

Executive Board Meeting

Wednesday, November 1, 2017

- I. Call to Order-5:09 **Clay Long, Chair**
- II. Roll Call / Introductions **Shanon Holt, Secretary**
- Bolded names indicate present

Alex Beal	Irene Westrick	shanon.holt
Andy Smith	Ivak Cooper	Spencer Christensen
Brenda Jacobsen	Lex Godfrey	Sue Poland
Brenda Williams	Marshall Bautista	Tom Bandolin
Cheryl Deitchler	Melinda Pals	Tonja Bowcut
Dona Orr	Merry Olson	Travis Edwards
Heath, Dave	Robert Hale	

- III. Approval of Minutes (<https://goo.gl/mZjxAe>) **Shanon Holt**

motion to approve- Lex Godfrey moved to approved-Mindy Pals 2nd All in favor

- IV. Treasurer's Report **Robert Hale, Treasurer**

- no updates

- V. Unfinished Business

Clay shared that next year's REACH conference registration will include CTEI membership

a. Strategic and Long-Range Rankings

- Clay has updated
- there has been a lot of 1's and 2's on the strategic rankings
- the focus is charging individuals to get involved/feedback or directions
- we have accomplished-or have started the process-we need to find a balance-Merry Olson agreed that we don't want to try to do too much
- Top 8 would be this year's focus-

Here are the top 8 strategies, which ranked above a 1.5:

I.A.1 : Gather/Review/Respond to information provided by all stakeholders

I.A.3: Establish and facilitate roundtable discussion with Idaho CTE Administrator, CTEI Executive Board, and other stakeholders

I.C.1: Produce timely communication focused on professional development opportunities, member profiles/spotlights, legislative updates, and roundtable briefs. Ensure communication of high level and not program area specific

II.A.1: Collaborate and assist Idaho CTE to ensure opportunities foster professional and personal growth

II.A.5: Recognize member success and achievement

III.A.3: Create an environment of mutual respect between all stakeholders

III.C.1: Ensure adequate funding to sustain operations

III.C.3: Oversee fiscal integrity of organization's use of funds

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- Schedule a meeting with the executive meeting to charge and organize the top 8 strategies and what each committee would identify to this first year.
- Look at the next 2 weeks to charge
- By Nov 10 the executive committee of the officers will meet and assign the committee chair and action items . By Nov 13 release survey committee charges/descriptions close by 30 of November ...rolled out by Dec meeting by December
- Motion to approve the process timeline Lex Godfrey 2nd by Travis Edwards All in favor.

a. Update on REACH planning's

- good feedback on how the 2 days of planning went. The question is how do we want to monitor the progress the work-we need a reporting document. Clay has provided a resource to use that may be helpful

b. January/February Meeting (Boise)

- Lex Godfrey, Mindy Pals, & Clay Long will attend as the reps for the CTEI table.
- January 31st the afternoon round table meeting with Dwight in the afternoon-reimburse mileage for those driving Lex Godfrey made the motion a motion for a CTEI board meeting and CTEI will reimburse mileage/travel expense to attend. Robert Hale 2nd. All in favor

VI. New Business

a. Committees

1. Awards Committee Chair -Deb Guinn-Tonya Bowcut Made the motion-Mary Olson 2nd. All in favor
2. Charges will follow up from Nov-Dec

b. Next Steps

1. plan will be develop in the next 2 months- with timeline

c. Leadership Breakfast at ACTE Vision

1. confirm Mindy Pals, Brenda Williams, Clay Long, Brenda Williams will invite Leadership Institute members to be a part of this
2. Next meeting 12/13-4 pm mountain

VII. Adjourn -motion to Robert Hale -5 2nd 6:17

Additional information

Committee Chairs:

As we work to formulate the charges for each committee for the coming year, I was hoping you could provide some context to your committee. As decided during our meeting, the Executive Committee will work to take our top 8 strategies from the Strategic and Long-Range plan and formulate the charges for the coming year. Once completed, we will share-out to our membership soliciting members to engage in the work for the coming year.

In preparation for the survey that will go out, I was hoping you could provide a quick description of your committee. If you wouldn't mind sending me a one or two sentence to describe your committee, it will help formulate the information to be shared with our membership.

Thank you!

- Nominating Committee (Ivak Cooper)
- Public Relations Committee (Brenda Jacobsen)
- By-Laws Committee (Ivak Cooper)
- Membership Committee (Robert Hale/Shannon Holt)
- Awards/Recognition Committee (Debra Guinn)
- Conference Committee (Tom Bandolin)
- Legislative Committee (Lex Godfrey)
- Professional Development (Robert Hale)

Follow Up

Strategic and Long-Range Planning (2022):

We finalized and adopted our SLR Plan during the Summit in Boise and during our last board meeting, identified our top priorities for the coming year. These 8 strategies will be charged to committees to focus for the coming year and once those charges are finalized we will provide to our members the committee descriptions and charges encouraging our membership to engage in the work and join a committee. We hope to have this work completed by the 4th of December, at which point Committee Chairs will contact their members.

January Roundtable:

The Board also approved to cover travel expenses incurred to allow the CTEI Executive Board to meet in Boise January 31st for a board meeting and our next Roundtable with you in the afternoon. We felt the face-to-face time was important and worth the investment on CTEI's part. (I'd like to get with you prior to discuss the format, review the feedback we received, and develop an agenda).

REACH Planning/Follow-Through:

Association Presidents/Representatives will be provided with a template for them to document the progress on the work between their associations and Program Quality Managers . While CTEI will not "oversee" these documents, we do want to provide proactive support and resources to the Associations and assist where needed. I will continue to monitor this progress from the association side and I know Dona plans to do the same on the ICTE side.

Newsletter/Update:

We will be sending out a Newsletter (hopefully tomorrow) to being the work of meeting Strategy I.C.1 (*Produce timely communications focused on professional development opportunities, member profiles/spotlights, legislative updates, and roundtable briefs. Ensure communication is high level and not program area specific*). This communication will share the work that has been done so far this year and the launch the frequent communication to our membership.

Overall, CTEI is extremely excited and thankful for the strong relationship that has quickly evolved within the past several months. I will do my part to ensure we follow-through on our commitments to this relationship and look forward to sustaining these efforts.

I'm confident with the direction we are headed and the level of commitment from our Executive Board, CTEI will be productive this year. My hope is by the time we get to Summer Conference 2018, attendees clearly see the value CTEI provides and the work we have accomplished during the year on their behalf. We continue to have increased consistent attendance to our Board Meetings, which, in my opinion, is the best start!

I appreciate your efforts and leadership and look forward to visiting soon!

