

Center to Advance CTE Joint
Board of Directors' Meeting
MINUTES
Wardman Marriott Hotel
Washington, DC
May 22, 2016
2:15 – 4:45 p.m.

Attendees: Rod Duckworth, Jo Anne Honeycutt, Pradeep Kotamraju, Tim Hodges

Absent: Cheryl Carrier

Staff attending: Kate Blosveren Kreamer, Kimberly Green, Karen Hornberger

Approval of Consent Agenda: Duckworth presented the consent agenda and asked if any items should be removed for discussion. No items were identified.

MOTION: To approve the consent agenda.
Hodges; Kotamraju.
MOTION ADOPTED.

The Center to Advance CTE Financials: Kotamraju gave a brief overview of the Center to Advance CTE financial reports. He noted that product sales have been lagging in part because we did not have as many sales at ACTE CareerTech VISION as expected. Kotamraju asked Hornberger to give an update on the lost inventory.

Hornberger shared that the resolution for the lost Career Cluster inventory has been fully achieved. The staff was able to put an agreement in place with Vivayic to do a strategic analysis of the Common Career Technical Core (CCTC). Hornberger stated that she worked with the accountant to have the full value of the reprinting cost \$23,365 reflected in our financials as a \$16,132.74 reduction to inventory and an in-kind expense for the balance of the services performed of \$7,232.26. This income does not show on our budget or our 990's but it will show and be reflected our audit report.

Hornberger reported that with three-quarters of the fiscal year completed, the Center to Advance CTE has withdrawn \$49,402.63 out of the budgeted \$137,009.79 in reserves. She continued that at fiscal year-end, we anticipate the reserve withdrawal to be under budget due to the success of our fundraising efforts. Green reported that it is most likely that we will have no reserve withdrawals for this fiscal year. Hornberger shared that while the products are lagging we just received an order from Virginia for approximately \$5,000 and will bring our sales total closer to \$20,000 for the year.

Kotamraju noted that the investments are similar to the Advance CTE Board as the investments have begun to stabilize compared to the first quarter of the fiscal year.

Green shared that we are at final resolution with the chiefs for the final contract for the New Skills Youth Grant, which is an annual payment so we should be receiving our payment for this

fiscal year and on July 1 we will receive our FY17 payment. Green also shared that we are updating our organizational split for this year based on staff time from 85/15% to a 58/42% split.

Duckworth asked if the new staff understands that their positions are being paid and operated under a grant. Green shared that the new staff were informed and they understand that their salaries are from “soft” money. Green also shared with the Board that we are looking at our space to see what our options are as we are at capacity for our offices.

**MOTION: To approve the Center to Advance CTE Financials
Honeycutt; Hodges
MOTION ADOPTED.**

Public Member Position and Discussion: Kreamer reported that they reached out to Don Henderson from Apple, and that he has been trying to get approval to be on the Board since the winter. He was not able to give us an update as they have been going through a reorganization and will let us know this week if he will be able to fill this position on the Board.

Green noted that Cheryl Carrier is willing to serve a second time term as her term is up. She noted the Board needs to vote to elect Cheryl Carrier as a second term as a public member of the Center to Advance CTE Board of Directors.

**MOTION: To approve Cheryl Carrier for a second term as a public member.
Honeycutt; Kotamraju
MOTION ADOPTED.**

Fundraising and Development Discussion/State Strategy: Kreamer updated the Board on our fundraising successes of this year and what is on the horizon.

Right now we have:

- New Skills Youth Grant – \$2.3 million over four years through FY20
- Federal Sub-Contract with RTI – \$124,000 through FY17
- Ford Next Generation Learning – \$9,000 through FY17
- Asia Society - \$13,500 over two years through FY18
- Wisconsin Professional Development – in conjunction with CORD – more info to come through FY17

Looking ahead:

- Siemens Foundation: Advance CTE has been in discussions with the Siemens Foundation over the last few months, and submitted a short prospectus on a possible project around communications and recruitment into high-quality CTE programs.
- The Shared Vision for Future of CTE: We have begun engaging in discussion with potential funders with regards to the new vision, including Alcoa Foundation and the Bill and Melinda Gates Foundation.

- Indefinite Delivery/Indefinite Quantity (ID/IQ): As we were selected with RTI International, Jobs for the Future and Vivayic as one of the three groups to lead a project under the current ID/IQ, we will be eligible to bid on future projects if and when OCTAE releases them. The next round would be released in fall 2016 at the earliest.

Duckworth stated that we have been fortunate enough to not have to hire someone who goes after the fundraising, but asked whether it now make sense to hire someone who focuses on fundraising. Green shared that most of the people that are coming to us are doing so because of our content knowledge. She feels that at this time with some shuffling of duties and hiring of an administrative we probably won't need to hire someone in that position.

The Center to Advance CTE Future Priorities: Green shared that the Center's role and purpose is still evolving. She shared that we don't necessarily want to get to a place where we are having all Joint Board meetings but given the overlap of the work and the importance that the grant work is benefit all members makes it difficult to separate the two boards. Green shared that she wants to have an open conversation about whether the Center's theory of action is still appropriate or whether we should consider shifting the Center's Board to be more of a fundraising Board.

Duckworth noted the number of Board members and asked if we are content with the numbers or if we should add more members. Green reminded him that if we add more public members we would have to add another State Director as the vote would need to remain a majority of State Directors. Duckworth shared that he was concerned that there might be a question of consistency missing with the number of Board of Directors on the Board as we rotate through. Duckworth noted that he just wanted to be sure that we feel that our numbers are sufficient or do they need to be revisited. Kotamraju noted that their used to be a more separation of the Boards and now there is such an overlap of work. If we are thinking of having one Board, how does this affect the new Advance CTE governance structure we have been discussing. Kreamer noted that at the end of the day it won't affect the governance because each Board would need to vote on their own issues.

Hodges feels that he is in the loop, but when it comes to the Advance CTE Board he feels that it is good to be aware of what is being discussed but he doesn't have much to contribute as he not familiar with the terminology. Hodges also noted that he feels comfortable with the size of the Board. He added that we should have some urgency to have a full slate of public Board members and may want to consider a nominating coming or back up plan of Board members to ensure we have people to ask. Hodges suggested that we have at least three public members on the Board and one on the watch list. He also noted that he is comfortable with the staff making the decision of when they need to be included and not included on the conversation.

Green shared that she they have tried to be intentional of when the public members are included and knows that we have not always gotten right. As we move forward we hope to be more intentional and get back to the theory of action and the way it was written. Kreamer shared that she struggles with coming up with agenda items for the Center's Board meetings.

Honeycutt suggested that you have your answer if you are having a hard time coming up with an agenda as it would then makes sense to bring the two meetings back together. She also noted that we need to be sure that the voices of the public members are heard and sought out as well. Kotamraju and Duckworth both agreed with Honeycutt that it makes the most sense to have the Center Board members join the Advance CTE Board whenever appropriate for a full discussion. Hodges also agreed that he is in agreement. Duckworth stated that the staff has full flexibility in their decisions of how to proceed with the meetings in the future and whether they have separate or joint meetings.

Green shared that Hodges was nominated to continue on the Finance/Audit Committee for one more year. Hodges was in agreement and OK with the nomination.

Meeting adjourned.