

**ICTA Board Meeting
June 16, 2008
Hilton Hotel, Springfield, IL**

- I.** Carol Leach called the meeting to order at 2:00 p.m.
- II.** In attendance were the following individuals: Carol Leach; Joyce Taylor; Tom Hysell; Kathy Watkins; Sean McLaughlin, Kay Smoot; Cyndie Garcia; Rob Knutson; Don Smoot; Dian Albert; Dan Kreidler; Cindy Stover; Susan Hanfland
- III.** Carol Leach requested that an agenda item be added under “Other”. She requested adding “Old Record Disposal” in regard to ICTA materials and records. There were no other additions recommended for the agenda.

Motion: Adopt the agenda as presented with addition to “Other”.
Kay Smoot/ Brenda Yates Motion carried.

- IV.** Carol requested that everyone review the Board Minutes from February 2008. There were no additions or corrections from the floor.

Motion: Approve the February 2008 minutes as printed.
Kathy Watkins/ Sean McLaughlin Motion carried.

- V.** Rob Knutson presented the Treasurer’s report. He provided a spreadsheet which included all activities from July 1, 2007 to June 16, 2008 and broke it down by revenue and expenditures. Rob explained that he divided the revenue into three sections; dues, in-services and IACTE Conference profit. Rob added that he wanted to break it down so that the Board can see how ICTA is doing with membership and other areas. He went on to say that according to his records ICTA increased its membership by 14, which increased the amount of funds earned from dues. He noted which months had more membership activity by saying that July and August are light months for dues compared with October and November which have greater membership activity. Then Rob talked about the second source of revenue - inservice opportunities. This year ICTA earned \$5,450 in revenue from the series of workshops offered. Rob stated that this helped because the profit from IACTE Conference was much smaller this year than anticipated. The second section of report is expenses shown by pie graph. The largest expense is \$7,500 for consulting services followed by funds to affiliates – AVDC; SDLC; and then meeting expenses. Rob summarized the budget sheets by saying that basically there are three or four revenue streams and four or five streams of expenses. This is just one fiscal year picture.
The last sheet that Rob presented was the proposed budget for 08-09. The projected revenue is \$15,050 including \$8,700 from dues; \$5,500 from inservice events; \$600 from the IACTE Conference and \$250 from donations.

Expenses are at \$14,975. Rob noted that this was a very tight budget and he proposed an increase in dues and an increase in the inservice registration fee. He added that more members joined as a result of the workshops.

Motion: Accept treasures report as presented.

Kathy Watkins / Kay Smoot

Motion carried.

Next, the Board discussed the '08-'09 budget proposal with dues and inservice fee increases. Carol commented that the charge for the first workshop offered this year was \$30 and the charge for the following workshop was \$50. She added that the expenses were small because the cost of the food was very reasonable and there was no charge for the facility. Cindy Stover has already agreed to allow ICTA to use the Capital Area Career Center facilities again. The location is central and there are hotels near by. Carol went on to say that the topic for the August workshop is "New and Emerging Technology" and there will be no charge for the speakers, but there could be more expenses at upcoming workshops. Discussion followed about raising dues.

Motion: Accept proposed budget presented by Rob to increase dues by \$10.

Kathy Watkins / Tom Hysell

Discussion continued on the motion. There has been no increase in the dues rate for 8 years or since ICTA, AVDC, and SDLC all merged. Discussion also continued about increasing the cost of workshop registration, however, the workshop cost is determined by the board and does not have to be a part of the motion. Discussion ended with the group recommending a budget increase.

Motion carried.

IV. Updates

A. Cyndie Garcia reported that SDLC elected the following individuals as officers: Mary Jo Wood, chair; Tom Hysell, chair-elect; Pat Maley, secretary; and Deb Canna, treasurer. Cyndie also reported on the various presentations that are held at the conference featuring members. Cyndie reported that there are hearings sponsored by IBHE and suggested that CTE be represented at the hearing. Carol will send an email to the board regarding the hearing dates.

B. Dian Albert reported the '09 officers for AVDC. The new officers are Dian Albert, chair; Amy Smith, vice chair; Peggy Miller, secretary; and Steve Clark, treasurer. Dian added that she recently went to Atlanta to attend the conference on "Career Centers that Work" and it was very good.

C. The next report was on the ICTA Awards. Sean McLaughlin and Susan Hanfland reported that they had several nominees for IACTE awards. No one applied for the association award. It requires several sheets of documentation and is usually completed by the president. Carol stated that she didn't realize it was

the president's responsibility and would try and assist with this in her role next year as past president.

D. Carol stated that the FY '09 ICTA Board Members should be determined during the membership meeting after election of officers. Some, not all, will need to be replaced. She added that the terms are supposed to change in August not June, but it may be linked with the conference. Region representatives will be changed at the membership meeting and the officers will be elected at meeting. Sean McLaughlin announced the slate of officers: Joyce Taylor, secretary; Rob Knutson treasurer; Don Smoot, president; Carol Leach, past-president. No one had been identified to serve as vice president/president elect. Don Smoot declined as president due to other commitments. The slate of officers consists of the secretary and treasurer and we still need a president and president elect. Nominations could come from the floor during the membership meeting. Carol was asked to consider if she would serve another year as president, though it was unclear whether that is allowed in the by-laws. Discussion continued. Carol suggested that the executive committee, made up of the present officers, meet and identify a full slate of officers to present at the membership meeting.

E. Given the difficulty in finding someone to take on the responsibilities of either president or president-elect, Carol asked the Board to consider the executive director position for ICTA. She will get more information about the IBEA executive director position and Don Smoot stated that he will call someone from IBEA and get additional information, too.

Carol briefly reviewed how the ICTA Board is selected during the membership meeting. First the slate of officers is presented and voted on. Then, representatives from each region are determined. Carol will ask for volunteers to serve as committee chairs, otherwise they are appointed by the chair. The representative's terms are for three years. Representatives from groups such as the AVDC or SDLC do not have to be an officer.

F. Next, Carol discussed business to be discussed at the House of Delegates. On the agenda for action are two changes in by-laws and two updates in the constitution. The primary discussion will be about the revision of the associate member. There is already an associate member of IACTE, however, it is for businesses. This change will allow an individual to become an associate member of IACTE, which is for prospective members who don't see an affiliate that is appropriate for them. The House of Delegates meets on Thursday at 7:30 a.m. and this year the ICTA Delegates are Carol Leach, Rob Knutson, Joyce Taylor, Sherry Hott, Cyndie Garcia and Kay Smoot. Any concerns should be expressed to delegates. The group had no recommendation to give to membership but determined by consensus that ICTA should support the changes as presented.

G. Committee reports

1. *Membership*: Kay Smoot reported that her records show there are 146 members and 39 have lapsed. Most of the lapsed members are retired. There is a slight discrepancy between her figures and Rob Knutson's figures. Though membership increased this year, there was no plan of action. However, Kay developed a plan of action for next year. She thought it would be beneficial to recognize each region for gain in membership, with a party or some other form of recognition. Also, Kay will send a letter to the lapsed members, and then follow-up with a phone call. The Board encouraged Kay to be creative and she will be reappointed to the position for another term.

2. *Legislative issues*. Carol Leach reported that the ICTA Platform adopted in October mirrors the IACTE platform. She added that no action is presently needed but the legislative platform should be revisited. This summer Katrina Paddock, Mark Pfeiger, Pam Weber, and Carol Leach met with the Governor's representative and asked for 10 million dollar increase to the CTE line item. Tom Hysell added that there needs to be a concerted effort during veto session to talk to legislators about the need for an increase. However, there will be no extra money this year due to the state's financial situation.

3. *Communications*: Carol reported that the ICTA website is now on the Region III Technology Hub server at no charge and Julie Powers is the web master. There still needs to be some changes and updates and hopefully workshops registrations will be on website. Carol added that the tab, "Foundation" needs to be changed. It currently houses the constitution and by-laws, but the title doesn't fit the content. The website address is www.illinoisicta.org and the secretary is the gatekeeper for information going on the website. Cindy Stover commended Carol for her work on website.

4. *Constitution*: No information was reported.

5. *Marketing*: Dan Kreidler is the chair for this committee but stated that he needs more information on what the committee entails. Carol will look at the old ICTA plan and Kay Smoot suggested that Dan help with some marketing/membership activities. Carol suggested putting the plan on the website with clearly defined duties and Dan agreed to assist with that effort.

6. *Professional Development*: Carol Leach reported that this year ICTA is sponsoring another set of inservices. The first one will be held on August 8th in Springfield with organizational meetings and a networking dinner held on August 7th. The topic will be "New and Emerging Technology". Initially there were going to be three themes with each theme or strand presented at each of the workshops. In addition, she was trying to get administrator academy credit for the inservices which were strands through all three. For several reasons, this format did not work. Perhaps, each theme will be the focus of each workshop. Carol continues to work on getting Administrative academy credit for the workshops.

Flyers were distributed but the academy credit has not been confirmed, so it did not appear on the flyer. There will be organizational meetings and a networking dinner the day prior to each workshop. The dates for the future workshops are October 16, 2008 and February 11, 2009. Discussion continued about possible topics and presenters for future inservices. The cost of workshop will be \$75 and \$25 for the networking dinner or \$100 for both. Mary Stoeffler is chair of professional development.

- VII.** Carol mentioned that she had a large tub of ICTA materials and wondered if there was a procedure for disposing of any outdated or unneeded information. Rob Knutson stated that he also has a tub of material as treasurer. Carol asked if there was a procedure to throw away things. No one was aware of any process.

Then, Rob Knutson asked about the process to register ICTA as a 501 C3, not-for-profit organization. He added that we do not have an FEIN number and wondered if we need one. Rob will get more information about this process.

Sean McLaughlin brought up the topic of data collection. He stated that we do not know how many students we are serving because of the way the information is collected, particularly for those students that are in non-approved classes. If the students are not funded then they are lost. He added that CTE will not get more money unless we do something different, but we are not getting funded for what we do. Many regions have students that are not counted and Sean feels that we are not capturing about 1/3 of the students. The group suggested that we send this topic back to SDLC to make a resolution to support funding of all students in Career and Technical education.

There was no further information

VIII. Motion: Adjourn the meeting.

Sean McLaughlin / Don Smoot.

Motion carried.

The meeting adjourned at 3:38 p.m.

Respectfully submitted, Joyce Taylor, secretary