

**ICTA Board Meeting
February 5, 2008
Capital Area Career Center, Springfield, Illinois**

- I. Carol Leach called the ICTA Board meeting to order at 2:50 p.m.
- II. In attendance were the following board members: Cheryl Hood; Martha Eldridge Heck; Don Smoot; Cyndie Garcia; Mary Stouffer; Tom Hott; Rob Knutson; Cindy Stover; Kay Smoot; Carol Leach; Susan Hanfland; Barb Oilschlager; Debbie Canna; Janice Stoettner; Ron Pieper; Katrina Paddick; Brenda Yates; Mark Williams; George Hopkins; and Joyce Taylor.
- III. Carol disseminated the agenda for the meeting and requested to add two items under ICTA Legislative Committee Report. She requested to add item "b" on National Policy Seminar and item "c" on ICTA Policy Platform.

Motion:

Adopt the agenda as presented with recommended additions.

Susan Hanfland / Cynthia Garcia Motion carried.

- IV. Carol asked that everyone review the minutes from the October 16th and October 17th 2007 meetings.

Motion:

Approve the minutes from the October 16, 2007 and October 17, 2007 meetings as printed.

Cheryl Hood / Susan Hanfland Motion carried.

- V. A. Next, Rob Knutson provided the treasurer's report. Rob presented the Board with a financial review of FY 07. The balance as of June 30, 2007 was \$16,024.19. Rob went on to discuss expenditures through February 1, 2008. During this time revenues totaled \$35,986.28 and expenditures were \$13,899.58. The current balance on hand is \$22,086.70.

Motion:

Approve the treasurer's report.

Brenda Yates / Deb Canna Motion carried.

Then Ron Peiper presented a budget from the Area Vocational Director's Council (AVDC). The group had met earlier in the day and developed a budget for the year. The AVDC group presented a request for \$1,200 which was an increase over last years request. Ron explained that the AVDC members were planning to meet four times instead of three times a year and

the additional funds were needed to cover meeting expenses. In addition to the budget request, Ron provided the AVDC report and stated that their next meeting will be in Springfield at the skills contest. They hope to combine AVCD meetings with other meetings such as the System Director Leadership Council meetings and the ICTA meetings, because it would be a more efficient use of time and provide an opportunity to meet with others and spread the word about the value of CTE. He added that the AVDC is planning to meet with Superintendent Koch and discuss the value of AVC's and hoped that ICTA supported them in their efforts.

Carol clarified the request for \$1,200 and added that in the past the amount given to the AVDC was \$1,000 per year. Some thought that this was a reimbursement to maintain a budget of \$2,000. Susan asked for clarification if this budget request was for FY 08 or FY 09. Rob stated that the last check given to AVDC was in FY 07 and replenished the AVDC treasury, so this budget was for FY 08. Carol Leach stated that she had looked into the by-laws to determine the nature of the funds provided to both the AVDC and the SDLC. She said that during the ICTA reorganization, the bylaws from February 26, 2002 stated that "ICTA proposed to give AVDC and the SDLC \$2,000 each year". She added that it has evolved into a reimbursement. The SDLC only requests reimbursement for their expenditures, while AVDC presents a budget request. The consensus of the group was that the bylaws were flexible enough to accommodate either method.

Motion:

Accept the AVDC budget and give the organization \$2,000.

Susan Hanfland / Cheryl Hood Motion carried.

Deb Canna added that she will take this information back to the SDLC and determine the budget process for FY 08. Carol added that if the SDLC proceeds differently, it is alright. However, ICTA can offer them \$2,000 as well.

- B. Next, Rob Knutson reported that he had been reviewing revenues and expenditures to put together a realistic budget. He reviewed the expenditures from July 1, 2006 through June 30 2007 and determined that during that fiscal year there were three primary funding streams; dues, IACTE conference profit, and donations. Revenue from all three sources totaled \$11,300. He noted that even though the dues income fluctuates greatly from month to month, the total annual income generated from the dues is stable. During FY 07, dues generated \$7,800. The income generated from dues will remain stable in FY 08, however, ICTA only received \$500 in profit from the IACTE conference held in June, which is significantly less than the previous year. He added that we needed to find additional forms of revenue, because last year we were in deficit spending. The income earned totaled a little over

\$11,000, expenditures were over \$12,000 reducing the overall fund balance by approximately \$1,500. He added that the workshops sponsored by ICTA were helping to provide additional income.

Rob developed a tentative budget for FY 08 which included an expenditure of \$7,500 for legislative consultant, Pam Weber. Several suggestions were made for additional line items to the budget, such as a “food” line item or “printing” line item. The consensus of the group was that some of the line items needed more clarification.

Carol Leach recommended that Rob continue to review revenue and expenditures and present an FY 09 budget for approval at the June meeting. She then complimented Rob for all of his work.

VI. A) Cyndie Garcia gave a brief update of the System Director’s Leadership Council (SDLC) and stated that the proposed by-laws changes would be voted on at the next meeting. The next meeting of the SDLC is scheduled for March 5, 2008 at 3:00 p.m. in Pheasant Run during the Connections Conference.

B) Ron Pieper provided his report earlier in the meeting.

C) Carol reported that Sean McLaughlin had surgery and was unable to attend and discuss the awards, however, Susan Hanfland agreed to assist in the process. There was some confusion whether the ICTA awards application would be a shorter version or follow the IACTE model. Tom Hott stated that the nominations for IACTE are due in April, though he wasn’t sure of the exact date. Carol asked the preference of the group, whether they wanted to rewrite the nomination form so it is briefer or use the current form, which is the IACTE form and can be used to nominate individuals to ACTE. Carol Leach suggested that this year we use the IACTE application form. Susan Hanfland agreed to send it out on the list-serve. Carol added that in August, the board would revisit this topic and determine the format for awards nominations. Consensus of the group was to follow Carol’s recommendation. Carol added that next year as past president, she will take on the awards process. Tom Hott urged the association to apply for the Association award of either, Gold, Silver, or Bronze. Susan agreed to work on that application process.

D-1) Next, Carol asked for reports from the various committees. Kay Smoot reported for the Membership committee and commented that currently there are 135 paid members, with 41 lapsed members. Kay will contact the lapsed members. Tom Hott reminded the board that the delegate numbers are based on membership numbers and that the membership must be active members as of the end of March. Carol suggested that some of the people attending the workshop tomorrow are not members and this would be an opportunity to encourage them to join ICTA.

D-2a) As part of the legislative update, Carol Leach disseminated the proposed contract for Pam Weber, legislative consultant. Pam's services are broken down as follows: 50% monitoring and reporting legislation; 40% special services and 10% lobbying. IFACSTA will no longer be using her services due to lack of funds. The proposed contract is for the calendar year, beginning January 1, 2008 and ending December 31, 2008. This year there will be an additional charge for registering the organization for lobbying. Discussion continued regarding ways to measure effectiveness of services. Barb Oschlager commented that in her area they requested bids for the services of lobbyists. As part of the expectation they requested information on who they talked with each month and clearly identified some expectations. She said it was unrealistic to identify outcomes such as "getting more money". Discussion continued.

Cindy Stover made a motion to approve the contract for Pam Weber for \$7500. The motion was not seconded and discussion continued whether travel was included and what type of timeframe the contract actually dealt with and issues regarding accountability. Cindy amended her motion.

Motion:

Continue to contract with Pam Weber for legislative consultant services and clarify contract with her.

Cindy Stover / Susan Hanfland

Motion carried.

D-2b) Next, Carol Leach stated that as president of ICTA she would be attending the National Policy Seminar in March. She asked about reimbursing costs for attending. Members responded that it has been accepted practice that ICTA reimburses the President the costs incurred for travel and registration to the National Policy Seminar.

D-3a) Carol received the ICTA website information from Jeff Jerdee and purchased the domain name, *illinoisicta.org*. The cost was \$47.90 for five years. The website will be housed on the Area 3 technology hub at no cost to ICTA. The ICTA website information has been uploaded, but the format has to be changed before it can be accessed. Julie Powers is willing to maintain the website and Joyce Taylor will be the "gate-keeper". Any information that needs to be added to the website should go to Joyce Taylor and she will send it on to Julie Powers. Carol wanted to ensure that this process could continue and a small monthly fee could be given to Julie for maintaining the website. Carol informed the board that Julie Powers is her daughter.

Motion:

Authorize Carol Leach to continue to work on setting up the ICTA website.

Susan Hanfland / Martha Eldridge Heck

Motion carried

D-4) The ICTA constitution will be discussed at the next meeting.

D-5) Marketing was discussed briefly. Cyndie Garcia suggested that representatives of the various ICTA affiliates talk to Superintendent Koch to discuss the positive impacts that CTE has on NCLB and economic development.

D-6) Carol stated that 66 people registered for the inservice scheduled for February 6th. Registration begins at 9:00 a.m. and there will be no refunds.

VII. Tom Hott reminded the group that ICTA was responsible for eight of the break-out sessions at the IACTE conference in June. Susan Hanfland has submitted two proposals for break-out sessions. Tom, also informed the group that the EACTE board passed a policy that affiliates would receive a kickback for new members.

Motion: Adjourn the meeting.

Susan Handfland / Mary Stouffer

Motion carried.

The meeting adjourned at 4:40 p.m.

Respectfully submitted by Joyce Taylor, secretary