

**National Association of Industrial Technical Teacher Educators
Executive Committee Meeting
Las Vegas Hilton – Room 1 – 11:15 AM to 1:15 PM.
Las Vegas, NV
December 14, 2002**

Presiding: Roger Hill, President

Present: Thomas Bell, Paul Brauchle, Phillip Cardon, Charles Gagel, Roger Hill, Xavier McClung, George Rogers, Andrew Shultz.
Guests: Garner Dewey.

1.0 Welcome Roger Hill

- 1.1 Meeting called to order at 11:18 AM.
- 1.2 Roger Hill welcomed all present and called attention to the agenda, which he had provided on the reverse side of the earlier agenda (see attached **Article 1**).

2.0 Old Business

- 2.1 Critique Convention Program – Roger Hill asked for advise on the continuation of split sessions. The group felt that two presenters per one 45 minute session had been successful. In cases where more than two presenters were placed in a single 45 minute session it was not felt that they were successful. It was agreed that NAITTE would continue with the 2/45 format for its sessions.
- 2.2 Papers on the NAITTE Web site -- Roger announced that anyone wanting to place their convention presentation on the NAITTE website that they should send him the presentation and he would post it.
- 2.3 Other – Not other old business topics were discussed.

3.0 New Business

3.1 ACTE 2003 Convention Planning

- 3.1.1 NAITTE Program of work – The Executive Board was reminded that the due date for ACTE Presentation Proposals for the 2003 Convention was February 7, 2003. It was reiterated that all proposals for NAITTE sessions must be submitted to the TED Division through the ACTE web site. It was further emphasized that the proposal needs to be clearly marked as a NAITTE session and that copies of the proposal should be sent to the President-Elect, Charles Gagel.
- 3.1.2 Breakfast & Business Meeting planning – Tom Bell reported that we had achieved “a first”; we did not go in the red with the costs of the breakfast . We actually ended with a \$4.00 surplus. Discussion followed regarding the 2003 breakfast. Tom Bell’s responsibility for planning the breakfast function was to pass to Arnold Murdock; however, it was decided to assign the 2003 breakfast to Xavier McClung, given Arnie’s other NAITTE duties. Andrew Schultz will assume the breakfast planning responsibilities for 2004.
- 3.1.3 Research Committee & TED/NAITTE Research Symposium – Given that the Research Committee was assigned responsibility for the Leaders for Tomorrow Scholarship through a sub-committee led by Paul Brauchle and Janet Burns, Paul facilitated a discussion of possible scenarios for the scholarship. The discussion began with a request for four \$1,000 scholarships to be distributed between Master’s and Doctoral students at the discretion of the Research Committee. Cash awards that included Convention travel expenses were also discussed. The Executive Committee agreed to fund \$1,000 for the Symposium (as listed in budget), \$2,000 from the scholarship fund and an additional \$1,000 within the NAITTE budget for the Leaders for Tomorrow scholarship. If the Research Committee decides to request use of the entire \$4,000 for funding the scholarship and continue not funding the Symposium award, that will be considered and voted on by the committee at a later time.

3.2 Budget for 2003

- 3.2.1 NAITTE Financial Report (see attached **Article 2**) – Phillip Cardon, the new NAITTE Treasurer, presented the 2002 Financial Report. Discussion followed, at Phillip’s request, regarding how to manage the Nevin Frantz Challenge Grant funds once the

CDs mature in March, 2003. It was decided to hold the funds in a short-term instrument once the CDs mature. Phillip also raised a question about our auditing practices. He suggested that an outside auditor be considered because of possible IRS concerns. It was decided to assign an additional \$600 to the 2003 Treasurer's budget to cover an outside audit should the need arise. George Rogers moved to accept the financial report with the above recommendations; Andrew Schultz seconded. The 2002 Financial Report was accepted.

3.2.2 Review and adopt budget – The 2003 budget was reviewed and revised. George Rogers made a motion to accept the new 2003 budget as revised; Xavier McClung seconded. The 2003 budget was approved as given in attached **Article 3**.

3.3 Discuss Membership Chair position

3.3.1 Roger Hill reminded the Executive Board of the need to find a replacement for Doug Wagner as the Membership Chair. Recommendations should be sent to Roger.

3.4 New Initiatives

3.4.1 Revise bylaws and handbook – Roger Hill raised a question about the current bylaws and handbook. He cited problems with its present structure and titles and how they no longer align with ACTE Divisions and so forth. He plans to make revising the bylaws and handbook a priority for the upcoming year. Some discussion developed and Roger requested that the NAITTE leadership review their respective areas and offer suggestions for revision.

3.4.2 Respond to transformation report – The transformation report (a.k.a., The Petrina Report) was briefly discussed. No course of action was taken on the report but Roger emphasized its importance and how it could provide insight for the handbook revisions described above.

4.0 Other items of business

4.1 Industrial Teacher Education Directory – Tom Bell, the current Editor for the Directory, provided an annual report (see attached **Article 4**). Tom will be leaving the position once a replacement is appointed.

4.2 Membership Status for the Retired – Charles Gagel presented the idea of a Retired Membership status for retirees holding a membership in NAITTE. He pointed out that other professional organizations (e.g., CTTE) had such membership options. It was agreed that the idea would receive further discussion and consideration at a later date.

5.0 Adjournment

5.1 Meeting adjourned at 1:30 PM. Roger Hill

Minutes recorded and reported by:

Charles Gagel, President-Elect
For
Michael DeMiranda, Secretary

Attachments:

-----Article 1-----

Agenda

**NAITTE Executive Committee & Leadership Meeting
ACTE Annual Conventino – Las Vegas, Nevada
Saturday, December 14, 2002**

1. Welcome and call to order
2. Old Business
 - 2.1. Critique Convention Program
 - 2.2. Papers on NAITTE Web site
 - 2.3. Other
3. New Business
 - 3.1. ACTE 2003 Convention Planning
 - 3.1.1. NAITTE program of work – due date to ACTE February 7, 2003
 - 3.1.2. Breakfast & Business Meeting Planning
 - 3.1.3. Research Committee – TED/NAITTE Research Symposium
 - 3.2. Budget for 2003
 - 3.2.1. Review and adopt budget
 - 3.3. Discuss Membership Chair Position
 - 3.4. New Initiatives
 - 3.4.1. Revise bylaws and handbook
 - 3.4.2. Respond to transformation report
4. Other items of business
5. Adjourn

NAITTE FY 2002 Financial Report

Submitted by Jeff Flesher, Treasurer

The budget for FY 2002 was closed with a surplus of \$ 8,502.59 and a checking account balance forward for FY 2003 of \$ 23,121.46. The main reason for the high balance forward was that only three issues of JITE were billed in a budget with provision for six issues.

The Frantz Fund reached the challenge goal of \$ 5,000.00 with a final year-end balance in the savings account of \$ 5,228.26. The bequest Certificate of Deposit had a year-end balance of \$ 6,131.69 and is due to mature in March of 2003. Executive Board action will be required to determine allocation/use of the funds.

The Doctoral Scholarship Fund had a year-end balance of \$ 8,121.27

The following describes operating funds activity for FY 2002:

Balance forward at the end of FY 2001	\$ 14,618.87
Income FY 2002	\$ 26, 684.42
TOTAL AVAILABLE for FY 2002	\$ 41,303.29
Less Expenses for FY 2002	\$ 18,181.83
BALANCE FORWARD FOR FY 2003	\$ 23,121.46

Other account activity, year-end FY 2002

- **Frantz Fund contribution total - \$ 1,232.27**
- **Frantz Fund Certificate of deposit - \$ 6,131.69**
- **Doctoral Scholarship Fund - \$ 8,130.75**

PROPOSED FY 2003 Budget Summary:

Attached to this report is the proposed FY 2003 budget that includes income based on FY 2002 run rates. The budget includes the use of \$ 14,300.00 from the balance forward in the checking account at end of FY 2002, and \$ 700.00 projected proceeds from the 2002 NAITTE Breakfast. Publication expenses are projected based on seven issues of JITE to bring the publication schedule current. This includes \$ 1,500.00 per issue in editorial support. The projected balance forward for FY 2004 = \$ 8,821.46 The proposed budget is a draft pending revision and approval by the Executive Board.

NAITTE, FY 2002 Fiscal Report, Prepared by: Jeff Flesher, Treasurer, December 2, 2002

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PERCENT</u>
1.0 Membership	9,000.00	8,150.00	90.6%
2.0 Contributions	1,000.00	1,232.27	123.2%
3.0 JITE (Subscriptions & Royalties)	11,500.00	12,251.76	106.5%
4.0 Other	<u>4,800.00</u>	<u>695.00</u>	<u>14.5%</u>
TOTAL INCOME	33,000.00	26,684.42	80.9%
5.0 Officers			
5.1 President	50.00	0.00	0.0%
5.2 Past President	0.00	0.00	0.0%
5.3 President-Elect	0.00	0.00	0.0%
5.4 Vice President	0.00	0.00	0.0%
5.5 Secretary	50.00	0.00	0.0%
5.6 Treasurer	500.00	406.10	81.2%
5.7 Trustees	0.00	0.00	0.0%
5.8 Teleconferences	<u>800.00</u>	<u>446.80</u>	<u>55.9%</u>
TOTAL OFFICERS	1,400.00	852.90	60.9%
6.0 AVA Convention	1,200.00	1,236.17	103.0%
6.1 Graduate Symposium Support	<u>1,000.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL CONVENTION	2,200.00	1,236.17	56.2%
7.0 Committees			
7.1 Membership	400.00	982.26	245.6%
7.2 Historian	0.00	0.00	0.0%
7.3 Awards	300.00	99.90	33.3%
7.4 Research	100.00	0.00	0.0%
7.5 Policy/Legislative Affairs	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL COMMITTEES	800.00	1,082.16	135.3%
8.0 Publications			
8.1 JITE Printing & Distribution	14,000.00	6,914.35	49.4%
8.2 JITE Editor	200.00	267.26	133.6%
8.2.1 Honorarium	100.00	0.00	0.0%
8.2.2 Editing & Copy Preparation	9,000.00	0.00	0.0%
8.3 JITE Circulation	3,000.00	1,757.17	58.6%
8.4 ITE Directory	250.00	250.00	100.0%
8.4.1 Publication	500.00	500.00	100.0%
8.5 Newsletter	250.00	0.00	0.0%
8.6 JITE Awards	<u>300.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL PUBLICATIONS	27,600.00	9,688.78	35.1%
9.0 Miscellaneous			
9.1 Affiliations	0.00	0.00	0.0%
9.2 Brochure	0.00	0.00	0.0%
9.3 Foundation Contributions	<u>1,000.00</u>	<u>5,321.82</u>	<u>532.2%</u>
TOTAL MISCELLANEOUS	<u>1,000.00</u>	<u>5,321.82</u>	<u>532.2%</u>
TOTAL EXPENDITURES	33,000.00	18,181.83	55.1%
INCOME/EXPENSE BALANCE		8,502.59	

CHECKING ACCOUNT: \$ 23,121.46
FRANTZ FUND CD: \$ 6,131.69

FRANTZ FUND SAVINGS ACCOUNT: \$ 5,228.26
DOCTORAL SCHOLARSHIP FUND: \$ 8,130.75

OFFICERS

Budget \$ 1,400.00, Total Expenses: \$ 852.90

5.0 Officers	5.1 President	5.2 Past President	5.3 President-Elect
5.4 Vice President	5.5 Secretary	5.6 Treasurer	5.7 Trustees
5.8 Executive Board Teleconferences			

Trans #	Check #	Entry #	Date	Name	Description	5.1	5.2	5.3	5.4	5.5	5.6	5.7	5.8	TOTAL
1	381	6	1/30	Univ of Minn.	Teleconference								446.80	446.80
2	390	17	4/27	D. Robertson	Tax Preparation						365.00			365.00
3	392	20	6/15	J. Flesher	Postage						8.39			8.39
4	Bank Fee	28	8/1	Bank of America	Returned check fee						5.00			5.00
5	401	36	10/7	J. Flesher	Postage						17.71			17.71
6	Bank Fee	38	11/10	Bank of America	Returned Check fee						10.00			10.00
					TOTALS						406.10		446.80	852.90

Budget \$ 2,200.00, Total expenses: \$ 1,236.17

6.0 AVA Convention	6.1 Graduate Student Support
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Trans #	Check #	Entry #	Date	Name	Description	6.0	6.1	TOTAL
1	377	1	12/7	J Flesher	NAITTE Breakfast	1113.62		1113.62
2	382	8	2/25	New Orleans Marriott	NAITTE Breakfast AV Charges	122.55		122.55
					TOTALS	1236.17		1236.17

Budget \$ 800.00, total expenses: \$1,082.16

7.0 Committees	7.1 Membership	7.2 Historian
7.3 Awards	7.4 Research	7.5 Policy/Legislative Affairs

Trans #	Check #	Entry #	Date	Name	Description	7.1	7.2	7.3	7.4	7.5	TOTAL
1	380	5	1/30	Univ of S. Mississippi	Awards			99.90			99.90
2	395	26	7/15	D. Wagner	Membership expenses	300.17					300.17
3	397	29	9/15	D. Wagner	Membership Expenses	682.09					682.09
					TOTAL	982.26		99.90			1082.16

Budget \$ 27,600.00, total expense: \$ 9,688.78

Trans #	Check #	Entry #	Date	Name	Description	Publications											TOTAL	
						8.0 Publications		8.1 JITE Printing		8.2 JITE Editor		8.2.1 Honorarium		8.4 ITE Directory		8.6 JITE Awards		
						8.2.2 Editing and Copy Preparation		8.2.1		8.3		8.4.1		8.4		8.5		
						8.0	8.1	8.2	8.2.2	8.3	8.4	8.4.1	8.5	8.6				
1	383	9	2/25	D. Domermuth	Honorarium and expenses					161.60							161.60	
2	384	10	2/25	D. Domermuth	Circulation expenses					10.06							10.06	
3	385	11	2/25	McNaughton & Gunn	JITE Printing	2423.61											2423.61	
4	386	12	3/6	D. Domermuth	Circulation expenses					70.16							70.16	
5	387	14	4/27	McNaughton & Gunn	JITE Postage					507.28							507.28	
6	388	15	4/27	D. Domermuth	Circulation expenses					85.00							85.00	
7	391	19	4/27	Brenda Wey	JITE Expenses			99.40									99.40	
8	393	21	6/15	D. Domermuth	Circulation Expenses					49.58							49.58	
9	394	22	6/15	McNaughton & Gunn	Fee		7.50										7.50	
10	396	27	7/15	M. Hoepfl	JITE Expenses			90.59									90.59	
11	398	30	9/30	McNaughton & Gunn	JITE Printing		2193.75										2193.75	
12	400	32	10/6	McNaughton & Gunn	JITE Shipping and Postage					416.83							416.83	
13	N/A	37	10/31	M. Hoepfl	JITE Expenses (Donated to Frantz Fund)			77.27									77.27	
14	N/A	37	10/31	T. Bell	ITE Honorarium (Donated to Frantz fund)						250.00						250.00	
15	402	39	11/18	McNaughton & Gunn	JITE Printing		2289.49										2289.49	
16	403	41	11/18	Millersville Univ	ITE Directory							500.00					500.00	
17	404	44	11/30	McNaughton & Gunn	JITE Printing					456.66							456.66	
					TOTALS		6914.35	267.26		1757.17	250.00	500.00					9688.78	

Miscellaneous

Budget ed \$ 1,000.00, Expense Total: \$ 5,321.82

- 9.0 Miscellaneous
- 9.1 Affiliations
- 9.2 Brochure
- 9.3 Foundation Contributions

Trans #	Check #	Entry #	Date	Name	Description	9.0	9.1	9.2	9.3	TOTAL
1	379	4	1/30	NAITTE	Frantz Fund Deposit				10.00	10.00
2	389	16	4/27	NAITTE	Frantz Fund Deposit				85.00	85.00
3	ETF	23	6/18	NAITTE	Frantz Fund Deposit				4089.55	4089.55
4	ETF	35	10/7	NAITTE	Frantz Fund Deposit				220.00	220.00
5	ETF	37	10/31	NAITTE	Frantz Fund Deposit				697.27	697.27
6	ETF	45	11/30	NAITTE	Frantz Fund deposit				220.00	220.00
					TOTALS				5321.82	5321.82

-----Article 3-----

NAITTE, FY 2003 Proposed Budget, Prepared by: Phil Cardon, Treasurer, Dec 21, 2002

	<u>BUDGET</u>	<u>APPROVED</u>
1.0 Regular	8,500.00	8,500.00
2.0 Contributions	200.00	200.00
3.0 JITE (Subscriptions & Royalties)	12,500.00	12,500.00
4.0 Other	<u>15,000.00</u>	<u>14,200.00</u>
TOTAL INCOME	36,200.00	35,400.00
5.0 Officers		
5.1 President	0.00	0.00
5.2 Past President	0.00	0.00
5.3 President-Elect	0.00	0.00
5.4 Vice President	0.00	0.00
5.5 Secretary	100.00	100.00
5.6 Treasurer	600.00	1,200.00 – Audit included
5.7 Trustees	0.00	0.00
5.8 Teleconferences	<u>500.00</u>	<u>500.00</u>
TOTAL OFFICERS	1,200.00	1,800.00
6.0 ACTE Convention	1,500.00	1,500.00
6.1 Graduate Symposium Support	<u>1,000.00</u>	<u>1,000.00</u>
TOTAL CONVENTION	2,500.00	2,500.00
7.0 Committees		
7.1 Membership	600.00	600.00
7.2 Historian	0.00	0.00
7.3 Awards	400.00	400.00
7.4 Research	100.00	1,100.00 – for research awards
7.5 Policy/Legislative Affairs	<u>0.00</u>	<u>0.00</u>
TOTAL COMMITTEES	1,100.00	2,100.00
8.0 Publications		
8.1 JITE Printing & Distribution	16,000.00	16,000.00
8.2 JITE Editor	300.00	300.00
8.2.1 Honorarium	100.00	100.00
8.2.2 Editing & Copy Preparation	10,500.00	7,500.00
8.3 JITE Circulation	3,000.00	3,500.00
8.4 ITE Directory	250.00	250.00
8.4.1 Publication	500.00	500.00
8.5 Newsletter	250.00	250.00
8.6 JITE Awards	<u>300.00</u>	<u>400.00</u>
TOTAL PUBLICATIONS	31,200.00	28,800.00
9.0 Miscellaneous	0.00	0.00
9.1 Affiliations	0.00	0.00
9.2 Brochure	0.00	0.00
9.3 Foundation Contributions	<u>200.00</u>	<u>200.00</u>
TOTAL MISCELLANEOUS	<u>200.00</u>	<u>200.00</u>
TOTAL EXPENDITURES	36,200.00	35,400.00

Projected Balance Forward for FY 2004 = \$ 8,821.46

Budget assumptions: Other income includes \$ 14,300.00 from balance forward in checking account at end of FY 2002, and \$ 700.00 projected proceeds from the 2002 NAITTE Breakfast. Publication expenses are projected on seven issues of JITE to bring publication schedule current. This includes \$ 1,500.00 per issue in editorial support.

INDUSTRIAL TEACHER EDUCATION DIRECTORY

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Date: December 14, 2002

To: NAITTE Executive Committee and Members
ACTE Convention, Las Vegas, NV

From: Thomas P. Bell, Ph.D.

Re: Annual Report to NAITTE

The 2002-03 (41st edition) **INDUSTRIAL TEACHER EDUCATION DIRECTORY** was published and distributed in late October, which was within the established schedule. Nearly all administrators from departments appearing in the 40th edition responded to the requests for data. Many follow-up telephone calls were placed to secure the information after the September 1 deadline.

There are 183 (189 last year) institutional listings for a total of 2,078 (2,140 last year) departmental personnel listed in the 41st edition. This gives an average of 11.36 (11.32 last year) faculty size per institutional listing. These numbers do not include the listing of 134 (134 last year) NAITTE members and 507 (442 last year) CTTE members who are not faculty members within departments listed in the Directory, nor the listing of 157 (139 last year) emeriti faculty members.

Published copies of the Directory were mailed to departmental administrators for distribution to individual faculty members. The editor also mailed individual copies to NAITTE and CTTE members not affiliated with departments listed in the Directory. Copies of the Directory were also mailed to the following groups: EEA-SHIP = 150, Goodheart-Willcox = 25, ITEA National Office = 8, ITEA Archives = 2, and NAITTE Archives = 2.

A financial report for FY 2002-03 accompanies the back side of this report. Your suggestions, concerns and questions are encouraged and welcomed.

COUNCIL ON TECHNOLOGY TEACHER EDUCATION
NATIONAL ASSOCIATION OF INDUSTRIAL AND TECHNICAL TEACHER EDUCATORS
EDUCATIONAL EXHIBITORS ASSOCIATION-SHIP

**Industrial Teacher Education Directory
2002-03 Financial Report**

Budget - July 1, 2002 to June 30, 2003

		Current as of December 6, 2002
<u>Estimated Income:</u>		
Balance brought forward.....	\$4026.05	\$4026.05
NAITTE.....	500.00	500.00
CTTE.....	500.00	500.00
EEA-SHIP.....	500.00	0.00
Goodheart-Willcox Company.....	3500.00	0.00
Directory Sales.....	300.00	0.00
Labels Sales.....	600.00	0.00
Department Contributions (183).....	3660.00	1905.00
Total	13586.05	6931.05
 <u>Estimated Expenses:</u>		
Postage.....	2250.00	1437.67
Supplies.....	2000.00	1465.48
Labor.....	2000.00	0.00
Printing/Binding (3600 copies).....	5560.00	5560.00
Duplication/Copying.....	350.00	0.00
Total	12160.00	8463.15

Financial Account Location
Millersville University of Pennsylvania

*** End of Attachments ***