

**Advance CTE Board of Directors' Meeting**  
**Conference Call**  
**June 22, 2017**  
**1 p.m. – 2 p.m. ET**

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**Attendees:** Jo Anne Honeycutt, Pradeep Kotamraju, Marie Barry, Lee Burket, Charisse Childers, Vanessa Cooley, Bernadette Howard, Eleni Papadakis, Sheila Ruhland

**STAFF:** Kimberly Green, Kate Kreamer, Sherry Quinn

**MISSING:** Kathleen Cullen, Rod Duckworth, Rich Katt, Thalea Longhurst, Jean Massey

**WELCOME and Overview of Agenda:** Honeycutt welcomed the Board and staff to the Advance CTE Board call. Quinn took a roll call and confirmed a quorum was present on the call.

**Review and Approval of the Advance CTE Board Minutes:** Honeycutt presented the minutes from the May 1, 2017 Advance CTE Spring Board of Directors' Meeting. Cooley shared that she was not listed as attending the meeting on the minutes, when she was in fact in attendance. Kreamer responded that this will be fixed shortly.

**MOTION: To approve the May 1, 2018 Advance CTE Board Minutes.**

**Cooley; Burket**

**MOTION ADOPTED**

**Approval of FY18 Proposed Budget**

Green provided context of how this budget is different from previous budgets, in that it is organized by projects rather than by “natural accounts,” or expense categories such as telecommunications or printing costs. This decision was made for two major reasons. The first reason is that this provides more consistency between the Advance CTE and The Center to Advance CTE budgets. In the past, The Center budget has been organized by projects, while Advance CTE’s budget was organized by natural accounts. From a management and reporting perspective, it will be easier in the long-term to have a consistent budget format. The second reason is that the structure can empower staff to develop and manage their budgets aligned to their work, rather than have the various costs of their projects put in different sections of the budget. This structure helps us think through the entire cost of a project or set of activities from start to finish. Green added that while it took a lot of work to get it in this new format, she believes it will be incredibly helpful moving forward and make it much easier to develop budgets in the future. Green thanked Kreamer for her work on this budget and The Center’s.

Kreamer shared that we had added one new “project,” which is “member supports.” Given Advance CTE is planning to invest more time and resources into onboarding new State Directors and technical assistance to any members, we believed it was important to have a separate budget for this work, compared to all of the other services we provide to our members, such as the newsletter, responding to member questions, processing new members, and so on.

Honeycutt opened to questions: Barry asked about how the staff time distribution was calculated and whether it took into account previous year's staff time or was based on projected grants or other considerations. Green shared that it was an estimate based on the prior year's staff time, as well as projected work based on organizational priorities. Kreamer added that we made an intentional decision to not have any staff positions funded entirely by the JP Morgan Chase grant because those staff members spent time on non-New Skills for Youth work, supporting Advance CTE's members, and in order to better integrate the entire team across Advance CTE and The Center.

Honeycutt thanked Green and Kreamer for making the budget so easy to understand and appreciated the new organization.

**MOTION: To approve the FY 18 Budget as proposed.**  
**Barry; Cooley**  
**MOTION ADOPTED**

**Update on Regional Board Member:** Green stated Kathleen Cullen is retiring from her position and is recommending the Board select Jeralyn Jargo as her replacement to represent Region V. Green stated the policy is to have a vote of the entire board, but since Jargo has not yet been approached to fill the seat, the Board can vote electronically after Jargo has stated her interest.

Green gave her thanks and appreciation to Honeycutt for her devotion to Advance CTE during her term of President and thanked her for her leadership and time she has given. Honeycutt thanked her for making it easy to do so.

**Adjournment:** Honeycutt called for a motion to adjourn.

**MOTION: To Adjourn this Board Meeting.**  
**Honeycutt; Howard**  
**MEETING ADJOURNED**

**August 3, 2017 electronic vote results to the question *“Do you approve Jeralyn Jargo, State CTE Director of Minnesota, to serve as the Region V representative to the Advance CTE Board of Directors, filling the balance of Kathy Cullen’s term?”***

**Yes – 12**

**No – 0**

**Abstain – 0**