



**ACTE WORK-BASED LEARNING DIVISION  
POLICY COMMITTEE MEETING  
November 19, 2024 12 pm ET via Zoom**

Present: Jan Jardine, Jason Butcher, Tony Trapp, Tony May, Dawn Ulmer, Kristy Volesky, Jim Michlig,

1. Welcome
2. Approve [agenda](#)
  - a. Motion by Jason Butcher; seconded by Tony Trapp; unanimously approved
3. Approve [minutes from last meeting](#); [recording](#) (10/2/24)
  - a. Motion by Tony May; seconded by Tony Trapp; unanimously approved
4. November 19 - Business Mtg @ 2 pm ET via Zoom
  - a. [Register for WBL Division Business Meeting](#)  
Jan reminded everyone to register for the meeting to get the Zoom link.
  - b. Business Meeting [Agenda](#) and [Slides](#)  
Jan asked committee chairs and special group representatives to prepare to share information on what they have been doing and what members can expect in the next few months.  
Jan also reminded region reps to continue to encourage members in their area to submit nominations for the WBL Professional of the Year Award.
5. President's Report
  - a. Membership Numbers  
As of September 30, 2024, WBL Division had 1,239 members; exciting to see how much the WBL Division has grown in the last few years since becoming a division
  - b. Budget Overview  
Total division operating budget is \$4,500; no expenses from that have happened yet; the majority of that money will be used for events at VISION like the WBL/NRS Reception
6. Committee and Area of Interest Reports  
Jan just again reminded these committee members that they would be sharing a report during the WBL Division Business Meeting later today.
7. WBL events at [VISION 2024](#) - December 4-7 - San Antonio, TX  
Jan reviewed events related to the WBL Division that are happening at VISION
  - a. December 5 - First Timer's Breakfast - 7-8 am  
At this event, policy committee members will be needed to greet attendees and share information about the WBL events at the conference
  - b. December 5 - WBL Division Opening Session - 11:45 am - 12:45 pm  
Keynote this year (Leigh Anne Taylor-Knight from the DeBruce Foundation) to share about free resources; help with crowd control
  - c. December 5 - WBL & NRS Divisions Happy Hour - 5-7 pm @ Cafe Ole  
Vector Solutions in the sponsor for this event
  - d. December 6 - WBL Networking & Sharing - 2-2:45 pm
    - i. Ideas for topics to be discussed  
Room should be set in rounds and each table will have a policy committee member to lead the discussion on a topic.



- Liability, insurance, age restrictions - Dawn Ulmer
- WBL Curriculum - Kristy Volesky
- Advisory Boards/Partner Engagement - Stephen Casa
- Utilizing Labor Market Data - Tony May
- Using AI for WBL - Jason Van Nus
- WBL and CTE Pathways - Jan Jardine and TJ Vari
- e. December 6 - Joint Hospitality Room - 10 am - 2 pm
  - i. WBL is assigned to have a presence during the 12-1 pm shift
- 8. [ACTE WBL Conference 2025](#) - April 2-4, 2025 in Bellevue, WA

Jan reminded policy committee members of their proposal review assignments; be sure to have everything scored by Friday; Jason Van Nus suggested having an example of what a proposal should look like so we don't get proposals with no details—maybe the golden tickets proposals could be used as examples for future conferences; let Jan know if you need more time to review, but get done as soon as you can

  - a. Proposal reviews completed by Friday, November 22
  - b. Registration opens soon
  - c. Policy Committee Meeting - morning of April 2, 2024

Jan mentioned that the policy committee meeting is scheduled for 8-11 am on April 2
  - d. Pre-conference tours
  - e. Possible baseball game on April 1 - Jason Butcher

Jason Butcher shared details about a possible pre-conference get-together at the Mariners game on April 1; he shared cost details for a few different options; Jason Van Nus asked about getting a sponsor for this event—he has someone in mind and will ask if they are interested; Jason Butcher will check with the Mariners sales team to make sure the cost information he has is correct
- 9. Travel reimbursement for policy committee members to attend WBL Conference

Jan reminded the group of the process to get reimbursed for travel to and/or hotel for the WBL Conference; be sure to include receipts; several policy committee members expressed appreciation for this reimbursement—it makes a difference when they are trying to get the travel approved

  - a. Up to \$700 for airfare and/or hotel
  - b. Complete reimbursement form, sign and email to Jan
- 10. WBL Mentoring program

Kristy mentioned the need for a few other people to help with the next mentoring session so attendees can hear from some different voices

  - a. Next mentoring session - December 12 @ 3:00 pm ET - [Register here](#)
- 11. WBL Community of Practice

Jan showed the committee how to join the WBL Community of Practice; at a later meeting we will determine a schedule to ensure CoP members are receiving consistent, relevant content; membership is checked before a request to join is approved; only members can be part of the CoP; Kristy mentioned the concern of people trying to sell information posted on the CoP—Jan is working with the team at ACTE to write a disclaimer that members just agree to when they request to join;

  - a. Join here
  - b. Monthly content for members



12. Other discussion

Webinar coming up this Thursday; register and attend if you are available

Jason Van Nus talked about an idea to select a few sessions to be recorded at the WBL Conference; Jason will send Jan the link to the cameras and microphones; Jan will check with the ACTE events team to make sure we can record sessions using our own equipment; these recordings could then be posted on the Member Only page of the WBL Division website and/or in the WBL CoP

13. Adjournment

Motion made by Jason Van Nus; seconded by Tony May; unanimously approved

### **Action Items/Discussion List**

### **Upcoming meetings/events**

#### **Policy Committee Meeting**

February 6 @ 3 pm ET via Zoom (calendar invite has been sent)

#### **WBL Mentoring: Creating Confident Coordinators**

December 12, 2024 @ 3 pm ET - [Register to attend here](#)

#### **WBL Monthly Webinar**

November 21, 2024 @ 3 pm ET - Advocacy Part II: Bringing WBL Ideas to Action - [Register here](#)

January 23 @ 3 pm ET - Maximizing Your Advisory Board's Impact - [Register here](#)

February 22 @ 3 pm ET - WBL for All: Support for Special Needs and Related Services - [Register here](#)

### **ACTE Region Conferences** – How can you get involved?

Region I – March 26-28, 2025, Foxborough, Massachusetts

Region II – September 25-27, 2024, Orlando, Florida

Region III – June 9-11, 2025, Illinois

Region IV – April 23-25, 2025, Oklahoma City, Oklahoma

Region V – April 30-May 3, 2025, Las Vegas, Nevada

\*Connect with your [Region Vice President](#)