The Center to Advance CTE Board Meeting via Zoom
June 29, 2020
4 - 5 p.m.
Conference Call

ATTENDEES: Marcie Mack, Bernadette Howard, Alex Harris, Wendi Safstrom
NOT PRESENT: Sarah Heath, Nicole Smith
STAFF: Kimberly Green, Kate Kreamer

Welcome: Mack welcomed everyone on the call.

MOTION: **To approve minutes from May 13, 2020, as presented.**
Howard, Harris.
MOTION APPROVED.

Presentation of the proposed The Center to Advance CTE FY21 Budget: Kreamer began by sharing that the organization made a decision to not plan or budget for any travel or in-person convenings through the end of December 2020. We did budget for meetings in the first half of 2021, but will re-evaluate that decision as we get closer to the end of the calendar year. She also shared that the organizational split – which is how the organizations distribute shared expenses such as rent, phones, technology platforms, etc. – has shifted from 60% (The Center) and 40% (Advance CTE) in FY20 to 75% (The Center) to 25% (Advance CTE) in FY21. This split is calculated based on our projected staff time on projects, which means approximately 75% of our staff time will be supported by The Center. This is due to the strength of the organization's fundraising and that we are back to one full-time federal policy staff member.

Kreamer offered context for how the organization calculates income for its grants and contracts; we strive to have our income match our projected expense for the fiscal year. Although we often receive grant payments that may cover more than one fiscal year, we only account for the income we plan to spend in the current fiscal year and count the rest as restricted assets, to carry forward into future fiscal years.

Kreamer shared that we are reporting $40,096 in income over expenses for FY21, which is largely driven by the fact that we are not on track to spend the full amount of the Partnership to Advance Youth Apprenticeship (PAYA) contract. However, given PAYA is a subcontract from New America – not a grant – and we are meeting all of our contractual obligations, this is not an area of concern. The other grant that has more income over expenses for this fiscal year is our NSFY Innovation grant from JPMorgan Chase due to the work significantly changing in the last few months. We are planning to seek a no-cost extension with JPMC for this grant and will need to rework the budget once we have a clearer sense of what is possible.

Kreamer shared that the "other income" for FY20 exceeded expectations due to Perkins implementation meetings registrations and some Career Cluster product sales. She added that while we budgeted only $250 for FY21, we are in the process of seeking philanthropic sponsors for the Summit so that number may increase.

Kreamer provided some context for how we estimate our FY21 income and expenses, which includes estimating any obligated June 2020 expenses, which are primarily staff time and consultant costs. Once our year-end financials are completed, we will reconcile those numbers with our projected income and make any necessary adjustments.

Kreamer shared that the MOU with ACTE around CareerTech VISION has ended, by completely mutual agreement. We are still planning to lead sessions at VISION and are in discussions about how we should proceed with the joint State Director/State ACTE leader session. The Excellence in Action award program is not included in the budget for the second year in a row, but will be re-launch in February 2021. As such, we do not anticipate any expenses this fiscal year beyond staff time.

Kreamer added that a number of grants and contracts ended in FY20 including New Skills for Youth, Siemens 2.0, Joyce and the Oregon contract, as expected. She also shared that there are no new categories as all new grants were approved as part of the December FY20 budget modification (GCRI, ECMC and Lumina) or at the May Board meeting (Siemens 3.0).

Kreamer provided context for the increase in the “development” budget, which includes our $15,000 membership in the College in High School Alliance steering committee. By being a part of the steering committee, we are now eligible to receive grant funding and will receive these resources back when new funding is received for that organization, likely early in this fiscal year. The Board expenses are also increased going forward to account for the in-person strategic planning retreat to happen in early 2021.

Green added that we had planned to expand our physical footprint in the office, but have decided to hold on expanding our lease (which would have cost an approximately $150,000 more each year) and are exploring moving to more remote work.

Board members inquired about the stability of philanthropic funding going forward, as well as the flexibility and response of the funders during COVID-19. Green and Kreamer shared that funders have been very flexible in allowing work to be responsive to emerging needs due to the global pandemic and also allowing for no-cost extensions. The full extent of the extension of the grant-related work is not entirely solidified; the proposed budget reflects the best estimates. Looking ahead, we have already been invited to submit a concept paper to the Gates Foundation for future funding. Several of our existing grants are multi-year (JPMC, ECMC and Siemens). We have also been invited to present on emerging needs to the Workforce Matters coalition of funders. While the organizational leadership is being is cautious with expenses, as we always are, these are positive signals for the future.

MOTION: To approve the proposed the Center to Advance CTE FY21 Budget, as presented.
Howard; Safstrom.
MOTION APPROVED.

Mack called The Center to Advance CTE Board Meeting to a close at 4:40 p.m.