

Center to Advance CTE Board of Directors' Meeting
MINUTES
June 29, 2022
Zoom call

BOARD ATTENDEES: Sarah Heath, Laura Scheibe, Katie Graham, Nicole Smith

NOT PRESENT: Alex Harris, Wendi Safstrom

STAFF: Kimberly Green, Kate Kreamer, Tanya Powers

Welcome: Scheibe called the meeting to order at 4:03 p.m. ET, welcoming everyone to the Center to Advance CTE Board of Directors' Meeting.

Scheibe asked for approval of minutes from January 26, 2022 and May 11, 2022.

MOTION: To approve the Center to Advance CTE Minutes from January 26, 2022 and Joint Board Minutes from May 11, 2022, as presented.
Heath; Smith.
MOTION APPROVED.

Review Public Board position: Scheibe shared that Wendi Safstrom's Board term expires on June 30, 2022. Kreamer said Safstrom expressed interest in serving another term.

MOTION: To approve a new three-year term for Wendi Safstrom as a Public Board member.
Graham; Heath.
MOTION APPROVED.

Review FY22 Center to Advance CTE Financial Statements: Kreamer presented an overview of the FY22 Center to Advance CTE financials. A budget modification was approved by the Executive Director, Kimberly Green, which lowered interest and reduced the reserve withdrawal amount. The budget modification reduced the total income and expenses by 3.1 percent. These changes were within the 10 percent threshold, so did not require Board approval.

The Center received 97 percent of its budgeted income with all remaining funding expected to be received. The Center spent 61 percent of its budgeted expenses, which is below target due to staff turnover throughout the year. Expenses are expected to increase in the final weeks of the fiscal year with the remaining funds to be carried over to FY23.

MOTION: To approve FY22 Center to Advance CTE Financials, as presented.
Heath; Graham.
MOTION APPROVED.

Review and Approval of Proposed Center to Advance CTE FY23 Budget: Kreamer presented an overview of the proposed budget. The Center to Advance CTE continues to be in a

strong financial position. Kreamer explained that the “organizational split” – which is used to distribute shared operational 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 FY22, 75 percent allocated to The Center and 25 percent allocated to Advance CTE in FY23. The proposed FY23 budget is close to pre-coronavirus pandemic levels with an increase in meeting and travel expenses. Kreamer shared that the budget includes four new positions; a Director of Operations position, a Digital Media Associate position, a Communications Associate, and a membership position. The budget also includes funds for external support from a Human Resource Consultant to help with benefits management and employee labor laws. Kreamer noted that a number of contracts and grants ended in FY22 including Joyce 2, JFF Stimulus, JPMC Innovation Sites, and three sub-grants with College in High School Alliance (CHSA). Many grants have already been renewed and a new two-year grant for NOAA Bay Watershed Education and Training Program (BWET) in the amount of \$193,450 to support work in Delaware to develop an environmental literacy framework for CTE has been awarded. Kreamer shared that several grants will end in FY23, including Siemens 3, Gates 3, Annie E. Casey, PAYA, and ECMC PDI. Kreamer said PAYA and ECMC PDI are expected to renew. Kreamer shared that a new two-year contract with Texas Education Agency was approved to support state staff and regional coordinators with *Brave Dialogues* training.

For other income for FY23, the proposed budget includes reduced interest/dividend due to the weak stock market. Budget estimates for Development and Board have increased and are back to pre-coronavirus pandemic levels. The increase in Development expenses includes staff travel expenses. The increase in Board expenses are back to non-strategic planning levels. Finally, Kreamer stated that similar to FY22, the proposed budget estimates increased for The Center project-based staff time. Kreamer said there were no intentions of spending the full amount. It is being used as a placeholder to partially fund positions that will be supported by future grants.

Scheibe asked if there will be any lessons learned shared with members from the BWET project. Kreamer said there will be a case study after the first year and lessons learned and resources shared after the second year.

**MOTION: To approve The Center to Advance CTE FY23 Proposed Budget, as presented.
Graham; Heath.
MOTION APPROVED.**

Scheibe adjourned the meeting at 4:30 p.m. ET.