



**VIRGINIA
TECHNOLOGY AND ENGINEERING
EDUCATION ASSOCIATION**

**Board of Directors
Annual Report
2019-2020**

VTEEA Board of Directors

2019-2020

Elected Officers	Affiliate Representatives	Regional Presidents
<u>President</u> Dr. Ray Wu-Rorrer	<u>ITEEA Affiliate Representative</u> Deb Shapiro, DTE	<u>Blue Ridge</u> Vacant
<u>President-Elect</u> Frank Guyer	<u>TEECA Representative</u> Leslie Soresino	<u>Northern</u> Robb Dudek
<u>Immediate Past President</u> Danielle Meyer	<u>VCEC Representative</u> Katherine Mangum	<u>South Central</u> Heather Russell
<u>Vice-President</u> Alisa Rushing	<u>VCTES Representative</u> Rachael Domer	<u>Southwestern</u> Vacant
<u>Secretary</u> Brittany Carper	<u>VCTTE Representative</u> Dr. Phil Reed, DTE	<u>Tidewater</u> San Antonio Crosby
	<u>Virginia ACTE Representative</u> Jim Egenreider	<u>Valley</u> Brian Bazzle
	<u>Virginia TSA Representative</u> Jennifer Tolley	
Executive Committee Members		
<u>Executive Secretary / Treasurer</u> Kathleen Ferguson	<u>VDOE Specialist</u> Dr. Lynn Basham	<u>Board Consultant (Ex-Officio)</u> George Willcox

VTEEA Committee Chairs

2019-2020

Committee Chairs		
<u>2020 Conference Chair</u> Bruce Watson	<u>Historical (Special)</u> Ron Vickers	<u>Resolutions</u> George Bishop
<u>Awards</u> Danielle Meyer	<u>Marketing (Special)</u> Jennifer Tolley	<u>Scholarships</u> Vacant
<u>Elections</u> Karen Conlin	<u>Membership</u> Alisa Rushing	<u>Special Projects (Special)</u> George Willcox
<u>Electronic Communications</u> Beth Gugino	<u>Publications Editor</u> Beth Gugino	<u>Staff Development</u> Frank Guyer
<u>Governmental Relations</u> Jim Egenreider	<u>Research</u> Barry Potter	<u>Teacher of the Year/ Program of the Year</u> Note: Two committees filled by same person BJ Scott

President - Dr. Ray Wu-Rorrer

The VTEEA President shall lead the Association by guiding, monitoring and promoting the Association's overall program of activities consistent with the Articles of Incorporation, Constitution and Bylaws.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Technologize Article: President's Welcome	\$0	Ray Wu-Rorrer	8/15/19	Complete	Submitted
2	Technologize Article: President's Update	\$0	Ray Wu-Rorrer	11/15/19	Complete	Submitted
3	Technologize Article: President's Update	\$0	Ray Wu-Rorrer	2/15/20	Not started	No Technologize - Covid 19
4	Technologize Article: President's Update	\$0	Ray Wu-Rorrer	5/15/20	Not started	No Technologize - Covid 19
5	Work with the conference committee to provide summer conference programming.	\$0	Ray Wu-Rorrer	Running	Postponed	Postponed due to Covid 19
6	Work with the marketing committee to develop a marketing plan of action around the VACTEA conference.	\$300	Ray Wu-Rorrer	9/15/19	Postponed	Did not happen for 2019 but needs to be set up for 2020 at least six months in advance.
7	Partnerships, Sponsorships, and Exhibitors structure established and posted to the web site	\$0	Ray Wu-Rorrer	9/1/19	Completed	Added Collaborators (MOU non-binding agreements) and changed partnerships to affiliate partners (contractual) VTEEA Support Web Page VTEEA Support Package
8	Review all plans of work and provide feedback.	\$0	Ray Wu-Rorrer	8/20/19	Completed	Completed. Multiple email reminders sent to board members.

9	Work with Immediate Past President on updating Board of Directors Manual and Committee Handbook.	\$0	Ray Wu-Rorrer	9/15/19	Completed	Manual and Handbook updates have been completed. Board of Directors Manual (Final) Committee Handbook (Final)
10	Work with membership committee on creating a new member handbook.	\$0	Ray Wu-Rorrer Alisa Rushing	10/31/19	In progress	
11	Work with executive secretary/treasurer on creating/updating the ES/ET handbook.	\$0	Ray Wu-Rorrer	12/31/19	Not completed	
12	Executive Committee Meetings & Agendas - September - October - November - December - January - February - March - April - May - June - July	\$0	Ray Wu-Rorrer	Running	Completed	All EC meetings have been created and are ready for updating as needed.
13	Board of Director Meetings & Agendas Post Conference Summer - Fall - Winter - Spring - Pre Conference Spring	\$0	Ray Wu-Rorrer	Running	Completed	All BOD meetings have been created and are ready for updating as needed.
14	Promote "Recruit one initiative at ODU"	\$0	Ray Wu-Rorrer Phil Reed Frank Guyer Alisha Rushing	Running	Not started	Sent out two Constant Contact emails in Fall. Did not complete due to COVID-19
15	Create a door collage contest/decorating derby. What's inside? Contest. Show us what you are made of	\$100	Ray Wu-Rorrer	9/15/19	Not completed	Postponed until 2020-2021

16	Ensure that the program/teacher of the year - email in August to directors. Current winners and information about next year	\$0	BJ Scott Rachael Domer Ray Wu-Rorrer	8/31/19	Completed	Long list. Now in POY/TOY & Awards committees
17	Promote DoD programs through Virginia TSA	\$0	Ray Wu-Rorrer BJ Scott Jen Tolley	3/15/19	Not completed	Meet and develop a plan
18	Promote USA Science and Engineering Festival Expo 2020 - AWARENESS	\$0	Ray Wu-Rorrer	4/1/19	Postponed	Did not complete due to COVID-19
19	Create a financial resources page to include fundraiser, sponsors, grants, matching funding, etc. for members. Should be in members only section though.	\$0	Beth Mehr Ray Wu-Rorrer	12/31/19	Completed	https://docs.google.com/document/d/1GB97OyhXRvr6t28pPHKekuWiwduj5uzZ8EYGErgDcU/edit?usp=sharing
20	Work with EC in development of strategic plan for (2020-2025) along with guidelines for future strategic plans	\$0	Ray Wu-Rorrer Kathleen Ferguson Lynn Basham Frank Guyer Alisha Rushing Danielle Meyer	12/31/19	Completed	Strategic Plan Completed Winter 2020 Process has now been completed and posted on the first page of the strategic plan. Strategic Plan approved during Winter 2020 meeting.
21	Establish MOU/MOA with collaborators	\$0	Ray Wu-Rorrer Kathleen Ferguson Lynn Basham Frank Guyer Alisha Rushing Daniel Meyer	10/31/19	In progress	Girls Who Code - completed NIA - completed Code.org - Completed Thinkabit Lab - Completed Envision - in review NOVA Systemic - in

						review VDOT - In review Black Rocket - In review
22	Work with the marketing committee to develop a marketing plan of action around the Counselors conference.	\$0	Ray Wu-Rorrer Jen Tolley	10/31/19	In progress	
23	Working with ES/ET & Historian in updating the Membership Quarterly Data spreadsheet for historical reference.	\$0	Ray Wu-Rorrer Kathleen Ferguson Ron Vickers	4/15/20	In progress	Membership Quarterly Data
24	Work with marketing committee to develop an online marketplace	\$35	Ray Wu-Rorrer Beth Mehr Brittany Carper Jen Tolley Daniel Meyer	6/1/20	Completed	Marketplace
25	Work with membership committee and Vice President to develop regional meeting agenda	\$0	Ray Wu-Rorrer Alisha Rushing	6/1/20	Completed	
26	Work with membership committee and Vice President to develop regional meeting script	\$0	Ray Wu-Rorrer Alisha Rushing	6/1/20	Completed	
27	Work with membership committee and Vice President to develop regional meeting model created	\$0	Ray Wu-Rorrer Alisha Rushing	6/1/20	Completed	
28	Work with Executive Committee to develop 5 year Strategic plan	\$0	Ray Wu-Rorrer Kathleen Ferguson Lynn Basham Frank Guyer Alisha Rushing Daniel Meyer	6/1/20	Completed	Strategic Plan Completed Winter 2020
29	Work with all BOD on updating and expanding online resource folder to be shared with membership due to Covid-19	\$0	BOD	7/1/20	In progress	Online Resources Page
30	Attend VCEC representing VTEEA	\$0	Ray Wu-Rorrer	2/10/20	Completed	Paid for trip personally

31	Attend ITEEA representing VTEEA	\$0	Ray Wu-Rorrer	3/31/20	Completed	Paid for trip personally
32	Work with President-Elect in set-up of BOD gmail email accounts on VTEEA.org through non-profit grant.	\$0	Ray Wu-Rorrer Frank Guyer	6/1/20	Completed	To be implemented summer 2020
33	Work with Secretary on developing VTEEA Retractable banners	\$0	Ray Wu-Rorrer Brittany Carper	2/1/20	Completed	
34	Work with multiple committees to develop branding guide with organized logo variations and a set administrative standard.	\$0	BOD	2/1/20	Completed	
35	Work with VTCS representative to collect the names and emails of CTE directors.	\$0	Ray Wu-Rorrer Rachael Domer	9/15/19	Completed	
36	Work with VTCS representative to pull all VERSO courses and put them into a word document for upload.	\$0	Ray Wu-Rorrer Rachael Domer	9/15/19	Completed	
37	Work with Historian to determine the history of the President's Plaque.	\$0	Ray Wu-Rorrer Ron Vickers	9/15/19	Completed	
38	Work with BOD members to formalize agreements with Frederick County to host 2022 VTEEA Annual Summer Conference	\$0	Ray Wu-Rorrer Brittany Carper Ron Vickers	12/31/19	Completed	

President-Elect - Frank Guyer

The President-Elect shall:

1. Serve one year as President-Elect, followed by one year as President and an additional year as Immediate Past President.
2. Serve on the Executive Committee, a central planning team of the Board of Directors.
3. Lead the Staff Development Program Committee.
4. Monitor and advise, in consultation with the Executive Committee, the activities of Standing Committees.
5. Assume the responsibility of the office of President in event of absence, resignation or removal from office of the President.

Current Status	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due
x	Call for Presenters (Google Form) updated for 2021	free	frank	7/28/2019
N/A	Delegate and insure items to print for conference are complete • What session is in what room and times for high school • Regional map • Name tags • Certificates of hours • Certificates for BOD recognition (get document sleeves) • Meal Tickets (food truck if needed) • Lunch tickets 10\$ sign • Bus Tours signs, flyers, and tickets • Membership flyers • Exhibitors table labels • Check in by Region, Presenters Tables • Merchandise Signs (t-shirts) • Lunch ticket sale signs • Dress code for tour personal email	Printing cost	Frank, Britany, Bruce and Crew	7/20/2020
Not Done	ITEEA PowerPoint revamp to VTEEA, VTEEA video membership table	free	Frank, Jen Marketing	10/01/19
x	Annual Audit must be done	free	EC	Once a year
x	Get Exhibitors to sponsor food near their table	free	Dawn Roundtree	6/01/2020
x	Add door prize values to sponsors on budget	free	Dawn Rountree	7/22/2020

x	Advertisement of the conference date and presentation preconference and at opening session or business meeting	free	Frank, Britany, Ron, Brian	7/22/2020
x	Run announcements on the screen during opening session	free	frank	7/22/2020
x	Set up remind me app for conference announcements	free	frank	7/18/2020
x	Wufoo option to check a box to confirm if you wanted a paper option conference booklet	free	frank , Kathleen	8/30/2019
x	Sign in sheets for registration presenters exhibitors	Print cost	Frank, danielle	7/22/2020
x	STEM showcase	free	Heather, Alisa, Jen, Britany, and Frank	7/22/2020
x	Rebranding slogan	free	Britany, Frank	10/30/2019
x	send POY TOY/ Principal/ CTE Director winners' email that they have an opportunity to be represented internationally	free	Ray, Frank	9/30/18
x	VERSO transferred to vteea archives		Beth , Danielle	
x	Talk to Beth about creating emails @Vteea.org		britany , frank, beth	
x	Created distant learning folder of resources and lessons	free	Frank, deb, brian, robb	
x	VTEEA 2020-2021 new working document folder. All documents have been updated	free	frank	
x	Board training and EC/ BOD Meetings scheduled	free	frank	
x	Presenters schedule made/ Reach out to presenters for next summer	free	frank	
x	Idea garden template	free	frank	
x	Created card design	free	frank	
Still needs done	Create VCTTE and VCTES logos	free	britany	
x	Non-profit g suite approved. 30 gb drive with email accounts for each member @vteea.org			

Immediate Past President - Danielle Meyer

The Immediate Past President has an inherent responsibility to give background and useful information that ensures continuity and progress for the Association and the work of the Board of Directors

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Online Marketplace - Organize marketing committee meetings - Research different online marketplace websites. - Establish a trial marketplace website - Identify products to be sold in addition to VTEEA logos.	N/A	Danielle + Marketing Committee Chair	Spring	Completed	Worked with different board members to officially have up and running a functional VTEEA marketplace for individuals to purchase customizable apparel and accessories for promotion.
2	Host a Social Regional Event - Date - Location - Constant Contact Email	N/A	Danielle	Winter	Completed	Hosted two social events. 2 Silos Brewery Company (Oct.) Belmont Distillery (Nov.) Personally attended two other regional events in the Valley Region. Laser Engraving + Go Baby Go Workshop (D. Curry) Valley Winter Social (R. Vickers)
3	Awards Committee Chair - Seek award committee members. - Communicate with CTE directors, supervisors, and coordinators about seeking nominations for awards. - Share information about awards. - Seek nominations for awards. - Review nominations. - Select recipients.	N/A	Danielle + Committee Members	Spring	Completed	Reached out to the committee members and discussed the nominations. Presented the Executive Committee with award recipients.
4	Continue to use social media Tweets to spread association news.	N/A	Danielle	Spring	Completed	Continue to use Twitter, hashtags, and retweets of social media and the website to share news.
5	Submit at least one article to the newsletter editor	N/A	Danielle	Winter	Completed	Submitted an article highlighting the northern

	for publication.			Fall	Completed	regional social events. Submitted an article recapping the 2019 summer conference.
6	Update VTEEA Website Calendar	N/A	Danielle	Spring	Completed	As events come up, update the calendar.

Vice-President - Alisa Rushing

The Vice-President shall be Chairperson of the Membership Committee and shall initiate, conduct and coordinate activities designed to increase Association membership.

The Vice-President serves on the Executive Committee, a central planning team of the Board of Directors. When no President-Elect is in office, the Vice-President shall assume the responsibility of the office of the President in event of absence, resignation, or removal from office of the President. Such incumbency shall continue for the unexpired term of office.

Task No.	Activity (Work to be completed)	Cost	Person Responsible	Date Due
	Create New Member Handbook		Alisa Rushing Ron Vickers Jennifer Tolley	Sept 15, 2019
	Print New Member Handbook (50)	\$		Ready for VACTE
	Create a contact list of Regional Presidents		Alisa Rushing	8/2019
	Work with Regional Presidents to obtain up to date contact lists for each region		Alisa Rushing Regional Presidents	Fall 2019
	Develop a Certified Division Membership Recognition (Platinum, Silver and Gold) To be presented at the Fall Meeting		Membership and Awards	9/25/2019
	Work with Regional President to attend TSA Fall Rallies to promote VTEEA (New Member Handbook)		Alisa Rushing Regional President	10/2019
	Communicate with all committee chairs requesting quarterly reports		Alisa Rushing	9/9/2019 1/27/2020 3/23/2020 6/29/2020
	Compile Fall Report		Alisa Rushing	9/19/19
	Awards Nomination Push		Alisa Rushing Regional Presidents Awards Committee	November 2020

	Compile Winter Report		Alisa Rushing	2/6/2020
	Attend VCEC and promote VTEEA		Alisa Rushing	2/6-7/2020
	Attend ITEEA representing VTEEA		Alisa Rushing	Travel Cancelled by CCPS
	Compile Spring Report		Alisa Rushing	4/4/2020
	Spring Membership Push / Annual Conference Promotion		Alisa Rushing Regional Presidents	April 2020
	CompileAnnual Report		Alisa Rushing	7/8/2020
	Meet with Regional Presidents to plan Virtual Regional Meetings		Alisa Rushing Regional Presidents	6/4/2020
	Set up regional Zoom Meetings		Alisa Rushing	6/9/2020
	Write Script for Regional Meetings		Alisa Rushing	6/9/2020
	Meet with Regional Presidents to prepare for Regional Meetings		Alisa Rushing Regional Presidents	6/23/2020
	CompileAnnual Report		Alisa Rushing	7/8/2020
	Attend/Present Virtual Regional Meetings		Alisa Rushing Regional Presidents	7/20-7/24/2020
	Write Script for Annual Meeting		Alisa Rushing	7/12/2020
	Attend BOD Meeting		Alisa Rushing	7/14/2020
	Attend Virtual Annual Meeting		Alisa Rushing	7/24/2020

Secretary - Brittany Carper

The Secretary records all minutes of Association business and disseminates minutes of the respective meeting to the Board of Directors and to Committee Chairpersons, as applicable, within three weeks of the meeting.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Develop set-up doc to create BOD email accounts on VTEEA.org or GMail Exec Secretary to maintain email passwords	0.00	Brittany Carper, Dr. Ray Wu-Rorrer, Frank Guyer Kathleen Ferguson - password doc		In Progress	Gmail accounts acquired, will be issued to use for 2020-21 term.
2	Record minutes of all meetings of the Board of Directors and the Annual Business Meeting, and disseminate them promptly to Board members.	0.00			Completed	
3	Send notices of Board of Directors meetings and of proposed changes in the Constitution and Bylaws.	0.00	Brittany Carper, Ray Wu-Rorrer		Ongoing	
4	Monitor the VTEEA Website on a bi-weekly basis and report to the Website Administrator (Beth) and the Executive Committee when materials and links are out of date and need to be replaced or updated.	0.00			Ongoing	
5	Forward Business Meeting minutes to the editor of Technologize (Beth) for publication, as appropriate.	0.00			Ongoing	
6	Send written motion/amendment/other form 10 days prior to Board of Directors meetings for proposed changes in the Constitution and Bylaws.	0.00			Ongoing	
7	Logos: Supervisors Council Post Secondary Council	0.00			Not Started	
8	VTEEA Retractable banners	~350.00/ea			Completed (one)	

9	2 additional repeat VTEEA banners	130.00			In Progress	Vinyl banners on hold due to school closings from Covid-19
10	Quote for printing programs - refer to budget	0.00			In Progress	Spoke FastSigns in Winchester, can offer a discount, but is not able to print in exchange for a sponsorship. Is there another recommended printer, or do we want to check some local printers to Goochland/Richmond?
11	Organize logo variations - set administrative standard	0.00	Brittany Carper, Frank Guyer, Beth Gugino		In Progress Fonts - Completed Colors - Completed Final Logos - In Progress	Branding Guide in Progress Set new official VTEEA Color: - Print - Web - Technologize Administrative standard set for fonts - Logo - Technologize
12	Attend ITEEA Annual Conference in Baltimore		Brittany Carper		Completed	
13	Marketing Committee - Online merchandise sales ● Screened and selected webstore for merchandise (marketing committee) ● Shirt designs for merchandise sales ○ New designs ○ Re-image embroidery logo		Brittany Carper +		Completed	
14	Photo Repository for Marketing Needs		Brittany Carper, Beth Gugino		Not Started	

ITEEA Affiliate Representative - Deb Shapiro, DTE

The ITEEA Affiliate Representative stimulates and advances communication between the International Technology and Engineering Educators Association and VTEEA relative to ITEEA in sustained affiliation, membership promotion, programs of activities, conference participation and VTEEA representation to the Annual Delegate Assembly.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Establish and work with an ITEEA membership team consisting of four people, including a classroom teacher, teacher educator and supervisor, to recruit members from these respective categories.		D.E.Shapiro, DTE		Committee is established	
2	Conduct and coordinate ITEEA membership promotion in cooperation with the ITEEA Executive Director and the chairperson of the ITEEA Membership Committee, regional membership coordinators and others.		D.E.Shapiro, DTE		Ongoing	
3	Prepare, display and staff an ITEEA membership promotion booth at the VTEEA Summer Conference and regional meetings of 50 or more teacher participants.		D.E.Shapiro, DTE		Ongoing - will be at VCEC	
5	Coordinate the selection of VTEEA delegates to the annual ITEEA Delegate Meeting.		D.E.Shapiro, DTE			This is not part of the ITEEA program any longer
6	Report the VTEEA winners to the respective ITEEA Program Chairperson for the ITEEA Teacher of the Year and Program of the Year recognition programs.		D.E.Shapiro, DTE	December 1	Complete	
8	Attend all meetings of the VTEEA Board of Directors.		D.E.Shapiro, DTE	Ongoing	Ongoing	
9	Maintain active participation in both VTEEA and ITEEA.		D.E.Shapiro, DTE	Ongoing	Ongoing	
12	Attend ITEEA Conference in Baltimore, VA	\$1000	D.E.Shapiro, DTE		Registered	

13	Coordinate with Teacher and Program of the Year winners to make arrangements to attend ITEEA Conference	\$2000	D.E.Shapiro, DTE	December 1	Complete, will be checking in with them by the end of January	
15	Submit Summer Feedback Form on Awards Communicate awards Check membership listings		D.E.Shapiro, DTE	Sept. 1	Complete	
16	Submit Nominations/Citation Feedback Form		D.E.Shapiro, DTE	Oct. 1	Complete	
17	Submit Awards Midwinter Feedback Form		D.E.Shapiro, DTE	Dec. 1	Complete	
18	Review ITEEA conference responsibilities Review tasks for your affiliated state conference		D.E.Shapiro, DTE		Ongoing	
19	Create an ITEEA Representative Committee to assist in completing action plan items		D.E.Shapiro, DTE	August 1	Complete	
20	ITEEA Awards Committee Member - Selection of award recipients for ITEEA awards					
21	ITEEA DTE Committee Member - selection of 2020 DTE Class					
22	Working with ITEEA on fixing TOY POY application process on their site and talking to potential applicants for VTEEA					
23	Notified of nomination for ITEEA President Elect					

TEECA Representative - Leslie Soresino

The Technology Education Collegiate Association Representative is an appointed technology and engineering education professional who stimulates and advances communication and unity between VTEEA and TECA and identifies and develops areas of mutual interest.

NO REPORT SUBMITTED FOR 2019-2020

VCEC Representative - Katherine Mangum

The VCEC Representative initiates and advances communication and unity between VTEEA and elementary teachers and identifies and develops areas of mutual interest.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	VCEC @ VTEEA Summer Conference	n/a	Mangum	July 2020	ongoing	VCEC table (Katherine Mangum), a VCEC workshop at VTEEA (Lisa Brown), concurrent VCEC weeklong class (Yvonne Richard). I'm sure others will participate but this is what I know at this point.

VCTES Representative - Rachael Domer

The Virginia Council on Technology Education Supervision Representative stimulates and advances communication and unity between VTEEA and supervisors and identifies and develops areas of mutual interest.

Task No.	Activity (Work to be completed)	Cost	Person Responsible	Date Due	Current Status	Notes
	- Update the members directory by the CTE Administrators * identifies those who are VTEEA Members	\$0	Rachael Domer (NoVA)	10/1/2019		
	Update the vacancies document by the CTE Administrators	\$0	Rachael Domer (NoVA)	on-going		
	- Pull all VERSO courses and put them into a word document for upload. - All files will then be uploaded to our website for resources. - This is to help ensure we do not lose this information if the VA ACTE website goes away.	\$0	Rachael Domer	10/1/2019		
	Obtain a Professional Development date for each school division (as best as possible) to host a VTEEA event.	\$0	Rachael Domer	TBD		
	Host a session at the CTE Administrators Conference.	\$0	Rachael Domer	??		
	Share/use the HS Course by School and MS Courses by School as a resource for administrators somehow?	\$0	Rachael Domer	??		

VCTTE Representative - Dr. Phil Reed, DTE

The Virginia Council on Technology Teacher Education Representative stimulates and advances communication and unity between VTEEA and the VCTTE and identifies and develops areas of mutual interest.

Work Completed:

- VDOE approved a new Bachelor of Science in Career and Technical Education with concentrations in technology education and marketing education. This replaces the Occupational and Technical Studies bachelor's program.
- ODU technology education program is now online.
- ODU closed Occupational and Technical Studies (OTS) MS degree after a State Council of Higher Education in Virginia (SCHEV) review for low enrolled programs. Students can still complete the Instructional Design and Technology (IDT) master's program and take classes in career and technical education.

Plan to Address Discrepancy:

Additional Comments:

ITEEA has released Standards for Technological and Engineering Literacy (STEL) and is working on professional development activities.

As of now, ODU is planning to have students on campus in the fall. Some classes will be face-to-face, such as laboratory classes but many classes will remain online.

Virginia ACTE Representative - Jim Egenreider

The Virginia Association for Career and Technical Education is an appointed technology and engineering education professional who promotes communication between VTEEA and Virginia ACTE and identifies and develops areas of mutual interest.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Coordinate/facilitate VTEEA payment to Virginia ACTE		Egenrieder, Bishop	January, 2020	Submitted	Jim E. was not aware of protocol
2	Identify new VTEEA representative to VTEEA	N/A	Egenrieder, Bishop	July 1, 2020	Ongoing	Jim E. elected to VA ACTE VP of Public Policy and cannot serve both roles.
3	Summarize VERSO budgeting concerns	N/A	Egenrieder, Long	July 21, 2020	Developing	Updated with reduced request, and exploring other options
4	Summarize Virginia CTE caucus developments	N/A	Egenrieder, Long	July 21, 2020	Ongoing	Work-based learning concerns
5	Consideration of ACTE membership services		Egenrieder	August, 2020	Ongoing	Does not communicate with ITEEA
6	Explore counselor outreach for VTEEA and others		Egenrieder, Basham	August, 2020	Newly discussed	Lynn is working through VDOE, Jim working through ACTE

Virginia TSA Representative - Jennifer Tolley

The Technology Student Association Representative, an appointed technology and engineering education professional, stimulates and advances communication and unity between VTEEA and TSA and identifies and develops areas of mutual interest. (This is an annually appointed position and is suggested to be the Advisor of the current Virginia TSA President).

Task No.	Activity (Work to be completed)	Cost	Person Responsible	Date Due	Current Status	Notes
1	Finalize committee members	0.00	TSA Rep	8/16/19	Completed	Limited responses, only have two confirmed members
2	Virtual committee member meetings ● Fall ○ Discuss possible resources to develop; ideas on how to promote TSA events ● Winter ○ How to help regions prepare for Regional Fair ○ Recruit more for the committee ● Spring ○ How to help regions prepare for Technosphere ● Summer ○ Getting ready for the new school year and promoting TSA	0.00	TSA Rep	10/15/19 12/15/19 4/15/20 6/15/20	None None None Canceled	As there will be no physical Technosphere and likely to be no National conference I will start thinking of ways to focus on next year.
3	TSA Update emails to Regional Presidents ● Fall ○ Promote TSA week ● Winter ○ Prep for Regional Fair ● Spring ○ Prep for Technosphere ● Summer	0.00	TSA Rep	10/15/19 12/15/19 4/15/20 6/15/20	None None None Canceled	As there will be no physical Technosphere and likely to be no National conference I will start thinking of ways to focus on next year.

	○ Prep for new school year					
4	VTEEA Quarterly Reports - Fall - Winter - Spring - Summer	0.00	TSA Rep	9/25/19 1/11/20 3/25/20 7/21/20	Completed Completed Completed Scheduled	
5	Board of Directors Meetings - Fall - Winter - Spring - Summer	0.00	TSA Rep	9/25/19 1/11/20 3/25/20 7/21/20	Completed Componed Completed Completed	
6	Technologize Articles - Summer - Fall - Winter - Spring	0.00	TSA Rep	9/25/19 1/11/20 3/25/20 7/21/20	Completed Completed None None	I was going to write about the upcoming changes to Technosphere, but as that will not be happening I did not have another topic.
7	Attend all South Central Regional Council meetings	0.00	TSA Rep	All Year	Completed	
8	Attend all Virginia TSA Executive Council meetings - September - November - February	0.00	TSA Rep	9/14/19 11/17/19 2/8/20	Completed Completed Missed	
9	Attend all TSA Events - South Central Fall Rally - Leadership Academy - South Central Regional Fair - Technosphere - Nationals	0.00	TSA Rep	10/12/19 TBD 2/29/20 5/1/20 6/27/20	Completed Completed Completed Canceled Canceled	
11	Develop TSA Resources	0.00	TSA Rep			Will continue to work to

	- Improved TSA Addendum - Analyze results of survey - Affiliation Guide & videos - Potential TEAMS resources - Digital rubrics		State Advisor	9/14/19 10/16/19 10/30/19	Completed Completed Completed	develop digital rubrics to be used next year
12	TSA Planning Meetings - Regional Planning Meeting - Technosphere Planning Meeting	0.00	TSA Rep	TBD TBD	Complented Completed	
13	VTEEA Promotion at TSA Events - Fall Rallies - Regional Fairs - Technosphere	0.00	TSA Rep	Dates vary by region	Completed Completed Canceled	

Blue Ridge - Vacant

The VTEEA Regional President leads the Regional Association by guiding, monitoring and promoting a regional program of activities consistent with VTEEA guidelines, and serves on the VTEEA Board of Directors to ensure that state-level and regional activities address the needs of both teachers and the profession.

(Regional Presidents are determined by the respective region and its procedures).

NO REPORT SUBMITTED FOR 2019-2020

Northern - Robb Dudek

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(Regional Presidents are determined by the respective region and its procedures).

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Attend ITEEA Conference Baltimore	\$0.00	R Dudek	Spring 2020	Completed	
2	Conference Prep - Organize Panel Discussion Sessions		R Dudek F Guyer	??	Ongoing	
3	Promote Attendance at Summer Conference		R Dudek	Current	Ongoing	
4	Update and maintain VTEEA Listserv	\$0.00	R Dudek	Ongoing	Ongoing	
5	Twitter Use	\$0.00	R Dudek	Ongoing	Ongoing	
6	Spring Technologize Article	\$0.00	R Dudek Topher Paterno	Winter 2020	Ongoing	
7	Develop Northern Region Website	\$0.00	R Dudek	Winter 2020	On hold	
8	Promote NOVA Systemic Professional Development	\$50	R Dudek	Ongoing	Finished due to school closures	

South Central - Heather Russell

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(Regional Presidents are determined by the respective region and its procedures).

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	- Make a list of CTE Directors from our region. Emailing each of them to introduce myself Inviting elementary teachers and STEAM programs to be involved in VTEEA *Really focusing on Elementary School teachers!!	Free	Heather Russell Introduction Letter sent out Friday, July 2nd https://docs.google.com/document/d/1FZ6m5mBN5qlYCsey1pE3ER-jN-cJIZEPGXZOm-hL86A/edit?usp=sharing	Introduction Letter sent out Friday, July 2nd	Completed	Membership forms were sent out to elementary school STEAM teachers in our region. Also CTE directors were notified of social events and regional website updates.
2	Create a Twitter Handle & Use it • VTEEA = @VA_TechEd #VTEEA • Blue Ridge = @BR_VTEEA • Northern = @N_VTEEA • South Central = @SC_VTEEA • Southwestern = @SW_VTEEA • Tidewater = @TW_VTEEA • Valley = @V_VTEEA Connect to all regional schools and retweet as much as possible when STEAM or Technology is posted. <i>My First Goal- Add a description of what VTEEA_SC is. This area is blank on the twitter page- which isn't helping promote followers. Also, I would like to link the SC_VTEEA Website to the Twitter page as well so individuals can connect to membership, etc</i>	Free	Heather Russell (P) Jenny Reasner (VP) My goal is to grow the number of followers and pages we follow on Twitter: <u>Currently July 2019:</u> Followers- 31 Following- 4	South Central Twitter was updated July 2019	Completed	Twitter Information <u>By the end of my term we now have:</u> Followers- 76 Following- 137 If a school in our region had a twitter page, I followed it. That way I could retweet any events or activities students were completing in the fields of engineering and technology.

3	Create & Maintain a Regional Website See South Central's Website as a guide. It would be great to have them all organized the same for simplicity reasons.	Free	Heather Russell Jenny Reasner Website is up to date as of July 31st 2019.	All Year	Completed	Jenny and Heather kept updating the website with regional activities and open positions in our region
4	Welcome to a New School Year Email - Email your listserv and welcome them to the start of a new school year. - Introduce yourself and encourage them to contact you throughout the year. - Share information about social media and regional website. - Encourage members to submit a call for presenters form for conference Encourage Joining Committee: Vice President- Jenny Reasner (Henrico) Membership (1)-		Heather Russell	Have this completed by the end of July. https://docs.google.com/document/d/1EZ6m5mBN5qlYCsCy1pE3ER-jN-cJlZEPGXZO-mhL86A/edit?usp=sharing	Completed	With the email that was sent out, Jenny Reasner was excited to help me with being our region's vice president. I was unable to get anyone else to join the committee.
5	Fall Regional Professional Development Who- All VTEEA members Where- Ecoff Elementary School What- Show off Learning/Exploration When- Saturday, September 28th 2019 Why- Professional Development - Flyer- https://docs.google.com/presentation/d/173SQibgo_QjI13YHrPOXdHoZpRDFaWR0BmtUI7sny5I/edit?usp=sharing	Free	Heather Russell	Invites will be sent out and posted on social media by September 5th	Completed	We had between 6-8 people attend this professional development
6	Winter Regional Social Event - Who All VTEEA members, Elementary, middle, and high school technology/engineering teachers - Where Hardywood Henrico - When: Thursday, Jan 30th Invite: https://docs.google.com/presentation/d/1ZZ6kG0w2hNvXadI3eFl7yWy6tchogzOIB83yTauURpO/edit?usp=sharing	Free	Heather Russell Jenny Reasner	Event was shared on social media (Twitter, email, and Webpage) January 6th	Completed	We only had 2 people attend this event.

7	Spring Regional Social Event - Who ALL VTEEA members, Elementary, Middle and High school technology/engineering teachers - Where Drive Shack - When Thursday, April 30th Invite: https://docs.google.com/presentation/d/1KBKAoWbJXIHxD_4cOX77aOuDohpt5jqtdS-5zCKkvLw/edit?usp=sharing	\$8.00 per person / per hour	Heather Russell Jenny Reasner	Event will be shared on social media (twitter, through email, and the website) April 1st	This event got Cancelled	
8	Fall Technologize Article- Develop & Submit Information about Regional Professional Development Activities for the Year	Free	Heather Russell	10/15	Completed	I submitted numerous design briefs to be publish throughout the year (lessons were geared towards elementary)
9	Email Listserv Encourage members to nominate fellow members for TOY/POY.	Free	Heather Russell And Jenny Reasner	December 2019	Completed	I sent out numerous email reminding and encouraging Chesterfield and henrico teachers to submit their names for TOY. I believe a few teachers submitted applications

Southwestern - Vacant

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NO REPORT SUBMITTED FOR 2019-2020

Tidewater - San Antonio Crosby

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(Regional Presidents are determined by the respective region and its procedures).

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Upcoming Regional meeting on 7-22-2020	0.00	Crosby	07-22-2020	pending	4-5pm
2	VDOE Training and Technical Center Courses		Individuals	May 2020 thru Aug. 2020	ongoing	Check website
3	ODU Darden College of Education-Professional Certificates online for K-12 educators	varies	Individuals	May-2020 Thru August 2020	ongoing	Check website
4	ODU Online Camp for students	0.00	Students	June 2020 Thru August 2020	ongoing	https://odu.edu/reyes
5	Partnership with Stihl Inc.	0.00	Mr. Crosby and Dawn Rountree	Sept 2019?	Paperwork filed w/Brandon Hamby	Covid issues at the present
6	Partnership with Newport News Shipbuilders	0.00	Mr. Crosby and Sub committee members	Sept 2019?	Waiting on Response from President of Operations Mr. Xavier Beale	Covid issues at the present
7	Professional Developments with school districts within the tidewater region	0.00	Mr. Crosby and sub committee members	Sept-June 2019-2020?	Searching districts for Fall activities	Covid issues at the present
8	Searching area locations for conferences pertaining to STEM/CTE	0.00	Mr. Crosby and sub committee members	Sept-June 2019-2020?	Checking VDOE And Technology Education Newsletter	Covid issues at the present
9	Partnerships with local community and technical colleges for Engineering and STEM programs	0.00	Mr.Crosby and sub committee members	Sept-June 2019-2020?	Waiting for registration	Covid issues at the present

10	STEM day for Girls-Old Dominion University	0.00	Mr. Crosby	Feb. 2020?	Waiting for Registration	
11	College Engineering Day with Students-ODU	0.00	Mr. Crosby	Feb. 2020?		
12	Sname Competition-Newport News Shipbuilders	0.00	Mr. Crosby	DEC. 2019?	Forming 6 person team to compete	Covid issues at the present
13	Paul D. Camp STEM Exploratory Day	0.00	Mr. Crosby	April 2020?	Waiting on Registration	Covid issues at the present
14	12th Annual CTE Field Trip-Hilton Downtown Suffolk	0.00	Mr. Crosby	Pending	Waiting on Approval	
15	13th Annual Non Traditional Extravaganza	0.00	Mr. Crosby	Pending	Waiting on Approval	
16	11th Career Expo for CTE students	0.00	Mr. Crosby	Pending	Waiting on Approval	
17	Guest Speakers- CTE Month	0.00	Mr. Crosby	Feb. 2020	Acquiring speakers	
18	JMU Teaching and Learning with Technology Conference-Harrisonburg VA	0.00	Mr. Crosby	Oct 28, 2019	Forwarding out to teachers	

Valley - Brian Bazzle

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(Regional Presidents are determined by the respective region and its procedures).

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	P.D. - Electronics - Buffalo Gap H.S. (Al Alexander)	\$0.00	Brian Bazzle	Postponed	Postponed until May or next fall	
2	P.D. - Building a tiny house - Wester Albemarle H.S. (Kevin Matheny)	\$0.00	Brian Bazzle	Postponed	Postponed until May or next fall	
3	Social - Staunton/Lexington area	\$0.00	Brian Bazzle	Postponed	Hoping for May or June	
4	Social - Harrisonburg area	\$0.00	Brian Bazzle	Postponed	Hoping for May or June	
5	Social - Winchester/Front Royal area	\$0.00	Brian Bazzle	Postponed	Hoping for May or June	
6	Update contact info for Valley Region TEE teachers and CTE directors	\$0.00	Brian Bazzle	April 10, 2020	In progress	
7	Create a Flyer with basic info for Summer conference and advertise to Valley Region TEE teachers.	\$0.00	Brian Bazzle	Create and distribute by April 10, 2020	In progress	
8	P.D. - Creating/growing your TSA chapter - Thomas Harrison M.S. (Mike Jennings)	\$0.00	Brian Bazzle	YTBD	August, 2020 ?	

VTEEA Executive Secretary/Treasurer - Kathleen Ferguson

The Executive Secretary-Treasurer maintains records of membership and manages the fiscal affairs of the Association under the direction of the President and the Board of Directors.

The goals for the VTEEA Executive Secretary-Treasurer for the 2019-20 year were addressed as follows:

- Maintained the financial records of the VTEEA.

Provided a monthly report including balances, ledger and budget for BOD.

Updated conference forms online.

Prepared and proposed the 2020 VTEEA budget.

Processed taxes and state corporation forms for the organization.

- Maintained the VTEEA membership database.

Provided membership report to BOD.

Processed and sent memberships to Virginia ACTE, VCEC, and ITEEA.

Emailed all members for renewals and thank yous for joining.

Updated online membership form and created gift membership form.

<u>Financial Report:</u>		<u>Membership Report:</u>	
Current Balances (Jun 2019-Jul 2020)		Current total (as of Jul 2020)	348
Checking Account Balance	\$12,760.83	Beginning Fiscal Year (7/1/2019)	266
Certificates of Deposit Balance (1)	\$15,524.34	Total Difference	+82
Account Balance	\$28,285.17		

VDOE Representative as State Specialist - Dr. Lynn Basham

The Virginia Specialist for Technology Education provides the Board of Directors counsel and information relative to Virginia educational policy, curriculum development and teacher preparation, which may strengthen collaborations for advancing the field of technology education in the Commonwealth of Virginia.

Work Completed:

- Assisted TSA State Advisor
- Worked throughout year with Conference Committee
- Contacted Exhibitors
- Served as reviewer for Standards for Technological and Engineering Literacy
- Attended STEC and Mississippi Valley conference
- Oversaw Real World Design Challenge
- Attended two Federal Monitoring visits
- Attended VTEEA Board of Directors meetings
- Reviewed 5 courses, created eight new energy courses with writing teams
- Arranged exhibitors for Children's Engineering Convention
- Attended ITEEA Conference
- Approved 36 new course/program applications
- Acted as registrar for MT1 and Principles of Technology training
- Offered Energy Supply: Sustainability and Efficiency Workshop, handled registration for it
- Offered Principles of Technology workshop
- Arranged EbD workshop, handled registration for it
- Arranged for Lead teachers of courses to meet and provide meetings
- Provided certificates for professional development workshops
- Provided communication in Google Groups
- Provided technical assistance to school divisions
- Added credentials to state approved list

Board Consultant: George R. Willcox
Special Appointment

NO REPORT SUBMITTED FOR 2019-2020 - DUE TO COVID-19

2020 Conference Chair - Bruce Watson

The Conference Director is an appointed technology and engineering education professional who leads the Conference Planning Committee in the development and operation of the annual VTEEA Technology and Engineering Education Conference. (This is an appointed position with a one-year term).

NO REPORT SUBMITTED FOR 2019-2020 - POSTPONEMENT OF CONFERENCE DUE TO COVID-19

Awards - Danielle Meyer

The Awards Committee determines special awards and recognition by the Association other than the Teacher of the Year and Program of the Year Awards.

To be updated post conference

Elections - Karen Conlin

The Elections Committee is responsible for (1) securing a slate of candidates for three of the Association's state-wide offices: president-elect, vice president and secretary, (2) conducting the election by mail and/or electronic ballot consistent with the Constitution and Bylaws and (3) counting the ballots and reporting the results to the President.

Task No.	Activity (work to be completed)	Person Responsible	Date Due
1	Email soliciting for Elections Committee members	Chair	Aug 19, 2019 COMPLETED
2	Email Executive Secretary/Treasurer for updated membership list	Chair/Executive Secretary/Treasurer	Aug 19, 2019 COMPLETED
3	Email each Regional President asking them to provide names for slate	Chair	Sep 2, 2019 COMPLETED
4	Regional Presidents respond to email asking for names	Regional Presidents	Oct 14, 2019
5	Confirm electronic voting process	Chair	Fall Board Meeting
6	Committee confirm recommended members' desire to become a Board Officer	Chair and Committee	Nov 27, 2019
7	Committee secures names of nominees (Start Sep 2, 2019)	Chair and committee members	Nov 28, 2019
8	Send (via email) slate to Board of Directors for approval	Chair	Nov 29, 2019
9	Board of Directors approve or question slate of nominees	Board of Directors	Dec 4, 2019
10	Mail required stamps, envelopes and post card ballots to Committee Chair	Executive Secretary/ Treasurer	Dec 5, 2019
11	Mail ballot and cover letter to membership	Chair and Committee Members	Jan 4, 2020
12	Receive returned ballots	Chair and Committee Members	Jan 19, 2020
13	Count ballots	Chair and Committee Members	Jan 24, 2020

14	Draft Election Announcement Letters	Chair	Jan 30, 2019
15	Board of Directors approve newly elected officers	Board of Directors	Winter Directors Meeting
16	Present Election Announcement letters to President for signature	Chair	Winter Directors Meeting
17	Discuss status of electronic voting for 2019-2010 election year	Chair	Feb Directors Meeting
18	Mail Election Announcement letters	Chair	Directly following Winter Directors Meeting
19	Set up electronic voting test platform for Board of Directors to test	Chair, Board of Directors	Spring Board of Directors Meeting
20	Submit change recommendations to Board concerning Committee Handbook – Elections Committee (pp. C.17-C.18) changes to reflect electronic voting	Chair	Spring Board of Directors Meeting

Electronic Communications - Beth Gugino

The Electronic Communications Committee designs, manages, and maintains a VTEEA website that serves the Association and the profession.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Update website	\$0	Beth Mehr	Ongoing	Completed	
2	Winter Technologize	\$0	Beth Mehr	12/15/19	Completed	
3	Sponsor Packet	\$0	Beth Mehr		Completed	
4	Exhibitor Packet	\$0	Beth Mehr		Completed	
5	Sponsorship website	\$0	Beth Mehr		Completed	
6	Members Only Portal	\$0	Beth Mehr	Ongoing	Up-to-date	Need a better way to organize members that is up-to-date

Governmental Relation - Jim Egenreider

The Governmental Relations Committee shall represent the Association and the profession in legislative endeavors, and build alliances with other associations, corporations and governmental agencies for support of technology education.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Summarize 2020 Legislative Session	N/A	Egenrieder, Bishop	May 1, 2020 (and conference)	Ongoing	
2	Summarize VERSO budgeting concerns	N/A	Egenrieder, Long	April 15, 2020	Developing	
3	Summarize Virginia CTE caucus developments	N/A	Egenrieder, Long	April 15, 2020	Ongoing	Work-based learning concerns
4	Participate in Energy Curricula Design	N/A	Egenrieder, Basham	July 21, 2020	Scheduled	Online training July 20-24
5	Report on Energy Curricula Design for VTEEA audiences	N/A	Egenrieder, Basham	July 21, 2020	Drafted	To be presented July 20, 2020
6	Provide slides/resources for VTEEA educators to promote, implement new courses	N/A	Egenrieder, Basham	April 30, 2020	Drafted	To be presented July 20, 2020
7	Summarize new Virginia STEM and Science Museum Developments	N/A	Egenrieder, English	August, 2020	Ongoing	Exhibit planning underway

Historical (Special) - Ron Vickers Special Committee

Work Completed:

- I delivered the recently published history book, Virginia Technology and Engineering Education Association 1978-2018 to several long term association members. Currently there are only 8 remaining copies. They are stored in the Technology Education office at Sherando High School. I requested a digital copy of the above from Mr. George Wilcox but have not yet received one.
- An extensive update of the photo directory I maintain of all Technology Education teachers in the state was completed through school website review, hundreds of emails to individuals and phone calls to insure, as much as possible, the accuracy of the directory. Current files are stored in the shared VTEEA Google drive.
- A more robust collection of historical documents are now posted to the VTEEA website. These digital files make it much easier for individuals to learn about us. Shout out to Beth Gugino, our Publications Editor for making this happen!
- I attended all Valley Professional Development events.
- I have continued to post student projects, activities and chapter events on Facebook, Instagram and Twitter using the appropriate hashtags.
- I attended the Valley regional TSA fair hosted by Ben Ham and directed by Jerry Ridgeway.
- I had students ready to register for Technoshpere before COVID 19 canceled the event.
- I submitted several articles for the digital Technologize newsletter. One was the idea of Legacy of Technology Teachers in individual schools. I offered to laser write a plaque to all schools that lists the names and tenure of all Industrial Arts/ Technology Education & Engineering teachers from when the school opened. The plaque I made for Sherando High School resulted in much discussion of what we knew and a survey of school yearbooks. It was good to contact several retired teachers during this process.
- I researched the history of the wooden plaque we use for meeting as instructed by President Wu-Rorrer.



- I attended the 82th annual ITEEA conferences in Baltimore, MD. Our school was recognized as the Virginia High School Program of the year. I continued to network with teachers and administrators from various states promoting VTEEA.
- Currently I am working on getting a Wikipedia page especially for VTEEA. Our parent organization exists as https://en.wikipedia.org/wiki/International_Technology_and_Engineering_Educators_Association

Plan to Address Discrepancy:

- Continue to collect association photographs and digitize paper copies for submission to ODU library.
- Visit ODU's library and Dr. Reed to assure our history collection and preservation process and will make adjustments accordingly. I did not get to make the trip this year
- Develop a Photo Challenge for the Goochland conference 2021

Additional Comments:

- My term as historian expires July 2020 and I request that I be reappointed for another term.
- Will promote the creation of student and teacher versions of short videos explaining "What does Technology Education Mean to You?"
- Frederick County has agreed to host the 2022 conference and I will contribute to the planning for this.

Marketing (Special) - Jennifer Tolley Special Committee

Task No.	Activity (Work to be completed)	Cost	Person Responsible	Date Due	Current Status	Notes
1	Finalize committee members & set subcommittees	0.00	Marketing Chair	8/30/19	Complete	Have a few responses, need to check the sheet to see if there are any other signups
2	Virtual committee member meetings - Fall - - Winter - - Spring - - Summer -	0.00	Marketing Chair & Committee	TBD TBD TBD TBD	In Progress Scheduled Scheduled Scheduled	I need to nail down what what I plan to discuss in these meetings
2	Technologize Articles - Summer - - Fall - - Winter - - Spring -	0.00	Marketing Chair	9/25/19 1/11/20 3/25/20 7/21/20	None None None Scheduled	I am not sure what I should be writing about as marketing chair
3	VTEEA Quarterly Reports - Fall - Winter - Spring - Summer	0.00	Marketing Chair	9/25/19 1/11/20 3/25/20 7/21/20	Completed Completed Completed Scheduled	
4	Board of Directors Meetings - Fall - Winter - Spring - Summer	0.00	Marketing Chair	9/25/19 1/11/20 3/25/20 7/21/20	Completed Completed Completed Scheduled	

5	Develop Promotional Materials • Trifold • Pull up banner • VTEEA table cloth • Postcards for membership • Promotional flyer for specialist and directors		Marketing Chair & Committee		Scheduled	
6	Obtain sponsors • Develop list of companies to contact • Develop list of items companies can sponsor • Contact potential sponsors • Sponsor for cash bar	0.00	Marketing Chair Dawn		In Progress	Have been thinking on the emails about how to recognize sponsors on the website
7	Summer conference exhibitors		Marketing Chair Dr. Basham		In Progress	
8	Awards/Recognition items: • District membership award certificate/banner • Exhibitor years of support ribbon		Marketing Chair		Scheduled Completed	Ribbons currently displayed on website. Could also add them to exhibitor badges as well.
9	Determine how to sell swag items through the marketplace (shipping and other logistics)		Marketing Chair Frank/Beth/Kathleen		Scheduled	
10	Design swag items to sell on the marketplace • Polo shirts • Conference Tshirt • Tumbler		Marketing Chair		Scheduled	Have gotten a design from Ray, need deadlines for stuff to make conference.
11	New Teacher handbook • Draft • Final		Marketing Chair Alisa	10/1/19 10/15/19	Completed Completed	
12	Silent Auction • Develop list of potential auction items • Contact businesses/locations for donations • Collect all auction items • Create and print silent auction sheets • Set up auction at conference	0.00	Marketing Chair	TBD	In progress	Ray has sent out a lot of requests and some items have been coming in. If we postpone to next year are there things with expiration dates? Could we hold a virtual silent auction?

13	Develop sponsorship toolbox	0.00	Marketing Chair Dawn	TBD	Scheduled	
14	Virginia Technology Education Fact Sheet (include vacancies)	0.00	Marketing Chair	TBD	Scheduled	I think this would be good to get together in May. Would Lynn have information on statewide vacancies?

Membership - Alisa Rushing

The Membership Committee develops and coordinates activities designed to increase Association membership.

Task No.	Activity (Work to be completed)	Cost	Person Responsible	Date Due	Current Status	Notes
	Create a contact list of Regional Presidents		Alisa Rushing	August 15	Completed	
	Create New Member Handbook		Alisa Rushing Ron Vickers Jennifer Tolley	August 30,2019		
	Print New Member Handbook (50)	\$		September 15, 2019 Ready for VACTEA October1-4, 2019		
	Work with Lynn and Regional Presidents to obtain up to date contact list of directors and teachers for each region					
	Update CTE director contacts through Constant Contact			September, 2019		
	Update TEE teacher contacts through Constant Contact			September 2019		
	Develop a Certified Division Membership Recognition (Platinum, Silver and Gold)		Membership and Awards			
	Communicate Membership Recognition with all CTE directors.					
	Contact BJ for a list of programs					

	Work with Regional President to attend TSA Fall Rallies to promote VTEEA (New Member Handbook)		Heather, Brian, San Antonio			
	Compile Fall Report					
	Compile Winter Report					
	Attend VCEC and promote VTEEA and Summer Conference		Alisa	February 2020		
	Compile Spring Report					
	Work with Regional Presidents to ensure all directors and teachers have up to date information regarding summer conference			Cancelled March 2020		
	Attend Technosphere and promote VTEEA and Summer Conference			Cancelled March 2020		
	Compile Summer Report		Alisa Rushing	7-13-2020		
	Attend Blue Ridge Fall Rally to promote membership		Alisa Rushing	10-11-19		
	Attend Southwestern Fall Rally to promote membership		Alisa Rushing	8-17-19		

Publications Editor - Beth Gugino

The Publications Editor compiles a quarterly newsletter, Technologize, consistent with the general guidelines approved by the Board of Directors.

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due	Current Status	Notes
1	Update website	\$0	Beth Mehr	Ongoing	Completed	
2	Winter Technologize	\$0	Beth Mehr	12/15/19	Completed	
3	Sponsor Packet	\$0	Beth Mehr		Completed	
4	Exhibitor Packet	\$0	Beth Mehr		Completed	
5	Sponsorship website	\$0	Beth Mehr		Completed	
6	Members Only Portal	\$0	Beth Mehr	Ongoing	Up-to-date	Need a better way to organize members that is up-to-date

Research - Barry Potter

The Research Committee shall identify and conduct research activities that relate to the improvement of the profession or Association.

NO REPORT SUBMITTED FOR 2019-2020

Resolutions - George Bishop

The Resolution Committee develops statements expressing the wishes, feelings, or decisions of the Association, to be acted upon by the membership at the annual business meeting.

Permanently placed on VTEEA Web Site @ <https://www.vteea.org/board-documents>

Scholarships - Vacant

The Scholarship Committee uses the approved criteria and procedures to determine the recipient of the Joseph A. Schad Scholarship and the John Monroe Scholarship.

NO REPORT SUBMITTED FOR 2019-2020

Special Projects (Special) - George Willcox
Special Committee

NO REPORT SUBMITTED FOR 2019-2020

Staff Development - Frank Guyer

The Staff Development Committee is responsible for two types of programs. First, the President-Elect is responsible for the professional development portion of the annual VTEA Conference. Secondly, when the Board of Directors identifies additional professional programs to be provided the Staff Development Committee shall be responsible.

NO REPORT SUBMITTED FOR 2019-2020 DUE TO POSTPONEMENT OF CONFERENCE DUE TO COVID-19

Teacher of the Year/ Program of the Year - BJ Scott

The Teacher/Program of the Year Committee uses the criteria and procedures published by the International Technology Education Association to determine Virginia's technology education "Program Excellence Awards" at three levels: elementary school (grades K-5), middle school (grades 6-8) and high school (grades 9-12).

Task No.	Activity (Work to be completed)	Cost	Person(s) Responsible	Date Due
1.	Fill in TOY/POY Committee Contact Sheet	0	B.J. Scott	Completed
2.	Send out PDF application to TOY/POY committee so they can send out to their contacts throughout the state - Send copies to VTEEA BOD/Committee Chairs with deadlines encouraging nominations - Have it posted to the VTEEA Website	0	B.J. Scott	Completed
3.	Send out application to contacts Provide support for completing application	0	Committee members	Completed
4.	Submit a Technologize Article to encourage nominations	0		Winter Edition
5.	Check in with contacts regarding applications/nominations	0	B.J. Scott	Completed
6.	Applications/nominations due	0	B.J. Scott	Completed
7.	Nominee classroom/school visitations as needed	0	B.J. Scott	Completed via Zoom
8.	TOY/POY Recipients Determined by Committee through a virtual meeting	0	Committee members	Completed
9.	Generate TOY/POY Recipients Letter	0	B.J. Scott	Completed
	Notify by Letter TOY/POY Recipients		B.J. Scott	Completed via email
10.	Submit TOY/POY Presentation to be used at Conference to Ray (One presentation document with all items for a continuous flow)			Completed
11.	Order Plaques for recipients - Triple check spelling - Dr., Mr., Mrs., etc.	?	George Willcox	Will be completed