

2024-2025 Annual Report



ND Association for Career and Technical Education 2024-2025 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 for January 2023 through December 2027, North Dakota ACTE will focus on these three priorities during Gabes Kieffer's presidency July 2024-June 2025. 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 CTE teacher shortages and IAED (Inclusion, Access, Equity, and Diversity) initiatives.**
- 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 DevelopmentMember Value and Engagement	<ul style="list-style-type: none">Executive DirectorPresidentPR / Marketing CommitteeMembership Committee	<ul style="list-style-type: none">Prepare interactive booth and giveaways for PDC booth\$35 membership incentive formsFinalize PlansCoordinate activities, secure ribbons, prepare for new teachers' session	Completed
July 15	NDACTE Business <ul style="list-style-type: none">Member Value and Engagement	<ul style="list-style-type: none">PresidentExecutive Director	<ul style="list-style-type: none">Complete Annual Reports & Post on the NDACTE and ND CTE PCD website	Completed
July 15	NDACTE Business <ul style="list-style-type: none">Member Value and Engagement	<ul style="list-style-type: none">Executive DirectorPresidentPresident-ElectVice President	<ul style="list-style-type: none">Post Budget and Program of WorkPlan and Prepare Agendas for Pre/Post-Conference MeetingsPlan and Prepare Agenda for Annual Business MeetingUpdate Committee Assignments	Completed
July 15	NDACTE Board Training	<ul style="list-style-type: none">Executive Director	<ul style="list-style-type: none">Update Orientation and Officer Training Manual	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> 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 at year end 5. IRS Tax Exempt Status 6. NDACTE Investments 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
Before the 25th	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 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 	Completed
August				
August 4	NDACTE Business	<ul style="list-style-type: none"> President President-Elect 	<ul style="list-style-type: none"> Conduct End of year meeting 	Completed
August 4-7, 2024	<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"> ND PDC Booth sponsorship Promote New Member Incentives Promote New Professional Stipends Distribute NDACTE Membership Info to Divisions 	Completed

Date	Initiative	Responsible	Action Items	Status
			<ul style="list-style-type: none"> CTE Learn information to divisions 	
August 5	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 New Teacher membership recruitment through Region V Opportunity Grant Fund – Purchase 100 “Your first Year in CTE: 10 Things to Know”. And 300 bookmarks to be distributed during PDC. 	Completed
August 6	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 	Completed
August 6	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 	Completed
	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 Board Orientation 	Completed August 20
	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 	Completed
Before the 25th	ND CTE Newsletter	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement 		<ul style="list-style-type: none"> 	
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 	Completed
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. 	Completed
	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 	Completed
	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. 	Completed
	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 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
October 1	NDACTE Business	<ul style="list-style-type: none"> President (President elect attends) Executive Director 	<ul style="list-style-type: none"> Coordinate ACTE Voting Delegates 	Completed

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. 	Completed
October 8 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 	Completed
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 	Completed
	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?) 	Completed
	ACTE Event <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President – Elect (attends) President 	<ul style="list-style-type: none"> Plan ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget. 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
	ACTE VISION 2024 <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 Designate someone to do “State of the State” and “role call” during ACTE membership meeting 	Completed
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Advocacy and Awareness 			
Before the 25th	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 NDACTE Update to ND CTE 	Completed
December 4-7, 2024	ACTE's CareerTech VISION 2024 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 2024 VISION ACTE Leadership Training Register and pay \$25 to attend training Coordinate a ND social during the ACTE VISION Convention. No Budget. Present "State of the State" and "Role Call" during ACTE membership meeting 	Completed
December				
	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> National Policy Seminar Registration (March 16-19, 2025) Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	No one from ND attending
	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. 	Completed
	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 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
January				

Date	Initiative	Responsible	Action Items	Status
	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 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 1099 Form for Executive Director – via CPA 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
	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 Update website with deadline and details 	Completed
	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 	Completed
Jan 21 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 	Completed
	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 Awards nomination information 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
	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 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 			
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
March 18 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	
March 16-19, 2025	ACTE National Policy Seminar <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President (attends) Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	No one from ND attended
	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 Awards nomination information on website 	Completed
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 	Completed
April				
May 1-3, 2025	ACTE Region V Leadership Conference 2015	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Register and make arrangements to attend Prepare “State of the State” and “Roll Call” for Region V membership meeting 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 			
	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. 	Completed
	<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 	
	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 	Completed
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 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
Prior to May Board Meeting	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/ Independent Contractor Renewal Conduct Executive Director Performance Evaluation This review will be presented at the board meeting prior to the Professional Development Conference. Independent Contractor Agreement renewal or non-renewal will be addressed at this time as well and will be determined by the Executive Board. Board members vote on renewal of annual independent contractor agreement for ED prior to July 1 contract end date. 	Completed

Date	Initiative	Responsible	Action Items	Status
Before May 1 deadline	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> NDACTE Member Award Nominations Impact Award Nominations Innovation Award Nominations 	Completed
May				
May 1-3, 2025	ACTE Region V Leadership Conference 2015 Professional & Leadership Development	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Region V Leadership Conference Las Vegas, Nevada Deliver ND “State of the State” and “Roll Call” for Region V membership meeting 	Completed
	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 	Completed
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 2025-2065 Budget Prepare 2025-2026 Program of Work 	Completed
May 13 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 Approve 2025-2056 Budget and Program of Work 	Completed
After May Board Meeting and prior to July 1.	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"> Prepare independent contractor agreement for Executive Director for the next fiscal year starting July 1. 	Completed
	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 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 			
	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 the annual Executive Board Orientation. 	Completed
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 	Completed
June				
	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 	Completed
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 	Completed
June 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> e-mail reminder to encourage members to attend the ND CTE PDC. 	Completed

2024-2025 NDACTE Executive Board

President: Gabes Kieffer President-Elect: Randal Brockman

Vice President: Byron Borgen Past President: Tana Erbes

Division Reps: Darin Spelhaug, David Leier, Greg Borders, Barbara Quintus,

Pam Stroklund, Kellie Meyer, Bryan Stastny,

Katie Rokke, Ashley Sailer, Shari Jerde, Jill Quinlivan,

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

Executive Director: Carla Hixson • www.NDACTE.com



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Based on the ACTE Strategic Themes for January 2023 through December 2027, North Dakota ACTE will focus on these three priorities during Gabes Kieffer's presidency July 2024-June 2025. The program of work includes specific strategies to help ensure progress towards the priorities.

- 4) **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.
- 5) **Advocacy and Awareness – Advocate for and be a catalyst in changing perceptions of CTE, as well as promote and bring awareness to CTE teacher shortages and IAED (Inclusion, Access, Equity, and Diversity) initiatives.**
- 6) **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 booth \$35 membership incentive forms Finalize Plans Coordinate activities, secure ribbons, prepare for new teachers' session 	Completed
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 	Completed
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 	Completed
July 15	NDACTE Board Training <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Update Orientation and Officer Training Manual outlining Board Member duties and responsibilities. 	Completed

Date	Initiative	Responsible	Action Items	Status
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: 7. NDACTE Financial account balances 8. NDACTE Budget to Actuals 9. Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date detail of transactions. 10. Provide a list of current NDACTE members at year end 11. IRS Tax Exempt Status 12. NDACTE Investments	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
Before the 25th	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 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 	Completed
August				
August 4	NDACTE Business	<ul style="list-style-type: none"> President President-Elect 	<ul style="list-style-type: none"> Conduct End of year meeting 	Completed
August 4-7, 2024	<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"> ND PDC Booth sponsorship Promote New Member Incentives Promote New Professional Stipends Distribute NDACTE Membership Info to Divisions CTE Learn information to divisions 	Completed

Date	Initiative	Responsible	Action Items	Status
August 5	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 New Teacher membership recruitment through Region V Opportunity Grant Fund – Purchase 100 “Your first Year in CTE: 10 Things to Know”. And 300 bookmarks to be distributed during PDC. 	Completed
August 6	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 	Completed
August 6	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 	Completed
	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 Board Orientation 	Completed August 20
	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 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
September				

Date	Initiative	Responsible	Action Items	Status
	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 	Completed
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. 	Completed
	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 	Completed
	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. 	Completed
	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 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
October 1	NDACTE Business	<ul style="list-style-type: none"> President (President elect attends) Executive Director 	<ul style="list-style-type: none"> Coordinate ACTE Voting Delegates 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
October 8 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> NDACTE Fall Board Meeting via Zoom 	Completed

Date	Initiative	Responsible	Action Items	Status
		<ul style="list-style-type: none"> Executive Director 		
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 	Completed
	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?) 	Completed
	ACTE Event <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President – Elect (attends) President 	<ul style="list-style-type: none"> Plan ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget. 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
	ACTE VISION 2024 <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 Designate someone to do “State of the State” and “role call” during ACTE membership meeting 	Completed
	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 	Completed
Before the 25th	ND CTE Newsletter	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement 			
December 4-7, 2024	ACTE's CareerTech VISION 2024 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 2024 VISION ACTE Leadership Training Register and pay \$25 to attend training Coordinate a ND social during the ACTE VISION Convention. No Budget. Present "State of the State" and "Role Call" during ACTE membership meeting 	Completed
December				
	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> National Policy Seminar Registration (March 16-19, 2025) Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	No one from ND attending
	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. 	Completed
	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 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
January				
	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 	Completed

Date	Initiative	Responsible	Action Items	Status
			of State on behalf of NDACTE	
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 1099 Form for Executive Director – via CPA 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
	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 Update website with deadline and details 	Completed
	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 	Completed
Jan 21 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 	Completed
	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 Awards nomination information 	Completed
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
	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 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 			
Before the 25th	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 NDACTE Update to ND CTE 	Completed
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 	Completed
March 18 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	
March 16-19, 2025	ACTE National Policy Seminar <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President (attends) Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	No one from ND attended
	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 Awards nomination information on website 	Completed
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 	Completed
April				
May 1-3, 2025	ACTE Region V Leadership Conference 2015 <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Register and make arrangements to attend Prepare “State of the State” and “Roll Call” for Region V membership meeting 	Completed
	VP Nominations	<ul style="list-style-type: none"> President-Elect 	<ul style="list-style-type: none"> Begin VP Candidate Search 	Completed

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Nominations Committee 	<ul style="list-style-type: none"> Set guidelines, search for, and screen candidates for NDACTE Vice President nominations. 	
	<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 	
	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 	Completed
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 	Completed
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	Completed
Prior to May Board Meeting	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/ Independent Contractor Renewal Conduct Executive Director Performance Evaluation This review will be presented at the board meeting prior to the Professional Development Conference. Independent Contractor Agreement renewal or non-renewal will be addressed at this time as well and will be determined by the Executive Board. Board members vote on renewal of annual independent contractor agreement for ED prior to July 1 contract end date. 	Completed
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 	Completed
May				

Date	Initiative	Responsible	Action Items	Status
May 1-3, 2025	ACTE Region V Leadership Conference 2015 Professional & Leadership Development	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Region V Leadership Conference Las Vegas, Nevada Deliver ND “State of the State” and “Roll Call” for Region V membership meeting 	Completed
	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 	Completed
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 2025-2065 Budget Prepare 2025-2026 Program of Work 	Completed
May 13 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 Approve 2025-2056 Budget and Program of Work 	Completed
After May Board Meeting and prior to July 1.	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"> Prepare independent contractor agreement for Executive Director for the next fiscal year starting July 1. 	Completed
	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 	Completed

Date	Initiative	Responsible	Action Items	Status
	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 the annual Executive Board Orientation. 	Completed
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 	Completed
June				
	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 	Completed
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 	Completed
June 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> e-mail reminder to encourage members to attend the ND CTE PDC. 	Completed

2024-2025 NDACTE Executive Board

President: Gabes Kieffer President-Elect: Randal Brockman

Vice President: Byron Borgen Past President: Tana Erbes

Division Reps: Darin Spelhaug, David Leier, Greg Borders, Barbara Quintus,

Pam Stroklund, Kellie Meyer, Bryan Stastny,

Katie Rokke, Ashley Sailer, Shari Jerde, Jill Quinlivan,

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

Executive Director: Carla Hixson • www.NDACTE.com



MINUTES

NDACTE New Year Executive Board Meeting

Date: August 6, 2024

Time: 5:45-6:45 PM Central Time

Location: Oak Room, Bismarck Event Center, Bismarck ND

Minutes Approved: October 8, 2024

I. Call to Order— Meeting was called to order by President, Gabes Kieffer at 5:46 pm

II. Roll Call – Quorum Confirmed.

Present: Tana Erbes, Gabes Kieffer, Randal Brockman, Byron Brogen, Ashley Sailer, Shari Jerde, Shari Jerde, Jill Quinlivan, Darin Spelhaug, Desiree Severance, Barbara Quintus, Pam Stroklund, Bryan Stastny, Wayne Sick, Carla Hixson and ACTE President Carrie Giles.

Absent: Kellie Meyer, Katie Hatt Rokke, representative for Marketing has not been selected.

III. Approval of Agenda

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

IV. Approval of Meeting Minutes from August 4, 2024

A motion was made by Tana Erbes and second by Bryan Stastny approve the August 4, 2024 minutes with amendments. Motion Carried.

V. Directors Report – Carla Hixson

1) Membership update –

Membership	June 2024	Aug 1 2024	Conference On site
Current	291	295	19 from Monday

2) 2023-2024 YTD Financials

Account	6/30/2024	7/31/24
Checking - FCCU	\$ 13,977.83	\$ 10,443.15
NDACTE Savings FCCU	\$ 47,024.41	\$ 47,024.41

Payment Account for VENMO FCCU	0	0
Venmo	0	\$.89
Edward Jones Investment	\$ 30,952.17	\$ 31,360.86
Total NDACTE	\$ 91,954.41	\$88,829.31

- 3) Application for Quality Association Standards Award will be completed again this year.

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

VII. Standing Committee –

- 1) Legislation – Gabes Kieffer (President chair),
No report.
- 2) Resolutions and Nominations – Co-Charis Tana Erbes, Past-President), and President Elect, Randal Brockman
No report.
- 3) Policies – Randal Brockman (President - Elect chair)
No report.
- 4) Audit – Byron Borgen (Vice President Chair)
No Report.

VIII. Ad Hoc Committees – need chairs

- 1) Engagement – still needs members to sign up
- 2) Membership – still needs members to sign up
- 3) Awards – still needs members to sign up
- 4) Conference and Professional Development – Gabes Kieffer (Chair President) - still needs members to sign up

IX. Division Updates:

- 1) Administration Division – Pam Stroklund
Have not met yet
- 2) Agriculture Education Division - Desiree Severance
New person to be designated Wednesday
- 3) North Dakota Business Education Division – Shari Jerde
Goal is to find out what our members are looking for
- 4) Engineering and Technology Education Division – Jill Quinlivan
Decided to go for two-year terms with officers
- 5) Family and Consumer Science Division – Ashely Sailer
Met nothing new
- 6) Guidance and Career Development Division – Kellie Meyer
No report
- 7) Health Science Education Division – Katie Hatt Rokke
No report
- 8) Marketing Education Division – new person not designated yet
No Report
- 9) Special Populations Division and Equity Division – Barbara Quintus
No Report
- 10) Trade and Industrial Education Division – Bryan Stastny
Nothing changed

- 11) ND CTE – Wayde Sick and Darin Spelhaug
Close to 600 registrations. Will do surveys to find out what worked and what didn't.

X. 2024-2025 Program of Work – review status - on track

XI. Unfinished Business

- 1) None

XII. New Business

- 1) Review Conflict of Interest statement and annual acknowledgements from each board member – Carla Hixson
- 2) NDACTE conference review –
Reuben Guenther Scholarship \$285 after expenses and still have the beads so any organization needs them borrow them from NDACTE. Carla has them in storage. Liked the miracle minute version fun to have board members walk around. Easier on the people in the booth.
Annual meeting – should have agendas available or have the QR Code. Or project it on the screen. Potentially add a section on opening it up for discussion. To increase attendance, maybe do a drawing for members during the meeting.
Look at the \$2,500 sponsorship to see if it was beneficial to NDACTE. Reevaluate it for next year.

XIII. Action Items

New Action Items August 6 2024	Owner	Due Date	Status
Put on agenda right before PDC sponsorships become available as to what NDACTE wants to do next year at PDC.	Carla Hixson		
Application for Quality Association Standards Award will be completed again this year.	Carla Hixson		
Determine what committee(s) you will join.	All Board Members	October 2024	
Sign Conflict of Interest statement and annual acknowledgements from each board member	All Board Members – form below, please sign and e-mail to Carla	October 2024	

Action Items – August 4, 2024	Owner	Due Date	Status
Prepare Resolutions for reading	Carla, William	August 6	Complete
At the next meeting let the board know if you are not able to attend their designated ACTE Meeting. Also request from other board members for funds to attend events.	Randal, Gabes, new VP	October	
Looking for a new Awards Chair. Danielle will ask at the membership meeting and Carla will put in the ND CTE newsletter.	Danielle and Carla	August	Ashley Michael
Action Items – May 14, 2024	Owner	Due Date	Status

Divisions needing to renew / find new Division Representative on NDACTE Executive Board: Agriculture Education Division – David Leier Marketing Education Division – Greg Borders ?? Special Populations Division and Equity Division – Barbara Quintus	Desi, Greg, Barb	August	Marketing have not heard
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

XIV. 2024-2025 Board Meeting Dates - Zoom

August 20, 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 18, 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, 4:00-6:00 pm—NDACTE Executive Board Meeting

August 5, Tuesday, 7:30 -8:15 am – NDACTE General Membership meeting

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

August 5, Tuesday, 5:00 -6:00 pm—NDACTE Executive Board Meeting

XV. Adjournment

A motion was made by Desi Severance and second by Tana Erbes to adjourn the meeting. The meeting adjourned at 6:08 pm.

Minutes prepared by Carla Hixson, NDACTE Executive Director



North Dakota Association for Career and Technical Education

Minutes
NDACTE Executive Board Meeting

Date: October 8, 2024,
Time: 4:00- 5:00 PM Central Time
Location: Zoom
Minutes Approved: January 21, 2025

XVI. Call to Order— Meeting was called to order by President, Gabes Kieffer at 4:00 pm

XVII. Roll Call – Confirm Quorum

Present: Tana Erbes, Gabes Kieffer, Randal Brockman, Byron Brogen, Pam Stroklund, David Leier, Haley Jeannotte, Ashley Sailer, Katie Hatt Rokke, Wayde Sick, Ashley Michael, and Carla Hixson.

Absent: Jill Quinlivan, Barbara Quintus, Shari Jerde, Bryan Stastny, Greg Borders and Darin Spelhaug

XVIII. Approval of Agenda with flexibility

A motion was made by Pam Stroklund and second by Katie Hatt Rokke to approve the agenda with flexibility. Motion Carried.

XIX. Approval of Meeting Minutes from August 6, 2024

A motion was made by Byron Brogen and second by Tana Erbes approve the August 6, 2024 minutes. Motion Carried.

XX. Directors Report – Carla Hixson

1) Membership update –

Membership	June 2024	July 2024	Sept 2024
Current	291	295	333

36 new members in July, August and September and lost 58 as of Oct 1, some may still renew.

2) 2023-2024 YTD Financials

Account	6/30/24	7/31/24	9/30/24
Checking - FCCU	\$ 13,977.83	\$ 10,443.15	10,414.73
NDACTE Savings FCCU	\$ 47,024.41	\$ 47,024.41	47,030.32
Payment Account for VENMO FCCU	0	0	0

Venmo	0	\$.89	25.12
Edward Jones Investment	\$ 30,952.17	\$ 31,360.86	\$32,733.63
Total NDACTE	\$ 91,954.41	\$88,829.31	\$84,881.99

- 3) Application for Quality Association Standards Award has been filed. There may be a couple areas where we can approve upon for next year's QAS application.

XXI. Executive Board Assignments and Expectations for year (all board members on at least two committees) – Gabes Kieffer

Standing Committee – needs more members

- 1) Audit – Katie Hatt Rokke volunteered but we need one more member

Ad Hoc Committees –

- 5) Engagement –Byron Brogen volunteered to be chair
- 6) Conference and Professional Development –Ashley Sailer and Haley Jeannotte volunteered

XXII. Division Updates:

- 1) Administration Division – Pam Strokland
We are watching measure 4 and administrative group meets every 2 weeks for legislative priorities to let ND CTE and Wayde to move forward with at the state level.
- 2) Agriculture Education Division – David Leier
Our district events are coming up shortly with FFA, national FFA convention Oct 21-15. On the midwinter conference in Bismarck January 27-28 for professional development.
- 3) Business Education Division – Shari Jerde - They have decided to end unified dues with the National Business Education Association as of December 31, 2024, and voted on by-laws change to make this happen and it passed! Shari will work with ACTE in December to get unified dues set up with ACTE so that any Business Ed member who joins national ACTE will also be funneled into membership with North Dakota Business Education Association. This change comes for many reasons, but this will allow business teachers to join our state organization by becoming an ACTE member or by paying dues directly to our state treasurer. Very positive news!
- 4) Engineering and Technology Education Division – Jill Quinlivan
No report.
- 5) Family and Consumer Science Division – Ashely Sailer
Teacher visits for FCLA and having district meetings where district presidents are elected will be held on a unified date.
- 6) Guidance and Career Development Division – Haley Jeannotte
Working on membership and people going to leadership seminars coming up this fall.
- 7) Health Science Education Division – Katie Hatt Rokke
Health Science Division decided to be affiliated with ACTE for membership and dues. The HOSA Student organization is getting ready for fall and they had to cap attendance.
- 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

No report

- 11) ND CTE – Wayde Sick and Darin Spelhaug

Staffing – all program specialist positions are filled, attempted to fill Health Division supervisor position will be posted in the spring due to teachers already under contract for this school year. Teacher visits happening throughout the state.

Legislation session, only 3 months away. Legislative priority document was shared with NDACTE Board, let Carla know if you didn't get it.

Dept of Ed – Wayde and Mark attended conference on data guidance. ND is in a good spot but may have to add items to the state plan.

Modernized Career Cluster makeup is about to be released. May also have to re-write the state plan to align with the ND State Plan as well.

XXIII. 2024-2025 Program of Work – We are on track.

XXIV. Unfinished Business

- 1) Board Members attending national conferences for appropriate representation:

VISION – Randal Brockman, Carla Hixson, Darin Spelhaug.

Region V – Byron Borgen, Pam Stroklund

National Policy Summit – Tana Erbes

- 2) Audit Committee Recommendations – Randal Brockman

Motion was made by Randal Brockman and seconded by Katie Hatt Rokke to move \$20,000 out of savings and invest in a FCCU 7-month CD with 4.5% APY. Carle will also check into longer higher rate investments for \$10,000 depending on the % rate. Motion Carried.

Motion was made by Tana Erbes and seconded by Katie Hatt Rokke increase NDACTE Dues to \$50 in \$5 increments over the next 3 years (\$40 in 2025-2026, \$45 in 2026-2027 and \$50 in 2027-2028). Motion Carried.

- Recommend that we base budget for 2025-2026 on 300 members – no motion needed

XXV. New Business

- 1) Pam Stroklund is requesting one of the board \$500 stipends to attend Region V – Pam Stroklund

Minot Public Schools has a no funding outside events this year, so Pam is requesting the stipend to attend the Region V conference.

Motion was made by Randal Brockman and seconded by Katie Hatt Rokke. Motion Carried.

- 2) NDACTE Board Shirts –in the future do we want the same or new style? – Carla Hixson

Board was fine with what we have.

- 3) CTE Apparel link on NDACTE website to order apparel with ND CTE Logo (also potentially NDACTE logo apparel) – Carla Hixson and Wayde Sick

NDACTE would provide the link to the vendor and those who order would work directly with the vendor. No more NDACTE involvement. If NDACTE also moves to that vendor, NDACTE will incur a one-time set up fee for the NDACTE logo. Carla will follow up with ND CTE and the vendor to add the link and NDACTE apparel to the option.

- 4) Review Conflict of Interest statement and annual acknowledgements from each board member – Carla Hixson
Need forms from Haley Jeannotte, Katie Rokke, Greg Borders, Ashley Michael

XXVI. Action Items

New Action Items October 8 2024	Owner	Due Date	Status
Carla will follow up on moving forward with an apparel link	Carla		
Carla will get information on the CD % for a longer time frame	Carla		
Carla and Gabes follow up with Greg Borders for Marketing representative.	Carla and Gabes		
Check with Lorie Ruff has first year teachers' registrations to send communication out to those that got the book. Survey on book use.	Wayde / Carla / Pam		
Update on Action Items August 6 2024	Owner	Due Date	Status
Put on agenda right before PDC sponsorships become available as to what NDACTE wants to do next year at PDC.	Carla Hixson	Jan	
Determine what committee(s) you will join.	All Board Members	October 2024	Need another person for Audit committee
Sign Conflict of Interest statement and annual acknowledgements from each board member	Haley Jeannotte and Greg Borders – form below, please sign and e-mail to Carla	October 2024	In progress

XXVII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
Sept 30 and Jan 17	Apply to Participate in	ACTE's premier leadership programs provide CTE	<ul style="list-style-type: none"> • ACTE National Leadership Fellowship: Fellows will

	ACTE's Leadership	professionals opportunities to enhance their leadership potential through the following three yearlong programs.	<p>receive a \$1,500 stipend and complimentary registration to ACTE's CareerTech VISION and NPS. Deadline to apply: Sept. 30</p> <ul style="list-style-type: none"> • IAED Mentorship Program, Participants will receive complimentary registration to ACTE's CareerTech VISION and free access to IMAGO's intelligence learning platform content. Deadline: Sept. 30 • NextLevel Postsecondary CTE Fellowship: This program is a registration-based initiative. Registration fees for accepted applicants will be \$3,000. Deadline to apply: Jan. 17
Oct 9-11, 2024	Best Practices and Innovation Conference	<p>Portland Oregon</p> <p>acteonline.org/bestpractices/</p>	This event offers focused content on strengthening the field for CTE administrators of both secondary and postsecondary CTE programs and institutions.
December 4-7, 2024	ACTE VISION Conference San Antonio, Texas	<p>Henry B. Gonzalez Convention Center in San Antonio, Texas</p> <p>Register by Oct. 13 to take advantage of discounted rates! www.careertechvision.com</p>	<p>Home (careertechvision.com)</p> <p>Grand Hyatt San Antonio River Walk 600 E Market St, San Antonio, TX 78205 Double/King rate: \$212/night Reserve Room</p>
March 16-19, 2025	National Policy Seminar	Crystal Gateway Marriott Arlington, Virginia	Acteonline.org/nps
April 2-4, 2025	Work Based Learning Conference	<p>the Hyatt Bellevue on Seattle's eastside in Bellevue, Washington.</p> <p>acteonline.org/wbl-conference/</p>	<p>WBL 2025 Call for Presentations is Now Open! The deadline to submit a proposal is Oct 14.</p> <p>This event is focused on supporting the delivery of quality experiences that foster in-depth, firsthand engagement with the skills required in a given career field.</p>
April 30-May 3, 2025	ACTE Region V Conference	<p>The South Point Hotel and Casino Las Vegas, NV</p> <p>Region V 2025 (google.com)</p>	<p>Call for Presentation Proposals Deadline Extended into January 2025</p> <p>Registration: Until February 1, 2025, \$450 February 2 - April 10, 2025 \$475 April 11- April 25, 2025 \$500</p>
ND CTE PDC	August 3-6, 2025	Bismarck Event Center	

XXVIII. 2024-2025 Board Meeting Dates - Zoom

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

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

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

XXIX. Adjournment

A motion was made by Tana Erbes and second by Randal Brockman to adjourn the meeting. The meeting adjourned at 5:10 pm.

Minutes prepared by Carla Hixson, NDACTE Executive Director

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 / Name

Date

Board Position



MINUTES
NDACTE Executive Board Meeting

Date: January 21, 2025

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

Location: Zoom

Meeting Minutes Approved: March 18, 2025

XXX. Call to Order— Meeting was called to order by President, Gabes Kieffer at 4:03 pm

XXXI. Roll Call –Quorum Confirmed with the following roll call:

Present: Gabes Kieffer, Byron Borgen, Randal Brockman, Jill Quinlivan, Darren Spelhaug, Katie Hatt Rokke, Tanna Erbes, Pam Stroklund, Bryan Stastny, Greg Borders, Ashley Michael, David Leier, Wayde Sick, and Carla Hixson

Absent: Shari Jerde, Haley Jeannotte, Ashley Sailer, and Barbara Quintus.

XXXII. Approval of Agenda with flexibility –

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

XXXIII. Approval of Meeting Minutes from October 8, 2024

A motion was made by Byron Borgen and second by Greg Borders to approve the October 8, 2024 minutes.
Motion Carried.

XXXIV. Directors Report – Carla Hixson

- 1) Submitted Tax information to Attorney General
- 2) Submitted Tax information for 1099 NDACTE to Executive Director
- 3) Annual Electronic Filing Requirement — Form 990-N next month
- 4) Membership update –

Membership	June 2024	July 2024	Sept 2024	Dec 2024
Current	291	295	333	301

5) 2024-2025 YTD Financials

Account	6/30/24	7/31/24	9/30/24	12/31/2024
Checking - FCCU	\$ 13,977.83	\$ 10,443.15	\$10,414.73	\$9,705.63
NDACTE Savings FCCU	\$ 47,024.41	\$ 47,024.41	\$47,030.32	\$47,175.28

Venmo	0	\$.89	\$25.12	0
Edward Jones Investment	\$ 30,952.17	\$ 31,360.86	\$32,733.63	\$31,959.88
Total NDACTE	\$ 91,954.41	\$88,829.31	\$90,203.80	\$88,840.79

VI. Committee Reports

Standing Committee Reports –

- 1) Legislation – Gabes Kieffer (President chair), Wayde Sick
Wade reported we are in the 3rd week of ND legislative session, currently at 976 bills that have been introduced, NDCTE is watching 145 of the bills, several are division specific. SB2019 bill is the one to watch for CTE, the first hearing was held yesterday, and the 2nd senate appropriations bill will be more detailed. The next big deadline is Feb 10 and 13 for all appropriations bills to be out of committee. Feb 28 is the crossover date. CTE Directors will be testifying on CTE flexibility in CTE Centers next week. Examples of upcoming bills are school choice, different savings accounts, how distance education classes are funded.
- 2) Nominations and Resolutions – Nominations Chair – Randal Brockman, Resolutions Chair Tana Erbes and Bryan Stastny
Nominations – looking nominations for new VP for 2025
Resolutions – no report at this time.
- 3) Policies – Randal Brockman (President- Elect chair), Pam Stroklund
Looking at a couple of changes to the by-laws and will have some things ready for the next board meeting.
- 4) Audit – Byron Borgen (Vice President Chair), Katie Hatt Rokke
Looked at quarterly statements and everything looks good.

Ad Hoc Committees Reports–

- 1) Engagement – Chair Byron Brogen, Ashley Sailer and Jill Quinlivan
No report at this time.
- 2) Membership – Chair Pam Stroklund, Tana Erbes, David Leier, Haley Jeanotte
Met on January 16, to review what Membership committee has done in the past and look at Region V Opportunity Grant to meet the deadline of March 1.
Survey of 301 members had 56 replies to the survey. A final summary of the information is attached.
Using ACTE Constance contact results in those that have opted out of receiving information were missed. Looking at other options to reach everyone.
Looking to increase membership from 301 to 330 members.
Reviewed past incentives and proposing to discontinue those that we have not seen increased membership out of them. See the proposed document from the Membership Committee below.

MOTION – motion made by Randal Brockman and second by Tana Erbes to apply for the ACTE Region V Opportunity Grant for up to \$1,500 to develop a video to promote NDACTE membership.

- 3) Awards – Chair Ashley Michael, Shari Jerde, David Leier, Katie Hatt Rokke
Ashley and Danielle have forwarded the 2024 members to Region V. ND open until May 1 with judging to follow.
- 4) Conferences and Professional Development – Chair Gabes Kieffer, Randal Brockman, Barb Quintus, Ashley Sailer, and Haley Jeanotte.
No report at this time.

VII. Unfinished Business

- 1) National Policy Conference March 16-19, 2025 in Washington, DC – need NDACTE representation – Tana Erbes.
Will send out a request to admin group to see if anyone is willing to attend and represent NDACTE with 70% reimbursement from NDACTE.
- 2) Audit Committee - need one more member – if no volunteers, Gabes will pick someone.

VIII. New Business

- 1) Application for 2025 Region V Opportunity Grant – Pam Strokland

IX. Division Updates:

- 1) Administration Division – Pam Strokland
Just looking at legislative session to add testimony where possible.
- 2) Agriculture Education Division – David Leier
Just had ND Leadership development event, lots of students there for Parliamentary procedures and leadership. Winners will advance to nationals. Ag will have representation at ND Great Hall during legislative session.
- 3) Business Education Division – Shari Jerde - Our organization has made final plans with ACTE to make membership seamless. If Business Educators join ACTE, they automatically join our state Business Ed Association. We are hoping to see increases in membership with this change. Business Ed has met a couple of times over the course of the last few months to finalize these changes with ACTE along with get a final slate of officers ready for the July 1, 2025, timeframe.
- 4) Engineering and Technology Education Division – Jill Quinlivan
Starting to gear up for TSA competition at BSC.
- 5) Family and Consumer Science Division – Ashely Sailer
No report.
- 6) Guidance and Career Development Division – Haley Jeannotte
Will be looking for a new representative
- 7) Health Science Education Division – Katie Hatt Rokke
Skills USA and HOSA coming up. New CTE representative.
- 8) Marketing Education Division – Greg Borders
Marketing student numbers are growing, the highest they have been.
- 9) Special Populations Division and Equity Division – Barbara Quintus
No Report.
- 10) Trade and Industrial Education Division – Bryan Stastny
No Report.
- 11) ND CTE – Wayde Sick and Darin Spelhaug
Mostly busy with legislature session, starting to work on PDC.
- 12) ACTE Region V update – Shari Jerde - The Region V Policy Committee last met in December at Career Tech Vision in San Antonio. We approved a new Region V Policy Manual with wording that matched the National ACTE office as much as possible. We are planning a Conclave for all members who want to hear more about how Region V works and a chance to learn about the committee opportunities coming up in February. Be on the lookout for more information on a final date for that opportunity!

XXXV. 2024-2025 Program of Work – review status

<ul style="list-style-type: none"> National Policy Seminar Registration (March 16-19, 2025) Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	Off track – need to identify someone to attend
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XXXVI. Action Items – Review

New Action Items January 7, 2025	Owner	Due Date	Status
Draw for <i>\$50 gift card for participating</i>	Carla Hixson	ASAP	
Region V Grant – apply for the ACTE Region V Opportunity Grant for up to \$1,500 to develop a video to promote NDACTE membership	Carla Hixson and Pam Stroklund	March 1	
Policies will have some proposed changes to the By-Laws and Policy Handbook for next meeting.	Randal Brockman (President- Elect chair), Pam Stroklund	March 18	
Request to admin division to see if anyone is willing to attend NPS and assist in set up and represent NDACTE at visits with 70% reimbursement from NDACTE.	Carla Hixson	At Admin mtg Feb 3	
Audit Committee – another person will be appointed	Gabes Keiffer	March 18	
Provide <i>Techniques</i> magazines to New Teachers during PDC New Teacher session. Request from ACTE and Board Members to save and bring to ND PDC.	All Board Members – Please save your <i>Techniques</i> Magazines and bring to PDC.	August	

Action Items October 8 2024	Owner	Due Date	Status
Carla will follow up on moving forward with an apparel link	Carla		In progress
Carla will get information on the CD % for a longer time frame	Carla		Moved to a higher % savings account
Carla and Gabes follow up with Greg Borders for Marketing representative.	Carla and Gabes		On Board
Check with Lorie Ruff has first year teachers' registrations to send communication out to those that got the book. Survey on book use.	Wayde / Carla / Pam		Only 4 replied
Put on agenda right before PDC sponsorships become available as to what NDACTE wants to do next year at PDC.	Carla Hixson	February	Preliminarily spoke to Dawn

XXXVII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
March 16-19, 2025	National Policy Seminar	Crystal Gateway Marriott Arlington, Virginia	Acteonline.org/nps

April 2-4, 2025	Work Based Learning Conference	The Hyatt Bellevue on Seattle's eastside in Bellevue, Washington.	acteonline.org/wbl-conference/
April 30-May 3, 2025	ACTE Region V Conference	The South Point Hotel and Casino Las Vegas, NV Region V 2025 (google.com)	Call for Presentation Proposals Deadline Extended into January 2025 Registration: Until February 1, 2025, \$450 February 2 - April 10, 2025 \$475 April 11- April 25, 2025 \$500
ND CTE PDC	August 3-6, 2025	Bismarck Event Center	
April 8-11, 2026	ACTE Region V Conference	Salt Lake City, Utah Little America Hotel Salt Lake City	Registration \$450 ACTE Members \$500 Non-ACTE members All meals included with Registration

I. **2024-2025 Board Meeting Dates - Zoom**

March 18, 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, 7:15-8:15 am – NDACTE General Membership meeting

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

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

II. **Adjournment**

A motion was made by Greg Borders and second by Katie Hatt Rokke to adjourn the meeting. The meeting adjourned 4:58 pm.

Minutes prepared by Carla Hixson, NDACTE Executive Director

2024-2025 NDACTE MEMBERSHIP COMMITTEE PROPOSAL

Membership (December 2024): 301

Goal (December 2025): 10% increase - 330

Cost of Membership (Unified State - one membership fee for both ACTE & NDACTE):

- Professional Member \$120 (\$80 ACTE + \$40 NDACTE)
- Retired Member \$31 (\$31 ACTE + \$5 NDACTE)
- Student Member \$0

Survey Results: 56 respondents (*see results*) - \$50 gift card for participating

2023-2024 NDACTE Membership Incentives & Outcomes:

- \$100 New member gift drawing - REMOVED
- \$35 Recruitment Incentive - REPLACED
- 3 - \$50 Scheels & 3 - \$50 Amazon Gift Card NDACTE Membership Drawing - REPLACED
- \$1000 Region V Grant Match - New Teacher's 1st and 2nd year books - REPLACED
- Signing Day for new members - REPLACED
- \$500 X 2 New Professional Travel Stipend - CONTINUE
- \$500 X 3 NDACTE Board Member Travel Stipend - CONTINUE
- NDACTE Board Member Shirt - CONTINUE
- \$200 travel stipend plus \$80 ACTE Dues NDACTE Awards/Professional Recognition - have to be a member for at least one year to be nominated for the awards – CONTINUE *unless Awards Committee has different proposal*

2024-2025 NDACTE Membership New Incentive Proposal

- \$40 Waive the NDACTE fee the first year for all new members.
- Region V Grant proposal – Create short video & flyer showcasing benefits of being an NDACTE member.
 - Share out at all division meetings at PDC and push out to CTE admin to share with their staff.
 - Engage with Teacher Educators & Principals to provide free student memberships for CTE student teachers.
 - Encourage retired members to remain members at the low fee
- Provide Techniques magazines & NDACTE bookmark of information to New Teachers during PDC New Teacher session.
- Host a “Take a Dive into NDACTE” Social at dive bar party room in Sidelines Sports Bar across from the Civic Center.
 - NDACTE members receive 1 free drink ticket. Non-members are welcome to purchase from the bar. Appetizers provided to all.
 - If an NDACTE member brings someone who signs up as a member, the NDACTE member receives 1 more free drink ticket and the new member receives 1 free drink ticket.
 - Both the NDACTE member and the new member's names go into a drawing for free membership. This drawing will be held during the NDACTE Annual Meeting the next morning – need to be present to win.

- New members will have a picture taken and posted at our booth.
- Create NDACTE listserv to communicate news & opportunities bi-monthly to our membership.
(work in conjunction with Engagement Committee)

ACTE Membership Incentives: (Are we leveraging these incentives to increase local membership?)

https://www.acteonline.org/wp-content/uploads/2024/05/ACTE-Membership-Invest-in-Yourself_Flyer.pdf

- Techniques Magazine
- Networking and Professional Development
- Advocacy and Awareness
- CTE News, Research and Updates
- Member Discounts
- Professional Recognition
- Leadership Programs
- Career Advancement
- Member Insurance Program
- An exclusive new member benefit – \$60,000 of life insurance from New York Life at no cost for one full year for members who meet eligibility requirements.



MINUTES
NDACTE Executive Board Meeting

Date: March 18, 2025

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

Location: Zoom

Minutes Approved: May 13, 2025

XXXVIII. Call to Order— Meeting was called to order by President, Gabes Kieffer at 4:01 pm

XXXIX. Roll Call – Quorum Confirmed with the following roll call:

Present: Gabes Keiffer, Randal Brockman, Jill Quinlivan, Pam Stroklund, Darin Spelhaug, Ashley Sailer, Shari Jerde, Katie Hatt Rooke, Tana Erbes, Greg Borders, Bryan Stastny, Ashley Michael, Wayde Sick, Carla Hixson

Absent: Byron Borgen, David Leier, Haley Jeannotte, and Barbara Quintus.

XL. Approval of Agenda with flexibility

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

XLI. Approval of Meeting Minutes from January 21, 2025

A motion was made by Katie Hatt Rokke and second by Ashely Sailer to approve January 21, 2025 minutes. Motion Carried.

XLII. Directors Report – Carla Hixson

- 1) Federal Annual Electronic Filing Requirement — completed
- 2) [Google Docs update - My Drive - Google Drive – Contains all NDACTE documents](#)
- 3) Membership update –

Membership	June 2024	July 2024	Sept 2024	Dec 2024	Feb 2025
Current	291	295	333	301	278

4) 2024-2025 YTD Financials

Account	6/30/24	7/31/24	9/30/24	12/31/2024	2/28/25
Checking - FCCU	\$ 13,977.83	\$ 10,443.15	\$10,414.73	\$9,705.63	\$ 7,146.06
NDACTE Savings FCCU	\$ 47,024.41	\$ 47,024.41	\$47,030.32	\$47,175.28	\$ 47,461.67
Venmo	0	\$.89	\$25.12	0	\$ 0
Edward Jones Investment	\$ 30,952.17	\$ 31,360.86	\$32,733.63	\$31,959.88	\$ 32,701.02

Total NDACTE	\$ 91,954.41	\$88,829.31	\$84,881.99	\$88,840.79	\$ 87,308.75
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X. Committee Reports

Standing Committee Reports –

- 1) Legislation – Gabes Kieffer (President chair), Wayde Sick
Legislative session update. Education Savings account is SB 2019 CTE appropriations bill went pretty well with more work to be done. HB 1019 – NDCTE Appropriations Bill - Work based learning coordinators, new programs and CTE Capital Projects Program additional dollars was not included in the senate budget so working on getting that put back in.
HB 1188 would provide flexibility to center boards in allowing assessment fees for CTE Centers, it passed house and senate waiting for governor signature.
- 2) Nominations and Resolutions – Nominations Chair – Randal Brockman, Resolutions Chair Tana Erbes and Bryan Stastny
Nominations – still looking for a VP to nominate. Encourage current board members to step up.
- 3) Policies – Randal Brockman (President- Elect chair), Pam Stroklund
Updates to the By-Laws and Policies and Procedures Manual were sent to the board members. Policies and Procedures Manual first reading. Proposed changes indicated below. By-Laws will be presented at the general membership meeting in August.
By-Laws – proposed changes as identified below.
- 4) Audit – Byron Borgen (Vice President Chair), Katie Hatt Rokke, Greg Borders
Katie Hatt Rokke nothing to report at this time.

Ad Hoc Committees Reports–

- 5) Engagement – Chair Byron Borgen, Ashley Sailer and Jill Quinlivan
Nothing to report at this time.
- 6) Membership – Chair Pam Stroklund, Tana Erbes, David Leier, Haley Jeanotte
Approved \$1,500 to do a video with Region V paying ½. Region V will not be doing a grant this year. Membership would like to still move forward with a video, include video with “why I belong”.
Still continue to collect magazines for new teacher orientation during PDC.
- 7) Awards – Chair Ashley Michael, Shari Jerde, David Leier, Katie Hatt Rokke
Everything for Region V was due March 1 and was submitted.
- 8) Conferences and Professional Development – Chair Gabes Kieffer, Randal Brockman, Barb Quintus, Ashley Sailer, and Haley Jeanotte.
Nothing to report.

XI. Unfinished Business

- 1) Policy Conference in Washington, DC – no ND Representation

XII. New Business

- 1) ND PDC Sponsorship level for NDACTE– Carla Hixson
[PDCBusinessIndustryOpportunities.pdf](#)

Motion was made by Tana Erbes to take the Silver Sponsorship level for \$1,000 this year for PDC, it was seconded by Bryan Stastny. Motion Carried.

- 2) Proposed changes to the By-Laws Attachment 2 and Policies and Procedures Handbook Attachment 1 - Randal Brockman (President- Elect chair), Pam Stroklund – Changes are highlighted in yellow, strikethrough to be deleted and red to be added, they are below.

- 3) Region V is requesting a representative from NDACTE to be on the Region V Awards committee. ND right now doesn't have any representation on the Awards Committee for Region V. Pam Stroklund will represent NDACTE on Region V Awards Committee.

XIII. Division Updates:

- 1) Administration Division – Pam Stroklund
Legislation and Funding are priorities.
- 2) Agriculture Education Division – David Leier
No Report.
- 3) Business Education Division – Shari Jerde
Met in January and worked with ACTE to have state dues unified and align with ACTE.
- 4) Engineering and Technology Education Division – Jill Quinlivan
No report.
- 5) Family and Consumer Science Division – Ashely Sailer
Have exec board meeting next Monday. Getting ready for state convention 6-8 of April. Will have a national officer coming to their event this year.
- 6) Guidance and Career Development Division – Haley Jeannotte
Ashley M – midwinter conference in Feb. Looking at doing a book study this summer.
- 7) Health Science Education Division – Katie Hatt Rokke
HOSA rapping up today.
- 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
April 14-15
- 11) ND CTE – Wayde Sick and Darin Spelhaug
The legislative session is a big part of the what the state is working on as well as state events. Will begin reviewing the career clusters.
- 12) Region V – Shari Jerde

XLIII. 2024-2025 Program of Work – Status is on track.

XLIV. Action Items –

New Action Items March 18, 2025	Owner	Due Date	Status
Represent NDACTE on Region V Awards Committee	Pam Stroklund		
Carla will follow up on moving forward with an apparel link	Carla Hixson		
ND CTE PDC – Secure Silver Sponsorship Level	Carla Hixson	July 4	
Provide <i>Techniques</i> magazines to New Teachers during PDC New Teacher session. Request from ACTE and Board Members to save and bring to ND PDC.	All Board Members – Please save your <i>Techniques</i> Magazines and bring to PDC.	August	Keep Collecting!

Action Items January 21, 2025	Owner	Due Date	Status
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During PDC August 4-6, 2025 – in Person

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

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

IV. Adjournment

A motion was made by Randal Brockman and second by Tana Erbes to adjourn the meeting. The meeting adjourned at 5:08 pm.

Minutes prepared by Carla Hixson, NDACTE Executive Director

Attachment 1



**NORTH DAKOTA
ASSOCIATION FOR CAREER
AND
TECHNICAL EDUCATION**

Policies and Procedures Manual

Revised August 2024

2025 Suggested Updates highlighted in yellow:

Strikethrough – take out

The NDCTE Policies & Procedures Manual is a vital companion document to the Bylaws. The PPM contains many details related to the operation of the Association. Be sure to consult both documents for needed information.

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INTRODUCTION

MISSION: The mission of North Dakota Association for Career and Technical Education is to:

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

A. **Definition:** For the purpose of brevity, the term NDACTE (North Dakota Association for Career and Technical Education) is used throughout the manual.

B. **Purpose of this Manual:** The purpose is to present a compilation of current NDACTE policies and procedures for implementation by the Executive Board for awareness of potential NDACTE officers and the general membership. It should be used in conjunction with NDACTE's by-laws. It shall be the responsibility of the President-Elect (by-laws) to review and make recommendations to keep the manual up-to-date.

CONSTITUTION

ARTICLE I: NAME AND AFFILIATION

Section 1: The name of this organization shall be "North Dakota Association for Career and Technical Education," hereinafter referred to as "NDACTE."

Section 2: The NDACTE shall be a unified state with Association for Career and Technical Education (ACTE).

ARTICLE II: DIVISIONS

Section 1: NDACTE consists of the following divisions.

- a) Administration
- b) Agricultural Education
- c) Business Education
- d) Counseling & Career Development
- e) Engineering & Technology Education
- f) Family & Consumer Sciences Education
- g) Health Science Education
- h) Marketing Education
- i) Special Populations and Equity
- j) Trade and Industrial Education

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Membership in NDACTE shall consist of professional, student, and retired. (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 \$115 120 (\$80 ACTE, \$35 40 NDACTE)

b) Educational Institution Membership – Membership stays with the organization not the person. Dues is based on number of staff members per institution. NDACTE dues will stay at professional membership rate.

c) Retired membership \$36 (\$31 ACTE, \$5 NDACTE)

d) Student membership \$0

Section 3: Membership records shall be filed with the Executive Director (and shall not be distributed for solicitation purposes.)

Section 4: The annual dues shall be in the amount necessary for affiliation with the ACTE, plus state dues which are determined by the members of NDACTE.

Section 5: All dues shall be paid to the fiscal agent as determined by the Board of Directors.

Section 6: Rights of Members

A. Voting– Individuals with a Professional or Retired membership shall be eligible to vote. Members holding multi-divisional membership shall have only one vote in matters pertaining to the Association.

B. Holding Office– Individuals with a Professional or Retired Membership shall be eligible to hold NDACTE office.

ARTICLE IV: MEETINGS

Section 1: The Annual ND CTE Professional Development Conference will include three NDACTE meetings. (2 executive board meetings and 1 annual membership).

Section 2: The Executive Board shall meet at least three (3) times each year as the president may direct. Meetings may be conducted in person or via video or phone conference.

Section 3: The President may authorize a vote of the active members by mail or electronic communications.

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 the activities of NDACTE.

- Section 3: An Executive Director may be employed, hired 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, hired 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.
- Section 5: Vacancies occurring by reason of death, resignation, incapacity, judgment of recall, or other disqualification shall be filled as follows:
- a. A vacancy in the office of President shall be filled by the President-Elect who shall complete the unexpired term and remain in the office of president for the remaining term.
 - b. A vacancy in the office of President-elect shall be filled by the Vice President who shall complete the unexpired term and remain in the office of vice president for the remaining term.
 - c. A vacancy in the office of Vice-President shall be filled by appointment of the President with approval of two-thirds (2/3) vote of the Executive Board.
 - c. In the event a vacancy occurs in the office of both the President and President-Elect, the immediate Past President shall assume the responsibilities of the President for the unexpired term.
 - d. In the event the immediate Past President cannot serve, the Executive Board, by an affirmative two-third (2/3) vote shall appoint an acting President to fulfill the unexpired term. The presiding officer in this interim shall be the member of the Executive Board with the longest continuous service on the Executive Board.

ARTICLE VI: TAX-EXEMPT STATUS

- Section 1: No part of the net earnings of the organization shall be to the benefit, or be distributable to, its members, directors, officers, or other private persons, except that the NDACTE shall be authorized and empowered to pay reasonable compensation for service rendered.
- Section 2: No substantial part of the NDACTE activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 3: In the event of dissolution, any remaining assets shall be distributed to organizations and operated exclusively for charitable, educational, or specific purposes and shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE VII: RECOGNITION

- Section 1: The NDACTE Excellence Awards seek to promote excellence in career and technical education by recognizing individuals **and groups** who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community. **Individuals and organizations must be nominated by a NDACTE / ACTE member.**
- Section 2: **Two-Three** categories of the NDACTE Excellence Awards **will may** be awarded yearly:
- NDACTE Member Awards
NDACTE Impact Awards
NDACTE Innovative Program Awards
- Section 3: NDACTE Member Awards are for individuals who have been involved in some capacity in Association for Career and Technical Education activities at the state, regional and/or national levels and must have been a member of NDACTE for one school year prior to nomination to the State level. They include the following:
- NDACTE Teacher of the Year
 - NDACTE Postsecondary **Teacher Professional** of the Year
 - NDACTE Administrator of the Year
 - NDACTE New Teacher of the Year – Divisional and Overall
 - NDACTE Counseling and Career Development Professional Award
 - NDACTE Carl **D.** Perkins Community Service Award
 - NDACTE Lifetime Achievement Award
 - NDACTE Teacher Educator of the Year Award

Nominations are made within the ACTE Awards portal. NDACTE Member Award recipients will be advanced to the Region V level for nomination in the respective category except for the Divisional New Teacher of the Year recipients.

Section 4: NDACTE Impact Awards, recognize groups and individuals from education, business and industry communities who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE. They include the following:

- Business/Education Partnership
- Champion of the Year for CTE

Nominations are made at the national level. NDACTE recognizes nominations during the ND CTE PDC. They automatically are nominated at the national level.

Section 5: NDACTE Innovative Program Awards, to recognize those who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE. recognize innovative career and technical education programs from ND that are unique, novel and are serving to improve and promote the image of career and technical education.

- NDACTE Innovative Program Award (NDACTE and Region V Award)

Nominations are made at the state level by paper format. Award recipients will be advanced to Region V level.

ARTICLE VIII: Budget Considerations

Section 1: Committee Budget

- Committee members have access to funds in the following budget lines:
- Membership Committee - Membership Recruitment
- Conference Committees – PDC Expenses
- All Committees – Standing Committee Fund
- Awards Committee – Awards budget lines including plaques (includes each division awardee for New Teacher of the Year), Stipend to attend Region V and ACTE/ NDACTE dues paid for each awardee (only the overall New Teacher of the Year)
- Additional funds can be requested each spring for the following year as part of the budgeting process.

Section 2: Board Member Travel reimbursement

Expenses for attending ACTE National Policy Seminar, ACTE VISION and Region V Conference will be paid as budget permits at 70% of expenses. Traditionally, the NDACTE President attends National Policy Seminar, the President- Elect attends ACTE VISION, and Vice President attends Region V Conference.

Expenses include registration, transportation (air or IRS mileage rate for driving), lodging, meals, incidentals (luggage, parking) ● IRS per diem amount for host city will be used for meals/incidentals ● Day of departure/day of return uses 75% of host city per diem ● Receipts must be submitted for reimbursement ● Refer to NDACTE budget to determine amount.

Section 3: Executive Director travel reimbursement

Expenses for attending one ACTE event (ACTE National Policy Seminar, ACTE VISION and Region V Conference) will be paid as budget permits at 100% of expenses. Expenses include registration, transportation, lodging, meals/incidentals ● IRS per diem amount for host city will be used for meals, , incidentals (luggage, parking) ● Day of departure/day of return uses 75% of host city per diem ● Receipts must be submitted for reimbursement ● Refer to NDACTE budget to determine amount

The executive director may request to attend additional various conferences with the authorization to attend given by board approval. Expenses reimbursed as stated above.

ARTICLE IX ~~VIII~~: CHANGING NDACTE POLICIES AND PROCEDURES MANUAL

Section 1: When it is proposed by the executive board that changes be made to this policies and procedures manual, the proposed policy change shall be read at one meeting and not voted on for approval until the next meeting. This will provide board members with time to think about any unintended consequences to the policy change and suggest edits to the new policy.

Section 2: If it is deemed imperative that the executive board make the policy change before the next board meeting, a motion may be made to enact the policy change immediately, this motion must be followed by a second and at least $\frac{3}{4}$ of board members voting to enact the policy immediately.

ARTICLE X- MISCELLANEOUS PROVISIONS

Section 1: Indemnification

To the fullest extent permitted by law, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.

COMMITTEES

Standing Committees

Legislation (appointed)

Duties: Review relevant legislation and provide guidance to the NDACTE Board on the impact to career and technical education.

1. Develop and carry out the plans for publicizing NDACTE events for building a favorable public image.
2. Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public.
3. Develop information material that can be used by divisions and members.

Chair President (by-laws)

Resolutions (appointed)

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

1. Set guidelines, search for, and screen candidates for NDACTE Vice President.
2. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair Immediate Past President (by-laws)

Nominations (appointed)

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

1. Set guidelines, search for, and screen candidates for NDACTE Vice President.
2. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair President - Elect (by-laws)

Policies (appointed)

Duties:

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.

Chair President- Elect (by-laws)

Audit

Duties: Thoroughly review the financial activities and records of NDACTE during the year. Quarterly, monitor the performance of NDACTE investments. Recommendations of the Audit Committee are to be forwarded to the NDACTE Executive Board for consideration.

1. Assist with preparing the upcoming year's budget.
2. Promote/fundraise for the Reuben Guenther CTE Scholarship.
3. Annually, review the following materials:
 - a) IRS tax exempt status and filings
 - b) NDACTE Financial account balances
 - c) NDACTE Budget

- d) Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures
- e) A complete listing of NDACTE members

Chair Vice President (by-laws)

Ad Hoc Committees

Engagement

Duties: Maintain the NDACTE website and social media accounts; market NDACTE events; 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.

1. Coordinate and update the NDACTE website.
2. Facilitate social media accounts.
3. Take photos and/or videos of NDACTE events.
4. Market all NDACTE events.
5. Assist Exec. Director with providing articles to the ND CTE newsletter

Membership

Duties: Coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.

1. Develop plans and provide ideas and current information to Division Representatives to promote membership, including focusing on retired educators.
2. Initiate activities designed to involve current membership in promoting NDACTE and ACTE education.
3. Assist in New Teacher sessions at PDC.
4. Provide enrollment/account support to potential Association members.
5. Send out membership/dues reminders to NDACTE members.
6. 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.

Awards Committee

Duties: Coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.

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.

Conferences and Professional Development

Duties: Coordinate planning and running activities/events at State, Region, and National CTE conferences.

1. Coordinate the NDACTE booth at PDC.
 2. Coordinate the distribution of New Professional applications, review applicants and select award winners by October 1.
 3. Coordinate voting delegates at Vision w/President.
 4. Plan ND social reception at Vision w/President or President-Elect.
 5. Coordinate roll call report for Region V.
 6. Ensure NDACTE board member attendance at National Policy Summit.
 7. Promote opportunities to present sessions at state, region, and national conferences. session presenters.
 8. Promote educational opportunities for our membership (i.e. CTE Learn).
- President Chair and President-Elect member

JOB DESCRIPTION for NDACTE Executive Director

Consultant Responsibilities

REPORTS TO: North Dakota ACTE Executive Board

BASIC FUNCTION:

The Executive Director is responsible for carrying out the directives of the Executive Board of North Dakota ACTE (NDACTE), for the operations and activities of the Association and for ongoing outreach efforts to other associations and government entities. The Executive Director also serves as an ex-officio (non-voting) member of the Board and Executive committee.

Conditions of Employment:

No specific hours or days of employment are required. The NDACTE President and/or Executive Board will indicate when and where the Executive Director will attend meetings in official capacity. Performance of the Executive Director shall be evaluated yearly by a review committee, which will consist of the Past-President, who shall be the chair, President, President-Elect, and an additional board member appointed by the President. This review will be presented at the August board meeting proceeding the Professional Development Conference. Independent Contractor Agreement renewal or non-renewal will be addressed at this time as well and will be determined by the Executive Board.

RESPONSIBILITIES AND AUTHORITIES:

1. The Executive Director is responsible for the management of the Association in accordance with the policies and directives of the Board.
 - a. Serve as a liaison between the President, Executive Board, State CTE Staff, general membership of NDACTE, and the ACTE organization.
 - b. Has full responsibility/accountability for all program areas, not otherwise administered by the Board and serves as the chief executive officer of the Association.
2. The Executive Director is directly responsible to the Executive Board and provides proper communication to the Board of all issues, activities, and meetings.
 - a. Assist with the preparation of agendas, the keeping of all minutes and records, and arrangement of elections.
 - b. Work with the President and President-Elect to refine and further develop the NDACTE Program of Work.
3. The Executive Director shall serve as a mentor to all current and future leaders. The person is to facilitate and coordinate the activities of leaders who act on behalf of the Association and the profession.
 - a. Provide guidance to the board on issues and policies including ensuring the Constitution is up-to-date.
 - b. Conduct leadership training.
 - i. Prepare officer directory
 - ii. Update officer handbook
 - iii. Organize leadership activities

4. The Executive Director provides advice and leadership to the Executive Board on strategic planning and all relevant issues.
 - a. Complete and submit the annual Quality Association Award Application.
5. The Executive Director is authorized to sign legal and other documents on behalf of the Association.
 - a. Maintains a permanent NDACTE address and location for NDACTE papers and possessions.
6. The Executive Director is responsible for assisting the Executive Board with planning for the annual meeting and awards held during the ND CTE Professional Development Conference (PDC).
 - a. Work in conjunction with the President, President-Elect, and ND CTE Staff in generating an agenda for the annual meeting and Executive Board meetings prior to and after the annual meeting.
 - b. Prepare an Annual Report to distribute to members attending the annual business meeting. This Annual Report should include the following: minutes from the previous annual meeting, all Executive Board minutes, Income and Expense Statements, and Income and Expense Budget vs. Actual.
 - i. Make available to the members a copy of the Annual Report at the conclusion of PDC that can be accessed via the NDACTE website.
 - c. Prepare the NDACTE press releases for the award winners during the PDC.
7. The Executive Director is responsible for initiating programs and services for the membership.
 - a. Assist the membership chairperson and committee in coordinating annual membership initiatives.
 - i. Plan, coordinate, and direct membership recruitment.
 - ii. Report yearly at the NDACTE meeting about membership status.
 - iii. Develop literature for recruitment.
 - b. Maintain a current list of North Dakota ACTE/ACTE members.
8. The Executive Director shall maintain such relationships with other Associations, education, government, public service organizations, vendors and others as necessary for the best interest of the Association.
 - a. Keep abreast of National, Regional and State CTE issues.
 - b. Participate in National ACTE leadership calls.
 - c. Serve as the liaison between NDACTE and the National and Regional ACTE organizations.
 - d. Represent NDACTE by attending at least one national ACTE event each year.
 - e. Represent NDACTE at the Region V conference as the budget allows.
9. The Executive Director is to provide fiscal leadership to the organization and seek additional funding sources to provide opportunities for its membership.
 - a. Work closely with the President and President-Elect in preparing the yearly budget to be presented at the board meeting preceding the start of the ND CTE Professional Development Conference.
 - b. Receive and disburse all funds of the NDACTE as approved by its annual budget by the authority of the executive board.
 - c. Prepare a financial report for two executive board members to audit at the board meeting held prior to the start of the ND CTE Professional Development Conference.
 - d. Ensure all federal and state tax forms are properly submitted.

- e. Apply for and manage grant applications

10. The Executive Director shall provide leadership in ensuring all North Dakota Career and Technical Educators are kept abreast of current trends in Career and Technical Education, help to advocate for their programs, and create awareness of opportunities available to them.

- a. Responsible for maintenance of the NDACTE website.
- b. Oversee the development and distribution of NDACTE newsletter.

EXPERIENCE, SKILLS AND QUALIFICATIONS:

Mandatory

- Minimum of five (5) years' experience as a CTE educator or similar experience in Career and Technical Education.
- North Dakota ACTE member
- Must have excellent analytical and problem-solving skills.
- Must be able to work irregular hours and travel as required.
- Must have strong interpersonal, communication and listening skills.
- Must have good written skills.
- Must be able to work in a team environment.

Preferred

- Experience with budget development and maintenance preferred.
- Must be able to prioritize, organize, multi-task and use time management skills.
- Must be accurate and detail oriented.
- Knowledge of Robert's Rules of Order.

NDACTE Retention Policy

The NDACTE Executive Director will keep financial reports and records for seven years. This will help with IRS audits, transitions from new executive board members or Executive Director.

NDACTE Investment Policy

The Investment Policy will provide guidelines for the investment of funds held by NDACTE. Its objectives have been established in conjunction with a comprehensive review and assessment of ACTE's attitudes, goals, expectations, investment time horizon, risk tolerance level, present investment allocation, and current and projected financial requirements. The objectives are:

- To maximize return within reasonable and prudent levels of risk. At the same time, to maintain sufficient liquidity to meet expected and reasonably unexpected cash requirements.
- To provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification.
- To control costs of administering and managing the investments.

Procedure

Management Responsibilities:

Control of the investment of funds will be vested in the Board, Executive Director, and the Audit Committee.

- Board of Directors: The Board will approve all investment policies for the Association. At least once per year the Board will review the investment management and performance of all NDACTE funds.
- Executive Director: The Executive Director will consider any proposed revision to the investment policy and will make recommendations as to appropriate action to the Board of Directors.
- Audit Committee: The Audit Committee will also monitor, quarterly, the performance of NDACTE Investments.

Operating Fund

Purpose:

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of NDACTE in a timely manner.

Investment Objectives:

The investment objectives of the Operating Fund are:

- Preservation of capital
- Liquidity
- Optimize returns

Investment Guidelines:

The Operating Fund may be invested as an Overnight repurchase/Sweep or as a Treasury bill backed by the US Government. The maturity on investments for the Operating Fund shall be limited to one year or less. The Executive Director shall be responsible for scheduling maturities.

Long-Term Reserve

Time Horizon:

The investment guidelines are based upon an investment horizon of greater than five years; therefore interim fluctuations should be viewed with appropriate perspective. Similarly, the NDACTE strategic asset allocation is based on a long term perspective. Short-term liquidity requirements are anticipated to be significant based upon an understanding of fairly predictable cash flow needs.

Risk Tolerances:

It is important to recognize the difficulty in achieving the NDACTE's objectives in light of the uncertainties and complexities of contemporary investment markets. The NDACTE recognizes and acknowledges that some risk must be assumed in order to achieve its long-term investment objectives.

In establishing the risk tolerances of the IPS, NDACTE's ability to withstand short and intermediate term variability was considered. NDACTE's prospects for the future, current financial condition and several other factors suggest collectively that some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

Performance Expectations:

The NDACTE has designed an asset allocation that is targeted to earn a rate return of 8% over the long term. It is understood that an average return of 8% is a long-term goal and short-term performance may be greater or lesser than this goal.

Over a complete business cycle, the overall annualized total return, after deducting for advisory, money management, and custodial fees, as well as total transaction costs should perform above the median of a customized index comprised of market indices weighted by the strategic asset allocation of the NDACTE.

Selection of Money Managers:

The NDACTE, with the assistance of the Adviser, will select appropriate mutual funds or separate account managers to manage the NDACTE's assets.

Monitoring of Money Managers:

The ACTE's Advisor will prepare quarterly performance reports to test progress toward the attainment of longer-term targets. It is understood that there are likely to be short-term periods during which performance deviates from market indices. During such times, greater emphasis shall be placed on Peer performance comparisons with managers employing similar styles.

**BY-LAWS OF THE NORTH DAKOTA
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

ARTICLE I. NAME AND AFFILIATION

Section A. The name of this organization shall be ~~the~~ *North Dakota Association for Career and Technical Education (NDACTE)*.

Section B. NDACTE shall be a unified state with ~~the~~ *Association for Career and Technical Education (ACTE)*.

ARTICLE II. LOCATION

Section A. The principal offices of the association shall be at the discretion of the Executive Director

Section B. Other offices that the business of the Association may require shall be at the discretion of the Executive Board.

ARTICLE III. MISSION AND PURPOSES

Section A. Mission: The mission of ~~the~~ *North Dakota Association for Career and Technical Education* is to:

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

Section B. Purposes: The purposes of the Association are to:

1. Establish and maintain active leadership in career and technical education.
2. Provide service to member organizations and local communities in promoting career and technical education.
3. Provide opportunities for the study and discussion of issues relating to career and technical education.
4. Unify career and technical education divisions in the state through representative membership.
5. Collaborate with other states, the region, and the nation in the further development of career and technical education.
6. Encourage the development and improvement of career and technical education.

7. Support division activities.

ARTICLE IV. MEMBERSHIP

Section A. Our members represent all facets of career and technical education (CTE) dedicated to the advancement of education that prepares youth and adults for successful careers. Individuals, organizations, or firms interested in promoting the purposes of the Association shall be eligible for membership. North Dakota as a unified state, members are required to hold Association for Career and Technical Education (ACTE) and North Dakota Association for Career and Technical Education (NDACTE) membership simultaneously.

Section B. Membership classifications shall be defined as:

1. **Professional:** Individuals engaged in or working with career, technical, and/or practical arts education and who pay regular annual dues or life dues to the Association for Career and Technical Education and the North Dakota Association for Career and Technical Education. Individuals actively employed and engaged in the CTE community.
2. **ACTE Organization Membership:**
Educational Organization Membership offers schools and its staff a cost-effective way to enhance CTE programs and promote staff professional growth. Pricing is determined by the number of staff participating in the program. ACTE membership is tied to the staff position and does not transfer with the individual. A form must be completed by the school annually to maintain membership for all positions.
Corporate Membership - Available to corporate entities interested in working with schools and educators on real-world CTE issues and workplace skills.
3. **Retired:** Individuals who have retired from career and technical education. Individuals who are retired from active employment in career and technical education or services and have been an ACTE/ NDACTE Professional member for at least one year. Retired members cannot be employed either full or part time. Members in this category are eligible to vote, serve on committees and participate as a delegate.
4. **Associate:** Organizations, firms, businesses, industries, civic groups, governmental agencies, or other groups who have an interest in espousing the purposes of the organization and with to promote its activities.
5. **Student:** Individuals who are enrolled as full time students preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor, or administrator. Former active members CANNOT elect to become student members.
6. **Honorary:** Individuals, groups, or firms that have made outstanding contributions in promoting the purposes of the organization and who have been approved by the Executive Board.

Section C. Dues for each classification of membership shall be determined by a majority of those voting at the annual meeting.

Section D. The membership year for the North Dakota Association for Career and Technical Education shall run from July 1 to June 30 of each year.

Section E. The privilege of voting shall be reserved to active members.

Section F. The privilege of holding office shall be reserved to active members.

ARTICLE V. ORGANIZATIONAL STRUCTURE

Section A. Any statewide educational organization whose active membership is engaged in career, technical, or practical arts education that has an NDACTE membership of ten (10) individuals or more and submits a letter requesting affiliation with a copy of their constitution or by-laws may be granted division status in the organization by majority vote of the Executive Board.

Section B. Affiliated divisions whose active membership in NDACTE falls below ten (10) shall be notified by the chair of the membership committee of the Association. **After 3 consecutive years of division membership below 10, the board shall review the possibility of removing or combining division membership representation on the board.**

Section C. Affiliated divisions shall appoint a representative of that division to serve a three (3) year term as a voting member of the Executive Board of the Association, provided that individual is an active member of the Association.

ARTICLE VI. GOVERNING BOARD

Section A. Management of the Association shall be vested with the Executive Board, whose membership shall be:

1. The elected officers of the Association.
2. The immediate past president of the Association.
3. One (1) individual representing each affiliated division, who shall be appointed by that division and who shall serve a three (3) year term.
4. One (1) individual representing the North Dakota Department of Career and Technical Education, who shall be appointed by its Director and who shall serve a one (1) year term. Typically, this is a representative from the service area in which our Association president is part of.

Section B. Only active members of the Association shall be eligible for a seat on the Executive Board.

Section C. Non-voting ex-officio members of the Executive Board shall be:

1. The Executive Director, who shall be appointed by the Executive Board.

2. Each member serving on regional or national ACTE boards or committees.
3. The Director of the North Dakota Department of Career and Technical Education.

ARTICLE VII. DUTIES OF THE GOVERNING BOARD

Section A. The Executive Board shall have the management and control of the affairs and funds of the Association and among its duties shall be to:

1. Determine, direct, and implement the general policies and programs of the Association.
2. Provide direction for and implementation of Association meetings and conferences.
3. Provide direction for and implementation of Association publications.
4. Provide for the safekeeping and investment of Association funds.
5. Appoint and determine the scope of duties for the Executive Director.
6. Approve and implement an annual program of work.
7. Approve and implement an annual budget.
8. ~~Elect honorary members.~~ **Actively work and serve on at least two NDACTE Standing and / or Ad Hoc Committees.**
9. Provide leadership toward the attainment of the purposes of the Association.

ARTICLE VIII. OFFICERS

Section A. ~~Elected executive committee officers for the Association shall be:~~ **Elected officers for the association shall serve a four-year commitment:**

First year - Vice President
Second year - President Elect
Third Year - President
Fourth Year - Past President

~~**Section B.** The term of office for the Association officers shall be one (1) year.~~

ARTICLE IX. DUTIES OF EXECUTIVE COMMITTEE OFFICERS

Section A. The president shall:

1. Preside over all meetings of the Association and its Executive Board.
2. Be the chairperson of the Association delegation to the Association for Career and Technical Education Assembly of Delegates.

3. Appoint committees and serve as an ex-officio member of them.
4. Perform duties usually devolving upon the office of president.

Section B. The president-elect shall:

1. Preside over meetings in the absence of the president.
2. Succeed to the office of president in the event that office is declared vacant by the Executive Board, fill the unexpired term, and remain in the office of president for the following term.
3. Perform duties assigned by the president or the Executive Board.

Section C. The vice president shall:

1. Preside over meetings in the absence of the president and president-elect.
2. Succeed to the office of president-elect in the event that office is declared vacant by the Executive Board and fill the unexpired term.
3. Perform duties assigned by the president or the Executive Board.

Section D. The past-president shall:

1. In the event a vacancy occurs in the office of both the president and president-elect, the immediate past-president shall assume the responsibilities of the president for the unexpired term.
2. Chair the annual performance evaluation of the NDACTE executive director.
3. ~~Chair the Resolutions Committee.~~ In twice

ARTICLE X. ELECTION OF OFFICERS

Section A. The nominating committee shall:

1. Be chaired by the president-elect.
2. Consist of members appointed by the president.
3. Make nominations for the office of vice president.

Section B. Procedure for election to the office of vice president shall be:

1. The nominating committee shall place in nomination its selections at the annual Association business meeting.

2. Association members may nominate candidates for the office at that annual Association business meeting.
3. Election to the office shall be by secret ballot during the day of the annual Association business meeting.
4. The individual who receives a majority of the votes cast for the office shall be declared elected to that office. If no candidate receives a majority, a secret ballot run-off election shall be held between the two candidates with the most votes. **In the event of a tie, there will be a coin toss.**

Section C. ~~Election~~ **The succession** to the office of president and president-elect shall take place at the annual **membership** Association business meeting.

Section D. ~~Officers shall be elected for a term of one (1) year and will assume office at the conclusion of the annual Association Awards Luncheon.~~

Section E. No elected office may succeed to the same office the following year except as noted in ARTICLE IX of these by-laws.

ARTICLE XI. MEETINGS

Section A. The annual meeting of the Association shall be held during the ND CTE Professional Development Conference.

Section B. Special meetings of the Association may be held at the call of the president.

Section C. The Executive Board shall meet at least three (3) times each year at such time and place as the president may direct.

Section D. A majority of the members of the Executive Board may petition the president for a special meeting with that Board. The president shall call the Executive Board into session forthwith.

Section E. No business may be conducted by the Executive Board unless a quorum is present. A majority of the membership of the Executive Board shall constitute a quorum.

ARTICLE XII. COMMITTEES

Section A. Standing Committees appointed by the president shall be:

1. Nominating committee chaired by the president-elect.
2. Resolution committee chaired by the immediate past president.
3. Legislative committee chaired by the president.
4. Policies committee chaired by the president-elect.

5. Audit committee chaired by the vice president.

Section B. Other standing committees may be formed or disbanded by a majority vote of the Executive Board and shall be appointed by the president.

Section C. Ad hoc committees may be formed or disbanded by the president or by a majority vote of the Executive Board.

Section D. Committees shall report to the president, the Executive Board, or to others as the president directs.

Section E. The Association shall pay committee and/or committee member expenses only upon prior authorization by the Executive Board. Adoption of the Association annual budget shall be construed to meet the requirement of prior authorization.

ARTICLE XIII. AMENDMENTS

Section A. These by-laws may be amended by a 2/3 favorable vote of those voting at the annual meeting provided that a copy of the proposed amendment is in the possession of the members of the Executive Board at least thirty (30) days prior to the meeting at which action is to be taken on the proposed amendment.

Section B. Amendments to these by-laws become effective immediately if the provisions set forth in ARTICLE XIII, SECTION A, are met.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Section A. *Robert's Rules of Order, Newly Revised*, shall govern all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Updated

September 5th, 2009.

August 9, 2022.

Proposed changes for August 2025



North Dakota Association for Career and Technical Education

Minutes NDACTE Executive Board Meeting

Date: May 13, 2025

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

Location: Zoom

Minutes Approval Date: August 3, 2025

XLVI. Call to Order— Meeting was called to order by President, Gabes Kieffer at 4:00 pm

XLVII. Roll Call – Quorum Confirmed with the following roll call:

Present: Gabes Kieffer, Randal Brockman, Jill Quinlivan, Pam Stroklund, Darin Spelhaug, Ashley Sailer, Shari Jerde, Katie Hatt Rooke, Tana Erbes, Bryan Stastny, Byron Borgen, David Leier, Barbara Quintus, Ashley Michael, Wayde Sick, and Carla Hixson.

Absent: Haley Jeannotte, and Greg Borders.

XLVIII. Approval of Agenda with flexibility

Tana Erbes requested that the Executive Director Evaluation and contract renewal be added to the agenda under new business. A motion was made by Pam Stroklund and second by Randal Brockman to approve the agenda with flexibility. Motion Carried.

XLIX. Approval of Meeting Minutes from March 18, 2025

A motion was made by Tana Erbes and second by Kaite Hatt Rooke to approve March 18, 2025 minutes. Motion Carried.

L. Directors Report – Carla Hixson

- 1) **Google Docs update - My Drive - Google Drive – Contains all NDACTE documents – work in progress**
- 2) **Location for Sunday evening meeting and preferences – will meet face to face and have accommodations for Zoom available to board members.**
- 3) **Membership update –**

Membership	June 2024	July 2024	Sept 2024	Dec 2024	Feb 2025	April 2025
Current	291	295	333	301	278	276

4) 2024-2025 YTD Financials

Account	6/30/24	7/31/24	9/30/24	12/31/2024	2/28/25	4/30/25
Checking - FCCU	\$ 13,977.83	\$ 10,443.15	\$10,414.73	\$9,705.63	\$7,146.06	\$ 6,466.06

NDACTE Savings FCCU	\$ 47,024.41	\$ 47,024.41	\$47,030.32	\$47,175.28	\$ 47,461.67	\$47,612.83
Venmo	0	\$.89	\$25.12	0	\$ 0	\$0
Edward Jones Investment	\$ 30,952.17	\$ 31,360.86	\$32,733.63	\$31,959.88	\$ 32,701.02	\$ 32,281.63
Total NDACTE	\$ 91,954.41	\$88,829.31	\$84,881.99	\$88,840.79	\$ 87,308.75	\$ 86,360.52

XIV. Committee Reports

Standing Committee Reports –

- 1) Legislation – Gabes Kieffer (President chair), Wayde Sick
Wayde reported SB2019 highlights included: Increase in operating budget to include virtual career exploration software, moving expenses, and IT costs. A \$10.5 Secondary Grants increase. Wayde indicated that since he became the CTE Director, the state has doubled the investment in CTE. Adult Farm Management program is not going away, it is being moved to Ag Budget.
- 2) Nominations and Resolutions – Nominations Chair – Randal Brockman, Resolutions Chair Tana Erbes and Bryan Stastny
Randal reported that he is still looking for someone to run for VP.
- 3) Policies – Randal Brockman (President- Elect chair), Pam Stroklund
Randal Brockman indicated that the proposed changes are highlighted in yellow, strikethrough to be deleted and red to be added as Attachment 1 and Attachment 2 of the agenda. We will be voting on the second reading for a vote as a part of unfinished business.
- 4) Audit – Byron Borgen (Vice President Chair), Katie Hatt Rokke, Greg Borders
Byron Borgen reported did a review of the quarterly funds and found everything in good standing.

Ad Hoc Committees Reports–

- 9) Engagement – Chair Byron Brogen, Ashley Sailer and Jill Quinlivan
Will meet to make arrangements for PDC after schools ends.
- 10) Membership – Chair Pam Stroklund, Tana Erbes, David Leier, Haley Jeanotte
Pam Stroklund reported that the membership committee has the following items planned:
 - Waive the \$40 NDACTE membership fee for any new members signing up this year. They would still pay ACTE \$80
 - Host a Dive into NDACTE at the Sidelines Sports Bar's back room located across the street from the conference center for a Dive Bar event on Monday right after the conference. Have beverages, appetizers, and NDACTE information available. Invite everyone. Provide 1 drink ticket to each NDACTE member and new member. If a current member brings a new member to sign up, they get an additional drink ticket plus get their name in a drawing for a free year membership (Including ACTE \$80) The new members name goes in a drawing for a free year membership also.
 - Save *Technique Magazines* and hand out to first year teachers at the New Teacher session on Monday morning while talking about the benefits of NDACTE.
 - Still hoping to create a short promo video on why "I belong" to NDACTE to show at each division session and the Dive Event. Region V did not provide a grant this year to assist with this project. NDACTE did approve \$1500 for it. Does anyone else know someone who could do this for us within \$1500?
- 11) Awards – Chair Ashley Michael, Shari Jerde, David Leier, Katie Hatt Rokke

Ashley reported that the link for the portal was giving them trouble but should still be able to meet the deadline of May 21 to determine award winners.

- 12) Conferences and Professional Development – Chair Gabes Kieffer, Randal Brockman, Barb Quintus, Ashley Sailer, and Haley Jeanotte.
Gabes reported they are thinking of using the “Dive” theme for the booth. They will be meeting later to finalize details.

XV. Unfinished Business

- 1) Second reading of proposed changes to the By-Laws and Policy Handbook - Randal Brockman (President- Elect chair), Pam Stroklund –

MOTION: A motion was made by Byron Brogen and second by Shari Jerde to approve the Policy Handbook changes.

MOTION: A motion was made by Tana Erbes and second by Bryan Stastny to move the By-Laws changes to general membership for voting.

XVI. New Business

- 1) Terms up this year: Administration, Career Development, Marketing, and Trade, Industry and Technical Divisions.

- 2) Approval of POW (Program of Work) 2025-2026

MOTION: A motion was made by Randal Brockman and second by Bryan Stastny to approve the 2025-2026 Program of Work. Motion carried.

- 3) Approval of Budget 2025-2026

MOTION: A motion was made by Bryan Stastny and second by Tana Erbes to approve the 2025-2026 Budget. Motion carried.

- 4) Approval of meeting dates 2025-2026

Proposed Meeting Dates - 2025-2026 – Zoom

August 20, Tuesday 4:00-5:00 pm - Board Orientation

October 14, Tuesday, 4:00 – 5:00 pm

January 13, Tuesday, 4:00 – 5:00 pm

March 10, Tuesday, 4:00 – 5:00 pm

May 12, Tuesday, 4:00 – 5:00 pm

During PDC August 3-5, 2026 – in Person

August 2, Sunday, 4:00-6:00 pm—NDACTE Executive Board Meeting

August 4, Tuesday, 7:00 am Exhibitor Showcase set up

August 4, Tuesday, 7:30-8:15 am – NDACTE General Membership meeting

August 4, Tuesday, 9:30-10:30 am– PDC General Session and NDACTE Awards

August 4, Tuesday, 10:30 – 5:30 Exhibitor Showcase

August 4, Tuesday, 5:30-6:30 pm—NDACTE Executive Board Meeting

MOTION: A motion was made by Shari Jerde and second by Randal Brockman to approve the 2025-2026 meeting dates Motion carried.

- 5) NDACTE Executive Director Annual Performance and Contract review – Past President Tana Erbes

MOTION: A motion was made by Randal Brockman and second by Shari Jerde to offer Carla Hixson an additional year contract and increase the Executive Directors annual contract to \$6,500 annually. Motion carried.

XVII. Division Updates: * term expires 2025

- 1) Administration Division – Pam Strokland *
Filing open positions, CTE Funding formula watching it, preparing for changes based on new session funds.
- 2) Agriculture Education Division – David Leier
Horse judging competition was just held. State Convention in the first week of June at NDSU. NDAAU is preparing for PDC.
- 3) Business Education Division – Shari Jerde
FBLA will be held in June and July.
- 4) Engineering and Technology Education Division – Jill Quintlivan
Nationals are in Nashville, TN.
- 5) Family and Consumer Science Division – Ashely Sailer
No report
- 6) Guidance and Career Development Division – Haley Jeannotte *
Will elect a new NDACTE rep at PDC (Haley is filling in to fulfill this position from NDCDA).
Moving annual NDCA annual mid-winter conference to Fargo February 15-17, 2026
Book study opportunity - "The Anxious Generation" - book about how phones and social media create mental health issues with young people
NDCDA representatives spent time at the state capital
Advocating for ND Counseling Association and NDCDA
Testifying against bills that would create major challenges for school counselors - HB 1490 - defeated - require psych eval for school counselors
- 7) Health Science Education Division – Katie Hatt Rokke
Have international conference in June in Nashville, 15 will be going to Nationals in June.
- 8) Marketing Education Division – Greg Borders *
Of the students that attended The International Career Development Conference, North Dakota had 1 first place finisher and 7 additional students that made finals. Most chapters that attended had people that placed in the top 30%.

This is Greg's last meeting as he will be retiring from teaching at the end of the year. Justin is working to get a replacement to represent Marketing.
- 9) Special Populations Division and Equity Division – Barbara Quintus
Awards chair for the division, Barb will need a replacement as well, Barb is retiring.
- 10) Trade and Industrial Education Division – Bryan Stastny *
No Report.
- 11) ND CTE – Wayde Sick and Darin Spelhaug
Funding policy close to finalizing it. Moving to a new location out of the state capitol building. Mark Wagner is retiring, and they are reviewing applicants now.
Continuing to work on modernizing the career clusters.
Shyla Leno will be working with Health Cares and Public Safety programs.

12) ACTE Region V – Shari Jerde

Focus was on Students and Student outcomes, good touch of showing off student abilities. Next Region V will be in ---- next year. Please consider signing up for a leadership position with Region V. Shari will complete her term on the board June 30 of this year.

LI. 2024-2025 Program of Work – review status

LII. Action Items – Review

New Action Items May 13, 2025	Owner	Due Date	Status
Find location for board meeting – check Sidelines. Need to have internet access for zoom	Carla Hixson		
Update Executive Directors contract	Tana Erbes		
Carla will follow up on moving forward with an apparel link	Carla Hixson		
ND CTE PDC – Secure \$1,00 Silver Sponsorship Level	Carla Hixson	July 4	Waiting for updated ad from ACTE
Provide <i>Techniques</i> magazines to New Teachers during PDC New Teacher session. Request from ACTE and Board Members to save and bring to ND PDC.	All Board Members – Please save your <i>Techniques</i> Magazines and bring to PDC.	August	Keep Collecting!

LIII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
August 3-6, 2025	ND CTE PDC	Bismarck Event Center	2025 CTE Professional Development Conference (PDC) North Dakota Department of Career and Technical Education
Sept 24-26, 2025	Best Practices and Innovation Conference	Hilton St Louise at the Ballpark St Louis, Missouri	Acteonline.org/bestpractices/
Oct 5-8, 2025	ACTE's Postsecondary CTE Summit Future Ready: The New Era of Postsecondary CTE	Hilton Austin Airport 9515 Hotel Dr. Austin, TX 78719	Postsecondary CTE Event - ACTE Online
Dec 9-12, 2025	ACTE VISION	Gaylord Opryland Resort & Convention Center 2800 Opryland Dr. Nashville, TN 37214	Early Bird rates available through July 31 www.careertechvision.com
March 22-25	National Policy Summit	Crystal Gateway Marriott Arlington, Virginia	NPS 2026 - ACTE Online
April 8-11, 2026	ACTE Region V Conference	Salt Lake City, Utah	Registration \$450 ACTE Members \$500 non-ACTE members

		Little America Hotel Salt Lake City	All meals included with Registration
August 2-5, 2026	ND CTE PDC	Bismarck Event Center	

V. 2024-2025 Board Meeting Dates

During PDC August 4-6, 2025 – in Person

August 3, Sunday, 4:00-6:00 pm—NDACTE Executive Board Meeting (zoom option will be available)

August 5, Tuesday, 7:30-8:15 am – NDACTE General Membership meeting

August 5, Tuesday, 9:30-10:30 am– PDC General Session and NDACTE Awards

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

VI. Adjournment

Motion was made by Barb Quintus and seconded by Katie Hatt Rokke to adjourn the meeting. Motion carried. The meeting ended at 5:19 pm.

Minutes to be prepared by Carla Hixson, NDACTE Executive Director

Attachment 1



**NORTH DAKOTA
ASSOCIATION FOR CAREER
AND
TECHNICAL EDUCATION**

Policies and Procedures Manual

Revised May 2025

2025 Suggested Updates highlighted in yellow:

Strikethrough – take out

Red – add

The NDCTE Policies & Procedures Manual is a vital companion document to the Bylaws. The PPM contains many details related to the operation of the Association. Be sure to consult both documents for needed information.

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INTRODUCTION

MISSION: The mission of North Dakota Association for Career and Technical Education is to:

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

C. **Definition:** For the purpose of brevity, the term NDACTE (North Dakota Association for Career and Technical Education) is used throughout the manual.

D. **Purpose of this Manual:** The purpose is to present a compilation of current NDACTE policies and procedures for implementation by the Executive Board for awareness of potential NDACTE officers and the general membership. It should be used in conjunction with NDACTE's by-laws. It shall be the responsibility of the President-Elect (by-laws) to review and make recommendations to keep the manual up-to-date.

CONSTITUTION

ARTICLE I: NAME AND AFFILIATION

Section 1: The name of this organization shall be "North Dakota Association for Career and Technical Education," hereinafter referred to as "NDACTE."

Section 2: The NDACTE shall be a unified state with Association for Career and Technical Education (ACTE).

ARTICLE II: DIVISIONS

Section 1: NDACTE consists of the following divisions.

- k) Administration
- l) Agricultural Education
- m) Business Education
- n) Counseling & Career Development
- o) Engineering & Technology Education
- p) Family & Consumer Sciences Education
- q) Health Science Education
- r) Marketing Education
- s) Special Populations and Equity
- t) Trade and Industrial Education

ARTICLE III: MEMBERSHIP AND DUES

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

Section 2: Annual membership dues shall be as follows.

e) Professional membership \$115 120 (\$80 ACTE, \$35 40 NDACTE)

f) Educational Institution Membership – Membership stays with the organization not the person. Dues is based on number of staff members per institution. NDACTE dues will stay at professional membership rate.

g) Retired membership \$36 (\$31 ACTE, \$5 NDACTE)

h) Student membership \$0

Section 3: Membership records shall be filed with the Executive Director (and shall not be distributed for solicitation purposes.)

Section 4: The annual dues shall be in the amount necessary for affiliation with the ACTE, plus state dues which are determined by the members of NDACTE.

Section 5: All dues shall be paid to the fiscal agent as determined by the Board of Directors.

Section 6: Rights of Members

A. Voting– Individuals with a Professional or Retired membership shall be eligible to vote. Members holding multi-divisional membership shall have only one vote in matters pertaining to the Association.

B. Holding Office– Individuals with a Professional or Retired Membership shall be eligible to hold NDACTE office.

ARTICLE IV: MEETINGS

Section 1: The Annual ND CTE Professional Development Conference will include three NDACTE meetings. (2 executive board meetings and 1 annual membership).

Section 2: The Executive Board shall meet at least three (3) times each year as the president may direct. Meetings may be conducted in person or via video or phone conference.

Section 3: The President may authorize a vote of the active members by mail or electronic communications.

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 the activities of NDACTE.

- Section 3: An Executive Director may be employed, hired 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, hired 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.
- Section 5: Vacancies occurring by reason of death, resignation, incapacity, judgment of recall, or other disqualification shall be filled as follows:
- a. A vacancy in the office of President shall be filled by the President-Elect who shall complete the unexpired term and remain in the office of president for the remaining term.
 - b. A vacancy in the office of President-elect shall be filled by the Vice President who shall complete the unexpired term and remain in the office of vice president for the remaining term.
 - c. A vacancy in the office of Vice-President shall be filled by appointment of the President with approval of two-thirds (2/3) vote of the Executive Board.
 - c. In the event a vacancy occurs in the office of both the President and President-Elect, the immediate Past President shall assume the responsibilities of the President for the unexpired term.
 - d. In the event the immediate Past President cannot serve, the Executive Board, by an affirmative two-third (2/3) vote shall appoint an acting President to fulfill the unexpired term. The presiding officer in this interim shall be the member of the Executive Board with the longest continuous service on the Executive Board.

ARTICLE VI: TAX-EXEMPT STATUS

- Section 1: No part of the net earnings of the organization shall be to the benefit, or be distributable to, its members, directors, officers, or other private persons, except that the NDACTE shall be authorized and empowered to pay reasonable compensation for service rendered.
- Section 2: No substantial part of the NDACTE activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 3: In the event of dissolution, any remaining assets shall be distributed to organizations and operated exclusively for charitable, educational, or specific purposes and shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE VII: RECOGNITION

- Section 1: The NDACTE Excellence Awards seek to promote excellence in career and technical education by recognizing individuals **and groups** who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community. **Individuals and organizations must be nominated by a NDACTE / ACTE member.**
- Section 2: **Two-Three** categories of the NDACTE Excellence Awards **will may** be awarded yearly:
- NDACTE Member Awards
NDACTE Impact Awards
NDACTE Innovative Program Awards
- Section 3: NDACTE Member Awards are for individuals who have been involved in some capacity in Association for Career and Technical Education activities at the state, regional and/or national levels and must have been a member of NDACTE for one school year prior to nomination to the State level. They include the following:
- NDACTE Teacher of the Year
 - NDACTE Postsecondary **Teacher Professional** of the Year
 - NDACTE Administrator of the Year
 - NDACTE New Teacher of the Year – Divisional and Overall
 - NDACTE Counseling and Career Development Professional Award
 - NDACTE Carl **D.** Perkins Community Service Award
 - NDACTE Lifetime Achievement Award
 - NDACTE Teacher Educator of the Year Award

Nominations are made within the ACTE Awards portal. NDACTE Member Award recipients will be advanced to the Region V level for nomination in the respective category except for the Divisional New Teacher of the Year recipients.

Section 4: NDACTE Impact Awards, recognize groups and individuals from education, business and industry communities who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE. They include the following:

- Business/Education Partnership
- Champion of the Year for CTE

Nominations are made at the national level. NDACTE recognizes nominations during the ND CTE PDC. They automatically are nominated at the national level.

Section 5: NDACTE Innovative Program Awards, to recognize those who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE. recognize innovative career and technical education programs from ND that are unique, novel and are serving to improve and promote the image of career and technical education.

- NDACTE Innovative Program Award (NDACTE and Region V Award)

Nominations are made at the state level by paper format. Award recipients will be advanced to Region V level.

ARTICLE VIII: Budget Considerations

Section 1: Committee Budget

- Committee members have access to funds in the following budget lines:
- Membership Committee - Membership Recruitment
- Conference Committees – PDC Expenses
- All Committees – Standing Committee Fund
- Awards Committee – Awards budget lines including plaques (includes each division awardee for New Teacher of the Year), Stipend to attend Region V and ACTE/ NDACTE dues paid for each awardee (only the overall New Teacher of the Year)
- Additional funds can be requested each spring for the following year as part of the budgeting process.

Section 2: Board Member Travel reimbursement

Expenses for attending ACTE National Policy Seminar, ACTE VISION and Region V Conference will be paid as budget permits at 70% of expenses. Traditionally, the NDACTE President attends National Policy Seminar, the President- Elect attends ACTE VISION, and Vice President attends Region V Conference.

Expenses include registration, transportation (air or IRS mileage rate for driving), lodging, meals, incidentals (luggage, parking) ● IRS per diem amount for host city will be used for meals/incidentals ● Day of departure/day of return uses 75% of host city per diem ● Receipts must be submitted for reimbursement ● Refer to NDACTE budget to determine amount.

Section 3: Executive Director travel reimbursement

Expenses for attending one ACTE event (ACTE National Policy Seminar, ACTE VISION and Region V Conference) will be paid as budget permits at 100% of expenses. Expenses include registration, transportation, lodging, meals/incidentals ● IRS per diem amount for host city will be used for meals, , incidentals (luggage, parking) ● Day of departure/day of return uses 75% of host city per diem ● Receipts must be submitted for reimbursement ● Refer to NDACTE budget to determine amount

The executive director may request to attend additional various conferences with the authorization to attend given by board approval. Expenses reimbursed as stated above.

ARTICLE IX ~~VIII~~: CHANGING NDACTE POLICIES AND PROCEDURES MANUAL

Section 1: When it is proposed by the executive board that changes be made to this policies and procedures manual, the proposed policy change shall be read at one meeting and not voted on for approval until the next meeting. This will provide board members with time to think about any unintended consequences to the policy change and suggest edits to the new policy.

Section 2: If it is deemed imperative that the executive board make the policy change before the next board meeting, a motion may be made to enact the policy change immediately, this motion must be followed by a second and at least $\frac{3}{4}$ of board members voting to enact the policy immediately.

ARTICLE X- MISCELLANEOUS PROVISIONS

Section 1: Indemnification

To the fullest extent permitted by law, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.

COMMITTEES

Standing Committees

Legislation (appointed)

Duties: Review relevant legislation and provide guidance to the NDACTE Board on the impact to career and technical education.

4. Develop and carry out the plans for publicizing NDACTE events for building a favorable public image.
5. Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public.
6. Develop information material that can be used by divisions and members.

Chair President (by-laws)

Resolutions (appointed)

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

3. Set guidelines, search for, and screen candidates for NDACTE Vice President.
4. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair Immediate Past President (by-laws)

Nominations (appointed)

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

3. Set guidelines, search for, and screen candidates for NDACTE Vice President.
4. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair President - Elect (by-laws)

Policies (appointed)

Duties:

4. Review bylaws, constitution, and policy and procedures manual for necessary revisions.
5. Receive and make proposed Bylaws changes; discuss and submit to the NDACTE Board for approval.
6. Update the bylaws, constitution, and policy and procedures manual after changes are adopted.

Chair President- Elect (by-laws)

Audit

Duties: Thoroughly review the financial activities and records of NDACTE during the year. Quarterly, monitor the performance of NDACTE investments. Recommendations of the Audit Committee are to be forwarded to the NDACTE Executive Board for consideration.

4. Assist with preparing the upcoming year's budget.
5. Promote/fundraise for the Reuben Guenther CTE Scholarship.
6. Annually, review the following materials:
 - f) IRS tax exempt status and filings
 - g) NDACTE Financial account balances
 - h) NDACTE Budget

- i) Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures
- j) A complete listing of NDACTE members

Chair Vice President (by-laws)

Ad Hoc Committees

Engagement

Duties: Maintain the NDACTE website and social media accounts; market NDACTE events; 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.

- 6. Coordinate and update the NDACTE website.
- 7. Facilitate social media accounts.
- 8. Take photos and/or videos of NDACTE events.
- 9. Market all NDACTE events.
- 10. Assist Exec. Director with providing articles to the ND CTE newsletter

Membership

Duties: Coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.

- 7. Develop plans and provide ideas and current information to Division Representatives to promote membership, including focusing on retired educators.
- 8. Initiate activities designed to involve current membership in promoting NDACTE and ACTE education.
- 9. Assist in New Teacher sessions at PDC.
- 10. Provide enrollment/account support to potential Association members.
- 11. Send out membership/dues reminders to NDACTE members.
- 12. 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.

Awards Committee

Duties: Coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.

- 9. 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.
- 10. Collaborate with the Division Representatives and committee members to ensure nominations.
- 11. Prepare, disseminate, and tabulate all the necessary award forms.
- 12. Ensure all nominees are active members (notify those who are not that they must become members to be eligible for the award)
- 13. Work with committee members to select award winners.
- 14. Purchase awards, plaques, and contact awardees.
- 15. Reads awardee's bio during Awards Presentation w/President presenting the plaque.
- 16. Coordinate award nominations for Region V.

Conferences and Professional Development

Duties: Coordinate planning and running activities/events at State, Region, and National CTE conferences.

9. Coordinate the NDACTE booth at PDC.

10. Coordinate the distribution of New Professional applications, review applicants and select award winners by October 1.

11. Coordinate voting delegates at Vision w/President.

12. Plan ND social reception at Vision w/President or President-Elect.

13. Coordinate roll call report for Region V.

14. Ensure NDACTE board member attendance at National Policy Summit.

15. Promote opportunities to present sessions at state, region, and national conferences. session presenters.

16. Promote educational opportunities for our membership (i.e. CTE Learn).

President Chair and President-Elect member

JOB DESCRIPTION for NDACTE Executive Director

Consultant Responsibilities

REPORTS TO: North Dakota ACTE Executive Board

BASIC FUNCTION:

The Executive Director is responsible for carrying out the directives of the Executive Board of North Dakota ACTE (NDACTE), for the operations and activities of the Association and for ongoing outreach efforts to other associations and government entities. The Executive Director also serves as an ex-officio (non-voting) member of the Board and Executive committee.

Conditions of Employment:

No specific hours or days of employment are required. The NDACTE President and/or Executive Board will indicate when and where the Executive Director will attend meetings in official capacity. Performance of the Executive Director shall be evaluated yearly by a review committee, which will consist of the Past-President, who shall be the chair, President, President-Elect, and an additional board member appointed by the President. This review will be presented at the August board meeting proceeding the Professional Development Conference. Independent Contractor Agreement renewal or non-renewal will be addressed at this time as well and will be determined by the Executive Board.

RESPONSIBILITIES AND AUTHORITIES:

11. The Executive Director is responsible for the management of the Association in accordance with the policies and directives of the Board.
 - a. Serve as a liaison between the President, Executive Board, State CTE Staff, general membership of NDACTE, and the ACTE organization.
 - b. Has full responsibility/accountability for all program areas, not otherwise administered by the Board and serves as the chief executive officer of the Association.
12. The Executive Director is directly responsible to the Executive Board and provides proper communication to the Board of all issues, activities, and meetings.
 - a. Assist with the preparation of agendas, the keeping of all minutes and records, and arrangement of elections.
 - b. Work with the President and President-Elect to refine and further develop the NDACTE Program of Work.
13. The Executive Director shall serve as a mentor to all current and future leaders. The person is to facilitate and coordinate the activities of leaders who act on behalf of the Association and the profession.
 - a. Provide guidance to the board on issues and policies including ensuring the Constitution is up-to-date.
 - b. Conduct leadership training.
 - i. Prepare officer directory
 - ii. Update officer handbook
 - iii. Organize leadership activities

14. The Executive Director provides advice and leadership to the Executive Board on strategic planning and all relevant issues.
 - a. Complete and submit the annual Quality Association Award Application.
15. The Executive Director is authorized to sign legal and other documents on behalf of the Association.
 - a. Maintains a permanent NDACTE address and location for NDACTE papers and possessions.
16. The Executive Director is responsible for assisting the Executive Board with planning for the annual meeting and awards held during the ND CTE Professional Development Conference (PDC).
 - a. Work in conjunction with the President, President-Elect, and ND CTE Staff in generating an agenda for the annual meeting and Executive Board meetings prior to and after the annual meeting.
 - b. Prepare an Annual Report to distribute to members attending the annual business meeting. This Annual Report should include the following: minutes from the previous annual meeting, all Executive Board minutes, Income and Expense Statements, and Income and Expense Budget vs. Actual.
 - i. Make available to the members a copy of the Annual Report at the conclusion of PDC that can be accessed via the NDACTE website.
 - c. Prepare the NDACTE press releases for the award winners during the PDC.
17. The Executive Director is responsible for initiating programs and services for the membership.
 - a. Assist the membership chairperson and committee in coordinating annual membership initiatives.
 - i. Plan, coordinate, and direct membership recruitment.
 - ii. Report yearly at the NDACTE meeting about membership status.
 - iii. Develop literature for recruitment.
 - b. Maintain a current list of North Dakota ACTE/ACTE members.
18. The Executive Director shall maintain such relationships with other Associations, education, government, public service organizations, vendors and others as necessary for the best interest of the Association.
 - a. Keep abreast of National, Regional and State CTE issues.
 - b. Participate in National ACTE leadership calls.
 - c. Serve as the liaison between NDACTE and the National and Regional ACTE organizations.
 - d. Represent NDACTE by attending at least one national ACTE event each year.
 - e. Represent NDACTE at the Region V conference as the budget allows.
19. The Executive Director is to provide fiscal leadership to the organization and seek additional funding sources to provide opportunities for its membership.
 - a. Work closely with the President and President-Elect in preparing the yearly budget to be presented at the board meeting preceding the start of the ND CTE Professional Development Conference.
 - b. Receive and disburse all funds of the NDACTE as approved by its annual budget by the authority of the executive board.
 - c. Prepare a financial report for two executive board members to audit at the board meeting held prior to the start of the ND CTE Professional Development Conference.
 - d. Ensure all federal and state tax forms are properly submitted.

- e. Apply for and manage grant applications

20. The Executive Director shall provide leadership in ensuring all North Dakota Career and Technical Educators are kept abreast of current trends in Career and Technical Education, help to advocate for their programs, and create awareness of opportunities available to them.

- a. Responsible for maintenance of the NDACTE website.
- b. Oversee the development and distribution of NDACTE newsletter.

EXPERIENCE, SKILLS AND QUALIFICATIONS:

Mandatory

- Minimum of five (5) years' experience as a CTE educator or similar experience in Career and Technical Education.
- North Dakota ACTE member
- Must have excellent analytical and problem-solving skills.
- Must be able to work irregular hours and travel as required.
- Must have strong interpersonal, communication and listening skills.
- Must have good written skills.
- Must be able to work in a team environment.

Preferred

- Experience with budget development and maintenance preferred.
- Must be able to prioritize, organize, multi-task and use time management skills.
- Must be accurate and detail oriented.
- Knowledge of Robert's Rules of Order.

NDACTE Retention Policy

The NDACTE Executive Director will keep financial reports and records for seven years. This will help with IRS audits, transitions from new executive board members or Executive Director.

NDACTE Investment Policy

The Investment Policy will provide guidelines for the investment of funds held by NDACTE. Its objectives have been established in conjunction with a comprehensive review and assessment of ACTE's attitudes, goals, expectations, investment time horizon, risk tolerance level, present investment allocation, and current and projected financial requirements. The objectives are:

- To maximize return within reasonable and prudent levels of risk. At the same time, to maintain sufficient liquidity to meet expected and reasonably unexpected cash requirements.
- To provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification.
- To control costs of administering and managing the investments.

Procedure

Management Responsibilities:

Control of the investment of funds will be vested in the Board, Executive Director, and the Audit Committee.

- Board of Directors: The Board will approve all investment policies for the Association. At least once per year the Board will review the investment management and performance of all NDACTE funds.
- Executive Director: The Executive Director will consider any proposed revision to the investment policy and will make recommendations as to appropriate action to the Board of Directors.
- Audit Committee: The Audit Committee will also monitor, quarterly, the performance of NDACTE Investments.

Operating Fund

Purpose:

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of NDACTE in a timely manner.

Investment Objectives:

The investment objectives of the Operating Fund are:

- Preservation of capital
- Liquidity
- Optimize returns

Investment Guidelines:

The Operating Fund may be invested as an Overnight repurchase/Sweep or as a Treasury bill backed by the US Government. The maturity on investments for the Operating Fund shall be limited to one year or less. The Executive Director shall be responsible for scheduling maturities.

Long-Term Reserve

Time Horizon:

The investment guidelines are based upon an investment horizon of greater than five years; therefore interim fluctuations should be viewed with appropriate perspective. Similarly, the NDACTE strategic asset allocation is based on a long term perspective. Short-term liquidity requirements are anticipated to be significant based upon an understanding of fairly predictable cash flow needs.

Risk Tolerances:

It is important to recognize the difficulty in achieving the NDACTE's objectives in light of the uncertainties and complexities of contemporary investment markets. The NDACTE recognizes and acknowledges that some risk must be assumed in order to achieve its long-term investment objectives.

In establishing the risk tolerances of the IPS, NDACTE's ability to withstand short and intermediate term variability was considered. NDACTE's prospects for the future, current financial condition and several other factors suggest collectively that some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

Performance Expectations:

The NDACTE has designed an asset allocation that is targeted to earn a rate return of 8% over the long term. It is understood that an average return of 8% is a long-term goal and short-term performance may be greater or lesser than this goal.

Over a complete business cycle, the overall annualized total return, after deducting for advisory, money management, and custodial fees, as well as total transaction costs should perform above the median of a customized index comprised of market indices weighted by the strategic asset allocation of the NDACTE.

Selection of Money Managers:

The NDACTE, with the assistance of the Adviser, will select appropriate mutual funds or separate account managers to manage the NDACTE's assets.

Monitoring of Money Managers:

The ACTE's Advisor will prepare quarterly performance reports to test progress toward the attainment of longer-term targets. It is understood that there are likely to be short-term periods during which performance deviates from market indices. During such times, greater emphasis shall be placed on Peer performance comparisons with managers employing similar styles.

**BY-LAWS OF THE NORTH DAKOTA
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

ARTICLE I. NAME AND AFFILIATION

Section A. The name of this organization shall be ~~the~~ *North Dakota Association for Career and Technical Education (NDACTE)*.

Section B. NDACTE shall be a unified state with ~~the~~ *Association for Career and Technical Education (ACTE)*.

ARTICLE II. LOCATION

Section A. The principal offices of the association shall be at the discretion of the Executive Director

Section B. Other offices that the business of the Association may require shall be at the discretion of the Executive Board.

ARTICLE III. MISSION AND PURPOSES

Section A. Mission: The mission of ~~the~~ North Dakota Association for Career and Technical Education is to:

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

Section B. Purposes: The purposes of the Association are to:

1. Establish and maintain active leadership in career and technical education.
2. Provide service to member organizations and local communities in promoting career and technical education.
3. Provide opportunities for the study and discussion of issues relating to career and technical education.
4. Unify career and technical education divisions in the state through representative membership.
5. Collaborate with other states, the region, and the nation in the further development of career and technical education.
6. Encourage the development and improvement of career and technical education.

7. Support division activities.

ARTICLE IV. MEMBERSHIP

Section A. Our members represent all facets of career and technical education (CTE) dedicated to the advancement of education that prepares youth and adults for successful careers. Individuals, organizations, or firms interested in promoting the purposes of the Association shall be eligible for membership. North Dakota as a unified state, members are required to hold Association for Career and Technical Education (ACTE) and North Dakota Association for Career and Technical Education (NDACTE) membership simultaneously.

Section B. Membership classifications shall be defined as:

7. **Professional:** Individuals engaged in or working with career, technical, and/or practical arts education and who pay regular annual dues or life dues to the Association for Career and Technical Education and the North Dakota Association for Career and Technical Education.
Individuals actively employed and engaged in the CTE community.
8. **ACTE Organization Membership:**
Educational Organization Membership offers schools and its staff a cost-effective way to enhance CTE programs and promote staff professional growth. Pricing is determined by the number of staff participating in the program. ACTE membership is tied to the staff position and does not transfer with the individual. A form must be completed by the school annually to maintain membership for all positions.
Corporate Membership - Available to corporate entities interested in working with schools and educators on real-world CTE issues and workplace skills.
9. **Retired:** Individuals who have retired from career and technical education.
Individuals who are retired from active employment in career and technical education or services and have been an ACTE/ NDACTE Professional member for at least one year. Retired members cannot be employed either full or part time. Members in this category are eligible to vote, serve on committees and participate as a delegate.
10. **Associate:** Organizations, firms, businesses, industries, civic groups, governmental agencies, or other groups who have an interest in espousing the purposes of the organization and with to promote its activities.
11. **Student:** Individuals who are enrolled as full time students preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor, or administrator. Former active members CANNOT elect to become student members.
12. **Honorary:** Individuals, groups, or firms that have made outstanding contributions in promoting the purposes of the organization and who have been approved by the Executive Board.

Section C. Dues for each classification of membership shall be determined by a majority of those voting at the annual meeting.

Section D. The membership year for the North Dakota Association for Career and Technical Education shall run from July 1 to June 30 of each year.

Section E. The privilege of voting shall be reserved to active members.

Section F. The privilege of holding office shall be reserved to active members.

ARTICLE V. ORGANIZATIONAL STRUCTURE

Section A. Any statewide educational organization whose active membership is engaged in career, technical, or practical arts education that has an NDACTE membership of ten (10) individuals or more and submits a letter requesting affiliation with a copy of their constitution or by-laws may be granted division status in the organization by majority vote of the Executive Board.

Section B. Affiliated divisions whose active membership in NDACTE falls below ten (10) shall be notified by the chair of the membership committee of the Association. **After 3 consecutive years of division membership below 10, the board shall review the possibility of removing or combining division membership representation on the board.**

Section C. Affiliated divisions shall appoint a representative of that division to serve a three (3) year term as a voting member of the Executive Board of the Association, provided that individual is an active member of the Association.

ARTICLE VI. GOVERNING BOARD

Section A. Management of the Association shall be vested with the Executive Board, whose membership shall be:

5. The elected officers of the Association.
6. The immediate past president of the Association.
7. One (1) individual representing each affiliated division, who shall be appointed by that division and who shall serve a three (3) year term.
8. One (1) individual representing the North Dakota Department of Career and Technical Education, who shall be appointed by its Director and who shall serve a one (1) year term. Typically, this is a representative from the service area in which our Association president is part of.

Section B. Only active members of the Association shall be eligible for a seat on the Executive Board.

Section C. Non-voting ex-officio members of the Executive Board shall be:

4. The Executive Director, who shall be appointed by the Executive Board.

5. Each member serving on regional or national ACTE boards or committees.
6. The Director of the North Dakota Department of Career and Technical Education.

ARTICLE VII. DUTIES OF THE GOVERNING BOARD

Section A. The Executive Board shall have the management and control of the affairs and funds of the Association and among its duties shall be to:

10. Determine, direct, and implement the general policies and programs of the Association.
11. Provide direction for and implementation of Association meetings and conferences.
12. Provide direction for and implementation of Association publications.
13. Provide for the safekeeping and investment of Association funds.
14. Appoint and determine the scope of duties for the Executive Director.
15. Approve and implement an annual program of work.
16. Approve and implement an annual budget.
17. ~~Elect honorary members.~~ **Actively work and serve on at least two NDACTE Standing and / or Ad Hoc Committees.**
18. Provide leadership toward the attainment of the purposes of the Association.

ARTICLE VIII. OFFICERS

Section A. ~~Elected executive committee officers for the Association shall be:~~ **Elected officers for the association shall serve a four-year commitment:**

First year - Vice President
Second year - President Elect
Third Year - President
Fourth Year - Past President

~~**Section B.** The term of office for the Association officers shall be one (1) year.~~

ARTICLE IX. DUTIES OF EXECUTIVE COMMITTEE OFFICERS

Section A. The president shall:

5. Preside over all meetings of the Association and its Executive Board.
6. Be the chairperson of the Association delegation to the Association for Career and Technical Education Assembly of Delegates.

7. Appoint committees and serve as an ex-officio member of them.
8. Perform duties usually devolving upon the office of president.

Section B. The president-elect shall:

4. Preside over meetings in the absence of the president.
5. Succeed to the office of president in the event that office is declared vacant by the Executive Board, fill the unexpired term, and remain in the office of president for the following term.
6. Perform duties assigned by the president or the Executive Board.

Section C. The vice president shall:

4. Preside over meetings in the absence of the president and president-elect.
5. Succeed to the office of president-elect in the event that office is declared vacant by the Executive Board and fill the unexpired term.
6. Perform duties assigned by the president or the Executive Board.

Section D. The past-president shall:

4. In the event a vacancy occurs in the office of both the president and president-elect, the immediate past-president shall assume the responsibilities of the president for the unexpired term.
5. Chair the annual performance evaluation of the NDACTE executive director.
6. ~~Chair the Resolutions Committee.~~ In twice

ARTICLE X. ELECTION OF OFFICERS

Section A. The nominating committee shall:

4. Be chaired by the president-elect.
5. Consist of members appointed by the president.
6. Make nominations for the office of vice president.

Section B. Procedure for election to the office of vice president shall be:

5. The nominating committee shall place in nomination its selections at the annual Association business meeting.

6. Association members may nominate candidates for the office at that annual Association business meeting.
7. Election to the office shall be by secret ballot during the day of the annual Association business meeting.
8. The individual who receives a majority of the votes cast for the office shall be declared elected to that office. If no candidate receives a majority, a secret ballot run-off election shall be held between the two candidates with the most votes. **In the event of a tie, there will be a coin toss.**

Section C. ~~Election~~ **The succession** to the office of president and president-elect shall take place at the annual **membership** Association business meeting.

Section D. ~~Officers shall be elected for a term of one (1) year and will assume office at the conclusion of the annual Association Awards Luncheon.~~

Section E. No elected office may succeed to the same office the following year except as noted in ARTICLE IX of these by-laws.

ARTICLE XI. MEETINGS

Section A. The annual meeting of the Association shall be held during the ND CTE Professional Development Conference.

Section B. Special meetings of the Association may be held at the call of the president.

Section C. The Executive Board shall meet at least three (3) times each year at such time and place as the president may direct.

Section D. A majority of the members of the Executive Board may petition the president for a special meeting with that Board. The president shall call the Executive Board into session forthwith.

Section E. No business may be conducted by the Executive Board unless a quorum is present. A majority of the membership of the Executive Board shall constitute a quorum.

ARTICLE XII. COMMITTEES

Section A. Standing Committees appointed by the president shall be:

6. Nominating committee chaired by the president-elect.
7. Resolution committee chaired by the immediate past president.
8. Legislative committee chaired by the president.
9. Policies committee chaired by the president-elect.

10. Audit committee chaired by the vice president.

Section B. Other standing committees may be formed or disbanded by a majority vote of the Executive Board and shall be appointed by the president.

Section C. Ad hoc committees may be formed or disbanded by the president or by a majority vote of the Executive Board.

Section D. Committees shall report to the president, the Executive Board, or to others as the president directs.

Section E. The Association shall pay committee and/or committee member expenses only upon prior authorization by the Executive Board. Adoption of the Association annual budget shall be construed to meet the requirement of prior authorization.

ARTICLE XIII. AMENDMENTS

Section A. These by-laws may be amended by a 2/3 favorable vote of those voting at the annual meeting provided that a copy of the proposed amendment is in the possession of the members of the Executive Board at least thirty (30) days prior to the meeting at which action is to be taken on the proposed amendment.

Section B. Amendments to these by-laws become effective immediately if the provisions set forth in ARTICLE XIII, SECTION A, are met.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Section A. *Robert's Rules of Order, Newly Revised*, shall govern all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Updated

September 5th, 2009.

August 9, 2022.

Proposed changes for August 2025



North Dakota Association for Career and Technical Education

Agenda NDACTE Executive Board Meeting

Date: August 3, 2025

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

Location: Sidelines Sports Bar Back Room, 300 S 5th Street, Bismarck ND and Zoom

Minutes Approval Date: August 5, 2025

LIV. Call to Order—President, Gabes Keiffer

LV. Roll Call – Confirm Quorum

LVI. Approval of Agenda with flexibility

LVII. Approval of Meeting Minutes from May 13, 2025

LVIII. Directors Report – Carla Hixson

1) Membership update –

Membership	June 2024	July 2024	Sept 2024	Dec 2024	Feb 2025	April 2025	June 30 2025
Current	291	295	333	301	278	276	277

2) 2024-2025 YTD Financials

Account	6/30/24	4/30/25	6/30/2025	
Checking - FCCU	\$ 13,977.83	\$ 6,466.06	\$4,496.87	
NDACTE Savings FCCU	\$ 47,024.41	\$47,612.83	\$47,999.67	Annual Percentage Yield Earned from 6-1-25 to 6-20-25 was 3.30% \$127.88
Venmo	0	\$0	\$0	
Edward Jones Investment	\$ 30,952.17	\$ 32,281.63	\$33,625.31	
Total NDACTE	\$ 91,954.41	\$ 86,360.52	86,121.85	

3) 2024-2025 Year in review - Handout

XVIII. Committee Reports

Standing Committee Reports – Update on what you will be reporting during Membership meeting

- 1) Legislation – Gabes Kieffer (President chair), Wayde Sick
- 2) Nominations and Resolutions – Nominations Chair – Randal Brockman, Resolutions Chair Tana Erbes and Bryan Stastny
- 3) Policies – Randal Brockman (President- Elect chair), Pam Stroklund
- 4) Audit – Byron Borgen (Vice President Chair), Katie Hatt Rokke, Greg Borders –

Ad Hoc Committees Reports–

- 13) Engagement – Chair Byron Brogen, Ashley Sailer and Jill Quinlivan
- 14) Membership – Chair Pam Stroklund, Tana Erbes, David Leier, Haley Jeanotte
- 15) Awards – Chair Ashley Michael, Shari Jerde, David Leier, Katie Hatt Rokke
- 16) Conferences and Professional Development – Chair Gabes Kieffer, Randal Brockman, Barb Quintus, Ashley Sailer, and Haley Jeanotte.

XIX. Unfinished Business

- 1)

XX. New Business

- 1) PDC Executive Board signup for membership table and Booth – sheet passed around

XXI. Division Updates: * term expires 2025

- 1) Administration Division – Pam Stroklund *
- 2) Agriculture Education Division – David Leier
- 3) 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 – Haley Jeannotte *
- 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) ND CTE – Wayde Sick and Darin Spelhaug
- 12) ACTE Region V – Shari Jerde

New Board Member Division Representation

Division	Current Rep	New Rep
Administration Division	Pam Stroklund	Pat Phillips (2028)
CTE Representative follows division of President	Darin Spelhaug (Ag)	John Gruenberg (Admin)
Marketing Education Division	Greg Borders (retirement)	(complete term till 2027)
Special Populations NDACTSNE	Barb Quintus (retirement)	(complete term till 2027)
Guidance and Career Development Division	Haley Jeannotte	(2028)
Trade, Industry & Technical NDTTI	Bryan Stastny	(2028)

LIX. 2024-2025 Program of Work – Successful completion

LX. 2025-2026 Program of Work – Review Status

LXI. Action Items – Review

New Action Items August 3, 2025	Owner	Due Date	Status
Action Items May 13, 2025	Owner	Due Date	Status
Find location for board meeting – check Sidelines. Need to have internet access for zoom	Carla Hixson		Sidelines Sports Bar
Update Executive Directors contract	Tana Erbes		Completed
Represent NDACTE on Region V Awards Committee	Pam Strokland		Complete
Carla will follow up on moving forward with an apparel link	Carla Hixson		In progress with Dakota Awards (website storefront person on maternity leave)
ND CTE PDC – Secure \$1,00 Silver Sponsorship Level	Carla Hixson	July 4	Completed
Provide <i>Techniques</i> magazines to New Teachers during PDC New Teacher session. Request from ACTE and Board Members to save and bring to ND PDC.	All Board Members – Please save your <i>Techniques</i> Magazines and bring to PDC.	August	Completed

LXII. ACTE Professional Development (Informational only)

Date	Event	Location	Details
Sept 24-26, 2025	Best Practices and Innovation Conference	Hilton St Louise at the Ballpark St Louis, Missouri	Acteonline.org/bestpractices/
Oct 5-8, 2025	ACTE's Postsecondary CTE Summit Future Ready: The New Era of Postsecondary CTE	Hilton Austin Airport 9515 Hotel Dr. Austin, TX 78719	Postsecondary CTE Event - ACTE Online
Dec 9-12, 2025	ACTE VISION	Gaylord Opryland Resort & Convention Center 2800 Opryland Dr. Nashville, TN 37214	Early Bird rates available through July 31 www.careertechvision.com
March 22-25	National Policy Summit	Crystal Gateway Marriott Arlington, Virginia	NPS 2026 - ACTE Online
April 8-11, 2026	ACTE Region V Conference	Salt Lake City, Utah Little America Hotel Salt Lake City	Registration \$450 ACTE Members \$500 non-ACTE members All meals included with Registration

August 2-5, 2026	ND CTE PDC	Bismarck Event Center	
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VII. 2025-2026 Board Meeting Dates

Zoom Meetings

August 20, Tuesday 4:00-5:00 pm - Board Orientation

October 14, Tuesday, 4:00 – 5:00 pm

January 13, Tuesday, 4:00 – 5:00 pm

March 10, Tuesday, 4:00 – 5:00 pm

May 12, Tuesday, 4:00 – 5:00 pm

During PDC August 3-5, 2026 – in Person

August 2, Sunday, 4:00-6:00 pm—NDACTE Executive Board Meeting (also available by zoom)

August 4, Tuesday, 7:00 am Exhibitor Showcase set up

August 4, Tuesday, 7:30-8:15 am – NDACTE General Membership meeting


August 4, Tuesday, 9:30-10:30 am– PDC General Session and NDACTE Awards

August 4, Tuesday, 10:30 – 5:30 Exhibitor Showcase

August 4, Tuesday, 5:30-6:30 pm—NDACTE Executive Board Meeting

VIII. Adjournment

Minutes to be prepared by Carla Hixson, NDACTE Executive

 2024-2025 NDACTE Budget				
CHECKING ACCOUNT	BALANCE	6/30/2025	\$	4,496.87
TE SAVINGS ACCOUNT (high yield 4%)	BALANCE	6/30/2025	\$	47,999.67
	Yenmo Balance	6/30/2025	\$	-
EDWARD JONES INVESTMENT ACCOUNT	BALANCE	6/30/2025	\$	33,625.31
		Total NDACTE	\$	86,121.85
REVENUE	Notes	FY 24-25 Final	Approved	Difference
		06/30/25	Budget	
Member Dues - ACTE	350 @ 35	\$ 9,085.00	\$ 12,250.00	\$ (3,165.00)
Region V Conference		\$ -	\$ -	\$ -
Miscellaneous Income	Region V Opportunity Fund Grant	\$ 1,796.88	\$ 1,092.00	\$ 704.88
TOTAL REVENUE		\$ 10,881.88	\$ 13,342.00	\$ (2,460.12)
EXPENSES	Notes			
Membership				
New Professionals	2 @ \$500	\$ 1,000.00	\$ 1,000.00	\$ -
Membership Incentive Drawings (before Sept 1)	6 \$50 Gift Cards	\$ 300.00	\$ 300.00	\$ -
New Membership Recruitment Incentive	10 \$35 Cash	\$ 105.00	\$ 350.00	\$ 245.00
PDC Badge Ribbons		\$ -	\$ 160.00	\$ 160.00
Executive Director		\$ -		
Monthly Contract Salary	\$500 Per Month	\$ 6,000.00	\$ 4,800.00	\$ (1,200.00)
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)		\$ 596.80	\$ 800.00	\$ 203.20
Innovative Program - Region V	\$200 stipend	\$ -	\$ 200.00	\$ 200.00
Administrator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 280.00	\$ 315.00	\$ 35.00
Teacher of the Year *	\$200 stipend + \$115 ACTE Dues	\$ 280.00	\$ 315.00	\$ 35.00
Career Guidance Counselor of the Year	\$200 stipend + \$115 ACTE Dues	\$ 80.00	\$ 315.00	\$ 235.00
Post-Secondary Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ -	\$ 315.00	\$ 315.00
New Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 80.00	\$ 315.00	\$ 235.00
Teacher Educator of the Year	\$200 stipend + \$115 ACTE Dues	\$ -	\$ 315.00	\$ 315.00
Lifetime Achievement	\$200 stipend + \$115 ACTE Dues	\$ -	\$ 315.00	\$ 315.00
Carl Perkins Community Service	\$200 stipend + \$115 ACTE Dues	\$ -	\$ 315.00	\$ 315.00
Meeting/Conference Expenses		\$ -		
PDC Luncheon Sponsorship	Awards Luncheon Prizes	\$ 2,500.00	\$ 2,500.00	\$ -
PDC Expenses (Booth, ACTE Rep, etc)	ACTE Rep Room \$300	\$ 625.32	\$ 1,000.00	\$ 374.68
State Executive Board Meetings	Food & Beverage	\$ 72.52	\$ 250.00	\$ 177.48
ACTE Conference (Executive Director) *	\$2,500 @ 100%	\$ 2,009.34	\$ 2,500.00	\$ 490.66
ACTE CareerTech Vision Convention (President-Elect) *	\$2,500 @ 70%	\$ -	\$ 1,750.00	\$ 1,750.00
National Policy Seminar (President) *	\$3,000 @ 70%	\$ -	\$ 2,100.00	\$ 2,100.00
Region V Conference (Vice President) *	\$2,500 @ 70%	\$ 1,376.00	\$ 1,750.00	\$ 374.00
VISION and NPS Leadership Training	\$25 each (Exec Dir, President, VP, Pre	\$ 50.00	\$ 100.00	\$ 50.00
Board Member Expense Stipends	3 @ \$500	\$ 500.00	\$ 1,500.00	\$ 1,000.00
Other Expenses		\$ -		
Standing Committee Fund & CTE in the Great Hall	CTE Great Hall split in FY 25 (Grant)	\$ 76.75	\$ 1,000.00	\$ 923.25
Region V Opportunity Grant	Books and bookmarks	\$ -	\$ 2,029.06	\$ 2,029.06
Office Expenses		\$ 80.60	\$ 150.00	\$ 69.40
Miscellaneous Expenses		\$ 751.50	\$ 200.00	\$ (551.50)
Board Member Shirts	Holloway - Avenger Polo 6 @ \$36.50	\$ 279.00	\$ 250.00	\$ (29.00)
Board Liability Insurance	Great American Insurance	\$ 595.00	\$ 600.00	\$ 5.00
Website URL / Host	Website 7/25/2025 & Domain 1/11/2026	\$ 163.95	\$ 150.00	\$ (13.95)
Square Expense (2.75% of sales on credit card)		\$ -	\$ -	\$ -
Zoom (July 27 to July 26)		\$ 175.37	\$ 170.00	\$ (5.37)
TOTAL EXPENSES		\$ 18,182.15	\$ 28,584.06	\$ 10,401.91
FISCAL YEAR GAIN / (LOSS)		\$ (7,300.27)	\$ (15,242.06)	\$ (7,941.79)