

NASDCTEc Board of Directors' Meeting

MINUTES

Conference Call

January 28, 2014

3:00 – 3:30 p.m.

Attendees: Marie Barry, John Fischer, Scott Stump, Rod Duckworth, June Sanford, Eric Suhr, Lee Burket, Jean Massey, Kathleen Cullen, Eric Spencer, Richard Katt, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard

Staff: Kimberly Green, Karen Hornberger, Kate Blosveren

Welcome and Overview of Agenda: Stump welcomed the NASDCTEc Board and staff to the meeting and reviewed the agenda.

Dues Increase for FY 14-15: Green presented the proposed dues for FY15 that includes a proposed CPI increase of 1.5%. Green gave a brief history on the dues and the policy to annually propose and increase in the amount of the 12 month shift in CPI.

MOTION: To raise state dues for FY 15 by the proposed 1.5% CPI. Fischer; Howard
MOTION ADOPTED.

Joint ACTE-NASDCTEc Executive Committee Meeting: Blosveren reported that on January 19-20, 2014, NASDCTEc's four officers and ACTE's six officers came together for the first-ever joint Executive Committee meeting. The stated goal of the meeting was to explore ways that NASDCTEc and ACTE can better collaborate and coordinate resources, initiatives, and advocacy efforts in support of advancing the CTE community. Major topics discussed included how to build the capacity of our members through professional development, technical assistance, and conferences/meetings; expand awareness and support of CTE through partnerships, publications, communications and advocacy; and support high-quality CTE through technical assistance, resources, and research.

Blosveren added that the meeting was very productive and we found a number of ways NASDCTEc and ACTE can build on existing partnership activities and strategically build more moving forward. The next step is for ACTE and NASDCTEc staff to come back together to create an actionable plan that addresses issues such as federal advocacy, communications (including the CTE: Learning that works for America campaign and CTE Month), publications/webinars, and research and case making.

Barry added that it was a positive meeting with lots of possibilities. They are open to ways to use their association and membership to better coordinate within states. With this we should be able to move forward with the same voice.

MOTION: To close NASDCTEc Board Meeting. Katt; Raponi.
MOTION ADOPTED.

Meeting adjourned 3:25 p.m.

Joint NASDCTEc and NCTEF Board of Directors' Meeting

MINUTES

January 28, 2014

Conference Call

3:30 p.m. – 4:30 p.m.

Attendees: Marie Barry, John Fischer, Scott Stump, Rod Duckworth, June Sanford, Eric Suhr, Lee Burket, Jean Massey, Kathleen Cullen, Eric Spencer, Richard Katt, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard, Bill Symonds, Cheryl Carrier

Staff: Kimberly Green, Kate Blosveren, Karen Hornberger

Guests: Don Marshall, Kim Hoffman, Carolyn Skinner

Welcome and Overview of Agenda: Fischer welcomed the NASDCTEc and NCTEF Board and staff to the meeting and reviewed the agenda.

NASDCTEc and NCTEF Strategic Plan: Blosveren stated that the strategic plan focuses on NASDCTEc's work in regards to partnerships, policy and professional development. Major advances in the strategic plan from the previous one include a new emphasis on state (as well as federal) policy, a more explicit focus on postsecondary engagement and support, more intentionality behind why and how we engage in partnerships, and a renewed focus on leveraging task forces to address key challenges and engage more of our members. The next step is for NASDCTEc staff to meet for two days in February to unpack the strategic plan and build out detailed project plans.

MOTION: To adopt the strategic plan as presented as the official NASDCTEc/NCTEF strategic plan for 2014-1015 Sanford; Massey.
MOTION ADOPTED.

FY 12-13 Audit Report: Marshall stated that the Audit was reviewed with the Finance 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. Once the Board approves the audit reports they will be finalized.

MOTION: To approve the NASDCTEc/NCTEF audit for FY 12-13 as presented.
Kutzer; Barry.
MOTION ADOPTED.

Review of the Association 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. The only thing that does not get put on the 990's are the in-kind contributions. Everything else comes directly from the audited financial statements. Skinner specifically brought attention to page 6 where it describes the policies in place to protect the organization. She explained that it is a good thing to see so many 'yes' answers. She also mentioned that there haven't been any more changes to this page since the IRS revised the 990 in 2008.

**MOTION: To approve the NASDCTEc and NCTEF 990s, as presented, for FY 11-12.
Suhr; Duckworth.
MOTION ADOPTED.**

Review and Approve Joint NASDCTEc/NCTEF December 13, 2013 Board minutes:
Duckworth presented the minutes for approval. No changes were recommended.

**MOTION: To approve the Joint NASDCTEc and NCTEF December 13, 2013 Board
minutes. Barry; Carrier
MOTION ADOPTED.**

Staff Updates: Green reported that Evan Williamson joined NASDCTEc as the new Communications Associate. He most recently served as the Deputy Communications Director for U.S. Representative Pete Visclosky (IN). In this position, he will be responsible for implementing strategic communications to promote the overall mission and work of the organization, including the development and marketing of publications, web content, social media and products.

In addition, in early January, we posted a new position for a State Policy Associate who will be responsible for supporting and track state policies that impact access to high-quality CTE across the states. First-round interviews have been scheduled with a number of candidates and it our hope to have this position filled sometime in March.

Fischer thanked the staff and Board and wished everyone a good night.

**MOTION: To adjourn the Joint NASDCTEc/NCTEF Board Meeting.
Duckworth; Raponi
MOTION ADOPTED.**

Meeting adjourned at 3:58 p.m.