**Handout #1**

OHCETA Executive Council

Fall 2017 Meeting Minutes

ODCTE, Stillwater, Oklahoma

October 26, 2017

Call to order by LaDonna Selvidge at 10:03 am

Roll Call:

* Present at meeting:
  + LaDonna Selvidge, President
  + Debra Button, Past President
  + Dustin Hicks, VP
  + Angie Seigrist, Treas
  + Nancy Harris, Sec
  + Tammy Silkwood, Reporter
  + Candace Shoopman, Dental
  + Amanda Churchman, PN Coord
  + Megan Jones, Rad Tech
  + Heather Black, Pharm
  + Pamela Brannen, Legislative Cmte Rep
  + Casey Paulk, Membership Cmte Rep
  + Lara Morris & Susie McEachern, ADVISORS
* Present by phone:
  + Ashley Fichtner, Pres elect
  + Josie Scott, Simulation Coord/Spec
  + Lavayne Pepper, PN Instructors
  + Crystal Cosper, Resp Tech
  + Sarah Foster, PTA/OTA
  + Shauna Cilberg, Awards Cmte Chair
  + Lisa Johnson, Diversity Action Cmte Rep
* Minutes review and approval
* Motion made by Amanda to accept the minutes with a second made by Angie. The motion carried.

Treasurers Report

* Current checking balance as of 10/25/17 is $48,434.74
* Angie delivered a great explanation of expenses throughout the year; including clarification of the payment for Eskimo Joe’s Production. Eskimo Joe’s shipped damage items to us for our Aug conf. They will give us a credit towards our next order.
* The budget was reviewed and Dustin moved to accept it into minutes, with a second from Tammy: motion carried.

Summer Conference Report: by Lara

* We did not have a post conference survey. Planning a conference is tough and OHCETA Executive board is integral on choices.
* We will utilize the conference center’s IT/AV person because sometimes an IT person from ODCTE cannot correctly set up our conference space.

Members at Large Report

* Health Clusters: no report
* Health Science: no report
* Dental: no report
* Emergency Medical Serv: no report
* Medical Assisting: no report
* PN Coord: There will be an enhanced licensure to practice in multiple states! This begins in January 2018. There are 26 states in this new pact.
* PN Instructor: no report
* Rad Tech: Working on state licensure and have formed a committee to educate legislature in SB 782
* Resp Tech: no report
* Pharm Tech: no report
* Surgical Tech: accreditation is a work in progress. The AST is working on changing from certification to Associates Degree by 2021.
* PTA: National licensure exam is reviewed every 5 years and the test could change in 2018.
* OTA: accrediting agency possibly requiring programs to become BS by 2027. There is push back by programs. Fair warning: OT could become Doctoral in the future.
* CTAC: no report
* PAC: no report
* Legislative: there is no instruction manual for this. Are the PAC and Legislative combined?
  + Ribbons for name badges at Summer Conference sell better than auction baskets.
  + PAC Dance: there is a dance/social at summer conference that everyone should attend.
  + Ideas to get people involved: shrimp boil?
  + Ideas for fundraising? None right now, but keep thinking.
  + Continue monitoring your legislators.
  + Make plans to attend Capital Day (February)!!!

Membership: how to get our HCE teachers to join OHCETA? This is a work in progress.

* We had 368 members last year.

**New Business**

**By-Laws**

A change to the by-laws require the full membership of OHCETA to vote. As an executive board: we can discuss and determine how to change; present the change to the membership; but must vote with the full membership.

* Article 4, Section 1
* OTAC should be removed & CTAC should be removed.
* Motion made by Heather with a 2nd by Debra, motion carried
* Article 4, Section 2
* Strike CTAC
* Motion made by Heather with a 2nd by Debra, motion carried.
* Article 4, Section 5, sub e
* Strike “e”
* Motion made my Megan with a 2nd by Casey, motion carried.
* Article 4, Section 5, sub h
* Change “Member-at-large” to Members-at-large
* Remove the “PN Director Member-at-large is a 2 year term”
* Motion made by Amanda with a 2nd by Lavayne, motion carried.
* Article 4, Section 6, sub 7
* Strike entire sub section
* Motion made by Amanda with a 2nd by Lavayne, motion carried.
* Article 7, Section 1, #1, b
* Dustin has formed a committee to review by-laws/procedures & guidelines. LaDonna and Lara have volunteered to serve on this.

Vice President: Discuss Mentor Program

* We do not have one! ACTE guideline suggests that our division have a mentorship program for our executive board. We discussed ideas; pro and con.
* Possibly have officer outgoing stay on as past-officer to be mentor
* Is DropBox helpful?
  + Everyone will review DropBox by April: looking at content and to filter the files
* Is CTyou helpful?
* Create a position-elect?

Treasurer: Discuss scholarship awarding; need a formula?

* Discussed that for every $500 made on fundraising that $500 be awarded to teachers for scholarships. There was no vote on this.

Reporter: expanding role

* Pictures of awards recipients will be sent to their schools. Discussion made on what camera these pics will be taken with.

NURSE TIM

* Renewal of subscription for Nurse Tim paid by OHCETA at $1,599.00 annual fee.
  + Motion made by Heather with a 2nd by Megan, motion carried.

DAY AT THE CAPITOL

* February 13, 2018, wear scrubs
* Amy Warner is coordinating this effort
  + Needing volunteers for committee
  + Give a script to students to use while visiting with legislators.

SUMMER CONFERENCE QUESTIONS

* ODCTE controls the 1st day and individual districts control your time and attendance
* We are assigned a location according to our membership
* We are required to offer learning opportunities until 4:00 pm
* Have the Health Care Simulation at summer conference? Gina has info; watch your emails for more.

Increasing OHCETA Membership: Dustin

* `Discussed idea on calculating points for prizes

Simulation Conference in May

* Renewing our sponsorship at $1,500.00.
  + Motion made by Casey with a 2nd made by Tammy, motion carried.

HCE Pictorial Directory

* The last one was made in 2002-2003. This was a great discussion on how to make a directory of our membership. No decisions were made.

Announcements: next meeting is April 10 at HOSA SLC in Norman

Move to adjourn at 11:46 am made by Nancy with a 2nd by Debra, motion carried

Submitted by Nancy Harris, Secretary