

**Advance CTE Business Meeting
MINUTES
Monday, May 23, 2016
Washington, D.C.**

Welcome: Duckworth welcomed the members to the business meeting and called the meeting to order.

Review and Approval of Minutes: Kotamraju reviewed minutes from the Spring 2015 Business Meeting. There were no questions.

**MOTION: To accept the April 9, 2015 Business Meeting minutes as presented.
Kutzer; Barry. MOTION ADOPTED.**

Advance CTE and Center to Advance CTE Financial Reports: Kotamraju provided an overview of the Advance CTE and Center to Advance CTE financial reports. These reports provide summary financial information for the period of July 1, 2015 through March 31, 2016 or 75% of the fiscal year. He shared that the overall income for Advance CTE is at 83% and exceeds targets in most categories. The majority of expense categories are on target. Kotamraju reported that the income for the Center to Advance CTE has only drawn a small portion of the budgeted reserves and anticipate the reserve withdrawal to be under budget. He continued that we have only spent 25% of the budgeted expenses. Kotamraju shared that the investments have begun to rebound and we are in communication with our investment advisor and he has suggested that we stay the course.

MOTION: To accept the Advance CTE and Center to Advance CTE financial report as presented. Howard; Burket. MOTION ADOPTED

Board Update: Duckworth gave a brief update on the Advance CTE and Center to Advance CTE Board meetings. He reported that reauthorization is a priority for the Board. At this meeting, the Board approved a revision of the preamble of the Perkins recommendations to reflect the current policy context framed by ESSA and WIOA. He assured the membership that the staff are fully engaged in the negotiations and there is still effort being put forth to reauthorize Perkins this year.

Duckworth reported that the Board met for a two-day strategic planning retreat in February 2016. Using an external facilitator, we challenged ourselves to ensure our strategic plan:

- Aligns with and stretches us to achieve spirit of the brand platform adopted as part of last year's rebrand;
- Identifies strategic targets around partnerships, federal and state policy and professional learning;
- Puts into action and prioritizes our work in accomplishing the vision, *Putting Learner Success First*;
- Ensures a healthy, legally compliant and fiscally sound organization; and
- Underscores the vital importance of member engagement, satisfaction and leadership development

Duckworth stated that the two-year plan was adopted by the Board yesterday. The staff will take strategic plan, along with your input from today's vision roundtables, and build out a work plan to identify the actions, tasks and initiatives to guide the organization's work.

Governance Taskforce: Another outcome from the Board retreat that Duckworth shared was for a taskforce to take on an issue we have heard raised at previous business meetings – the regional structure of the Board. This taskforce, comprised of several Board members, has just begun its work but Duckworth wanted to share some of the charges the taskforce have.

The Challenges the Board Re-Structuring Aims to Address

- The regional structure has a number of unintended consequences: some State Directors must perpetually stay on the Board and opportunities are limited for other State Directors in larger regions to participate. Those unintended consequences are exacerbated by the high turnover of State Directors, further limiting the pool of electable members from smaller regions. It is also considered good practice in the non-profit community to institute board term limits, which is not possible with current board structure.
- The regions, as structured, do not foster more cross-state collaboration or cohorts and do not guarantee any fair representation across secondary and postsecondary/other State Directors.
- The desire for the Board to better reflect our new organization brand and commitment to state leaders, which include, but is not limited to State CTE Directors.

Common Principles: As a first step in moving forward with a potential Board restructure, we offer the following principles as the foundation for any decisions made:

- Advance CTE needs to revisit and reform the regional structure. The current 11 regions are not serving the membership well in terms of ensuring representational leadership or providing adequate leadership opportunities for interested members who want to serve on the board.
- Any re-structure of the Board will continue to have four elected officers (all State Directors) and an overall composition that retains a majority of State Directors.
- Advance CTE needs to identify strategies for getting more diverse perspectives on the Board through dedicated “at large” members, although how we define “diverse perspectives” still needs to be finalized.
- Any change will inform future discussions and decisions about membership structure.
- Regardless of what approach the organization takes moving forward, it will require an update to our by-laws, approval from the membership, and a phase in period to allow for smart transitions and communications to the full membership.

Fundraising efforts: Duckworth shared that over the last few years, the organization has been working to redirect the Foundation in light of the decision to discontinue the Career Clusters Institute, which was its major revenue source. Now rebranded as the Center to Advance CTE, staff set forth on a fundraising effort that has been very successful. In the last year, staff raised \$2.45 million to be dedicated to a variety of efforts that will support our members. This includes the development of resources around global competency and employer engagement, a federal contract to look at the alignment between secondary CTE and apprenticeship and the largest investment – the New Skills for Youth Initiative funded by JPMorgan Chase & Co. Duckworth reported that through this grant we will be developing a series of research briefs, case studies and

coming this June – a virtual resource center that will identify and organize resources, reports, policies, legislation aligned to twelve key themes. There will also be a members’ only version of this portal that will serve as a robust, searchable clearinghouse of Advance CTE resources.

Career Clusters: Duckworth noted that the strategic plan underscores our continuing commitment and leadership to Career Clusters. But in the context of more efforts around career pathways, alignment between education and the workforce, he stated that the Board wants to take a step back and reconsider what should be next for Career Clusters. Duckworth shared that the Board is charging a taskforce with answering the following questions: (1) What is next for Career Clusters? (2) If we take this next step, what does success look like? (3) What is our organization’s role in this work?

If you’re interested in serving on this taskforce, please let any of the officers or Kim know.

Nominations Report & Election of Officers: Barry shared that it was an honor to serve as the chair of the Nomination Committee made up of Past Presidents including herself, Rich Katt and Pat Ainsworth. She stated that they were tasked with developing a slate of candidates to serve as officers for Advance CTE and The Center to Advance CTE in 2016-2017.

Barry continued that as is the tradition, our committee will recommend that the Executive Committee move “up” one position, Jo Anne Honeycutt to President, Pradeep Kotamraju to Vice President and Rod Duckworth to Past President.

MOTION: To approve the proposed slate of FY17 Advance CTE and Center to Advance CTE officers as presented: Honeycutt as President, Kotamraju as Vice President and Duckworth as Past President. Kotamraju; Witchger.
MOTION ADOPTED.

Barry shared that the committee’s real work was in developing the slate of candidates for the Secretary/Treasurer position. A call for nominations was sent out to all State CTE Directors in in mid-January, which included the nominations criteria and nomination form. With three nominations submitted to the Nomination Committee, the committee reviewed the criteria for nomination and discussed the three candidates. It was unanimously agreed upon to move two of the three candidates forward for the spring election. After confirming both candidates met the criteria for service and their agreement to the nomination, Barry shared she was pleased to announce two very strong candidates as Secretary/Treasurer: Dr. Philip Cleveland, State CTE Director of Alabama and Ms. Bernadette Howard, State CTE Director of Hawaii. Barry called the candidates to the podium to make a few remarks. Candidates were given an opportunity to submit comments to be shared with the membership. Those were distributed to the State Directors in advance and are included in the business meeting packet. Barry was pleased to announce that **Dr. Philip Cleveland was elected to Advance CTE/ Center to Advance CTE Secretary/Treasurer.**

Regional Elections: Barry reported that following the bylaws and Board policies, the staff conducted the elections for regional representative on the Advance CTE Board of Directors. The process involved an initial announcement and solicitation for nominations in February 2016; electronic ballots were distributed on March 29th with votes due by April 8th. The Board terms will begin July 1, 2016 and end on June 30, 2019. Barry announced the following information.

Region IV - Alabama; Florida; Georgia; Kentucky; Mississippi; North Carolina; South Carolina; Tennessee

Phil Cleveland of Alabama was elected*

Region V - Illinois; Indiana; Minnesota; Michigan; Ohio; Wisconsin
Kathy Cullen of Wisconsin was re-elected

Region VIII - Colorado; Utah; North Dakota; Montana; South Dakota; Wyoming
Thalea Longhurst of Utah was elected

Note: Since Phil Cleveland won the Secretary/Treasurer position, Jean Massey has agreed to serve another term.

Advance CTE-NOCTI-DOD Contract Update: Foster gave a brief update on a new partnership with Advanced Functional Fabrics of America (AFFOA). He stated that CTE is a critical pathway for creating a pipeline to fill positions in the expanding fiber industry. Foster shared that you can help by submitting names to NOCTI of textile manufactures within close proximity of a career center and/or community college where there is a mutually-beneficial relationship. If you want to join NOCTI's AFFOA mailing list to stay current with this initiative as it relates to CTE – please email nocti@nocti.org.

Focus Group Opportunity: High-Quality CTE Framework: Green shared that Advance CTE has a strong partnership with ACTE and that we have joined together to bring you an opportunity to help define high quality CTE. She shared that the first 15 people to sign up will serve on the focus group being held on Wednesday morning during breakfast.

Career Clusters at ACTE CareerTech VISION: Kreamer shared that last year we made the move to merge the Career Cluster Institute with ACTE CareerTech VISION. It is one of the largest professional development conferences for CTE. We have had some very strong proposals for the Career Cluster strands. Kreamer stated that she would like to personally invite you to come to the Vision 2016. It kicks off on November 30 and begins on December 1 through December 3. Early bird registration closes in July.

Duckworth shared his excitement for attending the Vision 2016 and asked if anyone has any comments, questions or additional business. With none he adjourned the meeting at 4:22 p.m.