

**WA-ACTE  
Delegate  
Assembly**

**Summer  
Conference  
Spokane**

**Meeting Notebook  
August 7, 2017**



**DELEGATE ASSEMBLY ORDER OF BUSINESS**  
**The Davenport Grand Hotel, Spokane**  
**Monday, August 7, 2017, 6:00 – 7:00 p.m.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. [Standing Rules](#)
5. Roll Call of Delegates
  - (a) Seating of Delegates and Alternates
6. Credentials Report
7. [Reading and Approval of Minutes](#)
8. Executive Committee Reports
  - (a) [2016-2017 Strategic Plan Review](#) (previous year)
    - 1) Acceptance of Report
  - (b) [2017-2018 Strategic Plan](#) (draft)
    - 1) [Presentation of Budget](#)
    - 2) Approval of 2017-2018 Strategic Plan
  - (c) [Executive Director's Report](#)
    - 1) Acceptance of Report
9. [Resolutions Committee Report](#)
  - (a) Reading and Board Position
  - (b) Action
10. Standing/Special Committee Reports
11. New Business
  - (a) [Constitution](#) Change
  - (b) [Bylaws Change](#)
  - (c) Election of President Elect
12. Announcement of New Officer
  - (a) Passing of the Gavel
13. Adjournment



**Standing Rules of the Delegate Assembly of  
Washington Association for Career and Technical Education**

**Rule 1.**

- (a) The Credentials Committee, directly after the opening ceremonies of the Delegate Assembly, shall report the number of delegates and alternates registered as present with proper credentials.
- (b) A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of the Delegate Assembly.

**Rule 2.** For admission to the assembly hall, to facilitate identification and seating, members, alternates, and others shall be required to wear the badge/ribbon issued upon registration.

**Rule 3.** A resolution offered by an individual member shall be in writing, signed by the maker and the seconder—each of whom shall be a voting member of the assembly—and shall be sent directly to the Administrative Assistant.

**Rule 4.**

- (a) All resolutions except those proposed by the Executive Board or by committees, and all recommendations made in reports of officers or committees of the assembly that are not in the form of resolutions, shall be referred without debate to the Resolutions Committee; resolutions proposed by the Executive Board or by committees shall be presented by the Board or proposing committee directly to the assembly.
- (b) Each member who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee if he or she so requests.
- (c) The Resolutions Committee shall prepare suitable resolutions to carry into effect recommendations referred to it, and shall submit to the assembly, with the Committee's own recommendation as to appropriate action, these and all other resolutions referred to the Committee, except questions which the Committee by a vote of two thirds of its members may decide not to report.
- (d) The assembly by a majority vote may suspend this Rule 4 and may immediately consider a question at a certain time, even if the Committee has voted not to report it.

**Rule 5.** No member shall speak in debate more than once on the same question, or longer than two minutes, without permission of the assembly granted by a two-thirds vote without debate.

Rule 6. All reports and other material for the permanent record or printed proceedings shall be in typing and, immediately on presentation, shall be sent to the Administrative Assistant.

Rule 7. Notices for announcement to the assembly shall be in writing, signed by the person (or a proper representative of the persons) under whose authority the announcement is issued, and shall be sent to the Administrative Assistant.

Rule 8. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Association and these standing rules.

Other Rules. Only official delegates may make motions, discuss, or vote. To be recognized by the Chair, stand and state your name. Once delegates are seated, their section's Executive Board Representative will indicate any changes in delegate count. The chairman of each section shall be the WA-ACTE Executive Board Representative. In the absence of this person, a chairperson will need to be identified. Section delegates will be seated at the front of the room; guests and unseated alternates will be at the back of the room. When you make a motion, stand and identify yourself and section. Write the motion as stated on a motion card.



**MINUTES OF THE DELEGATE ASSEMBLY OF  
WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
The Davenport Grand Hotel, Spokane  
Monday, August 8, 2016**

***CALL TO ORDER***

President Lew Keliher called a meeting of the Delegate Assembly of Washington Association for Career and Technical Education to order on Monday, August 8, 2016, at The Davenport Grand Hotel in Spokane at 6:00 p.m.

***INVOCATION***

An invocation was delivered to the Delegate Assembly by President Elect Gene Wachtel.

***PLEDGE OF ALLEGIANCE***

The Delegate Assembly recited the Pledge of Allegiance.

***STANDING RULES***

The *Standing Rules of the Delegate Assembly* were included in the books.

Upon motion duly made by Terry Derrig, seconded by Tom Walker, and unanimously carried, it was

RESOLVED: That the delegates forgo the reading and that the standing rules of the Delegate Assembly meeting be approved.

***ROLL CALL OF DELEGATES***

Seating of Delegates and Alternates

Credentials Committee members Vern Chandler, Franciene Chrisman, and Marcus Sullivan called the roll call by section for attendance at Delegate Assembly.

Present:

- WA-ACTE Executive Committee: Past President Michelle Spenser, President Lew Keliher, President Elect Gene Wachtel
- Administration: Shani Watkins, Kevin Plambeck, Will Sarett, Desiree Gould, Chris Johnson, Kari Duffy, Jill Diehl
- Agricultural Education: Lori Sanderson, Travis DeVore, Elizabeth Graaf, Jennie Wagner, Cami Browne
- Business Education: Mark Sabo, Roger Beck, Jackie Floetke, Jeff Dowd, Peter Rustemeyer
- Career Counseling and Employment Readiness: Terry Derrig, Jewel Robinson, Nora Zollweg
- Family and Consumer Sciences: Dawn Boyden, Vicki Zimmerman, Jacqueline Brewster, Marcia LaLonde, Dottie Record, Donna Abbey, Debby Strayer, Genevieve Menino
- Industrial Technology Education: Tim Winn, John Davis, William Rahr, Matt Merfeld, Ross Short, Karl Ruff, James Sullivan, Glen Wood
- Marketing Education:
- Skilled and Technical Sciences: Ryan Nickels, William Clifton, Chris Names, Howard Collier
- Health Sciences: Terri Karkau, Tom Walker, Tracy Rude

### ***CREDENTIALS REPORT***

The Credentials Committee reported that 46 out of 57 delegates were present, and had been accredited (81%), thus constituting a quorum.

### ***READING AND APPROVAL OF MINUTES***

Copies of the minutes had been previously distributed to delegates.

Upon motion duly made by Terri Karkau, seconded by Dawn Boyden, and unanimously carried, it was

**RESOLVED:** That the minutes of the Delegate Assembly meeting of Monday, August 10, 2015, be approved.

Upon motion duly made by Ross Short, seconded by Shani Watkins, and unanimously carried, it was

**RESOLVED:** That the Delegate Assembly follow the proposed changes to the agenda.

## **EXECUTIVE COMMITTEE REPORTS**

### **2015-2016 STRATEGIC PLAN REVIEW**

Acceptance of Report – President Lew Keliher submitted the 2015-2016 Strategic Plan Review for the year ending June 30, 2016, copies of which had been previously distributed to delegates.

Upon motion duly made by Lew Keliher, seconded by Dawn Boyden, and unanimously carried, it was

RESOLVED: That the 2015-2016 Strategic Plan Review to the delegates be approved.

### **2016-2017 STRATEGIC PLAN**

President Elect Gene Wachtel submitted the Strategic Plan for the 2016-2017 year, copies of which had been previously distributed to delegates.

#### Strategic Plan Approval

Upon motion duly made by Tracy Rude, seconded by Liz Graaf, and unanimously carried, it was

RESOLVED: That the 2016-2017 Strategic Plan of the President to the delegates be approved.

## **PRESENTATION OF BUDGET**

President Elect Gene Wachtel presented an estimated statement of revenues and expenses for the 2016-2017 year, and based on those estimates, a proposed budget was presented at the May 21, 2016, Executive Board meeting for approval and adoption.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Tim Knue submitted the 2015-2016 Executive Director's Report for the year ending June 30, 2016, copies of which had been previously distributed to delegates.

Upon motion duly made by Tim Knue, seconded by Terry Derrig, and unanimously carried, it was

RESOLVED: That the 2015-2016 Executive Director's report to the delegates be approved.

## **RESOLUTIONS COMMITTEE REPORT**

### Reading, Board Position, and Action

Upon motion duly made by Dawn Boyden, seconded by Tracy Rude, and unanimously carried, it was

RESOLVED: That the amendments to Continuing Resolutions 3, 7, and 11 be accepted as presented.

## **STANDING AND SPECIAL COMMITTEE REPORTS**

Lance Wrzesinski reviewed the Financial Committee Report and Year-End Review that had been previously distributed to delegates.

Upon motion duly made by Lew Keliher, seconded by Desiree Gould, and unanimously carried, it was

RESOLVED: That the Financial Committee Report be accepted as presented.

## **NEW BUSINESS**

### Constitution Change

Upon motion duly made by Shani Watkins, seconded by Debby Strayer, it was

RESOLVED: That the amendments to the Constitution be approved.

### Bylaws Change

Upon motion duly made by Tracy Rude, seconded by Terry Derrig, it was

RESOLVED: That the amendments to the Bylaws be approved.

## **ELECTION OF PRESIDENT ELECT ANNOUNCEMENT OF NEW OFFICER**

Upon motion duly made by Will Sarett, seconded by Kari Duffy, and unanimously carried, it was

RESOLVED: That Kevin Plambeck be approved as President Elect by acclamation.

Kevin Plambeck was present and thereupon accepted the office to which he was elected.



### Passing of the Gavel

President Lew Keliher passed the gavel to President Elect Gene Wachtel who would now reign as President for the 2016-2017 year.

Outgoing Past President Michelle Spenser presented Past President Lew Keliher with the outgoing president's plaque.

### **ADJOURNMENT**

There being no further business to come before the Delegate Assembly, the meeting adjourned at 6:44 p.m.

*Minutes Submitted by Tess Alviso, WA-ACTE Executive Assistant*



## Strategic Plan 2016-2017

### MISSION

“Washington 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

### Ongoing Activities

- Summer Professional Development Conference

- Fall CTE-STEM & Arts Conference

- Section Conferences

New goals and objectives:	Resources needed:	Status:
1. Establish platforms and resources needed to deliver professional development over the web	<ul style="list-style-type: none"> <li>• Project manager, equipment &amp; soft ware</li> </ul>	We have purchased basic equipment for one room
2. Investigate the use of CTE curriculum program similar to or in conjunction with CTE-AZ	<ul style="list-style-type: none"> <li>• Continued board &amp; OSPI discussion to determine if we move forward</li> </ul>	OSPI is interested – Lew has solicited files into a central location
3.	<ul style="list-style-type: none"> <li>•</li> </ul>	



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## Advocacy and Promotion

### Ongoing Activities

- Working with state agencies
  - Liaison positions on board

- Working with stakeholder associations
  - Linking business/labor with sections

- Public relations programs

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1. Develop strategies to lift our CTE message throughout the year(s)	<ul style="list-style-type: none"> <li>• Training, board learning time &amp; input, plan development and implementation support from sections</li> </ul>	Continued conversation – attended ACTE webinar on topic
2. Connect with new Superintendent at OSPI. Continue to foster relationships with our established partners. Expand our relationship with PESB around CTE & STEM issues	<ul style="list-style-type: none"> <li>• Board members willing to help serve/connect with partners to be our voice with them.</li> </ul>	Officers & staff have been involved with various groups
3.	<ul style="list-style-type: none"> <li>•</li> </ul>	



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## Advancement of Policy and Legislation

### Ongoing Activities

- WOVE and PAC
- CTSO Civic Engagement Day

- Work on the hill
- Registered lobbyist

- OSPI, PESB, WTECB & SBCTC connections

New goals and objectives:	Resources needed:	Status:
1. Need to increase our WOVE resources	<ul style="list-style-type: none"> <li>• Board discussion, plan development and implementation support</li> </ul>	Discussion still happening
2.	<ul style="list-style-type: none"> <li>•</li> </ul>	Have subcontracted with lobbyist to expand our reach
3.	<ul style="list-style-type: none"> <li>•</li> </ul>	



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## Networking and Communication

### Ongoing Activities

- WA-ACTE Website
- CTE Online Community

- Email blasts

- Social Media
  - #IamCTE, #WeAreCTE

New goals and objectives:	Resources needed:	Status:
1. Obtain names and emails for all certified CTE educators with endorsements in Washington State	<ul style="list-style-type: none"> <li>• PESB records request...</li> </ul>	No action
2.	<ul style="list-style-type: none"> <li>•</li> </ul>	
3.	<ul style="list-style-type: none"> <li>•</li> </ul>	



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## Quality Association Improvement

### Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1. Possible web based streaming of WA-ACTE board meetings	<ul style="list-style-type: none"> <li>• Board discussion; plan development and implementation support (i.e. Periscope, Facebook Live, etc.)</li> </ul>	Used for committee meeting – No action for board meetings
2.	<ul style="list-style-type: none"> <li>•</li> </ul>	
3.	<ul style="list-style-type: none"> <li>•</li> </ul>	

## Washington Association for Career &amp; Technical Education

## Profit &amp; Loss Budget vs. Actual

July 2016 through June 2017

08/02/17

Accrual Basis

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fall Conference</b>	83,069.99	92,640.00	-9,570.01	89.7%
<b>Foundation Scholarships</b>	0.00	0.00	0.00	0.0%
<b>Grants</b>	10,000.00	0.00	10,000.00	100.0%
<b>Other Revenue Sources</b>	1,196.92	3,412.92	-2,216.00	35.1%
<b>Summer Conference</b>	421,323.16	235,346.88	185,976.28	179.0%
<b>WA-ACTE Dues</b>	113,265.00	103,550.00	9,715.00	109.4%
<b>WOVE-Government Relations</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Total Income</b>	<u>628,855.07</u>	<u>440,949.80</u>	<u>187,905.27</u>	<u>142.6%</u>
<b>Expense</b>				
<b>Association Activities</b>	117,249.12	94,688.29	22,560.83	123.8%
<b>Cash Reserves</b>	0.00	0.00	0.00	0.0%
<b>Contracted Services</b>	3,865.00	4,250.00	-385.00	90.9%
<b>Depreciation Expense</b>	0.00	5,522.00	-5,522.00	0.0%
<b>Educational Scholarships/Awards</b>	2,400.00	1,800.00	600.00	133.3%
<b>Leadership</b>	32,975.56	22,608.65	10,366.91	145.9%
<b>Office Expense</b>	50,098.87	36,217.75	13,881.12	138.3%
<b>Office Staff</b>	238,225.55	211,727.96	26,497.59	112.5%
<b>Payroll Expenses</b>	0.00			
<b>Total Expense</b>	<u>444,814.10</u>	<u>376,814.65</u>	<u>67,999.45</u>	<u>118.0%</u>
<b>Net Ordinary Income</b>	<u>184,040.97</u>	<u>64,135.15</u>	<u>119,905.82</u>	<u>287.0%</u>
<b>Other Income/Expense</b>	<u>-341.00</u>	<u>0.00</u>	<u>-341.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>183,699.97</b></u>	<u><b>64,135.15</b></u>	<u><b>119,564.82</b></u>	<u><b>286.4%</b></u>

**Washington Association for Career & Technical Education**  
**Profit & Loss Prev Year Comparison**  
 July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>	<u>Jul '15 - Jun 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fall Conference</b>	83,069.99	92,640.00	-9,570.01	-10.3%
<b>Foundation Scholarships</b>	0.00	3,080.00	-3,080.00	-100.0%
<b>Grants</b>	10,000.00	10,000.00	0.00	0.0%
<b>Other Revenue Sources</b>	1,196.92	3,412.92	-2,216.00	-64.9%
<b>Summer Conference</b>	421,323.16	235,346.88	185,976.28	79.0%
<b>WA-ACTE Dues</b>	113,265.00	103,550.00	9,715.00	9.4%
<b>WOVE-Government Relations</b>	0.00	6,000.00	-6,000.00	-100.0%
<b>Total Income</b>	<u>628,855.07</u>	<u>454,029.80</u>	<u>174,825.27</u>	<u>38.5%</u>
<b>Expense</b>				
<b>Association Activities</b>	117,249.12	94,688.29	22,560.83	23.8%
<b>Contracted Services</b>	3,865.00	4,250.00	-385.00	-9.1%
<b>Depreciation Expense</b>	0.00	5,522.00	-5,522.00	-100.0%
<b>Educational Scholarships/Awards</b>	2,400.00	1,800.00	600.00	33.3%
<b>Leadership</b>	32,975.56	22,608.65	10,366.91	45.9%
<b>Office Expense</b>	50,098.87	49,350.91	747.96	1.5%
<b>Office Staff</b>	238,225.55	211,727.96	26,497.59	12.5%
<b>Payroll Expenses</b>	0.00	0.00	0.00	0.0%
<b>Uncategorized Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>444,814.10</u>	<u>389,947.81</u>	<u>54,866.29</u>	<u>14.1%</u>
<b>Net Ordinary Income</b>	<u>184,040.97</u>	<u>64,081.99</u>	<u>119,958.98</u>	<u>187.2%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>	341.00	0.00	341.00	100.0%
<b>Net Other Income</b>	<u>-341.00</u>	<u>0.00</u>	<u>-341.00</u>	<u>-100.0%</u>
<b>Net Income</b>	<u><u>183,699.97</u></u>	<u><u>64,081.99</u></u>	<u><u>119,617.98</u></u>	<u><u>186.7%</u></u>



**Washington Association for Career & Technical Education**  
**Balance Sheet Prev Year Comparison**  
 As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings	283,296.24	202,987.08	80,309.16	39.6%
Other Current Assets	5,000.00	2,500.00	2,500.00	100.0%
<b>Total Current Assets</b>	<b>288,296.24</b>	<b>205,487.08</b>	<b>82,809.16</b>	<b>40.3%</b>
<b>Fixed Assets</b>				
Office Equipment/Furniture	-34,447.00	-34,447.00	0.00	0.0%
Property and Land	435,943.00	435,943.00	0.00	0.0%
<b>Total Fixed Assets</b>	<b>401,496.00</b>	<b>401,496.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>689,792.24</u></b>	<b><u>606,983.08</u></b>	<b><u>82,809.16</u></b>	<b><u>13.6%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	7,785.00	103,222.00	-95,437.00	-92.5%
Long Term Liabilities	167,717.32	173,171.13	-5,453.81	-3.2%
<b>Total Liabilities</b>	<b>175,502.32</b>	<b>276,393.13</b>	<b>-100,890.81</b>	<b>-36.5%</b>
<b>Equity</b>	<b>514,289.92</b>	<b>330,589.95</b>	<b>183,699.97</b>	<b>55.6%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>689,792.24</u></b>	<b><u>606,983.08</u></b>	<b><u>82,809.16</u></b>	<b><u>13.6%</u></b>

## Washington ACTE Membership Report

**Fiscal Year: 2017 Month: June**

<b>Previous Month</b>	1765
<b>New Members</b>	61
<b>Rejoined Members</b>	34
<b>Expired Members</b>	24
<b>Current Month</b>	1836

	<b>Previous Month</b>	<b>Current Month</b>	<b>Retention Goal</b>	<b>Retention Goal %</b>	<b>Fiscal Year Net Gain/Loss</b>
	<b>5/31/2017</b>	<b>6/30/2017</b>	<b>6/30/2016</b>		
<b>WA-ACTE</b>	1765	1836	1868	-2%	-32
<b>ACTE</b>	510	511	495	3%	16
<b>UNKNOWN AFFILIATION</b>	688	894			
<b>WACTA</b>	268	113	164	-31%	-51
<b>WAAE</b>	40	36	33	9%	3
<b>WSBEA</b>	151	156	155	1%	1
<b>WA-CCER</b>	65	59	64	-8%	-5
<b>FACSE</b>	234	210	268	-22%	-58
<b>WAME</b>	65	64	65	-2%	-1
<b>WITEA</b>	318	316	320	-1%	-4
<b>WASTS</b>	88	82	82	0%	0
<b>HSCTE</b>	42	42	43	-2%	-1



## *From President Gene Wachtel*

*Lew Keliher  
Past President*

*Kevin Plambeck  
President Elect*

*Tim Knue  
Executive Director*

*Tess Alviso  
Executive Assistant*

*Franciene Chrisman  
Executive Assistant*

*Vern Chandler  
Membership/Awards Co-Chair*

*Sly Boskovich  
Administration*

*Nathan Moore  
Agricultural Education*

*Mark Sabo  
Business Education*

*Nora Zolfweg  
Career Counseling & Employment Readiness*

*Dawn Boyden  
Family and Consumer Sciences*

*Tracy Rude / Bonnie Smith  
Health Sciences*

*Tim Winn  
Industrial Technology Education*

*Taryn Veloni  
Marketing Education*

*William Clifton  
Skilled and Technical Sciences*



## Strategic Plan 2017-2018

### MISSION

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### CORE PURPOSE

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

## Quality Professional Development

### Ongoing Activities

- Summer Conference

- Fall CTE-STEM & Arts Conference

- Section Conferences

New goals and objectives:	Resources needed:	Status:
1.	•	
2.	•	
3.	•	



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### Ongoing Activities

- Working with state agencies
  - Liaison positions on board

- Working with stakeholder associations
  - Linking business/labor with sections

- Public relations programs

New goals and objectives:	Resources needed:	Status:
1.	•	
2.	•	
3.	•	



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## Advancement of Policy and Legislation

### Ongoing Activities

- WOVE and PAC
- CTSO Civic Engagement Day

- Work on the hill
- Registered lobbyist

- OSPI, PESB, WTECB & SBCTC connections

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1.	•	
2.	•	
3.	•	



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## Networking and Communication

### Ongoing Activities

- WA-ACTE Website
- CTE Online Community

- Email blasts

- Social Media
  - #IamCTE, #WeAreCTE

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1.	•	
2.	•	
3.	•	



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## Quality Association Improvement

### Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1.	•	
2.	•	
3.	•	



**BUDGET 2017-2018 • APPROVED 5-20-17**

July 2, 2017 to June 30, 2018

<b>OPERATING REVENUES</b>	<b>2017-2018</b>
WA-ACTE Membership Dues	\$120,000
Summer Conference Revenues	\$320,000
Fall Conference	\$94,000
OSPI/WTECB Grant (Summer Conference)	\$15,000
Misc./Interest/Clock Hours	\$0
CTE Foundation Scholarships	\$3,000
WOVE - Government Relations	\$6,000
<b>TOTAL BUDGET REVENUES 2017-2018</b>	<b>\$558,000</b>
<b>BUDGETED EXPENSES</b>	<b>2017-2018</b>
<b>Office Staff</b>	
Salaries/Benefits & Related Taxes	\$239,125
Travel Expenses-Executive Director	\$10,000
Contracted Office Help	\$500
Professional Fees	\$1,000
Staff Development	\$300
<b>Total Office Staff Expenses</b>	<b>\$250,925</b>
<b>Office Expenses</b>	
Postage	\$1,500
Supplies	\$3,500
Telephone/Electronic Communications	\$8,500
Computer Equipment & Software	\$4,000
Computer Maintenance/Upkeep	\$1,000
Office-Utilities/Recycle/Custodial	\$12,000
Office - Insurance/Bond	\$2,000
Office - Interest/Taxes	\$13,000
Printing	\$2,000
Equipment Lease/Maintenance	\$6,000
Miscellaneous Association Expenses	\$2,000
<b>Total Office Expenses</b>	<b>\$55,500</b>
<b>EX Board Leadership Expenses</b>	
WA-ACTE Executive Board	\$12,000
ACTE/Regional's	\$15,000
Substitute Days	\$1,000
<b>Total Leadership Expenses</b>	<b>\$28,000</b>
<b>Educational Scholarships/Awards</b>	
Teacher of the Year	\$1,000
WA-ACTE Memorial Teacher Scholarship	\$1,000
Student Leadership Award	\$1,600
<b>Total Educational Scholarship/Awards</b>	<b>\$3,600</b>
<b>Association Activities</b>	
Committee Assignment	\$1,500
Summer Conference	\$105,000
Related Conferences	\$25,000
Advocacy	\$24,000
/Gov Relations	\$6,000
Coalition Memberships	\$2,000
<b>Total Association Activities</b>	<b>\$163,500</b>
<b>Contracted Services</b>	
Audit Review	\$0
Attorney/CPA	\$1,000
Accountant	\$4,500
Bank Charges	\$500
<b>Total Contracted Services</b>	<b>\$6,000</b>
<b>Cash Reserve Fund</b>	
Unrestricted Funds (TBD)	\$35,000
Mortgage Principle	\$7,000
Add to Cash Reserve	\$0
<b>Total Cash Reserve</b>	<b>\$42,000</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$549,525</b>
<b>BUDGET Remainder</b>	<b>\$8,475</b>



**2016-2017**

## **What Washington ACTE Has Done for You!**

**and continues to strategically support our members in meeting our mission**

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

*Washington ACTE's core purpose is to provide leadership and services  
to our members as they prepare students for lifelong career success.*

**We accomplish our purpose by providing members:**

- **Quality Professional Development**
- **Advocacy and Promotion of Career and Technical Education**
- **Advancement of Policy and Legislation**
- **Networking and Communication**
- **Continuous Quality Association Improvement**

### **Quality Professional Development:**

**The Washington ACTE...**

- Provided, in cooperation with OSPI and WTECB, the annual Career and Technical Education Summer Conference in 2016 at The Davenport Grand Hotel in Spokane with 650 paid registrations.
- Continue to grow our network of association partners and sponsors for Washington ACTE.
- Hosted the 2016 Washington ACTE Fall Conference at Great Wolf Lodge with 267 registered attendees.
- Continue to develop and progress in the ability for Washington ACTE and our sections to offer hybrid and virtual conferences as well as methods for webinars to be on file for member access.
- Continue the repository for previous conference presentations and video to extend the professional development opportunities for members in our "Washington CTE Community."
- Assisted and/or contracted with some sections in offering specific conferences for their members at various times throughout the year.

### **Advocacy and Promotion of Career and Technical Education:**

**The Washington ACTE...**

- Continued to work with board members of the Washington CTE Foundation in promoting innovation in CTE for both students and educators. Two new board members were added in 2016.
- Collaborated with a variety of education stakeholder associations and industry representatives to advance CTE in our state. Key groups included: Washington Education Association (WEA), League of Education Voters (LEV), Washington Business Alliance (WaBA), and others during the 2017 Legislative Session. Presented about CTE opportunities to various education groups.
- Promoted our profession during Career and Technical Education Month by holding a "Civic Engagement Day" in conjunction with Career and Technical Student Organizations in Olympia. During the day state CTSO officers and local CTSO chapters had displays in the state capitol sharing the benefits of CTE. Governor Inslee signed a proclamation for CTE month in February.
- Worked with OSPI, WTECB, SBCTC, and SBE in various ways and times to inform their work and to help create a sense of collaboration with WA-ACTE for the inclusion and betterment of CTE in their work.
- Presented "Advocacy 101" at the ACTE Region V Conference in Bismarck, South Dakota.
- Coordinated a delegation of Career and Technical Education educators representing our state at the federal level during the ACTE's National Policy Seminar in Washington DC for Perkins and ESEA issues.

## Advancement of Policy and Legislation:

### The Washington ACTE...

- Represented and worked collaboratively with our members, several agencies, and legislators during this year's 2017 Legislative Session in Olympia with contracted help from Legislative Solutions, Jene Jones, to expand our lobby work and reach which resulted in...
  - Successfully added through policy \$200M for CTE within the four-year Operating Budget thru changes in CTE and skill center staffing ratios
  - Established CTE as a Categorical fund, placing CTE funding as a component of Basic Education
  - Limited use of funds for CTE [formerly CTE allocations were not specifically required to be used in programs RCW 28A.150.260(4)(c)] to allowed CTE related expenditures [EHB 2242, sec. 409]
  - Limited indirect charges for administration to 5%
  - Increased MSOC and tied it as an enhancement ratio to general education funding going forward
  - Charged OSPI to increase CTE course equivalency crediting [EHB 2242, sec. 410]
- Used our WOVE PAC to support our networking with candidates and to conduct interim political activities to advance the funding needs and policies to support the CTE needs of our students and programs.

## Networking and Communication:

### The Washington ACTE...

- Continued to promote the “I am CTE” marketing campaign over social media with the #IamCTE hashtag to raise awareness of our different outstanding CTE programs and CTSOs that are a part of the full CTE family of programs. In work with legislators and community members they are proud of an outstanding individual program, but fail to understand that program is first a CTE program and our funding for CTE is very important.
- Continue to promote and encourage our members to access and use the Washington ACTE online community for posting information and networking with CTE educators across the state.
- Expanded our social network presence through Facebook, Twitter, and our own “Washington CTE Community of Practice.” Please join us to promote our programs as CTE (#IamCTE) where and when you can with your social networks.
- Continuously update the WA-ACTE's website for our association and section information along with legislative updates and links with other education partners.
- Post advocacy information on our website to assist members in advocating with their local policymakers to advance CTE in our state.

## Continuous Quality Association Improvement:

### The Washington ACTE...

- Ended 2016-2017 fiscal year with 1,836 Washington ACTE members and 511 ACTE members.
- The WAAE section ended the year with a 9% membership increase and WSBEA exceeded their retention goals.
- Worked in partnership with the CTE Foundation to provide scholarships for a variety of opportunities:
  - \$200 travel scholarships for Career and Technical Student Organizations
  - \$1,000 for Teacher of the Year award
- Received the GOLD Quality Association Award from the national ACTE for the 18<sup>th</sup> year in a row, which represents the highest standard for an state association in the national ACTE.
- Improved the quality of Washington ACTE summer and fall conferences each year providing additional options for growth and continued career connected learning.
- Coming into the 2017 Summer Conference, we had 554 registered with more anticipated registering onsite. Exhibits are up this year with 45 companies exhibiting and a record number of 11 conference sponsors.



**POLITICAL ACTIVISM**

**CONTINUING RESOLUTION 1**

**PROPOSED AMENDMENT**

WHEREAS, Activism in the legislative and political process is crucial to the success of Career and Technical Education; and

WHEREAS, Career and Technical Education is equipment and technology intensive and high cost, requiring legislative support; and

WHEREAS, Communication of program successes will insure continuation of Career and Technical Education inclusion in ongoing educational reform; and

WHEREAS, The education of parents, business, community, and government leaders is essential to garner support for Career and Technical Education programs; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourage section leadership and their members to increase their level of involvement and activism in the legislative and political process in order to supply justification for strong Career and Technical Educational opportunities for all students and that the association provides inservice training on political involvement.

RESOLVED, That WA-ACTE sections encourage increased participation by leadership and their members in the ~~Legislative Policy Seminar~~ **Civic Engagement Day**.

Adopted by: WA-ACTE Delegate Assembly 8/22/94  
Amended: 8/10/15



## **PROFESSIONAL DEVELOPMENT**

### **CONTINUING RESOLUTION 2**

WHEREAS, The Washington State legislature continues calling for education reform including changing roles for teachers, guidance personnel, and administrators; and

WHEREAS, All reform initiatives call for changing roles of educators and the related professional development needed for members of the Washington Association for Career and Technical Education; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education maintains a professional development standing committee which will propose various strategies to meet the professional development needs of the Washington Association for Career and Technical Education members.

RESOLVED, That the Office of Superintendent of Public Instruction (OSPI), Professional Educators Standards Board (PESB), State Board for Community and Technical Colleges (SBCTC), Workforce Training and Education Coordinating Board (WTECB), Association of Washington Business (AWB), and the Business Roundtable continue to be invited to participate with the Washington Association for Career and Technical Education Professional Development opportunities.

Adopted by: WA-ACTE Delegate Assembly 8/14/95

Amended: 8/10/15



**CAREER AND TECHNICAL EDUCATION FUNDING AND ECONOMIC DEVELOPMENT**

**CONTINUING RESOLUTION 3**

**PROPOSED AMENDMENT**

WHEREAS, Career and Technical Education provides for the development of a skilled workforce serving 310,227 (2014-2015 Perkins Consolidated Annual Report)\* secondary students annually; and

WHEREAS, The development of the workforce is essential to the economic health of the state; and

WHEREAS, Career and Technical Education is an integral part of the educational system; and

WHEREAS, Preparation for work and careers is vital to the state's education efforts; and

WHEREAS, All Career and Technical Education programs are very equipment and technology intensive; and

WHEREAS, Effective Career and Technical student leadership organizations require strong support from a teacher/advisor; and

WHEREAS, Continuous improvement and innovation requires seeking new ideas and strategies that can be applied at the classroom level; and

WHEREAS, Funding in Career and Technical Education has limited resources for equipment and technology, Career and Technical student leadership organizations, and innovative projects; and

WHEREAS, Tenuous Federal resource levels for Career and Technical Education can further impact the ability of the state to provide meaningful Career and Technical Education programs for students; therefore, be it

RESOLVED, that we encourage the continued work of the legislature Quality Education Council, and the funding taskforce to recognize the value of Career and Technical Education and provide the required resources to sustain and grow relevant and rigorous Career and Technical Education programs.

RESOLVED, That the Washington Association for Career and Technical Education partner with other education, business, and labor organizations to obtain support for required resources for Career and Technical Education programs to greater drive economic development at the local, regional, and state levels.

\* <http://www.wtb.wa.gov/Documents/2015PerkinsCAR.pdf>

Adopted by: WA-ACTE Delegate Assembly 8/19/96  
Amended: 8/8/16



## **LEADERSHIP DEVELOPMENT**

### **CONTINUING RESOLUTION 4**

WHEREAS, Leadership within Career and Technical Education Programs is essential to the development of a world class workforce; and

WHEREAS, The development of quality leadership begins with membership in professional organizations and is enhanced through professional development and peer mentoring; and

WHEREAS, The creation of a system which encourages leadership development and leads to continuous improvement; and

RESOLVED, The Washington ACTE believes administrative internship program provides valuable professional development to potential Career and Technical administrators.

RESOLVED, That the Washington Association for Career and Technical Education work collaboratively with the Office of Superintendent of Public Instruction and WAVA to maintain and continually update the Administrative Internship program.

RESOLVED, That the Administrative Internship program curriculum contain information on the value of belonging to professional associations and that involvement in professional association activities, such as Legislative Policy Seminar, Summer Conference, WOVE Legislative Update, and 100% membership is an expectation.

RESOLVED, That the Administrative Interns join WAVA and WA-ACTE.

RESOLVED, That the Washington Association for Career and Technical Education provide professional development opportunities in leadership at multiple levels within Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/19/96

Amended: 8/10/15



## **COMMITTEE FOCUS ON RECRUITMENT AND RETENTION**

### **CONTINUING RESOLUTION 5**

WHEREAS, A professional Association must meet the needs of its membership; and

WHEREAS, Washington Association for Career and Technical Education has a rapidly retiring membership; and

WHEREAS, Washington Association for Career and Technical Education has a need to attract new, younger members in order to sustain and build as an organization; and

WHEREAS, The teaching profession has changed in workload and intensity, we must meet the needs of members that keep them in CTE classrooms; and

WHEREAS, WA-ACTE must inform CTE educators of the many benefits of continuing membership including professional development, advocacy of CTE and supporting legislation, and networking opportunities; and

WHEREAS, It is essential that association member needs are identified and met to ensure the retention of WA-ACTE members; and

RESOLVED, That the Washington Association for Career and Technical Education and WA-ACTE sections gather information on the needs and activities that would benefit the membership of our association.

RESOLVED, That the findings shall be submitted to the Washington Association for Career and Technical Education Membership Committee on an annual basis, for recommendations to the Washington Association for Career and Technical Education Executive Board.

RESOLVED, That the WA-ACTE work with the Office of Superintendent of Public Instruction (OSPI) and WAVA-An Association of Career and Technical Education Administrators to obtain a current list each year of all CTE teachers in the state in order to share professional opportunities which include, but not limited to, membership benefits, conference participation, and other services available.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15





**EQUITY AND DIVERSITY**

**CONTINUING RESOLUTION 6**

WHEREAS, Career and Technical Education's purpose is to expand, improve, modernize, and develop quality Career and Technical Education programs in order to meet the needs of the state's and nation's existing and future workforce for marketable skills to improve productivity and promote economic growth; and

WHEREAS, Individuals must not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in Career and Technical Education programs or in the workforce because of national origin, race, age, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a disability; and

WHEREAS, Individuals must be assured full access to quality Career and Technical Education programs by individuals who are disadvantaged, disabled, students entering nontraditional occupations, single parents or homemakers, individuals with limited English proficiency, and individuals incarcerated in correctional institutions; and

WHEREAS, Equal opportunity in education is fundamental to equality in all forms of human endeavor, especially in the work place; and

WHEREAS, Practices of discrimination often exist unconsciously and through practices long enshrined in tradition; and

WHEREAS, The strengths of our society are built upon the contributions of our diverse cultures; and

WHEREAS, Washington Association for Career and Technical Education recognizes that diversity and equity in the educational environment will foster cultural awareness, mutual understanding, and respect; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education continue to support the development and implementation of Career and Technical Education program standards which emphasize principles of equity, thus informing students and workers of their rights to a non-discriminating education and work environment.

RESOLVED, That the Washington Association for Career and Technical Education is committed to developing and using equitable practices within the association.

RESOLVED, That the Washington Association for Career and Technical Education work with other agencies and organizations to increase the participation of diverse student populations in Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



**ACCOUNTABILITY**

**CONTINUING RESOLUTION 7**

**PROPOSED AMENDMENT**

WHEREAS, One of the goals of the Washington Association for Career and Technical Education is to improve the public perception of Career and Technical Education; and

WHEREAS, The Washington Association for Career and Technical Education is the leading voice for Career and Technical Education in Washington State; and

WHEREAS, Data collection must be improved to adequately demonstrate the benefits and accomplishments of Career and Technical Education to prepare a well-educated and competitive workforce for a global economy; ~~and~~

~~WHEREAS, The Workforce Training and Education Coordinating Board reported in its *Workforce Training Results 2015*\* that 88% of employers reported satisfaction with new employees who were program completers as evidenced by survey responses;~~ therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourages the Office of Superintendent of Public Instruction (OSPI), State Board of Education (SBE), Professional Educator Standards Board, and the Workforce Training and Education Coordinating Board (WTECB) to secure a collection of data at the state level that demonstrates the value of Career and Technical Education toward the development of a competitive workforce.

RESOLVED, That the data related to CTE collected be utilized to provide rationale to the legislature for their support of Career and Technical Education as an integral part of Basic Education and continued funding.

\* <http://www.wtb.wa.gov/Documents/WorkforceTrainingResults2015.pdf>

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/8/16



## **HIGH SCHOOL GRADUATION AND DROPOUTS**

### **CONTINUING RESOLUTION 8**

WHEREAS, Any student dropping out of school is unacceptable; and

WHEREAS, The Washington State Institute for Public Policy has determined that the cost to the state of Washington for each student who drops out is \$10,500 per year per student for the rest of that student's life; and

WHEREAS, The Office of Superintendent of Public Instruction (OSPI) established, in 2004, incremental improvement goals to reach the 85 percent goal of on-time high school graduation rates by 2014; and

WHEREAS, The on-time state graduation rate for the graduating class of 2014 is 82.9% and CTE completers rate is 91.4%\*; and

WHEREAS, The 2015 legislature passed an operating budget which provides funds for the systemic development of statewide dropout prevention and intervention programs, including Jobs for Washington's Graduates (JWG) and the Building Bridges Program; and

WHEREAS, the provision of Career and Technical Education programming is an essential intervention for dropout prevention and intervention and Career and Technical Education student completers graduate at a higher rate; therefore, be it

RESOLVED, That WA-ACTE supports the continued funding and development of statewide dropout prevention initiatives that encourages local Career and Technical Educators to work with their school district in building programs that utilize effective interventions such as JWG, the Building Bridges Program, and Career and Technical Student Organizations.

RESOLVED, That Career and Technical Education is recognized as a best practice in assisting students to graduate on time and as a vehicle for student re-engagement.

\*OSPI CTE Stakeholder Report August 2015 (latest data available)

Adopted by: WA-ACTE Delegate Assembly 8/15/05

Amended: 8/10/15



**TEACHER PREPARATION / RECRUITMENT / RETENTION**

**CONTINUING RESOLUTION 9**

WHEREAS, The CTE profession is experiencing a loss of pre-service teacher education programs and funding for them; and

WHEREAS, There is an unacceptable shortage of CTE teachers exacerbated by an increase in teacher retirements; and

WHEREAS, There is a need to attract new teachers and to increase teacher diversity in order to sustain and expand current programs and implement new programs; and

WHEREAS, Recruitment and retention is critical to the ongoing success of CTE programs; and

WHEREAS, Many new teachers leave the profession after the first few years of teaching; therefore, be it

RESOLVED, That WA-ACTE and WA-ACTE sections market the teaching profession with students as a viable career opportunity.

RESOLVED, That the sections of Washington ACTE create a New Teacher Mentorship Program to assist new teachers.

Adopted by: WA-ACTE Delegate Assembly 8/13/07

Amended: 8/10/15



**ADDITIONAL RESOURCES**

**CONTINUING RESOLUTION 10**

WHEREAS, The CTE Congressional Caucus is working tirelessly for Career and Technical Education at the national level; and

WHEREAS, The CTE Congressional Caucus could be influential in the development of new federal resources; and

WHEREAS, States need resources in addition to Carl D. Perkins Career and Technical Education Act; and

WHEREAS, State CTE Programs educate and train secondary and postsecondary students to meet the increasing demands of business and industry; and

WHEREAS, Career and Technical Education Exploratory Programs are valuable to middle school and junior high students; and

WHEREAS, CTE Programs and student leadership programs are recognized as a Best Practice in graduating students on time; and

WHEREAS, Additional resources are needed to support program and instructor certification to meet industry standards; and

WHEREAS, Equipment and technology needs are intensive in CTE Programs nationwide and should be federally funded; and

WHEREAS, A quality teacher mentoring program, according to the research, is essential in teacher retention especially during the first five years; and

WHEREAS, The creation of a federal incentive for school districts with a certified CTE administrator would assist in preventing the further erosion of qualified CTE administrators; and

WHEREAS, Federal startup funds for new and innovative CTE Programs would assist states in targeting high demand fields; therefore, be it

RESOLVED, That WA-ACTE work with the National Association for Career and Technical Education and the Congressional Caucus to secure additional resources for Career and Technical Education such as:

- administrative stipend
- middle school exploratory activities
- equipment and technology
- instructors and programs certification
- start-up funds for new programs
- mentoring programs for new teachers
- support for CTSOs
- career pathways
- pre-apprenticeships

Adopted by: WA-ACTE Delegate Assembly 8/11/08

Amended: 8/10/15



**STUDENT LEADERSHIP**

**CONTINUING RESOLUTION 11**

WHEREAS, Student leadership is an integral part of Career and Technical Education Programs; and

WHEREAS, CTE student leadership is a proven means of increasing student engagement in schools resulting in higher graduation rates; and

WHEREAS, CTE student leadership provides the personal development and workplace skills desired by business and industry; and

WHEREAS, CTE student leadership offers benefits to all secondary (Grades 7-12) students in Washington State; and

WHEREAS, CTE student leadership organizations in Washington State require statewide leadership (state directors); and

WHEREAS, Current legislation provides for student leadership organization support at the state level; therefore, be it

RESOLVED, That WA-ACTE, their section leadership, and members lobby legislative members, along with business/industry supporters to provide a structure for adequate financial support for current approved Career and Technical Student Leadership Organizations (DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and WCTSMA) and potential future organizations.

Adopted by: WA-ACTE Delegate Assembly 8/14/11  
Amended: 8/8/16

**FINANCIAL COMMITTEE REPORT**  
**August 2017 Delegate Assembly**  
**Year-End Review**



**GREEN LIGHT (Going well – keep up the good work)**

- **MEMBERSHIP:** Ended 2016-2017 fiscal year with 1,836 Washington ACTE members and 511 ACTE members.
- **SUMMER CONFERENCE:** Attendance is currently at 560 paid attendees, exhibits are up this year with 45 companies exhibiting, and a record number of 11 conference sponsors.
- **ASSOCIATION REVENUES:** were 38% over last year
- **ASSOCIATION EXPENSES:** were 14% over last year  
Providing a growth in our reserves as a result.



**YELLOW LIGHT (Develop, Monitor & Revise where/when needed)**

- It will be important for all involved to retain membership levels going forward and grow total membership.
- Conference(s) revenue continues to generate 80% of the association's overall revenue; we need to grow our attendance at each conference while maintaining costs to the best of our ability.
- We continue to approach our fiscal responsibilities in a frugal manner, while seeking to increase our impact for all of CTE in Washington State.



**RED LIGHT (Immediate attention – next steps)**

- Continue working with our new accountant and incorporate the Centralia College Educational Audit Team's recommendations where they work for a non-profit association.

The Finance Committee met in June 2017 and reviewed the 2015-2016 year's financial records, and reviewed the Centralia College Educational Audit Team's "Independent Accountant's Review Report."

"Management letter for the year ended June 30, 2016"

"We have recently completed our review of which we conducted in accordance with GAAP. Our responsibility is to conduct the reviews in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. The review of the financial statements does not relieve management of their responsibilities."

*(Full review report dated 6/12/2017 on file at the WA-ACTE office.)*



WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
BYLAWS

**PROPOSED AMENDMENTS**

Amended by the Delegate Assembly  
August 8, 2016

**Article I ~ Members**

- A. Qualifications  
Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association for Career and Technical Education.
- B. Membership Categories
  - 1. Professional Members are individuals actively employed in or concerned with Career and Technical Education.
  - 2. Retired Members are individuals who are retired from active employment in Career and Technical Education and have been Washington Association for Career and Technical Education members for at least one (1) year.
  - 3. Student Members are 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.
- C. Association Rights  
The Washington Association for Career and Technical Education Executive Board shall have the power to censure, suspend, or expel any member for cause and shall serve notification by registered mail, return receipt requested. The member shall notify the Executive Board if a hearing is desired. Request for hearing shall advise if legal counsel is expected. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the member's receipt of the Executive Board notification.

If the member expects to be represented by legal counsel, the member shall so state in the notice of appeal. The Executive Board shall thereafter, within twenty (20) working days, hold a hearing at which a member may appeal in his/her own behalf. All legal and other costs incident to the appeal shall be borne by the member.

**Article II ~ Dues and Finance**

- A. Annual Dues shall be:
  - 1. Professional Member \$75  
**\$80 (2018-2019)**  
**\$85 (2019-2020)**  
**\$90 (2020-2021)**
  - 2. Retired Member \$35  
**\$40 (2018-2019)**
  - 3. Student Member \$0
- B. Dues
  - 1. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
  - 2. Any member whose dues are not paid within thirty (30) days after the anniversary date shall be dropped from membership.
  - 3. The dues of all members shall be payable to the Washington Association for Career and Technical Education. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each remittance to the Washington Association for Career and Technical Education.
- C. Budget  
A proposed budget for the next fiscal year shall be prepared by the Executive Committee by May 1. The proposed budget shall be presented and adopted at the last Executive Board meeting prior to the current fiscal year ending June 30. Any expenditure beyond the adopted budget shall have prior approval by the Executive Board by formal action at an open Executive Board meeting.
- D. Financial Records Review  
The financial records shall be provided by a qualified accountant, who shall be chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Executive Board. The Accounting



Committee shall review the financial records and submit a report to the Executive Board at its annual Summer Conference.

E. Fiscal Year

The fiscal year shall be from July 1 through June 30.

### Article III ~ Affiliated Sections

A. Affiliated Sections

1. Any group of twenty-five (25) or more first-time Washington Association for Career and Technical Education members or an elapsed member that is renewing membership engaged in a specific instructional or service area of Career and Technical Education and desiring to be affiliated as a section upon submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of professional members, and a program of activities for the membership year; and upon recommendation of the Executive Board and approval by vote of the Delegate Assembly.
2. Sections now recognized as affiliates of the Washington Association for Career and Technical Education are:
  - Washington Association of Career and Technical Administrators (WACTA)
  - Washington Association of Agricultural Educators (WAAE)
  - Washington State Business Education Association (WSBEA)
  - Washington Career Counseling & Employment Readiness (WA-CCER)
  - Family and Consumer Sciences Educators (FACSE)
  - Washington Association of Marketing Educators (WAME)
  - Washington Industrial Technology Education Association (WITEA)
  - Washington Association of Skilled & Technical Sciences (WASTS)
  - Health Science Career and Technical Educators (HSCTE)
3. The sections' constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Executive Board.
4. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Executive Board.
5. The sections shall be autonomous in selecting their officers in determining their policies and

programs within the restrictions of Section A. 4. of this Article and in operating their activities.

6. Affiliated sections are required to prepare an annual "State of the Section Report" to be submitted to the Executive Board by the first meeting after the Delegate Assembly. Sections are to submit their officers and committee members to the WA-ACTE office by September 1.
7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) Professional Washington Association for Career and Technical Education members for two (2) consecutive years is subject to forfeiture of its affiliation. Notices of such forfeiture shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Executive Board. Said section may, within the ninety (90) day period, reorganize and take such other action as to provide the necessary qualifications in accordance with these Bylaws. Upon further evaluation by the Executive Board, notice of forfeiture of affiliation shall be withdrawn provided that, in the opinion of the Executive Board, evidence has been presented showing just cause of continuation of the affiliation.
8. Reinstatement of Affiliated Sections
  - a. An affiliated section of the Washington Association for Career and Technical Education which has forfeited affiliation, on application and having reached the required number of members and with a plan for maintaining and/or increasing membership, can be re-admitted to affiliation.
  - b. When affiliation of the section has been forfeited, Washington Association for Career and Technical Education may, at its discretion, reinstate that affiliation provided that the section makes application for such reinstatement in writing by submitting the *Application for Reinstatement* to the Executive Committee.
  - c. Upon receiving the *Application for Reinstatement* from a forfeited section the Executive Committee will present the application and a recommendation to the Executive Board. The forfeiture status of a section may be withdrawn for any reason that the Executive Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Executive Board present at an Executive Board meeting at which reasons for withdrawal are considered.

## Article IV ~ Officers

- A. Officers  
The elected officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.
- B. Terms of Office  
Officers are elected to a three-year term rotating through the positions of President Elect, President, and Past President for a term of one year each.
- C. Vacancy in Office
  1. A vacancy in the office of President shall be filled by the President Elect. The vacancy thus created in the office of President Elect shall be filled by the election of one of the Board members at a regular or special meeting of the Executive Board.
  2. Should the office of President become vacant and the President Elect is unable to assume the office of President, a special meeting shall be called by the Past President or the Executive Director for the purpose of electing a President and a President Elect from the Executive Board membership to serve the remainder of the term.
  3. All elections to fill vacancies shall be by ballot of the Executive Board and a majority shall elect.
- D. Duties
  1. Each officer will serve as chair of one of the Strategic Plan Committees as defined in Policies and Procedures and to be assigned no later than the fall meeting of the Executive Committee.
  2. The President shall:
    - a. Preside at all meetings of the Delegate Assembly and of the Executive Board.
    - b. Appoint all committees (except nominating) subject to approval of the Executive Board.
    - c. Submit an annual report at Summer Conference.
    - d. Perform duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association and such standing rules as may be adopted by the Executive Board.
  3. The President Elect shall:
    - a. Perform all duties of the President in the absence of the President.
    - b. Succeed to the office of President for the unexpired term in the event of a vacancy.
    - c. Assume other duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.
  4. The Past President shall:
    - a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.

## Article V ~ Nominations and Elections

- A. Nominations Committee  
The President shall organize a Nominations Committee by the January Board meeting, composed of one (1) Board member acting as chairperson of the Nominations Committee and one (1) member representing each of the other Sections. Washington Association for Career and Technical Education staff must notify each Section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures. Nominees for President Elect may be from any section. The Nominations Committee shall submit its report at the May Board meeting. No name shall be placed in nomination without the consent of the nominee.
- B. Election of Officers  
Election of officers shall be by electronic ballot prior to the annual Summer Conference. A plurality vote shall elect. The President shall take office at the close of the Delegate Assembly. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

## Article VI ~ Meetings

- A. Meetings
  1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Executive Board for the purpose of providing inservice training and electing officers.
  2. Summer Conference Committee
    - a. There shall be a Summer Conference onsite Chairperson, appointed by the Professional Development Committee Chair, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the Professional Development Committee Chair and the State delivery agencies.
    - b. Summer Conference committees shall include credentials, elections, and resolutions, appointed by the President.
- B. Delegate Assembly
  1. A Delegate Assembly shall be held in conjunction with the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this Assembly.
  2. Determination of the policies and program of the Washington Association for Career and Technical Education shall be vested in a representative Delegate Assembly.

3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director on May 1.
4. The voting members of the Delegate Assembly shall be:
  - a. Elected officers of the Washington Association for Career and Technical Education.
  - b. The Executive Board.
  - c. Delegate representation of each Section:
    - (1) Two delegates from each Section.
    - (2) One additional delegate for sections having membership of 100 as of May 1; an additional delegate is added for each 50 members thereafter.
5. No member may be elected as a delegate from more than one section and no member shall vote in more than one capacity.
6. A quorum for the Delegate Assembly shall be a majority of the voting members registered with the Credentials Committee.
7. Delegate Assembly Order of Business
  - a. Call to Order
  - b. Invocation
  - c. Pledge of Allegiance
  - d. Standing Rules
  - e. Roll Call of Delegates
    - (1) Seating of Delegates and Alternates
  - f. Credentials Report
  - g. Reading and Approval of Minutes
  - h. Executive Committee Reports
    - (1) Strategic Plan Review (previous year)
      - (a) Acceptance of Report
    - (2) Strategic Plan (draft)
      - (a) Presentation of Budget
      - (b) Approval of Strategic Plan
    - (3) Executive Director's Report
      - (a) Acceptance of Report
  - i. Resolutions Committee Report
    - (1) Reading and Board Position
    - (2) Action
  - j. Standing/Special Committee Reports
  - k. New Business
    - (1) Constitution Change
    - (2) Bylaws Change
    - (3) Election of President Elect
  - l. Announcement of New Officer
    - (1) Passing of the Gavel
  - m. Adjournment
8. The order of business as listed under Section 7. may be changed by two-thirds (2/3) vote of the Delegate Assembly.
9. Resolutions

- a. Proposed resolutions shall be submitted in writing to the Executive Director no later than July 1.
- b. The Executive Director shall email and/or mail copies of all resolutions to be presented to the Delegate Assembly to each delegate no less than ten (10) days prior to such meeting.
- c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

## **Article VII ~ Executive Board**

- A. Executive Board
  1. The Executive Board shall consist of:
    - a. Elected officers of the Washington Association for Career and Technical Education.
      - (1) One representative elected or appointed from each Affiliated Section.
    - b. A quorum of the Executive Board shall be the assembly of a majority of the officers and representatives.
- B. Executive Board Power
 

The Executive Board shall have the necessary power and authority to carry out the business of the Washington Association for Career and Technical Education.
- C. Duties
 

Duties of the Washington Association for Career and Technical Education Executive Board shall be:

  1. Carryout the program and policies of the Delegate Assembly and to exercise the general authority of the Delegate Assembly between its annual meetings.
  2. Approve all requests for expenditures in excess of the budgeted amounts.
  3. Determine the accounts for placement of all monies received by the Washington Association for Career and Technical Education and approve all disbursements by officers.
  4. Determine bonding procedures for employees and the President.
  5. Perform all duties prescribed in the Bylaws and Policies and Procedures.
  6. Review and approve the annual budget.
  7. Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.
- D. Official Use of Stationery and Titles
 

Official stationery and official titles of officers shall be used only in the promotion of policies that have been approved by the Executive Board.

- E. Meetings  
Regular meetings of the Washington Association for Career and Technical Education Executive Board shall be held in accordance with action of the Executive Board, on call of the President, or on request of a majority of the members of the Executive Board.
- F. Expenditures  
Expenditures of the Executive Board shall be allowed as provided in the annual budget.
- G. Executive Director
  - 1. The Executive Director shall be employed on a contractual basis by the Executive Board for a term not to exceed three (3) years. At the end of the contracted term, the Executive Director may be re-appointed by the Board. Duties of the office shall begin on July 1, or on whatever date shall be set up by the Executive Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.
  - 2. The Executive Director shall:
    - a. Have general administrative charge, under the direction of the Executive Board, of all the Washington Association for Career and Technical Education activities.
    - b. Be responsible for the maintenance of regular books of account and submit them, together with all other records and supporting documents, to the Executive Board at any meeting as requested or required.
    - c. Submit to the Executive Board monthly and annual financial statements and audit review.
    - d. Give full report of activities during the year to the Delegate Assembly at the annual Washington Association for Career and Technical Education Summer Conference.
    - e. Assist in the preparation of the annual budget and Strategic Plan in conjunction with the Executive Committee for approval by the Executive Board and presentation at the annual Delegate Assembly.
- H. Salaried/Contract Personnel  
Other salaried personnel, upon recommendation by the Executive Director, may be employed by the Executive Board. The Executive Director shall evaluate salaried personnel on or before the last Executive Board meeting before June 30 and submit the evaluations, in Executive Session, with recommendations to the Executive Board.

**Article VIII ~ Executive Committee**

- A. Executive Committee Members

The members of the Executive Committee shall be the elected officers.

- B. Duties  
The Executive Committee shall:
  - 1. Be responsible for the transaction of necessary business between meetings of the Executive Board and business that may be referred to it by the Executive Board, and shall make a complete report of its actions to the Executive Board.
  - 2. Select a qualified accountant to review or audit the financial records of the Washington Association for Career and Technical Education.
  - 3. Prepare and submit to the Executive Board a proposed budget at the last Board meeting prior to June 30.
- C. Meetings  
Meetings shall be at the call of the President. The Executive Director may attend as an ex officio member.
- D. Quorum  
A majority of elected officers shall constitute a quorum.

**Article IX ~ Committees**

- A. Committee Appointments  
All members of committees shall be appointed by the President to serve during the President's term.
- B. Standing Committees  
The Strategic Plan as adopted by the Executive Board shall determine the standing committees for the upcoming year.
- C. Committee Expenses  
Expenses of the standing committees as outlined in the Strategic Plan for business and travel shall be provided in the annual budget as outlined in Policies and Procedures.

**Article X ~ Dissolution**

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations.

**Article XI ~ Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Washington Association for Career and Technical Education in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

**Article XII ~ Amendments**

These Bylaws may be amended at any annual meeting of the Delegate Assembly by two-thirds (2/3) vote provided

that the text of the proposed amendments shall have been emailed and/or mailed at least ten (10) days prior to the Delegate Assembly.