

**CTEI Fall Meeting  
October 9, 2009  
Minutes**

**Introductions -- Attendance**

- Ernie Biller – President [ernieb@uidaho.edu](mailto:ernieb@uidaho.edu)
- Don Black – Data Manager [dblack@buhlschools.org](mailto:dblack@buhlschools.org)
- Carrie Ploss – IMEA Rep [plosscar@tfsd.k12.id.us](mailto:plosscar@tfsd.k12.id.us)
- Cleon Chapman [chapc@d55.k12.id.us](mailto:chapc@d55.k12.id.us)
- Nancy Uptmor – ICGA President [uptmor@sd242.k12.id.us](mailto:uptmor@sd242.k12.id.us)
- Celia Tindall – IATFACS Rep [ctindall@sd365.us](mailto:ctindall@sd365.us)
- Debra Ellis – IATFACS President [ellisde@d25.k12.id.us](mailto:ellisde@d25.k12.id.us)
- Cheryl Deitchler – President Elect [cheryl.deitchler@mtchs.org](mailto:cheryl.deitchler@mtchs.org)
- Beth Richtsmeier – ITTA President [beth.richtsmeier@mtchs.org](mailto:beth.richtsmeier@mtchs.org)
- Susie Bunt – IHPEA President [susie@reg2academy.org](mailto:susie@reg2academy.org)
- Darrell Muck [muckd@nvapatriots.us](mailto:muckd@nvapatriots.us)
- Cerra Tesch -- Webmaster [cerra@cableone.net](mailto:cerra@cableone.net)

- Updated information contact sheet

**Standing Committee Meetings /Reports**

- Nomination: Nancy, Debra, Cleon
  - All divisions except ICGA and ITTA eligible for board nomination by March 1.
    - Need to complete nomination application
  - ACTE has board positions open
    - Positions and application available on ACTE website
    - Applications due October 16
  - Moved/seconded/Passed to accept report

**-Public Relations Committee & Membership**

- How do we generate membership, increase numbers, and promote membership in various divisions?
- We recommend that we need to work with Sally @ SDPTE to coordinate with the program managers: who are the teachers in each area, and then compare to our current membership list from Don Black.
- Is there a link on the SDPTE webpage for each program with a list of each teacher?
- This would help members network with new teachers in specific areas, potentially increasing membership by acting members being a resource.
- Be sure to maintain the current banners to be used at the summer conference.
- Carra Tesch is the website manager.
  - Presented newly developed website
  - Recommendations
    - Divisions presidents/ reps need to provide updated contact information and new content
    - Add photos of Idaho teachers and students
      - Divisions need to submit photos in a timely manner
    - Add news by division
    - Change Tech Expo to Summer Conference-Tech Expo on all pages
      - Vendor advertising/Contact info
    - Best Practices listed by division
    - Need policy for process to forward information by division to webmaster

- Add Idaho PTE link on home page
- Add pdf link to print by-laws and policies
- Add NEW MEMBER
- No duplication
- General font family: san serif
- Add Region V Link
- Website need to meet ADA Compliant
- Add rotating slideshow on home page
- We need a chair for the Public Relations committee and to increase interprogram communication.
- We need to encourage participation by all divisions in the CTEI newsletter.
- Recommendations: We need to reorder membership pins for CTEI
  - We need to reauthorize Don to update and reprint membership brochures.
- Moved/Seconded/Passed to accept the report with recommendations.

#### - Awards/Recognition

- Keep the same budgeted amount for awards
- Awards need to be aligned with ACTE
- Division leaders will encourage those awarded at summer conference to apply and meet deadlines for region awards.
- Moved/seconded/passed to accept report
  - Discussion: those applying at the region level will need to find funding to attend Region V Conference.

#### - Tech Expo & Conference– Cleon Chapman

- Main source of income for CTEI
- \$6,000 average net profit
- Objective: Tech Expo is a valuable resource for all division teachers
- Need new chair to train with Cleon for Summer 2010
- Cleon Chapman has been the chair for several years and willing to chair for one more year to train a new chair
- Ideally, the new trainee would chair the following year with a newly appointed trainee
- Division presidents need to provide vendor names for a well rounded expo
- Wellness & fitness: good addition to last expo
- Time commitment: 80 hours for contacts and conference setup
  - Event setup for tables, drapes, etc.
- Does there need to be a stipend for this appointment for recruitment?
  - Possibly pay Summer Conference registration fee
  - Need to have finance committee pursue some incentive package
  - Consider an assistant living in area hosting conference
- Feedback from Vendors: would like to have time to present or train teachers
- Tech Expo may be on the second day of summer conference
- Need a monthly checklist for position description

#### - Legislative Committee: Celia, Susie, Carrie

- Legislative luncheon – CTEI sponsors a table.
- Division presidents and legislative representatives from CTEI and students talk to people who are directly connected to funding our programs.
- Occurs the second week of Feb. during PTE Week.
- Amy Nichols is the PTE foundation representative.

- We cannot afford a lobbyist so that luncheon is important.
- We recommend continuing this.
- Allocate \$500 to purchase half a table.
- CTEI President or designee and the legislative chair for a total of 2 will attend.
- Student day at the legislature is January 19.
- Moved/seconded/passed to accept report.

**- Finance**

- **CTEI BUDGET 2009-2010**

<b>INCOME</b>	<b>AMOUNT</b>
○ CTEI Breakfast	200
○ Exhibit Income	5600
○ Membership Dues	2500
○ CD Transfer	2500

- **Total Income**  
**\$12,300**

<b>Expenses</b>	<b>AMOUNT</b>
○ Merchant Account	300
○ Membership Committee	100
○ Fall CTEI Meeting Travel	1500
○ Travel Out of State	4000
○ Awards	500
○ Breakfast	1000
○ Public Relations	100
○ Professional Tech Found(Legislative)	500
○ Stipend, Data Manager	1200
○ Stipend, Web Manager/Web Site	2900
○ Professional Dev. Grants	1000

- Total Expenses \$13,100

- **Paid so far this year:**

○ Web Site	1000
○ Travel OOS	1095
• CD Savings	\$17,500

- Discussion:

- Increase amounts for Travel OOS to \$5,000 cover ACTE & Region V Conference Costs
- Breakfast probably will increase to \$1,200
- Possible movement of money from CD Savings to balance budget
- Membership decreased from last year for a decrease in \$1,500
- Add Tech Expo Chair stipend and/or some compensation
- Moved/Seconded/Passed to accept the budget report.

**Division Reports**

IVATA – No representative/No Report

IATFACS – Debra Ellis & Celia Tindall

- Celebrated 100 year anniversary
- Changed bylaws that president will serve two years
- Used the professional development grant money to purchased student leadership challenge booklet for all FCCLA Advisors.

IBEA – Darrell Muck

- IBEA Fall Conference – 20 teachers attended
- Planning to submit a professional development grant to help teachers to promote the teaching professional to students to enter the teaching field

IMEA – Carrie Ploss

- No report

IHPEA – Susie Bunt

- Working on helping to plan summer conference

ITTA – Beth Richtsmeier

- Working on financials and membership updated
- Working on helping to plan summer conference

TEAI – No representative/No report

ICGA – Nancy Uptmor

- IOTA has only about 10 members
- Considering to merge ICGA & IOTA
- Concerned that school counselors do not receive the \$300 for classroom supplies
- Planning for one day spring conference -- April 16 at Basque Center in Boise, ID
- Submitted professional development grant for supplies for spring conference

IOTA – No representative/No report

Division of PTE Report – Handout Attachment

### **Professional Development Grant Proposals**

- Two grants submitted
  - ICGA – Supplies (40 books) for ICDA/ICGA Spring Conference
    - Need to submit on correct form
  - IHPEA – CPR Instructor Training at Summer Conference as a post conference option and would be open to all summer conference attendees at an additional registration fee
    - Need max number and clarification of fee amount by spring board meeting

### **Old Business**

- Moved/seconded/passed: newly developed website to go live by October 25, 2009 with new division contact information.

### **New Business**

- Moved/seconded/passed: Pay mileage at \$.46/mile
- Moved/Seconded/Passed with one abstention: Tech Expo chair will develop job description/monthly checklist to be presented at spring board meeting.
- Moved/Seconded/Passed: Tech Expo Chair will earn a stipend of 20% of expo receipts each year.
- Moved/Seconded/Passed: PR Standing Committee will develop and present a website submission policy at the spring board meeting. Committee: Debra Ellis – chair, Celia Tindall, Susie Bunt

- Moved/seconded/passed: Authorize Don Black to cash money out of CD to rollover into checking account to balance budget for out of state travel, breakfast, grants and tech expo chair stipend.
- Moved/seconded/passed: Recognize Pam Lambert at 2010 summer conference for years of service with a plaque and \$500.
- Moved/Seconded/Passed to approve the two Professional Development Grant Proposals contingent on recommendations in report (see above).
- Division chairs will provide names to CTEI President to be considered for Secretary and Finance Chair.

**Next Meeting:**

- Moved/seconded/passed for spring meeting be face-to-face meeting at ISDB with a possible teleconference option
  - Bring a proposal of virtual future meetings: Beth Richtsmeier
- March 5-6, 2010 at ISDB in Gooding, ID

**Adjournment**