

The Advance CTE Board of Directors' Meeting

June 29, 2021 / 3:00-3:30 p.m. EDT

Zoom call

ATTENDEES: Sarah Heath, Laura Scheibe, Angel Malone, Katie Graham, Victoria Crownover, Jeralyn Jargo, Donna Lewelling, Cathie Raymond, Luke Rhine

NOT PRESENT: Marcie Mack, Thalea Longhurst, Bernadette Howard

STAFF: Kimberly Green, Kate Kreamer, Katie Fitzgerald, Krissy Haynes, Tanya Powers

Welcome: Heath called the meeting to order at 3:03 p.m. ET, welcoming everyone to the Advance CTE Board Meeting.

Heath asked for approval of minutes from March 10, 2021.

**MOTION: To approve minutes from March 10, 2021, as presented.
Raymond; Lewelling.
MOTION APPROVED.**

Presentation of the Proposed Advance CTE FY22 Budget Overview: Green shared the “organizational split” – which is used to distribute shared expenses such as rent, phones, technology platforms, etc. across Advance CTE and The Center to Advance CTE is based on estimated staff time across projects and initiatives. This split remains the same as FY21, 75% (The Center) to 25% (Advance CTE) in FY22. This means that approximately 75% of staff time will be supported by The Center. Advance CTE’s staff will continue to work remotely through September 30, 2021 with a voluntary option to come into the office beginning July 1, 2021. The FY22 budget assumes no travel through September 30, 2021, as well as no in-person convenings through the end of the calendar year with a plan to return to normal business operations in the 2nd half of FY22.

Green shared the budget also includes three new positions. A State Policy Manager position that will oversee the New Skills Project, a Senior Advisor for Equity that will manage the ECMC Fellows grant and focus on external equity work, and a Director of Operations that will focus on internal systems, internal organizational culture, and knowledge management. The expenses for these three positions are shared between both organizations. Advance CTE will have 15 full-time staff members with the three new positions. As an organization, new federal laws start to apply, notably the Americans with Disabilities Act. Green noted that Advance CTE does not anticipate this having any impact on operations.

Green shared that Advance CTE is in a strong fiscal position. Income is estimated from state dues based on intent forms, which have been received from all states and territories except for Indiana.

Presentation of the Proposed Advance CTE FY22 Budget: Haynes presented the proposed

Advance CTE FY22 Budget, which has a surplus of \$760. A balanced budget was presented to the Finance and Audit committee, however, after receiving unexpected member dues from Virgin Islands, the Finance and Audit committee approved the addition to the budget to be presented to the Board. Haynes shared that NASFAA and the ABC Equity grants will no longer be in the budget as the grants ended in FY21. The FY22 budget has four items that are either new or coming back. The Fall Meeting will be a virtual event similar to the FY21 Spring Meeting. The finances fall in line with the costs of the FY21 Spring Meeting. The Excellence in Action Awards Program returns. This initiative recognizes and elevates local programs of study that exemplify quality and equity. Rather than hosting an in-person event, the budget covers costs for production of videos for up to 16 award winners and printing of the award banners. Haynes shared that although the Spring Meeting is not new, this fiscal year's budgeted costs are slightly higher than FY21 because it will be an in-person event. The fourth item is a website upgrade. Haynes shared that the current platform is being terminated, therefore, an upgrade to Drupal 9 is necessary. This update requires programming and site redesign. The upgrade is expected to cost \$100,000 of which Advance CTE will cover 25 percent of the costs and The Center will cover the remaining 75 percent.

In terms of income, Haynes noted that state dues income is estimated based on intent forms, which have been received from all states and territories except for Indiana. Indiana did pay last year, so Advance CTE is hopeful the state will maintain its membership. The UMASS budget has decreased due to less staff time required on the project, which was expected based on the contract that is in place.

With regards to expenses, overall staff time has increased with the addition of the three new positions. 25 percent of staff time will be covered by Advance CTE, which is allocated each month based on employee timesheets. Within member services, costs are lower this fiscal year due to more indirect costs being covered by grants in The Center. The Member Supports budget is 73 percent lower than FY21 because of the decrease in consulting costs. Government Relations shows an 115 percent increase with federal policy work returning to pre-Covid activity and the priority the Board placed on this work in the forthcoming strategic plan. Rather than bringing back another full-time position, this budget proposes funds for a Graduate Fellow working 20 hours a week for about nine months, as well as firm support to supplement our internal federal policy staff capacity. There is a 22 percent increase for lobbying with local travel expected to increase. The budget shows an increase for Board expenses. This covers support from Delivery Associates to build out measures and a dashboard that is aligned to the Theory of Action and the Strategic Plan, which will be presented to the Board in September 2021.

Heath asked for a motion to approve the Advance CTE FY22 Proposed Budget.

**MOTION: To approve the Advance CTE FY22 Proposed Budget, as presented.
Graham; Scheibe.
MOTION APPROVED.**

Board Appointments (Region B): Heath shared that there is a vacant Board position to fill – Region B, which has been vacated by Steve Playl. Based on discussions and input from the

Executive Committee, a proposal to the Board was presented to appoint Angela Kremers with the Arkansas Department of Education to serve out the term for the Region B position. Heath explained that Kremers, Associate State Director from Arkansas, had previously been nominated for the recent, at-large State CTE Director position on the Board (that election was won by Tiara Booker-Dwyer). Kremers was the only at-large candidate who was from region B. Kremers indicated her willingness to serve as a regional representative on the Board.

**MOTION: Angela Kremers to serve as the Region B Board representative until June 2023, filling the balance of the vacated term.
Jargo; Raymond.
MOTION APPROVED.**

FY22 Finance/Audit Committee Appointment: Scheibe shared that there is a position to fill for the Finance and Audit Committee. It is currently filled by Victoria Crownover from Colorado and the term expires June 30, 2021. Scheibe shared there were five candidates that put themselves forward for the position: Victoria Crownover (Colorado), Jonathan Beard (Ohio), Wendi Morton (Utah), Sarah Shamburger (Arkansas), and Natalie English (Alabama).

A poll vote was taken and Jonathan Beard led the vote. Heath asked for approval to appoint Jonathan Beard to the Finance and Audit Committee.

**MOTION: To appoint Jonathan Beard to serve as the state-associate member representative to the Finance/Audit Committee.
Malone; Raymond.
MOTION APPROVED.**

Next Heath asked the Board to go into Executive Session to discuss the Executive Director's contract renewal.

**MOTION: To go into Executive Session.
Scheibe; Raymond.
MOTION APPROVED.**

**MOTION: To empower Sarah Heath as Past-President to connect with the attorney and lead the Executive Committee through the process of renewing Kimberly Green's contract as Executive Director prior to the end of the calendar year.
Graham; Raymond.
MOTION APPROVED.**

**MOTION: To end the Executive Session.
Jargo; Scheibe.
MOTION APPROVED.**

Heath called the Advance CTE Board of Directors' Meeting to a close at 3:36 p.m. ET.