

**ICTA Board Meeting
August 1, 2007
2:00 p.m. Kicks, Springfield, Illinois
Meeting Minutes**

I. Call to Order

Carol Leach called the meeting to order at 2:05 p.m. She welcomed everyone to the meeting.

II. Role Call

In attendance were the following members: Carol Leach; Joyce Taylor; Don Smoot; Kathy Watkins, Jeff Jerdee, Rob Knutson, Diane Albert; Cyndie Garcia; Cheryl Hood; Brenda Yates.

III. Adoption of Agenda

Carol disseminated the agenda and asked if there were any additions. There were no additions to the agenda.

Motion: Kathy Watkins made a motion to approve the agenda as presented and Don Smoot seconded. The motion carried.

IV Approval of Minutes from 6/18/07

The Board meeting minutes from June were disseminated for review. Kathy Watkins questioned the figures presented in the section of the minutes discussing the ICTA Program Improvement Task force. Carol added that there needed to be verification of the numbers.

Motion: Don Smoot made a motion to approve the June Board meeting minutes pending verification of figures and Cyndie Garcia seconded the motion which was approved by the Board.

V. Treasurer=s Report

Rob Knutson provided the treasurer=s report. The current balance is \$16,444.19, but he added that he is still waiting on a portion of the revenues from the IACTE conference. There were expenditures for awards and there remain some outstanding bills.

Carol Leach recommended that the treasurer=s report be placed on file for audit.

Discussion continued and Carol added that she would like to develop a budget for the organization to prioritize expenditures including the review of the fee for the legislative consultant. Rob Knutson added that currently the organization generates an average of \$650 each month from membership. The other large source of revenue is the IACTE Conference. The estimated revenue for the year is \$7,800. Currently expenditures

include \$7500 to Pam Weber as legislative consultant and expenses to send the ICTA President to the Policy Seminar in Washington DC. In addition, the affiliates, the AVC Directors and the System Directors Leadership Council, receive \$1,000 for operations. Discussion ensued regarding the amount each affiliate received and whether it was \$1,000 or up to \$1,000. Regardless, the affiliates should submit a budget prior to receiving the funding. Rob and Carol both expressed concern that the money will not be there over time as we continue deficit spending and deplete the fund balance. Carol stated that the organization could increase revenues through one-day Adrive-in@ workshops. She also suggested that Rob put together some figures for a tentative budget. Rob suggested that the Board should determine priorities for spending and develop the budget based on those priorities. He added that the organization needs to find a way to make up \$2,200 deficit each year. Dues are currently \$60. At this point, Carol determined that we needed to proceed by developing direction for the budget: 1) identify and locate sources of revenue; 2) determine priorities for spending. Jeff Jerdee suggested that the board should establish policy regarding expenditure of funds. Cheryl Hood suggested reviewing expenditures over the last few years and establishing a budget based on these activities. Rob added that the membership committee will be instrumental in this process since they will determine ways to attract more members which may require additional funds.

Carol finalized discussion on this topic by identifying a sub-committee to review the budget. The sub-committee consists of the following: Cheryl Hood, Jeff Jerdee, Brenda Yates, and a representative from an AVC. Jeff Jerdee added that expenditures in excess of \$250 should be approved by the board making the need for an approved budget even more important. The consensus of the group was to place the financial report on file for audit and have Rob Knutson, with help from the subcommittee, develop a budget and determine a process for approving expenditures for the coming year.

VI. Possible ICTA Executive Director Position

Carol wanted to discuss the possibility of developing an ICTA Executive Director position. She stated that following the June ICTA meeting when the four main offices were voted on, it came to her attention that the other Board members, including representatives and committee chairs, should have been selected at the same time. She was unaware of the requirement to do this and added that IBEA has an executive director who assists in making sure that the by-laws are followed. Cindy Stover stated that there is a format for keeping track of the rotation and there should be a list of reorganization timelines, including each individual's terms on the Board. This should be a part of the secretary's information. Cheryl Hood added that she might have an earlier list that could be used to determine the current rotation off of the Board. Discussion continued regarding the process and Carol reiterated that someone needs to keep track of this. Jeff Jerdee asked how many members IBEA has and Carol responded that she thought their membership was over 600 and that ICTA currently has 120 members. Cindy stated that each group or region should appoint or elect someone to fill a board position and that

these are usually three year positions. The dates established for each individual=s term on the Board should be a part of the listing maintained by the secretary or executive committee. Usually there is a plan of work. The Constitution and by-laws state that these board positions should be three-year terms. Carol suggested that the executive director could ensure that the rules for nominations, awards, and other activities would be followed. Cindy added that there should be a Plan of Work established by the President and Jeff Jerdee added that the full year should be mapped out along with priorities for expenditures as part of the Plan of Work. In the past, the Board met at least four times a year and the meetings were held independently during conferences. Carol added that she was not sure if ICTA had enough members to justify the executive director position, but it would ensure that the organization runs properly. Cheryl Hood suggested that one way to begin to work on this issue is to look at old Plan of Work. Each year the Plan of Work was built on the plan from previous years and included responsibilities of each board member. Jeff added that the goal of the organization to provide staff development and that should be incorporated into the Plan of Work. He went on to say that the Plan of work is not detailed but includes basic responsibilities. One of the past-presidents will send an earlier Plan of Work to Carol and also try and locate an earlier rotation schedule for representatives. Carol will then disseminate the information to the board members.

VII Award Structure

The past president is responsible for sending out nominations for ICTA awards. Rob recommended that the nomination forms should be on the website for convenience to the membership. Cindy Stover stated that the current IACTE nomination forms for awards are cumbersome and ICTA usually follows this same format. Therefore, if a nominee wins, then the form is all ready to submit to ACTE. Cindy suggested that the group may want to simplify these forms for nominations for ICTA rather than using the more complicated IACTE/ ACTE forms. If the ICTA nominee is selected as a nominee for an IACTE award then the form for IACTE could be completed for the following year. The entire Board felt that this was a good suggestion and Carol will pass it on to Sean McLaughlin.

VIII Updates

SDLC:

Don Smoot stated that the System Director=s Leadership Council developed Forums last year to fill a gap for information and professional development that ISBE was unable to perform due to under-staffing. So, the SDLC provided workshops following some of the SDLC meetings. Kathy Watkins suggested that the inservices be opened up to more administrators and that ICTA could help with this. Don added that we need to work cooperatively, but there are some topics that are specific to System Directors. Carol went on to say that she developed a follow-up survey for the conference on August 2nd and hopefully she will get some suggestions for future workshop topics. Cheryl suggested that some of ICTA=s activities were dropped when the organizations were combined into ICTA. Cindy Stover added that ICTA is the umbrella organization that can provide inservice and hopefully Thursday=s workshop will determine if this is successful. Carol stated that she had some help to organize the inservice but there is a committee to assist

with this. She added that the chairs of ICTA, AVDC and SDLC need to get together to determine what is needed for staff development and that more communication is needed. Cyndie Garcia reported that the first meeting of SDLC is September 5th.

AVDC :

Ron Peiper was not in attendance but Diane Alberts reported that meetings will be held soon. She added that the survey results of AVC grads will be coming out soon and the initial response rate is good. Diane added that Katrina Paddick has been working on legislation for construction to assist AVC=s with building updates and maintenance. She reported that the dates for future AVCD are scheduled for September 21, 2007' November 9, 2007; February 1, 2008 and April 18, 2008. The first meeting is scheduled in Bloomington.

Membership:

Kay Smoot is the chair of the membership committee but there was no report. Jeff Jerdee asked a question about life membership and Carol referred him to Tom Hott. Carol added that Tom suggested the group make a different registration charge for members and non-members. Carol stated that she did not have currently the capability to determine this and suggested that this could be a promotion for membership. Carol will continue to send information out by email to members. Discussion continued about inservice activities and how they may help increase membership. Jeff Jerdee suggested that the ICTA consider arranging for administrator academy credit for some of these inservice activities. Brenda Yates suggested that we need to work with an ROE who is flexible. Discussion continued regarding Administrator Academy credit and that it must be held for a full six-hours and should be tied to the administrators standards. Carol concluded by saying that Mary Stouffer is chair for Staff Development and Cyndie Garcia agreed to contact her regarding the discussion.

Legislative:

Carol stated that the Legislative committee includes the following: Tom Hysell; Cyndie Garcia; Katrina Paddick; Don Smoot; and Carol Leach. She went on to discuss the position of the legislative consultant, Pam Weber and disseminated Pam=s contract. The consultant's services are divided into three areas: 10% lobbying; 50 % monitoring and reporting; and 40% providing special services. Though the contract clearly spells out services to be rendered, Carol stated that there are no accountability measures included to determine if the contract has been fulfilled, including a log or follow-up report of the consultant's activities. Carol stated that we need to utilize her more effectively, along with determining how to evaluate her services. Carol added that Pam offered to provide a retreat for the Board to develop a platform for ICTA. Carol stated that Pam=s

presentation at the workshop will be a discussion to begin developing a legislative action plan. Jeff Jerdee suggested that Pam might provide an abstract of what she has done. She helped develop a legislative platform for IACTE. Carol disseminated copies to the group and added that she received this from Katrina, and it cannot be changed. Technically Pam Weber is employed by IFACSTA and ICTA and her fee is based on the numbers of members that she is representing, but she developed the IACTE Platform as a request from the leadership. Carol went on to say that our platform should incorporate many of the items in the IACTE Platform, but it should be more specific. Discussion followed regarding the expense of these services and whether it is feasible for IACTE to pay for her. Cindy Stover stated that if Pam represents IACTE it would be \$40,000 minimum. Earlier, when there was need for legislative support, ICTA decided to pick up the cost because some affiliates were not able to support this. Discussion continued about the need for our own platform and the cost of the services. Don Smoot suggested that a retreat may be helpful and Carol added that we should see how the discussion tomorrow goes. We need help with everything listed on the contract and we need a unifying voice when working with legislators. We need to develop legislation and need assistance with that process, as well. The next step is to develop a legislative plan for ICTA and develop a list of what we expect from the legislative consultant. Carol suggested that we tentatively schedule a date for a retreat during the week of October 15th. She will talk to Pam and see if a one day retreat on October 17th might be possible. The board would try and meet prior to the retreat. Discussion renewed about developing other workshops. Carol will identify possible dates during the first or second week of November for another workshop. Then the group will consider developing two additional inservices before the end of the school year.

Communications:

Carol reported that Katrina gave guidelines for communications, especially through list-serve. We could post things to other CTE lists but we need to ask Cindy Nolting. She will provide the information on how this is done.

ICTA Website:

Joyce Taylor stated that she had agreed to help Sean McLaughlin with the ICTA website and that she had sent information to be incorporated on the website, but she could not access it to see if it was there. She talked with a student who had been working on it and he reported that it was off-line and needed a server. She looked into having it put on IACTE's server and Tom Hott stated that there was not enough room. Tom suggested having AOL build and maintain a website for \$12 a month. Jeff Jerdee stated that his district had paid a student to develop and maintain the website and it can be housed on District 214's server, but information is needed to update it. He added that the web address is: <http://icta.d214.org> He reiterated that we need information to put on the website so it can be updated and put on line. Any information to be added to the site should be given to Joyce Taylor, who will be the gate keeper to the website. She will send it on to someone at District 214. He added that there needs to be links. Jeff will keep it on their server: www.illinoiscta.org. He added that there is a place for articles.

Marketing:

Carol stated that future workshops can help market the organization. She went on to report that ICTA agreed to pay for Mark Perna to make a Marketing Presentation at IACTE. She stated that ICTA paid \$1,000 for his presentation and we received a bill for his travel, which has not been paid. Carol is waiting on further documentation before authorizing payment.

There was no further business.

Motion: Kathy Watkins made a motion and Jeff Jerdee seconded it to adjourn the meeting. The board approved unanimously. The meeting adjourned at 4:18 p.m.

Respectfully submitted by Joyce Taylor, secretary