

Idaho CTE Foundation Meeting Minutes

August 19th, 2026 Idaho CTE Foundation “all member” Meeting.

0800 Harold called meeting to order.

1. Attendance: Harold Nevill (President), Pam Eaton (Treasurer), Robert Vande Merwe (CTE Month Committee Chair), Abby Jerome (Scholarship Committee Chair), Angie N., Pat N., Kate H., Glen Riley (Northern Idaho Industry Liaison), Chelsie W., Charles B., Clay L., and Lisa W. Beth R. and Staci Low emailed Harold ahead of time that they couldn't make it; both provided input on agenda items.

2. Agenda. The meeting agenda was approved by unanimous consent.

3. Minutes. The meeting minutes of June 17th, 2026 were approved by unanimous consent.

4. New Members. Harold reported that 3 new members were recruited during this summer's CONNECT. They are:

Charles Bell, LCSC

Andy Smith, West Ada School District

Lisa WoodMirand, University of Idaho

5. Treasurer's Report. Pam Eaton sent a treasurer's report (**attached**), which she reviewed and which was then approved by unanimous consent. Pam described the problems we have had complying with IRS and Idaho Community Foundation changes to our tax filing status. Based on an incorrect request from the IRS, our accountants have been trying to change our “type” of 501(c)(3) IRS designation. The IRS has agreed that they made a mistake; we do not need to change our IRS designation. As a result of the IRS admission, the ICF has agreed to forward us the endowment we need to pay the remainder of the 2026 scholarships – but we have not yet paid the Lynch, Veseth, and Tools scholarships for 2026. Pam and our accountants have worked overtime on this issue, and we have already had to pay more accountant fees than normal. We will have to pay more.

Treasurer's report = Balance: \$12,670.65. ICF payments expected this year: \$52,954.30 from the Lynch endowment, and \$5000 from the Tools for Trades fund. After \$30,000 is paid for outstanding 2026 scholarships, we should have about \$40,000 remaining in our account.

6. Old Business

a. Scholarship Status. Abby reported that the remaining 3 FFA Merits were awarded, which closes out the 2026 scholarship year. Only two of the 2026 Merits were awarded to post-secondary students, and Harold expressed a desire to get more post-secondary applicants next year. Abby continues to tweak the application process. She plans to continue to use JotForms this coming year, which cost ICTEF \$294 per year. We did still find some applications that lacked required documents.

Action: Harold asked all members to inform Abby if they hear of students having any technical issues using our scholarship application.

b. CONNECT Summer Conference. Harold reported that 3 new ICTEF members were recruited during CONNECT. Abby manned a table at the Round Table event to help CTE teachers understand our scholarships. Harold and other ICTEF members manned a booth during the vendor event to recruit new members.

c. Eastern Idaho Industry Tour. The eastern Idaho industry tour is planned for October, 2026. We do not have exact dates, so Harold will email all members with them when they are finalized. Any ICTEF member is eligible to attend these tours. If you are from eastern Idaho, you can attend any event, just please let Harold know ahead of time. If you are from northern or southwest Idaho, please let Harold know that you want to attend. Because we have to stay within our budget, travelers from northern or western Idaho may be limited.

Action: Any ICTEF member who wants to participate in the eastern Idaho industry tour please let Harold know via email.

d. Bylaw Review. Pam Eaton has rewritten both the Bylaws and Articles of Incorporation for ICTEF (**attached**). All members are requested to review the proposed documents and to send comments to Harold via email. Harold plans to vote on acceptance of these new documents at the September meeting.

Action: Any ICTEF member who has questions, comments, concerns, or changes to these proposed documents are asked to let Harold know via email.

7. New Business

a. FY2027 Budget. Harold asked all members to review the proposed FY2027 budget (**attached**) and send him suggestions for how we might balance the budget. ICTEF has already put on hold the expansion of scholarships to “one per educational region” as a budgetary constraint. Members are asked to help identify programs that we pursue that need to be adjusted. Harold will send an updated proposed budget with the additional accounting costs included (**attached**).

Action: Any ICTEF member who has suggestions for changes to the proposed FY2027 budget are asked to let Harold know via email. Please identify any numerical changes needed, as well as programmatic changes to what we offer, such as fewer (or cheaper) scholarships.

b. ICTEF Board Elections. It is time to elect Board Officers for next fiscal year. The current “elected” Board officers are:

President = Harold Nevill
Vice President = Staci Low
Treasurer = Pam Eaton
Secretary = Colby Matilla

We definitely need a new secretary, as Colby’s new job is preventing him from attending meetings. Harold is ready to step down. Staci is okay with VP, but does not want to be President. Any member who wants to nominate themselves, or any other ICTEF member (as long as they agree to serve...) can email Harold. Harold will send the slate of officer candidates to all members before the next meeting. Harold plans to hold the vote for new officers at the next meeting.

Action: Any ICTEF member who wants to nominate themselves or another member for any of the officer positions, please email Harold.

8. Next Meeting. The next ICTEF meeting is planned as a full-member meeting, scheduled for Wednesday, September 16th, 2026, at 8:00 a.m. (MT)/7:00 a.m. (PT) via Zoom.

9. Hearing no objections, Harold adjourned the meeting at 0840.