



North Dakota Association for Career and Technical Education 2021-2022 Program of Work

Mission:

Promote and improve career and technical education. Provide service, leadership opportunities, and recognition to its members. Support career and technical education as an integral part of the educational system.

Strategic Goals:

- 1) **Member value and engagement – increase membership and increased use of social media**
- 2) **Professional and leadership development – increase award submissions and opportunities for professional development and involvement**
- 3) **Awareness – increased use of social media**

Date	Initiative	Responsible	Action Items	Status
July 2021				
Complete prior to the PDC	PDC	Executive Director President PR / Marketing Committee Membership Committee	Prepare interactive booth and giveaways for PDC Tradeshow complimentary booth Miracle Minute – Reuben T. Guenther Scholarship \$35 (\$50) membership incentive forms	Complete
Complete prior to the PDC	PDC	State Staff / Coordinator Executive Director President Membership Chair	Finalize Plans CTE Reception - Organize entertainment activities and promote them to the membership and attendees. (State Staff / PDC Coordinator, President, President Elect) Coordinate activities, secure ribbons, secure, promote and award door prizes during PDC	Complete
Complete prior to the PDC	NDACTE Business	President Executive Director	Complete Annual Reports & Post on the NDACTE and ND CTE PCD website	Complete

Date	Initiative	Responsible	Action Items	Status
Complete prior to the PDC	NDACTE Business	Executive Director President President-Elect Vice President	Prepare Budget Update Program of Work Plan and Prepare Agendas for Pre/Post-Conference Meetings and Annual Business Meeting Update Committee Assignments	Complete
Complete prior to PDC	NDACTE Board Training	Executive Director	Develop Orientation and Officer Training Manual outlining Board Member duties and responsibilities	Complete
Complete prior to the PDC	NDACTE Business	Executive Director Vice President Audit Committee	NDACTE Annual Audit – Thoroughly review the financial activities and records of NDACTE during the preceding year. Review the following materials: 1. NDACTE Financial account balances 2. NDACTE Budget format 3. Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting Annual meeting information Annual Report Promote PDC Booth information	Information for NDACTE annual meeting on NDCTE PDC site and actonline.org/ND
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	NDACTE Meetings at the CTE Professional

Date	Initiative	Responsible	Action Items	Status
				Development Conference and NDACTE Scheduled Meetings
August 2021				
	PDC	President President-Elect	Conduct End of year meeting Conduct Annual Business meeting Conduct New year board meeting NDACTE Awards presentation	Complete
	PDC	Executive Director President	Conduct New Board Orientation	Complete
	Membership Campaign	Membership Committee Executive Director	Promote New Member Incentives Promote New Professional Stipends Distribute NDACTE Membership and CTE Learn information to divisions	Complete
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	In progress
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete

Date	Initiative	Responsible	Action Items	Status
September 2021				
	NDACTE Officer & Board Manuals	Executive Director Executive Officer Team	Review materials and update NDACTE Officer and Board Member Training Manual	Complete
Sept 1		Membership Chair Executive Director	Solicit Applications for New Professional for 2 \$500 travel stipend – Deadline is Oct 1.	Added for 2022 Program of Work
Sept 7 4:00-5:00	Region V Planning	Executive Director	Region V Planning Committee zoom meeting	Complete
	Membership Drive	Executive Director Membership Chair Vice President Division Reps	e-Mail Renewals Contact and Recruit Sept 1 6 \$50 Gift Card drawing 1) Julie Woodbury – no longer NDACTE Member (Amazon) 2) Ronda Schauer (\$50 Scheels) 3) Paul Kosinski (\$50 Scheels) No longer NDACTE Member 4) LaRae Rosenfeldt (\$50 Amazon) e-mailed 5) Sheldon Schmiess (\$50 Amazon) e-mailed 6) Larry Lueck (\$50 Scheels) mailed	Complete
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Skipped Sept
	NDACTE	Vice President	Instruct committee chairs about their assignments and assist them in carrying out their tasks and check with the committee during the year to assure process is being made.	Complete

Date	Initiative	Responsible	Action Items	Status
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	In progress – draft ready
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
October 2021				
October 1		Membership Chair	New Professional Applications Due – select 2	Complete
October 1		President Executive Director	Coordinate ACTE Voting Delegates	Complete
October 12 4:00-5:30	NDACTE Business	President Executive Director	NDACTE Fall Board Meeting – Zoom Conference	Complete
October 15 th		Executive Director Executive Officer Team	Complete Annual Report and Quality Associations Standards information	Complete – awarded QAS
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Skip Oct
	Website/Social Media	Media Specialist Marketing Chair Executive Director	Website developed Social media plan developed (with monthly themes?)	In progress – draft ready
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Reviewing Draft

Date	Initiative	Responsible	Action Items	Status
	ACTE	President – Elect President	ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget.	Complete
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
November 2021				
	ACTE Vision	Lorie Ruff	Coordinate ACTE Vision List - Name of Attendees	Complete
Nov 1	Membership Campaign	Membership Committee/Chair	Select New Professionals for all ACTE Conferences	Complete – Val Wagner
	CareerTech Vision 2021	Executive Director President	Inform ND Delegates of Activities	Complete
Nov 2 4:00-5:30	Region V Planning	Executive Director	2023 Region V Planning Committee Zoom meeting	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	NDACTE.com
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
December 2021				
Dec 1 Register and pay \$25	ACTE	President Elect Executive Director	CareerTech Vision Virtual Leadership Training	Complete – Carla Hixson attended
Dec 1-4	ACTE Annual Conference	President- Elect	CareerTech Vision –	Complete

Date	Initiative	Responsible	Action Items	Status
			Coordinate a ND social during the ACTE Annual CareerTech Vision Convention.	
	ACTE	President	National Policy Seminar Registration Start Planning Congressional Visits– Arlington, VA	Alison Orgaard working on it with other members
		President - Elect	Review and make recommendations regarding policy changes or updates. With the Executive Director, update the NDACTE Policy Handbook.	William and Alison reviewing
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Skipped this month
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Alison has it ready to go
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
January 2022				
		Executive Director	Submit taxes and paperwork to Attorney General on behalf of NDACTE	Complete
		President	Vision 2020 Report – Determine where this report goes	Take off next year
Jan 4 4:00-5:30	Region V Planning	Executive Director	2023 Region V Planning Committee Zoom meeting	Complete
	ACTE	NDACTE Board	2022 Region V Conference	Complete

Date	Initiative	Responsible	Action Items	Status
			Rapid City, SD Identify Participants to attend	
	NDACTE Awards	Awards Committee	Refine Awards Application and review process	Complete
January 11, 2022 4:00-5:30	NDACTE Business	President Executive Director	Quarterly Board Meeting – Zoom	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Paying for site and URL
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
February 2022				
Entire Month	Career/Tech Ed Month		Promote your Program www.acteonline.org promotional ideas	Complete
February 1		Committee Chair	Select New Professional Region V	Complete
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Additions to site were made including 2023 Region V Conference

Date	Initiative	Responsible	Action Items	Status
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
March 2022				
March 1	Region V Awards	Awards Chair	Advance NDACTE Award Candidates to Region V	Complete
March 1 4:00-5:50	Region V Planning	Executive Director	2023 Region V Planning Committee Zoom meeting	Complete
March 21-23, 2022	ACTE	President	National Policy Seminar Arlington, VA	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Paid for site to become NDACTE.com – waiting conversion from
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
April 2022				
April 6-9	ACTE Region V	Vice President Representative of 2023 Committee & Chair	Region V Conference Rapid City, SD	Complete -
April 12 4:00-5:30	NDACTE Business	President	Quarterly Board Meeting – Zoom	Complete
	VP Nominations	President-Elect Nominations Committee	Begin VP Candidate Search Set guidelines, search for, and screen candidates for NDACTE Vice President nominations.	NDCTE Newsletter article in May
	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Complete

Date	Initiative	Responsible	Action Items	Status
	PDC Planning	PR and Membership Committees	PR events Membership campaign ideas meet to discuss Submit budget items	
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	Working to get NDACTE.com live
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
Due April 30th	NDACTE Awards	Awards Committee	NDACTE Member, Impact and Innovation Award Nominations	Complete
May 2022				
	NDACTE Awards	Awards Committee Executive Director	Select Award Winners Send names and short bio to PDC coordinator Supply names for plaques and Program Notify winners Prepare and send press release	In Progress
May 3 4:00-5:30	Region V Planning	Executive Director	2023 Region V Planning Committee meeting	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	NDACTE.com works!

Date	Initiative	Responsible	Action Items	Status
	NDACTE	Executive Director Past President	Update Guide for NDACTE Board Members in time for annual Executive Board Orientation.	In Progress
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Complete
June 2022				
Prior to June Board Meeting	NDACTE Business	Executive Director President President-Elect Vice President	Prepare Budget 2022-2023 Prepare 2022-2023 Program of Work	Complete
June 14 4:00-5:30	NDACTE Business	President Executive Director	Quarterly Board Meeting – Zoom Approve 2022-2023 Budget and Program of Work	Meeting to be held June 21
June 15	Executive Director Performance Evaluation	Past President (chair) President Executive Director	Executive Director Performance Review/ Contract Renewal	Complete
	Website/Social Media	Marketing Committee Executive Director Website Developer	NDACTE website development & maintenance/social media posting	On going
25th of the month	ND CTE Newsletter	Executive Director	Submit Monthly NDACTE Update to ND CTE	Submitted
June 30		Executive Director	PDC e-mail reminder	Scheduled

2021-2022 NDACTE Executive Board

President: Alison Orgaard President-Elect: William Fritz

Vice President: Tana Erbes Past President: Holly Strand-Rysgaard

Division Reps: Christa Brodina, Dustin Martin, Bryan Stastny, Joan Birdsell, Desiree Severance,
Laurie Salander, Karlee Benth, Andrea Benson, Mary B. Anderson, Jill Quinlivan, Kelly Pierce

Ex Officio: Wayde Sick, Eric Ripley, Danielle Luebke

Executive Director: Carla Hixson

ND ACTE Executive Committee 2021-2022

Name	Position	Service Area
Holly Strand-Rysgaard	Past -President	
Alison Orgaard	President	Career Development
William Fritz	President - Elect	Agriculture
Tana Erbes	Vice President	Counseling and Career Development
Christa Brodina	Division Rep	Administration
Dustin Martin	Division Rep	Career Development
Bryan Stastny	Division Rep	Trade, Industry & Technical
Joan Birdsell	Division Rep	Business Education
Karlee Feist Benth	Division Rep	FACS
Andrea Benson	Division Rep	Health Sciences
Jill Quinlivan	Division Rep	Technology and Engineering
Desiree Severance	Division Rep	Agriculture
Laurie Salander	Division Rep	Marketing
Mary Anderson	Division Rep	Special Populations
Kelly Pierce	ND CTE	Division same as President
Wayde Sick	ND CTE	Department of CTE
Eric Ripley	ACTE	Administration
Danielle Luebke	National Fellow	NDACTE Awards Chair
Carla Hixson	Executive Director	NDACTE



2021-2022 NDACTE Budget to EOY Actuals

CHECKING ACCOUNT	BALANCE	6/30/2022	\$	40,816.33
REGION V SAVINGS ACCOUNT	BALANCE	6/30/2022	\$	4,440.24
EDWARD JONES INVESTMENT ACCOUNT	BALANCE (-\$4,040.74 YTD Change)	6/30/2022	\$	28,500.76

REVENUE	Notes	Budget		Actual
Member Dues - ACTE	350 @ 35	\$ 12,250.00	\$	11,559.25
New Professionals (Division Reimbursement)	2 @ \$250	\$ 500.00	\$	-
Region V Conference				1,000.00
Interest and Miscellaneous Income	Region V Savings Dividend YTD \$.79			(823.00)
Miscellaneous Income	ACTE ACH ERROR - this is PDC Registration funds, will be deducted	\$ (26,090.00)	\$	(26,090.00)
Miscellaneous Income	Mini Grant			-
TOTAL REVENUE		\$ (13,340.00)	\$	(14,353.75)

EXPENSES	Notes	FY 21-22 Proposed		Actual
Membership				
New Professionals	2 @ \$500	\$ 1,000.00	\$	500.00
Membership Development Incentive Drawings	6 \$50 Gift Cards	\$ 300.00	\$	300.00
Membership Development Recruitment Incentive	10 \$35 Drawing for new member recruitment	\$ 350.00	\$	50.00
PDC Badge Ribbons		\$ 160.00	\$	-
Executive Director				
Monthly Contract Salary	\$333.33 Per Month	\$ 3,999.96	\$	3,999.96
October Board Meeting			\$	-
January Board Meeting			\$	-
ND PDC Conference	Registration	\$ 75.00	\$	75.00
NEDA Dues		\$ 130.00	\$	125.00
Membership Bonus	10% increase 350 = 385 members or more	\$ 250.00	\$	200.00
NDACTE Awards				
Awards (Plaques)	\$800	\$ 800.00	\$	643.66
Innovative	200 stipend	\$ 200.00	\$	-
Administrator of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	80.00
Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	80.00
Career Guidance Counselor of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	280.00
Post-Secondary Teacher of the Year	\$200 stipend + \$115 ACTE Dues		\$	-
New Teacher of the Year	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	280.00
Teacher Educator of the Year	\$200 stipend + \$115 ACTE Dues		\$	-
Lifetime Achievement	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	35.00
Carl Perkins Community Service	\$200 stipend + \$115 ACTE Dues	\$ 315.00	\$	80.00
Meeting/Conference Expenses				
PDC Luncheon sponsorship	\$17 a plate in 2021	\$ 1,000.00	\$	1,000.00
PDC Social Expenses	ACTE Rep Room \$300	\$ 1,000.00	\$	-
State Executive Board Meetings	Food	\$ 250.00	\$	113.04
ACTE Conference (Executive Director)	\$2000 @100%	\$ 2,000.00	\$	1,084.43
ACTE CareerTech Vision Convention (President-Elect)	\$2,000 @ 70%	\$ 1,400.00	\$	-
National Policy Seminar (President)	\$2,500 @ 70%	\$ 1,750.00	\$	-
Region V Conference (Vice President)	\$2,000 @ 70%	\$ 1,400.00	\$	-
ACTE CareerTech Vision Convention (President since missed last year)	\$2,000 @ 70%	\$ 1,400.00	\$	-
Board Member Expense Stipends	3 @ \$500	\$ 1,500.00	\$	-
Other Expenses				
Standing Committee Fund	CTE Great Hall split in FY 23	\$ 1,000.00	\$	393.50
Office Expenses		\$ 150.00	\$	95.90
Miscellaneous Expenses		\$ 200.00	\$	195.62
Board Member Shirts	Holloway – Avenger Polo 6 @ \$36.50 ea.	\$ 219.00	\$	223.00
Website URL / Host paid till 7/25/2024		\$ 150.00	\$	253.95
Website Development / Social Media Management	\$200 dev / 12 @ \$25	\$ 500.00	\$	
Square Expense (2.75% of sales on credit card)		\$ -	\$	-
Zoom (July 27, 2020 to July 26, 2021)		\$ 160.40	\$	160.40
TOTAL EXPENSES		\$ 23,073.96	\$	10,248.46
FISCAL YEAR GAIN / (LOSS)		\$ (36,413.96)	\$	(24,602.21)
FISCAL YEAR GAIN/(LOSS) AFTER ACTE CORRECTION ADJUSTMENT		\$ (10,323.96)	\$	1,487.79



MINUTES
NDACTE New Year Board Meeting
Aug 10, 2021, 4:30-6:30 PM Central Time
Linden Room, Bismarck Event Center, Bismarck ND

I. Call to Order—President, Alison Orgaard called the meeting to order at 4:31 pm

II. Roll Call –Carla Hixson confirmed quorum with the following:

Members Present: Holly Strand-Rysgaard, Alison Orgaard, William Fritz, Tana Erbes, Christa Brodina, Dustin Martin, Bryan Stastny, Joan Birdsell, Karlee Feist Benth, Jill Quinlivan, Desiree Severance, Laurie Salander, Mary Anderson, and Kelly Pierce.

Ex Officio Members: Wayde Sick, Eric Ripley, Danielle Luebke and Executive Director, Carla Hixson

Members Absent: Andrea Benson

III. Motion to Approve Agenda

Addition to the agenda – Brian Stastny motioned to add officer handbook stipend to unfinished business.

Second by Holly Strand-Rysgaard

Motion approved.

IV. Motion to Approve Meeting Minutes from August 8, 2021, made by Brain Stastny.

Second by Joan Birdsell

Motion Approved.

V. Directors Report – Carla Hixson

- 1) Membership update - 335
2) 2021-2022 YTD Financials

Table with 3 columns: Account Name, Date, and Balance. Rows include Checking Account - FCCU, REGION V SAVINGS ACCOUNT FCCU, and EDWARD JONES INVESTMENT ACCOUNT.

VI. Executive Board Assignments and Expectations for year was reviewed and sheet passed around for board members to sign up.

Standing Committee –

- 1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
2) Resolutions – Holly Strand-Rysgaard (Past-President chair), Mary Beth Anderson
3) Nominations – William Fritz (President- Elect chair), Bryan Stastny, Dustin Margin, Holly Strand-Rysgaard
4) Policies – William Fritz (President- Elect chair), Bryan Stastny
5) Audit – Tana Erbes- (Vice President Chair),

Ad Hoc Committees –

- 1) Newsletter - Carla Hixson
- 2) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander and Desi Severance
- 3) Membership – William Fritz, Dustin Martin, Bryan Stastny, and Karlee Benth
- 4) NDACTE/PDC – Wayde Sick, William Fritz, Desi Severance
- 5) NDACTE Awards - Danielle Luebke, William Fritz, Kelly Pierce
- 6) CTE Reception/Awards Luncheon- Alison Orgaard, William Fritz, Kelly Pierce
- 7) ACTE Convention – William Fritz, Carla Hixson
- 8) Region V Planning Committee –Carla Hixson - April 13-15, 2023, at Delta Hotel, Fargo, ND

VII. Division Updates:

- 1) Administration Division – Christa Brodina
- 2) Agriculture Education Division – Desi Severance
- 3) North Dakota Business Education Division – Joan Birdsell
- 4) Engineering and Technology Education Division – Jill Quinlivan
- 5) Family and Consumer Science Division – Karlee Benth
- 6) Guidance and Career Development Division – Dustin Martin
- 7) Health Science Education Division - Andrea Benson
- 8) Marketing Education Division –Laurie Salander
- 9) Special Populations Division and Equity Division – Mary Anderson
- 10) Trade and Industrial Education Division – Bryan Stastny
- 11) ND CTE – Kelly Pierce

VIII. Motion to Approve 2021-2022 Program of Work made by Brain Stastny

Second by Christa Brodina

Motion approved.

IX. Unfinished Business

Christa Brodina **motioned** for the executive director Carla Hixson to receive a \$200 stipend for the development of Officer Training and Board Handbook. Motion seconded by Brian Stastny; motion approved.

X. New Business

- 1) Quality Association Standards Award (will be 8th year in a row) – board agreed that NDACTE should fill out the application for this award again.
- 2) Career Vision President’s Social – No budget for the social this year.

XI. Motion to Approve of 2021-2022 Budget made by Eric Ripley.

Second by Brian Stastny

Motion approved.

XII. Action Items

New Action Items August 10, 2021	Owner	Due Date	Status
Sign up for a committee	Board Members	Oct 12	
Get Resolutions out	Carla Hixson	Sept	

Review of Action Items August 8, 2021	Owner	Due Date	Status
Alison will work on developing a new web site for NDACTE	Alison Orgaard		
Investigate ND AG and ACTE registration so they don't pay twice	Carla Hixson, Lucas Schmaltz, Lorie Ruff, & ACTE		

XIII. Meeting Dates

2021-2022 - Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm

October 12, 2021 4:00-5:30 – Zoom

January 11, 2022 4:00-5:30 – Zoom

April 12, 2022 4:00-5:30 – Zoom

June 14, 2022 4:00-5:30 – Zoom

During PDC August 8-10, 2022

August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD

August 9, 2022— Tuesday, 7:30-8:00 am - General Membership meeting - In person, location TBD

August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards

August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD

XIV. Adjournment

Motion to adjourn by Brian Stastny

Second by Joan Birdsell

Motion approved.

Meeting adjourned at 5:16 pm.

XV. Board Orientation - ½ hour following board meeting.



**Minutes
NDACTE Board Meeting
October 12, 2021, 4:00 PM Central Time
Zoom Meeting**

- XVI. Call to Order**—President, Alison Orgaard called the meeting to order at 4:04 pm
- XVII. Roll Call** –Quorum confirmed with the following Members Present: Holly Strand-Rysgaard, Alison Orgaard, Andrea Benson, William Fritz, Tana Erbes, Dustin Martin, Bryan Stastny, Jill Quinlivan, Desiree Severance, Mary Anderson, and Kelly Pierce. Ex Officio Members: Wayde Sick, Danielle Luebke and Executive Director, Carla Hixson

Members Absent: Christa Brodina, Joan Birdsell, Laurie Salander, Karlee (Feist) Benth, Eric Ripley

- XVIII. Approval of Agenda** – Motioned to approve agenda made by William Fritz
Second Jill Quinlivan
Motion Approved
- XIX. Motion to Approve Meeting Minutes from August 10, 2021** with corrections made by Desi Severance
Second by William Fritz
Motion Approved
- XX. Directors Report** – Carla Hixson
 - 1) Current Membership as reported 341 Members down from last Sept 2020 at 367 but up from August 2021 which was 335.
 - 2) Quality Association Standards Award (QAS) Application and Annual Report were submitted on Oct 11
 - 3) Financial Report –

Checking Account - FCCU	09/31/2021	\$ 40,472.33
REGION V SAVINGS ACCOUNT FCCU	09/31/2021	\$ 2,116.31
EDWARD JONES INVESTMENT ACCOUNT (\$1,599.25 YTD increase)	09/31/2021	\$ 32,464.74

- XXI. Committee Assignments** – Some Standing and Ad Hoc committees could use more members.
Standing Committee –
 - 1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
 - 2) Resolutions – Holly Strand-Rysgaard (Past-President chair), Mary Beth Anderson
 - 3) Nominations – Alison Orgaard (President- Elect chair), Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard
 - 4) Policies - William Fritz (President- Elect chair), Bryan Stastny
 - 5) Audit – Tanya Erbes (Vice President Chair), William Fritz

Ad Hoc Committees -

- 9) Newsletter - Carla Hixson
- 10) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander, Desi Severance
- 11) Membership - William Fritz, Dustin Martin, Bryan Stastny, Karlee Benth
- 12) NDACTE/PDC -Wayde Sick, William Fritz, Desi Severance
- 13) NDACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce
- 14) CTE Reception/Awards Luncheon- Alison Orgaard (President), William Fritz (President-elect), Kelly Pierce (State Staff / PDC Coordinator)
- 15) ACTE Convention – William Fritz (President), Carla Hixson (Executive Director)
- 16) Region V Planning Committee –Carla Hixson (chair) - April 13-15, 2023 at Delta Hotel, Fargo, ND

XXII. Division Updates:

- 1) Administration Division – Christa Brodina – No Report
- 2) Agriculture Education Division – Desiree Severance – FFA leadership competitions wrapped up. State Contest in November. National Convention will be in person.
- 3) North Dakota Business Education Division – Joan Birdsell – No Report
- 4) Engineering and Technology Education Division – Jill Quinlivan – Have fall leadership coming up this fall.
- 5) Family and Consumer Science Division – Karlee Benth
- 6) Guidance and Career Development Division – Dustin Martin – Attended Choice Ready Workshops to learn more about increasing access for students.
- 7) Health Science Education Division - Andrea Benson – Oct 25 is HOSA Conference. Other Health Summits happening in ND for the division again.
- 8) Marketing Education Division – Laurie Salander – No Report
- 9) Special Populations Division and Equity Division – Mary Anderson – Executive Board meeting this week, will have spring conference in Spring in Jamestown. Increase membership campaign planned.
- 10) Trade and Industrial Education Division – Bryan Stastny – Fall leadership conference in October. Will be taking students to Mid America this fall.
- 11) CTE – Wayde Sick, Kelly Pierce – Agency is involved in team evaluations across the state and division visits. Programs for new teacher, admin and counselor visits set up, CTE will see them twice in first year. Choice Ready workshops – 3 held over the last 3 weeks. Partnered with DPI on these with at least 450 people in attendance. CTSO events are face to face and live this year. ND will have a special legislative session starting Nov 8 – to determine any changes to legislative districts due to census and determine how to use the ARPA dollars. CTE submitted a few initiatives for the ARPA dollars, however, none were accepted. There were \$9 billion in asks and only \$1 billion to distribute. Career Centers update on the \$70 million to distribute for Career Centers in ND. Federal guidance was released and included multi-purpose community facilities however, they must meet all 3 requirements 1) enhance work, 2) provide educational opportunities 3) health monitoring (how will achieve health monitoring at the facility ex: tele health – (E-care). Working on addendums to incorporate #3.

XXIII. 2021-2022 Program of Work – Review - CTE Brenda Schuller used to would collect who is attending ACTE Vision conference. CTE will continue to send it out on lists serves requesting who is attending, Wayde will assign to someone to continue this.

XXIV. Unfinished Business

- 1) Website and Social Media Management – Alison has been building website. 90% done.
- 2) Bylaws and Policy Handbook Update – Alison working with William – 95% of way through policy handbook. Will look to have an electronic vote before next August.

XXV. New Business – no new business

XXVI. ACTE Events

Date	Event	Location	Details
<p>December 1-4, 2021</p> <p>December 1 @ 1:00 pm to December 4 @5 pm</p>	<p>CareerTech Vision 2021</p> <p>Home (careertechvision.com)</p> <p>NOTE:</p> <p>Vice-President attends & Coordinate NDACTE voting delegates and plan ND social reception</p> <p>Inform ND Delegates of Activities (Exec Dir)</p>	<p>New Orleans, LA</p> <p>Hybrid Conference</p> <p>Online / Onsite</p> <p>Rates:</p> <p>In Person – ACTE Member</p> <p>\$395 early bird before August 15</p> <p>\$445 Advance by Oct 16</p> <p>\$525 Regular after Oct 16</p> <p>Virtual – ACTE Member</p> <p>\$250 by October 16</p> <p>\$300 AFTER Oct 16</p>	<p>ACTE’s CareerTech VISION is the must-attend event for career and technical educators, industry representatives and business leaders. The most comprehensive professional development and networking event of its kind in the nation, you will connect, collaborate and build lasting friendships with thousands of career and technical education (CTE) professionals transforming students’ lives every single day.</p> <p>Board Members Attending: Alison Orgaard, William Fritz, Holly Strand-Rysgaard</p>
<p>December 1, 2021</p> <p>12:00 – 5 PM</p>	<p>ACTE State Leadership Training</p>	<p>Virtual – 4-hour training not sure of time zone</p>	<p>Attending:</p> <p>Carla Hixson, Alison Orgaard, William Fritz</p>
<p>March 21-23, 2022</p>	<p>National Policy Seminar</p> <p>Arlington, VA</p>	<p>NOTE:</p>	

		President attends Plan ahead for Congressional Visits	
April 6-9, 2022	ACTE Region V Conference	Rapid City, SD Rushmore Plaza Holiday Inn	Rates: \$79 Single King / Double Queen + tax \$89 Double Queen Mini-Suite + tax \$109 Plaza Suite Includes: free parking, complimentary shuttle and high-speed internet Reservations: 605-348-4000 Attending: Carla Hixson
April 28-29, 2022	ACTE's National & Utah's Work-Based Learning Conference	Salt Lake City, Utah	Learn about best practices in work-based learning from across the country. Learn more and register at www.acteonline.org/wbl-conference
August 8-10, 2022	ND CTE PDC Conference	Bismarck, ND	All Board Members expected to attend
April 12-15, 2023	ACTE Region V Conference	Delta Hotels Marriott, Fargo, ND	

XXVII. Action Items

Action Items Oct 12, 2021	Owner	Due Date	Status
Order new Board Member shirts	Carla		
Complete Website - \$12 or \$16 a month - NDACTE.com	Alison and Carla		90% complete
CTE Brenda Schuller used to would collect who is attending ACTE Vision conference. CTE will continue to send it out on lists serves requesting who is attending, Wayde will assign to someone to continue this.	Wayde Sick		
Investigate ND AG and ACTE registration so they don't pay twice	Carla Hixson, Lucas Schmaltz, Lorie Ruff, & ACTE		Request in to ACTE

XXVIII. 2021-2022 Meeting Dates- Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm

January 11, 2022 4:00-5:30 – Zoom

April 12, 2022 4:00-5:30 – Zoom

June 14, 2022 4:00-5:30 – Zoom

During PDC August 8-10, 2022

August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD

August 9, 2022— Tuesday, 7:30-8:00 am - General Membership meeting - In person, location TBD

August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards

August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD

XXIX. Adjournment

Motion to adjourn by Bryan Stastny

Second by Dustin Martin

Motion approved.

Meeting adjourned at 4:43 pm.



Minutes
NDACTE Board Meeting
January 11, 2022 4:00 PM Central Time
Zoom Meeting

XXX. Call to Order—Meeting called to order by President, Alison Orgaard at 4:01 PM

XXXI. Roll Call – Quorum confirmed.

Present: Alison Orgaard, Andrea Benson, Christa Brodina, Dustin Martin, Laurie Salander, Jill Quinlivan, Joan Birdsell, Kelly Pierce, Desi Severance, Mary Anderson, Tana Erbes, William Fritz, Eric Ripley, Wayde Sick, and Carla Hixson (Executive Director)

Absent: Bryan Stastny, Holly Strand-Rysgaard, Karlee Benth, and Danielle Luebke

XXXII. Approval of Agenda – Motion was made by William Fritz and second by Tana Erbes to approve the agenda. Motion Carried.

XXXIII. Approval of Minutes - Motion was made by Mary Anderson and second by William Fritz to approve the October 12, 2021, minutes. Motion Carried.

XXXIV. Directors Report – Carla Hixson

- 4) Current Membership – 359 members as of December 31, 2021 – June 2021 was 304
5) Submit taxes and paperwork to Attorney General – Submitted, status is pending
6) ND Domestic & Foreign Non-Profit Corporation Annual Report Status – will submit this week
7) Financial Report –

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU (\$44,315.74), REGION V SAVINGS ACCOUNT FCCU (\$2,116.58), and EDWARD JONES INVESTMENT ACCOUNT (\$33,541.50).

Total Income July 1-Dec 31, 2021 - \$10,229.00

Total Expenses July 1-Dec 31, 2021 – \$5,191.80

XXXV. Committee Updates:

Standing Committee –

- 1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick
- Set up of hill visits – Holly Strand-Rysgaard, Eric Ripley and Alison Orgaard will be attending National Policy Seminar and setting up visits.
- There are several key ND legislators that have announced that they will not be running again that have been advocates of education. NDACTE will need to keep an eye on those running and make sure they understand CTE issues.
2) Policies - William Fritz (President- Elect chair), Bryan Stastny

- Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. The manuals are complete. They just need to be reviewed one more time and brought back to vote. Alison Orgaard and William Fritz will meet and get things finalized.

Ad Hoc Committees -

- 17) Newsletter - Carla Hixson
 - January article to encourage nominations for awards. February will promote Region V Leadership Conference in Rapid City, SD.
- 18) Public Relations, Marketing, NDACTE Booth, Social Media – Laurie Salander, Desi Severance
 - Website Development update – See Old Business.
- 19) NDACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce
 - All members should start thinking about nominations
- 20) Region V Planning Committee –Carla Hixson (chair) - April 13-15, 2023 at Delta Hotel, Fargo, ND
 - a. Air Museum Dinner event confirmed
 - b. Goal is to have majority of tours confirmed by April

XXXVI. Division Updates:

- 1) Administration Division – Christa Brodina – Grants and work based learning discussions at last meeting. Next meeting will focus on legislative priorities.
- 2) Agriculture Education Division – Desiree Severance – Winter Leadership Conference had 1,000+ students present. FFA winter contests will be in March.
- 3) North Dakota Business Education Division – Joan Birdsell – Fall Leadership Conference went well.
- 4) Engineering and Technology Education Division – Jill Quinlivan – Getting ready for TSA.
- 5) Family and Consumer Science Division – Karlee Benth – no report.
- 6) Guidance and Career Development Division – Dustin Martin – Midwinter Conference focused on adjustments to new Choice Ready.
- 7) Health Science Education Division - Andrea Benson – No report.
- 8) Marketing Education Division – Laurie Salander - No report.
- 9) Special Populations Division and Equity Division – Mary Anderson - Met in Jamestown to unify as a state and update special pops programs.
- 10) Trade and Industrial Education Division – Bryan Stastny - No report.
- 11) CTE – Wayde Sick, Kelly Pierce – Have been busy with team evals and new teacher visits. CTE established work groups have been designed for staff to have more of a voice on CTE efforts. CTE PDC registration will not be partnering with ACTE. Based on state recommendations, PDC needs to “cut ties” with advocacy groups for registration. Carla, Wayde and Mark will meet on this.

XXXVII. 2021-2022 Program of Work – Review status of past items and upcoming items listed in action items

XXXVIII. Unfinished Business

- 1) Website and Social Media Management
 1. Website ready to go live. It was recommended to purchase website domain name with no advertising for \$144 / year or \$12/ mo. The site does have the capacity to process money for an additional cost but will not go that route at this time. Carla and Alison will move forward with this purchase.
- 2) Bylaws and Policy Handbook Update - Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. The manuals are complete and need to be brought back to vote. Alison Orgaard and William Fritz will meet and will finalized the timeline for NDACTE members to vote at annual membership meeting in August.

XXXIX. New Business

- 1) Region V Leadership Conference April 6-9, 2022, in Rapid City SD

1. Silent Auction item to bring – Want a ND item (\$100 most). Ideas included chocolates from Widman’s Candy Shop in Grand Forks, Items from ND Tourism (Shoplegendadry.com), Gift for something from Medora. Members like the Medora idea and Mary Anderson will follow up with a contact she has to see if they would be willing to donate.
 2. Table highlighting an innovative program or idea happening in the state – the committee like the potential of Krista Brodina doing something in regard to the success of her Day Care Program. Carla will reach out to Krista to see if she is interested.
 3. Booth to promote Region V Conference in Fargo 2023 – Carla will man this booth and the conference committee is looking to have some giveaways in the booth.
- 2) February – Career / Technical Education Month – At the state level, the Governor will sign a proclamation. CTE will be going with the theme “CTE Champion” and have designed a championship belt to take pictures with and post across the state.

XL. ACTE Events

Date	Event	Location	Details
March 21-23, 2022	<p>National Policy Seminar</p> <p>Arlington, VA</p> <p>In Person - ACTE is exploring a hybrid option with virtual components and will announce whether that will also be available in early January, will follow a similar schedule to past years but may have to make some COVID-related tweaks.</p>	<p>Holly, Eric and Alison are attending.</p> <p>Plan for Congressional Visits</p> <p>Hotel Crystal Gateway Marriott 1700 Richmond Highway Arlington, VA 22202 Phone: 703-920-3230 Rates: \$277 plus 13.25% tax</p>	<p>The Capitol is still not completely open to visitors, but recent groups that have held DC-based conferences have reported positively on being able to schedule meetings with congressional offices.</p> <p>Registration Rates will be available by Jan. 7.</p>
April 3-5, 2022	<p>Skills USA State Conference</p>	<p>NDSCS and some in Fargo</p>	<p>More information from Tracy Becker at NDCTE to follow</p>
April 6-9, 2022	<p>ACTE Region V Conference</p>	<p>Rapid City, SD</p> <p>Rushmore Plaza Holiday Inn Rates: \$79 Single King / Double Queen + tax \$89 Double Queen Mini-Suite + tax \$109</p> <p>Reservations: 605-348-4000</p>	<p>Call for presenters:</p> <p>https://bit.ly/3GJquPS</p> <p>Region V Conference 2022 (google.com)</p> <p>Advance Registration \$450 by March 10, 2022</p>

			Late Registration \$500 after March 10, 2022
April 28-29, 2022	ACTE's National & Utah's Work-Based Learning Conference	Salt Lake City, Utah	Learn about best practices in work-based learning from across the country. Learn more and register at www.acteonline.org/wbl-conference
August 8-10, 2022	ND CTE PDC Conference	Bismarck, ND	All Board Members expected to attend
September 28-30, 2022	Best Practices and Innovations Conference	Sea Crest Beach Hotel, Cape Cod North Falmouth, MA	www.acteonline.org/bestpractices
November 30-December 3, 2022	Vision 2022		
April 12-15, 2023	Region V Conference	Delta Hotels Marriott, Fargo, ND	

XLI. Action Items

Action Items Program of Work and January 11, 2022 Mtg	Owner	Due Date	Status
Advance 2021 NDACTE Award winners as Region V Candidates	Awards Chair – Danielle Lubke	March 1	
Select 2022 NDACTE award winners	Award Committee	April 30	
Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook.	Alison Orgaard and William Fritz will meet and will finalized the timeline for NDACTE members to vote at annual membership meeting in August.	April 12	
NDACTE Awards - start thinking about nominations for awards	All members	March	
Website ready to go live. It was recommended to purchase website domain name with no advertising for \$144 / year or \$12/ mo.	Carla and Alison will move forward with this purchase	February 1	

Silent Auction item from Medora. Mary Anderson will follow up with a contact she has to see if they would be willing to donate an item for the Region V Conference.	Mary Anderson	March 1	
At Region V Conference ND will have a table highlighting an innovative program or idea happening in the state – the committee like the potential of Krista Brodina doing something with her Day Care Program.	Carla will reach out to Krista to see if she is interested.	February 1	
CTE PDC registration options	Wayde, Mark and Carla will meet	February	
Add past 3 years of NDACTE Award Winners to website. Eric sent this information to committee.	Alison Orgaard	February	

- XLII. 2021-2022 Meeting Dates-** Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm
 April 12, 2022 4:00-5:30 – Zoom
 June 14, 2022 4:00-5:30 – Zoom
During PDC August 8-10, 2022
 August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, location TBD
 August 9, 2022— Tuesday,7:30-8:00 am - General Membership meeting - In person, location TBD
 August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
 August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD
- XLIII. Adjournment** – Desi Severance moved and Joan Birdsell seconded a motion to adjourn the meeting. The meeting adjourned at 5:00 pm.



DRAFT MINUTES
NDACTE Board Meeting
April 12, 2022 4:00 PM Central Time
Join Zoom Meeting

XLIV. Call to Order—Meeting called to order by President, Alison Orgaard at 4:00 PM

XLV. Roll Call – Quorum was confirmed.

Present: Alison Orgaard, Dustin Martin, Laurie Salander, Joan Birdsell, Kelly Pierce, Desi Severance, Tana Erbes, William Fritz, Holly Strand-Rysgaard, and Danielle Luebke, Wayde Sick, and Carla Hixson (Executive Director)

Absent: Andrea Benson, Bryan Stastny, Christa Brodina, Karlee Benth, Jill Quinlivan, Mary Anderson, and Eric Ripley.

XLVI. Approval of Agenda – The date needs to be changed from April 4 to April 12. Motion was made by William Fritz and second by Tana Erbes to approve the agenda with correction. Motion Carried.

XLVII. Approval of Minutes from January 11, 2022 - Edward Jones account report should have been \$33,541.50 instead of \$53,541.50 Motion was made by Joan Birdsell and second by William Fritz to approve the October 12, 2021, minutes with correction. Motion Carried.

XLVIII. Directors Report – Carla Hixson

- 8) Current Membership – 334 members as of March 31, 2022 – June was 304 (8.9% increase)
9) Financial Report –

Table with 3 columns: Account Name, Date, and Amount. Rows include Checking Account - FCCU, REGION V SAVINGS ACCOUNT FCCU, and EDWARD JONES INVESTMENT ACCOUNT.

Total Income July 1, 2021 -March 31, 2022 - \$10,649.25 with a budget of \$12,250.00
Total Expenses July 1, 2021 -March 31, 2021 – \$7,166.09 with a budget of \$22,923.96

Clarification on travel reimbursement when not flying and used personal car– State Per Diem? – check with Pam how it was handled in the past.

XLIX. Committee Updates:

Standing Committee –

- 1) Legislation – Alison Orgaard (President chair), Christa Brodina, Eric Ripley, Wayde Sick

- NPS Hill Visit update – Eric and Alison went to NPS and met with Staff from Armstrong, Hoven, and Cramer delegation - talking points included the exciting things happening in ND with funds to expand and increase number of centers.
 - ND Legislation – early stages in prepping for 2023 legislative session. Governor supportive of CTE with metrics on plan including enrollment, which is increasing. Month away from governors’ recommendation on what departments should set for budgets. On Federal level, ND CTE saw an increase of about \$200 thousand.
- 2) Policies - William Fritz (President- Elect chair), Bryan Stastny
1. Review and make recommendations regarding policy changes or updates. Update the NDACTE Policy Handbook. William and Carla will meet on this.

Ad Hoc Committees -

- 21) Public Relations, Marketing, NDACTE Booth, social media – Laurie Salander, Desi Severance
- Website Development update – Alison reported that the Region V promotional video is up on the website. She working on getting the website moved to the purchased domain. Currently at <https://northdakotaacte.weebly.com/> and purchased domain is www.NDACTE.com. This proving to be a challenge.
 - Plan and implement strategies to market career and technical education year-round. Laurie Salander, Desi Severance prep for PDC activities and submit budget before June meeting if any funds are needed.
- 22) NDACTE Awards - Danielle Luebke (chair), William Fritz, Kelly Pierce - We had 3 of the 6 ND award winners that won at regionals and will move on to the national level: Kellie Meyer Counseling and Career Development, Dan Rood, Lifetime Achievement and Tony Boehm, Carl Perkins Community Service. Danielle is working to get an email blast out to members to promote people to apply for 2022 awards, April 30 is the deadline.
- 23) CTE Reception / Awards Luncheon – Alison Orgaard, William Fritz, Kelly Pierce
- a. Organize entertainment activities and promote them to the membership and attendees.
- 24) Region V Planning Committee –Carla Hixson (chair) - April 13-15, 2023, at Delta Hotel, Fargo, ND. Save the date postcards are available and will be attached when the agenda is sent for board members to share with their schools and divisions. Transportation for 2023 Region V is a challenge. Dietrich's out of Valley City was mentioned as an option to be explored.

L. Division Updates:

- 1) Agriculture Education Division – Desiree Severance – Lot of chapters in midst of annual banquet. Horse event coming up in May at NDAU. Registrations for state convention first week of June.
- 2) North Dakota Business Education Division – Joan Birdsell – Just wrapped up their conference a couple weeks ago. Did something new with online testing on site. Had little under 1,000 attending face to face.
- 3) Guidance and Career Development Division – Dustin Martin – Getting career cluster inventories done. Shortage of counselors continues.
- 4) CTE – Wayde Sick, Kelly Pierce – PDC is in the process of planning, registration starts May 2, call for speakers just went out and vendors will go out soon. Keynote speaker Josh Davies secured – CEO bring you’re “A” game is training on work ethics. CTSO state conferences wrapped up. Career Clusters – advanced CTE decided too much feedback was concerning on changing so they have put a hold on it. Doing industry roundtables that were not represented last time around.

LI. 2021-2022 Program of Work – Review status of past items and upcoming items listed in action items.

LII. Unfinished Business

- 1) Website and Social Media Management – covered above.

LIII. New Business

- 1) Division terms expiring in 2022:
 Administration – Christa Brodina
 Career Development - Dustin Martin - Linda Dockter is a very strong possibility for career development
 Trade, Industry & Technology – Bryan Stastny

LIV. ACTE Events

Date	Event	Location	Details
April 28-29, 2022	ACTE’s National & Utah’s Work-Based Learning Conference	Salt Lake City, Utah	Learn about best practices in work-based learning from across the country. Learn more and register at www.acteonline.org/wbl-conference
August 8-10, 2022	ND CTE PDC Conference	Bismarck Event Center Bismarck, ND	All Board Members expected to attend https://www.cte.nd.gov/pdc
September 28-30, 2022	Best Practices and Innovations Conference	Sea Crest Beach Hotel, Cape Cod North Falmouth, MA	www.acteonline.org/bestpractices
November 30-December 3, 2022	Vision 2022	Las Vegas, NV and virtually	Call for Presentations Deadline is March 31. Vision on-Site through 8/15 \$205.

LV. Action Items

Action Items Program of Work and April 12 Mtg	Owner	Due Date	Status
Begin VP Candidate Search. Set Guidelines, search for and screen candidates for NDACTE VP nominations.	President elect – William Fritz Nominations Committee Bryan Stastny, Dustin Martin, Holly Strand-Rysgaard	August	
Meet to discuss PR Events & membership campaign ideas for PDC and submit budget request	PR Committee 1) Laurie Salander	June 14	

	<p>2) Desi Severance Membership Committee</p> <p>1) William Fritz 2) Dustin Martin 3) Bryan Stastny 4) Karlee Benth</p>		
Select 2022 NDACTE award winners	<p>Award Committee</p> <p>1) Danielle Luebke (Chair) 2) William Fritz 3) Kelly Pierce</p>	May	
Prepare information and awards for PDC Conference	<p>Award Committee and Executive Director</p> <p>4) Danielle Luebke (Chair) William Fritz Kelly Pierce Carla Hixson</p>	July	
Prepare 2022-2023 Budget for approval at June meeting	<p>Carla Hixson Alison Orgaard William Fritz Tana Erbes</p>	June 14	
Prepare 2023-2022 Program of Work for approval at June meeting	<p>Carla Hixson Alison Orgaard William Fritz Tana Erbes</p>	June 14	
Executive Director Performance Evaluation	<p>Holly Strand-Rysgaard Alison Orgaard Carla Hixson</p>	June 15	
William and Carla meet on Policy Handbook	<p>William Fritz Carla Hixson</p>	June 14	
Secure August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person at State Capital in CTE.	Wayde Sick	May	

Check with Pam Stroklund on how reimbursement for Exec Director was done in past when used personal vehicle	Carla Hixson	May 1	Request Sent
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- LVI. 2021-2022 Meeting Dates-** Held Quarterly on the 2nd Tuesday of the month from 4-5:30 pm
June 14, 2022 4:00-5:30 – Zoom
During PDC August 8-10, 2022
August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, State Capital CTE meeting Room.
August 9, 2022— Tuesday,7:30-8:00 am - General Membership meeting - In person, location TBD
August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards
August 9, 2022 – Tuesday, 4:30-6:30 pm—NDACTE Executive Board Meeting and Orientation - In person, TBD
- LVII. Adjournment** - Desi Severance moved and Dustin Fritz seconded a motion to adjourn the meeting. The meeting adjourned at 4:41 pm.



Draft MINUTES
NDACTE Board Meeting
June 21, 2022 4:00-5:00 PM Central Time
Join Zoom Meeting

- I. **Call to Order**—Meeting called to order by President, Alison Orgaard at 4:05 PM
- II. **Roll Call** – Quorum was not confirmed.

Present: Alison Orgaard, Dustin Martin, Desi Severance, Tana Erbes, Danielle Luebke, Wayde Sick, Andrea Benson, Bryan Stastny, Karlee Benth, Jill Quinlivan, and Eric Ripley, and Carla Hixson (Executive Director).

Absent: Laurie Salander, Joan Birdsell, Kelly Pierce, Christa Brodina, Mary Anderson, William Fritz, and Holly Strand-Rysgaard

- III. No new meeting was identified, **Next Meeting Dates**

During PDC August 8-10, 2022

August 7, 2022– Sunday, 5:00-7:00 pm—NDACTE Executive Board Meeting – In person, State Capital CTE meeting Room. Pizza and drinks included.

August 9, 2022— Tuesday, 7:30-8:00 am - General Membership Meeting - In person (please wear NDACTE Shirts), location TBD

August 9, 2022— Tuesday, noon-1:30 pm – PDC General Session and NDACTE Awards

August 9, 2022 – Tuesday, 4:30-5:30 pm—NDACTE Executive Board Meeting, In Person, TBD

August 9, 2022 – Tuesday, 5:30- 6:30 pm (or directly following board meeting) – New Executive Board Orientation For new NDACTE Executive Board Members (all other board members welcome to stay), In person, TBD