

**International Vocational Education and Training Association (IVETA)
Annual Business Meeting**

4:25-6:00 PM, Wednesday, December 3, 2008

MINUTES

- 1.0 Call to Order (David Fretwell) at 4:25
Announced that all reports will be in the next Newsletter
- 2.0 Minutes of the Las Vegas 2007 Annual Meeting
Correction was made to Section 4.3. Line 1 to read, " All awards were made." Also delete the last line of the same section.
Motion for approval of the corrected minutes (Jim Daines, seconded by Chris Parkin):
- 3.0 Officers' Reports (2008 Work Plan)
 - 3.1 President's Overview Report (David Fretwell) See written report appended.
 - 3.2 Vice Presidents' Reports
 - 3.2.1 Asia and Pacific (Hemachandra L. Obeyesekera)
 - 3.2.2 East Europe and Central Asia (Olga Oleynikova) See written report.
 - 3.2.3 Australia/New Zealand and East Asia (Carmel Thompson, see written report sent)
 - 3.2.4 Europe (Raimo Sivonen) See written report.
 - 3.2.5 Latin America and Caribbean (Kenneth A. Morrison) See written report.
 - 3.2.6 Middle East and N. Africa (Saleh Al Amr not present) Klaus Sodemann gave a verbal report on behalf of Saleh Al Amr.
 - 3.2.7 Africa (Abel Modungwa) See written report.
 - 3.2.8 North America (Bob Norton) See written report.
 - 3.3 IVETA Membership, Treasurer, Secretariat Report (Barbara Ann Herrmann)
 - 3.3.1 Membership Report and Awards (Ingrid Trenner See written report.
 - 3.3.2 Financial Report 2008, and 2009 Budget (Barbara Ann Herrmann) See written report.
- 4.0 Committee and Activity Reports
 - 4.1 Evaluation of IVETA Services and Products (Sandra Pritz)
 - 4.2 IVETA Journal (Ernest Brewer, Davison Mupinga) See written report.
 - 4.3 IVETA Newsletter (Davison Mupinga, Dave Fretwell)
 - 4.4 Micro Grant Awards (Jeanette Daines)
 - 4.5 Web Site (Jack Matthews)
 - 4.6 Nominating Committee (Ronald Dubois)
 - 4.7 Awards Committee Summary (Christopher Parkin)
 - 4.8 Audit Committee (Klaus W. Sodemann) Assurance given that the financial records are in order. **Motion** (Klaus Sodemann, seconded by Barbara Herrmann) to accept the audit report. Approved.
 - 4.9 Constitution and Bylaws (Klaus W. Sodemann) See 5.1 below.
- 5.0 New Business
 - 5.1 Constitutional Amendments (Klaus Sodemann) Four proposed Constitutional Amendments were circulated (see Appendix of Reports). **Motion** (Marvin Lamoreux, seconded by Tom McArde) to accept the changes. Approved.
 - 5.2 Regional International Conferences (Klaus Sodemann, Abel Modungwa)
 - 5.3 2009 IVETA Work Plan (Klaus Sodemann) To be worked on with the Executive Committee Team
 - 5.4 Other Business
Discussion included 1) reconsideration of membership fees and 2) suggestions regarding the desirability of having a social reception the evening before the next mini-conference in Tennessee in 2009 to consider issues of the members regarding future programming. This is to be taken up by the organizing committee headed by Bob Norton with assistance from Marvin Lamoreux and Ike Goodine.

6.0 Adjournment

A **motion** was made by Dave Fretwell and passed for adjournment at 6:00 p.m.

Respectfully submitted,
Sandra G. Pritz, General Secretary

Appendix of Reports

Report from the IVETA President Dr. David H. Fretwell December 3, 2008:

As I complete my two-year term as President I would briefly like to summarize some of the key initiatives that our organization has undertaken during my term of office, and suggest some key policies for the Association to consider in the future.

The focus of the Executive Committee during the past two years has been to provide leadership which reflects a balance between two goals: (a) maintaining the traditions on which IVETA was founded, and I was one of the founding members; while (b) evaluating and strengthening IVETA's products and service so we can serve the membership better in a changing world.

Key initiatives we have accomplished on the first goal, maintaining traditions, include:

- Adopting an Annual Plan with specific goals and objectives.
- Drafting and formally adopting the first formal comprehensive set of IVETA Operating Rules and Regulations (Bylaws).
- Co-hosting two Africa Regional Conferences (Mauritius and Zambia)
- Organizing two mini-conferences, linked with ACTE and focused on high priority issues in TVET (finance and youth unemployment)
- Printing and distributing high quality IVETA brochures in multiple languages.
- Continuing the Professional Micro Grant Program
- Continuing publication of the Journal and Newsletter both with an increased focus on key TVET issues.
- Maintain low membership dues, particularly in recognition of the fact that the Association has many members from developing countries.

Key initiatives we have undertaken on the second goal, strengthening and expanding services, include:

- Initiating the first formal evaluation of IVETA goods and services.
- Implementing a monthly electronic "Hot Line" from the President, to highlight key professional developments, and administrative happening at IVETA.
- Initiating a formal membership drive with related awards (membership has increased nearly 30% over the past two years).
- Improving electronic services to members including moving fully to electronic distribution of the Journal and updated Newsletter.
- Redesign and consolidation of the IVETA web sites with added features of automatic translation, job bank, and forum capabilities.
- Reconstituting and developing official linkages and affiliate memberships with a number of key international agencies involved in TVET.
- Updating the Constitution to allow IVETA to better serve its goals.

IVETA was established over 20 years ago and has, and can continue to, fill a rather unique "convening role" as a neutral professional organization without direct organizational or geographic linkages or restrictions, and with a focus on strengthening communication and sharing between TVET professionals in developed and developing countries. This role can be supported by policies and services that:

- Emphasize in IVETA hosted conferences, the Journal, and the Newsletter, key emerging issues on TVET which can "add value" for members.
- Ensure all IVETA products and services are of high quality
- Carefully select and co-host conferences and events which are of high quality and are in keeping with IVETA's mission and policies, and add value for members.
- Continue to build affiliated linkages with other international organizations involved in TVET (Inter-American Development Bank, African Development Bank, ISO)

- Involve new members in the development and implementation of IVETA products and services.

I would like to express my appreciation for the support from the Executive Committee, the IVETA Secretariat (Barbara Herrmann), and several other IVETA members who have taken on significant coordination roles for IVETA products and services including Chris Parkin, Awards Coordinator; Jack Mathews, Web Site Coordinator; Ernest Brewer, Journal Coordinator; and Davison Mupingia, Newsletter Coordinator (now taking over as Editor of the Journal) as well as the response and support from the general membership. IVETA is a volunteer organization, and without the support its members, the IVETA Executive Committee could not fulfill its role.

I ask each and every member of the incoming Executive Committee to fully engage in helping implement IVETA programs. I would ask each IVETA member to ask themselves “how can IVETA serve the profession better, and how can we help IVETA accomplish its mission”. It has been a pleasure serving the Association and I look forward to the future.

**Annual Report of Prof. Olga Oleynikova,
IVETA Vice-President (EAST EUROPE & CENTRAL ASIA)**

In the past year all undertaken activities focused on the following key issues:

- promotion of concepts aimed at modernizing VET – VET for the knowledge-based society, namely on:
 - building market-driven VET
 - enhancing VET - labor market interaction
 - development of qualification frameworks and inherent mechanisms (occupational standards, assessment and certification procedures)
 - promotion of functional analysis
 - enhancement of quality of VET and its relevance for the economy and citizens
- promotion of IVETA in Russia and CIS.

The activities were conducted both in RF regions and in the CIS countries, namely in Kazakhstan, Azerbaijan, Kyrgyzstan, Ukraine and Tajikistan.

The above areas were identified due to the common features shared by all of the above countries. In all of the countries the key policy goal is VET modernization at the national level. The modernization efforts focus of transforming the input-based VET systems into competence-based ones, which requires transition from the current market of diplomas to a market of qualifications that would result in enhanced quality of human resources that the national economies need so badly to achieve economic competitiveness and sustainable development, as well as social cohesion. The above modernization goal is accompanied by a growing recognition of the added value and relevance of the concept of lifelong learning both among policy-makers and education practitioners. Creating lifelong learning opportunities is becoming increasingly important in the context of the current aging of the population and release of the work force from sectors and enterprises that no longer meet the requirements of the post-industrial economy, as well as in a situation of the outflow of labour from CIS to Russia and Europe.

The undertaken activities focused on creation of a cooperation and discussion forum in CIS and RF regions to explore ways to enhance reform and modernization processes with involvement of different categories of stakeholders. Also, special attention was given to provision of assistance to local teams in initiating or enhancing dialogue between ministries of education and labour, and between VET and labour market stakeholders. To the above end, a number of workshops, both in RF regions and CIS countries, were held and training of experts was organized to help the local teams develop occupational standards and output-based VET standards and programmes. Apart from that consultations were provided to the local teams and developed materials reviewed.

To facilitate the mutual learning a number of publications were prepared, including publications on such issues as internationalization of VET (Lisbon Strategy); life-long learning: goals, principles, mechanisms; modernization of VET governance – introduction to strategic management; NQF as VET modernisation tool.

To disseminate relevant concepts and acquire new learning Prof. Oleynikova participated in various VET-related events organized by the European Training Foundation, EfVET, European Commission (Madrid, London, Turin, etc.), and by partners in CIS countries, as well as initiated and organized a number of events in Russia (international workshops on: NQF, methodology of developing VET standards and designing competence-based VET programmes).

The undertaken inputs resulted in enlisting new IVETA members both in RF and CIS (15).

The performed activities have brought to the fore the constraints faced by all of the countries, embracing:

- inadequate motivation of labour market players who often seek immediate gains and are reluctant to invest time and money in the future
- low culture of social dialogue
- bureaucratic barriers
- existing legal frameworks and regulatory mechanisms
- inadequate qualifications of education/VET managers/administrators
- outdated pre-service training of VET teachers

Given the above constraints, in the coming year the efforts will concentrate on maximizing the outcomes achieved in 2008, on preparation of new publications (min. 2, on: certification of formal and non-formal learning and training of assessors for certification centres) and on establishment of sustainable networking among VET stakeholders in CIS countries.

Special attention will be given to issues of qualification frameworks and systems development and teacher training and upskilling.

IVETA European report 2008, Raimo Sivonen, Charlotte 3rd December 2008 European Union in 2008

The year 2008 changed after a good economical run towards world-wide recession. For years basic discussion has been how to handle coming lack of work-force. This discussion has had a positive impact on the popularity and development of VET. In basic politics EU has the idea to lean on growth policy on a triangle research, education and innovation. Every corner in this policy is important.

Now on the unsecure economic situation the importance of VET is even more important. Hopefully in European Union and in different European nations is seen the long term development of VET one part to solve the economic crisis. In European Union has been set five benchmarks (indicators) for year 2010:

- No more than 10% early school leavers;*
- Decrease of at least 20% in the percentage of low-achieving pupils in reading literacy;*
- At least 85% of young people should have completed upper secondary education;*
- Increase of at least 15% in the number of tertiary graduates in Mathematics, Science and Technology (MST), with a simultaneous decrease in the gender imbalance;*
- 12.5% of the adult population should participate in lifelong learning.*

The core indicators cover the whole learning continuum from pre-school to adult education, teachers' professional development and investment in education and training.

European Credit System for Vocational Education and Training (ECVET)

ECVET aims at facilitating European mobility in VET and access to lifelong learning for young and adult learners. It supports the learners while building individual learning pathways leading to qualifications. It provides a common methodological framework based on units of learning outcomes so as to facilitate transfer of credits between qualifications and VET systems.

By way of ECVET it is easier recognize learning outcomes (knowledge, skills and competences) which are achieved by the students during studying periods abroad. It will encourage students have studies and training in other countries, too.

The stage of development is the European Commission has finalised its proposal for a recommendation of the European Parliament and of the Council on the establishment of the European Credit system for Vocational Education and Training (ECVET) on 09 April 2008. An agreement on the ECVET recommendation is expected by the end of 2008.

Common European principles for identification and validation of nonformal and informal learning

Common European principles are necessary to encourage and guide development of high-quality, trustworthy approaches and systems for identification and validation of non-formal and informal learning.

The Education Council has endorsed a set of common European principles for identification and validation of nonformal and informal learning. A European Inventory on validation of non-formal and informal learning has been set up to support implementation of the common principles and to promote mutual learning between European countries. The Cedefop Virtual Community on non-formal learning provides a platform for dissemination of and further exchanges on the common principles and their further development.

International Vocational Education and Training Association
Vice President's Report
Latin America and the Caribbean
December 2008
Charlotte

Technical Vocational Education and Training (TVET) continues to provide the diverse economies of Latin America and the Caribbean with a viable mechanism to facilitate their participation in an increasingly more competitive global economy. The challenges and uncertainties of a world in the throes of recession, present the region with no alternative but to strengthen its TVET system and compete or die.

Closer integration and cooperation among the countries of the region has been adversely affected mainly by the language barrier, resulting in a situation in which the English speaking and the Spanish speaking countries have established associations among themselves, based on language.

During the period January 2008 – December 2008, a number of initiatives were implemented to foster greater collaboration/cooperation among the countries of the region. These initiatives included:

- The promotion of IVETA at a conference in Argentina through the distribution of the Spanish version of the IVETA brochure.
- The promotion of IVETA to regional TVET institutions in a number of Spanish speaking countries through electronic mail.

The collaboration in the English speaking Caribbean continues to be strengthened and expanded through the instrumentality of the Caribbean Association of National Training Agencies (CANTA) and other regional entities such as the Organization of American States (OAS) and the International Labour Organization/CINTERFOR.

Collaboration among the English speaking Caribbean countries has resulted in the development and implementation of the Caribbean Vocational Qualification (CVQ). The CVQ is endorsed by CARICOM as work-based qualifications and will prepare students to immediately enter the world of work on completion of the requirements for certification.

These qualifications are based on a common approach to training, assessment and certification as agreed by the National Training Agencies of the Region under the auspices of the Caribbean Association of National Training Agency (CANTA). Through this standardized process, there is mutual recognition of the CVQ, which forms the basis for the free movement of skilled workers throughout the CARICOM Region.

CANTA has been assigned the responsibility of implementing the CVQ throughout the region. The Association has also been collaborating with ILO/CINTERFOR and has nominees on ILO/CINTERFOR's Budget and Strategic Planning committee.

OAS Project: Support has been received from the OAS for the promotion of Competency Based Education and Training (CBET) in a number of countries in the region. The project also provided funding support for the training of assessors in a number of Caribbean countries, in an effort to standardize the assessment process across the region.

There is a need however, to integrate the implementation of the CVQ and the existing Caribbean Single Market and Economy (CSME) projects as there areas of disconnect between both.

Efforts are also being made to encourage greater participation by the relevant Ministers of Government in matters relating to TVET in the region.

Kenneth Morrison
Vice President, Latin America and the Caribbean

IVETA Africa Region
IVETA PROGRESS REPORT- 2007-08

1. Regional Conferences

- a. 7th IVETA Regional Conference for Africa was hosted by Zambia on the 10 – 13 August 2008. It was held in Livingstone at the Zambezi Sun Hotel, which is a stone throw from the renowned Victoria Falls. Two hundred and two (202) delegates from the United States of America, Australia, United Kingdom, Canada, Germany, Finland, Ghana, South Africa, Malawi, Mauritius, Russia, Botswana, Namibia, Uganda, Swaziland, Lesotho, Tanzania and Zambia. Dr David Fretwell also attended the conference. A total of thirty six (36) papers were presented on the:

Theme: 'Achieving Poverty Reduction through Relevant Quality Vocational Education and Training in Partnership with Industry'

Sub-themes:

- a. Policy Framework: What are the major policy issues in TVET in Africa?
- b. The Role of TVET in Post-Conflict African Countries: How can TVET contribute to poverty reduction in post-conflict situations?
- c. TVET and the Informal Sector: How can TVET work towards improving the performance of the Informal sector and how can TVET promote the linkages between the Informal and Formal sectors?
- d. TVET and Qualifications Frameworks: How do Qualifications Frameworks contribute towards making TVET relevant for both the formal and informal sectors?
- e. Partnerships with Industry: What are the experiences with partnerships with industry for TVET? How can these partnerships be strengthened?
- f. Improving Access to TVET: Access to TVET in many African countries is relatively low, due to supply constraints such as training facilities and poor infrastructure. What options are available to improve access to growing numbers of youth and for those already in employment?
- g. Financing of TVET: Training Funds have become a common feature of many TVET systems in Africa. What have been the experiences with Training Funds?

1. New membership

To date, four people have joined from the Africa region.

2. CHALLENGES

- a. Applicant for the IVETA micro grant, Mr Cheddi Kiravu presented an interim study report on 'Preliminary assessment of the socio-economic impact of clean energy technologies provision in Botswana.' Efforts were made to market the grant to vocational training institutions and the response rate has not been encouraging as to date no application has been received. Currently, Botswana Training Authority has developed unit standards and qualifications at level 2 and 3 on 'Solar water heating and photo-voltaic energy.'
- b. Some of the presenters did not turn up because they did not have sponsors for their participation.

The 8th Regional Conference for Africa is planned to take place in Namibia. Participants from Namibia made the offer while at last conference in Zambia. However since they have not been responding to my follow up mails. A decision will have to be taken early in the new year if I don't get feedback.

Abel Modungwa

2008 Annual Report – North American Region

Dr. Robert E. Norton

Regional Vice-President – North America

The major activity of the North American Vice-President was to select a theme and secure qualified speakers for the Annual Conference in Charlotte, NC on December 3, 2008. After requesting input from the Executive Committee, the theme of “Youth Employment: The Role of Vocational and Technical Education (TVET, VET, CTE)* was selected. An RFP was prepared, posted on the IVETA website, and disseminated directly to IVETA members and many others to solicit presenters on the nomination of potential presenters. Our President, Dave Fretwell, some members of the Executive Committee, and some of last year's speakers were very helpful.

An effort was made to secure speakers from major international organizations such as the World Bank, ILO, INBAS, GTZ, and UNESCO-UNEVOC. Then the real work began – encouraging busy and well-qualified people with different perspectives and a world-wide geographic representation to speak on a very challenging topic for “free” while paying “all” of their own travel, lodging, and meal expenses. Initially discouraged by getting almost no response, e-mails were sent to many persons seeking help.

After sending multiple e-mails to over 30 TVET national and international leaders, 17 proposals were received. Given the review input of the IVETA President, seven were accepted for presentation. One international organization, the World Bank (WB), and one professional organization, the Association for Career and Technical Education (ACTE) agreed to provide keynote presentations. In addition, there are five country-based presenters from Scotland, Australia, New Zealand, Botswana, and the United States. Details of the Charlotte Conference Program are presented in the attached agenda.

Membership recruitment of organizations and individuals was another major and ongoing effort throughout the year. Membership applications and IVETA informational brochures were distributed to all persons attending the DACUM (Developing a Curriculum) and SCID (Systematic Curriculum and Instructional Development) workshops offered by the Center on Education and Training for Employment (CETE) at The Ohio State University. CETE was encouraged to maintain its organizational membership (which it has done), plus add a fourth. E-mail reminders were sent to all North American past members who had not renewed by March. Notices were also sent to all the DACUM International Seminar participants, many of whom are attending.

* TVET stands for Technical Vocational Education and Training in some countries, VET means Vocational Education and Training in some countries, and CTE means Career and Technical Education in the United States and some other countries. TVET is used to encompass all of these in this report.

Chris Chinien, a TVET consultant and the former Canadian UNESCO-UNEVOC Center Director, agreed to continue as the Canadian Country Liaison. IVETA brochures and application forms were sent to him in January. We have exchanged several messages regarding his recruitment efforts.

As for major TVET efforts in the United States and to a large degree in Canada, there were three major priority areas. One was the continuing emphasis on organization programs around career clusters, which are sub-divided into pathways, which are in turn sub-divided into areas of specialization at the post-secondary level.

Second was the strongest ever push for identifying “industry-recognized skill-standards” for all TVET programs which in turn are to be used as a basis for “programs of study.” While the substantive involvement of industry is called for, many different approaches are being used.

Third is the greatest emphasis ever on the assessment of program outcomes beyond the assessment of knowledge and skills traditionally associated with instruction, the call now is for end of course, and/or end of program cognitive and psychomotor testing as a basis for certification of the competencies achieved. This requirement in the United States, under the Perkins IV legislation, has most TVET educators at the state and local levels scrambling to determine how this highly desirable element can be implemented and paid for.

The North American VP wants to thank the many persons who nominated, contacted, referred, or otherwise helped assemble the presenters for this conference. Lastly, he wishes to thank the persons who have agreed to be presenters, and the others who took the time and effort required to submit a proposal.

Recommendation: To continue to provide all accepted speakers a free years IVETA membership and free ticket for the awards luncheon.

Respectfully submitted,

Robert E. Norton 11/20/08

IVETA Executive Secretariat/Treasure’s Report Charlotte December 2008

As of November 20, we have 159 regular members, 61 additional members from 28 institutional memberships (in 2007 we had 30 institutional members), 10 students, 7 former presidents (non paying) and 3 complementary members who presented at the 2007 December Conference. Since September we have received 16 new members (whose membership dates started with their joining). Six new members have joined this month for a total of 261 members as of this date. Last year we ended the year with 228 members. Renewals for 2009 are coming in ahead of last year. These numbers will change before the end of the year and will be updated in a final report in January.

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 last year. 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. To speed up this process, we invested in .pdf Creator software. This software removes key strokes from the process that was necessary with the old free software.

Because of the increase in membership this has been a good year for the bottom line. Currently there is \$20,566.81 in Checking. We have approximately \$1,000 additional expenses in December. The expenses for the 2007 Las Vegas Conference have yet to be billed. We should finish the year with about \$31,000 left in the checking account. The Savings Account which is used for the Micro-Grant Program has \$5,611.93 in it with \$1,000 more to be transferred in January (this is the amount IVETA contributes from your dues). Of the \$5,611.93, \$2,000 is being held for the two current micro grants that were issued last year. We have an additional savings account that was created following last years audit recommendations. This account currently has \$15,029.66 in it. It is my intent, once all the bills for this year’s conference are paid, to move an additional \$5,000 from checking to this account. These numbers will change by the end of the year and will be updated in a final report the end of January or beginning of February.

In 2007 we received \$2,079.84 from the copyright center. This year the amount is down significantly to \$471. This has been the lowest we have received in years. We were wondering if this has to do with the availability of the journal online to members.

We have used those funds in previous years to offset the cost of printing the journal. We do have a number of members who pay for the journal in addition to their dues. 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 200 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. However, not know what the cost will be with the move to Kent State, I did not raise the cost for 2009. It is still at \$75 for non-members and \$35 for individual IVETA members. The cost of printing and postage for the journal this year was \$4,131.88. This was offset by subscriptions of \$1,435.

For the third year, renewals were sent out through QuickBooks. Much to our surprise, we only had 11 non-working email addresses. Four of these were taken care of by sending Olga the vouchers for the Russian members. The other seven will receive renewals via snail mail

Our new web site is up and working well in some areas, but still needs some tweaking. We need to thank the Technical and Vocational Training Corporation (TVTC) for donating \$3,000 for the development of the new web site. I am particularly happy about the application for membership piece. I am now getting more typed applications rather than hand written, which means fewer errors. As a result of the new site, more people are finding us and applying for membership which is a good thing.

For the first time, our income exceeded \$25,000 which triggered our need to file a federal and state financial report 990-EZ. EZ is supposed to mean easy. However, the form is many pages long and beyond my abilities. We hired a CPA recommended by Jeanette Daines to do this work for us. In the process, she helped clean up errors in record keeping that we had no idea how to fix and made other recommendations to streamline the bookkeeping. This cost us a little over \$500. We will again need to file a 990-EZ for 2008 and pay to have the report completed.

We upgraded our financial software this year which has been wonderful, but also a challenge.

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

- People losing track of their login in and password is still an issue. I don't know how many people have requested this information. It has been particularly heavy because of the ballot, registration for the conference form and the evaluation of products and services. Even though members receive reminders, they still contact me when the old one does not work. People just do not remember passwords and logins.
- The web site is not as intuitive as it needs to be which creates challenges even for me. I don't know how many sets of directions for finding things I have sent out. But it is significant. It shows that more people are using the site. For instance, depending on which version of acrobat you are using, you may be able to fill out the application online and then save it to your desktop. If you are using version 9 (this is the one my computer has), you will need to save the application to the desktop and then fill it out.
- Some would like the ability to pay their membership dues online rather than send me their credit card information.
- The increase in membership and interest in our conference is wonderful, but it has increased my workload considerably. I am a little concerned with making deadlines for next year as the renewals and the registration for the conference will be closer in time frame than every before.
- Computer equipment that is wearing out. The mother board failed on the desktop and with all the input on the computer we have managed to wear out the keyboard and mouse. We now have a new desktop with two new matching hard drives so that backup is happening continually. The memory in both the laptop and the desktop was increased. In addition, with the purchase of second flash drive, we are backing up to another location the financial and IVETA files. It has taken 3 months to become fully operational again. This was not a good time of year for this to happen. Despite all of this we are running under Office 2003 and XP Professional. For the first time, we had to request someone resend a word document as it was saving with .docx which I am assuming is VISTA. The stipend you are paying is being used to keep my equipment running and off set the cost of electricity from a computer that runs 24 hours per day. In

addition, Comcast, our ISP has been increasing their Internet access speed which has meant long periods of outages this fall.

- The audit and the state and federal requirements that need to be fulfilled by the executive committee.

Recommendations:

- Continue to print some copies of the journal for the contributors, institutional members and those who pay for copies.
- 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.
- 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.
- The biggest challenge is the requirements in the USA for 501 c3 companies. Those with non-profit status are required to jump through a number of hoops. It is for that reason that I am requesting for my own and Jeanette Daines (second signer on the checks) protection a review of our finances. This is similar to the audit that we have been doing internally. It needs to occur at the end of the year and involves not only submitting the software but the paper backup. The cost of this is around \$1,000. I have put it in the budget for next year in the hopes it will be approved. Normally treasurers and accountant positions are not in the same person. Because of our membership location it is not feasible to separate these positions. The executive committee (those with voting authority) is required by law to sign off on the 990 which makes them liable. To avoid this, we need a non member to review our activities. Our reports to the state and federal government are due the 15th of May each year. This year David Fretwell and I can sign off, but since the treasurer will no longer be a voting member of the executive committee we will need to have an additional vice president sign off along with the current president. These need to be original signatures.

Barbara Ann Herrmann
Executive Secretariat/Treasurer
November 21, 2008

The IVETA Newsletter
Annual Report for 2008 IVETA Business Meeting (12/3/08)
By Davison Mupinga

1. Two issues produced this year: Volume 24(2); and Volume 24 (3)
 - a. January (volume 1); May (volume 2) & September (volume 3)??
2. Changes the focus of IVETA Newsletter
 - a. *Rationale*: Format 20 year old & The monthly Hotline & IVETA website
 - b. *Focus*: Provides increased information on developing policy and program issues in TVET worldwide
 - c. One theme per issue but flexibility to publish information on events not linked to the theme
 - d. Theme for 1st revised Newsletter: *The Changing Role of Secondary Vocational Education*
 - e. Next Theme(s): ??
 - f. Delivery: Electronically & Outline posted on IVETA website & detailed newsletter on Members site

3. Submission of Newsletter Articles
 - a. Length of articles 1-2 page
 - b. Mechanics: Typed, MS Word, single spaced, Times New Roman
 - c. Email articles/suggestions to Newsletter Editor: dmupinga@kent.edu
 - d. IVETA Newsletter Editor: Volunteer(s) needed to start January 2009
 4. Suggestions/Comments
 - a. Articles needed for the Newsletter
 - b. Comments/suggestions on the Newsletter- format, articles etc.
 - c. Questions/Comments/ Suggestions
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IVETA AWARDS COMMITTEE
Report to IVETA Executive Committee Meeting December 2008

Recipients of the 2007 IVETA awards were featured in the February 2008 Newsletter and the lists of previous award winners since 1988 were updated on the website.

Nominations for the 2008 Awards were called for through announcements in the Hotline in lieu of the Newsletter, initially in July, on the website where further details could be found, and by email to Executive Committee Members, in accordance with IVETA's Operating Bylaws. Further information was sought where necessary and decisions made.

The following awards will be made at the Awards Luncheon on 3 December:

- Silvius-Wolansky Award - to an Outstanding Leader in Technical Vocational Education and Training –
- Joel Magisos Exceptional Service Award – for long term individual achievement in support of IVETA -
- Valued Supporter of IVETA Award – for exceptional support to IVETA in the last year
- Robert D Cain Business/Organization Awards - to a company, government agency or educational institution in recognition of support of IVETA -

Once again members are reminded that Nominations should be submitted by the date stated and must be accompanied by information that gives a good summary of the activities, achievements and contributions that directly support the nomination of the candidate for the chosen award. I would like to acknowledge with thanks the contributions and support of Jim Daines and Abel Modungwa.

Christopher Parkin
Chair IVETA Awards Committee
17 November 2008

Recommended IVETA Constitution Changes
Klaus Sodemann

Overview of changes

1. Prorated membership year.

2. Past President to be on Executive Committee
3. Treasurer becomes a non-elected position and is appointed by the Executive Committee
4. President-Elect cannot have consecutive terms

Details:

#	Old	New	Rationale and Comment on NEW
1	3.5 the annual membership period shall commence on January 01 and run through December 31.	3.5 The membership period for new members shall commence on the first day of the month after the payment has been received by the treasurer and last for 12 months.	Many individuals currently join in mid year, particularly during mid year regional conferences. These individuals are penalized as they pay the full membership fee but only get a part year membership. Most professional organizations approach membership as outlined in the new proposal. Prorated membership for twelve months after joining is very difficult administratively and is not in the current constitution and the Executive Committee does not recommend this approach.
2	<p>ARTICLE 5: ASSOCIATION OFFICERS (Thirteen Members)</p> <p>The Association Officers shall consist of a President; a President Elect; General Secretary; a Membership Secretary; a Treasurer, and not more than eight Vice Presidents (representing up to 8 distinct geographic regions generally based on World Bank regional areas (i.e., Africa, Europe and Central Asia, Latin America and Caribbean, Middle East and North Africa, South Asia, East Asia and the Pacific, EU/Europe, and N. America.. The Officers shall form an Executive Committee.</p>	<p>ARTICLE 5: ASSOCIATION OFFICERS (Thirteen members)</p> <p>The Association Officers shall consist of a President; a President Elect; <u>a Past-President</u>; a General Secretary; a Membership Secretary, and not more than eight Vice Presidents (representing up to 8 distinct geographic regions generally based on World Bank regional areas (i.e., Africa, Europe and Central Asia, Latin America and Caribbean, Middle East and North Africa, South Asia, East Asia and the Pacific, EU/Europe, and N. America.. The Officers shall be elected by the members and form an Executive Committee. A treasurer shall be appointed by the Executive Committee and shall become a non-voting member.</p>	<p>(a) Past president becomes a voting member of the Executive committee to help contribute to and maintain continuation of, IVETA operations.</p> <p>(b) Election of the Treasurer position is eliminated as it has become increasingly apparent over the past several years that it is critical that the Treasurer position has continuity. The current approach of electing the Treasurer means the Treasurer may be changed every two years or at most must be changed every four years. The appointment approach allows for continuity, is a common practice in NGOs, but still allows the Executive Committee to change the individual assigned to this work if so desired. Finally, it is generally the intention to attach the Treasurer activity to the Executive Secretariat, but this should not be put in the Constitution to ensure the Executive Committee retains flexibility on the appointment of individuals assigned to the executive secretariat and treasurer duties.</p>
3	11.1 Executive Committee Shall consist of the President, Immediate Past President (Honorary), President Elect, regional Vice Presidents, General Secretary, Membership Secretary, and Treasurer.	11.1 Executive Committee Shall consist of the President, Immediate Past President, President Elect, regional Vice Presidents, General Secretary, Membership Secretary, and Treasurer. The Executive Committee shall be the	See rational above for the Association Officers(Article 5).

	The Executive Committee shall be the administrative body of the Association and shall be empowered to transact business on behalf of the Association.	administrative body of the Association and shall be empowered to transact business on behalf of the Association.	
4	<p>ARTICLE 7: TERM OF OFFICE</p> <p>7.1 each elected officer shall serve for a two year term and may be elected to the same office consecutively for only one additional term;</p> <p>7.2 the President Elect succeeds automatically to the Office of the President;</p>	<p>ARTICLE 7: TERM OF OFFICE</p> <p>7.1 each elected officer shall serve for a two year term and, <u>with the exception of the President who serves for one two year term</u>, may be elected to the same office consecutively for only one additional term;</p> <p>7.2 the President Elect succeeds automatically to the Office of the President <u>two years after he/she is elected.</u></p>	<p>7.2 The president elect is not elected to consecutive terms, rather takes office after two years after his/her election which is standard practice.</p> <p>We recommend that the President (see new article 5), who can only serve one two year term, become an ongoing voting member of the Executive Committee, as Past President, for two years to help maintain continuity of IVETA operations..</p>