

**ICTA Board Meeting
August 7, 2008
Capital Area Career Center Springfield, IL**

1. Ron Pieper called the meeting to order at 4:45 p.m. and welcomed everyone.
2. In attendance were the following members: Carol Leach; Ron Pieper; Dan Kreidler; Rob Knutson; Joyce Taylor; Mary Stouffer; Cheryl Hood; Brenda Yates; Katrina Paddick; Cindy Stover; Cynthia Garcia; Don Smoot; and Rebecca Woodhull.
3. The Board adopted the agenda as presented.
4. Ron requested that everyone review the minutes from the June 2008 Board meeting.

Motion: Approve the June 2008 minutes as printed.

Cheryl Hood/Cyndie Garcia Motion carried.

5. Rob Knutson presented the treasurers report and began by saying that there had been very little change in the account since June. He added that he had paid for the awards presented at IACTE and deposited NCLA payments. Rob is going to invest some of the funds in certificates of deposit, but wants to shop around for the best interest rate. He is considering investing \$5,000, however, rates are only around 2.5%. Rob added that the updated budget is on the website and reminded the Board of the dues increase that was voted by ICTA the Board at the June Board meeting and then presented to membership in the June meeting. The Board voted to increase membership dues by \$10.

Motion: Accept financial report as presented.

Mary Stouffer/ Rebecca Woodhull Motion carried.

6. Next, Don Smoot presented information about an executive director's position. Currently, IBEA has an executive director position currently filled by Dale Snow, retired business teacher. Don contacted Dale Snow to find out more about the position and its benefits. According to Dale Snow the position provides continuity within the organization, works closely with IBEA officers, and provides support to busy members. In addition, it takes about 5-6 hours per week. Also, according to Dale Snow, her position is not paid, but her travel expenses are paid. She felt that it should be a paid position and it would make the position stronger. Carol added that she was familiar with IBEA's position and was frustrated last year that she didn't do everything that needed to be done. A viable organization needs someone to oversee it. In no way does the position supplant the duties of the officers, just keep a checklist of major responsibilities including conferences. Rob asked what a fair stipend

might be and Don reported \$10-15,000. Don Smoot stated that if the group wants to explore further this position further, he will chair a committee to look at this position and some creative funding options. Rob Knutson, Carol Leach and Cyndie Garcia agreed to serve on a committee and report back to the Board in October.

7. Carol Leach talked about the Awards structure and said that the past president is responsible for organizing the awards. Last year there was discussion about the ICTA awards process and how it meshed with the IACTE awards. Carol said that she will put together a proposal and bring it at the October meeting, adding that we need to encourage people to submit award nominations.

8. **Updates:**

a. SDLC: Cyndie Garcia reported that the Mary Jo Woods is the president for SDLC this coming year. She provided a brief overview of the recent SDLC meeting and reminded members that the next IACTE conference will be June 16 – 19 in Tinley Park. She provided a brief update on Mark William’s report.

b. AVDC: Dian Albert could not attend, but there was nothing to report. Next meeting is scheduled for Oct 15, 2008.

c. Membership: Kay Smoot was unable to attend, however, she developed an action plan for membership that was presented at the June meeting. Then, Carol Leach talk about the structure and membership of the board and presented a listing of current ICTA board members. There were several vacancies including a representative from the System Directors Leadership Council and a representative from AVDC organization and a representative from Region 1. These are all 3 year terms. Don Smoot said he would be willing to continue as representative from Region 1.

d. Legislative: Cyndie Garcia thanked the Board for the appointment but had nothing to report at this time.

e. Communications: Joyce Taylor reported on the ICTA website. As secretary, she is currently serving as “gatekeeper” and all communications need to go through her. Carol Leach added that the website is on the technology 3 hub site and she purchased the website name. It is important to keep it current.

f. Marketing: Dan Kreidler is the new chair for Marketing and he requested more direction on the position. Carol Leach stated she reviewed the old ICVA program of work, and there were no duties listed for marketing. Dan is helping with professional development and has organized the February

workshop. He will meet with Ann Cothran about presenting at the October workshop. Discussion continued about the agenda for the October Workshop and Carol recommended working with Mary Jo Wood for administrator's academy credit. Dan stated he will develop a template for all of the upcoming workshops, as well as, a draft of the Flier for the February Workshop. Meg Ormiston will be presenter in February on *The Digital Leader*. Cindy Stover stated that she needs to know what technology is needed for presentations. Brenda Yates added that other directors in Region 6 are appreciative of opportunities for administrator academy credit. Carol stated that planning for these workshops should start in February of the prior year and the Professional Development chair should be chair of all workshops. Carol asked if individuals currently assisting with workshops will be willing to continue with these duties for this year. Ron Pieper said that he would chair the workshops, but traditionally, the vice president was responsible for conferences. He will talk to Lance Cope about helping with the workshops. Then discussion revolved around charges for the workshops. Several members thought that it would be appropriate for non-ICTA members to pay an additional fee to attend the administrator academies sponsored by ICTA. An additional suggestion was made to have a fee for non-members that would pay for the workshop and membership.

MOTION: Add a non-member column to the fees for the workshops with the fee increase paying for membership dues to ICTA

Don Smoot / Rob Knutson

Discussion continued about having a surcharge for non-members rather than having it go to dues. It was determined that it could not be a part of dues.

Don withdrew the motion and discussion continued to consider amending the motion and adding a non-member fee to workshop fee. The increase would go into ICTA's treasury. Information could be added to the bottom of the registration form that encouraged participants to become ICTA members by going to the website.

Motion: Establish a fee for non-members attending workshops that would be equal to ICTA Dues plus cost of workshop.

Don Smoot / Rob Knutson Motion carried

We will need to keep membership updated in order to know if workshop participants are members of ICTA. Also, Mary Stouffer needs to have latitude with registration. Registrants should be on the honor system.

9. Rob mentioned a workshop that he recently attended on Pod-casting. He added that it was excellent and all attendees received a free Ipod. This might be a possibility for a workshop next year.

Ron mentioned that he would appreciate suggestions or ideas on items or activities that should be addressed through the organization. Katrina suggested that the strategic plan should be reviewed and possibly updated. She added that we need to work on getting more post-secondary members involved.

Motion: Adjourn the meeting.

Don Smoot / Rob Knutson

Motion Carried

Meeting adjourned at 6:10 p.m.

Respectfully submitted by, Joyce Taylor, secretary.