.careertechvision.com In-Person CareerTech VISION & Expo Early Bird - through 08/15 - \$395 Advance through 10/14 - \$445 Regular after 10/14 - \$525
March 20-22, 2023	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	<ul style="list-style-type: none"> • Engage on key federal education policy priorities • Influence federal policies related to CTE advocacy & messaging • Participate in Capitol Hill visits
April 12-15, 2023	Region V Conference	Delta Hotels Marriott, Fargo, ND	
August 7-9, 2023	ND PDC Conference	Bismarck, ND	

XIV. Action Items

Action Items Program of Work and April 12 Mtg	Owner	Due Date	Status
Begin VP Candidate Search. Set Guidelines, search for and screen candidates for NDACTE VP nominations.	President elect – William Fritz Nominations Committee Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard	August	Article in ND CTE May Newsletter requesting candidates
Meet to discuss PR Events & membership campaign ideas for PDC and submit budget request	PR Committee 1) Laurie Salander 2) Desi Severance Membership Committee 1) William Fritz 2) Dustin Martin 3) Bryan Stastny 4) Karlee Benth	June 14	Complete
Select 2022 NDACTE award winners	Award Committee 1) Danielle Luebke (Chair) 2) William Fritz 3) Kelly Pierce	May	Complete
Prepare information and awards for PDC Conference	Award Committee and Executive Director Danielle Luebke (Chair) William Fritz Kelly Pierce Carla Hixson	July	Complete
Prepare 2022-2023 Budget for approval at June meeting	Carla Hixson	June 14	Complete

	Alison Orgaard William Fritz Tana Erbes		
Prepare 2023-2022 Program of Work for approval at June meeting	Carla Hixson Alison Orgaard William Fritz Tana Erbes	June 14	Complete
Executive Director Performance Evaluation	Holly Strand-Rysgaard Alison Orgaard Carla Hixson	June 15	Complete
William and Carla meet on Policy Handbook	William Fritz Carla Hixson	June 14	Complete
Secure August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person at State Capital in CTE.	Wayde Sick	May	Complete
Check with Pam Stroklund on how reimbursement for Exec Director was done in past when used personal vehicle	Carla Hixson	May 1	Mileage at .58 cents a mile
Action Items Program of Work and June 21 Mtg	Owner	Due Date	Status
Proposal from Michael Connet at ACTE to write a Bremmer Bank grant for free state specific learning modules within CTE Learn. The board was interest in investigating the possibility. Follow-up with Michael Connect.	Carla Hixson		

XV. Meeting Dates

During PDC August 8-10, 2022

August 9, 2022— Tuesday, 7:30-8:00 am - General Membership Meeting - In person (please wear NDACTE Shirts), Prairie Room 105

August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards

August 9, 2022 – Tuesday, 4:30-5:30 pm—NDACTE Executive Board Meeting, In Person, Pine/ Spruce Room

August 9, 2022 – Tuesday, 5:30- 6:30 pm (or directly following board meeting) – New Executive Board Orientation For new NDACTE Executive Board Members (all other board members welcome to stay), In person, Pine/ Spruce Room

XVI. Adjournment - Dustin Martin moved and Bryan Stastny seconded a motion to adjourn the meeting. The meeting adjourned at 6:04 pm.



MINUTES
NDACTE General Membership Meeting
Tuesday, August 9, 2021, 7:30 – 8:00 AM
Prairie Rose Room 105, Bismarck Event Center, Bismarck, ND

XVII. Call to Order—Alison Orgaard, President called the meeting to order at 7:31 am

XVIII. Introduction of Board - Alison Orgaard, President

Board Members Present: Alison Orgaard, Holly Strand-Rysgaard, William Fritz, Tana Erbes, Christa Brodina, Bryan Stastny, Dustin Martin, Joan Birdsell, Karlee Benth, Jill Quinlivan, Desiree Severance, Laurie Salander, Wayde Sick, Eric Ripley, Danielle Luebke, and Carla Hixson.

Board Members Absent: Andrea Benson, Mary Anderson, and Kelly Pierce.

An additional 50 NDACTE members were in attendance.

XIX. Review of Annual Report – Carla Hixson

- 1) Minutes from August 10, 2021 - Annual Membership Meeting and 2021-2022 Annual Report available at acteonline.org/ND and at NDACTE.com (resources)
2) 2021-2022 Membership – Membership report June 2021 we had 304 members to and June 2022 we had 336 members (32 members increase at 10 1/2 %)
3) Financial Report –

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU, Region V Savings Account FCCU, and Edward Jones Investment Account.

Total Revenue: July 1, 2021 – June 30, 2022, is \$11,559.25 with a FY budget of \$12,250.00

Total Expenses: July 1, 2021 – June 30, 2022, is \$ 10,248.46 with a FY budget of \$22,923.96

Fiscal Year gain of \$1,487.79

MOTION: Bryan Stastny motioned and Joan Birdsell second the motion to approve the Executive Directors Annual Report. Motion approved.

MOTION: Tana Erbes motioned and Bryan Stastny second the motion to approve the Executive Directors Annual Financial Report. Motion approved.

XX. Standing Committee Report

- 1) Legislative – Wayde Sick
ND legislative update we are in the process of submitting our budget. Priority is budgeting for cost to continue and 2nd priority for new and expanding programs. Other priority is work base learning coordinators financial support. Federal level – congress looking to increase Perkins dollars.
2) Resolutions – Holly Strand-Rysgaard
Resolution #1

Whereas, Ms. Alison Orgaard has provided outstanding leadership and guidance to NDACTE and faithfully and with honor and integrity served as NDACTE president this past year. Therefore, be it resolved that Ms. Orgaard be formally acknowledged and extended profound appreciation for her years of service to NDACTE.

Be it further resolved that a copy of this resolution be presented to Ms. Alison Orgaard as token of our respect.

Recommendation: Do Pass

Resolution #2

Whereas, The ND Department of CTE staff have planned and organized a professional development conference for career and technical education professionals for over 50 years. The staff have been great partners in preparing for the NDACTE portions of PDC providing the communication and flexibility in scheduling.

Therefore, be it resolved that the ND Department of CTE staff be commended for their longevity in providing beneficial professional learning and their partnership with NDACTE.

Be it further resolved that a copy of this resolution be presented to Wayne Sick as token of our respect.

Recommendation: Do Pass

Resolution #3

Whereas, Ms. Carla Hixson has always been mindful of the interests of NDACTE and has worked diligently to advance the Association as NDACTE Executive Director. Her knowledge and expertise have provided great leadership to the NDACTE Board of Directors.

Therefore, be it resolved that Ms. Hixson be formally acknowledged and extended profound appreciation for her leadership of NDACTE.

Be it further resolved that a copy of this resolution be presented to Ms. Carla Hixson as token of our respect.

Recommendation: Do Pass

3) Nominations – William Fritz

Gabes Kieffer accepted nomination to run for VP.

Gabes Kieffer introduced herself to those present, she is the current Ag teacher at Mayville and started the program there in 2019, she is going into her 5th of teaching.

4) Policies – William Fritz

Carla Hixson and William Fritz met with a zoom meeting to update the By-Laws of the NDACTE. The following items are the recommendations for the By-Laws

1. Article 5, Section B- Eliminate divisional membership minimums. If a division falls below ten, they can still have representation on the committee
2. Article 6, Section C- Eliminate the Newsletter Editor- Responsibilities moved to Executive Director and Marketing committee
3. Article 7, Section A-6- Eliminate the Newsletter Editor
4. Article 12 Section A-3- Legislative committee chair no longer the past president, now the president
Submitted by William Fritz

5) Audit Report – Tana Erbes

The audit committee met with Carla Hixson to review the 2021-2022 financial activities and records of NDACTE. The following materials were reviewed: NDACTE Financial account balances, NDACTE Budget

format, financial records including the financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures, a list of current NDACTE members and filing of IRS Tax Exempt Status. The Audit Committee found that financial reports were accurate and in order. The financial information was clear, organized, and easy to understand for executive committee members and NDACTE members.

XXI. Ad Hoc Committee Reports

- 1) Newsletter – Carla Hixson
NDACTE has been submitting articles to be published inside the ND CTE Monthly Newsletter and will continue with this method next year.
- 2) Public Relations/Marketing – Laurie Salander – no report
- 3) Membership – William Fritz
Membership Drawings will be on Sept 1 – 6 \$50 gift cards
New Member Incentives – William Fritz - \$35 Member Sign up incentive (forms available at the NDACTE Booth and on PDC Website). Drawing \$35 referral for 10 members who recruit new members.
Encourage to pay on line at ACTE site, easy and no credit card processing fee
- 4) NDACTE Awards – Danielle Luebke
3 winners at Region V and are going on to the national level
- 5) CTE Reception – Alison Orgaard
No Report
- 6) ACTE Convention – William Fritz
Vision Conference will be in December
- 7) Region V Planning Committee – Alison Orgaard
2023 April 13-15 at Delta Hotel, Fargo, ND - handout

XXII. Unfinished Business

- 1) Vote on updates to By-laws –

MOTION to approve the proposed By-Laws was made by Christa Brodina and second by Bryan Stastny, motion approved by over $\frac{3}{4}$ vote of members present.

XXIII. New Business

- 1) Resolutions – Holly Strand- Rysgaard
MOTION to approve the 3 resolutions as presented made by Tana Erbes, second by Bryan Stastny, motion carried.

- 2) Vice President Election – William Fritz
William Fritz nominated Gabes Kieffer for Vice President, Joan Birdsell Second the nomination.

MOTION to cease nominations and cast a unanimous ballot for Gabes Kieffer to serve as the 2022-2023 Vice President for NDACTE made by Cari Wertz and Desiree Severance second the motion, motion approved.

- 3) Audit Report - **MOTION** to approve the audit report made by Bryan Stastny and second by Joan Birdsell, motion approved.

XXIV. Passing of the Gavel –Alison Orgaard to William Fritz

William Fritz presented a plaque to Alison Orgaard acknowledging her outstanding work and service to NDACTE.

XXV. Announcements

- CTE Learn – William Fritz

CTE Learn courses are designed for you there is a brochure with more information available in the NDACTE booth. CTE Learn offers over 150 free or fee-based courses that focus on effective and proven teaching and leading strategies, the courses focus on practical strategies and techniques that participants can apply right away. To view credit courses and free resources go to ND CTE Learn's website at <https://nd.ctelearn.org/> Valley City State University will grant 1 continuing education credit for the completion of 4 fee-based courses or the completion of 12 free courses.

- Introduction of Steve DeWitt from ACTE national office.

XXVI. Adjournment

Bryan Stastny motioned and Desi Severance second motion to adjourn. Meeting closed at 7:55 am.



MINUTES
NDACTE Post Conference Board Meeting
August 9, 2022, 4:30-5:30 PM Central Time
Pine/Spruce Rooms, Bismarck Event Center, Bismarck ND

XXVII. Call to Order— Meeting was called to order by President, William Fritz at 4:36pm

XXVIII. Roll Call – Confirm Quorum

Present: Alison Orgaard, Bryan Stastny, Pam Stroklund, Desi Severance, Kellie Meyer, Jill Quinlivan, Joan Birdsell, Karlee Feist-Benth, Nikki Fideldy-Doll, Tana Erbes, William Fritz, Gabes Kieffer, Danielle Luebke, Wayde Sick

Absent: Andrea Benson, Laurie Salander, Barbara Quintus, Carla Hixson, Eric Ripley

XXIX. Approval of Agenda

Motion was made by Nikki Fideldy-Doll and second by Desi Severance to approve the agenda. Motion Carried.

XXX. Approval of Meeting Minutes from August 7, 2022

Motion was made by Bryan Stastny and second by Nikki Fideldy-Doll to approve the August 7, 2022 minutes. Motion Carried.

XXXI. Directors Report – Carla Hixson

- 1) Membership update – no report
2) 2022-2023 YTD Financials

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU, Region V Savings Account FCCU, and Edward Jones Investment Account.

XXXII. Executive Board Assignments and Expectations for year – board members signed up for the following committees

Standing Committee –

- 1) Legislation – William Fritz (President chair) and Wayde Sick
2) Resolutions – Alison Orgaard (Past-President chair) and Bryan Stastny
3) Nominations – Tana Erbes (President- Elect chair), Pam Stroklund and Joan Birdsell
4) Policies – Tana Erbes (President- Elect chair), Desi Severance and Joan Birdsell
5) Audit – Gabes Kieffer(Vice President Chair), and William Fritz

Ad Hoc Committees –

- 7) Public relations, marketing, NDACTE booth, social media – Joan Birdsell, Jill Quinlivan and Pam Stroklund
- 8) Membership – Karlee Barth, Nikki Fideldy-Doll and William Fritz
- 9) NDACTE Awards - Danielle Luebke, Desi Severance, and Kellie Meyer
- 10) ACTE Convention – William Fritz and Tana Erbes
- 11) Region V Planning Committee – April 13-15, 2023 at Delta Hotel, Fargo, ND - Carla Hixson, Denise Jonas, Pam Stroklund, Mary Jo Anderson, Danielle Luebke, Holly Strand-Rysgaard, Alison Orgaard, Andrea Benson.

XXXIII. Division Updates:

- 1) Administration Division – Pam Stroklund – Group spent time discussing legislation and federal grant updates. Meeting was planned for later this afternoon.
- 2) Agriculture Education Division - Desiree Severance – The Ag group was planned to stay until Friday with professional development. There is a new CTSO schedule this year.
- 3) North Dakota Business Education Division – Joan Birdsell – No meeting yet, they are hoping to encourage more leadership amongst members.
- 4) Engineering and Technology Education Division – Jill Quinlivan – Group meeting is tomorrow where they will discuss an update to their website and the commitment of members of their board.
- 5) Family and Consumer Science Division – Karlee Benth – High attendance this year at events, they are scheduled to learn more about CRPs at their division specific event tomorrow.
- 6) Guidance and Career Development Division – Kellie Meyer – Their meeting is tonight, they are electing new board reps for NDACTE and NDCA. The ND Scholarship is changing. There are still job openings across the state.
- 7) Health Science Education Division - Andrea Benson No Report
- 8) Marketing Education Division – Laurie Salander No Report
- 9) Special Populations Division and Equity Division – Barbara Quintus – No Report
- 10) Trade and Industrial Education Division – Bryan Stastny – They are discussing possibly doing 2 fall leadership events this year, students will be attending Mid-America, the number of SKILLSUSA participants is going up.
- 11) ND CTE - Wayde Sick – The state is overbudget on the fiscal budget, they need options for how to fund the expansion of programs will be discussed with legislative members. They filled the business admin assistant position. Alissa Martin is the new director of NDCDE.

XXXIV. **2022-2023 Program of Work** – review status – Was looked through at this meeting

XXXV. **Unfinished Business - none**

XXXVI. New Business

- 1) Quality Association Standards Award (will be 9th year in a row) - **Motion** was made by Desi Severance and second by Bryan Stastny to apply for the 2022-2023 ACTE Quality Association Standards Award. Motion Carried.
- 2) Discussed a different time for the June meeting, as attendance is usually low. Perhaps late May?
- 3) Debrief of PDC: May need to reactivate NDACTE Facebook, just for more promos with the membership/marketing committee. We discussed the booth location, if possible, an endcap is nice. We understand the value of selling spaces as well and that an endcap may not always be available. Maybe we make NDACTE stickers next year? Like the popular water bottle stickers.

XXXVII. Action Items

Review of Action Items August 7, 2022	Owner	Due Date	Status
---------------------------------------	-------	----------	--------

Proposal from Michael Connet at ACTE to write a Bremmer Bank grant for free state specific learning modules within CTE Learn. The board was interest in investigating the possibility. Follow-up with Michael Connect.	Carla Hixson		Met with Michael
--	--------------	--	------------------

New Action Items August 9, 2022	Owner	Due Date	Status
Complete QAS	Carla Hixson	Oct 15	Complete

XXXVIII. Meeting Dates

2022-2023 - Held Quarterly on the 2nd Tuesday of the month from 4-5:00 pm

October 11, 2022 4:00-5:00 – Zoom

January 10, 2023 4:00-5:00 – Zoom

April 11, 2023 4:00-5:00 – Zoom

May 16, 2023 4:00-5:00 – Zoom

During PDC August 6-9 2023

August 6, 2023– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,

August 8, 2023— Tuesday,7:30-8:00 am - General Membership meeting - In person,

August 8, 2023— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards

August 8, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

XXXIX. Adjournment

Nikki Fideldy-Doll moved and Desi Severance seconded a motion to adjourn the meeting. The meeting adjourned at 5:22 pm.

Board Orientation - Rescheduled as a zoom meeting. Date and time to be determined



MINUTES
NDACTE Board Meeting
October 11, 2022, 4:00-5:00 PM Central Time
Zoom

XL. Call to Order—President, William Fritz 4:00 pm

XLI. Roll Call – Confirm Quorum

Present: Alison Orgaard, Bryan Stastny, Pam Stroklund, Desi Severance, Kellie Meyer, Jill Quinlivan, Joan Birdsell, Tana Erbes, William Fritz, Gabes Kieffer, Danielle Luebke, Wayde Sick, and Carla Hixson.

Absent: Andrea Benson, Barbara Quintus, Laurie Salander, Karlee Feist-Benth, Nikki Fideldy-Doll, Eric Ripley ,and Shari Jerde.

XLII. Approval of Agenda

Motion was made by Desi Severance and second by Bryan Stastny to approve the agenda with flexibility. Motion Carried.

XLIII. Approval of Meeting Minutes from August 9, 2022

Motion was made by Bryan Stastny and second by Kellie Meyer to approve the August 9, 2022 minutes. Motion Carried.

XLIV. Directors Report – Carla Hixson

- 1) Membership update –As of Oct 10, membership is at 358 members. 37 new members and 188 renewals within the last 90 days.
2) Quality Association Standards Award (QAS) Application and Annual Report has been submitted
3) 2022-2023 YTD Financials

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU (\$41,385.94), Region V Savings Account FCCU (\$ 5,565.82), and Edward Jones Investment Account (\$ 27,063.31).

Revenue is tracking \$265 less than end of September last year.

XLV. Executive Board Assignments
Standing Committee –

- 1) Legislation – William Fritz (President chair) and Wayde Sick
Wayde - submitted legislative optional requests for the budget, put together a one pager of CTE talking points for advocate for CTE, process of updating CTE Facts document and PowerPoint for Governors Strategic Review, in the process of creating a crosswalk between in demand careers and CTE programs– this will highlight what we are doing does get our students ready for in demand jobs in ND.

Working on getting on NDCEL focus group agenda to talk about CTE priorities.

- 2) Policies – Tana Erbes (President- Elect chair), Desi Severance and Joan Birdsell
Nothing new
- 3) Audit – Gabes Kieffer(Vice President Chair), and William Fritz
Gabes – Investment update – Received the report from Edward Jones investments are tracking down at this time.

Ad Hoc Committees –

- 12) Public relations, marketing, NDACTE booth, social media - Joan Birdsell, Jill Quinlivan and Pam Stroklund
Pam – have not met, involved with Region V Conference will work with Alison to get registration website soon.
- 13) Membership - Karlee Barth, Nikki Fidely-Doll and William Fritz
Received 3 applications for the new professional grant, a decision will be made by Oct 15 .
- 14) ACTE Convention – William Fritz and Tana Erbes
Tana found delegates for VISION and still working on a place for ND attendees to meet while at VISION.
- 15) Region V Planning Committee - April 13-15, 2023 at Delta Hotel, Fargo, ND - Carla Hixson
Call for presentations to be on website soon, will be included in next ND CTE newsletter as well. Please encourage members to be presenters. Commitment from 6 exhibitors (4 paid and 2 pending). Agenda and tours coming along nicely. Registration will open right around Nov 30. Looking at doing a murder mystery with the awards ceremony and Air Museum. The theme for the conference is “A World of Opportunities” and there are 6 tracks – 1) Leadership & Advocacy, 2) Equity in the Classroom, 3) Assessment, 4) Career Ready Practice Integration Strategies, 5) Instructional Strategies 6) Business / Community Partnerships, and there will be a “other “option as well.

XLVI. Division Updates:

- 1) Administration Division – Pam Stroklund
Working on legislative fact sheets with the state department to begin meeting with legislators
- 2) Agriculture Education Division - Desiree Severance
ND FFA had fall leadership conference, getting ready for national convention in Oct.
- 3) North Dakota Business Education Division – Joan Birdsell
Just finished fall leadership conference with 500 attendees, gearing up for national contests throughout the year.
- 4) Engineering and Technology Education Division – Jill Quinlivan
Working on fall leadership contests will be in February
- 5) Family and Consumer Science Division – Karlee Benth
No Report
- 6) Guidance and Career Development Division – Kellie Meyer
Filled officer positions and looking at choice ready components and scholarship opportunities
- 7) Health Science Education Division - Andrea Benson
Will be getting a new representative for the NDACTE board.
- 8) Marketing Education Division – Laurie Salander
No Report
- 9) Special Populations Division and Equity Division – Barbara Quintus
No Report
- 10) Trade and Industrial Education Division – Bryan Stastny
Fall Leadership Conference on Oct 31

XLVII. Unfinished Business

- 1) Bremer Bank Grant – Carla Hixson (grant for free state specific learning modules within CTE Learn). Had conversation with Michael Connet regarding the Bremmer Bank Grant, he indicated that ACTE would be willing to review grant that was written and potentially support in other ways based on NDACTE request. Do we want to get a committee together to write the grant?

[Social Return - Otto Bremer Trust](#)

Purpose - The Otto Bremer Foundation provides funding for organizations working to provide for people's basic needs and help strengthen communities. We welcome grant applications that will strengthen the community and are consistent with OBT's objectives. We seek to make our process as efficient as possible so that the good work can continue and grow. While the Otto Bremer Trust does not have specific strategic grant-making priorities, we do provide broad categories to explain the types of programs and services we invest in. These categories are intended to provide some insight into our social returns.

Community Asset Building - By bringing together various forms of capital within a community — financial, social, and cultural — we seek to achieve this common goal. This category covers a range of investments, including small business development, diversity initiatives, community planning, long-term housing programs, transportation, literacy, and adult education, all which are focused on building strong community assets.

Deadlines - Applications accepted on an ongoing basis. Next dates are February 9, April 6, June 8 and August 3, 2023.

Eligibility - Grants are made only to organizations whose beneficiaries are residents of Minnesota, Montana, North Dakota, and Wisconsin, with priority given to communities that have Bremer bank locations. Grants are generally restricted to 501(c)(3) nonprofit organizations and to governmental entities.

Amount of funding - There is no set dollar limit on grant requests.

The grant would be written to provide funding for individuals to prepare for free state specific learning modules within CTE Learn on ND related topics such as How to Conduct Good Advisory Board Meetings, etc. Support was to wait until after Region V to begin the grant writing.

Motion was made by Desi Severance to lay the Bremmer Grant on the table until after Region V, second from Bryan Stastny. Motion Carried. A motion to take the Bremmer Grant from the table will be needed in May.

XLVIII. New Business - no new business

- XLIX. **2022-2023 Program of Work** – review status – Behind on new board members orientation. Carla will share out the PowerPoint and documents on orientation with board members.

L. Action Items – review

Action Items October 11, 2022	Owner	Due Date	Status
Share out the PowerPoint and documents on orientation with board members.	Carla Hixson	October	

I. ACTE Events – information only

Date	Event	Location	Details
------	-------	----------	---------

November 30-December 3, 2022	CareerTech Vision 2022	Las Vegas, Nevada	www.careertechvision.com In-Person CareerTech VISION & Expo Advance through 10/14 - \$445 Regular after 10/14 - \$525
March 20-22, 2023	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	<ul style="list-style-type: none"> • Engage on key federal education policy priorities • Influence federal policies related to CTE advocacy & messaging • Participate in Capitol Hill visits
April 12-15, 2023	Region V Conference	Delta Hotels Marriott, Fargo, ND	
April 27-28, 2023	National Work-Based Learning Conference	Atlanta Marriott Buckhead Hotel & Conference Center 3405 Lenox Road NE Atlanta, GA 30326	
August 7-9, 2023	ND PDC Conference	Bismarck, ND	
September 27-29, 2023	BEST PRACTICES AND INNOVATIONS IN CTE CONFERENCE 2023	Salt Lake City, Utah	www.Acteonline.org/bestpractices

- II. Meeting Dates - 2022-2023** –held Quarterly on the 2nd Tuesday of the month from 4-5:00 pm - Information only -
January 10, 2023 4:00-5:00 – Zoom
April 11, 2023 4:00-5:00 – Zoom
May 16, 2023 4:00-5:00 – Zoom
During PDC August 6-9 2023
August 6, 2023– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,
August 8, 2023— Tuesday,7:30-8:00 am - General Membership meeting - In person,
August 8, 2023— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
August 8, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

III. Adjournment

Bryan Stastny moved, and Joan Birdsell seconded a motion to adjourn the meeting. The meeting adjourned at 4:37 pm.



Minutes
NDACTE Board Meeting
January 10, 2023, 4:00-5:00 PM Central Time
Zoom

LI. Call to Order—Meeting was called to order by President, William Fritz, at 4:14 PM (due to technical difficulties).

LII. Roll Call – Confirm Quorum

Present: William Fritz, Alison Orgaard, Desi Severance, Gabes Kieffer, Jill Quinlivan, Joan Birdsell, Tana Erbes, Karlee Feist-Benth, Pam Stroklund, Barb Quintus, Shari Jerde, Wayde Sick, and Carla Hixson

Absent: Kellie Meyer, Danielle Luebke, Bryan Stastny, Laurie Salander, Nikki Fideldy-Doll, and Eric Ripley

LIII. Approval of Agenda

Motion was made by Desi Severance and second by Alison Orgaard to approve the agenda with flexibility. Motion Carried.

LIV. Approval of Meeting Minutes from October 11, 2022

Motion was made by Alison Orgaard and second by Barb Quintus to approve the October 11, 2022 minutes. Motion Carried.

LV. Directors Report – Carla Hixson

- 1) Membership update – 324 Members as of January 6, 2023 (359 members as of Jan 1, 2022)
2) Submitted Tax information to Attorney General
3) Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N pending Service Outage: December 26 - January 12
4) 2022-2023 YTD Financials

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU, Region V Savings Account FCCU, and Edward Jones Investment Account.

LVI. Executive Board Assignments
Standing Committee –

- 1) Legislation – Wayde Sick
Legislative session started last Tuesday, set up committee’s etc. Legislators have a willingness to listen and have discussions which is good. House bill 1019 is the CTE appropriations bill. Hearing went as well as can be expected, it was a high overview. House is more conservative. Will have follow up hearings.

Tracking 58 bills currently.

Bills to be aware of:

- HB 1163 - create a CTE Graduation pathway.
- Bills to create and strengthen various scholarships
- Bill to allow students over the age of 16 to work on a construction site
- Paraprofessional to teach certain classes
- Wayde is willing to share CTE's tracking list with NDACTE Board members

2) Resolutions – Alison Orgaard

Nothing to share at this time

3) Nominations – Tana Erbes (President- Elect chair), Pam Stroklund and Joan Birdsell

Nothing to share at this time

4) Policies – Tana Erbes (President- Elect chair), Desi Severance and Joan Birdsell

Met and didn't feel there was anything that needed to be done this year since there was a lot done last year.

5) Audit – Gabes Kieffer (Vice President Chair), and William Fritz

Reviewed Nov 26-Dec 31 Investment account and confirmed \$28,038.33 in account.

Ad Hoc Committees –

16) Public relations, marketing, NDACTE booth, social media - Joan Birdsell, Jill Quinlivan and Pam Stroklund
Pam has been working on updating the Facebook page.

Any ideas for our booth for PDC let committee know.

17) Membership - Karlee Barth, Nikki Fideldy-Doll and William Fritz

Sending reminders to those that are 30, 60, 90 and within a month of when membership expires to remind them to renew.

18) NDACTE Awards - Danielle Luebke, Desi Severance, and Kellie Meyer

Reminder to encourage members to apply for the awards.

Working to get site ready for NDACTE awards and hoping to have them ready for the February ND CTE Newsletter.

19) ACTE Convention –Tana Erbes

Attended the leadership conference and received insight on how well ND is doing

Did a quick ND report

Had a ND social at VISION at the hotel bar.

Lots of great workshops and connections.

Tana accepted the QAS Award on behalf of the NDACTE.

Awards Ceremony was Wednesday night, we had 3 from ND present.

The 2023 Region V Conference pitch was well received!

20) Region V Planning Committee - April 13-15, 2023 at Delta Hotel, Fargo, ND - Carla Hixson, Pam Stroklund
7 Exhibitors and 19 people registered.

Call for presentations is open

Leadership 101 begins Wednesday

Poker Run on Wednesday night

Thursday morning, keynote, breakouts, exhibitors and tours of businesses, end day with Air Museum a scavenger hunt, and vendor food items

Friday, Keynote and breakouts, awards with a murder mystery

Saturday there is an entrepreneur

- 1) Administration Division – Pam Stroklund
Legislative Strategy in place
Upcoming meeting in February
CTE Month coming up – CTE Memorial Hall coming up
- 2) Agriculture Education Division - Desiree Severance
Next week is leadership development day
Professional development conference for ag teachers in January
February gearing up for local contests
- 3) North Dakota Business Education Division – Joan Birdsell
Getting ready for conferences in the beginning of April
- 4) Engineering and Technology Education Division – Jill Quinlivan
Having monthly meetings to ask questions and get input, also getting ready for TSA competition this spring.
- 5) Family and Consumer Science Division – Karlee Benth
Planning district competitive events which are coming up
- 6) Guidance and Career Development Division – Kellie Meyer
Had a couple counselors testify on behalf of the need for more counselors
Have a midwinter conference coming up in February
- 7) Health Science Education Division - Have an opening on our board for this division
- 8) Marketing Education Division – Laurie Salander
No report
- 9) Special Populations Division and Equity Division – Barbara Quintus
Looking to Spring conference
- 10) Trade and Industrial Education Division – Bryan Stastny
No report

LVIII. Unfinished Business – no unfinished business

LIX. New Business - no new business

LX. 2022-2023 Program of Work – Status of program of work is on track to complete the program of work as laid out.

LXI. Action Items – Review any questions

Action Items	Owner	Due Date	Status
Follow up to find a replacement for Andrea Benson who resigned from Health Science Education Division	William Fritz	April 11	
Any ideas for our NDACTE booth for PDC let committee know	All board members	May 16	
Prepare budget and POW for May meeting for board to vote on them	Carla Hixson, William Fritz, Tana Erbes, Gabes Kieffer	May 16	
Add Zoom vs MS Teams to New Business for next meeting	Carla Hixson	April 11	

LXII. ACTE Events – For board information only

Date	Event	Location	Details
March 20-22, 2023	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	<ul style="list-style-type: none"> • Engage on key federal education policy priorities

			<ul style="list-style-type: none"> • Influence federal policies related to CTE advocacy & messaging • Participate in Capitol Hill visits
April 12-15, 2023	Region V Conference	Delta Hotels Marriott, Fargo, ND Hotel Rates and Reservations: Delta Hotels Fargo is offering ACTE Region V a special group rate: \$119 USD - \$139 USD per night - Rates available Saturday, April 8, 2023 - Monday, April 17, 2023 Last Day to Book at this rate is Saturday, March 11, 2023	<p>Registration is now open! https://www.acteonline.org/event/region-v-leadership-conference-2023/</p> <ul style="list-style-type: none"> • Rates before March 1, 2023, \$475 • Rates March 1, 2023 and later \$550 <p>Click here to Book your group rate for ACTE Region V Conference</p>
	Region V Conclave		
April 27-28, 2023	National Work-Based Learning Conference	Atlanta Marriott Buckhead Hotel & Conference Center 3405 Lenox Road NE Atlanta, GA 30326	
August 7-9, 2023	ND PDC Conference	Bismarck, ND	
September 27-29, 2023	BEST PRACTICES AND INNOVATIONS IN CTE CONFERENCE 2023	Salt Lake City, Utah	www.Acteonline.org/bestpractices
November 29- Dec 2	CareerTech Vision 2023	Phoenix, AZ	

LXIII. Meeting Dates - 2022-2023 –held Quarterly on the 2nd Tuesday of the month from 4-5:00 pm - Information only -
April 11, 2023 4:00-5:00 – Zoom
May 16, 2023 4:00-5:00 – Zoom

During PDC August 6-9 2023

August 6, 2023– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,
August 8, 2023— Tuesday,7:30-8:00 am - General Membership meeting - In person,
August 8, 2023— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
August 8, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

LXIV. Adjournment

Desi Severance moved and Joan Birdsell seconded a motion to adjourn the meeting. The meeting adjourned at 4:54 pm.



MINUTES
NDACTE Board Meeting
April 18, 2023, 4:00-5:00 PM Central Time
Zoom

LXV. Call to Order— Meeting was called to order by President, William Fritz, at 4:01 PM

LXVI. Roll Call – Quorum was confirmed.

Present: Barb Quintus, Bryan Stastny, Desi Severance, Gabes Kieffer, Jill Quinlivan, Laurie Salander, Nikki Fideldy-Doll, Pam Stroklund, Tana Erbes, William Fritz, Eric Ripley, Danielle Luebke, Wayde Sick, Shari Jerde, and Carla Hixson.

Absent: Alison Orgaard, Andrea Benson, Joan Birdsell, Karlee Feist-Benth, Kellie Meyer,

LXVII. Approval of Agenda

A motion was made by Bryan Stastny and second by Barb Quintus to approve the agenda with flexibility. Motion Carried.

LXVIII. Approval of Meeting Minutes from January 10, 2023

A motion was made by Bryan Stastny and second by Nikki Fideldy-Doll to approve the January 10, 2023 minutes. Motion Carried.

LXIX. Directors Report – Carla Hixson

- 1) Membership update – 318
2) Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N submitted.
3) 2022-2023 YTD Financials – 2023 Region V Conference has not been closed out. Some of the revenue and expenses are showing up in NDACTE checking account due to how we could pay some expenses and deposit some of the income. Carla shared budget spreadsheet with green highlighted areas indicating Region V expenditures / income that will be transferred accordingly.

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account – FCCU (\$43,925.33), Region V Savings Account FCCU (\$90,745.23), and Edward Jones Investment Account (\$28,984.41).

LXX. Executive Board Assignments

Standing Committee –

- 1) Legislation – William Fritz (President chair) and Wayde Sick
- Wayde Sick – Officially legislature is in conference committee time today. The last day of the session began as April 28 and now we are looking at May 8 to be the 80th day of the session. The legislature plans to wrap up the 28th or the 29th of April. The biggest bill is 1019 the NDCTE appropriations bill. As CTE stands right now – FTE’s. We requested four additional FTEs, the House granted us two, the Senate removed both. \$4M for cost to continue (This was our ask)

- The Senate increased new and expanding to \$12M, the House approved \$8M. (We asked for \$20M, Governor included \$10M)
 - The Senate zeroed out the request for Career Advisors. The House approved \$500,000. (We asked for \$3M)
 - The Senate increased WBL Coordinators to \$2M. The House had included \$1.5M (We asked for \$3M)
 - \$200,000 added to Emerging Technology (We didn't ask for it, the House added it)
 - The CDE budget was zeroed out because SB2269 passed and moves it over to DPI.
 - The Senate added a CTE Center Inflationary fund of \$26.5M. The source is the Coronavirus Capital Project Fund, same as the current \$68.3M. Word is our grant plan will soon be approved and the funds should be available shortly.
 - The Senate increased the Workforce Training funding to \$2.5M, an increase of \$500,000 over the House version. TrainND asked for an additional \$2M.
- Appropriations committees met to see how far off we are from a balanced budget, and they are about 2000 million over a balanced budget. Feel we are still in a good place and should get some significant increases. Definitely support for CTE in the legislature.
- A couple bills they are watching - registered apprenticeship, 1383 apprenticeship tax credit for employee.
- 2) Nominations – Tana Erbes (President- Elect chair), Pam Stroklund and Joan Birdsell
Will need a VP. Maybe look to award winners as potential candidates. We send our VP to Region V and it will be in HI which will be more expensive this coming year.
 - 3) Policies – Tana Erbes (President- Elect chair), Desi Severance and Joan Birdsell
No update
 - 4) Audit – Gabes Kieffer (Vice President, Chair), and William Fritz
No update

Ad Hoc Committees –

- 21) Public relations, marketing, NDACTE booth, social media - Joan Birdsell, Jill Quinlivan and Pam Stroklund
No update
- 22) NDACTE Awards - Danielle Luebke, Desi Severance, and Kellie Meyer
Carla and Danielle will get together and get things rolling for this year's nominations.
- 23) ACTE Convention –Tana Erbes
No report
- 24) Region V Planning Committee - April 13-15, 2023, at Delta Hotel, Fargo, ND - Carla Hixson, Pam Stroklund, Danielle Luebke, Alison Orgaard.
 - 239 Attendees, 68 presenters from across Region V
 - Exhibitors sold out at 30 tables
 - Teacher Educator of the Year at Region V was Lisa Krumwiede from VCSU, she will move on to Nationals at VISION.

LXXI. Division Updates:

- 1) Administration Division – Pam Stroklund
Advocating for CTE during legislative session
- 2) Agriculture Education Division - Desiree Severance
Programs are in the process of banquets for the year, getting ready for state convention.
- 3) North Dakota Business Education Division – Joan Birdsell
We had our FBLA state conference in the beginning of April and that was well attended. The state staff did a great job getting everything put together. Now, we are getting ready for the National Conference June 27-July 1 in Atlanta, GA.
- 4) Engineering and Technology Education Division – Jill Quinlivan
Had state TSA competition and it went very well.

- 5) Family and Consumer Science Division – Karlee Benth
Having state FCLA right now
- 6) Guidance and Career Development Division – Kellie Meyer
The North Dakota Career Development Association met for their semi-annual business meeting in February during the North Dakota Counseling Association mid-winter conference in Bismarck. During this meeting, many different legislative bills affecting school counselors and career development were reviewed and discussed. Kent Ellis, who puts on T4 events throughout the state, spoke to the group about the great opportunity a T-4 event can bring to a school and community and how to start the process. NDCDA will be holding a book study for counselors looking to receive graduate credit this summer. The book for study this year will be From Behaving to Belonging: The Inclusive Art of Supporting Students who challenge us. Kelly Pierce, career development supervisor for the state, also gave updates on reimbursement requests for career advisors and work-based learning coordinators as well.
- 7) Health Science Education Division – OPEN
Still looking for someone in health division to serve on the board
- 8) Marketing Education Division – Laurie Salander
No report
- 9) Special Populations Division and Equity Division – Barbara Quintus
Had 7 of our special pops join Region V – 2 from Wahpeton. We are doing some awards out this summer. Decided to attend the Region V Conference instead of host a spring conference. Special Populations is represented on the ACTE national level under New and Related Services.
- 10) Trade and Industrial Education Division – Bryan Stastny
Had state convention with a good turnout. Preparing for national conference.

LXXII. Unfinished Business

- 1) Any ideas for our NDACTE booth for PDC - Joan Birdsell, Jill Quinlivan and Pam Stroklund
No ideas currently.

LXXIII. New Business

- 1) Division terms expiring in 2023 -
Andrea Benson, Health Sciences, 2023
Karlee Feist Benth, FACS, 2023
Joan Birdsell, Business Education, 2023
Jill Quinlivan, Technology and Engineering, 2023
- 2) Zoom vs MS Teams – Carla Hixson
Will stick with zoom
- 3) Whose name will replace Alison Orgaard on the investment account? – this agenda item moved to May.
Would potentially be the newly elected Vice President this coming August. Carla will check with Edward Jones as to what will be needed.
- 4) Who will take over the website? Will need a name or a person – Kelli may be someone that we can ask.
William will reach out to Kelli so see if she is interested.
- 5) Is there anything else Alison needs to wrap up?
Prior to new VP Election – VP duties include.

Resolutions	Solicit resolutions from membership, take committee action and report at annual NDACTE general membership meeting.	1) Past-President chair – Alison Orgaard 2) Bryan Stastny
-------------	--	--

Need to change contact information on the website

6) Super Early Bird Registration open for VISION – this is at last year’s price until July 31.

In-Person Attendee rates	Super Early Bird thru July 31	Early Bird thru Aug. 31	Advanced thru Oct. 13	Regular
ACTE Member	\$395	\$545	\$595	\$645

7) Compensation for Carla Hixson for Region V Conference Coordination. A motion was made by Pam Stroklund and second by Bryan Stastny to give Carla Hixson a bonus of 10% of funds received from Region V Conference for coordination with a minimum of \$1,000 and max of \$1,400. Bryan Stastny amended the main motion to give Carla Hixson a flat rate of \$1,400. The motion was seconded by Nikki Fideldy-Doll. Amendment motion passed and then main motion passed.

LXXIV. 2022-2023 Program of Work – Status of program of work is on track to complete the program of work as laid out.

LXXV. Action Items – Review

Action Items April 18, 2023	Owner	Due Date	Status
Select NDACTE Award Winners	Danielle Luebke (Chair) Desi Severance Kellie Meyer	May 16	
Carla will get Constance Keller’s contact and share a list of Health Sciences ACTE members with William, he will reach out to Constance to find someone to fill the empty Health Sciences Division spot on the board.	Carla Hixson and William Fritz	May 16	
Reach out to Edward Jones to determine the process to update signature from Alison Orgaard to new VP	Carla Hixson	May 16	
Reach out to Kelli Meyer to see if she would keep the NDACTE.com website updated	William Fritz	May 16	
Share in NDCTE Newsletter the cost to attend VISION and the savings of doing it before July 31	Carla Hixson	May 25	
Ideas for our NDACTE booth for PDC		May 16	
Prepare budget and POW for May meeting for board to vote on them	Carla Hixson, William Fritz, Tana Erbes, Gabes Kieffer	May 16	

LXXVI. ACTE Events – information only

Date	Event	Location	Details
April 27-28, 2023	National Work-Based Learning Conference	Atlanta Marriott Buckhead Hotel & Conference Center 3405 Lenox Road NE Atlanta, GA 30326	
June 15 application deadline	ACTE Accepting Applications for Board of Directors Election	www.acteonline.org/board-election	Interested in servient ACTE as a member of its board of directors? Applications for open positions are due June 15. For more information, please see the guidelines for the board of director nominations.
June 27-29	Teach CTE Summit 2023	St Paul, MN	www.acteonline.org/cteteach
August 7-9, 2023	ND PDC Conference	Bismarck Event Center, Bismarck, ND	Visit www.cte.nd.gov/pdc to find schedules and any other information

September 27-29, 2023	BEST PRACTICES AND INNOVATIONS IN CTE CONFERENCE 2023	Salt Lake City, Utah	www.Acteonline.org/bestpractices
November 29-Dec 2	CareerTech Vision 2023	Phoenix Convention Center in Phoenix, Arizona,	Home (careertechvision.com)
March 17-20, 2024	2024 National Policy Seminar	Arlington, VA	www.acteonlien.org/nps

- LXXVII. **Meeting Dates - 2022-2023** –held Quarterly on the 2nd Tuesday of the month from 4-5:00 pm
 May 16, 2023 4:00-5:00 – Zoom
During PDC August 6-9, 2023
 August 6, 2023– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,
 August 8, 2023— Tuesday,7:30-8:00 am - General Membership meeting - In person,
 August 8, 2023— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
 August 8, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

- LXXVIII. **Adjournment**
 Nikki Fideldy-Doll moved, and Barb Quintus seconded a motion to adjourn the meeting. The meeting adjourned at 4:54 pm.



North Dakota Association for Career and Technical Education

MINUTES
NDACTE Board Meeting
May 16, 2023, 4:00-5:00 PM Central Time
Zoom

LXXIX. Call to Order— Meeting was called to order by President Elect, Tana Erbes, at 4:08 pm.

LXXX. Roll Call – Did not have a quorum to start the meeting, we are one short. Will start with updates.

Present: Jill Quinlivan, Barb Quintus, Bryan Stastny, Gabes Kieffer, Joan Birdsell, Nikki Fideldy-Doll, Tana Erbes, Danielle Luebke, Wayde Sick, and Carla Hixson

Absent: Desi Severance, Laurie Salander, Eric Ripley, Alison Orgaard, Karlee Feist-Benth, Kellie Meyer, Shari Jerde, Pam Stroklund, and William Fritz.

LXXXI. Directors Report – Carla Hixson

- 1) Membership update – 319 down from 350
2) 2022-2023 YTD Financials

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU, Region V Savings Account FCCU, and Edward Jones Investment Account.

2023 Region V Conference has not been closed out, ACTE will keep account open until June 15 before sending final payment.

LXXXII. Executive Board Assignments
Standing Committee –

- 1) Legislation – William Fritz (President chair) and Wayde Sick
Wayde – The following are the results of the high priority bills NDCTE followed and worked on during the session.

HB 1019 – NDCTE Appropriations Bill. Below are the results of the Conference Committee:

- The agency was granted two additional FTEs.
- Cost to Continue was reduced from \$4M to \$3.5M
- New and Expanding Programs was reduced from \$12M to \$10M. \$9.5M is General Fund, \$500,000 is funded through the Strategic Investments and Improvements Fund (SIIF)
- The \$500,000 to fund Career Advisors was removed.
- Work-Based Learning Coordinators was reduced from \$2M to \$1.5M.
- \$200,000 added to Emerging Technology remains.
- The CDE budget was zeroed out because SB2269 passed, it will now move over DPI.
- \$500,000 for TrainND, to provide dollars to support the state employee pay increase. This brings this appropriation to \$2.5M
- Operating budget was increased by \$168,000.

HB 1021 – This is the NDIT Budget. It includes an amendment that would required NDOMB to transfer any unallocated CCPF dollars, not used for broadband, to NDCTE, after October 1, 2023.

HB 1030 – Amends and modernizes the various scholarships. This has passed.

HB 1199 – This is the fast-track bill, that would provide NDCTE with Loan Authority to carry out the CTE Capital Projects Program.. There is a process for these funds to be available to us as the loan still needs BND and Industrial Commission permission. The Agency has access to the funds and has already begun distributing.

HB 1232 – A bill that would appropriate \$500,000 to NDCTE to add a virtual reality career exploration resource to our RUPrepareND platform. This has passed. We are already working with the OMB Procurement Office and NDIT to determine our procurement process.

HB1241 – This bill creates a Workforce Education Innovation Program, to award funds to the different institutions of Higher Education. This has passed.

HB 1305 – A bill that amends the State Scholarship, to align with changes to Choice Ready. It also would lower the ASVAB score to 50 or 31 if a student completed basic training and amends language for Civil Air Patrol. This has passed.

HB 1348 – A bill that amends CTE Center Governance, to address large CTE Center Boards and allow for a representative Board structure. This has passed.

HB 1382 – A bill that would allow the State Scholarship to be used for Registered Apprenticeship expenses. This has passed.

HB 1383 – A bill that provides a \$3000 apprenticeship tax credit, replicating the internship tax credit. This passed the House floor on 2/6. This was amended by Senate Tax and Finance to include State Electrical Board approved apprenticeships. This has passed

HB 1398 – A bill that requires computer science and cyber security to be taught in our Public Schools. Hearing was with House Education on 2/14. This was amended to clarify the integration plan can serve as the High School graduation requirement. Currently, NDCTE staff are working with DPI on how CTE can contribute to this requirement, whether it is identifying CTE Courses that meet the graduation requirement, or how CTE programming can be a part of the middle school and high school integration plans.

HB 1519 – A bill that would appropriate \$475,000 to NDCTE, to grant out for UAS workforce training to a workforce training center serving NW North Dakota. Up to \$12,500 can be used by NDCTE for administrative costs.

SB 2009 – This is the Agriculture Department budget. This has been added to a list as there has been an amendment proposed to study the transfer of Agricultural Education, FFA and Farm Management Education to the Ag Department. This is a shall consider study and would need to be selected by Legislative Management.

SB2015 – This is the OMB Budget. It includes \$26.5M in inflationary funds, from SIIF. This would provide approximately a 30% increase per grant award.

SB 2070 – This bill will allow for teacher permits to be extended for an additional three years if an individual enrolls in a teacher preparation program. A hearing was held, with no opposition. I have been assured if this passes, ESPB will consult with NDCTE on the rule writing process. This has been amended to add four years (total of seven). This has passed.

SB 2145 – This bill would allow the Emerging Digital Academy to operate without national accreditation. We worked with the prime sponsor and have provided amendments to the bill. First the exemption from national accreditation would sunset on January 1, 2026. Secondly, a shall consider study has been included to determine if changes to century code are necessary for the approval of Postsecondary Career Schools.

SB 2170 – A bill that would allow a minor under the age of 18 to be on a construction site, with parental approval. This can already happen through a registered apprenticeship or student learner agreement. A hearing is scheduled for 2/16. It came out of Senate WFD with a Do Not Pass Recommendation. This has been amended to reference apprentices and student learners, as defined by the USDOL. It also includes a shall consider study to review the advantages and disadvantages of transitioning to a State Apprenticeship Agency.

SB 2269 – A bill that would move the authority over the Center for Distance Education from NDCTE to NDDPI. This was amended to ensure governance was adequate. This has passed.

William Fritz joined the meeting at 4:15. We have a quorum.

LXXXIII. Approval of Agenda

A motion was made by Joan Birdsell and second by Nikki Fideldy-Doll to approve the agenda with flexibility.
Motion Carried.

LXXXIV. Approval of Meeting Minutes from April 18, 2023

A motion was made by Bryan Stastny and second by Tana Erbes to approve the April 18, 2023 minutes. Motion Carried.

LXXXV. Executive Board Assignments cont.

- 2) Nominations – Tana Erbes (President- Elect chair), Pam Stroklund and Joan Birdsell
Tana, talked to a couple people to run as VP. Joan would consider running.
- 3) Policies – Tana Erbes (President- Elect chair), Desi Severance and Joan Birdsell
Nothing to report.
- 4) Audit – Gabes Kieffer (Vice President Chair), and William Fritz
Carla will get information out to them before August.

Ad Hoc Committees –

- 25) Public relations, marketing, NDACTE booth, social media - Joan Birdsell, Jill Quinlivan and Pam Stroklund
The committee is talking about having shirts as pre-order at cost. Also ideas and gift cards for in the booth. Photo booth possibly too. Will think of something interactive in the booth. Region V pens for new members. Use hash tag for media. Nothing finalized yet.
- 26) NDACTE Awards - Danielle Luebke, Desi Severance, and Kellie Meyer
Danielle, big struggle this year. Extended the 3 times and have 3 candidates. Friday is the final day. Maybe we have to move it to a different time of the year. Maybe open it in Jan-Feb?? No Decisions on timeline for next year yet.

LXXXVI. Division Updates:

- 1) Administration Division – Pam Stroklund
No report
- 2) Agriculture Education Division - Desiree Severance
Right now, 23-24 we already have 10 new teachers, in the work of adding 2 new programs bringing up to 95 programs. 3 programs added positions, membership just closed on Monday with record number of members. State horse judging event just held. Have 1300 students will be attending their conference.
- 3) North Dakota Business Education Division – Joan Birdsell
Nothing new since the last meeting. Everyone is planning for the national conference.
- 4) Engineering and Technology Education Division – Jill Quinlivan
We have a curriculum tech education teacher get together coming up.
- 5) Family and Consumer Science Division – Karlee Benth
No report
- 6) Guidance and Career Development Division – Kellie Meyer
No report
- 7) Health Science Education Division - OPEN
No report
- 8) Marketing Education Division – Laurie Salander
No report

- 9) Special Populations Division and Equity Division – Barbara Quintus
No report
- 10) Trade and Industrial Education Division – Bryan Stastny
309 contests total. 54 1st place winners at state level, 48 signed up for next level. Nationals held in Atlanta GA.
CTSO advisors went to advisor training.
Seeing bounce back of membership in CTSO.

LXXXVII. Unfinished Business

- 1) Whose name will replace Alison Orgaard on the investment account? Will wait until we have a new VP.
- 2) Who will take over the NDACTE website? William will ask Kellie.
- 3) Resolutions, Bryan will reach out to Alison

Resolutions	Solicit resolutions from membership, take committee action and report at annual NDACTE general membership meeting.	3) Past-President chair – Alison Orgaard 4) Bryan Stastny
-------------	--	--

- 4) Need to change contact information on the website domain name – Carla will work with Alison to change the contact name.

LXXXVIII. New Business

- 1) **Approval of POW (program of work) 2023-2024** - A motion was made by Joan Birdsell and second by Bryan Stastny to approve the 2023-2024 POW. Motion Carried.
- 2) **Approval of Budget 2023-2024** - A motion was made by Nikki Fidely-Doll and second by Bryan Stastny to approve the 2023-2024 Budget. Motion Carried.
- 3) **Proposed Meeting Dates - 2023-2024** –held Quarterly on the 2nd Tuesday of the following months from 4:00 -5:00 pm on Zoom
 October 10, Tuesday, 4:00 – 5:00 pm Zoom
 January 9, Tuesday, 4:00 – 5:00 pm Zoom
 March 12, Tuesday, 4:00 – 5:00 pm Zoom
 May 14, Tuesday, 4:00 – 5:00 pm Zoom
During PDC August 5-7, 2024
 August 4, 2023– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,
 August 6, 2023— Tuesday, 7:30-8:00 am - General Membership meeting - In person,
 August 6, 2023— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
 August 6, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

LXXXIX. 2022-2023 Program of Work – Status of POW is on track to be completed.

XC. Action Items – Review

Action Items May 16, 2023	Owner	Due Date	Status
Get information out to audit committee	Carla Hixson	before August	
Need to change contact information on the website domain name	Carla will work with Alison to change the contact name and e-mail access.	Before July 1	
Resolutions - Solicit resolutions from membership, take committee action and report at annual NDACTE general membership meeting.	Bryan Stastny will reach out to Past-President chair Alison	Before August	

	Orgaard. Bryan will take the lead at NDACTE Annual Meeting.		
Reach out to NEDA group to see how they promote Award nominations; time of year they solicit nominations and any promotional ideas they may have.	Carla Hixson	Before August	

Action Items April 18, 2023	Owner	Due Date	Status
Select NDACTE Award Winners	Danielle Luebke (Chair) Desi Severance Kellie Meyer	May 16	Extended deadline to get more applications
Carla will get Constance Keller's contact and share a list of Health Sciences ACTE members with William, he will reach out to Constance to find someone to fill the empty Health Sciences Division spot on the board.	Carla Hixson and William Fritz	May 16	Completed
Reach out to Edward Jones to determine the process to update signature from Alison Orgaard to new VP	Carla Hixson	May 16	Just need to fill out paperwork when new VP Selected.
Reach out to Kelli Meyer to see if she would keep the NDACTE.com website updated	William Fritz	May 16	She accepted
Share in NDCTE Newsletter the cost to attend VISION and the savings of doing it before July 31	Carla Hixson	May 25	Completed
Ideas for our NDACTE booth for PDC	Public relations, marketing, NDACTE booth, social media Committee	May 16	Still Brainstorming
Prepare budget and POW for May meeting for board to vote on them	Carla Hixson, William Fritz, Tana Erbes, Gabes Kieffer	May 16	Completed

XCI. ACTE Events – information only

Date	Event	Location	Details
April 27-28, 2023	National Work-Based Learning Conference	Atlanta Marriott Buckhead Hotel & Conference Center 3405 Lenox Road NE Atlanta, GA 30326	
June 27-29, 2023	Teach CTE Summit 2023	St Paul, MN	Acteonline.org/cteteach
August 7-9, 2023	ND PDC Conference	Bismarck, ND	
Sept 20-22, 2023	National Postsecondary CTE Summit	Denver, CO	Acteonline.org/postsecondarycteevent
September 27-29, 2023	Best Practices and Innovations in CTE Conference 2023	Salt Lake City, Utah	www.Acteonline.org/bestpractices

November 29- Dec 2, 2023	CareerTech Vision 2023	Phoenix Convention Center Phoenix, AZ	Careertechvision.com
March 17-20	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	Acteonline.org/nps
April 9-12, 2024	ACTE Region V Conference	Ala Moana Hotel Oahu, Hawaii	Registration \$575 Early Bird \$475* *Early bird registration available for applications received prior to February 1, 2024. For more information and registration please visit HAWAIIACTE.ORG William Castillo wkcastil@hawaii.edu

XCII. **Meeting Dates - 2022-2023** –held Quarterly on the 2nd Tuesday of the month from 4-5:00 pm on Zoom
During PDC August 6-9 2023

August 6, 2023– Sunday, 5:00-6:30 pm—NDACTE Executive Board Meeting – State Capitol Building, 15th Floor
CTE Conference Room - We will meet in the CTE Conference Room, which is on the 15th floor. **We ask all
attendees to be at the Capitol between 4:30-5 pm as we will need to let people in the Capitol building.** It is
locked on weekends. Park in the North Parking Log and use the North Door. Wayde or someone from CTE will be
there to let people in. **No pizza, Carla will bring snacks / appetizers and bottled water.**

August 8, 2023— Tuesday, 7:30-8:00 am - General Membership meeting – **Prairie Rose 105**

August 8, 2023— Tuesday, 11:30 am-1:30 pm – PDC General Session and NDACTE Awards

August 8, 2023 – Tuesday, 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - **Maple Room**

Adjournment

Joan Birdsell moved, and Bryan Stastny seconded a motion to adjourn the meeting. The meeting adjourned at
5:00 pm.



AGENDA
NDACTE End of Year Board Meeting
August 06, 2023 5:00-6:30 PM Central Time
ND State Capitol, CTE Meeting Room, Bismarck ND

XCIII. **Call to Order**—President, William Fritz

XCIV. **Roll Call** – Confirm Quorum

XCV. **Approval of Agenda**

XCVI. **Approval of Minutes** from May 16, 2023 meeting

XCVII. **Directors Report** – Carla Hixson

5) Current Membership

Membership	2021-2022	2022-2023
Current	336	263

6) Financial Report –

Account	06/30/2022	6/30/2023
Checking - FCCU	\$40,816.33	\$41,761.21
Region V Savings FCCU	\$ 4,440.24	\$21,968.20
Edward Jones Investment	\$28,500.76	\$ 29,052.29

XCVIII. **Committee Updates:**

Standing Committee – What will you report at the Annual General Meeting

- 1) Legislation – William Fritz (President chair), Wayde Sick
- 2) Resolutions – Allison Orgaard (Past-President chair), Bryan Stastny
- 3) Nominations – Tana Erbes (President- Elect chair), Pam Stroklund, Joan Birdsell
- 4) Policies – Tana Erbes(President- Elect chair), Desi Severance, Bryan Stastny
- 5) Audit – Gabes Kieffer (Vice President Chair), William Fritz

XCIX. **Ad Hoc Committees** - What will you report at the Annual General Meeting

- 27) Public Relations, Marketing, NDACTE Booth, Social Media – Joan Birdsell, Jill Quinlivan, Pam Stroklund
- 28) Membership - William Fritz, Karlee Benth, Nikki Fideldy-Doll
- 29) NDACTE Awards - Danielle Luebke (chair), Desi Severance, Kellie Meyer
- 30) ACTE Convention VISION – William Fritz (President), Tana Erbes (President Elect), Carla Hixson (Executive Director)
- 31) Region V Planning Committee – April 2023 – Carla Hixson (Chair), Pam Stroklund, Katie Rokke, Danielle Lubke

C. **Division Reports** – What will you report at the Annual General Meeting – Divisions with * expire this year.

- 1) Administration Division – Pam Stroklund
- 2) Agriculture Education Division – Desiree Severance
- 3) Business Education Division – Joan Birdsell*

- 4) Engineering and Technology Education Division – Jill Quinlivan*
- 5) Family and Consumer Science Division – Karlee Benth *
- 6) Guidance and Career Development Division – Kellie Meyer
- 7) Health Science Education Division – Katie Hatt Rokke
- 8) Marketing Education Division – Laurie Salander
- 9) Special Populations Division and Equity Division – Barbara Quintus
- 10) Trade and Industrial Education Division – Bryan Stastny
- 11) CTE – Wayde Sick, Nikki Fideldy-Doll
- 12) ACTE – Eric Ripley

New Division Representation Board Members

Division	Current Rep	New Rep
Business Education Division	Joan Birdsell	Theresa Ostgarden
Engineering and Technology Education Division	Jill Quinlivan	
Family and Consumer Science Division	Karlee Benth	
Health Science Education Division	Andrea Benson	Katie Hatt Rokke
CTE Representative follows division of President	Nikki Fideldy-Doll	Kelly Pierce

CI. Unfinished Business

- 1) .

CII. New Business

- 1) PDC Executive Board signup for Booth – sheet passed around
- 2) Executive Director Evaluation Report – William Fritz
- 3) .

CIII. Announcements

- 1) Remind your divisions about the annual meeting and encourage NDACTE membership!
- 2) Reminder to wear your NDACTE Board shirts to the following
 - Tuesday, August 8, 2023 –7:30-8:00 am - General Membership Meeting - **Prairie Rose 105**
 - Tuesday, August 8, 2023 –11:30 am-1:30 pm – PDC General Session and NDACTE Awards
 - Tuesday, August 8, 2023 – 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation – **Maple Room**

- CIV. Program of Work – Review**
 2022-2023 completed all tasks.
 2023-2024 on track.

CV. Action Items

Action Items August 6, 2023	Owner	Due Date	Status

Action Items May 16, 2023	Owner	Due Date	Status
----------------------------------	--------------	-----------------	---------------

Get information out to audit committee	Carla Hixson	before August	Completed
Need to change contact information on the website domain name ACTE.nodak@gmail.com	Carla will work with Alison to change the contact name and e-mail access.	Before July 1	Completed – e-mail address and password shared
Resolutions - Solicit resolutions from membership, take committee action and report at annual NDACTE general membership meeting.	Bryan Stastny will reach out to Past-President chair Alison Orgaard.	Before August	Bryan will take the lead at NDACTE Annual Meeting.
Reach out to Edward Jones to determine the process to update signature from Alison Orgaard to new VP	Carla Hixson	August 10	Need to fill out paperwork when new VP Selected.
Reach out to NEDA group to see how they promote Award nominations; time of year they solicit nominations and any promotional ideas they may have.	Carla Hixson	Before August	Heard back from 3 states
<p>Award Nominations Feedback:</p> <p>California has challenges getting many nominees. We put reminders and articles in our quarterly newsletter, send out emails to members, announce it at every meeting, and speak with specific people whom we know are good at nominating (or who might nominate themselves). Our portal is open from March to December.</p> <p>Colorado struggles to get very many nominations also. The Awards Committee members and I do a lot of poking! We open nominations in March and they close in early June. We present the awards at our conference in July. We put QR codes on the flyer this year, put it in the newsletter, and each Awards Committee member took a couple of divisions to specifically nurture. Those Divisions that we know present awards, we poke incessantly to nominate their winners for the matching awards at the CACTE level. For the Outstanding Secondary CTE Student award, we specifically email the CTSO State Advisors, although the student doesn't have to have been a state officer... And we put blurbs in the March, April & May newsletters. The Awards Committee chair is also doing a breakout session at the Summit this year to help people learn more about the process - we'll see!</p> <p>AZ did lots of Twitter !</p>			

CVI. ACTE Events - FYI only

Date	Event	Location	Details
Sept 20-22, 2023	National Postsecondary CTE Summit	Denver, CO	Acteonline.org/postsecondarycteevent
September 27-29, 2023	Best Practices and Innovations in CTE Conference 2023	Salt Lake City, Utah	www.akteonline.org/bestpractices
November 29- Dec 2, 2023	CareerTech Vision 2023	Phoenix Convention Center Phoenix, AZ	Careertechvision.com
March 17-20	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	Acteonline.org/nps
April 9-12, 2024	ACTE Region V Conference	Ala Moana Hotel Oahu, Hawaii Hotel info Rates \$169 to \$189	Registration \$575 Early Bird \$475* *Early bird registration available for applications received prior to February 1, 2024. *Call for presentations open For more information - HAWAIIACTE.ORG

		808-955-4801	William Castillo wkcastil@hawaii.edu
May 1-3, 2024	National Work-based Learning Conference	Milwaukee, Wisconsin	

CVII. Meeting Dates

Tuesday August 8, 2023, during PDC

- 7:30-8:00 am - General Membership meeting – **Prairie Rose 105**
- 11:30 am-1:30 pm – PDC General Session III and NDACTE Awards -
- 4:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - **Maple Room**

CVIII. Adjournment



2022-2023 NDACTE Budget

CHECKING ACCOUNT	BALANCE as of 06/30/23	\$ 41,761.21
REGION V SAVINGS ACCOUNT	BALANCE as of 06/30/23	\$ 21,968.20
RD JONES INVESTMENT ACCOUNT	BALANCE as of 06/30/23	\$29,052.29

REVENUE	Notes	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Actual as of 06-30-2023 Fiscal Year End
Member Dues - ACTE	350 @ 35	\$ 11,559.25	\$ 12,250.00	\$ 9,940.00
Region V Conference			\$ 8,000.00	\$ 27,263.19
Interest and Miscellaneous Income	Checking Dividend		\$ -	\$ 8.24
Miscellaneous Income	Mini Grant		\$ 1,500.00	\$ 1,500.00
TOTAL REVENUE		\$ 11,559.25	\$ 21,750.00	\$ 38,711.43
EXPENSES				
Membership				
New Professionals	2 @ \$500	\$ 500.00	\$ 1,000.00	\$ 500.00
Membership Incentive Drawings (before Sept 1)	6 \$50 Gift Cards	\$ 300.00	\$ 300.00	\$ 300.00
New Membership Recruitment Incentive	10 \$35 Cash	\$ 50.00	\$ 350.00	\$ 315.00
PDC Badge Ribbons			\$ 160.00	\$ -
Executive Director				
Monthly Contract Salary	\$333.33 Per Month	\$ 3,999.96	\$ 3,999.96	\$ 3,999.96
ND PDC Conference	Registration	\$ 75.00	\$ 75.00	\$ 75.00
NEDA Dues		\$ 125.00	\$ 130.00	\$ 125.00
Membership Bonus	336 - 10% is 34 additional members to	\$ 200.00	\$ 250.00	\$ -
NDACTE Awards				
Awards (Plaques)		\$ 643.66	\$ 800.00	\$ 729.80
Innovative Program - Region V	\$200 stipend		\$ 200.00	\$ -
Administrator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 80.00	\$ 315.00	\$ 280.00
Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 80.00	\$ 315.00	\$ 280.00
Career Guidance Counselor of the Year	\$200 stipend + \$115 ACTE Dues	\$ 280.00	\$ 315.00	\$ -
Post-Secondary Teacher of the Year	\$200 stipend + \$115 ACTE Dues		\$ 315.00	\$ -
New Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 280.00	\$ 315.00	\$ 160.00
Teacher Educator of the Year	\$200 stipend + \$115 ACTE Dues		\$ 315.00	\$ 80.00
Lifetime Achievement	\$200 stipend + \$115 ACTE Dues	\$ 35.00	\$ 315.00	\$ -
Carl Perkins Community Service	\$200 stipend + \$115 ACTE Dues	\$ 80.00	\$ 315.00	\$ -
Meeting/Conference Expenses				
PDC Sponsorship (Luncheon)	\$18 a plate in 2022	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PDC Expenses (Booth, ACTE Rep, etc)	ACTE Rep Room \$300		\$ 1,000.00	\$ 345.13
State Executive Board Meetings	Food & Beverage	\$ 113.04	\$ 250.00	\$ 195.07
ACTE Conference (Executive Director) *	\$2000 @ 100%	\$ 1,084.43	\$ 2,000.00	\$ 1,263.35
ACTE CareerTech Vision Convention (President-Elect) *	\$2,000 @ 70%		\$ 1,400.00	\$ 1,133.73
National Policy Seminar (President) *	\$2,500 @ 70%		\$ 1,750.00	\$ -
Region V Conference (Vice President) *	\$2,000 @ 70%		\$ 1,400.00	\$ -
ACTE CareerTech Vision Convention (President since mis	\$2,000 @ 70%		\$ 1,400.00	\$ -
Board Member Expense Stipends	3 @ \$500		\$ 1,500.00	\$ -
Other Expenses				
Standing Committee Fund & CTE in the Great Hall	CTE Great Hall split in FY 23	393.50	\$ 1,000.00	\$ 280.00
Office Expenses		95.90	\$ 150.00	\$ 42.05
Miscellaneous Expenses		18.62	\$ 200.00	\$ 2,383.22
Board Member Shirts	Holloway - Avenger Polo 6 @ \$36.50	223.00	\$ 250.00	\$ -
Website URL / Host	Website & Domain Paid till 7/25/2024)			\$ -
Social Media Management	12 months @ \$25	253.95	\$ 300.00	\$ -
Square Expense (2.75% of sales on credit card)			\$ -	\$ -
Zoom (July 27, 2022 to July 26, 2023)		160.40	\$ 161.00	\$ 160.40
TOTAL EXPENSES		\$ 10,071.46	\$ 23,545.96	\$ 13,647.71
FISCAL YEAR GAIN / (LOSS)		\$ 1,487.79	\$ (1,795.96)	\$ 25,063.72