

Executive Meeting Minutes
Lower Pioneer Valley
January 24, 2019 • 3:30 - 6:04 p.m.

MINUTES

1. **Roll Call**

Brian Cummings, Michele Jarvis, Don Erickson, Dawn Bowler, Carol Hartnett, Kyla Korytoski

2. **Meeting Minutes**

December minutes approved by Kyla Korytoski and seconded by Don Erickson. Reflecting on Decembers minutes the cover contest deadline for South Eastern Chapter has been adjusted to Feb 8. Feb 28 will be when the board votes on the top 12 submissions. Jenn will be helping Carol with finding chapter emails for cover contest submissions.

3. **Membership**

Request that Jenn provide total number of active members for each chapter in addition to the quarterly report.

Ask for clarification of dates on quarterly report.

4. **Finance Report**

A check of \$500 each needs to be cut for DECA, SkillsUSA, BPA. MVA will be listed on all DECA conference materials as an event sponsor. Jenn will be our liaison. Smith Vocational is looking for an invoice to reference her schools total participation.

5. **President Updates**

A job description for a new Administrative Assistant position will be provided by Don Jarvis. Pat has a suggestion for a person.

6. **Executive Director Report**

7. **Conference Planning**

Kyla has submitted Dj Bob Blanchards estimate to the MVA for Saturday, April 6 (\$400.00) Don Erickson makes motion to accept \$400 for DJ services and a dinner ticket, and Carol seconds it. Michele will be purchasing (3) foam boards for conference signs.

Friday LEADERSHIP

Opal Hines-fisher

MEET AND GREET

Kerry is organizing

Saturday SCHEDULE (check if presenter will be saying for lunch)

8-9 a.m.

Breakfast

9-10 a.m.

Keynote (cover Friday night room due to starting first thing)

10-10:15 a.m.

Steve Dewitt Benefits of ACTE membership

10:15-10:45

Break and vendor visit

10:45-11:45 a.m.

Lisa Sandler DESE Updates + SEI) • Skillful Teacher (Lisa Roe)

12-1 p.m.

Lunch and Vendors

1-2 p.m.

Cluster Networking (Kyla & Dawn) Soft Skills/Technical Skills

Best Practices

2-3 p.m.

Vaping

3 p.m.

Last chance to visit Vendors

3:30 p.m.

Business Meeting

Friday & Saturday MEALS (Paula will be helping to plan food for the weekend) Buffet

VENDORS

AWARDS

Harold L. Pride - Nomination by Carol Hartnett: [Karen Ward](#). Seconded by Don Erickson.

Presidential Achievement - open

Lifetime Achievement - open

Kyla - Send Brian the updated Register NOW flier.

8. Old Business & For the Good of the Association

Carol Hartnett makes a motion to adjourn. Don Erickson Seconded.