EXECUTIVE BOARD MEETING AGENDA
Saturday, October 21, 2017 • 10:00 AM – 4:00 PM
Rainier Room • Red Lion Hotel Seattle Airport
(Anticipated Action: I = Info; D = Discussion; A = Action)

10:00 AM
A. Call-to-Order & Roll Call
B. Agenda Changes ................................................................. (I/A)
C. Calendar Update ................................................................. (I/A)
D. Consent Agenda ................................................................. (I/A)

1. Approval of August 5, 2017, Executive Board Meeting Minutes
2. Financial Statements (August)
3. Executive Committee Reports
4. Section Reports (Written)
5. Correspondence

E. Action Item(s) ................................................................ (A)

1. WOVE – (Approve Executive Director to work with WOVE & lobby on the association’s behalf.)
   a) District Subscription Form
   b) Section Subscription Form

F. Reports of Agencies / Organizations (15 minutes each) ..............................................(I)
   1. WTECB Update – Eric Wolf
   2. OSPI Update – Becky Wallace
   3. CTSO Update – Lori Hairston

12:30 PM
LUNCHEON – Olympic Room

1:15 PM
G. Committees Updates ............................................................................ (I/A)

1. Legislative .......................................................... Kevin Plambeck, Legislative Chair
   a) 2018 Legislative Focus
2. Professional Development ......................................................... Gene Wachtel, Professional Development Chair
   a) Fall Summit Update – November 2-3, 2017 – Great Wolf Lodge
   b) Committee Processes & Timelines Required for Summer Conference 2018
      (1) “2018 WA-ACTE Summer Conference”
3. FAME Committee
   a) Membership ........................................................ Shani Watkins, Membership Chair
   b) Awards ........................................................... Vern Chandler, Awards Chair

H. Board Learning ........................................................................... (I/A)

1. Board Inservice Follow-Up
2. Strategic Plan

I. For the Good of the Order

4:00 PM
J. Adjournment
Call to Order and Roll Call: The Washington ACTE Executive Board Meeting was called to order at 3:08 p.m. on Saturday, August 5, 2017, by President Gene Wachtel. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee  
President .................................................................Gene Wachtel  
Past President ..........................................................Lew Keliher  
President Elect ............................................................Kevin Plambeck

Executive Board Representatives  
Administration ..........................................................Sly Boskovich  
Agricultural Education ................................................Nathan Moore  
Business Education ......................................................Mark Sabo  
Career Counseling & Employment Readiness .......................Nora Zollweg  
Family and Consumer Sciences .....................................Sarah Hattenburg for Dawn Boyd  
Marketing Education .....................................................Taryn Veloni  
Industrial Technology Education ....................................Tim Winn  
Health Sciences ............................................................Bonnie Smith  
Awards Chair (Ex Officio) .................................................Vern Chandler

Executive Board Absent:  
Skilled and Technical Sciences .......................................William Clifton

Staff Present:  
Executive Director ..................................................................Tim Knue  
Executive Assistant ...............................................................Tess Alviso  
Executive Assistant .................................................................Franciene Chrisman

Guests Present:  
CTSOs ................................................................................Larry Howe  
WACTA ...............................................................................Shani Watkins  
WSBEA ............................................................................Jackie Floetke  
WTECB ............................................................................Eric Wolf
**Agenda Changes:**
- No changes except it was noted that Doug Meyer would not be present.

**Calendar Update:**

**President Elect Nomination / Election Procedure:**
- Nominations ended May 1
- Received one nomination – Shani Watkins
- Will be elected by the Delegate Assembly by acclamation

**Consent Agenda:**
- Mark moved that the consent agenda be approved as presented. The motion was seconded by Sly and carried.
  - Minutes 5/20/17
  - Financial Statements June/Year-End
  - Executive Committee Reports
  - Correspondence
  - Section Reports

**Board Inservice:**
- September 16 at SeaTac Red Lion
- Board representatives, section officers, and committee members invited.

**Executive Board Meeting**
- October 21 at SeaTac Red Lion

**Fall Conference:**
- November 2-3 at Great Wolf Lodge
- Possibly Hans Meeder with breakouts and books, update on Swiss conference
- Looking at no Mondays or Fridays in the future
- A lot of people needing to know sessions in advance to get approval
- Need to get to 12 months out
- Use online program and update as needed
- Look at evaluations to see where the conference can be improved

**Credentials Committee:**
- Vern Chandler, Franciene Chrisman, Jane Mahony

**Strategic Plan Review:**
- Gene highlighted a few things and would give his report at Delegate Assembly.

**Strategic Plan Draft for 2017-2018:**
- Draft would be filled in after Executive Board Inservice in September.
**Resolutions:**
- Proposed amendments for Continuing Resolutions 1, 3, and 7.
- Sly moved that the Executive Board recommend a Do Pass to the Delegate Assembly for the proposed amendments to Continuing Resolutions 1, 3, and 7. The motion was seconded by Nathan and carried.
- Tim asked the board to look at the resolutions for next year as some should be sunnetted.

**Constitution:**
- No changes

**Bylaws:**
- Proposed amendment to increase dues.
- Sly moved that the Executive Board recommend a Do Pass to the Delegate Assembly for the proposed amendment to increase dues $5 per year for the next three years. The motion was seconded by Taryn and carried.

**WTECB – Eric Wolf:**
- Career Connect Washington
- Inslee’s career-connected learning
- Trip to Switzerland
- No new news on Perkins, cut is off the table, looks like Perkins in pretty good shape.

**CTSO – Larry Howe:**
- 200 people at state officer training
- Moving to Black Beach May 21-24, 2018
- National CTSO Numbers
  - FFA 265,000
  - SkillsUSA 400,000
  - FBLA 250,000
  - TSA 250,000
  - DECA 220,000
  - HOSA 200,000
  - FCCLA 160,000
  - NHSSMA 60,000
- Civic Engagement Day, February 14-15, 2018, Olympia

**Professional Development Committee:**
- 562 pre-registered
- Meal voucher for Sunday registrants by 1 p.m.
- Monday buffet breakfast 7 a.m.
- Opening Session Monday 8 a.m.
- Monday boxed lunches
- Tuesday awards breakfast
- Tuesday buffet lunch
• Wednesday buffet breakfast
• Silent Auction through Tuesday morning.
• 2018 in Spokane…looking at 2019 and 2020

FAME Committee:
• Year ended June 30 with 1,836 members
• Discussion regarding affiliated membership with section members also being WA-ACTE members
• Awards given out at Tuesday’s awards breakfast
• Collecting backpacks and school supplies throughout conference

Legislative Committee:
• 15% changed to 5% indirects
• No more Tech Prep in Washington
• Changed to CTE dual credits

Adjournment:
• The meeting was adjourned at 5:30 p.m.

Future Meetings:
• September 16, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
• October 21, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
• January 27, 2018, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
• March 20, 2018, 3:00 p.m. - 4:00 p.m., GoToMeeting
• May 19, 2018, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
• August 4, 2018, 10:00 a.m. - 4:00 p.m., Davenport Grand Hotel, Spokane
Washington Association for Career & Technical Education  
Summary Balance Sheet  
As of August 31, 2017

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<tr>
<th>ASSETS</th>
<th>Aug 31, 17</th>
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<tr>
<td>Current Assets</td>
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<td>Checking/Savings</td>
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<td>Other Current Assets</td>
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<td>Total Current Assets</td>
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<td>TOTAL ASSETS</td>
<td>767,844.80</td>
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<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
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<tbody>
<tr>
<td>Liabilities</td>
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<tr>
<td>Current Liabilities</td>
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<td>Other Current Liabilities</td>
<td>6,551.00</td>
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<td>Total Current Liabilities</td>
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<tr>
<td>Long Term Liabilities</td>
<td>166,776.07</td>
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<td>Total Liabilities</td>
<td>173,327.07</td>
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<td>Equity</td>
<td>594,517.73</td>
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<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>767,844.80</td>
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# Profit & Loss Budget vs. Actual

**Jul - Aug 17**

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul - Aug 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
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<tr>
<td><strong>Ordinary Income/Expense</strong></td>
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<tr>
<td>Income</td>
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<td>Expense</td>
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<td>Association Activities</td>
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<td>71,752.81</td>
<td>946.6%</td>
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<tr>
<td><strong>Other Income/Expense</strong></td>
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<tr>
<td>Other Expense</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Help</td>
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<td>0.00</td>
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<tr>
<td><strong>Total Other Expense</strong></td>
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<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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<tr>
<td><strong>Net Other Income</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>80,227.81</td>
<td>8,475.00</td>
<td>71,752.81</td>
<td>946.6%</td>
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REPORT TO THE WA-ACTE EXECUTIVE BOARD
President

Submitted By: Kevin Plambeck
For Board Meeting: October 21, 2017

1. **General Thoughts:**
   What have we done…and where are we going?
   - WA-ACTE needs to continue the work of advocacy following the successful 2017 Legislative Session. Legislators desire to allow more monies to flow into CTE. We need to diligently observe this progress to make sure that what the legislators wanted in getting more dollars to CTE in our schools is not circumvented. We must continue our good work in the legislature and continue to monitor how funding is implemented in our school districts.

   How are Membership and Professional Development opportunities made available in all sections?
   - We are dedicated to serving them with professional staff development opportunities.
   - Member oriented in-service opportunities that develop the instructor (section member) into becoming a stellar example of distinguished CTE instructors
   - Activities include the area meetings, regional in-service, fall or spring conferences, WA-ACTE summer conference

2. **Strategic Plan Activities:**
   **Advancement of Policy and Legislation**
   - Create a CTE caucus/group within each of WEA, WSSDA, WSSA, AWSP, etc.
   - Expand resources/funding for Leg/lobby work by Washington ACTE.
   - Continue the concept of a CTE Coalition with help of WaBA, LEV and others.

   **Advocacy and Membership**
   - Review and discussion of WA-ACTE membership fee structure in conjunction with sections
     - Consideration of a modified “affiliated” membership fee structure
     - I believe we should move toward all section members being a WA-ACTE member. It is a combined effort!
   - Promote Washington ACTE membership with each section
     - Membership Committee Representative at each of the section conferences throughout the year in order to maintain growth numbers (strengthen within).
     - Commitment of each section to work with their Membership Committee representative to provide time and space at their conferences and conventions.

3. **Matters of Interest:**
   **Need for a “vision” for WA-ACTE.**
   **CTE Legislation**
   **Actively Recruiting Candidates for Office**
   **Networking and Communication**
   - Commitment to Communicate
     - Review of WA-ACTE web presence and makeover

   **Professional Development Opportunities**
   **Strategic Initiatives in CTE (national, state, local)**

4. **Executive Committee Activities:**
   - Legislative GoTo Committee meetings
   - WA-ACTE Officer GoTo meetings
   - WA-ACTE Officer planning meeting (August)
   - WA-ACTE Board Inservice
   - “A Conversation about Career Connected Learning”, Sponsored by Washington STEM, the Community Center for Education Results and King County;
   - Attendance at Northern Area Group and SnoCo CTE Directors meetings
REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE PRESIDENT ELECT

Submitted By: Shani Watkins

Date Submitted: October 4, 2017

1. General Thoughts:

Boy, this year is on FIRE already, there is a lot of support for career and technical education and a lot of momentum to support CTE. I am proud to be a part of Washington ACTE and career and technical education.

Learned some new ideas at the Best Practices Conference in Albuquerque, New Mexico last week. I think there may be some opportunity for us to think about developing some different professional development activities.

2. Strategic Plan Activities:

Scheduled the first F.A.M.E awards committee meeting for October 11, from 3:00-4:00 pm. Please feel free to join us if you are interested!

3. Matters of Interest:

The Region V policy committee meetings have been really interesting. There is a lot of buzz about the Region V conference and the ACTE national conference. There is some interest in learning more about leadership training and the differences between the Region V and the national programs.

4. Executive Committee Activities:

Participated in the recognition for Senator Rolfes. Jenna did a great job helping put together an event that supports CTE in an great environment.
Executive Director's Report

Submitted By: Tim Knue
Date Submitted: October 2017

1. Activities Since the Last Report:

a. August
   i. ACTE-Advance CTE: Building Strong Partnerships to Support a High-quality CTE System – Webinar
   ii. Presentation to Rep Manweller for WA-CTE Leg of Year Award 2017
   iii. Executive Committee and Staff planning session - Olympia
   iv. Webinar | Building Competencies for Careers: Preparing Students for Twenty-First-Century Jobs
   v. Advice for Washington STEM | Tim Knue and Gilda Wheeler phone call
   vi. GoToWebinar - Webinar: How NC3T can help you with employer engagement
   vii. '17 Officer Team GoToMeeting

b. September
   i. Conversations with MJ Bolt – State Board of Education - Phone
   ii. Discussion of WA-CTE Foundation and Washington STEM possibilities - Seattle
   iii. '17 Officer Team GoToMeeting
   iv. Senator Rolfs' CTE Award Presentation – Silverdale
   v. Invitation: Call with NC3T
   vi. Commission on Hispanic Affairs P-Tech Webinar
   vii. AWB Education Panel Call
   viii. King County Conversation about Career Connected Learning – Seattle
   ix. AWB Policy Summit Panel Presentation – Suncadia
   x. Skagit STEM – Community Movie Presentation – Mount Vernon
   xi. 1000-hour conversation with select CTE Directors – GoToMeeting
   xii. Request for Proposals for Career Connected Learning & Registered Apprenticeship Expansion – phone w/ CTE Foundation
   xiii. '17 Officer Team GoToMeeting
   xiv. Workshop - Strategies for Implementing Effective Career Connected Learning Programs for In-School and Out-of-School Youth – Mount Vernon
   xv. WA-CTE Leg Committee Meeting - GoToMeeting
   xvi. Northern WACTA Group Meeting – Lake Stevens

c. October
   i. Aerospace Center of Excellence ACAT Meeting – Everett
   ii. Discussion with Bob Schwartz - Harvard Graduate School of Education
   iii. Conversations with MJ Bolt – State Board of Education - Phone
   iv. Call to Action By Ethnic Chamber of Commerce Coalition (ECCC) – Seattle
   v. WACTA Fall Conference – Pasco
   vi. Washington STEM CTE Advisory Meeting – Pasco
   vii. Skill Center Directors Meeting – Pasco
   viii. WA-CTE Leg Committee Meeting 2017-2018 – GoToMeeting
   ix. Gael Tarleton Fundraising Event – Seattle
   x. FACSE Conference – Spokane
      1. Parli-Pro Presentation to FACSE Board – Spokane
      2. Advocacy 101 Presentations
      3. CCL/Swiss Trip – Lunch Keynote
   xi. Met with Madison Strader, LA for Congressman Adam Smith; possible CTE bill - Renton
   xii. CEMETS Meeting – Olympia
   xiii. Washington ACTE Board Meeting – SeaTac Red Lion
REPORT TO THE WA-ACTE EXECUTIVE BOARD

WACTA

Submitted By: Kari Duffy

Date Submitted: 9/26/17

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

WACTA will be adding a person as the Legislative Liaison who will work with the President Elect but will provide continuity in that position as an advocate for the section but also as a mentor for the annually revolving President-Elect position.

Section By-Laws have been updated and are waiting for a membership vote at the business meeting in October.

WACTA has created a new committee titled Communications and Marketing. Their purpose is to create a unified, clear and concise message around CTE topics from the administrative perspective. The new committee will meet for the first time in October.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

Issue around hours and the allocation shortfall

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

None

4. Other Comments/Suggestions:

None at this time -

5. Upcoming Meetings or Conferences:

October 9 & 10 in Pasco – Fall WACTA Conference
REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-FACSE

Submitted By: Jacqueline Brewster and Genevieve Menino

Date Submitted: 10/11/2017

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

WA-FACSE has secured Co-President Elects of Donna Abbey from Issaquah School District and Trudy Swain from Northshore School District.

We will be running and attending our Annual FCS Conference in Spokane October 15-17 at the Hotel RL.

Our strategic plan is to continue to build relationships and continue to offer high quality professional development at our Annual FCS Conference in the fall and the WA-ACTE Conference in the summer.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

None at this time.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

None at this time.

4. Other Comments/Suggestions:

Do another Ice Breaker at meeting, it was nice to get to know people and add to my toolkit.

5. Upcoming Meetings or Conferences:

Annual Conference 2017 October 15-17, 2017 at RL in Spokane

Items Requested to Be Placed on Board Agenda for Discussion
(Only include items that require Board discussion or action. These will be placed on the Board meeting agenda at the discretion of the President.)

None at this time.
REPORT TO THE WA-ACTE EXECUTIVE BOARD

Section

Submitted By: Brenda Grabski

Date Submitted: 10/3/2017

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

Created course for frameworks training – increase access to PD for members
Planned agenda for membership meeting at Conclave – membership communication/involvement

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

Reports of decreased support for teacher leadership in various school districts

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

See above

4. Other Comments/Suggestions:

😊

5. Upcoming Meetings or Conferences:

Will be attending MBA Conclave – other frameworks regional updates TBD

Items Requested to Be Placed on Board Agenda for Discussion
(Only include items that require Board discussion or action. These will be placed on the Board meeting agenda at the discretion of the President.)

n/a
REPORT TO THE WA-ACTE EXECUTIVE BOARD

WITEA

Submitted By: Matt Merfeld

Date Submitted: 10/3/17

1. General Thoughts:

Our strategic plan is to continue strengthening our professional development at the fall, spring and summer conferences. We also are working to increase membership.

2. Strategic Plan Activities:

We are developing a plan to include STEM training at our spring conference, specifically designed to meet the requirements for elementary teachers. While this will not increase WITEA membership, it will increase income, as well as provide essential training to primary educators.

3. Matters of Interest:

TSA has developed a new LEAP leadership program, utilizing the “Student Leadership Challenge” curriculum. This program teaches students to practice their leadership skills daily, using the Army’s Be, Know, Do model.

4. Executive Committee Activities:

We wish to encourage WA-ACTE to continue working to keep all sections unified and make WA-ACTE strong advocate for students and communities.
REPORT TO THE WA-ACTE EXECUTIVE BOARD

WITEA

Submitted By: Matt Merfeld

Date Submitted: 10/3/17

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

   After the Spring conference, James Graham of Cascade High School volunteered to fill the vacant secretary position. He then resigned that position in July. John Davis approached Wayne Ward of Bethel School District about filling the position, and he has agreed to give it a try.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

   Many students are leaving the University without a degree, and entering the teaching profession. While this enables school districts to fill vacant positions and keep CTE programs alive, it degrades the value of college education.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

   Standards based grading needs to be established.

4. Other Comments/Suggestions:

   We would like to encourage WA-ACTE to provide more professional development opportunities for STEM. Also more leadership opportunities for CTSO’s, such as local and regional competitions.

5. Upcoming Meetings or Conferences:

   Next meeting schedule for Thursday October 5th at 4 pm. Go-To-Meeting has been provided to members. Regular board meetings will be the first Thursday of each month.

   **Items Requested to Be Placed on Board Agenda for Discussion**
STATE OF THE SECTION REPORT

Please complete this form by October 4, 2017, and submit electronically to Tess Alviso at: taa@wa-acte.org

Submissions will be presented at the October 14, 2017, Executive Board Meeting.

Please share with others the successes you have had in your section!

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<tr>
<th>Section: HSCTE – Health Science Career Technical Educators</th>
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<tr>
<td>Date: 10/4/2017</td>
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**Leadership for 2017-2018**

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<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>WA-ACTE Board Representative</td>
<td>Bonnie L. Smith</td>
</tr>
<tr>
<td>President</td>
<td>Tracee Godfrey</td>
</tr>
<tr>
<td>Past President</td>
<td>Terri Karkau</td>
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<tr>
<td>President Elect</td>
<td>NA</td>
</tr>
<tr>
<td>Secretary</td>
<td>Alice ‘Rain’ Wurdemann</td>
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<tr>
<td>Treasurer</td>
<td>Bookkeeper paid via stipend</td>
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Please provide a brief narrative describing current activities and strategies in the following categories:

**Member Recruitment and Retention**

Seeking instructor, advisory board members, and key industries contact information from CTE Directors to send out Current State/needs of Health Science survey that will be sent out to health science teachers, industry, and administrators as part of a needs assessment of what teacher need as a part of a professional organization.

**Advocacy**
Meeting date (Fall 2017 – location TBD) with current Board of Directors, OSPI, Past HSCTE-Presidents to reform HSCTE into an active organization to support Professional aspect of CTE Educators and also support Student Leadership Organizations – HOSA, WCTSMA.

**Issues**
(Including legislative, leadership, partnerships, business and industry, and postsecondary)

Keeping Health Science in the Hot Topic Apprenticeship -- working with OPSI, L&I, and DOH on Apprenticeship in Healthcare

**Marketing**

**HOSA** - Fall Leadership Conference  
Saturday, November 4, 2017  Puget Sound Skills Center   www.wahosa.org   $35.00 registration

**WCTSMA** - Winter Student Leadership Conference  
December 6, 2017   Xfinity Conference Center, Everett, WA   12pm-4pm   www.wctsma.com

**New and Innovative Ideas**
October 12, 2017

Tim Knue
Washington Association for Career & Technical Education
PO Box 315
Olympia, WA 98507

Dear Tim,

Thank you for joining us and participating in our 28th Annual Policy Summit. Attendees are giving the Summit extremely high marks and saying that the information presented was very valuable to them.

Events like this are extremely important because they help our members stay connected with other members of the business sector and stay ahead of policy trends affecting local businesses. So, thank you for your willingness to share your time and expertise as it is a tremendous service to the business community.

We look forward to working with you on future programs.

Sincerely,

Kris Johnson
President
### Washington ACTE Membership Report
**Fiscal Year: 2018  Month: September**

<table>
<thead>
<tr>
<th>Previous Month</th>
<th>New Members</th>
<th>Rejoined Members</th>
<th>Expired Members</th>
<th>Current Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1628</td>
<td>40</td>
<td>67</td>
<td>91</td>
<td>1644</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Previous Month</th>
<th>Current Month</th>
<th>Retention Goal</th>
<th>Retention Goal %</th>
<th>Fiscal Year Net Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/31/2017</td>
<td>9/30/2017</td>
<td>6/30/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA-ACTE</td>
<td>1628</td>
<td>1644</td>
<td>1836</td>
<td>-10%</td>
<td>-192</td>
</tr>
<tr>
<td>ACTE</td>
<td>515</td>
<td>519</td>
<td>519</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Unknown Affiliation</td>
<td>751</td>
<td>720</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WACTA</td>
<td>171</td>
<td>225</td>
<td>113</td>
<td>99%</td>
<td>112</td>
</tr>
<tr>
<td>WAAE</td>
<td>36</td>
<td>35</td>
<td>36</td>
<td>-3%</td>
<td>-1</td>
</tr>
<tr>
<td>WSBEA</td>
<td>135</td>
<td>137</td>
<td>156</td>
<td>-12%</td>
<td>-19</td>
</tr>
<tr>
<td>WA-CCER</td>
<td>58</td>
<td>56</td>
<td>59</td>
<td>-5%</td>
<td>-3</td>
</tr>
<tr>
<td>FACSE</td>
<td>167</td>
<td>167</td>
<td>210</td>
<td>-20%</td>
<td>-43</td>
</tr>
<tr>
<td>WAME</td>
<td>56</td>
<td>54</td>
<td>64</td>
<td>-16%</td>
<td>-10</td>
</tr>
<tr>
<td>WITEA</td>
<td>291</td>
<td>295</td>
<td>316</td>
<td>-7%</td>
<td>-21</td>
</tr>
<tr>
<td>WASTS</td>
<td>69</td>
<td>61</td>
<td>82</td>
<td>-26%</td>
<td>-21</td>
</tr>
<tr>
<td>HSCTE</td>
<td>35</td>
<td>39</td>
<td>42</td>
<td>-7%</td>
<td>-3</td>
</tr>
</tbody>
</table>
Roberts Rules of Order – Simplified

Guiding Principle:
Everyone has the right to participate in discussion if they wish, before anyone may speak a
second time.
Everyone has the right to know what is going on at all times.
Only urgent matters may interrupt a speaker.
Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After
being recognized by the president of the board, any member can introduce a motion when no other
motion is on the table. A motion requires a second to be considered. Each motion must be disposed of
(passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:
You want to bring up a new idea before the group.
After recognition by the president of the board, present your motion. A second is required for
the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.
After recognition by the president of the board, move to amend by
- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple
word changes.
Move to substitute your motion for the original motion. If it is seconded, discussion will continue
on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.
Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.
Move to postpone to a definite time or date.

You are tired of the current discussion.
Move to limit debate to a set period of time or to a set number of speakers. Requires a $2/3$ vote.

You have heard enough discussion.
Move to close the debate. Requires a $2/3$ vote. Or move to previous question. This cuts off
discussion and brings the assembly to a vote on the pending question only. Requires a $2/3$ vote.

You want to postpone a motion until some later time.
Move to table the motion. The motion may be taken from the table after 1 item of business has
been conducted. If the motion is not taken from the table by the end of the next meeting, it is
dead. To kill a motion at the time it is tabled requires a $2/3$ vote. A majority is required to
table a motion without killing it.
You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a “division of the house.” At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3\(^{rd}\)s vote is required.

You may INTERRUPT a speaker for these reasons only:
- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the president of the board’s ruling – **appeal**

<table>
<thead>
<tr>
<th><strong>Quick Reference</strong></th>
<th>Must Be Seconded</th>
<th>Open for Discussion</th>
<th>Can be Amended</th>
<th>Vote Count Required to Pass</th>
<th>May Be Reconsidered or Rescinded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>Amend Motion</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>Kill a Motion</td>
<td>✓</td>
<td></td>
<td></td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>2/3(^{rd})s</td>
<td>✓</td>
</tr>
<tr>
<td>Close Discussion</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>2/3(^{rd})s</td>
<td>✓</td>
</tr>
<tr>
<td>Recess</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Adjourn (End meeting)</td>
<td>✓</td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>Postpone to a later time</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>Table</td>
<td>✓</td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Majority</td>
<td>✓</td>
</tr>
<tr>
<td>To:</td>
<td>You say:</td>
<td>Interrupt Speaker</td>
<td>Second Needed</td>
<td>Debatable</td>
<td>Amendable</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Adjourn</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Recess</td>
<td>&quot;I move that we recess until…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Suspend further consideration of something</td>
<td>&quot;I move that we table it&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>&quot;I move we postpone this matter until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move that this motion be amended by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>&quot;I move that...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

<table>
<thead>
<tr>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object to procedure or personal affront</td>
<td>&quot;Point of order&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>&quot;Point of information&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Ask for vote by actual count to verify voice vote</td>
<td>&quot;I call for a division of the house&quot;</td>
<td>Must be done before new motion</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None unless someone objects</td>
</tr>
<tr>
<td>Object to considering some undiplomatic or improper matter</td>
<td>&quot;I object to consideration of this question&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Take up matter previously tabled</td>
<td>&quot;I move we take from the table...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of</td>
<td>&quot;I move we now (or later) reconsider our action relative to...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Only if original motion was debatable</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>&quot;I move we suspend the rules and consider...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>&quot;I appeal the Chair's decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).
**WA-ACTE STRATEGIC PLANNING AND PROGRAM OF WORK**  
The Why, What, Who and How

**WHY**  
Vision: Every student prepared for life and career.

**WHAT**  
Mission: WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.

**WHO**  
Core Purpose: To provide leadership and services to our members as they prepare students for lifelong career success. Core Purpose is based on WA-ACTE’s Core Values and Belief Statements (below).

**HOW**  
Strategic Activities:
- Quality professional development
- Advocacy and promotion of Career and Technical Education
- Advancement of policy and legislation
- Networking and communication
- Continuous quality association improvement

**CORE VALUES**

* **Advocacy:** WA-ACTE believes that the field of Career and Technical Education needs a strong voice at the local, state, and national level to support its importance to students and to promote public awareness of the value of CTE in education and the economy.

* **Lifelong Learning:** WA-ACTE embraces the concept of lifelong learning and recognizes how CTE creates a foundation for students to understand its importance in a rapidly changing environment.

* **Collaboration:** WA-ACTE understands that it cannot accomplish its purpose without the strong support and partnership of other individuals and organizations who share in its vision.

* **Accountability:** WA-ACTE supports the concept of accountability and encourages members to demonstrate their active contributions to all learners.

* **Service:** WA-ACTE encourages the individual commitment of its members to the organization and the profession of Career and Technical Education, through professional service and support.

* **Diversity:** WA-ACTE values diversity among its members and students and actively works to increase the diversity among its members.

**BELIEF STATEMENTS**

WA-ACTE Believes:
- Advocating state and national public policy benefits Career and Technical Education
- Belonging to professional associations is essential to personal and professional growth of Career and Technical Educators
- In encouraging career development and fostering leadership
WA-ACTE STRATEGIC PLANNING AND PROGRAM OF WORK
The Why, What, Who and How

Mission & Goals "What"

Value Network "Who"

Alignment

Strategy "How"

Vision & Incentives "Why"

2017 - 2018 Program of Work

VISION
Every student prepared for life and career.

MISSION
"WA-ACTE's mission is to support our members in providing high quality CTE opportunities for all students in Washington State."

CORE PURPOSE
To provide leadership and services to our members as they prepare students for lifelong career success.

Quality professional development
Advocacy and promotion of Career and Technical Education
Advancement of policy and legislation
Networking and communication
Continuous quality association improvement

Ongoing Activities

Goals and objectives: Resources needed: Status:
1. • •
2. • •
3. • •
2017-2018 Program of Work

VISION
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To provide leadership and services to our members as they prepare students for lifelong career success.

Quality Professional Development

<table>
<thead>
<tr>
<th>Ongoing Activities</th>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Summer Professional Development Expo</td>
<td>• Fall Summit (Conference)</td>
<td>• Section Conferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spring STEAM Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goals and objectives:</strong></td>
<td><strong>Resources needed:</strong></td>
<td><strong>Status:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Continue growth of network of partners and sponsors for WA-ACTE professional</td>
<td>• Outreach to potential sponsors</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Establish platforms and resources needed to deliver professional development</td>
<td>• Project management, equipment, and software</td>
<td>Basic equipment purchased for one room</td>
<td></td>
</tr>
<tr>
<td>over the web or hybrid methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Continue the use of CTE curriculum program similar to, or in conjunction with,</td>
<td>• Continued Board and OSPI discussion to determine if/how we move forward</td>
<td>OSPI is interested – Lew Keliher has solicited</td>
<td></td>
</tr>
<tr>
<td>CTE-AZ</td>
<td></td>
<td>files into a central location</td>
<td></td>
</tr>
</tbody>
</table>
### VISION

Every student prepared for life and career.

### MISSION

WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.

### CORE PURPOSE

To provide leadership and services to our members as they prepare students for lifelong career success.

## Advocacy and Promotion

### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working with State Agencies</strong>  &lt;br&gt; o Liaison Positions on Board</td>
<td><strong>Working with Stakeholder Associations</strong>  &lt;br&gt; o Linking Business/Labor with Sections</td>
<td><strong>Public Relations Programs</strong></td>
</tr>
<tr>
<td>1. Develop strategies to lift our CTE message throughout the year(s)</td>
<td><strong>Training, Board learning time and input, plan development, and implementation support from sections</strong></td>
<td>Work with WACTA and their Marketing Committee</td>
</tr>
<tr>
<td>2. Foster and expand relationships with our established partners</td>
<td><strong>Board members willing to help serve/connect with partners to be our voice with them</strong></td>
<td></td>
</tr>
<tr>
<td>3. Expand our relationship with PESB around CTE and STEM issues</td>
<td><strong>Board members willing to help serve/connect with partners to be our voice with them</strong></td>
<td>Executive Director and Board members attending various forums surrounding STEM and Connected Learning</td>
</tr>
<tr>
<td>4. Develop strategies for promotion of models for Work-Based Learning/Career Connected Learning and Apprenticeships</td>
<td><strong>Board learning on varied initiatives surrounding issue</strong></td>
<td></td>
</tr>
</tbody>
</table>
VISON
Every student prepared for life and career.

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To provide leadership and services to our members as they prepare students for lifelong career success.

### Advancement of Policy and Legislation

<table>
<thead>
<tr>
<th>Ongoing Activities</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WOVE and PAC</strong></td>
<td><strong>Work on the Hill</strong></td>
<td><strong>OSPI, PESB, WTECB, and SBCTC Connections</strong></td>
</tr>
<tr>
<td><strong>CTSO Civic Engagement Day</strong></td>
<td><strong>Registered Lobbyist</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Goals and objectives:</strong></td>
<td><strong>Work with section leadership and Board to survey issues among sections</strong></td>
<td>Draft legislation established with more input needed from Board</td>
</tr>
<tr>
<td>1. Continue growth of network of partners and sponsors for WA-ACTE professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Increase WOVE resources</td>
<td><strong>Board discussion, plan development, and implementation support</strong></td>
<td></td>
</tr>
<tr>
<td>3. Continue strong lobbying efforts</td>
<td><strong>Subcontract with lobbyist</strong></td>
<td></td>
</tr>
<tr>
<td>4. Revise and update legislative resources for members</td>
<td><strong>Utilize staff and board member time to review resources</strong></td>
<td>WACTA Executive Board interested in working on this</td>
</tr>
</tbody>
</table>
## Strategic Plan

### 2017-2018 Program of Work

#### VISION
Every student prepared for life and career.

#### MISSION
WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.

#### CORE PURPOSE
To provide leadership and services to our members as they prepare students for lifelong career success.

## Networking and Communication

### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• WA-ACTE Website</td>
<td>• Email Blasts</td>
<td>• Social Media</td>
</tr>
<tr>
<td>• CTE Online Community</td>
<td>• PESB records request</td>
<td>#IamCTE, #WeAreCTE</td>
</tr>
</tbody>
</table>

1. Obtain names and emails for all certified CTE educators with endorsements in Washington State
   - PESB records request

2. Update website
   - Utilize web design partner(s) to update website for easy and prompt entry of information
   - Kevin Plambeck has researched possible resources to update and refresh website

3. Engage partners in establishing media campaigns for CTE
   - Develop list of partners willing to market and promote CTE
   - WACTA working on marketing activities
## 2017-2018 Program of Work

### VISION
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### CORE PURPOSE
To provide leadership and services to our members as they prepare students for lifelong career success.

## Quality Association Improvement

### Ongoing Activities

<table>
<thead>
<tr>
<th>Quality Association Standards</th>
<th>ACTE Conferences and Programs</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals and objectives:</strong></td>
<td><strong>Resources needed:</strong></td>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td>1. Develop strong leadership of WA-ACTE and its sections</td>
<td>Board discussion plan development and implementation support</td>
<td>Fall 2017 inservice held to orient section leadership to WA-ACTE procedures and Executive Board responsibilities</td>
</tr>
<tr>
<td>2. Share and review conference evaluations with Board and sections</td>
<td>Scheduled/planned review sessions</td>
<td></td>
</tr>
<tr>
<td>3. Review section membership in WA-ACTE for discussion of affiliated membership structure</td>
<td>WA-ACTE and section membership data</td>
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<td>Board discussion on membership structure</td>
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