


  
**EXECUTIVE BOARD**
  
Meeting Minutes
  
**Saturday, August 4, 2018**

**Call to Order and Roll Call:** The Washington ACTE Executive Board Meeting was called to order at 8:06 a.m. on Saturday, August 4, 2018, by President Kevin Plambeck. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

**Executive Board Present:**

***Executive Committee***

President..... Kevin Plambeck  
 Past President..... Gene Wachtel  
 President Elect..... Shani Watkins

***Executive Board Representatives***

Administration ..... Kari Duffy  
 Agricultural Education ..... Nathan Moore  
 Business Education ..... Mark Sabo  
 Career Counseling & Employment Readiness ..... Nora Zollweg  
 Family and Consumer Sciences..... Jackie Brewster  
 Marketing Education ..... Brenda Grabski  
 Industrial Technology Education ..... Marcus Sullivan for Doug Merrill  
 Skilled and Technical Sciences..... Chris Names  
 Health Sciences ..... Bonnie Smith  
 Awards Chair (Ex Officio) ..... Vern Chandler

**Staff Present:**

Executive Director ..... Tim Knue  
 Executive Assistant..... Tess Alviso  
 Executive Assistant..... Franciene Chrisman

**Guests Present:**

OSPI ..... Becky Wallace  
 OSPI ..... Samantha Sanders  
 OSPI ..... Dan Tedor  
 OSPI ..... Lance Wrzesinski  
 WTECB..... Eric Wolf  
 FACSE..... Donna Abbey  
 FACSE..... Dottie Record  
 FACSE..... Trudy Swain  
 President Elect Candidate..... Lew Keliher

**Agenda Changes:** None

**Calendar Update:**

- Send additions to [taa@wa-acte.org](mailto:taa@wa-acte.org)
- First Executive Board Meeting on September 29, 10 a.m. – 4 p.m., SeaTac Red Lion
- Shani reported we will be working on the Strategic Plan.
- Franciene asked if anyone needs flights to let her know.

**President Elect Nomination / Election Procedure:**

- Lew Keliher, President Elect Candidate
- Delegate Assembly approves by acclamation with only one candidate.
- No election has been held since 2001.

**Consent Agenda:**

- Kari moved that the Consent Agenda be approved with the exception of the Financial Statements, which would be removed and discussed. The motion was seconded by Chris and carried.
  - Approval of [May 19, 2018, Executive Board Meeting Minutes](#)
  - Executive Committee Reports
  - Correspondence
  - Section Reports (Written)
- Financial Statements – June/Year-End
  - Tim reviewed the financial statements.
  - Ended the year with 101% of total income and 103% of total expenses.
  - Business model relies on 80% coming from conferences and 20% from membership.
  - We do not have a loss, just need to make more money.
  - Need to get into digital space and do things differently.
  - Tim and Kevin attending grant writing training.
  - Sponsorship from Boeing for \$20,000.
  - Look into changing membership to an affiliated membership with the sections.
  - With increases in teacher salaries attendance at conferences may go down.
  - Finance Committee Report – Lance Wrzesinski
    - Green Light
      - ...Profit & Loss Budget Performance: Most budgeted items ended the year within reasonable range of projected budget; with the exception of the notes items below.
    - Yellow Light
      - ...Income shortfalls due to Summer and Fall Conferences less than budgeted and additional Spring Conference expenses unique to the conference, which was not budgeted for. Which also lead to increased expenses exceeding budget amounts.
    - Red Light
      - ...Due to decreased conference revenue, Cash Reserves are not reaching budgeted projections. The association needs to search for, review, and implement alternative revenue sources.
  - Chris moved that the year-end financial statements be approved as presented. The motion was seconded by Bonnie and carried.

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

- Executive Board Meeting
  - Section leadership forms were distributed to be completed and turned in.
  - Draft Strategic Plan in Delegate Books will be worked on at September meeting.
  - First Board Meeting – September 29, 2018 – Red Lion Hotel, SeaTac
    - Training and Board meeting combined.
    - State of the Section reports due.
      - ... Send your section's governing docs to the office.
      - ... Click [here](#) for the State of the Section Report Form (*due September 12, 2018*)
- Fall Conference – November 7-8, 2018 – Great Wolf Lodge
  - Registration out by the end of August.

### **Delegate Assembly:**

- Credentials Committee Selection
  - Vern Chandler, Franciene Chrisman, and Tess Alviso
- Strategic Plan Review and Draft for 2018-2019
- [Resolutions](#)
  - Kevin proposed removing all continuing resolutions and moving into the Strategic Plan.
- [Constitution](#)
  - No changes.
- [Bylaws](#)
  - No changes.

### **Reports of Agencies / Organizations:**

- OSPI – Becky Wallace
  - OSPI Updates (handout)
    - Staffing Updates
      - ...Samantha Sanders, CTE Assistant Director
      - ...Lance Wrzesinski, Project Coordinator for Career Connect Washington
      - ...Business and Marketing position posted
  - State Course Equivalency Frameworks Timeline and Process (handout)
  - Survey on Legislative Budget Considerations (2<sup>nd</sup> survey coming out)
  - CTE Facts (handout)
- WTECB Update – Eric Wolf
  - Reauthorization of Perkins Act
    - Perkins V
    - Perkins IV through 2020
    - More specific use of leadership funds.
- CTSO Update
  - Civic Engagement Day for State Officers
    - Legislature needs to see CTE programs through project displays.

### **Committee Work:**

- Professional Development – Gene Wachtel, Professional Development Chair
  - STEM will take home robots.
  - Monday OSPI Day
  - Tuesday and Wednesday Section Sessions

- FAME Committee
  - Foundation
  - Awards – Vern Chandler, Awards Chair
    - Tuesday Awards Breakfast
    - State is aligned with National...Sections should align with State.
  - Membership – Shani Watkins, Membership Chair
  - Engagement
    - Community Service Project
      - ...Blood Drive
      - ...Be the Match
- Legislative – Kevin Plambeck, Legislative Chair
  - What is our “ask” going to be?
  - Legislative Committee GoToMeetings weekly during session.
  - Legislative Agenda in rough draft form.

**Adjournment:**

- The meeting was adjourned at 11:52 a.m.

**Future Meetings:**

- September 29, 2018, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- November 15, 2018, 3:00 p.m. – 5:00 p.m., GoToMeeting
- January 26, 2019, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- March 19, 2019, 3:00 p.m. - 4:00 p.m., GoToMeeting
- May 18, 2019, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- August 3, 2019, time TBD, Davenport Grand Hotel, Spokane