

**ICTA Board Meeting
June 15, 2009; 3:00 p.m.
Holiday Inn Select, Tinley Park, Illinois**

1. Lance Copes called the meeting to order at 3:04 p.m.
2. In attendance were the following: Carol Leach; Lance Copes; Rob Knutson; Dave Green; Dian Albert; Susan Hanfland; Roberetta Young and Joyce Taylor.
3. Lance disseminated the agenda.

Motion: Adopt the agenda as presented.

Carol Leach / Rob Knutson Motion carried.

4. Joyce Taylor distributed the minutes from the February 2009 Board meeting.

Motion: Approve the minutes of the February 2009 Board meeting.

Susan Hanfland /Dian Albert Motion carried.

5. Rob Knutson presented the Treasurer's report. He disseminated a spreadsheet of revenue and expenditures. He stated that this is a reflection of the first three years of his term as treasurer beginning with transactions in August 2006. Rob noted that the board has implemented some strategies to increase revenues, such as increase in dues and offering workshops. After paying all expenses including the legislative consultant, ICTA has over \$5,000 fund balance. Rob discussed the sources of revenue and added that the revenue in 08-09 increased by \$6,200. Revenue streams include dues, workshops and IACTE conference profit and a few donations etc. Expenses have increased because of the workshops with the largest expense being the legislative consulting fees. Rob monitors the attendance through the budget and revenue from dues has increased, in large part because of the dues increase last year, even though we dropped three members. He said that we were right on track with the current budget, even coming out a little ahead. Rob went on to review the FY 10 proposed budget. Rob proposed a new budget with anticipated revenues of \$17,810 and expenditures of \$16,263. Rob noted that this past year was the first year he has received requests/expenses from the affiliate organizations such as SDLC, and AVDC. Expenditures from those affiliates were included in the budget for FY 10.

Motion: Accept the Treasurer's report as presented.

Susan Hanfland/Carol Leach Motion carried.

Motion: Adopt proposed budget for FY 10

Dian Albert / Susan Hanfland Motion carried.

6. The next item of discussion was dues increase for IACTE. The Board is recommending a dues increase of \$10. Susan Hanfland reported that the conference has not generated as much revenue as anticipated, especially when trying to make it affordable. This has limited the revenue stream from this source. The executive director has not received any salary increase and the board has not received any reimbursements, so expenditures have been kept at a minimum. Susan added that there has not been a dues increase for several years. This will be voted on at the House of Delegates and ICTA has 6-7 delegates. Delegates can act independently, but Susan noted that the board can support this action and bring it to the full membership. Discussion continued.

**Motion: Direct the ICTA delegates to support the IACTE \$10 dues increase.
Rob Knutson/Dian Albert Motion carried.**

7. Next, Lance asked for organizational updates. Susan Hanfland suggested that we wait on updates until the membership meeting so they aren't duplicated.

Carol reported on awards. Carol revised and streamlined the form, but still received no awards nominations. She added that it is embarrassing that we have no awards to give out and Susan concurred adding that when she was awards chair she had to constantly remind people to nominate individuals.

Dian Albert stated that she would give a report on AVDC at the membership meeting.

Lance Copes announced the slate of officers for the ICTA Board which includes the following: Lance Copes as president; Cyndie Garcia as president-elect; Joyce Taylor as secretary; and Rob Knutson as treasurer. Cyndie Garcia asked Lance if she could remain on as legislative chair while serving as president-elect. She is willing to stay or let someone else serve in this position. The consensus of the board was to have Cyndie serve in both positions.

The next discussion item was the IACTE Executive Director position. Carol Leach mentioned that she brought it up earlier, but it may not be necessary now. However, she added that the office of president does require a lot of work. Carol suggested that it be removed from the agenda discussion.

Rob mentioned that ICTA has funds available to hire an executive director and he recommended Carol Leach for the position since she will be retiring at the end of June. He went on to say that the executive director could facilitate workshops and make sure that paperwork and required activities were done in a timely fashion. He added that this position would provide some permanence and stability to the organization and ultimately make it easier for someone to assume the chair-elect position. The executive director could also attend and assist at the workshops. Carol said that she felt it was a critical time for CTE and that she would consider

the position, but she would like to have a job description and know what needs to be done. This year would be a trial year for the position and there are still a number of things to determine. Carol recommended a sub-committee to determine this. Lance stated that helping to facilitate the workshops would be very important. Carol also suggested that we need to revisit the job descriptions for each of the board members and the executive director could help facilitate that.

Motion: Allocate \$5000 for support of executive director position and present to membership for approval.

Susan Hanfland /Robertta Young

Carol Leach abstained.

Motion carried

Motion: Recommend Carol Leach for the position of executive director with approval of the full board.

Rob Knutson / Dian Albert

Carol Leach abstained.

Motion carried.

Susan Hanfland stated that the House of Delegates will elect officers for the upcoming year. Currently there is no one nominated for IACTE chair-elect and ICTA has an opportunity to nominate someone for this position. The President - elect serves as chair for next years conference and they are responsible for selecting the conference theme. It is possible to nominate someone from the floor, but it is much harder to do. Nominees must have a letter of support from their affiliate and from themselves. Susan requested that we identify someone to serve as President-elect of IACTE.

Carol Leach stated that IACTE and some of the affiliates provide a reduced dues rate for retired members. She suggested that ICTA consider a “retired dues” rate to encourage members to continue after they have retired. Discussion continued and it was suggested that a new level of membership for “retired” members be proposed at a reduced cost of \$25. After reviewing the by-laws, it was determined that there is an “associate” member category established already and this could be further defined as a “retired associate member”.

Motion: Adopt a reduced membership dues rate of \$25 for retired “associate” members.

Rob Knutson/ Dave Green

Carol Leach and Susan Hanfland abstained.

Motion carried

Next, Lance Copes discussed the ICTA social at the conference. It is not scheduled in the conference booklet but Grundy Area Vocational Center has

reserved suite 208 and the social will be held on Wednesday night at 4:30-5:30 p.m. prior to Casino night. Lance asked members to bring some refreshments and he encouraged people to stop in.

Rob Knutson made one final comment, adding that as a result of the Technology Workshop ICTA sponsored in February, there is still a website available as a communication tool. The Website is www.illinoisicta.ning.

There was no further business.

Motion: Adjourn the meeting.

Susan Hanfland /Roberetta Young Motion carried.

The meeting adjourned at 4:15 p.m.

Respectfully submitted, Joyce Taylor, secretary