



WA-ACTE Executive Board Zoom Meeting Minutes
Saturday, June 21, 2025 | 8:00 a.m. – 9:00 a.m.

Call to Order

- The Washington ACTE Executive Board meeting was called to order at 8:01 a.m. on Saturday, June 21, 2025, by President Jodi Jacobs.

Roll Call

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

Present:

President Jodi Jacobs
President Elect Ross Short
Past President Kevin Smith
Administration Mark Madison
Business and Marketing Education Heather Gallagher
Career Counseling & Employment Readiness Nora Zollweg
Family and Consumer Sciences Maureen Collins
Industrial Technology Education Lew Keliher
Health Sciences Taelar Shelton

Absent:

Agricultural Education Josh Krieg

Non-Voting:

Outgoing Executive Director Tim Knue
Incoming Executive Director Michelle Spenser
Executive Assistant Tess Alviso
Executive Assistant Franciene Chrisman
WA-ACTE Accountant Shannon Williams

Guests

Incoming President Elect Dottie Record

- Jodi thanked all for input and recommendations on the budget.
- Ross shared adjusted proposed budget for 2025-2026.
- Explained state of the association regarding staff reductions.
- Sponsors/Exhibitors better than expected.
- Only \$50,000 coming out of reserves is budgeted.

- Greater expectations on Michelle. Tasked with working with staff, officers, and Board to implement budget.
- Mark – rate increase or # increase? Projected increase in numbers. Not increasing membership dues at this time, but will look into increasing dues.
- Ross reviewed expenses. Funding 1.5 executive assistants for the year. Transition down to 1 Executive Assistant by December. Best interest of association. What happens to duties? Shifts in duties. Michelle will be tasked with taking on more and re-looking at how we do things. How to do things more efficiently. Benefits allowance for Michelle. Michelle will look into benefits.
- Shannon questioned benefits. Health stipend is taxable. Increase cost to association for employer side of taxes. Employees will have tax liability. Better solution would be health reimbursement. Very monitored at the federal level.
- Reduced some categories.
- Shannon numbers on Fran's transition to working remotely from Idaho. Tax liability actually about \$600 less than Washington.
- Reduced travel for out-of-state...executive director and one officer.
- Reduced expenses for Summer Conference. No bags or notebooks. Using up past supply.
- Reducing Whova moving forward.
- Fran...do you want lanyards ordered? Ross...yes.
- Contracted Services – Reduced accountant raise. Kept Jesse at same funding. Michelle will work through shifting duties.
- \$3,830.16 in the black.
- Jodi – maintained direction of Board in limiting the amount taken out of reserve to \$50,000.
- How many members and potential increase? \$100 recommendation
- Jodi – school districts cutting budgets at this time. Reason for not raising dues at this time.
- Kevin and Jodi thanked Shannon for being here.
- Lew – looking forward to 26-27 and will need to cinch up even more possibly.
- Shannon – state budget – any savings that occurs put in cash reserve. Washington worst state for taxation.
- Maureen – what's the plan for the next few years?
- Tim – new law that professional development B&O tax and based on where the person is. Ross doesn't think it affects us. Potential to affect us. Shannon will do more research into SB 5814. Tess...3rd party subject to sales tax.
- Ross moved that the WA-ACTE Executive Board approve the 2025-2026 budget as presented. The motion was seconded by Lew.
- Discussion – none
- Motion carried. None opposed.
- Michelle will transition to executive director on July 15.
- Meeting adjourned at 8:37 a.m.