

**National Association of Industrial Technical Teacher Education
Second Executive Committee Meeting
Las Vegas Convention Center – Room N222
Saturday, December 11, 2004**

Presiding: Charles Gagel, President

Present: Paul Brauchle, Dan Brown, Janet Burns, Garner Dewey, Charles Gagel, Roger Hill, Karen Juneau, Ed Mann, Xavier McClung, George Rogers and Richard Zinser

1. Meeting called to order at 6:50 AM

2. Review Agenda

President Gagel indicated that several items were rolled over from the 1st Executive Meeting including the directory and handbook.

3. Critique of 2004 Convention Program

- a. Paul Brauchle reported that there were 42 attendees to the breakfast. A total of \$680.00 was collected and the cost for the activity was \$750.00.
- b. Ed Mann recommended that once program is out to send a copy to contributors such as ATP and FTE.
- c. President Gagel indicated that there were approximately 150 participants to the opening session. It was stated that this was a good participation.

4. Old Business

- a. Consideration of AVERA/OTT Higher Education Division Discussion meeting – Paul Brauchle indicated that AVERA was changing its name and this was an indication of change in focus in ACTE. Several committee members expressed positive feelings about changes taking place.
- b. Trustees report – Ed Mann provided a word of gratitude to Roger Hill for all the assistance with the elections.
- c. Other –

- i. Handbook – Paul Brauchle distributed a summary of the handbook report and a copy of the handbook. President Gagel charged to continue communication via email on modifications of the handbook. Ed Mann recommended making the constitution as attachment of the handbook and Janet Burns requested to make changes to the Leaders of Tomorrow to be reflected on the handbook.
- ii. Directory – Dan Brown raised a question regarding who should remain in the directory and the distribution to departments. He raised the concern that several organizations no longer had education programs. A discussion ensued about possible answers to this question.
- iii. Membership – Rick reported that membership is up to 141 members. Ten of these are new members to the association and six were life members. He also stated that eight are institutional, seven international and five students. Scholarship donations are down. Rick mentioned that membership is held for a few months after expiration and that follow up correspondence are sent as reminders.
- iv. NSF Grant – Roger reported that it is near completion and that the videos have been finished.
- v. There was mention of the importance to send hard copy of minutes and other documents to Scott Johnson at the University of Illinois.

5. New Business

a. ACTE Convention Planning

Karen will coordinate next year's breakfast.

b. Budget for 2005

- i. Proposed Budget – A proposed budget and fiscal report were distributed. A motion was passed to table the acceptance of the

budget proposal until an agreeable operating budget is worked between the past treasurer and the incoming treasurer. This document will be sent via email for approval. George Rogers volunteered to be the liaison between the outgoing and incoming treasurers.

- ii. Financial Report – A copy of the report was distributed to committee members and Phillip Cardon led a discussion regarding the report. President Gagel requested an audit committee to look at financial report. Paul distributed a copy of the Directory Budget Report. Roger Hill noted that Goodheart-Willcox contributions had dropped from \$3,500 to \$1,500. He also recommended for ATP's contributions to be reflected on the financial report. A motion was made and seconded to approve the financial report pending the audit report.

6. New Initiatives

Recommendation to create online-published proceedings of the papers presented during the conference. Dan Brown volunteered to setup and organize this initiative. A motion was seconded and passed on this recommendation

7. Meeting adjourned at 8:20

Minutes submitted by: Garner G. Dewey, Secretary
