

EX COM IVETA MEETING (P)

**International Vocational Education and Training Association (IVETA)
Manila Philippines
Executive Committee Meeting
9:00 am to 5:00 pm, Tuesday, November 2, 2010 at CPSC Board
Room**

- AGENDA:
- 9:00 A.M. Executive Committee Meeting
Pick-up from EDSA Shangri-La Hotel travel to CPSC
Reception by Faculty
Tour of Wisdom Hall, Innovative Learning Center and meeting in
the Conference Room
- 09:30 A.M. Welcome and Introductory tour of CPSC by Dr. Shaymal
Majumdar, Ph.D., Director General, Colombo Plan Staff College
- 09:40 A.M. View the 'CPSC Briefer'
- 09:50 A.M. Introductions of IVETA Executive Officers and CPSC Faculty
and Staff
- 09:55 A.M. Welcome Song by CPSC Staff
The proceedings established a smooth working relationship
between IVETA and CPSC as an active Corporate Member.
- 10:00 AM Call To Order, IVETA Executive Committee Meeting (With
Members of the CPSC Steering Committee for the 16th. IVETA
International Conference admitted as Guests)

(Attachment #1, Photograph of IVETA Executive Committee & CPSC Conference Organizers)

Order of Proceedings of Executive Committee Meeting

- I. 10:00 am 12:00 pm (Executive Committee Members with Conference
Organizing Committee Members as Guests)
- 0.0 Call to Order (Klaus Sodemann, IVETA President)
- 1.0 Minutes (Ike): The Minutes of the Executive Committee Meeting and the
Business Meeting of 2009 have been combined and circulated to the
Membership. All action items and reports have been covered by the
IVETA Newsletters and 'Hot-Line'
- 2.0 Reports on the 2010 Work plan (Executive Committee Members)
- 2.1 Overview (**Klaus**) The Work plan is a continuous work-in-
progress and the past year can be summed up as highly successful.
Achievements include a successful and well attended One-day
Conference in Nashville, Tennessee, on the Theme of Employment
for Youth; a Regional Conference in Colombo, Sri Lanka and the
16th. IVETA/CPSC conference in Manila. However, these

activities tapped our resources to the limit and a planned One-day conference scheduled in conjunction with the Annual Meeting of the Association of Career and Technical Education, in December 2010, in Las Vegas had to be cancelled because the Work Plan proved too ambitious. Instead it was agreed that a scaled-down program of meetings would be held with the IVETA members who planned to be in Las Vegas for ACTE. This is also linked to the Executive Committee's decision to hold the Executive Committee Meeting and the Annual Business Meeting in Manila when it became obvious that the 16th. IVETA international conference would be well attended. This is a break in tradition, because these meetings have been held in conjunction with ACTE in the past. This does not signify any permanent shift in the approach. The issues discussed included: (i) a longer term view of planning for international conferences that have generated much interest, and work; (ii) a continuing need to recruit more members, including some younger members, and to ensure a team of dedicated individuals are recruited to serve on the IVETA Executive Committee; and (iii). Members shared a concern that IVETA Membership is 'ageing' and 'succession planning' is necessary to maintain the benefits of Networking of Professionals' that is one of the main functions of IVETA; and (iv) the shift in geographic issues for TVET as a result of rapid developments in the Asia-Pacific region and renewed emphasis on International Linkages in Africa provide additional incentives for a dynamic professional association that IVETA is well positioned to maintain and strengthen the Network.

- 2.2 East Europe and Central Asia (**Olga**) IVETA has proved to be an important source of professional support and credibility during a strategic review and restructuring of the higher education system and reshaping how TEVET will be integrated into the National Scheme for modernizing, and possibly internationalizing Education for Sustainability. Membership in IVETA is regarded as beneficial in this case. (i) Membership is steady, no increase, but some institutional members have converted to 'individual membership'; (ii) It is a difficult period for TEVT in Russia although the topic was discussed by members there is a 'push toward University' and that was reversed to some extent and Voc Ed will continue to have a place in the system; (iii) There is a New Law on Education under development that had 'excluded Voc-Ed', but links to IVETA helped to get Voc-Ed on the agenda and considered for further discussion; (iv) Finally, Trade Unions have signed an Memorandum of Understanding with the Department of Education to include Voc Ed in the new Strategy (Stay tuned)
- 2.3 Australia/New Zealand and East Asia (**Carmel**). 2010 Has been a busy and fruitful year during which Carmel has participated in

IVETA Events in Nashville, Namibia, Colombo, and Manila. Membership in the region has increased to 38 over the past year and efforts will continue to promote IVETA. (Written report on request)

- 2.4 Europe (**Raimo**): Reporting on Finland as well as Europe. The European Union is setting up new Strategy for Education and Training and Finland has been actively participating in IVETA events in recent years and it likely that a Regional Conference can be organized in the near future as there appears to be a strong interest in maintaining ‘international elements’ in the TVET system. With regret, Raimo, will be leaving the Executive Committee as his Term has Expired and IVETA is grateful for his dedication and service. (Written report on request)
- 2.5 Middle East and North Africa - **Saleh** was not able to attend and sent his apologies. Klaus gave a summary report on his behalf. IVETA is strongly supported at this time and it is expected that there will be a proposal for a Regional Conference in the foreseeable future. The Executive Committee agreed that Klaus should continue discussions on this matter.
- 2.6 Latin America and the Caribbean (Apologies, No report available)
- 2.7 Africa (**Abel**) Avery successful Regional Conference was held in Namibia with about 250 Participants that has generated renewed interest in TVET and an effective introduction to IVETA. (Reports were published on the IVETA Web Site). The Government of Namibia was very supportive of the event and participants were appreciative because regional centers could participate so close-to-home. However, this successful conference did not translate into new members, mainly because there was insufficient preparation to sign-up the potential new members ‘on-the-spot’ so the Executive Committee takes this as a lesson learned and will prepare for membership recruitment at all future Conferences.
- 2.8 North America (**Bob Mahlman**). NOTE: The Executive Committee gratefully acknowledged that when **Bob Norton**, took sick leave, Mahlman agreed to serve as his replacement as VP for North America and subsequently he has agreed to accepted the Nomination to run for the position in the forthcoming Election of Officers. First, some good news, Bob Norton’s health is continuing to improve and his interest in IVETA is undiminished. Regarding the One-Day event that was in the work plan for Las Vegas to be held in conjunction with the annual meeting of the Association of Career and Technical Education in December was cancelled because only Four (4) Papers were submitted by the stipulated deadline. The decision to cancel was made by the Executive Committee after discussion that seemed to indicate that the series of Regional conferences had put a strain on resources and travel budgets and since the turn-out for the Manila conference was

already assured, it was agreed that the Executive Committee meeting and the Business Meeting of IVETA would be held in conjunction with the IVETA/CPSC 2010 Meeting.

2.9 Membership (**Carmel and Barbara**) **Attachment # 2**

- 3.0 2011 Annual Work plan (Abel/Klaus) The Annual work plan is generally on track with the notable exception that the One-Day Conference planned for Las Vegas in December was cancelled because IVETA Resources were stretched too far at the time. All other components in the work plan are reported on regularly on the IVETA Web Site and by the Hotline.
- 4.0 IVETA Executive Secretariat/Treasurer's Report 2010 (Barbara) IVETA Profit& Loss Budget vs Actual January-December 2010, **Attachment # 3**; and IVETA Balance Sheet As of 29 October 2010, **Attachment #4**
- 5.0 2010 Conference Program (Shyamal) This Item is fully covered by IVETA/CPSC 16th. Conference Website
- 6.0 Proposed Agenda for the Annual Business Meeting, December 3, 2010; 4:30 PM-6:00 PM (Klaus)

Call to To Order, and Welcoming Remarks (Klaus Sodemann, IVETA President)
Minutes of the 2009 Business meeting, Nashville, Tennessee (Ike Goodine, General Secretary)

Overview and President's Report (Klaus)

Reports of the Vice Presidents

- * Eastern Europe and Central Asia (Olga)
- * Australia/New Zealand and East Asia (Carmel)
- * Europe (Raimo)
- * Middle East and North Africa (Klaus on behalf of Saleh)
- * Africa (Abel)
- * North America (Bob Mahlman)

Membership and Awards (Carmel and Barbara)

2011 Annual Work plan (Abel/Klaus)

Executive Secretary/Treasurers Reports (Barbara))

Executive Committee Elections (Klaus/Barbara)

Situation of the Organization and the need for development and member recruitment (Barb/Klaus/Bob/Dave)

Micro Grant Program (Dave)

Other Business

Adjournment

II 12:00 pm- 1:00 pm Lunch at CPSC Headquarters

- 7.0 Regional Conferences: Discussions centered on lessons learned from the recent series of highly successful conferences and the lessons learned include the importance of reasonably long periods of 'lead-time' for planning and for securing commitments for both the International and Regional Conferences. The Committee considered suggestions already

received for conferences and have tentatively ‘penciled-in’ for Australia, (2011); Malawi (2011); Botswana (2012); and Finland (2012). In addition it is recognized that the rapid developments in China deserves special consideration. North America, the Caribbean, and Latin America are also areas for sharing of experience and networking as part of IVETA’s objectives.

- 8.0 Executive Committee Elections (Klaus): The elections will go forward by Electronic voting by the General Membership. And will be completed by the end of 2010 when the new Executive Team will take over. The BIO’s with Pictures of all the Candidates will be posted on the Website as well as Ballots with the Names of Candidates for each position and there will be space on the Ballot for ‘Write-In Names in case there are other suitable and eligible candidates that the Members wish to vote for ‘instead’ of those already approved and named on the Ballot. Members are reminded to be sure to vote and follow the instructions as explained on the IVETA Web Site and respect the deadline for voting.
- 9.0 Situation of the Organization and the need for development and member recruitment. Bob, Klaus, Barb and Dave agreed to continue to work on improving the effectiveness of the Web Site and possibly using the Hotline to replace the Newsletter. The Journal needs to be ‘marketed’ to the individuals who wish to publish, and this may also help increase membership which ‘remains flat’ at this time
- 10.0 Other Business
After discussion the Executive Committee agreed to consider making available some funds for the IVETA President to Engage a Part-Time Administrative Assistant to carry out the necessary work for the smooth running of the President’s Office. Incoming President will prepare a proposal to seek the Executive Committee’s agreement.

IV 1:00 pm -3:00 pm (Executive Committee Members and Technical Coordinators)

- 11.0 Coordinators Reports and Activities
- 11.1 Newsletter (Ken Potthoff, absent with apologies—written report on request)
- 11.2 Journal (Davidson Mupinga, absent with apologies --written report on request)
- 11.3 Web Site Use, Coordination, Development (Jack Mathews, absent with apologies—written report on request)
- 11.4 Micro Grant Program (David Fretwell for Jeannette Daines, absent with apologies) After discussion the Executive Committee Agreed that Dave and Barbara would make a line-item transfer of available funds allocated in the 2010 Budget to increase the allocation for the Micro Grant Program, up to \$5,000. This would be to expand the reach of the Micro Grant Program and is intended to include funding facilities for Internships of IVETA Members from eligible countries at institutions offering these

internships. This would support IVETA's main objectives through networking, experience sharing and knowledge transfer and would internships would make a valuable contribution to this program.

- 11.5 Awards (Carmel Thompson) For coverage of the 2010 IVETA Awards See the Web Site of the 16th. IVETA/CPSC Conference on EDS

ADDENDUM: For the record, it has been noted that the 2009 Awards as reported on the IVETA Web Site is incomplete because the names of the recipients were not included when the item was published. Thanks to Chris Parkin, Chair of the Awards Committee (2005-2009), for this information and the corrected version shown at **Attachment # 5**

There being no further business, Klaus thanked the participating members, and extended a kind invitation on behalf of CPSC and in Went Capacity Building International Germany for a Special Dinner hosted in honour of the Speakers and Delegates of the 16th. IVETA-CPSC International Conference on Education for Sustainable Development. **He then adjourned the Executive Committee Meeting at 3:00PM.**

Evening Event:

- V. 6:00 Reception followed by Dinner for Conference Sponsors, Speakers, and Organizers.

Attachment #1

Photo of IVETA Executive Committee & CPSC Conference Organizing Team



Attachment 2 (Below): Treasurers Report

2

**IVETA Executive Secretariat/Treasure's Report
Manila
October 2010**

As of October 2010, we had 166 regular members, 70 additional members from 34 institutional memberships (in 2009 we had 40 institutional members), 11 students, 7 former presidents (non paying) and 1 complementary members who presented at the 2009 November Conference. Currently we have a total of 248 members. Last year we had a total of 261 members as of this date. Renewal notifications have not gone out for those whose membership expires on December 31, 2010.

Every person who renews receives an email that serves as a receipt of payment along with a copy of his or her information for the membership directory along with information on how to access the IVETA Intranet and a Certificate of Membership, which was developed by Ingrid Trenner our Membership Secretary three years ago. It takes about 30 minutes to process a new member and if there are no changes to the directory information about 15 minutes to process a renewal.

Currently there is \$13,602.73 in Checking., \$29,501.22 in Savings, \$5,575.75 in the Microgrant account. The \$10,000 which was in a CD matured. The funds were transferred into Savings.

In 2007 we received \$2,079.84 from the copyright center. This year the amount is down significantly to \$471 in 2008 and \$143.28 in 2009. This may be because the journal is now available online. In 2010 that was reduced to \$200.00

Currently 13 of our regular members pay \$35 each for a printed version of the journal. We also continue to have a number of institutions that purchase the journal through services such as EBSCO. As a result we are mailing out somewhere between 100 and 150 journals. This includes printed copies to our institutional members and to those providing us articles for the journal. This small print run continues to be costly as are the mailing fees. The Spring issue of the journal cost us \$1,519.82 for printing and postage.

For the fifth year, renewals were sent out through QuickBooks. We are still not getting notification through the web site when a Hotline is not delivered. I have yet to figure out why. I usually don't find an email does not work until renewals are sent out through QuickBooks. This bothers me because it means that when the Hotline fails to be delivered and the non-delivery is not being returned. I have asked Jason about this and he assures me I am being notified, although I have yet to receive a notification.

Our web site is up and working well in some areas, but still needs some tweaking. The application for membership went backwards in that it is not working as it should. Jason has to fix this, but has not done anything to do so in the last year. Another problem is with trying to find things on the web without search capabilities. A good example is the Microgrant application. If you do not know where to look you cannot find it.

We again had to file the 990 EZ form to the US Internal Revenue Service and for the first time this year we used a CPA firm to review our accounts and procedures. The report is available if anyone would like a copy. Each year the US Internal Revenue Service requests more and more information from NGOs. We are required to justify on a yearly basis why we should continue to be a 501c3 under IRS rules.

Because of the upgrade to Windows 7 and Office 2010, I was forced to purchase new computer equipment and software this year. This resulted in my Laser Printer which is circa 1991 to no longer be compatible with the new computer. The 2009 QuickBooks also had to be upgraded as too was not compatible with Windows 7.

Challenges that face the Executive Secretariat and IVETA include the following:

- The workload for the Executive Secretariat and Treasurer continues to increase.
- With the upgrade to Window 7, my equipment is becoming obsolete. Until now all updates Microsoft have been at my expense. This will be a problem in the future because in order to upgrade to Window's 7, I will need to buy a new computer.

Recommendations:

- Continue to print some copies of the journal for the contributors, institutional members and those who pay for copies. This needs to be reviewed as we move forward. The cost to members and non members for the journal will not increase in 2010 as we did not know for sure what that cost would be. The cost of the journal for 2011 will increase to \$70 for institutional subscribers outside of IVETA. With the increase in postage we may have to raise the cost to \$40 for member's subscriptions to the journal. This will be monitored this next year.

The last three recommendations are still an issue from 2009.

- Move to payment of membership online for those who have VISA and MasterCard. This will cost us \$14.95 per month. This was the quote that we received from the software company. We would recommend starting this with renewals going out August 1, 2009 as it is too late for this year.
- **Begin to look at a long range plan for how you are going to handle the functions of the secretariat and treasurer once I decide to retire from this position. Currently I plan to stay on for the next two years.** Note the function needs to be in the United States or we will lose our not-for-profit status making it critical that we achieve a smooth transition are the requirements of the Internal Revenue Service and the Minnesota Attorney Generals Office for reporting..
- Provide for someone to help part-time in preparing materials for printing and putting together folders for next years conference. We need help be it paid or volunteer. This was not accomplished this year due to time constraints.

Barbara Ann Herrmann
Executive Secretariat/Treasurer
October 2010

Attachment #3 (Below): Profit and Loss Statement

11:00 AM
 10/29/10
 Accrual Basis

IVETA
Profit & Loss Budget vs. Actual
 January through December 2010

	Jan - Dec 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACTE Annual Awards Luncheon	1,200.00			
Journal Subscriptions	740.00	1,365.00	-625.00	54.2%
Membership Dues	8,925.00	19,250.00	-10,325.00	46.4%
Royalties	0.00	200.00	-200.00	0.0%
Total Income	<u>10,865.00</u>	<u>20,815.00</u>	<u>-9,950.00</u>	<u>52.2%</u>
Gross Profit	10,865.00	20,815.00	-9,950.00	52.2%
Expense				
Accounting/IRS	726.39	1,149.20	-422.81	63.2%
ACTE Affiliate Membership	500.00			
Annual Conference/Meeting Awards	671.69	2,939.99	-2,268.30	22.8%
Bank Service Charges	538.49	273.99	264.50	196.5%
Internet	443.60	932.65	-489.05	47.6%
Journal	563.53	1,329.50	-765.97	42.4%
Membership Expenses	1,519.82	4,157.98	-2,638.16	36.6%
Miscellaneous	11.08	72.25	-61.17	15.3%
Office Supplies	0.00	600.00	-600.00	0.0%
Professional Micro-Grant Prog.	209.00	191.16	17.84	109.3%
Reconciliation Discrepancies	0.00	2,000.00	-2,000.00	0.0%
Regional Development	-50.00			
Secretariat Stipend	0.00	1,500.00	-1,500.00	0.0%
Secretariat Travel	4,500.00	4,500.00	0.00	100.0%
Total Expense	<u>11,217.70</u>	<u>21,782.80</u>	<u>-10,565.10</u>	<u>51.5%</u>
Net Ordinary Income	-352.70	-967.80	615.10	36.4%
Other Income/Expense				
Other Income				
Interest Income	168.08	21.02	147.06	799.6%
Total Other Income	<u>168.08</u>	<u>21.02</u>	<u>147.06</u>	<u>799.6%</u>
Net Other Income	168.08	21.02	147.06	799.6%
Net Income	<u><u>-184.62</u></u>	<u><u>-946.78</u></u>	<u><u>762.16</u></u>	<u><u>19.5%</u></u>

Attachment # 4 (Below): Balance Sheet

2:33 PM
10/29/10
Accrual Basis

IVETA
Balance Sheet
As of October 29, 2010

	<u>Oct 29, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Business Performance Savings	29,501.22
Checking	13,602.73
Wells Fargo Business Savings	5,575.75
Total Checking/Savings	<u>48,679.70</u>
Accounts Receivable	
Accounts Receivable	4,789.00
Total Accounts Receivable	<u>4,789.00</u>
Other Current Assets	
Undeposited Funds	400.00
Total Other Current Assets	<u>400.00</u>
Total Current Assets	<u>53,868.70</u>
TOTAL ASSETS	<u>53,868.70</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,141.95
Total Accounts Payable	<u>-2,141.95</u>
Credit Cards	
Finance Chrg CC	-50.86
Total Credit Cards	<u>-50.86</u>
Total Current Liabilities	<u>-2,192.81</u>
Total Liabilities	-2,192.81
Equity	
Retained Earnings	55,946.13
Net Income	115.38
Total Equity	<u>56,061.51</u>
TOTAL LIABILITIES & EQUITY	<u>53,868.70</u>

Attachment #5 (Addendum to 2009 Report)

INTERNATIONAL VOCATIONAL EDUCATION AND TRAINING ASSOCIATION IVETA AWARDS COMMITTEE

Report to the Annual Business Meeting November 2009

The List of Award Holders, on the website was updated. In thanking IVETA for the honor of the 2008 Silvius-Wolansky Award, the recipient Dr Jose Lacson said he would use the accompanying cheque to cover the [IVETA] Membership fees of Vietnamese colleagues from the Vocational Training Department in Vietnam.

Nominations for the 2009 awards were called for on the IVETA hotline and on the website in late July, also by email to Regional Vice-Presidents to whom reminders were sent. Further information about the activities and contributions of candidates were sought as necessary.

The following annual awards were made at the Awards Luncheon on 18 November:

Silvius-Wolansky Award - to an Outstanding Leader in Technical Vocational Education and Training – Dr Glen E Witter

Joel Magisos Exceptional Service Award – for long term individual achievement in support of IVETA – Kenneth Morrison

Valued Supporter of IVETA Award – for exceptional support to IVETA in the last year – Dr Hemachandra Obeysekera

Robert D Cain Business/Organization Awards - to a company, government agency or educational institution in recognition of support of IVETA -

The Ministry of Vocational Education and Training (MVTT) and the Department of Technical Education and Training (DTET), Sri Lanka

Lucas- Nulle Lehr- und Messgerate GmbH , Kerpen- Sindorf, Germany (Gerald Schex, Sales Director).

Only exceptionally does the Awards Committee recommend Special Recognition to other contributions by members. However, the Awards Committee received a request, endorsed by the President that on this occasion of the 25th Anniversary of IVETA Special Recognition should be given to two Founder members whose major contributions ensured the infant IVETA would develop into its second decade and beyond. The Committee was pleased to add the two nominees Joel Magisos and Valija Axelrod to those receiving appreciation.

One nomination submitted for the Silvius-Wolansky Award was that of a large organization rather than an individual person. The nominator requested that, due to there being much evidence to support the innovative and successful achievements of the organization in the provision of TVET over many years, the Committee considered the nomination. The Committee considered the terms of reference and history of this award, sponsored by Iowa State University, exclude the award being made to an institution or organization. It is of course possible to make the award to a person whose achievements have been made as a leader of a particular organization if other criteria are met; also organizations that give specific or long-term support to IVETA can receive the RD Cain Award. However it may be that at some future date IVETA should consider making an additional award available to an institution or organization for its own contribution to TVET.

A summary of the history of IVETA's awards has been prepared for the 25th anniversary. This has brought to light that in the earlier years there was an obligation upon each Regional Vice-President to nominate a person from their region for the Silvius-Wolansky award, not necessarily an IVETA member. This would be to ensure global representation. The emphasis of the last decade or longer has been to invite members to submit nominations through their Regional Vice-President. As members generally seem reluctant to make nominations, may be as the majority have only been members for a few years, it is recommended that Regional Vice-Presidents should be proactive in encouraging members to make nominations with the expectation that normally, but not always, there will be a nomination from each Region.

I have now been Chair of the IVETA Awards Committee for five years. It has been an honour, but I feel it may now be time for me to hand over to a new Chairman, whom I would be pleased to support in the transition period. In conclusion, I would like once again to thank Jim Daines and Abel Modungwa for their contributions, Jim for preparing the plaques and certificates, and also to thank those who made nominations and supplied information.

Christopher Parkin Chair, IVETA Awards Committee

11 November 2009