

2023-2024 Annual Report



North Dakota Association for Career and Technical Education
2023-2024 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 Tana Erbes’ 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) 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.
- 3) Professional & Leadership Development – Promote leadership roles in NDACTE and ACTE, increase award submissions and increase use of CTE learn for professional development.

Date	Initiative	Responsible	Action Items	Status
July				
July 15	PDC <ul style="list-style-type: none"> • 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 • Finalize Plans • Coordinate activities, secure ribbons, prepare for new teachers’ session 	Complete
July 15	NDACTE Business <ul style="list-style-type: none"> • 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	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • President-Elect • Vice President 	<ul style="list-style-type: none"> • Post Budget and Program of Work • Plan and Prepare Agendas for Pre/Post-Conference Meetings • Plan and Prepare Agenda for Annual Business Meeting • Update Committee Assignments 	Complete
July 15	<ul style="list-style-type: none"> • NDACTE Board Training 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Update Orientation and Officer Training Manual 	Complete

Date	Initiative	Responsible	Action Items	Status
	Professional & Leadership Development		outlining Board Member duties and responsibilities.	
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"> 1. NDACTE Financial account balances 2. NDACTE Budget to Actuals 3. Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date detail of transactions 4. Provide a list of current NDACTE members (2023 year end 263) 5. IRS Tax Exempt Status 6. 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	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 	Completed
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				
August 6	NDACTE Business	<ul style="list-style-type: none"> • President • President-Elect 	<ul style="list-style-type: none"> • Conduct End of year meeting 	Complete

Date	Initiative	Responsible	Action Items	Status
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 7	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 	<ul style="list-style-type: none"> • New teachers' session 	Complete
August 8	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • President • President-Elect 	<ul style="list-style-type: none"> • Conduct Annual Business meeting • NDACTE Awards presentation 	Complete
August 8	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
	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 Increased following from 175 to 250+ As of 7/22/24 297 followers

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
September				
	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
	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
	NDACTE Business <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				
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 – No applications

Date	Initiative	Responsible	Action Items	Status
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 10 4:00-5:00	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
	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				
	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 2023 <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 – Elect 	<ul style="list-style-type: none"> Inform ND Delegates of Activities 	Complete

Date	Initiative	Responsible	Action Items	Status
	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"> • 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 29- December 2, 2023	Vision 2023 ACTE Annual Conference <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development 	<ul style="list-style-type: none"> • President - Elect • Executive Director 	<ul style="list-style-type: none"> • Attend Vision 2023 • VISION ACTE Leadership Training Register and pay \$25 to attend training • Coordinate a ND social during the ACTE VISION Convention. No Budget. 	Complete
December				
	NDACTE Business	<ul style="list-style-type: none"> • President • Eric Ripley 	<ul style="list-style-type: none"> • National Policy Seminar Registration (March 17-20 2024) • Leadership Training - Register and pay to attend Part 2 training • Start Planning Congressional Visits – Arlington, VA 	Complete
	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
	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
January 2024				
	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
	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 9 4:00-5:00	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 	<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"> 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
February				
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
	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				
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 12 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	Complete
March 17-20, 2024	ACTE <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar 2024 Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	Complete – Eric Ripley attended

Date	Initiative	Responsible	Action Items	Status
	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
April				
April 9-12, 2024	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"> • Prepare Roll Call • Region V Conference, Oahu, HI Ala Moana Hotel 	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

Date	Initiative	Responsible	Action Items	Status
	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 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
Prior to May Board Meeting	NDACTE Business	<ul style="list-style-type: none"> Executive Director President President-Elect Vice President 	<ul style="list-style-type: none"> Prepare 2024-2025 Budget Prepare 2024-2025 Program of Work 	Complete
May 14 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
	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"> 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 			
June				
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 reminders of NDACTE events 	Complete

2023-2024 NDACTE Executive Board

President: Tana Erbes President-Elect: Gabes Kieffer

Vice President: Randal Brockman Past President: William Fritz

Division Reps: Katie Hatt Rokke, Ashley Sailer, Shari Jerde, Jill Quintivan, Kelly Pierce, Desiree Severance, Greg Borders, Barbara Quintus, Pam Stroklund, Kellie Meyer, Bryan Stastny,

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

Executive Director: Carla Hixson • www.NDACTE.com



MINUTES

NDACTE New Year Executive Board Meeting
August 8, 2023, 4:30-5:30 PM Central Time
Maple Room, Bismarck Event Center, Bismarck ND

- I. Call to Order—President, Tana Erbes - Meeting was called to order by Tana Erbes at 4:30 pm
II. Roll Call – Quorum Confirmed.

Present: Tana Erbes, William Fritz, Katie Hatt Rokke, Barbara Quintus, Bryan Stastny, Desiree Severance, Gabes Kieffer, Jill Quinlivan, Shari Jerde, Kellie Meyer, Greg Borders, Kelly Pierce, Pam Stroklund, Randal Brockman, Eric Ripley, Daniell Luebke, Wayde Sick, Carla Hixson and ACTE guest Michael Connet.

Absent: FAC Division Representative not identified as of this meeting.

III. Approval of Agenda

A motion was made by Bryan Stastny and second by Desi Severance to approve the agenda with flexibility and the addition of review of conflict-of-interest statement and table Bremmer Bank Grant. Motion Carried.

IV. Approval of Meeting Minutes from August 6, 2023

A motion was made by Bryan Stastny and second by Barbara Quintus to approve the August 6, 2023 minutes. Motion Carried.

V. Directors Report – Carla Hixson

- 1) Membership update –

Table with 3 columns: Membership, June 2023, July 2023. Row 1: Current, 263, 307

- 2) 2023-2024 YTD Financials

Table with 3 columns: Account, 6/30/2023, 7/31/23. Rows: Checking - FCCU, Region V Savings FCCU, Edward Jones Investment, Total NDACTE

VI. Executive Board Assignments and Expectations for year – Sign-up sheet was passed around; updated document is below.

Standing Committee	Duties	Members Appointed
Legislation	Serve as contact person(s) on all matters between State Board, Director, and NDACTE membership.	1) President Chair – Tana Erbes 2) Wayde Sick 3) Eric Ripley
Resolutions	Solicit resolutions from membership, take committee action and report at annual NDACTE general membership meeting.	1) Past-President chair – William Fritz 2) Bryan Stastny 3)
Nominations	Set guidelines, search for, and screen candidates for NDACTE Vice President.	1) President- Elect chair – Gabes Kieffer 2) Kelly Pierce 3) Kellie Meyer
Policies	Review and make recommendations regarding policy change or update the NDACTE Policy Handbook.	1) President- Elect chair – Gabes Kieffer 2) Desi Severance 3) Bryan Stastny
Audit	Audit financial records of NDACTE and report at PDC conference meeting.	1) Vice President chair – Randall Brockman 2) William Fritz 3) Greg Borders

Ad Hoc Committees	Duties	Members
Public Relations, Marketing, NDACTE Booth, Social Media	Plan and implement strategies to market career and technical education year-round. Post on social media monthly. Coordinate activities for the NDACTE Booth during PDC convention.	1) Pam Stroklund (Chair) 2) Jill Quinlivan 3) Barbara Quintus 4)
Membership	Develop and implement strategies to maintain, retain and increase membership (Incentive . Communicate with our members to ensure that they are receiving adequate benefits for their involvement in NDACTE. Coordinate the distribution of New Professional applications, review applicants and select award winners. Deadline is October 1.	1) William Fritz (Chair) 2) Randall Brockman 3) . 4)
NDACTE Awards	Secure award nominations, find judges, and determine winners, purchase awards, and plaques—remind and encourage award	1) Danielle Luebke (Chair) 2) Katie Hatt Rokke 3) Desi Severance

	winners who go on to the next level before the due date.	4) Shari Jerde
ACTE Convention Vision	Coordinate voting delegates and plan ND no cost social reception to be held at the ACTE Annual Convention	1) President – Tana Erbes (Chair) 2) President Elect – Gabes Kieffer 3) Executive Director – Carla Hixson

VII. Division representatives:

Administration Division	Pam Stroklund
Agriculture Education Division	Desiree Severance
Business Education Division	Shari Jerde
Engineering and Technology Education Division	Jill Quinlivan
Family and Consumer Science Division	Ashely Sailer
Guidance and Career Development Division	Kellie Meyer
Health Science Education Division	Katie Hatt Rokke
Marketing Education Division	Greg Borders
Special Populations Division and Equity Division	Barbara Quintus
Trade and Industrial Education Division	Bryan Stastny
CTE –To follow president division	Kelly Pierce

VIII. 2023-2024 Program of Work – reviewed status and we are on track.

IX. Unfinished Business

- 1) Pam Strothman moved to remove Alison Orgaard from the Edward James Investment account and add Randall Brockman, Bryan Stastny second. Motion carried.

X. New Business

- 1) Review Conflict of Interest statement and annual acknowledgements from each board member Signed by members present.
- 2) Quality Association Standards Award (will be 10th year in a row) – Carla will fill out and submit.
- 3) Audit committee recommendation –
Transfer \$25,000 out of checking into savings
Change name from account name from “Region V Savings” to “NDACTE Savings”
Recommendation to open a new checking account the next time ND Coordinates Region V
Motion was made by Greg Borders and Second by Bryan Stastny to take the actions of the audit committee. Motion Carried.

XI. Action Items

New Action Items August 8, 2023	Owner	Due Date	Status
Committees to meet and come back with ideas	ALL COMMITTEES	October 10	
Remove Alison Orgaard from the Edward James Investment account and add Randall Brockman.	Carla Hixson and Randall Brockman	October 2023	
Quality Association Standards Award (will be 10 th year in a row) – Carla will fill out and submit	Carla Hixson Tana Erbes	Prior to October 15	
Transfer \$25,000 out of checking into savings Change name from Region V Savings to Savings	Carla Hixson	October 2023	

XII. 2023-2024 Meeting Dates –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

XIII. Comments from Michael Connet – congratulations to CTE for a great conference and roll out of new logo.

XIV. Adjournment

A motion was made by Desi Severance and second by William Fritz to adjourn the meeting. The meeting adjourned 5:04 pm.

XV. New Board Members orientation followed the meeting.

ACTE / NDACTE Conflict of Interest Policy

Purpose

The purpose of the conflict-of-interest policy is to protect the interests of this tax-exempt organization, (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. II.

Definitions

1) Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3) Procedures

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Signature

Date



MINUTES
NDACTE Executive Board Meeting
October 10, 2023, 4:00-5:00 PM Central Time
Zoom
Approved on: January 9, 2024

XVI. Call to Order—Meeting was called to order by Tana Erbes at 4:00 pm

XVII. Roll Call – Quorum Confirmed.

Present: Tana Erbes, William Fritz, Katie Hatt Rokke, Ashley Sailer, Bryan Stastny, Desiree Severance, Gabes Kieffer, Jill Quinlivan, Greg Borders, Pam Stroklund, Randal Brockman, Eric Ripley, Wayne Sick, and Carla Hixson

Absent: Barbara Quintus, Shari Jerde, Kellie Meyer, Kelly Pierce, Daniell Luebke

XVIII. Approval of Agenda

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

XIX. Approval of Meeting Minutes from August 8, 2023

A motion was made by Bryan Stastny and second by Desi Severance to approve the August 8, 2023 minutes. Motion Carried.

XX. Directors Report – Carla Hixson

1) Membership update –

Table with 3 columns: Membership, July 2023, September 2023. Row 1: Current, 307, 324

2) 2023-2024 YTD Financials

Table with 3 columns: Account, 7/31/23, 9/30/2023. Rows: Checking - FCCU, NDACTE Savings FCCU, Edward Jones Investment, Total NDACTE

XXI. Executive Board Assignments – any more committee members needed?

Standing Committee –

1) Legislation –

Wayde Sick - ND interim committee meetings have begun to meet. Workforce interim committee meetings where they are doing an apprenticeship study. Supreme court ruled OMB Budget SB 2015 to be unconstitutional because it had several topics (approx. 70) in the same bill. CTE Capital project inflationary funding was in that bill. There will be a special session or the governor will call them back to address all the items in SB 2015.

Hear there may be a \$40 million increase in Perkins which would impact ND with an approximate \$100,000 increase.

Wayde proposing the NDACTE board take action on what they would like to see as agenda items for the 2025 legislative session.

Eric – Advanced CTE may be looking at changing the Career Clusters.

2) Resolutions – William Fritz (Past-President chair), Bryan Stastny
Nothing to Report.

3) Nominations – Gabes Kieffer (President- Elect chair), Kelly Pierce, Kellie Meyer
Nothing to Report.

4) Policies – Gabes Kieffer (President- Elect chair), Desi Severance, Brya Stastny
Nothing to Report.

5) Audit – Randal Brockman (Vice President Chair), William Fritz, Greg Borders
Nothing to report.

Ad Hoc Committees –

1) Public Relations, Marketing, NDACTE Booth @ PDC, Social Media – Pam Stroklund (Chair), Jill Quinlivan, Barbara Quintus

Went to the administrators with the funds made through Region V and came up with several ideas:

What NDACTE can do for members from administrative perspective:

Description	#
Finding people (teacher recruitment) – why CTE, why teaching	
More travel stipends, at division level? Maybe nomination from administrator?	1
Reimbursement of membership	1
Financial assistance towards master’s degree	
Mentorship opportunity	111
Promotional video for NDACTE	
Flyer – 1 pager – what is in it for me?	

Much easier to sign up for everything at once at PDC – adding some links	
Members only social / breakfast	
At first timers’ session have people from division talk about benefits of belonging to NDACTE	
ACTE book – first year of teaching book to all new teachers Potentially use a Region V Grant to help pay for them	
Complimentary membership for the first year – 100 new each year (cost would be \$800 a year)	
Send list of renewals to division reps to encourage membership / renewal	
Send administrators “Invest in yourself” prior to school starting	
CTE Learn as a session during PDC	

Here is the link to the grant that Pam was referring to...

<https://www.acteonline.org/wp-content/uploads/2023/01/Region-V-2023-2024-Opportunity-Fund-Grant-Application-Letter.docx.pdf>

Also spoke about “ideas for change” in Ad Hoc committees:

Ad Hoc Committee	Duties
Social Media (split out)	Post on social media monthly Assist with articles for newsletter (ND CTE monthly)
Marketing, Public Relations, NDACTE Booth at PDC	Plan and implement strategies to market career and technical education year-round. Coordinate activities for the NDACTE booth during PDC
Grant Writing (new)	Explore grant writing opportunities for NDACTE (i.e.. Region V, Bremer Bank, etc)

PDC may look to a new model for next year to include a first “day heavy” for new teachers.

- Membership – William Fritz (chair), Randall Brockman

Gave out drawings after Sept 1. Someone applied for a New Professional Travel Stipend but they were not eligible so no scholarships to give out this year.

- NDACTE Awards - Danielle Luebke (chair), Katie Hatt Rokke, Desi Severance, Shari Jerde

Last week Region V had mock interviews for those moving on to the national level. NDACTE has Lisa Krumwiede representing ND.

- ACTE Convention – Tana Erbes (chair) Gabes Kieffer, Carla Hixson
Shari, Ashly, Desi
Carla Planning social.
15 people are currently registered from ND.

XXII. Division Updates:

- 1) Administration Division – Pam Stroklund
Focusing on
- 2) Agriculture Education Division - Desiree Severance
Fall Leadership conference was just held in Bismarck. Departments are starting to prepare for district leadership conference.
- 3) North Dakota Business Education Division – Shari Jerde
No report
- 4) Engineering and Technology Education Division – Jill Quinlivan
Without a state director, looking to fill in the gaps. They are still working on that at the state level.
- 5) Family and Consumer Science Division – Ashley Sailer
Doing a membership drive and giving them a T-shirt if they join both FACS and ACTE.
- 6) Guidance and Career Development Division – Kellie Meyer
No Report
- 7) Health Science Education Division – Katie Hatt Rokke
Met after PDC meeting, they are seeing a lot of growth across the state and looking for increased professional development opportunities at PDC. Use of proficiency scales in the high schools and the amount of time involved looking to have a collective Health sciences proficiency scale.
- 8) Marketing Education Division – Greg Borders
Have deadline on Thursday for DECA.
- 9) Special Populations Division and Equity Division – Barbara Quintus
No Report
- 10) Trade and Industrial Education Division – Bryan Stastny
Skills USA meeting today. Tracy is taking 9 students to Nebraska and fall leadership in Dickinson and Devils Lake in November.
- 11) CTE – Wayde Sick, Kelly Pierce
3 open supervisor positions. CTE Ag, Technology and Engineering and

XXIII. 2023-2024 Program of Work – reviewed status

XXIV. Unfinished Business

- 1) **Conflict of Interest** – those board members that have not signed the Conflict-of-Interest policy for 2023-2024 need to sign (see below)
- 2) **Committee ideas for membership recruitment** – covered under Pam’s report.

XXV. New Business

- 1) **none**

XXVI. Action Items

Action Items August 8, 2023	Owner	Due Date	Status
Committees /Divisions to meet and come back with ideas for membership recruitment	ALL COMMITTEES / Divisions	October 10	
Remove Alison Orgaard from the Edward James Investment account and add Randall Brockman.	Carla Hixson and Randall Brockman	October 2023	Request sent

Quality Association Standards Award (will be 10 th year in a row) – Carla will fill out and submit	Carla Hixson Tana Erbes	Prior to October 15	Completed
Transfer \$25,000 out of checking into savings Change name from Region V Savings to Savings	Carla Hixson	October 2023	Completed
New Action Items October 10, 2023	Owner	Due Date	Status
Committee members review ideas and come back to board if they would like to implement any of them	ALL COMMITTEES / Divisions	Jan 9, 2024	

XXVII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
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 \$189 808-955-4801	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 William Castillo wkcastil@hawaii.edu
May 1-3, 2024	National Work- based Learning Conference	Milwaukee, Wisconsin	
August 5-7, 2024	ND CTE PDC	Bismarck, ND	2024 CTE Professional Development Conference North Dakota Department of Career and Technical Education
April 30-May 3, 2025	ACTE Region V Conference	Las Vegas, NV	

XXVIII. 2023-2024 Meeting Dates

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

XXIX. Adjournment

A motion was made by Bryan Stastny and second by Greg Borders to adjourn the meeting. The meeting adjourned at 5:04 pm.



North Dakota Association for Career and Technical Education

MINUTES

NDACTE Executive Board Meeting

January 9, 2024, 4:00-5:00 PM Central Time

Zoom

Minutes Approval Date: March 12, 2024

XXX. Call to Order— Meeting was called to order by Tana Erbes, President, at 4:01 pm

XXXI. Roll Call – Quorum Confirmed.

Present: Tana Erbes, William Fritz, Ashley Sailer, Bryan Stastny, Desiree Severance, Gabes Kieffer, Jill Quinlivan, Greg Borders, Pam Stroklund, Randal Brockman, Barabara Quintus, Shari Jerde, Kelly Pierce, Daniell Luebke, Wayde Sick, and Carla Hixson

Absent: Katie Hatt Rokke, Kellie Meyer, and Eric Ripley,

XXXII. Approval of Agenda

A motion was made by Desi Severance and second by William Fritz to approve the agenda with flexibility. Motion Carried.

XXXIII. Approval of Meeting Minutes from October 10, 2023

A motion was made by Shari Jerde and second by Randal Brockman to approve the October 10, 2023 minutes. Motion Carried.

XXXIV. Directors Report – Carla Hixson

- 1) Submitted Tax information to Attorney General
- 2) Annual Electronic Filing Requirement — Form 990-N will be submitted as soon as the portal is open.
- 3) VISION “findings” for NDACTE
 - a. Board Membership Insurance – highly recommended that we have this to protect our board members and director.
 - b. Executive Director, need clarification as to whether the ED is as an independent contractor or an employee.
 - c. NDACTE needs to sub a 1099 or W-9 for Executive Director position to IRS
 - d. Second signature on checking/savings account at FCCU – Just in case something happens to ED.
- 4) Membership update –

Membership	July 2023	September 2023	December 2023

Numbers	307	324	312
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5) 2023-2024 YTD Financials

Account	7/31/23	9/30/2023	12/31/2023
Checking - FCCU	\$40,404.91	\$15,285.99	\$19,029.75
NDACTE Savings FCCU	\$21,968.20	\$46,971.04	\$46,971.04
Edward Jones Investment	\$29,559.76	\$28,099.33	\$30,337.86
Total NDACTE	\$91,932.87	\$90,356.36	\$96,338.65

XXXV. Standing Committee –

- 1) Legislation – Tana Erbes (President chair), Wayde Sick, Eric Ripley
Submitted a strategy review for ND CTE to the governor and how the legislature can help us. Will engage the administrators’ group to compile the agenda. Wayde Sick is leading a group on career exploration through the workforce development council.
- 2) Resolutions – William Fritz (Past-President chair), Bryan Stastny
No report
- 3) Nominations – Gabes Kieffer (President- Elect chair), Kelly Pierce, Kellie Meyer
No report
- 4) Policies – Gabes Kieffer (President- Elect chair), Desi Severance, Brya Stastny
No report
- 5) Audit – Randal Brockman (Vice President Chair), William Fritz, Greg Borders
Reviewed quarterly statements and they are in order.

Ad Hoc Committees –

- 5) Public Relations, Marketing, NDACTE Booth @ PDC, Social Media – Pam Stroklund (Chair), Jill Quinlivan, Barbara Quintus
Wayde Sick indicated next month is CTE month, ND CTE newsletter has several templates to market your own programs. Also selecting a theme for PDC in August and will be the theme for the year.
- 6) Membership – William Fritz (chair), Randall Brockman
No report
- 7) NDACTE Awards - Danielle Luebke (chair), Katie Hatt Rokke, Desi Severance, Shari Jerde
Look at moving the deadline to a little bit earlier to encourage more nominations.
- 8) ACTE Convention – Tana Erbes (chair) Gabes Kieffer, Carla Hixson
Had the allotted 3 delegates present. Desi Severance, Ashley Sailer and Carla Hixson. There wasn’t anything to be voted on.

Had a ND gathering the first evening of the Conference during the ACTE opening reception. We had 15 of the 25 members present.

At the State Association Leadership Breakfast, we accepted the ND QAS award for 2023.

Lisa Krumwiede, from Valley City was our ND Teacher Educator of the Year and the Region V winner did a wonderful job but was not selected at the National level. ND had a table almost full at the Awards Banquet to support her.

XXXVI. Division Updates:

- 1) Administration Division – Pam Stroklund
No report.
- 2) Agriculture Education Division - Desiree Severance
December had a lot of district conferences, getting ready for midwinter conference to get training on record book for students.
- 3) North Dakota Business Education Division – Shari Jerde
Met in October, before they could join through NBEA or ACTE. Voted to be primarily NBEA instead of ACTE members. We have 14 members that are joint NDACTE members. Competition coming up through Valley City State to prepare for FBLA in end of January.
- 4) Engineering and Technology Education Division – Jill Quinlivan
Just posted for the ND CTE Technology and Engineering open position.
- 5) Family and Consumer Science Division – Ashley Sailer
District presidents met for leadership training. All districts are gearing up for competition in Feb. Assistant State Supervisor position open and hope to full soon.
- 6) Guidance and Career Development Division – Danielle Luebke and Kelly Pierce.
Busy in school and have mid-winter coming up.
- 7) Health Science Education Division – Katie Hatt Rokke
No report
- 8) Marketing Education Division – Greg Borders
Fall conference with record numbers in attendance. Getting ready for state competition. Officer applications are due Feb 4. Had students send in information on what CTE has done for them.
- 9) Special Populations Division and Equity Division – Barbara Quintus
Looking at doing a spring conference in April. CTE for all is the new name for special pops within ACTE.
- 10) Trade and Industrial Education Division – Bryan Stastny
Were not able to have fall leadership conference, had a zoom meeting instead. Gearing up for membership and state convention coming up in the spring.

11) CTE – Wayde Sick, Kelly Pierce

Have some vacancies in the agency, AG and Technology, Assistant in FACTS, looking to fill those positions. They will be flexible with start dates. Julie Hersch has also left her position. Looking to restructure admin staff to assist with retention by making salaries more competitive.

Looking to use AI to do things more efficiently. Working with DPI to provide some guidance on using AI in the classroom. PDC may have some changes and have a stronger focus on newer teachers. Looking to simplifying funding model to make it easier for schools. Wayde doing a TED Talk on workbased learning.

12) Region V – Shari Jerde – Policy committee meeting soon. Region V Conference coming up in HI.

XXXVII. 2023-2024 Program of Work – reviewed status – POW on track for completion

- NPS – Carla will check with Eric Ripley to see if he is planning to set up the Congressional visits once again.
- NDACTE Policy Handbook review (President elect and president) Tana and Gabes

XXXVIII. Unfinished Business

- 1) Committee ideas for membership recruitment – see ideas generated below – will be moved to the next meeting. Be prepared for action at the next meeting.

XXXIX. New Business

- 1) Board Liability Insurance – Carla
Directors and Officers (D&O) Insurance, also sometimes called Association Professional Liability Insurance (APLI), is specifically tailored to the particular needs of associations. It is designed to cover losses of a financial, rather than physical
Executive Director, need clarification as to whether the ED is as an independent contractor or an employee.
- 2) NDACTE needs to submit a 1099 or W-9 for Executive Director position to IRS

It was determined to put together a committee to gather more information on ED and 1099 or W-9 form. The committee will be Tana Erbes, Danielle Luebke, William Fritz and Carla Hixson.

- 3) Second signature on checking/savings account at FCCU – Just in case something happens to ED.
Joint account, but either one can sign. Have a backup in case something happens to the ED.

MOTION: William moved to have the Vice President, Randal Brockman as the second signature on the NDACTE Checking / Savings account at FCCU. Bryan Stastny second the motion. William amended the motion to Have the Vice President, in the same rotation as the Edward James account which will start with Randal Brockman as the second signature on the NDACTE Checking / Savings account at FCCU. Desi Severance seconded the amended motion. The amended and main motion carried.

- 4) Revisit President attending VISION – Tana Urbis
ACTE CareerTech Vision Convention (President-Elect)
National Policy Seminar (President)

Region V Conference (Vice President)
(VISION and NPS - Leadership Training)

Tana is not able to go to NPS, the committee feels it is important to have NDACTE representation at NPS.

Table to next meeting. Have time to think about it.

XL. Action Items

Action Items October 10, 2023	Owner	Due Date	Status
Committee members review ideas and come back to board if they would like to implement any of them (ideas generated are included below).	ALL COMMITTEES / Divisions	WILL BE ON MARCH AGENDA	
New Action Items as of January 9, 2024	Owner	Due Date	Status
Check with Eric to see if he is planning to once again set up the Congressional visits.	Carla		
NDACTE Policy Handbook review (President elect and president)	Tana and Gabes		
Committee to gather more information on ED and 1099 or W-9 form and report back.	Tana Erbes, Danielle Luebke, William Fritz, and Carla Hixson.	ASAP	
Get Randal Brockman on as second signature for FCCU	Carla Hixson Randal Brockman	Upon board minutes approval	
On next agenda add: Does NDACTE want a team to bring ideas forward to Wayde Sick in regard to CTE agenda for next legislative session. August Agenda Add: Who will represent NDACTE at VISON and NPS	Carla Hixson		
Request a Quote for Board Liability insurance	Carla Hixson	ASAP	
William Fritz will check if he is able to represent NDACTE at NPS this year	William Fritz		

XLI. ACTE Professional Development (Informational only)

Date	Event	Location	Details
March 17-20, 2024	National Policy Seminar	Crystal Gateway Marriott Arlington, VA	Acteonline.org/nps
April 9-12, 2024	ACTE Region V Conference	Ala Moana Hotel Oahu, Hawaii	Sold out
May 1-3, 2024	National Work-based Learning Conference	Milwaukee, Wisconsin 2024 National Work-based Learning	Early Bird (before March 1, 2024) ACTE Member – \$375.00 Regular (after March 1, 2024) ACTE Member – \$425.00

		Conference - ACTE (acteonline.org)	Location: Baird Center (formerly the Wisconsin Center) 400 W Wisconsin Ave, Milwaukee, WI 53203 Headquarter Hotel: Hilton Milwaukee City Center
August 5-7, 2024	ND CTE PDC	Bismarck, ND	2024 CTE Professional Development Conference North Dakota Department of Career and Technical Education
September 18-20, 2024	Postsecondary CTE Summit	Chicago, IL Chicago Downtown	Postsecondary CTE Summit 2024 - ACTE (acteonline.org)
December 4-7, 2024	ACTE VISION Conference	Henry B. Gonzalez Convention Center in San Antonio, Texas	Home (careertechvision.com) Call for presentation proposals will open in January
April 30-May 3, 2025	ACTE Region V Conference	Las Vegas, NV	

XLII. 2023-2024 Meeting Dates

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

XLIII. Adjournment

A motion was made by Pam Stroklund and second by Bryan Stastny to adjourn the meeting. The meeting adjourned at 5:31 pm. Minutes prepared by Carla Hixson, NDACTE Executive Director

What NDACTE can do for members from administrative perspective:

Description	#
Finding people (teacher recruitment) – why CTE, why teaching	
More travel stipends, at division level? Maybe nomination from administrator?	1
Reimbursement of membership	1
Financial assistance towards master’s degree	
Mentorship opportunity	111
Promotional video for NDACTE	
Flyer – 1 pager – what is in it for me?	
Much easier to sign up for everything at once at PDC – adding some links	
Members only social / breakfast	
At first timers’ session have people from division talk about benefits of belonging to NDACTE	
ACTE book – first year of teaching book to all new teachers Potentially use a Region V Grant to help pay for them	
Complimentary membership for the first year – 100 new each year (cost would be \$800 a year)	
Send list of renewals to division reps to encourage membership / renewal	
Send administrators “Invest in yourself” prior to school starting	
CTE Learn as a session during PDC	

Also spoke about “ideas for change” in Ad Hoc committees:

Ad Hoc Committee	Duties
Social Media (split out)	Post on social media monthly Assist with articles for newsletter (ND CTE monthly)
Marketing, Public Relations, NDACTE Booth at PDC	Plan and implement strategies to market career and technical education year-round. Coordinate activities for the NDACTE booth during PDC
Grant Writing (new)	Explore grant writing opportunities for NDACTE (i.e.. Region V, Bremer Bank, etc) ACTE Region V Grant https://www.acteonline.org/wp-content/uploads/2023/01/Region-V-2023-2024-Opportunity-Fund-Grant-Application-Letter.docx.pdf Bremmer Bank Grant Home – USA Grant Applications



MINUTES

**NDACTE Executive Board Special Meeting
January 24, 2024, 4:00-5:00 PM Central Time
Zoom
Approval Date: March 12, 2024**

- I. **Call to Order**— Meeting was called to order by Tana Erbes, President, at 4:03 pm
- II. **Roll Call** – Quorum Confirmed.

Present: Tana Erbes, William Fritz, Randal Brockman, Barbara Quintus, Bryan Stastny, Kellie Meyer, Greg Borders, Pam Stroklund, Kelly Pierce, Eric Ripley, Wayne Sick, and Carla Hixson.

Absent: Gabes Kieffer, Katie Hatt Rokke, Desiree Severance, Jill Quinlivan, Shari Jerde, Ashley Sailer, and Daniell Luebke.

- III. **Approval of Agenda**

A motion was made by William Fritz and second by Greg Borders to approve the agenda with flexibility. Motion Carried.

- IV. **Board Liability Insurance – Carla Hixson**

The board reviewed two Board Liability Insurance proposals from Great American and Travelers. A motion was made by Bryan Stastny and second by Pam Stroklund to purchase the Board Liability Insurance with Great American for \$575.00. Motion carried.

- V. **Employment Status of NDACTE Executive Director – Tana Erbes and Carla Hixson**

The board reviewed pros and cons to having the NDACTE Executive Director as either an employee or as an independent contractor. A motion was made by William Fritz and second by Bryan Stastny that NDACTE’s Executive Director be hired as an independent contractor. Motion carried.

- VI. **Filing of 1099 with IRS for Executive Director – Carla Hixson**

A motion was made by Randal Brockman and second by Greg Borders that we use a CPA, Lisa McCorry, to file a 1099 with the IRS on behalf of NDACTE for the Executive Director 2023 independent contractor services not to exceed \$100.

- VII. **Region V Opportunity Fund Grant– Pam Stroklund**

The 2024 deadline for submission for the Region V Opportunity Fund Grant is March 1. A motion was made by Greg Borders to submit a Region V Opportunity Fund Grant request in 2024 to increase membership and awareness of NDACTE by purchasing 100 books of Your First Year in CTE: 10 Things to Know at \$19.95 a book available on ShopACTE and create a bookmark with NDACTE membership benefits for new CTE teachers in the fall of 2024. Included would be a NDACTE mentor if new teachers had any questions in regards ACTE / NDACTE membership. The grant financial request

would be for a 1-1 match up to \$2,000. The motion was second by Barb, motion approved. Pam Stroklund will write the grant and Tana Urbes or Carla Hixson will submit the grant request.

VIII. Action Items

Action Items as of January 24, 2023	Owner	Due Date	Status
Submit to Shari Jerde ideas or active gifts from ND for Region V Conference in HI	ALL BOARD MEMBERS	ASAP – before April	
Follow up with Great American to purchase Board Liability Insurance	Carla Hixson		In progress
Contact Lisa McCory, CPA to submit 1099 on behalf of NDACTE	Carla Hixson	ASAP – Due to IRS Jan 31	Completed
Create bookmark upon grant approval to include in book to new CTE teachers in August	Tana Erbes	August 1	
Prepare Region V Opportunity Grant request	Pam Stroklund	Before March 1	Completed
Submit Region V Opportunity Grant request	Tana Erbes or Carla Hixson	Before March 1	Completed
Prepare a contract for 2024 Executive Director as an independent contractor	Carla Hixson, Tana Erbes and William Fritz	Before March 1	
Action Items as of January 9, 2024	Owner	Due Date	Status
Check with Eric to see if he is planning to once again set up the Congressional visits.	Carla		Eric will plan the event
NDACTE Policy Handbook review (President elect and president)	Tana and Gabes		
Committee to gather more information on ED and 1099 or W-9 form and report back.	Tana Erbes, Danielle Luebke, William Fritz, and Carla Hixson.	ASAP	Completed for special meeting
Get Randal Brockman on as second signature for FCCU	Carla Hixson Randal Brockman	Upon board minutes approval	
On next agenda add: Does NDACTE want a team to bring ideas forward to Wayde Sick in regard to CTE agenda for next legislative session. August Agenda Add: Who will represent NDACTE at VISON and NPS	Carla Hixson		
Request a Quote for Board Liability insurance	Carla Hixson	ASAP	Completed for special meeting

William Fritz will check if he is able to represent NDACTE at NPS this year	Willima Fritz		
Action Items October 10, 2023	Owner	Due Date	Status
Committee members review ideas and come back to board if they would like to implement any of them (ideas generated are included below).	ALL COMMITTEES / Divisions	WILL BE ON MARCH AGENDA	

IX. 2023-2024 Meeting Dates

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

X. Adjournment

A motion was made by Randal Brockman and second by Bryan Stastny to adjourn the meeting. The meeting adjourned at 4:38 pm.

Prepared by Carla Hixson, NDACTE Executive Director



**Minutes
NDACTE Executive Board Meeting**

Date: March 12, 2024
Time: 4:00-5:00 PM Central Time
Location: Zoom
Minutes Approved on: May 14, 2024

XLIV. Call to Order— Meeting was called to order by Tana Erbes, President, at 4:03 pm

XLV. Roll Call – Quorum Confirmed.

Present: Tana Erbes, Wiliam Fritz, Desiree Severance, Gabes Kieffer, Greg Borders, Ashley Sailer, Pam Strokland, Randal Brockman, Barabara Quintus, Shari Jerde, Kelli Pierce, Daniell Luebke, Wayde Sick, Edric Ribley, and Carla Hixson.

Absent: Ashley Sailer, Bryan Stastny, Jill Quinlivan, Katie Hatt Rokke, Kellie Meyer.

XLVI. Approval of Agenda

A motion was made by Greg Borders and second by Randal Brockman to approve the agenda with flexibility. Motion Carried.

XLVII. Approval of Meeting Minutes from January 9, 2024 and January 24, 2024

A motion was made by Randal Brockman and second by Greg Borders to approve the January 9, 2024 meeting minutes. Motion Carried.

A motion was made by Barb Quintus and second by Shari Jerde to approve the January 24, 2024 meeting minutes. Motion Carried.

XLVIII. Directors Report – Carla Hixson

- 1) Annual Electronic Filing Form 990-N Completed
- 2) Board Membership Insurance purchased from Great American
- 3) Membership update –

Membership	July 2023	September 2023	December 2023	February 2024	April 2024
Numbers	307	324	312	297	

4) 2023-2024 YTD Financials

Account	7/31/23	9/30/2023	12/31/2023	2/29/2023	04/2024
Checking - FCCU	\$40,404.91	\$15,285.99	\$19,029.75	\$17,168.06	
NDACTE Savings FCCU	\$21,968.20	\$46,971.04	\$46,971.04	\$47,012.72	
Edward Jones Investment	\$29,559.76	\$28,099.33	\$30,337.86	\$30,347.26	
Total NDACTE	\$91,932.87	\$90,356.36	\$96,338.65	\$94,528.04	

VI. Standing Committee Reports–

- 1) Legislation – Tana Erbes (President chair), Wayde Sick, Eric Ripley
Wayde – strategy review with governor’s office to start the priority process for next session. Maintaining funding, work base learning, and teacher support funding will be priorities.

Eric Ripley– will attend NPS and meet with ND representatives.

- 2) Resolutions – William Fritz (Past-President chair), Bryan Stastny
No report
- 3) Nominations – Gabes Kieffer (President- Elect chair), Kelly Pierce, Kellie Meyer
No report
- 4) Policies – Gabes Kieffer (President- Elect chair), Desi Severance, Brya Stastny
No report
- 5) Audit – Randal Brockman (Vice President Chair), William Fritz, Greg Borders
Reviewed quarterly information and it looks in order.

Ad Hoc Committees Reports –

- 9) Public Relations, Marketing, NDACTE Booth @ PDC, Social Media – Pam Stroklund (Chair), Jill Quinlivan, Barbara Quintus
Nothing new to report.
- 10) Membership – William Fritz (chair), Randall Brockman
Nothing new to report.
- 11) NDACTE Awards - Danielle Luebke (chair), Katie Hatt Rokke, Desi Severance, Shari Jerde
We just forwarded PDC winners on to regional judging. State judging is next, right now, we have 10 in progress.
- 12) ACTE VISION Convention – Tana Erbes (chair), Gabes Kieffer, Carla Hixson
2024 – open for registration.

VII. Unfinished Business

- 1) Ideas for gift(s) from ND for Region V Conference in HI

Shari – Region V gift – Shari will find something small to take to Region V representing ND.

- 2) Committee request for implementation of ideas for membership recruitment – see ideas generated below.

Pam proposed that we split up the Social Media, Marketing, Public Relations, NDACTE Booth at PDC up into two committees to spit out “social media” as a separate ad Hoc Committee.

Committee feedback felt best to increase members on the Social Media, Marketing, Public Relations, NDACTE Booth at PDC committee and designate someone from the committee to be responsible for that part.

Barb will take the lead on getting members on the Social Media, Marketing, Public Relations, NDACTE Booth at PDC committee together. Carla can set up a zoom for the meeting.

VIII. New Business

- 1) Does NDACTE want a team to bring ideas forward to Wayde Sick regarding CTE agenda for next legislative session? Legislative committee will meet to review the CTE list of priorities for budgeting and possibly develop a letter of support for CTE’s budget priorities.

Use the legislative team to bring ideas forward. Possibly have NDACTE write a letter of support for a particular initiative or as an individual due to the impact that it has on your particular program area.

Carla can send the legislative update from ND CTE to NDACTE board.

- 2) ND PDC Sponsorship level – Carla Hixson
Traditionally, NDACTE has sponsored the luncheon by being a \$2,000 level sponsor and that is what we have in the budget. In review of the new sponsorship levels for PDC, upping sponsorship to \$2,500 would result in awards luncheon prizes and be a “sole” sponsor. Randal Brockman motioned to increase the budget for ND CTE Professional Development Conference to for \$2,000 to \$2,500 so that NDACTE can be sole sponsor for the Awards Luncheon prizes. Desi Severance second the motion. Motion Carried.

IX. Division Updates:

- 1) Administration Division – Pam Stroklund
No report
- 2) Agriculture Education Division - Desiree Severance
This weekend going to Minot for state competitions.
- 3) North Dakota Business Education Division – Shari Jerde

FBLA gearing up end of March. Business Ed group met last week and state membership – to improve membership with business ed.

- 4) Engineering and Technology Education Division – Jill Quinlivan
No report
- 5) Family and Consumer Science Division – Ashley Sailer

No report

- 6) Guidance and Career Development Division – Kellie Meyer
Kelly – looking at doing a book study. Met in February for their conference.
- 7) Health Science Education Division – Katie Hatt Rokke
No report
- 8) Marketing Education Division – Greg Borders
Just had state competition – was largest one they had. Kevin announced he is retiring.
- 9) Special Populations Division and Equity Division – Barbara Quintus
Group gets together in spring and looking to get together in April.

10) Trade and Industrial Education Division – Bryan Stastny
No update

11) CTE – Wayde Sick, Kelly Pierce
Staffing update – tech and engineering has a new person, Darin Spellhoug will be 2nd
Danielle Jangula will start in June.
Kevin announced his retirement from ND CTE, in mist of replacing Kevin.
Administrative assistant has been restructured with more responsibility and more pay. 3.5 program specialist shared team, still moving this forward. In process of hiring 2 additional staff. Still leaves a couple FTE’s open and will look at how to fill those soon.

- X. **2023-2024 Program of Work** – review status
NDACTE Policy Handbook review (President elect and president) Tana and Gabes – Carla received several Policy Handbooks and By-Laws from others states, she is reviewing to see if there is anything to recommend to the committee prior to their review.

XI. Action Items

Action Items – March 12, 2024	Owner	Due Date	Status
Barb will take the lead on getting members on the Social Media, Marketing, Public Relations, NDACTE Booth at PDC committee together.	Barb Carla can set up a zoom for the meeting.	May 14	
Legislative committee will meet to review the CTE list of priorities for budgeting and possibly develop a letter of support for CTE’s budget priorities.	Legislative committee		
Carla will forward ND CTE legislative updates weekly to NDACTE board once Wayde starts the legislative updates.	Carla Hixson	Weekly during legislative session	To start in January 2025
Sigh up for the sole sponsor for the ND PDC Awards Luncheon	Carla Hixson		Completed
Check into shirt order for new board members	Carla Hixson		
Action Items - January 24, 2024	Owner	Due Date	Status
Create bookmark upon grant approval to include in book to new CTE teachers in August	Tana Erbes	August 1	
Prepare a contract for 2024 Executive Director as an independent contractor	Carla Hixson, Tana Erbes and William Fritz	Before May meeting	

Action Items - January 9, 2024	Owner	Due Date	Status
NDACTE Policy Handbook review (President elect and president)	Tana and Gabes		
Get Randal Brockman on as second signature for FCCU	Carla Hixson Randal Brockman	May 14	
Action Items October 10, 2023	Owner	Due Date	Status
Committee members review ideas and come back to board if they would like to implement any of them (ideas generated are included below).	ALL COMMITTEES / Divisions	PAST DUE	

XII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
August 5-7, 2024	ND CTE PDC	Bismarck, ND	2024 CTE Professional Development Conference North Dakota Department of Career and Technical Education
September 18-20, 2024	Postsecondary CTE Summit	Chicago, IL Chicago Downtown	Postsecondary CTE Summit 2024 - ACTE (acteonline.org)
December 4-7, 2024	ACTE VISION Conference	Henry B. Gonzalez Convention Center in San Antonio, Texas	Home (careertechvision.com) Grand Hyatt San Antonio River Walk 600 E Market St, San Antonio, TX 78205 Double/King rate: \$212/night Reserve Room
April 30-May 3, 2025	ACTE Region V Conference	Las Vegas, NV	

XIII. 2023-2024 Meeting Dates

May 14, Tuesday, 4:00 – 5:00 pm Zoom

During PDC August 5-7, 2024

August 4– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person,

August 6 - Tuesday, 7:30-8:00 am - General Membership meeting - In person,

August 6 - **Tuesday, 8:30-10:30 – PDC General Session and NDACTE Awards**

August 6 –Tuesday, 10:30-5:00 Exhibitor Opening

August 6, 2023 – Tuesday, 5:30-6:00 pm—NDACTE Executive Board Meeting and Orientation - In person

XLIX. Adjournment

Motion was made by Barb Quintus and seconded by Greg Borders to adjourn the meeting. The meeting adjourned at 5:08 pm. Motion Carried.

Minutes prepared by Carla Hixson, NDACTE Executive Director

What NDACTE can do for members from administrative perspective:

Description	#
Finding people (teacher recruitment) – why CTE, why teaching	
More travel stipends, at division level? Maybe nomination from administrator?	1
Reimbursement of membership	1
Financial assistance towards master’s degree	
Mentorship opportunity	111
Promotional video for NDACTE	
Flyer – 1 pager – what is in it for me?	
Much easier to sign up for everything at once at PDC – adding some links	
Members only social / breakfast	
At first timers’ session have people from division talk about benefits of belonging to NDACTE	
ACTE book – first year of teaching book to all new teachers Potentially use a Region V Grant to help pay for them	
Complimentary membership for the first year – 100 new each year (cost would be \$800 a year)	
Send list of renewals to division reps to encourage membership / renewal	
Send administrators “Invest in yourself” prior to school starting	
CTE Learn as a session during PDC	

Also spoke about “ideas for change” in Ad Hoc committees:

Ad Hoc Committee	Duties
Social Media (split out)	Post on social media monthly Assist with articles for newsletter (ND CTE monthly)
Marketing, Public Relations, NDACTE Booth at PDC	Plan and implement strategies to market career and technical education year-round. Coordinate activities for the NDACTE booth during PDC
Grant Writing (new)	Explore grant writing opportunities for NDACTE (i.e.. Region V, Bremer Bank, etc) ACTE Region V Grant https://www.acteonline.org/wp-content/uploads/2023/01/Region-V-2023-2024-Opportunity-Fund-Grant-Application-Letter.docx.pdf Bremmer Bank Grant Home – USA Grant Applications



MINUTES

NDACTE Executive Board Meeting

Date: May 14, 2024

Time: 4:00-5:00 PM Central Time

Location: Zoom

Minutes Approval Date: August 4, 2024

L. Call to Order— Meeting was called to order by Tana Erbes, President, at 4:01 pm

LI. Roll Call – Quorum Confirmed.

Present: Tana Erbes, Wiliam Fritz, Desiree Severance, Gabes Kieffer, Ashley Sailer, Pam Stroklund, Randal Brockman, Barabara Quintus, Shari Jerde, Bryan Stastny, Jill Quinlivan, Katie Hatt Rokke, Daniell Luebke, Wayde Sick, and Carla Hixson.

Absent: Greg Borders, Kellie Meyer, Kelli Pierce, and Eric Ribley.

LII. Approval of Agenda

A motion was made by William Fritz and second by Pam Stroklund to approve the agenda with flexibility. Motion Carried.

LIII. Approval of Meeting Minutes from March 12, 2024

A motion was made by Desi Severance and second by Katie Hatt Rokke to approve the March 12, 2024 meeting minutes. Motion Carried.

LIV. Directors Report – Carla Hixson

1) Membership update –

Membership	July 2023	September 2023	December 2023	February 2024	April 2024
Numbers	307	324	312	297	291

2) 2023-2024 YTD Financials

Account	7/31/23	9/30/2023	12/31/2023	2/29/2023	04/30/2024
Checking - FCCU	\$40,404.91	\$15,285.99	\$19,029.75	\$17,168.06	\$16,383.40
NDACTE Savings FCCU	\$21,968.20	\$46,971.04	\$46,971.04	\$47,012.72	\$47,018.56

Edward Jones Investment	\$29,559.76	\$28,099.33	\$30,337.86	\$30,347.26	\$30,055.27
Total NDACTE	\$91,932.87	\$90,356.36	\$96,338.65	\$94,528.04	\$93,457.23

VI. Committee Reports

Standing Committee Reports –

- 1) Legislation – Tana Erbes (President chair), Wayde Sick, Eric Ripley
Wayde - The Governor is asking for state agencies to submit a 3% reduction in their general fund budget that is submitted.
- 2) Resolutions – William Fritz (Past-President chair), Bryan Stastny
William no report
- 3) Nominations – Gabes Kieffer (President- Elect chair), Kelly Pierce, Kellie Meyer
Gabes – new VP needed will start the process.
- 4) Policies – Gabes Kieffer (President- Elect chair), Desi Severance, Bryan Stastny
Gabes, William and Tana discussed updates to the Policy and Procedures Handbook. The committee made the following recommendations in Article III and Article V: First reading at May 14, 2024 meeting and will be up for a vote at next meeting on August 4.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Membership in this association shall consist of professional, student, retired, associate membership, and honorary membership. (See Article IV. Membership in the NDACTE by-laws for complete descriptions of membership levels).

Section 2: Annual membership dues shall be as follows.

- a) Professional membership \$115 (\$80 ACTE, \$35 NDACTE)
- b) Student membership \$0
- c) Retired membership \$36 (\$31 ACTE, \$5 NDACTE)
- ~~d) Associate membership \$115 (\$80 ACTE, \$35 NDACTE)~~
- ~~e) Honorary membership \$0~~

(These two levels are no longer an option so recommend striking from the policy manual)

ARTICLE V: OFFICERS AND THEIR DUTIES

Section 1: The officers of this association shall consist of vice president, president, president-elect, and immediate past president and shall be called the Executive Committee Officers. (Refer to Article IX of NDACTE By-Laws for duties of each office).

Section 2: The duties of the NDACTE Executive Committee Officers shall be to promote NDACTE and plan for the activities of NDACTE.

Section 3: ~~The Executive Director will be hired by the Executive Board and paid an amount approved by the NDACTE Executive Board.~~

~~An Executive Director may be employed by the NDACTE Executive Board to oversee the operations of, promote the mission and vision of, and represent NCACTE publicly. The Executive Director shall be employed by an independent contractor agreement for a period of no longer than 12 months and paid an amount approved by the NDACTE Executive Board. An independent contractor agreement can be renewed by the NDACTE Executive Board following a satisfactory evaluation. The NDACTE Executive Board Committee shall evaluate the Executive Director at least 30 days prior to the end of the independent contractor agreement term.~~

Section 4: The Executive Director shall act as the fiscal agent and perform such responsibilities as agreed by the Executive Board. ~~Disbursement of monies shall be made by the Executive Director from the association's checking account or savings account. The signature cards for NDACTE financial accounts (checking, savings and investments) shall contain the name of the Executive Director and one other Executive Board Committee member; only one signature shall be required on checks.~~

~~The NDACTE Executive Board members shall be covered under a nonprofit executive protection and liability insurance policy; the cost of the policy to be paid by the Association.~~

- 5) Audit – Randal Brockman (Vice President Chair), William Fritz, Greg Borders
Randal – reviewed quarterly financial information and all looks in order.

Ad Hoc Committees Reports–

- 13) Public Relations, Marketing, NDACTE Booth @ PDC, Social Media – Pam Stroklund (Chair), Jill Quinlivan, Barbara Quintus
Met to make recommendations as part of old business.
- 14) Membership – William Fritz (chair), Randall Brockman
Will meet in June with membership committee to come up with ideas.
- 15) NDACTE Awards - Danielle Luebke (chair), Katie Hatt Rokke, Desi Severance, Shari Jerde
Extended awards deadline closes tomorrow. We have 11 nominations in 5 different categories.
- 16) ACTE VISION Convention – Tana Erbes (chair), Gabes Kieffer, Carla Hixson
No report.

VII. Unfinished Business

- 1) Committee request for implementation of ideas for membership recruitment – Public Relations, Marketing, NDACTE Booth @ PDC, Social Media recommendation

Pam presented the draft proposal provided below titled Proposed Committee Changes. This will start with the new fiscal year.

A motion was made by Randall Brockman to approve the proposal to go into effect after PDC. Second by Shari Jerde. Motion Carried.

- 2) ED performance review and Independent Contractor Agreement for 2024-2025
The discussion was to increase the ED salary to be more equitable in the market. Bryan Stastny made a motion to increase the salary by \$800 a year contingent on other ED positions from other states, Randal Brockman seconded the motion. Danielle Luebke will do a comparison of other ED positions to ensure equity.

VIII. New Business

- 1) Approval of POW (Program of Work) 2024-2025
Motion was made by Randal Brockman and seconded by Bryan Stastny to approve the 2024-2025 Program of Work. Motion Carried.
- 2) Approval of Budget 2024-2025
Motion was made by Bryan Stastny and seconded by Pam Stroklund to approve the 2024-2025 Budget. Motion Carried.
- 3) Approval of meeting dates 2024-2025
Proposed Meeting Dates - 2024-2025 – Zoom
August 13, Tuesday 4:00-5:00 pm - Board Orientation
October 8, Tuesday, 4:00 – 5:00 pm
January 7, Tuesday, 4:00 – 5:00 pm
March 11, Tuesday, 4:00 – 5:00 pm
May 13, Tuesday, 4:00 – 5:00 pm
During PDC August 4-6, 2025 – in Person
August 3, Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting
August 5, Tuesday, 7:00 Exhibitor Showcase set up
August 5, Tuesday, 7:15-8:15 am – NDACTE General Membership meeting
August 5, Tuesday, 8:30-10:30 am– PDC General Session and NDACTE Awards
August 5, Tuesday, 10:30 – 5:00 Exhibitor Showcase
August 5, Tuesday, 5:30 -6:30 pm—NDACTE Executive Board Meeting
- 4) ND CTE Apparel purchasing assistance – Wayde Sick
CTE is looking to have someone host the site and coordinate the CTE apparel. The vendor would coordinate all the logistics for purchase and delivery. Will have more details at next meeting.

IX. Division Updates: (*NDACTE Board division representatives' terms are up in August)

- 1) Administration Division – Pam Stroklund
Visiting on legislative goals and priorities.

- 2) Agriculture Education Division - Desiree Severance*
We just wrapped up State Horse Judging and most programs are getting ready for State FFA convention at NDSU in June.
- 3) North Dakota Business Education Division – Shari Jerde
FBLA meeting at the end of June beginning of July. Several state students will be attending.
- 4) Engineering and Technology Education Division – Jill Quinlivan
New state director Brad Hoffman.
- 5) Family and Consumer Science Division – Ashley Sailer
Lots of students are prepping for nationals at the end of June. Several openings for FACS positions in the state.
- 6) Guidance and Career Development Division – Kellie Meyer
Danielle – wrapping up the school year.
- 7) Health Science Education Division – Katie Hatt Rokke
Katie – HOSA went online this year due to a storm. Curriculum changes this year that created some challenges.
- 8) Marketing Education Division – Greg Borders*
No report
- 9) Special Populations Division and Equity Division – Barbara Quintus*
No Report
- 10) Trade and Industrial Education Division – Bryan Stastny
Just completed Skills USA in Bismarck. Finalists are preparing for nationals.
- 11) CTE – Wayde Sick, Kelly Pierce
All positions posted are successfully filled. State officer training the week of June 9.

LV. 2023-2024 Program of Work – review status

LVI. Action Items – Review

Action Items – May 14, 2024	Owner	Due Date	Status
Do a comparison of other ED positions to ensure equity in salary	Danielle Luebke	August	
Divisions needing to renew / find new Division Representative on NDACTE Executive Board: Agriculture Education Division - Desiree Severance Marketing Education Division – Greg Borders Special Populations Division and Equity Division – Barbara Quintus	Desi, Greg, Barb	August	
Order Board member shirts at the following link:	Randal Ashley		

<p>Please go to the following Google Forms prior to July 1 and order your shirts. This first link is just for board members but you can order as many as you want so you don't have to wear the same shirt several days in a row at PDC. NDACTE pays for your first shirt. NDACTE Board Members Shirt Order Form - https://forms.gle/PWvDx9TeWhWvHyjU7</p> <p>You are also able to order NDACTE membership apparel on the following Google Forms same deadline of July 1, these you will need to pre-pay:</p> <p>NDACTE Member Shirt Order Form - https://forms.gle/oDbD21mGGxJcyu4T6</p>	Other board members if they would like		
Order books for New Teacher Orientation	Carla Hixson		
Design and prepare bookmarks for New Teachers Orientation	Taba Erbes		
Prepare QR Code and google docs to put on bookmark for new teachers to request more information / a mentor	Kellie Meyer Carla will monitor the google doc		Complete
Membership and Public Relations, Marketing, NDACTE Booth @ PDC & Social Media committees meet and prepare for PDC	Membership Committee Public Relations, Marketing, NDACTE Booth @ PDC & Social Media committee	June	
Action Items – March 12, 2024	Owner	Due Date	Status
Barb will take the lead on getting members on the Social Media, Marketing, Public Relations, NDACTE Booth at PDC committee together.	Barb Carla can set up a zoom for the meeting.	May 14	Held zoom meeting
Legislative committee will meet to review the CTE list of priorities for budgeting and possibly develop a letter of support for CTE's budget priorities.	Legislative committee		
Carla will forward ND CTE legislative updates weekly to NDACTE board once Wayde starts the legislative updates.	Carla Hixson	Weekly during legislative session	To start in January 2025
Sigh up for the sole sponsor for the ND PDC Awards Luncheon	Carla Hixson		Completed
Check into shirt order for new board members	Carla Hixson		Ready
Action Items - January 24, 2024	Owner	Due Date	Status
Create bookmark upon grant approval to include in book to new CTE teachers in August	Tana Erbes	August 1	In progress

Prepare a contract for 2024 Executive Director as an independent contractor	Carla Hixson, Tana Erbes and William Fritz	Before May meeting	Completed
Action Items - January 9, 2024	Owner	Due Date	Status
NDACTE Policy Handbook review (President elect and president)	Tana and Gabes		Completed
Get Randal Brockman on as second signature for FCCU	Carla Hixson Randal Brockman	May 14	Completed
Action Items October 10, 2023	Owner	Due Date	Status
Committee members review ideas and come back to the board if they would like to implement any of them (ideas generated are included below).	ALL COMMITTEES / Divisions	PAST DUE	Completed

LVII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
May 1-3, 2024	National Work-based Learning Conference	Milwaukee, Wisconsin 2024 National Work-based Learning Conference - ACTE (acteonline.org)	Early Bird (before March 1, 2024) ACTE Member – \$375.00 Regular (after March 1, 2024) ACTE Member – \$425.00 Location: Baird Center (formerly the Wisconsin Center) 400 W Wisconsin Ave, Milwaukee, WI 53203 Headquarter Hotel: Hilton Milwaukee City Center
August 5-7, 2024	ND CTE PDC	Bismarck, ND	2024 CTE Professional Development Conference North Dakota Department of Career and Technical Education
September 18-20, 2024	Postsecondary CTE Summit	Chicago, IL Chicago Downtown	Postsecondary CTE Summit 2024 - ACTE (acteonline.org)
October 9-11, 2024	Best Practices & Innovations in CTE Conference	Hilton Portland Downtown, Portland, OR	Acteonline.org/bestpractices
December 4-7, 2024	ACTE VISION Conference	Henry B. Gonzalez Convention Center in San Antonio, Texas	Home (careertechvision.com) Grand Hyatt San Antonio River Walk 600 E Market St, San Antonio, TX 78205 Double/King rate: \$212/night Reserve Room
March 16-19, 2025	National Policy Seminar	Crystal Gateway Marriott Arlington, Virginia	Acteonline.org/nps
April 30-May 3, 2025	ACTE Region V Conference	Las Vegas, NV	

LVIII. Meeting Dates - During PDC August 5-7, 2024 – In person

August 4– Sunday, 5:00-6:30 pm—NDACTE Executive Board Meeting with appetizers

August 5 – Monday, 8:00 am-4:00 pm - Membership table near registration

August 6 – Tuesday, 7:00 am – Booth set up

August 6 - Tuesday, 7:15-8:15 am – NDACTE General Membership meeting

August 6 - Tuesday, 8:30-10:30 – PDC General Session and NDACTE Awards

August 6 –Tuesday, 10:30-5:00 Exhibitor Open

August 6 – Tuesday, 5:30-6:30 pm—NDACTE Executive Board Meeting

August 13 – Tuesday, 4:00-5:00 pm - Board Orientation

LIX. Adjournment

Motion was made by Bryan Stastny and seconded by Pam Stroklund to adjourn the meeting. The meeting adjourned at 5:45 pm. Motion Carried.

Minutes prepared by Carla Hixson, NDACTE Executive Director

Proposed Committee Changes:

Present NDACTE Committee	Responsibilities		NEW Responsibility Description
Legislation	<ol style="list-style-type: none"> 1. Serve as contact person(s) on all matters between State Board, Director, and NDACTE membership. 2. Keep members informed on state and federal legislative issues. 3. Generate support of members for positions taken on legislative issues. 4. Provide a summary of the year's achievements and initiatives at the Annual NDACTE Meeting held during the ND CTE PDC. 		<ol style="list-style-type: none"> 1. Review relevant legislation and provide guidance to the NDACTE Board on the impact to career and technical education. 2. Develop and carry out the plans for publicizing NDACTE events for building a favorable public image. 3. Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public. 4. Develop information material that can be used by divisions and members.
Resolutions	<ol style="list-style-type: none"> 1. Take committee action 2. Report at annual Membership NDACTE meeting. 	Combine Resolutions and Nominations	<ol style="list-style-type: none"> 1. Set guidelines, search for, and screen candidates for NDACTE Vice President. 2. Write up resolutions and report at the annual NDACTE Membership meeting.
Nominations	<ol style="list-style-type: none"> 1. Set guidelines, search for, and screen candidates for NDACTE Vice President. 	Both standing committees are in by-laws so combined but would need to change by-laws to do anything else.	
Policies	<ol style="list-style-type: none"> 1. Review and make recommendations regarding policy change or update. 		<ol style="list-style-type: none"> 1. Review bylaws, constitution, and policy and procedures manual for necessary revisions. 2. Receive and make proposed Bylaws changes; discuss and submit to the NDACTE Board for approval. 3. Update the bylaws, constitution, and policy and procedures manual after changes are adopted.
Audit	<ol style="list-style-type: none"> 1. Meet annually prior to the ND PDC annual business meeting of NDACTE. 2. Thoroughly review the financial activities and records of NDACTE during the preceding year. Review the following materials: a) IRS tax exempt status and filings; b) NDACTE Financial account balances; c) NDACTE Budget format; d) Financial records including the prior year financial report; the year-to-date balance sheet, and 		<ol style="list-style-type: none"> 1. Thoroughly review the financial activities and records of NDACTE during the preceding year. 2. Assist with preparing the upcoming year's budget. 3. Promote/fundraise for the Reuben Guenther CTE Scholarship. 4. Assist ND CTE with scoring Reuben Guenther applications.

	<p>the year to date statement of receipts and expenditures; e) a complete listing of NDACTE members.</p> <ol style="list-style-type: none"> Recommendations of the Audit Committee are to be forwarded to the NDACTE Executive Board for consideration. Following review of the above-mentioned items, report at NDACTE annual business meeting of their findings to the full membership concerning NDACTE's financial condition, operating procedures and activities 		
<p>Public Relations, Marketing, NDACTE Booth, Social Media</p>	<ol style="list-style-type: none"> Plan & implement strategies to market CTE year-round Post on social media monthly Coordinate activities for PDC Conference & promote them to the membership and attendees Keep NDACTE website current 	<p>Engagement – to maintain the NDACTE website and social media accounts; market NDACTE events; create and maintain, visual record of NDACTE events; and assist the Board with member communication and engagement.</p>	<ol style="list-style-type: none"> Coordinate and update the NDACTE website. Facilitate social media accounts. Take photos and/or videos of NDACTE events. Market all NDACTE events. Assist Exec. Director with providing articles to the ND CTE newsletter
<p>Membership</p>	<ol style="list-style-type: none"> Work w/Exec Director to develop & implement strategies to maintain, retain, and increase membership. Communicate w/members to ensure that they are receiving adequate benefits for their involvement in NDACTE. Coordinate the distribution of New Professional applications, review applicants and select award winners by October 1. 	<p>Membership – to coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.</p>	<ol style="list-style-type: none"> Develop plans and provide ideas and current information to Division Representatives to promote membership, including focusing on retired educators. Initiate activities designed to involve current membership in promoting NDACTE and ACTE education. Assist in New Teacher sessions at PDC. Provide enrollment/account support to potential Association members. Send out membership/dues reminders to NDACTE members. Work with ACTE to maintain accurate lists of names and addresses of all members and to transmit such lists and proper remittance for national dues to national headquarters.

NDACTE Awards Committee	<ol style="list-style-type: none"> 1. Secure award nominations 2. Find judges and determine winners 3. Purchase awards, plaques, and contact awardees. Reads awardee's bio during Awards Presentation w/President handing over the plaque 4. NDACTE award winners will be announced during the annual PDC Conference in August. 5. Assist award winners with application and materials moving on to the next level and advance their application in the ACTE Awards Portal. 	Awards – to coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.	<ol style="list-style-type: none"> 1. Work with ND CTE PDC Conference Chair to coordinate/conduct an annual awards program which focuses statewide attention on the outstanding work accomplished by the career and technical educators and supporters of CTE. 2. Collaborate with the Division Representatives and committee members to ensure nominations. 3. Prepare, disseminate, and tabulate all the necessary award forms. 4. Ensure all nominees are active members (notify those who are not that they must become members to be eligible for the award) 5. Work with committee members to select award winners. 6. Purchase awards, plaques, and contact awardees. 7. Reads awardee's bio during Awards Presentation w/President presenting the plaque. 8. Coordinate award nominations for Region V.
ACTE Vision Convention	<ol style="list-style-type: none"> 1. Coordinate voting delegates w/President 2. Plan ND social reception to be held at the ACTE Annual Convention 	Conferences & Professional Development – to coordinate planning and running activities/events at State, Region, and National CTE conferences	<ol style="list-style-type: none"> 1. Coordinate the NDACTE booth at PDC. 2. Promote opportunities to present sessions at state, region, and national conferences. session presenters. 3. Promote educational opportunities for our membership (i.e. CTE Learn). 4. Coordinate the distribution of New Professional applications, review applicants and select award winners by October 1. 5. Coordinate voting delegates at Vision w/President. 6. Plan ND social reception at Vision w/President or President-Elect .



Agenda
NDACTE Executive Board Meeting

Date: August 4, 2024

Time: 4:00-5:30 PM Central Time

Location: ND FFA Foundation, 909 Basin Ave, Bismarck, ND

LX. Call to Order—President, Tana Erbes

LXI. Roll Call – Confirm Quorum

LXII. Approval of Agenda

LXIII. Approval of Meeting Minutes from May 14, 2024

LXIV. Directors Report – Carla Hixson

1) Membership update –

Table with 7 columns: Membership, July 2023, September 2023, December 2023, February 2024, April 2024, June 30 2024. Row 1: Numbers, 307, 324, 312, 297, 291, [blank]

2) 2023-2024 YTD Financials

Table with 3 columns: Account, 7/31/23, 06/30/2024. Rows: Checking - FCCU, NDACTE Savings FCCU, Edward Jones Investment, Total NDACTE

3) 2023-2024 Year in Review

X. Committee Reports

Standing Committee Reports –

- 1) Legislation – Tana Erbes (President chair), Wayde Sick, Eric Ripley
2) Resolutions – William Fritz (Past-President chair), Bryan Stastny
3) Nominations – Gabes Kieffer (President- Elect chair), Kelly Pierce, Kellie Meyer
4) Policies – Gabes Kieffer (President- Elect chair), Desi Severance, Bryan Stastny
5) Audit – Randal Brockman (Vice President Chair), William Fritz, Greg Borders

Ad Hoc Committees Reports–

- 17) Public Relations, Marketing, NDACTE Booth @ PDC, Social Media – Pam Stroklund (Chair), Jill Quinlivan, Barbara Quintus
- 18) Membership – William Fritz (chair), Randall Brockman
- 19) NDACTE Awards - Danielle Luebke (chair), Katie Hatt Rokke, Desi Severance, Shari Jerde
- 20) ACTE VISION Convention – Tana Erbes (chair), Gabes Kieffer, Carla Hixson

XI. Unfinished Business

- 1) Policy Handbook – Gabes Kieffer (President- Elect chair), Desi Severance, Bryan Stastny
The committee made recommended changes to Article III and Article V of the Policy Handbook.
First reading was at the May 14, 2024 board meeting.
- 2) .

XII. New Business

- 1) PDC Executive Board signup for membership table and Booth – sheet passed around
- 2) Determination of Board representation at ACTE Events
 - a. VISION - December 4-7, 2024
 - b. NPS - March 16-19, 2025
 - c. Region V - April 30-May 3, 2025
- 3) .

XIII. Division Updates: (* NDACTE Board division representatives’ terms are up in August)

- 1) Administration Division – Pam Stroklund
- 2) Agriculture Education Division - Desiree Severance*
- 3) North Dakota Business Education Division – Shari Jerde
- 4) Engineering and Technology Education Division – Jill Quinlivan
- 5) Family and Consumer Science Division – Ashley Sailer
- 6) Guidance and Career Development Division – Kellie Meyer
- 7) Health Science Education Division – Katie Hatt Rokke
- 8) Marketing Education Division – Greg Borders*
- 9) Special Populations Division and Equity Division – Barbara Quintus*
- 10) Trade and Industrial Education Division – Bryan Stastny
- 11) CTE – Wayde Sick, Kelly Pierce

New Board Member Division Representation

Division	Current Rep	New Rep
Agriculture Education Division	Desiree Severance	
Marketing Education Division	Greg Borders	
Special Populations Division and Equity Division	Barbara Quintus	
CTE Representative follows division of President	Kelly Pierce	Darin Spelahug (Ag)

LXV. Program of Work

2023-2024 – Successful completion

2024-2025 – On track

LXVI. Action Items – Review any uncompleted action items

Action Items – May 14, 2024	Owner	Due Date	Status
Do a comparison of other ED positions to ensure equity in salary	Danielle Luebke	August	
Divisions needing to renew / find new Division Representative on NDACTE Executive Board: Agriculture Education Division - Desiree Severance Marketing Education Division – Greg Borders Special Populations Division and Equity Division – Barbara Quintus	Desi, Greg, Barb	August	
Order Board member shirts at the following link: Please go to the following Google Forms prior to July 1 and order your shirts. This first link is just for board members but you can order as many as you want so you don't have to wear the same shirt several days in a row at PDC. NDACTE pays for your first shirt. NDACTE Board Members Shirt Order Form - https://forms.gle/PWvDx9TeWhWvHyjU7 You are also able to order NDACTE membership apparel on the following Google Forms same deadline of July 1, these you will need to pre-pay: NDACTE Member Shirt Order Form - https://forms.gle/oDbD21mGGxJcyu4T6	Randal Ashley Other board members if they would like		Shirts ordered have arrived
Order books for New Teacher Orientation	Carla Hixson		Completed
Design and prepare bookmarks for New Teachers Orientation	Tana Erbes		Completed
Prepare QR Code and google docs to put on bookmark for new teachers to request more information / a mentor	Kellie Meyer Carla will monitor the google doc		Completed
Membership and Public Relations, Marketing, NDACTE Booth @ PDC & Social Media committees meet and prepare for PDC	Membership Committee Public Relations, Marketing, NDACTE Booth @ PDC & Social Media committee	June	Completed
Action Items – March 12, 2024	Owner	Due Date	Status
Legislative committee will meet to review the CTE list of priorities for budgeting and possibly develop a letter of support for CTE's budget priorities.	Legislative committee		
Carla will forward ND CTE legislative updates weekly to NDACTE board once Wayde starts the legislative updates.	Carla Hixson	Weekly during legislative session	To start in January 2025

LXVII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
September 18-20, 2024	Postsecondary CTE Summit	Chicago, IL Chicago Downtown	Postsecondary CTE Summit 2024 - ACTE (acteonline.org)
October 9-11, 2024	Best Practices & Innovations in CTE Conference	Hilton Portland Downtown, Portland, OR	Acteonline.org/bestpractices
December 4-7, 2024	ACTE VISION Conference	Henry B. Gonzalez Convention Center in San Antonio, Texas	Home (careertechvision.com) Grand Hyatt San Antonio River Walk 600 E Market St, San Antonio, TX 78205 Double/King rate: \$212/night Reserve Room
March 16-19, 2025	National Policy Seminar	Crystal Gateway Marriott Arlington, Virginia	Acteonline.org/nps
April 30-May 3, 2025	ACTE Region V Conference	Las Vegas, NV	

LXVIII. 2023-2024 Meeting Dates - During PDC August 5-7, 2024 – In person

August 6 – Tuesday, 7:00 am – Booth set up

August 6 - Tuesday, 7:30-8:00 am – NDACTE General Membership meeting

August 6 - Tuesday, 8:30-10:30 – PDC General Session and NDACTE Awards

August 6 –Tuesday, 10:30-5:30 Exhibits Open

2024-2025 Board Meeting Dates

August 6 – Tuesday, 5:45-6:45 pm—NDACTE Executive Board Meeting – **In Person** Oak Room
Zoom

August 13, Tuesday 4:00-5:00 pm - Board Orientation

October 8, Tuesday, 4:00 – 5:00 pm

January 7, Tuesday, 4:00 – 5:00 pm

March 11, Tuesday, 4:00 – 5:00 pm

May 13, Tuesday, 4:00 – 5:00 pm

During PDC August 4-6, 2025 – in Person

August 3, Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting

August 5, Tuesday, 7:00 Exhibitor Showcase set up

August 5, Tuesday, 7:15-8:15 am – NDACTE General Membership meeting

August 5, Tuesday, 8:30-10:30 am– PDC General Session and NDACTE Awards

August 5, Tuesday, 10:30 – 5:00 Exhibitor Showcase

August 5, Tuesday, 5:30 -6:30 pm—NDACTE Executive Board Meeting

LXIX. Adjournment

Minutes to be prepared by Carla Hixson, NDACTE Executive Director

North Dakota ACTE		2023-2024 NDACTE Budget			
CHECKING ACCOUNT		BALANCE	6/30/2024	\$	13,977.83
NDACTE SAVINGS ACCOUNT		BALANCE	6/30/2024	\$	47,024.41
LLOYD JONES INVESTMENT ACCOUNT		BALANCE	6/30/2024	\$	30,952.17
			Total NDACTE		\$ 91,954.41
REVENUE	Notes	FY 23-24 Budget	FY 23-24 Final 6/30/2024		
Member Dues - ACTE	350 @ 35	\$ 12,250.00	\$ 9,860.00		
Region V Conference			\$ -		
Miscellaneous Income	Guenthner Scholarship Fundraiser		\$ 326.00		
TOTAL REVENUE		\$ 12,250.00	\$ 10,186.00		
EXPENSES	Notes				
Membership					
New Professionals	2 @ \$500	\$ 1,000.00	\$ -		
Membership Incentive Drawings (before Sept 1)	6 \$50 Gift Cards	\$ 300.00	\$ 300.00		
New Membership Recruitment Incentive	10 \$35 Cash	\$ 350.00	\$ 245.00		
PDC Badge Ribbons		\$ 160.00	\$ -		
Executive Director					
Monthly Contract Salary	\$333.33 Per Month	\$ 3,999.96	\$ 3,999.96		
ND PDC Conference	Registration	\$ 75.00	\$ 75.00		
NEDA Dues		\$ 130.00	\$ 130.00		
Membership Bonus	10% increase in members	\$ 250.00	\$ 250.00		
NDACTE Awards					
Awards (Plaques)		\$ 800.00	\$ 469.75		
Innovative Program - Region V	\$200 stipend	\$ 200.00	\$ -		
Administrator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ -		
Teacher of the Year *	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ 80.00		
Career Guidance Counselor of the Year	\$200 stipend + \$115 ACTE Dues	\$ 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	\$ 315.00	\$ 80.00		
Teacher Educator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ -		
Lifetime Achievement	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ -		
Carl Perkins Community Service	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$ -		
Meeting/Conference Expenses					
PDC Luncheon Sponsorship	\$18 a plate in 2022	\$ 1,000.00	\$ 3,500.00		
PDC Expenses (Booth, ACTE Rep, etc)	ACTE Rep Room \$300	\$ 1,000.00	\$ 1,021.89		
State Executive Board Meetings	Food & Beverage	\$ 250.00	\$ 121.80		
ACTE Conference (Executive Director) *	\$2,500 @ 100%	\$ 2,500.00	\$ 1,756.08		
ACTE CareerTech Vision Convention (President-Elect) *	\$2,500 @ 70%	\$ 1,750.00	\$ -		
National Policy Seminar (President) *	\$2,500 @ 70%	\$ 1,750.00	\$ -		
Region V Conference (Vice President) *	\$2,500 @ 70%	\$ 1,750.00	\$ 1,924.73		
VISION and NPS Leadership Training	\$100 @ \$25 each (Exec Dir, President)	\$ 100.00	\$ -		
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	\$ 1,000.00	\$ 39.47		
Office Expenses		\$ 150.00	\$ 53.59		
Miscellaneous Expenses		\$ 200.00	\$ 1,171.02		
Board Member Shirts	Holloway - Avenger Polo 6 @ \$40. ea	\$ 250.00	\$ 260.00		
Website URL / Host	Website & Domain Paid till 7/25/2024)	\$ 150.00	\$ 163.95		
Social Media Management	12 months @ \$25		\$ -		
Square Expense (2.75% of sales on credit card)			\$ -		
Zoom (July 27, 2023 to July 26, 2024)		\$ 170.00	\$ 160.40		
TOTAL EXPENSES		\$ 23,304.96	\$ 15,802.64		
FISCAL YEAR GAIN / (LOSS)		\$ (11,054.96)	\$ (5,616.64)		