VTEEA Board of Directors Winter Quarterly Meeting	January 11, 2020 (ACTE Conference) Hilton Downtown Richmond, VA

Members in Attendance:

Executive Committee	
Position, Name	**Attendance**
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
Committee Chairs	
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

Board of Directors	
Position, Name	**Attendance**
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
February 19, 2020	**VTEEA Executive Committee Meeting**	**6:00PM - 9:00PM**	**Virtual Meeting**
March 27, 2020 pending confirmation	**Board of Directors Spring Meeting**	**9:00AM - 4:00PM**	**Goochland County, VA**

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