



ACTE Administration Division Policy Committee Meeting

Wednesday, November 29, 2023 (11:00 - 12:00 MST)

Face-to-Face - Hyatt Regency Phoenix - Suite 324

Committee Members: Eric Ripley (VP), Scott Rogers (Region I), Julie Pack (Region II), Joe Sieczkowski (Region III), Robyn Castleberry (Region IV), Jaime Fitzpatrick (Region V), Martin Hanley (Bylaws), Amanda McGhee (Nominating), Wendy Perry (Secretary), Tiffany Barney (Fellow), Jaime Fiorenza (Fellow), Dwight Hughes (NCLA), Gina McPherson (CTEEC)

AGENDA

- **Welcome & Roll Call**

- Eric welcomed everyone and had the group introduce themselves. Committee members present: Robyn Castleberry, Martin Hanley, Julie Pack, Sandra Adams, Jaime Fitzpatrick, Scott Rogers, Wendy Perry, Joe Sieczkowski. Additional division members present: Dave Keaton, Travis Wood, and ACTE Executive Director, LeAnn Curry.

- **Updates from VP**

- ACTE Board of Directors Updates
 - The ACTE board met prior to the beginning of Vision and worked on year 2 of the 5 year strategic plan. Eric shared positive news in that ACTE is financially strong, growing by adding positions and resources for members, and expanding with strategic partnerships.
- Division Strategic Plan Updates
 - Focus is on aligning the division with the 6 themes of the strategic plan: Member Value & Engagement, Advocacy & Awareness, Professional & Leadership Development, Teacher Pipeline Shortage, Strategic Partnerships, Inclusion, Access, Equity, & Diversity
- Division Membership & Budget Updates
 - The Administration Division is the second largest division behind agriculture. The admin division is up at 4,138 members. It grew 289 members in the last month, which is the largest gain in month-to-month numbers in the last three years. There were approximately 1500 people registered under the administration track with only approximately 50% ACTE/Admin members. This was an indication for the potential of more growth in the membership and a great resource for member solicitation.
 - Eric led the taskforce on updating and realigning the budget formula for the divisions. This created a change in the current year's budget for administration. The budget had no expenses paid outside of Eric's travel needs required of his position. Funds are being sought to cover any expenses up to \$2,000 related to the National Policy Seminar reception that is co-hosted by NCLA and ACTE Admin in March.

- **Update / Goals from VP-Elect (Sandra Adams)**

- Sandra shared her objective in strategic planning is how we can grow membership. She wants to leverage the fellows to gain insight on improving the value of membership.

- She would like to create a summary sheet of options for divisions and regions to assist applicants for the Fellows program.
 - She briefly discussed the benefits of cross collaboration of groups and finding solutions to “common pain points” that would be great for an online forum and provide another value of membership. Region III representative, Joe Scieczkowski suggested allowing non-members to join a limited number of sessions and unlimited sessions for members. Discussion continued with suggestions on encouraging membership at the state and local levels.
- **2023 Fellowship Update**
 - Tiffany Barney & Jaime Fiorenza
 - The 2023 Fellows were not able to be present for this meeting.
 - 2024 Fellow Announcement
 - Kara Bogner (New Professional) - Denver, Colorado
 - Toinette Outland (Experienced) - Newport News, Virginia
- **Associate Organization Updates**
 - **CTEEC**- Gina McPherson was unable to be present for this meeting.
 - **NCLA**-Dave Keaton, speaking on behalf of Dwight Hughes, gave an update on NCLA's Best Practices conference held in Salt Lake City, Utah in late September. Again, they had a large attendance of administrators from across the US. They believe part of the success of the conference is keeping numbers low enough to collaborate and network without getting too crowded. Martin Hanley of the NCLA board mentioned it has been “transformative” for his professional career and strongly endorses the conference. Dave Keaton shared that the next NCLA Best Practices Conference will be held in mid-October in Portland, Oregon.
- **VISION 2023 Final Updates & Schedule -**
 -  ACTE VISION 2023 Schedule - Administration Division.xlsx
 - Eric provided an update of the schedule for Vision and asked committee members to be available for meetings. He also thanked the members for the work they provided on the committee.
 - Business Meeting - Wednesday, Nov 30 (2:00 - 3:00 pm)
 - Overview of Agenda
 - First-Time Attendee Orientation - Thursday, Dec 1 (7:00 - 8:00 am)
 - Need Committee Members to Be Present, Visit with Attendees
 - Division Opening Session - Thursday, Dec 1 (11:45 - 12:45)
 - Need Committee Members to Assist with Handouts of Gift Cards, Notebooks
 - Hospitality Room - Friday, Dec 2 (8:00 - 4:00)
 - There is a Gap from 12:00 - 12:30 that needs covering, anyone available. This was covered.
- **2023 National Policy Seminar Plans - Washington DC (March 17 - 20)**
 - Member Reception Discussion (Need Sponsor if Holding)
 - Eric mentioned that a sponsor for the reception was being pursued. The group believed it was a good event to co-host and agreed that pursuing a sponsorship was the best way to proceed.

- **Best Practices and Innovations in CTE 2024 Conference - *Portland, Oregon (Oct 9 - 11)***
 - Need Committee Members to Assist with Evaluation of Sessions (same with VISION 2024)
 - Eric shared that a call for assisting with evaluations would be coming out and encouraged members to assist with the process. He thanked members who assisted in the past.
- **Content for Future Newsletters**
 - Eric encouraged members to provide any content or suggestions of content for future newsletters.