

ACTE Administration Division Business Meeting Agenda

Wednesday, November 30, 2022, 1:45 - 2:45 PM (PST)

Face-to-Face - Westgate Resort - Ballroom F

Eric Ripley, Admin Division VP

Wendy Perry, Secretary

I. Welcome & Call to Order

Eric Ripley, Administration Division VP, called the meeting to order at 1:45 PM (PST). He introduced members of the Administration Division Policy Committee.

II. Approval of Agenda and Minutes

Martin Hanley made a motion to approve the agenda and was seconded by Julie Peck. Motion carried after a vote of the members. Dave Keaton made a motion to approve the minutes of the previous business meeting and was seconded by Starlinda Sanders. Motion carried.

III. Overview of Administration Division

A short video welcome from LeAnn Curry (Wilson), Executive Director of ACTE was played for the members. The video also provided resources and touched on the new strategic plan adopted by the ACTE board. Additionally, she thanked the numerous volunteers who make the organization successful.

1. Membership

Membership is up 1300 members since July 2021 making the administration division at 4,185 members the largest division. The division was recognized by ACTE with the largest increase of any division. Eric also shared this was the largest attendance for Vision with over 6,000 attendees and 1,867 were registered in the administration division.

1. Budget

Administration Division Budget Review

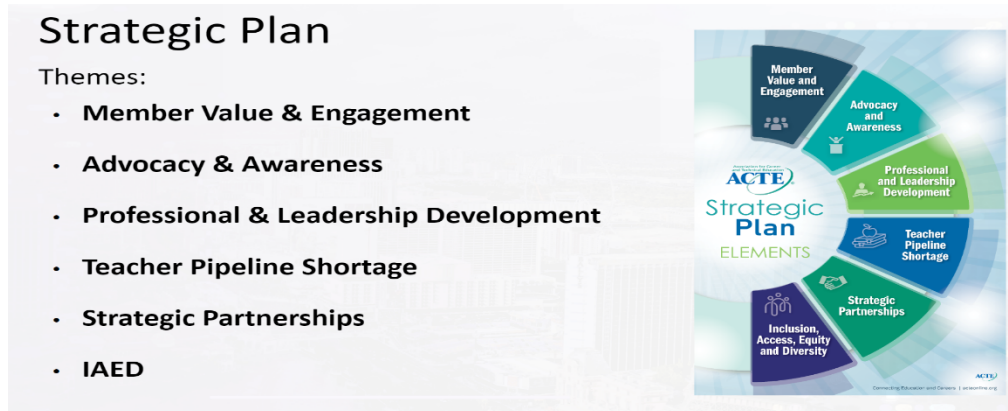
ACTE Administration Division Budget FY22-23	
	Budget Allocation
Admin Division VP to Unified Affiliate Conference	\$2,000.00
VISION Conference - A/V Services	\$535.00
VISION Hospitality Room	\$500.00
VISION Refreshments for Attendees	\$1,750.00
VISION Promotional Items/Giveaways	\$1,175.00
NPS Networking Reception (Co-Sponsor with NCLA)	\$2,000.00
Admin Division Fellows Support	\$2,500.00
Membership Recruitment Strategies	\$1,000.00
Total Administration Division Budget	\$10,960.00

Budget was previously approved and the only expense prior to Vision was related to travel to NCLA's Best Practices Conference that is done in collaboration with ACTE. There will be additional expenses related to Vision that will be reflected in the next meeting.

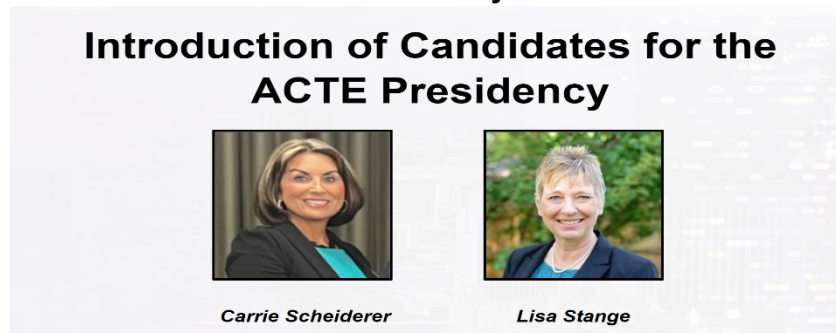
Eric explained money allocated for the administration division budget is determined by a formula set by ACTE. One of the areas used is the 3 year trend of division members attending Vision. Due to the lower numbers during 2020, the overall budget was a little less than in previous years. There should be an increase as that year falls off from the trend.

1. Initiatives

Eric shared the 5 year Strategic Plan that was adopted at the ACTE Board meeting. 6 key elements were identified for ACTE to prioritize through 2027. The administration division will focus on 2-3 of the key elements.



IV. Introduction of Candidates for ACTE Presidency:



The president-elect candidates gave remarks to the group as an introduction of their abilities and scope of expertise prior to online election polls opening December 2.

V. Introduction of Candidate for Administration Division VP-Elect

Eric introduced the candidates present and shared they would have a chance to say a few words at the Administration Division Opening Session on Thursday and voting would open on Friday, December 2nd.

**Introduction of Candidates for the
Administration Division
Vice President-Elect**



**Sandra
Adams**



**Jayme
Fitzpatrick**



**Martin
Hanley**

VI. Introduction of Division Fellows & Fellows Report

1. Wendy Perry & Suzi Raiford -
Wendy Perry and Suzi Raiford spoke on the experiences they had over the past year as an ACTE Experienced and New Fellow, respectively. They highlighted best practices, leadership development, professional growth, and personal connections.
2. 2023 Fellow Announcement-
Eric announced the 2023 Administration Division representatives for New and Experienced Fellows as Dr. Tiffany Barney, Georgia and Jaime Caldwell, Colorado.

VII. Unified Division Affiliate Updates

3. CTEEC
CTEEC representative was unavailable for this meeting and would report out at the Administration Division general opening session the following day.
4. NCLA
Dave Keaton, Maine, reported NCLA's Best Practices conference was a success with nearly 400 attendees. They normally try to keep it small but had to increase attendance due to the high demand. The 2023 Best Practices conference will be in Salt Lake City, Utah.

VIII. Legislative Update - *Zach Curtis - Government Relations Manager, ACTE*

Zach Curtis spoke on important issues happening at the US Capitol. He shared the outcomes of the recent elections and it's impact on the house and senate. He mentioned they are advocating for increase in funding, asking to have the Workforce Innovation and Opportunity Act addressed, the Higher Education Act, along with other important topics that affect CTE. He also discussed some initiatives that could assist with the teacher shortages through tax breaks and student loan forgiveness. He concluded with inviting members to National Policy Seminar in March 2023.

IX. VISION Conference Reminders

Reminders were made about the First Timers orientation and breakfast the following morning and the hospitality room was available with free professional headshots. All expenses had been covered by Major Clarity who sponsored the room. The hospitality room was done in partnership with NRS, CCD, and WBL divisions. Also, the opening session for admin would be at 11:30 the next day.

X. ACTE Conference Reminders

Reminder that Vision 2023 would be in Phoenix, Arizona.

XI. Adjournment

Martin Hanley made a motion to adjourn the meeting and was seconded by Starlinda Sanders. Meeting was adjourned at 2:35 PM. (PST)