



TRADE & INDUSTRIAL EDUCATION DIVISION POLICY COMMITTEE MINUTES

**ACTE
TRADE & INDUSTRIAL EDUCATION DIVISION
POLICY COMMITTEE MEETING
November 28, 2023
Virtual**

1. Welcome, and Call to Order
T&I Division, VP, Bart Taylor, called the meeting to order at 2PM MST
2. Approval of Agenda
Laura Smith moved to approve the agenda as submitted. Katie George seconded the motion. Motion approved and Agenda for 11/28/2023 approved.
3. Approval of the [Minutes](#)
Katie George moved to approve the minutes of the previous meeting as submitted. Laura Smith seconded the motion. Motion approved and minutes from the 11/14/2022 Policy Committee Meeting were approved as submitted
4. Introduction of Members
Members Present: Bart Taylor, Katie George, Laura Smith, & LeAnn Curry and Dana Lampe from ACTE) . A quorum was present. (A quorum as defined in the Policy Manual as a Majority of those members present at any given meeting.)
5. Vacancy Report
Bart has a spreadsheet compiled. Many current members of the policy committee are nearing the end of their term. Current vacancies for representatives from Regions I and V. Also someone from the Bylaws committee. Bart is trying to motivate the T&I group through email blasts and will also reach out at the T&I opening session at Vision.
6. Report of the Vice President
 - a. Financial Report
 - i. The ACTE Board reformulated the way funds are distributed at the July ACTE Board meeting. More clear view of current funds available at the March meeting. Funds still appropriated for a T&I Fellow, even though no fellow this year.
 - b. Membership Report
 - i. As of October, 3286 members. Will continue with email blasts to try to increase membership and participation.
 - c. Division File Management Report
 - i. Shared drives in Google Drive. Organized files and will make transfer easier to a new T&I Division VP
 - d. T&I Icon update
 - i. Brand new, updated Icon! (At top of this page and on ACTE website).
7. Special Reports
 - a. ACTE - currently at CareerTech Vision in Phoenix!! Lots of activities planned!
 - b. SkillsUSA - ACTE T&I Division VP is still a representative to the SkillsUSA Board of Directors. With the next T&I VP election, that person would have to be vetted by the

SkillsUSA BOD prior to bei
SkillsUSA's new headquart



eeting was held in Loudoun, Virginia at

8. Standing Committee Reports

- a. Bylaws – VACANT
- b. Nominating – Seth Ward - Not present. In April, will need to start planning for advertising for T&I Division VP-Elect

9. Division Committee Reports

- a. Awards Committee - met via Zoom in November. Had multiple people nominated for each award. SkillsUSA will take care of presenting these at the T&I Opening Session. Before next year, need to re-evaluate the rubric used in reviewing award nominees.

10. Policy Manual Review

ACTE reformatted all policy manuals across the board, making all divisions more similar in format and in verbage.

11. New Business

- a. [T&I Division Policy Manual Updates](#)

Highlighted portions in link above are proposed changes to the T&I Division Policy manual.

- b. Motion to accept the T&I Policy Manual updates

Katie George made the motion to accept the T&I Policy Manual as noted in the link above. Laura Smith seconded the motion. Motion was approved unanimously. The updates will be presented to the full ACTE Board of Directors at the March 2024 meeting for final approval.

12. Announcements - Exciting T&I meetings at Vision!

- a. Business Meeting - Look at making this a virtual meeting next year for more participation
- b. Opening Session
- c. Awards Session
- d. NCCER Reception
- e. Coffee with Kayleen McCabe

13. Adjournment

Laura Smith made a motion to adjourn the meeting. Katie George seconded the motion. Motion approved. Meeting adjourned at 2:35 MST.

Respectfully submitted,
Laura Smith,
T&I Division, Policy Committee, Secretary