



# Colorado Association of Teachers of Family and Consumer Sciences

<b>Date: 12.11.17 Start: 4:30pm End: 5:47pm</b>	<b>Place: Jim and Nick's BBQ</b> <u>100 E 120th Ave e110, Northglenn, CO 80233</u>
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**Meeting Called By:** *Shelley Goerdt*      **Timekeeper:** *Autumn Francis*  
**Facilitator:** *Shelley Goerdt*      **Type of Meeting:** *Conference Planning*  
**Minutes By:** *Jessica Teal*

<b>Attendees:</b>	<b>Jessica Teal, Shelley Goerdt, Preston Pavich, Sarah Field, Autumn Hilderbrand, Brittany Ore, Arielle Bergmann, Ashley Acuff</b>

<u>Call to Order:</u>	
<u>Secretary's Report:</u>	<i>Jessica Teal</i>
Don't forget to submit your ballot for ACTE Board of Directors-your input matters! Also, don't forget to update the spreadsheet I sent out for membership to ensure we have your correct contact information!	
<u>Treasurer's Report:</u>	<i>Arielle Bergmann</i>

## **Agenda Topics:**

Topic: **Committee Reports** Time Allotted: **30 minutes** Presenter: **Committee Chairs**

<a href="#">Archives</a>	<a href="#">Budget</a>	<a href="#">Awards and Hall of Fame</a>	<a href="#">Social and Banquet</a>
<a href="#">Bylaws</a>	<a href="#">Evaluations</a>	<a href="#">Exhibits and Fundraising</a>	<a href="#">Legislation</a>
<a href="#">Mbership</a>	<a href="#">Middle School</a>	<a href="#">Professional Grants</a>	<a href="#">Professional Partners</a>
<a href="#">Retirees</a>	<a href="#">Program of Work</a>	<a href="#">Public Relations</a>	<a href="#">Old Business</a>
<a href="#">New Business</a>	<a href="#">Next Meeting</a>		



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Committee: **Archives**      Time Allotted: **2 minutes**      Chair: **Autumn Francis**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Budget**      Time Allotted: **2 minutes**      Chair: **Arielle Bergmann**

<b>Discussion:</b>			
See budget discussion for purchasing items in conference planning, amount currently is: \$12.858.53 total Arielle update on finances			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Awards and Hall of Fame**      Time Allotted: **2 minutes**      Chair: **Dalene Bricker**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2..	3.		

Committee: **Social and Banquet**      Time Allotted: **2 minutes**      Chair: **Sarah Field**

<b>Discussion:</b>	<p>We have someone to lead yoga, but I have yet to confirm the mindfulness session. Any ideas if the HEARTS ladies are not able to lead it?</p> <p>We decided on rock painting (mandala stone style ideally) for the social activity. See last month's minutes for examples. <u>Supplies needed for social activity:</u> small paint brushes, paint trays, plastic</p>
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	cups with water, paper towels, acrylic paint, rocks, (markers/pens??)		
<b>Action Items:</b>	Purchase supplies	<i>Person Responsible:</i> Sarah	<i>Deadline:</i> 1/10/18
1.	4.		

**Committee: Bylaws**      *Time Allotted: 2 minutes*      *Chair: Vacant*

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

**Committee: Evaluations**      *Time Allotted: 2 minutes*      *Chair: Shelley Goerd*

<b>Discussion:</b>			
	- (autumn)- once the presenters are decided I will start revamping the evaluation		
<b>Conclusions:</b>			
<b>Action Items:</b>	3.	<i>Person Responsible:</i>	<i>Deadline:</i>
1.	4.		
2.	5.		

**Committee: Exhibits and Fundraising** *Time Allotted: 2 minutes* *Chairs: Preston Pavich and Sahvanha Mease*

<b>Discussion:</b>	
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<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

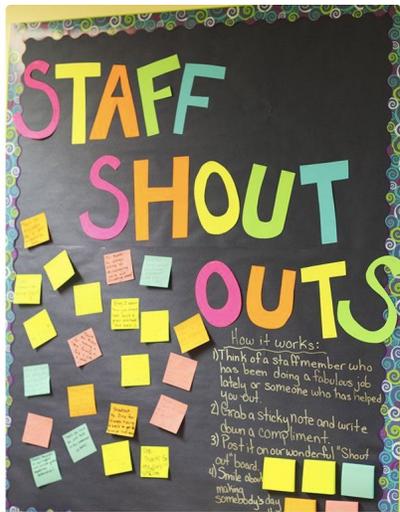
**Committee: Legislation**      **Time Allotted: 2 minutes**      **Chair: Rob Van Dyke**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

**Committee: Membership**      **Time Allotted: 2 minutes**      **Chair: Jessica Teal/**

<b>Discussion:</b>			
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Ideas for Conference 2018:



**Idea #1: "Story Shout Outs"**- as members are interacting with one another, they can write a story they learned about another member and post it to a poster board/ easel we have displayed- names could get an additional entry ticket into the drawings?

**Idea #2: EXPO-mental Members**- each member could receive one of these with their conference materials

and it relates to our theme with "The influence of your story cannot be erased, thank you for making CATFACS brighter!". Dollar store or the teacher store in Northglenn are cheap venues to purchase from!



**Idea #3: Presentation of Member of Month History Slideshow-** this could be displayed during the awards dinner with the images and shoutouts of each member of the month since the campaign began. January 2018 member of month could be announced at the dinner?

Shared these ideas with Shelley on November 5th, she approved November 7th. Thoughts?

Future Planning Next Conference: What do you all think about having an additional available award titled : "Colorado Member of the Year" which could be presented at next year's conference for the first time? I wasn't sure if this was too late for this year...if not that would be awesome! I can draft an application and send it to Dalene.

<b>Action Items:</b>	1. Sent Ashley Member of Month for December (5th)-Shawna Karl from Prairie View High School!	<i>Person Responsible:</i> Ashley	<i>Deadline:</i> Will post tonight!
2. Will make slideshow for awards banquet	3. Share Brittany Ore the membership Excel spreadsheet with contact info color code (completed 12/13 6:15pm)	Jess	Winter Break-submit to Shelley
4. Email Debbie from ACTE for updated list of members	Completed 12/13 at 6:25pm	Jess	Will share with Brittany to reach out to MS
5. Email Diana Coulter with updated bylaw information for PR position stipend	Completed 12/13 at 6:33pm	Jess	Report to Shelley via Email cc'



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<b>Discussion:</b>	1. Carla & Rob's presentation		
	2. Getting email addresses from our middle school members		
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Professional Grants** Time Allotted: **2 minutes** Chair: **Preston Pavich and Sahvanha Mease**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Professional Partners** Time Allotted: **10 minutes**

<b>Partner:</b>	<b>Updates:</b>	<b>Discussion:</b>	<b>Follow-Up:</b>
<b>Dawn Mallette</b>	1		
	2		
CSU	3		
<b>Michelle Koch</b>	1		
	2		
FACS Program Director	3		
<b>Rob Van Dyke</b>	1		
	2		
FCCLA State Adviser	3		



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Committee: **Retirees**

Time Allotted: **2 minutes**

Chair: **Martha Batch**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Program of Work**

Time Allotted: **2 minutes**

Chair: **Rob Van Dyke**

<b>Discussion:</b>			
<b>Action Items:</b>	1.	<i>Person Responsible:</i>	<i>Deadline:</i>
2.	3.		

Committee: **Public Relations**

Time Allotted: **2 minutes**

Chair: **Ashley Acuff**

<b>Discussion:</b>	<i>Thanks for your wonderful Newsletter!</i>
1. Website is updated!	
2. If you ever have anything for me to post on social media or the website, just let me know! I'd love to get more content from our teachers out there.	
3. Conference hashtag = #CATFACS2018 Do we want to do a competition again? Group agreed on consensus. More participants? Stipend for website?  " As a result of managing the website under the Public Relations chair position, a stipend will be awarded for 15 hours at \$15/ hour and will equal \$225 for the year. Anything after that will be \$15 per hour as needed up to an additional 10 hours. "  Jess will have Diana add to bylaws, make sure not any tax implications for a stipend and how we pay that out. In previous years did not. Jess will email Arielle about this to ensure.	
4. Conference social media contest? Ideas?	
5. Facebook event for conference is now posted - please share!	



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<i>Action Items:</i>	<i>Person Responsible:</i>	<i>Deadline:</i>
1.		
2.		

*Committee: Old Business Time Allotted: 20 minutes Presenter: Shelley Goerd Discussion: All*

<b><i>Discussion:</i></b>	<p><u>Thursday</u></p> <ul style="list-style-type: none"> <li>- Set-up from Noon to 3pm</li> <li>- Registration Opens at 3pm (CSU Students run Registration)</li> <li>- Board Meeting 4-5pm</li> <li>- Welcoming Remarks from 5-5:30pm</li> <li>- Keynote from 5:30- 7:00pm             <ul style="list-style-type: none"> <li>- \$5,000 including travel and hotel. Shelley discusses that keynote is about mindfulness.</li> <li>- Preston asked if books are sold by guest speaker.</li> <li>- Shelley said no, instead there will be a second session in afternoon.</li> </ul> </li> </ul> <p><u>Friday</u></p> <ul style="list-style-type: none"> <li>- Yoga 7-8am</li> <li>- Colo Update 9-9:45am</li> <li>- Round Table Mini-Sessions 10-11:30am</li> <li>- Lunch with FCCLA Officer Update 12:15- 1pm</li> <li>- Regular Sessions from 1:15- 4:35pm</li> <li>- Vendors in Ballroom from 4-9pm             <ul style="list-style-type: none"> <li>- Five total confirmed</li> <li>- Reality Works has not contacted Preston</li> </ul> </li> <li>- Autumn mentioned that last year attendance with vendor was low, lighter we can go the better.             <ul style="list-style-type: none"> <li>- Preston will call to cancel with Everfi</li> <li>- Did outreach to farms that do farm to table education in Castle Rock, will get back to him.</li> <li>- Sent out 20 requests, sent one to Johnson and Wales</li> <li>- Shelley suggested we plan for 7 vendor tables</li> <li>- Western Dairy Association from last year, Preston suggested that Shelley contact them.</li> <li>- Shelley settles on 7 vendor tables.</li> <li>- Autumn suggests Preston to tell them that teachers are requesting take home curriculum as a resource.</li> </ul> </li> </ul>
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- Awards Banquet and Officer Installation from 5:30-7pm
- Mandala Stones from 7:30-10pm

## Saturday

- Meditation 7-8am
- Session Introduction 9-9:20am
  - 3 confirmed so far, Rob sent out request for mini session presenters. Ashley posted to CATFACS Facebook during meeting.
  - Autumn suggested Rob resend with special wording and tie in evaluation comments from last session “we need your participation”.
  - If no participation, send to CTE directors
  - Special certificates for people who present.
  - Brittany suggested having a Google Doc with presenter topics.
  - Shelley read out group so far:
    - Jessica, FCCLA kids, Brittany (in progress)
  - Shelley emphasized that it does not need to be CTE it can also be topics such as literacy.
  - Brittany wondered how many spots to fill
    - Shelley reported 2
    - Autumn reported that 15 minutes total with two minutes in between is fine, people need breaks.
    - Figuring out Everfi
- Industry Skill Session 9:20-11:30am
  - Would have liked to have CSU tours
  - Preston and Shelley mentioned connection to CACTE getting selves to tours as possibility.
  - Shelley shares out current workshop sessions
    - Hearts will share out trauma safe techniques
    - Sharing Authentic Literacy In Classroom
    - Make Clothing Light Up
    - Middle School with Rob/ Brittany
    - etc.
  - Shelley mentioned few places left (4)
  - Autumn mentioned doubling up
    - Shelley suggested more food safe, Preston says he will reach out to Chuck tomorrow for actual session.
  - Arielle mentioned ACTE Lesson Hacks as a possible session (if ending class early and study



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	<p>strategies, vocabulary involvement, etc.) suggested she can share it.</p> <ul style="list-style-type: none"> <li>- Shelley mentioned that if it is easy to pass to others she will put it in. Exactly what we want.</li> <li>- Autumn suggested 10 tables, Shelley agrees.</li> <li>- Shelley reports that 6 needed, 5 workshops</li> <li>- Shelley suggested we have a push for Work Based Learning, asked group what their administration thinks is             <ul style="list-style-type: none"> <li>- Digital Badging group Sarah will communicate to see if they will have workshop.</li> <li>- CSU is incorporating badge skills and accepting them from students in HS.</li> <li>- Shelley shares that teacher align badges to skills, students achieve them through experience.</li> </ul> </li> <li>- Shelley suggested to group to keep ideas open during break to brainstorm ideas for Saturday, whole group activity for accountability.</li> <li>- \$12,858.53 total Arielle update on finances</li> <li>- Check for parameters for how money can be used such as for marketing CATFACS</li> <li>- Rob talked about at our last meeting having CATFACS FCCLA notebook with sticky notes and pen to give out as conference materials at registration.</li> <li>- Diana was going to design it (\$7-10 each)             <ul style="list-style-type: none"> <li>- \$1,082 134 t-shirts last year (\$8.00 a piece)</li> </ul> </li> <li>- Shelley suggested order 150 books</li> <li>- Arielle suggested as a giveaway             <ul style="list-style-type: none"> <li>- Check-out 11-Noon</li> </ul> </li> <li>- Autumn will help with revising the evaluation process</li> </ul>
<p>- <b><u>Conference Presenters-</u></b>  <a href="#">See Planning guide</a>  <a href="#">See Call for Presenters</a></p>	
<p>- Membership Recognition- Jessica Teal</p>	
<p>- Marketing/PR ideas - Shelley/Ashley</p>	
<p><b><u>Give-always</u></b></p> <ul style="list-style-type: none"> <li>- Going with the theme- notebooks and pens at Registration             <ul style="list-style-type: none"> <li>- With the money that we save- give to several charities</li> </ul> </li> </ul>	



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- People can vote for the charity they want money to go to with tickets/tokens
- Each person gets one ticket/token to vote with at registration
- Share at the end of the conference
- Also, use money to provide more snacks
  - So done with bags!
  - Name tag, notebooks, snacks whole group agreed
- Autumn suggested to compare highlights to expos, have it at awards banquet
- Arielle suggested we do it as “pay it forward”
- Jessica will work with Sarah to price out expos/highlighters, will send info for both of these and mandala to Arielle “Expo-nential member recognition item along with registration materials.
- Autumn suggested from last year gift cards for raffle, given throughout conference
  - Gift cards are more universal, same amounts as last year

Drawings: Still sell tickets for drawings during the conference

- Each board member must bring a prize at about \$20 in value

## **Awards**

Member of the year will be voted on at conference based on the member of the month shared with membership via email Google Form and Facebook posts. Jessica will make ballot for this to be voted on at conference. New award as of this year! Yippee!

## **Scholarships-**

Questions from whole group:

Do we have students to select from?

Who is deciding?-Autumn Is that something we need to review and agree on during our business meeting?

Board meet on Thursday afternoon 4-5pm?- determine who then

Officer installation cut out of business meeting and would reduce time, officer installation would be Friday during awards.

Autumn suggested we have a face-to-face meeting for discussion, Ashley recommended for email to read over-both decided.

One award nomination successfully sent to Shelley. Will send out more PR via email and Facebook.

## **Social**

***Friday Morning- Yoga (\$100)***

***Friday Evening- Mandala Stone Painting (see above for more specifics) (\$100?)***

***Saturday Morning- Guided Meditation- Lead by board members***



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<b>Conclusions:</b>			
<b>Action Items:</b>	3.	<i>Person Responsible:</i>	<i>Deadline:</i>
1.	4.		
2.	5.		

Topic: **New Business** Time Allotted: **30 minutes** Presenter: **Shelley Goerd** Discussion: **All**

<b>Discussion:</b>	1- <b>Keynote</b> - Jen Wille- Keynote and Session Presenter		
2-			
3-			
4-			
5-			
<b>Conclusions:</b>			
<b>Action Items:</b>	3.	<i>Person Responsible:</i>	<i>Deadline:</i>
1.	4.		
2.	5.		

<b>Resources:</b>	-Projector (save on paper- Shelley) - RFP's -
<b>Special Notes:</b>	
<b>Next Meeting:</b>	<ul style="list-style-type: none"> <li>- June 5th</li> <li>- July, 19th, Division Day</li> <li>- August <i>None</i></li> </ul>



## Colorado Association of Teachers of Family and Consumer Sciences

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|  | <ul style="list-style-type: none"><li>- September 11th</li><li>- October 16th</li><li>- November 13th</li><li>- December 11th</li><li>- Winter Conference, January 25-27, FoCo, Hilton</li></ul> |
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