



Washington Association for Career and Technical Education
Executive Board Meeting Minutes
Saturday, November 2, 2013, Great Wolf Lodge

Swearing-in of New Executive Board – Vern Chandler, Past President, conducted the Executive Board pledge and installed the 2013-2014 Washington ACTE Executive Board.

Call to Order and Roll Call: President Shep Siegel called to order the meeting of the Washington Association for Career and Technical Education at 8:35 a.m. on Saturday, November 2, 2013. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

- President Shep Siegel
Past President Lance Wrzesinski
President Elect Michelle Green

Executive Board Representatives

- Administration Teri Pablo
Business Education..... Mark Sabo
Diversified OccupationsGeri Prater
Family and Consumer Sciences.....Rene Ketchum
Career Guidance & Counseling Jewel Robinson
Marketing Education..... Susie Roberts for Jodi Galli
Industrial Technology Education..... Greg Shelton/Jarred Foss for Karl Ruff
Skilled and Technical SciencesCreed Nelson
Health SciencesPam Reichel
Awards Chair (Ex Officio) Vern Chandler

Executive Board Absent:

- Postsecondary.....Kim Bartel
Agricultural Education..... Dan Tedor

Staff Present:

- Executive Director Tim Knue
Executive Assistant..... Tess Alviso
Executive Assistant..... Franciene Chrisman

Committee Members and Guests Present:

FACSE	Tricia Littlefield
FACSE	AiliDee Nyberg
FACSE	Dottie Record
FACSE	Debby Strayer
FACSE	Peggy Templeton
HSCTE	Bonnie Tidwell
HSCTE	Tom Walker
OSPI	Betty Klattenhoff
WADOT.....	Terry Derrig
WAME	Darby Vigus
WASTS.....	Paul Scott
WAVA	Neil Musser
WAVA	John Page
WSBEA.....	Susan Sears

Agenda Changes: The agenda was changed to add O. 2. How We Conduct Future Executive Board meetings.

Calendar Update: Michelle reviewed the calendar and the calendar was updated for the [website](#).

Consent Agenda: Teri moved that the financial statements be removed from the consent agenda and moved to new business for discussion. The motion was seconded and carried.

Shep discussed keeping the Strategic Plan on the consent agenda as a living document and being revised as needed.

Rene moved that the consent agenda as amended be approved. The motion was seconded by Teri and carried.

- Approval of August 10, 2013, Executive Board Meeting Minutes
- Executive Committee Reports
- Section Reports
- Strategic Plan
- Correspondence

Tim conducted an association workshop on parliamentary procedure. Documents can be found on the community website.

OSPI Update – Betty Klattenhoff:

- Staff changes – Kim Hoss and Mary Kanikeberg added; Phyllis Lawson and Dennis Milliken both retiring
- Certification changes...very positive changes

- Career Education Opportunities Legislative Task Force...met on October 2 and upcoming meetings on November 4 and December 2
- Career Exploration Readiness partnering with Employment Security Department
- www.precisionexams.com
- Course Equivalency Toolkit online
- 249 districts with high schools; 101 with CTE courses

CTSOs – Bruce McBurney:

- Written report
- Shep reported that there are amazing student achievements that are coming out of CTSOs
- Costs can vary by CTSO
- CTSOs have been using Cispus for officer leadership training and that it would be better to move to somewhere like Great Wolf Lodge or Camp Waskowitz
- Won't allow students to travel without an adult or teacher
- Conversation about regional advisors instead of local advisors
- Cross-gender supervisors also a problem
- Some districts making volunteers pay for own background checks and fingerprinting
- Shep asked, 1) Is a proposal how we conduct CTSOs for all eight viable? 2) What is the appropriate arena?
- Betty stated that the CTSOs are meeting quarterly, invite OSPI and WA-ACTE to their meeting once a year, and have made good progress over the past several years
- New CTSOs percentage of money will gradually increase so that all CTSOs receive the same amount
- National – one-page information sheets good idea
- February 5 “Student Engagement” CTSO displays at Capitol Rotunda

Shep recognized Tricia Littlefield, ACTE Region V Teacher of the Year. Tricia is one of five finalists for the ACTE Teacher of the Year national title.

CTE Foundation:

- Tim reviewed the Foundation's goals and objectives
- \$1,000 awarded to WA-ACTE Teacher of the Year
- Foundation needs to name a president for 2014
- Foundation has potential to support CTE in our state

New Business

- **Financial Statements**
 - Tim reviewed the budget process
 - Neil asked questions about specific line items
 - Teri asked if there were places to streamline and have more details
 - Neil asked for revenue vs. projected revenue for Summer and Fall Conferences (Summer was available...Fall will be worked on since the conference just ended)

- What is our mechanism to absorb? Tim replied by cutting and trimming expenses.
- Lance stated we have flexibility within categories.
 - Over-projected income
 - Potential to adjust
 - Budget amendment if needed and/or cover from reserves
 - Neil asked about the minimum reserve level. Tim replied there is nothing in writing. Neil recommended the budget committee look into setting a minimum reserve level. Shep stated that would be a wise, prudent financial move.
- **Policies and Procedures**
 - Shep reviewed the proposed amendments, which would align the Policies and Procedures with the Bylaws changes made in August.
 - Creed moved that the proposed amendments to the WA-ACTE Policies and Procedures be approved as presented. The motion was seconded by Rene and carried.
 - After amendment, a motion by Teri and seconded by Creed was adopted, that the WA-ACTE Policies and Procedures be amended to read “The President, President Elect, and Past President shall comprise the Executive Committee. The Executive Director may be invited as is an ex-officio (nonvoting member) and the ~~Executive Committee is staffed by the~~ Executive Assistants may be invited to staff the meetings. The motion carried with 8 yays and 1 nay.
- **Future Executive Board Meetings**
 - A handout was distributed listing meeting dates and due dates.
 - Discussion followed on how to conduct future meetings and reducing costs.

Legislative Committee:

- Draft legislative agenda to WAVA by November 21

Membership/Awards Committee:

- Up 60 members over August, but down 74 members over same time last year
- Recruitment packet online
- Request from Tess who is a member in your district for recruitment purposes
- Membership reports will be changed to add paid members as well as self-designated members
- We will be using ACTE’s awards portal for our submission process
- Michelle will attend training on the awards portal in Las Vegas
- Emphasis on encouraging sections to align their awards with WA-ACTE, Region V, and national ACTE
- Discussed how to present awards next year
- Potential of uploading videos to YouTube
- Membership recruitment packets for CTSO conferences

Professional Development Committee:

- Summer Conference evaluation summaries handout
- Revamped Monday agenda
- Shorten opening with more breakouts
- Will work with membership/awards committee on awards presentation
- Session presentations need to be more interactive
- Need to ask who they are on submission form
- 45-minute keynote for Fall Conference worked well

Adjournment: The meeting was adjourned at 3:08 p.m.

Next Meeting:

- January 25, 2014, Location TBD

Upcoming Meetings:

- March 20, 2014, GoToMeeting
- May 17, 2014, Location TBD
- August 2, 2014, Yakima

Minutes Submitted by Tess Alviso, WA-ACTE Executive Assistant