



# WITEA

Washington Industrial Technology  
Education Association

## Board Meeting Minutes

**Date:** December 14, 2024

**Called to Order by:** Marcus Sullivan

**Start Time:** 4:34 pm (PST)

**Adjourned by:** Marcus Sullivan

**End Time:** 6:25 pm (PST)

**Location:** Zoom Meeting Link Below

<https://www.google.com/url?q=https://fifeschools.zoom.us/my/mrgsclassroom&sa=D&source=calendar&ust=1686517644935388&usq=AOvVaw030vUPIX627KDisufty32M>

### 1. ATTENDEES PRESENT:

- Marcus Sullivan - President \*
- John Garrett - Past President \*
- Cheyenne LaViolette - President Elect \*
- Jennifer Smith - TSA Rep
- Karmen Warner - SkillsUSA Rep
- Katie Daily - OSPI Rep
- Lew Keliher - Historian
- Francine Chrisman - Executive Assistant
- Courtney Sullivan - Executive Secretary \*

Not Present:

- STS Rep - Vacant \*
- STEM Rep - Vacant \*
- Scott Callahan - University Rep
- Ross Short - Treasurer \*
- Tim Knue - WA-ACTE Executive Director

### 2. SECRETARY'S REPORT - Reading of the meeting minutes from the previous meeting.

**Discussion:** None

**Motion to Approve:** Courtney

**Call to Vote:** Jen

**Seconded:** John

### 3. OSPI REPORT - Maritime Students; CTE News: Not launching program re-approval through EDS - in process of notifying all schools. Hiring an OSPI Equivalency position, and New Director Krista started - Exciting!

### 4. FINANCIAL REPORT - N/A

**5. TSA REPORT - Super Busy! November Leader Tech Workshops! Competition Registration - 38 hands-on workshops (staggering!) Partnering with Parametrix for an employee volunteer program, a great opportunity for TSA students. State conference will be moving to Spokane in 2025, and the date/month is moving from March to April. Busy but good!**

**6. SKILLSUSA REPORT - Surpassed enrollment a week ago - quality over quantity - getting active participants! On 3 college campuses, Skills is the largest CTE association within Middle Schools. Skills working with the Governor's office for a youth apprenticeship - this is an exciting opportunity! Traveling to DC! Possible cardboard boat colab for Skills & TSA!**

7. **WA-ACTE REPORT** - Cheyenne attended for Marcus - Big & Fame Meeting presented, Needs update on Social Media Forum Google Doc for committee sent out ASAP!
8. **UNIVERSITY REPORT - N/A**
9. **HISTORIAN SUMMARY** - Will be reviewing structure, timelines and calendar dates to ensure the board is running efficiently and smoothly, also being more transparent and communicative with all members via the website/technology.
10. **OLD BUSINESS** (carried over from last meeting):

**Website Hosting:** TSA Rep Jen has concerns that the WITEA Executive Board has removed her access to the WITEA website, TSA Rep no longer has admin rights or displays access on her Squarespace Dashboard to the WITEA website, WITEA Executive Board members change every year.

**Discussion:** *Section 3.1 of the WITEA's By Laws States that the President shall be responsible for updating the program of work and website.*

Low commented that websites are easier to maintain now also that this is WITEA's Executive Board's responsibility - they need to step up and take control.

John presented the idea of a "webmaster" (overtalking conversation breaks out, no specific comments could be recorded, lots of back and forth comments).

Marcus states that Francine and Tess from WA-ACTE Executive Board have already been added as administrators of the WITEA's website in such cases where a constant/veteran person is needed. WITEA needs to take over any kind of payments resulting from the maintenance of the WITEA's website, and all information pertaining to the website ie; contract information to contact company, payments, ect. by the next meeting. The Executive Board taking back responsibility of the website is not a new endeavor, this change has been discussed and documented in meeting minutes since at least April of 2023, Jen has not been forthcoming with information therefore has delayed this transfer of ownership. All Executive Board members should have access.

Courtney asks Jen who runs/owns this website? Who is WITEA paying for the website?

Jen responds with Ricardo from Studio 5

Low asks if this is a monthly maintenance fee or if Studio 5 was paid in a lump sum?

Jen responded with a lump sum to create/design the website. Jen states that they (Studio 5 Designs) own the domain name and this is difficult to change.

Cheyenne states this is not difficult to change and the ownership can be changed back to WITEA's Executive Board and needs to be.

Marcus requests Ricardo's contact information at Studio 5 from Jen in order to get all things transferred (ownership and any possible future payments)

Low comments that WITEA could request a credit card or debit card from the bank in order to set up future payments.

SkillsUSA Rep Karmen asks Jen if she or TSA has been covering maintenance payments or ect regarding the WITEA's website because if she or TSA has then she or TSA should be reimbursed. (Conversation breaks out regarding timeframe or if there are maintenance fees or just the lump sum payment made).

Marcus requests documentation to determine reimbursement, and will speak to the Executive Board once docs are received.

Low asks about calendar or fiscal years timeframe for budgets?

(Ross Treasurer absent) Fran answers Sept - August calendar year budget.

Low suggests a dedicated board meeting to strictly speak about the budget, grants, conference spending, invoices and financial planning. This meeting could also be used for pending proposals to bring to WITEA's attention regarding funds or payment for outside concerns. Potentially in March?

(Over talking conversation breaks out) Comments are made from unknown speakers: How did this get to be a TSA thing?

Low responded: Ross was Director for TSA for Washington he offered to host or deal with the WITEA website as he was already running the TSA website. Also stated that this decision was made and approved since at the time as Ross was WITEA's treasurer(still currently holds this position) on the WITEA's Executive Board.

**Motion:** Courtney puts forth a motion that WITEA's Executive Board (per the bylaws) take back full and total control and ownership of the website, email and any concerns/aspects of regarding WITEA.NET as of today December 14, 2023 from TSA and Studio 5 Designs.

**Seconded:** Cheyenne

**Additional Discussion:** None

**Called for a Vote:** Marcus

**Vote:** Marcus Sullivan - President \*

Y

John Garrett - Past President *	Y
Cheyenne LaViolette - President Elect *	Y
Jennifer Smith - TSA Rep	A
Karmen Warner - SkillsUSA Rep	A
Katie Daily - OSPI Rep	A
Lew Keliher - Historian	Y
Francine Chrisman - Executive Assistant	A
Courtney Sullivan - Executive Secretary *	Y
STS Rep - Vacant *	NP
STEM Rep - Vacant *	NP
Scott Callahan - University Rep	NP
Ross Short - Treasurer *	NP
Tim Knue - WA-ACTE Executive Director	NP

**Vote:** Passes

**Keynote Speaker:**

- Jane McGonigal - <https://janemcgonigal.com/> Expensive
- Matt - Ditch the Textbook - <https://ditchthattextbook.com/> Expensive
- Get Their Best / Lonnie McCann - <https://www.gettheirbest.com/> No
- Core+ - Possibility Construction and Aerospace Too specific maybe?
- Bryan West is the new USA Today Reporter Not Available
- Scott LeDuc
  - John sent email to Scott 12/14 for interested availability YES
  - Covering Expenses
    - Hotel
    - Travel
    - Registration
    - Perdiem
    - Stipend
    - Sub Coverage Fee

**Teacher Reps:**

- STEM - John Garrett after term is over in presidential seat (starting 4/2024)
- STS (skills and trades) - Vacant

**Region 5 Conference:**

- Questions about invoices and or reimbursements
- Rental car bookings - ASAP

**Spring Conference:**

- John had the Save the Dates sent out / Call for Presenters and Awards
- OSPI Maritime Welding
- QuadCopter - Skills
- Construction Core Plus
- Cheyenne has footage for promo video, hopeful will have edited by end of Dec 23'

**11. NEW BUSINESS:**

**Historian Presentation:** Lew would like to present a refresher or job responsibilities, roles and stipends. Digitize the transferring of roles information from “the binder”. Jon states he has information on this will touch base with Lew. Would like to present early in 2024.

**Spring Conference:**

- Core Plus AeroSpace and Construction
  - Cut off time and Fee Attached

**Motion:** John motions that WITEA charges a nominal fee of \$20.00 for the Pre-Conference Core Plus AeroSpace and Construction so tracking can be done for enrollment and registration purposes.

**Seconded:** Marcus

**Discussion:** Discussion of what this looks like and what the cost might be.

**Called for a Vote:** Cheyenne

**Vote:** Marcus Sullivan - President \* Y

John Garrett - Past President *	Y
Cheyenne LaViolette - President Elect *	Y
Jennifer Smith - TSA Rep	A
Karmen Warner - SkillsUSA Rep	A
Katie Daily - OSPI Rep	A
Lew Keliher - Historian	Y
Francine Chrisman - Executive Assistant	A
Courtney Sullivan - Executive Secretary *	Y
STS Rep - Vacant *	NP
STEM Rep - Vacant *	NP
Scott Callahan - University Rep	NP
Ross Short - Treasurer *	NP
Tim Knue - WA-ACTE Executive Director	NP

**Vote:** Passes

- SkillsUSA Karmen wanted to make note that Skills would like to be more part of the board, please involve our students, we will pay to get them to where you are and house them there. This is a great networking and experience gaining opportunity for all of the Skills Students who participate. Please let her know about anything needed, even small stuff like stuffing bags at the conference.

Anything before Adjourning - Marcus?

Courtney informed the board that a gift basket purchased by Courtney and Marcus was donated to a local WITEA member and Woodshop teacher's benefit concert being held on December 19th to help support his fight with Colon Cancer. Courtney is not requesting reimbursement, just wanted the board to be aware of this donation in their name.

- **Motion:** John motions to provide a \$500 check to support Matt Duerre from Enumclaw High School to help with family needs during this difficult time.

**Seconded:** Cheyenne

**Discussion:** Everyone is on board with this call to vote.

**Called for a Vote:** Marcus

<b>Vote:</b>	Marcus Sullivan - President *	Y
	John Garrett - Past President *	Y
	Cheyenne LaViolette - President Elect *	Y
	Jennifer Smith - TSA Rep	NP
	Karmen Warner - SkillsUSA Rep	NP
	Katie Daily - OSPI Rep	NP
	Lew Keliher - Historian	Y
	Francine Chrisman - Executive Assistant	A
	Courtney Sullivan - Executive Secretary *	Y
	STS Rep - Vacant *	NP
	STEM Rep - Vacant *	NP
	Scott Callahan - University Rep	NP
	Ross Short - Treasurer *	NP
	Tim Knue - WA-ACTE Executive Director	NP

**Vote:** Passes

\* Voting Board Members: WITEA Bylaws Section 4.1

Y - Yay, N - Nay, A - Abstained, NP - Not Present