



**EXECUTIVE BOARD
Meeting Minutes
Saturday, October 8, 2016**

Call to Order and Roll Call: The Washington ACTE Executive Board Meeting was called to order at 10:00 a.m. on Saturday, October 8, 2016, 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 Dawn Boyden
Marketing Education Taryn Veloni
Industrial Technology Education Tim Winn
Health Sciences Tracy Rude
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

Agenda Changes: No changes were made to the agenda. Mark moved that the agenda be approved as presented. The motion was seconded by Sly and carried.

Calendar Update: The calendar was updated and would be posted on the website.

Consent Agenda: Tim explained the financial reports. It was moved, seconded, and carried that the consent agenda be approved as presented.

- Minutes 8/6/2016
- Financial Reports 8/31/16
- Executive Committee Reports
- State of the Section Reports
- Correspondence

Committee Updates:

- Legislative
 - 2017 Legislative Focus – The legislative focus was discussed and would be taken to the WACTA Board meeting for approval. After approval the draft would be removed and posted on the WA-ACTE website. It was suggested to add section website hyperlinks to the section logos.
 - Kevin moved that the Executive Board approve the 2017 Legislative Focus as a draft and give Tim Knue permission to modify and wordsmith as necessary to finalize the draft. The motion was seconded by Tracy and carried.
- Professional Development
 - Fall Conference Update
 - Committee Processes & Timelines Required for Summer Conference 2017
 - “2017 WA-ACTE Summer Conference” Professional Development for CTE, STEM-Arts, and More in K-12 Education
 - Theme: “CTE...Fostering Success”
 - Bootcamp to include sections
 - Rewrite objectives
 - Include meals in registration
- Membership & Awards (FAME)
 - Foundation – Silent auction does not generate enough money to pay for all awards. Possible 50/50 auction with CTSOs.
 - Awards
 - Quality Section Standards Award – The purpose is to provide benchmarks for sections to determine levels of performance and satisfactory service to their members and prospective members. The QSS can help section leadership know what they can be doing to strengthen their associations.
 - Membership – Ended August with 1,707 members...increase of 88 members compared to August 2015.
 - Engagement – Working on a project for Summer Conference with a group such as Kiwanis or Lions.

Reports of Agencies / Organizations:

- OSPI Update – not present
- WTECB Update – not present
- CTSO Update – Larry Howe
 - Lori Hairston new executive director for DECA
 - Karen Hay new executive director for HOSA
 - WCTSMA national affiliation with National Honor Society of Sports Medicine
 - February 1 CTE Student Leadership Civic Engagement Day in Olympia
 - March 27 CTE Showcase of Skills

Board Learning:

- Board Inservice
 - Association Duties – Board Member Duties and Responsibilities
 - Board Meeting Structures 2017
 - Leadership Handbook 2016-2017
- CTE Horizon Scan
- Wayfind video “Let’s Go Legal” and nonprofit legal checklist

Action Items:

- WOVE - approve executive director to work with WOVE and lobby on the association’s behalf
 - Kevin moved that Tim Knue, WA-ACTE Executive Director, be approved by the Executive Board to work with the WOVE PAC and lobby on the association’s behalf. The motion was seconded by Dawn and carried.
- Policies and Procedures – Proposed Amendments
 - Tracy moved that the proposed amendments to the Policies and Procedures be approved as presented. The motion was seconded by Tim W. and carried.

For the Good of the Order / Adjournment: The meeting was adjourned at 4:18 p.m.

Future Meetings:

- January 28, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- March 28, 2017, 3:00 p.m. - 4:00 p.m., GoToMeeting
- May 20, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- August 5, 2017, 10:00 a.m. - 4:00 p.m., Davenport Grand Hotel, Spokane

ACTIVELY RECRUITING CANDIDATES FOR OFFICE

During a “brainstorming” session at a WA-ACTE Executive Board meeting in February 2001, board members developed a number of ideas to help in the recruitment of candidates for offices in the WA-ACTE and the many affiliate sections. The challenge is for us to actively seek out candidates for these offices in WA-ACTE or your professional organization. Review the following suggestions or ideas and see if you individually can actively use three of them to recruit candidates for WA-ACTE and your organization.

- Relate (past) experiences and the joys and value in being an officer/board member
- More communication to our memberships about our involvement in “board” or executive committee's activities. If we relate to them the many activities, decisions, and challenges we experience, this may entice others to want to become a part of this experience
- “Cultivating Leadership” WA-ACTE Perhaps we need to conduct workshops or “sessions” on how to Cultivate Leadership for all the affiliates.
- Personal Contacts – one-to-one communication
 - Mentor members who show promise!
 - Delegate responsibilities, share the tasks with others so that they may experience the joys and challenges
 - Ask for involvement, “What can you do?”
 - Compliment their strengths and encourage them to run for an office
 - Get to know somebody new who might be interested in being an officer
- Develop Web site's so that they are interactive and “active” in sharing the positive experiences of being an officer. Develop recruitment pages
- Ask Administrators to share their perspective of staff involvement and the value of belonging to professional organizations.
- Year-long nominating committee that's basic function is recruitment!

- Create more opportunities for members to be involved in leadership.
- Invite members to attend executive-board meetings.
- Invite members to participate in legislative hearings, seminars and other activities.
- Have formal presentations of the officer or board activities.
- Network and share our experiences with our own (building) colleagues.
- Share the opportunity for members to experience “cutting edge” information and experiences.
- Leadership opportunities provide for a “diversion from the routine”. A real “revitalizer”.
- Tell everyone about the value of your experiences.
- “The more you tell.....” - is our important message. The more we relate our experiences, the greater the circle of candidate possibilities.
- Send officers out to spread the word about experiences to conferences. Seek out all attendees, affiliates, members, etc.
- Gain membership of all affiliates on nomination committee.
- Relate to others what the responsibilities are as an officer.
- Personal connections.....personal contacts....need we say it again!!!
- Foster direct connections to the board / officers. Create a good communication link between the membership and the officer/board activities.
- New member involvement. Get those new members involved early.
 - Develop a mentoring system within the affiliates.

- Create a welcome and “belonging” feeling.
 - Express how all members are “needed”.
- Keep quality in conference / in-services. Show the membership we care by providing the best we have to offer.
- Do what it takes to keep members interested / intrigued
- Seek professional to assist in promotions
- We’re having FUN - brag about !!!
- Explore the possibilities of pay or stipends as an inducement.
- Share the Monetary assistance available to officers. Officers are reimbursed for many of their activities.
- Utilize area groups / leaders / and regional representatives and share the leadership responsibilities with them.
- Engage groups / leaders
 - Create small involvement opportunities
 - Make sure there is good geographical representation
- Invite others to committee meetings
- Delegate... delegate... delegate...
- Relate the value in Board leadership trainings
 - tap into WA-ACTE / and other affiliate workshops or seminars
- Communication. Create a true “commitment to communicate”.
- Share our success stories.

- Give credit where credit is due.
- Where have they gone? Share the past of past officers.
- Continue to involve old (previous!) leadership.
- Share the leadership opportunities with “new professionals”.
- Involve families in conferences. Lessen the burden of time spent away from families when involved with “professional organizations”.
- Spread the word “without bragging”.
- Be sure to say “Thank You” to administrators for allowing you to be an “involved” member of professional organizations.
- Identify some of the challenges in “active” participation in professional organizations. Seek solutions to these challenges.
 - Be aware of and find out the philosophy of administration on involvement in professional organizations.
 - Ask for help in bringing solutions to some of the challenges or professional involvement.