



**WA-ACTE Executive Board Zoom Meeting Minutes  
Saturday, November 18, 2023 | 9:00 a.m. – 12:00 p.m.**

**Call to Order / Welcome / President’s Remarks:**

The Washington ACTE Executive Board Meeting was called to order at 9:02 a.m. on November 18, 2023, by President Kevin Smith.

**Roll Call:**

Franciene Chrisman, WA-ACTE Executive Assistant, conducted a roll call and determined that a quorum was present.

**Present:**

President ..... Kevin Smith  
President Elect ..... Jodi Jacobs  
Past President ..... Kevin Davis  
Administration ..... Mark Madison  
Agricultural Education ..... Stacy Lischke  
Business and Marketing Education ..... Brenda Grabski  
Career Counseling & Employment Readiness ..... Stephanie Schirm  
Family and Consumer Sciences ..... Rachel Aszklar  
Industrial Technology Education ..... Marcus Sullivan

**Non-Voting:**

Executive Director ..... Tim Knue  
Executive Assistant ..... Franciene Chrisman  
Industrial Technology Education ..... Cheyenne LaViolette  
CTSOs ..... Karmen Warner

**Absent:**

Government Relations ..... Jesse Taylor  
Executive Assistant ..... Tess Alviso

**Agenda Changes / Approval of the Board Agenda:**

Marcus moved that the September 23, 2023, minutes be accepted. The motion was seconded by Jodi and carried.

**Consent Agenda:** Jodi moved that the consent agenda be approved as presented. The motion was seconded by Rachel and carried.

- [September 2023 Minutes](#)
- [September 2023 Financial Statements](#)

- [Executive Director's Report](#)
- [President's Report](#)
- Past President's Report
- [President Elect's Report](#)
- [WACTA Report 1](#) | [Report 2](#)
- WAAE Report
- [WE-BAM Report](#)
- WA-CCER Report
- [WA-FACSE Report](#)
- WITEA Report
- [HSCTE Report 1](#) | [Report 2](#)
- Correspondence
- [Calendar](#)

### **Board Liaison Reports:**

- [OSPI](#)
  - Tim gave the [OSPI report](#). Dr. Krista Fox hired as the new CTE Director.
- [WTECB](#)
  - No Report
- [Region V / ACTE](#)
  - Shani Watkins teaching New Directors. Update
- [CTSOs](#)
  - Karmen reported National FBLA will be in Florida. HOSA and SkillsUSA will have fall conferences. FFA will be back in Pullman in May.

### **Committees:**

- FAME: Foundation | [Awards](#) | [Membership](#) | Engagement
  - Jodi reported that the FAME committee is working on Social Media presence. Encourage cross-section award submissions.
- [Legislative](#)
  - Draft of the [WA-ACTE Legislative Focus for CTE in 2024](#) was provided. Kevin Smith – School Funding. Teacher Voice needed on the Leg Committee. Tim – Value of CTE, Student Leadership “Intra Curricular”
- [Professional Development](#)
  - Fall CTE Conference at Great Wolf Lodge, well attended, with STEM sessions and strands for WACTA and WA-CCER.
  - Conference Registration forms need to address, special accommodations, ADA, food issues.

### **Board Information & Learning:**

- Strategic Plan 2023-2024
  - Draft Strategic Plan being worked on - Advocacy
  - Working on a benefits package for staff.
  - Networking with WITEA for a social media presence.

- [Governing Documents](#)
  - Would like section reps to serve at least two years.
  - “New Section” – New & Related, Admin. Assistant, ASL, etc. (small groups that don’t qualify as a section)
  - Quality Improvement
  - Would like to change Executive Board Meeting Year – Onboarding of New Board Members to happen at Summer Conference Board Meeting in August with the final of year meeting to be the May Board Meeting. (Our fiscal year is July 1-June 30)

**Other Business:**

- [Review of Clock Hour Evaluations \(10/1/2022 – 9/30/2023\)](#)
  - Cheyenne LaViolette moved that the Washington ACTE Executive Board reviewed the evaluation summaries for clock hour inservice programs provided by the Association between October 1, 2022, and September 30, 2023. The motion was seconded by Kevin Davis and carried.
- [Next Meeting](#): January 27, 2024, 9 a.m. – 12 p.m., Zoom
- For the Good of the Order
- Adjournment
  - The meeting was adjourned at 10:30 a.m.