

Joint Advance CTE and The Center to Advance CTE Board of Directors' Meeting

MINUTES

January 26, 2017

2- 2:30 p.m. ET

Attendees: Jo Anne Honeycutt, Pradeep Kotamraju, Vanessa Cooley, Marie Barry, Lee Burket, Kathleen Cullen, Charisse Childers, Rich Katt, Eleni Papadakis , Thalea Longhurst, Bernadette Howard, Sheila Ruhland, Cheryl Carrier, Tim Hodge, Hillary Wells

Absent: Phillip Cleveland, Rod Duckworth, Jean Massey

Staff: Kimberly Green, Kate Kreamer, Sherry Quinn

Guests: Terri McKnight, Carolyn Skinner

Welcome and Overview of Agenda: Honeycutt took roll call of the additional members of The Center to Advance CTE Board, then gave a special welcome to the new member, Hillary Wells. Honeycutt provided an overview of Wells' background, including over 30 years in helping kids and families, developing multi-platform programs, and experience with public media (at WBGH, an educational foundation), She shared that Wells has a passion for serving underserved populations, which is in line with our mission. Wells thanked Honeycutt for the introduction and stated her delight to be working with The Center to Advance CTE Board to raise awareness around CTE. Wells said she is looking forward to being connected to this work more fully.

Review and Approval of Minutes: Honeycutt presented the minutes from the October 17, 2016 Joint Advance CTE and The Center to Advance CTE Board of Directors' Meeting

**MOTION: To approve the October 17, 2016, Advance CTE Board Minutes.
Ruhland, Hodges.
MOTION APPROVED.**

Review and Approval of FY16 Audit: Honeycutt presented the FY16 audit and 990s (tax forms) stating the Finance/Audit Committee has reviewed and unanimously approved these reports. She encouraged questions on any items. Green noted a change to our auditing firm due to the accountants moving under the former auditing firm. The new firm, selected and approved by the Finance/Audit Committee is Gelman, Rosenberg & Freedman, represented by Terri McKnight. Also joining the call is the organizations' accountant, Carolyn Skinner, DemboJones,.

McKnight stated it was a pleasure to be working with our organization. She shared that the combined financial statements had no new issues and no difficulties were encountered in the audit with no adjustments or past adjustments needed. There were no findings from the audit, thus the audit is considered "clean." The prior year statement was presented for comparative analysis only. Net assets were up slightly from previous year with a positive net income just over \$13,000. McKnight thanked Green and Skinner for being prepared and very professional.

**MOTION: To approve combined NASDCTEc/NCTEF FY16 audit as presented.
Carrier, Katt.
MOTION APPROVED.**

Review and Approval of 2016 990s: Green called on Skinner to present the Advance CTE 990s (note: McKnight left the meeting following the audit approval). Skinner stated the organization annually files 990s following the audit completion, allowing the numbers from the audit to be used as the basis for the 990s (with the exception of in kind contributions, which are not reported on the taxes). Skinner pointed out some governance questions that are related to good policy/practice (e.g. conflict of interest, whistleblower, etc.), all of which were answered “yes” meaning the organization has good policies in place. The Board has to approve returns prior to filing, which are then electronically filed and available for public inspection on request to the public. Honeycutt commented on the expertise Skinner and her company provided. Honeycutt then called for a motion to approve the Advance CTE 990s.

**MOTION: To approve the 2016 Advance CTE’s 990s as presented.
Katt, Howard.
MOTION APPROVED.**

Honeycutt then called for a motion to approve The Center to Advance CTE 990s.

**MOTION: To approve 2016 The Center to Advance CTE’s 990s as presented.
Hodges, Carrier.
MOTION APPROVED.**

Upcoming lease renewal: Green brought to the Boards’ attention to an upcoming decision that will be needed concerning the Advance CTE office lease. She shared that she plans to have collected all the necessary information and make a recommendation to the Board for a vote in May 2017.

Meeting adjourned at 2:40 p.m..