

NASDCTEc Board of Directors' Conference Call

**MINUTES**

February 5, 2016 - 1:00 – 2:00 p.m.

Conference Call

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**Attendees:** Marie Barry, Vanessa Cooley, Lee Burket, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard, Jo Anne Honeycutt, Rich Katt, Kathy Cullen

**Absent:** Rod Duckworth, Jean Massey, Eric Spencer, Sheila Ruhland, Pradeep Kotamraju

**Staff:** Kimberly Green, Karen Hornberger, Kate Blosveren, Steve Voytek

**Welcome and Overview of Agenda:** Honeycutt welcomed the NASDCTEc Board and staff to the meeting. Hornberger took a roll call of the NASDCTEc Board and confirmed attendance.

**State Dues Concept Proposal:** In response to a request made at the 2015 business meeting, staff developed a proposal that provides each state with the option to increase its dues to cover the registration fee for one individual to attend the spring and fall meetings. Currently this would equal \$1,000, which is the on-time member registration rate for each meeting. Hornberger shared some of the proposed guidelines and some of the benefits and risks to the Association and States.

The Board had a few questions and concerns regarding this proposal. It was asked of the staff if this would be more work than a benefit? Hornberger replied that this wouldn't be a huge lift as there are several states that require specialized invoicing for their state dues. The Board also wanted to be clear that this policy remain an option and not a requirement. It was shared that some states would not be allowed to include meeting registration fees within their dues payment as those fees are paid differently than the dues. One other concern that was raised was how this differs from a state account, since those had been discontinued based upon the auditor's recommendation. Green shared that it was the staff's understanding that this proposal differs from the state accounts because the funds that were put on reserve in the state account were at the discretion of the State CTE Director and could be used for a variety of products, services, technical assistance, etc. She continued that what we are proposing is basically one pre-paid registration payment for fall and/or spring meeting, it cannot be carried over to the next fiscal year and there is no discretion as to how the funds would be spent. Green stated that the staff would follow up with the auditors to make sure that there are no accounting issues.

*Note: Don Marshall from Dembo Jones stated that he sees no issues legal or otherwise with taking a pre-payment for registration fees.*

Duckworth asked via a message to Green that he would like the vote be held until the Board retreat later this month. Further discussion will be held during the "smart growth" portion of the retreat.

**Review and Approval of NASDCTEc Board Minutes:** Honeycutt presented the minutes from the October 22, 2015, NASDCTEc Board of Directors' conference call.

**MOTION: To approve the October 22, 2015 NASDCTEc Board of Directors' Conference Call Minutes as presented.  
Burket/Kutzer.  
MOTION ADOPTED.**

**Dues Increase for FY 15-16:** Green presented the proposed dues for FY17 that includes a 0.7% increase reflective of the 12-month change in the consumer price index (CPI). Green gave a brief

history on the dues and the policy to annually propose an increase in the amount of the 12-month change in the CPI.

**MOTION: To raise state dues for FY 17 by the proposed 0.7%.  
Howard; Papadakis.  
MOTION ADOPTED.**

**Perkins Reauthorization Update:** Voytek provided an update on continued Congressional efforts to reauthorize the Carl D. Perkins Career and Technical Education Act (Perkins). He shared that efforts to renew Perkins in the Senate are ongoing, with four leading Senate offices currently negotiating draft language for law's reauthorization. Senate staff has been cautiously optimistic that they are close to final draft for public release and are hoping to release it sometime in coming weeks. In the House, Speaker Ryan's office has made clear that Perkins is on their 2016 legislative agenda as part of their wider "economic mobility and opportunity" initiative underway this year. However, formal activity at the committee level is uncertain at this time.

Congressional staff in both offices have made it clear that alignment to the Workforce Innovation and Opportunity Act (WIOA) will be a key priority for the next iteration of Perkins. NASDCTEc staff asked the Board for input about a specific element currently under consideration-- requiring Perkins to participate in a WIOA Combined State Plan unless the Governor opts-out of this potential requirement.

Several Board members voiced strong opposition to this idea, noting that such a decision would shift the focus of Perkins and Career Technical Education (CTE) away from its educational legacy and more towards shorter-term job training considerations. Further, WIOA focused only on at-risk populations, so this requirement could also limit the focus of whom CTE serves through Perkins. NASDCTEc plans to continue to work with Congress on this issue. Staff will draft a proposal, for Board consideration at the retreat, to modify the organization's Perkins recommendations to address this issue.

NASDCTEc/NCTEF Board of Directors' Conference Call

**MINUTES**

February 5, 2016 - 1:30 – 2:00 p.m.

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**Attendees:** Marie Barry, Vanessa Cooley, Lee Burket, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard, Jo Anne Honeycutt, Rich Katt, Kathy Cullen, Tim Hodges, Cheryl Carrier

**Absent:** Rod Duckworth, Jean Massey, Eric Spencer, Sheila Ruhland, Pradeep Kotamraju

**Staff:** Kimberly Green, Karen Hornberger, Kate Blosveren

**Guest:** Carolyn Skinner, Don Marshall

**FY 14-15 Audit Report:** Marshall stated that the Audit was reviewed with the Finance/Audit Committee and was pleased to share that the audit went extremely well. There were no issues with the financial statements and the records are in very good shape. He also mentioned that the statements were combined statements of both the Association and the Foundation, as is allowed due to shared governance. Marshall explained that the accountant and the staff prepared the footnotes and the financial statements. He stated that no adjustments were needed. Marshall was pleased with the way the finances are managed, including good internal controls and bookkeeping practices in place. Marshall shared that the \$110,000 grant from Microsoft, which was previously in restricted net assets, has been moved to fully liquid cash. He also stated that the investments are healthy. Once the Board approves the audit reports, they will be finalized.

Green called attention to summary of direct expenses, which shows our G & A is 13.5% of expenses, which means the majority of the organizational funding goes to direct benefit of the membership. Further, the organization, compared to many other non-profits, is very healthy and does not have any debt or require a line of credit.

**Review of 990's:** Skinner reported that the once the audit is complete, the 990's can be completed because all the numbers in the tax reports are drawn directly from the financial statements with one exception - in-kind contributions are not noted on the 990s. Skinner specifically brought attention to page six where it describes the policies in place to protect the organization and questions related to governance. One of the questions that is asked is if the Board has reviewed the 990's before it was filed. She explained that it is a good practice to see so many 'yes' answers here on the 990's as this demonstrates a strong foundation of internal controls and Board governing policy. Skinner noted that the audit is not a publicly available but the 990's are.

Green shared that the Finance/Audit Committee reviewed the 990's and the audit in great detail and unanimously approve both to advance to the Board for approval.

**MOTION: To approve the NASDCTEc/NCTEF audit for FY 14-15 as presented.  
Cooley; Burket.**

**MOTION ADOPTED.**

**MOTION: To approve the NASDCTEc and NCTEF 990s, as presented, for FY 14-15.  
Hodges; Papadakis.  
MOTION ADOPTED.**

**Board Strategic Planning Retreat Preview:** Hornberger shared that staff would be sending out a logistics memo on Friday, February 12, 2016. She gave a brief overview of the agenda stating that dinner on Sunday, February 21 will begin at 6:30 p.m. On Monday, the group will also be headed off site for dinner at an Italian restaurant and will have a limited menu for your selections. Green also shared that in that memo will include details on expense reimbursements.

Based on input from the Executive Committee, the retreat is being facilitated by a contractor and is organized to be highly interactive, with much of it focusing on scenarios. Topics for discussion:

- Current strategic plan
- New vision
- Future of Career Clusters and the CCTC
- Smart organizational growth
- Membership structure
- Board governance structure

NCTEF Board of Directors' Conference Call

**MINUTES**

February 5, 2016 – 2:00 – 2:30 p.m.

Conference Call

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**Attendees:** Marie Barry, Jo Anne Honeycutt, Tim Hodges, Cheryl Carrier

**Absent:** Rod Duckworth, Pradeep Kotamraju

**Staff:** Kimberly Green, Karen Hornberger, Kate Blosveren

**Rebranding Plans to Advance CTE:** Blosveren shared the plans to release shift to Advance CTE on February 16, 2016. The Foundation's name will shift to The Center to Advance CTE only the paperwork has been approved by the state of Maryland. The only thing that would cause a shift in these plans is if Perkins begins to move.

Blosveren reported that there is a four-prong approach to the transition.

1. Pre-launch communication to members – Next week, Kim will email members with an FAQ and other resources explaining what this means for them as a member, all housed on a new page in the members-only section of our website.
2. Resources/website transition – Over the long weekend, staff will refresh and rebrand the entire website, including content improvements to the members-only and CTE: Learning that works for America sections
3. Public launch – On Tuesday, we will send e-blasts to our members and to the public, a press release along with targeted media engagement, personalized emails to partners, and release our 2015 Annual report rebranded under Advance CTE.
4. Targeted outreach – Finally, staff will be doing personal outreach to Congressional contacts in advance of the rebrand to ensure it will not coincide with a bill dropping as well as on the day of the launch to get the word out.

Blosveren also noted that we would be using “formally known as” in key documents, particularly those used on the Hill and with media, to keep the bridge between the old name and the new name for as long as we need it. We will have graphics that demonstrate how it all fits together, as was recommended by the Foundation Board.

Blosveren shared that the Foundation Board unanimously approved the new name The Center for Advance CTE. The Center to Advance CTE will have its own logo that is aligned to the organizational logo to maximize the common branding. In addition to approving the new name, the Board voted to reaffirm the shared vision with Advance CTE and to approve a slightly updated mission and theory of action that better reflects the role of the Center to Advance CTE moving forward.

Hodges stated that everything was coming together well and only wished that our awareness was broader as sometimes CTE is something different.

Finally, Blosveren noted that we would be reaching out to the Board as well as key partners for supportive quotes/statements to be used in the rebrand launch.

**NCTEF Public Board Member:** Blosveren shared that the staff reached out to Don Henderson from Apple to fill the vacant position on Foundation's Board of Directors. He is very interested but is waiting on approval from his superiors. Green shared that the next opening coming up is Carrier; Carrier stated she is interested in serving another term. Barry thanked Carrier for deciding to stay on with us as she values Carrier's input and conversation.

Given the lack of quorum, Green stated that the NCTEF January 2015 minutes would be held for approval until the May meeting.

**Meeting adjourned at 2:20 p.m. ET**