

**VTEEA Board of Directors  
Winter Quarterly Meeting**

**January 11, 2020  
(ACTE Conference)  
Hilton Downtown  
Richmond, VA**

**Members in Attendance:**

<b>Executive Committee</b>	
<b>Position, Name</b>	<b>Attendance</b>
President, Dr. Ray Wu-Rorrer	P
Immediate Past President, Danielle Meyer	P
President-elect, Frank Guyer	Not Present
Vice President, Alisa Rushing	P
Executive Secretary/Treasurer, Kathleen Ferguson	P
Board Consultant, George Wilcox	Present 11:37AM
VDOE Specialist, Dr. Lynn Basham	Present 11:10AM
<b>Committee Chairs</b>	
Research, Barry Potter	NP
Electronic Communications, Beth Mehr	NP
Marketing Chair,	Jennifer Tolley
Elections Chair, Karen Conlin	NP
POY/TOY Chair, BJ Scott	NP
Resolutions, George Bishop	NP
Scholarships, Monica Geiger	NP
Government Relations, Dr. Jim Egenreider	P

<b>Board of Directors</b>	
<b>Position, Name</b>	<b>Attendance</b>
Secretary, Brittany Carper	Present
Virginia ACTE Representative, Dr. Jim Egenreider	P
ITEEA Representative, Debra E. Shapiro	P
VCTTE Representative, Dr. Phil Reed	NP
VCEC Representative, Katherine Magnum	NP
TEECA Representative, Leslie Soresino	P
TSA Representative, Jennifer Tolley	Present 11:00AM
VCTES Representative, Rachael Domer	NP
Northern Regional President, Robb Dudek	P
Southwestern Regional President,	
Valley Regional President, Brian Bazzle	P
Tidewater Regional President, San Antonia Crosby	NP
Blue Ridge Regional President,	
South Central Regional President, Heather Russell	NP
Publications Editor, Beth Mehr	NP
Conference Chair, Bruce Watson	Present 10:30AM

Historian, Ron Vickers	P
Awards, Danielle Meyer	P
Special Projects, George W	Arrived late
Membership, Frank Guyer	NP


**VTEEA President Ray Wu-Rorrer called the meeting to order at 9:06 AM on January 11, 2020, Hilton Downtown, Richmond, VA, ACTE Conference.**

### **Roll Call**

**Brittany Carper**

B. Carper called roll and introductions and marked the committee members who were present at the meeting. See above for committee members present.

### **Additions and/or Changes to the Agenda**

No changes were made to the agenda.

### **Agenda**

1. Call to Order
2. [Roll Call](#)
3. Adopt Meeting Agenda
  - a. **A. Rushing moves to adopt agenda, no objections, motion passes.**
4. Approve [Minutes from Previous Meeting\(s\)](#)
  - a. **K. Ferguson moves to adopt minutes from previous meeting, D. Meyer seconds the motion, motion passes.**
5. Unfinished Business
  - a. Board of Directors Manual and Committee Handbook
    - i. Board of Directors Manual ([Final](#)) - Need Adoption
    - ii. Committee Handbook ([Final](#)) - Need Adoption
    - iii. **A. Rushing moves to adopt BOD/committee handbook as written, seconds the motion, motion comes to a vote, motion passes**
  - b. [2020-2025 Strategic Plan](#) - Needs Approval
    - i. 5 groups - 5 strategic points (Limit 1 hour)
    - ii. **Plans of action(POA) and completion dates and to be set around BOD meeting schedule.**
    - iii. **How was the attainability of the previous strategic plans? (Rob Dudek) Dr. Ray Wu-Rorrer Responds:**
      1. **Points were there**
      2. **Communication through the organization was not due to various reasons**
    - iv. **Is this document set in stone? (Rob Dudek) Dr. Ray Wu-Rorrer and Debra Shapira respond:**
      1. **Working Document**
        - a. **Fluid, should continue to update as things are completed and new needs arise**
    - v. **Who has editing rights? (Rob Dudek) Dr. Ray Wu-Rorrer responds:**
      1. **EC will have editing rights, with rights to comment open.**
    - vi. **Assign out roles in the Strategic Plan to as many committees as possible to diversify contributions and better share the work.**

1. May assign primary and secondary committees.

Advocacy:

Jim and Danielle

Identity: Kathleen and Alisa

Marketing: Brittany, Leslie, Rob

Membership: Deb and Ron

5. Brian and Alisa

Finish by tomorrow evening

## 6. New Business (10:15)

- a. Officer Ballot - 2020-2021 - Update
  - i. President and Secretary nominations
- b. VCEC Conference Participation
  - i. Who will be there?
    1. Deb, Ray, Lynn, Alisa, Heather
  - ii. Table Coverage/Schedule
    1. ITEEA, VTEEA (separate table)
    2. 700 pieces for handouts
  - iii. Need dedicated VTEEA table, not shared this year
- c. ITEEA Conference Participation
  - i. Who will be there?
  - ii. Kathleen, Alisa, Jennifer, Ray, Lynn, Ron, Rob, Deb, Brittany
  - iii. Special Pricing for One Day
- d. Future Conference Locations
  - i. 2021 - Winchester - confirmed - Need to meet with MBE to go over details
  - ii. 2022 - Virginia Beach or Chesapeake - preferences?
  - iii. 2023 - Prince William - Initial discussion started. Initial interest.
  - iv. 2024 - Hotel Roanoke or Blacksburg/VT- putting together proposal
  - v. 2025 - Harrisonburg/JMU, other options?
  - vi. 2026- Central VA

ODU, VCU, Southern Virginia Higher Education Center-Danville

President to continue to seek out future conference sites
- e. Summer conference program report (10:30)
  - i. Facilities(s)
    1. Rooms for college credit sessions
  - ii. Budget
    1. Projected ~\$15,000
      - a. After considerations from Goochland County
  - iii. Schedules
    1. Sched.org
      - a. Schedule presentations, maps, etc
      - b. School system to pay for subscription
      - c. Access after paid
  - iv. Transportation - provided - paid by Goochland or VDOE
  - v. Social
    1. Tuesday -
      - a. Golf Tournament - Sycamore Creek
        - i. Registration Fee
        - ii. Fundraiser?
          1. Part of registration fee

- 2. Holes being sponsored
    - b. Registration in evening
- 2. Wednesday
  - a. Registration 8:00
  - b. Sessions Begin 9:00
  - c. 90min-3hr
  - d. Luncheon at high school
    - i. Foods and Snacks compliments Goochland Co. Public Schools
    - ii. Guest speaker still in planning
  - e. Any items from Friday Business Meeting that can be moved to Wednesday
  - f. Evening - Social Outing
    - i. Drive Shack (like Top Golf)
    - ii. Meal provided
      - 1. Beverages available
      - 2. Details to follow
  - g.
- 3. Thursday
  - a. Thursday Morning
    - i. Breakfast at Compound
    - ii. Sessions and tours
  - b. Lunch at high school
  - c. Awards Banquet
    - i. Dover Hall
    - ii. Transportation Provided
    - iii. Silent Auction
  - d. Spouses Tour
    - i. Picked up at Hotel
    - ii. Cidery & Winery
    - iii. Lunch
    - iv. Fee ~\$35.00
- 4. Friday
  - a. Breakfast
  - b. Business Meeting
- 5. Sched.org
  - a. Schedule presentations, maps, etc
  - b. School system to pay for subscription
  - c. Access after paid
- 6. Elementary Engineering
  - a. Lisa Brown
  - b. VCEC sponsored event
    - i. not charged for conference attendance
    - ii. Counts toward hotel block
    - iii. VCEC presenters not charged registration fee, if only presenting
      - 1. Presenting for VTEEA elementary audience
    - iv. 5 days for college credit
  - c.
- 7. Sessions for conference and pre-conference
  - a. **Let Bruce know who is coming in and when** and what type of space do they need?
- 8. Tours

- a. Morning and Afternoon tours
      - i. Luckstone
        - 1. Drones in the mining industry
        - 2. Data in STEM activities
      - ii. TKL - Guitar Case manufacturer
      - iii. Flexicell
        - 1. Manufacturer of robotic arms
        - 2. Program the robotics
        - 3. Amazon Distribution
    - b. Emphasize tour dress codes
  - 9. VTEEA Responsibilities?
  - 10. Board Members Responsibility
    - a. Tuesday, July 21 - Saturday, July 25
      - i. Board Meeting after lunch on Tuesday
      - ii. Training Saturday
  - 11. Conference Registration
    - a. \$275
  - 12. Video Documentation
    - a. Student Video
    - b. Marketing Tool
- f. ITEEA Membership Response
  - i. General Membership Printed Application on ITEEA's website
    - 1. Nowhere to pay State dues
    - 2. Increase in dues
    - 3. Who gets the information from the membership
  - ii. Unified Membership - only pay through ITEEA, both ITEEA and State dues paid at the same time
  - iii. Group membership - Does it count for both/all or just ITEEA?
  - iv. Joint ITEEA/VTEEA/VCEC membership
    - 1. Needs collaboration and communication between organizations to create a better system of joining and registering membership.
    - 2. Can VTEEA accept the joint membership and be responsible for disseminating monies to ITEEA and VCEC?
    - 3. D. Shapiro to forward all previously asked questions and current responses to EC and G. Willcox.
  - v. General Note About Membership Website
- g. Affiliated Organization Reports (Limit to 5 minutes)
  - i. Virginia ACTE report (program of activities, collaborations, etc.) - J. Egenreider
    - 1. Brenda Long back at work
    - 2. Laura Smith of Washington County is the new President
    - 3. Virginia ACTE
    - 4. Membership: Virginia ACTE and ACTE memberships can be combined
  - ii. VCTTE report (program of activities, collaborations, etc.) - Not Present
  - iii. VCTES report (program of activities, collaborations, etc.) - Not Present
  - iv. TEECA report (program of activities, collaborations, etc.) - L. Sorensino
    - 1. Unable to attend TEECA conference
      - a. R. Domer attended
    - 2. K. Ferguson attended
      - a. College of New Jersey

- i. Each college to host a different portion
- b. Advisers plunge
- c. Job Fair

Quarterly Reports ([Template - Time Limits Provided on Page 2](#))

7. Professional Development

a. [ITEEA's draft \*Standards for Technological and Engineering Literacy\* \(STEL\)](#)

- i. [Rationale for Revising the Standards for Technological and Engineering Literacy \(06.28.2019\)](#)
- ii. [STEL Venn Diagram](#)
- iii. [STEL Revision FAQ \(04.22.2019\)](#)

b. 30 Minute Breakout Strategy Sessions

8. Next meeting

9. Adjournment

**A. Rushing moves to adjourn the meeting. Danielle Meyer seconds the motion.**

- a. Ray Wu-Rorrer adjourned the meeting at 3:43PM.

**Announcements**

Date	Meeting	Time	Location
<b>February 19, 2020</b>	<b>VTEEA Executive Committee Meeting</b>	<b>6:00PM - 9:00PM</b>	<b>Virtual Meeting</b>
<b>March 27, 2020</b> pending confirmation	<b>Board of Directors Spring Meeting</b>	<b>9:00AM - 4:00PM</b>	<b>Goochland County, VA</b>

## Order of Reports - Link Quarterly Reports

### Board of Directors (Voting Members)

#### Elected Officers (\* Executive Committee)

- President\* (5 minutes)
  - Feedback on The Support VTEEA Packet
  - Add to New Business
    - A. Rushing moves to accept The Support VTEEA Packet for this years vendors after it is returns from the editors, D. Meyer seconds the motion
      - Discussion
        - Should it be on the conference website? No
        - Should the Silent Auction be included? No
        - L. Sorensino
        - Motion approved.
- Immediate Past President\* (5 minutes)
- President-Elect\* (5 minutes)
- Vice President\* (5 minutes)
- Secretary (5 minutes)
  - Independently order banners for faculty and programs? - J. Egenreider

#### Non-Elected Officers (\* Executive Committee)

- Executive Secretary / Treasurer\* (10 minutes)
  - Budget
    - Budget responsibilities
    - Budget adjustments (BOD mtgs food, BOD mtg travel, EST expenses)
      - Where we are?
        - Surplus of the conference ~\$18,000
        - Excel spreadsheet is secure offline
      - ACTE Richmond BOD Expenses need to be made back up in the budget, as it was not previously budgeted for
      - K. Ferguson proposes that we increase line 201 to \$250 and line 203 to \$1000.
      - K. Ferguson proposes that we increase line 303 to \$2000.
        - Software discussed at EC meeting 1/10/20
        - <https://www.wildapricot.com/multi-chapter-accounts>
      - K. Ferguson proposes that we increase line 3 to \$5000.
      - D. Shapiro moves to amend the budget to reflect the changes to lines 201, 203, 303, and 3 that were proposed as part of her quarterly report as Executive Treasurer, A. Rushing seconds the motion, Discussion: Confidence in \$5000 change to line 3, motion passes.
    - Membership
    - Data
- VDOE Specialist\* (5 minutes)
  - Adding 17th cluster - Energy
    - 8 classes, all brand new
    - Existing energy course will continue to exist and will be added to the Energy cluster
  - Served on committee reviewing Standards for Technological Literacy
  - Smaller grant packets to come out focusing on Energy
    - Equipment
    - Staff Development
- Board Consultant (5 minutes)
  - Supervisory Memo sent out for CTE Innovative Equipment Opportunity Grants \$37,500, 8 grants.

#### Representatives

- ITEEA Representative (3 minutes)
- TEECA Representative (3 minutes)

- VCEC Representative (3 minutes)
- VCTES Representative (3 minutes)
- VCTTE Representative (3 minutes)
- Virginia ACTE Representative/Government Relations Committee (3 minutes)
- [Virginia TSA Representative](#) (3 minutes) - Has county meeting, will arrive shortly after.

### **Regional Presidents (Voting Members)**

Blue Ridge Regional President (3 minutes)

[Northern Regional President](#) (3 minutes)

[South Central Regional President](#) (3 minutes) - NOT ATTENDING

Southwestern Regional President (3 minutes)

Tidewater Regional President (3 minutes)

Valley Regional President (3 minutes)

- 2 Professional Development
- 1 Social
- 2 PD in the works for Spring
- 3 Social through spring spread across the Valley
- Tiny House in the works
- Paper flier to distribute at Regional TSA to promote VTEEA conference

### **Committees (Non-Voting Members)**

Awards (2 minutes) **Update form on VCEC page**

Conference Chair (10 minutes)

Elections (2 minutes)

Electronic Communications (2 minutes)

[Governmental Relations](#) (2 minutes)

Historical (2 minutes)

- **Articles to Technosphere**
- **Updated Photo Member Directory**

[Marketing](#) (2 minutes) - Has county meeting, will arrive shortly after.

[Membership](#) (2 minutes)

Publications (2 minutes)

Resolutions (2 minutes) - NOT ATTENDING

Research (2 minutes)

Scholarships (2 minutes)

Special Projects (2 minutes)

Teacher of the Year/ Program of the Year (2 minutes)

- **Phil Read update**
- **TOY/POY - a lot of submissions this year**
  - **Some DQ for membership this year, but will be eligible next year**